ADOT
Public Transit 101

Presentation by Lindsay Post and ADOT MPD Transit

September 23rd, 2020

ADOT Multimodal Planning Division

Who?	What?
Aeronautics………………	State grant $ for capital projects
Research……………………..	Product Eval/transportation research
Transportation Analysis..	GIS, traffic modeling and monitoring
Regional Planning ………..	Works with TMAs, MPOs, and COGs
Grant Coordination……...	Local partner grant support
Transit	5310, 5311 and Transit planning
………………………...	

MPD Transit Team

Administration
Jill Dusenberry – Transit Group Manager
Sara Allred – Transit Group Asst. Manager and State Transit Planner

5311
Aubree Perry
Sara Allred

State Safety Oversight
Brian Brinkley

5310
Sara Allred
Lindsay Post

Program Support
Edmund Shepard – Vehicles Management Analyst
Ann Cochran – Program Analyst
Diane Ohde – Transit Grants Business Analyst Consultant
Sarah Wuertz – Contract Specialist / RTAP Administrator

Transit vs. Transportation

- Terms often used interchangeably, especially among your stakeholders, clients and passengers

- Transportation generally refers to the transport of goods, people, or animals through modes like air, land (roads and rail) pipeline, space, water, cable, etc

- Transit generally refers to the movement of people from one place to another

Common Terms and Definitions

- Revenue Service
- Deadhead
- ADA
- Fixed Route
- Demand Response
- Deviation
- Memorandum of Understanding (MOU)

- Disadvantaged Business Enterprise (DBE)
- Metropolitan Planning Organization (MPO)
- Council of Government (COG)
- Micro-Transit
- Bus Rapid Transit (BRT)

How Public Transit is Funded

- No public transit trip is "free" even if no cost to the passenger; someone or some entity is paying for every trip

- No public transit system in the United States pays for itself

- "Farebox Recovery" is still often the metric used to determine efficiency and community benefit

How Public Transit is Funded in the US

- Federal Programs - <u>FAST Act</u>

- State Revenues - Property taxes, income taxes, sales taxes, <u>lottery funds, clean air act funds</u>

- Local Revenues - <u>General funds</u>, user fees, license fees, <u>sales taxes</u>, business activity taxes (such as lodger's taxes and the like), <u>advertising</u>, fees for service

- Investment Instruments - Bonds

- Public-Private Partnerships (PPP or P3)

How Much Do States Spend of Their Own Dollars on Transit?

State spending on transit as a percentage of total transit spending, FY 2010-2012

Legend:
- 0-5%
- 5.1-10%
- 10.1 15%
- 15.1-25%
- 25.1-40%
- 40.1-100%
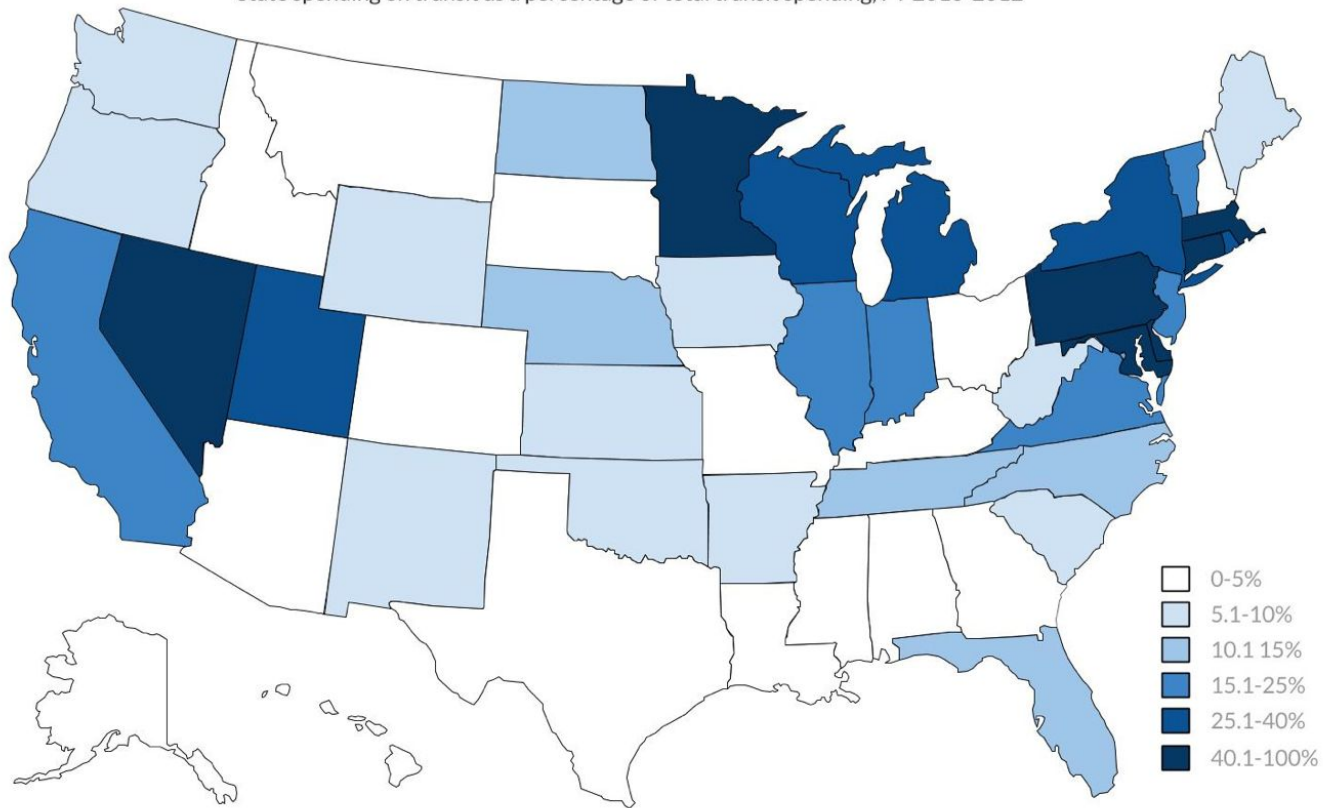
Public Transit Funding: Operating and Capital

- Federal funding sources cover mostly capital expenses

- Federal operating funds are very limited

- Fares do not cover all operating costs

- Local funding sources are meant to help subsidize the operating costs in most locations

- Most boards and councils will push for reduction in operating costs and often use this as a reporting metric

Funding Source Relationship
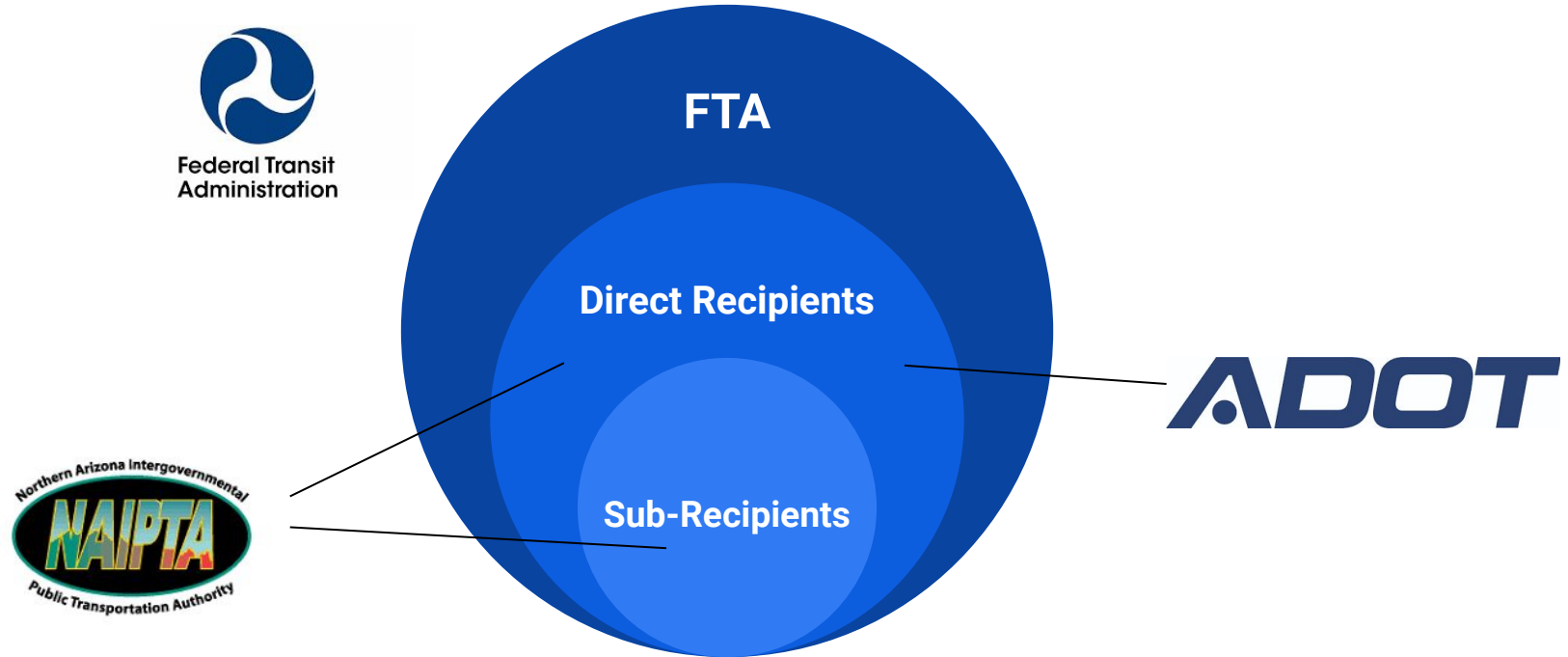
Federal Transit Administration

- Federal funding agency within the USDOT

- Arizona in FTA Region 9

- Receives annual funding from the appropriations committee within the US Congress

- FTA announces annual apportionments to each state based on formulas (performance data, population, etc)

Federal Transit Administration

FEDERAL TRANSIT ADMINISTRATION
FAST
FISCAL YEAR 2020 FULL YEAR APPORTIONMENTS/ALLOCATIONS BY STATE FOR SELECTED FTA PROGRAMS

The information in this table include allocations for formula programs published on February 03, 2020. Discretionary program allocations will be included once the allocations are published in the Federal Register. For allocations under the Researc... FTA Office of Program Management at 202-366-4020.

State	Section 5303 Metropolitan Planning	Section 5304 Statewide Planning	Section 5307 + 5340 Urbanized Area Formula	Section 5310 Enhanced Mobility for Older Adults and People with Disabilities	Section 5311 + 5340 Nonurbanized Area Formula	RTAP	Section 5311(b)(3) Appalachian Dev. Public Trans. Assist. Program	Section 5311(c)(2) Indian Reserv. Formula	Section 5311(c)(1)
Alabama	980,938	243,075	25,475,592	4,432,599	18,064,552	306,694	5,000,000	27,932	
Alaska	492,727	122,107	17,483,505	452,687	9,560,833	103,845	0	690,424	Alaska
American Samoa	0	0	0	12,089	365,539	15,467	0	3,613,995	
Arizona	2,826,515	534,986	87,150,880	6,583,919	13,900,013	190,477	0	0	Arizona
Arkansas	493,736	122,107	13,805,012	2,685,588	14,263,848	238,615	0	0	Arkansas
California	18,524,062	3,509,508	868,791,715	32,219,436	31,720,947	427,503	0	356,760	California
Colorado	2,067,387	404,076	86,082,893	4,441,934	13,248,406	179,595	0	103,040	Colorado
Connecticut	1,279,073	316,947	107,628,462	3,321,961	3,390,015	118,384	0	94,753	Connecticut
Delaware	492,727	122,107	21,485,366	455,255	1,977,918	92,666	0	0	
District of Columbia	492,727	122,107	23,021,219	3,408,092	0	0	0	0	District of Colu...
Florida	8,870,332	1,718,545	271,682,048	23,599,739	18,606,290	297,530	0	0	Florida
Georgia	3,502,726	662,152	103,382,011	7,985,672	24,868,631	395,215	592,000	0	Georgia
Guam	0	0	0	45,768	894,499	25,692	0	0	
Hawaii	492,727	122,107	33,857,825	1,280,544	2,977,426	103,230	0	0	Hawaii
Idaho	492,727	122,107	11,934,591	1,600,368	9,085,078	141,389	0	1,365,762	
Illinois	5,872,101	1,072,597	286,034,100	10,662,116	19,182,176	318,070	0	0	Illinois
Indiana	2,002,408	401,056	61,728,820	5,341,488	18,529,203	325,678	0	0	Indiana
Iowa	535,317	132,650	22,566,079	2,676,106	14,296,093	240,024	0	0	Iowa

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

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

(1) <u>Determining Minimum Useful Life for Federally Assisted Property</u>. The recipient should identify the method used to determine the minimum useful life. Acceptable methods to determine minimum useful life include but are not limited to:

   a) Generally accepted accounting principles;

   b) Independent evaluation;

   c) Manufacturer's estimated useful life;

   d) Internal Revenue Service guidelines;

   e) Industry standards;

   f) Recipient experience;

   g) The recipient's independent auditor who needs to provide his or her concurrence that the useful life assigned to the property is reasonable for depreciation purposes; and

   h) Proven useful life developed at a federal test facility.

(2) <u>FTA Minimum Useful Life Policy for Rolling Stock and Ferries</u>. The useful life of rolling stock and ferries begins on the date the vehicle is placed in revenue service and continues until it is removed from revenue service. The minimum useful life in years refers to total time in transit revenue service, not time spent stockpiled or otherwise unavailable for regular transit use. The minimum useful life in miles refers to total miles in transit revenue service. Non-revenue miles and periods of extended removal from service do not count towards useful life. Changes in operating circumstances, including unforeseen difficulty maintaining vehicles,

ADOT Policy Based on Circular Guidance:

ADOT maintains a lien on all vehicles still in revenue service; agencies must get it approved by ADOT before removing from service.

Types of Transit Providers in Arizona

- Private For-Profit Providers
  - <u>Greyhound</u> and Flixbus
- Public Providers
  - Regional Public Transportation Authority - RPTA Valley Metro
  - Regional Transportation Authorities - RTA of Pima County
  - Intergovernmental Public Transportation Authority - <u>YCIPTA</u>, <u>NAIPTA</u>
  - Municipal Systems- <u>City of Cottonwood</u>, <u>City of Douglas</u>
- Private Non-Profit Providers
  - Senior Centers
  - Group Homes
  - Healthcare Providers
  - Other Human Service Organizations

Public Transit Services in Arizona

- 29 Rural Transit Systems
  - Population less than 50,000
  - Funded by 5311 Transit funds
- 5 Small Urban
  - Population 50,000-250,000
  - Funded by 5307 for Small Urban apportionments
  - direct recipients to FTA
- 2 Urban Transit Systems
  - Population over 200,000
  - funded by 5307 for Large Urbanized Areas
  - Direct or designated recipients to FTA

Funding Programs at ADOT

- 5307 Urbanized Areas
- 5311 Rural Public Transit
- 5310 Enhanced Mobility for Seniors and People with Disabilities
- Planning
- 5339 Bus and Bus Facilities
- 5329 State Safety Oversight

5311 Program Overview

"Formula Grants for Rural Areas" - <50,000 population

The 5311 program, " provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000"

- Federal Transit Administration

Costs eligible for reimbursement: Operating, Other Capital-Preventive Maintenance, Capital, some Administrative

5311 Annual Funding

29 5311 sub-recipients in Arizona

- 5311 Apportionment from FTA ($13,900,013 in 2020)
  - 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 Route Service Types

- Demand response
- ADA Complementary Paratransit
- Deviated Flex
- Deviated Fixed
- Fixed Route
  - Intercity
  - Commuter/Express
  - Local Bus

5311 Route Service Types

Modes of public transportation – Demand Response Service

- Individual passenger requested service
- Door to door; curb to curb
- Riders may have special needs
- Lower demand service in rural areas

5311 Route Service Types

Modes of public transportation – ADA Complementary Paratransit

- Americans with Disabilities Act of 1990 (ADA)
- No entity shall discriminate against an individual with a disability in connection with the provision of transportation service

5311 Route Service Types

Modes of public transportation – Deviated Fixed Route

- Hybrid of fixed-route and ADA Complementary Paratransit service
- Provides riders the reliability of fixed-route service
- The flexibility of demand response

5311 Route Service Types

Modes of public transportation – Deviated Flex Route

- Deviations are provided on route to everyone

- Same level of service as fixed route system

- Used by majority of 5311 agencies

5311 Route Service Types

Modes of public transportation – Fixed Route - Bus

Local Bus

Bus Rapid Transit

Commuter/Express Bus

Intercity Bus

Fixed Route

- Timepoints on prescribed route
- Fixed schedule and strict metrics
- Used for interlining, commuting and express transit

Roanoke to Blacksburg (M-F)

VTCRI	D'town Roanoke	Higher Ed	Airport	Exit 140	Exit 118B	C'burg	CRC	VT Squires
								5:00A
-	5:15A	5:17A	-	5:35A	6:00A	6:05A	6:13A	6:20A
-	5:50A	5:52A	-	6:10A	6:35A	6:40A	6:48A	7:00A
6:05A	6:20A	6:22A	6:35A	6:45A	7:15A	7:20A	7:32A	7:45A
-	7:20A	7:22A	7:35A	7:45A	8:15A	8:20A	8:32A	8:45A
7:40A	7:50A	7:52A	8:05A	8:15A	8:45A	8:50A	9:02A	9:15A
9:05A	9:50A	9:52A	10:05A	10:15A	10:45A	10:50A	11:02A	11:15A
10:35A	11:20A	11:22A	11:35A	11:45A	12:15P	12:20P	12:32P	12:45P
12:35P	12:50P	12:52P	1:06P	1:15P	1:45P	1:50P	2:02P	2:15P
2:05P	2:20P	2:22P	2:35P	2:45P	3:15P	3:20P	3:32P	3:45P
3:35P	3:50P	3:52P	4:06P	4:15P	4:45P	4:50P	5:02P	5:20P
-	4:35P	4:37P	-	4:55P	5:20P	5:25P	5:33P	5:50P
5:05P	5:20P	5:22P	5:35P	5:45P	6:15P	6:20P	6:32P	6:45P
6:40P	6:55P	6:57P	7:10P	7:20P	7:50P	7:55P	8:07P	8:20P
8:05P	8:20P	8:22P	8:35P	8:45P	9:15P	9:20P	9:32P	9:40P
-	10:15P	-	-	-	11:05P	-	-	11:25P

1 Black Route

Northbound				Southbound			
Depart Front Ave Shelter	Cashwise Foods	Library	Capitol Building	Depart Mapleton Ave	Capitol Building	Library	Cashwise Foods
7:00	7:03	7:09	7:14	7:30	7:39	7:44	7:50
8:00	8:03	8:09	8:14	8:30	8:39	8:44	8:50
9:00	9:03	9:09	9:14	9:30	9:39	9:44	9:50
10:00	10:03	10:09	10:14	10:30	10:39	10:44	10:50
11:00	11:03	11:09	11:14	11:30	11:39	11:44	11:50
12:00	12:03	12:09	12:14	12:30	12:39	12:44	12:50
1:00	1:03	1:09	1:14	1:30	1:39	1:44	1:50
2:00	2:03	2:09	2:14	2:30	2:39	2:44	2:50
3:00	3:03	3:09	3:14	3:30	3:39	3:44	3:50
4:00	4:03	4:09	4:14	4:30	4:39	4:44	4:50
5:00	5:03	5:09	5:14	5:30	5:39	5:44	5:50
6:00	6:03	6:09	6:14	6:30	6:39	6:44	6:50

Intercity - General Information

- ADOT awards 5311(f) intercity to eligible agencies

- Agencies must make *meaningful connections* to the intercity network

  - Must begin and/or end in Urban areas, but must demonstrate significant ridership and benefits for rural residents to be eligible for 5311(f) funding

- Partnership with Intercity Provider can provide matching funds

Intercity - AZ Intercity Routes

Agency	Subsidized Route
City of Coolidge	Florence- Casa Grande
City of Douglas	Douglas - Sierra Vista
City of Show Low	Pinetop- Holbrook
Greyhound	Lordsburg - Phoenix Tucson-Nogales
Hopi	Hopi Tribal Complex -Flagstaff
RTA Pima	Ajo- Tucson
YCIPTA	San Luis- Yuma

Intercity - National Intercity Map

- Developed by the Bureau of Transportation Studies

- Agencies publish data compliant to the General Transit Feed Specification (GTFS)

    -includes operational information about stops, routes, trips, schedules, fares, and transfers

- Help interline systems and services

- Aids in planning improvements

https://www.bts.gov/geospatial-portal/intercity-busing/intercity-bus-atlas

https://www.bts.gov/geospatial-portal/intercity-busing/intercity-bus-atlas

5310 Program Overview

The 5310 program "makes federal resources available to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options."

- Federal Transit Administration

- Formula funding from the FTA goes to Direct Recipients

    - State Transit Agencies, Local Governments, Public Transit Authorities, Tribes

- Participation in coordination plan is a requirement of federal law

- ADOT selects subrecipient projects based on a competitive application process

5310 in Arizona

- Approximately 50 agencies apply to ADOT each funding opportunity

- Prioritize operating funding for agencies who serve the public as well as their own clients

- Providing funding for Capital Equipment, Mobility Management, Preventive Maintenance, and Operations

- Funding decisions are made by ADOT with input from regional partners

Coordination and Mobility Management

- FTA requires participation in regional coordinated plan in any region where you seek funding

- Coordinated Plan is managed by each regional COG or MPO

- Different regions have different requirements for participation; must work with Mobility Manager to join

- Mobility Managers provide technical assistance, program guidance, training opportunities and more

Regional Partnerships

2020 Arizona 5310 Apportionment

Total: $4,651,054

- Urban*
- Small Urban
- Rural
- STBG

$927,253
$1,294,521
$929,280
$1,500,000
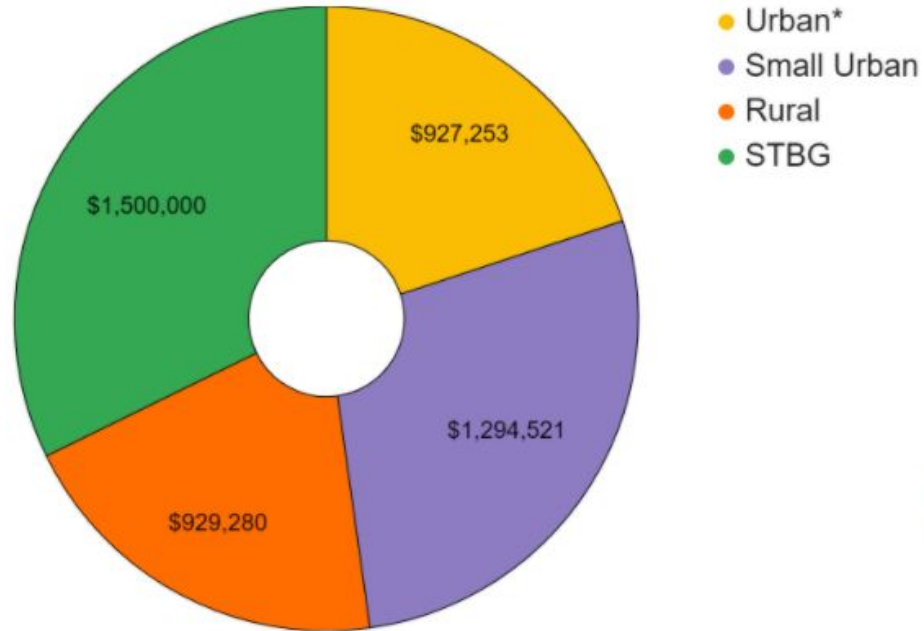
*Does not include the MAG region.

STIP

- State Transportation Improvement Program

- Public document showing what is available and planned to be expended

- Each state is required to develop this statewide plan for a duration of at least 4 years

- When ADOT issues awards, TIPs for MPO and COGs are required to be updated

STIP Funding Snapshot

PUBLIC TRANSIT FUNDING
Arizona Federal Transit Administration Apportionments and Funding Projection Summary

Arizona Department of Transportation - Federal Transit Financial Summary FY 2020 - 2024 STIP							
Fund Type	Fund Type Description	Match %	2020	2021	2022	2023	2024
Section 5303 / 5305(d)	Metropolitan Planning	80%	$2,826,515	$2,883,045	$2,940,706	$2,999,520	$3,059,511
Section 5304 / 5305(e)	Statewide Planning	80%	$534,986	$545,686	$556,599	$567,731	$579,086
Section 5310 Tuscon UZA	Enhanced Mobility of Senio	80%	$927,253	$945,798	$964,714	$984,008	$1,003,688
Section 5310 Small Urban	Enhanced Mobility of Senio	80%	$1,294,521	$1,320,411	$1,346,820	$1,373,756	$1,401,231
Section 5310 Rural	Enhanced Mobility of Senio	80%	$929,280	$947,866	$966,823	$986,159	$1,005,883
STBG - 5310	Surface Transportation Bloc	80%	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$1,500,000
Section 5311	Formula Grants for Rural Ar	80%	$13,900,013	$14,178,013	$14,461,574	$14,750,805	$15,045,821
Section 5311(b)(3) RTAP	Rural Transit Assistance Pro	100%	$190,477	$194,287	$198,172	$202,136	$206,178
STBG - 5311	Surface Transportation Bloc	80%	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000
Section 5339 Statewide	Bus and Bus Facilities	80%	$3,500,000	3,500,000	3,500,000	3,500,000	$3,500,000
Section 5339 Small Urban	Bus and Bus Facilities	80%	$1,280,353	$1,280,353	$1,280,353	$1,280,353	$1,280,353
Section 5329	State Safety Oversight	80%	$567,235	$578,580	$590,151	$601,954	$613,993
TOTAL			$ 28,450,633	$ 28,874,039	$ 29,305,912	$ 29,746,423	$ 30,195,745

ADOT's Application Process

- Notice of Funds availability (NOFA) : Document issued by funder (ADOT) to solicit proposals

  - Issued on our webpage and announced via email and Egrants Grant Management System

  - Provides available funding amounts, application timeline,

  - Synonymous with Request for Proposals (RFP)

Annual Funding Process

- ADOT begins reviewing apps
- Receive FTA announcement around this time

- We apply using preliminary award info
- Use TrAMS Portal

| ADOT announces funds and opens application | FTA Apportionment | ADOT Issues Preliminary Awards | ADOT applies to the FTA | Finalize awards and Execute Grant Agreement |

- Open 6 weeks
- Must use Egrants

- Must issue preliminary awards before we are granted our funding from FTA
- Based on application score and anticipated available funds
- Appeal Process Available

Issue final award announcements via Exhibit A on Egrants

Getting Support: Know how to Report

What City/Town Councils, Boards, Governing Bodies Look For
- **Community Benefit**
- **Community Input**
- **Performance**
- **Efficiency**

What the Public Looks For
- **Connections to Vital Services**
- **Attractive and well maintained Service**
- **Reliability**

What ADOT Looks For
- **Compliance with Grant Requirements**
- **Regional/Community Benefit**
- **Maintenance of Existing Services**
- **Interconnectivity of Systems and Services**
- **Financial Efficiency**

Common Metrics to Monitor

- Ridership

- On-time Performance (often arriving or departing within 5 minutes of published schedule)

- Complaints

- Missed trips/miles

- Maintenance (failures, downtime, percent of fleet down, etc)

Leveraging Resources - In-kind match

- In-Kind match - use of donations of goods or services in lieu of cash

- Assign a fair market cash value to that donation and use it to increase your reimbursement

- Cannot be used for match of rolling stock

- Allows transit agencies/departments flexibility in how their funding is used; eliminating the need to always request additional funding from the General Fund

Leveraging Resources - The value of Coordination

Joint Purchasing

MOUs

Shared Trips

Shared Capital

Shared Service Area

SEAGO REGION TRANSIT COORDINATION

MEMORANDUM OF UNDERSTANDING

BETWEEN

The purpose of this MOU between (above listed agencies), is to establish a back-up plan for providing transportation services for any of the above agencies in the event of vehicle breakdown, driver illness or if extra vehicles are needed for a community event, or an emergency situation.

The above agencies also agree to share training opportunities and materials so all of our combined staff meets ADOT requirements for safe drivers.

No financial reimbursement is required from any of the agencies. Sharing of resources will be based on availability and approval by each agency's policy and procedures.

Graham County Rehabilitation Center
Horizon Health and Wellness
Mary's Mission Developmental Center

(VICaP)
Wellness Connection

Other Important Resources

- Arizona Transit Association AzTA (www.AZTA.org)
  - Statewide Transit Advocacy
  - Legislative/policy Updates
  - Partner for Annual State Transit Conference
- RTAP (nationalrtap.org)
  - Transit Manager's Toolkit
  - Procurement Pro
- ADOT Website (https://azdot.gov/planning/transit-programs-and-grants)
  - Funding Announcements
  - Guidebooks
  - Important Program Updates

RTAP Website

www.nationalrtap.org/home

Excellent newsletter!

RTAP Website

National RTAP
Rural Transit Assistance Program

Resource Catalog

888-589-6821
nationalrtap.org
info@nationalrtap.org

Most National RTAP training modules and all technical briefs are available in PDF format. Many resources are also available in multiple formats – **P: Print D: Disc E: eLearning**. If viewing this catalog as a PDF, use the mouse to hover over any **bold** resource titles (or the words Instructor, Facilitator, Learner, Resource Guide, or Spanish) and use Ctrl + Click to access the link to that resource. Training modules in print and disc formats are available for shipment, free of charge, from our online Resource Library or by phone, email or chat. For eLearning, visit **nationalrtap.org/Training/National-RTAP-eLearning**.

To view the National RTAP resources that are most useful for each transit role, go to page 7 of this catalog.
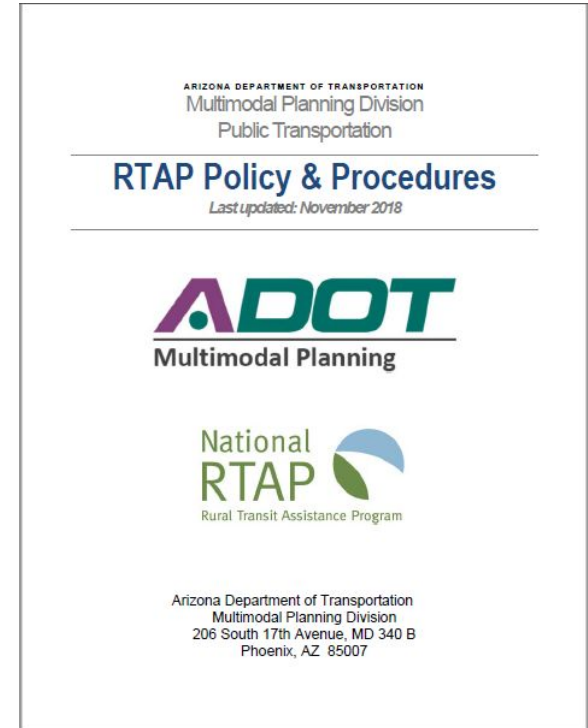
Recently Launched or Updated:
- **Fundamental Financial Management for Rural Transit Providers**, July 2020
- **Essential Spanish for Rural Transit**, June 2020
- **ADA Toolkit**, June 2020

Training Module	Description	Date
2 the Point Training • English • Spanish • eLearning	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 version available. **P E**	2019
Boards That Perform	Addresses the roles, issues and responsibilities involved in being a transit board member **P D**	2008
Customer Driven Service • Learner • Instructor	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. **P D**	2011
Emergency Procedures for Rural Transit Drivers • Learner • Instructor	Provides tools to prepare for and resolve on-the-road emergencies for drivers, such as accidents, natural disasters and hazardous materials. The print training manual was published in 2011 and the eLearning training was updated in 2019. **P D E**	2011, 2019

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

ADOT
Multimodal Planning

National
RTAP
Rural Transit Assistance Program

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

RTAP Benefits

- Unlimited driver and dispatch training
- 5 other training events per year per agency
- 2 out-of-state events per year, must include written approval
- 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

- 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

Avoiding the Pitfalls: Advice from Your Peers