Iowa Public Transit Association
May 31, 2017
Today’s Topics

• New DOT Director
• GTFS Project
• DBE Compliance Review
• Iowa DOT Office of Civil Rights DBE Program
• Transit Asset Management
• HCBS Integrated Settings Rule Update
• ADA Transition Plan
• State Management Review
• Drug & Alcohol Program
• Iowa Administrative Code Updates
• Upcoming Training
• Procurement Update
• DERA Grant
• Updated TPA Roles
• Reminders/Updates from TPAs
Governor Kim Reynolds has appointed Mark Lowe as Iowa DOT Director. Director Lowe had been serving as Interim Director following the resignation of Paul Trombino in November 2016.

Prior to his role as Interim Director, Mr. Lowe was the Iowa DOT Motor Vehicle Division Director.
GTFS Project

- Iowa DOT funded project to create, maintain and share General Transit Feed Specification (GTFS) data in order to increase the public transportation resources for Iowa's travelling public.
GTFS Project

• Increase the public transportation resources for Iowa's travelling public
  – Convert Iowa public transit fixed routes into GTFS, and make data publicly available in Google transit
  – Include Iowa public transit fixed routes in Iowa Rideshare
  – Ensure Iowa public transit systems with fixed routes have a trip planner available to use within their agency's existing website
  – Make Iowa public transit GTFS data feeds publicly available for third party use
GTFS Project

In Scope

• Procuring a consultant to collect data and convert public transit schedules of Iowa public transit systems into GTFS
• Website for developers to access Iowa public transit data feeds
• Full service GTFS maintenance/creation services
• Training public transit managers to use the web-based GTFS update/editing tools if they choose this option
• Recorded training sessions
• Interagency agreement
GTFS Project

Out of Scope

• Public transit scheduling software
• Mobile data terminals
• Public transit system website development beyond integrating a trip planner
• GTFS-Real Time
GTFS Project

Transit Agency Requirements

• Respond to Survey
• Timely updates at intervals determined by DOT
• Assist Iowa DOT and contractor in collecting agency route data and verify accuracy of data
• Trip Planner on website
• Participate in training
• Transit agency agreement
DBE Compliance Review
December 13-16, 2016

• In depth DBE program review was conducted
• Included staff from OPT, Office of Civil Rights, Office of Systems Planning, Office of Finance, DOT Management
• Specialized review was conducted because Iowa’s DBE goal is too low. FTA would like to see an increased effort in procurements with DBE businesses in the state.
DBE Compliance Review
December 13-16, 2016

Problem Found:
Errors in DBE Semiannual reports

Solutions: Check DBE directory to make sure the business is certified in Iowa before reporting as DBE procurement. Report name of DBE firm and date of service to OPT in semi-annual reports.

Only report operating and non-revenue vehicle contracting opportunities. No vehicle purchases, salaries, benefits, other operating costs that are not contracting opportunities.
DBE Compliance Review
December 13-16, 2016

Three Year Projections:
OPT will examine the projections more closely and work with Office of Civil Rights to see if there are any DBE contracting opportunities may exist.

Will implement earlier deadline for the projections in 2019.
Problems Found: FTA contracts need more precise language for:

- good faith efforts (26.53)
- protecting against termination for convenience 26.53
- contract assurance (26.13)
- prompt payment (26.29)
- legal remedies (26.67-26.71)

Solutions: Ryan is working on adding required language to Part 2.
Problems Found: Deficiency in Public Participation Efforts

- No attendance or feedback to public meetings on FTA goalsetting process or final goal publication.
- Possible Solutions: Better outreach and advertisements through word of mouth, advertisements, Web sites and joint efforts with Office of Civil Rights
Advisory Comments: Not enough DBE businesses are certified in Iowa for transit related services/products—need business development programs

- Possible Solutions: Work with Office of Civil Rights to identify possible businesses that may qualify
- Explore neighboring state DBE businesses—much easier process to do interstate DBE certification
- Develop programs in partnership with Office of Civil Rights
WHAT IS THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM?

• The DBE program is a U.S. Department of Transportation program designed to ensure nondiscrimination in the award and administration of U.S. DOT-funded contracts and create a level playing field on which DBE firms can compete fairly for these contracts.

• The program requires agencies receiving funding from the Federal Highway Administration, Federal Transit Administration or Federal Aviation Administration to make good-faith efforts to find and use DBE firms when possible.
Iowa DOT Office Civil Rights
DBE Program

WHO IS ELIGIBLE TO BECOME A DBE FIRM?

You must meet the following criteria to be certified as a DBE for all U.S. DOT-funded contracts:

• You must have a small business, defined a $23.98 million (three-year average) gross income.
• You must be a socially and economically disadvantaged person or persons whose personal net worth does not exceed $1.32 million.
• Your company must be owned (at least 51 percent) by a socially and economically disadvantaged individual(s). Those individual(s) presumed to be socially and economically disadvantaged by the federal government are women, African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and Subcontinent Asian Americans.
Iowa DOT Office Civil Rights

DBE Program

DBE PROGRAM SUPPORTIVE SERVICES

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Iowa DOT Office Civil Rights
DBE Program

FREE WORKSHOPS FOR CERTIFIED DBEs

• Annual DBE Essentials Workshop (January 31 and February 1, 2018)
• DBE Consultants Workshop (Tentatively Scheduled for July 6, 2017)

These workshops serve as a valuable opportunity for small businesses looking to find and take advantage of Iowa DOT contracting opportunities as a certified DBE. Find information on topics such as:

• Business development
• Federal acquisition regulation training
• Working with the Iowa DOT and more
Iowa DOT Office Civil Rights
DBE Program

WHO TO CONTACT WITH QUESTIONS REGARDING IOWA DOT’S DBE PROGRAM?

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Danny.Wagener@iowadot.us

Jacqui DiGiacinto Miskimins
External Civil Rights Administrator
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Jacqueline.Miskimins@iowadot.us

Iowa DOT Civil Rights: https://iowadot.gov/civilrights/civil-rights-home
Transit Asset Management

Presentation and Roundtable
Friday, June 2, at 8:30 am

- Asset Management Committee:
  - Curt Miller
  - Dennis Hart
  - Julia Castillo
  - Sree Mitra
HCBS Integrated Settings Rule Update

• OPT Staff has learned that CMS has extended the timeline for transitioning to the HCBS integrated settings to March 17, 2022.

• Even with the additional three years, transit agencies are still encouraged to keep working with their local health and human service agencies to ensure a smooth transition for clients.
ADA Transition Plan

• In compliance with 28 CFR Part 35.150, the Iowa DOT has created an ADA Transition Plan, www.iowadot.gov/accessiblesidewalks/pdfs/ADA_Transition_Plan_Final.pdf

• The purpose of the transition plan is to identify steps the Iowa DOT will take to achieve ADA compliance for various DOT-owned facilities

• According to the ADA, a public entity employing 50 or more persons is required to prepare a self-evaluation of all facilities within their jurisdiction and develop a transition plan for all non-compliant facilities
ADA Transition Plan

• Statement on Trail and Transit Facilities
  – Trails and transit systems are owned, operated, and/or maintained by other entities such as local governments. These facilities are constructed on state DOT right-of-way by the owner using a permit to perform work within state right-of-way. This permit stipulates that “This permit [agreement] is subject to any laws now in effect as well as any new laws which may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies.” Additionally, many of these entities are also required to develop their own transition plan. In order to avoid duplication in these instances, the Iowa DOT defers to the transition plan of the respective entity that owns, operates and/or maintains the facility.
ADA Transition Plan

• The next iterations of the transition plan will likely need to contain more activity under the transit section

• The Iowa DOT proposes surveying bus stops and shelters along DOT right-of-way for ADA compliance
  – Intern
  – Summer 2018
  – Should we inventory *all* Fixed Route stops and shelters?
ADA Transition Plan

- After inventory complete, will need to determine next steps for bringing stops and shelters into compliance, if necessary
- Next steps will be determined in consultation with the affected fixed route transit systems
State Management Review

• April 18-21, 2017
• Review focused on 14 areas, with no deficiencies found in nine of those areas
• Deficiencies found in: Maintenance, ADA, Procurement, Satisfactory Continuing Control, and Drug-free Workplace/Drug and Alcohol Program
State Management Review Deficiencies: Maintenance

• When visiting subrecipients, the reviewers found preventive maintenance was not being performed on time nor has the Iowa DOT reviewed this during compliance reviews.

• Transit agencies MUST have maintenance plans for federally- and state-funded vehicles and facilities. Those maintenance plans must align with manufacturers guidelines and must be followed. These items will be added to compliance reviews.
State Management Review Deficiencies: ADA

• When visiting subrecipients, the reviewers found:
  – The transit agencies did not provide information to the public to request a reasonable modification to service. Requests for reasonable modification and complaint forms posted on websites are required of all transit agencies. See Chapter 13 of Transit Manager’s Handbook
  – Transit agencies providing complementary paratransit were not providing information to the public on filing an ADA complaint. This complaint process is required.
  – One agency providing complementary paratransit also did not match the hours of paratransit to those of its fixed route. This is a requirement.
State Management Review Deficiencies: ADA

- All transit agencies must have information regarding reasonable modification on their websites by August 1.
- For those transit agencies with complementary paratransit, ADA compliant forms must be posted on agency websites by August 1.
- For those transit agencies with complementary paratransit, the paratransit hours must match or exceed those of the fixed route. This must be corrected by August 1.
State Management Review Deficiencies: Procurement

- One finding: While a governmental agency can purchase off any other governmental agencies’ contract, the procurement must have followed all FTA procurement rules including all the FTA clauses and certifications in the bid. You must verify this and have all the documentation in your files before submitting a purchase order and get approval from OPT (if funds are through our office).
State Management Review Deficiencies: Satisfactory Continuing Control

- The reviewers found one subrecipient parking a non-FTA funded vehicle in the FTA-funded bus storage facility. This is considered incidental use. The transit agency had not requested permission from the Iowa DOT for this incidental use.

- Any transit agency using FTA-funded facilities for non-FTA uses must ask permission from either the Iowa DOT (regionals and small urban systems) or FTA (large urban systems).
State Management Review Deficiencies:
Drug-free Workplace and Drug and Alcohol Program

• When visiting Subrecipients reviewers found:
  ➢ Random tests being done only within hours of 10:15 AM and 11:30 AM
  ➢ Several Custody and Control Forms filled out incorrectly with FMCSA marked instead of FTA as the testing agency
  ➢ Some Custody and Control seals had been dated and initialed prior to removal from CCF form
  ✓ Collector should place the seals on the bottles first. It is only once the labels are on the bottles that the collector writes the date on the seals.
Drug and Alcohol Program

Example of Inadequate Randomness in Testing Dates

Example of Good Randomness in Testing Dates
### Drug and Alcohol Program

#### Example of Inadequate Randomness in Testing Times

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#### Example of Good Randomness in Testing Times

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The graphs visually represent the distribution of testing times, showing the randomness in the selection of times for drug and alcohol testing.
Iowa Administrative Code Updates: Chapters 910, 911, 922, & 923

- As part of the normal five-year review of the Iowa Administrative Code, the Office of Public Transit is updating Chapters:
  - 910, Coordination of Public Transit Services
  - 911, School Transportation Services Provided by Regional Transit Systems
  - 922, Federal Transit Assistance
  - 923, Capital Match Revolving Loan Fund
Iowa Administrative Code Updates: Chapters 910, 911, 922, & 923

- Please watch for an email in the next week requesting stakeholder input on these rules
Upcoming Training

• Transit Manager Training
  – June 8 (12 p.m. – 4:30 p.m.)
  June 9 (8 a.m. – 12:30 p.m.)
  – Next session September 7 & 8
  – Open to all transit managers, their administrative staff, and subcontractors
  – Review Transit Manager’s Handbook
  – Held at Iowa DOT, Ames
  – Fellowship-eligible
Upcoming Training

• 3rd National RTAP Technical Assistance Conference
  – Omaha, NE
  – October 29 – November 1, 2017
  – Fellowship-eligible
  – Registration opening soon
  – www.nationalrtap.org/conference2017
Procurement Update

• LD/MD/MV/CV procurement expires 4/14/18
  – No extension options. New procurement will begin in November 2017 for April 2018 start

• HD bus procurement expires 8/15/17
  – 1 year extension option remains
DERA (Diesel Emissions Reduction Act)

- EPA Grant administered though the DNR but will be transferred to DOT in FY 18
- School Districts, County Agencies, Municipalities, and Public Transit agencies are eligible
- Medium and Heavy Duty Buses Eligible for:
  - Exhaust Control Devices (100% Funded)
  - Clean Alternative Fuel Conversions (40% Funded)
  - Engine Repowers (40% Funded)
  - Vehicle Replacement (25% Funded)
Updated TPA Roles

**Ryan**
- Procurement oversight
- **All vehicle reimbursements/vehicle paperwork**
- Add: Ft Dodge, Ottumwa, Region 5, Region 15

**Jeremy**
- Maintain *most* TPA duties
- Mobility Manager oversight/reimbursements
- Community Outreach & Education
  – Collaboration with Motor Vehicle updates
Reminders/Updates from TPAs

• Please Email reimbursement requests and supporting documentation
• Funding contracts must still be mailed in with original signature (for now)
• **Deadline for FINAL year-end stats is 8/15**
• A bus number may only be used 1 time
• Operating deficit = (operating costs – passenger revenue)
  – Also subtract: incidentals and charter revenues
  – contract and other revenues are **not** taken out
• **ICE vs Cost/Price Analysis**
Questions?
Visit the Iowa DOT Office of Public Transit website at www.iowadot.gov/transit

...and like us on Facebook!