

FRESNO COUNCIL OF GOVERNMENTS
 SCHEDULE OF PL/5303/5304/SPR/SB 1 FUNDS
 2nd Quarter - October through December 2019

2018/19 PL/5303/5304/SPR/SB1 Fun	Percent Completion	Estimated Task Qtr	Budget Authorized	Prior YTD	Current QTR	Year to Date Expense	FHWA PL	FTA MPO 5303	FTA 5304	SPR	SBI Formula/Adaptation Competitive	SBI Adaptation	Other- NON PL/5303 & 5304	Local Match	FHWA PL/ 5303/SB1 Carryover
110 Regional Streets & Roads	6%	06/30/20	See Rpt.	501,079	6,574	22,503	29,077	29,077							
111 Regional Transp. Modeling	44%	06/30/20	See Rpt.	610,448	124,831	144,181	269,012	269,012							
112 Regional Traffic Monitoring	11%	06/30/20	See Rpt.	360,881	3,483	37,847	41,330	24,802	16,528						
114 IntelligentTransp Systems	40%	06/30/20	See Rpt.	11,070	3,071	1,317	4,388		4,388						
124 Business Commute Optimiz.	0%	06/30/20	See Rpt.	1,000	0	0	0								
140 Reg. Sustain. Infra. Planning I	100%	06/30/20	See Rpt.	74,452	10,158	64,010	74,168				65,661			8,507	
141 Reg. Pavement Mgmt. System	90%	06/30/20	See Rpt.	47,946	7,877	35,452	43,329				38,359			4,970	
142 Reg. Sustain. Infra. Planning II	24%	06/30/20	See Rpt.	141,157	13,392	21,182	34,574				30,608			3,966	
143 Reverse Triangle Study	20%	06/30/20	See Rpt.	255,019	12,608	37,729	50,337			40,270				10,067	
144 Electric Vehicle Charging	4%	06/30/20	See Rpt.	171,869	2,123	4,378	6,501				5,755			746	
145 Network Vulnerability	40%	06/30/20	See Rpt.	151,895	15,222	45,550	60,772					53,801		6,971	
146 Better Blackstone	1%	06/30/20	See Rpt.	159,598	987	0	987				874			113	
147 County Trail Master Plan	5%	06/30/20	See Rpt.	159,587	3,255	5,363	8,618				7,630			988	
148 Reg. Transit On-Board Survey	2%	06/30/20	See Rpt.	205,191	435	3,490	3,925				3,475			450	
149 SB743 Transp. Impact Analysis	3%	06/30/20	See Rpt.	300,000	2,673	6,643	9,316				8,247			1,069	
170 Regional Transp. Plan	34%	06/30/20	See Rpt.	466,380	72,929	84,477	157,406	157,406							
171 Transportation Perf. Mgmt.	29%	06/30/20	See Rpt.	90,800	14,482	11,485	25,967		25,967						
172 Congestion Management Plan	6%	06/30/20	See Rpt.	60,981	2,161	1,468	3,629		3,629						
180 Air Quality	27%	06/30/20	See Rpt.	197,584	27,917	25,428	53,345		53,345						
220 Transportation Program Dewel.	46%	06/30/20	See Rpt.	431,101	93,651	104,700	198,351	198,351							
311 Public Info. and Partic.	65%	06/30/20	See Rpt.	213,613	45,055	93,321	138,376	138,376							
313 Environmental Justice	32%	06/30/20	See Rpt.	34,130	5,912	4,961	10,873	10,873							
820 Valley RTPA Coordination	40%	06/30/20	See Rpt.	243,101	42,231	54,156	96,387	44,209							
911 OWP & Budget	13%	06/30/20	See Rpt.	172,725	16,739	5,969	22,708	10,552	12,156						52,178

Total PL/5303/5304/SPR/SB1 Funds 27% 5,061,617 527,766 815,610 1,343,376 882,658 116,013 0 40,270 160,609 53,801 0 90,025 0

CPG YTD 1,253,350

(1)

Fresno Council of Governments
FY 2019-20
Overall Work Program (July 2019 – June 2020)
Progress Report for Second Quarter (Oct – Dec 2019)

WE 110 - Regional Streets and Highways

Budget \$501,079. Expenses were \$22,503 for the quarter. The work element is 6% complete. Staff prepared draft scope of work and developed and released RFP for the Eastside Corridor study. Proposals were received, a selection committee was assembled and interviews were scheduled for the Eastside Corridor study. Staff reviewed and approved invoices for the Blackstone/Shaw Project; arranged for consultant, Toole Design, to add two scenarios to the Traffic Impact Study; reviewed the new version of the Traffic Impact Study and sent edits to the consultant; and met and discussed revised Traffic Impact Study with City of Fresno staff.

WE 111- Regional Transportation Modeling

Budget \$610,448. Expenses were \$144,181 for the quarter. The work element is 44% complete. Staff coordinated ABM Workshop with consultant, Resource Systems Group (RSG); provided technical assistance to Caltrans on ABM setup; conducted various traffic impact studies for traffic consultants; conducted full run of base year 2019 ABM with changes to transit and socioeconomic dataset; assessed the ABM with the previous EJ scripts; and provided technical assistance to SB743 project by rerunning the ABM 2019. The consultant, RSG, prepared and conducted the ABM workshop at Fresno COG and provided phone and email support regarding the ABM.

WE 112 – Regional Traffic Monitoring

Budget \$360,881. Expenses were \$37,847 for the quarter. The work element is 11% complete. Staff coordinated bike/pedestrian counts among various local agencies; attended NPMRDS quarterly webinar; and compiled traffic counts from local agencies. The City of Fresno submitted their quarterly billing for the collection of vehicular traffic, pedestrian and bicycle data and compilation of data into databases and usable formats.

WE 114 Intelligent Transportation Systems

Budget \$11,070. Expenses were \$1,317 for the quarter. The work element is 40% complete. Staff continued to oversee www.511sjv.org website transfer to new Valleyrides website as it was developed; coordinated the website transfer with Caltrans, the City of Fresno and the consultant; and watched ITS webinars.

WE 124 Business Commute Optimization

Budget \$1,000. The project is complete and the final report was delivered to Caltrans.

WE 140 Regional Sustain. Infr. Planning Cycle I

Budget \$74,452. Expenses were \$64,010 for the quarter. The work element is 100% complete. The consultant, Tree Fresno, submitted the final Community Landscape Plans (CLPs) for the City of Fowler and West Fresno. An Executive Summary was prepared for each CLP that included Key Findings and Key Proposals that were discussed with the City Council, Executive staff and Citizen Advisory Committee in each community.

WE 141 Regional Pavement Management System

Budget \$47,946. Expenses were \$35,452 for the quarter. The work element is 90% complete. The consultant, NCE, made final presentations to Fresno COG's TTC, PAC and Policy Board committees and has submitted all reports to Fresno COG. This project is complete.

WE 142 Regional Sustain. Infr. Planning Cycle II

Budget \$141,157. Expenses were \$21,182 for the quarter. The work element is 24% complete. The consultant, Walker Parking Engineers, updated the draft business plan; made calls to review opportunities with potential partners; designed maps, graphics and strategies for the business plan; reviewed operational model and carsharing insurance and cost modeling; and presented Draft Electric Vehicle Rideshare Plan to Fresno County Rural Transit Agency and Fresno Council of Governments.

WE 143 Reverse Triangle Study

Budget \$255,019. Expenses were \$37,729 for the quarter. The work element is 20% complete. Staff prepared and reviewed a response letter to Leadership Counsel; participated in conference calls with the consultant, GHD Inc., to discuss project status; and participated in community workshop. GHD Inc. has continued to respond to agency comments and continue research regarding the project area, including reviewing performance metrics, multi-modal study analyses, as well as working with the City of Fresno Planning Department. They also developed an outreach strategy/materials and held a community workshop.

WE 144 Electric Vehicle Charging

Budget \$171,869. Expenses were \$4,378 for the quarter. The work element is 4% complete. Staff held biweekly coordination calls with project team; completed the list of stakeholders for engagement plan; began one-on-one meetings with key groups; developed survey questions for vanpool riders; and reviewed consultant (AECOM) invoice. Revisions to the invoice were requested and staff is waiting for the revised invoice to be submitted. AECOM has completed all data collection efforts; is exploring different cost of service models; and is reviewing modeling assumptions, methodology and data inputs.

WE 145 Transportation Network Vulnerability

Budget \$151,895. Expenses were \$45,550 for the quarter. The work element is 40% complete. The consultant, WSP USA Inc. continued development of adaptation strategies; developed adaptation strategies slides and deliverable; made revisions and additions to the draft Vulnerability Assessment Summary Memo; researched best practice adaptation strategies and how jurisdictions are addressing SB379; and conducted Vulnerability Assessment Working Group meeting.

WE 146 Better Blackstone

Budget \$159,598. Expenses were \$0 for the quarter. The work element is 1% complete. Staff worked with lead consultant, Fresno Metro Ministry. Fresno Metro Ministry assembled their project team and has begun existing conditions research and documentation on each of the approximately 499 mixed-use zoned parcels with 725 addresses to be considered for evaluation and for which potential alternative TOD design scenarios will be developed.

WE 147 County Trail Master Plan

Budget \$159,587. Expenses were \$5,363 for the quarter. The work element is 5% complete. The consultant, Toole Design, conducted outreach at the Fresno Fair where they collected approximately 200 responses; and submitted a draft existing conditions report and map. Staff met with County staff to discuss work plan; held bi-weekly coordination calls with consultant team; reviewed draft existing conditions report and map; discussed possible changes to the work plan with consultant team; and reviewed and approved consultant invoices.

WE 148 Regional Transit On-Board Survey

Budget \$205,191. Expenses were \$3,490 for the quarter. The work element is 2% complete. Staff developed and released the RFP for the Transit On-Board Survey. Proposals are due January 24, 2020.

WE 149 SB743 Transp. Impact Analysis

Budget \$300,000. Expenses were \$6,643 for the quarter. The work element is 3% complete. The consultant, LSA, developed baseline VMT and mappings for all 16 jurisdictions; developed average regional VMT; reviewed internal/external trip calculations; and participated in monthly Technical Committee meetings. Staff participated in various project meetings/calls and reviewed internal/external trip calculations.

WE 170 Regional Transportation Plan

Budget \$466,390. Expenses were \$84,477 for the quarter. The work element is 34% complete. Staff attended CTC-ARB Joint Meeting; wrote process for and worked on mapping the 2018 RTP projects; drafted scope of work for demographic forecast update; research and preparation for new EJ methodology and indicators; and met regarding RTP/SCS focus groups.

WE 171 Transportation Performance Mgmt.

Budget \$90,800. Expenses were \$11,485 for the quarter. The work element is 29% complete. Staff finalized and submitted the Fresno GO Safe Grant Application; analyzed data and prepared for 2020 Safety Target Setting; and held Safety Target Committee Meeting.

WE 172 Congestion Management Plan

Budget \$60,981. Expenses were \$1,468 for the quarter. The work element is 6% complete. Staff coordinated bike/pedestrian counters lending to member agencies; and provided counter purchasing information to City of Fresno staff.

WE 180 Air Quality/Transportation Plan

Budget \$197,584. Expenses were \$25,428 for the quarter. The work element is 27% complete. Staff began CMAQ Annual Report process; provided support to member agencies regarding CMAQ Applications; reviewed CMAQ Applications; tested EMFAC Off-Model Adjustment Factors on the latest conformity data; and listened in on CARB Board Meeting.

WE 220 Transportation Program Development

Budget \$431,101. Expenses were \$104,700 for the quarter. The work element is 46% complete. Staff hosted CMAQ/STBG call for projects workshop; provided support to member agencies regarding CMAQ applications; conducted OA Plan Meetings with member agencies; attended statewide ATP Cycle 5 kickoff workshop; developed a CMAQ scoring committee; reviewed CMAQ applications; reviewed and distributed STBG applications to scoring committee; and attended RTPA/CTC meeting.

WE 311 Public Information

Budget \$213,613. Expenses were \$93,321 for the quarter. The work element is 65% complete. Staff participated in coordination, final preparations, printing, set-up, follow-up and hosting of the Transportation Summit; maintained Fresno COG's websites and databases; co-hosted an information booth at the Fresno Fair to outreach on regional transportation projects and programs; published required public hearing notifications; began development of the Fresno COG Annual Calendar of Events; and publicized Fresno COG plans, programs and activities through Facebook social media, as well as community partnerships and committees.

WE 313 Environmental Justice

Budget \$34,130. Expenses were \$4,961 for the quarter. The work element is 32% complete. Staff met with the Mono tribe regarding AHSC application, status of adaptation planning grant and upcoming project for urban greening grant; attended Clean Mobility Pilot meeting; conducted research for new performance metrics for EJ analysis; and worked with modelers on EJ analysis parameters and demographics.

WE 820 Valley RPTA Coordination

Budget \$243,101. Expenses were \$54,156 for the quarter. The work element is 40% complete. Staff participated in Regional Policy Council and Executive Directors' Committee meetings.

WE 911 OWP & Budget

Budget \$172,275. Expenses were \$5,969 for the quarter. The work element is 13% complete. Staff began work on the 2020-2021 OWP development.

Enter Date: **6/3/2019** Claimant Name: **City of Fowler**

TRANSPORTATION FUNDING CLAIM FOR FISCAL YEAR: 2019/20

Instructions: Please note that each page of this claim is a separate worksheet, please click through all tabs and complete. Also note that light yellow fields require an entry if applicable, light grey fields contain formulas that will automatically calculate based on corresponding entries. A date and claimant name field is at the top of the first page, and automatically repeats on following pages, (date should be formatted 00/00/0000)

When completed, please print, sign and send signed original via mail to:

Les Beshears, Director of Finance, Fresno Council of Governments, 2035 Tulare Street, Suite 201, Fresno, CA 93721

From: Applicant:	City of Fowler
Address:	128 S 5th St
City/State/Zip:	Fowler, CA 93625
Contact Phone/email:	559-834-3113 ext 104 / ruyeda@ci.fowler.ca.us

This applicant is an eligible claimant pursuant to Section 99203 of the Public Utilities Code and certifies that the following transportation funds are available to be claimed:

Local Transportation Fund

Apportionment:	\$ 248,186.00
Unexpended, Held by Claimant:	\$ 285,295.00
Other Agency:	

State Transit Assistance Fund

Estimate:	\$ 63,395.00
Unexpended, Held in Trust:	

Other

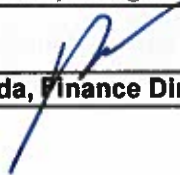
Other:	
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	TOTAL
	\$ 596,876.00

spell out total amount in above cell

for the purposes and respective amounts specified in the attached claim be drawn from the Local Transportation Fund and State Transit Assistance Fund.

Please print and sign after completing form

Authorized Signature: 
Name/Title: **Randy Uyeda, Finance Director**
Date: **2/28/2020**



Enter Date: 6/3/2019

Claimant Name: City of Fowler

TRANSPORTATION FUNDING CLAIM DETAIL FOR FISCAL YEAR: 2019/20

PURPOSE	AMOUNT	SUBTOTAL
1. Bicycle & Pedestrian Facilities:		
Article 3:	\$ 4,975.00	
Article 8a:		
Audit Exceptions (General Fund Payback);		
Unexpended Funds, Held by Claimant:	\$ 28,669.00	
		\$ 33,644.00
2. Regional Transportation Planning:	\$ 6,947.00	\$ 6,947.00
3. Public Transportation		
State Transit Assistance Funds (STA):	\$ -	
Other:		\$ -
4. Community Transit Service CTSA, Article 4.5:	\$ 11,642.00	\$ 11,642.00
5. Streets & Roads:		
Article 8a:	\$ 226,133.00	
Unexpended Funds, Held by Claimant:	\$ 256,626.00	
		\$ 482,759.00
6. To Be Claimed By:		
Fresno County Rural Transit Agency LTF:	\$ -	
Fresno County Rural Transit Agency STA:	\$ 61,884.00	
Other:	\$ -	
		\$ 61,884.00
7. Reserve in Fund Pending Further Claiming		\$ -
	GRAND TOTAL	\$ 596,876.00
	Claim Total Must Agree With Total on First Page	\$ 596,876.00
	Minus Non Transit Claims	\$ 80,473.00
	GRAND TOTAL PAYABLE TO CLAIMANT	\$ 516,403.00

Allocation instructions and payment by the Fresno County Auditor-Controller to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the rules and regulations of the Transportation Development Act.

Enter Date: **6/3/2019**

Claimant Name: **City of Fowler**

BICYCLE AND PEDESTRIAN FACILITIES FOR FISCAL YEAR: 2019/20

Two percent (2%) of the claimant's Local Transportation Fund apportionment must be spent on bicycle and pedestrian facilities (PUC 99233.3 and 99234); such claims are to be filed as Article 3. Claims for projects in excess of 2% may be filed as Article 8a (PUC 99400(a)). If other funding is to be used with Local Transportation Funds to implement projects, such funding should be shown on the claim form.

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
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1. Various Bicycle & Pedestrian Facilities throughout the claimant's jurisdiction:	\$ 4,975.00
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AND/OR:

Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
TOTAL PROJECT COSTS	\$ 4,975.00

STREETS AND ROADS CLAIM FOR FISCAL YEAR: 2019/20

Local Transportation Funds coming to claimants within Fresno County may be used for streets and roads improvements and maintenance pursuant to Article 8 (PUC 99400), but only after Fresno COG makes a finding that public transportation needs within the claimant's jurisdiction are reasonably met by satisfying the service requirements set forth by the Regional Transportation Plan (PUC 99401.5).

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
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1. Development, Construction & Maintenance Facilities throughout the claimant's jurisdiction:	\$ 226,133.00
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AND/OR:

Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
TOTAL PROJECT COSTS	\$ 226,133.00

Enter Date: **6/3/2019**

Claimant Name: **City of Fowler**

CONTINGENCY PROJECT LISTING FOR FISCAL YEAR: 2019/20

CHECK ALL THAT APPLY (Enter "X" in yellow box)

BICYCLE AND PEDESTRIAN FACILITIES

Article 3

PUBLIC TRANSPORTATION

Article 4

STREETS & ROADS

Article 8a

STANDARD ASSURANCES FOR CLAIMANTS

CLAIMANT ASSURANCES: (initial yellow box all that apply)

- A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).
- B. Claimant certifies that it has submitted a State Controller Report to the RTPA and to the State Controller, pursuant to PUC 99243.

The undersigned hereby certifies that the above statements are true and correct.

Please print and sign after completing form

Authorized Signature: 
Name/Title: **Randy Uyeda, Finance Director**
Date: **2/28/2020**

BEFORE THE
FRESNO COUNCIL OF GOVERNMENTS
RESOLUTION NO. 2020-09

IN THE MATTER OF:

RESOLUTION OF APPROVAL OF
TRANSPORTATION FUNDING CLAIM FOR THE
CITY OF Fowler, 2020-09

**TRANSPORTATION DEVELOPMENT ACT
OF 1971**

WHEREAS, the Fresno Council of Governments (COG) is the administrator of the Local Transportation Fund as provided by Chapter 1400 of the California Statutes of 1971, and the State Transit Assistance Fund as provided by Chapter 161 & 322 of the Statutes of 1979 and 1982, respectively, and

WHEREAS, the COG has the authority to review claims and allocate such funds in accordance with the Transportation Development Act of 1971 and Chapter 3 of Title 21 of the California Code of Regulations; and

WHEREAS, the City of Fowler has submitted Transportation Funding Claim for its 2019-20 fiscal year apportionment.

NOW, THEREFORE, BE IT RESOLVED, that the Transportation Funding Claim submitted by the City of Fowler has been reviewed and the following findings are hereby made:

1. The Funding Claim submitted by the City of Fowler has been reviewed and found to be in conformance with the adopted Regional Transportation Plan.
2. That the COG finds that priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high-priority regional, countywide, or area wide public transportation needs.
3. On May 30, 2019 the COG Board approved Resolution 2019-10 which found that public transportation needs within the County of Fresno and its sphere of influence will be reasonably met in 2019-20.

BE IT FURTHER RESOLVED, that the Fresno Council of Governments hereby approves the Transportation Funding Claim submitted by the City of Fowler and allocates monies from the Transportation Development Act in accordance with the attached claim which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED, that the Auditor-Controller of the County of Fresno cause the approved claim to be paid in the manner and time directed by the Executive Director of the Fresno Council of Governments.

THE FOREGOING RESOLUTION was passed and adopted by the Fresno Council of Governments this 26th day of March, 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Signed: David Cardenas, Chair

I hereby certify that the foregoing is a true copy of a resolution of the Fresno Council of Governments duly adopted at a regular meeting dated above.

Signed: Tony Boren, Executive Director

RESOLUTION NO. 2019-2044

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF HURON TO SUBMIT CLAIM
LOCAL TRANSPORTATION AND
STATE TRANSIT ASSISTANCE FUNDS**

WHEREAS, Fresno Council of Governments submits on behalf of the Cities a claim for Local Transportation Fund and State Transit Fund, and

WHEREAS, the City of Huron is entitled to \$345,483.00, (Three Hundred Forty-Five Thousand, Four Hundred Eighty-Three) for Fiscal Year 2019/2020, and

WHEREAS, the City expects to receive \$275,341.00 (Two Thousand Seventy-Five Thousand, Three Hundred Forty-One) from LTF (Article 8a) funds and \$70,142.00 (Seventy Thousand, One Hundred Forty-Two) from LTF (Article 3) funds, and

NOW, THEREFORE BE IT RSOLVED, that the City of Huron authorizes the City Manager to submit the Transportation Funding Claim for 2019/2020 Fiscal Year.

The foregoing Resolution was duly adopted by the Huron City Council at a regular meeting on the 19th of June, 2019, by the following vote to wit:

AYES: Plasencia, Pimentel, Morales, Leon
NOES: 0
ABSENT: Solorio
ABSTAIN: 0


REY LEON, Mayor

ATTEST:


JUANITA M. VELIZ, City Clerk

Enter Date: **6/3/2019** Claimant Name: **City of Huron**

TRANSPORTATION FUNDING CLAIM FOR FISCAL YEAR: 2019/20

Instructions: Please note that each page of this claim is a separate worksheet, please click through all tabs and complete. Also note that light yellow fields require an entry if applicable, light grey fields contain formulas that will automatically calculate based on corresponding entries. A date and claimant name field is at the top of the first page, and automatically repeats on following pages, (date should be formatted 00/00/0000)

When completed, please print, sign and send signed original via mail to:

Les Beshears, Director of Finance, Fresno Council of Governments, 2035 Tulare Street, Suite 201, Fresno, CA 93721

From: Applicant:	City of Huron
Address:	36311 LASSEN AVE / PO BOX 339
City/State/Zip:	HURON, CA 93234
Contact Phone/email:	559-945-2241

This applicant is an eligible claimant pursuant to Section 99203 of the Public Utilities Code and certifies that the following transportation funds are available to be claimed:

Local Transportation Fund

Apportionment:	\$ 275,341.00
Unexpended, Held by Claimant:	
Other Agency:	

State Transit Assistance Fund

Estimate:	\$ 70,142.00
Unexpended, Held in Trust:	

Other

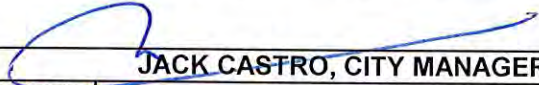
Other:	
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THREE HUNDRED FORTY FIVE THOUSAND FOUR HUNDRED EIGHTY THREE	TOTAL
	\$ 345,483.00

spell out total amount in above cell

for the purposes and respective amounts specified in the attached claim be drawn from the Local Transportation Fund and State Transit Assistance Fund.

Please print and sign after completing form

Authorized Signature:	
Name/Title:	JACK CASTRO, CITY MANAGER
Date:	6/13/2019



2035 Tulare St., Ste. 201 tel 559-233-4148
Fresno, California 93721 fax 559-233-9645

www.fresnocog.org

Enter Date: **6/3/2019**

Claimant Name: **City of Huron**

TRANSPORTATION FUNDING CLAIM DETAIL FOR FISCAL YEAR: 2019/20

PURPOSE	AMOUNT	SUBTOTAL
1. Bicycle & Pedestrian Facilities:		
Article 3:	\$ 5,504.00	
Article 8a:		
Audit Exceptions (General Fund Payback);		
Unexpended Funds, Held by Claimant:		
		\$ 5,504.00
2. Regional Transportation Planning:	\$ 7,686.00	\$ 7,686.00
3. Public Transportation		
State Transit Assistance Funds (STA):	\$ -	
Other:		
		\$ -
4. Community Transit Service CTSA, Article 4.5:	\$ 13,621.00	\$ 13,621.00
5. Streets & Roads:		
Article 8a:	\$ 251,063.00	
Unexpended Funds, Held by Claimant:		
		\$ 251,063.00
6. To Be Claimed By:		
Fresno County Rural Transit Agency LTF:	\$ -	
Fresno County Rural Transit Agency STA:	\$ 67,609.00	
Other:	\$ -	
		\$ 67,609.00
7. Reserve in Fund Pending Further Claiming		\$ -
	GRAND TOTAL	\$ 345,483.00
	Claim Total Must Agree With Total on First Page	\$ 345,483.00
	Minus Non Transit Claims	\$ 88,916.00
	GRAND TOTAL PAYABLE TO CLAIMANT	\$ 256,567.00

Allocation instructions and payment by the Fresno County Auditor-Controller to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the rules and regulations of the Transportation Development Act.

Enter Date: **6/3/2019**

Claimant Name: **City of Huron**

BICYCLE AND PEDESTRIAN FACILITIES FOR FISCAL YEAR: 2019/20

Two percent (2%) of the claimant's Local Transportation Fund apportionment must be spent on bicycle and pedestrian facilities (PUC 99233.3 and 99234); such claims are to be filed as Article 3. Claims for projects in excess of 2% may be filed as Article 8a (PUC 99400(a)). If other funding is to be used with Local Transportation Funds to implement projects, such funding should be shown on the claim form.

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
1. Various Bicycle & Pedestrian Facilities throughout the claimant's jurisdiction:	\$ 5,504.00
<i>AND/OR:</i>	
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
TOTAL PROJECT COSTS	\$ 5,504.00

STREETS AND ROADS CLAIM FOR FISCAL YEAR: 2019/20

Local Transportation Funds coming to claimants within Fresno County may be used for streets and roads improvements and maintenance pursuant to Article 8 (PUC 99400), but only after Fresno COG makes a finding that public transportation needs within the claimant's jurisdiction are reasonably met by satisfying the service requirements set forth by the Regional Transportation Plan (PUC 99401.5).

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
1. Development, Construction & Maintenance Facilities throughout the claimant's jurisdiction:	\$ 251,063.00
<i>AND/OR:</i>	
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
TOTAL PROJECT COSTS	\$ 251,063.00

Enter Date:

Claimant Name:

CONTINGENCY PROJECT LISTING FOR FISCAL YEAR: 2019/20

CHECK ALL THAT APPLY (Enter "X" in yellow box)

BICYCLE AND PEDESTRIAN FACILITIES

Article 3

PUBLIC TRANSPORTATION

Article 4

STREETS & ROADS

Article 8a

STANDARD ASSURANCES FOR CLAIMANTS

CLAIMANT ASSURANCES: (initial yellow box all that apply)

- A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).
- B. Claimant certifies that it has submitted a State Controller Report to the RTPA and to the State Controller, pursuant to PUC 99243.

The undersigned hereby certifies that the above statements are true and correct.
Please print and sign after completing form

Authorized
Signature:

Name/Title:

Date:

Enter Date: **6/3/2019** Claimant Name: **City of Huron**

TRANSPORTATION FUNDING CLAIM FOR FISCAL YEAR: 2019/20

Instructions: Please note that each page of this claim is a separate worksheet, please click through all tabs and complete. Also note that light yellow fields require an entry if applicable, light grey fields contain formulas that will automatically calculate based on corresponding entries. A date and claimant name field is at the top of the first page, and automatically repeats on following pages, (date should be formatted 00/00/0000)

When completed, please print, sign and send signed original via mail to:

Les Beshears, Director of Finance, Fresno Council of Governments, 2035 Tulare Street, Suite 201, Fresno, CA 93721

From: Applicant:	City of Huron
Address:	P.O. Box 339
City/State/Zip:	Huron, CA 93234
Contact Phone/email:	(559) 945-2241 / accountant@cityofhuron.com

This applicant is an eligible claimant pursuant to Section 99203 of the Public Utilities Code and certifies that the following transportation funds are available to be claimed:

Local Transportation Fund

Apportionment:	\$ 275,341.00
Unexpended, Held by Claimant:	
Other Agency:	

State Transit Assistance Fund

Estimate:	\$ 70,142.00
Unexpended, Held in Trust:	

Other


Other:	
--------	--

Three-hundred and forty-five thousand, four-hundred and eighty-three	TOTAL
	\$ 345,483.00

spell out total amount in above cell

for the purposes and respective amounts specified in the attached claim be drawn from the Local Transportation Fund and State Transit Assistance Fund.

Please print and sign after completing form

Authorized Signature:	
Name/Title:	Jack Castro/City Manager
Date:	3/6/2020



Enter Date: **6/3/2019**

Claimant Name: **City of Huron**

TRANSPORTATION FUNDING CLAIM DETAIL FOR FISCAL YEAR: 2019/20

PURPOSE	AMOUNT	SUBTOTAL
1. Bicycle & Pedestrian Facilities:		
Article 3:	\$ 5,504.00	
Article 8a:		
Audit Exceptions (General Fund Payback);		
Unexpended Funds, Held by Claimant:		
		\$ 5,504.00
2. Regional Transportation Planning:		
	\$ 7,686.00	\$ 7,686.00
3. Public Transportation		
State Transit Assistance Funds (STA):	\$ -	
Other:		
		\$ -
4. Community Transit Service CTSA, Article 4.5:		
	\$ 13,621.00	\$ 13,621.00
5. Streets & Roads:		
Article 8a:	\$ 251,063.00	
Unexpended Funds, Held by Claimant:		
		\$ 251,063.00
6. To Be Claimed By:		
Fresno County Rural Transit Agency LTF:	\$ -	
Fresno County Rural Transit Agency STA:	\$ 67,609.00	
Other:	\$ -	
		\$ 67,609.00
7. Reserve in Fund Pending Further Claiming		
		\$ -
GRAND TOTAL		\$ 345,483.00
Claim Total Must Agree With Total on First Page		\$ 345,483.00
Minus Non Transit Claims		\$ 88,916.00
GRAND TOTAL PAYABLE TO CLAIMANT		\$ 256,567.00

Allocation instructions and payment by the Fresno County Auditor-Controller to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the rules and regulations of the Transportation Development Act.

Enter Date: **6/3/2019**

Claimant Name: **City of Huron**

BICYCLE AND PEDESTRIAN FACILITIES FOR FISCAL YEAR: 2019/20

Two percent (2%) of the claimant's Local Transportation Fund apportionment must be spent on bicycle and pedestrian facilities (PUC 99233.3 and 99234); such claims are to be filed as Article 3. Claims for projects in excess of 2% may be filed as Article 8a (PUC 99400(a)). If other funding is to be used with Local Transportation Funds to implement projects, such funding should be shown on the claim form.

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
1. Various Bicycle & Pedestrian Facilities throughout the claimant's jurisdiction:	\$ 5,504.00
<i>AND/OR:</i>	
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
TOTAL PROJECT COSTS	\$ 5,504.00

STREETS AND ROADS CLAIM FOR FISCAL YEAR: 2019/20

Local Transportation Funds coming to claimants within Fresno County may be used for streets and roads improvements and maintenance pursuant to Article 8 (PUC 99400), but only after Fresno COG makes a finding that public transportation needs within the claimant's jurisdiction are reasonably met by satisfying the service requirements set forth by the Regional Transportation Plan (PUC 99401.5).

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
1. Development, Construction & Maintenance Facilities throughout the claimant's jurisdiction:	\$ 251,063.00
<i>AND/OR:</i>	
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
TOTAL PROJECT COSTS	\$ 251,063.00

Enter Date:

Claimant Name:

CONTINGENCY PROJECT LISTING FOR FISCAL YEAR: 2019/20

CHECK ALL THAT APPLY (Enter "X" in yellow box)

BICYCLE AND PEDESTRIAN FACILITIES

Article 3

PUBLIC TRANSPORTATION

Article 4

STREETS & ROADS

Article 8a

STANDARD ASSURANCES FOR CLAIMANTS

CLAIMANT ASSURANCES: (initial yellow box all that apply)

- A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).
- B. Claimant certifies that it has submitted a State Controller Report to the RTPA and to the State Controller, pursuant to PUC 99243.

The undersigned hereby certifies that the above statements are true and correct.
Please print and sign after completing form

Authorized

Signature:

Name/Title:

Date:

BEFORE THE
FRESNO COUNCIL OF GOVERNMENTS
RESOLUTION NO. 2020-10

IN THE MATTER OF:

RESOLUTION OF APPROVAL OF
TRANSPORTATION FUNDING CLAIM FOR THE
CITY OF HURON, 2020-10

**TRANSPORTATION DEVELOPMENT ACT
OF 1971**

WHEREAS, the Fresno Council of Governments (COG) is the administrator of the Local Transportation Fund as provided by Chapter 1400 of the California Statutes of 1971, and the State Transit Assistance Fund as provided by Chapter 161 & 322 of the Statutes of 1979 and 1982, respectively, and

WHEREAS, the COG has the authority to review claims and allocate such funds in accordance with the Transportation Development Act of 1971 and Chapter 3 of Title 21 of the California Code of Regulations; and

WHEREAS, the City of Huron has submitted Transportation Funding Claim for its 2019-20 fiscal year apportionment.

NOW, THEREFORE, BE IT RESOLVED, that the Transportation Funding Claim submitted by the City of Huron has been reviewed and the following findings are hereby made:

1. The Funding Claim submitted by the City of Huron has been reviewed and found to be in conformance with the adopted Regional Transportation Plan.
2. That the COG finds that priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high-priority regional, countywide, or area wide public transportation needs.
3. On May 30, 2019 the COG Board approved Resolution 2019-10 which found that public transportation needs within the County of Fresno and its sphere of influence will be reasonably met in 2019-20.

BE IT FURTHER RESOLVED, that the Fresno Council of Governments hereby approves the Transportation Funding Claim submitted by the City of Huron and allocates monies from the Transportation Development Act in accordance with the attached claim which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED, that the Auditor-Controller of the County of Fresno cause the approved claim to be paid in the manner and time directed by the Executive Director of the Fresno Council of Governments.

THE FOREGOING RESOLUTION was passed and adopted by the Fresno Council of Governments this 30th day of April, 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Signed: David Cardenas, Chair

I hereby certify that the foregoing is a true copy of a resolution of the Fresno Council of Governments duly adopted at a regular meeting dated above.

Signed: Tony Boren, Executive Director

*Transit
Productivity
Evaluation
FY 2019*

Fresno Area Express/Handy Ride
Clovis Stageline/Roundup
Fresno County Rural Transit Agency
Consolidated Transportation Service Agency

January 22, 2020

***Fresno Council of Governments**
2035 Tulare Street, Suite 201
Fresno, CA 93721
559-233-4148
www.fresnocog.org*

The preparation of this report has been financed in part through a grant from the U.S. Department of Transportation, the Federal Transit Administration, and in part through local funds from the Fresno Council of Governments

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FY 2019 TRANSIT PRODUCTIVITY EVALUATION

INTRODUCTION

The productivity evaluation is conducted annually to assess the progress of transit operators who receive State Transportation Development Act (TDA) funds and to recommend potential productivity improvements. The California Public Utilities Code 99244 requires that “Each transportation planning agency shall annually identify, analyze and recommend potential productivity improvements which could lower the operating costs of those operators who operate at least 50 percent of their vehicle service miles within the area under its jurisdiction.” If operators fail to reasonably respond to recommended productivity improvements, TDA Local Transportation Funds (LTF) cannot exceed appropriation for the prior year.

The Consolidated Transportation Services Agencies (CTSA's) for both the metropolitan and rural areas are evaluated in accordance with the “Assembly Bill 120 Action Plan” (February 1982) policy. This policy states that the CTSA designee will be reviewed “at least annually” for compliance with the Action Plan.

The FY 2019 Productivity Evaluation covers the time period of July 1, 2018 to June 30, 2019 and assesses the following agencies:

1. Fresno Area Express (FAX) and Handy Ride
2. Clovis Stageline and Roundup
3. Fresno County Rural Transit Agency (FCRTA)
4. Consolidated Transportation Services Agencies (CTSA) for the Metropolitan and Rural Areas

State law also requires TDA Triennial Performance Audits of each transit operator (PUC 99246-99249). The most recent performance audit of the operators listed above was completed in 2019 by Moore and Associates for FY2016 through FY2018. Final recommendations from the audits are reflected in this report.

OVERVIEW OF FRESNO COUNTY’S PUBLIC TRANSPORTATION SYSTEMS

Public transportation operators in Fresno County provided a total of 11.6 million passenger trips from the period beginning July 2018 through June 2019 (FY 2019) at a cost of approximately \$69.3 million. As shown in Table 1, the systems traveled a combined 8,605,352 miles and operated 700,275 hours of service. Fares collected totaled \$11.8 million, representing a farebox recovery ratio of 17.1 percent.

FAX, the largest public transit provider in the Fresno County region, provided a total of 10.5 million passenger trips (90 percent of the county total), followed by the CTSA, and FCRTA with 343,524 trips (3.0 percent) and 319,201 trips (2.8 percent) respectively. Fresno Handy Ride provided 220,351 trips (1.9 percent of the county total), while Clovis Stageline and Clovis Roundup combined provided 169,863 (1.5 percent) of all trips.

System wide, 16.57 passengers per hour and 1.35 passengers per mile were carried during FY2019. The cost per hour was \$99.01 and cost per passenger was \$5.98. Overall, the systems provided 6.8% more passenger trips in FY 2019 than in FY 2018.

Table 1

**Fresno County Public Transportation Systems
Productivity Summary
FY 2019**

Agency	Passengers	Miles	Hours	Costs	Fare Revenues	Pass/ Hour	Pass/ Mile	Cost/ Hour	Farebox Ratio
FAX	10,550,142	4,663,991	402,895	\$44,445,075	\$6,307,587	26.19	2.26	\$110.31	14.19%
Handy Ride	220,351	1,213,011	104,088	\$7,850,700	\$326,496	2.12	0.18	\$75.42	4.16%
Stageline	116,911	252,928	21,841	\$2,635,317	\$527,063	5.35	0.46	\$120.66	20.00%
Round-up	52,952	377,173	31,313	\$3,407,650	\$340,765	1.69	0.14	\$108.83	10.00%
FCRTA	319,201	855,403	67,376	\$5,655,534	\$616,414	4.74	0.37	\$83.94	10.90%
*CTSA	343,524	1,235,651	71,866	\$5,339,911	\$3,746,900	4.78	0.28	\$74.30	69.36%
Total	11,603,081	8,598,157	699,379	\$69,334,187	\$11,865,225	16.59	1.35	\$99.14	17.11%

* CTSA statistics do not include clients, costs, miles, or hours associated with the urban and rural “Meal Delivery” services.

NOTE: Both FCRTA and CTSA farebox revenues include some social service augmentation consistent with Fresno COG’s AB120 Action Plan and the State TDA. Clovis Stageline and Roundup farebox includes some Measure C funds. FAX and Clovis Stageline passengers include transfer passengers. FAX utilized local funding to augment their farebox to achieve the 20% recovery ratio.

A truly accurate system wide comparison is not possible due to different types of services, as well as the variations in the definitions of some of the performance indicators. For purposes of broad comparison, however, performance indicators by system are reflected in the above table.

Section I

Fresno Area Express and Handy Ride



Fresno Area Express
2223 "G" Street
Fresno, CA 93706
559-621-7433
www.fresno.gov/fax

SECTION I

FISCAL YEAR 2019 PRODUCTIVITY EVALUATION

FRESNO AREA EXPRESS AND HANDY RIDE

I. SUMMARY DESCRIPTION OF SERVICES

Fresno Area Express (FAX), operated by the City of Fresno Department of Transportation, is the largest transit provider in the San Joaquin Valley and provides service within the Fresno-Clovis Metropolitan Area (FCMA). FAX operates scheduled fixed-route service throughout the metropolitan area on 17 routes, seven days per week including evening service on weekdays and Saturdays. FAX currently has a fleet of 112 buses, 91 scheduled to operate during the morning- and evening- peak commute periods. All buses are equipped with wheelchair passenger ramps and bicycle racks. Generally, the routes follow a modified grid pattern. Eight lines converge Downtown on weekdays with coordinated schedules at four existing bus transfer facilities. Three transfer facilities are located at Courthouse Park in Downtown Fresno, and one is located at Manchester Transit Center at the Manchester Mall.

FAX also administers Handy Ride, a demand-response service, which provides paratransit service to people with disabilities. Handy Ride is operated under a contract with a private transportation operator, who is responsible for the day-to-day operation of FAX's paratransit services. The Handy Ride fleet consists of wheelchair accessible buses and sedans. The paratransit service is available seven days a week during the same hours as FAX fixed-route service. The service area includes the City of Fresno, the urbanized area of the County, and support service to the City of Clovis.

II. SIGNIFICANT SERVICE CHANGES AND ACTIVITIES

According to American Community Survey, the FCMA population has grown by 5.6 percent between 2014 and 2019. Most of this growth has been north and northeast of Downtown Fresno, the hub of FAX's fixed-route service. A significant challenge to FAX over the coming years will be to address travel needs resulting from continuing suburbanization of jobs, housing, and retail facilities. FAX will continue to provide transit services through planning, operations, maintenance, capital improvements, public outreach, and marketing.

FAX is responsible for implementing requirements mandated by the Americans with Disabilities Act (ADA) of 1990. One of the provisions is complementary paratransit service, which provides eligible members of the disabled community, within FAX's service area, with a level of service that is comparable to the service provided by FAX's fixed-route system. The latest paratransit plan update was submitted to the Federal Transit Administration (FTA) in January 1996, and is on file at the FAX Administrative Office. In 2020, FAX updated its paratransit "Guide to Ride," providing paratransit passengers with helpful information.

NEW FIXED-ROUTE SERVICES AND MINOR SERVICE MODIFICATIONS

In Fiscal Year (FY) 2019, FAX made one minor service modification.

- Route 9 was divided into 2 routes at the west end of Shaw Avenue at Brawley. This created Route 12, which serves the area west of Highway 99 including the newly opened Inspiration Park. The route split has had a positive effect on the reliability of both routes.

EXTERIOR BUS ADVERTISING

FAX contracts with an outside contractor for internal and external bus advertising.

BIKE AND BUS PROGRAM

All FAX buses are equipped with a bike rack; each rack has the capacity to carry three bikes.

WHEELCHAIR RAMP DEPLOYMENTS

Wheelchair ramp deployments have steadily increased. Every bus within the FAX fleet is a low-floor bus. These vehicles utilize a wheelchair ramp instead of a lift. This type of system is faster, more efficient, and less prone to service failures.

The BRT “Q” and FAX 15 buses have an automatic wheelchair restraint system that allows the wheelchair user more freedom and less physical interaction by the driver. The system is easy to use by wheelchair users. The passenger reverses into the wheelchair securement area and presses a button to engage the restraint system that secures around the wheels.

All future bus procurements will include at least one automatic restraint system per vehicle.

ADMINISTRATION

The FAX Administration Division provides personnel, procurement, financial and regulatory compliance support to the Department of Transportation. The Division is responsible for leading the Department in developing its annual operating and capital budgets. The Division manages and reports on approximately 50 federal, state, regional, and local grants. Through its focus on improving the Department’s financial resources, the Division assists in sustaining and improving public transit in the City of Fresno.

In FY 2019, the Department of Transportation was awarded \$26.1 million in federal, state, and local capital grants. These funds, along with previously awarded funding, will be used to: remodel/rehabilitate facilities; improve bus stops and bus stop infrastructure; upgrade security in the transportation yard; upgrade transit stops throughout the fixed-route system; improve communication systems; purchase fixed route buses (including Zero Emission Buses) and paratransit vehicles; purchase support vehicles; and maintain existing transit services, including the Bus Rapid Transit (BRT) service that began in February 2018.

In addition, FAX Administration is responsible for administering the Handy Ride contract, and assuring full compliance with the requirements set forth by the 1990 Americans with Disabilities Act (ADA). Staff from FAX Handy Ride and the private operator are located in the same building, bringing greater oversight and providing a seamless experience for the rider. The Handy Ride office is located in a convenient, central location to provide face-to-face customer service, Handy Ride orientation, and lost and found services. The Handy Ride center includes a fueling station and on-site maintenance facility, thus increasing the amount of time vehicles are available to serve Handy Ride customers.

PLANNING

The FAX Planning Division is responsible for evaluating short-term service adjustments and preparing for long-term transit demand through both local and regional planning efforts. When FAX considers short-term service changes or long-term transit projects, it must take into account compliance requirements related to accessibility set forth by the ADA, as well as anti-discrimination policies included in Title VI of the Civil Rights Act of 1964. FAX must also consider the Objectives and Policies included in the City of Fresno's General Plan (adopted in 2014) in the planning process, as well as issues such as air quality, congestion management, land use and population growth, system productivity, on-time performance, and passenger requests. FAX uses Customer Satisfaction Surveys as one method to evaluate service. The last on-board transit survey, conducted in 2018, identified that fixed-route passengers' top priorities included: On-Time Performance, Frequency of Buses, and Travel Time. In addition to customer satisfaction surveys, FAX participates in triennial and annual audits conducted by the FTA, the State of California, and the City of Fresno to verify that FAX transit programs are operated in an effective and efficient manner.

Over the past decade, FAX has participated in regional and local transit planning efforts, including the Fresno Council of Governments (COG) 2015 Strategic Service Evaluation, which establishes a grid-based transit system; the City of Fresno's General Plan update, which supports densification in Downtown Fresno and along the Blackstone and Kings Canyon corridors; FAX's 2018 System Restructure, which implements the grid-based transit network; the COG's 2018 Regional Transportation Plan / Sustainable Communities Strategy, which coordinates land use and transportation; and the FCMA Short Range Transit Plan, which serves as FAX's five-year transit plan. Through these efforts, FAX has moved toward strategic investments that implement high quality service where demand is high, balanced with some level of geographic coverage as the city continues to grow. For example, FAX has increased frequencies and services along key corridors, including the BRT along Blackstone/ Ventura/ Kings Canyon, and the FAX 15 along Shaw and Cedar. Identifying and securing funding sources will play a critical part in shaping the future of the transit system, whether frequency enhancements or coverage expansions, beyond the transit services currently provided.

In addition, the Planning Division participates in the City of Fresno Development Review Process. This enables FAX staff to comment on potential impacts of proposed development projects to the transit network and provide guidance to developers in designing transit-friendly facilities.

OPERATIONS

The FAX Operations Division is responsible for the safe and efficient transportation of the FAX fixed-route transit service throughout the city and into neighboring communities. It is the largest division in the Transportation Department with 324 full-time positions as of June 30, 2019, including 279 bus drivers. Over the last few years, the division has emphasized improvements to customer service and system reliability by hiring dedicated training officers and collaborating with other stakeholders to make the system more efficient. Improved efficiencies and reliability have resulted in increased ridership for the system after several years of ridership losses. The BRT route alone provided more than 2 million rides in its first year of operation. For FY 2019, FAX provided 10.6 million rides across the system, representing an 8.2% increase over system-wide ridership in FY 2018. The Operations Division also continues to support upcoming system changes, identified in the 2015 Strategic Service Evaluation, the 2018 System Restructure, and the 2019 Short Range Transit Plan, by ensuring it is involved in identifying the number of drivers needed and improving the new-driver training program. It is anticipated that the route changes will further improve reliability and continue to increase customer satisfaction.

In addition, FAX improved on-time performance by expanding its use of electronic communications technology utilizing a Global Positioning Satellite (GPS) system, an Automatic Vehicle Location (AVL) component, and a Geographical Information System (GIS) element.

MAINTENANCE

The FAX Maintenance Division is responsible for maintaining FAX fixed-route buses and Handy Ride vehicles. The Division has implemented performance benchmarks to measure work outputs against industry standards. A strong emphasis is given to exterior and interior bus cleanliness to provide a pleasurable riding experience to passengers and operators alike.

In FY 2019, the Maintenance Division placed 3 additional 40-foot buses and 9 support vehicles into fixed-route service. No new paratransit vehicles were placed into Handy Ride service. Under new state laws discussed in more depth in the Capital section of this report, transit operators need to transition their bus fleets to zero-emission vehicles (ZEVs) by 2040. FAX's first ZEVs will be battery-electric buses, and are anticipated to arrive in FY 2020.

FAX has completed the rebuild of a compressed natural gas (CNG) compressor, purchased and installed an additional CNG compressor. The CNG improvements have reduced fueling times, as well as the amount of time that stations are not in use, therefore allowing more time for bus cleaning and detailing. The Maintenance Division has also developed a safety committee, which includes shop personnel and supervisors to review safety and accidents to reduce injuries and claims. Maintenance continues to provide staff with additional aftermarket training opportunities to ensure FAX has qualified technicians with the most current training.

PUBLIC INFORMATION AND COMMUNITY OUTREACH

In addition to the planning functions described above, the FAX Planning Division is also responsible for providing public information and conducting community outreach. During FY 2019, FAX provided public information and outreach activities to increase public awareness and ridership, as well as improve public perception of bus transit. Transit services were promoted through advertising, participation in local events, agency presentations, and by communicating essential public transit information with individuals and community-based organizations. FAX used its large format printer and laminator to produce current system and customer information displays in English and Spanish for the kiosks at Courthouse Park, the Manchester Transit Center office, and community outreach meetings and events. FAX directed its outreach efforts toward the diverse population through cultural, age, disability, and socio-economic sensitive communication. FAX used newspaper advertisements, posters, bus placards, schedule guides, maps, flyers, e-mail, social media, the FAX website, the MyFAXBUS mobile app, and bus audio and visual announcements to connect with the community.

In FY 2019, the FAX website was updated to provide information such as bus schedules, holiday service, transit trip planning, the FAX newsletter, special services such as FAX to the FEST, and safety and security notices. The website based Service Alert notification system continued in FY 2019, and allowed passengers daily access to situations that affect trips such as detours, temporary bus stop locations, and tripper service. FAX continued to encourage passengers to share their concerns about the system by connecting with the Customer Service staff through email, by telephone, and in person.

The MyFAXBUS mobile application continues to be available for iOS and Android operating systems. The app was created by the City of Fresno and features real-time transit trip planning capabilities, as well as real-time transit information. Transit riders are also able to track bus arrival times in real-time. The app will be upgraded in FY 2020.

Nonprofit organizations took advantage of discounted interior advertising space on FAX buses. Agency messages informed passengers about social services, healthy living, health services, safety, education, and community events.

Twenty-five public information “On Street” signs installed at the Manchester Transit Center (MTC), FAX Downtown Transit Center, Fresno Yosemite International Airport, Fresno Avenue and Shaw Avenue intersection, and the Cesar E. Chavez Adult Education Center provide real-time bus arrival information to the riding public. General transit information and trip planning assistance was offered to customers in the FCMA through the use of FAX’s public service line 621-RIDE (7433), FAX website, www.fresno.gov/fax, and in person at the FAX Manchester Transit Center office. In addition, FAX continued its partnership with Google Transit, and hosts its internal Interactive Voice Response (IVR) system to provide online transit trip planning.

CAPITAL PROJECTS

Bus Procurement

In August 2015, FAX entered into a five-year contract with Gillig for 30- and 40-foot regular fixed route buses and 40-foot BRT buses. These buses are a combination of replacements for aging buses and additional buses to support new service. In FY 2019, FAX took delivery of three new 40-foot Gillig buses. Moving forward, as regulated by the California Air Resource Board, FAX will transition to a 100 percent zero-emission bus fleet by 2040. In support of this requirement, FAX entered into a purchase contract with Proterra for two 40-foot zero-emission electric buses. These vehicles are scheduled to be delivered in FY 2020.

Bus Stop and Facilities Improvements

FAX is working on a number of capital projects to enhance passenger amenities, improve security, and increase operating efficiency.

The Manchester Transit Center (MTC) is currently under construction for several upgrades, including the outside passenger service area, which will include a complete reconfiguration of all concrete surface areas. Outdated passenger shelters will be replaced with newly designed larger passenger shelters. The exterior building and passenger waiting areas will be enhanced with LED security lighting that will provide a comfortable, safe space while at the same time reducing operating costs. Finally, the interior of the office space, breezeway, and bathroom facilities will be completely remodeled once the exterior of MTC has been reopened to the public.

FAX also issued a construction bid solicitation for the Buffer Median Island Bus Stop Upgrades project. This project will upgrade 18 stops that are located on median islands throughout the city with completion scheduled in FY 2020. The upgrades include new passenger amenities, including shelters and benches, as well as a safe path of travel with ADA accessibility.

Leveraging the new infrastructure and technology provided by the BRT, Courthouse Park, and MTC capital projects, FAX installed a total of 244 new high definition security cameras to improve the safety of its customers and security of the capital improvements in these areas. This project also included installation of a battery back-up system to power video recording and surveillance systems and installation of new workstations for use in viewing the camera network by both FAX and the City of Fresno Police Department staff. Additionally, FAX purchased nearly 300 solar powered security lights for deployment at non-BRT bus stops throughout the system. Installation of the security lights will begin in FY 2020.

FAX also collaborated with the City of Fresno Public Works Department to design and implement traffic signal priority (TSP) technology along the Shaw Avenue corridor between Willow Avenue and Polk Avenue. The goal of this project is to improve bus service and schedule adherence by providing preferential treatment to buses that are running behind schedule. This will be achieved by providing a longer/shorter green light at traffic intersections improving the buses ability to maintain and achieve schedule adherence. The design of this project is nearing completion and will go to bid in FY 2020.

Capital projects extended to the FAX maintenance yard, where a fueling station for CNG buses was completed, extending FAX's operational efficiency. Additional capital improvements included an upgraded gas detection and alert system increasing personnel safety at the FAX facilities yard.

As FAX transitions to a zero-emission fleet, the need for conventional fossil fuel storage was eliminated. In March 2019, the underground diesel and oil storage tanks adjacent to the bus wash were removed. This increased environmental health and occupational safety in preparation for a planned new vault building and other facility improvements.

III. TRIENNIAL PERFORMANCE AUDIT RECOMMENDATIONS

A. TRIENNIAL PERFORMANCE AUDIT RECOMMENDATIONS

FY 2016 through FY 2018

Moore and Associates

State Transportation Development Act (TDA) Requirement

In April 2019, Moore and Associates submitted to the Fresno Council of Governments, FAX's Triennial Performance Audit for FY 2016 through FY 2018. The audit assists the State of California in determining if FAX operates in compliance with applicable laws, rules, and regulations, as prescribed by the Transportation Development Act (TDA). The audit identified no compliance findings, and identified the following two functional recommendations:

1. The City does not identify local supplementation separate from fare revenue in its TDA fiscal audits.

It appears the City is utilizing local supplementation to ensure it meets the 20 percent farebox recovery ratio required by the TDA. This is assumed because the farebox recovery ratio is consistently right at 20 percent, which suggests the City is using just enough local funds to reach that goal. The likelihood of the City exactly meeting the requirement using fare revenues alone is very low. However, the City does not break out actual fare revenue from local supplementation in its TDA fiscal audit, classifying all as "farebox revenues" even though there is a line item for "local assistance." For example, in FY 2017/18, the TDA audit included \$9,719,474 in fare revenue, while the other reports cited \$6,362,993. It is unclear where this additional revenue came from.

2. Financial and FTE operating data is reported inconsistently.

While we did not determine the City to be using an improper definition for any performance measure, the data reported internally, to the State Controller, and to the NTD tended to vary. Operating cost and fare revenue data saw inconsistencies each year. Performance data was generally consistent. In some years, FTE reported to the State Controller is not entirely consistent with TDA definition based on the labor hour data provided as part of this audit.

Comments: FAX has since addressed the functional recommendations and remains in good standing with the State of California.

B. TRIENNIAL PERFORMANCE REVIEW RECOMMENDATIONS
FY 2015 through FY 2017
Interactive Elements, Inc.
Federal Transit Administration (FTA) Requirement

In September 2018, Interactive Elements, Inc. completed a triennial performance review of FAX management and operation practices for FY 2015 through FY 2017. The United States Code, chapter 53 of title 49, requires the FTA of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307 (i). The Triennial Review focused on the City's compliance in 20 different areas. No deficiencies were found with the FTA requirements in 13 of the 20 areas. However, the City was deficient in the areas of Financial Management and Capacity, Technical Capacity-Awards Management, Satisfactory Continuing Control, Maintenance, Procurement, DBE, and ADA-Complementary Paratransit, as described below. FAX has corrected all deficiencies to the satisfaction of the FTA, and remains in good standing with the FTA.

1. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of sub recipients.

Finding: During this Triennial Review of the City, deficiencies were found with the FTA requirements for Financial Management and Capacity.

Deficiency Code F4-1: ECHO documentation deficient

A review of the City's ECHO files found it difficult to determine how the City calculated the financial data in order to request funds. General ledger printouts are used to identify eligible expenses associated with grant projects. However, there is no summary or reconciliation to show how the City arrived at the amount stated on the ECHO request.

Comments: Updated Policy A6-2: Capital Project Expenditure Tracking, to include Standard Operating Procedures (SOPs) for grant expenditure tracking. Updated Policy A6-3: Grant Drawdown Procedure for FTA Grants to ensure all eligible grant expenditures will be drawn down from FTA by FAX Grant Manager in a timely manner.

2. Technical Capacity – Award Management:

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of the City, deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

Deficiency Code TC-AM3-1: MPRs lack required information

At the time of this review, the City had eighteen (18) open grants. A review of Milestone Progress Reports found information lacking relative to the status of grant projects (Activity Line Items

[ALIs]). For projects with no activity or projects that were delayed, the MPRs contained little to no explanation for the delay and/or explanation as to how the City planned to mitigate the delays.

Corrective Action and Schedule: By December 15, 2018, the City must submit to the FTA procedures that address the FTA reporting requirements. The procedures are to address the information required to be reported, the source of the information, and how the information will be collected and verified prior to reporting. The City may wish to consider developing a standardized form for use by its project managers to ensure uniformity of information.

Comments: Created SOP: Quarterly Milestone Progress Reporting and updated Policy A6-3: Grant Drawdown Procedure for FTA Grants to ensure uniformity of reporting and information.

Deficiency Code TC-AM5-1: Inactive award/untimely closeouts

At the time of the site visit, the City had 18 open grants. FTA expects grants awarded for a specific program of projects to be completed within a reasonable, specified time frame, generally two to three years. The recipient should have procedures for tracking project funds and reprogramming unused balances to other projects or closing out the award if funds cannot be utilized. Examples of good award management practices include:

- As part of the annual development process, identify available funds in existing awards before applying for new funds
- Unless directed by the region, apply for remaining apportionments in the next year's award instead of amending awards to add apportionment balances. An award may contain multiple years' apportionments
- Spend oldest funds first for on-going expenses such as program administration (financial purpose code (FPC 6), operating assistance (FPC 4), ADA complementary paratransit (FPC 8), and preventive maintenance (FPC 0)
- Accumulate program administrative expenses in a generic account and then draw from the oldest award with available program administrative funds instead of charging the expenses directly to awards
- Set project time limits (less than two years)
- Transfer small remaining balances to new line items
- Move delayed projects to newer awards and active projects to older awards
- Deobligate project balances and reapply for funds (if within period of availability and allowed by the FTA regional office)
- Regularly reconcile balances with those in the TrAMS

Corrective Action and Schedule: By December 15, 2018, the City is to provide the FTA Regional Office with a plan that addresses how the City will complete the projects associated with grant projects:

- CA-2016-106-2
- CA-2017-081-01, 02, 03, 04, 05
- CA-2017-118-01
- CA-2017-144-01
- CA-2018-002-04
- CA-2018-004-03
- CA-2018-006-03, 04

By January 18, 2019, the City must submit to the FTA Regional Office more effective procedures for award management (spending older funds first, tracking project progress, identifying project balances, reprogramming unused project funds to other projects, reassigning older projects to newer awards, or closing out projects) to enable it to close awards more timely.

Comments: FAX has created and submitted a plan to address how grant-funded projects will be completed, to include a schedule of projects with status and closeout dates.

3. Satisfactory Continuing Control:

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of the City, deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

Deficiency Code SCC7-3: Inadequate equipment records

No equipment records were available for FTA-funded equipment and vehicles. Discussions with staff noted that records for FTA-funded assets were not available after the City changed the dollar threshold for assets.

Recipients are required to follow the equipment management requirements of 2 CFR 200.313 and FTA Circular 5010.1E.

Corrective Action and Schedule: By March 15, 2019, the City must submit to the FTA Regional Office:

1. Internal control procedures that address how the City identifies and maintains control of FTA-funded property, equipment, rolling stock, and supplies. The procedures are to identify the Department(s) responsible for the acquisition, use, management, and disposition of federally assisted property including equipment and rolling stock.

2. Equipment records with all required reporting elements for FTA-funded equipment and rolling stock.

Deficiency Code SCC7-4: No evidence of physical inventory or reconciliation

For this review period, the City did not perform an inventory of FTA-funded assets. This is a repeat finding from the 2015 Triennial Review.

FTA requires grantees to conduct a physical inventory of FTA-funded equipment and rolling stock and to reconcile the results to equipment records at least once every two years. The inventory should be done by someone other than the person responsible for the equipment records. Once the inventory results are reconciled, the equipment records are to be updated.

Corrective Action and Schedule: By March 15, 2019, using its equipment records of FTA-funded equipment, the City must submit to the FTA evidence that it conducted an inventory and reconciled the results to the equipment records.

By March 15, 2019, the City is to provide the FTA Regional Office with procedures that address the inventory and reconciliation requirements of FTA-funded equipment.

Comments: As a response to both Satisfactory Continuing Control findings, FAX has created a SOP Internal Control Procedures for FTA-Funded Assets, created a FTA asset record data repository, created a SOP, which establishes duties for the Department's Property Manager & Property Monitor. Among these responsibilities, roles are clearly defined for the Property Manager, who maintains records and is assigned by the Administrative Manager, and the Property Monitor(s), who are assigned by Division Managers within each section. These SOPs continue to effectively monitor all FTA-purchased assets to detail all areas of asset management, official documentation and asset condition. The SOP also creates actionable policy to ensure that a physical inventory is conducted bi-annually.

4. Maintenance:

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of the City, deficiencies were found with the FTA requirements for Maintenance.

Deficiency Code M1-1: No written vehicle maintenance plan

For this review, the City provided a bus fleet management plan, not a vehicle maintenance plan. Fleet management plans are typically associated with project management oversight requirements for FTA New Starts projects. Fleet management plans are developed to identify all existing transit modes in service, vehicle and service types (bus, rail, etc.) in operation and anticipated to be in operation, including paratransit, as well as factors that are relevant to the current and future equipment needs. While fleet management plans cover vehicle maintenance information, they do not include the details of a vehicle maintenance program. Vehicle maintenance plans must describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals. For Section 5307-funded assets, the written maintenance plans should identify the goals and objectives of a maintenance program, which may include, for example, vehicle life, frequency of road calls, and maintenance costs compared to total operating costs. The plan is to identify the current fleet and the preventive maintenance requirements, service intervals for each bus configuration. The plan is to describe how the City manages and pursues warranty claims.

Corrective Action and Schedule: By March 15, 2019, the City must submit to the FTA Regional Office, a vehicle maintenance plan.

Deficiency Code M1-2: No written facility/equipment maintenance plan

The City does not have a written facility and equipment maintenance plan. This is a repeat finding from the 2015 Triennial Review. During the site visit, discussions with staff noted that the Department of Transportation/FAX will assume responsibility of the compliance requirement.

Corrective Action and Schedule: By March 15, 2019, the City must submit to the FTA Regional Office, a facility and equipment maintenance plan.

Deficiency Code M2-1: Late vehicle/vessel preventive maintenance

Records provided by the City showed that for the past year, on-time performance for vehicle preventive maintenance was 76%. FTA expects recipients to follow their program for preventative maintenance but understands that circumstances may prevent inspections being completed exactly at the interval specified. To account for this, FTA allows a 10 percent deviation from the scheduled interval. The recipient is deficient if fewer than 80 percent of the inspections for any mode or operation occurred on time.

Corrective Action and Schedule: By March 15, 2019, the City must submit to the FTA Regional Office:

1. Procedures for completing preventive maintenance inspections on time.
2. A monthly report signed by the chief executive officer or other senior management designee on preventive maintenance results until the data demonstrate the recipient has conducted 80 percent of its preventive maintenance on time for three consecutive months.

For each vehicle that received a preventive maintenance inspection during the month, the recipient must include with the submittal to the FTA Regional Office:

- a. A report that lists the vehicle number, date of the inspection, mileage of the current inspection, mileage of the previous inspection, and the mileage interval between the two inspections for each vehicle/vessel that received a preventive maintenance inspection during the month. List the percentage of the inspections performed on time.
- b. Back-up documentation for each vehicle (e.g., copy of work order, printout from the maintenance management system) documenting the date and mileage of the inspection.

Comments: The agency provided a vehicle maintenance plan and an equipment maintenance plan, with scheduled intervals for update and confirmation that guidelines are adhered to for scheduled preventative maintenance. A SOP was created to demonstrate procedures for completion of preventative maintenance, as well as three months of on-time monthly reports were provided to the FTA demonstrating 80% or better on-time preventative maintenance.

5. Procurement:

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

During this Triennial Review of the Fresno Area Express, one (1) deficiency was found with the USDOT requirements for DBE.

Finding 264: The grantee has recently changed its DBELO designation and has not updated its DBE program to reflect the position in the new organization chart. The grantee has not updated its DBE program on file with FTA to reflect the new DBELO designation (DEFICIENCY CODE 264: DBE policy not updated).

Corrective Action and Schedule: The grantee must submit an update of its DBE program to the FTA RCRO for approval within thirty (30) days from the date of the final report.

Comments: The agency developed a policy for procurement processes and compliance requirements. This policy was accompanied by a SOP to detail procedures for proper procurement file storage and file management. Staff has been trained on the policy, with refresher trainings scheduled for 6-month intervals. A consultant was also contracted to assist the department with a comprehensive approach to refining all procurement activities as related to FTA purchases.

Staff who are in key positions for procurement activities have all attended the National Transit Institute (NTI) training for Procurement (levels 1 and 2), in addition to becoming subject-matter-experts to ensure proper federal clauses and documentation are in adherence to established policy and SOP.

The Maintenance Division has also refined rolling-stock purchase procedures to submit pre-award documentation, as per a new SOP, which governs requirements associated with pre and post-award certification.

6. Satisfactory Continuing Control

Basic Requirement: States: When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with 2 CFR §200.322 (*Procurement of Recovered Materials*) and ensure that every purchase order or other contract includes any clauses required by section 2 CFR §200.326 (*Contract Provisions*). All other non-Federal entities, including sub recipients of a state, will follow 2 CFR §§200.318 (*General Procurement Standards*) through 200.326 (*Contract Provisions*).

Non-state recipients: The non-Federal entity must use its own documented procurement procedures, which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR part 200.

Background: The City employs a decentralized form of procurement management. Per the City's purchasing policy Administrative Order 3-1, dated July 30, 2010, the Purchasing Division is responsible for citywide procurements for technical and non-professional services, such as custodial, processing, security, and temporary personnel. Per Administrative Order 6-19, Departments are authorized to conduct procurements for consulting and professional services below the City's small purchase threshold of \$135,000. The City's Transportation Department (FAX) further decentralizes the procurement function within its organizational structure.

Policies and Procedures: For this review, the City provided three (3) separate procurement policies: (1) Administrative Order 3-1, dated July 30, 2010 that established a City-wide purchasing policy with procurement options, (2) Finance Department's Procurement Handbook (2014) that also contained a supplemental section dated 2012 that applied to FTA-funded procurements, and (3) a 2017 version of the supplemental section.

Finding: During this Triennial Review of the City, the following deficiencies were found with the FTA requirements for Procurement:

Deficiency Code P1-3: Procurement policies and procedures not current/complete

The review of the policies and procedures submitted by the City found no provisions for ensuring compliance.

A nonfederal grant recipient must use its own documented procurement procedures, which reflect applicable State and local laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR part 200. Further, policies and procedures must explain *how* the recipient will ensure compliance with the standards and requirements identified in 2 CFR §§200.318 (General Procurement Standards) through 200.326 (Contract Provisions).

Corrective Action and Schedule No. 1: By March 15, 2019, the City is to provide the FTA Regional Office with an approved policy statement that establishes the protocols governing FTA-funded procurements and that provides clear communication to management and staff of the compliance requirements.

Corrective Action and Schedule No. 2: By March 15, 2019, the City is to provide the FTA Regional Office with revised procurement procedures that address how the City manages and controls the procurement process in order to ensure compliance. Appendix C of this report contains resources that the City may want to consider when revising its procedures.

Deficiency Code P5-1: Incomplete written documentation of procurement history

The City did not employ a standardized practice for documenting the history of FTA-funded procurements. Procurement files reviewed contained a document checklist that identified the name of procurement and contracting officer, and a list of documents typically associated with procurements. Instructions were vague on how to use the checklist. It was difficult to determine the chronological history of the procurement due to how and when the checklist was filled out. Missing from the check was the requirement to document the rationale for the method of procurement selected, the rationale for the contract type selected, and the basis for the contract price. It appeared that each Contracting Officer was responsible for determining what documents were necessary to be retained. While some files contained invoices, others did not. One file contained documentation regarding terminating a contractor for default, however the file contained no documentation as to how the determination to terminate was made and approved.

The change order file for Kimley-Horn included an executed agreement between the City and Kimley-Horn dated July 25, 2014 in the amount of \$411,751 for design and engineering services associated with a bus livability grant. Language in the scope of work identified the scope of work as being added to the scope of work already being provided by Kimley-Horn. It was unclear as to why the agreement was in a change order file.

The review of the City's Creative Bus Sales bus procurement file found it to be incomplete as it did not contain documents to meet the Altoona bus test report requirements and the Buy America post-delivery audit and purchaser's certification requirements. Further, purchase orders in the file referred to buses ordered as being "StarCraft Class B" and invoices referred to the purchase of "2018 StarCraft All Star 22 buses." Further, the file did not contain specific details as to the configuration of the buses ordered.

The purpose of the procurement history file is to accurately document the history of the procurement and procurement-related activities associated with it. The documents must be maintained in a manner such that a chronological account can be reasonably established.

Corrective Action and Schedule: By March 15, 2019, the City is to develop and submit to the FTA Regional Office, amended procurement procedures that address the requirements associated with procurement files; ensuring the revised procedures include methods that will be used by the City to ensure compliance.

Deficiency Code: 14-2 Insufficient documentation to support change orders

The procurement files for the Kimley-Horn and David Moreno change orders did not contain a justification statement. A change to a contract that is beyond the scope of that contract is a new non-competitive or sole source award that must be justified under the provisions for non-competitive procurements.

Corrective Action and Schedule: By March 15, 2019, the City must submit compliant change order procedures to the FTA Regional Office. For the next change order, submit to the FTA Regional Office documentation that the required process was implemented.

Deficiency Code: 17-1 Improper Piggyback Purchase

FTA Comment: FTA acknowledges receipt of the City's July 27, 2018 response to the draft report wherein the City stated that the bus procurement a State Schedule procurement and not considered as a piggyback procurement. Based upon the documents provided by the City, the activities associated with this procurement align more with that of a piggyback procurement. State Schedule procurements do not contain requirements for minimum or maximum quantities nor do they require assignment of options to recipients prior to purchasing from the schedule.

The review of the Morongo Basin Transit Authority/Creative Bus Sales procurement file for paratransit vehicles found that the City improperly procured buses by deviating from the terms and conditions of the original RFP. Specifically, the City:

1. Added additional equipment to each bus that was not identified in the original RFP
2. Accepted rebates from the vendor when prohibited by the terms and conditions set forth in the original RFP

In addition, records seem to indicate that the City purchased two different types of buses: StarCraft Class B and 2018 StarCraft All Star 22. However, the files were incomplete and did not identify whether the All Star 22 was the same as the StarCraft Class B bus.

Corrective Action and Schedule No. 1: By December 14, 2018, the City must provide the FTA Regional Office with a report detailing the type of buses the City has procured under the MBTA/CalACT procurement. In addition, the City is to provide the Regional Office with the status of any open purchase orders for buses associated with this procurement.

The City is to then follow all directions given by the Regional Office regarding the viability of the City's current contract with Creative Bus Sales and the continued use of the MBTA/CalACT procurement.

Corrective Action and Schedule No. 2: By January 18, 2019, the City is to provide the FTA Regional Office with procedures that govern the procurement methods used by the City for procuring FTA-funded rolling stock.

Deficiency Code: 19-2 Missing documentation of bus model testing

FTA Comment: FTA acknowledges receipt of the City's July 27, 2018 response to the draft report wherein the City provided various documents relating to Altoona testing. After review of said documents, FTA has revised the report as follows:

With this report, it remains unclear as to what type of buses the City procured using the MBTA/CalACT procurement. While the City provided a variety of documents associated with the Altoona bus test requirement, it provided no explanation as to what the documents contained, nor how the documents supported the compliance requirement.

This deficiency was cited because the City provided test reports for various bus configurations but not for the StarCraft All Star 22 bus.

Corrective Action and Schedule: By December 18, 2018, the City must provide to the FTA Regional Office, the test report(s) applicable to the series vehicles that were procured.

Deficiency Code: 20-2 Pre-award and/or post-delivery audits not performed

The post-delivery audit certification appeared to be completed by the vendor, not the City. The recipient or an independent third party must conduct the Buy America audits. The audit may be based on information provided by the manufacturer; however, certification by the manufacturer is not adequate.

Corrective Action and Schedule: By March 15, 2019, the City is to develop and submit to the FTA Regional Office, procedures that govern the requirements associated with conducting pre – and post award audits. For the next procurement, the City must submit to the FTA Regional Office documentation that the required process was implemented.

Deficiency Code: 20-2 Pre-award and/or post-delivery certifications lacking

The paratransit bus procurement file did not contain the required post-delivery certifications. The recipient must complete a post-delivery purchaser's requirements certification verifying that the buses delivered meet the contract specifications. This must be completed before a bus title is transferred to the recipient or before a bus is placed into revenue service, whichever is first. The post-delivery certification is based on the recipient's visual inspections and road tests

Corrective Action and Schedule: By March 15, 2019, the City is to develop and submit to the FTA Regional Office, procedures that govern the requirements associated with conducting pre – and post award certifications. For the next revenue rolling stock procurement, the City must submit to the FTA Regional Office pre-award audit information and certifications before awarding the contract and the post-delivery audit information and certifications before drawing FTA funds.

Comments: FAX has established Policy P7-26 – Procurement Internal Controls and SOP – Procurement Approval and Review process in response to the above findings. Additionally, SOP – Change Management Procedures, SOP – Procurement of FTA Funded Rolling Stock, SOP – FTA-Funded Assets Physical Inventory, FAX Facility Maintenance Plan and Program, and several example reports, cost analysis, and records were provided to either establish systems and accountability, or update existing structures.

7. Disadvantaged Business Enterprise:

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Recipients also must create a level playing field on which Disadvantaged Business Enterprises (DBEs) can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of the City, deficiencies were found with the U.S. Department of Transportation (US DOT) requirements for DBE.

Deficiency Code DBE 1-2 - Revisions to DBE Program not made

During the site visit, it was learned that the City of Fresno certifies DBE firms. However, the DBE Program Plan in TrAMS does not reflect such. This is a repeat finding from the 2015 Triennial Review.

Corrective Action and Schedule: By February 6, 2019, the City must revise and submit its DBE program, upload it to TrAMS and notify the Regional Civil Rights Officer (RCRO) once completed.

Comments: FAX provided documentation that the DBE program signed and submitted July 29, 2016; Subparts D – DBE Certification Standards and Subparts E –DBE Certification Procedures, pages 46-50, indicating the process of certifying DBE firms was affirmatively uploaded in TrAMS on July 29, 2016 is uploaded in TrAMS. On February 6, 2019 FAX notified the Regional Civil Rights Officer (RCRO) of the program status.

Deficiency Code DBE2-1 Inadequate designation of DBE Officer

The City has two staff positions associated with the DBE Program: The City's Purchasing Manager as the designated DBELO and a DBE Liaison Coordinator. The Liaison Coordinator is responsible for implementing the FTA, FHWA and FAA DBE Programs. This position also certifies DBE firms for Caltrans. The Coordinator must continuously assess how best to allocate available work hours in order to perform job duties. As such, the Coordinator is forced to decide how time is spent among the three programs.

Further, given the level of involvement that the Coordinator had with the DBE Program, the review could not establish what role the Purchasing Manager had as the designated DBELO.

Corrective Action and Schedule: By February 6, 2019, the City must submit to the FTA RCRO evidence of corrective actions implemented to designate DBE responsibilities properly.

Comments: The City of Fresno Purchasing Manager Job Specification establishes the position's responsibilities as the DBELO. Updating the position's duties to clearly delineate the Purchasing Manager as the DBELO was a concerted, coordinated effort between the Assistant City Manager, Transit Director, Finance Director, and other key personnel. On February 6, 2019, FAX notified the Regional Civil Rights Officer (RCRO) of the updated City of Fresno Purchasing Manager Job Specification that establishes the position's responsibilities as the DBELO.

8. Americans with Disabilities Act – Complementary Paratransit:

Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of the City, deficiencies were found with the US DOT requirements for ADA – Complementary Paratransit.

Deficiency Code CPT5-1: Insufficient oversight of contracted ADA complementary paratransit

The City did not provide documentation to support its oversight responsibilities. Documentation provided for this review included monthly recordings of late trips, missed trips, excessively long trips, road calls, no shows, and complaints. The City used this information to determine the amount earned for incentives and disincentives. However, a review of the data over time identified road calls, late trips, no shows and miss trips as trending up. These trends could be signs of capacity constraints.

When a public entity enters into a contractual or other arrangement with a private entity to operate any aspect of its ADA complementary paratransit service, the public entity is responsible for ensuring that the contractor meets all of the requirements of the US DOT ADA regulations that would apply to the public entity if the public entity provided the service itself.

Corrective Action and Schedule: By March 6, 2019, the City must submit to the Regional Civil Rights Officer specific procedures for ensuring that its contractor complies with the ADA complementary paratransit requirements and evidence of implementation.

Comments: FAX updated SOP – Service Provider and Subrecipient FTA Compliance Oversight and Checklist in response to the finding. Additional information was requested and provided which details the 20 monthly reports reviewed by FAX staff for Paratransit Provider oversight, the process in which the monthly reporting is reviewed and detailed the emphasis on collaborative efforts, which include monthly meetings with the contracted paratransit provider and attendance at the Disability Advisory Committee meetings to provide presence, support and feedback to our ADA community.

IV. FOLLOW-UP ON FY 2018 FAX AND HANDY RIDE PRODUCTIVITY EVALUATION RECOMMENDATIONS

As part of the FY 2018 Productivity Evaluation Report, the SSTAC made the following recommendations. FAX responses to each recommendation are included below.

A. Comply where feasible, with the FTA Triennial Performance Audit Recommendations for FY 2015 to FY 2017.

FAX has responded to all audit findings, as described in Section III B. The next audit will be in 2021 for the period of 2018 through 2020.

B. Implement recommendations from the annual element of the Short-Range Transit Plan for the Fresno-Clovis Urbanized Area.

FAX implemented many of the recommendations contained in the 2016 SRTP, including BRT along Blackstone/Ventura/Kings Canyon; night service on the five most heavily-used routes; FAX 15 service on Shaw and Cedar Avenues; and new bus service to Inspiration Park. The SRTP was updated in July 2019 and includes a variety of additional projects, pending funding, such as increased frequencies along key corridors; additional coverage; enhanced access and passenger facilities; system performance enhancements; and infrastructure investments. The next SRTP update is scheduled for July 2021.

C. Monitor the effectiveness of service changes and evaluate potential service productivity improvements through the annual service evaluation planning process.

This is ongoing. FAX management reviews key metrics on a monthly basis and uses this information to make operational improvements and propose service changes.

D. Pursue contracting of service and continue to consider the potential for and encourage private sector participation in the public transportation planning/service delivery process, and investigate other potential funding sources.

This is on-going. FAX conducts competitive procurements every several years for Handy Ride contracts, and consistently pursues grant funding for a variety of capital and service enhancements.

E. Continue to coordinate with other general public paratransit service providers to jointly provide the State-required 40 hours of specified training and behind-the-wheel instruction.

This is on-going. FAX meets all specified training requirements and behind-the-wheel instruction.

F. Address responsibilities under the Americans with Disabilities Act of 1990. More specifically, address FAX operators' requirements to announce major streets and transfer points.

This is on-going. FAX announces all major streets and transfer points on all buses, and makes a variety of announcements related to service or public outreach in both English and Spanish.

G. Address responsibilities under the Clean Air Act of 1990, the San Joaquin Valley Air Pollution Control District Clean Air Plan, the City of Fresno Transportation Management Plan, and the Fresno Council of Governments air quality planning efforts.

This is on-going. FAX coordinates with the Air Pollution Control District and the FCOG on air quality and planning issues.

H. Coordinate Congestion Management Plan requirements with the Fresno Council of Governments.

FAX continues to participate in air quality-related activities. Staff has coordinated with Fresno COG in the development of a transit element for the Fresno County Congestion Management Process, last updated in September 2017.

I. Implement recommendations from the FAX and Handy Ride customer satisfaction surveys when possible.

FAX uses the information from each survey to correct and modify service and will continue to make adjustments to service as warranted and feasible. For example, the 2018 fixed route survey indicated that passengers' top priorities were on-time performance, frequency, and travel time. In FY 2019, FAX initiated a review of potential service and operational adjustments to increase on-time performance and frequencies and decrease travel times, and will conduct public outreach on proposed service changes in FY 2020.

J. Continue to perform community outreach and marketing activities in an effort to increase ridership and improve public awareness and perception of public transit.

FAX continually attends community outreach events to promote FAX bus services, offers outreach to any and all community groups that request information, participates in the annual Unmet Transit Needs assessment, keeps the web site up-to-date with service alerts and other important information, releases FAX monthly newsletters, and maintains an active presence on social media. The new MyFAXBus App is in service, and will be upgraded next fiscal year. FAX will continue to develop marketing materials for specific services and on the benefits of transit.

**V. FRESNO AREA EXPRESS AND HANDY RIDE: FY 2019
SSTAC COMMITTEE RECOMMENDATIONS**

- A. Comply, where feasible, with the Triennial Performance Audit Recommendations for FY 2015 through FY 2017.
- B. Implement recommendations from the annual element of the “Short-Range Transit Plan for the Fresno-Clovis Urbanized Area.”
- C. Pursue contracting of service and continue to consider the potential for and encourage private sector participation in the public transportation planning/service delivery process, and investigate other potential funding sources.
- D. Continue to coordinate with other general public paratransit service providers to jointly provide the State required 40 hours of specified training and behind-the-wheel instruction.
- E. Address responsibilities under the Americans with Disabilities Act of 1990. More specifically, address FAX operator’s requirements to announce major streets and transfer points.
- F. Address responsibilities under the Clean Air Act Amendments of 1990, the San Joaquin Valley Unified Air Pollution Control District Air Quality Plan, the City of Fresno Transportation Management Plan, and the Fresno Council of Governments Transportation Control Measures Plan, and Congestion Management System (CMS).
- G. Implement recommendations from the FAX and Handy Ride customer satisfaction surveys when possible.
- H. Continue to perform community outreach and marketing activities in an effort to increase ridership and improve public awareness and perception of public transit.
- I. Continue to work with major employers in the Fresno-Clovis Metropolitan Area to determine the demand for new or improved transit services.
- J. Prepare and adopt updated Short Range Transit Plans / Operation Program and Budget (OPB).

VI. HIGHLIGHTS OF PRODUCTIVITY DATA

FRESNO AREA EXPRESS

As shown below in Table I-1, all indicators are showing a positive trend, except for farebox recovery. Farebox recovery was significantly impacted by the fare collection policy implemented on the BRT. The BRT used a “proof of payment” system that was frequently abused. In FY 2020, corrective actions will be evaluated and implemented.

FAX ridership increased by 7.58 percent from 9.75 million in FY 2018 to 10.6 million in FY 2019. Total service miles increased 7.0% from 4.3 million miles in FY 2018 to 4.6 million miles in FY 2019. Total revenue hours were consistent with service miles and increased by 7.0% from 374,764 hours in FY 2018 to 402,895 hours in FY 2019. The farebox recovery ratio decreased from 14.46% in FY 2018 to 14.19% in FY 2019. The Transportation Development Act requires larger urban transit providers to meet a 20 percent farebox recovery ratio. FAX did not collect sufficient revenues to meet the State-mandated farebox recovery requirement without supplementing fares with Local funds. In FY 2020, FAX will add fareboxes to the BRT buses in hopes of collecting proper fares on the BRT and meeting the TDA requirements without supplementing with Local funds. The Operating cost per hour decreased 1.5 % from \$112.02 in FY 2018 to \$110.31 in FY 2019.

**Table I-1
FAX Productivity Indicator Comparison
FY 2018 vs. FY 2019**

Indicator	FY 2018	FY 2019	Percent Change
Passenger Trips	9,750,802	10,550,142	7.58%
Revenue Service Hours	374,764	402,895	6.98%
Revenue Service Miles	4,337,684	4,663,994	7.00%
Passengers/Hour	26.02	26.19	0.65%
Passengers/Mile	2.25	2.26	0.44%
Cost/Mile	\$9.68	\$9.53	-1.57%
Cost/Hour	\$112.02	\$110.31	-1.55%
Farebox Ratio	14.46%	14.19%	-1.90%

HANDY RIDE

As shown below in Table I-2, Handy Ride provided 220,351 trips during FY 2019, an increase of 3.44% percent over FY 2018. Handy Ride productivity, as stated in Passengers per Hour in Table I-2 is 2.10 for FY 2019 compared to 2.05 the prior year. The total number of revenue miles increased .03% from 1,212,603 in FY 2018 to 1,213,011 in FY 2019. Revenue hours in FY 2019 decreased .06% from 104,147 to 104,088. Demand-response and fixed-route services continue to operate in compliance with ADA requirements. In FY 2019, Handy Ride reported no trip denials. In FY 2020, FAX will release an RFP for the Handy Ride operations.

Table I-2
Handy Ride Productivity Indicator Comparison
FY 2018 vs. FY 2019

Indicator	FY 2018	FY 2019	Percent Change
Passenger Trips	213,026	220,351	3.44%
Revenue Service Hours	104,147	104,088	-0.06%
Revenue Service Miles	1,212,603	1,213,011	0.03%
Passengers/Hour	2.05	2.10	2.44%
Passengers/Mile	0.18	0.18	0.00%
Cost/Mile	\$5.94	\$6.43	8.25%
Cost/Hour	\$69.18	\$74.78	8.09%
Farebox Revenue	\$294,817	\$326,796	10.85%

Table I-3
Summary of Key Operational Indicators
FRESNO AREA EXPRESS
Fiscal Years 2016 through 2019

Fiscal Year Ending June 30	FY 2016	FY 2017	FY 2018	FY 2019
Operating Costs	\$36,115,161	\$37,717,694	\$41,979,373	\$44,445,075
Total Actual Vehicle Revenue Hours	330,681	340,918	374,764	402,895
Total Actual Vehicle Revenue Miles	3,887,939	3,966,436	4,337,684	4,663,991
Total Labor Hours	605,438	670,478	721,204	705,127
Unlinked Passenger Trips	10,672,577	9,622,875	9,750,802	10,550,142
Fare Revenue	\$7,575,604	\$7,640,262	\$6,068,176	\$6,307,587
Operating Cost/Passenger	\$3.38	\$3.92	\$4.31	\$4.21
Passengers/Vehicle Revenue Hour	32.27	28.23	26.02	26.19
Passengers/Vehicle Revenue Mile	2.75	2.43	2.25	2.26
Vehicle Revenue Hours/FTE*	1,043.00	960.33	934.57	1,022.00
Farebox Recovery Ratio	20.98%	20.26%	14.46%	14.19%
Operating Cost/Revenue Mile	\$9.29	\$9.51	\$9.68	\$9.53
Operating Cost/Revenue Hour	\$109.21	\$110.64	\$112.02	\$110.31
Average Fare/Passenger	\$0.71	\$0.79	\$0.62	\$0.60
Total Revenue Service Interruptions	642	461	380	339
Percentage of Trips On Time	82.13%	77.76%	80.29%	84.55%

Table I-4
Summary of Key Operational Indicators
FRESNO AREA EXPRESS
Fiscal Years 2017 through 2019

Fiscal Year Ending June 30	FY 2017	FY 2018	FY 2019	FY 2017-19
Operating Costs	4.25%	10.15%	5.55%	18.74%
Total Actual Vehicle Revenue Hours	3.00%	9.03%	6.98%	17.92%
Total Actual Vehicle Revenue Miles	1.98%	8.56%	7.00%	16.64%
Total Labor Hours	9.70%	7.03%	-2.28%	14.14%
Unlinked Passenger Trips	-10.91%	1.31%	7.58%	-1.16%
Fare Revenue	0.85%	-25.91%	3.80%	-20.10%
Operating Cost/Passenger	13.67%	8.96%	-2.26%	19.62%
Passengers/Vehicle Revenue Hour	-14.34%	-8.49%	0.65%	-23.23%
Passengers/Vehicle Revenue Mile	-13.15%	-7.92%	0.53%	-21.46%
Vehicle Revenue Hours/FTE*	-8.61%	-2.76%	8.55%	-2.05%
Farebox Recovery Ratio	-3.55%	-40.13%	-1.86%	-47.80%
Operating Cost/Revenue Mile	2.32%	1.74%	-1.56%	2.52%
Operating Cost/Revenue Hour	1.28%	1.23%	-1.54%	1.00%
Average Fare/Passenger	10.60%	-27.58%	-4.09%	-18.73%
Total Revenue Service Interruptions	-39.26%	-21.32%	-12.09%	-89.38%
Percentage of Trips On Time	-5.62%	3.15%	5.04%	2.86%

Table I-5
Summary of Key Operational Indicators
HANDY RIDE

Fiscal Years 2016 through 2019

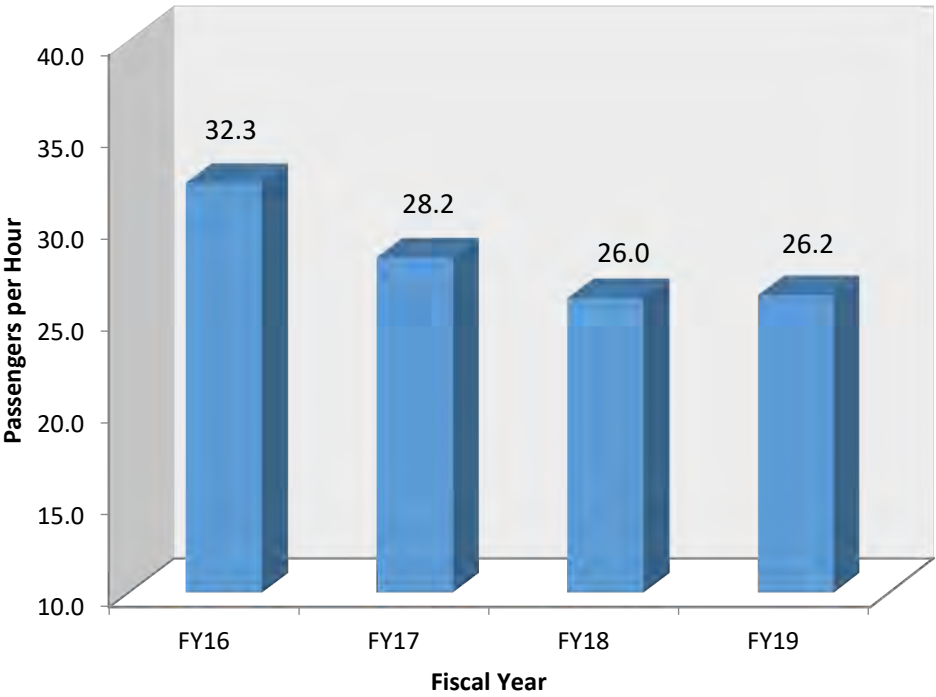
Fiscal Year Ending June 30	FY 2016	FY 2017	FY 2018	FY 2019
Operating Costs	\$6,437,053	\$6,580,419	\$7,204,580	\$7,850,700
Total Actual Vehicle Revenue Hours	95,484	98,107	104,147	104,088
Total Actual Vehicle Revenue Miles	1,140,144	1,156,767	1,212,603	1,213,011
Unlinked Passenger Trips	201,826	199,948	213,026	220,351
Fare Revenue	\$257,075	\$259,414	\$294,817	\$326,496
Operating Cost/Passenger	\$31.89	\$32.91	\$33.82	\$35.63
Passengers/Vehicle Revenue Hour	2.11	2.04	2.05	2.12
Passengers/Vehicle Revenue Mile	0.18	0.17	0.18	0.18
Farebox Recovery Ratio	3.99%	3.94%	4.09%	4.16%
Operating Cost/Revenue Mile	\$5.65	\$5.69	\$5.94	\$6.47
Operating Cost/Revenue Hour	\$67.41	\$67.07	\$69.18	\$75.42
Average Fare/Passenger	\$1.27	\$1.30	\$1.38	\$1.48
Percentage of Trips On Time	87.0%	87.0%	93.1%	92.2%

Table I-6
Summary of Key Operational Indicators
HANDY RIDE

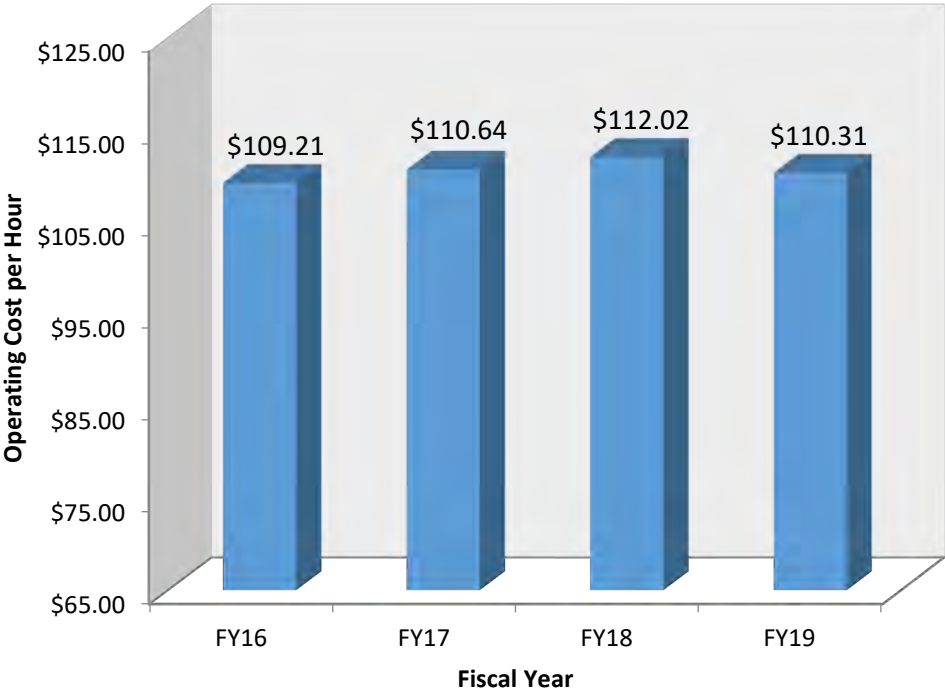
Fiscal Years 2017 through 2019

Fiscal Year Ending June 30	FY 2017	FY 2018	FY 2019	FY 2017-19
Operating Costs	2.18%	8.66%	8.23%	18.01%
Total Actual Vehicle Revenue Hours	2.67%	5.80%	-0.06%	8.27%
Total Actual Vehicle Revenue Miles	1.44%	4.60%	0.03%	6.01%
Unlinked Passenger Trips	-0.94%	6.14%	3.32%	8.41%
Fare Revenue	0.90%	12.01%	9.70%	21.26%
Operating Cost/Passenger	3.10%	2.69%	5.07%	10.49%
Passengers/Vehicle Revenue Hour	-3.43%	0.27%	0.36%	-2.44%
Passengers/Vehicle Revenue Mile	-3.07%	-2.41%	1.61%	-3.86%
Farebox Recovery Ratio	-6.53%	-1.31%	1.65%	-3.97%
Operating Cost/Revenue Mile	-8.38%	75.00%	4.25%	-2.99%
Operating Cost/Revenue Hour	-4.24%	3.05%	3.04%	10.62%
Average Fare/Passenger	-12.02%	1.82%	6.25%	-3.10%
Percentage of Trips On Time	-2.93%	6.55%	6.57%	3.87%

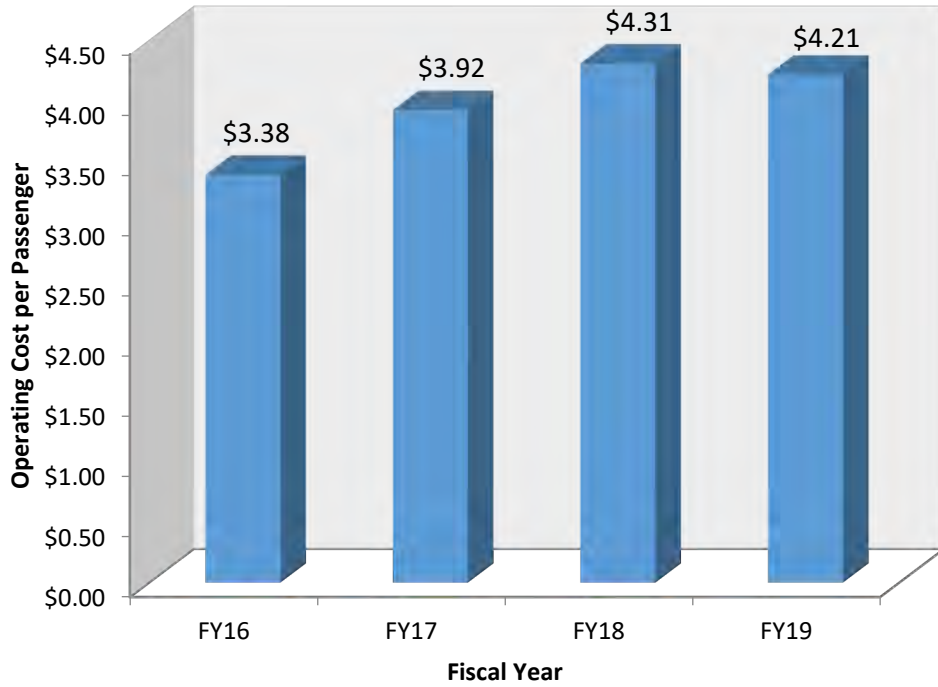
**Passengers/Revenue Hour
Fixed-Route
Exhibit I-1**



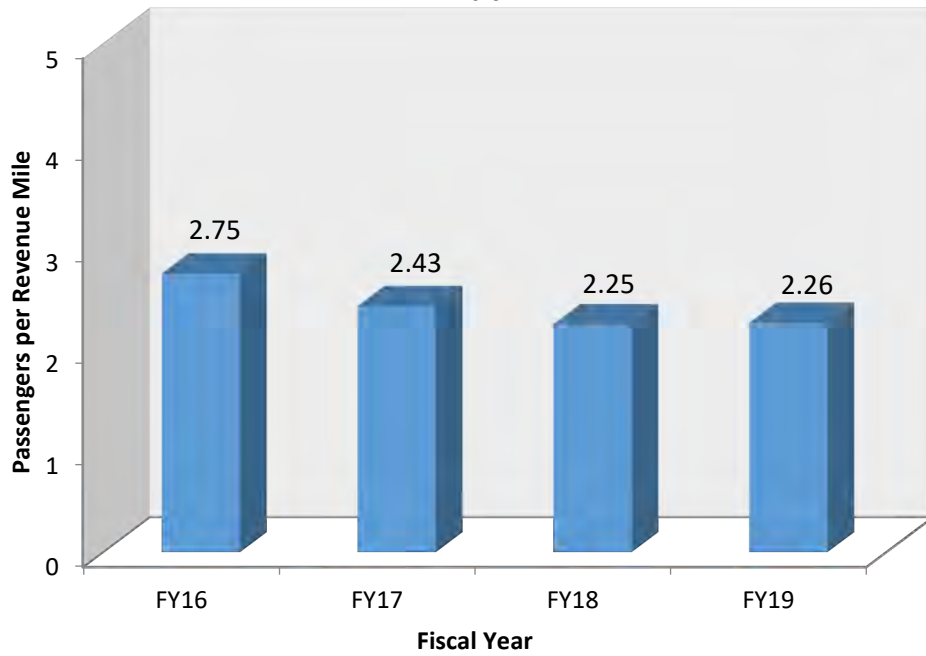
**Operating Cost/Revenue Hour
Fixed-Route
Exhibit I-2**



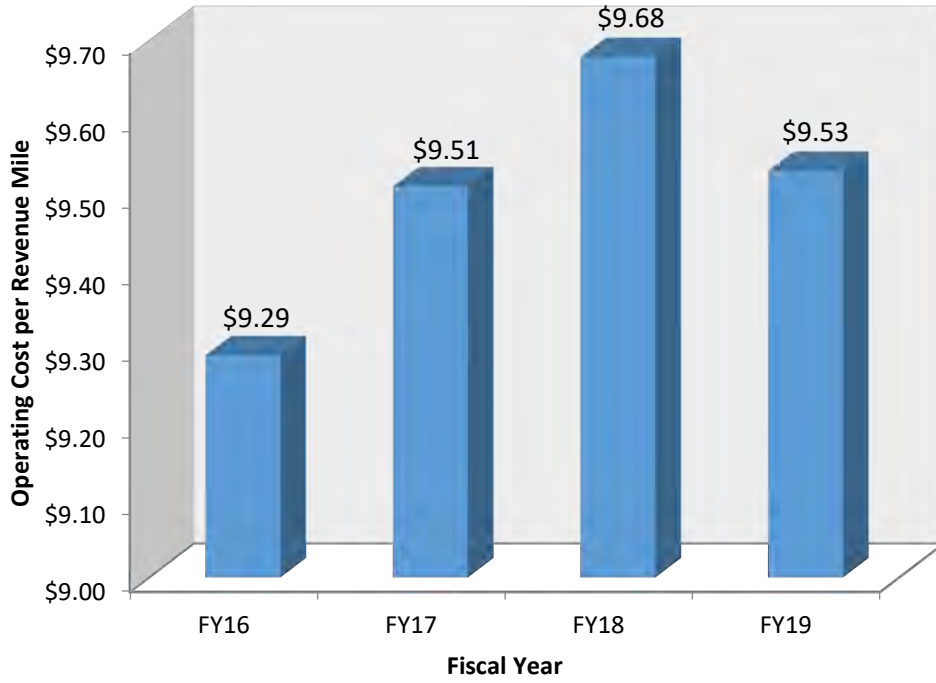
**Operating Cost/Passenger
Fixed-Route
Exhibit I-3**



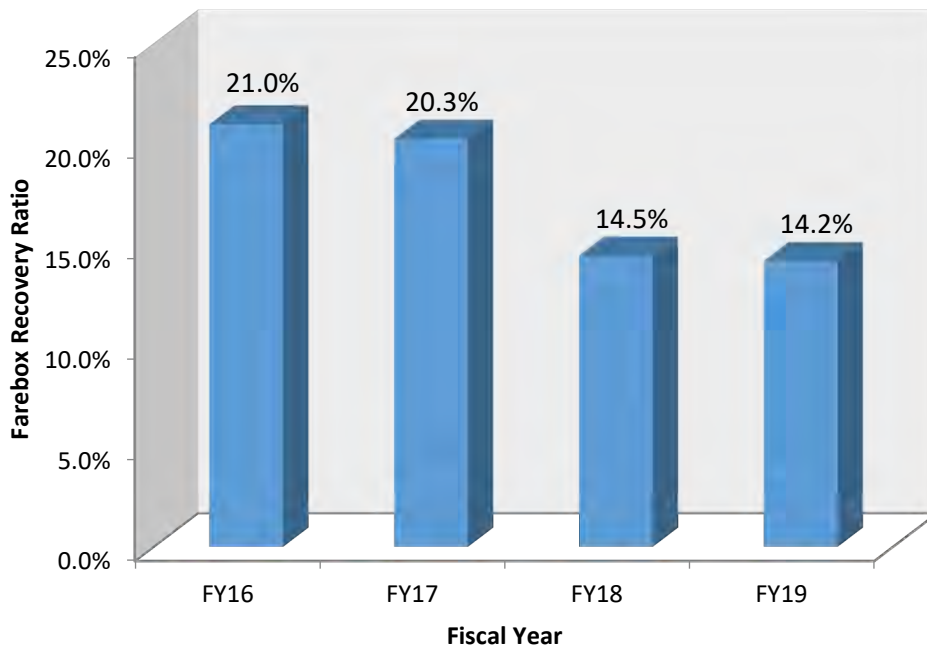
**Passengers/Revenue Mile
Fixed-Route
Exhibit I-4**



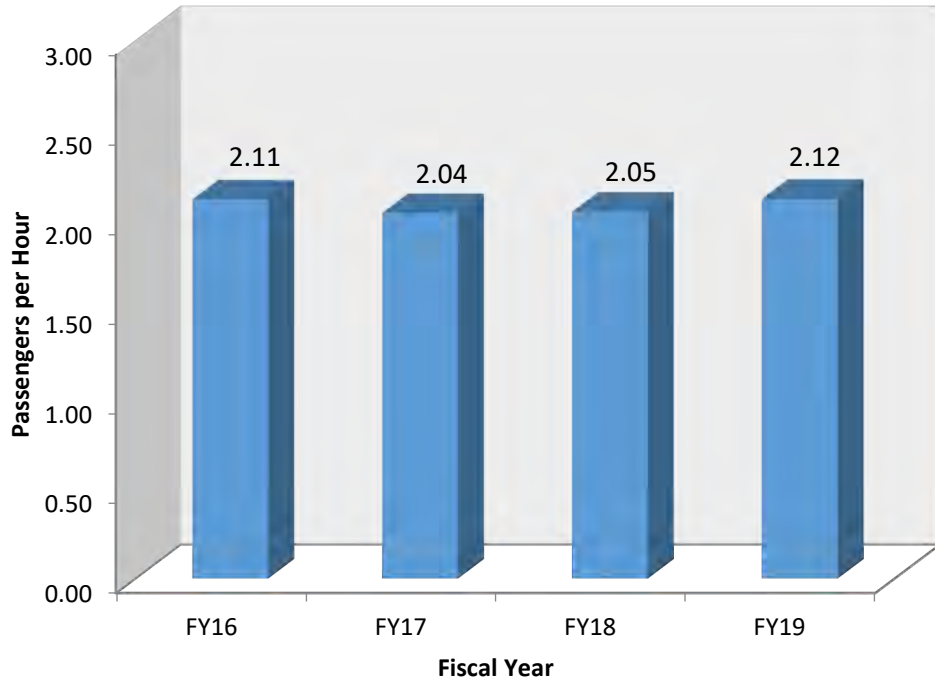
**Operating Cost/Revenue Mile
Fixed-Route
Exhibit I-5**



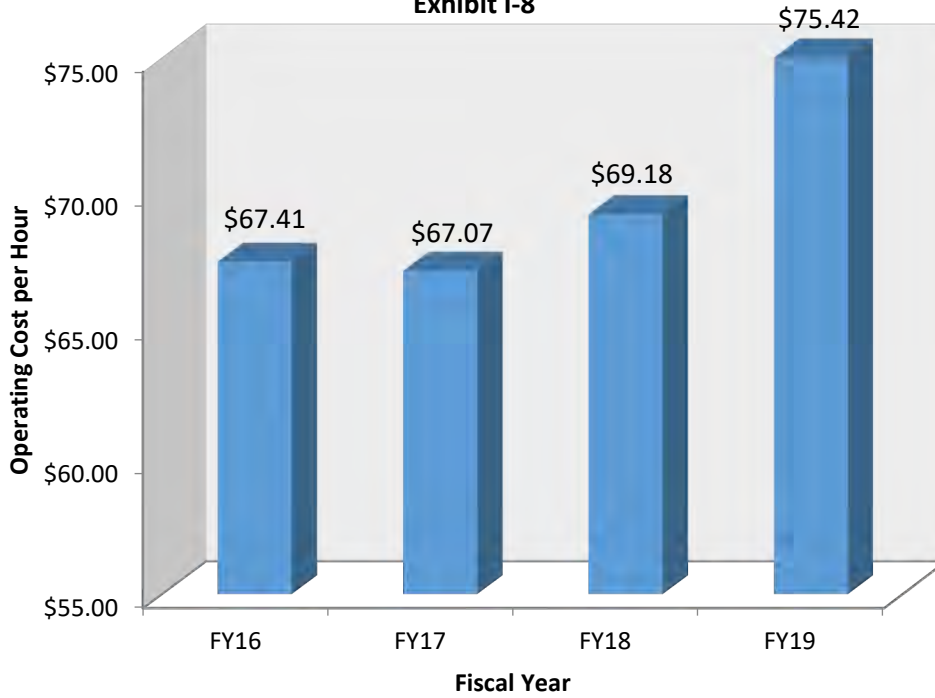
**Farebox Recovery Ratio
Fixed-Route
Exhibit I-6**



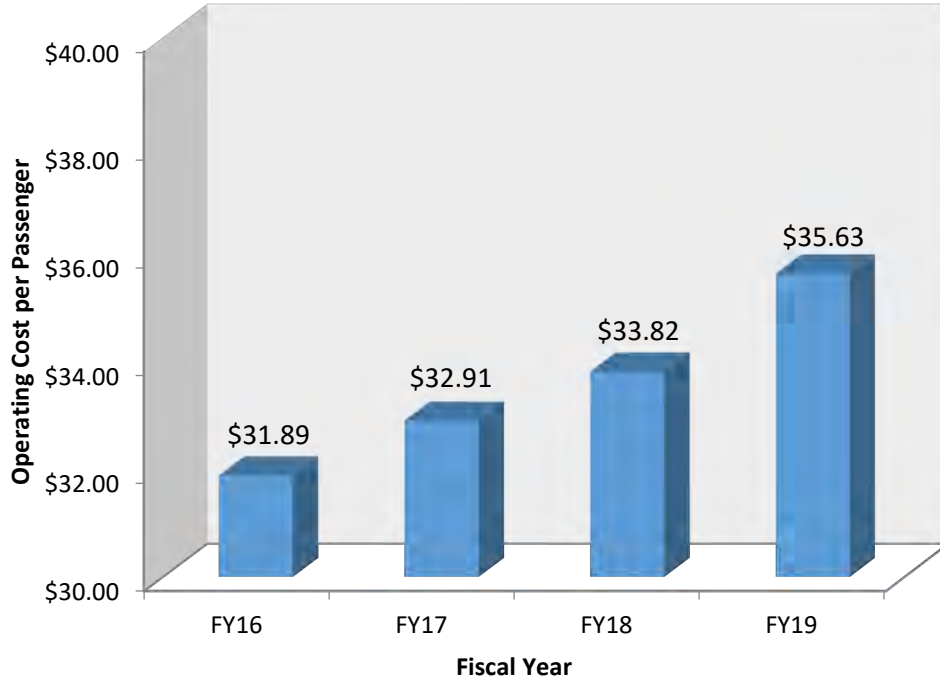
**Passengers/Revenue Hours
Handy Ride
Exhibit I-7**



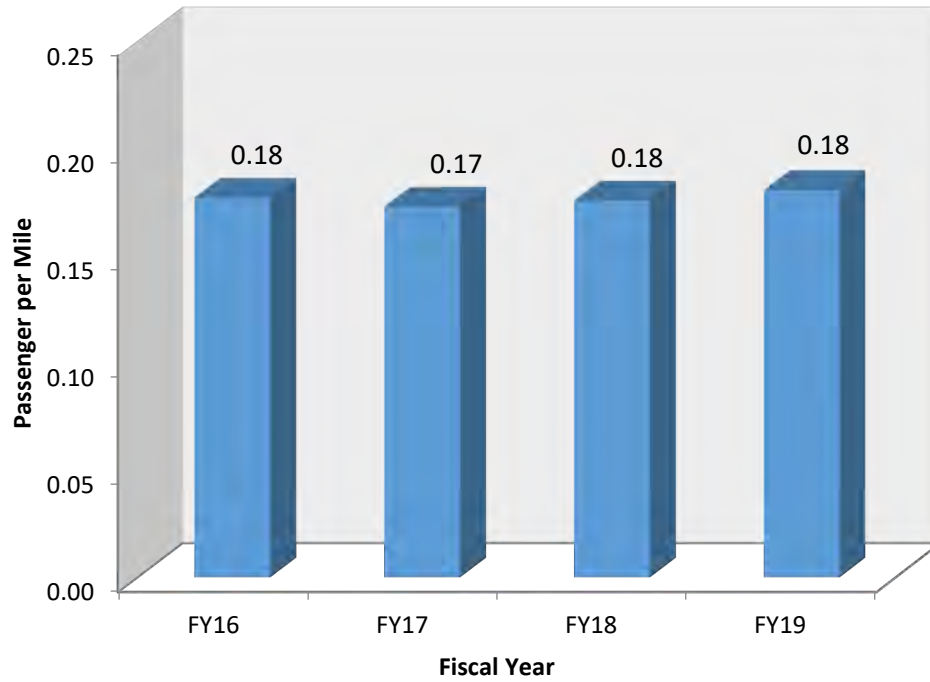
**Operating Cost/Revenue Hour
Handy Ride
Exhibit I-8**



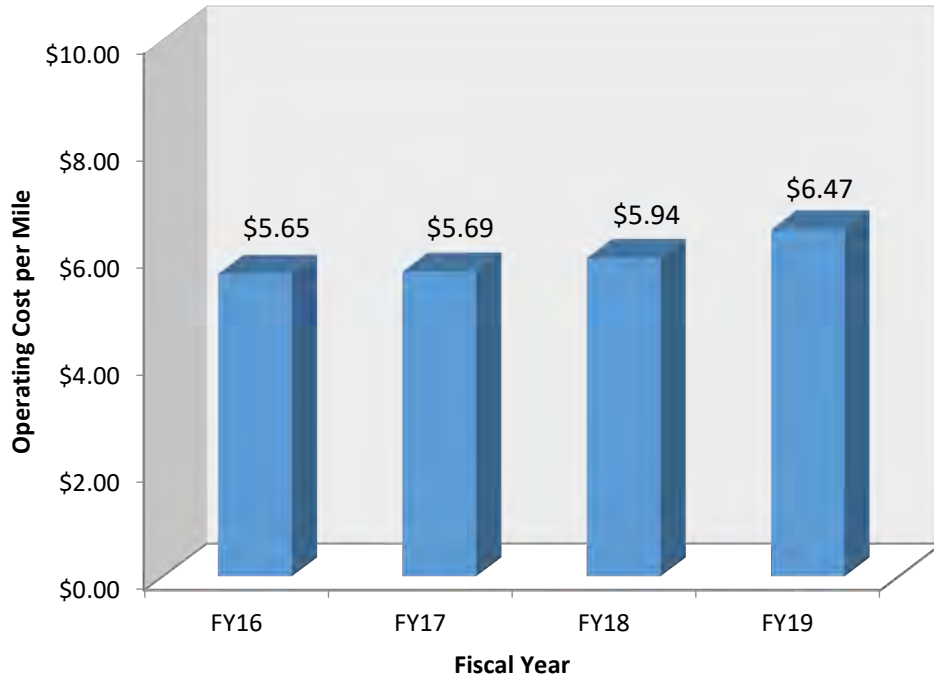
**Operating Cost/Passenger
Handy Ride
Exhibit I-9**



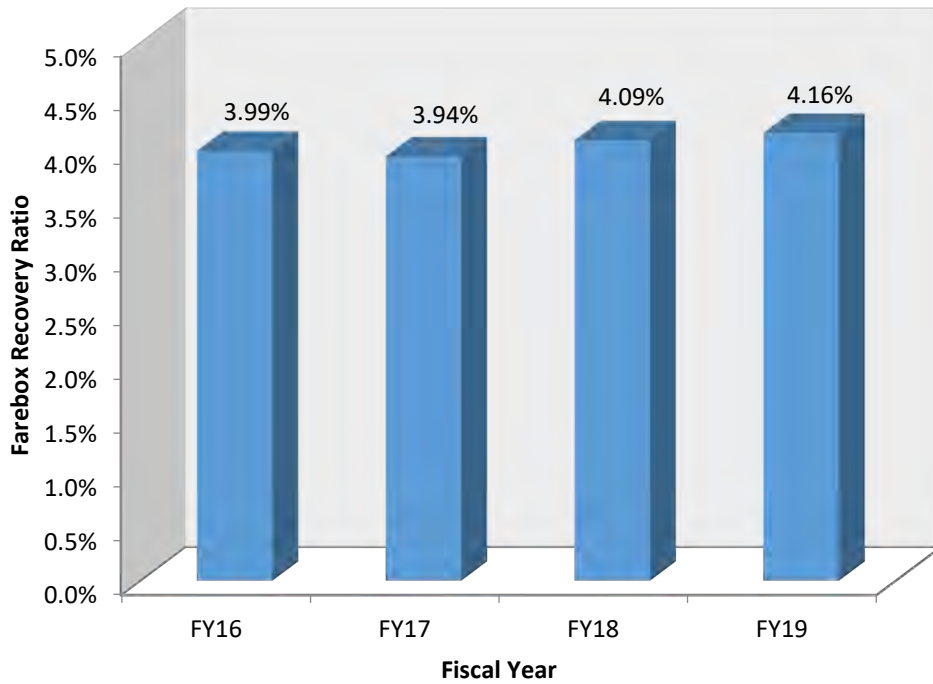
**Passengers/Revenue Mile
Handy Ride
Exhibit I-10**



**Operating Cost/Revenue Mile
Handy Ride
Exhibit I-11**



**Farebox Recovery Ratio
Handy Ride
Exhibit I-12**



Section II

Clovis Transit:

Stageline
And
Roundup



Clovis Transit
155 N. Sunnyside Avenue
Clovis, CA 93611
559-324-2770
www.cityofclovis.com/transit

SECTION II

2019 PRODUCTIVITY EVALUATION

CLOVIS TRANSIT

I. SUMMARY DESCRIPTION OF SERVICES

The City of Clovis operates two types of public transit service: Clovis Stageline provides general public fixed-route service and Clovis Roundup provides a specialized service for disabled residents of Clovis. The City of Clovis also contracts with the City of Fresno for fixed route services between Clovis and Fresno utilizing FAX Route 9.

Clovis Stageline provides fixed-route, general public service. This service was originally offered in July 1980 as demand-responsive, replacing fixed-route service formerly provided by FAX. From 1991 through 1999, the Stageline service was converted to a fixed-route, general public service operated by various contractors over the nine-year period. On September 1, 1999, City of Clovis staff took over the Stageline system. The change allowed for improvements in the system, such as better coordination between the drivers and management. It also offers a larger pool of drivers for staff changes in both Roundup and Stageline. Current Stageline service is offered Monday through Friday 6:00 a.m. to 6:30 p.m. and Saturdays from 7:00 a.m. to 3:30 p.m.

Roundup service began operations in January 1979 and was originally funded with an Older Americans Act grant. As Aging Grant funding was eliminated, the City allocated Measure C funds and utilized Local Transportation Funds. In FY 1988, weekday demand-responsive service was expanded to include trips to Fresno based on a zonal fare. In April 1988, Clovis designated its Roundup service solely as a CTSA function. The current system operates trips into Fresno weekdays from 7:00 a.m. to 5:00 p.m., within Clovis weekdays 6:15 a.m. to 7:15 p.m., and weekends within Clovis from 7:30 a.m. to 3:00 p.m. Roundup trips requests can be made up to 14 days in advance.

Continuing operational concerns and projects for FY 19 included: a) close monitoring of on-time performance on fixed-route service and demand response service; b) implementation of a mobile ticketing option for passengers; c) installation of regional farebox systems for full implementation in FY 19-20 d) coordination with local schools and disabled groups regarding services; e) work closely with Planning and Development department on future site plans to accommodate transfer points and construction during plan development review process including the planned transit hub facility; f) expansion of services as the City continues to grow; g) begin planning for required transition to zero-emission vehicles.

II. SIGNIFICANT SERVICE CHANGES OR ACTIVITIES

During FY 18-19, there were few significant service changes. Clovis Transit continued to offer point-of-service fare purchasing for passengers using the Token Transit app. Additionally, passengers were able to trip plan via Google Transit which requires an on-going service agreement. No major route changes were made to the Stageline system. Paratransit services continue to be implemented with the use of a software program. Plans for the new transit office have been drafted and are currently moving through the approval stages. Land for the new office has been purchased. The regional farebox project is projected to be complete and fully operational in FY 19-20.

Clovis Transit has received CalEMA Proposition 1B Transit Safety and Security grants for the following projects:

- Installation of solar lighting at bus stops through the use of a Proposition 1B Homeland Security Grant. (Completed FY 13-14)
- Software for Roundup and Stageline for dispatching and emergency preparedness. The grant also includes hardware in the buses such as mobile data terminals or tablets for ease in communication with the driver. (Completed FY 14-15)
- Replacement of outdated on-board camera systems in the entire fleet, and the installation of camera systems into the vans. This project also includes panic switch installation at the Corporation Yard. (Completed FY 17-18)
- Camera and security systems for the new transit office. The project will begin in concurrence with the start of construction on new office. (Estimated to be completed in 2020)

- Replacement of camera security system at Operations & Maintenance Yard where buses are parked. (Estimated to be completed in FY 19-20).

Clovis Transit has received PTMISEA Proposition 1B funds for the following projects:

- Vehicle Purchases: Two wheelchair accessible mini-vans and two 32-foot transit buses. (Vehicles delivered during FY 14-15)
- Regional Farebox system to integrate with FAX. (Partially completed and expected to be fully complete in FY 19-20.)
- Administrative Office Expansion to build a new facility and transit center.

Clovis Transit has received LCTOP funding for the following projects:

- Bus stop improvements with benches, shelters and lighting, at five bus stop locations within the disadvantaged area. (Completed FY 15-16)
- Additional bus stop improvements at six bus stop locations including benches, shelter and lighting. (Completed FY 16-17)
- Free Ride Days promotion in August, September, and October of 2019 which will encourage new transit riders to try the service and also allow members of the disadvantaged community to ride as needed with no impact to their financial well-being.
- Three years of LCTOP funding will be combined to conduct a route evaluation and re-design project in conjunction with the opening of the new transit hub. Project is set to begin in early 2020.
- A portion of LCTOP FY18/19 funding will be used to fund the electric bus pilot project charging infrastructure design and construction.

Upcoming projects for FY 19-20 include:

- Full implementation of regional farebox system with Fresno Area Express.
- Design and initial construction of new transit offices.
- A zero-emission bus pilot project has been planned utilizing Measure C New Technology grant funds. Small electric battery buses are relatively new to the public transit arena and are untested in the small urban transit environment. This project will provide accurate data on battery range and capacity that will be used to plan for the eventual conversion to a zero-emission transit fleet.
- A passenger data study will be conducted in partnership with Fresno COG, Fresno County Rural Transportation Authority, and Fresno Area Express. The origin and destination study will determine ridership patterns that will start the Clovis Transit Route Re-design project to begin. Other survey information will provide additional passenger demographic information that will be used to determine future route needs.

SERVICE

No major route changes have occurred since 2010 when additional time was allocated into the schedule to allow for traffic and recovery time. No major route changes are anticipated until the new transit office is complete. When the new office is complete, routes will be revised to utilize the office as a transfer station.

Clovis Community College reopened their Herndon campus. The college is providing a shuttle van between the campus on Herndon and the main campus on Willow and International. Passengers can transfer from Clovis buses to the shuttle to get to the Willow campus.

The scheduling and dispatch system for Roundup has allowed for closer tracking of statistical information that was previously completed manually. It has also allowed for better information regarding no-shows which has given us the opportunity to revise our no-show policy from a quantity of rides per month to a percentage of overall rides scheduled by the client. The new software has significantly altered the record keeping style and has provided additional data collection opportunities.

PLANNING

Major route changes were made in 2010 with minor route changes made in 2011 and 2012. These changes were progressive and eliminated the need for additional route changes, but changes are expected in the future when the new transit office is completed. In 2020, a route re-design project will commence to evaluate passenger needs and plan routes and service levels for the future. Popular destinations will be established including new and planned businesses, educational centers, medical facilities, and recreational spots.

Clovis Transit and Fresno collaborated on two studies during FY 14-15: strategic service evaluation study and the gap analysis study. The study recommendations will be evaluated by both Fresno and Clovis and possible route changes considered. An inaugural document, the Fresno County Long Range Transit Plan, was completed in 2018 and will provide a roadmap for transit operators through the year 2050. This planning document will be updated every four years.

A significant planning project is the design and construction of a new transit office. This satellite office will be a transfer station for the routes and will consist of a public lobby and waiting area with restrooms, a counter for passengers to purchase fare media and get information, offices for trainers and staff, a conference room, storage for training equipment, and a large meeting room for training and staff meetings. Land has been purchased for the project which is in an area where a new senior center and county library will be constructed.

A major project during FY 16-17 was the implementation of a new farebox system for both Roundup and Stageline. The Stageline system will be coordinated with Fresno Area Express, California State University Fresno, and State Center Community College District in order to easily utilize one fare media throughout the community. The electronic fareboxes are anticipated to be fully operational in FY19/20.

A battery electric bus pilot project has been planned for implementation in 2019. The project will be funded through the Fresno County Transportation Authority and Fresno Council of Governments with the Measure C New Technology grant fund. Zero-Emission Buses (ZEB) will be purchased, electric charging infrastructure will be designed and constructed, and the buses will be used on fixed-route and paratransit service lines. The project will provide data that will be used to better understand the operational costs and limitations of this new technology.

Clovis Transit is continually working with Central Valley Regional Resource Center (CVRC). Independent learning skills classes within the Clovis Unified School District include utilization of public transit services. Additional assistance is available to those with special needs in board and care homes, and convalescent homes. Clovis Transit will continue to coordinate with local social service agencies regarding the special needs of their clients and to provide transitional education for special needs students throughout the Clovis Unified School District.

MARKETING

Clovis Transit route maps are located within the FAX schedule guide. All route maps and schedules are on the City's website and are regularly utilized. For passenger convenience, bus passes may be purchased at Clovis City Hall, the Clovis Senior Activity Center, or by mail.

For FY 18-19, Clovis Transit added the bus routes and schedules to Google Transit. This provides an easy fixed-route trip planning option for Clovis buses as well as coordination with Fresno FAX buses. Another large marketing project planned for FY 18-19 is Free Ride Days. Using LCTOP funding, Clovis Transit will offer fare days on both fixed-route and paratransit. The free fare days will occur during August, September, and October of 2019 due to the statistically highest level of air. The goal will be to entice new passengers to try riding the bus as a commute option, and to remove any financial barrier to public transit use for those passengers who are low income or reside inside the DAC.

III. FOLLOW-UP ACTIONS ON THE TRIENNIAL PERFORMANCE AUDIT FISCAL YEARS 2016-2018

Moore & Associates completed the FY 2016 - 2018 Triennial Performance Audit of the City of Clovis Transit System in June 2019. The audit concluded that during the audited period the City of Clovis was conducting its transit operations in an effective manner. The audit recommended the following:

1. Establish a formal travel training program in anticipation of the new transportation hub.

This recommendation is carried over from the prior performance audit. Clovis continues to provide travel training upon request but has yet to establish a formal travel training program. The need for such a program has become more apparent with the increase in the number of wheelchair-bound passengers. The City has proposed the construction of a transportation hub and senior activity center in Old Town Clovis on 3rd Street just east of Clovis Avenue. With the addition of a new transit facility, Clovis Transit will have proper facilities to grow and improve travel training to the community. The new facility will offer space not only for travel training but ADA assessments.

Comments: The City has plans for a formal travel training program once the new transit hub facility is completed. This will allow adequate space and a central location for travel training.

2. Ensure the timely completion and submittal of the annual State Controller Transit Operators Financial Transactions Reports.

For the current audit review period, the City did not submit its annual Transit Operators Financial Transactions Reports to the State within the statutory time frame. PUC 99243 (a), requires transit operators to file an annual report with the State Controller's Office within a prescribed period of time. In FY2015-16, the deadline was 110 days following the end of the fiscal year, or October 18, 2016, if filing electronically. Beginning in FY2016/17, the deadline was extended to seven months following the end of the fiscal year, or January 31. In FY2015/16, the City's State Controller Report was submitted on October 26, 2016, more than one week after the stipulated deadline. The delinquent submission was due to the unexpected death of the city accountant responsible for the report. The unexpected change in personnel resulted in delays to several job duties, including the filing of that year's State Controller Report.

Comments: All employees involved in the preparation of the State Controller Reports will be aware of the January 31 deadline and will strive to complete and submit the report on time each year. Given subsequent reports have been submitted on time according to the deadline, and that the circumstances resulting in the delay in FY2015/16 are unlikely to reoccur, there is likely no further action required.

IV. CLOVIS STAGELINE/ROUNDUP: 2018 PRODUCTIVITY EVALUATION COMMITTEE RECOMMENDATIONS

I. Comply, where feasible, with the FY15 through FY18 Triennial Performance Audit Recommendations.

This is ongoing

II. Continue to monitor effectiveness of Stageline service, optimize routing, and seek ways to increase ridership to maintain the State-mandated 20% farebox ratio without continued reliance on Measure C farebox subsidy.

Although the farebox ratio was not achieved directly from ridership contributions, the Clovis City Council allocated Measure C funds to be utilized on the Local Transportation Fund Claim to meet the State mandated 20% ratio.

III. Continue to improve CTSA potential through increased coordination and consolidation with local social service transportation providers to reduce its reliance on Measure C farebox subsidy.

Currently, Clovis Transit is working with CVRC by transporting students to/from school and coordinating the purchase of bus passes. This on-going coordination with local social service agencies to improve independent living skills of special riders will continue. Additional coordination occurs with Clovis Unified School District to assist special needs classes in travel training and education regarding transportation available to the disabled.

IV. Continue to coordinate with FAX to consolidate services for maximum efficiency and effectiveness.

This is ongoing. Clovis Transit and FAX have continued work on a regional farebox system to make travel easier for passengers.

V. Implement responsibilities under the Americans with Disabilities Act of 1990.

Full compliance has been obtained. All vehicles are accessible.

VI. Address responsibilities under the Clean Air Act of 1990, the San Joaquin Valley Unified Air Pollution Control District Clean Air Plan, the Council of Fresno County Governments Transportation Control Measures Plan and Congestion Management Plan (CMP).

This is ongoing; Clovis Transit will continue to purchase low emission vehicles to help reduce greenhouse gas and particulate emissions.

VII. Coordinate with the Fresno County Department of Social Services to plan and implement transportation strategies focused on addressing the State Mandates Welfare to Work - CalWorks Program.

Coordination with Human Services is ongoing including coordinating with bus pass purchases. A number of students in the program attend the Clovis Adult School, which is served every 30 minutes.

VIII. Prepare and adopt updated Short Range Transit Plans/Operation Program and Budget to reflect the inclusion of Measure C funded programs.

With the passage of Measure C in November 2006, Clovis Transit has implemented some of the services listed in the Measure C Expenditure Plan that was presented to the voters.

V. HIGHLIGHTS OF PRODUCTIVITY DATA

CLOVIS STAGELINE

- Stageline ridership decreased over FY 18 with total ridership decreasing from 130,515 to 116,911, a decrease of 10.4%. This decrease is in line with local, regional, and national ridership drops that are currently the subject of several studies to determine root causes.
- Vehicle service hours increased 1.0% from 21,631 in FY18 to 21,841 in FY19. The increase is an insignificant amount.
- Vehicle service miles experienced a slight decrease of 1.2% over FY 18 with total vehicle service miles decreasing from 256,067 to 252,928. This decrease is inconsequential.
- Farebox revenue ratio prior to Measure C funds decreased from 5.0% in FY 18 to 4.0% in FY 19; the City subsidy of Measure "C" funding was needed to meet the State mandate of 20%.
- Overall, Stageline performance indicators reflected a decrease of 11.3% in passenger/hour (5.35), and passenger/mile remained had a small drop to 0.46. Operating costs increased from \$107.64 per vehicle hour in FY18 to \$120.66 per vehicle hour in FY19.
- Vehicle hours/employee increased 0.9% from 1,311 to 1,323, a small change. Operational subsidy per passenger increased from \$16.79 in FY18 to \$21.67 in FY19.

CLOVIS CTSA/ROUNDUP

- Clovis CTSA/Roundup services carried 52,952 riders in FY 19, an increase of 1.7% over FY18 ridership of 52,061 passengers.
- Total vehicle hours increased from 28,040 in FY18 to 31,313 in FY19. This increase of 11.7% is due to a higher passenger count.
- Total vehicle miles increased from 346,495 in FY18 to 377,173 in FY19 for an 8.6% increase in miles. This is again to a higher passenger count.
- Operating costs increased 16.8% from \$2,916,696 in FY18 to \$3,407,650 in FY19 due to wage and benefit increases for drivers, higher internal costs, and higher fuel costs.
- Overall, the past year Clovis CTSA/Roundup service performance indicators reflect an 8.7% decrease in passenger/hour (1.69) and passengers/mile decrease 6.7% to 0.14. Cost/vehicle hour increased 4.6% from \$104.01 in FY18 to \$108.83 in FY19.
- Vehicle hours/employee increased by 11.6% from 1,402 in FY18 to 1,565 in FY19.

Table I
Clovis Round Up

Round Up Annual Ridership FY16-19

Fiscal Year	Fresno	Clovis	Total	% Change
FY 16	24,369	36,323	60,692	-0.6%
FY 17	22,978	33,258	56,236	-7.3%
FY 18	22,203	29,758	52,061	-7.4%
FY 19	21,961	30,991	52,952	1.71%

**Table II - 1
Clovis Stageline**

Annual Productivity Trends FY 2017-2019

Indicator	2017	2018	2019	16-17	17-18	18-19
Total Passengers	131,597	130,515	116,911	-14.0%	-0.8%	-10.4%
Total Hours	21,401	21,631	21,841	0.9%	1.1%	1.0%
Total Mileage	257,006	256,067	252,928	-0.4%	-0.4%	-1.2%
Operating Cost	\$1,959,622	\$2,328,477	\$2,635,317	-10.6%	18.8%	13.2%
Farebox Revenue*	\$391,900	\$465,663	\$527,063	-10.6%	18.8%	13.2%
Employees (FT Equivalent)	16.5	16.5	16.5	0%	0%	0.0%
Passenger/Hour	6.15	6.03	5.35	-15.6%	-0.3%	-11.3%
Passenger/Mile	0.51	0.51	0.46	-15.0%	0%	-9.8%
Cost/Vehicle Hour	\$91.57	\$107.64	\$120.66	-11.4%	17.5%	12.1%
Cost/Vehicle Mile	\$7.62	\$9.09	\$10.42	-10.2%	19.3%	14.6%
Veh Hrs/Employee	1,297	1,311	1,323	1.0%	1.1%	0.9%
Cost Per Passenger	\$14.89	\$17.84	\$22.54	4.9%	20.0%	26.4%
Measure C Funds	\$261,555	\$329,677	\$424,753	-13.8%	26.0%	28.8%
Op Subsidy/Passenger	\$13.90	\$16.79	\$21.67	4.3%	20.1%	29.1%
Farebox Incl. Measure C	20%	20%	20%	0%	0%	0.0%
Farebox Ratio w/o Meas.C	7.0%	5.0%	4.00%	14.75%	-28.7%	-20.0%

*Includes Measure C Funds
 OP Subsidy/Passenger calculated by:
 Operating costs minus farebox revenue divided
 by total passengers.

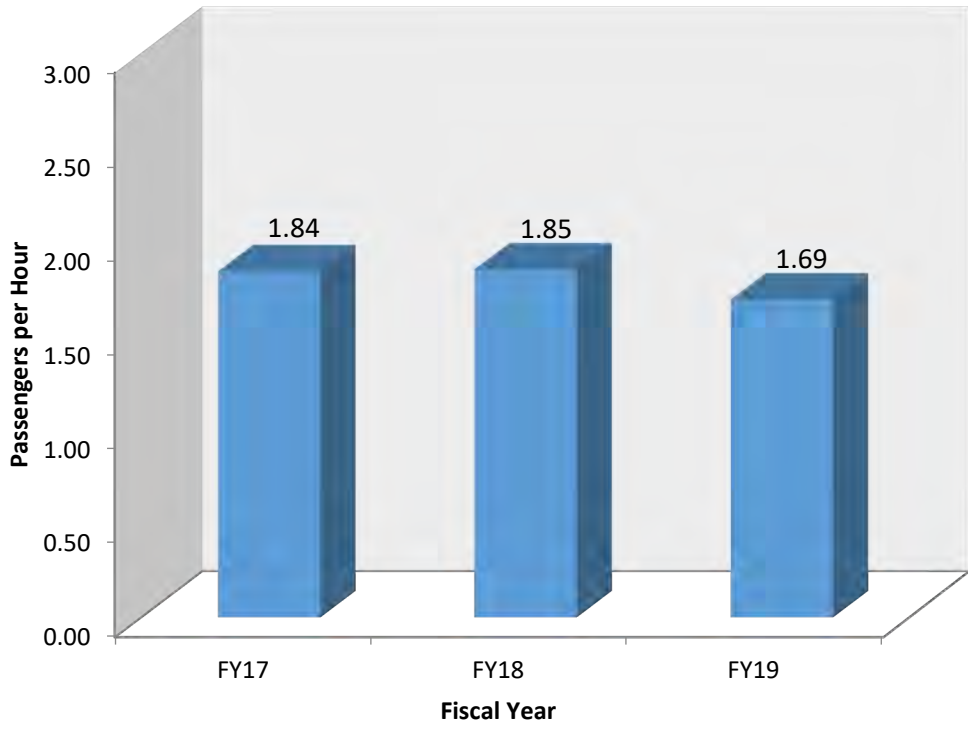
**Table II - 2
Clovis Roundup**

Annual Productivity Trends FY 2017-2019

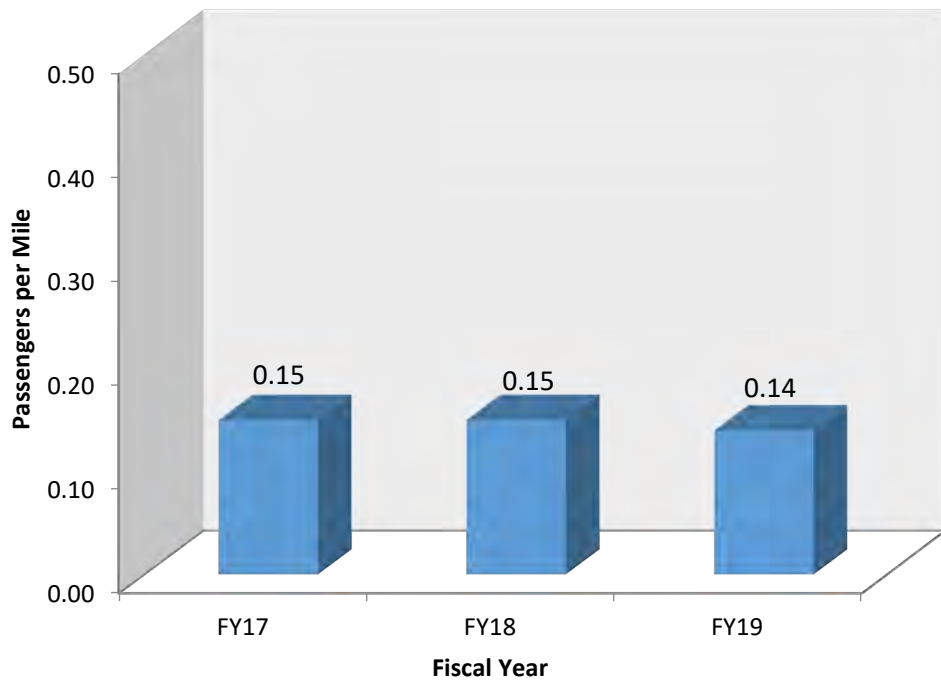
Indicator	2017	2018	2019	16-17	17-18	18-19
Total Passengers	56,236	52,061	52,952	-7.3%	-7.4%	1.7%
Total Hours	30,593	28,040	31,313	-3.1%	-8.3%	11.7%
Total Mileage	371,753	346,495	377,173	-6.7%	-6.8%	8.6%
Operating Cost	\$2,686,329	\$2,916,696	\$3,407,650	6.7%	8.6%	16.8%
Farebox Revenue*	\$268,631	\$291,668	\$340,765	6.7%	8.6%	16.8%
Employees (FT Equivalent)	20	20	20	0.0%	0.0%	0.0%
Passenger/Hour	1.84	1.85	1.69	-4.1%	0.5%	-8.7%
Passenger/Mileage	.15	.15	.14	0.0%	0.0%	-6.7%
Cost/Vehicle Hour	\$87.81	\$104.01	\$108.83	10.1%	18.4%	4.6%
Cost/Vehicle Mile	\$7.23	\$8.41	\$9.03	14.5%	16.3%	7.4%
Veh Hrs/Employee	1,529	1,402	1,565	-3.1%	-8.3%	11.6%
Cost Per Passenger	\$47.77	\$56.02	\$64.35	15.1%	17.3%	14.9%
Measure C Fare Match	\$174,400	\$199,811	\$256,607	5.7%	14.6%	28.4%
Op Subsidy/Passenger	\$46.09	\$54.26	\$62.76	4.3%	17.7%	15.7%
Farebox Incl. Measure C	10%	10%	10%	0.0%	0.0%	0.0%
Farebox Ratio w/o Meas.C	4.0%	3.0%	2.0%	17.6%	-25.0%	-33.4%

*Includes Measure C Funds
 OP Subsidy/Passenger calculated by: Operating costs minus farebox revenue, divided by total passengers

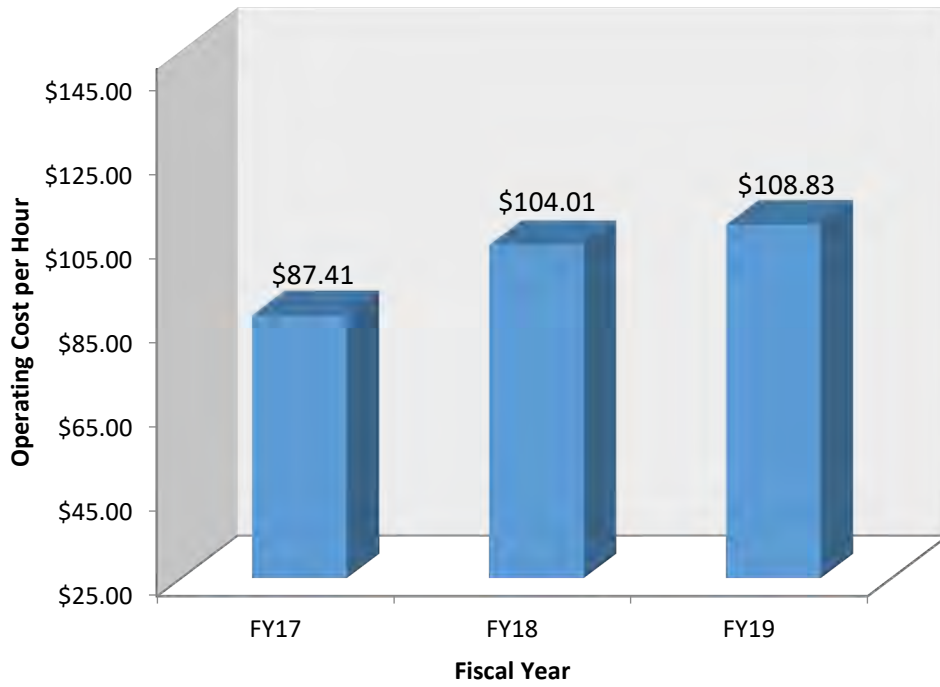
**Passengers/Revenue Hours
Clovis Roundup
Exhibit II-1**



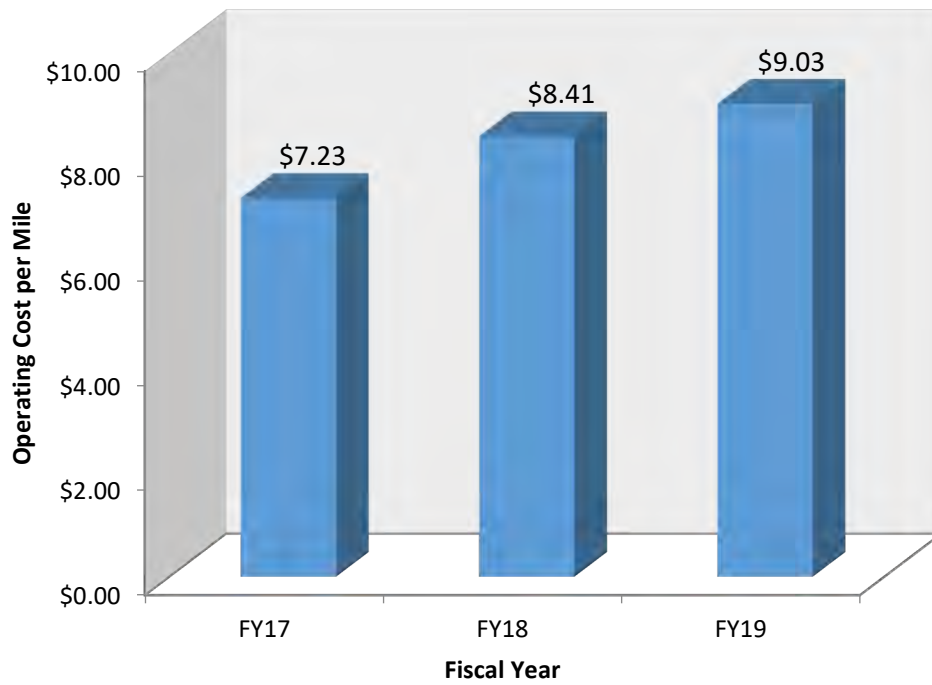
**Passengers/Revenue Mile
Clovis Roundup
Exhibit II-2**



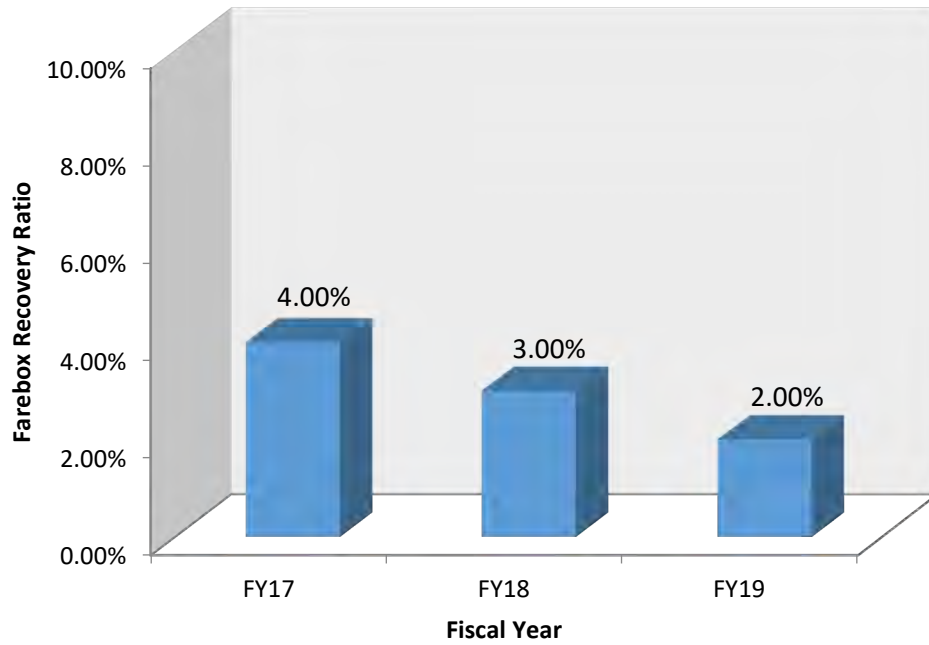
**Operating Cost/Revenue Hour
Clovis Roundup
Exhibit II-3**



**Operating Cost/Revenue Mile
Clovis Roundup
Exhibit II-4**



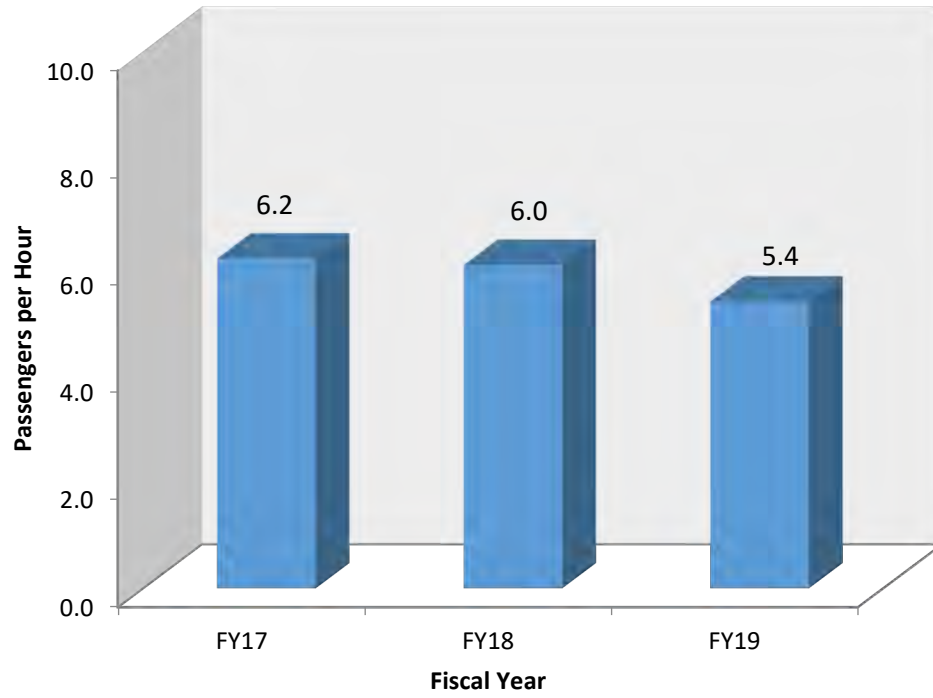
**Farebox Recovery
(Less Measure C)
Clovis Roundup
Exhibit II-5**



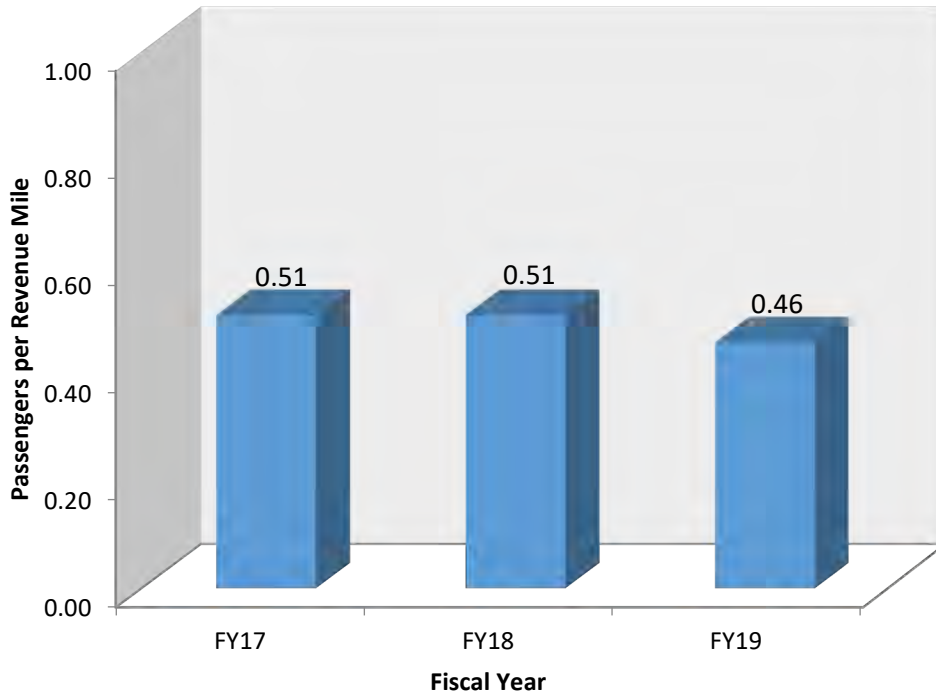
**Operating Cost/Passenger
Clovis Roundup
Exhibit II-6**



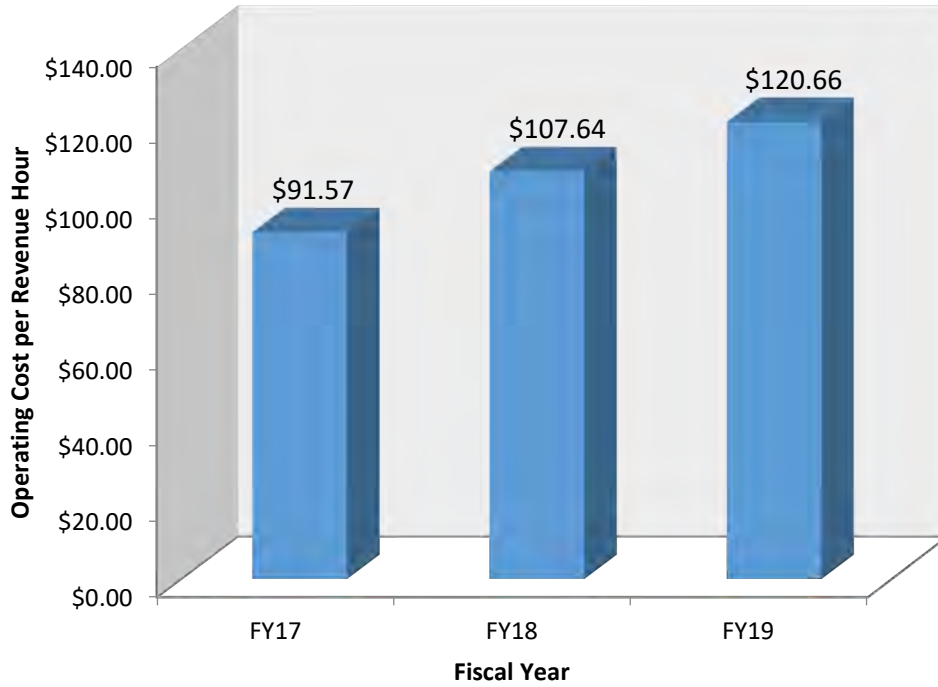
**Passengers/Revenue Hour
Clovis Stageline
Exhibit II-7**



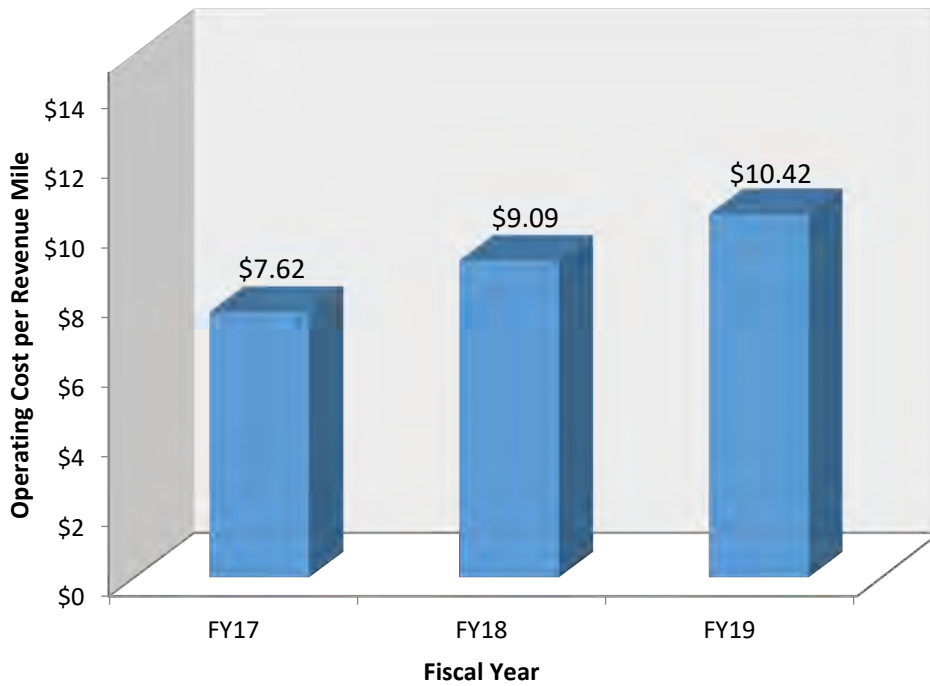
**Passengers/Revenue Mile
Clovis Stageline
Exhibit II-8**



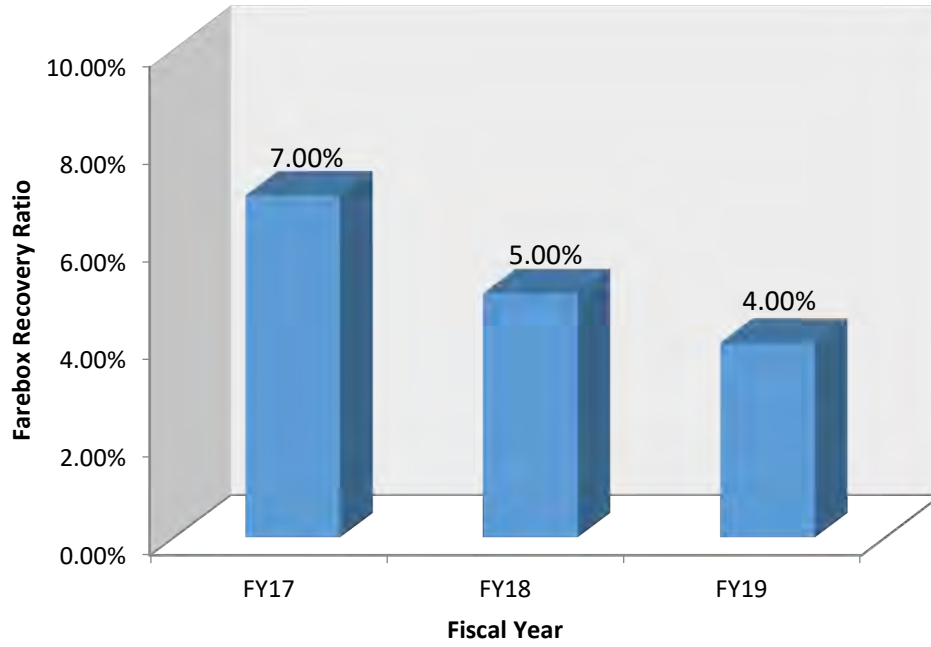
**Operating Cost/Revenue Hour
Clovis Stageline
Exhibit II-9**



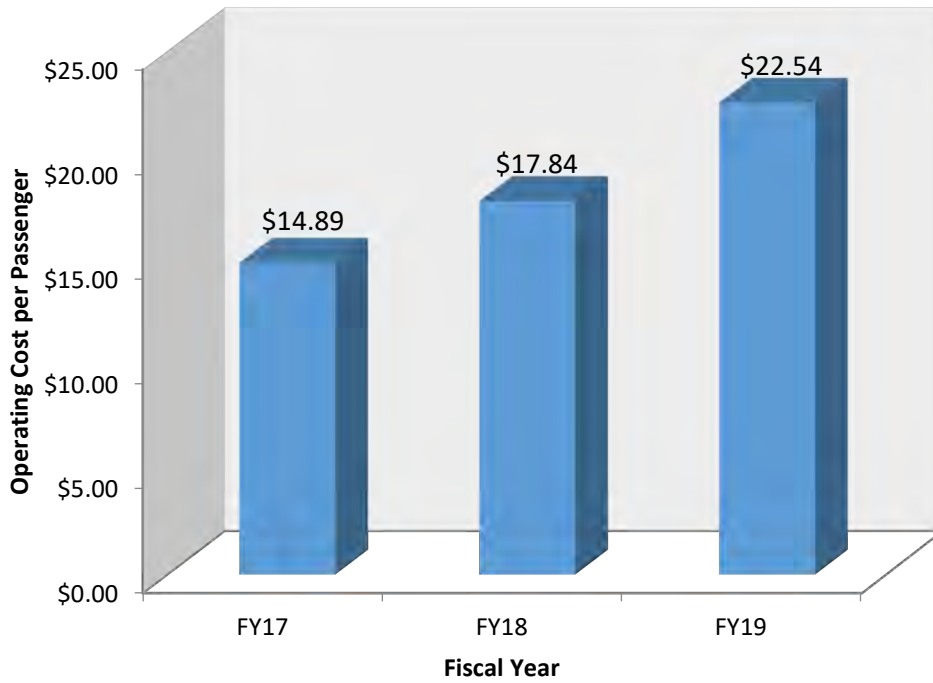
**Operating Cost/Revenue Mile
Clovis Stageline
Exhibit II-10**



**Farebox Recovery
(Less Measure C)
Clovis Stageline
Exhibit II-11**



**Operating Cost/Passenger
Clovis Stageline
Exhibit II-12**



Section III

Fresno County Rural Transit Agency (FCRTA)



*Fresno County Rural Transit Agency
2035 Tulare Street, Suite 201
Fresno, CA 93721
559-233-6789
www.ruraltransit.org*

SECTION III

2019 PRODUCTIVITY EVALUATION

FRESNO COUNTY RURAL TRANSIT AGENCY

I. SUMMARY DESCRIPTION OF SERVICE

The Fresno County Rural Transit Agency (FCRTA) is the primary provider of public transit services in the rural areas of Fresno County. Rural public transit services are available within the Spheres of Influence (SOI) for each of the thirteen (13) incorporated Cities including: City of Coalinga; City of Firebaugh; City of Fowler; City of Huron; City of Kerman; City of Kingsburg; City of Mendota; City of Orange Cove; City of Parlier; City of Reedley; City of Sanger; City of San Joaquin; City of Selma in rural Fresno County. The cities are linked to the Fresno-Clovis Metropolitan Area (FCMA) by private or publicly operated wheelchair accessible service providers. Reduced fixed route fares are available to the elderly (60+), and disabled patrons using the various inter-city services.

Many unincorporated rural communities are also served, including: Alder Springs; Auberry; Burrough Valley; Cantua Creek; Caruthers; Del Rey; Easton; El Porvenir; Five Points; Friant; Halfway; Jose Basin; Lanare; Laton; Marshall Station; Meadow Lakes; Mile High; New Auberry; O'Neil's; Prather; Raisin City; Riverdale; Sycamore; Three Rocks; Tollhouse; Tranquility; and the Native American Indian Rancherias of: Big Sandy; Cold Springs; and Table Mountain.

The FCRTA is responsible for the overall administrative and financial oversight of the general public operations. Prior to FCRTA's formation in September 1979, limited services were provided in a few communities within Fresno County. In fiscal year 2018-2019, FCRTA began and ended the year with twenty-two (22) rural Subsystems.

1. Auberry Transit;
2. Coalinga Transit;
3. Del Rey Transit;
4. Dinuba Transit;
5. Firebaugh Transit;
6. Fowler Transit;
7. Huron Transit;
8. Kerman Transit;
9. Kingsburg Transit;
10. Laton Transit;
11. Mendota Transit;
12. Orange Cove Transit;
13. Parlier Transit;
14. Reedley Transit;
15. Rural Transit;
16. Sanger Transit;
17. San Joaquin Transit;
18. Selma Transit;
19. Shuttle Transit;
20. Southeast Transit;
21. Westside Transit and
22. Kingsburg – Reedley College Transit

Three (3) systems operated by City Staff:

1. Coalinga Transit - City of Coalinga;
2. Kerman Transit - City of Kerman; and
3. Reedley Transit - City of Reedley.

Two (2) systems under Public Contractors:

1. Dinuba Transit - Inter-County Transit between Dinuba (Tulare County) and the City of Reedley (Fresno County) by City of Dinuba/MV Transportation Inc.
2. Laton Transit and Inter-City Transit to Fresno - Kings (County) Area Rural Transit / MV Transportation Inc.

Seventeen (17) systems under a private contractor agreement with MV Transportation that commenced on September 4, 2018.

1. Auberry Transit;
2. Del Rey Transit;
3. Firebaugh Transit;
4. Fowler Transit;
5. Huron Transit;
6. Kingsburg Transit;
7. Mendota Transit;
8. Orange Cove Transit;
9. Parlier Transit;
10. Rural Transit;
11. Sanger Transit;
12. San Joaquin Transit;
13. Selma Transit;
14. Shuttle Transit;
15. Southeast Transit;
16. Westside Transit; and
17. Kingsburg – Reedley College Transit.

II. SYSTEM SERVICE AND ADMINISTRATIVE CHANGES

System Service Modifications for 2019

In 2019 the FCRTA General Manager recommended the most reasonable service hours of operation for each of FCRTA's individual Subsystems. The Board of Directors concurred. The adopted and implemented services were recapped as follows:

Recap of Services for 2019

<u>FCRTA Subsystem</u>	<u>Location</u>	<u>Mode</u>	<u>Hours / Days</u>
Auberry Transit	Intra-Community	Demand Response	1 x 7hrs - M-F
	Inter-City Fresno	Demand Response	1 x 8hrs – Tu
Coalinga Transit	Intra-City	Demand Response	1 x 8hrs - M-F
	Inter-City (Fresno)	Fixed Route	1 x 9.75hrs - M-Sa
Del Rey Transit	Intra-City	Demand Response	1 x 8hrs - M-F
Dinuba Transit	Inter-County (Dinuba-Reedley)	Fixed Route	1 x 12hrs - M-F
Firebaugh Transit	Intra-City	Demand Response	1 x 9.50hrs - M-F
	Inter-City (Firebaugh & Mendota)	Fixed Route	1 x 9.hrs - M-F
Fowler Transit	Intra-City	Demand Response	1 x 8hrs - M-F
Huron Transit	Intra-City	Demand Response	2 x 8hrs - M-F
	Inter-City (Huron - I-5 - Coalinga)	Fixed Route	1 x 8hrs - M-F
Kerman Transit	Intra-City	Demand Response	1 x 8hrs - M-F
Kingsburg Transit	Intra-City	Demand Response	2 x 8hrs - M-F
	Intra-City	Demand Response	1 x 8hrs - Sa
Laton Transit	Inter-City (Laton & Hanford)	Fixed Route	2 x 2hrs - M-F
	Inter-City (Hanford & Fresno)	Fixed Route	1 x 8hrs – M-F
Mendota Transit	Intra-City	Demand Response	1 x 9hrs - M-F
Orange Cove Transit	Intra-City	Demand Response	1 x 10hrs - M-F
	Inter-City (Fresno)	Fixed Route	1 x 10hrs - M-F
Parlier Transit	Intra-City	Demand Response	1 x 8hrs - M-F
Reedley Transit	Intra-City	Demand Response	4 x 8hrs - M-F
	Intra-City	Demand Response	1 x 8hrs - Sa
Rural Transit	Inter-Community	Demand Response	4 x 8hrs – M-F
Sanger Transit	Intra-City	Demand Response	1 x 11.5hrs - M-F
	Intra-City	Demand Response	1 x 8hrs - M-Sa
	Intra-City	Demand Response	2 x 8hrs – M-F
	Inter-City (Sanger - Reedley)	Fixed Route	1 x 8hrs – M-F
San Joaquin Transit	Intra-City	Demand Response	1 x 9.50hrs - M-F
Selma Transit	Intra-City	Demand Response	4 x 8hrs - M-F
	Intra-City	Demand Response	1 x 8hrs - Sa
Shuttle Transit	Intra-City (Fresno)	Demand Response	1 x 8hrs - M-Sa
Southeast Transit	Inter-City (Fresno)	Fixed Route	1 x 8.5hrs - M-F
Westside Transit	Inter-City (Fresno)	Fixed Route	1 x 8.5hrs - M-F
K-R College Transit	Inter-City (Kingsburg – Reedley)	Fixed Route	1 x 8hrs – M-F

The twenty-two (22) subsystem service modifications are summarized as follows:

Auberry Transit: The mountain area service continued to specifically address the primary usage by seniors attending the Hot Meal Nutrition Program and minimal general public ridership for local shopping and

medical trips during a seven (7) hour period Monday through Friday. The limited ridership on the Inter-City service to Fresno appears to warrant continuation of the “life-line” service one (1) day a week to address primarily medical trips.

Coalinga Transit: Coalinga Transit operated two (2) modes of service. The Dial-A-Ride service has provided with a single vehicle’s operation eight (8) hours per day Monday through Friday. The Inter-City service from Coalinga through Huron, Five Points, Lanare, Riverdale, Caruthers, Raisin City, and Easton to Fresno was changed to 9.75 hours per day, Monday through Saturday during 2016.

Del Rey Transit: The Del Rey Transit service continues to be provided eight (8) hours per week day to the general public. The demand responsive service transported passengers within the community on a shared ride basis; arranges passenger grouping for trips to Sanger; and transfers in Sanger to Orange Cove Transit for service to Fresno or Parlier, Reedley and Orange Cove.

Dinuba Transit: Began in August 2008 to provide Inter-County services between Dinuba and Reedley. The service is available from 7am to 9pm Monday through Friday on a fixed route basis.

Firebaugh Transit: This service operates from 7:00am to 5:30pm with a mid-day lunch hour for the driver, Monday through Friday. Measure–C funds were utilized to provide inter-City service expansion between Firebaugh and Mendota utilizing a second (2nd) twenty-two (22) passenger bus on a scheduled fixed route basis

Fowler Transit: This service operates from 7:00am to 4:00pm with a mid-day lunch hour for the driver, Monday through Friday. During FY 17-18, FCRTA introduced one (1) nine (9) passenger Electric Van to perform this service throughout the day.

Huron Transit: The service was provided by two (2) twenty-two (22) passenger bus to address passenger loading requirements. The service is operated from 7:00am to 6:00pm, with a staggered mid-day lunch hour for the drivers, Monday through Friday. The City also funds an inter-city “life line” service to Coalinga during a five (7) hour period Monday through Friday from 9:00am to 5:00pm. Two (2) round trips are available, with two (2) ninety (90) minute shuttle periods in Coalinga for passenger drop-offs and pick-ups. FCRTA emphasizes the sale of bus passes for this route for students riding to West Hills College in Coalinga.

Kerman Transit: Ridership continued to indicate that one (1) twenty-two (22) passenger vehicle should be operated from 7:00am to 4:00pm, Monday through Friday.

Kingsburg Transit: Two (2) twenty-two (22) passenger vehicles continue to address existing ridership demand. The service was provided during a nine and a half (9.5) hour period, Monday through Friday from 7:00am to 5:30pm, with a staggered mid-day lunch hour for the drivers. *Saturday Service* is also available from 8:00am to 5:00pm.

Laton Transit: This route service extension contract with Kings Area Rural Transit (KART) continued to be the most effective solution to address transit needs of Laton area residents. One (1) round trip between Laton and Hanford in Kings County is available Monday through Friday. FCRTA also funds two (2) of the five (5) days of service (Monday through Friday) per week for a KART inter-city service from Hanford (Kings County) through Selma (Kaiser Medical Clinic) to Fresno Hospitals - Community Regional Medical Center, Veteran’s Hospital, Kaiser Hospital, Saint Agnes Hospital, and to Valley Children’s Hospital (Madera County).

Mendota Transit: The ridership levels and pattern of this service continued to be operated from 7:00am to 5:00pm with a mid-day lunch hour for the driver, Monday through Friday.

Orange Cove Transit: Both the Intra-City and Inter-City service from Orange Cove through Reedley, Parlier, and Sanger to Fresno, from 7:00 am to 5:30pm, Monday through Friday.

Parlier Transit: Intra-City service continues to be available from 7:00am to 4:00pm, Monday through Friday.

Reedley Transit: Four (4) vehicles are operated eight (8) hours each day 8:00am to 5:00pm Monday through Friday. One (1) vehicle is operated on Saturdays from 8:00am to 5:00pm.

Rural Transit: Introduced during Fiscal Year 2014-15, this service addresses the previously unmet transit needs of truly rural area residents living beyond the existing FCRTA subsystem transit service areas outside the sphere of influence of each city. Riders must request service twenty-four (24) hours in advance. Four (4) accessible four (4) passenger mini-vans provide service (on a rotating basis) for eight (8) hours from 8:00am to 5:00pm and meet Lifeline criteria. During FY 17-18 an Electric Van was introduced into the rotation of vans that are performing this service.

Sanger Transit: Four (4) twenty-two (22) passenger vans are operated on a demand response basis from 7:00am to 5:30pm, Monday through Friday; and one (1) vehicle for eight (8) hours on Saturday from 8:00am to 5:00pm, with a mid-day lunch hour for the driver. As a new part of the Sanger Transit subsystem, Sanger Express began service on August 14, 2014 to provide Inter-City services between Sanger and Reedley College. The service is intended to address access to Reedley College, with additional access to additional goods and services in Reedley and Sanger. This service, provided by a separate single vehicle, is available from 6:45am to 4:05pm Monday through Friday on a fixed route basis 8 hours per day.

San Joaquin Transit: One (1) twenty-two (22) passenger vehicle is available to address service needs within the large service area, Monday through Friday between the hours of 7:00am and 5:30pm. This “life-line” service continues to be essential to the community residents for connectivity to senior, social service and medical clinics in neighboring communities and “to” and “from” Kerman for connections on Westside Transit for weekday service to Fresno. Passenger trips are grouped to share rides. The San Joaquin Transit service area also includes Cantua Creek, El Porvenir, and Tranquility with set dates and times.

Selma Transit: Four (4) demand responsive vehicles are operated consistently eight (8) hours each per weekday, on a staggered basis from 7:00am to 5:30pm., a fifth (5th) vehicle is operated four (4) hours mid-day to insure continuous service during the respective lunch hour of the other four (4) drivers. One (1) demand responsive vehicle is operated on Saturdays for eight (8) hours from 8:00am to 5:00pm.

Shuttle Transit: FCRTA introduced Shuttle Transit in August of 2014. This unique service came about as an effort by FCRTA to address the issue of rural passengers having arrived in Fresno via various Inter-City routes having difficulty making connections with Fresno FAX routes thus sometimes missing their appointments elsewhere in Fresno. In response a demand response service was created to pick up FCRTA riders, upon request only, at the downtown FCRTA bus stop at Greyhound/Amtrak and take them to their requested destinations throughout Fresno and then return them to the FCRTA bus stop so they can catch their FCRTA Inter-City bus back home for a fee of \$2.50. One vehicle provides this service Monday through Saturday from 8:15am to 4:30pm.

Southeast Transit: This service operates from 7:00am to 5:30pm, Monday through Friday. It provides three (3) round trips per weekday from Kingsburg through Selma and Fowler to Fresno.

Westside Transit: This service operates from 7:00am to 5:30pm, Monday through Friday. It provides two (2) round trips per weekday from Firebaugh through Mendota, Kerman, with connections to San Joaquin Transit, to Fresno.

Kingsburg - Reedley College Transit: Began service on January 11, 2016 to provide Inter-City services between Kingsburg and Reedley. This service, provided by a separate single vehicle, is available from 7:00 am to 4:35 pm Monday through Friday on a fixed route basis.

FCRTA Administration and Operations Management: During FY 2015, the FCRTA added the new position of Senior Transit Planner. The Senior Transit Planner assists the General Manager with the analysis and reporting of the FCRTA subsystems; Coordinates FCRTA bus schedules and transit operations services; Provides analysis and reports for service and maintenance contractors; Assists in administration of local, state, and federal grant programs; assists with transit planning programs. During FY 17-18 FCRTA added the new position of a second Senior Transit Planner also to help with the analysis and reporting of the FCRTA subsystems and to work on many other transit projects.

At the end of FY 2015 the maintenance contract with the City of Fresno ended. FCRTA subsequently contracted with the FEOC for maintenance of FCRTA vehicles. A new maintenance operation was established and staffed at the FEOC transit facility located at 3120 W. Nielson in Fresno. Maintenance operations began on August 1, 2015. However, FCRTA has outgrown the current Maintenance and Operations facilities and is looking into relocating its maintenance and possibly its operations function to another site that can accommodate FCRTA's ongoing fleet expansion. During FY 17-18 FCRTA looked for a new maintenance site and found a suitable site in Selma, CA. FCRTA subsequently made an offer to buy this land in the City of Selma. During FY 18-19 relocated its Maintenance operations to a temporary site in Selma which opened in September of 2018. During 2019 FCRTA purchased land in Selma for a permanent Maintenance and Operations site and preparations were underway for the construction of the Maintenance and Operations building in 2020.

Between Fiscal Years 2015-16 and 2018-19, FCRTA took major steps toward obtaining Electric Vehicles (EV) for its vehicle fleet. Several grants were obtained for funds for Electric Vans, Electric Buses, EV Chargers, Solar EV Chargers and Solar EV Charger "Trees." FCRTA has secured grant funding from the State of California's Low Carbon Transit Operations Program for Zenith Electric Vans and for Chevy Bolt Electric Sedans; grant funds from the California Air Resources Board for Proterra Electric Buses, grant funds from the San Joaquin Valley Air Pollution Control District's Charge Up Program for Solar EV Chargers; and grant funds from the Fresno Council of Government's Measure C New Technology program for two (2) BYD Electric buses and two (2) Solar EV Charger Trees (a larger, more powerful version of the Solar EV Charger). All of these EVs and EV charging infrastructure equipment was procured by FCRTA during Fiscal Year 2017-18 and 2018-19.

During FY 2017, FCRTA made great strides in obtaining, installing, and operating new EV Charging Infrastructure and Electric Vans. In September 2016 FCRTA obtained and installed 5 EV Chargers for its Maintenance Facility in Fresno. In October 2016 FCRTA obtained 6 more EV Chargers intended for use in cities where FCRTA vehicles are stored and operated. In January 2017 FCRTA received and installed 13 Solar Chargers in the cities of Firebaugh, Kerman, Fowler, Sanger, Parlier, San Joaquin, Mendota, Selma, Kingsburg, Huron, Orange Cove, Reedley, and Coalinga. On May 24, 2017 FCRTA held a ribbon cutting ceremony for the Solar Charger unit in Fowler in conjunction with Envision Solar, Caltrans, the California Energy Commission, CALSTART, The San Joaquin Valley Air District, and the City of Fowler. This event was well attended and covered extensively by the media. In December 2016 FCRTA received 4 Zenith Electric Vans. Because of the unique characteristics of this electric battery technology, much test driving and studying of the vans was required before these vans could be operated in revenue service. This testing and evaluation process was completed during the summer of 2017 and these vans were put into revenue service in August of 2017. Also during FY 2017-18 and FY 2018-19 preparations continued for the beginning of grant projects that will include the use of Proterra Electric Buses, BYD Electric Buses,

and Solar Tree EV Chargers that took place during 2018 and 2019. During FY 17-18, 5 Proterra 40-foot Electric Buses were delivered to FCRTA in June of 2018 and began revenue service in the summer of 2019. In FY 2018-19 FCRTA installed and made operational three Level 3 EV Chargers, took delivery of 2 BYD Electric Buses, and received 10 Chevy Bolt Electric sedans.

Marketing of Transit Services

During FY 16-17 the FCRTA website was re-designed with revised and new information and now has many features added to it such as a new transportation guide and “how-to” videos for using FCRTA transit services. This new, improved website went online during April 2017 and it is working well for users and staff. The FCRTA has also prepared individual informational flyers identifying the specifics of an individual transit subsystem. This simplified approach was intended to address suggestions offered by the current transit users.

FCRTA Technology Upgrades

During Fiscal Year 2015-16 FCRTA implemented several technology upgrades that have served to increase the capabilities of FCRTA staff and increase the efficiency of FCRTA transit operations. In October 2013 Mobilitat Dispatching Software was first implemented. This software allows FCRTA to dispatch trips quicker and more efficiently than before and eliminated the need for constant 2-way radio communication with drivers. FCRTA dispatchers are now able to monitor all transit trips system-wide as the Mobilitat software tracks the location and passenger activity for each vehicle in the FCRTA system on a countywide basis. FCRTA also acquired Tablets from Verizon that enabled drivers to use Mobilitat software and enter, store, and send transit data from Tablets on buses back to the transit operations center. Verizon “Jet Packs” were also acquired to provide Wi-Fi capability for the Tablets thus allowing transit data to be sent via the internet. During FY 15-16 ongoing upgrades included Apollo Camera equipment being installed on buses. This camera equipment allows bus operations both inside and outside of the bus to be shown to transit staff both live and recorded. During Fiscal Year 16-17 technology upgrades included the introduction of High Definition cameras, DVR recorders, and SIM cards. During Fiscal Year 17-18 technological upgrades included the installation of Surveillance Cameras for FCRTA Buses, Maintenance Yards, and Bus Stops, the installation of Security Lights for Maintenance Yards and the installation of automated gates for Maintenance Yards. In Fiscal Year 18-19 installation work on the above mentioned equipment and upgrades continued. Another technology upgrade for FCRTA is a Ride Request app funded by the New Technology Grant that will be implemented in Fiscal Year 19-20.

Management and Organization

Administrative forms and internal procedures were again reexamined in an effort to consolidate paperwork. Correspondence was transmitted to affected member agencies for the purpose of streamlining supportive documents, including:

1. Daily and Monthly Ridership Logs;
2. Daily Vehicle Inspection Reports;
3. Farebox Reconciliation Form accompanying the Monthly Ridership Logs;
4. Fuel Logs;
5. Monthly Revenue and Expenditure Reports;
6. Employment information of existing and recruited drivers; and
7. Accident / Incident Reporting.

Request for proposals (RFP) for Transit Operations & Maintenance Contractor

After studying the performance of its transit operations, based on safety issues (driver training and accidents), FCRTA determined that significant improvements were needed in the way that FCRTA transit operations are conducted by its Transit Operations Contractor. Therefore, during FY 17-18 FCRTA made the decision to start the Request for proposals (RFP) process for selection of a new Transit Operations Contractor. The incumbent Transit Operations Contractor, the Fresno Economic Opportunities Commission (FEOC), was informed that while it will be afforded an opportunity to retain its contract, that FCRTA would accept responsible bids from other Transit Operations Contractors and possibly award a contract to a new party at the conclusion of the RFP process. During the winter and spring of FY 17-18 FCRTA met with multiple interested contractors and wrote the RFP with the assistance of TMTP Consulting which was formally approved by Caltrans Headquarters. The RFP was issued in April of 2018. This RFP contained an option for bidders to bid either on Maintenance and Transit Operations together or separately. On May 17, 2018 bid proposals were due and bids were received from FEOC, First Transit, MV Transportation, and Ride Right. All of these four proposals were for both Maintenance and Transit Operations together. The City of Selma also submitted a bid, for Maintenance only. At the end of FY 17-18 a decision on the selected bidder or bidders was still pending and the contract with the current contractor was extended for a two (2) month period to ensure a smooth transition. Early in FY 18-19 MV Transportation was awarded the Transit Operations contract and the City of Selma was awarded the Maintenance Contract with both Transit Operations and Maintenance Operations commencing in September of 2018. This RFP process was a result of the previous contractor having extensive safety and operational issues without resolution.

Accessible Services in Compliance with the American's with Disabilities Act and Subsequent Implementation Regulations

The FCRTA has recognized its responsibilities in ensuring accessible services to passengers since 1979. One hundred one (101) of FCRTA's one hundred eleven (111) vehicles are wheelchair accessible to permit access by disabled patrons in accordance with the latest Americans with Disabilities Act (ADA) accessibility requirements of 1990. The non ADA-accessible vehicles are 10 Chevy Bolt Electric Sedans.

Since its inception, the Agency operations were carefully considered to meet the special needs of the transit disadvantaged (elderly, disabled, and low-income). Sixteen (16) of FCRTA's Subsystems (Auberry Transit, Coalinga Transit, Del Rey Transit, Firebaugh Transit, Fowler Transit, Huron Transit, Kerman Transit, Kingsburg Transit, Mendota Transit, Orange Cove Transit, Parlier Transit, Reedley Transit, Sanger Transit, San Joaquin Transit, and Selma Transit) are operated as "*real-time*" demand responsive services. A portion

of nine (9) FCRTA Subsystems (Coalinga Transit, Dinuba Transit, Huron Transit, Kingsburg-Reedley Transit, Laton Transit, Orange Cove Transit, Sanger-Reedley Transit, Southeast Transit, and Westside Transit) are provided on a scheduled fixed-route basis. The Auberry Transit inter-city service and Rural Transit are the only services requiring twenty-four (24) hour prior reservations to access the accessible mini-vans. Since January 26, 1992, in compliance with requirements of the ADA, each respective service may, however, deviate from its specified route on a demand responsive basis up to a three-quarter (3/4) mile in either direction (1-1/2-mile path) to pick-up or drop-off a disabled passenger. As such, the FCRTA is exempt from the requirement to prepare a "*Comparable Service Paratransit Plan*" for implementing the ADA (a common requirement for other fixed route transit operators such as Fresno Area Express and Clovis Transit). FCRTA also provides the Rural Transit service which provides connections to other transit services.

The FCRTA shall continue with the process of systematically implementing other necessary modifications to its services to remain in full compliance with the spirit and intent of the ADA law.

Responsibilities and Mandates under the Clean Air Act of 1990, the San Joaquin Valley Basin Air Quality Plan, and the Council of Fresno County Government's Transportation Control Measures Plan and State's Congestion Management System.

Following the passage of the Federal Clean Air Act in 1990, the FCRTA followed pending regulations that were to mandate public transit agencies throughout the Nation to consider and implement alternative fuel programs as an example to other the public governmental entities, and the non-profit sector and private sector. These issues were also very important to the San Joaquin Valley Air Basin of California. At the time, the FCRTA Board of Directors understood that the Valley had potentially for the worst air quality in the Nation. This understanding is confirmed by the Valley's current non-attainment status for the 8-hour ozone (extreme non-attainment classification) and the PM2.5 National Ambient Air Quality Standards.

The FCRTA Board of Directors, which is composed of the Mayors of each of the thirteen (13) Cities and a Supervisor from the County Board of Supervisors, has recognized its responsibilities to be part of the air quality solution, and an example for others to emulate. As a small rural transit agency we did not have the resources of a large urban transit operator. The FCRTA Staff consistently went with proven technology and readily available fuels. From 1992 through 2010 the FCRTA successfully operated eleven (11) vehicles on propane. In 1997 the FCRTA purchased twenty-three (23) compressed natural gas (CNG) powered vehicles, and two (2) zero emission electric battery powered buses that were successfully operated through 2010. FCRTA in FY 16-17 obtained 4 Zero Emission Electric Vans. In FY 17-18, FCRTA obtained two more Electric Vans, five Proterra Electric buses, two Ford E350 CNG buses, and a Utility Trailer. In FY 18-19 FCRTA obtained two BYD Electric buses and ten Chevy Bolt Electric sedans.

The FCRTA vehicle fleet in 2018-2019 reached one hundred and eleven (111) vehicles, quite an achievement for a small rural transit operator. Forty-three (43) are powered by CNG, twenty-three (23) are powered by electric batteries, forty-four (44) are powered by unleaded gasoline and one (1) is a non-motorized trailer. The FCRTA does not operate any diesel powered vehicles. The FCRTA vehicle fleet consisted of:

- One (1) 2018 Big Tex Utility Trailer;
- Two (2) 2013 unleaded gasoline powered Ford service trucks;
- Two (2) 2016 CNG powered twelve (12) passenger Ford E350 Buses;
- Two (2) 2013 unleaded gasoline powered seven (7) passenger 4-wheel drive Ford vans;
- Thirty-eight (38) 2013 unl. gasoline powered seventeen (17) passenger Chevrolet-Arboc vans;
- Four (4) 2007 CNG powered thirty-seven (37) passenger Blue Bird buses;
- Eleven (11) 2008 CNG powered twenty-two (22) passenger modified GMC - Glaval Vans;
- Sixteen (16) 2009 CNG powered twenty-two (22) passenger modified GMC - Glaval Vans; and
- Four (4) 2009 gasoline powered five (5) passenger modified Chevrolet Mini-Vans;
- Eight (8) 2016 CNG powered thirty-five (35) passenger El Dorado buses;
- Five (5) 2018 Electric battery powered thirty (30) passenger Proterra Electric Buses;
- Six (6) 2016 Electric battery powered nine (9) passenger Zenith Ram 3500 Electric Vans;
- Two (2) 2019 Electric battery powered thirty (33) passenger BYD Electric Buses;
- Ten (10) 2019 Electric battery powered four (4) passenger Chevy Bolt Electric sedans.

The FCRTA's inter-city CNG vehicles take advantage of the five (5) existing fast-refueling facilities throughout the County. The in-city CNG vehicles are refueled overnight on a slow-fill basis by forty-five (45) CNG refueling units, placed in the individual rural City municipal yards.

The FCRTA has demonstrated a remarkable track record for a small rural transit agency in choosing to successfully implement a viable alternative fuel program. FCRTA's commitment away from diesel was challenged by larger urban operators. Many of their own members' agencies have recognized and acknowledged that if the small rural agency could make it work, so could they. And so they too have chosen an alternative fuel path to achieve cleaner air.

During Fiscal Year 2015-16 FCRTA demonstrated a new commitment to zero emission vehicles in the form of EVs. During the year several grants were pursued for the purpose funding EVs and EV infrastructure, in the form of EV Chargers, Solar EV Chargers, Solar Tree EV Chargers, related electric equipment, and electricity infrastructure upgrades. FCRTA was successful in obtaining funding from several grants that enabled FCRTA to begin purchasing EVs and EV Charging infrastructure during Fiscal Year 2016-17. During FY 16-17 FCRTA did receive its first EVs in the form of four Electric Vans and also received its first EV Chargers and Solar EV Chargers. During FY 17-18 FCRTA acquired two more Electric Vans and five 40-ft Electric Buses. Two Electric Chargers for both Electric Vans and one of the five Electric Chargers

for the five new buses were received by FCRTA by the end of FY 17-18. In FY 18-19 all of the Electric Chargers for the Proterra buses, two BYD Electric Buses, and ten Chevy Bolt Electric Sedans were received.

The FCRTA shall continue with the process of systematically implementing necessary modifications to comply with the spirit and intent of these air quality laws and plans.

Driver Training

Twenty-five (25) years ago in 1989, the State mandated a law (SB 1586) that created the General Public Transit Vehicle (GPPV) driver training, licensing, and background check requirements. The FCRTA was required to develop and implement a forty (40) hour training program that included classroom and behind-the-wheel training for all drivers assigned to its operations. Topics covered in the training sessions included:

1. Defensive Driver Training;
2. Operational Guidelines for Safety;
3. Motor Vehicle Code Regulations;
4. Patron Assistance Techniques;
5. Daily Vehicle Inspections;
6. Maintenance; and
7. Record Keeping and Reporting Procedures.

Additional mandatory Driver In-service Meetings are conducted during three (3) hour sessions, every other month. Supervisors, and guest speakers (including: disability awareness and procedures representatives, insurance agency representatives, California Highway Patrol Officers, Drug and Alcohol Consortium Representatives, etc.), review techniques and procedures to ensure that each driver is oriented toward serving each individual that accesses FCRTA's vehicles, or interacts in any way with their services.

Personnel responsible for dispatching are also trained to: provide effective, professional, and courteous service to the patrons; efficiently schedule transit operations; and to comply with the FCRTA administrative and operational procedures required by legislative mandates. This function will be reviewed on an on-going basis.

Vehicle Maintenance

The GPPV law also required vehicle inspection and maintenance program standards. The California Highway Patrol (CHP) Motor Carrier Division is responsible for certifying the FCRTA's maintenance terminal in Selma, California and inspecting the transit vehicles annually to ensure that the Agency complies with mandated daily, forty-five (45) day or 3,000 mile, and annual inspections. The premise of the State requirements is that the transit vehicles are never out of original factory specification tolerances. Therefore, while the vehicles may continue to get older, they are no longer permitted to progressively wear out. The CHP again issued a "*satisfactory*" rating of FCRTA's vehicles and terminal facility in May of 2019. The documentation is included with FCRTA's annual TDA Claim, as required by law.

Over the years, the FCRTA has noted that maintenance expenditures increase significantly as the fleet ages. But even with a fleet of new alternatively fueled vehicles, maintenance expenditures have increased disproportionately. Maintenance expenditures are often the variable that causes individual Subsystem costs to increase the most based on CHP compliance requirements.

After the expiration of a three-year contract, the FCRTA transferred its vehicle maintenance responsibilities and contract from the City of Fresno – Fleet Maintenance, to the FEOC on August 1, 2015 on an interim basis. However, FCRTA was looking to relocate the maintenance facility due to the acquisition of larger 30, 35, and 40 foot buses in the fleet. The facility in Fresno was built in 1985 where FCRTA started with 20 vehicles. The fleet today includes 111 vehicles and the Fresno maintenance site had only 2 bays with very limited space for future expansion due to other services/programs on the property. FCRTA plans to build a new facility on 2-6 acres to meet the current needs and future needs of the expanding fleet as well as space for a CNG fast-fill fueling station, an electric vehicle charging area, a dispatch center and vocational center for bus repair and new technology training. During FY 17-18 FCRTA took action to relocate to a new maintenance site by making an offer to buy land in the City of Selma. As a result of the 2018 RFP, the City of Selma was awarded the Maintenance Operations Contract commencing in September of 2018 and Maintenance operations were relocated to a temporary site in Selma. During 2019 FCRTA purchased land in Selma for a permanent Maintenance and Operations site and preparations were underway for the construction of the Maintenance and Operations building in 2020.

III. TRIENNIAL PERFORMANCE AUDIT RECOMMENDATIONS (FY2016 to 2018)

The most recent Triennial Performance Audit report that was prepared for the FCOG, under Contract by Moore and Associates. This audit was mandated by the Transportation Development Act (TDA) of 1971.

The most recent report represents an exhaustive effort to evaluate every aspect of FCRTA's operations during the 2016 to 2018 Fiscal Year periods. The FCRTA was found to be in compliance with applicable TDA requirements, as well as those regulations imposed by the State Controller's Office. The Auditor's overall assessment was that the FCRTA *"is operating in an economical, efficient, and effective manner"*.

The results, findings, and recommendations were enumerated for implementation. Two (2) findings were identified. The two (2) findings were:

Compliance Finding 1: FCRTA does not report FTE using the TDA definition.

Criteria: The Transit Operators Financial Transaction Report Instructions published by the State Controller state the following with respect to the reporting of Total Employees – Public and Contract:

Report the number of employee equivalents. Public Utilities Code Section 99247(j) defines "Vehicle service hours per employee" as the vehicle service hours divided by the number of employees employed in connection with the public transportation system. Use the assumption that 2,000 person-hours of work in one year constitutes one employee. The number of employees shall also include those individuals employed by the operator which provide services to the agency of the operator responsible for the operation of the public transportation system even though not employed in that agency.

Condition: FCRTA calculates FTE using vehicle service hours rather than actual labor hours derived from payroll records or position allocations.

Cause: There may be a lack of clarity as to how the FTE metric is defined by the State Controller.

Effect: Use of a definition other than the TDA definition puts the City out of compliance with the TDA.

Recommendation: Employ the TDA definition in calculating FTE for reporting to the State Controller.

Recommended Action(s): Use payroll records to document the total amount of time spent on transit by all employees, and use that figure (divided by 2,000) to calculate FTE for reporting to the State Controller. This should include contractor employees (drivers, dispatchers, etc.) as well as FCRTA employees. Once the hours have been calculated, they can be split between fixed-route and demand-response using a percentage formula (which can be based on Vehicle Service Hours). The resulting hours should be divided by 2,000 and rounded to the nearest whole number for reporting to the State Controller. Calculate farebox recovery using revised method contained in new state legislation.

Compliance Response: FCRTA agrees with this finding and will take steps in Fiscal Year 2019-20 to correctly calculate its FTE.

Functional Finding 1: The FCRTA website does not include service information or Title VI information in Spanish.

Criteria: The prior audit included a recommendation that FCRTA make available online the Title VI plan, procedures, and complaint form in English and Spanish. During this audit, it was determined that recommendation was only partially implemented.

Condition: While Title VI information is currently available on the website in English, it is not provided in Spanish. In addition, no Spanish service information is included on the website.

Cause: The reason for the lack of Spanish information is unknown.

Effect: This places FCRTA out of compliance with its own Title VI program, which states that local scheduled include Spanish translation and that Spanish language contact information (phone and email) is posted on the FCRTA website.

Recommendation: Add Spanish-language Title VI and service information to the FCRTA website.

Recommended Action(s): The Title VI complaint form is included in Spanish in the Title VI Program. It needs to be saved separately from the document and posted on the website under its own link. Adding a translation widget to the FCRTA website (which allows the viewer to translate the website into Spanish) may be sufficient for the service information; however, the site includes many pop-ups, and it is unclear as to whether these would be included under the translation widget. FCRTA should consult with its website developer to determine the most appropriate way to incorporate Spanish content into its website.

Compliance Response: FCRTA agrees with this finding and will take steps in Fiscal Year 2019-20 to add Spanish-language Title VI and service information to the FCRTA website.

IV. HIGHLIGHTS OF PRODUCTIVITY DATA

Overall System

FCRTA System Summary Totals from the current (1) and two (2) previous Transit Productivity Evaluation Reports are presented in Table III-1. A Summary of FCRTA Performance Characteristics are calculated in Table III-2 for the three (3) previous Fiscal Years. Exhibit III-1 graphs the FCRTA Performance Indicator Summary data for Fiscal Years: 2016-17, 2017-18, and 2018-19. FCRTA continues to modify its overall performance to respond to the needs of its ridership.

As noted in Tables III-3 through III-8, performance characteristics between FY2017-2018 and FY 2018-2019 resulted in a mixture of increases and decreases per subsystem but overall FCRTA ridership is decreasing steadily which is a reflection of the overall trend of decreased transit ridership statewide and nationally. Total vehicle service hours decreased -4,785 hours or -6.63%. Vehicle miles traveled decreased -94,463 miles or -9.94%. Costs increased \$722,457.00, or 14.65%. Total passengers decreased -58,196, or -15.42%. Of the total passengers: seniors decreased -12,185, or -14.85%; disabled decreased -7,986 or -16.12%; and general public decreased -30,729, or -12.88%. Resultant fares increased 23,774.00, or 4.01%.

Performance characteristics changed incrementally over the previous year's productivity characteristics: 0.49 less passengers per hour, 5.23 to 4.74 (-9.37%); 0.37 passengers per mile was less than last year's 0.40 passengers per mile (-0.75%). Cost per hour increased \$15.58 per hour (18.57%) from \$64.97 to \$68.36; costs per mile increased \$1.42 (21.49%) from \$5.19 per mile to \$6.61 per mile; cost per passenger increased \$4.65 (from \$13.07 to \$17.72, or 26.25%). Farebox recovery percentage difference decreased from 12.01% last year to 10.90% this year (or a 9.25% decrease); still in excess of the minimum 10.00% requirement.

Seventeen (17) of FCRTA's twenty-three (23) individual subsystems failed to achieve the minimum ten percent (10.00%) farebox requirement, but totaling all twenty-three (23) system farebox receipts together equaled an overall recovery of 8.67%. The FCRTA transferred a portion of its Measure - C funds (\$270,362.65) to make-up the difference to meet the minimum 10% farebox recovery standard for each subsystem. After that action, the resulting overall farebox was 10.90%.

During FY 17-18 the trend of overall decreased ridership of the FCRTA transit system continued and was now recognized not only locally but on a regional, State and National level as part of a definite recent change in rider behavior. In the last few years there has been a nation-wide switch away from public transit use towards other new emerging modes of transportation. The recent growth of Transportation network companies (TNCs) such as Uber and Lyft and other similar forms of transportation in California have been steadily "taking" ridership from public transit agencies to the point where public transit agencies are developing and implementing similar types of transportation services. FCRTA has also started looking into the possibility of operating "on-demand" transportation services, similar to TNCs that would make use of Chevy Bolt Electric Sedans. In FY 18-19 FCRTA acquired 10 Chevy Bolts is making operational plans to deploy these vehicles in the near future.

	Achieved Farebox Percentage	Addition of Measure -C Revenues	Resultant Farebox Percentage
1. Auberry Transit	3.44%	\$ 11,261.21	10.00%
2. Coalinga Transit	3.83%	\$ 31,372.63	10.00%
3. Del Rey Transit	17.32%	\$ 0.00	17.32%
4. Dinuba Transit	15.01%	\$ 0.00	15.01%
5. Firebaugh Transit	3.00%	\$ 19,875.52	10.00%
6. Fowler Transit	1.72%	\$ 11,742.27	10.00%
7. Huron Transit	11.33%	\$ 1,966.50+	11.84%
8. Kerman Transit	7.75%	\$ 5,338.47	10.00%
9. Kingsburg Transit	2.61%	\$ 24,147.31	10.00%
10. Kingsburg-Reedley Transit	8.62%	\$ 1,557.45	10.00%
11. Laton Transit	2.57%	\$ 4,918.11	10.00%
12. Mendota Transit	4.74%	\$ 10,687.07	10.00%
13. Orange Cove Transit	11.55%	\$ 2,409.00+	12.17%
14. Parlier Transit	3.21%	\$ 11,856.56	10.00%
15. Reedley Transit	3.47%	\$ 39,592.24	10.00%
16. Rural Transit	1.38%	\$ 13,163.30	10.00%
17. Sanger Transit	5.26%	\$ 29,523.61	10.00%
18. San Joaquin Transit	4.23%	\$ 10,334.05	10.00%
19. Selma Transit	3.01%	\$ 39,397.08	10.00%
20. Shuttle Transit	3.85%	\$ 1,220.27	10.00%
21. Southeast Transit	15.74%	\$ 0.00	15.74%
22. Westside Transit	17.92%	\$ 0.00	17.92%
TOTAL	6.11%	\$270,362.65	10.90%

+Measure C funds were added to the Orange Cove subsystem in order to increase the farebox ratio to 10.00% for the demand response service portion of this subsystem and these funds were added to the Huron subsystem to increase the farebox ratio to 10.00% for the fixed route service portion of this subsystem.

Clarifications

Revenues and expenditures, and functional categories have been calculated based on Federal and State guidelines pertaining to the “Uniform System of Accounts for Public Transit Operators”, with allowances in accordance to existing State Law pertaining to Productivity Evaluation requirements and guidelines for small vehicle fleets, operating in rural areas.

It should also be noted that performance evaluation calculations for all Subsystems reflect the *exclusion* of “deadhead mileage” and “deadhead hours” in accordance with an audit recommendation contained in a previous Triennial Performance Audit Report.

And finally, it's important to note the context in which the statistical relationships are depicted in each of the accompanying tables. The magnitude of an individual number can easily be skewed by comparing raw numbers (and their relative relationships) between each of the Subsystems. An examination of the percentage relationships, in light of the methods and characteristics of the Subsystem, will help illustrate that each individual operation is distinctly different from its relative counterparts. Comparisons between each Subsystem tend to give the impression that some are successful while others are unsuccessful. Certainly this is *not* the objective of a performance evaluation. Each mode of service can, and should be, improved upon where applicable. The results of this effort should be constructive, *not* destructive.

Modifications to a Subsystem are addressed as part of the biannual process of updating the Short Range Transit Plan (SRTP) for the Rural Fresno County Area.

Subsystem Comments

The following narrative helps to better understand the circumstance of each of FCRTA's Subsystem operations, and the factors that impacted their operations over the past two (2) Fiscal Years:

1. **Auberry Transit** ridership on both the foothill community's intra-community and inter-city service to Fresno, has stabilized in recent years. In FY 18-19 it decreased slightly by 180 passengers (-5.00%). Senior ridership increased by 203 passengers (15.00%), disabled passengers decreased by 213 (-12.86%), and general public passengers decreased by 170 (-28.67%) for the Fiscal Year. Total fares increased by \$2,031.25 or 13.42%. Mileage decreased -2.17% (-1,066); hours decreased -3.63% (-72). Costs increased \$24,543.70 (16.69%). The initial farebox recovery was 3.44%, before adding \$11,261.21 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

During the past year Auberry Transit operated beyond reasonable FCRTA System standards in the following three (3) Systems performance indicators:

- a. passengers / hour (1.79 vs. 3.00);
- b. passengers / mile (0.07 vs. 0.30);
- c. cost / hour (\$89.71 vs. \$88.20); and
- d. cost / passenger (\$50.15 vs. \$17.64).

The vast distances between patron's origins and destinations in foothill communities will continue to make it very difficult to meet this intra-city rural standard.

2. **Coalinga Transit** provided two (2) modes of varied services: 1) the in-city demand responsive service transported 2,219 passengers; and 2) the inter-city fixed route service to the Fresno-Clovis Metropolitan Area transported 4,167 passengers, for a total of 6,386 passengers. In summary, Coalinga Transit's two (2) modes accounted for a ridership increase of 3.10% (192). Senior ridership increased 978 (489.00%) and disabled ridership increased by 381 (470.37%). General public ridership decreased by -1,167 (-19.74%). Fares increased \$2,559.19 (5.30%); mileage increased 7.71% (5,181) along with an increase in hours 33.14% (936). The overall costs increased 6.48% (30,974.59). The resultant farebox was 3.83%, before adding \$31,372.63 of Measure C funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard. It should also be noted that the City of Coalinga has had challenges in keeping drivers in both the inter-city fixed route and demand responsive services.

Five (5) performance indicators for Coalinga Transit were inconsistent with FCRTA System standards:

- a. passengers / hour (1.70 vs. 3.00);
- b. passengers / mile (0.09 vs. 0.30);
- c. cost / hour (\$135.30 vs. \$88.20);
- d. cost / mile (\$7.03 vs. \$6.06)
- e. cost / passenger (\$79.66 vs. \$17.64).

The inter-City service operates over long distances with many passenger loading stops. Service hours are also longer. Excessive route mileage and travel time, in turn, directly impacts fuel, maintenance, and repair costs. Even with significant increases in the number of passengers transported, the travel patterns still yield excessive mileage and time to reach destinations. Adherence to average System standards is clearly *not* possible when considering the unusual nature of these two (2) individual modal operations.

3. **Del Rey Transit** experienced a total ridership decrease of 20.69% (-1,368). Senior ridership decreased by -579 (-28.58%), there was a decrease of -25 (-3.90%) in disabled ridership, general public ridership decreased -764 (-19.36%). Total fares decreased -1.13% (-\$239.75). Mileage decreased by -1,978 miles (-7.49%), hours barely decreased -0.05% (-1), and costs increased by 20,506.59 (20.34%). The resultant farebox recovery was 17.32%, significantly higher than the 10.00% minimum standard.

Three (3) performance indicators for Del Rey Transit were inconsistent with FCRTA System standards:

- a. passengers / mile (0.21 vs. 0.30);
 - b. passengers / hour (2.63 vs. 3.00); and
 - c. cost / passenger (\$23.13 vs. \$12.60).
4. **Dinuba Transit** total ridership decreased -1,981 (-16.43%). Senior riders decreased -237 (-38.10%), there were 37 (-26.43%) less disabled passengers; general public riders decreased -1,707 (-15.11%). Total fares decreased -\$5,086.99 (-39.92%). Mileage increased 1,196 (4.04%). Hours of service increased by 66 (4.23%). The total cost (for half the expenditures, the City of Dinuba pays the other half) decreased -\$16,140.84 (-24.04%). The resultant farebox recovery was 15.01%, in excess of the minimum 10.00% standard.

Each of the performance indicators for Dinuba Transit was consistent with FCRTA System standards.

5. **Firebaugh Transit** reported a decrease of -40.61% (-8,349) in overall ridership. Senior ridership decreased -35.85% (1,724), disabled passengers decreased by -665 (-34.09%), and general public ridership decreased -43.19% (-5,960). Farebox revenues increased \$1,384.06 (5.13%). Mileage decreased -16,011 miles (-31.24%). Service hours decreased -21.77% (-1,015). Costs increased \$18,659.09 (7.04%). The initial farebox recovery was 3.00%, before adding \$19,875.52 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Two (2) performance indicators for Firebaugh Transit were inconsistent with FCRTA System standards:

- a. cost / mile (\$8.05 vs. \$6.06); and
- b. cost / passenger (\$23.23 vs. \$17.64).

6. **Fowler Transit** noted a decrease in overall ridership, of -1,291 (-29.11%). Senior ridership decreased -265 or -16.38%, while disabled ridership increased by 164 passengers (41.41%), and general public ridership decreased -1,190 (-49.15%). Fares increased 14.93% (\$1,841.65), while mileage decreased -46.83% (-7,707). Total hours decreased -4.58% (-95). Costs increased 18.75% (\$22,388.97). The initial farebox recovery was 1.72%, before adding \$11,742.27 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Three (3) performance indicators for Fowler Transit were inconsistent with FCRTA System standards:

- a. passengers / hour (1.59 vs. 3.00);
- b. cost / mile (\$16.20 vs. \$6.06); and
- c. cost / passenger (\$45.10 vs. \$17.64).

7. **Huron Transit's** ridership decreased -10,853 (-15.74%). Senior riders decreased -240 (-7.01%), disabled decreased -1,024 (-55.65%), while general public ridership decreased -2,293 (-4.07%). Total fares decreased -9.90% (-\$5,011.81). Mileage decreased -9.20% (-5,770). Hours of service decreased -8.76% (-517) hours. Costs increased 20.09% (\$64,459.50). The resultant farebox recovery was 11.33%, in excess of the minimum 10.00% standard.

Each of the performance indicators for Huron Transit was consistent with FCRTA System standards.

8. **Kerman Transit** reported a -0.86% decrease in ridership (-59). Senior passengers increased by 462 rides (41.89%), disabled increased by 6 passengers, 0.36%, and general public passengers decreased by -527 riders (-13.03%). Farebox receipts increased \$848.44 (3.71%). Mileage increased 7.64% (879 miles). Hours of operation increased 8 hours (0.40%). Costs increased 5.41% (\$12,174.73). The initial farebox recovery was 7.75% before adding \$5,338.47 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Three (3) performance indicators for Kerman Transit were inconsistent with FCRTA System standards:

- a. cost / hour (\$119.47 vs. \$88.20);
- b. cost / mile (\$19.14 vs. \$6.06); and
- c. cost per passenger (\$35.01 vs. \$17.64).

9. **Kingsburg Transit's** reported a -19.39% decrease in ridership (-3,848). Ridership by elderly passengers decreased by -1,950 riders (-22.46%), disabled decreased by -717 passengers (-10.27%), and general public passengers decreased by -1,181 riders (-28.20%). Farebox receipts increased \$4,934.47 (17.78%). Mileage decreased -12.19% (-4,788 miles). Hours of operation decreased -204 hours (-4.63%). Costs increased 19.86% (\$54,163.21). The initial farebox recovery was 2.61%, before adding \$24,147.31 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Two (2) performance indicators for Kingsburg Transit were inconsistent with FCRTA System standards:

- a. cost / mile (\$9.48 vs. \$6.06); and
- b. cost per passenger (\$20.43 vs. \$17.64).

10. **Kingsburg - Reedley College Transit** ridership increased 1,878 riders (33.72%). Senior ridership decreased by 4 (-12.50%), disabled ridership increased by 119 (96.75%), and general public ridership increased 1,763 (32.56%). Mileage decreased by -3.07% (-1,120) and service hours decreased by -8.51% (-174). Farebox receipts increased \$1,413.37 (14.37%) above last year. Costs increased \$18,376.08 (19.53%). The initial farebox recovery was 8.62%, before adding \$1,557.45 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

One (1) performance indicator for Kingsburg - Reedley College Transit was inconsistent with FCRTA System standards:

- a. passengers / mile (0.21 vs. 0.30)

11. **Laton Transit's** ridership increased 57.12% (2,867). Senior riders increased by 467 (42.26%); disabled riders increased 183 (89.27%), general public ridership increased 2,217 (59.77%). Passenger fares increased \$875.20 (15.23%). Mileage increased 11,594 miles (59.64%). Hours increased by 268. (38.62%) Costs increased \$8,752.04 (15.23%). The initial farebox recovery was 2.57%, before adding \$4,918.11 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, just equal to the minimum 10.00% standard.

One (1) performance indicator for Laton Transit was inconsistent with FCRTA System standards:

- a. passengers / mile (0.25 vs. 0.30)

12. **Mendota Transit's** ridership decreased -27.52% (-4,522), less seniors (-410) rode representing a decrease of -13.57%, 197 less disabled passengers rode (-28.89%) and -3,915 (-30.77%) less general public patrons utilized the service. Fares increased 6.66% (\$1,266.84). Mileage decreased -1,556 (-8.31%), while hours decreased -10.77% (-268). Cost increased \$16,358.79 (8.77%). The initial farebox recovery was 4.74%, before adding \$10,687.07 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Two (2) performance indicators for Mendota Transit were inconsistent with FCRTA System standards:

- a. cost per hour (\$91.39 vs \$88.20)
- b. cost / mile (\$11.82 vs. \$6.06).

13. **Orange Cove Transit** has reported a decrease in ridership of -0.65% (-236). Seniors ridership decreased -15.34% (-1,448), 626 (26.53%) more disabled participated, and 586 (2.37%) more general public passengers rode last year. Fares decreased -0.65% (-\$130.53); mileage increased 0.06% (38). Hours of service decreased -4.73% (-235). Costs increased \$94,042.10 (31.70%). The resultant farebox recovery was 12.17%.

One (1) performance indicator for Orange Cove Transit was inconsistent with FCRTA System standards:

- a. cost / mile (\$6.48 vs. \$6.06).

14. **Parlier Transit** transported -2,273 less passengers for a decrease of -22.31%. Senior riders decreased -25.93% (-1,183), 99 (17.65%) more disabled, and general public riders decreased -1,189 (-23.47%). Fares increased 12.51% (\$1,941.65). Mileage decreased -340 (-2.14%), while service hours decreased -24 (-1.20%) hours. Cost increased \$23,388.98 or 15.46%. The initial farebox recovery was 3.21%, before adding \$11,856.56 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Three (3) performance indicators for Parlier Transit were inconsistent with FCRTA System standards:

- a. cost per hour (\$88.76 vs \$88.20)
- b. cost / mile (\$11.26 vs. \$6.06).
- c. cost per passenger (\$22.07 vs. \$17.64).

15. **Reedley Transit's** ridership decreased -5,302 passengers, representing a -14.27% change from the previous Fiscal Year. Seniors ridership decreased -19.48% (-1,538), -517 (-8.12%) less disabled rides rode, and -3,247 (-14.19%) less general public rode. Fares increased 4.48% (\$2,595.60). Mileage decreased by -9.12% (-5,275) while hours decreased -11.12% (-688). Costs increased \$34,723.83 (6.08%). The initial farebox recovery was 3.47%, before adding \$39,592.24 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Three (3) performance indicators for Reedley Transit were inconsistent with FCRTA System standards:

- a. cost per hour (\$110.21 vs \$88.20)
- b. cost / mile (\$11.53 vs. \$6.06).
- c. cost per passenger (\$19.03 vs. \$17.64).

16. **Rural Transit's** ridership increased by 17 (1.88%) more passengers than the previous year. Less seniors rode (-70) (-14.46%), there were 255 (1,416.67%) more disabled passengers, and there were -168 (-41.58%) less general public passengers. Farebox receipts increased \$4,046.31 (34.66%). The mileage decreased -7,465 (-18.48%) and the hours increased 115 (8.78%) hours. The cost increased \$41,605.00 (37.45%). The initial farebox recovery was 1.38%, before adding \$13,163.30 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Four (4) performance indicators for Rural Transit were inconsistent with FCRTA System standards:

- a. passengers per hour (0.65 vs. 3.00).
- b. passengers per mile (0.03 vs. 0.30)
- c. cost per hour (\$107.17 vs \$88.20)
- d. cost per passenger (\$165.45 vs. \$17.64).

17. **Sanger Transit's** ridership decreased -21.04% (-10,193). Ridership by seniors decreased -22.20% (-3,765), while the disabled passengers decreased by -1,629 (-20.17%), and general public passengers decreased by -20.50% (-4,799). Fares increased 16.73% (\$8,931.52). Mileage decreased -14.32% (-16,234), and hours decreased -8.83% (-850). Costs increased 18.67% (\$98,083.03). The initial farebox recovery was 5.26%, before adding \$29,523.61 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

One (1) performance indicator for Sanger Transit was inconsistent with FCRTA System standards:

- a. cost / mile (\$6.42 vs. \$6.06).

18. **San Joaquin Transit** ridership decreased -20.92% (-772). Senior ridership decreased -67.65% (-253), disabled decreased by -171 (-58.36%), and general public ridership decreased -11.51% (-348). Fares increased 4.71% (\$805.82). Mileage decreased -27.33% (-13,718) while hours decreased by -321 (-12.92%). Cost increased 7.56% (\$12,594.81). The initial farebox recovery was 5.79%, before adding \$7,464.99 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

San Joaquin Transit operated beyond reasonable FCRTA System standards in the following three (3) performance indicators:

- a. passengers / hour (1.35 vs. 3.00);
- b. passengers / mile (0.08 vs 0.30); and
- c. cost / passenger (\$61.35 vs \$17.64).

19. **Selma Transit's** ridership decreased -24.71% (-9,598). Senior ridership decreased -429 (-4.24%), disabled passengers decreased by -4,599 (-32.99%) while general public ridership decreased -4,570 (-30.92%). Fares increased 14.05% (\$6,938.99). Mileage decreased -15.55% (-12,033). The hours of service decreased -11.49% (-899 hours). The resultant costs increased 16.11% (\$78,157.82). The initial farebox recovery was 3.01%, before adding \$39,397.08 in Measure - C augmentation funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Two (2) performance indicators for Selma Transit were inconsistent with FCRTA System standards:

- a. cost / mile (\$8.62 vs. \$6.06); and
- b. cost / passenger (\$19.27 vs \$17.64).

20. **Shuttle Transit's** ridership decreased -75.95% (-120). Senior ridership decreased by -10 (-50.00%), disabled passengers decreased by -10 (-62.50%). General public ridership decreased -100 (-81.97%). Fares decreased -5.19% (-\$108.59). Mileage decreased -84.56% (-2,481). Hours decreased -72.46% (-100) hours. Costs increased 9.58% (\$1,734.84). Farebox recovery was 3.85%, before adding \$1,220.27 in Measure - C funds to achieve the resultant farebox recovery of 10.00%, the minimum 10.00% standard.

Five (5) performance indicators for Shuttle Transit were inconsistent with FCRTA System standards: Note*--These statistics are based on partial information. Shuttle Transit changed service providers in September 2018 and as a result of the service provider transition, we only have partial data to report.

- a. passengers / hour (1.00* vs. 3.00);
- b. passengers / mile (0.08* vs. 0.30);
- c. cost / hour (\$522.16* vs. \$88.20);
- d. cost / mile (\$43.80* vs. \$6.06); and
- e. cost / passenger (\$114.60* vs. \$17.64).

21. **Southeast Transit** ridership decreased -0.59% (-59). Ridership by seniors decreased by -1,109 (-60.57%), while disabled ridership increased by 288 (25.29%) and general public increased by 762

(10.87%). Fares decreased -5.81% (-\$1,443.74). Mileage decreased -3,071 (-7.26%). Service hours decreased -61 (-2.82%) hours. Costs increased \$34,862.12 (30.58%). Farebox recovery was 15.74%.

One (1) performance indicator for Southeast Transit was inconsistent with FCRTA System standards:

- a. passengers / mile (0.25 vs. 0.30).

22. **Westside Transit's** ridership decreased -11.46% (-1,722). Senior ridership increased 40.18% (945), disabled decreased by -253 (69.89%) and general public decreased -19.60% (-2,414). Fares decreased -\$5,958.31 (-15.02%). Mileage decreased -1.50% (-737 miles), and hours decreased -35 (-1.56%) hours. Costs increased \$57,939.50 (44.50%). The farebox recovery was 17.92%.

One (1) performance indicator for Westside Transit was inconsistent with FCRTA System standards:

- a. passengers / mile (0.27 vs. 0.30).

V. FY 2019 PRODUCTIVITY EVALUATION COMMITTEE RECOMMENDATIONS

It is recommended that FCRTA take the following actions:

- A. Continue to implement recommendations in the *"Short-Range Transit Plan for the Rural Fresno County Area"* to increase productivity and meet mandated 10% farebox.
- B. Continue to modify services as warranted to address ridership.
- C. Continue to monitor subsystem farebox recovery percentages to ensure the minimum ten percent (10%) TDA requirement is maintained for the entire System.
- D. Respond to recommendations referenced in the completed Triennial Performance Audit for: FY2015-2016; 2016-2017; and 2018-2019 Report.
- E. Continue to comply with the responsibilities under the Americans with Disabilities Act of 1990.
- F. Continue to comply with the responsibilities under the Clean Air Act of 1990, the San Joaquin Valley Unified Air Pollution Control District's Air Quality Plan and FCOG's Transportation Control Measures Plan and State's Congestion Management System.
- G. Continue to perform community outreach and marketing activities in an effort to increase ridership and improve public awareness and perception of public transit.
- H. Continue to pursue coordination of services between the various transportation agencies in the County.
- I. Construct a new maintenance facility to accommodate the growth of a larger fleet, especially with the addition of the new bus sizes (30, 35, & 40 foot) and to include infrastructure to accommodate electric operated buses.
- J. Monitor the existing services: Intra-City, Inter-City, and Maintenance to improve efficiency and customer service and determine whether to issue an RFP for services or FCRTA will operate the services.

**TABLE III-1
FY 2017 to FY 2019 Summary of FCRTA Totals**

Fiscal Year	General			Total	Fares	Mileage	Hours	Cost
	Seniors	Disabled	Public	Passengers				
FY 2019	69,870	41,568	207,763	319,201	\$616,414	855,403	67,376	\$5,655,534
FY 2018	82,055	49,554	245,788	377,397	\$592,640	949,866	72,161	\$4,933,077
FY 2017	88,374	52,314	251,173	391,861	\$572,674	995,829	75,449	\$4,901,554

**TABLE III-2
FY 2017 to FY 2019 Summary of FCRTA Performance Characteristics**

Fiscal Year	Pass / Hour	Pass / Mile	Cost / Hour	Cost / Mile	Cost / Pass	% Farebox
FY 2019	4.74	0.37	\$83.94	\$6.61	\$17.72	10.90
FY 2018	5.23	0.40	\$68.36	\$5.19	\$13.07	12.01
FY 2017	5.19	0.39	\$64.97	\$4.92	\$12.51	11.68

**EXHIBIT III-1
Performance Characteristics**

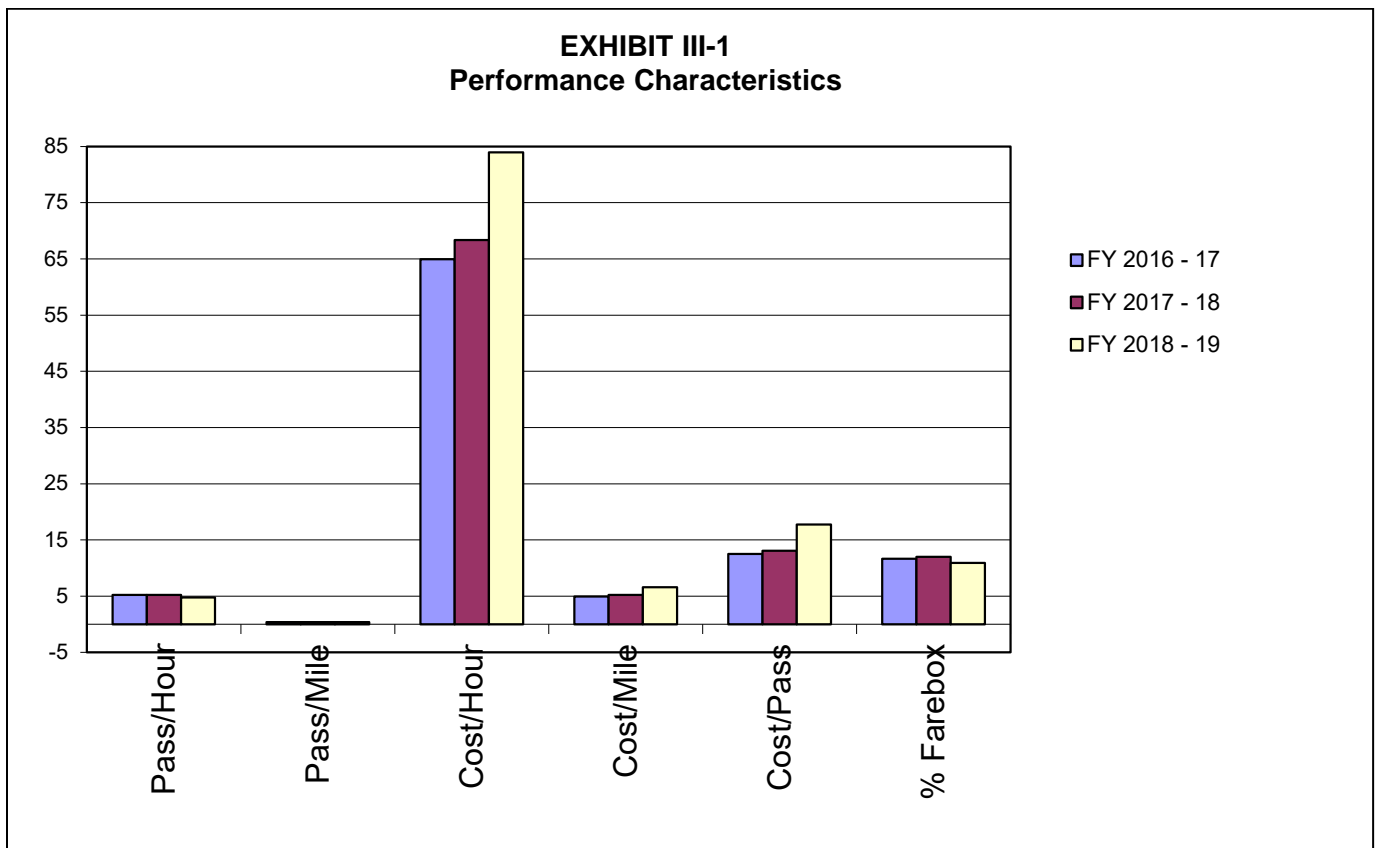


Table III-3
FY 2019 FCRTA System Summary

FCRTA Subsystems:	Total Seniors:	Total Disabled:	Total General Public:	Total Passengers:	Total Fares:	Total Mileage:	Total Hours:	Total Cost:
Auberry Transit	1,556	1,443	423	3,422	\$17,162.35	48,102	1,913	\$171,623.45
Coalinga Transit	1,178	462	4,746	6,386	\$50,871.07	72,347	3,760	\$508,710.71
Del Rey Transit	1,447	616	3,182	5,245	\$21,014.48	24,440	1,991	\$121,301.80
Dinuba Transit	385	103	9,587	10,075	\$7,656.00	30,787	1,627	\$51,000.01
Firebaugh Transit	3,085	1,286	7,841	12,212	\$28,363.84	35,234	3,648	\$283,638.38
Fowler Transit	1,353	560	1,231	3,144	\$14,178.88	8,751	1,980	\$141,788.82
Huron Transit	3,183	816	54,111	58,110	\$45,598.42	56,923	5,382	\$385,244.74
Kerman Transit	1,565	1,686	3,519	6,770	\$23,703.24	12,385	1,984	\$237,032.38
Kingsburg Transit	6,731	6,263	3,007	16,001	\$32,686.00	34,478	4,198	\$326,859.97
Kingsburg-Reedley Transit	28	242	7,178	7,448	\$11,247.56	35,335	1,870	\$112,475.60
Laton Transit	1,572	388	5,926	7,886	\$6,623.11	31,034	962	\$66,231.10
Mendota Transit	2,612	485	8,810	11,907	\$20,298.54	17,176	2,221	\$202,985.44
Orange Cove Transit	7,989	2,986	25,267	36,242	\$47,528.16	60,266	4,735	\$390,672.03
Parlier Transit	3,379	660	3,877	7,916	\$17,467.87	15,517	1,968	\$174,678.72
Reedley Transit	6,356	5,849	19,635	31,840	\$60,592.72	52,557	5,498	\$605,927.21
Rural Transit	414	273	236	923	\$15,721.09	32,927	1,425	\$152,710.90
Sanger Transit	13,196	6,446	18,608	38,250	\$62,332.54	97,147	8,776	\$623,325.38
San Joaquin Transit	121	122	2,676	2,919	\$17,908.86	36,469	2,164	\$179,088.61
Selma Transit	9,691	9,340	10,212	29,243	\$56,340.32	65,364	6,924	\$563,403.23
Shuttle Transit	10	6	22	38	\$1,984.22	453	38	\$19,842.18
Southeast Transit	722	1,427	7,769	9,918	\$23,425.19	39,206	2,100	\$148,862.62
Westside Transit	3,297	109	9,900	13,306	\$33,709.66	48,505	2,212	\$188,131.07
SYSTEM TOTALS	69,870	41,568	207,763	319,201	\$616,414.12	855,403	67,376	\$5,655,534.35

Table III-4
FY 2018 FCRTA System Summary

FCRTA Subsystems:	Total Seniors:	Total Disabled:	Total General Public:	Total Passengers:	Total Fares:	Total Mileage:	Total Hours:	Total Cost:
Auberry Transit	1,353	1,656	593	3,602	\$15,131.10	49,168	1,985	\$147,079.75
Coalinga Transit	200	81	5,913	6,194	\$48,311.88	67,166	2,824	\$477,736.12
Del Rey Transit	2,026	641	3,946	6,613	\$21,254.23	26,418	1,992	\$100,795.21
Dinuba Transit	622	140	11,294	12,056	\$12,742.99	29,591	1,561	\$67,140.85
Firebaugh Transit	4,809	1,951	13,801	20,561	\$26,979.78	51,245	4,663	\$264,979.29
Fowler Transit	1,618	396	2,421	4,435	\$12,337.23	16,458	2,075	\$119,399.85
Huron Transit	3,423	1,840	56,404	68,963	\$50,610.23	62,693	5,899	\$320,785.24
Kerman Transit	1,103	1,680	4,046	6,829	\$22,854.80	11,506	1,976	\$224,857.65
Kingsburg Transit	8,681	6,980	4,188	19,849	\$27,751.53	39,266	4,402	\$272,696.76
Kingsburg-Reedley Transit	32	123	5,415	5,570	\$9,834.19	36,455	2,044	\$94,099.52
Laton Transit	1,105	205	3,709	5,019	\$5,747.91	19,440	694	\$57,479.06
Mendota Transit	3,022	682	12,725	16,429	\$19,031.70	18,732	2,489	\$186,626.65
Orange Cove Transit	9,437	2,360	24,681	36,478	\$47,658.69	60,228	4,970	\$296,629.93
Parlier Transit	4,562	561	5,066	10,189	\$15,526.22	15,857	1,992	\$151,289.74
Reedley Transit	7,894	6,366	22,882	37,142	\$57,997.12	57,832	6,186	\$571,203.38
Rural Transit	484	18	404	906	\$11,674.78	40,392	1,310	\$111,105.90
Sanger Transit	16,961	8,075	23,407	48,443	\$53,401.02	113,381	9,626	\$525,242.35
San Joaquin Transit	374	293	3,024	3,691	\$17,103.04	50,187	2,485	\$166,493.80
Selma Transit	10,120	13,939	14,782	38,841	\$49,401.33	77,397	7,823	\$485,245.41
Shuttle Transit	20	16	122	158	\$2,092.81	2,934	138	\$18,107.34
Southeast Transit	1,831	1,139	7,007	9,977	\$24,868.93	42,277	2,161	\$114,000.50
Westside Transit	2,352	362	12,314	15,028	\$39,667.97	49,242	2,247	\$130,191.57
West Park Transit	26	50	348	424	\$661.00	12,001	619	\$29,891.62
SYSTEM TOTALS	82,055	49,554	238,492	377,397	\$592,640.48	949,866	72,161	\$4,933,077.49

Table III-5
 Numeric Change in FCRTA System Summaries
 FY 2018 vs. FY 2019

FCRTA Subsystems:	Total Seniors:	Total Disabled:	Total General Public:	Total Passengers:	Total Fares:	Total Mileage:	Total Hours:	Total Cost:
Auberry Transit	203	-213	-170	-180	\$2,031.25	-1,066	-72	\$24,543.70
Coalinga Transit	978	381	-1,167	192	\$2,559.19	5,181	936	\$30,974.59
Del Rey Transit	-579	-25	-764	-1,368	-\$239.75	-1,978	-1	\$20,506.59
Dinuba Transit	-237	-37	-1,707	-1,981	-\$5,086.99	1,196	66	-\$16,140.84
Firebaugh Transit	-1,724	-665	-5,960	-8,349	\$1,384.06	-16,011	-1,015	\$18,659.09
Fowler Transit	-265	164	-1,190	-1,291	\$1,841.65	-7,707	-95	\$22,388.97
Huron Transit	-240	-1,024	-2,293	-10,853	-\$5,011.81	-5,770	-517	\$64,459.50
Kerman Transit	462	6	-527	-59	\$848.44	879	8	\$12,174.73
Kingsburg Transit	-1,950	-717	-1,181	-3,848	\$4,934.47	-4,788	-204	\$54,163.21
Kingsburg-Reedley Transit	-4	119	1,763	1,878	\$1,413.37	-1,120	-174	\$18,376.08
Laton Transit	467	183	2,217	2,867	\$875.20	11,594	268	\$8,752.04
Mendota Transit	-410	-197	-3,915	-4,522	\$1,266.84	-1,556	-268	\$16,358.79
Orange Cove Transit	-1,448	626	586	-236	-\$130.53	38	-235	\$94,042.10
Parlier Transit	-1,183	99	-1,189	-2,273	\$1,941.65	-340	-24	\$23,388.98
Reedley Transit	-1,538	-517	-3,247	-5,302	\$2,595.60	-5,275	-688	\$34,723.83
Rural Transit	-70	255	-168	17	\$4,046.31	-7,465	115	\$41,605.00
Sanger Transit	-3,765	-1,629	-4,799	-10,193	\$8,931.52	-16,234	-850	\$98,083.03
San Joaquin Transit	-253	-171	-348	-772	\$805.82	-13,718	-321	\$12,594.81
Selma Transit	-429	-4,599	-4,570	-9,598	\$6,938.99	-12,033	-899	\$78,157.82
Shuttle Transit	-10	-10	-100	-120	-\$108.59	-2,481	-100	\$1,734.84
Southeast Transit	-1,109	288	762	-59	-\$1,443.74	-3,071	-61	\$34,862.12
Westside Transit	945	-253	-2,414	-1,722	-\$5,958.31	-737	-35	\$57,939.50
SYSTEM TOTALS	-12,185	-7,986	-30,729	-58,196	\$23,773.64	-94,463	-4,785	\$722,456.86

Table III-6
 Percentage Change in FCRTA System Summaries
 FY 2018 vs. FY 2019

Subsystems:	Seniors:	Disabled:	General Public:	Passengers:	Fares:	Mileage:	Hours:	Cost:
Auberry Transit	15.00%	-12.86%	-28.67%	-5.00%	13.42%	-2.17%	-3.63%	16.69%
Coalinga Transit	489.00%	470.37%	-19.74%	3.10%	5.30%	7.71%	33.14%	6.48%
Del Rey Transit	-28.58%	-3.90%	-19.36%	-20.69%	-1.13%	-7.49%	-0.05%	20.34%
Dinuba Transit	-38.10%	-26.43%	-15.11%	-16.43%	-39.92%	4.04%	4.23%	-24.04%
Firebaugh Transit	-35.85%	-34.09%	-43.19%	-40.61%	5.13%	-31.24%	-21.77%	7.04%
Fowler Transit	-16.38%	41.41%	-49.15%	-29.11%	14.93%	-46.83%	-4.58%	18.75%
Huron Transit	-7.01%	-55.65%	-4.07%	-15.74%	-9.90%	-9.20%	-8.76%	20.09%
Kerman Transit	41.89%	0.36%	-13.03%	-0.86%	3.71%	7.64%	0.40%	5.41%
Kingsburg Transit	-22.46%	-10.27%	-28.20%	-19.39%	17.78%	-12.19%	-4.63%	19.86%
Kingsburg-Reedley Transit	-12.50%	96.75%	32.56%	33.72%	14.37%	-3.07%	-8.51%	19.53%
Laton Transit	42.26%	89.27%	59.77%	57.12%	15.23%	59.64%	38.62%	15.23%
Mendota Transit	-13.57%	-28.89%	-30.77%	-27.52%	6.66%	-8.31%	-10.77%	8.77%
Orange Cove Transit	-15.34%	26.53%	2.37%	-0.65%	-0.27%	0.06%	-4.73%	31.70%
Parlier Transit	-25.93%	17.65%	-23.47%	-22.31%	12.51%	-2.14%	-1.20%	15.46%
Reedley Transit	-19.48%	-8.12%	-14.19%	-14.27%	4.48%	-9.12%	-11.12%	6.08%
Rural Transit	-14.46%	1416.67%	-41.58%	1.88%	34.66%	-18.48%	8.78%	37.45%
Sanger Transit	-22.20%	-20.17%	-20.50%	-21.04%	16.73%	-14.32%	-8.83%	18.67%
San Joaquin Transit	-67.65%	-58.36%	-11.51%	-20.92%	4.71%	-27.33%	-12.92%	7.56%
Selma Transit	-4.24%	-32.99%	-30.92%	-24.71%	14.05%	-15.55%	-11.49%	16.11%
Shuttle Transit	-50.00%	-62.50%	-81.97%	-75.95%	-5.19%	-84.56%	-72.46%	9.58%
Southeast Transit	-60.57%	25.29%	10.87%	-0.59%	-5.81%	-7.26%	-2.82%	30.58%
Westside Transit	40.18%	-69.89%	-19.60%	-11.46%	-15.02%	-1.50%	-1.56%	44.50%
SYSTEM TOTALS	-14.85%	-16.12%	-12.88%	-15.42%	4.01%	-9.94%	-6.63%	14.65%

Table III-7
FY 2019 Summary of FCRTA Performance Characteristics

FCRTA	Pass / Hour	Pass / Mile	Cost / Hour	Cost / Mile	Cost / Pass	Farebox Percentage	Times Beyond Reasonable Standards
Subsystems:							
Auberry Transit	1.79 x	0.07 x	\$89.71 x	\$3.57	\$50.15 x	10.00%	3
Coalinga Transit	1.70 x	0.09 x	\$135.30 x	\$7.03 x	\$79.66 x	10.00%	4
Del Rey Transit	2.63 x	0.21 x	\$60.93	\$4.96	\$23.13 x	17.32%	1
Dinuba Transit	6.19	0.33	\$31.35	\$1.66	\$5.06	15.01%	0
Firebaugh Transit	3.35	0.35	\$77.75	\$8.05 x	\$23.23 x	10.00%	1
Fowler Transit	1.59 x	0.36	\$71.61	\$16.20 x	\$45.10 x	10.00%	3
Huron Transit	10.80	1.02	\$71.58	\$6.77 x	\$6.63	11.84%	0
Kerman Transit	3.41	0.55	\$119.47 x	\$19.14 x	\$35.01 x	10.00%	3
Kingsburg Transit	3.81	0.46	\$77.86	\$9.48 x	\$20.43 x	10.00%	1
Kingsburg-Reedley Transit	3.98	0.21 x	\$60.15	\$3.18	\$15.10	10.00%	1
Laton Transit	8.20	0.25 x	\$68.85	\$2.13	\$8.40	10.00%	0
Mendota Transit	5.36	0.69	\$91.39 x	\$11.82 x	\$17.05	10.00%	1
Orange Cove Transit	7.65	0.60	\$82.51	\$6.48 x	\$10.78	12.17%	0
Parlier Transit	4.02	0.51	\$88.76 x	\$11.26 x	\$22.07 x	10.00%	1
Reedley Transit	5.79	0.61	\$110.21 x	\$11.53 x	\$19.03 x	10.00%	1
Rural Transit	0.65 x	0.03 x	\$107.17 x	\$4.64	\$165.45 x	10.00%	5
Sanger Transit	4.36	0.39	\$71.03	\$6.42 x	\$16.30	10.00%	0
San Joaquin Transit	1.35 x	0.08 x	\$82.76	\$4.91	\$61.35 x	10.00%	3
Selma Transit	4.22	0.45	\$81.37	\$8.62 x	\$19.27 x	10.00%	0
Shuttle Transit	1.00 x	0.08 x	\$522.16 x	\$43.80 x	\$522.16 x	10.00%	0
Southeast Transit	4.72	0.25 x	\$70.89	\$3.80	\$15.01	15.74%	0
Westside Transit	6.02	0.27 x	\$85.05	\$3.88	\$14.14	17.92%	0
System Average	4.74	0.37	\$83.94	\$6.61	\$17.72	10.90%	

Table III-8
FY 2018 Summary of FCRTA Performance Characteristics

FCRTA	Pass / Hour	Pass / Mile	Cost / Hour	Cost / Mile	Cost / Pass	Farebox Percentage	Times Beyond Reasonable Standards
Subsystems:							
Auberry Transit	1.81 x	0.07 x	\$74.10	\$2.99	\$40.83 x	10.29%	3
Coalinga Transit	2.19 x	0.09 x	\$169.17 x	\$7.11 x	\$77.13 x	10.11%	4
Del Rey Transit	3.32	0.25 x	\$50.60	\$3.82	\$15.24	21.09%	1
Dinuba Transit	7.72	0.41	\$43.01	\$2.27	\$5.57	18.98%	0
Firebaugh Transit	4.41	0.40	\$56.82	\$5.17	\$12.89	10.18%	1
Fowler Transit	2.14 x	0.27 x	\$57.54	\$7.25 x	\$26.92 x	10.33%	3
Huron Transit	11.69	1.10	\$54.38	\$5.12	\$4.65	15.78%	0
Kerman Transit	3.46	0.59	\$113.79 x	\$19.54 x	\$32.93 x	10.16%	3
Kingsburg Transit	4.51	0.51	\$61.95	\$6.94 x	\$13.74	10.18%	1
Kingsburg-Reedley Transit	2.73 x	0.15 x	\$46.04	\$2.58	\$16.89	10.45%	1
Laton Transit	7.23	0.26 x	\$82.82	\$2.96	\$11.45	10.00%	0
Mendota Transit	6.60	0.88	\$74.98	\$9.96 x	\$11.36	10.20%	1
Orange Cove Transit	7.34	0.61	\$59.68	\$4.93	\$8.13	16.07%	0
Parlier Transit	5.11	0.64	\$75.95	\$9.54 x	\$14.85	10.26%	1
Reedley Transit	6.00	0.64	\$92.34 x	\$9.88 x	\$15.38	10.15%	1
Rural Transit	0.69 x	0.02 x	\$84.81	\$2.75	\$122.63 x	10.51%	5
Sanger Transit	5.03	0.43	\$54.56	\$4.63	\$10.84	10.17%	0
San Joaquin Transit	1.49 x	0.07 x	\$67.00	\$3.32	\$45.11 x	10.27%	3
Selma Transit	4.96	0.50	\$62.03	\$6.27 x	\$12.49	10.18%	0
Shuttle Transit	1.14 x	0.05 x	\$131.21 x	\$6.17 x	\$114.60 x	11.56%	0
Southeast Transit	4.62	0.24 x	\$52.75	\$2.70	\$11.43	21.81%	0
Westside Transit	6.69	0.31	\$57.94	\$2.64	\$8.66	30.47%	0
West Park Transit	0.68 x	0.04 x	\$48.29	\$2.49	\$70.50 x	2.21%	0
System Average	5.23	0.40	\$68.36	\$5.19	\$13.07	12.01%	

EXHIBIT III-2
Passengers Per Hour

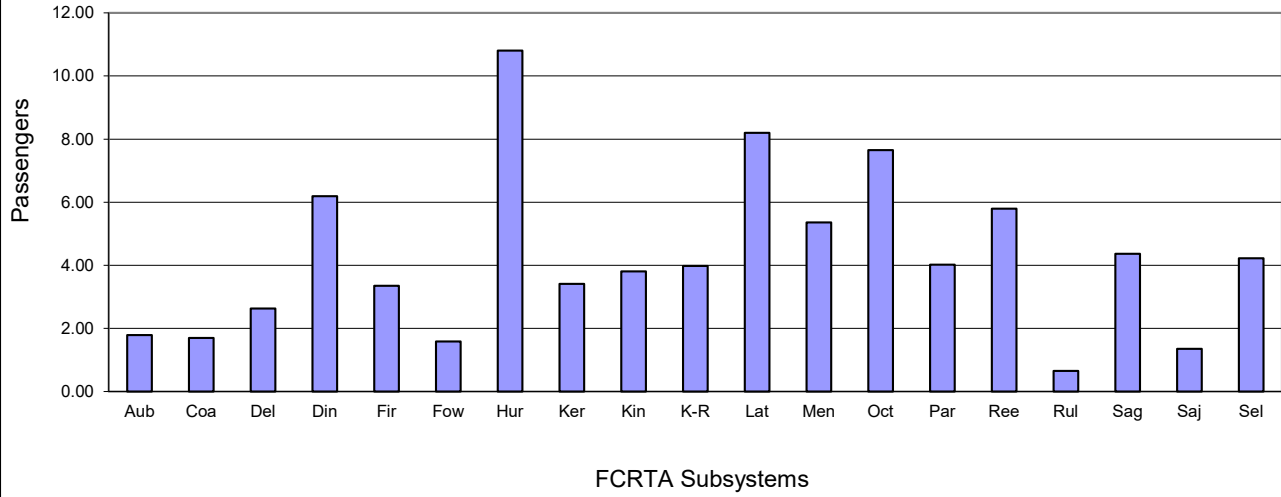
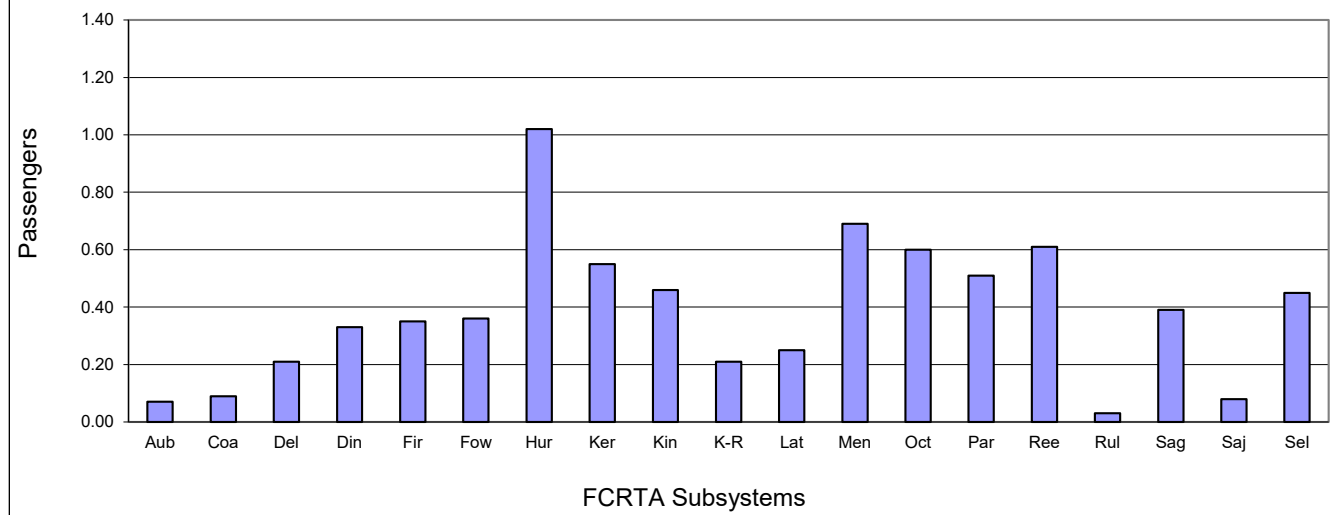
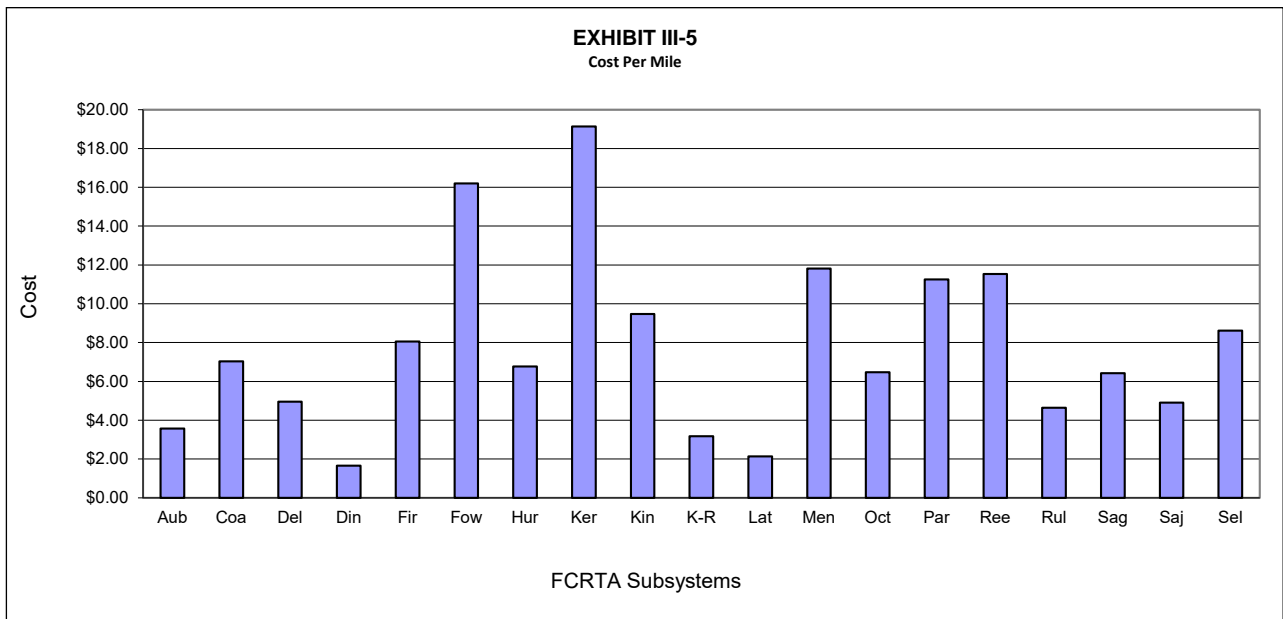
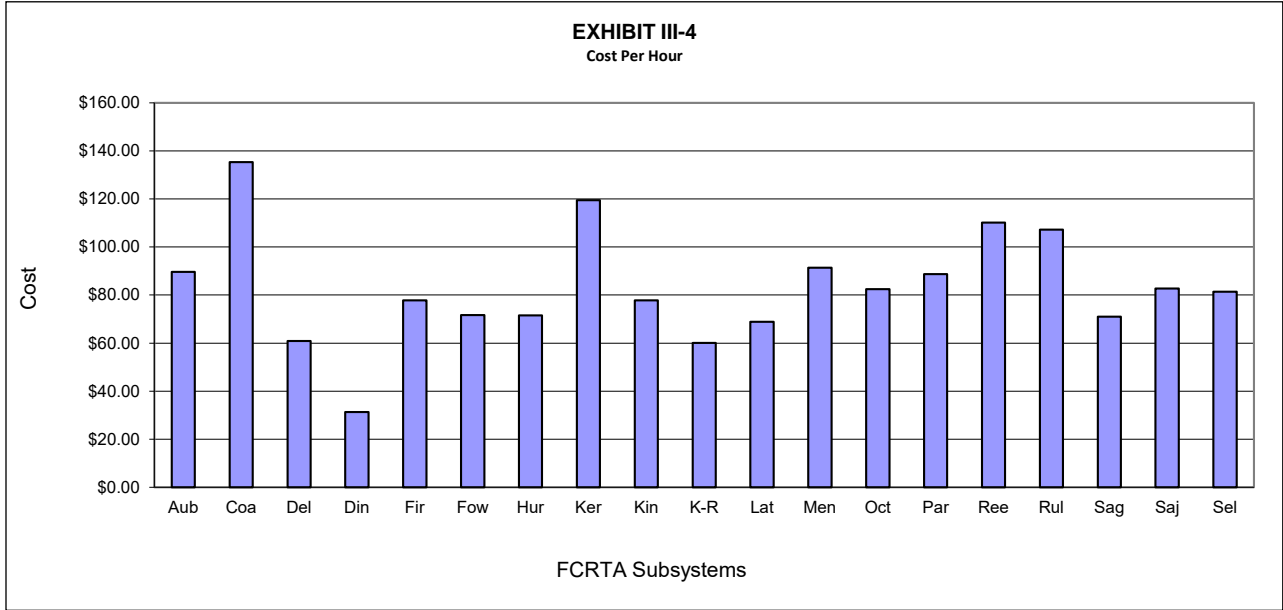
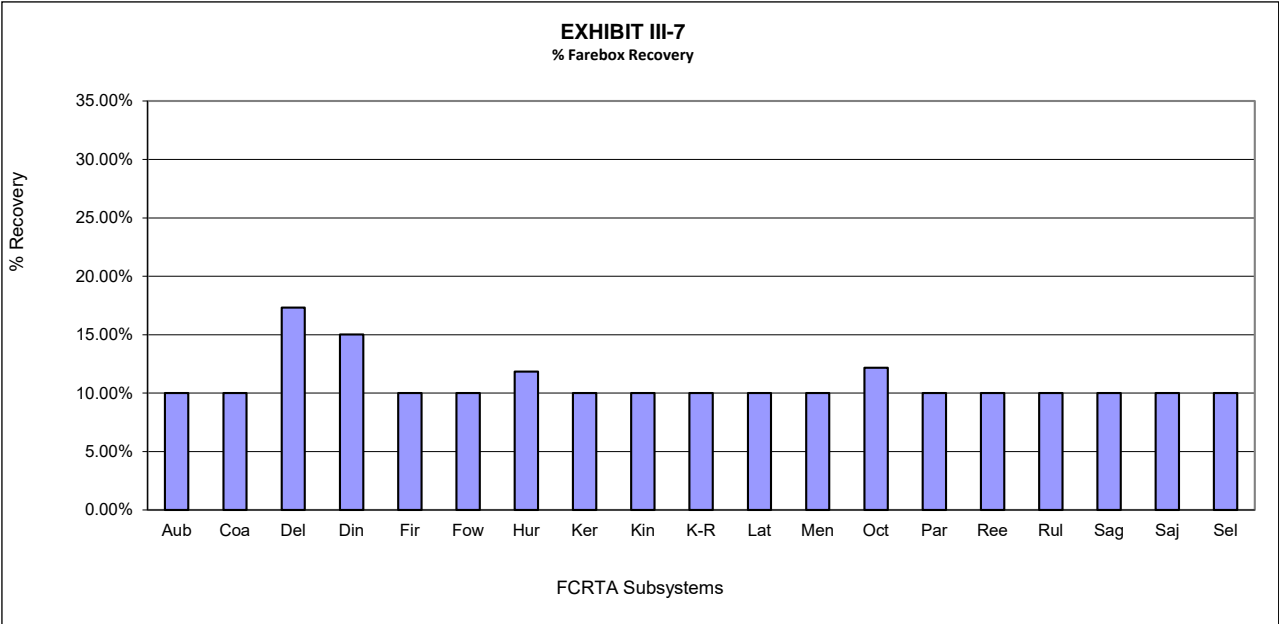
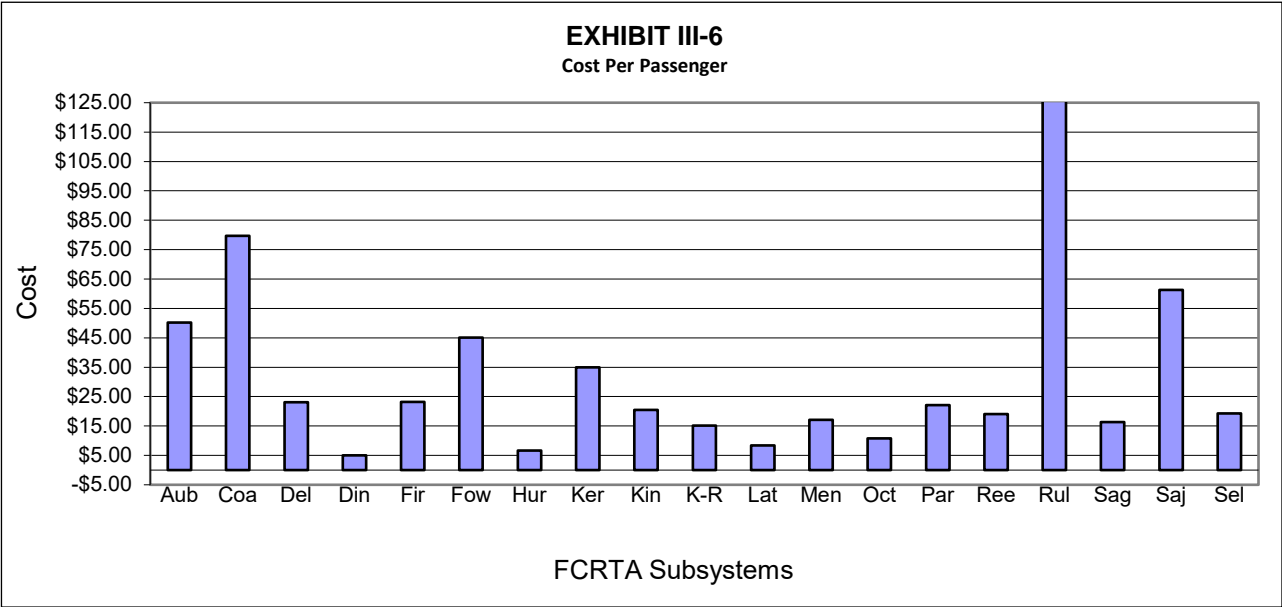


EXHIBIT III-3
Passengers Per Mile







Section IV

*Consolidated Transportation
Services for the
Fresno-Clovis Metropolitan
Area and Rural Fresno County*



Fresno
**Economic
Opportunities
Commission**

Fresno Economic Opportunities Commission
3120 W. Nielsen, Suite 101
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SECTION IV

2018-19 PRODUCTIVITY EVALUATION

FRESNO EOC CONSOLIDATED TRANSPORTATION SERVICES AGENCY (FRESNO EOC/CTSA) FOR THE FRESNO URBAN AREA AND THE FRESNO RURAL AREAS OF FRESNO COUNTY.

I. BACKGROUND

In February 1982, the Fresno Council of Government’s (Fresno COG) Policy Board adopted “Assembly Bill 120 Action Plan for Fresno County,” as mandated by the Social Service Transportation Improvement Act (September 1979). The purpose of the Plan is to guide implementation of social service transportation coordination and consolidation within Fresno County. The Plan co-designated the City of Fresno and the Fresno Economic Opportunities Commission (Fresno EOC) as the Urban Consolidated Transportation Service Agency (CTSA) for the Fresno Metropolitan Area and Fresno EOC and Fresno County Rural Transit Agency (FCRTA) as the CTSA for the Rural Area of Fresno County.

The Fresno EOC Urban CTSA commenced operation of social service transportation in the Fresno Metropolitan Area in April 1983, and the Fresno EOC Rural CTSA program commenced social service transportation in May 1983.

II. DESCRIPTION OF URBAN AND RURAL SERVICES AS IDENTIFIED IN THE ADOPTED OPERATIONS PROGRAM AND BUDGET FOR FISCAL YEAR 2017-18 FOR THE FRESNO EOC URBAN CTSA AND THE FRESNO EOC RURAL CTSA.

During fiscal year 2018-19, the following non-profit social service and public agencies participated in the Fresno EOC Urban CTSA and Fresno EOC Rural CTSA process:

The Fresno EOC Urban Area CTSA

Agency	Type of Service
1. Local Conservation Corps	(Vehicle Maintenance)
2. Fresno Madera Area Agency on Aging Senior Transportation	(Elderly Transportation).
3. Fresno EOC (Senior Meals/Summer Lunch)	(Congregate Meal Delivery) (Vehicle Maintenance)
4. Head Start	(Student Transportation) (Vehicle Maintenance)
	Congregate Meal Delivery)
5. Nikkei Senior Center	(Coordinated Transportation)

6. Soul School	(Coordinated Transportation)
7. Fresno EOC Sanctuary	(Vehicle Maintenance)
8. Senior Citizens Village	(Elderly Transportation) (Vehicle Maintenance)
9. Fresno County CalWORKS	(Passenger Transportation) (Vehicle Maintenance)
10. Central Valley Regional Center	(Developmentally Disabled Transportation) (Vehicle Maintenance)
11. Various chartered trips for Social Service Agencies and Non-Profits	(General Transportation) (Vehicle Maintenance)
12. United Cerebral Palsy	(Emergency Coordinated Back-up Transportation)
13. ARC of Fresno/Madera Counties	(Vehicle Maintenance)
14. City of Fresno/Veterans Home Shuttle	(General Transportation)

The Fresno EOC Rural Area CTSA Agency

Agency	Type of Service
1. Fresno EOC Food Services	(Senior Meals/Summer Lunch) (Congregate Meal Delivery) (Vehicle Maintenance)
2. Head Start	(Student Transportation) (Congregate Meal Delivery) (Vehicle Maintenance)
3. Central Valley Regional Center	(Disabled Passengers Transportation)
4. Charter Trips for Social Service	(General Public and Non-Profits Transportation) (Vehicle Maintenance)

The agencies listed above are identified in the Operations Program and Budget which include the services offered and corresponding budgets.

The Ridership information for Maintenance Only contracts is excluded from the Fresno EOC Rural CTSA Productivity Evaluation section.

III. ANNUAL AND TRIENNIAL REVIEW PROCESS

Annual Productivity Evaluation

A “Local Policy Commitment” was included in the Action Plan to monitor the development and implementation of the Plan. Since 1984, the Fresno COG’s staffs have conducted an annual assessment of the effectiveness and efficiency of the Fresno EOC Urban Area CTSA and Fresno EOC Rural Area CTSA services. The data used for the evaluation of the CTSA services was previously derived from monthly Management Information Service (MIS) reports. The MIS report is a compilation of daily driver logs and vehicle mileage reports in a spreadsheet. No MIS data was requested or provided in 2018-19.

Triennial Performance Audit

The Transportation Development Act (TDA) requires that the COFCG, on a triennial basis, engage the service of an outside consultant to conduct a performance audit on all transit operators claiming TDA funds, under California Public Utilities Commission (CPUC) Section 99260 of the TDA within their jurisdiction. The most recently completed performance audit covers the triennial period July 1, 2015 through June 30, 2018 and was accepted by the Fresno COG Board at its June 2019 meeting. [See Section VII for Recommendations].

IV. SIGNIFICANT SERVICE/ADMINISTRATIVE CHANGES

Passenger Transportation

After eighteen successful years transporting CalWORKS clients, Fresno County renewed the contract for this dispatched transportation service once again. In this contract, Fresno EOC/CTSA provides transportation services to CalWORKS participants during non-traditional working hours, between 6 p.m. and 7 a.m., seven-days per week. Transportation is provided to a place of employment, a training site, or to a childcare facility as specified by Fresno County caseworkers. During this year Fresno EOC/CTSA began a new shuttle route at the request of the City of Fresno called the Veterans’ Home Shuttle. This route provides a convenient link between the home, downtown Fresno and the metro bus route system. Fresno EOC/CTSA also continued to provide transportation services for the Fresno-Madera Area Agency on Aging (FMAAA) Senior Program. Transportation is provided to and from the participants’ home to four (4) nutrition sites. This important service provides nutritional and social services and continues to be an important health link for the elderly population.

The Central Valley Regional Center (CVRC) continued to contract with Fresno EOC through 2018/19. Fresno EOC/CTSA continues to consolidate services as a means of maintaining productivity levels.

Meal Delivery Transportation

Fresno EOC/CTSA continued to expand its scope of service to provide meals to the elderly, disabled, and general public. Senior citizens’ meals remained fairly stable. The Head Start Program continued at a stable service level as well. Home Delivery meal service also continues to be successful.

Vehicle Maintenance

During FY 2018-19, the Fresno EOC/CTSA continued to market vehicle maintenance service to social service agencies. Fresno EOC/CTSA continues to embark/explore effective and efficient methods of providing low-cost, low-maintenance services to other social services organizations. As a result of this marketing effort, Fresno EOC/CTSA was able to bring the ARC of Fresno and Madera Counties fleet maintenance into Fresno EOC/CTSA's maintenance operation in 2014, and continued to be successful through 2019. This coordination continues to be effective, and EOC/CTSA continues to seek other social service agencies for maintenance work. As part of Fresno EOC/CTSA's commitment to quality services, Fresno EOC/CTSA employs five maintenance specialists to handle maintenance duties. All Fresno EOC/CTSA Maintenance specialists are certified by the Automotive Service Excellence (ASE). As required, the maintenance specialist continues to improve their skills through the ASE certified mechanic program. Fresno EOC/CTSA continues to use its "state of the art" Engine Analyzer and upgraded air-conditioning equipment to carry out vehicle repairs. Computer software, MPulse tracks, and schedules maintenance work for the entire Fresno EOC/CTSA fleet as well as all other outside fleet service.

Administrative Structure and Training

During FY 2018-19, Fresno EOC/CTSA maintained the Management Staff structure. The Program Director and Operations Supervisor oversee all CTSA operations. There are five supervisors, each assigned to specific services and duties including backing up each other. The management team meets regularly to address an aggressive operational and administrative agenda. These meetings are vital links between the management team and staff.

In 2017 Fresno EOC purchased and installed CTS Trip Master Software for scheduling assistance of the CVRC consumers. This software has proven very useful and is also used with other CTSA services, such as the CalWORKS and FMAAA services. This program also utilizes tablets to provide drivers updated passenger and route information.

During the FY 2018-19, Fresno EOC/CTSA continued to attend seminars and workshops, notably, the Transportation Safety Institute/US Department of Transportation Certificate Program, the National Head Start Association Conference, Mountain Area School Bus In-service Certificate Programs, California Association of School Transportation Officiates (CASTCO) Conference, Community Transportation Association Training-the-Trainer Passenger Service and Safety Certificate Program and participate in the California Association for Coordinated Transportation (CalACT), Fresno EOC/CTSA's statewide transit association.

The Fresno EOC Human Resources continues to provide training sessions available to management personnel on Labor Laws, Workers Compensation and Safety Training, Time Management, Interviewing Skills, Paperwork Processing, Recruiting Skills, Disciplinary Procedures, Attendance, Workplace Violence, Sexual Harassment, Anti-Retaliation, and Investigative Procedures.

Fresno EOC/CTSA continues to hold five (5), two (2) hour driver in-service training meetings each year on Saturday mornings. The transit systems supervisors and guest speakers provide awareness training on topics such as defensive driving, vehicle code, daily vehicle inspection, consumer crisis response, emergency procedures, etc. Safety awards are also issued during the in-service meeting. Employees continue to be trained on First Aid/CPR and Fresno EOC/CTSA offers these services to other agencies at the Nielsen Conference Center training facility.

Fresno EOC/CTSA continues to track the number of preventable accidents – this provides useful data in the driver-training program. A monthly newsletter that features safety issues, new hires, calendar activities, etc., is also published monthly. An employee accident prevention program is designed to reward drivers with good driving practices. Many of our drivers have been awarded the prestigious Blackwell Award which recognizes school bus drivers with twenty years of accident-free driving. Their names are added to a plaque that is located on the wall at the California Highway Patrol offices.

V. OVERALL CTSA SERVICES

Through its ability to provide cost-effective transportation and maintenance services, the Fresno EOC Urban Area CTSA and the Fresno EOC Rural Area CTSA demonstrates the capability of meeting the objectives of AB 120. The Fresno EOC/CTSA services also accommodate some transportation needs when requested for FAX and FCRTA. This service increases overall transportation efficiency in both Urban/Rural areas.

Vehicle Maintenance

Fresno EOC/CTSA employed one (1) Maintenance Manager and five (5) full-time Maintenance Mechanics. The Maintenance Mechanics perform typical commercial vehicle maintenance duties including brake jobs, tune-ups, electrical work, wheelchair equipment repair, and suspension repair, etc. School Buses are inspected every 45 days or 3,000 miles, as required by the CHP regulations. The commercial Para-Transit “B” buses are inspected every 90 days or 5,000 miles. Fresno EOC/CTSA continues to market maintenance to other social service agencies.

Commercial Vehicle Detailing

Fresno EOC/CTSA initiated a commercial vehicle detailing social enterprise operation that created a new revenue stream for the operation. This enterprise continues to grow as Fresno EOC/CTSA solicits new business from the municipalities and social service agencies. Commercial Vehicle Detailing includes sanitizing, waxing, and applying other dressings to assure the vehicle is clean and appealing to passengers. Feedback indicates the passengers riding in clean buses are more satisfied riders.

Driver Training

During the 2018-19 period, the Fresno EOC/CTSA had two (2) Certified School Bus Classroom Driver Instructors, to provide Behind-the-Wheel and classroom instruction for school bus, GPPV, and Class B-P certification. An on-going driver-training program has been maintained and will continue to be offered to other social service agencies in the Fresno Metropolitan Area. The Fresno EOC/CTSA’s insurance carrier (Non-Profits Insurance Alliance of California) also provides training on emergency techniques and laws/regulations to staff and drivers.

Following the GPPV Driver’s licensing requirements; adopted on January 1, 1989 Fresno EOC/CTSA has restricted its training programs to reflect the new GPPV requirements. Each driver undergoes, at least, a 40-hour in-class driver-training course.

Fresno EOC/CTSA continues to participate in the California Department of Motor Vehicles (DMV) Pull Notice Program (PNP). This program allows employers to request/obtain driving records of perspective and current employees. Fresno EOC/CTSA also uses the PNP program tool to ensure that drivers remain in good standing with the DMV regulations. Fresno EOC/CTSA initiated the process for

certification in the State of California DMV Employer Testing Program to insure we can hire and train enough commercial driving staff. This will allow our certified trainers to perform the final behind the wheel test for trainees in obtaining their commercial class B license. Fresno EOC currently has two certified examiners on staff.

Insurance

The Non-Profit's Insurance Alliance of California insures Fresno EOC/CTSA vehicles. The NIAC is a member-governed 501(c)(3) charitable risk pool created and operated exclusively for the benefit of other 501(c)(3) tax-exempt non-profits in California. NIAC makes available educational and loss prevention resources which is the cornerstone of creating a safe transportation system.

**VI. FRESNO EOC/CTSA: SSTAC PRODUCTIVITY COMMITTEE
RECOMMENDATIONS AND AGENCY'S RESPONSE:**

**A. Comply, where feasible, with the Triennial Performance Audit
Recommendations for FY 2015/16, 2016/17, 2017/18**

For the period July 1, 2015 through June 30, 2018 the triennial performance audit found that the Fresno EOC/CTSA had complied with all applicable TDA compliance requirements and gives three recommendations for the upcoming period July 1, 2018 through June 30, 2021.

- 1. Employ the TDA definition of full-time equivalent (FTE) employee for reporting to the State Controller.*
- 2. Ensure data is reported consistently and accurately.*
- 3. Work with the TDA fiscal auditors and Fresno COG to ensure a detailed summary of farebox revenue ratios is included in each subsequent TDA fiscal audit.*

B. Pursue contracting of services and continue to consider the potential for and encourage private sector participation in the public transportation planning/service delivery process and investigate other potential funding sources.

The Fresno EOC/CTSA remains committed to contracting with other agencies and encourage private sector participation. The Fresno EOC/CTSA has worked with the community in providing field trip services to entities such as the Farm Bureau, the Food Commons, municipal officials, Big Brothers/Sisters, Public Schools and other community-based agencies.

Fresno EOC/CTSA also provides driver and back-up vehicles as necessary to assist other local agencies with their clients.

In cooperation with the FCRTA as part of the rural CTSA, Fresno EOC/CTSA continues to augment services for the seniors and disabled to accommodate its social service needs.

C. Continue to coordinate with other general public Paratransit service providers to jointly provide the State-required 40 hours of specified training and behind-the-wheel instruction.

The Fresno EOC /CTSA continue to train drivers to meet state and federal regulations. Fresno EOC/CTSA employs two (2) full time certified Behind-the-Wheel and Classroom trainers.

Fresno EOC/CTSA staff continue to provide CPR/First Aid, and safety training to other agencies.

Fresno EOC/CTSA continues to seek opportunities with other social service agencies on driver training programs.

In the Fresno EOC/CTSA's Federal Transportation Administration Section 5310 grant application, a list of coordinated training programs with the Family Health, Inc., the United Cerebral Palsy of Central California and the West Care Agencies, and the Fresno Empowerment Institute is listed. We encourage these agencies to attend the Fresno EOC/CTSA driver safety meetings that are scheduled five (5) times per year. The meetings cover variety of topics including sensitivity training for Elderly and disabled clients, defensive driving, emergency and evacuation procedures, and safety Equipment-Fire Extinguishers, Flares and First Aid Kits and loading and unloading. Behind-the-Wheel Training is available upon request. Annually, Fresno EOC/CTSA participates in the California Association of School Training Officials (CASTO) and the Yosemite Community Education seminar.

The Annual California Association for Coordinated Transportation (CalACT) conducts Consolidated Transportation Service Agency (CTSA) roundtable meetings to share and update CTSA designated agencies and to exchange information and ideas. Fresno EOC/CTSA participates in these roundtables as often as schedules permit.

D. Address responsibilities under the American with Disabilities Act of 1990.

The ADA of 1990 remains forefront to Fresno EOC/CTSA, to provide services that accommodate the objectives of ADA. Fresno EOC/CTSA also continues to attend ADA sponsored workshops and seminars to remain effective/current in ADA related issues. Following the Federal Transit Administration (FTA) Section 5310, Fresno EOC/CTSA continues to provide wheelchair equipped/accessible school buses and vans.

Fresno EOC/CTSA has ordered the ADA accessible buses with full wheel-chair tracking and lift seats systems. Not only does this allow the maximum amount of disabled passengers possible, but it also allows configuration for other passenger needs.

E. Address responsibilities under the Clean Air Act Amendments of 1990, the San Joaquin Valley Unified Air Pollution Control District Air Quality Plan, the City of Fresno Transportation Management Plan, and the Council of Fresno County Governments Transportation Control Measures Plan, and Congestion Management System (CMS).

Fresno EOC/CTSA continuously reviews the progress and recommendations from the Air District and the COFCG regarding the feasibility of implementing transportation control measures applicable to public/social service transportation. Fresno EOC/CTSA remains committed to explore alternate powered vehicles including Electric Hybrid as expressed by our recent training of Fresno EOC/CTSA maintenance mechanics.

F. Continue to perform community outreach and marketing activities in an effort to increase ridership and improve public awareness and perception of public transit.

Fresno EOC/CTSA continues to consolidate and coordinate services by its outreach and marketing efforts. Fresno EOC/CTSA works with Fresno County Case Workers to increase ridership on the CalWORKS systems to assure efficiency and productivity.

Fresno EOC/CTSA participates in community service events to advertise service and use our agency network to maintain lots of potential entities that may have a use for our service.

Fresno EOC/CTSA added the ARC of Fresno and Madera Counties to the services provided. ARC's vehicle fleet is now maintained by the Fresno EOC/CTSA vehicle maintenance department.

G. Work well with the Social Service Transportation Advisory Council (SSTAC) on the implementation of the Fresno County Coordination Human Services Transportation Plan (SAFETEA-LU).

Fresno EOC/CTSA participated in the development and implementation of the Fresno County Coordinated Human Service Transportation Plan.

The Fresno Council of Governments (COG) as the designated Metropolitan Planning Organization (MPO) is responsible for transportation in Fresno County. This includes the development and adoption of Planning and transportation policy direction. The COG was the lead agency for the development of the SAFETEA-LU Plan. This plan provides a strategy for meeting local needs which prioritizes transportation service for funding and implementation, with an emphasis on the transportation need of individuals with disabilities, older-adults, and people with low incomes.

As a member of the SSTAC, the Fresno EOC/CTSA was very involved in the development and implementation of the Plan. The Plan was adopted on June 24, 2008.

VII. TRIENNIAL PERFORMANCE AUDIT FY 2015/2016, 2016/2017, 2017/2018

Moore & Associates, Inc. was awarded the contract by Fresno COG to conduct the Triennial Performance Audit for 2015/2016, 2016/2017 and 2017/2018. The CTSA submitted the requested documents and participated in the audit for that period. Functional areas of the CTSA along with their recommendations for improvement and suggested implementation time frames are listed below. A new performance audit is scheduled to be completed in 2022.

Listed below are our responses to their recommendations:

1. Employ the TDA definition of full-time equivalent employee for reporting to the State Controller.

Fresno EOC transit staff will work closely with the finance staff to use payroll records to document the total amount of time spent on transit by all employees, and use that figure (divided by 2,000) to calculate FTE for reporting to the State Controller.

2. Ensure data is reported consistently and accurately.

Data will be reported accurately and consistently among all reporting entities. It is not unusual for there to be slight variances due to the use of audited and unaudited data. Fresno EOC will make it clear as to what revenues and costs are included in the reports and compliance calculations.

3. Work with the TDA fiscal auditors and Fresno COG to ensure a detailed summary of farebox revenue ratios is included in each subsequent TDA fiscal audit.

The TDA fiscal audit will include a detailed summary of what line items are included in this calculation. In addition, it will identify whether meal delivery costs and revenues are being included in the calculation, as well as whether those funds should be included.

VIII. HIGHLIGHTS OF PRODUCTIVITY DATA

It should be noted that the transportation services of the Urban and Rural Area CTSA differ significantly from that of public transit operators. Social service agencies programs can vary significantly from fiscal year to fiscal year because of State and Federal program and policy emphasis versus available funding support.

A few agencies have also been adversely impacted by consistent funding levels that do not include “cost of living adjustments” to reflect normal inflation. This can be further compounded when operating and maintenance cost for an aging fleet of vehicles continue to escalate at disproportionate rates. These are often detrimental to a social service agency’s growing client base. When revenues remain unchanged and cost per client increase, fewer clients may be transported. Efforts to address this problem by securing new replacement vehicles for the Fresno EOC Urban and Rural Area CTSA’s existing fleet of 113 vehicles, many purchased via the Federal Transit Administration Section 5310 Program, have historically resulted in approximately six vehicles per year. However, recent 5310 allocations to the CTSA operation for fleet replacement have declined and only three or four vehicles are able to be replaced. This decline in vehicle replacement funds has negatively affected the CTSA budget. The cost associated with the new vehicles is being depreciated to the budgets over the 5-year life of these vehicles. Future FTA awards may continue to be reduced due to this grant process changing to a biannual grant with local procurement, not a statewide competitive grant process.

Referencing the annually adopted Operations Program and Budget clearly highlights “estimated” and “projected” services from one fiscal year to the next. Mutually negotiated service contracts reflect available “revenues” from the social service agency, their clients, and TDA/Article 4.5 funds. The numbers of potential “clients” to be served are noted in relation to a negotiated number of “service hours” and estimated service “miles”. Each program is individually tailored to meet the special needs of the social service funding agency and its respective identified client’s needs. Therefore, the service costs versus the number of clients served per hour versus the distance between clients and the actual service times vary from program to program. These factors are considered in determining which type of coordinated transportation service category is to be utilized: vehicle time-sharing; ridesharing; consolidation; and/or maintenance. It should be mentioned that each category has different cost centers and trade-offs that are acknowledged between the negotiating parties.

The resultant data summarized in this report is a compilation of all the specific individual activities of the respective CTSA operations or contracts. The programs are further aggregated by “service type,” “passenger transportation” or “meal delivery transportation.” The Fresno EOC Urban Area CTSA summarizes fourteen (14) programs. Nine (9) are summarized as “passenger transportation,” and two (2) are summarized as “meal delivery transportation,” (the Head Start program has both passenger & meal delivery) and three (3) require vehicle maintenance only. The Rural Area CTSA summarizes four (4) programs. Three (3) are summarized as “passenger transportation,” and two (2) are summarized as “meal delivery transportation,” (the Head Start program has both passenger & meal delivery). FCRTA route productivity data is not included in Fresno EOC/CTSA’s data to avoid duplication in reporting. The FCRTA routes are mentioned in this report only to document the coordination efforts the Fresno EOC/CTSA agency performed for public transit. As of September 2018, FCRTA no longer contracts with Fresno EOC for public transportation services.

Urban and rural areas combined

See Table IV 5, Table IV 6-and the Urban & Rural Cost Graphs

The overall cost for the combined transit operation shows an increase in costs over the 2017-18 year by 4.2 %. This increase in costs is mainly due to the increase in wages driven by the state minimum wage increase as well as a very slight increase in the number of clients served. Clients transported during this period increased by less than 1%.

Urban operations

Table IV 1 and IV 2 compare Urban Data achieved for 2017-18 and 2018-19. The Urban Costs Graphs illustrate this data in a graphic format.

Rural operations

Table IV 3, Table IV 4 and the Rural Cost Graphs compare the rural data for 2017-2018 and 2018-2019 periods. Rural costs and clients served both decreased slightly by 0.9% and 0.8% respectively.

**IX. FRESNO EOC/CTSA: FY 2018/19 PRODUCTIVITY COMMITTEE
RECOMMENDATIONS:**

- A. Comply, where feasible, with the Triennial Performance Audit Recommendations for FY 2015/16, 2016/17, 2017/18.
- B. Pursue contracting of service and continue to consider the potential for and encourage private sector participation in the public transportation planning/service delivery process and investigate other potential funding source.
- C. Continue to coordinate with other general public paratransit service providers to jointly provide the State-required 40 hours of specified training and behind-the-wheel instruction.
- D. Address responsibilities under the American with Disabilities Act of 1990.
- E. Address responsibilities under the Clean Air Act Amendments of 1990, the San Joaquin Valley Unified Air Pollution Control District Air Quality Plan, the City of Fresno Transportation Management Plan, and the
- F. Council of Fresno County Governments Transportation Control Measures Plan, and Congestion Management System (CMS).
- G. Continue to perform community outreach and marketing activities in an effort to increase ridership and improve public awareness and perception of public transit.
- H. Continue to work with the Social Service Transportation Administrative Council on the implementation of Fresno County Coordinated Human Service

Table IV 1

**CONSOLIDATED TRANSPORTATION SERVICES AGENCY
URBAN AREA PRODUCTIVITY DATA FISCAL YEAR 2019**

SERVICE TYPE	COST	CLIENTS	MILES	HOURS	REVENUE	FARES	CLIENTS/ HOUR	CLIENTS/ MILES	COST/ HOUR	COST/ MILE	COST/ CLIENTS	MATCH	TDA Art. 4.5
Passenger Trans	\$3,580,319	247,227	784,284	49,877	\$2,089,562	\$0	5.0	0.3	\$71.78	\$4.57	\$14.48		\$1,490,756
Meal Delivery	\$443,000	742,653	121,004	7,915	\$173,296	\$0	93.8	6.1	\$55.97	\$3.66	\$0.60		\$269,704
TOTAL*	\$4,023,319	989,880	905,287	57,791	\$2,262,858	\$0						56%	\$1,760,460

Capital Depreciation expenses
are not included in above costs.

Table IV 2

**CONSOLIDATED TRANSPORTATION SERVICES AGENCY
URBAN AREA PRODUCTIVITY DATA FISCAL YEAR 2018**

SERVICE TYPE	COST	CLIENTS	MILES	HOURS	REVENUE	FARES	CLIENTS/ HOUR	CLIENTS/ MILES	COST/ HOUR	COST/ MILE	COST/ CLIENTS	MATCH	TDA Art. 4.5
Passenger Trans	\$3,404,937	227,403	853,291	49,690	\$1,973,060	\$0	4.58	0.27	\$68.52	\$3.99	\$14.97		\$1,431,877
Meal Delivery	\$340,000	742,447	122,976	8,035	\$162,169	\$0	92.40	6.04	42.31	2.76	0.46		\$177,831
TOTAL*	\$3,744,937	969,850	976,267	57,725	\$2,135,229	\$0						57%	\$1,609,708

Table IV 3

**CONSOLIDATED TRANSPORTATION SERVICES AGENCY
RURAL AREA PRODUCTIVITY DATA FISCAL YEAR 2019**

SERVICE TYPE	COST	CLIENTS	MILES	HOURS	REVENUE	FARES	CLIENTS/ HOUR	CLIENTS/ MILES	COST/ HOUR	COST/ MILE	COST/ CLIENTS	MATCH	TDA Art. 4.5
Passenger Trans	\$1,759,593	96,297	451,367	21,989	\$1,657,337	\$0	4.4	0.2	\$80.02	\$3.90	\$18.27		\$102,255
Meal Delivery	\$587,000	607,625	282,342	12,380	\$163,981	\$0	49.1	2.2	\$47.42	\$2.08	\$0.97		\$423,019
TOTAL*	\$2,346,593	703,922	733,709	34,369	\$1,821,319	\$0						78%	\$525,274
Capital Depreciation expenses are not included in above costs.													

Table IV 4

**CONSOLIDATED TRANSPORTATION SERVICES AGENCY
RURAL AREA PRODUCTIVITY DATA FISCAL YEAR 2018**

SERVICE TYPE	COST	CLIENTS	MILES	HOURS	REVENUE	FARES	CLIENTS/ HOUR	CLIENTS/ MILES	COST/ HOUR	COST/ MILE	COST/ CLIENTS	MATCH	TDA Art. 4.5
Passenger Trans	\$1,871,852	102,130	347,178	20,682	\$1,686,457	\$0	4.94	0.29	\$90.51	\$5.39	\$18.33		\$185,395
Meal Delivery	\$497,000	607,457	286,945	12,568	\$170,288	\$0	48.33	2.12	\$39.54	\$1.73	\$0.82		\$326,712
TOTAL*	\$2,368,852	709,587	634,123	33,250	\$1,856,745	\$0						78%	\$512,107
Capital Depreciation expenses are not included in above costs.													

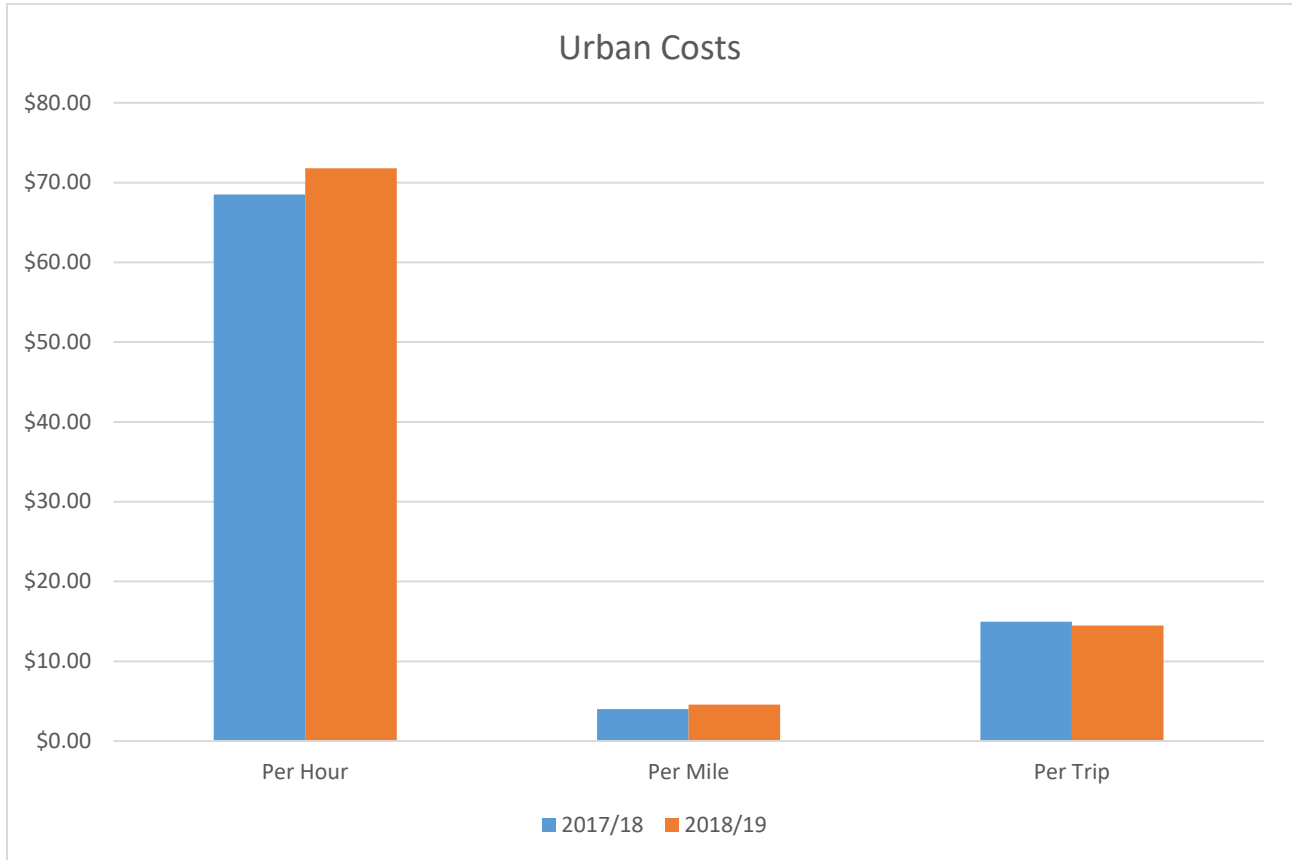
**Table IV 5
CONSOLIDATED TRANSPORTATION SERVICES AGENCY
URBAN AND RURAL COMBINED TOTALS 2019**

SERVICE TYPE	COST	CLIENTS	MILES	HOURS	REVENUE	FARES	CLIENTS/ HOUR	CLIENTS/ MILES	COST/ HOUR	COST/ MILE	COST/ CLIENTS	MATCH	TDA Art. 4.5
Passenger Trans	\$5,339,911	343,524	1,235,651	71,866	\$3,746,900	\$0	4.8	0.3	\$74.30	\$4.32	\$15.54		\$1,593,011
Meal Delivery	\$1,030,000	1,350,278	403,345	20,294	\$337,277	\$0	66.5	3.3	\$50.75	\$2.55	\$0.76		\$692,723
TOTAL*	\$6,369,911	1,693,802	1,638,996	92,160	\$4,084,177	0.0%							\$2,285,734

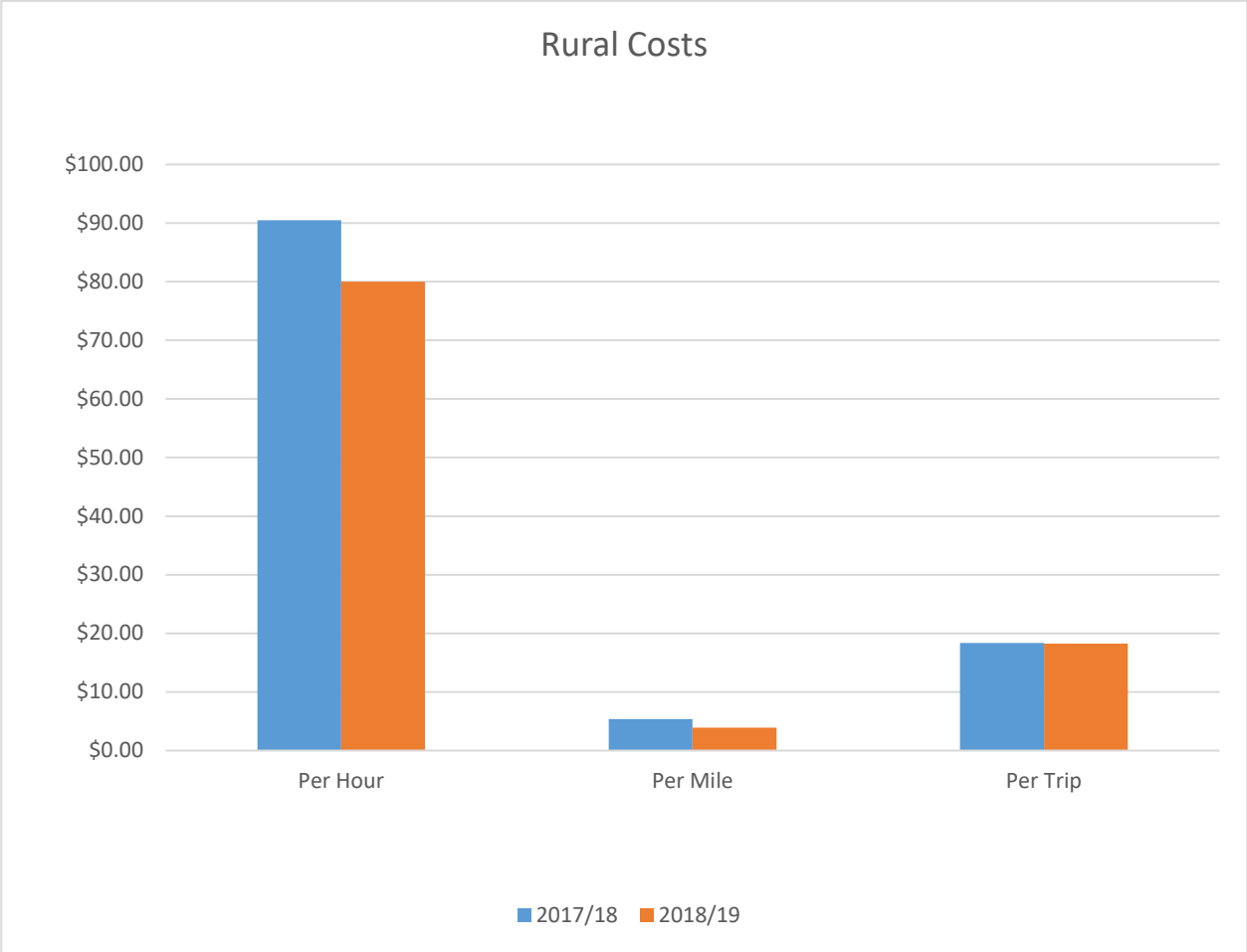
**Table IV 6
CONSOLIDATED TRANSPORTATION SERVICES AGENCY
URBAN AND RURAL COMBINED TOTALS 2018**

SERVICE TYPE	COST	CLIENTS	MILES	HOURS	REVENUE	FARES	CLIENTS/ HOUR	CLIENTS/ MILES	COST/ HOUR	COST/ MILE	COST/ CLIENTS	MATCH	TDA Art. 4.5
Passenger Trans	\$5,276,789	329,533	1,200,469	70,372	\$3,659,517	\$0	4.7	0.3	\$74.98	\$4.40	\$16.01		\$1,617,272
Meal Delivery	\$837,000	1,349,904	409,921	20,603	\$332,457	\$0	65.5	3.3	\$40.63	\$2.04	\$0.62		\$504,543
TOTAL*	\$6,113,789	1,679,437	1,610,390	90,975	\$3,991,974	0.0%							\$2,121,815

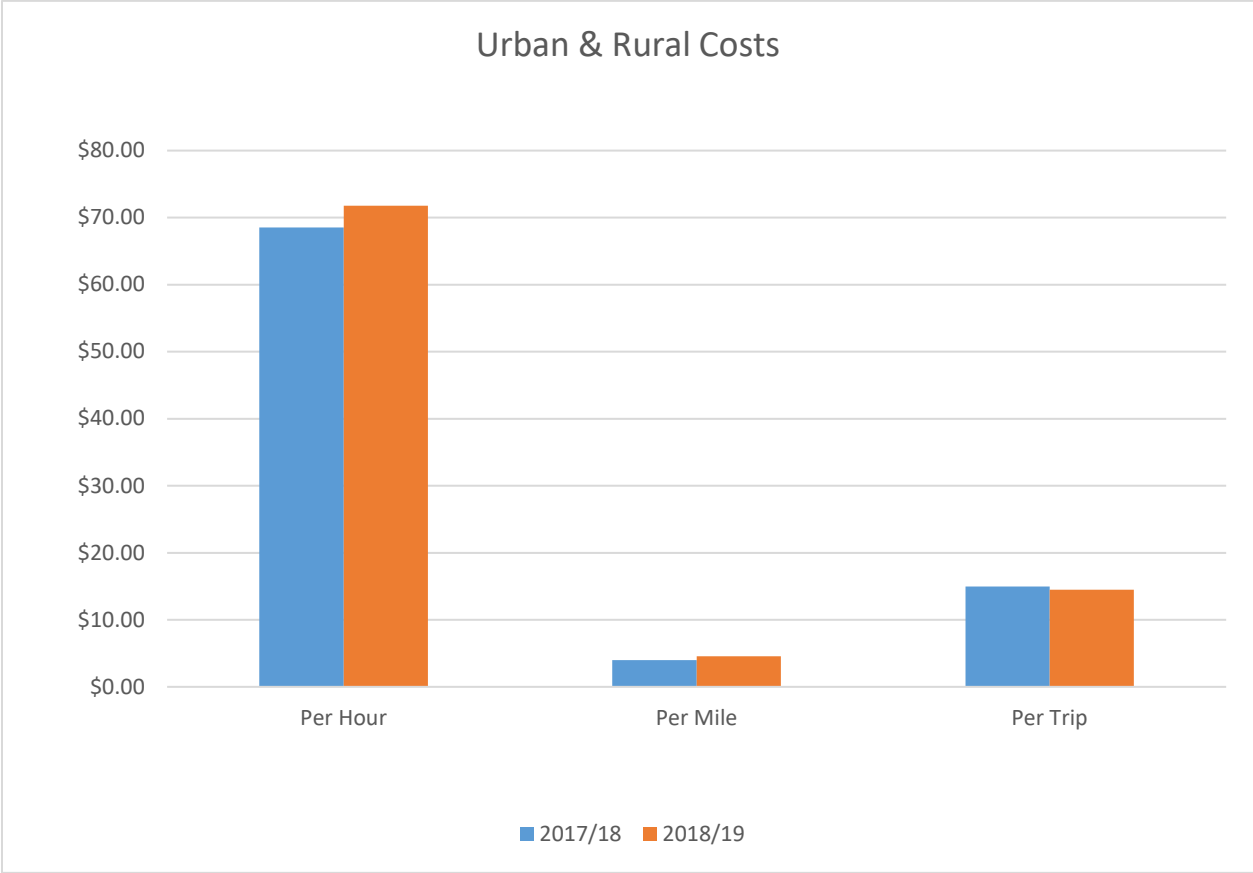
Consolidated Transportation Services Agency
Urban Costs
Exhibit IV-1



Consolidated Transportation Services Agency
Rural Costs
Exhibit IV-2



Consolidated Transportation Services Agency
Consolidated Productivity Data
Exhibit IV-3





**Application for appointment
to the
Regional Transportation Plan Roundtable
(RTP Roundtable)
Applications due to Fresno COG on or before April 27, 2020**

Submit application to Fresno COG staff at:

Brenda Veenendaal, Administrative Services Manager
Fresno COG
Email: brendav@fresnocog.org
FAX: 559-233-9645
Mail: 2035 Tulare Street, Suite 201, Fresno, CA 93721

Purpose and Membership (Fresno County Residents only)

The RTP Roundtable will support the Fresno COG staff and COG standing committees and Policy Board during the development and preparation of Fresno COG's 2022 Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS). The Roundtable members will provide expertise and generate consensus on RTP development issues. They will provide significant input during the 2022 RTP/SCS development, acting in an advisory capacity to the Fresno COG Policy Board.

Applicant Information

Name _____ Date _____

Agency or group representing _____

Title _____

Physical Address _____

Email _____

Work Phone _____ Cell Phone _____

RTP Roundtable Positions

Fresno COG is accepting applications from representatives with expertise in the following categories. Please check all positions you qualify to represent, and for which you wish to be considered. If you are applying on behalf of a community group, please include a letter of support.

- | | | |
|--|---|---|
| <input type="checkbox"/> Active Transportation | <input type="checkbox"/> Goods Movement | <input type="checkbox"/> Water Agency |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> New Technology | <input type="checkbox"/> Public-at-Large**
(3 seats) |
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Public Health | <i>** (Demonstrate clear representation of the Fresno County region as-a-whole rather than subset or interest group.)</i> |
| <input type="checkbox"/> Building/Development | <input type="checkbox"/> Urban Public Transit | |
| <input type="checkbox"/> Business | <input type="checkbox"/> Rural Public Transit | |
| <input type="checkbox"/> Education | <input type="checkbox"/> Tribal Governments | |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Utilities | |

Please submit answers to the following questions:

1. What specific organization or sector do you represent, if any?
2. What is the stated mission of that organization or sector?
3. Have you been officially designated by that organization or sector to represent them on the RTP Roundtable? (Please attach letter of recommendation.)
 Yes No
4. What are some of your sponsoring group's land use and transportation concerns regarding the future of Fresno County?
5. What are some challenges that may be created in addressing these issues?
6. Who do you think should be involved in addressing these issues?

Applicant Signature/Date



**Application for appointment
to the
Environmental Justice Sub-Committee**

Applications due to Fresno COG on or before April 30, 2020

Submit application to Fresno COG staff at:

Trai Her-Cole, Associate Regional Planner

Email: traih@fresnocog.org

Mail: 2035 Tulare Street, Suite 201, Fresno, CA 93721

The Environmental Justice Sub-Committee was developed to serve as a subcommittee of Fresno COG's Transportation Technical Committee (TTC). This subcommittee process would feed into the structured, standard committee process. The subcommittee will meet to assist Fresno COG staff in setting thresholds for Environmental Justice Populations for Environmental Justice Report within the Regional Transportation Plan (RTP) and will appoint one member to sit on the RTP Roundtable for the duration of the RTP update.

Applicant Information

Name _____ Date _____

Agency or group representing _____

Title _____

Physical Address _____

Email _____

Work Phone _____ Cell Phone _____

The subcommittee is made up of ten positions designed to provide full, diverse and equitable representation from Environmental Justice populations. Please check all positions you qualify to represent and for which you wish to be considered.

- Local agency urban
- East side local agency rural
- West side local agency rural
- Low Income
- Senior (65 or older)
- Persons with disabilities

- 4 Minority representatives for the following nationalities with the highest population in Fresno County:
 - Hispanic
 - African American
 - Asian
 - American Indian

Please submit answers to the following questions:

1. What specific organization or sector do you represent, if any?

2. What is your experience related to engaging in environmental justice issues and or/ disadvantaged populations?

Applicant Signature and Date

**BEFORE THE
FRESNO COUNCIL OF
GOVERNMENTS RESOLUTION NO.
2020-11**

In the Matter of:)
)
FRESNO COG REGIONAL)
COMPETITIVE ACTIVE)
TRANSPORTATION)
PROGRAM CYCLE 5)
GUIDELINES)

RESOLUTION ESTABLISHING
ADOPTION OF THE FRESNO COG
REGIONAL COMPETITIVE ACTIVE
TRANSPORTATION PROGRAM
(ATP) CYCLE 5 GUIDELINES

WHEREAS, the Fresno Council of Governments (FCOG) is the regional transportation planning agency for Fresno County and its fifteen cities pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, FCOG has adopted and periodically revises, pursuant to Government Code Sections 66508 and 65080, a Regional Transportation Plan (RTP); and

WHEREAS, FCOG is the designated Metropolitan Planning Organization (MPO) for Fresno County and its fifteen cities and is required to prepare and endorse a Transportation Improvement Program (TIP) which includes federal funds; and

WHEREAS, FCOG is the designated recipient for federal funding administered by the Federal Highway Administration (FHWA) assigned to the MPO/Regional Transportation Planning Agency (RTPA) of Fresno County for the programming of projects (regional federal funds); and

WHEREAS, the California State Legislature passed and the Governor signed into law Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 354, Statutes 2013) establishing the Active Transportation Program (ATP); and

WHEREAS, FCOG adopts, pursuant to Streets and Highways Code Section 2381(a)(1), an Active Transportation Program of Projects using a competitive process consistent with guidelines adopted by the California Transportation Commission (CTC) pursuant to Streets and Highways Code Section 2382(a), that is submitted to the CTC and the California Departments of Transportation (Caltrans); and

WHEREAS, FCOG has developed, in cooperation with CTC, Caltrans, state agencies, local jurisdictions in Fresno County, and non-governmental organizations, program guidelines to be used in the development of the ATP; and

WHEREAS, a multi-disciplinary advisory group (MAG) evaluates and recommends candidate ATP projects for FCOG to be included in the Program of Projects; and

WHEREAS, the ATP is subject to public review and comment.

NOW, THEREFORE, BE IT RESOLVED, that:

1. FCOG approves the guidelines to be used in the evaluation of candidate projects for inclusion in the FCOG Regional Competitive ATP as set forth in the 2021 Regional Competitive ATP Cycle 5 Guidelines attachment; and
2. The FCOG Executive Director or designee is granted delegated authority for non-substantive changes to the final MPO Guidelines if changes are requested by the CTC after the FCOG Executive Director has consulted with the Chairs and Vice Chairs of the Transportation Technical Committee, Policy Advisory Committee, and Policy Board; and
3. The FCOG Executive Director or designee is authorized to revise the program of projects as necessary in accordance with the guidelines to reflect the programming of projects after the projects are selected; and
4. FCOG will establish a list of contingency projects, ranked in priority order based on the project's evaluation score to be used should there be any project failures or major delays in the ATP. The contingency list is valid until the adoption of the next ATP Cycle; and
5. The FCOG Executive Director shall forward a copy of this resolution and such other information as may be required to the CTC, Caltrans, and to such other agencies as may be appropriate.

THE FOREGOING RESOLUTION was passed and adopted by the Fresno Council of Governments this 30th day of April, 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed: _____
David Cardenas, Chairman

ATTEST:

I hereby certify that the foregoing is a true copy of a resolution of the Fresno Council of Governments duly adopted at a regular meeting thereof held on the 30th day of April, 2020.

Signed: _____
Tony Boren, Executive Director



Fresno Council of Governments

Cycle 5

***2021 REGIONAL COMPETITIVE
ACTIVE TRANSPORTATION PROGRAM***

GUIDELINES

***Adopted by Fresno COG Policy Board on
4/30/2020***

***To be approved by the
California Transportation Commission
5/13/2020***

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INTRODUCTION

BACKGROUND

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. Senate Bill 1 (Chapter 2031, statutes of 2017) directs additional funding from the Road Maintenance and Rehabilitation Account to the ATP.

The California Transportation Commission (CTC) develops guidelines for each ATP cycle that describes the policy, standards, criteria, and procedures for the development, adoption, and management of the ATP. The CTC guidelines lay out the programming policies, procedures and project selection criteria for the statewide competitive program, small urban/rural and large MPO regional competitive programs. Large MPOs, such as Fresno COG, have the option of developing regional guidelines.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the Regional Competitive Fresno Council of Governments (FCOG) ATP. The Regional ATP Guidelines substantially follow those of the CTC, but include some differences based on the region's existing priorities. The guidelines were developed in consultation with FCOG's ATP Multidisciplinary Advisory Group (MAG). The MAG includes a representative from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in public health and pedestrian and bicycle issues, including Safe Routes to School programs.

The California Transportation Commission (CTC) must approve these guidelines so that FCOG may carry out the ATP at the Metropolitan Planning Organization (MPO) level.

PROGRAM PURPOSE AND GOALS

Pursuant to statute, the purpose of the program is to encourage increased use of active modes of transportation, such as biking and walking. The goals of the ATP are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

In addition to the goals listed in statute, the ATP will also consider state goals and provisions set forth in Executive Order N-19-19 including state housing goals.

PROGRAM SCHEDULE AND FUNDING YEARS

The Cycle 5 Statewide guidelines for the 2021 four-year program of projects (covering state fiscal years 2021/22, 2022/23, 2023/24 and 2024/25) were adopted on March 25, 2020 by the CTC. Each program of projects must be adopted no later than the date designated in statute of each odd-numbered year; however, the CTC may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the 2021 ATP:

Commission hearing and adoption of ATP Guidelines	March 25-26, 2020*
Commission adopts ATP Fund Estimate	March 25-26, 2020*
Call for projects	March 25-26, 2020*
FCOG ATP Regional Guidelines to TTC/PAC for approval	April 10, 2020
FCOG ATP Regional Guidelines to Policy Board for adoption	April 30, 2020
Large MPOs submit optional guidelines to Commission	April 17, 2020
Commission approves or rejects MPO guidelines	May 13-14, 2020*
Project applications to Caltrans (postmark date)	June 15, 2020
Regional project application copies and resolutions due to FCOG	August 14, 2020
Staff recommendation for statewide and small urban and rural portions of the program posted	November 16, 2020
Commission adopts statewide and small urban and rural portions of the program	December 2-3, 2020
Projects not programmed distributed to large MPOs based on location	December 2020
FCOG MAG Reviews and Scores regional projects	December 9, 2020**
FCOG project recommendations to TTC/PAC for approval	January 8, 2021
Deadline for MPO Draft project programming recommendations to the Commission	January 18, 2021
FCOG project recommendations to Policy Board for adoption	January 28, 2021
Deadline for MPO Final project programming recommendations to the Commission	April 2, 2021
Commission adopts MPO selected projects	May 2021*

*Exact dates will coincide with the CTC's adopted 2020/2021 calendars

** Date subject to change

FUNDING

SOURCE

The ATP is funded from various federal and state funds appropriated in the annual Budget Act.

These are:

- 100% of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21 million of federal Highway Safety Improvement Program funds or other federal funds.
- State Highway Account funds.
- Road Maintenance and Rehabilitation Account (SB 1)

In addition to furthering the purpose and goals of this program, all ATP projects must meet eligibility requirements specific to at least one ATP funding source.

DISTRIBUTION

ATP funds from the State of California provide an important funding source for active transportation projects. State and federal law segregate the ATP into multiple, overlapping components. The ATP Fund Estimate must indicate the funds available for each of the program components.

Forty percent of ATP funds must be distributed to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000. These funds must be distributed based on total MPO population.

The 2021 ATP Fund Estimate was adopted at the March 25, 2020 CTC meeting. **The regional shares available for Cycle 5 of ATP funding (FY 2021-22 through FY 2024-25) are \$4.8 million** per the adopted 2021 ATP Fund Estimate (Appendix A).

Per Senate Bill 99, ATP guidelines include a process to ensure that no less than 25% of overall program funds shall benefit disadvantaged communities. The funds programmed and allocated under this paragraph must be selected through a competitive process by the MPOs in accordance with these guidelines. Projects selected by MPOs may be in either large urban, small urban, or rural areas.

MATCHING REQUIREMENTS

Although FCOG encourages the leveraging of additional funds for a project submitted to the regional competitive ATP, matching funds are not required to be eligible. Matching funds cannot be expended prior to the CTC allocation of ATP funds in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way; and construction). Matching funds must be expended concurrently and proportionally to the ATP funds. Matching funds may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project. This is applicable to all project categories. The source of the matching funds may be any combination of local, private, state, or federal funds. **Refer to the CTC guidelines; section 7 and 8, for specific requirements on matching and leveraging fund requirements.**

REIMBURSEMENT

The ATP is a reimbursement program for eligible costs incurred. In order for an item to be eligible for ATP reimbursement, that item's primary use or function must meet the ATP purpose and at least one of the ATP goals. Reimbursement is requested through the invoice process detailed in Chapter 5, Invoicing, Local Assistance Procedures Manual. Costs incurred prior to CTC allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

MINIMUM FUNDING AWARD REQUEST

There is no minimum ATP award request required for FCOG's Regional Competitive ATP which is different than the statewide requirement. This applies to all project categories.

MAXIMUM FUNDING AWARD REQUEST

FCOG encourages ATP funding awards of **\$2,000,000** or less per project.

FUNDING SET-ASIDES

The Fresno COG Regional Competitive ATP does not include any set-aside funding for Safe Routes to School projects, Recreational Trails projects, or Active Transportation Plans. These infrastructure, Non-Infrastructure and combined Infrastructure/Non-Infrastructure projects will compete within the same funding source and will be scored accordingly.

Safe Routes to School projects must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

Trail projects that are primarily recreational should meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources (http://www.fhwa.dot.gov/environment/recreational_trails/). However, trails that serve active transportation purposes (such as multi-use paths, Class I bikeways, etc.) are fully eligible in the ATP and need not meet the Recreational Trails Program requirements.

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan (bicycle, pedestrian, safe-routes-to- school, or comprehensive). An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008).

Funding for active transportation plans must be consistent with the plan requirements identified in the CTC adopted ATP Guidelines. Please refer to the CTC adopted ATP Guidelines Appendix A for more information regarding the funding of plans.

ELIGIBILITY

ELIGIBLE APPLICANTS

The applicant and/or implementing agency for ATP funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants and/or implementing agencies must be able to comply with all the federal and state laws, regulations, policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual for guidance and procedures on Master Agreements. The following entities, within the State of California, are eligible to apply for ATP funds:

- Local, Regional or State Agencies-Examples include city, county, MPO, and Regional Transportation Planning Agency.
- Transit Agencies -Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resource or Public Land Agencies -Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies
 - State or local fish and game or wildlife agencies
 - Department of the Interior Land Management Agencies
 - U.S. Forest Service
- Public schools or School districts.
- Tribal Governments -Federally-recognized Native American Tribes.
 - For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs (BIA) may be necessary.
 - A tribal government may also partner with another eligible entity to apply if desired.
- Private nonprofit tax-exempt organizations may apply for recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- Any other entity with responsibility for oversight of transportation or recreational trails that the CTC determines to be eligible.

A project applicant found to have purposefully misrepresented information that could affect a project's score may result in the applicant being excluded from the program for the current cycle and the next cycle.

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs may be necessary. A tribal government may also partner with another eligible entity to apply if desired.

As noted above, all applicants must comply with the federal aid process. Agencies applying for infrastructure funding that are not familiar with the federal aid process and federal policies and procedures shall partner with a local agency that possesses expertise in these funding program requirements. See below for more information on partnering opportunities.

PARTNERING WITH IMPLEMENTING AGENCIES

Eligible applicants that are unable to apply for ATP funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. In addition, eligible applicants that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project are encouraged to partner with an eligible applicant that can implement the project. If another entity agrees to be the implementing agency and assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g., letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

The implementing agency will be responsible and accountable for the use and expenditure of program funds.

ELIGIBLE PROJECTS

All projects must be selected through a competitive process and must meet one or more of the program goals. Because some of the funds in the ATP are federal funds, all projects must be federal-aid eligible:

- **Infrastructure Projects:** Capital improvements that will further the goals of this program. This typically includes the environmental, design, right-of-way and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. The PSR or equivalent may focus on the project phases proposed for programming, it must provide at least a preliminary estimate of costs for all phases. PSR guidelines are posted on the CTC's website: <https://catc.ca.gov/programs/state-transportation-improvement-program>.

A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the ATP.

- **Plans:** The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominately located in a disadvantaged community.
- **Non-infrastructure Projects:** Education, encouragement, and enforcement activities that further the goals of this program. Non-infrastructure projects are not limited to those benefiting school students. NI projects can be start-up programs or new and/or expanded components of existing programs. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. A project with new and/or expanded components to an existing program must demonstrate how the original program is continuing without ATP funding. The ATP funds cannot fund ongoing program operations. All NI projects must demonstrate how the program is sustainable and will be continued after ATP funding is exhausted.
- **Infrastructure projects with non-infrastructure components:** This is a capital improvement project that includes an education, encouragement, or enforcement component. The non-infrastructure component should be mentioned throughout the application and enhance the

infrastructure project.

- Quick-Build Project Pilot: The Commission will consider a small number of quick-build projects for the 2021 ATP as a pilot. Quick-build projects are interim capital improvement projects that further the goals of the ATP. These projects do require construction, but are built with durable, low to moderate cost materials and last from one year to five years. See Appendix D in the CTC adopted guidelines for additional details. Quick-build projects are not applicable to the region if they are not selected at the state.

EXAMPLE PROJECTS

Below is a list of projects generally considered eligible for ATP funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program. Important—components of an otherwise eligible project may not be eligible. For information on ineligible components, see the Caltrans Local Assistance/ATP website.

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
 - Elimination of hazardous conditions on existing bikeways and walkways.
 - Preventative maintenance of bikeways and walkways with the primary goal of improving the active transportation operations/usability and extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a community wide bike, pedestrian, safe routes to schools or active transportation plan in a disadvantaged community.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation. Components may include but are not limited to:
 - Development and implementation of bike-to-work or walk-to-work school day/month programs.
 - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis.
 - Conducting pedestrian and bicycle safety education programs.
 - Development and publishing of community walking and biking maps, including school route/travel plans.
 - Development and implementation of walking school bus or bike train programs.
 - Components of open streets events directly linked to the promotion of a new infrastructure project or designed to promote walking and biking on a daily basis.
 - Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
 - School crossing guard training.
 - School bicycle clinics.

- Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the ATP.

PROJECT TYPE REQUIREMENTS

As discussed in the Funding Distribution section (above), State and Federal law segregate the ATP into multiple, overlapping components. **SB 99 specifies that at least 25% of funds must benefit disadvantaged communities within each of the program components. However, the ATP also includes other project types that must meet certain requirements.** Below is an explanation of the requirements specific to the project types listed in SB 99.

DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement of 25%, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community.

For a project to qualify as directly benefiting a disadvantaged community, the project must be located within or in reasonable proximity and have a direct connection, to the disadvantaged community served by the project; or the project must be an extension or a segment of a larger project that connects to or directly adjacent to that disadvantaged community. It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community; there is no presumption of benefit, even for projects located within a disadvantaged community. To qualify as a disadvantaged community the community served by the project must meet at least one of the following criteria:

- **Median Household Income:** The Median Household Income (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2014-2018 American Community Survey (<\$56,982). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- **CalEnviroScreen:** An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) scores (scores must be greater than or equal to 39.34). This list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>
- **National School Lunch Program:** At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at: <http://www.cde.ca.gov/ds/sd/sd/files.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area. Project must be located within 2 miles of the school(s) represented by this criteria.
- **Healthy Places Index:** The Healthy Places Index includes a composite score for each census tract in the State. The higher the score, the healthier the community conditions based on 25 community characteristics. The scores are then converted to a percentile to compare it to other tracts in the State. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community. The live map and the direct data can both be found on the California Healthy Places Index website.
- **Native American Tribal Lands:** Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).
- **Other:** If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria due to a lack of accurate information, the applicant **may submit another means of qualifying for consideration. Suggested alternatives**

that can be submitted under this category include:

- Census data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration a quantitative assessment, such as a survey, to demonstrate that the community's median household income is at or below 80% of that state median household income.
- CalEnviroScreen data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration an assessment to demonstrate that the community's CalEnviroScreen score is at or above 39.34.

PROJECT SELECTION PROCESS

REGIONAL COMPETITIVE ATP PROJECT SELECTION

Fresno COG will hold a separate call for projects for the Regional Active Transportation Program and have a regional evaluation process. Applicants may apply for either the State ATP program or Regional ATP program, or to both. Fresno COG encourages all ATP projects be submitted to the State ATP competitive program, although it is not required. Projects not selected for programming in the statewide competition must be considered in the regional competition. In administering a competitive selection process, FCOG will use a multidisciplinary advisory group (MAG) to assist in evaluating project applications. Following the competitive selection process, FCOG will submit its programming recommendations to the CTC along with:

- List of the members of its multidisciplinary advisory group
- Description of unbiased project selection methodology
- Program spreadsheet with the following elements
 - All projects evaluated
 - Projects recommended with total project cost, request amount, fiscal years, phases, state only funding requests, amount benefitting disadvantaged communities
 - Project type designations such as non-infrastructure, Safe Routes to School, etc.
- Board resolution approving program of projects
- Updated Project Programming Requests (PPRs)
- Copies of all project applications

PROJECT APPLICATION AND SUBMITTAL REQUIREMENTS

ATP project applications will be available at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>

The FCOG Regional Competitive ATP information will be made available at: <https://www.fresnocog.org/project/active-transportation-program-atp/>.

Projects not selected for programming in the statewide competition must be considered in the FCOG Regional Competitive ATP. Per the CTC's guidelines, a copy of the application submitted to the state MUST be submitted to FCOG at the same time.

There will be five different applications available for applicants to complete depending on the project type and size. It is incumbent on the applicant to complete the application appropriate for their project. Applicants applying for infrastructure projects must utilize the application type based on the entire project cost, not the ATP request amount. All eligible projects must apply with one of the following application types. Applications for plans may not be combined with applications for infrastructure or non-infrastructure projects. The five application types are:

- A. **Large Project:** Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total

project cost of greater than \$7 million will be considered a Large Project and must use the Large Project application. Commission staff may conduct onsite field reviews on a selection of projects that qualify as large projects. Field reviews are not indicative of the project’s likelihood of funding.

B. Medium Project: Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of **more than \$2 million and up to \$ 7 million** will be considered a Medium Project and must use the Medium Project application.

C. Small Project: Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of **\$2 million or less** will be considered a Small Project and must use the Small Project application.

D. Non-infrastructure Only

E. Plan: **Plans cannot be combined with any other type of project.**

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant’s governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the projects. All letters of support and resolutions must be included with the application and not mailed separately.

Project applications should be addressed or delivered to:
Fresno Council of Governments
Attn: Jennifer Soliz
2035 Tulare Street Suite 201
Fresno, CA 93721

Please submit eight hard copies and one electronic copy of a complete application. Applications must be postmarked by the application deadline.

For questions or concerns, please contact Jennifer Soliz at jsoliz@fresnocog.org. You may also contact us by phone at 559-233-4148 ext. 223.

SCREENING CRITERIA

Before evaluation, project applications will be screened for the following:

- Consistency with an adopted regional transportation plan.
- Use of appropriate application.
- Supplanting Funds: A project that is already fully funded will not be considered for funding in the Active Transportation Program. ATP funds cannot be used to supplant other committed funds.
- Eligibility of project: Project must be one of the four types of projects listed in Section 13 of the adopted CTC ATP Cycle 5 guidelines.

Applications will be screened for eligibility. Applications will be removed from the competitive process if found ineligible based on the guidelines/criteria, and if the project application is incomplete. Projects not selected for programming in the statewide competition, but deemed eligible for the regional program, will be considered. **Applicants with projects that are screened out will be notified as soon as non-eligibility has been determined. Please reference section 14 in the adopted CTC guidelines for further screening criteria requirements.**

SCORING CRITERIA

Proposed projects will be scored and ranked on the basis of applicant responses to the below criteria. Project programming recommendations may not be based strictly on the rating criteria given the various components of the ATP and requirements of the various fund sources.

See the chart below to reference the scoring criteria and points allotted to the different types of applications. The chart shows the maximum number of points allowed for each scoring criteria and type of application. If a scoring criteria is gray, it is not applicable to that application type.

	Scoring Topic	Plan Application	Non-Infrastructure Only Application	Infrastructure or Infrastructure/Non-Infrastructure Applications		
				Small	Medium	Large
A.	Benefit to Disadvantaged Communities (DAC)	30	10	10	10	10
B.	Need	20	40	52	40	38
C.	Safety		10	25	25	20
D.	Public Participation & Planning	25	15	10	10	10
E.	Scope and Plan Layout Consistency and Cost Effectiveness					7
F.	Scope and Plan Layout Consistency		10	3	5	
G.	Implementation & Plan Development	25				
H.	Context Sensitive & Innovation		5		5	5
I.	Transformative Projects					5
J.	Evaluation and Sustainability		10			
K.	Leveraging				5	5
L.	Corps (0 or -5)		0	0	0	0
M.	Past Performance (0 to -10)	0	0	0	0	0
	Total	100	100	100	100	100

- A. Benefit to Disadvantaged Communities. The benefit provided to the disadvantaged community affected by the project. The score will be impacted by the project location in relation to the disadvantaged community, the severity, and the direct benefit the project will provide. Applicants will also, if applicable, explain how anti-displacement policies and actions are being implemented to discourage gentrification of the community being impacted by the project.
- B. Need. Potential for increased walking and bicycling, especially among students, including the identification of walking and bicycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users.
- C. Safety. Potential for reducing the number and/or rate or the risk of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists.
- D. Public participation and Planning. Identification of the community-based public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders. Project applicants must clearly articulate how the local participation process (including the participation of disadvantaged community stakeholders) resulted in the identification and prioritization of the proposed project. **If there is significant opposition to the project, applicants should summarize any major points of concern raised by the opposition and provide a response.**
- E. Scope and Plan Layout Consistency and Cost Effectiveness. Evidence that the application, scope and plan layout are consistent with one another and depict what is being proposed. A project's cost effectiveness is the relative costs of the project in comparison to the project's benefits.

- F. Scope and Plan Layout Consistency. Evidence that the application, scope and plan layout are consistent with one another and depict what is being proposed.
- G. Implementation and Plan Development. Specific to applicants using the “plan” application form. Applicant should show evidence that the plan will lead to implementation of the identified projects.
- H. Context sensitive bikeways/walkways and innovative project elements. Applicants should consider the “recognized best” solutions that are appropriate for the local community context, and describe the innovative features of the project, OR explain why the context of the project best lends itself to standard treatments/features.
- I. Transformative Projects. Evidence of the transformative nature of the project will help to inform the score. In addition, applicants should address the potential for the project to support existing and planned housing, especially affordable housing.
- J. Evaluation and Sustainability. How will the effectiveness of the program be measured and sustained after completion.
- K. Leveraging. Leveraging of non-ATP funds (excluding in-kind contributions) on the ATP project scope proposed.
- L. Corps. Use of the California Conservation Corps or a certified local community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. An exception applies for applicants using the Plan application type.
 - a. General information and instructions for consulting with the Corps on ATP projects can be found at the California Conservation Corps website or at the California Association of Local Conservation Corps website.
 - b. The California Corps can be contacted at atp@ccc.ca.gov.
 - c. Qualified Community conservation corps can be contacted at inquiry@atpcommunitycorps.org.
 - d. Direct contracting with the California Conservation Corps or a qualified community conservation corps without bidding is permissible provided that the implementing agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the implementing agency and the proposed conservation corps must be provided to Caltrans.
 - e. Funded projects will be required to report on the use of the California Conservation Corps or a certified local community conservation corps as noticed in the application
- M. Past performance. Applicant’s performance on past ATP projects. Point reduction for non- use of the Corps as committed to in a past ATP award or project failure on any past ATP project.

PROJECT SELECTION BETWEEN PROJECT APPLICATIONS WITH THE SAME SCORE

If two or more project applications receive the same score that is the funding cut-off score, the following criteria will be used to determine which project(s) will be funded:

- Infrastructure projects
- Project readiness including, but not limited to, completed environmental documents

- Highest score on the highest point value question
- Highest score on the second highest point value question.

PROJECT EVALUATION COMMITTEE

FCOG formed a Multidisciplinary Advisory Group (MAG) to assist in the development of the guidelines, scoring criteria, and will participate in the evaluation of the project applications. In forming the MAG, staff sought participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities. The representatives are geographically balanced representing state agencies, FCOG, local jurisdictions in Fresno County, and non-governmental organizations. Priority for participation in the MAG was given to those who would not represent a project applicant, or would not benefit from projects submitted by others; if they do, they must recuse themselves from scoring their application. In addition, members are not allowed to provide input, verbally or in writing, regarding their project/plan/program during the evaluation period.

The MAG will prioritize, rank the applications, and ensure that 25% of available funds are dedicated to projects and programs benefiting Disadvantaged Communities as identified in the CTC ATP guidelines. The MAG will then present the recommended project list to the Programming Subcommittee, TTC, PAC, and to the Policy Board for approval before requesting final approval from the CTC of the program of projects.

PROGRAMMING

The ATP must be developed consistent with the fund estimate and the amount programmed in each fiscal year must not exceed the amount identified in the fund estimate. Requested programming years may vary based on programming capacity.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the ATP, and the estimated total cost of the project. In the case of a large project delivered in segments, include the total cost of the segment for which ATP funds are requested. Project costs in the ATP will include costs for each of the following phases:

- Project approval and environmental document,
- Plans, specifications, and estimates,
- Right-of-way; and
- Construction.

The cost of each project phase will be listed in the Federal Transportation Improvement Program (FTIP) no earlier than in the fiscal year in which the particular project phase can be implemented.

When proposing to fund only preconstruction phases for a project, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan.

FCOG will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of ATP and other committed funding. FCOG will regard funds as committed when they are programmed by the CTC or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

If the program of projects adopted by FCOG does not program the full capacity identified in the fund estimate for a given fiscal year, the balance will remain available to advance programmed projects. Subject to the availability of federal funds, a balance not programmed in one fiscal year will carry over and be available for projects in the following fiscal year.

Project applications found to not meet Project Study Report (PSR) equivalency will be required to take corrective action prior to allocation of funds. Refer to the CTC guidelines; section VI, for specific requirements.

PERFORMANCE METRICS

Successful projects must submit the required performance metric data within six months of programming. The Commission may delete a project for which no performance metric data is received. The Commission will not consider approval of a project allocation for projects that have not submitted the required performance metric data. Refer to the CTC guidelines; section 23 for required performance metric data.

CONTINGENCY PROJECT LIST

FCOG will adopt a list of projects for programming the Regional Competitive ATP that is financially constrained with the amount of ATP funding available (as identified in the CTC's approved ATP Fund Estimate). In addition, FCOG will include a list of contingency projects, ranked in priority order based on the project's evaluation score. FCOG intends to fund projects on the contingency list should there be any project failures in any of the previous cycles of Regional Competitive ATP. This will ensure that the regional competitive ATP will fully use all ATP funds. This contingency list will be in effect only until the adoption of the next programming cycle.

BASELINE AGREEMENTS

In accordance with the SB 1 Accountability and Transparency Guidelines the Commission requires Baseline Agreements for ATP projects with a total project cost of \$25 million or greater (all funds) or a total programmed amount of \$10 million or greater in ATP funds. Please reference section 27 of the adopted CTC ATP guidelines for requirements for baseline agreements.

PROGRAM/PROJECT AMENDMENTS

Project amendments requested by implementing agencies shall receive the approval of all partner and funding entities before submittal presentation to the Commission. Amendment requests should be submitted in a timely manner and include documentation that supports the requested change and its impact on the scope, cost, schedule, **public support** and benefits.

Caltrans shall coordinate all amendment requests and utilize the Project Programming Request form to help document the change. Implementing agencies must notify Caltrans in writing of proposed project amendments.

Project amendments will be considered for the Active Transportation Program as follows:

- Scope Changes – The Commission may consider changes to the scope of the project only as described below.
- Funding Distribution Changes – The Commission may consider a request to move funds between phases after a project has been programmed only as described below.

Schedule changes to a project will not be considered. Time extensions are allowed as specified in the timely use of funds section. ATP will not fund any cost increases to the project. Any cost increases should

be funded from other fund sources. If there is a change in the cost estimate, the implementing agency must notify Caltrans as soon as possible. The written notification should explain the change and the plan to cover the increase.

A. Scope Changes

The Commission will consider changes to the approved scope submitted in the project application to assist agencies in implementing their ATP projects and maximize the overall benefits of the ATP. An agency requesting a scope change must submit a request to Caltrans that includes the following:

- An explanation of the proposed scope change.
- The reason for the proposed scope change.
- The impact the proposed scope change would have on the overall cost of the project.
- An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit).
- An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit).
- An explanation of the methodology used to develop the aforementioned estimates.
- Evidence of public support for the new scope.
- Revalidation of the environmental document(s), if needed.
- How the scope change impacts the project schedule.
- An explanation of how the scope change affects the project budget, and how increases will be funded, or savings will be utilized.
- For projects programmed in the Metropolitan Planning Organization (MPO) component, evidence of MPO approval and the MPO rationale for their approval

Caltrans will review the proposed scope change and forward the proposed scope change with Caltrans' written analysis and recommendation to the Commission for the Commission's approval.

Commission staff accepts or denies minor scope changes and will present those that are accepted to the Commission as a part of the project allocation request. Minor scope changes are those that stay true to the project proposed in the application, with little or no impact to project benefits, strong public support, or increase the benefits of the project. If Commission staff determines the minor scope change should be denied, Caltrans will resubmit the scope change request as a major scope change.

Caltrans will present recommendations to approve or disapprove major scope changes to the Commission as a project amendment agenda item at a regularly scheduled Commission meeting. Commission staff may recommend denying a scope change if the request dramatically changes the project scope and intent from what was approved in the application, or if there is a loss in benefits. The Commission may approve or deny the scope change request, regardless of staff and Caltrans' recommendations.

B. Funding Distribution Changes

Agencies may request to move amounts between programmed phases (Environmental Studies and Permits (PA&ED), Plans, Specs and Estimates (PS&E), Right of Way (ROW) and Construction).

Moving funds between phases will not increase the total programmed amount. The agency must show that the project remains fully funded and that the benefit of the project will remain the same or increase. All funding distribution change requests must be considered by the Commission for approval. When preparing a request for a funding distribution change, agencies should consider the following:

- The request cannot be made in the same state fiscal year in which the funds have been programmed.
- The funds that are part of the request cannot have been allocated.

- Funds programmed in construction cannot be moved out of construction.
- An agency can only request a funding distribution change once during the life of the project. Agencies should consider waiting until after the environmental review has been completed to submit a funding distribution change.

The notification to Caltrans must include:

- A revised Project Programming Request (PPR) that outlines the proposed funding distribution change.
- The reason for the proposed funding distribution change.
- The impact the proposed change would have on the overall cost of the project. The project must remain fully funded.
- A discussion of whether the funding distribution change will affect the benefit of the project as described in the project application

ALLOCATIONS

When an agency is ready to implement a project or project phase, the agency will submit an allocation request to Caltrans. The typical time required, after receipt of the request, to complete Caltrans review and recommendation and Commission allocation is 60 days.

Caltrans will review the request and determine whether or not to recommend the request to the Commission for action. The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding, and the consistency with the project's baseline agreement, if applicable. When Caltrans develops its construction allocation recommendation, the Commission expects Caltrans to certify that a project's plans specifications and estimate are complete, and match the application scope or approved scope amendment, environmental and right-of-way clearances are secured, and all necessary permits and agreements are executed. **The Commission will only consider an allocation of construction funds to projects that are ready to advertise.** Projects using the design-build or design-sequencing contracting methods shall be considered ready for allocation upon completion of environmental clearance. Readiness for projects to be transferred to FTA shall be consistent with FTA's definition of readiness for obligation.

In compliance with Section 21150 of the Public Resources Code, the CTC will not allocate funds for a non-infrastructure project or plan, or for design, right-of-way, or construction of an infrastructure project, prior to documentation of environmental clearance under the California Environmental Quality Act (CEQA). As a matter of policy, the CTC will not allocate funds, other than for the environmental phase, for a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act (NEPA). Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of NEPA review.

The Commission will approve the allocation in whole thousands of dollars if the funds are available and the allocation is necessary to implement the project as included in the adopted ATP. If there is a cost increase to the project, the implementing agency must submit an updated PPR form that identifies the cost increase and the fund source that will cover the cost increase. The ATP does not fund cost increases except for Caltrans implemented projects. If the fund source(s) is (are) not identified to cover the cost increase, the project component will be lapsed.

Applicants that have partnered with an implementing agency must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency with the allocation request.

The CTC will approve the allocation if the funds are available and the allocation is necessary to

implement the project as included in the adopted ATP. If there are insufficient program funds to approve an allocation, the Commission may delay the allocation of funds to a project **until the next fiscal year without requiring an extension.**

In order to ensure the timely use of all program funds, the CTC will, **contingent upon availability, advance** allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. Should requests for advance allocations exceed available capacity; the CTC will give priority to projects programmed in the current-year.

Allocation requests for a project in the MPO ATP projects must include a recommendation by the MPO.

Any scope changes must be presented to Caltrans for consideration prior to allocation in the manner described above and in section 28 of the adopted ATP state guidelines.

PROJECT DELIVERY

LETTER OF NO PREJUDICE

The CTC will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the ATP. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines are on the CTC website.

TIMELY USE OF FUNDS

ATP allocations are requested by project phase, Environmental Phase (PA&ED), Design Phase (PS&E), Right-of-Way Phase (ROW), and Construction Phase (CON). Each allocation must be requested in the fiscal year that the phase is programmed. Construction allocations are valid for award for six months from the date of allocation unless the Commission approves an extension. When programmed funds are not allocated within the fiscal year programmed or within the time allowed by an approved extension, the project will be deleted from the Active Transportation Program.

The CTC may extend the deadline only once for allocation and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months. If extraordinary issues exist that require a longer extension, the implementer may request up to 20 months for allocation only. Extension requests for a project in the regional selected portion of the program must include a recommendation by FCOG, consistent with the preceding requirements.

Funds allocated for project development or right-of-way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. The implementing agency must invoice Caltrans for these costs no later than 180 days after the fiscal year in which the final expenditure occurred.

The Commission may extend the deadline only once for contract award and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.

After award of the contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of construction fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed

expenditure plan for the project.

The Commission may extend the deadlines for expenditures for project development or right-of-way, or for contract completion no more than one time, only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed more than 12 months for project completion and 12 months for expenditure.

Except for the allocation of funds, the request to extend the deadline for any of the above must be received by Caltrans prior to the expiration date. For allocation of funds, the time extension must be approved by the Commission by June 30th of the year the funds are programmed; otherwise the funds will lapse.

Projects must commence the right-of-way phase or actual construction within 10 years of receiving pre-construction funding through the Active Transportation Program, or the implementing agency must repay the Active Transportation Program funds. Repaid funds will be made available for redistribution in the subsequent programming cycle.

If there are insufficient funds, the CTC may delay the allocation of funds to a project until the next fiscal year without requiring an extension. **It is incumbent upon the implementing agency to develop accurate project cost estimates. If the amount of a contract award is less than the amount allocated, or if the final cost of a phase is less than the amount allocated, the savings generated will not be available for future programming.**

Caltrans will track the delivery of ATP projects and submit to the CTC the required reports showing the delivery of each project phase.

DELIVERY DEADLINE EXTENSIONS

The Commission may extend a delivery deadline, as described in the Timely Use of Funds Section, upon the request of the implementing agency. No deadline may be extended more than once. However, there are separate deadlines for allocations, contract award, expenditures, and project completion. Each project phase has its own deadline. The Commission may consider the extension for each deadline separately.

All requests for project delivery deadline extensions shall be submitted directly to Caltrans for processing prior to the expiration date. The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to the circumstance. Caltrans will review and prepare a written analysis of the proposed extension requests and forward the written analysis and recommendation to the Commission for action.

FEDERAL REQUIREMENTS

Unless fully programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Refer to the CTC guidelines; section 33, for examples of federal requirements that must be met when administering ATP projects.

DESIGN STANDARDS

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans, except that an agency may utilize other minimum safety design criteria if specific conditions are met, as described in Streets and

Highways Code Section 891(b). Refer to the CTC guidelines; section 34, for specific requirements.

PROJECT INACTIVITY

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation Policy). Failure to do so will result in the project being deemed "inactive" and subject to de-obligation if proper justification is not provided.

PROJECT COST SAVINGS

Savings at contract award may be used to expand the scope of the project only if the expanded scope provides additional quantifiable active transportation benefits. The expanded scope must be approved by the Commission's Executive Director prior to contract award. All other contract award savings will be returned proportionally.

Savings at project completion must be returned proportionally except when an agency has, subsequent to project programming, committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until the proportions match those at programming. Any additional savings at project completion must be returned proportionally.

Any amount allocated for environmental may also be expended for design. In addition, a local agency may expend an amount allocated for environmental, design, right of way, construction (infrastructure) or construction (non-infrastructure) for another allocated project phase, provided that the total expenditure shifted to a phase in this way is not more than 20 percent of the amount actually allocated for either phase. This means that the amount transferred by a local agency from one phase to another may be no more than 20 percent of whichever of the phases has received the smaller allocation from the Commission.

If an implementing agency requests an allocation of funds in an amount that is less than the amount programmed, the balance of the programmed amount may be allocated to a programmed project advanced from a future fiscal year. Project savings, including savings from projects programmed in the MPO component, will return to the overall ATP and be available to a programmed project advanced from a future fiscal year.

PROJECT REPORTING

The purpose of all required reports is to ensure that the project is executed on time and is within the scope and budget identified when the decision was made to fund the project. The ATP program adheres to the program accountability requirements set forth in the SB1 Accountability and Transparency Guidelines. The reporting provisions specified in the SB 1 Accountability and Transparency Guidelines **apply to all projects programmed** in the ATP.

All implementing agencies must submit regular progress reports, a completion report and a final delivery report to Caltrans. Implementing agencies should refer to the [Local Assistance website](#) for details.

An agency implementing a project in the MPO selected portion of the program is required to also submit copies of all of its reports to the MPO. However, all agencies are encouraged to submit copies of their reports to their MPO or RTPA.

AUDITS

The audit requirements as outlined in the Commission's Accountability and Transparency Guidelines will be required for all projects programmed in the ATP.

ROLES AND RESPONSIBILITIES

CALIFORNIA TRANSPORTATION COMMISSION (CTC)

The CTC responsibilities include:

- Adopt guidelines, policies, and application for the ATP.
- Adopt ATP Fund Estimate.
- Evaluate, score and rank projects, including forming and facilitating the Project Evaluation Committee.
- In consultation with Regional Agencies and Caltrans, recommend and adopt a program of projects, including:
 - The statewide component of the ATP,
 - The small urban and rural component of the ATP and,
 - The MPO selected portion of the program based on the recommendations of the MPOs.
 - Ensure that at least 25% of the funds benefit disadvantage communities.
- Maintain a contingency list of projects to be amended into the program in the event a programmed project is delivered under the programmed amount of if a project fails, approve and recommend such amendments for Commission approval. This contingency list will be in effect only until the adoption of the next statewide program.
- Post recommendations and final adopted list of approved projects on the Commission's website
- Allocate funds to projects.
- Publish a Status Report of the ATP annually to increase the transparency of the program and show the progress of the programmed projects
- Review project amendment requests and recommend approval or denial to the commission
- Evaluate and report to the legislature.

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Caltrans has the primary responsibility for the administration of the adopted ATP. Responsibilities include:

- Prepare and provide statewide program and procedural guidance. Conduct outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups
- Develop and provide program training.
- Solicit project applications for the program.
- Perform eligibility and deliverability reviews of ATP projects at the Commission's request and inform the Commission of any identified issues **in writing and before consensus scores are submitted by the evaluators.**
- Assist as needed in functions such as facilitating project evaluation teams and evaluating applications.
- Notify successful applicants of their next steps after each call for projects.
- Recommend project allocations (including funding type) to the Commission.
- Make Project Amendment recommendations to the Commission.
- Track and report on project implementation, including project completion.

- Create reports required by the Commission and solicit implementing agencies to submit required reports in a timely manner.
- Perform audits of selected projects in accordance with generally accepted government auditing standards.
- Serve as the main point of contact in project implementation, including administering the contract(s) for the ATP Resource Center.

METROPOLITAN PLANNING ORGANIZATIONS (MPOS) WITH LARGE URBANIZED AREAS

MPOs with large urbanized areas, such as FCOG, are responsible for overseeing a competitive project selection process in accordance with these guidelines. The responsibilities include:

- Ensure that at least 25% of the funds in the FCOG call for projects benefit disadvantaged communities.
- FCOG is using a different minimum project size for its regional competitive ATP selection process than the statewide guidelines.
- FCOG will notify the Commission of their intent to have a supplemental call no later than the application deadline and will consider the projects that were not selected through the statewide competition along with those received in the supplemental call for projects.
- FCOG will submit copies of all applications received by the MPO. Projects recommended for programming by an MPO will not be considered for funding unless the application is received by the designated deadline.
- In administering a regional competitive ATP selection process, FCOG must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a regional competitive ATP selection process, FCOG must explain how the projects recommended for programming include a broad spectrum of projects to benefit pedestrians and bicyclists. The explanation must include a discussion of how the recommended projects benefit students walking and cycling to school.
- FCOG elects to have a contingency list of projects to be amended into the program in the event a programmed project fails to deliver. FCOG will approve and recommend such amendments for Commission approval. This contingency list will be provided to the Commission and will be in effect only until the adoption of the next statewide program.
- Recommend allocation requests for a project in the FCOG regional competitive ATP.
- Determine which projects to advance and make that recommendation to the CTC in consultation with Commission staff and Caltrans.
- Submit an annual assessment of FCOG's regional competitive ATP in terms of its effectiveness in achieving the goals of the overall ATP.

PROJECT APPLICANT

Project applicants nominate ATP projects for funding consideration by submitting an application by the deadline. If awarded ATP funding for a submitted project, the project applicant (or partnering implementing agency if applicable) has contractual responsibility for carrying out the project to completion and complying with reporting requirements in accordance with federal, state, and local laws and regulations, and these guidelines.

For infrastructure projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

PROJECT SIGNAGE

The implementing agency must, for all SB 1 projects, include signage stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017. The signage should be in compliance with applicable federal or state law, and Caltrans’ manual and guidelines, including but not limited to the provisions of the California Manual on Uniform Traffic Control Devices.

ACTIVE TRANSPORTATION PLANS

The ATP provides for the creation of Active Transportation Plans. Funding from the ATP may be used to fund the development of community wide active transportation plans within or, for area- wide plans, encompassing disadvantaged communities, including bike, pedestrian, safe routes to schools, or comprehensive active transportation plans. A list of the components that must be included in an active transportation plan can be found in Appendix A of the statewide guidelines.

Please note: The statewide guidelines state that a large MPO, in administering its portion of the program, may make up to 2% of its funding available for active transportation plans in disadvantaged communities within the MPO boundaries. **Although Fresno COG does not intend to set-aside funding for active transportation plans, no more than 2% of the total ATP regional funds can be used to fund active transportation plans in disadvantaged communities.** Refer to section 9 of the statewide guidelines for detailed information on “Funding for Active Transportation Plans” and the funding priorities that will be used when evaluating the potential to fund active transportation plan in disadvantaged communities.

PROGRAM EVALUATION

The ATP will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the "Project Reporting" section.

The CTC will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and timely use of funds, and will include a summary of its activities relative to the administration of the ATP including projects programmed, projects allocated, projects completed to date by project type, projects completed to date by geographic distribution, projects completed to date by benefit to disadvantaged communities, and projects completed to date with the California Conservation Corps or qualified community conservation corps.

APPENDIX A

Fresno Council of Governments

2021 Active Transportation Program Cycle 5 Regional Share Targets

Cycle 5 Program - FY 2021-22 through FY 2024-25

ATP Regional Share (in thousands)

Fund Source	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total
Federal STBG (TAP)			\$584	\$584	\$1,168
Federal Other			\$248	\$248	\$496
State	\$1,047	\$1,090	\$507	\$507	\$1,014
Total ATP Regional Share	\$1,047	\$1,090	\$1,339	\$1,339	\$4,815

Per SB 99, 25% of overall program funds shall benefit disadvantaged communities.



Fresno Council of Governments

Cycle 5

***2021 REGIONAL COMPETITIVE
ACTIVE TRANSPORTATION PROGRAM***

GUIDELINES

***Adopted by Fresno COG Policy Board on
4/30/2020***

***To be approved by the
California Transportation Commission
05/13/2020***

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INTRODUCTION

BACKGROUND

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. Senate Bill 1 (Chapter 2031, statutes of 2017) directs additional funding from the Road Maintenance and Rehabilitation Account to the ATP.

The California Transportation Commission (CTC) develops guidelines for each ATP cycle that describes the policy, standards, criteria, and procedures for the development, adoption, and management of the ATP. The CTC guidelines lay out the programming policies, procedures and project selection criteria for the statewide competitive program, small urban/rural and large MPO regional competitive programs. Large MPOs, such as Fresno COG, have the option of developing regional guidelines.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the Regional Competitive Fresno Council of Governments (FCOG) ATP. The Regional ATP Guidelines substantially follow those of the CTC, but include some differences based on the region's existing priorities. The guidelines were developed in consultation with FCOG's ATP Multidisciplinary Advisory Group (MAG). The MAG includes a representative from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in public health and pedestrian and bicycle issues, including Safe Routes to School programs.

The California Transportation Commission (CTC) must approve these guidelines so that FCOG may carry out the ATP at the Metropolitan Planning Organization (MPO) level.

PROGRAM PURPOSE AND GOALS

Pursuant to statute, the purpose of the program is to encourage increased use of active modes of transportation, such as biking and walking. The goals of the ATP are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

In addition to the goals listed in statute, the ATP will also consider state goals and provisions set forth in Executive Order N-19-19 including state housing goals.

PROGRAM SCHEDULE AND FUNDING YEARS

The Cycle 5 Statewide guidelines for the 2021 four-year program of projects (covering state fiscal years 2021/22, 2022/23, 2023/24 and 2024/25) were adopted on March 25, 2020 by the CTC. Each program of projects must be adopted no later than the date designated in statute of each odd-numbered year; however, the CTC may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the 2021 ATP:

Commission hearing and adoption of ATP Guidelines	March 25-26, 2020*
Commission adopts ATP Fund Estimate	March 25-26, 2020*
Call for projects	March 25-26, 2020*
FCOG ATP Regional Guidelines to TTC/PAC for approval	April 10, 2020
Large MPOs submit optional guidelines to Commission	April 17, 2020
FCOG ATP Regional Guidelines to Policy Board for adoption	April 30, 2020
Commission approves or rejects MPO guidelines	May 13-14, 2020*
Project applications to Caltrans (postmark date)	June 15, 2020
Regional project application copies and resolutions due to FCOG	August 14, 2020
Staff recommendation for statewide and small urban and rural portions of the program posted	November 16, 2020
Commission adopts statewide and small urban and rural portions of the program	December 2-3, 2020
Projects not programmed distributed to large MPOs based on location	December 2020
FCOG MAG Reviews and Scores regional projects	December 9, 2020**
FCOG project recommendations to TTC/PAC for approval	January 8, 2021
Deadline for MPO Draft project programming recommendations to the Commission	January 18, 2021
FCOG project recommendations to Policy Board for adoption	January 28, 2021
Deadline for MPO Final project programming recommendations to the Commission	April 2, 2021
Commission adopts MPO selected projects	May 2021*

*Exact dates will coincide with the CTC's adopted 2020/2021 calendars.

**Date subject to change

FUNDING

SOURCE

The ATP is funded from various federal and state funds appropriated in the annual Budget Act.

These are:

- 100% of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21 million of federal Highway Safety Improvement Program funds or other federal funds.
- State Highway Account funds.
- Road Maintenance and Rehabilitation Account (SB 1)

In addition to furthering the purpose and goals of this program, all ATP projects must meet eligibility requirements specific to at least one ATP funding source.

DISTRIBUTION

ATP funds from the State of California provide an important funding source for active transportation projects. State and federal law segregate the ATP into multiple, overlapping components. The ATP Fund Estimate must indicate the funds available for each of the program components.

Forty percent of ATP funds must be distributed to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000. These funds must be distributed based on total MPO population.

The 2021 ATP Fund Estimate was adopted at the March 25, 2020 CTC meeting. The regional shares available for Cycle 5 of ATP funding (FY 2021-22 through FY 2024-25) are \$4.8 million per the adopted 2021 ATP Fund Estimate (Appendix A).

Per Senate Bill 99, ATP guidelines include a process to ensure that no less than 25% of overall program funds shall benefit disadvantaged communities. The funds programmed and allocated under this paragraph must be selected through a competitive process by the MPOs in accordance with these guidelines. Projects selected by MPOs may be in either large urban, small urban, or rural areas.

MATCHING REQUIREMENTS

Although FCOG encourages the leveraging of additional funds for a project submitted to the regional competitive ATP, matching funds are not required to be eligible. Matching funds cannot be expended prior to the CTC allocation of ATP funds in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way; and construction). Matching funds must be expended concurrently and proportionally to the ATP funds. Matching funds may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project. This is applicable to all project categories. The source of the matching funds may be any combination of local, private, state, or federal funds. Refer to the CTC guidelines; section 7 and 8, for specific requirements on matching and leveraging fund requirements.

REIMBURSEMENT

The ATP is a reimbursement program for eligible costs incurred. In order for an item to be eligible for ATP reimbursement, that item's primary use or function must meet the ATP purpose and at least one of the ATP goals. Reimbursement is requested through the invoice process detailed in Chapter 5, Invoicing, Local Assistance Procedures Manual. Costs incurred prior to CTC allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

MINIMUM FUNDING AWARD REQUEST

There is no minimum ATP award request required for FCOG's Regional Competitive ATP which is different than the statewide requirement. This applies to all project categories.

MAXIMUM FUNDING AWARD REQUEST

FCOG encourages ATP funding awards of \$2,000,000 or less per project.

FUNDING SET-ASIDES

The Fresno COG Regional Competitive ATP does not include any set-aside funding for Safe Routes to School projects, Recreational Trails projects, or Active Transportation Plans. These infrastructure, Non-Infrastructure and combined Infrastructure/Non-Infrastructure projects will compete within the same funding source and will be scored accordingly.

Safe Routes to School projects must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

Trail projects that are primarily recreational should meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources (http://www.fhwa.dot.gov/environment/recreational_trails/). However, trails that serve active transportation purposes (such as multi-use paths, Class I bikeways, etc.) are fully eligible in the ATP and

need not meet the Recreational Trails Program requirements.

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan (bicycle, pedestrian, safe-routes-to- school, or comprehensive). An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008).

Funding for active transportation plans must be consistent with the plan requirements identified in the CTC adopted ATP Guidelines. Please refer to the CTC adopted ATP Guidelines Appendix A for more information regarding the funding of plans.

ELIGIBILITY

ELIGIBLE APPLICANTS

The applicant and/or implementing agency for ATP funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants and/or implementing agencies must be able to comply with all the federal and state laws, regulations, policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual for guidance and procedures on Master Agreements. The following entities, within the State of California, are eligible to apply for ATP funds:

- Local, Regional or State Agencies-Examples include city, county, MPO, and Regional Transportation Planning Agency.
- Transit Agencies -Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resource or Public Land Agencies -Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies
 - State or local fish and game or wildlife agencies
 - Department of the Interior Land Management Agencies
 - U.S. Forest Service
- Public schools or School districts.
- Tribal Governments -Federally-recognized Native American Tribes.
 - For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs (BIA) may be necessary.
 - A tribal government may also partner with another eligible entity to apply if desired.
- Private nonprofit tax-exempt organizations may apply for recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- Any other entity with responsibility for oversight of transportation or recreational trails that the CTC determines to be eligible.

A project applicant found to have purposefully misrepresented information that could affect a project's score may result in the applicant being excluded from the program for the current cycle and the next cycle.

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs may be necessary. A tribal government may also partner with another eligible entity to apply if desired.

As noted above, all applicants must comply with the federal aid process. Agencies applying for

infrastructure funding that are not familiar with the federal aid process and federal policies and procedures shall partner with a local agency that possesses expertise in these funding program requirements. See below for more information on partnering opportunities.

PARTNERING WITH IMPLEMENTING AGENCIES

Eligible applicants that are unable to apply for ATP funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. In addition, eligible applicants that are unfamiliar with the requirements to administer a Federal- Aid Highway Program project are encouraged to partner with an eligible applicant that can implement the project. If another entity agrees to be the implementing agency and assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g., letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

The implementing agency will be responsible and accountable for the use and expenditure of program funds.

ELIGIBLE PROJECTS

All projects must be selected through a competitive process and must meet one or more of the program goals. Because some of the funds in the ATP are federal funds, all projects must be federal-aid eligible:

- **Infrastructure Projects:** Capital improvements that will further the goals of this program. This typically includes the environmental, design, right-of-way and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. The PSR or equivalent may focus on the project phases proposed for programming, it must provide at least a preliminary estimate of costs for all phases. PSR guidelines are posted on the CTC's website: <https://catc.ca.gov/programs/state-transportation-improvement-program>

A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the ATP.

- **Plans:** The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominately located in a disadvantaged community.
- **Non-infrastructure Projects:** Education, encouragement, and enforcement activities that further the goals of this program. Non-infrastructure projects are not limited to those benefiting school students. NI projects can be start-up programs or new and/or expanded components of existing programs. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. A project with new and/or expanded components to an existing program must demonstrate how the original program is continuing without ATP funding. The ATP funds cannot fund ongoing program operations. All NI projects must demonstrate how the program is sustainable and will be continued after ATP funding is exhausted.
- **Infrastructure projects with non-infrastructure components:** This is a capital improvement project that includes an education, encouragement, or enforcement component. The non-infrastructure component should be mentioned throughout the application and enhance the infrastructure project.
- **Quick-Build Project Pilot:** The Commission will consider a small number of quick-build projects for the 2021 ATP as a pilot. Quick-build projects are interim capital improvement projects that further the goals of the ATP. These projects do require construction, but are built with

durable, low to moderate cost materials and last from one year to five years. See Appendix D in the CTC adopted guidelines for additional details. Quick-Build projects are not applicable to the region if they are not selected at the state.

EXAMPLE PROJECTS

Below is a list of projects generally considered eligible for ATP funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program. Important—components of an otherwise eligible project may not be eligible. For information on ineligible components, see the Caltrans Local Assistance/ATP website.

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
 - Elimination of hazardous conditions on existing bikeways and walkways.
 - Preventative maintenance of bikeways and walkways with the primary goal of improving the active transportation operations/usability and extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a community wide bike, pedestrian, safe routes to schools or active transportation plan in a disadvantaged community.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation. Components may include but are not limited to:
 - Development and implementation of bike-to-work or walk-to-work school day/month programs.
 - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis.
 - Conducting pedestrian and bicycle safety education programs.
 - Development and publishing of community walking and biking maps, including school route/travel plans.
 - Development and implementation of walking school bus or bike train programs.
 - Components of open streets events directly linked to the promotion of a new infrastructure project or designed to promote walking and biking on a daily basis.
 - Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
 - School crossing guard training.
 - School bicycle clinics.
 - Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the ATP.

PROJECT TYPE REQUIREMENTS

As discussed in the Funding Distribution section (above), State and Federal law segregate the ATP into multiple, overlapping components. SB 99 specifies that at least 25% of funds must benefit disadvantaged communities within each of the program components. However, the ATP also includes other project types that must meet certain requirements. Below is an explanation of the requirements specific to the project types listed in SB 99.

DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement of 25%, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community.

For a project to qualify as directly benefiting a disadvantaged community, the project must be located within or in reasonable proximity and have a direct connection, to the disadvantaged community served by the project; or the project must be an extension or a segment of a larger project that connects to or directly adjacent to that disadvantaged community. It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community; there is no presumption of benefit, even for projects located within a disadvantaged community. To qualify as a disadvantaged community the community served by the project must meet at least one of the following criteria:

- **Median Household Income:** The Median Household Income (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2014-2018 American Community Survey (<\$56,982). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- **CalEnviroScreen:** An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) scores (scores must be greater than or equal to 39.34). This list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>
- **National School Lunch Program:** At least 75% of public school students in the project area are eligible to receive free or reduced- price meals under the National School Lunch Program. Data is available at: <http://www.cde.ca.gov/ds/sd/sd/files.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area. Project must be located within 2 miles of the school(s) represented by this criteria.
- **Healthy Places Index:** The Healthy Places Index includes a composite score for each census tract in the State. The higher the score, the healthier the community conditions based on 25 community characteristics. The scores are then converted to a percentile to compare it to other tracts in the State. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community. The [live map](#) and the direct data can both be found on the California Healthy Places Index website: <https://map.healthylacesindex.org/>.
- **Native American Tribal Lands:** Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).
- **Other:** If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria due to a lack of accurate information, the applicant may submit another means of qualifying for consideration. Suggested alternatives that can be submitted under this category include:
 - Census data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration a quantitative assessment, such as a survey,

- to demonstrate that the community’s median household income is at or below 80% of that state median household income.
- o CalEnviroScreen data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration an assessment to demonstrate that the community’s CalEnviroScreen score is at or above 39.34.

PROJECT SELECTION PROCESS

REGIONAL COMPETITIVE ATP PROJECT SELECTION

Fresno COG will hold a separate call for projects for the Regional Active Transportation Program and have a regional evaluation process. Applicants may apply for either the State ATP program or Regional ATP program, or to both. Fresno COG encourages all ATP projects be submitted to the State ATP competitive program, although it is not required. Projects not selected for programming in the statewide competition must be considered in the regional competition. In administering a competitive selection process, FCOG will use a multidisciplinary advisory group (MAG) to assist in evaluating project applications. Following the competitive selection process, FCOG will submit its programming recommendations to the CTC along with:

- List of the members of its multidisciplinary advisory group
- Description of unbiased project selection methodology
- Program spreadsheet with the following elements
 - All projects evaluated
 - Projects recommended with total project cost, request amount, fiscal years, phases, state only funding requests, amount benefitting disadvantaged communities
 - Project type designations such as non-infrastructure, Safe Routes to School, etc.
- Board resolution approving program of projects
- Updated Project Programming Requests (PPRs)
- Copies of all project applications

PROJECT APPLICATION AND SUBMITTAL REQUIREMENTS

ATP project applications will be available at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>.

The FCOG Regional Competitive ATP information will be made available at: <https://www.fresnocog.org/project/active-transportation-program-atp/>.

Projects not selected for programming in the statewide competition must be considered in the FCOG Regional Competitive ATP. Per the CTC’s guidelines, a copy of the application submitted to the state MUST be submitted to FCOG at the same time.

There will be five different applications available for applicants to complete depending on the project type and size. It is incumbent on the applicant to complete the application appropriate for their project. Applicants applying for infrastructure projects must utilize the application type based on the entire project cost, not the ATP request amount. All eligible projects must apply with one of the following application types. Applications for plans may not be combined with applications for infrastructure or non-infrastructure projects. The five application types are:

- A. **Large Project:** Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of greater than \$7 million will be considered a Large Project and must use the Large Project application. Commission staff may conduct onsite field reviews on a selection of projects that qualify as large projects. Field reviews are not indicative of the project’s likelihood of funding.

B. Medium Project: Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of more than \$2 million and up to \$ 7 million will be considered a Medium Project and must use the Medium Project application.

C. Small Project: Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of \$2 million or less will be considered a Small Project and must use the Small Project application.

D. Non-infrastructure Only

E. Plan: Plans cannot be combined with any other type of project.

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant’s governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the projects. All letters of support and resolutions must be included with the application and not mailed separately.

Project applications should be addressed or delivered to:
Fresno Council of Governments
Attn: Jennifer Soliz
2035 Tulare Street Suite 201
Fresno, CA 93721

Please submit eight hard copies and one electronic copy of a complete application. Applications must be postmarked by the application deadline.

For questions or concerns, please contact Jennifer Soliz at jsoliz@fresnocog.org. You may also contact us by phone at 559-233-4148 ext. 223.

SCREENING CRITERIA

Before evaluation, project applications will be screened for the following:

- Consistency with an adopted regional transportation plan.
- Use of appropriate application.
- Supplanting Funds: A project that is already fully funded will not be considered for funding in the Active Transportation Program. ATP funds cannot be used to supplant other committed funds.
- Eligibility of project: Project must be one of the four types of projects listed in Section 13 of the adopted CTC ATP Cycle 5 guidelines.

Applications will be screened for eligibility. Applications will be removed from the competitive process if found ineligible based on the guidelines/criteria, and if the project application is incomplete. Projects not selected for programming in the statewide competition, but deemed eligible for the regional program will be considered. Applicants with projects that are screened out will be notified as soon as non-eligibility has been determined. Please reference section 14 in the adopted CTC guidelines for further screening criteria requirements.

SCORING CRITERIA

Proposed projects will be scored and ranked on the basis of applicant responses to the below criteria.

Project programming recommendations may not be based strictly on the rating criteria given the various components of the ATP and requirements of the various fund sources.

See the chart below to reference the scoring criteria and points allotted to the different types of applications. The chart shows the maximum number of points allowed for each scoring criteria and type of application. If a scoring criteria is gray, it is not applicable to that application type.

	Scoring Topic	Plan Application	Non-Infrastructure Only Application	Infrastructure or Infrastructure/Non-Infrastructure Applications		
				Small	Medium	Large
A.	Benefit to Disadvantaged Communities (DAC)	30	10	10	10	10
B.	Need	20	40	52	40	38
C.	Safety		10	25	25	20
D.	Public Participation & Planning	25	15	10	10	10
E.	Scope and Plan Layout Consistency and Cost Effectiveness					7
F.	Scope and Plan Layout Consistency		10	3	5	
G.	Implementation & Plan Development	25				
H.	Context Sensitive & Innovation		5		5	5
I.	Transformative Projects					5
J.	Evaluation and Sustainability		10			
K.	Leveraging				5	5
L.	Corps (0 or -5)		0 or -5	0 or -5	0 or -5	0 or -5
M.	Past Performance (0 to -10)	0 to -10	0 to -10	0 to -10	0 to -10	0 to -10
	Total	100	100	100	100	100

- A. Benefit to Disadvantaged Communities. The benefit provided to the disadvantaged community affected by the project. The score will be impacted by the project location in relation to the disadvantaged community, the severity, and the direct benefit the project will provide. Applicants will also, if applicable, explain how anti-displacement policies and actions are being implemented to discourage gentrification of the community being impacted by the project.
- B. Need. Potential for increased walking and bicycling, especially among students, including the identification of walking and bicycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users.
- C. Safety. Potential for reducing the number and/or rate or the risk of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists.
- D. Public participation and Planning. Identification of the community-based public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders. Project applicants must clearly articulate how the local participation process (including the participation of disadvantaged community stakeholders) resulted in the identification and prioritization of the proposed project. If there is significant opposition to the project, applicants should summarize any major points of concern raised by the opposition and provide a response.
- E. Scope and Plan Layout Consistency and Cost Effectiveness. Evidence that the application, scope and plan layout are consistent with one another and depict what is being proposed. A project's cost effectiveness is the relative costs of the project in comparison to the project's benefits.

- F. Scope and Plan Layout Consistency. Evidence that the application, scope and plan layout are consistent with one another and depict what is being proposed.
- G. Implementation and Plan Development. Specific to applicants using the “plan” application form. Applicant should show evidence that the plan will lead to implementation of the identified projects.
- H. Context sensitive bikeways/walkways and innovative project elements. The “recognized best” solutions appropriate for the local community context will be considered, and a description of the innovative features of the project. OR explain why the context of the project best lends itself to standard treatments/features.
- I. Transformative Projects. Evidence of the transformative nature of the project will help to inform the score. In addition, applicants should address the potential for the project to support existing and planned housing, especially affordable housing.
- J. Evaluation and Sustainability. How will the effectiveness of the program be measured and sustained after completion.
- K. Leveraging. Leveraging of non-ATP funds (excluding in-kind contributions) on the ATP project scope proposed.
- L. Corps. Use of the California Conservation Corps or a certified local community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. An exception applies for applicants using the Plan application type.
 - a. General information and instructions for consulting with the Corps on ATP projects can be found at the [California Conservation Corps website](#) or at the [California Association of Local Conservation Corps website](#).
 - b. The California Corps can be contacted at atp@ccc.ca.gov.
 - c. Qualified Community conservation corps can be contacted at inquiry@atpcommunitycorps.org.
 - d. Direct contracting with the California Conservation Corps or a qualified community conservation corps without bidding is permissible provided that the implementing agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the implementing agency and the proposed conservation corps must be provided to Caltrans.
 - e. Funded projects will be required to report on the use of the California Conservation Corps or a certified local community conservation corps as noticed in the application
- M. Past performance. Applicant’s performance on past ATP projects. Point reduction for non- use of the Corps as committed to in a past ATP award or project failure on any past ATP project.

PROJECT SELECTION BETWEEN PROJECT APPLICATIONS WITH THE SAME SCORE

If two or more project applications receive the same score that is the funding cut-off score, the following criteria will be used to determine which project(s) will be funded:

- Infrastructure projects
- Project readiness including, but not limited to, completed environmental documents

- Highest score on the highest point value question
- Highest score on the second highest point value question.

PROJECT EVALUATION COMMITTEE

FCOG formed a Multidisciplinary Advisory Group (MAG) to assist in the development of the guidelines, scoring criteria, and will participate in the evaluation of the project applications. In forming the MAG, staff sought participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities. The representatives are geographically balanced representing state agencies, FCOG, local jurisdictions in Fresno County, and non-governmental organizations. Priority for participation in the MAG was given to those who would not represent a project applicant, or would not benefit from projects submitted by others; if they do, they must recuse themselves from scoring their application. In addition, members are not allowed to provide input, verbally or in writing, regarding their project/plan/program during the evaluation period.

The MAG will prioritize, rank the applications, and ensure that 25% of available funds are dedicated to projects and programs benefiting Disadvantaged Communities as identified in the CTC ATP guidelines. The MAG will then present the recommended project list to the Programming Subcommittee, TTC, PAC, and to the Policy Board for approval before requesting final approval from the CTC of the program of projects.

PROGRAMMING

The ATP must be developed consistent with the fund estimate and the amount programmed in each fiscal year must not exceed the amount identified in the fund estimate. Requested programming years may vary based on programming capacity.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the ATP, and the estimated total cost of the project. In the case of a large project delivered in segments, include the total cost of the segment for which ATP funds are requested. Project costs in the ATP will include costs for each of the following phases:

- Project approval and environmental document,
- Plans, specifications, and estimates,
- Right-of-way; and
- Construction.

The cost of each project phase will be listed in the Federal Transportation Improvement Program (FTIP) no earlier than in the fiscal year in which the particular project phase can be implemented.

When proposing to fund only preconstruction phases for a project, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan.

FCOG will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of ATP and other committed funding. FCOG will regard funds as committed when they are programmed by the CTC or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

If the program of projects adopted by FCOG does not program the full capacity identified in the fund estimate for a given fiscal year, the balance will remain available to advance programmed projects. Subject to the availability of federal funds, a balance not programmed in one fiscal year will carry over and be available for projects in the following fiscal year.

Project applications found to not meet Project Study Report (PSR) equivalency will be required to take corrective action prior to allocation of funds. Refer to the CTC guidelines; section VI, for specific requirements.

PERFORMANCE METRICS

Successful projects must submit the required performance metric data within six months of programming. The Commission may delete a project for which no performance metric data is received. The Commission will not consider approval of a project allocation for projects that have not submitted the required performance metric data. Refer to the CTC guidelines; section 23 for required performance metric data.

CONTINGENCY PROJECT LIST

FCOG will adopt a list of projects for programming the Regional Competitive ATP that is financially constrained with the amount of ATP funding available (as identified in the CTC's approved ATP Fund Estimate). In addition, FCOG will include a list of contingency projects, ranked in priority order based on the project's evaluation score. FCOG intends to fund projects on the contingency list should there be any project failures in any of the previous cycles of Regional Competitive ATP. This will ensure that the regional competitive ATP will fully use all ATP funds. This contingency list will be in effect only until the adoption of the next programming cycle.

BASELINE AGREEMENTS

In accordance with the SB 1 Accountability and Transparency Guidelines the Commission requires Baseline Agreements for ATP projects with a total project cost of \$25 million or greater (all funds) or a total programmed amount of \$10 million or greater in ATP funds. Please reference section 27 of the adopted CTC ATP guidelines for requirements for baseline agreements.

PROGRAM/PROJECT AMENDMENTS

Project amendments requested by implementing agencies shall receive the approval of all partner and funding entities before submittal presentation to the Commission. Amendment requests should be submitted in a timely manner and include documentation that supports the requested change and its impact on the scope, cost, schedule, public support and benefits.

Caltrans shall coordinate all amendment requests and utilize the Project Programming Request form to help document the change. Implementing agencies must notify Caltrans in writing of proposed project amendments.

Project amendments will be considered for the Active Transportation Program as follows:

- Scope Changes – The Commission may consider changes to the scope of the project only as described below.
- Funding Distribution Changes – The Commission may consider a request to move funds between phases after a project has been programmed only as described below.

Schedule changes to a project will not be considered. Time extensions are allowed as specified in the timely use of funds section. ATP will not fund any cost increases to the project. Any cost increases should

be funded from other fund sources. If there is a change in the cost estimate, the implementing agency must notify Caltrans as soon as possible. The written notification should explain the change and the plan to cover the increase.

A. Scope Changes

The Commission will consider changes to the approved scope submitted in the project application to assist agencies in implementing their ATP projects and maximize the overall benefits of the ATP. An agency requesting a scope change must submit a request to Caltrans that includes the following: An explanation of the proposed scope change.

- The reason for the proposed scope change.
- The impact the proposed scope change would have on the overall cost of the project.
- An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit).
- An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit).
- An explanation of the methodology used to develop the aforementioned estimates.
- Evidence of public support for the new scope.
- Revalidation of the environmental document(s), if needed.
- How the scope change impacts the project schedule.
- An explanation of how the scope change affects the project budget, and how increases will be funded, or savings will be utilized.
- For projects programmed in the Metropolitan Planning Organization (MPO) component, evidence of MPO approval and the MPO rationale for their approval

Caltrans will review the proposed scope change and forward the proposed scope change with Caltrans' written analysis and recommendation to the Commission for the Commission's approval.

Commission staff accepts or denies minor scope changes and will present those that are accepted to the Commission as a part of the project allocation request. Minor scope changes are those that stay true to the project proposed in the application, with little or no impact to project benefits, strong public support, or increase the benefits of the project. If Commission staff determines the minor scope change should be denied, Caltrans will resubmit the scope change request as a major scope change.

Caltrans will present recommendations to approve or disapprove major scope changes to the Commission as a project amendment agenda item at a regularly scheduled Commission meeting. Commission staff may recommend denying a scope change if the request dramatically changes the project scope and intent from what was approved in the application, or if there is a loss in benefits. The Commission may approve or deny the scope change request, regardless of staff and Caltrans' recommendations.

B. Funding Distribution Changes

Agencies may request to move amounts between programmed phases (Environmental Studies and Permits (PA&ED), Plans, Specs and Estimates (PS&E), Right of Way (ROW) and Construction).

Moving funds between phases will not increase the total programmed amount. The agency must show that the project remains fully funded and that the benefit of the project will remain the same or increase. All funding distribution change requests must be considered by the Commission for approval. When preparing a request for a funding distribution change, agencies should consider the following:

- The request cannot be made in the same state fiscal year in which the funds have been programmed.
- The funds that are part of the request cannot have been allocated.

- Funds programmed in construction cannot be moved out of construction.
- An agency can only request a funding distribution change once during the life of the project. Agencies should consider waiting until after the environmental review has been completed to submit a funding distribution change.

The notification to Caltrans must include:

- A revised Project Programming Request (PPR) that outlines the proposed funding distribution change.
- The reason for the proposed funding distribution change.
- The impact the proposed change would have on the overall cost of the project. The project must remain fully funded.
- A discussion of whether the funding distribution change will affect the benefit of the project as described in the project application

ALLOCATIONS

When an agency is ready to implement a project or project phase, the agency will submit an allocation request to Caltrans. The typical time required, after receipt of the request, to complete Caltrans review and recommendation and Commission allocation is 60 days.

Caltrans will review the request and determine whether or not to recommend the request to the Commission for action. The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding, and the consistency with the project's baseline agreement, if applicable. When Caltrans develops its construction allocation recommendation, the Commission expects Caltrans to certify that a project's plans specifications and estimate are complete, and match the application scope or approved scope amendment, environmental and right-of-way clearances are secured, and all necessary permits and agreements are executed. The Commission will only consider an allocation of construction funds to projects that are ready to advertise. Projects using the design-build or design-sequencing contracting methods shall be considered ready for allocation upon completion of environmental clearance. Readiness for projects to be transferred to FTA shall be consistent with FTA's definition of readiness for obligation.

In compliance with Section 21150 of the Public Resources Code, the CTC will not allocate funds for a non-infrastructure project or plan, or for design, right-of-way, or construction of an infrastructure project, prior to documentation of environmental clearance under the California Environmental Quality Act (CEQA). As a matter of policy, the CTC will not allocate funds, other than for the environmental phase, for a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act (NEPA). Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of NEPA review.

The Commission will approve the allocation in whole thousands of dollars if the funds are available and the allocation is necessary to implement the project as included in the adopted ATP. If there is a cost increase to the project, the implementing agency must submit an updated PPR form that identifies the cost increase and the fund source that will cover the cost increase. The ATP does not fund cost increases except for Caltrans implemented projects. If the fund source(s) is (are) not identified to cover the cost increase, the project component will be lapsed.

Applicants that have partnered with an implementing agency must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency with the allocation request.

The CTC will approve the allocation if the funds are available and the allocation is necessary to

implement the project as included in the adopted ATP. If there are insufficient program funds to approve an allocation, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

In order to ensure the timely use of all program funds, the CTC will, contingent upon availability, advance allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. Should requests for advance allocations exceed available capacity; the CTC will give priority to projects programmed in the current-year.

Allocation requests for a project in the MPO ATP projects must include a recommendation by the MPO.

Any scope changes must be presented to Caltrans for consideration prior to allocation in the manner described above and in section 28 of the adopted ATP state guidelines.

PROJECT DELIVERY

LETTER OF NO PREJUDICE

The CTC will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the ATP. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines are on the CTC website.

TIMELY USE OF FUNDS

ATP allocations are requested by project phase, Environmental Phase (PA&ED), Design Phase (PS&E), Right-of-Way Phase (ROW), and Construction Phase (CON). Each allocation must be requested in the fiscal year that the phase is programmed. Construction allocations are valid for award for six months from the date of allocation unless the Commission approves an extension. When programmed funds are not allocated within the fiscal year programmed or within the time allowed by an approved extension, the project will be deleted from the Active Transportation Program.

The CTC may extend the deadline only once for allocation and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months. If extraordinary issues exist that require a longer extension, the implementer may request up to 20 months for allocation only. Extension requests for a project in the regional selected portion of the program must include a recommendation by FCOG, consistent with the preceding requirements.

Funds allocated for project development or right-of-way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. The implementing agency must invoice Caltrans for these costs no later than 180 days after the fiscal year in which the final expenditure occurred.

The Commission may extend the deadline only once for contract award and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.

After award of the contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of construction fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed

expenditure plan for the project.

The Commission may extend the deadlines for expenditures for project development or right-of-way, or for contract completion no more than one time, only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed more than 12 months for project completion and 12 months for expenditure.

Except for the allocation of funds, the request to extend the deadline for any of the above must be received by Caltrans prior to the expiration date. For allocation of funds, the time extension must be approved by the Commission by June 30th of the year the funds are programmed; otherwise the funds will lapse.

Projects must commence the right-of-way phase or actual construction within 10 years of receiving pre-construction funding through the Active Transportation Program, or the implementing agency must repay the Active Transportation Program funds. Repaid funds will be made available for redistribution in the subsequent programming cycle.

If there are insufficient funds, the CTC may delay the allocation of funds to a project until the next fiscal year without requiring an extension. **It is incumbent upon the implementing agency to develop accurate project cost estimates. If the amount of a contract award is less than the amount allocated, or if the final cost of a phase is less than the amount allocated, the savings generated will not be available for future programming.**

Caltrans will track the delivery of ATP projects and submit to the CTC the required reports showing the delivery of each project phase.

DELIVERY DEADLINE EXTENSIONS

The Commission may extend a delivery deadline, as described in the Timely Use of Funds Section, upon the request of the implementing agency. No deadline may be extended more than once. However, there are separate deadlines for allocations, contract award, expenditures, and project completion. Each project phase has its own deadline. The Commission may consider the extension for each deadline separately.

All requests for project delivery deadline extensions shall be submitted directly to Caltrans for processing prior to the expiration date. The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to the circumstance. Caltrans will review and prepare a written analysis of the proposed extension requests and forward the written analysis and recommendation to the Commission for action.

FEDERAL REQUIREMENTS

Unless fully programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Refer to the CTC guidelines; section 33, for examples of federal requirements that must be met when administering ATP projects.

DESIGN STANDARDS

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans, except that an agency may utilize other minimum safety design criteria if specific conditions are met, as described in Streets and

Highways Code Section 891(b). Refer to the CTC guidelines; section 34, for specific requirements.

PROJECT INACTIVITY

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation Policy). Failure to do so will result in the project being deemed "inactive" and subject to de-obligation if proper justification is not provided.

PROJECT COST SAVINGS

Savings at contract award may be used to expand the scope of the project only if the expanded scope provides additional quantifiable active transportation benefits. The expanded scope must be approved by the Commission's Executive Director prior to contract award. All other contract award savings will be returned proportionally.

Savings at project completion must be returned proportionally except when an agency has, subsequent to project programming, committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until the proportions match those at programming. Any additional savings at project completion must be returned proportionally.

Any amount allocated for environmental may also be expended for design. In addition, a local agency may expend an amount allocated for environmental, design, right of way, construction (infrastructure) or construction (non-infrastructure) for another allocated project phase, provided that the total expenditure shifted to a phase in this way is not more than 20 percent of the amount actually allocated for either phase. This means that the amount transferred by a local agency from one phase to another may be no more than 20 percent of whichever of the phases has received the smaller allocation from the Commission.

If an implementing agency requests an allocation of funds in an amount that is less than the amount programmed, the balance of the programmed amount may be allocated to a programmed project advanced from a future fiscal year. Project savings, including savings from projects programmed in the MPO component, will return to the overall ATP and be available to a programmed project advanced from a future fiscal year.

PROJECT REPORTING

The purpose of all required reports is to ensure that the project is executed on time and is within the scope and budget identified when the decision was made to fund the project. The ATP program adheres to the program accountability requirements set forth in the SB1 Accountability and Transparency Guidelines. The reporting provisions specified in the SB 1 Accountability and Transparency Guidelines apply to all projects programmed in the ATP.

All implementing agencies must submit regular progress reports, a completion report and a final delivery report to Caltrans. Implementing agencies should refer to the [Local Assistance website](#) for details.

An agency implementing a project in the MPO selected portion of the program is required to also submit copies of all of its reports to the MPO. However, all agencies are encouraged to submit copies of their reports to their MPO or RTPA.

AUDITS

The audit requirements as outlined in the SB1 Accountability and Transparency Guidelines apply to all projects programmed in the ATP.

ROLES AND RESPONSIBILITIES

CALIFORNIA TRANSPORTATION COMMISSION (CTC)

The CTC responsibilities include:

- Adopt guidelines, policies, and application for the ATP.
- Adopt ATP Fund Estimate.
- Evaluate, score and rank projects, including forming and facilitating the Project Evaluation Committee.
- In consultation with Regional Agencies and Caltrans, recommend and adopt a program of projects, including:
 - The statewide component of the ATP,
 - The small urban and rural component of the ATP and,
 - The MPO selected portion of the program based on the recommendations of the MPOs.
 - Ensure that at least 25% of the funds benefit disadvantage communities.
- Maintain a contingency list of projects to be amended into the program in the event a programmed project is delivered under the programmed amount of if a project fails, approve and recommend such amendments for Commission approval. This contingency list will be in effect only until the adoption of the next statewide program.
- Post recommendations and final adopted list of approved projects on the Commission's website
- Allocate funds to projects.
- Publish a Status Report of the ATP annually to increase the transparency of the program and show the progress of the programmed projects
- Review project amendment requests and recommend approval or denial to the commission
- Evaluate and report to the legislature.

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Caltrans has the primary responsibility for the administration of the adopted ATP. Responsibilities include:

- Prepare and provide statewide program and procedural guidance. Conduct outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups
- Develop and provide program training.
- Solicit project applications for the program.
- Perform eligibility and deliverability reviews of ATP projects at the Commission's request and inform the Commission of any identified issues in writing and before consensus scores are submitted by the evaluators.
- Assist as needed in functions such as facilitating project evaluation teams and evaluating applications.
- Notify successful applicants of their next steps after each call for projects.
- Recommend project allocations (including funding type) to the Commission.
- Make Project Amendment recommendations to the Commission.
- Track and report on project implementation, including project completion.

- Create reports required by the Commission and solicit implementing agencies to submit required reports in a timely manner.
- Perform audits of selected projects in accordance with generally accepted government auditing standards.
- Serve as the main point of contact in project implementation, including administering the contract(s) for the ATP Resource Center.

METROPOLITAN PLANNING ORGANIZATIONS (MPOS) WITH LARGE URBANIZED AREAS

MPOs with large urbanized areas, such as FCOG, are responsible for overseeing a competitive project selection process in accordance with these guidelines. The responsibilities include:

- Ensure that at least 25% of the funds in the FCOG call for projects benefit disadvantaged communities.
- FCOG is using a different minimum project size for its regional competitive ATP selection process than the statewide guidelines.
- FCOG will notify the Commission of their intent to have a supplemental call no later than the application deadline and will consider the projects that were not selected through the statewide competition along with those received in the supplemental call for projects.
- FCOG will submit copies of all applications received by the MPO. Projects recommended for programming by an MPO will not be considered for funding unless the application is received by the designated deadline.
- In administering a regional competitive ATP selection process, FCOG must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a regional competitive ATP selection process, FCOG must explain how the projects recommended for programming include a broad spectrum of projects to benefit pedestrians and bicyclists. The explanation must include a discussion of how the recommended projects benefit students walking and cycling to school.
- FCOG elects to have a contingency list of projects to be amended into the program in the event a programmed project fails to deliver. FCOG will approve and recommend such amendments for Commission approval. This contingency list will be provided to the Commission and will be in effect only until the adoption of the next statewide program.
- Recommend allocation requests for a project in the FCOG regional competitive ATP.
- Determine which projects to advance and make that recommendation to the CTC in consultation with Commission staff and Caltrans.
- Submit an annual assessment of FCOG's regional competitive ATP in terms of its effectiveness in achieving the goals of the overall ATP.

PROJECT APPLICANT

Project applicants nominate ATP projects for funding consideration by submitting an application by the deadline. If awarded ATP funding for a submitted project, the project applicant (or partnering implementing agency if applicable) has contractual responsibility for carrying out the project to completion and complying with reporting requirements in accordance with federal, state, and local laws and regulations, and these guidelines.

For infrastructure projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

PROJECT SIGNAGE

The implementing agency must, for all SB 1 projects, include signage stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017. The signage should be in compliance with applicable federal or state law, and Caltrans’ manual and guidelines, including but not limited to the provisions of the California Manual on Uniform Traffic Control Devices.

ACTIVE TRANSPORTATION PLANS

The ATP provides for the creation of Active Transportation Plans. Funding from the ATP may be used to fund the development of community wide active transportation plans within or, for area- wide plans, encompassing disadvantaged communities, including bike, pedestrian, safe routes to schools, or comprehensive active transportation plans. A list of the components that must be included in an active transportation plan can be found in Appendix A of the statewide guidelines.

Please note: The statewide guidelines state that a large MPO, in administering its portion of the program, may make up to 2% of its funding available for active transportation plans in disadvantaged communities within the MPO boundaries. **Although Fresno COG does not intend to set-aside funding for active transportation plans, no more than 2% of the total ATP regional funds can be used to fund active transportation plans in disadvantaged communities.** Refer to section 9 of the statewide guidelines for detailed information on “Funding for Active Transportation Plans” and the funding priorities that will be used when evaluating the potential to fund active transportation plan in disadvantaged communities.

PROGRAM EVALUATION

The ATP will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the "Project Reporting" section.

The CTC will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and timely use of funds, and will include a summary of its activities relative to the administration of the ATP including projects programmed, projects allocated, projects completed to date by project type, projects completed to date by geographic distribution, projects completed to date by benefit to disadvantaged communities, and projects completed to date with the California Conservation Corps or qualified community conservation corps.

APPENDIX A

Fresno Council of Governments

2021 Active Transportation Program Cycle 5 Regional Share Targets

Cycle 5 Program - FY 2021-22 through FY 2024-25

ATP Regional Share (in thousands)

Fund Source	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total
Federal STBG (TAP)			\$584	\$584	\$1,168
Federal Other			\$248	\$248	\$496
State	\$1,047	\$1,090	\$507	\$507	\$1,014
Total ATP Regional Share	\$1,047	\$1,090	\$1,339	\$1,339	\$4,815

Per SB 99, 25% of overall program funds shall benefit disadvantaged communities.

Fresno Council of Governments

2021 Active Transportation Program Cycle 5 Regional Share

Targets

Cycle 5 Program - FY 2021-22 through FY 2024-25

ATP Regional Share (in thousands)

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Per SB 99, 25% of overall program funds shall benefit disadvantaged communities.

**Fresno COG Regional ATP Cycle 5
Multidisciplinary Advisory Group**

Requirement	Agency	Name	Name	Name	Name
Expertise in Bike & Ped projects	Fresno Cycling Club	Nick Paladino			
Expertise in SRTS projects	Fresno Unified School District	Mary J. Gonzalez	Michael Cortes		
Expertise in Disadvantage Communities	Leadership Counsel	Grecia Elenas	Leslie Martinez		
State Agency	Caltrans	Pedram Mafi	Pedro Ramirez		
MPO	Fresno COG	Peggy Arnest			
Local jurisdictions	Fresno County	Brian Spaunhurst	Diana Nuttman	Mohammad Alimi	Erin Haagenson
	City of Clovis	Claudia Cazares	Ryan Burnett		
	City of Fresno	Jill Gormley	Scott Tyler	Scott Sehm	Mark Rivas
	City of Huron	Paul Sereno			
	City of Firebaugh and San Joaquin	Danny Reed			
	City of Kerman	Jerry Jones			
	City of Mendota	Michael Osborn			
	City of Orange Cove	Angela Hall			
	City of Fowler	Dario Dominguez			
	City of Kingsburg	Will Washburn			
	City of Parlier	Phillip Romero	Chris Kliewer		
	City of Reedley	Marilu Morales	Rob Terry	Linda Thao	
	City of Coalinga	Sean Brewer	Sandy Jauregui		
	City of Selma	Joey Daggett			
	City of Sanger	Josh Rogers			

**NEW TECHNOLOGY RESERVE GRANT PROGRAM
ADVANCED TRANSIT AND TRANSPORTATION PROJECTS**

Fiscal Year 2020-2021 Grant Application

Project/Program Name/Description:

Lead Agency (Applicant) Legal Name:

Physical Address (No P.O. Box):

City:

County:

Zip:

Contact Person (Grant Manager):

Phone:

Email:

Name of Authorizing Representative certifying that the information contained in this application is true and accurate:

Printed Name: _____ Title: _____

Email Address: _____

Signature: _____



**Fresno Council
of Governments**

2035 Tulare Street, Suite 201

Fresno, CA 93721

(559) 233-4148

APPLICANT CHECKLIST/TABLE OF CONTENTS

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

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BACKGROUND

The Fresno Council of Governments (Fresno COG) is seeking proposals from eligible public agencies for advanced transit projects that have the potential for broad benefits to Fresno County residents and will assist the region in meeting its air quality goals. Fresno COG is proposing to fund projects of regional significance in the areas of research, development, demonstration, and deployment that will advance public transit and transportation.

Fresno COG is a consensus builder, developing acceptable programs and solutions to issues that do not respect political boundaries. Fresno COG is a voluntary association of local governments, one of California's 38 regional planning agencies, and one of 500+ nationwide. In 1967 elected officials of Fresno County and its incorporated cities informally created the agency, formalizing Fresno COG in 1969 through a Joint Powers Agreement. Fresno COG undertakes comprehensive regional planning with an emphasis on transportation, provides citizens an opportunity to be involved in the planning process, and supplies technical services to its members.

Fresno County voters approved [Measure C](#), a ½ cent transportation sales tax, in 1986 and again in 2006. Fresno COG prepared the Measure C Expenditure Plan, a guide to how \$1.2 billion in Measure C transportation dollars will be spent through the year 2027. It was prepared with our partners, the cities, the County, Caltrans and the [Fresno County Transportation Authority](#) (administrators of the tax) and other community stakeholder groups. In its first 20 years, Measure C delivered more than \$1 billion of improvements to state highways and county roadways, and has helped the building of additional lanes and freeway improvements throughout the County. As a result of the successful original measure, Fresno County voters chose to extend Measure C for an additional 20 years. The Measure C Extension (2007-2027) not only funds improvements of local roadways by repairing potholes and paving streets and sidewalks, but also funds ride-share incentive programs and environmental enhancement programs.

The Fresno County Transportation Authority (FCTA) is the entity created by legislation to administer the Measure C Program(s) and ensure the revenue is received and distributed appropriately. Fresno COG is responsible for the implementation of several Measure C programs including the Measure C New Technology Reserve Grant Program (New Technology Grant Program). For information on the Measure C sales tax visit www.measurec.com.

This Request for Proposals (RFP) is being issued to eligible public agencies within Fresno County including the Fresno COG, Fresno County Rural Transit Agency, Fresno County, and the cities in Fresno County who propose projects meeting the eligibility requirements of the Measure C New Technology Reserve Grant Program and demonstrate the need for advanced transit and transportation. Entities deemed ineligible to apply for New Technology Grant funds may apply as a partnering agency but **must** partner with an **eligible** applicant that will be responsible for implementing the project. **Agencies wishing to request to partner with Fresno COG must submit an electronic copy of their proposal by June 18, 2020.** The implementing agency assumes responsibility and accountability for the use and expenditure of program funds. The eligible public agency will need to sign a Cooperative Agreement with the FCTA.

FUNDING DISTRIBUTION/TIMELINE

The Measure C New Technology Program makes \$5.38 million available for the Fiscal Year 20/21 award cycle. An additional \$6,000,000 - \$9,000,000 can be made available over time through the next 5 years. Fresno COG will release an Application for New Technology Projects/Proposals on a biennial basis.

Fresno COG is committed to ensuring that grant funding from the RFP is equally distributed throughout the Fresno County Region to the extent feasible. From the most qualified proposals with the highest scores, Fresno COG will select projects for funding in a manner that is consistent with this commitment.

Fresno COG reserves the right to reject all proposals and make no awards under this announcement if the proposals submitted do not meet the goals of this RFP.

TIMELINE:

ACTIVITY	DATE
Request for Proposals Released	April 10, 2020
Last day to submit requests for clarification	June 4, 2020
Deadline for Electronic Proposal Submittal for agencies	
requesting to partner with Fresno COG	June 18, 2020
Deadline for Proposal Submittal	July 22, 2020
Scoring (Tentative)	July 27 - August 14, 2020
Potential Interviews (Tentative)	August 17 - 28, 2018
Policy Board Approval (Tentative)	September 24, 2020
FCTA Board Approval (Tentative)	October 28, 2020
Notice to Proceed - Subject to Contract Signing (Tentative)	January 2021

GOALS AND OBJECTIVES

The goal of the New Technology Reserve Subprogram is the set-aside Measure “C” funding to finance new transit technologies that may be developed in the future. To further its Measure C New Technology Program goals, Fresno COG is focusing on technological advances in public systems, safety features, fuel efficiencies and alternatives, intelligent transportation system (ITS) applications, and information dissemination. These areas help to promote passenger safety and satisfaction, attract customers, improve capital and operating efficiencies, reduce environmental pollution, and ease dependence on fossil fuels.

Expenditures on funded projects must be directed into the Fresno County economy, and must have a strong potential to attract future financial investment in that economy. To the extent possible, the Measure C New Technology Program funds should be used to leverage additional funding from other sources to create more viable projects.

Examples of eligible projects or project components include, but are not limited to:

1. The evaluation of viability and local benefits of new transit technologies.
2. Planning, design and construction of new transit technologies, including construction of track and ancillary improvements
3. Purchase of vehicles only if they are an integral part of a new-technology system, not replacement vehicles in an already existing system; hiring of staff to seek additional funding for new transit technologies after project is awarded
4. Environmental Review
5. Right-of-way acquisition
6. Other necessary projects, programs, systems, or services that enable new technology transit and transportation systems to provide the desired objectives.

Previous cycles awarded the following types of projects:

1. Public transit buses retrofitted with Near-Zero Emission engines
2. Electric public transit vehicles
3. Electric school buses
4. Solar tree charging stations
5. Electric aircraft/commercial flight training service
6. University Transportation Institute
7. BRT Route Synchronization
8. Advanced Propulsion Systems Training Program

APPLICANT ELIGIBILITY

Public Agency

This application is open to selected eligible public agencies within Fresno County. These agencies include:

- Fresno Council of Governments
- Fresno County
- Incorporated cities within Fresno County
- Fresno County Rural Transit Agency

Entities deemed ineligible to apply for New Technology Grant funds may apply as a partnering agency but **must** partner with an **eligible** public agency that will be responsible for implementing the project. Eligible public agencies wishing to partner will need a resolution from their governing body. This resolution must be submitted as an attachment to this application. In addition, public agencies must attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application. Furthermore, if a school district is one of the partnering agencies, a resolution from the school district's board must be submitted as an attachment to this application.

Eligible Public Agencies must provide a representative's contact information.

Legal Name of Applicant:		
Address:		
City, State, and Zip:	Phone:	Email:

Eligible Public Agency's Representative

Name (print):	Title (print):
Signature:	Date:
Email:	

APPLICANT ELIGIBILITY

Civil Rights

Describe any lawsuits or complaints that have been received or acted on in the last year based on Title VI of the Civil Rights Act or other relevant civil rights requirements by the partnering agency and/or the eligible applicant. This list should include only those lawsuits or complaints that pertain to allegations of discrimination on the basis of race, color, and/or national origin that pertain to the department of the agency submitting this application, not necessarily the larger agency of which the applicant is a part.

Furthermore, provide a status of lawsuits or an explanation of how complaints were resolved including corrective actions taken.

If **NO** lawsuits or complaints were received or acted on – subrecipient must provide the following statement:

THERE WERE NO LAWSUITS OR COMPLAINTS RECEIVED OR ACTED ON IN THE LAST YEAR RELATING TO TITLE VI OR OTHER RELEVANT CIVIL RIGHTS REQUIREMENTS.

GRANT APPLICATION PROCEDURES

Project Selection Process

All project applications will be evaluated in accordance with the scoring criteria on pages 8-23 to determine the extent to which the proposed project meets the overall program goals and objectives of the programs. **Fresno COG will use volunteers from various multidisciplinary groups to recommend projects for funding through a competitive process and recommend funding levels.**

Fifteen (15) bound hard-copies, one (1) reproducible copy and one electronic copy (on CD or flash drive) of the **application must be submitted to Fresno COG before noon on July 22, 2020.** All copies shall be securely bound, e.g. spiral or comb bound (no clips, clamps, ringed binders, or rubber bands) except for the one reproducible copy. **All printing (including appendixes, but excluding maps) shall be limited to no more than 50 pages. All printing must be double-sided. If an application is single sided or over 50 double-sided pages, it will be rejected.** The original application must be marked "ORIGINAL COPY". All documents contained in the original application package must have original signatures. The copies of the application may contain photocopies of the original package (so long as the maps, photographs and other detailed exhibits are in color and/or high resolution that clearly depicts all relevant information.)

Applications must be submitted to the following address:

**Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721**

To the attention of: Peggy Arnest

Inquiries and Updates: Requests for clarification regarding this application must be submitted in writing via email to Peggy Arnest at parnest@fresnocog.org, and received by Fresno COG no later than 4:00 pm, Thursday, June 4, 2020. Such information as is reasonably available and will facilitate preparation of responses hereto; requests for clarification and associated responses; and any Addenda to this RFP will be posted at: <http://www.fresnocog.org/Doing-Business-With-Fresno-COG> and will not otherwise be distributed.

The information in this application is public record. Therefore, applicants should not include information regarded as confidential.

GRANT APPLICATION PROCEDURES

Transmittal Letter

A. Applicant Information:	
Legal Name:	
Address:	
City/State/Zip:	
Contact Person:	
E-mail:	
Phone:	Fax:
B. Project Type (check one):	
<input type="checkbox"/> Capital Only	<input type="checkbox"/> Capital and Operating
<input type="checkbox"/> Operating Only	<input type="checkbox"/> Other, please specify __Planning Project__
C. Project Information:	
Project Title:	
Project Description: <i>(Location/Boundaries, Nature of Project, Scope)</i>	
D. Funding Request:	FFY 2020/2021
New Technology Funds Request:	\$
Total Matching Funds: <i>(DOT federal, state, local, private, etc.)</i>	\$
Total Cost of Project:	\$
E. Authorized Signature:	
Name (print):	
Title (print)	
Signature:	Date

PROJECT/PROGRAM ELIGIBILITY - Subjective Evaluation (continued)

3. Briefly list and describe all agencies with which your eligible public agency will partner with on this project/program. (If your public agency is not partnering, then please skip to the next page.)

This information should include, but not be limited to the following:

- General business history
- General experience with the development and implementation of transportation projects/programs
- Specific experience with projects similar to the proposed project/program
- Ability to deliver projects/programs in a timely manner. Provide examples.

PROJECT/PROGRAM ELIGIBILITY - Readiness (0 – 10 points)

1. Provide a detailed description of the project/program.
2. Describe the project/program work plan. This section of the application documents the current delivery phase of a project/program and the applicant's proposed schedule for implementation. For each of the project milestones or significant stage in development, applicants must list the dates that previous milestones were completed or the dates applicants anticipate completing current and/or future milestones.
3. Applicants must demonstrate the ability (staff and resources) of the agency to complete the project/program on time and within budget. Attach a project/program schedule in the appendix.

PROJECT/PROGRAM ELIGIBILITY - Innovation (0 – 25 points)

1. Identify and clearly describe the advanced technology(ies) utilized in the project/program and how the project/program utilizes advanced technology(ies) beyond the level of existing technology(ies) currently used in transit and transportation systems in widespread applications.

2. Describe if and how this project incorporates energy storage.

PROJECT/PROGRAM ELIGIBILITY - Replication & Regional Applicability (0 – 10 points)

1. Explain how the project/program has the potential for replication and/or growth in other areas of the Fresno County region.

PROJECT/PROGRAM ELIGIBILITY - Environmental Justice Benefits (0 – 10 points)

1. Describe if and how the project/program will provide **health benefits** to disadvantaged communities.

2. Describe if and how the project/program will provide **economic and/or improved public services** to disadvantaged communities.

For more information on environmental justice areas in Fresno County, see the Fresno COG environmental justice plan found at <http://www.fresnocog.org/environmental-justice>.

PROJECT/PROGRAM MATCH FUNDING COMMITMENTS (0 – 10 points)

- Discuss the project/program funding strategy, clearly indicating total cost, authorization amounts and dates for all funding sources committed or anticipated to fully fund the project. Include a contingency plan if anticipated funding does not materialize.
Attach an electronic copy of a current audited financial statement of all agencies with which your eligible public agency will partner as an appendix to the electronic copy of your agency’s application. Do NOT submit a hard copy of the audited financial statement. Additionally, do NOT submit a copy of a Fresno COG member agency’s audited financial statement.

PROPOSED FUNDING									
Fund No. 1:									Program Code
Proposed Funding									
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP									
CON SUP									
R/W									
CON									
TOTAL									

Fund No. 2:									Program Code
Proposed Funding									
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP									
CON SUP									
R/W									
CON									
TOTAL									

Fund No. 3:									Program Code
Proposed Funding									
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP									
CON SUP									
R/W									
CON									
TOTAL									

I certify that the information contained in the Proposed Funding table above is accurate to the best of my knowledge and that I am authorized to submit the project/program proposal for scoring and possible programming. The agency is required to identify matching funds, if any, and deliver the project as proposed within the scope and schedule specified in the application should the project be awarded funding.

Signed: _____

Printed Name: _____

Date: _____

PROPOSED BUDGET FOR OPERATIONAL PROJECTS/PROGRAMS

PROJECT ANNUAL BUDGET:

Estimated Income:	
a. Passenger Revenue	\$
b. Other Revenues	\$
c. Total grants*, donations, subsidy from other agency funds	\$
TOTAL INCOME	\$
*Not including this grant request.	
Estimated Expenses:	
a. Wages, Salaries and Benefits (non-maintenance personnel)	\$
b. Maintenance & Repair (include maintenance salaries)	\$
c. Fuels	\$
d. Casualty & Liability Insurance	\$
e. Administrative & General Expense	\$
f. Other Expenses (e.g., materials & supplies, taxes)	\$
g. Contract Services (specify) _____	\$
TOTAL EXPENSES	\$

From: [Jen Covino, Simon and Company](#)
To: [Trai Her-Cole](#)
Subject: Federal Reserve Actions - April 9, 2020
Date: Thursday, April 9, 2020 9:50:15 AM



Federal Reserve Actions

April 9, 2020

This morning, the Federal Reserve Board of Governors and Chair **Jerome H. Powell** announced a series of actions to provide credit assistance to state and local economies impacted by COVID-19 pandemic. These steps follow the enactment of the *Coronavirus Aid, Relief, and Economic Security (CARES) Act* (P.L. 116-136). See [this Press Release](#) for an overview for the monetary actions taken today. We have provided key details and fact sheets for your review below.

Municipal Liquidity Facility

The Federal Reserve established a Municipal Liquidity Facility. A Federal Reserve Bank will lend to a Special Purpose Vehicle (“SPV”) on a recourse basis and that SPV will be used to purchase Eligible Notes directly from Eligible Issuers. The Treasury Department will provide an initial equity investment of \$35 billion in the SPV using resources provided for the Exchange Stabilization Fund as authorized by the CARES Act. The Facility will purchase up to \$500 billion worth of short-term notes directly from Eligible Issuers.

Eligible Issuers are limited to: States; counties with a population of at least two million residents; and cities with a population of at least one million residents. Only one issuer per State, City, or County is eligible. Eligible State Issuers may use proceeds to offer support to additional cities and counties. The Federal Reserve notes that the SPV may purchase "Eligible Notes issued by or on behalf of a State, City, or County in one or more issuances of up to an aggregate amount of 20% of the general revenue from own sources and utility revenue of the applicable State, City, or County government for fiscal year 2017." It is worth noting that States may request the purchase of Eligible Notes in excess of the applicable limit to "assist political subdivisions and instrumentalities that are not eligible for the Facility."

Eligible Notes include: tax anticipation notes (TANs); tax and revenue anticipation notes (TRANs); bond anticipation notes (BANs), and other similar short-term notes provided that such notes "mature no later than 24 months from the date of issuance." Pricing will be determined by the Issuer's rating at time of purchase.

The Federal Reserve indicated that it will continue evaluating the primary and secondary markets, and it may undertake additional measures in support of States and local governments.

See this Fact Sheet provided by the Federal Reserve:

[Term Sheet: Municipal Liquidity Facility \(PDF\)](#)

Main Street Lending Program

The Federal Reserve will establish a Main Street New Loan Facility (“MSNLF”) and the Main Street Expanded Loan Facility (“MSELF”) to facilitate lending to small and medium-sized businesses by Eligible Lenders. The U.S. Department of Treasury will provide an equity investment of \$75 billion to the combined facilities to facilitate the Federal Reserve's intended purchase up to \$600 billion of loans.

The Main Street Lending Program will allow Eligible Lenders to offer four-year loans to small and medium-sized businesses with up to 10,000 employees or revenues of

less than \$2.5 billion in 2019 annual revenues. The Federal Reserve will purchase a 95 percent share of these loans, while the banks retain a 5 percent share. All principal and interest payments will be deferred for one year.

Eligible MSNLF loans will have:

1. 4 year maturity;
2. Amortization of principal and interest deferred for one year;
3. Adjustable rate of SOFR + 250-400 basis points;
4. Minimum loan size of \$1 million;
5. Maximum loan size that is the lesser of (i) \$25 million or (ii) an amount that, when added to the
6. Eligible Borrower's existing outstanding and committed but undrawn debt, does not exceed four times the Eligible Borrower's 2019 earnings before interest, taxes, depreciation, and amortization ("EBITDA"); and
7. Prepayment permitted without penalty.

Eligible MSELF loans will have:

1. 4 year maturity;
2. Amortization of principal and interest deferred for one year;
3. Adjustable rate of SOFR + 250-400 basis points;
4. Minimum loan size of \$1 million;
5. Maximum loan size that is the lesser of (i) \$150 million, (ii) 30% of the Eligible Borrower's existing outstanding and committed but undrawn bank debt, or (iii) an amount that, when added to the Eligible Borrower's existing outstanding and committed but undrawn debt, does not exceed six times the Eligible Borrower's 2019 earnings before interest, taxes, depreciation, and amortization ("EBITDA"); and
6. Prepayment permitted without penalty.

Firms seeking the Main Street loans must commit to maintain payroll, retain workers, and abide by certain restrictions outlined in the *CARES Act*. Those restrictions focus on compensation, stock repurchase, and capital distribution. Firms that have taken SBA PPP loans are still eligible for Main Street loans.

Eligible Lenders are U.S. insured depository institutions, U.S. bank holding companies, and U.S. savings and loan holding companies. Banks may originate new Main Street loans or provide credit assistance from the Main Street program to increase existing loans.

See these Fact Sheets provided by the Federal Reserve:

[Term Sheet: Main Street New Loan Facility \(PDF\)](#)

[Term Sheet: Main Street Expanded Loan Facility \(PDF\)](#)

Paycheck Protection Program Liquidity Facility

The Federal Reserve seeks to improve the effectiveness of the Small Business Administration (SBA) Paycheck Protection Program (PPP). It will supply liquidity to participating financial institutions through term financing backed by PPP loans to small businesses. The Paycheck Protection Program Liquidity Facility (PPPLF) will extend credit to eligible financial institutions that originate PPP loans by taking the loans as collateral at face value.

See this Fact Sheet:

[Term Sheet: Paycheck Protection Program Lending Facility \(PDF\)](#)

Primary and Secondary Market Corporate Credit Facilities (PMCCF and SMCCF) and the Term Asset-Backed Securities Loan Facility (TALF)

The Federal Reserve will seek to increase credit flow for households and businesses through capital markets. It will expand the size and scope of three programs: the Primary and Secondary Market Corporate Credit Facilities (PMCCF and SMCCF) and the Term Asset-Backed Securities Loan Facility (TALF). The U.S. Department will provide \$85 billion in credit protection to support up to \$850 billion worth of credit through these three facilities.

See these Fact Sheets provided by the Federal Reserve:

[Term Sheet: Term Asset-Backed Securities Loan Facility \(PDF\)](#)

[Term Sheet: Primary Market Corporate Credit Facility \(PDF\)](#)

[Term Sheet: Secondary Market Corporate Credit Facility \(PDF\)](#)

Public Comments

The Federal Reserve has asked for [comments](#) from lenders, borrowers, and other stakeholders. Those responses will be due next Thursday, April 16, 2020. Please let us know if you have any questions regarding the actions taken by the Chairman and the Board of Governors this morning.

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Trai Her-Cole

From: Jen Covino, Simon and Company <jennifer.covino@simoncompany.com>
Sent: Thursday, April 9, 2020 7:54 AM
To: Trai Her-Cole
Subject: Legislative Update on Interim Relief Package - April 9, 2020



Legislative Update on Interim Relief Package

April 9, 2020

Last night, Senate Majority Leader **Mitch McConnell** announced that he would seek to pass a standalone bill to provide more emergency funding for the Small Business Administration (SBA) Paycheck Protection Program (PPP). The Majority Leader's [two-page bill](#) would have provided an additional \$251 billion, bringing the total PPP funding to \$600 billion to be administered by the U.S. Small Business Administration. However, the Majority Leader's request to advance the Paycheck Protection Program Increase Act of 2020 by unanimous consent just failed following an objection by Senate Democrats. The Senate then adjourned until Monday.

Meanwhile, House Speaker **Nancy Pelosi** and Minority Leader **Chuck Schumer** released a draft of their *Interim Emergency COVID-19 Relief Act*. The legislative [framework](#) has five policy areas of focus: Funding for State and Local

Government; Small Business; SNAP Benefits; Healthcare; and Election Assistance.

Federal Funding for State and Local Government

This bill would provide an additional \$150 billion in fiscal relief for states, territories, local governments, and tribes. It clarifies that new funds can be used for lost revenues, and it also ensures that States and eligible localities can use the \$150 billion previously provided for the Coronavirus Relief Fund (CRF), which was established by the CARES Act (P.L. 116-136), to cover lost revenues. CRF eligibility is limited to state governments and units of local government with populations over 500,000 people. Congressional Democrats will prioritize 70% of the new proposed funding for local governments to communities over 50,000 people. See the breakdown of the additional \$150 billion outlined below:

- \$53.55 billion would be allocated localities based on the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) formula.
 - 70% of funds go to “entitlement areas,” which will be defined as either:
 - (a) cities of more than 50,000; or
 - (b) urban counties with more than 200,000, with any eligible cities removed from that total.
 - The other 30% goes to all other localities below these thresholds.
- \$65.45 billion would be allocated to States based on population with a floor of \$500 million.
- \$20 billion would be allocated to States based on the share of the national infection rate, according to CDC.
- \$8 billion is set aside for Tribes and \$3 billion is set aside for territories.

Treasury has 15 days to allocate the new funding for States, territories, localities, tribes.

During an [interview](#) on NPR's *All Things Considered* last night, Speaker Pelosi offered "The states and localities are bearing a tremendous, tremendous burden in all of this. And one of the things that I'm especially happy about that we will have in this next legislation is to compensate states and cities for what they have already spent, so

there is a relationship to where the money goes as to where the challenge is very significant."

Small Business

This bill would provide \$250 billion in new funding for our small businesses, including \$125 billion in additional PPP funding. The other \$125 billion in new funding would be divided as follows:

- \$60 billion in dedicated funding for community-based lenders, further divided as follows:
 - \$45 billion for small community-based lenders (CDFIs, minority depository institutions, certified development corporations, microlenders), and small banks and credit unions with less than \$10 billion in consolidated assets;
 - \$15 billion for community banks and credit unions with less than \$50 billion in consolidated assets, and also for community-based lenders;
- \$50 billion for SBA's Economic Injury Disaster Loans to support up to \$300 billion in direct lending; and
- \$15 billion for SBA's Emergency Economic Disaster Grant Program.

Health Providers

This bill would provide \$100 billion for a new program to provide grants to public and nonprofit entities, hospitals, and Medicare and Medicaid enrolled suppliers and institutional providers to cover unreimbursed health care related expenses or lost revenues resulting from the COVID-19 public health emergency.

The bill will require federal agencies to submit a report to Congress on testing and supplies, as well as a another report on patients' demographic information and proposed solutions to reduce health disparities.

SNAP Benefits and Flexibility

The proposal seeks to increase the maximum SNAP benefit by another 15% benefit, bringing the maximum to 115% of the thrifty food plan. Every beneficiary would see an increase of benefits increase with an average increase of approximately \$25 a month per person. It increases the minimum benefit from \$16 to \$30. It would

provide additional administrative flexibility for states and it would waive time limits and work requirements beginning May 1, 2020. The bill would allow work requirements to be waived for up to two years in anticipation of the economic fallout. It delays implementation of three of the Administration's rules: Able-Bodied Adults Without Dependents; Broad Based Categorical Eligibility; and application of the Standards Utility Allowance.

Technical Fixes to Election Assistance funding

Finally, the bill would allow for technical corrections for Election Assistance funding provided by the CARES Act that have been requested by Secretaries of State.

Next Steps

Talks between the "Big 4" and Treasury Secretary **Steven Mnuchin**, speaking on behalf of the White House, will remain ongoing in the days ahead. We are engaging with your Congressional delegations, and we will be sure to make you aware of any significant developments regarding this interim relief package.

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Trai Her-Cole

From: Jen Covino, Simon and Company <jennifer.covino@simoncompany.com>
Sent: Wednesday, April 8, 2020 3:45 PM
To: Trai Her-Cole
Subject: Federal Updates on Coronavirus - April 8, 2020



Federal Response to the Coronavirus Pandemic

April 8, 2020

Top Headlines

- Congress will likely consider an interim relief package by the end of this week, hoping to utilize an expedited legislative process without requiring Members to return to Washington, DC. We are awaiting an update from Senate and House leadership on how they plan to proceed in the hours ahead. Please review our [legislative update](#) from earlier today for a list of key provisions on the table.
 - As a reminder, House Speaker **Nancy Pelosi** and Senate Minority Leader **Chuck Schumer** have jointly called for: \$250 billion for Small Business Administration (SBA) Paycheck Protection Program

(PPP); \$150 billion for states and local governments through the Coronavirus Relief Fund (CRF); \$100 billion for hospitals and health centers; and a 15% increase in the maximum SNAP benefit. They have also asked for previous CRF dollars to be eligible to be used to mitigate revenue losses experienced by state and local governments with populations over 500,000 residents.

- Senate Democrats are threatening to hold up Senate Majority Leader **Mitch McConnell's** [draft bill](#). The proposal would only provide an additional \$251 billion for SBA PPP forgivable loans for small businesses, bringing the total PPP authorization to \$600 billion.
- **Dan Kowalski**, Counselor to Treasury Secretary **Steven Mnuchin**, reports that SBA has made 340,000 loans totaling more than \$90 billion through 3,500 participating lenders to date. Clearly, demand for this first-come, first-serve program will likely exceed the \$349 billion provided by the *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020* (P.L. 116-136).
- We will have another legislative update for you tomorrow.
- We joined a call hosted by the White House Office of Intergovernmental Affairs (IGA) featuring **President Donald J. Trump** and other senior officials earlier this afternoon. They did an agency-by-agency update on the Administration's implementation of the *CARES Act*. Please refer to this [call memo](#) for local leaders that could not successfully register to participate.
- Looking ahead to the fourth package that will likely be considered by Congress later this month, U.S. Representative **Joe Neguse** of Colorado has now introduced the *Coronavirus Community Relief Act*. This bill would establish a separate \$250 billion fund to cover COVID-19 related costs for communities with fewer than 500,000 residents. The legislation does not provide federal funding to mitigate state or local revenue losses. See Congressman Neguse's [Press Release](#) or the [Bill Text](#).

- Current co-sponsors are U.S. Representatives Nanette Barragan, Joyce Beatty, Ami Bera, Earl Blumenauer, Salud Carbajal, Kathy Castor, Judy Chu, David Cicilline, Gilbert Cisneros, Jr, Wm. Lacy Clay, Emanuel Cleaver, Angie Craig, Jason Crow, Madeleine Dean, Peter Defazio, Antonio Delgado, Ted Deutch, Veronica Escobar, Frederica S. William, Tulsi Gabbard, Ruben Gallego, Vicente Gonzalez, Josh Gottheimer, Raul M. Grijalva, Deb Haaland, Alcee Hastings, Jahana Hayes, Jared Huffman, Hank Johnson, Marcy Kaptur, Bill Keating, Joe Kennedy, Dan Kildee, Derem Kilmer, Ann McLane Kuster, Brenda Lawrence, Barbare Lee, Susie Lee, Ted Lieu, Dave Loebsack, Elaine Luria, James P. McGovern, Debbie Mucarsel-Powell, Grace Napolitano, Alexandria Ocasio-Cortez, Ilhan Omar, Ed Perlmutter, Dean Phillips, Chellie Pingree, Mark Pocan, Ayanna Pressley, Jamie Raskin, Harley Rouda, Bobby L. Rush, Tim Ryan, Jan Schakowsky, Brad Schneider, Kim Schrier, Donna Shalala, Mikie Sherrill, Albio Sires, Darren Soto, Abigail Spanberger, Jackie Speier, Greg Stanton, Haley Stevens, Rashida Tlaib, Xochitl Torres Small, Lauren Underwood, Marc Veasey, Peter Welch and Susan Wild.

- The U.S. Department of Health and Human Services (HHS) launched a map tracking for all [COVID-19 Grant Awards distributed by state](#). It provides data on the awards made by HHS using emergency supplemental appropriation funding provided by Congress in the first three bills: the *Coronavirus Preparedness and Response Supplemental Appropriations Act of 2020*; the *Families First Coronavirus Response Act of 2020*; and *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020*. The data also provides CFDA numbers for each grant award for administrative purposes.

- The HHS Health Resources and Services Administration (HRSA) [awarded](#) more than \$1.3 billion in *CARES Act* funding to 1,387 health centers across the country. The purpose is to help communities detect, prevent, diagnose, and treat COVID-19, while maintaining or increasing capacity and staffing levels. Individual awards are listed [here](#).

- The National Endowment for the Arts (NEA) shared [guidance](#) on how it will implement \$75 million in funding they received through the *CARES Act* in support of arts organizations and jobs. See our [report](#) for more information.
- Please be aware that the U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA) issued an [update](#) that cybercriminal and advanced persistent threat (APT) groups are using the COVID-19 pandemic as part of their cyber operations. Their activity includes using coronavirus-themed phishing messages or malicious applications, often masquerading as trusted entities that may have been previously compromised. Be sure to scrutinize any suspicious communications, especially from federal partners that do not regularly reach out! We are glad to help you verify any incoming correspondence from the Administration.
- The Centers for Medicaid and Medicare Services (CMS) provided this [fact sheet](#) on Accelerated and Advanced Payment Program for Medicare Part A providers and Part B suppliers. The agency distributed \$34 billion in the past week.
- The U.S. Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) issued a [notice](#) reminding employers they cannot retaliate against workers who report unsafe conditions during the COVID-19 pandemic.
- Reports [indicate](#) that U.S. Immigrations and Customs Enforcement (ICE) is considering releasing detainees who may be vulnerable to coronavirus. We will let you know if and when they make an official announcement.
- We wanted to share the [presentation slides](#), in addition to our [call memo](#), from a webinar hosted by the U.S. Conference of Mayors and Bloomberg Philanthropies yesterday. The webinar focused on how cities can effectively access and administer Federal Emergency Management Agency (FEMA) funds to respond to COVID-19.
- The federal government has 8,644 total ventilators available as of 6:00pm this evening, including 8,044 in the Strategic National Stockpile and 600

from the Department of Defense.

- HHS [announced](#) its first ventilator production contract under the *Defense Production Act* with General Motors. The contract is valued at \$489.4 million for 30,000 ventilators to be delivered to the Strategic National Stockpile by the end of August 2020. The Administration expects that 6,132 ventilators will be delivered by June 1, 2020.
- HHS also [partnered](#) with DuPont to expedite the delivery of critical personal protective equipment (PPE) for frontline U.S. healthcare workers. HHS anticipates receiving 2.25 million TYVEK® suits over the next five weeks with an option to continue purchasing up to a total of 4.5 million TYVEK suits.
- The House Oversight and Reform Committee [shared](#) an HHS [document](#) demonstrating insufficient distribution of personal protective equipment and critical medical supplies to States from the Strategic National Stockpile.
- FEMA released additional resources on [supply chain stabilization](#) and the [distribution of medical supplies](#).
- A report published by the National Academies of Sciences Engineering and Medicine [concluded](#) that warm weather will likely not have a significant impact on coronavirus. This is an important consideration heading into the summer months.
- Another report from Harvard University [report](#) that the death rate for COVID-19 increases in areas with higher rates of air pollution..
- Insurers sent a [letter](#) to Congressional leaders outlining the industry's key areas of concern looking ahead to the fourth package.

Administration Resources

The White House

[Remarks by President Trump at America CARES: Small Business Relief Update](#)

Meeting

Memorandum on Providing Federal Support for Governors' Use of the National Guard to Respond to COVID-19

Centers for Disease Control and Prevention

Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 (COVID-19)

U.S. Department of Health and Human Services

Indian Health Service Expands Telehealth Services During COVID-19 Response

HHS Awards \$1.3 Billion to Health Centers in Historic U.S. Response to COVID-19

HHS to Provide Millions of TYVEK Protective Suits for U.S. Healthcare Workers

HHS Announces Ventilator Contract with GM under Defense Production Act

CMS Approves Approximately \$34 Million for Providers with the

Accelerated/Advance Payment Program for

Medicare Providers in One Week

Dealing with Stress, Anxiety, and Grief during COVID-19

Federal Emergency Management Agency

FEMA COVID-19 Supply Chain Task Force: Supply Chain Stabilization

FEMA-CBP Joint Statement on Defense Production Act for PPE

FEMA Letter to Distributors on Delivery of Medical Supplies

Federal Reserve

Federal Reserve Board announces, due to the extraordinary disruptions from the coronavirus, that it will temporarily and narrowly modify the growth restriction on Wells Fargo so that it can provide additional support to small businesses

U.S. Department of Agriculture

Arizona and California Added to Innovative SNAP Online Pilot Program

U.S. Department of Labor

U.S. Department of Labor Reminds Employers That They Cannot Retaliate Against

[Workers Reporting Unsafe Conditions During Coronavirus Pandemic](#)

[U.S. Department of Veterans Affairs](#)

[CARES Act helping VA boost protections for Veterans](#)

[U.S. Department of Commerce](#)

[Broadband is More Important Than Ever](#)

[U.S. Department of Defense](#)

[Defense Health Official Urges Personnel, Families to Wear Face Masks](#)

House and Senate Leadership Resources

[House Speaker Nancy Pelosi](#)

[Pelosi and Schumer Joint Statement on Interim Emergency Coronavirus Relief](#)

[Pelosi Statement on Sudden Removal of Head of CARES Act Oversight](#)

House and Senate Committee Resources

[House Budget Committee](#)

[Chairman Yarmuth Seeks White House Commitment that CARES Act Will Be Lawfully Implemented and Deliver Promised Relief to the American People](#)

[House Energy and Commerce Committee](#)

[Schakowsky, Cicilline, Pallone & Nadler Introduce Bill to Protect Americans from Price Gouging During COVID-19 Health Crisis](#)

[House Financial Services Committee](#)

[Chairwoman Waters Applauds World Bank Capital Increase Included in COVID-19 Stimulus Package](#)

[Committee Democrats Call on Regulators to Suspend CRA and Other Rulemakings Unrelated to COVID-19](#)

[House Foreign Affairs Committee](#)

[Engel & McCaul Urge Airlines to Work with State Department to Help Bring](#)

[Americans Home](#)

[House Administration Committee](#)

[Wisconsin Demonstrates Congress Must Act to Protect Safety and Integrity of Elections](#)

[House Oversight and Reform Committee](#)

[New Document Shows Inadequate Distribution of Personal Protective Equipment and Critical Medical Supplies to States](#)

[Chairs Maloney, Connolly, and Lynch Take Swift Action in Response to President's Removal of Chair of Pandemic Response Accountability Committee](#)

[Chairs Thompson and Maloney Write FEMA on Coronavirus Response Supply Chain Issues](#)

[House Small Business Committee](#)

[Velazquez Says Trump Administration Not Enacted COVID-19 Small Business Relief as Congress Intended](#)

[House Veterans' Affairs Committee](#)

[Chairman Takano, Subcommittee Chair Lee Statement on VA's Electronic Health Record Project Delay](#)

[Senate Energy and Natural Resources Committee](#)

[Murkowski Welcomes EIA's Prioritization of Storage Data](#)

[Murkowski, Sullivan to Cosponsor Legislation to Fill Strategic Petroleum Reserve with U.S. Crude](#)

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Trai Her-Cole

From: Jen Covino, Simon and Company <jennifer.covino@simoncompany.com>
Sent: Tuesday, April 7, 2020 2:37 PM
To: Trai Her-Cole
Subject: Federal Updates on Coronavirus - April 7, 2020



Federal Response to the Coronavirus Pandemic

April 7, 2020

Top Headlines

- The Institute for Health Metrics and Evaluation (IHME) shared new [COVID-19 projections](#), which assume full social distancing through May 2020. It is projected that peak resource use in the United States still occur on [Wednesday, April 15, 2020](#). IHME anticipates that deaths will total 81,766 by August 4, 2020. Centers for Disease Control and Prevention (CDC) Director **Robert Redfield** expressed optimism that the final death toll will be significantly lower than the upper range of 200,000 Americans outlined in the modeling previously released by the White House.

- Federal Emergency Management Agency (FEMA) just provided an update that the federal government has 8,644 ventilators available, including 8,044 in the Strategic National Stockpile and 600 available from the U.S. Department of Defense (DOD).
- FEMA also provided an update on Project Air Bridge. The agency is coordinating these daily flights to operational hubs, covering the cost of flights and reducing the shipping time to days. Thirteen flights have landed in the United States as of yesterday, Monday, April 6, 2020. Seven more will arrive today, and an additional 72 flights are scheduled to happen over the weeks ahead.
- Senate Majority Leader **Mitch McConnell** released a statement to announce that the Senate will seek to approve at least \$200 billion in additional funding for the Small Business Administration (SBA) Paycheck Protection Program (PPP) this Thursday. Treasury Secretary **Steve Mnuchin** requested \$250 billion from Congress in additional funding for this program. Leader McConnell hopes to approve the measure in the Senate by voice vote or unanimous consent. Meanwhile, House Republican Leader **Kevin McCarthy** urged swift passage in the House, while Congressional Democrats expressed openness to the idea.
- SBA published new PPP Frequently Asked Questions.
- The Federal Reserve Board of Governors released a revised interagency statement to encourage financial institutions to work more constructively with borrowers. It also plans to establish a facility to facilitate lending via the SBA PPP. More information will be forthcoming.
- Senate Democrats proposed a hazard pay plan for essential workers called the COVID-19 “Heroes Fund.” The proposal includes a \$25,000 pandemic premium pay increase for essential frontline workers and a \$15,000 recruitment incentive for health and home care workers and first responders.
- The Centers for Disease Control and Prevention (CDC) provided a series of updated guidance today, from resources for businesses to guidance on travel in the United States. The agency has also started conducting antibody tests to

help determine how many people have been infected with the coronavirus, including those who never developed symptoms.

- The U.S. Department of Labor (DOL) issued [implementation guidance](#) on the paid leave aspect of the *Families First Coronavirus Response Act*. The guidance details paid leave requirements for public and private employers, as well as the circumstances for certain exemptions.
- The U.S. Department of Health and Human Services (HHS) [announced](#) it is purchasing the ID NOW COVID-19 rapid point-of-care test to be deployed to State and local public health labs, as well as the Strategic National Stockpile. The CDC-operated [International Reagent Resource](#) will procure these additional tests to support requests from public health labs.
- We participated in a call hosted by the U.S. Conference of Mayors and Bloomberg Philanthropies today. The organizations offered insight on how cities can best access FEMA funds to respond to COVID-19. Please see our [call memo](#) for more information.
- Attorney General **William Barr** told federal prosecutors Monday to take the COVID-19 pandemic into account when deciding whether to seek pretrial detention for criminal defendants.
- U.S. Surgeon General **Jerome Adams** acknowledged in an [interview](#) today that African Americans may be more adversely impacted by COVID-19. These racial disparities are already prevalent in [health data](#) from the City of Chicago and various states, including Louisiana.
- The U.S. Department of Transportation (DOT) [published](#) its Final Order (Order 2020-4-2) to establish parameters for air carriers receiving federal assistance through the CARES Act to continue providing minimum air service nationwide. The agency received 45 comments from stakeholders since it released its initial order last month.
- The U.S. Environmental Protection Agency (EPA) will [donate](#) Personal Protective Equipment (PPE) to a number of communities. EPA is in the process of developing a plan for rapid distribution to FEMA or state and local

governments in need.

- The National Low Income Housing Coalition (NLIHC) released an [analysis](#) on the need for emergency rental assistance during the COVID-19 pandemic.
- The [Independent Restaurant Coalition](#) sent a [letter](#) to congressional leadership with a series of legislative requests to fix the Coronavirus Aid, Relief, and Economic Security (CARES) Act to better support independent restaurants. The coalition represents over 50,000 local restaurants nationwide.

Administration Resources

The White House

[By the Numbers: A Massive Nationwide Response](#)

[Readout from the Vice President's Video Teleconference with Governors on the Partnership to Prepare and Respond to COVID-19](#)

Centers for Disease Control and Prevention

[Prepare your Small Business and Employees for the Effects of COVID-19](#)

[Interim Additional Guidance for Outpatient and Ambulatory Care Settings: Responding to Community Transmission of COVID-19 in the United States](#)

[Older Adults](#)

[Other At-Risk Populations](#)

[Coronavirus and Travel in the United States](#)

[COVID-19 Infection Prevention and Control in Healthcare Settings: Questions and Answers](#)

[Resources for Businesses and Employers](#)

[What Transit Maintenance Workers Need to Know About COVID-19](#)

[Training for Healthcare Professionals](#)

[Resources for Hospitals and Healthcare Professionals Preparing for Patients with Suspected for Confirmed COVID-19](#)

[Interim Clinical Guidance for Management of Patients with Confirmed Coronavirus Disease \(COVID-19\)](#)

[Information for Healthcare Professionals: COVID-19 and Underlying Conditions](#)

[What to Do if You Are Sick](#)

[How to Protect Yourself](#)

[Running Essential Errands](#)

[Mitigate Healthcare Personnel Staffing Shortages](#)

[Frequently Asked Questions and Answers: Coronavirus Disease-2019 \(COVID-19\) and Children](#)

[For Child Care Programs That Remain Open](#)

[U.S. Department of Health and Human Services](#)

[HHS Supports State, Territorial and Tribal Public Health Labs with COVID-19 Rapid Point-of-Care Test](#)

[2021 Medicare Advantage and Part D Rate Announcement Fact Sheet](#)

[U.S. Department of Transportation](#)

[U.S. Department of Transportation Issues Final Order on Service Obligations for Air Carriers Receiving Financial Relief Through CARES Act](#)

[Federal Communications Commission](#)

[Chairman Pai Thanks Broadcasters for Their Response to COVID-19](#)

[Federal Reserve](#)

[Agencies issue revised interagency statement on loan modifications by financial institutions working with customers affected by the coronavirus](#)

[SR 20-10: Small Business Administration \(SBA\) and Treasury Small Business Loan Programs](#)

[Federal Reserve will establish a facility to facilitate lending to small businesses via the Small Business Administration's Paycheck Protection Program \(PPP\) by providing term financing backed by PPP loans](#)

[U.S. Environmental Protection Agency](#)

[EPA's Pacific Southwest Region Transfers N-95 Masks to California Office of Emergency Services](#)

[EPA to Donate Personal Protective Equipment to State and Local Responders Fighting COVID-19 Across the Country](#)

U.S. Department of Energy

Statement on EIA Short Term Energy Outlook

House and Senate Leadership Resources

House Republican Leader Kevin McCarthy

McCarthy Statement on Additional Funding Needed for the Paycheck Protection Program

Senate Majority Leader Mitch McConnell

McConnell Statement on Additional Funding for Paycheck Protection Program

Senate Democratic Leader Chuck Schumer

Senate Democrats Unveil COVID-19 “Heroes Fund” Proposal to Provide \$25,000 Pay Increase to Essential Workers on Frontline of Nation’s Pandemic Response
Schumer on CNN’s Anderson Cooper 360 Calls on President Trump to Appoint a Single Senior Military Official to Lead Production and Distribution of Medical Supplies and Equipment

Sen. Schumer Announces Appointment of Bharat Ramamurti to Serve on New Congressional Oversight Commission, One of the Key Transparency and Accountability Mechanisms Dems Built Into Bipartisan CARES Act

House and Senate Committee Resources

House Judiciary Committee

Nadler & Lofgren Renew Call on ICE to Protect Migrants & Staff During COVID-19 Pandemic

House Natural Resources Committee

Following Unusual White House Meeting with Big Oil, Chair Grijalva and 15 House Democrats Urge Sec. Bernhardt to Reject Calls for Royalty Cuts

House Oversight and Reform Committee

Chairs Maloney and Raskin Call on DHS to Release Non-Violent Migrant Detainees to Prevent Coronavirus Outbreak in Detention Facilities

Connolly, Lawrence, Maloney Urge Congressional Leadership to Include Meaningful

[Relief for USPS in Next COVID Response Legislation](#)

[Chairwoman Maloney Issues Statement on President Trump's Removal of IG Glenn Fine from Pandemic Response Accountability Committee](#)

[Subcommittee on National Security Requests Information about Ventilators and PPE for Defense Department Personnel](#)

[House Ways and Means Committee](#)

[Neal, Grassley Call on U.S. International Trade Commission to Identify Imported Goods Related to COVID-19](#)

[Senate Finance Committee](#)

[Grassley Urges IRS Watchdog to Educate Public on CARES Act Scams](#)

[Senate Foreign Relations Committee](#)

[Chairman Risch Calls for Independent Investigation into WHO's Handling of COVID-19 Response](#)

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To: Trai Her-Cole
Subject: Federal Updates on Coronavirus - April 6, 2020



Federal Response to the Coronavirus Pandemic

April 6, 2020

Top Headlines

- The White House will host another briefing for State and Local Officials this Wednesday, April 8, 2020 at 1:00pm Eastern Time. You can register [here](#).
- The Small Business Administration (SBA) [issued guidance](#) to ensure faith-based organizations can participate in the Paycheck Protection Program (PPP) and Economic Injury Disaster Loan (EIDL) Program. The Centers for Disease Control and Prevention (CDC) also released updated [resources](#) and a list of [Frequently Asked Questions \(FAQs\)](#) for community- and faith-based

leaders.

- Today, the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) announced it has obligated nearly \$4.1 billion worth of federal resources.
- The agency is now referring to its public-private partnership for distribution of critical supplies as "Project Air-bridge." To date, FEMA has facilitated 10 international flights delivering Personal Protective Equipment (PPE), including 5 million surgical masks, 83.5 million gloves, and 1.2 million gowns. FEMA is prioritizing items for medical distributors serving the areas of greatest need, then the U.S. supply chain as a whole. Hospitals, healthcare facilities, and nursing homes are being prioritized. There will be 23 additional flights taking place through Saturday, April 18, 2020.
- The Administration has adopted a process to manage distribution of ventilators from the Strategic National Stockpile (SNS), which accounts for urgent needs by state and the current capacity of the private sector to meet those demands. As of yesterday, FEMA noted that the federal government had 9,800 total ventilators available, including 9,054 SNS ventilators and 900 others at the Department of Defense (DoD).
 - By Saturday, April 4, 2020, FEMA or HHS had delivered SNS ventilators to the following states:
 - New York (4,400);
 - New Jersey (850);
 - Washington (500);
 - Illinois (450);
 - Michigan (400);
 - Florida (200);
 - California (170);
 - Georgia (150);
 - Louisiana (150);
 - Oregon (140);
 - Maryland (120);
 - Alaska (60); and

- Connecticut (50).
 - DoD was expected to deliver another 300 ventilators to New Jersey yesterday.
 - FEMA and HHS are processing requests for additional allocations. Those include:
 - a 250 bed Federal Medical Station, a Public Health strike team, and an additional 300 ventilators for Michigan;
 - a 50 bed Federal Medical Station for the Metro DC area;
 - an additional 200 ventilators for Louisiana;
 - an additional 200 ventilators to New Jersey;
 - 100 ventilators for Massachusetts; and
 - 30 ventilators for Guam.
- The U.S. Department of Health and Human Services (HHS) Centers for Disease Control and Prevention (CDC) [announced](#) an additional \$186 billion worth of direct [funding](#) to [States](#) most impacted by COVID-19. The funding will support the efforts of state and local public health departments for activities like "lab equipment, supplies, staffing, shipping, infection control, surge staffing, monitoring of individuals, and data management." Please coordinate with your appropriate State agency to see how they plan to utilize these funds.
- Although Congress is in recess, discussions continue on a fourth stimulus package. House Speaker **Nancy Pelosi** [distributed](#) a "Dear Colleague" letter over the weekend. It read: "CARES 2 must go further in assisting small businesses including farmers, extending and strengthening unemployment benefits and giving families additional direct payments. We must also provide the desperately needed resources for our state and local governments, hospitals, community health centers, health systems and health workers, first responders and other providers on the frontlines of this crisis." The Speaker hopes to bring a package to the floor later this month.
- The Senate and House are anticipated to return to the nation's capital the week of [Monday, April 20, 2020](#); however, Washington Mayor **Muriel Bowser** has implemented a "Stay at Home" [Order](#) through [Friday, April 24](#).

2020, . The local restrictions may impact the ability of Members to travel back or conduct business as usual, including votes.

- The U.S. Department of Labor (DOL) published new guidance over the weekend on the [Pandemic Unemployment Assistance \(PUA\)](#) and [Federal Pandemic Unemployment Compensation \(FPUC\)](#) programs.
- Pursuant to the *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, the U.S. Department of Education (ED) [authorized](#) new flexibilities for schools to repurpose federal education funds for distance learning activities. States can receive flexibility for funds allocated under the *Elementary and Secondary Education Act of 1965* (ESEA), including the Title I, Parts A-D, Title II, Title III, Part A, Title IV, Parts A-B, and Title V programs.
- Bicameral leaders from the House of Representatives and Senate send a [letter](#) to the President advocating for the creation of a Special Enrollment Period (SEP) so that individuals impacted by the coronavirus can sign up for health insurance.
- The HHS Office of the Inspector General (OIG) released a [report](#) on hospital experiences responding to COVID-19. Hospitals reported that their most significant challenges centered on testing and caring for patients with known or suspected COVID-19 and keeping staff safe.
- The U.S. Department of Defense (DOD) shared [guidance](#) on Do It Yourself (DIY) cloth face coverings, following up on [guidance](#) issued by the CDC.
- The CDC [launched](#) a COVID-19 Surveillance Report, which will provide weekly virus updates, outpatient and emergency department visits, and severe disease information.
- President **Donald Trump** [nominated](#) **Brian Miller**, the current White House counsel, to serve as Special Inspector General for Pandemic Recovery. This is a new position and it will require confirmation by the Senate.
- The U.S. Conference of Mayors (USCM) and Bloomberg Philanthropies will host a [webinar](#) tomorrow, Tuesday, April 7, 2020, at 1:00 p.m. Eastern

Standard Time (EST), featuring officials from the Federal Emergency Management Agency (FEMA) to discuss how cities can track costs and administer federal funds for the COVID-19 response.

Administration Resources

Centers for Disease Control and Prevention

[Global case numbers are reported by the World Health Organization \(WHO\)](#)

[Resources for Community- and Faith-Based Leaders](#)

[FAQs for Administrators and Leaders at Community- and Faith-Based Organizations](#)

Small Business Administration

[SBA Clarifies Eligibility of Faith-Based Organizations to Participate in Paycheck Protection and Economic Injury Disaster Loan Programs](#)

U.S. Department of Education

[Secretary of Education Betsy DeVos Authorizes New Funding Flexibilities to Support Continued Learning During COVID-19 National Emergency](#)

Food and Drug Administration

[Webinar: Enforcement Policy for Personal Protective Equipment \(PPE\) During COVID-19: Immediately in Effect Guidance](#)

U.S. Department of Health and Human Services

[HHS Announces Funding Action to Provide \\$186 Million for COVID-19 Response](#)

U.S. Department of Labor

[U.S. Department of Labor Publishes New OSHA Poster Aimed at Reducing Workplace Exposure to the Coronavirus](#)

[U.S. Department of Labor Publishes Guidance on Pandemic Unemployment Assistance](#)

[U.S. Department of Labor Publishes Guidance on Federal Pandemic Unemployment Compensation](#)

U.S. Environmental Protection Agency

UPDATED: What They Are Saying: Public Officials and Stakeholders Voice Support for EPA's Discretion Policy for COVID-19 Pandemic

U.S. Department of Defense

Instructions for DIY Cloth Face Coverings

DOD Guidance on the Use of Cloth Face Coverings

DOD Coronavirus Response Webpage

Federal Reserve

Agencies announce changes to the community bank leverage ratio

House and Senate Leadership Resources

House Speaker Nancy Pelosi

Dear Colleague to All Members on Electronic Submission of Floor Documents

Dear Colleague to All Members on Next Steps on CARES Act and CARES 2

Pelosi Statement on Nomination of White House Lawyer as Inspector General for Treasury Department Implementation of CARES Act

Senate Majority Leader Mitch McConnell

Pelosi Retreats Again After Senate Republicans Put Brakes on Liberal Wish List

House and Senate Committee Resources

Senate Finance Committee

ICYMI: Grassley Answers Questions about the Historic CARES Act

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HOUSE APPROPRIATIONS

Congresswoman Nita Lowey | Chairwoman

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H.R. 6074, CORONAVIRUS PREPAREDNESS AND RESPONSE SUPPLEMENTAL APPROPRIATIONS ACT, 2020

Title-By-Title Summary

This \$8.3 billion package will fully fund a robust response to coronavirus, including vaccine development, support for state and local governments, and assistance for affected small businesses.

DIVISION A – Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020

Prepared by the Democratic staff of the House Appropriations Committee

Title I – Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

Food and Drug Administration – \$61 million to facilitate the development and review, both pre-market and post-market, of medical countermeasures, devices, therapies, and vaccines to combat the coronavirus. This funding will help FDA maintain our national drug and device product inventory through extensive outreach to medical product manufacturers to identify and mitigate potential supply chain interruptions. Funds will also assist FDA’s enforcement work against counterfeit and misbranded products and its review of emergency use authorizations for medical products, such as diagnostics. Additionally, these resources will enable FDA to build on its efforts to strengthen the U.S. medical product manufacturing sector by supporting efforts to foster more investment and innovation in advanced manufacturing methods for drugs, devices, vaccines, and other therapies.

Title II – Financial Services and General Government

Small Business Disaster Loans – Allows \$1 billion in loan subsidies to be made available to help small businesses, small agricultural cooperatives, small aquaculture producers, and non-profit organizations which have been impacted by financial losses as a result of the coronavirus outbreak. This funding could enable the Small Business Administration to provide an estimated \$7 billion in loans to these entities. In addition, provides \$20 million to administer these loans.

Title III – Labor, Health and Human Services, Education, and Related Agencies

Centers for Disease Control and Prevention – \$2.2 billion to support federal, state, and local public health agencies to prevent, prepare for, and respond to the coronavirus, including:

- \$950 million, of which \$475 million must be allocated within 30 days, to support States, locals, territories, and tribes to conduct public health activities such as:
 - surveillance for coronavirus;
 - laboratory testing to detect positive cases;
 - contact tracing to identify additional positive cases;
 - infection control at the local level to prevent additional cases;
 - migration in areas with person-to-person transmission to prevent additional cases; and
 - other public health preparedness and response activities
- \$300 million to replenish the Infectious Diseases Rapid Response Reserve Fund, which supports immediate response activities during outbreaks.
- At least \$300 million for global disease detection and emergency response.

In addition –

- The supplemental supports CDC's repatriation and quarantine efforts, laboratory testing, emergency operations, epidemiological investigations, public information, and surveillance and data analysis.

Furthermore, the supplemental includes –

- A general provision to reimburse State or local costs incurred for coronavirus preparedness and response activities between January 20 and the date of enactment of this emergency supplemental.
- A proviso to allow funds to be used for construction or renovation of facilities to improve preparedness and response capabilities at the State and local level.

Vaccines, Therapeutics, and Diagnostics – More than \$3 billion for research and development of vaccines, therapeutics, and diagnostics to prevent or treat the effects of coronavirus, including:

- More than \$2 billion for the Biomedical Advanced Research and Development Authority (BARDA) to support advanced research and development of vaccines, therapeutics, and diagnostics, prioritizing platform-based technologies with U.S.-based manufacturing capabilities.
- \$826 million for the National Institutes of Health to support basic research and development of vaccines, therapeutics, and diagnostics.
- \$300 million in contingency funding for procurement of vaccines, therapeutics, and diagnostics.

In addition –

- Requires that vaccines, therapeutics, and diagnostics developed using taxpayer funds must be available for purchase by the Federal government at a fair and reasonable price.
- Allows the Secretary of Health and Human Services to ensure that vaccines, therapeutics, and diagnostics developed using taxpayer funds be affordable in the commercial market.

Healthcare Preparedness, Pharmaceuticals and Medical Supplies, Community Health Centers – Nearly \$1 billion for procurement of pharmaceuticals and medical supplies, to support healthcare preparedness and Community Health Centers, and to improve medical surge capacity:

- Approximately \$500 million for procurement of pharmaceuticals, masks, personal protective equipment, and other medical supplies, which can be distributed to state and local health agencies in areas with a shortage of medical supplies.
- \$100 million for health services through Community Health Centers, which will support smaller health clinics across the country in under-served urban and rural areas.
- Continues support for healthcare preparedness, including the National Ebola and Special Pathogens Training and Education Center (NETEC), regional, State and local special pathogens treatment centers, and hospital preparedness cooperative agreements.
- In addition, the bill allows funding for medical surge capacity, which will increase the supply of biocontainment beds at additional health facilities.

Additional Items

- Requirement to reimburse \$136 million to programs across the Department of Health and Human Services that were temporarily transferred to support emergency preparedness and response activities at the CDC and the Assistant Secretary for Preparedness and Response.
- \$10 million for worker-based training through the National Institute of Environmental Health Sciences to prevent and reduce exposure of hospital employees, emergency first responders, and other workers who are at risk of exposure to coronavirus through their work duties.
- \$2 million for the HHS Office of Inspector General to conduct oversight of activities related to coronavirus preparedness and response.
- Authority for HHS to hire public health experts, as expeditiously as necessary, to perform critical work relating to coronavirus.

Title IV – State, Foreign Operations, and Related Programs

State Operations – \$264 million for consular operations, emergency evacuations of State Department staff and dependents, and other emergency preparedness needs at embassies around the world. Increases transfer threshold for emergency evacuations from \$10 million to \$100 million.

Global Health Response – \$435 million to support health systems overseas to prevent, prepare and respond to the coronavirus, of which \$200 million is for the Emergency Reserve Fund.

Humanitarian Assistance – \$300 million to respond to humanitarian needs arising in countries coping with a coronavirus disease outbreak.

Economic and Security Stabilization – \$250 million to protect against the effects of an outbreak including economic, security, and stabilization requirements.

Oversight – \$1 million for the USAID Inspector General to perform oversight of coronavirus response activities.

In addition –

- Allows for increased flexibility to transfer funds to respond to the coronavirus.
- Requires a comprehensive strategy to respond to the coronavirus outbreak and regular reporting on the use of funding.

Title V – Bill-Wide

Technical budgetary provisions.

In addition –

- Ensures that the President cannot use funds appropriated in this bill for any other purpose, except for repayment of transfers within the Department of Health and Human Services.
- Requires enhanced Government Accountability Office oversight of funds appropriated in this bill.
- Defines coronavirus.

DIVISION B – Telehealth Services During Certain Emergency Periods

Prepared by the Committee on Ways and Means and the Committee on Energy and Commerce

Emergency Telehealth Waiver: Allows the Secretary of Health and Human Services (HHS) to waive certain Medicare telehealth restrictions during the coronavirus public health emergency. These waivers would allow Medicare providers to furnish telehealth services to Medicare beneficiaries regardless of whether the beneficiary is in a rural community. This provision would also allow beneficiaries to receive care from physicians and other practitioners in their homes. This provision is estimated to cost \$500 million.



H.R. 6201, FAMILIES FIRST CORONAVIRUS RESPONSE ACT

Title-By-Title Summary

The legislation provides paid leave, establishes free testing, protects public health workers, and provides important benefits to children and families.

DIVISION A – Second Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020

Prepared by the Democratic staff of the House Committee on Appropriations

Title I – Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

Food and Nutrition Service – Includes funding to ensure the domestic nutrition assistance programs have adequate resources to help those impacted by the COVID-19 public health emergency. Funding is provided for:

- **The Special Supplemental Nutrition Program for Women Infants and Children (WIC)** – \$500 million to provide access to nutritious foods to low-income pregnant women or mothers with young children who lose their jobs or are laid off due to the COVID-19 emergency.
- **The Emergency Food Assistance Program (TEFAP)** – \$400 million to assist local food banks to meet increased demand for low-income Americans during the emergency. Of the total, \$300 million is for the purchase of nutritious foods and \$100 million is to support the storage and distribution of the foods.

In addition –

- The legislation includes a general provision that allows the Department of Agriculture to approve state plans to provide emergency SNAP assistance to households with children who would otherwise receive free or reduced-price meals if not for their schools being closed due to the COVID-19 emergency. In order to be eligible, the child’s school must be closed for no less than 5 consecutive days.
- Nutrition Assistance for U.S. Territories – \$100 million for USDA to provide nutrition assistance grants to Puerto Rico, American Samoa, and the Commonwealth of the Northern Mariana Islands in response to the COVID-19 public health emergency.

Title II – Labor, Health and Human Services, Education, and Related Agencies

Emergency Paid Sick Days Program – Includes \$5 million for the Department of Labor to administer the emergency paid sick days program.

Senior Nutrition Program – Includes \$250 million for the Senior Nutrition program in the Administration for Community Living (ACL) to provide approximately 25 million additional home-delivered and pre-packaged meals to low-income seniors who depend on the Senior Nutrition programs in their communities.

This funding will provide meals to low-income seniors:

- who are home-bound;
- who have disabilities;
- who have multiple chronic illnesses;
- as well as caregivers for seniors who are home-bound.

ACL's Senior Nutrition grants are provided to States, territories, and eligible tribal organizations and serve more than 2.4 million individuals annually.

Nearly two-thirds of recipients of home-delivered meals report these meals as more than half of their food intake for the day.

Title III – Bill-Wide

Technical budgetary provisions.

DIVISION B – Nutrition Waivers

Prepared by the Democratic staff of the House Agriculture Committee

Title I – Maintaining Essential Access to Lunch for Students Act

Section 101. Short Title. The short title for the bill is the Maintaining Essential Access to Lunch for Students Act or the MEALS Act.

Section 102. Waiver Exception for School Closures Due to COVID-19. Provides the Secretary of Agriculture the authority to issue nationwide school meal waivers during the COVID-19 emergency, which will eliminate paperwork for states and help more schools quickly adopt and utilize flexibilities.

Title II – COVID-19 Child Nutrition Response Act

Section 201. Short Title. The short title for the bill is the COVID-19 Child Nutrition Response Act.

Section 202. National School Lunch Program Requirement Waivers Addressing COVID-19. Allows all child and adult care centers to operate as non-congregate (i.e. they can serve outside the school or in individual settings) and waive all meal pattern requirements if there is a disruption to the food supply as a result of the COVID-19 emergency.

Title III – SNAP COVID-19 Response Waivers

Section 301. SNAP Flexibility for Low-Income Jobless Workers. Suspends the work and work training requirements for SNAP during this crisis.

Section 302. Additional SNAP Flexibilities in a Public Health Emergency. Allows states to request special waivers from the Secretary to provide temporary, emergency CR-SNAP benefits to existing SNAP households up to the maximum monthly allotment, as well as give the Secretary broad discretion to provide much more flexibility for States in managing SNAP caseloads. Additionally, this language requires the Secretary to make State requests for waivers and the USDA response, as well as any USDA guidance on State flexibilities, publicly available online.

DIVISION C – COVID-19 Health Care Worker Protection Act of 2020

Prepared by the Democratic staff of the House Committee on Education and Labor

Section 1. Short Title. The short title for the bill is the COVID-19 Health Care Worker Protection Act of 2020.

Section 2. Findings. This section includes Congressional findings related to COVID-19.

TITLE I – COVID-19 Emergency Temporary Standard

Section 101. COVID-19 Emergency Temporary Standard. This section requires the Occupational Safety and Health Administration (OSHA) to issue an Emergency Temporary Standard (ETS) within 30 days, requiring employers within the health care sector -- and any other sectors which either OSHA or the Centers for Disease Control and Prevention (CDC) designate at elevated risk -- to develop and implement a comprehensive infectious disease exposure control plan to protect health care workers from exposure to the SARS-CoV-2 virus that causes COVID19. The ETS shall be based on the CDC’s 2007 “Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings” that was issued to protect health care workers against Severe Acute Respiratory Syndrome (SARS). In addition, the ETS may not be less protective than the infectious disease precautions for novel pathogens issued by any OSHA state plan.

OSHA shall issue a permanent health and safety standard, which the Occupational Safety and Health Act stipulates shall be issued 6 months after the ETS has been issued.

TITLE II – Amendments to the Social Security Act

Section 201. Application of COVID-19 Emergency Temporary Standard to Certain Facilities Receiving Medicare Funds. This section requires that hospitals and skilled nursing facilities operated by state or local government agencies, which are not otherwise subject to the Occupational Safety and Health Act of 1970 or a State occupational safety and health plan, shall comply with the ETS and the permanent OSHA standard required in this Act as a condition of receiving Medicare funds. A facility that fails to comply with the OSHA standards is subject to a civil monetary penalty in an amount similar to the amount OSHA may impose under the OSHA Act for a violation of a standard, but such facility is not subject to termination of an agreement with Medicare.

DIVISION D – Emergency Paid Leave Act of 2020

Prepared by the Democratic staff of the House Committee on Ways and Means

Section 101. Short Title. The short title for the bill is the Emergency Paid Leave Act of 2020.

Section 102. Emergency Paid Leave Benefits. *Amends the Social Security Act by inserting after title V the following: Title VI-Emergency Paid Leave Benefits.* This section creates a new federal emergency paid leave benefits program as Title VI of the Social Security Act, consisting of the following Social Security Act sections.

Section 601. Definitions. This section defines an “emergency leave day” as a day in which an individual is unable to work due to one of four qualifying reasons related to COVID-19:

- The worker has a current diagnosis of COVID-19.
- The worker is quarantined (including self-imposed quarantine), at the instruction of a health care provider, employer, or government official, to prevent the spread of COVID-19.
- The worker is caring for another person who has COVID-19 or who is under a quarantine related to COVID-19.
- The worker is caring for a child or other individual who is unable to care for themselves due to the COVID-19-related closing of their school, child care facility, or other care program.

It also defines other key terms including “eligible individual,” which is someone who was working in the thirty days before they were impacted by COVID-19.

Section 602. Emergency Paid Leave Benefits. This section creates a new federal emergency paid leave benefit program. Eligible workers will receive a benefit for a month (up to three months) in which they must take 14 or more days of leave from their work due to the qualifying COVID-19-related reasons. Days when an individual receives pay from their employer (regular wages, sick pay, or other paid time off) or unemployment compensation do not count as leave days for purposes of this benefit.

The program will be administered by the Social Security Administration (SSA). Specifications include the following:

- Benefit amount: Two-thirds of the individual’s average monthly earnings (based on the most recent year of wages or self-employment income for which records are readily available), up to a cap of \$4,000.
- Program and benefit period: The benefits will be available for leave that occurs from January 19, 2020 (the date of the first U.S. COVID-19 diagnosis) through one year after the bill’s enactment.
- Retroactive benefits: Benefits can be paid retroactively, and applications can be filed up to 6 months after enactment.
- Application: Applications will be taken online, by phone, or by mail. Individuals will not visit SSA field offices to apply. Payments will in most cases be issued electronically.
- Program integrity: Applicants must attest that they meet the criteria for eligibility and existing penalties for fraud or misrepresentation with regard to Social Security benefits are applied to the federal emergency paid leave benefits program.

The program will operate in coordination with other relevant benefits and leave programs, including:

- Protection of existing benefit rights: Existing benefit rights are protected, including any rights to State or local paid leave benefits, and greater benefits are allowed including under a contract, collective bargaining agreement, or other employment benefit program.
- Reduction based on receipt of state or private paid leave: Benefit amounts are offset (reduced) dollar-for-dollar by the amount of any state or private paid leave benefit the individual also receives.
- Reimbursement grants to States: States will be reimbursed for the total amount of these offsets that are due to state-run or state-mandated paid leave programs.
- No effect on eligibility for SSI: Benefits paid under this program do not count as income or resources for the Supplemental Security Income (SSI) program.

Section 603. Funding and Expedited Implementation Authority. SSA will receive additional direct (mandatory) funding for both the cost of the benefits and the cost of administering the program. Treasury will receive additional direct (mandatory) funding for reimbursement of states.

Section 604. Protection of Social Security Trust Funds. Social Security’s Trust Funds and regular administrative budget will be kept separate from this new program and cannot be used to administer or fund it.

Section 605. Taxation of Emergency Leave Benefits. Benefits paid under this program are not subject to federal income taxes.

DIVISION E – Emergency Unemployment Insurance Stabilization and Access Act of 2020

Prepared by the Democratic staff of the House Committee on Ways and Means

Section 101. Short Title. The short title for the division is the Emergency Unemployment Insurance Stabilization and Access Act of 2020.

Section 102. Emergency Transfers for Unemployment Compensation Administration. This section provides \$1 billion in 2020 for emergency grants to states for activities related to processing and paying unemployment insurance (UI) benefits, under certain conditions.

\$500 million would be used to provide immediate additional funding to all states for staffing, technology, systems, and other administrative costs, so long as they met basic requirements about ensuring access to earned benefits for eligible workers. Those requirements are:

- Require employers to provide notification of potential UI eligibility to laid-off workers
- Ensure that workers have at least two ways (for example, online and phone) to apply for benefits
- Notify applicants when an application is received and being processed and if the application cannot be processed, provide information to the applicant about how to ensure successful processing.

States would be required to report on the share of eligible individuals who received UI benefits and the state's efforts to ensure access within one year of receiving the funding. The funding would be distributed in the same proportions as regular UI administrative funding provided through annual appropriations.

\$500 million would be reserved for emergency grants to states which experienced at least a 10 percent increase in unemployment. Those states would be eligible to receive an additional grant, in the same amount as the initial grant, to assist with costs related to the unemployment spike, and would also be required to take steps to temporarily ease eligibility requirements that might be limiting access to UI during the COVID-19 outbreak, like work search requirements, required waiting periods, and requirements to increase employer UI taxes if they have high layoff rates. Depending on the state, those actions might require changes in state law, or might just require changes in state policy. This section also provides temporary federal flexibility regarding those UI restrictions which are also in federal law.

Section 103. Temporary Assistance for States with Advances. This section provides states with access to interest-free loans to help pay regular UI benefits through December 31, 2020, if needed.

Section 104. Technical Assistance and Guidance for Short-Time Compensation Programs. This section requires the Secretary of Labor to provide technical assistance to states that want to set up work-sharing programs, in which employers reduce hours instead of laying employees off, and then employees receive partial unemployment benefits to offset the wage loss.

Section 105. Full Federal Funding of Extended Unemployment Compensation for a Limited Period. For states that experience an increase of 10 percent or more in their unemployment rate (over the previous year) and comply with all the beneficiary access provisions in section 102, this section provides 100 percent federal funding for Extended Benefits, which normally require 50 percent of funding to come from states. Extended Benefits are triggered when unemployment is high in a state and provide up to an additional 26 weeks after regular UI benefits (usually 26 weeks) are exhausted.

DIVISION F – Paid Sick Days for Public Health Emergencies and Personal and Family Care Act

The emergency paid sick days legislation:

- Requires all employers to allow employees to gradually accrue seven days of paid sick leave and to provide an additional 14 days available immediately in the event of any public health emergency, including the current coronavirus crisis;
- Requires all employers to provide an additional 14 days of paid sick leave, available immediately at the beginning of a public health emergency, including the current coronavirus crisis;
- Ensures paid sick leave covers days when your child’s school is closed due to a public health emergency, when your employer is closed due to public health emergency, or if you or a family member is quarantined or isolated due to a public health emergency;
- Reimburses small businesses—defined as businesses with 50 or fewer employees—for the costs of providing the 14 days of additional paid sick leave used by employees during a public health emergency;
- Enables construction employees to receive sick pay based on hours they work for multiple contractors; and
- Makes the bill effective immediately so that employees in areas covered under a qualifying Public Health Emergency, upon the date of enactment, can take 14 days of paid sick leave in order to address COVID-19.

DIVISION G – Health Provisions

Prepared by the Democratic staff of the Committees on Energy and Commerce, Ways and Means, and Education and Labor

Section 101. Coverage of Testing for COVID-19. This section requires private health plans to provide coverage for COVID-19 diagnostic testing, including the cost of a provider, urgent care center and emergency room visits in order to receive testing. Coverage must be provided at no cost to the consumer.

Section 102. Waiving Cost Sharing Under the Medicare Program For Certain Visits Relating To Testing For COVID-19. This section requires Medicare Part B to cover beneficiary cost-sharing for provider visits during which a COVID-19 diagnostic test is administered or ordered. Medicare Part B currently covers the COVID-19 diagnostic test with no beneficiary cost-sharing.

Section 103. Waiving Cost Sharing Under the Medicare Advantage Program for Certain Visits Relating to Testing for COVID-19. This section requires Medicare Advantage to provide coverage for COVID-19 diagnostic testing, including the associated cost of the visit in order to receive testing. Coverage must be provided at no cost to the beneficiary.

Section 104. Coverage at No Cost Sharing of COVID-19 Testing Under Medicaid and CHIP. This section requires Medicaid to provide coverage for COVID-19 diagnostic testing, including the cost of a provider visit in order to receive testing. Coverage must be provided at no cost to the beneficiary. It would also provide states with the option to extend Medicaid eligibility to uninsured populations for the purposes of COVID-19 diagnostic testing. State expenditures for medical and administrative costs would be matched by the federal government at 100 percent.

Section 105. Laboratory Reimbursement for Diagnostic Testing for COVID-19 in Uninsured Individuals. This section requires the National Disaster Medical System to reimburse the costs of COVID-19 diagnostic testing provided to individuals without insurance.

Section 106. Treatment of Personal Respiratory Protective Devices as Covered Countermeasures. This section requires certain personal respiratory protective devices to be treated as covered countermeasures under the PREP Act Declaration for the purposes of emergency use during the COVID-19 outbreak and ending October 1, 2024.

Section 107. Application with Respect to TRICARE, Coverage for Veterans, and Coverage for Federal Civilians. This section ensures that individuals enrolled in TRICARE, covered veterans, and federal workers have coverage for COVID-19 diagnostic testing without cost-sharing.

Section 108. Coverage of Testing for COVID-19 At No Cost Sharing for Indians Receiving Contract Health Services. This section ensures that American Indians and Alaskan Natives do not experience cost sharing for COVID-19 testing, including those referred for care away from an Indian Health Service or tribal health care facility.

Section 109. Emergency FMAP Increase. This section provides a temporary increase to states' federal medical assistance percentage for the duration of the public health emergency for COVID-19. It requires states to maintain eligibility standards that are no less restrictive than the date of enactment.

DIVISION H – Budgetary Effects

Technical budgetary provisions.



Senate Passes the *Coronavirus Aid, Relief, and Economic Security Act* (S. 3548) by a Unanimous Vote of 96–0

March 25, 2020

The Senate finally released the [bill text](#) of *Coronavirus Aid, Relief, and Economic Security Act* (S.3548) or "CARES Act" a few hours ago, after nearly a week of deliberation about its provisions here in Washington, DC. The Committee on Health, Education, Labor, and Pensions provided this helpful [Section-by-Section Summary](#). The legislation will provide nearly \$2 trillion in financial relief as the United States tries to mitigate the spread of coronavirus (COVID-19).

The Senate passed the bill by a unanimous vote of 96–0 a few minutes ago. Majority Leader Mitch McConnell offered some reflections on the bipartisan legislative process, saying "The Senate has pivoted from arguably one of the most contentious, partisan periods in our history to passing this [\$2 trillion] rescue package [nearly] 100–0 all in one quarter this year. It says a lot about the United States Senate as an institution and our willingness to do something to help the country."

The House will convene this Friday, March 27, 2020 at 9:00 a.m. to consider the bill. House Majority Leader Steny Hoyer indicated that the chamber expects to pass the measure by a voice vote because of state mandated stay-at-home orders, limited flight options, and Members participating in self-quarantine. The President has indicated he will sign it immediately thereafter.

Speaker Nancy Pelosi already forewarned that "this is not going to be the last bill"

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not be until Monday, April 20, 2020, although his colleagues may need to be recalled to Washington before that time.

For now, we look forward to President Donald J. Trump signing this third package into public law. Items of concern to local government are highlighted below for your review. My colleagues and I will be there to support your team throughout the implementation of this historic legislation. We sincerely hope it offers some relief in your community. Thank you again for your patience as lawmakers arrived at this bipartisan compromise.

Coronavirus Relief Fund for State and Local Government

Section 601 of the Act will establish a \$150 billion Coronavirus Relief Fund for state, territorial, tribal and local governments. Local governments with a population of 500,000 residents are eligible to apply directly to the U.S. Department of Treasury for direct funding. Counties and cities with populations under 500,000 residents may seek resources available under the sum provided to the state government. State allocations will be determined using a formula based on population. Each state will receive at least \$1.25 billion as a floor, including a 45% set-aside of funds for local governments. Population will be determined by the most recent year for which data are available from the U.S. Census Bureau.

The Fund will offer financial relief by covering costs incurred due to the COVID-19 emergency response as revenue decline. Payments will be made within 30 days of enactment of the law. Those funds will cover: "(1) necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and "(3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020."

Public Health and Emergency Response

The U.S. Department of Health and Human Services (HHS) will receive \$140.4 billion, including \$127 billion for the Public Health and Social Services Emergency Fund. The Act will provide \$100 billion for hospitals in need of assistance and \$1.32 billion in immediate supplemental funding for our Community Health Centers. The bill will infuse \$16 billion into the Strategic National Stockpile; however, without greater availability of supplies, it is not clear how effective this major investment will be in the short-term response. The bill provides another \$1.5 billion to the Centers for Disease Control and Prevention (CDC) to provide to state and local governments to purchase Personal Protective Equipment (PPE). When combined with the first supplemental, the total amount provided is \$2.5 billion for CDC State and Local Preparedness Grants. The measures seeks to increase the supply of PPE,

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treatment and vaccinations. The Act also provides a 20% increase in the payment made to any hospital for treating a patient admitted with COVID-19. Finally, it calls for Public Health Data Surveillance and Infrastructure Modernization with a \$500 million investment to help build federal, state, and local public health data infrastructure.

The CARES Act will provide \$45 billion for the Disaster Relief Fund administered by the Federal Emergency Management Agency (FEMA) to support state and local efforts, including medical response and purchasing PPE, under emergency and major disaster declarations. The funding will be used to support FEMA facilities and information technology (IT). The bill also includes \$400 million for grants that can be disbursed in a timely manner for firefighters, emergency managers, and other providers of emergency food and shelter.

The U.S. Department of Justice (DOJ) will provide \$850 million of Byrne JAG assistance for state, local, and tribal officers responding to coronavirus. Funds will go directly to state and local governments to support criminal justice needs related to coronavirus, including "overtime for state, local, and tribal officers; personal protective equipment and supplies; and medical needs and other supplies for inmates in state, local, and tribal prisons, jails, and detention centers." There will be no match requirement.

Food Assistance

The bill will waive the *Older Americans Act* (OAA) nutrition requirements for its meal programs to ensure that meals are available and accessible for seniors when certain food supplies are not available. It also reauthorizes Healthy Start Program to provide grants to improve access to services for women and their families. The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) will receive appropriations including \$8.8 billion for Child Nutrition Programs for food purchases and demonstration projects to increase flexibility for schools; \$15.51 billion for the Supplemental Nutritional Assistance Program (SNAP) to cover new waiver authorities and anticipated increases in participation; and \$450 million for the Emergency Food Assistance program for commodities and distribution through community partners, including food banks.

"Recovery Rebates"

All U.S. residents with adjusted gross income up to \$75,000 per individual or \$150,000 per married household) will be eligible for a rebate of \$1,200 per person or \$2,400 per married couple. Americans will be eligible for an additional \$500 per child. This is true even for those who have no income, as well as those whose income comes entirely from non-taxable means-tested benefit programs, such as SSI benefits. The rebate amount is reduced by \$5 per \$100 of income exceeding the

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\$198,000 for joint filers with no children."

Unemployment Insurance

The Relief for Workers Affected by Coronavirus Act creates a temporary Pandemic Unemployment Assistance program. It authorizes payments for individuals who not traditionally eligible for unemployment benefits, including self-employed Americans, independent contractors, and others who cannot work as a direct result of this emergency through December 31, 2020.

The bill authorizes an emergency increase in unemployment compensation benefits, providing an additional \$600 per week payment to each recipient of unemployment insurance or Pandemic Unemployment Assistance for up to four months.

The Act also provides emergency unemployment relief for governmental entities and nonprofit organizations. Payments will be made to states to reimburse government agencies, nonprofits, or tribes for half of their costs incurred through December 31, 2020 to pay unemployment benefits.

The measure will offer an additional 13 weeks of benefits through December 31, 2020 for those who are unemployed after state unemployment benefits are depleted. Funding will be provided to states that choose to pay unemployment benefits for recipients as soon as they become unemployed instead of waiting one week before the individual is eligible to receive benefits.

Labor Provisions

The CARES Act provides \$345 million for the Dislocated Worker National Reserve for states and communities to respond to the workforce impacts and layoffs resulting from the coronavirus.

The bill establishes a limitation on Paid Leave so that an employer shall not be required to pay more than \$200 per day and \$10,000 in the aggregate for each employee under this section. Under Section 3602, the bill establishes a limitation on Emergency Paid Sick Leave so that an employer shall not be required to pay more than \$511 per day and \$5,110 in the aggregate for sick leave or more than \$200 per day and \$2,000 in the aggregate to care for a quarantined individual or child for each employee.

Section 3603 of the Act establishes that applications for unemployment compensation and assistance with the application process, when possible, must be accessible in two ways: in person, by phone, or online.

instances if they are rehired by the employer.

Employers can receive an advance tax credit as the bill establishes the necessary regulatory authority to implement the tax credit advances.

The Act also establishes rules to provides single employer pension plan companies with additional time to meet their funding obligations by delaying the due date for any contribution otherwise due during 2020 until January 1, 2021.

The bill will provide a refundable employee retention credit for 50 percent of wages paid by employers subject to closure due to COVID-19. This is available to employers if their operations were fully or partially suspended because of a shut-down order or if their gross receipts declined by more than 50 percent compared to the same quarter last year. The credit -- provided up to the first \$10,000 of compensation including health benefits -- will be based on qualified wages paid to the employee and incurred March 13 through December 31, 2020. The measure would allow employers and self-employed individuals to defer payment of the employer share of the Social Security tax.

Student Loans

Employers can provide a student loan repayment benefit of up to \$5,250 annually to employees on a tax-free basis. The payment would be excluded from the employee's income. It will apply to student loan payments made by an employer on behalf of an employee before January 1, 2021.

The CARES Act will provide temporary relief for Federal Student Loan Borrowers by instructing the Secretary of Education to defer student loan payments, principal, and interest for 6 months without penalty to the borrower for all federally owned loans until September 30, 2020.

Small Business Administration (SBA) Resources

The bill provides \$562 million for SBA for administrative expenses and program subsidy for the SBA Disaster Loans Program.

The Act will provide \$350 billion to create the Paycheck Protection Program to provide up to eight weeks of cash flow assistance for small businesses to cover payroll, employee salaries, paid sick leave, health insurance premiums, mortgages, and other debts. The program would provide 100% federally guaranteed loans for employers who maintain their payroll during the emergency. If employers maintain their payroll, the loans would be forgiven.

The measure creates a \$10 billion program to enable expedited access to capital for

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maintain payroll, offer paid sick leave to employees, and cover other debt obligations.

It will provides \$17 billion to cover a new requirement that SBA will pay principal, interest and fees on new and existing SBA loan products including 7(a), Community Advantage, 504, and Microloan programs for six months.

The measure waives affiliation rules for hospitality and restaurant industry businesses, franchises approved on the SBA Franchise Directory, and small businesses with Small Business Investment Company (SBIC) program financing.

The bill also provides \$265 million in grants for SBA resources partners to offer counseling, training, and assistance to small businesses affected by COVID-19. Those include Small Business Development Centers, Women's Business Centers, Minority Business Development Agency (MBDA) Minority Business Centers, and Minority Chambers of Commerce.

Charitable Contributions

The bill will allow Americans to deduct up to \$300 of cash contributions to charitable organizations or churches, regarding of whether or not the taxpayer itemizes deductions. The bill increases the cap for individuals who itemize, suspending the 50% of adjusted gross income cap for 2020, and the cap for corporations from 10% to 25% of taxable income. Deductions for contributions of food inventory will be increased from 15% to 25% this year.

Education

The bill will provide provide the Secretary of Education with new authorities to implement waivers for accountability and academic testing in K-12 settings under the *Elementary and Secondary Education Act*, except civil rights laws. The measure provides \$30.9 billion in education stabilization funding, including \$13.5 billion in formula grants for states. The funding will be provided directly to states, local school districts, and institutions of higher education to help schools, students, teachers, and families address needs resulting from COVID-19 related closures, including purchasing technology to facilitate online learning.

The bill appropriates \$3.5 billion in Child Care and Development Block Grants to states for immediate assistance to child care providers to "prevent them from going out of business and to otherwise support child care for families, including for healthcare workers, first responders, and others playing critical roles during this crisis." It appropriates \$750 million in federal grants for Head Start programs to address the coronavirus-related needs of children and families, including lost

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With higher education, the bill allows students to defer student loan payments for 6 months. It enables students to maintain eligibility for future Pell grants and to keep unspent money from Pell grants or student loans. Finally, universities and colleges can continue to pay students for work-study programs despite being unable to work because of COVID-19 closures.

Economic Development

The U.S. Department of Commerce (DOC) Economic Development Administration (EDA) will receive \$1.5 billion to provide grants for states and communities suffering economic injury resulting from COVID-19.

Community Development

The bill appropriates \$5 billion in flexible formula assistance for local governments and states under the Community Development Block Grant (CDBG) Program to address the COVID-19 pandemic. Grantees may services for senior citizens, the homeless, and public health purposes.

Housing and Homelessness

The bill appropriates \$4 billion for Homeless Assistance Grants to state and local governments to address coronavirus among the homeless population. It provides additional waiver authority for these grants. Grantees can provide effective, targeted assistance to contain the spread of coronavirus among homeless individuals and undertake activities to prevent homelessness for individuals and families who would otherwise become homeless due to coronavirus.

The Act provides \$1.25 billion for Tenant-Based Rental Assistance to preserve Section 8 voucher rental assistance for seniors, the disabled, and low-income working families, who will experience loss of income from the coronavirus.

The Public Housing Operating Fund will receive \$685 million to provide Public Housing Agencies (PHAs) with additional operating assistance to make up for reduced tenant rent payments and contain the spread of coronavirus in public housing properties.

The bill provides \$1 billion for Project-Based Rental Assistance to make up for reduced tenant payments as a result of coronavirus. There is \$50 million in Section 202 funding for Housing for the Elderly to maintain stability and services for low-income seniors. It provides \$15 million for Section 811 Housing for Persons with Disabilities and \$65 million for Housing Opportunities for Person with Aids (HOPWA) to be provided to local communities, states, and nonprofits for projects that benefit low-income persons living with HIV/AIDS and their families. There is

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youth. Finally, the bill includes \$2.5 million for additional fair housing enforcement.

The Act prohibits foreclosures on all federally-backed mortgage loans for a 60-day period beginning March 18, 2020. It provides up to 180 days of forbearance for borrowers of a federally-backed mortgage loan due to the COVID-19 emergency. Applicable mortgages are purchased by Fannie Mae and Freddie Mac or insured by HUD, VA or USDA insured.

The bill also provides up to 90 days of forbearance for multifamily borrowers with a federally backed multifamily mortgage loan who have experienced a financial hardship. Borrowers receiving forbearance may not evict or charge late fees to tenants for the duration of the forbearance period.

The Act improves a temporary moratorium on eviction filings for 120 days after enactment of this law. Landlord cannot initiating legal action to recover possession of a rental unit or to charge fees, penalties, or other charges to the tenant related to such nonpayment of rent. This applies if the landlord's mortgage is insured, guaranteed, supplemented, protected, or assisted in any way by HUD, Fannie Mae, Freddie Mac, the rural housing voucher program, or the *Violence Against Women Act* of 1994.

Creditworthiness

The bill requires that furnishers to credit reporting agencies who agree to account forbearance, or agree to modified payments with respect to an obligation or account of a consumer that has been impacted by COVID-19. This credit protection will be available beginning January 31, 2020 and ending within 120 days of enactment of the bill or 120 after the date the national emergency declaration is terminated, whichever is later.

Community and Social Services

The U.S. Department of Health and Human Services (HHS) will receive \$1 billion for Community Services Block Grant (CSBG) funding for local community-based organizations to provide a wide-range of social services and emergency assistance for those who need it most.

The Low Income Home Energy Assistance Program will provide \$900 million to states with grants to support immediate home energy assistance for low-income households affected by coronavirus.

Congress provided \$45 million for Family Violence Prevention and Services to provide additional support to family violence shelters, and \$2 million in additional support for the National Domestic Violence Hotline.

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disability services programs, including senior nutrition, home and community-based supportive services, family caregivers, independent living, and elder justice programs.

Transportation

The U.S. Department of Transportation will receive \$31.1 billion. That figure includes \$10 billion for Federal Aviation Administration to provide to our nation's airports through the Airport Improvement Program (AIP). The AIP funds will be distributed by formula. Another \$56 million is provided for Existing Air Service to rural communities. The Federal Transit Administration (FTA) will receive \$25 billion for transit providers, including states and local governments, for operating and capital expenses through existing FTA formulas.

Arts and Humanities

The National Endowment for the Arts (NEA) will receive \$75 million for grants to help local, state, and regional communities provide continued access to cultural organizations and institutions of learning, while the National Endowment for the Humanities (NEH) will also receive \$75 million for grants, including funding to help local, state, and regional communities provide continued access to cultural organizations and institutions of learning.

Elections

The Election Assistance Commission will receive \$400 million for Election Security Grants to states for the 2020 election cycle.

Treasury Exchange Stabilization Fund

The Act will provide \$500 billions of authority for the U.S. Department of Treasury to provide loans, loan guarantees, and other investments. The authority will be distributed as follows:

(1) Direct lending, including:

- a. \$25 billion for passenger air carriers, eligible businesses that are certified under part 145 of title 15, Code of Federal Regulations, and approved to perform inspection, repair, replace, or overhaul services, and ticket agents;*
- b. \$4 billion for cargo air carriers; and*
- c. \$17 billion for businesses important to maintaining national security.*

(2) \$454 billion, as well as any amounts available but not used for direct lending, for loans, loan guarantees, and investments in support of the Federal Reserve's lending facilities to eligible businesses, states, and municipalities. Federal Reserve 13(3)

households, businesses, and the U.S. economy.

All direct lending must meet the following criteria:

- (1) Alternative financing is not reasonably available to the business;*
- (2) The loan is sufficiently secured or made at an interest rate that reflects the risk of the loan and, if possible, not less than an interest rate based on market conditions for comparable obligations before the coronavirus outbreak;*
- (3) The duration of the loan shall be as short as possible and shall not exceed 5 years;*
- (4) Borrowers and their affiliates cannot engage in stock buybacks, unless contractually obligated, or pay dividends until the loan is no longer outstanding or one year after the date of the loan;*
- (5) Borrowers must, until September 30, 2020, maintain its employment levels as of March 24, 2020, to the extent practicable, and retain no less than 90 percent of its employees as of that date;*
- (6) A borrower must certify that it is a U.S.-domiciled business and its employees are predominantly located in the U.S.;*
- (7) The loan cannot be forgiven; and*
- (8) In the case of borrowers critical to national security, their operations are jeopardized by losses related to the coronavirus pandemic.*

Treasury will endeavor to implement a special 13(3) facility through the Federal Reserve targeted specifically at nonprofit organizations and businesses between 500 and 10,000 employees, subject to additional loan criteria and obligations on the recipient, such as:

- (1) The funds received must be used to retain at least 90 percent of the recipient's workforce, with full compensation and benefits, through September 30, 2020;*
- (2) The recipient will not outsource or offshore jobs for the term of the loan plus an additional two years;*
- (3) The recipient will not abrogate existing collective bargaining agreements for the term of the loan plus an additional two years; and*
- (4) The recipient must remain neutral in any union organizing effort for the term of the loan.*

The Act also establishes a Congressional Oversight Commission charged with oversight of the actions of the Department of the Treasury and the Board of Governors of the Federal Reserve System.

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★ FAMILIES FIRST ★

COVID-19 CONSTITUENT SERVICE RESOURCES TOOLKIT



NANCY PELOSI
SPEAKER OF THE HOUSE



INTRODUCTION

Our nation is facing one of the gravest health and economic emergencies in over 100 years. The coronavirus pandemic has had a deep impact on every aspect of American life – and bold action is required to address the health emergency, mitigate the economic damage and provide for a strong recovery.

Since the beginning of the epidemic, House Democrats have focused on ensuring our nation's response puts workers and families first: their health, their wages and their well-being.

We have already passed and signed into law three sweeping pieces of legislation:

- The Coronavirus Preparedness and Response Supplemental Appropriations Act
- The Families First Coronavirus Response Act
- The Coronavirus Aid, Relief and Economic Security (CARES) Act.

Together, these laws dramatically expand critical financial lifelines for families, establish new benefits and protections for workers, create new tools for small businesses to meet payroll and other expenses, and provide relief for students and schools.

This Families First Coronavirus Constituent Service Resource Toolkit will help you understand all the benefits that are available to you and your community – and how to access them.



NANCY PELOSI
SPEAKER OF THE HOUSE

INDIVIDUALS & FAMILIES



UNEMPLOYMENT INSURANCE

- More laid-off and furloughed workers than ever before (including those new to the job market) will be eligible for Unemployment Insurance and will see an additional \$600 per week to match the average paycheck for up to 4 months of benefits. These benefits will be available immediately.
- Residents seeking more information about UI benefits should contact the state unemployment insurance program. For a list of unemployment offices by state please click [here](#).



ADDITIONAL RESOURCE:

- [***Committee on Ways & Means fact sheet & FAQ on unemployment compensation***](#)

DIRECT PAYMENTS TO INDIVIDUALS & THEIR FAMILIES

- Individuals making up to \$75,000 (\$150,000 for married workers) will receive payments of \$1,200 with an additional \$500 payment per minor child. The payments decrease ratably and stop altogether for single workers making more than \$99,000 (\$198,000 for married workers and \$218,000 for a family of four.)
- These payments will be issued by the IRS via direct deposit and will be based on 2019 or 2018 tax return or 2019 Social Security statement.
- If someone has not filed a tax return in 2018 or 2019 and does not receive Social Security benefits, the [IRS recommends](#) filing a 2018 return to receive payment. If the IRS does not have the taxpayer's bank account information, the taxpayer should look for a letter from the IRS detailing how to receive their payment.
- If you receive Social Security, retirement or other social safety net benefits, you may still qualify for direct payments. These payments will not be taxable nor represent "resources" for program eligibility purposes. Click here for more information from the [IRS](#).



ADDITIONAL RESOURCES:

- [***Committee on Ways & Means fact sheet & FAQ on direct payments***](#)
- [***Committee on Ways & Means FAQ on Social Security and direct payments***](#)

FOOD ASSISTANCE

• Supplemental Nutrition Assistance Program (SNAP), more commonly known as food stamps, ensures that Americans receive the food they need, especially if they are newly unemployed. Congress has invested in SNAP in the last three bills to help Americans put food on the table during this crisis.

• **In order to apply for SNAP, contact your [state SNAP office](#) or the U.S. Department of Agriculture's Food & Nutrition Services [regional offices](#) near you.**



ADDITIONAL RESOURCE:

• [***Committee on House Agriculture Fact Sheet and FAQs on anti-hunger programs***](#)

• The Special Supplemental Nutrition Program for Women Infants and Children (WIC) provides access to nutritious foods to low-income pregnant women or mothers. **To see if you are eligible for WIC benefits [click here](#). To learn more about how to apply for WIC [click here](#). To learn about WIC in your state, [click here](#).**



ADDITIONAL RESOURCE:

• [***U.S. Department of Agriculture's Coronavirus Nutrition Response***](#)

FOOD BANKS

• Congress has now secured \$850 million in emergency funding for The Emergency Food Assistance Program (TEFAP) to help food banks face increased utilization and demand in countless communities across the country due to the coronavirus. [Click here](#) for your state contacts or [find](#) a local food bank near you.

• **To find food assistance near you, call the USDA National Hunger Hotline 1-866-3-HUNGRY/1-877-8-HAMBRE**

HOMEOWNER & RENTERS PROTECTIONS

• **Mortgage Forbearance:** Homeowners with FHA, USDA, VA, or Section 184 or 184A mortgages (for members of federally-recognized tribes) and those with mortgages backed by Fannie Mae or Freddie Mac have the right to request forbearance on their payments for up to 6 months, with a possible extension for another 6 months without fees, penalties, or extra interest. **Homeowners should contact their mortgage servicing company directly.**

• **Eviction Protections:** Renters residing in public or assisted housing, or in a home or apartment whose owner has a federally-backed mortgage, and who are unable to pay their rent, are protected from eviction for 4 months. Property owners are also prohibited from issuing a 30-day notice to a tenant to vacate a property until after the 4-month moratorium ends. This protection covers properties that receive federal subsidies such as public housing, Section 8 assistance, USDA rural housing programs, and federally-issued or guaranteed mortgages. **Renters whose landlord is not abiding by the moratorium should contact the relevant federal agency that administers their housing program or their local Legal Aid office.**

ENERGY ASSISTANCE FOR LOW INCOME FAMILIES

• This legislative package includes \$900 million to help low income Americans and their families heat and cool their homes. **To learn more about the Low Income Home Energy Assistance Program (LIHEAP) in your state, click [here](#).**

EMERGENCY PAID LEAVE



- Many workers in America currently have no paid leave and are being forced to choose between their paycheck, their health, and the health of the people around them.
- The emergency paid leave provisions passed by Congress and signed into law by the President are a critical step toward protecting families' financial security and mitigating the spread of the coronavirus.

Below is information on eligibility for emergency paid sick leave and paid family leave.



ADDITIONAL RESOURCES:

- Committee on Education and Labor Fact Sheet: Who is Eligible for Leave [link](#)
- U.S. Department of Labor [Fact Sheet for Employees](#)
- U.S. Department of Labor [Fact Sheet for Employers](#)
- U.S. Department of Labor [Questions and Answers](#)
- U.S. Department of Labor poster for [federal workers](#) and one for all [other employees](#)
- U.S. Department of Labor [questions & answers](#) document about employer posting requirements, as well as a [Field Assistance Bulletin](#) describing the 30-day non-enforcement policy.
- Treasury, IRS & Department of Labor Announcement [link](#).

SMALL BUSINESSES



SMALL BUSINESS FORGIVABLE LOANS AND GRANTS

- Congress secured \$350 billion in forgivable loans and \$10 billion in grants to small businesses, tribal business concerns, and certain nonprofits.
- Loans through a new SBA 7(a) Paycheck Protection Program can be forgiven when used for payroll costs (including paid leave, health care, and other costs) to retain workers, and other expenses such as rent, mortgage interest, and utilities. Independent contractors, sole-proprietors, and other self-employed persons are eligible for these loans.
- Small businesses can also apply for up to \$10,000 in grants to retain workers and pay for debt obligations.
- **Small businesses, tribal business concerns, 501(c)(3) nonprofits, and 501(c)(19) veterans organizations in your district should contact their lender and the Small Business Administration office directly. For a list of SBA offices by state with contact information please [click here](#).**



ADDITIONAL RESOURCE:

- [Committee on Small Business fact sheet & FAQ on provisions in the CARES Act](#)

PAID SICK AND FAMILY LEAVE TAX CREDIT

- Employers who provide required leave to their employees and who employ less than 500 employees are eligible for a tax credit to offset the costs of such leave. This tax relief will be provided against quarterly payroll taxes (those paid in connection the Form 941). **For additional guidance, please refer to the [IRS's website](#).**



ADDITIONAL RESOURCES:

- [Small Business Owner's Guide to the CARES Act](#)
- [Committee on Small Business: SBA State and Regional Lenders](#)
- [Lead Small Business Development Centers \(SBDCs\) by State or Region](#)
- [Women's Business Centers Master Contact List](#)
- [Committee on Small Business: The CARES Act for Small Businesses Flow Chart](#)

MEDIUM-SIZED BUSINESSES



Included in the bill is a fund administered by Secretary Mnuchin designed to provide low-interest bank financing to medium-sized businesses and nonprofits with 500 to 10,000 employees.

As of now, we do not have information about the protocols for the administration of this fund. As soon as we have this information we will provide it to you.

This toolkit will be updated with new information as we receive it.

STUDENTS & EDUCATORS



STUDENT LOAN RELIEF FOR BORROWERS

- If you have student loan debt, Congress secured **several options** outlined below for borrowers that help provide relief through September 30, 2020. During this period, a borrower will be able to:
 - Pause payments for federal student loan borrowers who have Direct Loans and Federal Family Education Loan (FFEL), which means these borrowers will not be required to make any payments toward outstanding interest or principal balance.
 - Suspend interest accrual for such loans so that these balances don't accrue.
 - Avoid forced collections such as garnishment of wages, tax refunds, & Social Security benefits.
 - Halt negative credit reporting.
 - Ensure a borrower continues to receive credit toward Public Service Loan Forgiveness, Income-Driven Repayment forgiveness, and loan rehabilitation.
- **For additional guidance on how to apply and learn about next steps as this critical relief becomes available, please refer to the U.S. Department of Education [website](#).**



ADDITIONAL RESOURCE:

- [Student Aid FAQ for COVID-19](#)

SCHOOL MEALS

- As more schools close due to coronavirus, Congress has provided emergency funding for Child Nutrition Programs to ensure students can still receive their free or reduced-price school meals during this time. **To learn more, [click here](#) to learn more about your state is doing during this time.**



ADDITIONAL RESOURCE:

- [Committee on Education & Labor FAQs on school meals](#)

STABILIZATION FUNDING FOR EDUCATION

- Congress secured \$30.75 billion in funding for school districts, states and higher education institutions to ensure state resources and investments are not diverted from life-long learning. **For additional guidance on how to apply and learn about next steps as this critical relief becomes available, please refer to the U.S. Department of Education [website](#).**

INDIAN COUNTRY



- **Indian Health Service:** Congress secured over \$1 billion in critically needed resources to the Indian Health Service (IHS). **Information on the federal response in Indian Country can be found on the [IHS website](#).**
- **Coronavirus Relief Fund:** Democrats secured an \$8 billion relief fund at the Department of Treasury to assist tribes with costs incurred in the response to the coronavirus pandemic. **For additional guidance on how to apply and learn about next steps as this critical relief becomes available, please refer to the U.S. Department of Treasury [website](#).**
- **Tribal Governance:** The legislative package provides \$453 million to the Bureau of Indian Affairs (BIA) for essential tribal governmental and to aid individual Native Americans. **For resources and information on school closures, please visit the BIA [website here](#).**
- **Housing:** This legislative package provided \$300 million for programs within the Department of Housing and Urban Development's Office of Native American Programs. **Resources can be found [here](#).**
- **Small Business:** The legislative package makes tribal business concerns eligible for SBA loans of up to \$10 million and SBA grants of up to \$10,000 for payroll costs to retain workers (including paid leave, health care, and other costs), and other expenses such as rent, mortgage interest, and utilities.
- **Unemployment Benefit Costs:** Congress is also allowing for tribes to be reimbursed for one-half of incurred unemployment benefit costs through December 31, 2020.



ADDITIONAL RESOURCES:

- [*Natural Resources Committee Coronavirus Resource Center, which includes coronavirus tribal funding information*](#)
- [*Appropriations Committee fact sheet on CARES Act investments to protect the health, economic security and well-being of Native Americans*](#)

VETERANS



• Congress provided robust emergency funding to ensure the Department of Veterans Affairs (VA) has the equipment, tests, and support services – including setting up temporary care sites, mobile treatment centers and increasing telehealth visits to allow more veterans to get care at home – necessary to provide veterans with the additional care they need. **For further guidance as this funding and initiatives are implemented, please refer to the U.S. Department of Veterans Affairs [website](#).**



ADDITIONAL RESOURCES:

- *Additional Resource:* [VA FAQ on COVID-19](#)
- *Additional Resource:* [List of all VA Medical Centers](#)
- *Additional Resource:* Veterans Crisis Line 1-800-273-8255

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**FROM: Jen Covino
Silvana Caldera
David Gellman**

SUMMARY: White House Coronavirus Briefing Call for State and Local Leaders

DATE: April 8, 2020

Earlier today, the White House Office of Intergovernmental Affairs held a coronavirus briefing call with President Donald J. Trump and other senior Administration officials for State and Local Leaders. We have summarized key takeaways from each speakers' remarks below for your review. Please let us know if you have any questions.

White House

Doug Hoelscher, Deputy Assistant to the President & Director of Intergovernmental Affairs

We encourage State, local, and tribal leaders to continue amplifying the White House "30 Days to Slow the Spread" guidance. There are initial signs that cases are leveling out but that means, as Dr. Fauci says, we need to redouble our efforts on social distancing. We have a new team member who will help to oversee the implementation of the *Coronavirus Aid, Relief, and Economic Security (CARES) Act*. President Trump directed the federal government to fund 100 percent of National Guard costs. The Federal Emergency Management Agency (FEMA) is working hard to reduce the time it takes for States to receive personal protective equipment (PPE). As of yesterday, 20 flights have landed, and 72 flights are scheduled over the next weeks. We thank you for your hard work and partnership on fighting coronavirus.

U.S. Department of Health and Human Services (HHS)

Eric Hargan, Deputy Secretary

As you know, we remain under 30-day social distancing guidelines extended through April 30. We appreciate the State and local leaders that have issued additional guidelines. Yesterday, HHS unveiled new steps to deploy \$100 billion in funding to support health care providers directly. We will begin an initial distribution this week based on how much relative revenue providers have received for Medicare. We anticipate that approximately 500,000 providers will receive funding in this distribution. The next allocation of funds will be for providers who do not prioritize Medicare patients and more details about those distributions will be forthcoming soon. The Centers for Disease Control and Prevention (CDC) is working to push out \$1.5 billion in State and local

preparedness grants and put out new funding earlier this week for testing and surveillance activities. Set-asides are included in the CARES Act for tribal health needs. The Substance Abuse and Mental Health Services Administration (SAMHSA) posted a Funding Opportunity Announcement (FOIA) for flexible emergency funding to State and tribal governments for mental health services. The Administration for Children and Families (ACF) is working to get their funding out the door, and the Administration for Community Living (ACL) has already disbursed some of the funds it received under the *CARES Act*.

U.S. Department of the Treasury

Dan Kowalski, Counselor to the Secretary

The Paycheck Protection Program (PPP) launched last Friday. Over 340,000 loans totaling \$90 billion have been made to date with more than 3,500 lenders participating. The Administration requested more money (+\$251 billion) yesterday out of concern that there may not be enough funds available, and we hope Congress will approve this soon through unanimous consent. Regarding Economic Impact Payments, we anticipate checks will be sent out on or around April 15, 2020. We have banking information for north of 60 million taxpayers who have already filed returns, so they will get the earliest rebate checks. We have also worked out a way to directly deposit the checks to social security recipients who would not have otherwise filed tax returns. We are establishing a “Where’s My Rebate?” portal for those not a part of the first tranche of funds, where individuals can provide their information and Treasury can speed checks to them. We are figuring out a way to use payment cards or some other mechanism for the underbanked. And, on the Coronavirus Relief Fund (CRF), we are in the process of developing a portal for governments that are eligible to receive payments. This will be up and running as early as Saturday of this week. We will provide guidance on eligible expenses. We are trying to be as flexible as possible. The funding will go out by April 24, 2020. Additionally, the *CARES Act* provides a refundable payroll tax credit equal to 50 percent of qualified wages that eligible employers pay their employees, with a maximum credit of \$5,000 per employee. We are also working with the Federal Reserve to develop a Main Street Business Lending Program and a State lending facility.

U.S. Department of Education (ED)

Frank Brogan, Assistant Secretary for Elementary and Secondary Education

ED is currently reviewing the *CARES Act* and working on implementation, with more information to come shortly. Secretary DeVos recently announced a streamlined process for States to receive flexibility for *Elementary and Secondary Education Act (ESEA)* funds, pursuant to the *CARES Act*, for distance learning activities. States will receive initial determinations in one business day. See ed.gov/coronavirus for more information. The waiver template should be completed by the chief State school officer and emailed to ED at oes.title1-A@ed.gov. We have already received 28 state waiver requests that have been approved and returned. ED also announced state waivers for certain testing requirements, and Secretary DeVos approved waivers for all 50 states and the District of Columbia. ED published guidance for flexibilities and regulatory relief for institutions of higher education (IHEs) and students through June 30, waiving

requirements on academic terms, approved leaves of absence, distance education, and student aid verification. Any grants or loan aid will not be counted against students when determining eligibility for needs-based aid programs. Please reach out to Covid-19@ed.gov if we can answer any additional questions.

U.S. Department of Housing and Urban Development (HUD)

Brian Montgomery, Assistant Secretary for Housing

HUD recently announced \$3 billion in supplemental housing funding through the CBDG, ESG, and HOPWA programs, as well as an additional \$200 million in Indian Housing Block Grants (IHBG). We are providing flexibility in how grantees can utilize HOME, CDBG, and other funds, so please work with HUD on any of these efforts. Section 8 housing assistance funds will continue to operate during this time of uncertainty. Project-based rental assistance contracts, Section 202 contracts, and Section 808 contracts were fully funded before the outbreak. The *CARES Act* enables payment forbearance for federally-backed mortgages, requires a foreclosure and eviction moratorium for homeowners with such mortgages, and imposes an eviction moratorium for renters in federally-supported housing. Homeowners have the right to receive forbearance relief for six months, with an additional six-month extension available. FHA has prioritized standalone partial claims, and lenders are required to provide other loss mitigation options. We are also allowing new originations virtually for lenders and homeowners. Finally, Ginnie Mae has developed a facility for liquidity issuers, which will be active later today or tomorrow.

U.S. Department of Agriculture (USDA)

Joby Young, Chief of Staff

USDA developed a matrix in its rural development mission area for rural communities, which will be up shortly on the Rural Development (RD) coronavirus website. The food supply chain has remained resilient, and it has been labeled as a critical infrastructure sector. See [USDA.gov/coronavirus](https://www.usda.gov/coronavirus) for Frequently Asked Questions (FAQs) on the PPP related to the agriculture industry. On the *CARES Act* front, we are working to put together the enacted relief program for farmers. We extended the application window for the ReConnect program to April 15 and will augment grant awards for qualified applicants. We will administer the increases to rural businesses in April and May. The Rural Utilities Service (RUS) Distance Learning and Telemedicine program received a plus up, and we will open that opportunity on April 13 with a three-month application window. Along with our colleagues at HUD, we also provided a 60-day window of relief on forbearances for eligible entities under our jurisdiction.

U.S. Department of Labor

John Pallasch, Assistant Secretary for Employment and Training

DOL has deployed \$465 million for increased unemployment insurance (UI) payments under the *Families First Coronavirus Response Act*. We put out an initial UI program letter (UIPL), and 52 states and territories have taken advantage of these flexibilities. We recently

published guidance on the Federal Pandemic Unemployment Compensation (FPUC) and Pandemic Unemployment Assistance (PUC) programs. Federal partners will pay for States with a waiving week and local UI offices will have staffing flexibilities under the *CARES Act*. Over 10 million individuals have filed for UI over the last two weeks, and federal funds will be provided for individuals that have exhausted their benefits. Grants and benefits will be made for short-time compensation programs. The Office of Inspector General (OIG) is using *CARES Act* funds for audits and investigations. We have put out additional UIPLs on *CARES Act* UI guidance. Funding is available for States to begin making payments from the Treasury and can draw down those funds to do so. There will be a webinar at 3:00 p.m. Eastern Time (ET) tomorrow to go over the UIPL. We received applications for dislocated worker grants and will release the first \$131 million installment of those funds this week to 26 states. Finally, we are engaged on IT issues and are working with three States already on this front.

President Donald J. Trump

I would like to thank the State, local, and tribal leaders on this call for their hard work. It has been a military campaign to vanquish this disease. I would like to thank the doctor, nurses, and front-line workers; they are warriors. We are seeing signs that our strategy to slow the spread is working. Continue to tell your communities to adhere to social distancing guidelines and this will end sooner. I am pleased that \$150 billion from the *CARES Act* is going directly to States, tribes, and localities. FEMA and HHS have delivered masks, gloves, ventilators and will continue to deliver more on April 13 and in June. FEMA has made flights to deliver PPE through “Project Airbridge.” We are grateful to the communities who have shared data with the federal government. Testing is increasing and the PPP is going well; I asked Congress for more funding for this program. I think our economy is going to be stronger than ever. We are working very hard for you.

U.S. Department of Justice (DOJ)

Bill Hughes, Associate Deputy Attorney General

The Bureau of Justice Assistance (BJA) released an availability for a supplemental funding program under the *CARES Act* on March 30 and published guidance on March 31 concerning this program that is available on BJA.ojp.gov. We are encouraging applicants to apply as soon as possible but the program closes on May 29. We will move applications in an expedited manner and will resolve applications within seven to ten days of receipt. The eligibility will be modeled after the Byrne JAG grant program and use Fiscal Year (FY) 2019 Byrne JAG grant formula to determine eligibility. We streamlined information requirements for subgrant awards so applicants can provide this to BJA at a later date. There is a list of allowable products and purchases available on BJA’s website but this is flexible.

U.S. Department of Commerce (DOC)

Anthony Foti, Assistant Secretary

The National Oceanic and Atmospheric Administration (NOAA) will distribute fisheries assistance from *CARES Act* soon; we are collecting information from fisheries now. The Economic Development Administration (EDA) will provide information on their grants from the *CARES Act* soon. The majority of EDA funds will be distributed to regional offices, so we encourage you to contact your regional offices about those funds. Grants from the Minority Business Development Agency (MBDA) are also coming soon. See Doc.gov for more information.

U.S. Department of Transportation (DOT)

Joel Szabat, Acting Under Secretary and Assistant Secretary for Aviation and International Affairs

We are encouraged that the American transportation system is still working in these times. We provided temporary waivers for food trucks to operate at rest stops for truckers. DOT has already begun distributing transit funds for operating and other expenses during the pandemic, and transit operators have already begun to apply for those grants. Rural applicants will receive funds faster because they apply directly to DOT; urban applicants must first be reviewed by DOL but that will be expedited. We will soon distribute \$10 billion through the Airport Improvement Program (AIP) to defray operating costs and payments on debts for airports. We will make these funds available by April 17, 2020. Amtrak recently accepted \$1 billion in *CARES Act* funds, which includes a \$239 million subsidy for State-supported services. We are providing technical support to airlines and issued a final order yesterday on service obligations for air carriers receiving financial relief through the *CARES Act*

**Bloomberg
Philanthropies**

**COVID-19
LOCAL
RESPONSE
INITIATIVE**



**THE UNITED STATES
CONFERENCE OF MAYORS**

CITY FISCAL TRACKING AND FEDERAL REIMBURSEMENT INITIATIVE

Webinar

Tuesday, April 7, 2020

1:00PM EDT



PART I: INSIDER'S GUIDE TO COVID-19 ASSISTANCE

MAXIMIZING FEDERAL ASSISTANCE

OUR EXPERTS



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Regional Administrator
25+ Years Of Experience

WHAT YOU WILL LEARN IN THE NEXT 20-MINUTES



How do I get FEMA funding – fast?



How can I maximize FEMA COVID-19 funding?



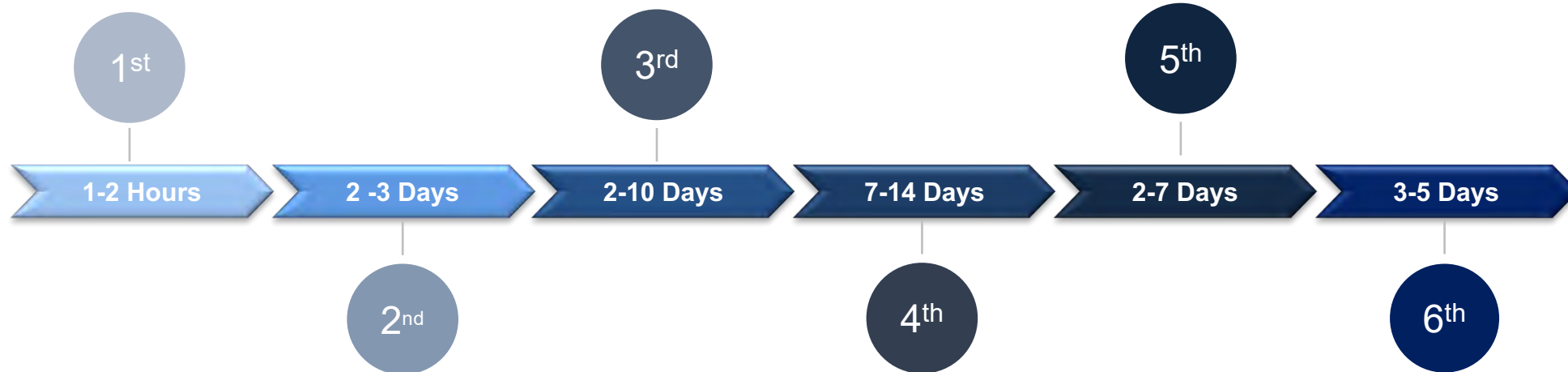
How about all of this other federal COVID-19 aid?

HOW LONG DOES IT TAKE TO GET FEMA ASSISTANCE?

Submit A
Request For Public
Assistance (RPA)

Develop and submit
"Expedited PW"
(Project Worksheet)

-Sign Final Grant Agreement
-Funds Obligated



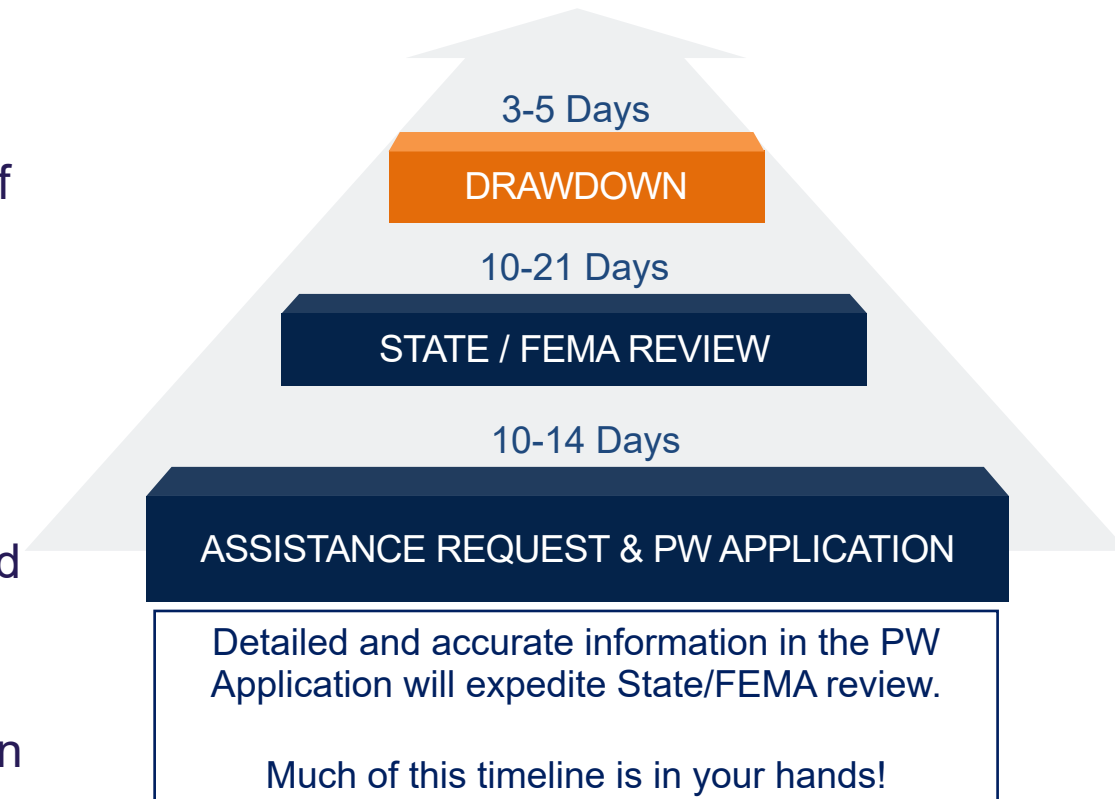
Estimate your eligible costs
over the first 90-days

FEMA and State Recipient
Review Documents
-May Request More Info-
(RFI)

-Funds Disbursed to State
-State Disburses Funds
to Applicant

CASH FLOW: KEYS TO GET FUNDING FASTER

- Develop an estimate for eligible and expected costs by type for the next 60-90 days
- Request an “Expedited PW” for up to 50% of the total approved project value
- Avoid back-and-forth with FEMA “Requests for Information (RFIs)” by submitting complete and accurate documentation
- Provide clear descriptions of each actions taken to protect public and produced detailed estimates
- Ensure submitted items are in the correct format, use the right terminology, and contain only eligible items



FEMA PUBLIC ASSISTANCE FOR COVID-19

LOCAL AND MUNICIPAL GOVERNMENTS

During a pandemic, maintaining essential government services is critical. However, not all costs incurred during a pandemic are automatically eligible for FEMA reimbursement.

For FEMA Eligibility:

- Emergency Protective Measures, i.e. eliminating or lessening immediate threats to lives, public health or safety.
- Services must be directly related to, not just because of, the emergency.
- Measures must be prudent and cost reasonable.
- Do not wait for FEMA approval to implement critical life safety measures.
- Avoid Duplication of Benefits (Insurance, other State/Federal funding, etc.)

Some COVID-19 response strategies that could be FEMA eligible:




- Non-Congregate Sheltering of “At-Risk” populations
- Temporary hospital/clinical space
- Emergency transportation services in lieu of public transport
- Emergency delivery of food, supplies



**There are many
opportunities to creatively
leverage FEMA funding**





FEMA FUNDING ELIGIBILITY

GENERAL GUIDELINES BY TYPE OF EXPENSE

Expense Category	Eligibility	What you need to know
Staff Time & Administrative Costs		<ul style="list-style-type: none"> • Overtime pay is eligible as long as it is consistent with your HR policy • Straight time is generally not eligible • Special rules apply for temporary labor, contractors and full time staff working outside normal job titles
Temporary Facilities		<ul style="list-style-type: none"> • Eligible if required in direct response to COVID-19, including temporary hospital/clinical space • Must be completed for use during the emergency period • Should be built to code whenever possible and can either be returned to pre-use condition or continue to be used after the emergency period.
Purchasing Supplies, Materials & Equipment		<ul style="list-style-type: none"> • PPE and other essential supplies are eligible • It is ok to overestimate the need within reason; FEMA will allow you to keep or pay to restock excess • For major equipment, it may be ok to purchase vs. rent if the equipment is not readily available for rent or the likely rental cost over time is close to the purchase price; although FEMA may deduct residual value • First and foremost, follow your own city's procurement rules

FEMA FUNDING ELIGIBILITY

GENERAL GUIDELINES BY TYPE OF EXPENSE (CONTINUED)

Expense Category	Eligibility	What you need to know
Business Related & Operating Expenses		<ul style="list-style-type: none"> • Ineligible for FEMA funding • CARES Act includes funding for HHS, SBA, HUD, DOA and others that may cover business related cost/losses
Coordination, Communication, Information Sharing / Emergency Operations Center (EOC)		<ul style="list-style-type: none"> • Costs related to your EOC and any communications or guidance related COVID-19 are eligible • Some teleworking solutions to ensure continuous critical services for health and safety may be eligible
Emergency & Public Transportation Costs		<ul style="list-style-type: none"> • Costs related to transporting (and pre-positioning) resources, food and essential commodities, emergency supplies, staff and residents are eligible
Social Distancing & Quarantine Enforcement Measures		<ul style="list-style-type: none"> • Costs related to quarantine, shelter-in-place, social distancing, or self-isolation may be eligible, including Non-Congregate Sheltering for “at risk” populations • Cleaning and disinfecting facilities and equipment and implementing social distancing are eligible

WHAT ABOUT ALL OF THIS OTHER FEDERAL AID?

Health Care Providers Emergency Relief

\$100B

\$100 Billion to reimburse health care providers for health care-related expense or lost revenue attributable to COVID1-19.

Department of Health & Human Services

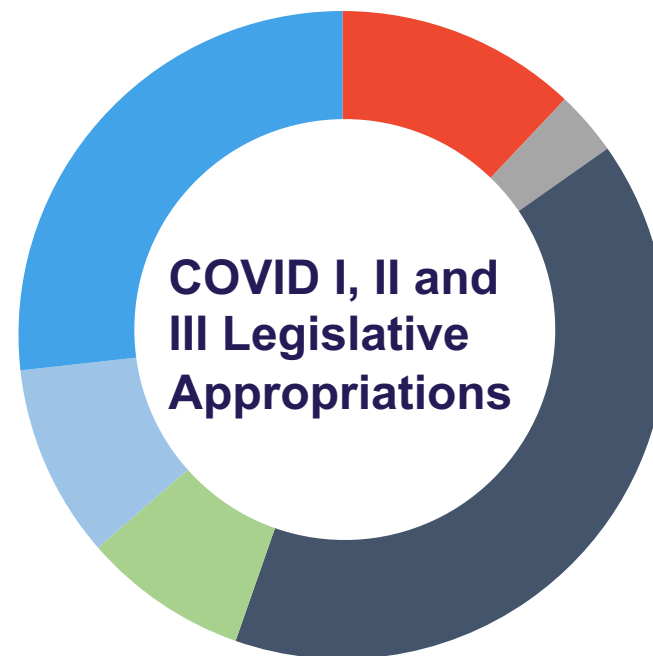
\$40B

\$27 Billion in funding the Public Health and Services Emergency Fund; \$4.3 Billion for Center for Disease Control; \$9.1 Billion in other HHS Support Programs

Department of Education

\$31B

\$13.5 Billion Elementary and Secondary Education – emphasis on technology support
\$14.25 Billion Higher Education
\$3 Billion State Flexible Funding



\$45B

FEMA Disaster Recovery Fund

CARES Appropriated \$45 Billion to the FEMA Disaster Recovery Fund with \$25 Billion reserved for Major Disaster Declared States & Regions

\$12B

Department of Housing & Urban Development

\$5 Billion CDBG \$4 Billion ESG
\$1.25 Billion Tenant Based Rental Assistance; First appropriation for has been published allocating \$2B in CDBG, \$1B ESG and \$53M in HOPWA.

\$150B

Coronavirus Relief Fund

\$150 Billion is provided under a formula that divides the funding among the 50 states, the District of Columbia, the Territories and Tribal governments. Within a state, only “units of local governments” with populations that exceed 500,000 are eligible to receive direct funding.

WHO PAYS FOR WHAT?

DON'T WAIT ON APPROVAL IF THERE IS AN URGENT LIFE & SAFETY NEED

Ultimately, there are multiple funding streams that can be used to reimburse items related to COVID-19 response. If there is pressing measure that is directly related to protecting life and safety of residents, **do not wait for FEMA approval to enact it.**

As you work through the administrative component of seeking reimbursement, apply this simple test when determining which funding source you should pursue:

State Funded?

Is the function, or program already state funded?

DHHS or CDC Funded?

Does the function already receive funding from DHHS or CDC?

FEMA Funded

Measures taken and costs incurred directly related to COVID-19 response that are not covered by DHHS, CDC, or another Federal agency may be eligible for FEMA assistance.

Consult with a
FEMA Expert



PART II: COVID-19 DISASTER RELIEF FUND OVERSIGHT

FRAMEWORK AND CHECKLIST FOR PROACTIVE MONITORING

OUR EXPERTS



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MICHAEL CARROLL

Principal, DeLuca Advisory

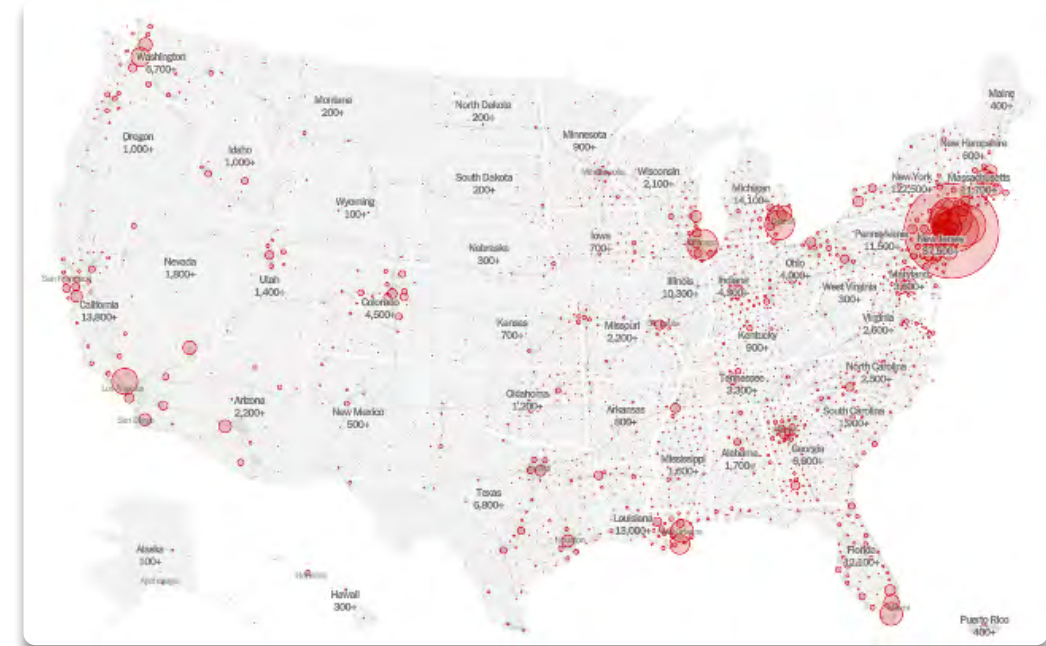
mcarroll@delucaadvisory.com

Former Deputy Com. of NYC Investigation Dept; Oversaw NYC's monitoring program – 25+ years experience in state/ local government; monitoring; and FEMA & HUD regulatory matters

MANAGING RECOVERY AID

Millions of federal aid dollars are being disbursed rapidly throughout the country.

- A. Establish and maintain a culture of integrity from Day 1
- B. Make sure all transactions have an audit trail
- C. If it's not documented, it didn't happen
- D. Cities will be held accountable in months to come, for the processes and quality of the records they keep today



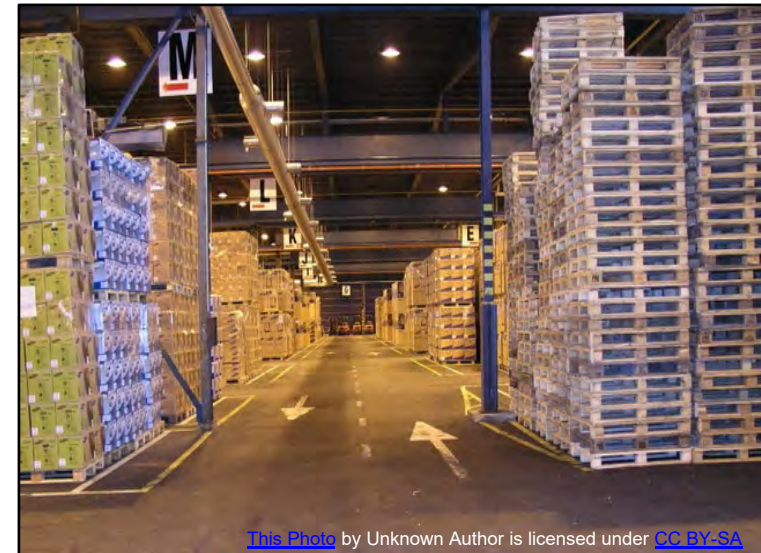
COVID-19 Map and Case Tracking as of April 5, 2020, *New York Times*

FEMA ACCOUNTABILITY PRIORITIES

- FEMA and other federal agencies are most interested in overall good process
 - Inculcate disciplined internal record-keeping at every level
 - Develop internal audit process for all invoices and inventories
 - Prepare for real-time FEMA spot audits
- Reverse engineer your record-keeping and audit processes, in preparation for FEMA's future audit/reimbursement review
- Consult FEMA's sample document retention checklist as an aid
- Assemble your team of internal and external experts



FEMA



FEDERAL FUNDS DO'S AND DON'TS

Things TO DO

- A. **DO** appoint an emergency response manager and team with clear authority and responsibilities
- B. **DO** know what is federally reimbursable
- C. **DO** document, document, document, everything
- D. **DO** create an audit trail today that you will rely on tomorrow
- E. **DO** operate as if you are already under audit
- F. **DO** use existing vendors where possible; conduct due diligence
- G. **DO** keep good timekeeping records: create COVID expense code, overtime is reimbursable
- H. **DO** constantly look for opportunities to build new and improve existing system on internal controls

Things NOT TO DO

- A. **DO NOT** assume each funding program to have the same allowable expenses and record-keeping requirements
- B. **DO NOT** assume that all expenditures will be reimbursable: they may be out of scope or have insufficient supporting documentation
- C. **DO NOT** think that documentation is something “you can get to later” because you’re too busy
- D. **DO NOT** have the same employee select vendors/suppliers, place orders, make payments
- E. **DO NOT** forgo vigilant inventory controls because of the need for swift action
- F. **DO NOT** think that you are in this alone. This is a team effort and there are peers and professional resources available

LESSONS LEARNED FROM THE PAST

- Ground Zero
- Superstorm Sandy
- Hurricanes Maria & Irma
- Hurricane Katrina
- Veterans Affairs Administration



Post-Hurricane rebuilding in Puerto Rico



Post-Hurricane Katrina FEMA trailers



Ground Zero recovery and construction

METRICS OF SUCCESS

THE VALUE OF THIS GUIDANCE

- Your federal reimbursement process will go more smoothly.
- Your vendors will be paid more quickly.
- You will identify “disallowances” in billings in real time, which are actual cost savings – a key indicator for FEMA of a successful audit system.
- Your tracking system will facilitate rapid and accurate communication, internally and to your residents.
- You will instill public confidence that you have stretched every dollar to its maximum potential for their benefit.

MANAGING RISKS

PROTECT YOUR CITY

Cities need to quickly dole out millions of dollars to various vendors while also continuing to provide essential services.

People will try to take advantage of a crisis. The desperate need for supplies and services results in bad actors who seek to exploit control weaknesses.

There are risks of:

- Theft
- Kickbacks
- Conflicts of interest
- Price gouging
- Substandard deliverables
- Waste



Price gouging indictment re PPE supplies
March 2020

COUNT ONE
(Conspiracy to Violate the Federal Anti-Kickback Statute)

From on or about November 16, 2019, through on or about March 26, 2020, in the District of New Jersey, and elsewhere, the defendant,

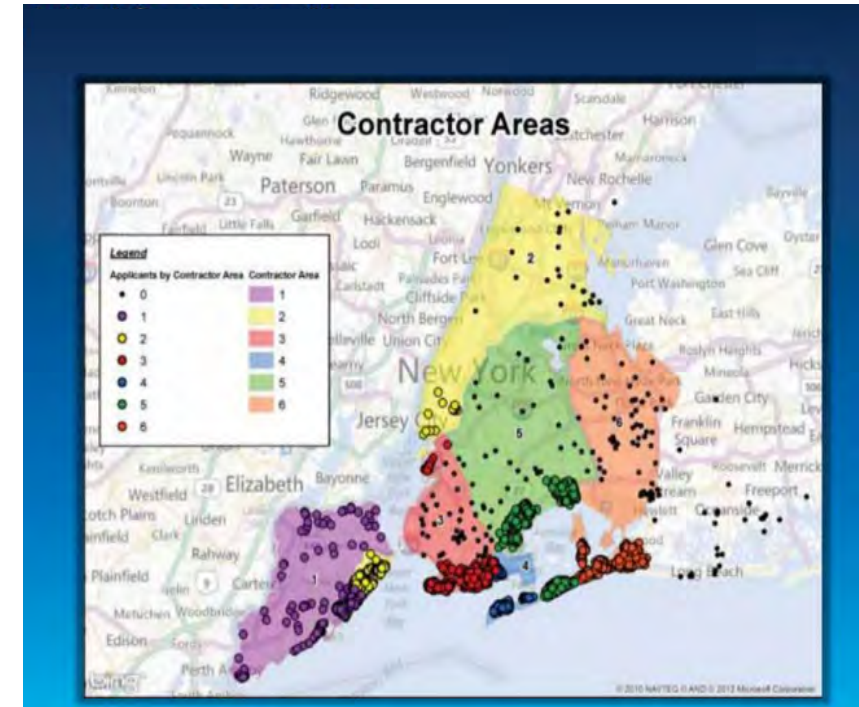
ERIK SANTOS,

...did knowingly and intentionally conspire and agree with others to commit offenses against the United States ... **kickbacks and bribes**... in return for purchasing, ordering, and arranging for, and recommending... COVID-19 testing respiratory pathogen panel tests...for which payment is... made...under a Federal health care program... namely Medicare.

Kickback indictment re testing services
March 2020

THE CASE FOR AN INDEPENDENT MONITOR/AUDITOR

- Monitors proactively provide an “extra set of eyes” in:
 - Disaster recovery situations
 - Large \$\$ infrastructure projects
- Monitors are entities with legal, auditing and investigative expertise, designated by a city to help extend oversight.
- **Monitoring fees are reimbursable by FEMA**
- Examples of Monitorships:
 - Ground Zero Clean-up following Sept 11th attacks
 - \$2+ billion Croton Water Filtration Plant
 - **Rapid Repairs Program** – rebuilt 1,000s of homes
 - Monitoring resulted in millions of dollars in cost savings from potential overcharges, waste and mismanagement.



Rapid Repairs Program Monitor Map, Superstorm Sandy

ADDITIONAL TOOLS AND RECOMMENDATIONS

1. Identify inconsistencies between invoices and contract terms.
2. While moving expeditiously, don't forget due diligence.
3. Plan for field audits, especially on construction projects – “boots on the ground.”
4. Set up a hotline.
5. **Train vendors/contractors and municipal employees** on contract and federal program requirements. Training should be continuous, interactive, and encourage regular feedback.



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KEY TAKEAWAYS

- These controls will **enhance the quality of your city's response** and enable you to maximize tax dollars for your residents.
- Monitoring can catch fiscal and safety-related issues before they become bigger problems.
- **You can keep fiscal order in the midst of crisis.** It will pay dividends down the road.



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QUESTIONS?

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**FROM: Jen Covino
Silvana Caldera
David Gellman**

SUBJECT: Administering FEMA COVID-19 Funds: Tracking and Reimbursement

DATE: April 7, 2020

Today, the U.S. Conference of Mayors (USCM), in partnership with Bloomberg Philanthropies, held a webinar outlining how cities can best deploy federal disaster funds from the Federal Emergency Management Agency (FEMA) to respond to coronavirus. Bloomberg will release an expanded resource guide later this week, but we have summarized the session below for your review.

Part I: Insider's Guide to COVID-19 Assistance

Brad Gair, Principal, Witt O'Brien's
Jonathan Hoyes, National Director, Governor Services, Witt O'Brien's
Bill Roche, Program Manager, Federal Assistance, Witt O'Brien's

FEMA has implemented the following six-step expedited process with estimated timelines for the deployment of its COVID-19 disaster assistance:

1. Submit a Request for Public Assistance (RPA)	1-2 hours
2. Estimate your eligible costs over the first 90 days	2-3 days
3. Develop and submit "Expedited PW" (Project Workload)	2-10 days
4. FEMA and State recipient review documents, with a potential Request for Information (RFI) from FEMA	7-14 days
5. Sign final grant agreement and funds obligated	2-7 days
6. Funds disbursed to State, and State disburses funds to applicant	3-5 days

Try to get your materials in order for as many of these steps as possible early on. Emergency protective measures that eliminate or lessen immediate threats to lives, public health, or safety are eligible for FEMA reimbursement. Services must be directly related to, not just because of, the emergency. Measures must be prudent and cost-reasonable. Do not wait for FEMA approval to implement critical life safety measures. Avoid duplication of benefits, such as insurance or other State and federal funding. You can start the RPA process right away. FEMA is using an expedited

project worksheet for applicants to estimate the number of hours so the agency can get out advanced payments constituting around 50 percent of funding.

Some response strategies that are eligible include non-congregate sheltering of “at-risk” populations, temporary hospital and clinical space, emergency transportation services in lieu of public transport, and emergency delivery of food and supplies.

For staff time and administrative costs, overtime pay is eligible as long as it is consistent with your human resources (HR) policy. Straight time is generally not eligible. Special rules apply to temporary labor, contractors, and full-time staff working outside normal job titles. Backfilled labor is eligible for FEMA reimbursement. Hazard and other pay may be eligible but make sure to stick within your own HR policies to do this. Sick time for staff is not eligible for reimbursement.

Temporary facilities’ costs are eligible if required in direct response to COVID-19, including temporary hospital and clinical space. They must be completed for use during the emergency period, should be built to code whenever possible, and can either be returned to pre-use condition or continue to be used after the emergency period.

Personal protective equipment (PPE) and other the purchase of other essential supplies, materials, and equipment are eligible. It is okay to overestimate the need within reason; FEMA will allow you to keep or pay to restock excess. For major equipment, it may be okay to purchase versus rent if the equipment is not readily available for rent or the likely rental cost over time is close to the purchase price, although FEMA may deduct the residual value. Follow your own city’s procurement rules. You can use procurement processes that you are already comfortable with.

Business-related and operating expenses are ineligible for FEMA funding. The *Coronavirus Aid, Relief, and Economic Security (CARES) Act* includes funding for HHS, SBA, HUD, USDA and other agencies that may cover business-related costs and losses.

Coordination, communication, information sharing, and emergency operations center (EOC) costs related to COVID-19 are eligible. Some teleworking solutions to ensure continuous critical services for health and safety may be eligible.

Regarding emergency and public transportation costs, costs related to transporting and pre-positioning resources, food and essential commodities, emergency supplies, staff, and residents are eligible.

Costs related to quarantine, shelter-in-place, social distancing or self-isolation may be eligible, including non-congregate sheltering for “at risk” populations. Cleaning and disinfecting facilities and equipment and costs related to implementing social distancing are eligible. Law enforcement expenses to enforce stay-at-home-orders would generally be eligible for reimbursement by FEMA.

Do not wait on approval if there is an urgent life and safety need. Ultimately, there are multiple funding streams that can be used to reimburse items related to the COVID-19 response. If there is a pressing measure that is directly related to protecting life and the safety of residents, do not wait for FEMA approval to enact it.

Part II: COVID-19 Disaster Relief Fund Oversight

Steven Kobre, Co-Founder Kobre & Kim
William McGovern, Partner, Kobre & Kim
Ellen Zimiles, Financial Services Advisory, Guidehouse
Joseph Deluca, Principal, DeLuca Advisory Services
Michael Carroll, Emergency Management Advisor

Millions of federal aid dollars are being disbursed rapidly throughout the country. Therefore, establish and maintain a culture of integrity from day one. Make sure all transactions have an audit trail. If it not documented, it did not happen. Cities will be held accountable in the months to come for the processes and quality of the records they keep today.

FEMA and other federal agencies are most interested in an overall robust accountability process. Make sure to inculcate disciplined internal record-keeping at every level, develop internal audit process for all invoices and inventories, and prepare for real-time FEMA spot audits. Reverse engineer your record-keeping and audit processes in preparation for FEMA's future audit and reimbursement review. Consult FEMA's sample document retention checklist as an aid and assemble your team of internal and external experts. Ensure that you create an audit trail today that you will rely on tomorrow. Do not have the same employee select vendors and suppliers, place orders, and make payments. Make sure that you define success for your monitors, and that your monitors are present and visible. Ensure diligence in hiring and look to remedy any conflicts of interest.

If you follow this guidance, your federal reimbursement process will go more smoothly; your vendors will be paid more quickly; you will identify "disallowances" in billings in real time, which are actual cost savings and a key indicator for FEMA of a successful audit system; your tracking system will facilitate rapid and accurate communication, internally and to your residents; and you will instill public confidence that you have stretched every dollar to its maximum potential for their benefit.

Cities need to quickly dole out millions of dollars to various vendors while also continuing to provide essential services. People will try to take advantage of a crisis, and the desperate need for supplies and services results in bad actors who seek to exploit control weaknesses. There are risks of theft, kickbacks, conflicts of interest, price gouging, substandard deliverables, and waste. This is why having an independent monitor or auditor is important. Monitors proactively provide an extra set of eyes in disaster recovery situations and large-dollar infrastructure projects. Monitors are entities with legal, auditing and investigative expertise, designated by a city to help extend

oversight. Monitoring fees are reimbursable by FEMA, and monitoring can catch fiscal and safety-related issues before they become bigger problems.

Some additional tools and recommendations for funds oversight include identifying inconsistencies between invoices and contract terms; ensuring due diligence while moving expeditiously; planning for field audits, especially on construction projects; setting up a hotline; and training vendors, contractors, and municipal employees on contract and federal program requirements in a manner that is continuous, interactive, and encourages regular feedback. These controls will enhance the quality of your city's response and enable you to maximize tax dollars for your residents. If you can keep fiscal order in the midst of crisis, it will pay dividends down the road.