

5311 Rural Transit Program Implementation Workshop



Federal Transit
Administration

Arizona Department of Transportation
Multimodal Planning Division

October 9, 2019

Introduction

Housekeeping

- ▶ Emergency Exits
- ▶ Restrooms
- ▶ Lunch
 - Vending machines/Water
- ▶ Title VI Notice

Internet Access

Wi-Fi
Guest Access

Password
48DesertSky!!

Agenda Overview

- Introductions
- Civil Rights – Title VI & ADA
- Disadvantaged Business Enterprise (DBE)
- Funding Overview
- Contract Review
- National Transit Database 2019 Report Year Updates
- Procurement Overview
- Transit Asset Management

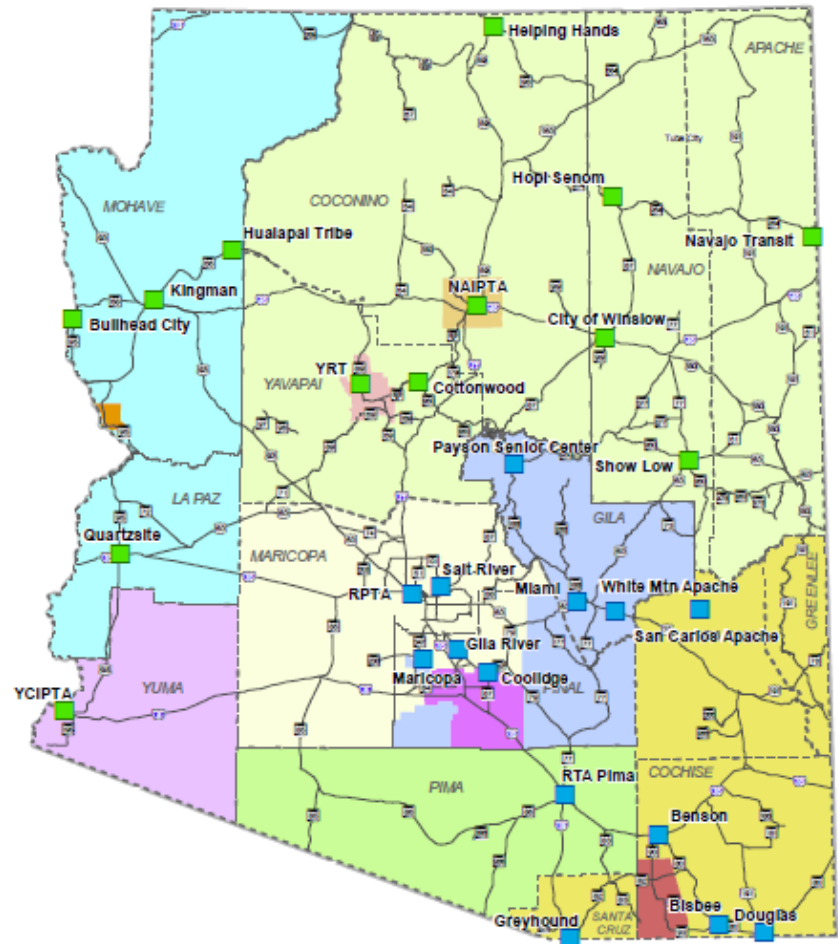
Agenda Overview

- Vehicle Depositions, Liens, Accident Reporting
- Insurance
- 5339 Bus & Bus Facilities Funding
- Planning
- Rural Transit Assistance Program
- Upcoming Events
- Transit Kudos
- Q & A

5311 Program Managers

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Presentation by Civil Rights



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Civil Rights

[ADA: Nondiscrimination Program](#)

[Contractor Compliance Program: External EEO](#)

[Title VI: Nondiscrimination Program](#)

[Internal Nondiscrimination Programs](#)

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Business Engagement and Compliance

About Us

Bidding Opportunities

Business Registration and Certification

DBE Goals and Reports

DBE Supportive Services

DBE Contract Compliance

LPA/Subrecipient

On-the-Job Training/Contract Compliance

On-the-Job Training/Supportive Services

DBE Disparity Study

Disadvantaged Business Enterprise (DBE) Program

DBE Labor and Compliance Reporting

Contact Us

MPD Transit Team

Administration

Jill Dusenberry – Transit Group Manager

Sara Allred – Transit Group Asst. Manager and State Transit Planner

5311

Aubree Perry
Sarah Fitzgerald

State Safety Oversight

Herman Bernal
Brian Brinkley

5310

Sara Allred
Lindsay Post

Program Support

Beth Adema – Vehicles Management Analyst

Ann Cochran – Program Analyst

Diane Ohde – Transit Grants Business Analyst Consultant

Sarah Wuertz – Contract Specialist/RTAP Administrator

Farewells from the 5311 Program

Sandy Stutey
Yavapai Regional
Transit

David Maestas
City of Maricopa

Wayne Shugart
Helping Hands

You will be missed!

From,

Your favorite ADOT Program Managers



to the 5311 Program

Name	Agency
Christine Yellowhair	Helping Hands
Salvatore LaPumalll	Salt River Pima-Maricopa Indian Community
Katie Dwoznik	Town of Miami
Zach Dowling	Yavapai Regional Transit
Deborah Brunner	City of Maricopa
Tim Nelson	City of Winslow
Marcus Tulley	Navajo Transit
Erik Heet	City of Coolidge

Funding

5311 Annual Funding

FEDERAL TRANSIT ADMINISTRATION			
TABLE 9			
FY 2019 FULL YEAR SECTION 5311 AND SECTION 5340 RURAL AREA APPORTIONMENTS			
SECTION 5311(b)(3) RURAL TRANSIT ASSISTANCE PROGRAM (RTAP) APPORTIONMENTS			
SECTION 5311(c)(2) APPALACHIAN DEVELOPMENT PUBLIC TRANSPORTATION ASSISTANCE PROGRAM APPORTIONMENTS			
The total available amount for a program is based on funding authorized under The Fixing America's Surface Transportation Act (FAST) and The Consolidated Appropriations Act, 2019 (Pub. L. 116-6) .			
(Note: In accordance with language in the FAST conference report apportionments for Section 5311 and Section 5340 were combined to show a single amount. The State's apportionment under the column heading "Section 5311 and 5340 Apportionment" includes Section 5311 and Growing States funds.)			
STATE	SECTION 5311 AND 5340 APPORTIONMENT	SECTION 5311(b)(3) APPORTIONMENT	APPALACHIAN DEVELOPMENT PUBLIC TRANSPORTATION ASSISTANCE PROGRAM
Alabama	\$17,799,272	\$300,153	\$5,000,000
Alaska	\$9,427,438	\$102,794	\$0
American Samoa	\$350,111	\$15,319	\$0
Arizona	\$13,678,385	\$187,081	\$0
Arkansas	\$14,000,223	\$233,917	\$0
California	\$31,257,249	\$417,693	\$0
Colorado	\$13,042,941	\$176,494	\$0
Connecticut	\$3,372,123	\$116,939	\$0
Delaware	\$1,941,404	\$91,917	\$0
Florida	\$18,257,477	\$291,238	\$0
Georgia	\$24,524,576	\$386,280	\$592,000

5311 Annual Funding

27

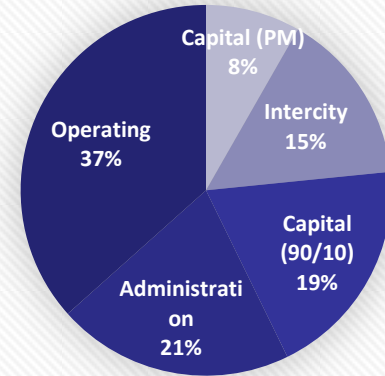
5311 sub-
recipients in
Arizona

- 5311 Apportionment from FTA (\$13,678,385 in 2019)
 - 10% State Administration
 - 15% Intercity Requirement
 - 10% Maximum – Complementary Paratransit
- Federal Highways Transfer – (\$1M STBG)
 - \$50,000 State Administration
 - \$950,000 Capital and Preventive Maintenance

5311 Year 2 Funding – 2019 (Federal)

\$13,678,385	2019 FTA Apportionment
\$1,000,000	FHWA transfer (STBG)
\$14,678,385	Total new funding
\$1,417,839	State Administration
\$13,260,547	Total new funding for sub-recipients
\$2,051,758	Intercity (minimum)
\$1,367,839	Complementary Paratransit (maximum)
\$187,081	RTAP
\$14,554,408	Funds to 24 Sub-recipients - through ADOT
\$1,297,786	Tribal Transfer
\$15,852,194	Total funds awarded in 2019
\$(2,591,648)	funded from older grants; recaptured funding

Funding Distribution



Contract Requirements

2nd Year End – 2018 Contract

Contract Administration














► Reminders

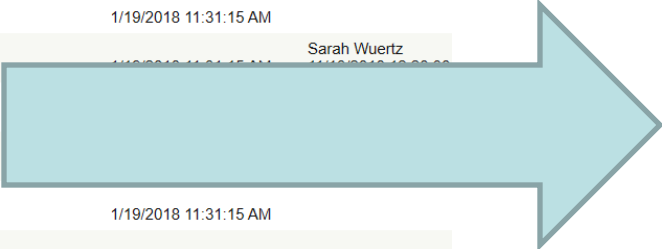
- Funds expire September 30, 2020
- All funds final – No extensions will be granted
- Funds will not roll over
- September 2020 Reimbursement Request must be submitted by: **December 15, 2020**

2018 Reimbursements

- ▶ You are now able to initiate reimbursement requests once you have completed your budget modification for Year 2 in E-grants.
- ▶ Thank you to all for expedience in returning signed Exhibit A's!

Contracts – egrants.azdot.gov

Agreement		
	Grant Agreement / Exhibits	
	Grant Agreement	1/19/2018 11:31:15 AM Sarah Wuerzt 11/9/2018 4:26:31 PM
	Signature Page for Grant Agreement	1/19/2018 11:31:15 AM
	Attorney Determination	1/19/2018 11:31:15 AM
	Upload	Sarah Wuerzt
	Exhibit A	
	Exhibit B 5311	
	Exhibit C Responsibility Matrix	1/19/2018 11:31:15 AM
	Exhibit D Procurement	1/19/2018 11:31:15 AM
	Exhibit E Civil Rights	1/19/2018 11:31:15 AM
	Exhibit F DBE	1/19/2018 11:31:15 AM
	Exhibit G Insurance	1/19/2018 11:31:15 AM
	Exhibit H NonTribal	1/19/2018 11:31:15 AM



This is what
your agency
has signed &
agreed to

Contracts – egranths.azdot.gov

Read the fine print...

- ▶ 3) The Governor of the STATE of Arizona, in accordance with a request by the Federal Transit Administration, hereinafter referred to as FTA, has designated the Arizona Department of Transportation as the responsible agency to evaluate and select proposed projects and to coordinate grant applications. The current [State Management Plan](#), [Program Guidebook](#), [FTA Master Agreement](#), and the Program Application, incorporated herein by reference, prescribe the STATE's Administrative Policies and Requirements for the Program.



Your e-grants application

FTA Circulars

- ▶ “Super” Circular [2 CFR 200](#)
 - In December 2013, OMB published the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), commonly referred to as “the Super Circular,” which applies to any organization receiving federal funding. It consolidated eight circulars into uniform regulations in Title 2 of the Code of Federal Regulations (CFR), specifically 2 CFR Part 200. The Super Circular applies to federal grants and agreements awarded on or after December 26, 2014.

Some circulars, but not all, have been updated to reflect the “super” circular. In the event of a conflict, the “super” circular supersedes.

FTA Circulars

Number	Name	Last updated	What is covers
C 4220.1F	<u>Third Party Contracting Guidance</u>	2013	Procurement requirements
C 4702.1B	<u>Title VI Requirements and Guidelines for Federal Transit Administration Recipients</u>	2012	Title VI requirements
C 4703.1	<u>Environmental Justice Policy Guidance for Federal Transit Administration Recipients</u>	2012	Environmental Justice
C 4704.1A	<u>Equal Employment Opportunity (EEO) Act: Guidance</u>	2017	EEO requirements
C 4710.1	<u>Americans with Disabilities Act (ADA): Guidance</u>	2015	ADA requirements

FTA Circulars

Number	Name	Last updated	What is covers
C 5010.1E	Award Management Requirements	2018	General requirements for all FTA grants
C 5100.1	Bus and Bus Facilities Program: Guidance and Application Instructions (Section 5339)	2015	Section 5339 requirements
C 9040.1G.	Formula Grants for Rural Areas: Program Guidance and Application Instructions (Section 5311)	2014	Section 5311 requirements
C 9070.1G	Enhanced Mobility of Seniors and Individuals with Disabilities: Program Guidance and Application Instructions (Section 5310)	2014	Section 5310 requirements
manual	Best Practices Procurement & Lessons Learned Manual (Report 0105)	2016	Procurement practices

FTA Comprehensive Guides

- ▶ FTA's [2019 Comprehensive Review Guide](#)
 - Identifies the minimum compliance requirements to which grant recipients are expected to comply.
- ▶ The guide articulates what is expected of grantees and exactly how FTA determines compliance.
- ▶ All requirements are directly related to specific, citable, written requirements.

FTA Comprehensive Guides

► FTA's 2019 Comprehensive Review Guide



The Federal fiscal year 2019 (FY19) Review Guide is the continuation of a **“back to basics”** effort initiated in FY2018 to identify the **minimum compliance requirements** to which recipients are expected to comply and the optimal methods for assessing compliance with those requirements. Key to that effort was ensuring that all requirements were directly related to specific, citable, written requirements while also maintaining the overall intent of the reviews. The FY2018 guide clearly articulated what is expected of recipients and exactly how FTA will go about determining compliance. The FY2019 guide continues that approach and further refines the document based on lessons learned.

National Transit Database (NTD)

National Transit Database

NTD – Everyone's favorite database

- ▶ Nation's primary source for information on transit systems
- ▶ NTD performance data are used to apportion over \$5 billion annually
- ▶ You are responsible for your data
- ▶ Data helps tell your story



**National Transit Database
2019 Policy Manual**

REDUCED REPORTING

National Transit Database

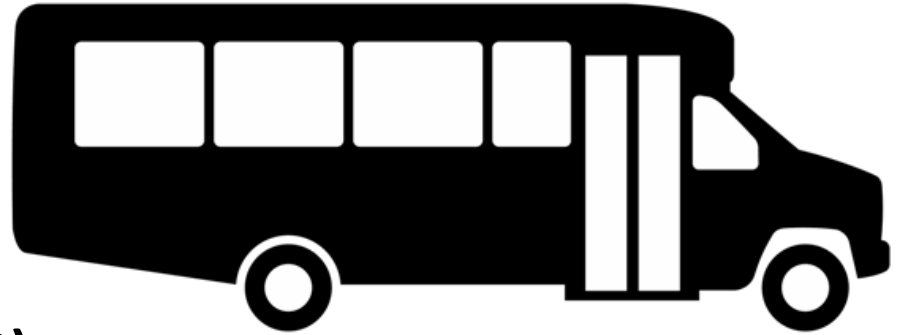
Self Reporting Agencies

- ▶ Self-reporting Agencies: any agency that receives FTA funds directly as well as from ADOT
 - Tribes
 - Urban areas
- ADOT will provide key financial data and will work with your finance department to verify the figures

National Transit Database

Modes

- ▶ **Bus (MB)**
- ▶ **Commuter Bus (CB)**
- ▶ **Demand Response (DR)**
- ▶ **Vanpool (VP)**
- ▶ **Other**



National Transit Database

Reporting Requirements

- ▶ NTD Forms – Reduced Reporting (RR-20)
- ▶ Separation by Mode
 - Unlinked passenger trips
 - Annual vehicle revenue hours and miles
 - Subrecipients must first report their **direct costs**, or costs that can be easily attributable to one mode, to the respective mode/TOS. Afterwards, for their indirect or shared costs, they can use an allocation method (i.e. allocate by VRM).

IMPORTANT

Must track by mode

- Passenger trips
- Revenue hours
- Revenue miles

National Transit Database

Reimbursement Request – form

REIMBURSEMENT PERFORMANCE DATA

- Purpose:
To ensure
accurate
NTD
reporting

PERFORMANCE DATA BY MODE								
	Vehicle Revenue Miles	Deadhead Miles	Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips Demand Response Only	Demand Response / Complementary Paratransit Total Trips	Passenger Paid Fare Revenue	Organization Paid Fare Revenue
Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
Commuter Bus (CB) / Intercity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
Demand Response / Complementary Paratransit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Vanpool (VP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
TOTALS								
Performance Data Total Fare Revenue:								

National Transit Database

Reimbursement Request – form

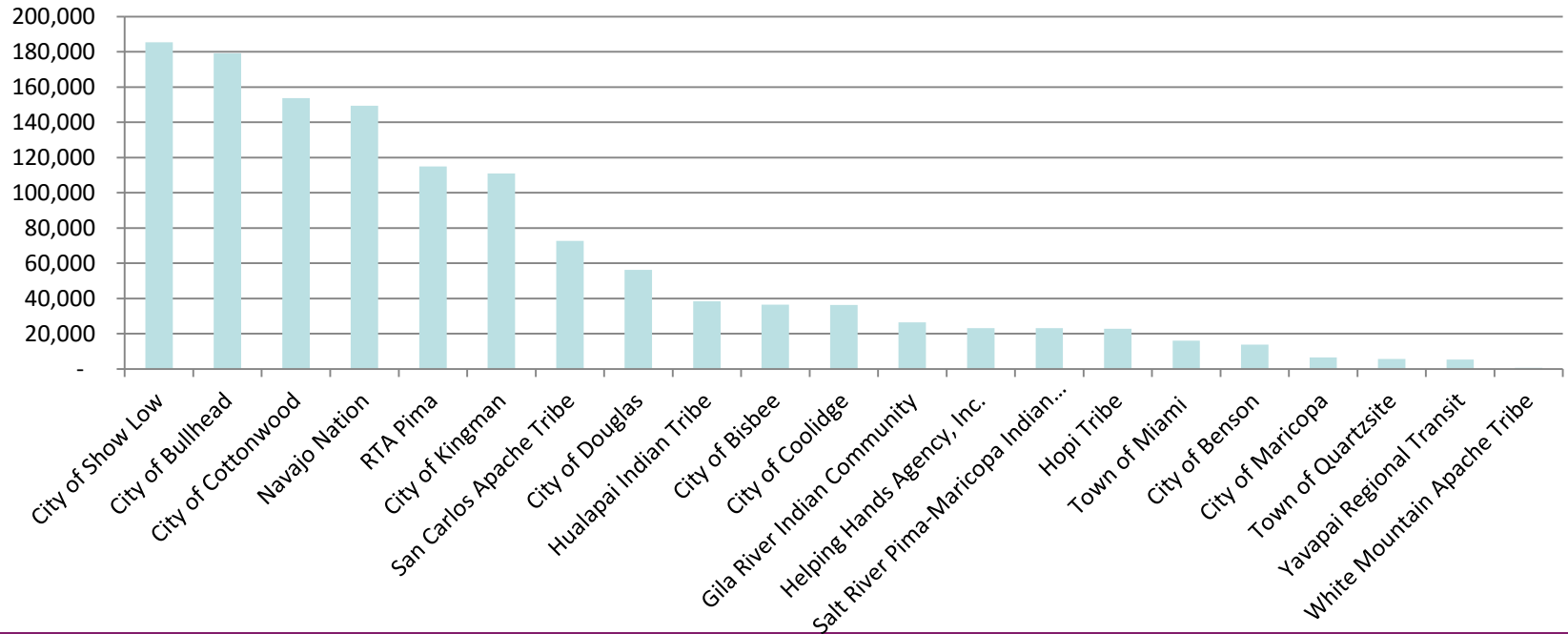
As many costs as possible
MUST be allocated directly
to a mode (i.e. maintenance
for a vehicle, etc.)

Direct Expenses by Mode - THIS MAY NOT BE ALLOCATED				
	Admin	Operating	Preventive Maintenance	Other Capital
Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commuter Bus (CB) / Intercity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Demand Response / Complementary Paratransit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vanpool (VP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS				
				Direct Expenses Total

Allocated Expenses by Mode				
	Admin	Operating	Preventive Maintenance	Other Capital
Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commuter Bus (CB) / Intercity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Demand Response / Complementary Paratransit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vanpool (VP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS				
				Allocated Expenses Total

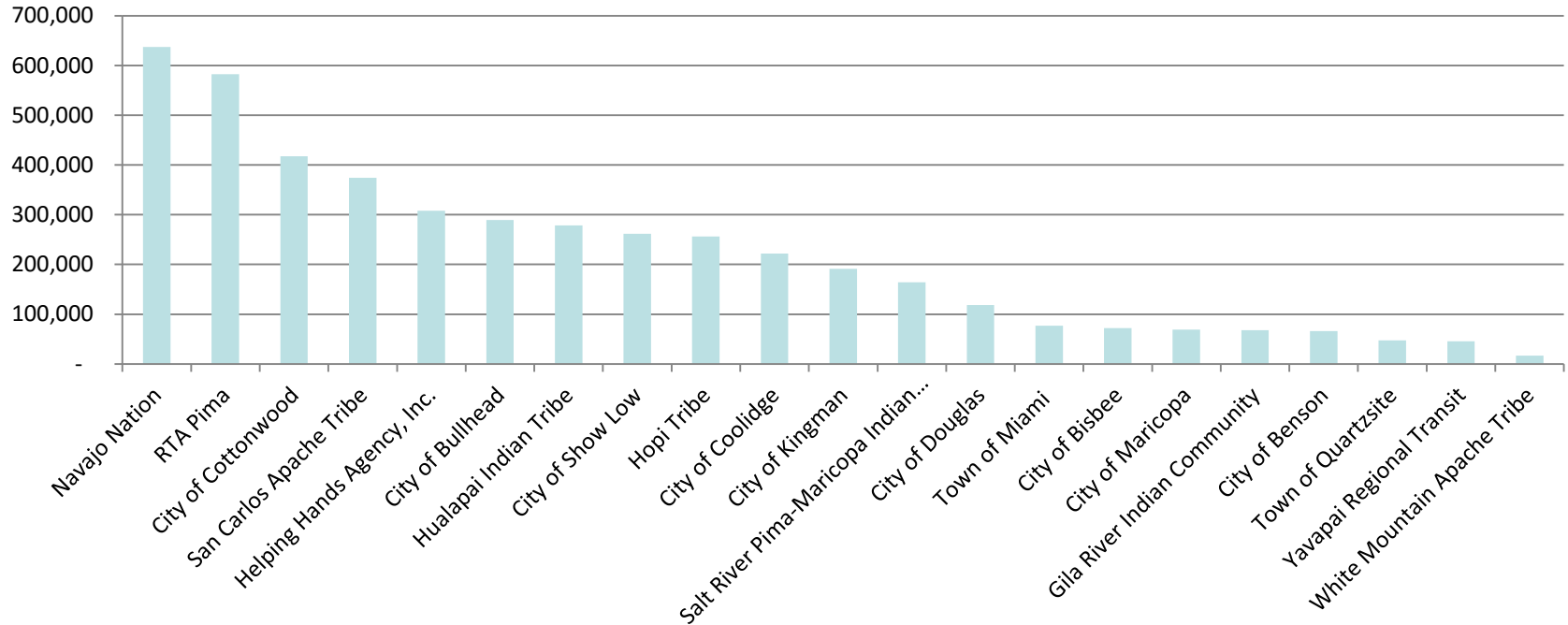
NTD 2017 – Published Metrics

Passenger Trips



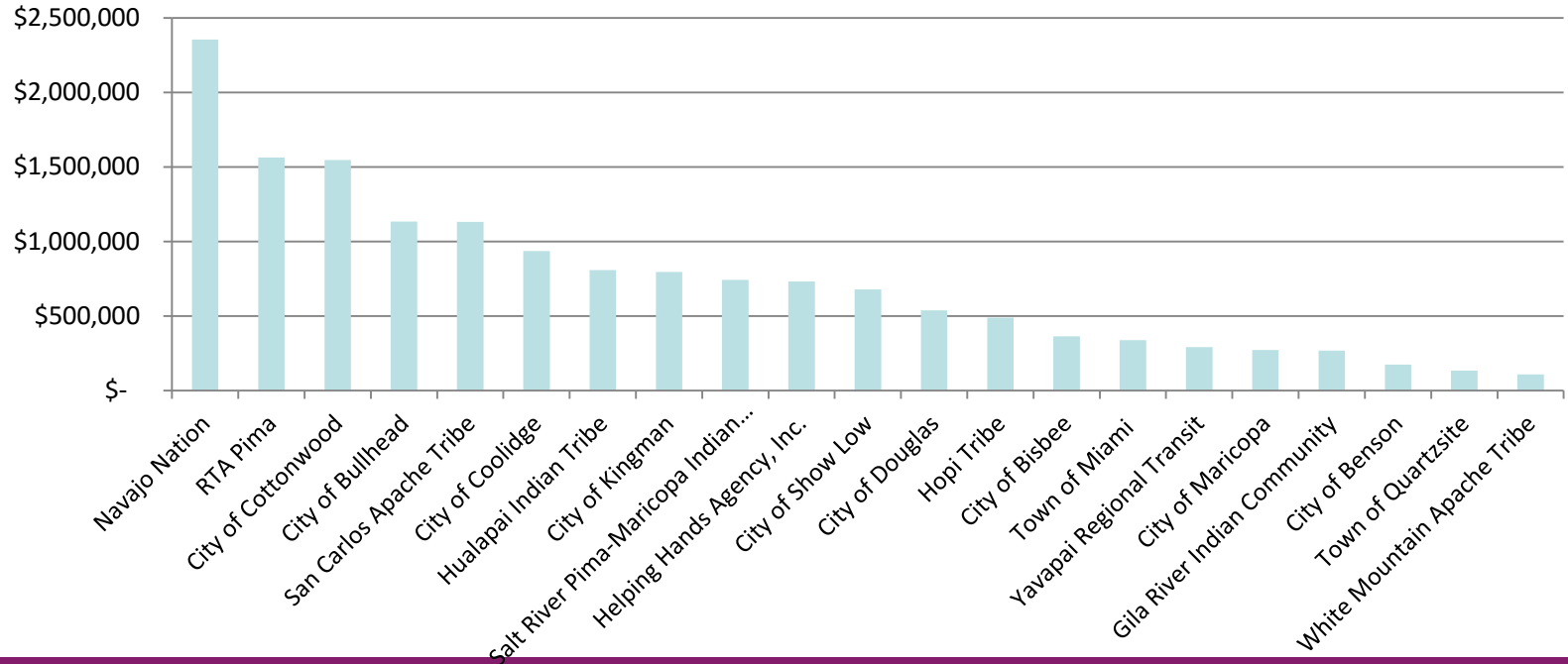
NTD 2017 – Published Metrics

Vehicle Revenue Miles



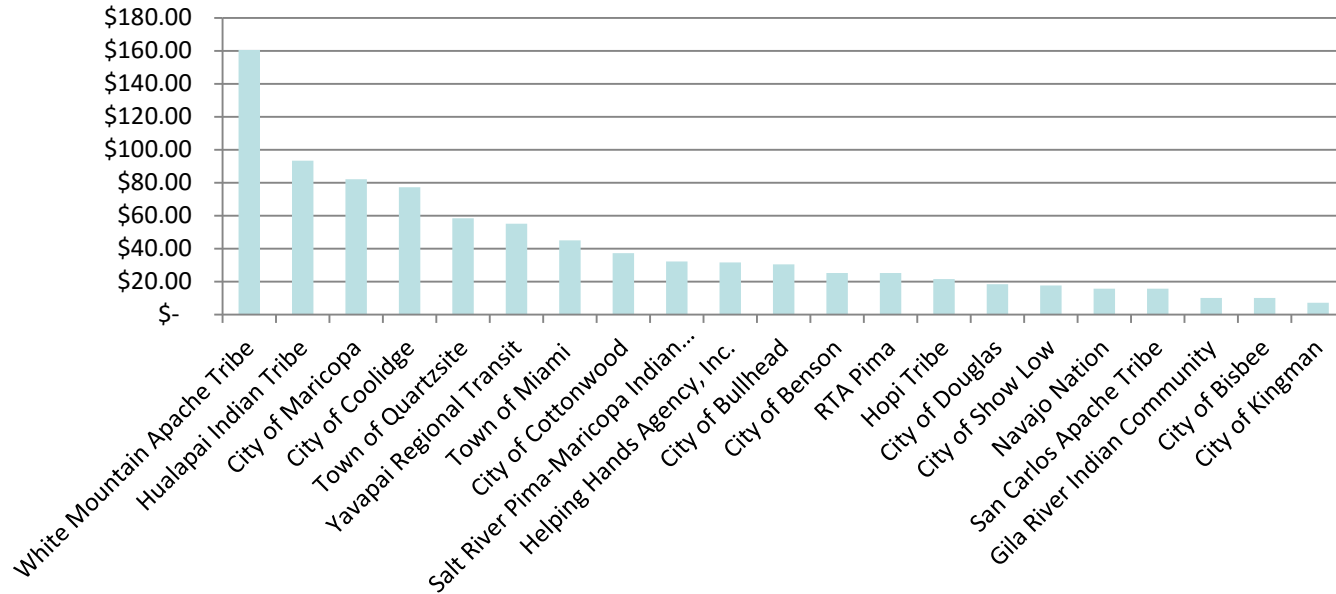
NTD 2017 – Published Metrics

Total Operating Expenses



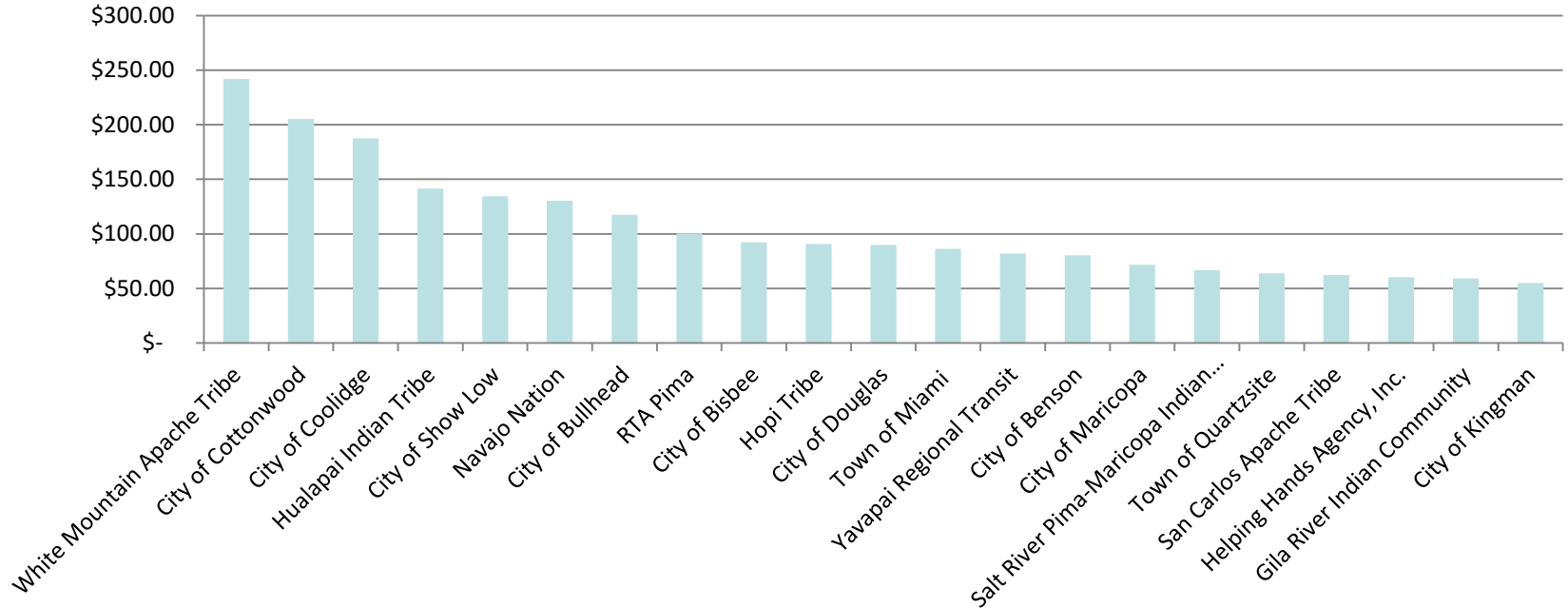
NTD 2017 – Published Metrics

Cost per Passenger



NTD 2017 – Published Metrics

Cost per Hour



Procurement

Contracting Opportunities

- ▶ Operations
- ▶ Vehicle Maintenance
- ▶ Fuel
- ▶ Cleaning
- ▶ Facility maintenance and inspection
- ▶ Contract Services
- ▶ Accounting services
- ▶ Payroll services
- ▶ Additional temp staff
- ▶ Driver uniforms

Maximum Thresholds (Federal)

- ▶ Micro Purchase <\$10,000 or construction < \$2,000
- ▶ Small Purchase >\$10,000 and <\$250,000
- ▶ Competitive Bidding process for \$250,000+
- ▶ Please follow your agency guidelines as long as they are below these maximums
- ▶ If your agency has adopted the State's procurement policy, you must offer a competitive bid at \$100,000

Micro-Purchase Below \$10,000 (Federal)

- ▶ What's involved?
- ▶ [Best Procurement Guidelines](#) recommend identifying a list of potential vendors and rotating among them to include DBEs.



Small Purchase \$10,000-\$250,000 (Federal)

- ▶ Three Quote Minimum
- ▶ Federal Clauses
- ▶ Use Procurement Pro + ADOT clauses
 - ADOT will be creating a state portal
 - See your ADOT contract

\$250,000+ purchases

- ▶ Bid type process must be followed
- ▶ Use Procurement Pro project + ADOT clauses and Federal clauses
- ▶ ICE- Independent Cost Estimate
- ▶ Buy America materials
- ▶ State Procurement office purchases
- ▶ Joint procurement
- ▶ Coordinate with ADOT Program Manager

\$250,000+ purchases

Bid Cover Page

- ▶ CFDA Title and Number (20.509 Formula Grants for Rural Areas)
- ▶ Award number and year
- ▶ Funding by Federal Transit Administration
- ▶ Pass through entity (ADOT)

Federal Contract Language in ALL Procurements

- ▶ Purchase Orders—Must include the language
- ▶ Where is the Federal Language?
 - ADOT's E-Grants contract
 - ADOT's DBE website for [LPA/Subrecipients](#)
 - Procurement Pro

ARS 41 – State Government

- ▶ >\$100,000 - made with such competition as is practicable under the circumstances
- ▶ < \$100,000 - restricted, if practicable, to small businesses - rotate the small business solicited. If not practicable, a determination setting forth the reasons must be in the contract file.
- ▶ **It matters what you are procuring – if in doubt, check with your PM**

Procurement Pro 2.0

- ▶ Updated to request essential information for
- ▶ Full version includes federal requirements & checklist



ProcurementPRO 2.0

[Back to Cloud Dashboard](#)

Projects Dashboard

Please ensure that popups are enabled for this website.

[+ New Project](#)

[Active](#) [Archived](#)

[Download All Federal Clauses](#)

Search:

↕ Title	↕ Created	↕ Modified	Edit	Archive	Status	Download
No Applicable Documents						

[Previous](#) [Next](#)



1

Title

Info! In the Title field you cannot use special characters. All numbers and letters are allowed but no punctuation, dashes or other special characters. Example : \$#%,!>-/ ✕

2

Description

3

Who will be FUNDING this project

☐ Federal Government

4

Procurement Type

☐ Rolling Stock ☐ Materials & Supplies ☐ Professional Services ☐ Architecture ☐ Engineering ☐ Architectural & Engineering ☐ Operations & Management ☐ Construction

[Examples](#)[Help](#)

5

What is the TOTAL cost for this project?

\$.00

6

What is the METHOD of procurement you will be using for this project?

☐ Invitation for Bid (IFB) ☐ Request for Proposal (RFP) ☐ Request for Qualification (RFQ) ☐ Sole Source ☐ Piggyback ☐ Non-Competitive Quotation

[BACK](#)[✕ CLEAR](#)[ProcurementPRO](#)[QuickPRO](#)

This full version of ProcurementPRO 2.0 provides the federally-required clauses and certifications, as well as checklists and other documentation for your project. It allows you to edit your project; creates a printable document; and is organized by tabs to help you manage your project flow and files. Clicking this button will start you moving through the tabs of your project. You can save and come back to it at any time.

This is a shortened version of ProcurementPRO 2.0 built for those who wish only to download the federally-required clauses and certifications necessary for a given project. Clicking this button will download a PDF of the clauses and certifications and then will return you to the project dashboard, however you can choose to edit the project later to make use of the full version of the tool.

Procurement Pro 2.0

- ▶ **ADOT requires additional language**
- ▶ **State portal – upcoming!**
- ▶ **Type of procurement**
- ▶ **Method being used for procurement**



Procurement

Pro 2.0

- ▶ **Provide the cost of the project**
- ▶ **Federal clauses & docs will be based on FTA's procurement threshold**
- ▶ **Refer to your own entity's policies**



Are You A TAMbassador?



Contact your Agency Asset Manager and go to transit.dot.gov/TAM to learn more about TAM and how you can get involved in managing your system's State of Good Repair.



TRANSIT
ASSET
MANAGEMENT



U.S. Department of Transportation
Federal Transit Administration

What is Transit Asset Management?

- ▶ Business model
- ▶ Condition of assets
- ▶ Guides prioritization of funding
- ▶ Goal = State of Good Repair (SGR)
 - The ability to maintain assets in a well-performed condition to provide efficient, reliable and safe service.
- ▶ ADOT's [TAM](#) is online

Transit Asset Management

- [ADOT Transit Asset Management Group Plan](#) ⓘ - October 1, 2018
- [Sample Vehicle Maintenance Plan 1](#) - February 22, 2019
- [Sample Vehicle Maintenance Plan 2](#) - February 22, 2019
- [Vehicle Disposal Request Form](#) ⓘ

Managing Assets

vs. Asset Management



Daily service



Age



Up-front cost



Maintenance



Local expertise



Reactive



Long-term performance



Condition and risk



Whole-life cost



Lifecycle management



Integration



Proactive

Anticipated Benefits of TAM

- ▶ Improved transparency and accountability
- ▶ Optimized capital investment and maintenance decisions
- ▶ More data-driven maintenance decisions
- ▶ Potential safety benefits

TAM Plan Elements

1. Inventory of Capital Assets
2. Condition Assessment
3. Decision Support Tools
4. Investment Prioritization
5. TAM and SGR Policy
6. Implementation Strategy
7. List of Key Annual Activities
8. Identification of Resources
9. Evaluation plan

**All Providers
Tier I & II
(1-4)**

**Tier I Only
(5-9)**

Will review elements 1 – 4 in the next slides

1 - Inventory of Capital Assets (Tier II)

- ▶ A listing of all capital assets;
 - Owned by the transit provider
 - Equipment > \$50,000 in value
 - Construction, service vehicles and maintenance
 - Rolling stock
 - Facilities
 - Support Facilities, Passenger Facilities (not small bus shelters), Parking Facilities
 - Include assets acquired without FTA Funds

2 - Condition Assessment

- ▶ A rating of the inventoried assets
e.g., age; good/fair/poor; percentage of residual life
- ▶ Use ratings to monitor performance and plan capital investment
- ▶ Condition assessments may include natural/climate hazards

3 - Decision Support Tool

- ▶ List analytical process used to make investment prioritization

To estimate capital investment needs over time

To assist in prioritization

4 – Investment Prioritization

- ▶ A ranked listing of proposed projects and programs

By year of planned implementation

- ▶ Prioritization locally determined

Based on policy and need

- ▶ Must adequately consider

Identified unacceptable safety risks

Accessibility requirements

- ▶ Fiscally constrained based upon estimated funding

TAM Plan Timeframes

- ▶ ADOT's plan was completed by October 1, 2018
- ▶ Must be updated at least every 4 years
- ▶ Should be amended when any significant change occurs.

Performance Management

- ▶ Initial performance targets being developed by ADOT
- ▶ Initial Performance Targets should have been identified by January 1, 2017
- ▶ Performance Targets are set annually
- ▶ Performance Targets are developed by asset class
- ▶ Targets for Group Plans apply to the group as a whole
- ▶ Reported annually to the National Transit Database (NTD)

Useful Life Benchmark (ULB)

- ▶ Expected lifecycle for capital assets within an agency's operating environment, or the acceptable period of use in service for an agency's operating environment
- ▶ Accounts for a provider's unique operating environment (i.e. geography, service frequency, etc.)
- ▶ FTA default ULB values
- ▶ ADOT has not determined which ULB values will be used.

FTA – Sample Default ULB

Default Useful Life Benchmark (ULB) Cheat Sheet

Source: 2017 Asset Inventory Module Reporting Manual, Page 53

Transit Agencies will report the age of all vehicles to the National Transit Database. FTA will track the performance of revenue vehicles (Rolling Stock) and service vehicles (Equipment), by asset class, by calculating the percentage of vehicles that have met or exceeded the useful life benchmark (ULB).

FTA has set a default ULB as the expected service years for each vehicle class in the table below. ULB is the average age-based equivalent of a 2.5 rating on the FTA Transit Economic Requirements Model (TERM) scale. Transit agencies can adjust their Useful Life Benchmarks with approval from FTA.

Vehicle Type	Default ULB (in years)
AB Articulated bus	14
AG Automated guideway vehicle	31
AO Automobile	8
BR Over-the-road bus	14
BU Bus	14
CC Cable car	112
CU Cutaway bus	10
DB Double decked bus	14
FB Ferryboat	42
HR Heavy rail passenger car	31
IP Inclined plane vehicle	56
LR Light rail vehicle	31
MB Minibus	10
MO Monorail vehicle	31
MV Minivan	8
Other rubber tire vehicles	14
RL Commuter rail locomotive	39
RP Commuter rail passenger coach	39
RS Commuter rail self-propelled passenger car	39
RT Rubber-tired vintage trolley	14
SB School bus	14
Steel wheel vehicles	25
SR Streetcar	31
SV Sport utility vehicle	8
TB Trolleybus	13
TR Aerial tramway	12
VN Van	8
VT Vintage trolley	58

Performance Measures

- ▶ Equipment = Age
 - % of vehicles that have met or exceeded their ULB.
- ▶ Rolling Stock = Age
 - % of revenue vehicles within an asset class that have met or exceeded their ULB.
- ▶ Facilities = Condition
 - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) scale. (1=poor to 5= excellent)

Recordkeeping and Reporting Requirements

- ▶ ADOT as a group plan sponsor will submit reports
- ▶ Subrecipients will be required to submit information to ADOT annually.
- ▶ ADOT will submit to NTD
 - Data Reports – projected performance targets for the next fiscal year and System Condition and Performance Report
 - Narrative Report – change in condition and progress toward targets

Summary of 5311 TAM Rolling Stock

Chapter 3 – Condition Assessment

Asset information is reported as of June 30, 2018. Assets have been excluded for all subrecipients exercising the option to develop a local TAM plan.

Asset Condition Summary

Asset Category/Class	Count	Average Age	Average Mileage	Average TERM Condition	Average Value	% At or Past ULB
Revenue Vehicles	171	5.9	148,274	3.28	\$114,511.74	24.61%
<i>AO - Automobile</i>	1	2.0	17,047	5	\$28,000.00	0.00%
<i>CU - Cutaway Bus</i>	134	5.9	157,308	3.34	\$126,162.85	18.12%
<i>DB - Double Decked Bus</i>	0	-	-	N/A	-	-
<i>FB - Ferryboat</i>	0	-	-	N/A	-	-
<i>SV - Sport Utility Vehicle</i>	3	2.3	31,193	2.6	\$37,300.00	0.00%
<i>VN - Van</i>	33	6.4	126,213	3.36	\$67,295.70	46.81%
Equipment	2	8.5	129,500	3	\$38,250.00	100.00%
<i>Trucks and other Rubber Tire Vehicles</i>	2	8.5	129,500	3	\$38,250.00	100.00%
Facilities	5	8.0	N/A	4.2	\$1,167,671.80	N/A
<i>Administration</i>	3	8.7	N/A	4.3	\$1,332,082.33	0.00%
<i>Maintenance</i>	2	7.0	N/A	4.0	\$921,056.00	0.00%
<i>Parking Structures</i>	0	-	N/A	-	-	N/A
<i>Passenger Facilities</i>	0	-	N/A	-	-	N/A

Transit Economic Requirements Model (TERM) scale

5=excellent

4=good

3=fair

2=poor

1=failure



Jill Dusenberry, Transit Group Manager

Office: 602.712.8243

Email: jdusenberry@azdot.gov

Vehicles: Ordering, Dispositions, Lien Releases & Accident Reporting

Rolling Stock Orders

- ▶ Are you procuring through ADOT? Let your PM know.
- ▶ Get your bus build sheet: **October 31, 2019**
- ▶ Invoices for Local Match: November 2019
- ▶ Submit Local Match: December 2019 - January 2020
- ▶ Target: Buses to be ordered by February 2020 for delivery by September 2020
- ▶ All capital awards expire September 30, 2020

Useful Life of a Vehicle

4 years / 100,000 miles	5 years / 200,000 miles	7 -10 years / 400,000 miles*	10-12 years / 350-500,000 miles*
Vans (up to 15 passengers)	Mini buses (up to 30 passengers)	Buses (over 30 passengers or 30 ft. vehicles)	Heavy Duty Buses 35-40 Foot

**May be established at time of purchase per the manufacturers expected useful life where applicable.*

Grantees are expected to use equipment up to its useful life or the duration of their contract. When vehicles have reached the end of their useful life and the grantee is disposing of the property, the grantees are required to submit a lien release request to ADOT. Grantees cannot sell, discard transfer or dispose of equipment without formal lien release approval from ADOT. Lien release will occur prior to disposition of equipment. Otherwise, the equipment will remain on lien.

Vehicle Maintenance plans

- Maintenance Plans should include:
 - Asset Inventory
 - At least the manufacturer's recommended maintenance schedule
 - Each vehicle type's intervals listed specifically
 - Maintenance schedule for accessibility equipment
- Maintenance Plans must be included in application

Vehicle Maintenance plans

- Sub-recipients with ADOT awarded vehicles must abide by the vehicle maintenance schedule for as long as the vehicle is in use
- Sub-recipient agencies are required to maintain the accessible features of the vehicle to ensure they remain accessible and usable for individuals with disabilities at all times
- Accessibility features must be repaired promptly if they are damaged or out of order

Track Service & Intervals

Date	Mileage	Interval mileage
Bus 9		
3/22/2017	211,470	3,018
2/22/2017	208,452	3,161
1/23/2017	205,291	2,858
12/29/2016	202,433	2,824
4/20/2016	199,609	3,088
3/22/2016	196,521	

Date	Mileage	Interval mileage
Bus 26		
2/25/2017	52,759	6,195
12/12/2016	46,564	5,353
10/3/2016	41,211	5,036
7/13/2016	36,175	3,076
6/22/2016	33,099	4,842
5/16/2016	28,257	5,156
4/8/2016	23,101	5,691
2/26/2016	17,410	4,512
1/25/2016	12,898	4,853

Maintenance Schedule Sample

644 MAINTENANCE SCHEDULES

Maintenance Chart

Refer to the Maintenance Schedules on the following pages for the required maintenance intervals.

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV joints.		X			X			X			X			X
Inspect front suspension, tie rod ends, boot seals, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake linings, parking brake function.	X		X		X		X		X		X		X	

Vehicle Disposition

- ▶ The form was created to help streamline process
- ▶ Complete form and include any supporting documentation in an email to your ADOT PM
- ▶ Please provide feedback on form!

[Home](#) » [Planning](#) » [Transit Programs and Grants](#) » [Program Handbooks, Applications and Awards](#)

Program Handbooks, Applications and Awards

[Overview](#) [5310 Enhanced Mobility of Seniors and Individuals with Disabilities](#)
[5311 Rural Public Transportation Program](#) [Rural Transit Assistance Program \(RTAP\)](#)
[State Safety Oversight](#) [Program Handbooks, Applications and Awards](#) [Contact Us](#)

Announcements

[2019 Applications for 5307/5339 Now Open](#)

Transit Asset Management

- [ADOT Transit Asset Management Group Plan](#) - October 1, 2018
- [Sample Vehicle Maintenance Plan 1](#) - February 22, 2019
- [Sample Vehicle Maintenance Plan 2](#) - February 22, 2019
- [Vehicle Disposal Request Form](#)

Vehicle Disposition

VEHICLE INFORMATION FORM

(Date of Request)

ADOT Multimodal Planning Division
206 S. 17th Ave. MD 310B, Room 340
Phoenix, AZ 85007

Dear (ADOT Program Manager)

In the section below, I am including the information needed to facilitate this transaction.

Agency Name:

Requested Method of Disposition

For Coordination Purposes

Select all that apply to this vehicle

Bike Rack	<input type="checkbox"/>
Ramp or Lift	<input type="checkbox"/>
Farebox	<input type="checkbox"/>
Under Warranty	<input type="checkbox"/>
# of Securement Areas	
# of Seats	
Fuel Type	

ADOT Identified Vehicle Type (e.g. cutaway with lift)	Vehicle Make and Model	Vehicle Model Year	Current Vehicle Mileage	Delivery Date/ Date Put into Service	Date removed from Service	VIN Number	Original Purchase Cost with Identified Federal/ Local Match Ratios	Original Funding Year (Year of Award/ Agreement)	Original Agreement Number

Briefly describe the condition of the vehicle(s) to include dents, dings, scratches, mechanical failures, etc.

We request vehicle transfer or disposition because

If you have any questions, please contact

Vehicle Lien Release

- ▶ **Complete the Vehicle Disposal Form and send to your ADOT PM**
- ▶ **Requires written permission from your ADOT PM to proceed**
 - **Has vehicle reached Useful Life criteria?**
 - **Reason for lien release**
 - **What will be done with the vehicle once lien is released?**

Vehicle Transfer

- ▶ Requires approval from ADOT PM
- ▶ Identify Vehicle being transferred
- ▶ Make sure you have necessary documents to complete transfer
 - ❑ ADOT Equipment Services Inspection Report
 - ❑ All payments have been received
 - ❑ Possible Lien Release for Clear Title
 - ❑ Power of Attorneys

Vehicle Accident Reporting

- ▶ 24 hours to report accident to ADOT PM
- ▶ Drug & Alcohol testing required if driver's conduct contributed to accident
 - May not be immediately known cause of accident, therefore it is best practice to always conduct post-accident testing

Vehicle Accident Reporting, con't

- ▶ Accident Report from Transit Agency and Police
- ▶ Photos of Damage
- ▶ Estimates for Repair
 - If vehicle is a Total Loss ADOT will have to coordinate with the Insurance company
- ▶ Provide Final Documentation of Insurance Claim outcome

Insurance Requirements

Insurance Requirement – Exhibit G

EXHIBIT G INSURANCE

EXHIBIT G INSURANCE (RISK MANAGEMENT) REQUIREMENTS (REV 02/02/16)

1. **Indemnification:** To the fullest extent permitted by law, the SUBRECIPIENT shall defend, indemnify, and hold harmless The State of Arizona, and its departments, agencies, boards, commissions, universities, Officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the SUBRECIPIENT or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the SUBRECIPIENT from and against any and all claims. It is agreed that the SUBRECIPIENT will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the SUBRECIPIENT agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the SUBRECIPIENT for the State of Arizona.
2. In addition, should a public entity utilize a contractor(s) and subcontractor(s) the indemnification clause between the public entity and its contractor(s) and subcontractor(s) shall include the indemnification clause above.
3. *This indemnity shall not apply if the SUBRECIPIENT or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.*
4. The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the SUBRECIPIENT from liabilities that arise out of the performance of the work under this Contract by the SUBRECIPIENT, its agents, representatives, employees or subcontractors, and the SUBRECIPIENT is free to purchase additional insurance.
5. Program participants must maintain adequate property and liability insurance coverage. The current minimum requirement for automobile liability insurance is based on vehicle size, and is as follows:
 - Combined Single Limit (CSL) of \$5,000,000 for vehicles carrying sixteen (16) or more passengers
 - Combined Single Limit (CSL) of \$2,000,000 for vehicles carrying less than sixteen (16) but more than four (4) passengers

Insurance Requirements

- ▶ Refer to Exhibit G in your Contract.
- ▶ Please send your Certificate of Insurance (COI) along with all necessary Endorsements to MLB_MPD@azdot.gov
- ▶ If you contract out the operation of your vehicles, you along with your contractor must follow the insurance requirements.

Insurance Deadline Reminders

- ☐ Before your current Insurance expires
- ☐ Before you receive a new vehicle

5339 and Planning

Planning – open now!



Multimodal Planning

October 2, 2019

Douglas A. Ducey, Governor
John S. Halikowski, Director
Dallas Hammit, State Engineer
Gregory Byres, Division Director

FFY 2019 FTA SECTION 5305(e) NOTICE OF FUNDING AVAILABILITY

This notice is to announce the availability of Federal Transit Administration (FTA) grant funding for FTA Section 5305(e) transit planning funding administered by the Arizona Department of Transportation (ADOT).

COGs/MPOs are eligible to apply. Deadline: November 14, 2019

2019 AWARDS - 5307 SMALL URBAN & 5339 BUS & BUS FACILITIES GRANT

AGENCY	PROJECT TITLE	MATCH %	FEDERAL AWARD	TOTAL AWARD	FEDERAL REQUEST	TOTAL REQUEST
RURAL AWARDS						
City of Cottonwood	Transit Bus Parking Canopy Extension	80%	\$100,000.00	\$125,000.00	\$100,000.00	\$125,000.00
City of Cottonwood	Bus Shelter at stop 260 & Rodeo Drive (Walmart)	90%	\$90,000.00	\$100,000.00	\$90,000.00	\$100,000.00
City of Cottonwood	Commuter Bus Replacement	85%	\$467,500.00	\$550,000.00	\$467,500.00	\$550,000.00
City of Winslow	Back-up van/cut-away Bus	85%	\$72,000.00	\$84,705.88	\$72,000.00	\$80,000.00
City of Winslow	Dispatch Base Sys/Security cams/computer+Software	80%	\$99,000.00	\$123,750.00	\$99,000.00	\$110,000.00
Town of Miami	New and Improved Transit Vehicles	85%	\$297,500.00	\$350,000.00	\$297,500.00	\$350,000.00
Payson Senior Center, Inc.	Bus Stop Improvements	80%	\$1,164,000.00	\$1,455,000.00	\$1,164,000.00	\$1,455,000.00
Navajo Transit System	Navajo Transit System - Computers	80%	\$0.00	\$0.00	\$8,866.00	\$11,083.00
Navajo Transit System	Navajo Transit System - ADA Van	80%	\$96,000.00	\$120,000.00	\$96,000.00	\$120,000.00
City of Coolidge	Cotton Express & CART Bus Stop Shelters	80%	\$80,000.00	\$100,000.00	\$80,000.00	\$100,000.00
City of Douglas	Vacant Land Acquisition for Transit Facility	80%	\$120,000.00	\$150,000.00	\$120,000.00	\$150,000.00
City of Douglas	Design Work for Transit Facility	80%	\$240,000.00	\$300,000.00	\$240,000.00	\$300,000.00
White Mountain Apache Tribe	Expansion Vehicle for Fort Apache Connection	85%	\$170,425.00	\$200,500.00	\$170,425.00	\$200,500.00
SMALL URBAN AWARDS						
Regional Public Transportation Authority	Purchase buses - 2 Replace	85%	\$1,360,000.00	\$1,600,000.00	\$1,360,000.00	\$1,600,000.00
Northern Arizona Intergovernmental Public Transportation Authority	Bus Storage Facility on NAU Campus Design & Review	80%	\$1,137,112.00	\$1,421,390.00	\$12,441,558.40	\$15,551,948.00
Northern Arizona Intergovernmental Public Transportation Authority	Kaspar Facility Master Plan (Plan)	80%	\$200,000.00	\$250,000.00	\$200,000.00	\$250,000.00
	AWARD TOTAL		\$5,693,537.00	\$6,930,345.88		

**5339 –
Bus &
Bus
Facilities**

[Awards
posted
online](#)

Rural Transit Assistance Program (RTAP)

Rural Transportation Assistance Program (RTAP)

- ▶ Training and training materials are funded
- ▶ Reimbursable at 100%
- ▶ RTAP must be approved 30 days prior to attendance
- ▶ Refer to RTAP Handbook for specific requirements and State travel policy

ARIZONA DEPARTMENT OF TRANSPORTATION
Multimodal Planning Division
Public Transportation

RTAP Policy & Procedures

Last updated: November 2018

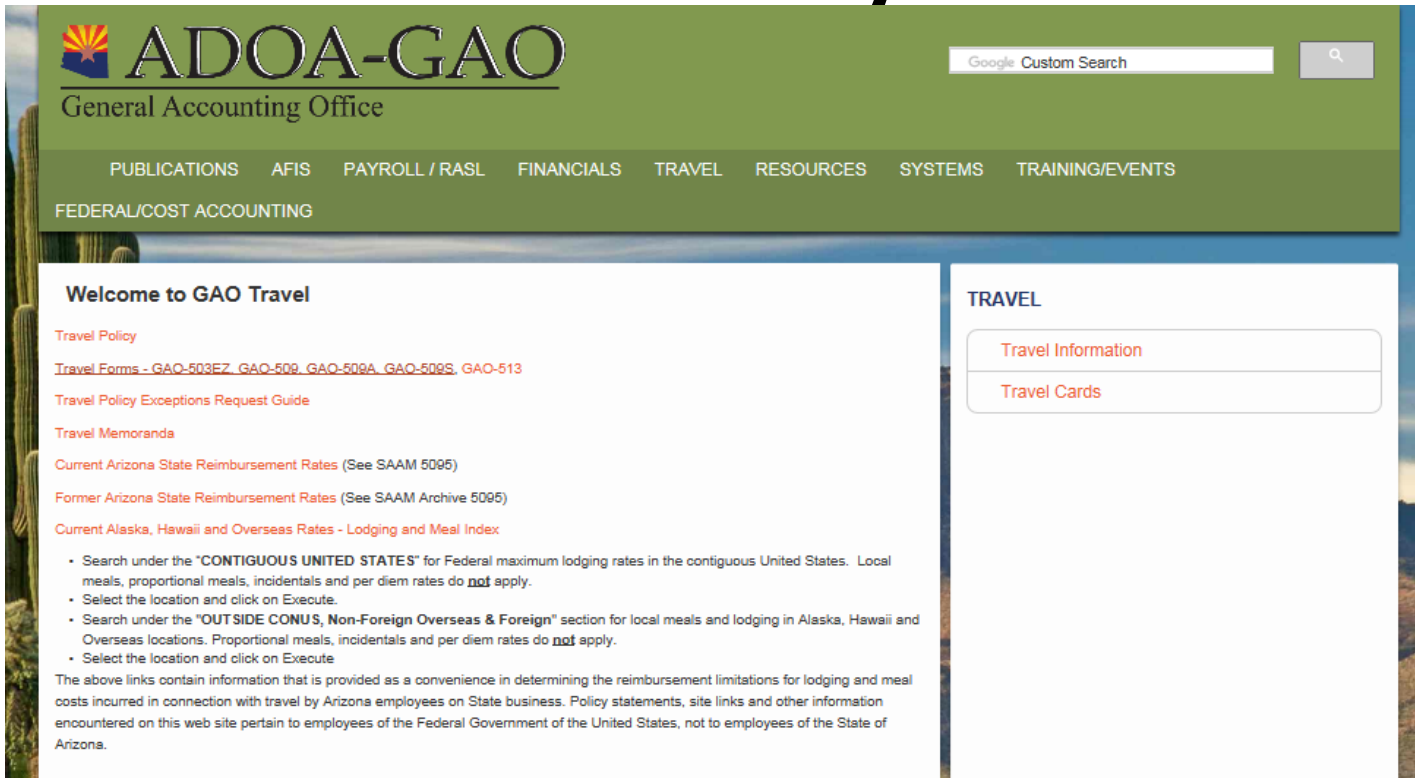


Arizona Department of Transportation
Multimodal Planning Division
206 South 17th Avenue, MD 340 B
Phoenix, AZ 85007

RTAP Policy

- ▶ 5 training events per year
- ▶ 2 out-of-state events per year, must include written approval
- ▶ RTAP reimbursement form copy
- ▶ Refer to RTAP Handbook for specific requirements and State travel policy
- ▶ Request for PASS training books can be submitted through ADOT or CTAA

RTAP: State Travel Policy



The screenshot shows the ADOA-GAO General Accounting Office website. The header is green with the ADOA-GAO logo and a search bar. A navigation bar below the header lists various categories: PUBLICATIONS, AFIS, PAYROLL / RASL, FINANCIALS, TRAVEL, RESOURCES, SYSTEMS, and TRAINING/EVENTS. Below this is a link for FEDERAL/COST ACCOUNTING. The main content area is titled "Welcome to GAO Travel" and lists several links: Travel Policy, Travel Forms (GAO-503EZ, GAO-509, GAO-509A, GAO-509S, GAO-513), Travel Policy Exceptions Request Guide, Travel Memoranda, Current Arizona State Reimbursement Rates (See SAAM 5095), Former Arizona State Reimbursement Rates (See SAAM Archive 5095), and Current Alaska, Hawaii and Overseas Rates - Lodging and Meal Index. A list of bullet points provides instructions on how to use the travel policy links. A sidebar on the right is titled "TRAVEL" and contains links for Travel Information and Travel Cards. The background of the website features a desert landscape with cacti.

ADOA-GAO
General Accounting Office

Google Custom Search

PUBLICATIONS AFIS PAYROLL / RASL FINANCIALS TRAVEL RESOURCES SYSTEMS TRAINING/EVENTS

FEDERAL/COST ACCOUNTING

Welcome to GAO Travel

[Travel Policy](#)

[Travel Forms - GAO-503EZ, GAO-509, GAO-509A, GAO-509S, GAO-513](#)

[Travel Policy Exceptions Request Guide](#)

[Travel Memoranda](#)

[Current Arizona State Reimbursement Rates \(See SAAM 5095\)](#)

[Former Arizona State Reimbursement Rates \(See SAAM Archive 5095\)](#)

[Current Alaska, Hawaii and Overseas Rates - Lodging and Meal Index](#)

- Search under the "CONTIGUOUS UNITED STATES" for Federal maximum lodging rates in the contiguous United States. Local meals, proportional meals, incidentals and per diem rates do **not** apply.
- Select the location and click on Execute.
- Search under the "OUTSIDE CONUS, Non-Foreign Overseas & Foreign" section for local meals and lodging in Alaska, Hawaii and Overseas locations. Proportional meals, incidentals and per diem rates do **not** apply.
- Select the location and click on Execute

The above links contain information that is provided as a convenience in determining the reimbursement limitations for lodging and meal costs incurred in connection with travel by Arizona employees on State business. Policy statements, site links and other information encountered on this web site pertain to employees of the Federal Government of the United States, not to employees of the State of Arizona.

TRAVEL

[Travel Information](#)

[Travel Cards](#)

RTAP: State Travel Policy

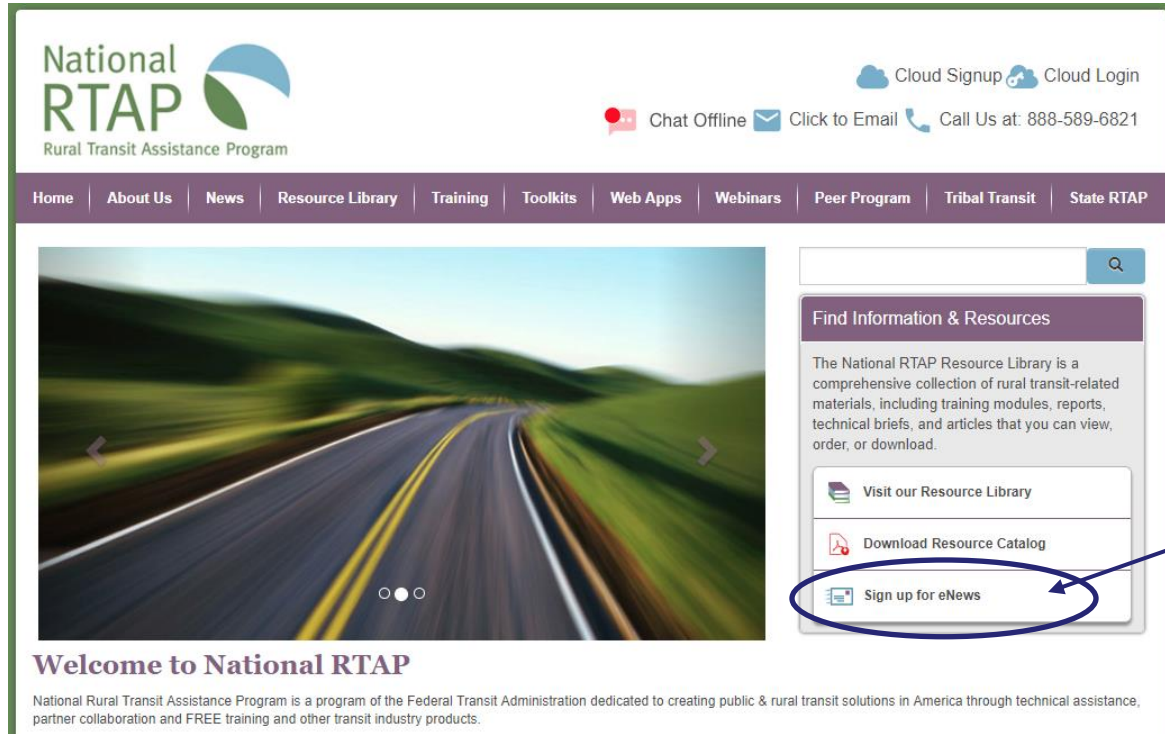
- ▶ Also refer to State travel policy for additional information
 - Reimbursement rates
 - Lodging
 - Meals
 - Transportation
- ▶ Must be 50+ miles from training site to be eligible to reimburse

RTAP Reimbursement

- ▶ Billing Summary Form (BSR)
- ▶ Must be submitted within 30 days with supporting documents
- ▶ Must be submitted to MPDInvoice@azdot.gov & RTAP@azdot.gov
- ▶ RTAP is migrating to e-grants; early 2020!

Arizona Department of Transportation Multimodal Planning Division Billing Summary / Reimbursement Request																
Subrecipient or Vendor? Agency Name Agency PM (Name / Email)		Subrecipient / Vendor? Agency Name Agency PM (Name / Email)		ADOT PM Name		<div style="display: flex; justify-content: space-between;"> <div> SPD Tracking Number Contract Number ARS GLE Number Subrecipient Leave Blank </div> <div> Federal Funding Agency (Select from list) Billing Program (Select from list) </div> </div>										
Invoice Number		Invoice Status (Leave Blank)		Invoice Date												
Subrecipient Comment (Optional)						Billing Period										
Remit Payment to (Select from list)						Entry required in Field 62 and 65										
Entry required in Field 62						Subrecipient Leave Blank										
SUMMARY OF WORK FOR WHICH PAYMENT IS REQUESTED																
Agency Identifier or Reference	GAG Line No.	Program / Phase	Race Conscious DBE Goal %	Project Description	Original Federal Award	Approved Changes to Federal Award	Total Actual Federal Budget	\$ (Net Amount) Invoiced Previously	Balance (Total Budget - Previously Invoiced)	Billing for This Invoice Prior to Reductions	Other Reductions (New, RFP, Revisions, Other Items)	Match % to Apply	Match \$ Applied to this line	Net Amount Due for This Invoice	Balance After This Invoice	
							\$ -		\$ -				\$ -	\$ -	\$ -	
							\$ -		\$ -				\$ -	\$ -	\$ -	
							\$ -		\$ -				\$ -	\$ -	\$ -	
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GAG Bottom to Insert Line							TOTALS \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<p>This section is only applicable to the FINAL reimbursement request submission - Please leave blank.</p> <p>The fields completed on this page indicate this is the final invoice Reimbursement Request and that there was NO Race Conscious Goal on this Project.</p>																
Please Leave Blank				Please Leave Blank				Please Leave Blank				Please Leave Blank				
Please Leave Blank				Please Leave Blank				Please Leave Blank				Please Leave Blank				
<p>Subjct: Certification required pursuant to 2 CFR 200.610. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and that the portions, disbursement and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I understand that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (In any false, fictitious, or fraudulent information, Sections 2700-2702 and 2803-2805.)</p> <p style="text-align: center;">I Confirm No Race Conscious DBE Goal was Assessed for the Project(s) and No A-Z DBE Time Period(s).</p>																
Submitter - Authorized Signatory I certify that my typed signature is a legally-binding signature.				Date Signed		Optional - 2nd Authorized Signatory		I certify that my typed signature is a legally-binding signature.				Date Signed				
Please Leave Blank																
Please Leave Blank				Please Leave Blank				Please Leave Blank				Please Leave Blank				
ADOT PM SIGNATURE REQUIRED REVIEW																
The ADOT Request Manager is required to review for each of these items. By approving this invoice, you certify these requirements are met.				Review Status Incomplete Approved Pending		Reason for Rejection				ADOT PM Signature Required						
				Incomplete Approved Pending												
FMS PROCESSING																
Status		Warrant / Check / AC Payment No and Date				Date		A/P or C/A Processed By		Color Key: Pink with Red Text = Entry Correction Required White with Red Text = Entry Correction Not Required White with Red Text = Entry Correction Not Required Pink Change = Form Calculated Field Text = Vendor/ Customer Generated Gray = Calculated Field						
Please Leave Blank		Please Leave Blank				Please Leave Blank		Please Leave Blank								
Please Leave Blank		Please Leave Blank				Please Leave Blank		Please Leave Blank								

RTAP Website



National RTAP
Rural Transit Assistance Program

Cloud Signup Cloud Login

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

Home About Us News Resource Library Training Toolkits Web Apps Webinars Peer Program Tribal Transit State RTAP

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.

Find Information & Resources

The National RTAP Resource Library is a comprehensive collection of rural transit-related materials, including training modules, reports, technical briefs, and articles that you can view, order, or download.

Visit our Resource Library

Download Resource Catalog

Sign up for eNews

Excellent newsletter!

<http://www.nationalrtap.org/>

ADA Toolkit ▾

Bus Rodeo Toolkit ▾

Find Anything Toolkit ▾

Marketing Toolkit ▾

State RTAP Manager's Toolkit ▾

Transit Manager's Toolkit ▾

▸ Welcome

Administration ▾

Operations and Planning ▾

Compliance ▾

▸ Federal Regulations and Circulars

▸ Americans with Disabilities Act (ADA)

▸ Grant Compliance Requirements

▸ Drug and Alcohol Programs

▸ Civil Rights

▸ Procurement 101

▸ Procurement – Beyond 101



Federal Regulations and Circulars

Introduction

This section of the toolkit introduces the primary sources of FTA guidance on the federal regulations that apply to rural public transit providers. This section is organized in the following subsections:

- Federal Regulations and Laws
- FTA Circulars
- Office of Management and Budget "Super Circular"
- Circulars and CFRs

Federal Regulations and Laws

Throughout this toolkit, there are acronyms that refer to rules, regulations and laws. Federal regulations are detailed in the Code of Federal Regulations (CFR). The Government Printing Office defines the CFR as "the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government." The regulations established by the U.S. Department of Transportation (U.S. DOT) are found in Title 49 of the CFR. The CFRs that have been established by the Federal Transit Administration (FTA) are found in Parts 600 through 699. Parts 1 to 99 of the Title 49 were established by the Office of the Secretary of the U.S. DOT, and some of these are very important to be aware of, such as 49 CFR Part 37, which includes many of the Americans with Disabilities Act (ADA) rules that apply to public (and private) transportation providers. A table is provided at the end of this section with links to CFRs with which rural public transit managers need become familiar.

Federal agencies such as FTA and U.S. DOT are authorized by legislation (statutory law) to establish these rules and regulations. The laws themselves are documented in the Code of Laws of the United States (U.S. Code, or U.S.C.). The federal transit laws are codified at Title 49 U.S.C. Chapter 53, and are periodically reauthorized and amended through new legislation. In 2015, the Fixing America's Surface Transportation (FAST) Act amended the federal transportation laws and reauthorized the Federal Transit Administration (FTA) funding programs through Federal Fiscal Year 2020. The Section 5311 Formula Grants for Rural Areas Program (49 U.S.C. 5311) is among the programs reauthorized by the FAST Act.

Some of the requirements established by federal agencies come from Executive Orders, which are directives that are signed by President

Resource Catalog

Training Module	Description	Format	Date
2 the Point Training	Quick refresher training cards for drivers on topics including defensive and distracted driving, drugs and alcohol, customer service, safety and the Americans with Disabilities Act. Spanish versions of the cards available in PDF and hardcopy.	eLearning, PDF, Training Cards	2018
Boards That Perform	Addresses the roles, issues and responsibilities involved in being a transit board member	Resource Guide with Training CD	2008
Crossing Great Divides: A Guide to Elder Mobility Resources and Solutions in Indian Country	Provides an overview transport for older adults living in tribal communities, including the role of Title VI Aging Services and Tribal Transit Programs, and funding for service improvements	Resource Guide	2011
Customer Driven Service: Your Keys to Providing Exceptional Customer Experiences in Transit	Trains transit staff to provide excellent customer service in a variety of situations and understand steps they need to take to avoid customer service breakdowns and maintain positive morale	Learner Guide with Self-Paced CD, Instructor Guide with DVD	2011
Emergency Procedures for Rural Transit Drivers	Provides tools to prepare for and resolve on-the-road emergencies for drivers, such as accidents, natural disasters and hazardous materials	Learner Guide with Self-Paced CD, Instructor Guide with DVD	2011

GTFS – Google Transit

← from Sedona, Arizona 86336
to Cottonwood, Arizona


3:15 PM - 3:49 PM (34 min)   

 Verde Lynx
3:15 PM from Sedona Municipal Parking Lot
\$2.00

 [SCHEDULE EXPLORER](#)

3:15 PM ○ Sedona
Arizona 86336

3:15 PM ○ Sedona Municipal Parking Lot

 Verde Lynx Southbound to Cottonwood
34 min (20 stops)

3:49 PM ○ Cottonwood Public Library




3:49 PM ○ Cottonwood
Arizona


Cost: \$2.00


Tickets and information
[Cottonwood Area Transit - Ticket information - 1 \(928\) 634-2287](#)

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.


← from Sedona, Arizona 86336
to Cottonwood, Arizona

3:15 PM - 3:49 PM (34 min)   

 Verde Lynx
3:15 PM from Sedona Municipal Parking Lot
\$2.00

 [SCHEDULE EXPLORER](#)

3:15 PM ○ Sedona Municipal Parking Lot

 Verde Lynx Southbound to Cottonwood
34 min (20 stops)

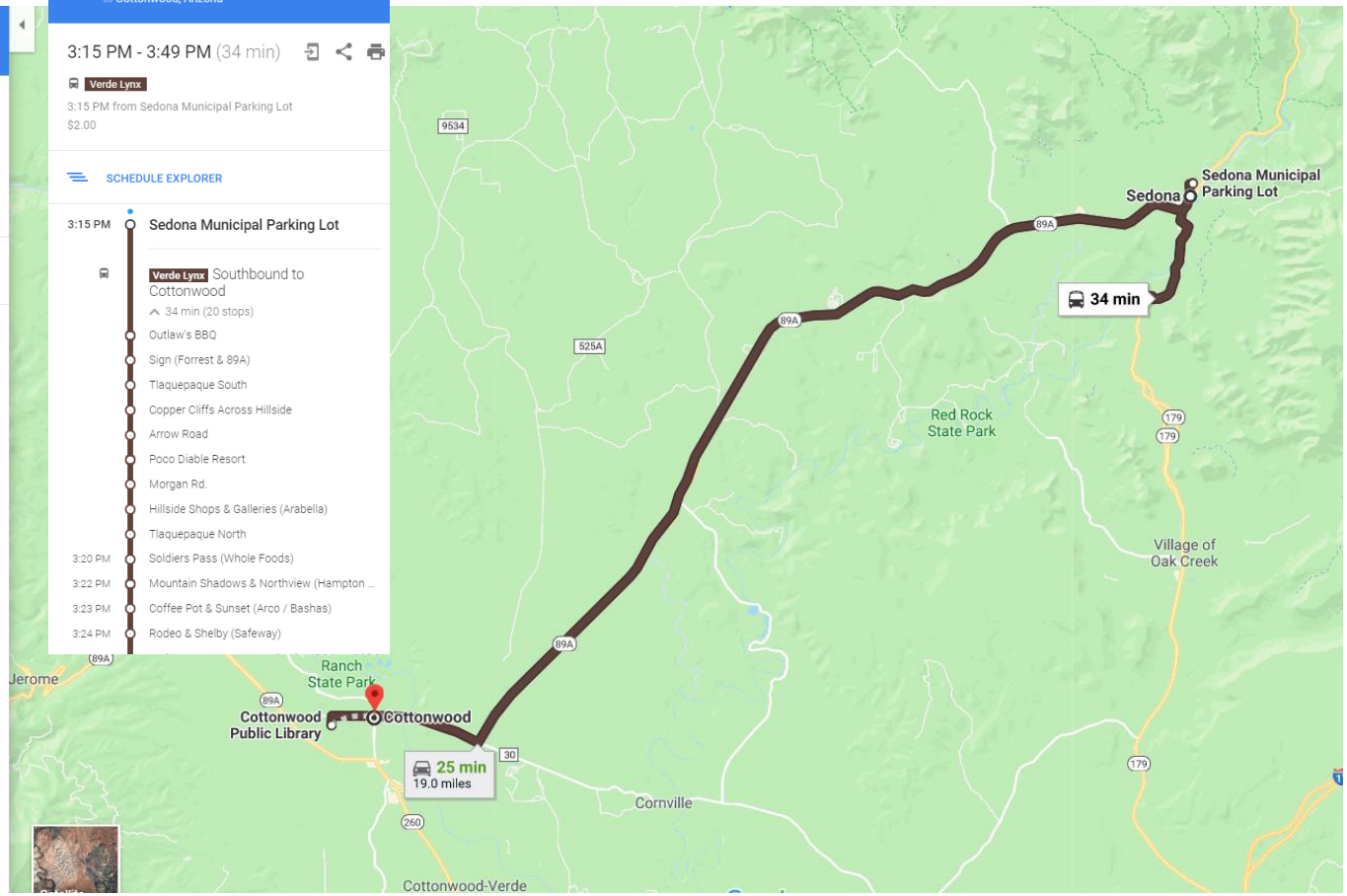
- Outlaw's BBQ
- Sign (Forrest & 89A)
- Tlaquepaque South
- Copper Cliffs Across Hillside
- Arrow Road
- Poco Diablo Resort
- Morgan Rd.
- Hillside Shops & Galleries (Arabella)
- Tlaquepaque North

3:20 PM ○ Soldiers Pass (Whole Foods)

3:22 PM ○ Mountain Shadows & Northview (Hampton ...)

3:23 PM ○ Coffee Pot & Sunset (Arco / Bashas)




3:24 PM ○ Rodeo & Shelby (Safeway)



National RTAP – GTFS Builder



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GTFS (General Transit Feed Specification) Builder



Trip planning technology (the integration of transit route and schedule data on a map) enables transit riders to plan a trip between points A and B. How can your agency bring trip planning technology onto your website? It may seem complicated, but you might find that the schedule information you already manage in Excel moves your agency closer to having that technology. GTFS (General Transit Feed Specification) Builder helps you complete the final steps.

National RTAP has partnered with the Marcy Jaffe Company (MJC) to bring you GTFS Builder, a free application to help you create GTFS files to post on trip planning websites such as Google Transit. Check out the [Why GTFS? Technical Brief](#) and then get started below!

Getting Started

As with all National RTAP web apps, you must be logged into National RTAP in the Cloud in order to download and use the GTFS Builder tools. If you do not have a Cloud Account, create one by clicking the "Cloud Signup" button in the top right corner of this page. If you already have a Cloud Account, log in using the "Cloud Login" button also in the top right corner. To learn more, please see the [What is the Cloud?](#) page on the main National RTAP website, or return to the [Support Center homepage](#) to watch the Cloud Overview video.

Once logged into the Cloud, if you do not see GTFS Builder as one of the web apps on the left side of your dashboard, contact your Cloud Signup Admin (the first person in your organization to sign up for the Cloud) to request authorization. If you do not know who your Cloud Signup Admin is, or if that individual no longer works at your organization, email support@nationalrtap.org for assistance.

<http://nationalrtap.org/supportcenter/GTFS-Builder>





GTFS Static Overview

Testing and FAQ

Testing Tools

Frequently Asked Questions (FAQ)

Changing the GTFS Static Spec
Overview

Guiding Principles

Revision History

GTFS Static Overview



The General Transit Feed Specification (GTFS), also known as *GTFS static* or *static transit* to differentiate it from the [GTFS realtime extension](#), defines a common format for public transportation schedules and associated geographic information. GTFS "feeds" let public transit agencies publish their transit data and developers write applications that consume that data in an interoperable way.

How do I start?

1. Take a look at the [GTFS examples](#).
2. Create your own feeds using the [reference](#) as a guide.
3. Test your feed using [validation tools](#).
4. Publish your feed, as [described in the Help Center](#).

Overview of a GTFS feed

A GTFS feed is composed of a series of text files collected in a ZIP file. Each file models a particular aspect of transit information: stops, routes, trips, and other schedule data. The details of each file are defined in the [GTFS reference](#).

An example feed can be found in the [GTFS examples](#). A transit agency can produce a GTFS feed to share their public transit information with developers, who write tools that consume GTFS feeds to incorporate public transit information into their applications. GTFS can be used to power trip planners, time table publishers, and a variety of applications, too diverse to list here, that use public transit information in some way.

Making a Transit feed publicly available

Many applications are compatible with data in the GTFS format. The simplest way to make a feed public is to host it on a web server and publish an announcement that makes it available for use.

A list of transit agencies who provide public feeds is available on the [GoogleTransitDataFeed project site](#).

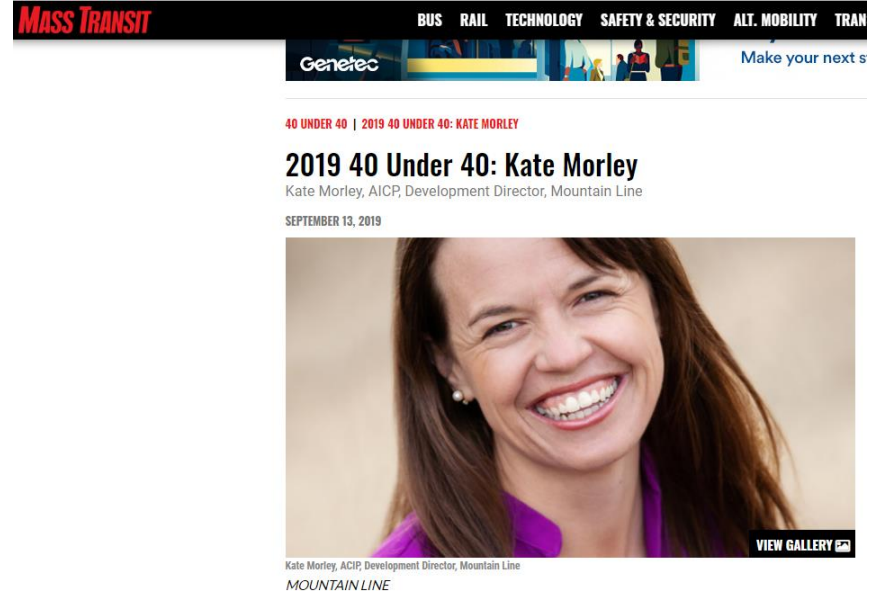
Contents

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Transit Kudos!!!

Kate Morely - NAIPTA

Recognized as one of
the 40 under 40 by Mass
Transit



Bernadette Kniffin- San Carlos Apache Tribe

National RTAP Announces Winners of Tribal Champion and Tribal Systems Awards

National RTAP presented the First Biennial [Tribal Transit Awards](#) at the 4th National RTAP Rural and Tribal Technical Assistance Conference in Portland, Oregon, September 16, 2019. The awards honor innovation, efficiency, commitment, and performance in the tribal transit industry. Award recipients are recognized as innovators in the industry.

The 2019 Tribal Champion is **Bernadette Kniffin** (shown above), Director of TANF and Transit for the San Carlos Apache Tribe. Congratulations Bernadette!



Awarded 2019
Tribal Champion by
National RTAP

Donovan Gomez- Hopi Senom Transit



New National RTAP
Review Board Member



City of Benson & City of Winslow

Recipients of MAG's Rural
Transportation Incubator Grant



City of Bullhead City



<https://youtu.be/z5Iz8WanzJ4>

Upcoming Events

- ▶ Rural Transportation Summit – Oct 16-18
- ▶ 2020 application Dec/Jan timeframe, due date ~February – no major changes to the application, so you can get started anytime!
- ▶ AzTA April 2020 – Flagstaff
 - Send in your ideas for topics
- ▶ Drug & Alcohol Site Visits - TBD
- ▶ Site Visits – TBD



Save the Date! Arizona's 33rd Annual
Statewide Transit Conference

Questions & Answers

**End of the workshop.
Thank you for joining us!**