

**AN AGREEMENT FOR THE UTILIZATION  
OF PASS-THROUGH FTA AND COMMONWEALTH TRANSIT FUNDS IN THE  
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION  
AREA FOR FISCAL YEAR 2020**

**This** Agreement, made and entered into as of this 20th day of September, 2019 by and between the **Hampton Roads Transportation Planning Organization**, hereinafter referred to as the HRTPO, and the **Transportation District Commission of Hampton Roads**, hereinafter referred to as TDCHR, for the utilization of pass-through FTA and Commonwealth Transit funds.

**Whereas**, the HRTPO is actively engaged in the development of a transportation planning process in accordance with the "Master Agreement for the Use of Commonwealth Transportation Funds" for the Hampton Roads Transportation Planning Organization dated April 16, 2012, as amended, the terms of which are incorporated herein by this reference and are to be used to interpret this contract consistent with said Agreement; and

**Whereas**, the HRTPO has entered into a Project Agreement for the Use of FTA and Commonwealth Transit Funds with the Commonwealth of Virginia, Department of Rail and Public Transportation, hereinafter referred to as DRPT, to implement the activities specified in the HRTPO's Fiscal Year 2020 Unified Planning Work Program; and

**Whereas**, the HRTPO desires to engage the TDCHR to perform Task Numbers 10.2, 10.5, and 10.9 of this Work Program;

**Now, therefore**, the HRTPO and the TDCHR do hereby mutually agree as follows:

**Article I – Scope of Service**

The TDCHR shall perform, in a professional manner, the services as outlined in the attached Scope of Work, Appendix A. The Scope shall include a copy of the work activity from the FY 2020 Unified Planning Work Program.

**Article II – Time of Performance**

The TDCHR shall begin work effective July 1, 2019, and have the project finished and a report submitted to the HRTPO by June 30, 2020, for approval by the HRTPO and the Virginia Department of Rail and Public Transportation.

**Article III – Basis of Payment**

For services performed in accordance with the provisions of this Agreement, the HRTPO agrees to pay the TDCHR 90% of actual costs up to the maximum amount of \$225,000 in FY-2020 Section 5303 funds and \$29,574 in FY-2019 Section 5303 Carryover funds. Actual costs shall include direct salaries and payroll burden as defined below and non-salary direct costs as detailed and attached to this Agreement.

1. **Direct Salaries** - Direct salaries are defined as the cost of salaries of employees for the time directly chargeable to the project. The TDCHR shall provide a list of all personnel

anticipated to charge time against the activities covered by this Agreement. This list shall be attached to this Agreement as Attachment B, and shall identify personnel by payroll classification only (planner, technician, etc.) and their present actual payroll rate per hour.

Premium overtime payments, when authorized by the HRTPO and the Virginia Department of Rail and Public Transportation, shall be included in direct labor costs. Payroll burden cost shall be added to the straight time salaries for overtime payment but shall not be added to premium overtime payments.

2. Payroll Burden - Payroll burden is defined as sick leave, vacation and holiday pay of engineers, draftsmen and other technical personnel, plus payroll and unemployment taxes, contributions for Social Security, unemployment compensation insurance, retirement plan, and life and medical insurance benefits. Costs of company contributions to a life insurance, medical insurance and retirement plan for employees shall be normal and reasonable. Payroll burden is expressed as a percentage of direct salaries.
3. Payroll Burden Percentage - The percentage to be applied for payroll burden for the purpose of computing partial payments shall be based on the TDCHR accounting records and shall be adjusted annually to reflect current records. The maximum allowable percentage shall be as audited.

Quarterly payments shall be made for the services performed based on the TDCHR detailed statement of expenditures. All vouchers submitted for quarterly payments shall be received by the HRTPO within ten days of the end of the quarter and supported by progress reports consisting of a schedule showing the percentage of completion, and a narrative outlining accomplishments during the quarter. The final voucher shall be submitted within 60 days subsequent to the completion of the work. Final payment shall be made no earlier than 60 days nor later than 120 days after the acceptance of the completed requirements of the Agreement. Final payment shall be based on audited costs and additive rates.

The TDCHR agrees that, as determined by audit, any costs found to be unsupported by acceptable records or in violation of any provision of this Agreement shall not be reimbursable; and any previous payments of such costs shall be promptly reimbursed to the HRTPO.

The HRTPO must receive payment for work performed from the Virginia Department of Rail and Public Transportation before pass-through funds can be reimbursed to the TDCHR.

#### **Article IV – Third Party Contracts**

Unless authorized in writing by the HRTPO, the TDCHR shall not assign any portion of the work to be performed under this Agreement, or execute any contract, amendment, or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under the Agreement without the prior written agreement of the HRTPO. Further, no Request for Proposal ("RFP") which uses Section 5303 funds may be issued prior to review and approval of the RFP by the HRTPO and DRPT.

#### **Article V - Restrictions, Prohibitions, Controls, and Labor Provisions**

The TDCHR shall comply with all of the restrictions, prohibitions, controls, and labor provisions set forth in Appendix C, hereto attached and made part of the Agreement.

## Article VI – Compliance with Title VI of the Civil Rights Act of 1964

The TDCHR shall comply with the provisions of Title VI of the Civil Rights Act of 1964, and the provisions of Appendix D, hereto attached and made a part of this agreement.

## Article VII – Other Provisions

The TDCHR shall be subject to all provisions placed on the HRTPO by the Virginia Department of Rail and Public Transportation in their Agreement for the use of FTA Section 5303 funds and Commonwealth Transit funds for FY 2020, the terms of which are incorporated herein by reference.

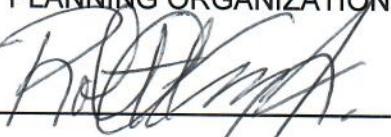
IN WITNESS WHEREOF, the parties hereunto have set their hands and affixed their seals, the day and year first written above.

ATTEST:

BY: 

Kelli Arledge  
Human Resources Administrator

HAMPTON ROADS TRANSPORTATION  
PLANNING ORGANIZATION

BY: 

Robert A. Crum, Jr.  
Executive Director

ATTEST:

BY:   
Asst. Exec to President/CEO  
(TITLE)

TRANSPORTATION DISTRICT  
COMMISSION OF HAMPTON ROADS

BY:   
President & CEO  
(TITLE)  
William E. Harrell

Appendix A - Scope of Work

Appendix B - Personnel

Appendix C – Restrictions, Prohibitions, Controls, and Labor Provisions

Appendix D - Title VI

## APPENDIX A

### 10.2 TDCHR Performance Monitoring and Evaluation

#### A. Background

The Transportation District Commission of Hampton Roads (TDCHR) is required to meet the demands for public transportation in an effective and efficient manner. The collection of information related to ridership and service efficiencies supports the evaluation of services that, in turn, supports the modification and improvement of existing services and supports the implementation of new services.

#### B. Work Elements (WE)

The Scope of Work for this project includes the following tasks.

1. **Service Consumption and Performance:** A year end performance report will be developed that Monitor services, collect and assemble information on service characteristics, operating statistics, financial results, service quality, performance measures and ridership data for fixed route, commuter (Express and Work trips) ferry, special services, trolley services, light rail transit, and paratransit services, etc. Data will be used to make adjustments to existing services and to develop recommendations for future services. Data will include boarding and alighting counts, schedule adherence checks, electronic fare box readings, and field surveys
2. **Recommendations and Documentation:** The annual Transportation Service Program (TSP) proposes specific service modifications and new services to each of our six-member cities. Continued compliance with the Americans with Disabilities Act, and Title VI of the Civil Rights Act will also be monitored and evaluated
3. **Monthly and Annual Reports:** These reports include the update to the monthly ridership reports, annual Transit Development Program, and the annual Transportation Improvement Program which contains a capital improvement and the use of flexible funding for innovative and experimental service implementation. The TDCHR staff will continue to coordinate with city and TPO staff to develop service and capital improvement plans through the TSP and TIP planning process.

#### C. End Products

1. Yearend Service Consumption and Performance Report
2. Annual Transportation Service Program
3. Monthly and Annual Reports

**D. Schedule**

1. Annual Transportation Service Program (TSP) draft 10/1/2019-- Final 5/30/2020
2. Yearend Performance Report – 12/31/19
3. Monitoring and Ridership report - monthly

**E. Participants**

HRT and consultant staff as needed

**F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	5303	CO5303	TOTAL
HRT	\$150,000	\$19,434	\$169,434

Budget Revised 9-19-19 (See List of Revisions, Page vi)

## **10.5 HRT Disadvantaged Business Enterprise (DBE) Planning**

### **A. Background**

As a recipient of over \$250,000 in Federal Transit Administration (FTA) grant funds, Hampton Roads Transit (HRT) is required to have a DBE program in place and submit any significant changes in the program for approval. As a result, it is necessary for HRT to measure/identify the availability and utilization of DBEs in the external procurement practices of HRT. Procurement opportunities should also be reviewed and projected on an annual basis. There is also a need to review on a continuing basis HRT's compliance with the DBE program requirements codified at 49 CFR Part 26. In particular, HRT is required to establish a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently is actually performed by the DBEs to which the work was committed. DBE participation on relevant procurements must also be reviewed to determine if the DBE is performing a commercially useful function as a part of DBE program compliance. The ongoing assessment/evaluation process is critical to ensure full compliance with the federal requirements and continuation of funding from the FTA.

### **B. Work Elements (WE)**

Work activities include the following:

1. Identify DBE procurement opportunities and plan outreach initiatives to recruit local and specialty DBE firms to participate in HRT's procurement process. As procurements become available, the DBE office will work with area development centers to conduct workshops which focus on the opportunities available and how one is able to position themselves to do business with Hampton Roads Transit. This process will continue throughout the year and its frequency is based on HRT's need for contracted services at any given time or community requests for HRT's participation in minority business outreach initiatives.
2. Development and research into the determination of the agency's overall triennial goal and means by which to realize such an established goal. Although the goal should be submitted once every three years, HRT will work continuously to ensure that the goal remains feasible on a year to year basis.
3. Conduct a review of the subcontracting opportunities for DBE firms on new procurements and set feasible individual contract goals.
4. Conduct periodic DBE Commercially Useful Function (CUF) reviews to make sure that DBEs are participating and performing the assigned tasks on procurements with established DBE goals.
5. Conduct a review of payments to ensure that prime contractors promptly pay DBE subcontractors for satisfactory performance of their contracts no later than 10 days from receipt of each payment HRT makes to the prime contractor.
6. Submit semi-annual reports via FTA TrAMS: June 1<sup>st</sup> and December 1<sup>st</sup>.

### **C. End Products**

1. Increase in the number of DBE certified firms in the Virginia UCP resulting in more contracting opportunities for small businesses within both the Hampton Roads region and the Commonwealth of Virginia.
2. Established relationships with area business development centers and increased awareness of DBE opportunities at Hampton Roads Transit.
3. Assurance that the agency's overall goal satisfies federal requirements.
4. Documented compliance for DBE participation on HRT procurements.
5. Documented compliance for DBE prompt payment on HRT procurements with DBE goals.
6. Accountability via Semi-Annual Reporting via FTA's TrAMS.

### **D. Schedule**

**The completion of the items detailed is as follows:**

1. DBE Outreach Events	Ongoing
2. Establish Contract Specific DBE Goals	Ongoing
3. FTA TrAM DBE Report Submission	Semi-Annually (June 1 and Dec. 1)
4. DBE CUF Reviews	Ongoing
5. DBE Prompt Payment Reviews	Ongoing
6. Overall Agency DBE Goal	Annual Evaluation: Dec. 1

### **E. Participants**

HRT staff.

### **F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	5303	CO5303	TOTAL
HRT	\$10,000	\$582	\$10,582

Budget Revised 9-19-19 (See List of Revisions, Page vi)

## 10.9 HRT Transit Strategic Plan (TSP)

### A. Background

The Virginia General Assembly passed legislation in 2018 that requires transit agencies operating in urbanized areas to develop a Transit Strategic Plan (TSP) to ensure that transit services are planned in a way that better meets the mobility needs of their communities. This gives those agencies an opportunity to evaluate and update their services and networks to respond to changes in demand.

The main goal of a TSP is to create a strategic blueprint outlining desired changes that will improve the provision of transit services throughout each agency's service area within existing funding structures. This is an opportunity for each agency to look at their system as a blank slate, re-examine the priorities of stakeholders and riders, and make difficult choices concerning where and how to provide services in an efficient and cost-effective manner.

The TSP is intended to replace the previously required Transit Development Plan (TDP) for agencies that are required to complete one. With this in mind, the TSP will provide a foundation for future funding requests, directly advising each agency's programming process in the years that follow its adoption. The planning horizon for a TSP is 10 years; this includes the fiscal year for which funds are being sought and the subsequent nine (9) years.

As a result of this new legislation, HRT has been selected as one of two transit agencies in the Commonwealth of Virginia to prepare a TSP.

The purposes of the TSP are as follows:

1. To serve as a strategic planning, management, and policy document for transit operators in urbanized areas;
2. To identify areas for improved operational efficiency;
3. To assess the type of operating services for different service areas and needs;
4. To review and assess the performance of routes, route design standards, and schedule standards;
5. To examine transit needs in order to identify ways to improve access for underserved areas;
6. To inform DRPT of transit operators' capital, operating and maintenance needs;
7. To provide the basis for inclusion of an operator's capital and operating programs in planning and programming documents such as: the Six Year Improvement Program (SYIP), Statewide Transportation Improvement Program (STIP), Transportation Improvement Program (TIP) and Constrained Long Range Plan (CLRP);
8. To provide a clear understanding of unmet or unfunded needs;
9. To develop and track the progress of short-term, mid-term and long-term goals for transit in the region;
10. To continually aim to improve efficiency and effectiveness of public transportation services.

## **B. Work Elements (WE)**

Work activities include the following:

### **Plan Requirements**

The TSP will follow the chapter structure specified below. It should be noted that the Commonwealth Transportation Board (CTB) may periodically modify the guidance document requirements below to reflect changes in legislative mandates, other legislative changes, new organizational needs, or federal or state trends.

### **Chapter 1: System Overview and Strategic Vision**

This chapter will provide a high-level overview the HRT and provide an overview of HRT's strategic priorities.

#### **System Overview**

This section should include the following basic overview information:

##### **1.1.1 History:**

A brief history of the HRT system (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).

##### **1.1.2 Services Provided and Areas Served:**

A description of all fixed route, demand response and connecting services for each transit mode provided (i.e. light rail, bus rapid transit, express bus, local bus, ferry service).

##### **1.1.3 Current/Recent Initiatives:**

A description of ongoing initiatives that HRT is currently undertaking that affect the provision of transit services in the service area. This will include the introduction of new infrastructure or guideway (e.g. light rail or bus rapid transit systems), reconfiguring the bus transit network, the introduction of new technology and/or propulsion systems (such as hybrid or electric vehicles), upgrading stops and station, etc.

#### **Strategic Vision**

This section will set the stage for the chapters that follow by determining the overall vision for transit services adopted by the agency, as well as its goals, objectives, and service standards. This will include discussion of the provision of transit service, including, but not limited to:

- Ridership vs. Coverage – description of the agency's priorities for striking a balance between services designed for high ridership and services designed for high geographic coverage;

- Walking vs. Waiting – how HRT balances service quantity (i.e. the number of routes accessible from any given location) and service frequency (i.e. minimizing wait times on a few select routes);
- Boardings vs. Distance Travelled – a discussion of whether the number of passenger boardings or the total number of passenger miles are better determinates of ridership success;
- Peak Hour vs. All-Day Service – a discussion of how the agency values service during different time periods, and whether frequent, peak-hour service or less frequent, all-day service is a priority;
- Serving Specific Population Groups – a discussion of whether certain population groups are targeted and how best to reach them.

### **1.2.1 Goals and Objectives**

Taking into account the topic areas mentioned above, HRT will review and update its service goals and objectives, as well as the process for establishing and reviewing them. The updates will reference agency specific goals and objectives, as well as statewide funding and capital goals.

### **1.2.2 Service Design Standards**

This section will present adopted service design standards for all modes and service types (i.e. rail, local bus, commuter bus, demand response, etc.) based on adopted goals and objectives. The service design standards will address all facets of transit such as scheduling and route planning; service reliability; system efficiency; safety and security; customer service; multimodal connectivity; and regulatory compliance.

## **Chapter 2: System Performance and Operations Analysis**

This chapter will provide an in-depth evaluation of the existing transit system and how it performs when compared to the Strategic Vision. The analysis will identify strengths and areas for improvements that will be addressed by specific improvements or modifications listed in the following chapter. This also includes the opportunity for agencies to rethink the design of their existing transit network in order to identify ways to improve operational efficiency.

Transit needs that are identified through this analysis will be addressed by “opportunities for improvement” in each step listed below. Each of the “opportunities for improvement” will be focused on maximizing system performance, efficiency, or coverage within existing funding structures.

### **2.1 System and Service Data**

A summary of the existing transit system and service standards, including results from intercept surveys, and documentation of local support for public transit. This will include the following items:

- Current fiscal year data on the system, including: service area population and density, service area square mileage, operating costs, number of vehicles in peak service, number of vehicles available for peak service, ridership, revenue hours,

total hours, revenue miles, level of service (days of the week operated, trips per day and average headway) and directional route mileage;

- Description of route design standards;
- Description of schedule standards;
- Survey Results: (To be completed at least once within each 5-year TSP update cycle) Includes information on customer demographics, customer satisfaction, Title VI compliance related information, and origin-destination data;
- Support for transit: If necessary, consult with key regional stakeholders (e.g. MPO/PDC staff, local elected officials and other stakeholders) and the public to determine the level of support for transit within the community and to identify transit needs.

## **1.2 Evaluation of Transit Market Demand and Underserved Areas**

### **2.2.1 Transit Demand and Underserved Area Evaluation**

This section will provide an overview of factors influencing demand for transit within and outside of the existing service areas. This will include the following elements:

- An analysis of existing land use, employment, population, and demographics (e.g. the location and prevalence of population groups including: minority groups, older adults, those with limited English proficiency, and persons with disabilities), and discussion of how these groups effect transit demand and/or the propensity to utilize public transit services;
- Projected employment and population growth over the next 10 years, and a discussion of how this may be change transit needs in and around the existing service area;
- An analysis of opportunities to expand service to underserved areas, including:
  - An analysis of areas within the existing service area; and
  - An analysis of areas outside of the existing service areas.

### **2.2.2 Transit Demand and Underserved Area Opportunities for Improvement**

Based on the evaluation of transit demand and underserved areas provide “*Opportunities for Improvement*” which include the following:

- A description of areas with high transit demand and underserved areas that would benefit from additional service and a description of areas with low transit demand that may have too much service;
- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into Chapter 3.

## **2.3 Performance Evaluation**

### **2.3.1 Performance Evaluation**

The development of performance standards based on adopted goals and objectives for both fixed-route and demand response services, and measure the existing performance of the system against these standards:

- System-wide and route-level performance standards for each mode and/or type of service (e.g. local, express, or commuter service) for fixed route and demand response service.
- A three-year retrospective analysis of performance including trend analysis for the performance measures defined by statewide policy for state operating assistance.

### **2.3.2 Performance Based Opportunities for Improvement**

Based on the performance evaluation, an analysis of *“Opportunities for Improvement”* focused on maximizing ridership within existing funding structures which includes the following:

- A description of deviations from adopted service standards and describe proposed remedies, including service expansion and/or contraction;
- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into Chapter 3.

## **2.4 Operating and Network Efficiency Evaluation**

### **2.4.1 Efficiency Evaluation**

Provides a comprehensive analysis of operating efficiency, including an assessment of the existing transit network. At a minimum, this must include the following material:

- An analysis of the *frequency, span, and ridership during different time periods* for fixed route service;
- An analysis of *recorded speeds* of fixed route service;
- An analysis of the *reliability and on-time performance* of fixed route service;
- An analysis of *reliability, on-time performance, and ridership during different time periods* for demand response service;
- An analysis of the transit network design and network connectivity as it relates to these measures of operating efficiency and the Strategic Vision presented in Chapter 2.

### **2.4.2 Efficiency Based Opportunities for Improvement**

Based on the operating and network efficiency evaluation, provide *“Opportunities for Improvement”* focused on maximizing efficiency within existing funding structures, which include the following:

- A description of deviations from adopted service standards and describe proposed remedies, including service expansion and/or contraction;
- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into “Chapter 3: Strategic Plan.”

## **2.5 Analysis of Opportunities to Collaborate with Other Transit Providers**

### **2.5.1 Collaboration Analysis**

This section will include a discussion of opportunities to further coordinate and collaborate with other transit providers operating services in the vicinity, including:

- A description of other service providers with nearby or overlapping service areas;
- The identification of additional coordination and collaboration activities that could improve efficiency in the provision of transit services (e.g. mergers, transfers, or deduplication of services; providing a regional fare media and/or payment system; providing joint training to personal; developing joint procurement agreements; providing shared customer service and/or administrative functions; etc.).

### **2.5.2 Collaboration Based Opportunities for Improvement**

If specific opportunities are identified, HRT will provide “*Opportunities for Improvement*” which include the following:

- A description of each opportunity for collaboration, the parties that would need to be involved, and the processes that would need to take place to implement such changes, which will be incorporated into Chapter 3;
- Demonstration of buy-in from all of the transit agencies involved.

## **Chapter 3: Planned Improvements and Modifications**

This chapter will contain a prioritized list of improvements and modifications to existing services that HRT plans to make over the following ten (10) years. The improvements outlined here should directly address the “opportunities for improvement” identified in the previous chapter, along with other known needs that address agency goals and regulatory requirements.

### **3.1 Planned Service Improvements**

A description of fixed route and demand response services HRT intends to provide over the next 10 years, and identify necessary improvements to service.

- Transit service improvements will address transit needs identified by:
  - Adopted goals, objectives, and standards
  - “Opportunities for Improvement” identified in Chapter 2, and
  - State and Federal legal and regulatory requirements
- Each planned service improvement will include a separate description showing how it will support an identified need from one of sources listed above;

- An estimate of future ridership should be provided using either of the following approaches:
  - A model for any proposed fixed route or demand response services for other similar type and size systems in Virginia; or
  - By applying one or more generally employed ridership proxies, such as the number of riders per bus-hour that is based on actual transit agency ridership characteristics.

### **3.2 Prioritization of Planned Service Improvements**

HRT will assign a desired time-frame for implementation of each project and estimate capital and operations costs. Focus will be placed on projects that can be funded under existing funding structures. If a desired project will require additional funds, the source of additional funds (SMART SCALE, Discretionary Grant Programs, etc.) will be noted.

- Time-frames will be organized into the following categories
  - Short-term transit improvements (1 to 3 years)
  - Mid-term transit improvements (3 to 10 years)
  - Long-term transit improvements (beyond 10 years)
- Capital and operating cost estimates associated with any potential service expansions or modifications should be prepared using standard vehicle acquisition and operating cost information for systems of a similar type and size;
- Description of any planned facility improvements or capital projects to improve operations;
- Discussion of whether or not the planned or proposed capital and/or service project(s) are currently contained in the STIP, SYIP, and/or CLRP and if not, when the project is expected to be submitted for inclusion in these documents;
- Mid- and long-term projects will be considered part of the agency's long term vision;
- Large Urban Requirement: In addition, HRT will coordinate with the HRTPO on planning and include prioritization and regional funding allocations for transit and rail in the region.

### **3.3 Service Development**

A description the levels of service planned using a table to show service hours and service miles.

- Separately identify fixed route service (by mode and type of service), demand responsive service (by type of service), and expansion services (by mode and type of service):
  - The table will clearly identify service expansion and/or reduction by the year of planned deployment and/or elimination.
  - There will be a rational relationship between the information portrayed and Chapter 2 of the TSP.
- Where reductions in service levels are required to achieve a balanced operating budget, a description of the reductions and an assessment of their impact on the affected service areas and communities;

- Description of any planned service changes in response to the most recent federal Title VI report and/or FTA Triennial Review;
- Discussion of any additional, current, or anticipated policy, planning, funding, or operating issues that may affect the operations of the existing or planned transit system;
- A current schedule for projects, showing completed and anticipated milestone dates.
- Description of any new programs to coordinate with TNCs, and discuss any policy changes, funding or capital projects needed for implementation.

## **Chapter 4: Implementation Plan**

The Implementation Plan lists steps required to carry out the operations and services described in Chapter 4. The implementation plan also will reference the approved Transit Asset Management plan to guide the schedule for replacing and/or increasing rolling stock and facilities to maintain a State of Good Repair (SGR).

### **4.1 Asset Management**

Since HRT receives federal funding from the Federal Transit Administration (FTA), we will maintain a Transit Asset Management (TAM) plan for their rolling stock, non-revenue vehicles, and facilities, and other equipment. A description of the policies set forth in the applicable TAM plan for HRT, including the following:

- Policies for replacement, rehabilitation, retrofitting, expansion and reduction of the revenue and non-revenue fleet to carry out the implementation plan above.
- Policies for maintenance or replacement of the vehicle maintenance and operations facilities.
- Policies for passenger facilities, infrastructure, or amenities such as bus stops, shelters, or stations.
- Policies for updating technology and ITS such as CAD/AVL systems, APCs, scheduling software, fare processing equipment, and data processing hardware or software.

### **4.2 Capital Implementation Plan (CIP)**

The CIP will provide a detailed implementation plan for meeting the capital needs of the agency. This plan will take into account the current asset plan detailed above and the planned service developments outlined in Chapter 3. Other than state of good repair or replacement bus purchases, which will also be detailed within the implementation plan, each implementation step will be tied directly to a planned service improvement or development and identified fund source.

## **Chapter 5: Financial Plan**

In the financial plan, service costs are projected and financial resources are identified. Consequently, it is through the development of the TSP's financial plan that HRT determine which service improvements can be realistically achieved and when those service improvements should be implemented. The financial plan will include:

- “Baseline” level of service at the time of the TSP preparation. Committed service changes will also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables;
- Capital and operating budget forecasts; federal, state, regional, and local revenue projections; fare policies, labor or service agreements, competitive demands on funding, and regional priorities and policies;
  - Show projected cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
  - Identify funds that have been programmed, allocated or received, and funds that have not been secured;
  - Include the source of funds and amount from each source for the last five years;
  - Use the recently approved Six Year Improvement Program (SYIP) to help with current and future estimates.
- The capital and the operations budget must be sustainable and generally balanced each year over the period of the TSP, using currently available or reasonably projected revenues;
- All capital and operations expenses and revenues stated in year of expenditure dollars, with the assumed escalation factor of at least three percent per year;
  - All sources of revenue shown in the operations and capital plans should be identified individually;
  - All assumptions that relate to expenditure and revenue estimates must also be documented;
- A narrative explaining any major changes in service hours and miles due to deployment of new service or major service reductions; changes in fare revenue due to changes in the level of service; changes in expenses due to changes in the level of service, and changes in expenses due to a labor or service contract changes;
- Where increases in revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain service levels, the steps and timelines needed to achieve the revenue increases, and the policies and actions that will be taken if the proposed revenues do not materialize;
- Planned fare increases and decreases, and/or changes in fare policies, including the years these changes are planned to take effect. Also describe planned changes in inter-operator transfer agreements and/or regional policy on fare coordination;
- Significant service expansion or reduction, and the introduction of new service;
- Reserves available for operations and changes to reserves over the period of the TSP, including anticipated unallocated reserves;
- In addition to future year forecasts, the Appendix should include a three-year retrospective of operating and capital expenses and revenues (provide audited budgets if available).

#### **Appendix A: Agency Profile and System Overview**

The appendix will provide a detailed overview of the transit agency and system. This should include the following elements:

### **A.1 History**

Provide a brief history of the transit system (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).

### **A.2 Governance**

Provide an overview of the governance process, governing body, and decision makers involved in the transit system. This should include:

- Type of governance (e.g., city, joint powers authority, transit district);
- The composition and nature of representation of the governing body (including the number of members). Indicate if members are elected or appointed and if appointed, how; what agencies and/or groups do members represent (e.g., cities, county, general public);
- A list of current members and their terms; and
- A description of any advisory committees that provide direct input to the governing body.

### **A.3 Organizational Structure**

Provide a brief description of the organizational structure and staffing including:

- An organizational chart that identifies departments and reporting relationships. The names of key management personnel should be provided in the organizational chart;
- Identification of all contracted transportation services (including the name of contractors and length of current contracts); and
- Identification of the labor unions representing agency employees (including the length of current contracts).

### **A.4 Services Provided and Areas Served**

Describe all fixed route, demand response and connecting services for each transit mode provided (i.e., commuter rail, heavy rail, light rail, bus rapid transit, express bus, local bus, ferry service) including:

- The areas served and the peak vehicle requirement for each type of service provided (i.e. any express bus, radial, circulator services);
- Details of any services provided with funding and/or oversight partnerships with other agencies or organizations;
- Any bicycle or pedestrian accommodations provided;
- How the service is deployed to meet the Americans with Disabilities Act (ADA) requirements;
- Any bus stop and shelter placement guidelines; and
- Additional transportation services in the area that may impact transit and its connections.

## **A.5 Fare Structures, payments, and purchasing**

Describe the fare structure and payment methods for each mode of transit provided for both fixed route and demand responsive services. Describe how and where customers can purchase fare media. Include information on the following:

- Single fare (e.g., adults, seniors, student/youth);
- Discounted or multi-ride fares/passes (e.g., adults, seniors, student/youth);
- Changes in fares since the last TDP (include the date instituted) and the reason the fare structure was changed;
- Transfer agreements if applicable;
- Customer payment methods (Cash, magnetic strip paper fare cards, smartcards, credit cards, mobile apps, etc.); and
- Fare media purchase locations (website, mobile app, ticket vending machines, commuter store, etc.).

## **A.6 Transit Asset Management – Existing Fleet and Facilities**

On July 26, 2016, FTA published a Final Rule for Transit Asset Management in Federal Register Volume 81, Number 143. The rule requires FTA grantees to develop asset management plans for their public transportation assets, including vehicles, facilities, equipment, and other infrastructure. Transit providers have the option to develop their own plans or, depending on their characteristics, use DRPT's Transit Asset Management group plan.

In this subsection, provide status of provider's Transit Asset Management plan or, if applicable, reference the use of the state Transit Asset Management Plan as the chosen alternative.

Provide a high level overview of existing fleet and facilities, including:

- Type number of vehicles used;
- The location of maintenance, storage, and parking facilities;
- The presence of guideways and their location;
- The location fueling stations.

## **A.7 Transit Security Program**

Describe all security plans and programs that are in place to protect riders, employees and general public, including:

- System security and emergency preparedness plan(s);
- Fare inspection;
- Security features on vehicles;
- Security features at transit stations and facilities;
- Security training programs and drills or exercises; and
- Public Awareness programs and campaigns.

## **A.8 Intelligent Transportation Systems (ITS) Programs**

Describe any intelligent transportation systems (ITS) programs for the agency and any technology projects to improve efficiency and operations and provide information to customers.

Include information on:

- Computer aided dispatch (CAD) or automatic vehicle locator (AVL) systems;
- Automatic passenger counters (APC);
- Traffic signal priority (TSP) system;
- On-board cameras;
- Trip planners;
- Scheduling and run cutting software;
- Maintenance, operations and yard management systems;
- Information displays;
- Real time arrival; and
- Information to mobile devices or applications.

## **A.9 Data Collection and Ridership/Revenue Reporting Method**

Describe the agency policies for collecting, processing, verifying, storing and reporting ridership and revenue service data. Include information on:

- Electronic registering fireboxes (ERF);
- Cash fare boxes (rural systems only);
- Automatic passenger counters (APC) and status of any APC calibration/validation efforts made for NTD reporting;
- Manual count including free fares;
- Scheduling software;
- Accounting/payroll systems;
- Mobile data terminals (MDT) for demand response service;
- Automatic vehicle locator (AVL) system;
- Odometer readings or driver logs if used for mileage and hours;
- Operating expense and revenue data including fares and revenue from leases, advertising, contract service and other sources;
- Agency accountability policy;
- On-Line Grant Administration (OLGA) performance data submission;
- Executive director or board certification of adherence to standards and accuracy of data submitted to OLGA;
- National Transit Database (NTD) data submission practices (or explanation of why agency does not submit data to the NTD); and
- Financial audit review of verification method.

#### **A.10 Coordination with Other Transportation Service Providers**

Describe any coordination with transit service providers in adjacent jurisdictions, Transportation Network Companies (TNC), taxi companies, human service providers, bikeshare systems, carshare companies, etc. including designating pickup and drop off at stations or transit centers, schedule coordination, fare agreements, programs to subsidize fares, programs to utilize TNCs for senior or disabled service, or other initiatives.

#### **A.11 Public outreach/ engagement/ involvement**

Describe your agency's public outreach and involvement process including outreach relative to service schedule or fare changes, service expansion, and reduction.

#### **A.12 Current Initiatives**

Describe any ongoing initiatives that your agency is currently undertaking that affect the provision of transit services in your area. This can include the introduction of new infrastructure or guideway (e.g. light rail or bus rapid transit systems), systematically reconfiguring the bus transit network, the introduction of new technology and/or propulsion systems (such as hybrid or electric vehicles), upgrading stops and station, etc.

### **C. End Products**

1. Full TSP and related CIP for FY2020-FY2029 will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Strategic Plan Requirements document.
2. Annual update to the TSP/CIP will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Development Plan Requirements document.

### **D. Schedule**

The ten-year TSP is anticipated to be completed in 12 months with an estimated completion date of January 2020.

### **E. Participants**

HRT, DRPT, HRTPO and associated Consultants.

#### **A. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	5303 CO	5303	State/Local	TOTAL
HRT/Consultant	\$9,558	\$65,000	\$1,020,000	\$1,094,558

Budget Revised 9-19-19 (See List of Revisions, Page vi)

## **APPENDIX B**

### **FY - 2020 PERSONNEL**

<b>Position</b>	<b>Rate/Hour (without fringe benefits)</b>
	<b>FY18 Rate</b>
Director of Service Planning and Scheduling	68.73
Planner	24.37
Planner	30.70
Manager of Scheduling	42.59
Scheduler	31.32
Manager of Service Development	44.17
Bus Stop Coordinator	22.62
Service Quality Specialist	18.77
DBE and Grants Coordinator	29.33

## **Appendix C: Restrictions, Prohibitions, Controls, and Labor Provisions**

- a. The TDCHR, its agents, employees, assigns, or successors, and any persons, firms, or agency of whatever nature with whom it may contract or make agreement in connection with the Agreement, shall not discriminate against any employee or applicant for employment because of age, race, handicap, color, sex, or national origin. The TDCHR shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment, without regard to their age, race, religion, handicap, color, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- b. Disadvantaged Business Enterprise ('DBE'). It is the policy of the U.S. DOT that DBE's as defined in 49 C.F.R. pt.26 have the maximum opportunity to participate in the performance of contracts financed in whole or in part with the Federal funds under this Agreement. Consequently, the DBE requirements of 49 C.F.R. pt. 26 apply to this Agreement.

The TDCHR or its contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. DOT-assisted contract or in the administration of its DBE program or the requirements of 49 C.F.R. pt. 26. The TDCHR shall take all necessary and reasonable steps under 49 CFR pt.26 to ensure nondiscrimination in the award and administration of U.S. DOT-assisted contracts. The TDCHR will utilize the Virginia Department of Transportation's DBE program, as required by 49 C.F.R. pt.26 and as approved by U.S. DOT. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the TDCHR of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C.# 1001 and/or the Program Fraud Civil Remedies act of 1986 (31 U.S.C. #3801 *et seq.*)

Pursuant to the requirements of 49 C.F.R. pt. 26 the following clause must be inserted in each third party contract:

"The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract. The contractor shall carry out applicable requirements of 49 C.F.R. pt.26 in the award and administration of U.S. DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breech of this contract, which may result in the termination of the contract or such remedy as the TDCHR deems appropriate."

- c. Interest of Member of, or Delegates to, Congress. No member of, or delegate to, the Congress of the United States shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.
- d. Conflict of Interest. The TDCHR and its officers and employees shall comply with provisions of the State and Local Governments Conflicts Act, #2.2-3100 of the *Code of Virginia* (1950) *et seq.*, as amended.

- e. The TDCHR, its agents, employees, assigns, or successors, and any persons, firm, or agency of whatever nature with whom it may contract or make an agreement, shall comply with the provisions of the Virginia Fair Employment Contracting Act, #2.2-4200 *et seq.* of the *Code of Virginia* (1950), as amended.

## Appendix D: Title VI

During the performance of this agreement, the TDCHR, for itself, its assignees, and successors in interest, agrees as follows:

- a. **Compliance with Regulations:** The TDCHR shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (U.S. DOT) 40 C.F.R. pt. 21, as amended ("Regulations").
- b. **Nondiscrimination:** The TDCHR, with regard to the work performed by it during the term of the Agreement, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The TDCHR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations.
- c. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the TDCHR for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the TDCHR of the TDCHR's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
- d. **Information-Reports:** The TDCHR shall provide all information and reports developed as a result of or required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the HRTPO to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the TDCHR is in the exclusive possession of another who fails or refuses to furnish this information, the TDCHR shall so certify to the HRTPO and shall set forth the efforts it has made to obtain this information.
- e. **Sanctions for Noncompliance:** In the event of the TDCHR's noncompliance with the nondiscrimination provisions of this Agreement, the HRTPO shall impose such Agreement sanctions as it may determine to be appropriate, including, but not limited to:
  1. Withholding of payments to the TDCHR under the Agreement until the TDCHR complies; and/or
  2. Cancellation, termination, or suspension of the Agreement in whole or in part.
- f. **Incorporation of Provisions:** The TDCHR shall include the provisions or paragraphs a through f in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The TDCHR shall take such action with respect to any subcontract or procurement as the HRTPO may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the TDCHR becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the TDCHR must immediately notify the HRTPO so that steps can be taken to protect the interests of the HRTPO, the Department and the United States.