



NOTICE OF MEETING OF THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (RTC)

Day: Wednesday
Date: October 9, 2019
Time: Begins immediately after the adjournment of the Carson Area Metropolitan Planning Organization meeting that begins at 4:30 p.m.
Location: Community Center, Sierra Room, 851 East William Street, Carson City, Nevada

AGENDA

AGENDA NOTES: The Regional Transportation Commission is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Regional Transportation Commission staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or call Lucia Maloney at (775) 887-2355 at least 24 hours in advance.

For more information or for copies of the supporting material regarding any of the items listed on the agenda, please contact Lucia Maloney, Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted under "Agendas & Minutes" at www.carson.org/agendas, or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701.

1. ROLL CALL AND DETERMINATION OF A QUORUM

2. AGENDA MANAGEMENT NOTICE: The Chair may take items on the agenda out of order; combine two or more agenda items for consideration; and/or remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

3. DISCLOSURES: Any member of the RTC Board may inform the Chair of his or her intent to make a disclosure of a conflict of interest on any item appearing on the agenda or on any matter relating to the RTC's official business. Such disclosures must also be made at such time the specific agenda item is introduced.

4. PUBLIC COMMENT: Members of the public who wish to address the RTC may approach the podium and speak on any matter relevant to or within the authority of RTC. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future RTC meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

5. APPROVAL OF MINUTES:

5-A For Possible Action – Discussion and possible approval of the September 11, 2019 draft minutes.

6. PUBLIC MEETING ITEM(S):

6-A For Possible Action – Discussion and possible action regarding the final Transit Development and Coordinated Human Services Plan for Jump Around Carson (JAC) Transit.

Staff Summary: Carson Area Metropolitan Planning Organization (CAMPO) has funded development of the Transit Development and Coordinated Human Services Plan, which was developed through Contract No. 1819-128 between Carson City RTC and LSC Transportation Consultants, Inc. Staff will provide a presentation of the Plan.

6-B For Possible Action – Discussion and possible action regarding Amendment #1 of an Interlocal Contract allowing for partial reimbursement for Medicaid-eligible paratransit services between the State of Nevada acting by and through its Department of Health and Human Services and Carson City RTC to extend the termination date to June 30, 2024 and increase the contract maximum to \$152,929.

Staff Summary: This contract allows RTC to seek reimbursement for a portion of the expense for paratransit services provided for Medicaid-eligible non-emergency transportation trips. All terms and conditions under the Original Contract, dated February 14, 2017, will remain in full force and effect with the exception of the termination date and contract maximum amount for reimbursement.

6-C For Possible Action – Discussion and possible action regarding a Disadvantaged Business Enterprise (DBE) Program Update.

Staff Summary: The fiscal year 2019-2020 Unified Planning Work Program (UPWP), Task 3.2 - Transit Planning, includes an update of the CAMPO and RTC DBE Program document. The current DBE Program was last updated in September 2015. Staff has reviewed the current DBE Program requirements and has made minor revisions to CAMPO's and RTC's DBE Program document.

6-D For Possible Action – Discussion and possible action regarding an application to the Carson Area Metropolitan Planning Organization (CAMPO) for Federal Transit Administration (FTA) Section 5339 grant funding, and to authorize the RTC Chair to sign the Federal Transit Administration's Federal Fiscal Year 2019 Certifications and Assurances section of the RTC application for 5339 funds.

Staff Summary: FTA Section 5339 grant funding under United States Code (USC) 49, Chapter 53, for 2019 has been announced and is available through an application process. Section 5339 grant funding will be used to fund costs associated with the purchase of rolling stock for the Jump Around Carson (JAC) transit system.

6-E For Possible Action – Discussion and possible action regarding an application to Carson Area Metropolitan Planning Organization for Federal Transit Administration (FTA) Section 5310 grant funding, and to authorize the RTC Chair to sign the Federal Transit Administration Federal Fiscal Year (FFY) 2019 Certifications and Assurances section of the RTC application for 5310 funds.

Staff Summary: FTA Section 5310 grant funding under United States Code (USC) 49, Chapter 53, for FFY 2019 has been announced and is available through an application process. Section 5310 grant funding will be used to fund costs associated with the operation of the Jump Around Carson (JAC) transit system.

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS - Non-Action Items:

- 7-A Transportation Manager’s Report
- 7-B Street Operations Activity Report
- 7-C Project Status Report
- 7-D Future Agenda Items

8. BOARD COMMENTS: For Information Only – Status reports and comments from the members of the RTC Board.

9. The Next Meeting is Tentatively Scheduled – 4:30 p.m., Wednesday, November 13, 2019, at the Sierra Room - Community Center, 851 East William Street.

10. PUBLIC COMMENT: Members of the public who wish to address the RTC Board may approach the podium and speak on any matter relevant to or within the authority of RTC. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future RTC meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

11. ADJOURNMENT: For Possible Action

This agenda has been posted at the following locations by Thursday, October 3, 2019, before 5:00 p.m.:

- City Hall, 201 North Carson Street
- Community Center, Sierra Room, 851 East William Street
- Carson City Library, Carson City Library, 900 North Roop Street
- Carson City Public Works, 3505 Butti Way
- Carson City Planning Division, 108 E. Proctor Street
- Nevada Department of Transportation, 1263 S. Stewart Street, Carson City
- City Website: www.carson.org/agendas
- State Website: <https://notice.nv.gov>

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CARSON CITY REGIONAL TRANSPORTATION COMMISSION**Minutes of the September 11, 2019 Meeting****Page 1****DRAFT**

A regular meeting of the Carson City Regional Transportation Commission was scheduled to begin following adjournment of the Carson Area Metropolitan Planning Organization meeting on Wednesday, September 11, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Brad Bonkowski
Vice Chairperson Mark Kimbrough
Commissioner Lori Bagwell
Commissioner Chas Macquarie
Commissioner Greg Stedfield

STAFF: Darren Schulz, Public Works Department Director
Lucia Maloney, Transportation Manager
Dirk Goering, Senior Transportation Planner
Daniel Anderson, Transportation Planner / Analyst
Michael Reynolds, Transit Coordinator
Todd Reese, Deputy District Attorney
Kathleen King, Chief Deputy Clerk

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1. CALL TO ORDER AND DETERMINATION OF A QUORUM (5:16:20) - Chairperson Bonkowski called the meeting to order at 5:16 p.m. Ms. King called the roll; a quorum was present.

2. AGENDA MANAGEMENT NOTICE (5:16:47) - Chairperson Bonkowski entertained modifications to the agenda; however, none were forthcoming.

3. DISCLOSURES (5:16:57) - Chairperson Bonkowski entertained disclosures; however, none were forthcoming.

4. PUBLIC COMMENT (5:17:06) - Chairperson Bonkowski entertained public comment. Ms. Maloney advised that the Board of Supervisors had approved changing the Bicycle and Pedestrian Coordinator position to a Transportation Planner / Analyst position. Staff received several applications once the change was effective. Interviews were conducted, an offer was made, and the candidate accepted the position. Ms. Maloney acknowledged Kelly Norman, who was present in the meeting room, and provided background information on her experience with the Safe Routes to School Program. Chairperson Bonkowski welcomed Ms. Norman. Chairperson Bonkowski entertained additional public comment; however, none was forthcoming.

5. ACTION ON APPROVAL OF MINUTES - August 14, 2019 (5:18:38) - Chairperson Bonkowski introduced this item, and entertained a motion. Vice Chairperson Kimbrough moved approval of the minutes, as presented. The motion was seconded and carried unanimously.

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6. PUBLIC MEETING ITEMS:

6(A) INFORMATIONAL PRESENTATION AND DISCUSSION REGARDING RESOLUTION ON COMMENTS PROVIDED BY THE RTC, THE REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE, AND THE BOARD OF SUPERVISORS ON THE 90% DESIGN OF THE SOUTH CARSON COMPLETE STREETS PROJECT (5:19:00) - Chairperson Bonkowski introduced this item. City Engineer Dan Stucky introduced Senior Project Manager Tom Grundy, and provided background information on this item. Mr. Stucky presented the agenda materials in conjunction with displayed slides. Mr. Stucky, Ms. Maloney, and Mr. Grundy responded to questions, and discussion took place, throughout the presentation. In response to a further question, Mr. Stucky discussed the reasons for locating the roundabout at the intersection of Carson and Stewart Streets. Mr. Schulz provided historic information on the designated location, and responded to questions of clarification. Discussion followed.

In response to a question, Mr. Grundy explained the consultant's original design on the south leg of the roundabout. He advised that the consultant has since moved the crosswalk across the northbound lane back and eliminated the Danish offset. In response to a question, Mr. Goering advised that adding buses to South Carson Street is still under consideration. Routes are yet undetermined, but bus pullouts can be designated in the future on an as-needed basis. Mr. Goering responded to corresponding questions of clarification. Commissioner Macquarie suggested that planning the bus pullouts now would be less expensive. Mr. Goering responded to additional questions of clarification, and discussion followed. Ms. Maloney advised that a bus stop will be constructed near Appion Way, and that the southbound deceleration lane will be extended to accommodate it. Ms. Maloney reiterated that exact locations for bus pullouts is not yet determined. "Generally, you wouldn't necessarily invest in a bus pullout for a bus stop that doesn't have a lot of ridership. If it only occasionally has a single drop off or a pick up, it may not be worth the investment ... of that type of infrastructure. ... We did look at locations on the southbound and, at this time, we weren't ready to make that decision." Ms. Maloney acknowledged the concerns and assured the commissioners that consideration had been given to the same issues. "In terms of the northbound, there are ... where there's a multi-use path and a landscaping buffer, there's ways you can do it where you cut into the landscaping buffer and create a landing pad for the ramp for the bus and you sign it and you paint it appropriately to make it kind of a shared space for bus and the multi-use path users. ... that's something we would have to look at later but, again, before we talk about cutting into curbs or creating pull outs, we'd really want to be really careful about those bus stop locations and make sure that it's actually warranted. ... you saw on the transit plan that rerouting may not happen for another few years, if at all, and so I would hate to invest in infrastructure now and not have it come to fruition or have us change our mind depending on circumstances when that happens." Mr. Reynolds explained the need for a study to determine the most useful locations for bus stops which won't be done for another two years. He assured the commissioners "there's going to be plenty of slow-down space in front of driveways. There's going to be plenty of spots where there's already sidewalks and things that are nearby where people are going to be looking for pedestrians."

Chairperson Bonkowski entertained additional questions or comments and, when none were forthcoming, commended the discussion and thanked staff for their presentation. Vice Chairperson Kimbrough thanked staff for returning to the commission with the presentation.

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6(B) DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTION TO PURSUE EIGHT PROPOSED TRANSPORTATION INFRASTRUCTURE PROJECTS IN FISCAL YEAR 2020 FOR PERFORMANCE DISTRICT 2, AS FUNDING PERMITS, AND APPROVE ALLOCATION OF ALL REMAINING FEDERAL FISCAL YEAR 2019 SURFACE TRANSPORTATION BLOCK GRANT FUNDS (6:06:40) - Chairperson Bonkowski introduced this item, and Mr. Goering narrated a PowerPoint presentation which had been distributed to the commissioners prior to the start of the meeting. Mr. Goering responded to questions of clarification throughout the presentation, and discussion followed. Vice Chairperson Kimbrough commended Transportation Division staff on their presentation at the TRAFCC meeting. Ms. Maloney provided an overview of comments received and corresponding discussion which took place during the TRAFCC meeting.

In reference to the displayed map of the proposed projects, Ms. Maloney explained that the South Carson Street project as well as projects on Fairview Drive and the V&T project on Roop Street, between Fifth Street to Musser Street, were considered in deliberation over District 2 projects relative to detour routes. Ms. Maloney responded to additional questions of clarification. Chairperson Bonkowski entertained additional comments or questions of the commissioners and public comments and, when none were forthcoming, a motion. **Commissioner Bagwell moved to direct staff to pursue the District 2 projects, and to allocate the remaining Federal Fiscal Year 2019 Surface Transportation Block Grant funds, as presented, and to potentially add, if warranted, the rapid beacon lights at the roundabout being proposed at Stewart and Carson Streets. Vice Chairperson Kimbrough seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

6(C) DISCUSSION AND POSSIBLE ACTION REGARDING A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION BY THE PUBLIC WORKS DEPARTMENT FOR ADA IMPROVEMENTS ALONG COLORADO STREET, BETWEEN CALIFORNIA STREET AND SALIMAN ROAD (6:26:44) - Chairperson Bonkowski introduced this item. Mr. Goering presented the agenda materials, and responded to questions of clarification. Chairperson Bonkowski entertained additional commissioner questions or comments and public comments and, when none were forthcoming, a motion. **Commissioner Macquarie moved to approve the submission of the grant application, as presented. Commissioner Stedfield seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

6(D) DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. 19300050, SOUTHWEST CARSON CITY CIRCULATION STUDY, WITH HEADWAY TRANSPORTATION, FOR A NOT-TO-EXCEED AMOUNT OF \$60,000, THROUGH SEPTEMBER 12, 2020, TO BE FUNDED FROM THE REDEVELOPMENT REVOLVING ACCOUNT (6:35:02) - Chairperson Bonkowski introduced this item, and Ms. Maloney presented the agenda materials. Vice Chairperson Kimbrough commended the proactive approach. Ms. Maloney responded to questions regarding the scope of the project. Chairperson Bonkowski entertained additional questions or comments of the commissioners and of the public and, when none were forthcoming, a motion. **Commissioner Bagwell moved to approve the contract, as presented. Vice Chairperson Kimbrough seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

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6(E) DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS TO IMPLEMENT A DIESEL FUEL TAX (6:39:46) - Chairperson Bonkowski introduced this item, and Ms. Maloney presented the agenda materials. Extensive discussion took place between the commissioners and staff. Chairperson Bonkowski entertained additional commissioner discussion and public comment, and when none was forthcoming, a motion. **Commissioner Stedfield moved to recommend to the Board of Supervisors a five cent diesel fuel tax be adopted by ordinance. Commissioner Macquarie seconded the motion.** Chairperson Bonkowski entertained discussion on the motion. Commissioner Bagwell advised that she would vote in opposition to the motion “because I want it to go to a vote of the people.” Commissioner Macquarie pointed out that the Board of Supervisors will have the opportunity to revisit the possibility of a ballot question. Chairperson Bonkowski entertained additional discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 4-1.**

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

7(A) TRANSPORTATION MANAGER’S REPORT (7:01:55) - Chairperson Bonkowski introduced this item. Ms. Maloney presented her report, which included an announcement for Walk to School Day scheduled for October 2nd. Ms. Maloney also announced the kick off of the Carson Area Transportation System Management Plan which was fully funded, including the grant dollars and local match by the Nevada Department of Transportation. The scope of the project includes Carson City and Douglas, Lyon, and Storey Counties which have traffic control systems currently maintained by Carson City staff. Ms. Maloney advised of the opportunity for one of the commissioners to participate in the technical advisory committee, and requested anyone interested to contact her. Ms. Maloney also announced a Truck Parking Workshop, organized by the Federal Highways Administration, the Nevada Department of Transportation, Washoe RTC, and other local jurisdictions, and scheduled for Tuesday, September 17th from 9:00 a.m. to 4:30 p.m. She requested any interested commissioner to contact her.

7(B) STREET OPERATIONS ACTIVITY REPORT (7:04:25) - Chairperson Bonkowski introduced this item, and Ms. Maloney presented the report which was included in the agenda materials. Chairperson Bonkowski entertained questions or comments; however, none were forthcoming.

7(C) PROJECT STATUS REPORT (7:05:45) - Chairperson Bonkowski introduced this item, and Mr. Goering presented the report which was included in the agenda materials.

7(D) FUTURE AGENDA ITEMS (7:15:10) - Chairperson Bonkowski introduced this item, and Ms. Maloney reviewed the tentative agenda for the October commission meeting. Chairperson Bonkowski entertained requests for future agenda items from the commissioners. Commissioner Bagwell requested a copy of the current truck routes, and to agendaize a discussion of the same. Chairperson Bonkowski entertained additional requests for future agenda items; however, none were forthcoming.

8. COMMISSIONER COMMENTS (7:17:00) - Chairperson Bonkowski entertained commissioner comments; however, none were forthcoming.

9. THE NEXT MEETING IS TENTATIVELY SCHEDULED FOR WEDNESDAY, OCTOBER 9, 2019 IN THE COMMUNITY CENTER SIERRA ROOM, 851 EAST WILLIAM STREET, CARSON CITY (7:17:10) - Chairperson Bonkowski read this information into the record.

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10. PUBLIC COMMENT (7:17:21) - Chairperson Bonkowski entertained public comment. Ms. Maloney commended Ms. King on her upcoming retirement.

11. ACTION ON ADJOURNMENT (7:18:04) - Upon motion by Vice Chairperson Kimbrough, Chairperson Bonkowski adjourned the meeting at 7:18 p.m.

The Minutes of the September 11, 2019 Carson City Regional Transportation Commission meeting are so approved this _____ day of October, 2019.

BRAD BONKOWSKI, Chair

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STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: October 9, 2019

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: For Possible Action – Discussion and possible action regarding the final Transit Development and Coordinated Human Services Plan for Jump Around Carson (JAC) Transit.

Staff Summary: Carson Area Metropolitan Planning Organization (CAMPO) has funded development of the Transit Development and Coordinated Human Services Plan, which was developed through Contract No. 1819-128 between Carson City RTC and LSC Transportation Consultants, Inc. Staff will provide a presentation of the Plan.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

I move to approve the plan as presented.

Background/Issues & Analysis

CAMPO approved funding for use by Carson City Regional Transportation Commission (RTC) on a contract with LSC Transportation Consultants, Inc. for development of a Jump Around Carson (JAC) Transit Development and Coordinated Human Services Plan (TDCHSP) in February 2019. The TDCHSP serves three primary objectives: (1) a short-range (1-5 year) planning document; (2) a long-range (10-20 year) planning document; and (3) a coordinated public transit-human services planning document.

The final TDCHSP includes an evaluation of the current system and its procedures, suggested short-term and long-term improvements, a forecast of future ridership and impacts to the administrative and operations structure, and a broad vision of capital requirements to meet recommended changes for both the short-term and long-term. It includes a comparison of JAC's transit system to peer systems, a detailed guide for the five-year plan, and a financial plan with specific emphasis on alternative funding sources.

If approved, the plan will also function as a coordinated public transit-human services transportation plan that complies with all applicable FTA programs in the CAMPO area. If approved by the Carson City Regional Transportation Commission, the plan will be coordinated with CAMPO's Transportation Improvement Program (TIP), the 2040 Regional Transportation Plan, and other established planning documents, as appropriate. Portions of the plan include elements which may be partially funded by CAMPO's partner jurisdictions in the short- and long-term. Feedback was solicited from each of CAMPO's partner jurisdictions and comments were incorporated during development of the plan. Staff recommends RTC approval of the final TDCHSP, provided with this staff report as Exhibit-1.

Applicable Statute, Code, Policy, Rule or Regulation

-N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: Transit fund, Operating Contract account / 2253026-500331; Transit fund, Vehicle Purchase account / 2253026-507705; Transit fund, Furniture & Fixtures account / 2253026-507743; Transit fund, Vehicle Fuel/Oil account / 2253026-500660

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Approval of the plan would indicate a commitment by the RTC to work toward implementation of the plan. Proposed plan elements in FY 2020 have been budgeted. Future year plan elements will need to be annually budgeted and appropriated by the Carson City RTC and Carson City Board of Supervisors in order to be implemented. Some plan elements will require staff apply for and obtain discretionary federal grant funding, or that CAMPO’s partner jurisdictions contribute all or a portion of the required local match. Should grant funding, local match funding by partner jurisdictions, or Carson City general fund transfer not be available in any given year, staff will reduce and/or delay implementation of those plan elements as necessary.

Alternatives

-Do not approve the plan and provide alternate direction to staff.

Supporting Material

-Exhibit-1: Final Transit Development and Coordinated Human Services Plan for Jump Around Carson (JAC) Transit

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____

(Vote Recorded By)



JAC Transit Development and Coordinated Human Services Plan Final Report



Prepared for the



**Carson Area Metropolitan Planning Organization
(CAMPO)
and
Carson City Regional Transportation Commission
(RTC)**



JAC Transit Development and Coordinated Human Services Plan

Final Report

Prepared for the

Carson Area Metropolitan Planning Organization (CAMPO)
Carson City Regional Transportation Commission (RTC)

Prepared by

LSC Transportation Consultants, Inc.
PO Box 5875
2690 Lake Forest Road, Suite C
Tahoe City, California, 96145
(530) 583-4053

September 25, 2019

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The Carson City Regional Transportation Commission (RTC), using funding through the Nevada Department of Transportation (NDOT) and the Carson Area Metropolitan Planning Organization (CAMPO), has retained LSC Transportation Consultants, Inc. to prepare a Transit Development and Coordinated Human Services Plan (TDCHSP) for the Jump-Around-Carson (JAC) public transit program and the CAMPO service area. This planning process provides an opportunity to develop integrated short- and long-range plans for the JAC public transit program and ensures that the program meets the needs of the region's human services organizations by promoting coordination amongst agencies.

This document first presents a review of existing plans and services. The mobility needs of the region are then reviewed. This is followed by a discussion of potential service, capital, financial and institutional alternatives, as well as a summary of public input. Short-range (5 year) and long-range (20 year) plans are then presented. Finally, the coordinated human services transportation plan is presented.

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The area governed under CAMPO is overseen by numerous organizations and agencies with various existing plans and studies. As a basis for the TDCHSP, it is useful to review these existing plans to consider how transit services can coordinate with them in the future. Below is a summary of the most relevant planning and transportation-related documents to date that have been taken into consideration during the planning process for the JAC TDCHSP.

Nevada Department of Transportation (NDOT) Coordinated Plans (2014 and 2018)

In the *2014 NDOT Coordinated Plan*, NDOT identified transportation needs for Douglas County and Carson City. These needs included the establishment of Dial-a-Ride services for seniors, simplification of transit transfers and trip planning, increased intercity fixed routes to and from Douglas County, and additional wheelchair lift assistance. NDOT outlined statewide strategies to increase funding for specialized services, coordinate planning between jurisdictions, advance technology to improve services, enhance services offered through driver trainings and administrator management, and increase intercity bus services between counties.

In the *2018 NDOT Coordinated Plan*, NDOT outlined plans to establish a statewide coordinating council with participation from MPOs and designated regional mobility managers. NDOT also highlighted a need to expand medical service options, increase public transportation in Douglas County, and develop vanpool and shuttle services through volunteer driver programs.

JAC Transit System Federal Fiscal Year 2019-2022 Transit Asset Management Plan (2018)

A Transit Asset Management (TAM) Plan is a federally required document that provides a system for monitoring and managing public transportation assets in the delivery of service to improve safety and increase reliability and performance, and to establish performance measures. The JAC Transit System completed their plan in October 2018. The TAM Plan contained the following elements:

- Inventory of Capital Assets
- Condition Assessment
- Decision Support Tools & Management Approach
- Investment Prioritization

NDOT One Nevada Transportation Plan (2018)

The *NDOT One Nevada Transportation Plan* provides guidance to NDOT and its partners, including MPOs, RTCs, local governments and modal transportation providers, for planning, developing, operating and maintaining Nevada's multimodal transportation system. The plan is intended to guide transportation investments across the state for the next 20 years. The following long term goals were identified for the state:

- Enhance Safety
- Preserve Infrastructure
- Optimize Mobility
- Transform Economies
- Foster Sustainability
- Connect Communities

The action plan for achieving these included increasing agency communication, engaging stakeholders, developing policy and process guidelines and improving data collection and analysis. In addition to these action items, the plan identified specific focus areas that included CAMPO area general improvements along the Interstate 580 (I-580) and US 395.

Washoe County Regional Transportation Commission (RTC) Regional Transportation Plan (2017)

The *2040 Washoe RTC RTP* identifies the long-term transportation investments that will be made in the urbanized area of Reno, Sparks, and Washoe County, Nevada, also known as the Truckee Meadows. The following four guiding principles were derived from community input:

- Safe and healthy communities
- Economic development and diversification
- Sustainability
- Increased travel choices

While the plan focuses on complete street improvements within Washoe County, projects affecting the northern portions of I-580 and US 395 were identified. As these highways ultimately affect access to Carson City, they have been considered in this plan. Elements that specifically pertain to Carson City are the replacement of diesel buses on the RTC INTERCITY route with battery electric buses. The RTP also indicates that the RTC Vanpool program includes 6 vanpools operating between Reno/Sparks and Carson City.

Tahoe Transportation District Short-Range Transit Plan (2017)

The Short-Range Transit Plan (SRTP) guides the development of the Tahoe Transportation District’s (TTD) goals, objectives and policies for the next five years of transit service within the Lake Tahoe Region. The SRTP is developed within the context of the Long-Range transit plan, *Linking Tahoe: Lake Tahoe Transit Master Plan (TMP)*, which is aimed at implementing a new vision for transit as “the vehicle for change in the Tahoe Region.” The SRTP identified the following goals:

- Safety
- Workforce Development
- Fleet Expansion and Replacement
- Facility Capacity and Modernization
- Future Service and Route Proposals

TTD receives policy direction from an eleven-member board of directors comprised of one member appointed from each of the following: the Boards of Supervisors of El Dorado and Placer Counties, the City of South Lake Tahoe City Council, the Boards of County Commissioners of Douglas and Washoe Counties, the Carson City Board of Supervisors, the Truckee-North Tahoe Transportation Management

Association (TNT-TMA) and the South Shore Transportation Management Association (SSTMA). The SRTP identified opportunities for expansion of existing services through the restoration of regularly-scheduled, single-seat service from the Stateline Transit Center to Carson City though no specific plans or timing of new service are defined.

Nevada Statewide Transportation Improvement Program (2016)

The Statewide Transportation Improvement Program (STIP) is a four-year, fiscally-constrained, planning and programming document created within the Code of Federal Regulation. With guidance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), a funding forecast is created to prioritize State projects by year. The STIP addressed all four Metropolitan Planning Organizations (MPOs), including CAMPO, for federal fiscal years 2016-2019.

The plan discussed general statewide funding sources for the individual MPOs such as the Nevada Transportation Alternatives Program (TAP). NDOT's TAP distributes funds based on three broad project category types: 1) community improvement activities, 2) non-motorized transportation and 3) safe routes to schools.

CAMPO 2040 Regional Transportation Plan (2016)

The *2040 CAMPO Regional Transportation Plan (RTP)* is a long-term planning document, intended to analyze the regional transportation network and to identify current and future needs to maintain a safe, efficient and sustainable transportation system. The RTP was supported by the following five goals:

- Increase the safety of the transportation system for all users
- Maintain a sustainable regional transportation system
- Increase the mobility and reliability of the transportation system for all users
- Maintain and develop a multi-modal transportation system that supports economic vitality
- Provide an integrated transportation system

The RTP defines a series of performance measures with the objective to improve transit system efficiencies and accessibilities. It refers to the Carson City Transit Development Plan (TDP) for specific service improvement plan elements.

Carson City Transit Development Plan (2014)

The *Carson City Transit Development Plan (TDP)* was developed to meet local priorities for existing transportation services including improving capital, modifying the existing operational system and increasing funding for existing program needs over the next five years. The most recent TDP evaluated existing demographic data, transit performance, and major trip generators to identify potential system improvements. The five major recommendations that resulted from the TDP were the following:

- 1) Maintain existing service levels
- 2) Increase evening service

- 3) Add routes
- 4) Provide Sunday service
- 5) Increase service frequency

Furthermore, the TDP found that while ridership levels had increased over the years, operating hours and mileage had not grown consistently. The TDP concluded that JAC would need to secure additional non-federal and/or local funding in order to successfully implement transit service expansions.

State of Nevada Coordinated Public Transit—Human Services Transportation Plan (2011)

The most recent state Coordinated Human Services and Transportation Planning (CHSTP), prepared by Fehr and Peers, focused on the transportation needs of individuals with disabilities, older adults and people with limited incomes throughout the State of Nevada. The plan provided an overview of the demographics, public involvement process, existing services and potential strategies to address human service transportation needs in Nevada. The following statewide service needs were identified with corresponding recommended strategies to meet those needs.

- Increased funding
 - Streamline grant approval procedures
 - Aid in joint multi-provider purchase agreements to reduce costs
- Coordination of planning and services
 - Undertake coordinated planning on a regional basis with area providers
 - Facilitate regional working groups to leverage assets and promote intercity collaboration
 - Offer an annual meeting with providers throughout Nevada and NDOT
 - Maintain a central transit website and assist in the creation of provider websites where appropriate
 - Develop a database of service providers
 - Provide user-friendly transit maps showing route connectivity
 - Pursue cross state line coordination where applicable
- Apply technology to improve service
 - Support joint-use technological investment by multiple providers
 - Expand the use of GPS and GIS technology
 - Identify and distribute “best practice” technology information
 - Explore the feasibility of using smart card media to improve fare and user data collection for larger transit systems
- Improve service provider capabilities
 - Provide standardized driver training
 - Provide administrator management and planning training
 - Develop an informational database/library as a resource for service providers
- Increase intercity bus service
 - Prioritize intercity bus service needs; focus on key routes to major destinations
 - Explore and initiate service options in cooperation with service providers
 - Review timetables to promote cross-provider transit connections

Carson City Unified Pathways Master Plan (2018)

This document, adopted in 2006 and revised in 2018, provides a comprehensive plan for improvements of non-motorized facilities throughout Carson City. As access to bus stops by pedestrians and bicyclists is vital to the effectiveness of a public transit system, this document will be used in the consideration of future bus stop locations as well as regarding improvements in access to existing stops.

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INTRODUCTION

Public transportation is an important service in and around Carson City. Transit services provide mobility to residents, including access to important educational, medical, recreational, social and economic services. In addition to being important to residential quality of life in Carson City and beyond, public transit services assist in supporting educational programs, public and private employers and social service programs throughout the region.

STUDY AREA

The study area for this plan encompasses the entire CAMPO region. As shown in Figure 1, this area includes Carson City, a portion of nearby northern Douglas County, as well as a portion of nearby western Lyon County (including Dayton). Carson City, officially the Consolidated Municipality of Carson City, is an independent city and the capital of the state of Nevada. The area is located 32 miles south of Reno and 15 miles north of Minden. The area is characterized by the Sierra Nevada on the west and the Carson River Valley. Primary access consists of US Route 50 (US 50) for travel west to Lake Tahoe and east to Fallon, and US Highway 395 for travel north to Reno and south to Gardnerville and Minden.

CAMPO is a federally recognized metropolitan planning organization that formed on February 26, 2003. Creation of the MPO was required after the Carson City urbanized area exceeded a population of 50,000 residents in the 2000 US census. CAMPO is the designated local decision-making body responsible for carrying out the metropolitan transportation planning process for the Carson City urbanized area.

POPULATION

Population Trends: Historic and Projected Population

According to the US Census Bureau's American Community Survey, the 2017 population for the Carson City was 54,219 persons. This represents a decrease of approximately 1,055 persons, or 2 percent, since the 2010 US Census. However, based on the most recent Nevada State Demographer estimates, the current population has grown to 56,417 over the past two years and is anticipated to continue growing to 62,108 (10 percent) by 2039. A smaller population increase of 4 percent is expected within Douglas County over the next 20 years, while Lyon County's population is expected to remain essentially unchanged (a 1 percent decline). Table 1 illustrates historic, current and projected population rates over time as well as regional predictions through 2040.

Transit Dependent Populations

A review of current population and demographic characteristics is presented in Table 2 and the discussion below. Data is provided for each of the population subsets that are considered to be "transit-dependent." In other words, these groups tend to rely more frequently on public transportation for their mobility needs based on age, income status or lack of private vehicles available to them. Understanding the population trends, as well as where within the Carson City and greater CAMPO region these persons are located, can help better define transit needs and determine if the transit

program is serving these groups. Table 2 includes US Census data organized by census tracts within the CAMPO region.

Youth (5 to 17 years old)

According to the *2013-2017 American Community Survey*, 15.3 percent of the census tract study area population was identified as youth. For the purposes of this study, the youth population is defined as persons who are between 5 and 17 years of age. The total CAMPO region totals (rather than by census tract) show a youth population of 12,343, which is 15 percent of the total population. The highest youth concentrations, as shown in Figure 2, are located within Carson City Census Tracts 10.01, 6 and 5.01; Douglas County Census Tract 20; and Lyon County Census Tract 9603.1. In general, these reflect concentrations of youths in central Carson City as well as in the Dayton area.

Senior (65 and Over)

Another important group to consider for transit services is the senior population, defined as persons age 65 and older. According to the *2013-2017 American Community Survey*, the total CAMPO region totals (rather than by census tract) show a senior population of 16,846, which is 20.4 percent of the total population. The highest concentrations of senior persons are shown in Figure 3. These higher populations are located in western Carson City, northern Douglas County and the Dayton area.

Low-Income

Low-income persons are defined by poverty status reported to the US Census, which are persons living below or at the poverty line over the last 12 months. According to the *2013-2017 American Community Survey*, data by Carson City Census Tract indicates that approximately 14.2 percent of the population is considered low income. This figure is consistent with the 2010 U.S. Census population (14 percent). The areas within the Carson City with the highest concentrations include Census Tracts 5.02, 6, 9 and 10.01, focusing on the central area east of Carson Street. Approximately 13.1 percent of people living within the CAMPO region are considered low-income. This information is presented in Figure 4.

Disabled

Data for mobility-limited persons from the *2013-2017 American Community Survey* is shown in Figure 5. Approximately 12,197 persons in Carson City, or 22.5 percent, have a disability that limits a person's mobility and potential to use public transportation. In Lyon County 3,702 people (21.5 percent) have a disability, followed by Douglas County at 1,832 people (14.8 percent). Relatively high numbers of persons with disabilities live in central Carson City and in the Dayton area. This is an increase of 9.2 percent from the *2008-2012 American Community Survey*.

Zero Vehicle Households

Households that do not have a vehicle available for use typically are more reliant on public transportation, as there are no other options available besides getting a ride with a friend or family member. As shown in Table 2, roughly 5.2 percent of the households in the CAMPO study area do not have a vehicle available. As shown in Figure 6, the highest concentrations of zero vehicle households are located in Carson City Census Tracts 1, 5.01 and 5.02 (the central portion of Carson City on both sides of Carson Street), along with the Dayton area.

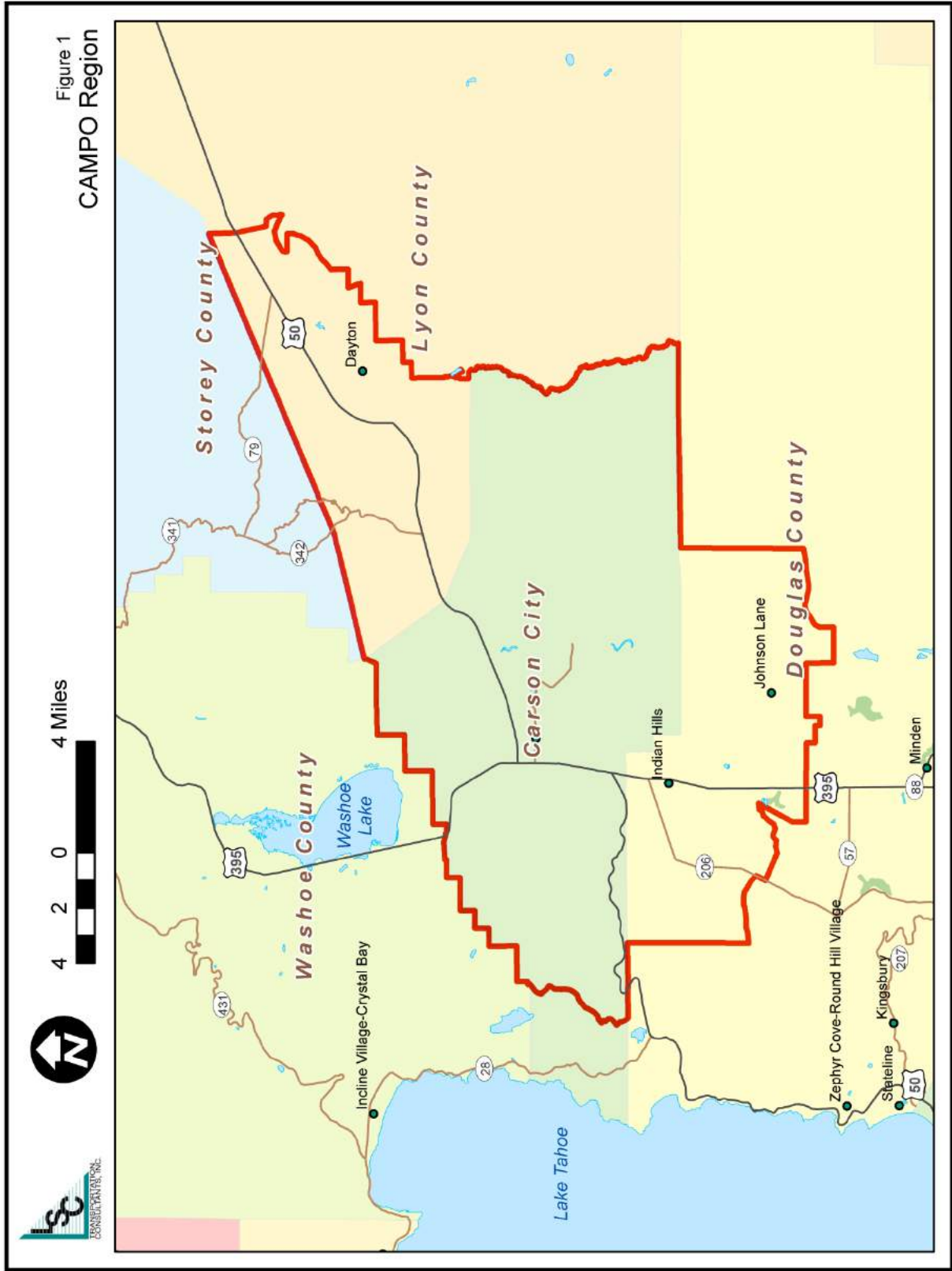


Figure 1
CAMPO Region

TABLE 1: Historic and Projected Populations

	Historic					Current	Projected	
	1970	1980	1990	2000	2010	2019	2029	2039
Carson City	15,468	32,022	40,443	52,457	55,274	56,417	57,382	62,108
<i>Annual Percent Growth</i>	--	7.5%	2.4%	2.6%	0.5%	0.2%	0.2%	0.8%
<i>Growth Over Previous Period</i>	--	107%	26%	30%	5%	2%	2%	8%
Douglas County	6,882	19,421	27,637	41,259	46,997	51,474	53,523	53,439
<i>Annual Percent Growth</i>	--	10.9%	3.6%	4.1%	1.3%	0.9%	0.4%	0.0%
<i>Growth Over Previous Period</i>	--	182%	42%	49%	14%	10%	4%	0%
Lyon County	8,221	13,594	20,001	34,501	51,980	56,054	55,815	55,556
<i>Annual Percent Growth</i>	--	5.2%	3.9%	5.6%	4.2%	0.8%	0.0%	0.0%
<i>Growth Over Previous Period</i>	--	65%	47%	72%	51%	8%	0%	0%
State of Nevada	488,738	800,493	1,201,833	1,998,257	2,700,551	3,115,609	3,372,145	--
<i>Annual Percent Growth</i>	--	5.1%	4.1%	5.2%	3.1%	1.4%	0.8%	--
<i>Growth Over Previous Period</i>	--	64%	50%	66%	35%	15%	8%	--

Source: US Census Bureau and ASRHO Estimates and Projections Summary, State of Nevada Demographer, 2018

TABLE 2: CAMPO Demographic Characteristics by Census Tract

Census Tracts	Total Population	Youth (5-17 Yrs)		Senior (65 & Over)		Low Income		Disabled		Zero Vehicle Households		
		#	% of Census Tract	#	% of Census Tract	#	% of Census Tract	#	% of Census Tract	Total Households	% of Households	
Carson City												
1	3,015	387	12.8%	686	22.8%	306	10.1%	656	21.8%	1,483	215	14.5%
2	3,451	560	16.2%	890	25.8%	421	12.2%	750	21.7%	1,603	106	6.6%
3	3,708	387	10.4%	1,215	32.8%	240	6.5%	576	15.5%	1,653	42	2.5%
4	3,653	650	17.8%	706	19.3%	504	13.8%	750	20.5%	1,640	88	5.4%
5.01	6,027	1,087	18.0%	684	11.3%	1,075	17.8%	1,464	24.3%	2,541	266	10.5%
5.02	3,512	364	10.4%	755	21.5%	729	20.8%	952	27.1%	1,666	343	20.6%
6	6,529	1,313	20.1%	882	13.5%	1,361	20.8%	1,845	28.3%	2,302	141	6.1%
7.01	3,718	569	15.3%	776	20.9%	505	13.6%	873	23.5%	1,561	69	4.4%
7.02	3,268	459	14.0%	637	19.5%	141	4.3%	804	24.6%	1,404	31	2.2%
8	4,413	439	9.9%	922	20.9%	313	7.1%	706	16.0%	1,127	58	5.1%
9	5,142	700	13.6%	1,284	25.0%	981	19.1%	1,531	29.8%	2,155	29	1.3%
10.01	4,140	880	21.3%	334	8.1%	822	19.9%	897	21.7%	1,587	107	6.7%
10.02	3,643	525	14.4%	728	20.0%	300	8.2%	393	10.8%	1,436	18	1.3%
<i>Subtotal</i>	54,219	8,320	15.3%	10,499	19.4%	7,698	14.2%	12,197	22.5%	22,158	1,513	6.8%
Douglas County Within CAMPO												
19	405	63	15.6%	141	34.8%	11	2.6%	31.2	7.7%	158	0	0.0%
20	3,367	594	17.6%	576	17.1%	460	13.7%	567	16.8%	1,317	32	2.4%
21	2,179	249	11.4%	511	23.5%	98	4.5%	227	10.4%	869	25	2.9%
22	6,389	780	12.2%	1,988	31.1%	287	4.5%	1,007	15.8%	2,688	29	1.1%
<i>Subtotal</i>	12,340	1,686	13.7%	3,216	26.1%	856	6.9%	1,832	14.8%	5,032	86	1.7%
Lyon County Within CAMPO												
9603.1	1,689	289	17.1%	386	22.9%	455	26.9%	423	25.0%	721	28	3.9%
9603.2	9,678	1,524	15.7%	1,527	15.8%	1,354	14.0%	2,022	20.9%	3,607	99	2.7%
9603.3	4,581	524	11.4%	1,218	26.6%	444	9.7%	1,257	27.4%	1,809	18	1.0%
<i>Subtotal</i>	15,948	2,337	14.7%	3,131	19.6%	2,253	14.1%	3,702	23.2%	6,137	145	2.4%
CAMPO Region Total	82,507	12,343	15.0%	16,846	20.4%	10,807	13.1%	17,731	21.5%	33,327	1,744	5.2%

Source: US Census 2013 - 2017 American Community Survey Estimates.

Figure 2
Youth Population (5 to 17 Years Old)

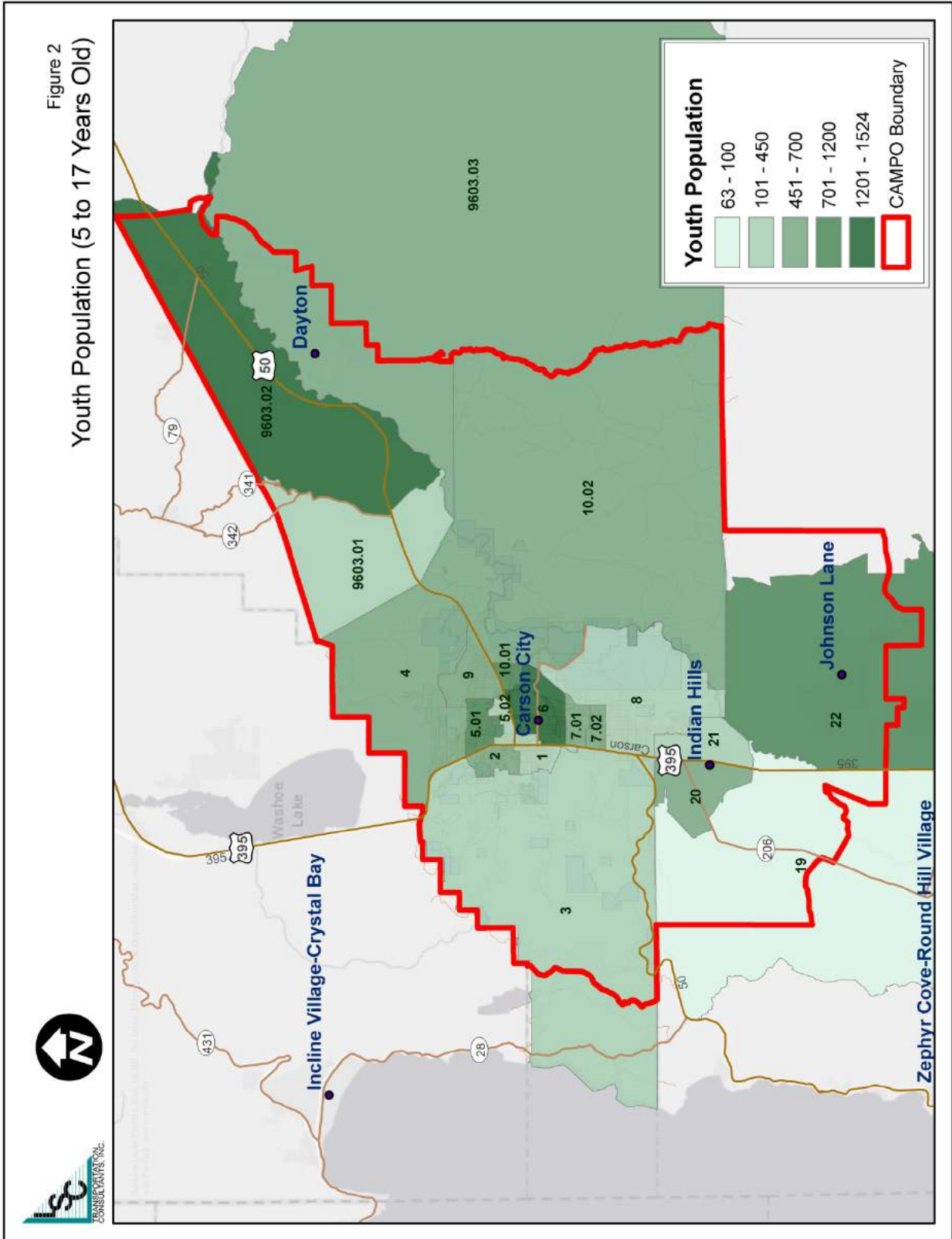
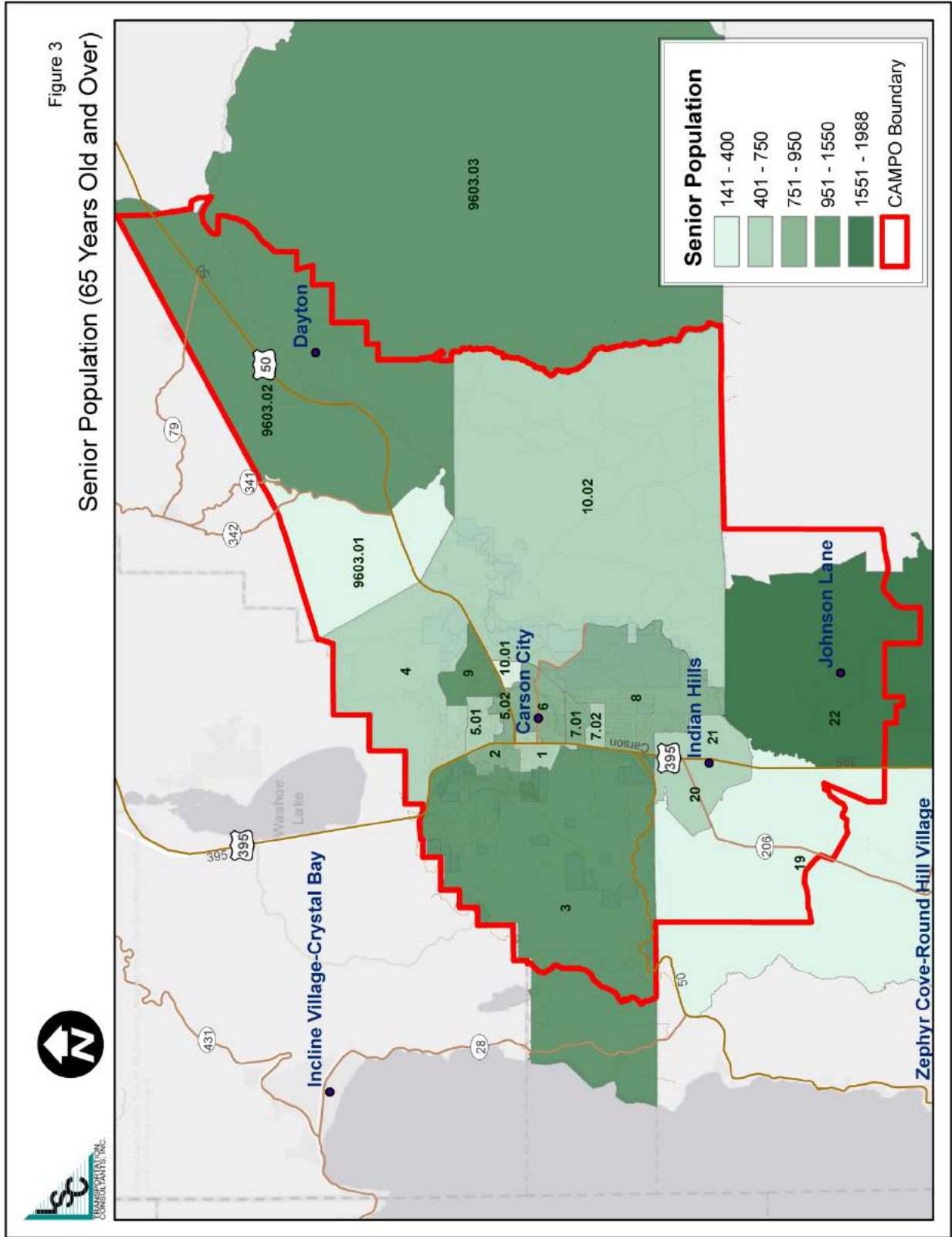
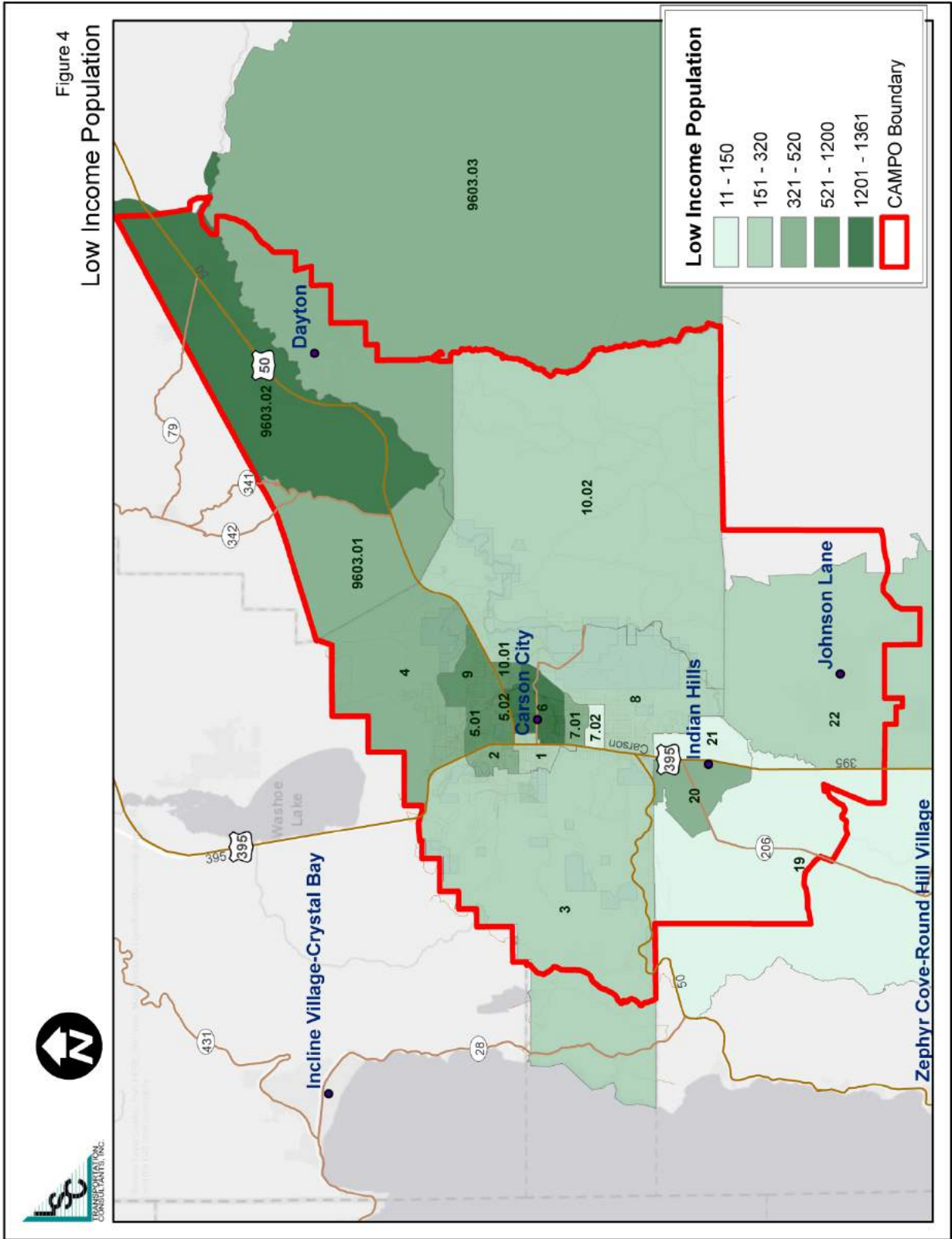
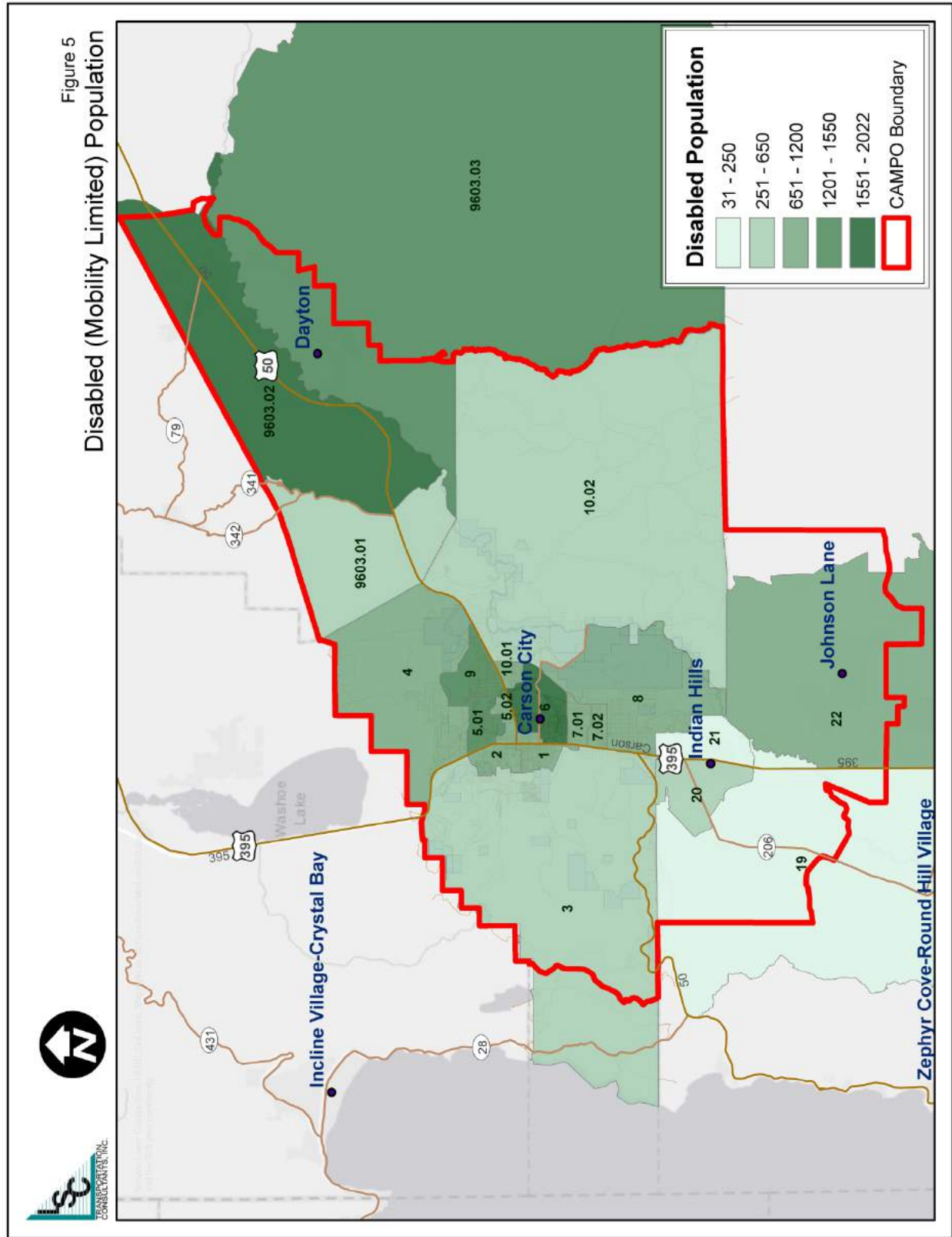


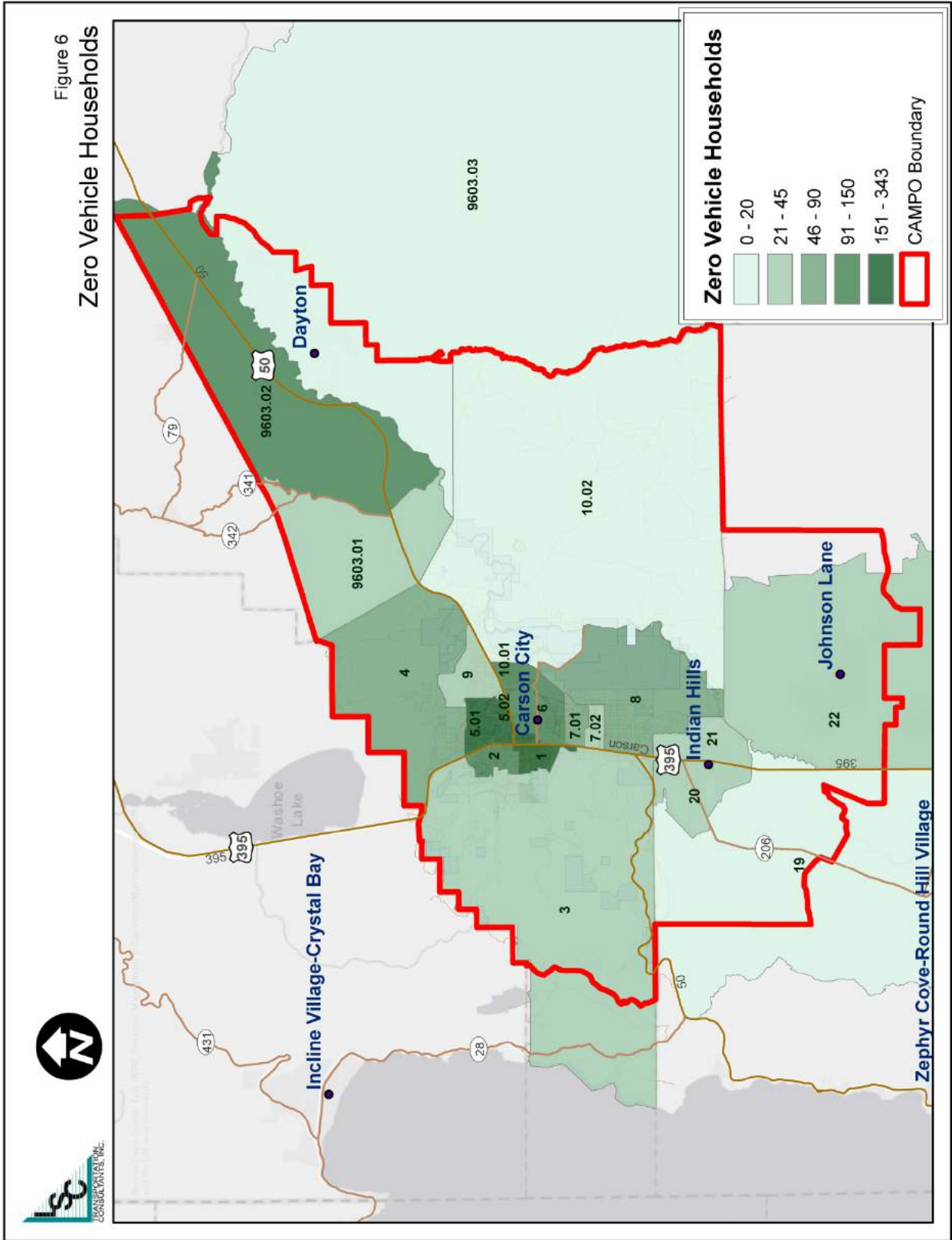
Figure 3

Senior Population (65 Years Old and Over)









EMPLOYMENT

According to the 2013-2017 American Community Survey, the overall unemployment rate for the Carson City is approximately 7.7 percent, followed by Lyon County at 7.6 percent and Douglas County at 5.7 percent as shown in Table 3. While Carson City's cumulative unemployment rate is lower than the state of Nevada (8 percent), Census Tracts 9 and 10.01 experience the highest concentrations of unemployment in CAMPO at 18.8 percent and 11.7 percent, respectively. Consequently, both tracts are characterized as having the highest percentage of low-income residents. These unemployment rates are closely followed by Douglas County Census Tracts 19 (11.4 percent) and 20 (12.1 percent).

Census Tract	Population		Unemployment Rate	Population Not in Labor Force	
	In Labor Force	Population Employed			Population Unemployed
Carson City					
1	1,472	1,362	110	7.5%	1,543
2	1,557	1,518	39	2.5%	1,894
3	1,695	1,539	156	9.2%	2,013
4	1,743	1,624	119	6.8%	1,910
5.01	3,248	3,053	195	6.0%	2,779
5.02	1,651	1,524	127	7.7%	1,861
6	3,005	2,861	144	4.8%	3,524
7.01	2,058	1,951	107	5.2%	1,660
7.02	1,863	1,727	136	7.3%	1,405
8	1,462	1,335	127	8.7%	2,951
9	2,358	1,915	443	18.8%	2,784
10.01	2,314	2,043	271	11.7%	1,826
10.02	1,967	1,902	65	3.3%	1,676
<i>Subtotal</i>	<i>26,393</i>	<i>24,354</i>	<i>2,039</i>	<i>7.7%</i>	<i>27,826</i>
Douglas County Within CAMPO					
19	322	285	37	11.4%	83
20	2,693	2,367	326	12.1%	674
21	1,832	1,773	59	3.2%	347
22	5,538	5,372	166	3.0%	851
<i>Subtotal</i>	<i>10,385</i>	<i>9,798</i>	<i>587</i>	<i>5.7%</i>	<i>1,955</i>
Lyon County Within CAMPO					
9603.1	1,358	1,237	121	8.9%	331
9603.2	7,672	6,989	683	8.9%	2,006
9603.3	3,828	3,487	341	8.9%	753
<i>Subtotal</i>	<i>12,858</i>	<i>11,714</i>	<i>1,144</i>	<i>8.9%</i>	<i>3,090</i>
CAMPO Region	49,636	45,865	3,771	7.6%	32,871
<i>Source: 2013- 2017 American Community Survey 5-Year Estimates</i>					

Commute Patterns

The following summarizes commute patterns gathered by the US Census 2015 Longitudinal Employer Household Dynamics (LEHD). It is important to consider that it also includes information for employees that do not necessarily report to work on a daily or consistent basis, and can include persons who have a

permanent resident in one location, but stay elsewhere during their work week. Nevertheless, it provides the best available picture of commuting patterns. The top portion of the table presents information about where residents of Carson City work, while the lower portion shows where people live that work within the Carson City.

Where Carson City Residents Work

As shown in Table 4, 51.6 percent of employed Carson City residents work within the county, followed by those working in Washoe County (23.3 percent), Douglas County (10.3 percent), Lyon County (4.8 percent) and Clark County (2.2 percent). Of this employed population, approximately 16.8 percent work within Reno. Only 4 percent of Carson City residents commute to Sparks, followed by Indian Hills (1.8 percent), Minden (1.4 percent) and Stateline (1.3 percent). This data indicates that many jobs are located close to where residents live, resulting in shorter commute trips and less need for long distance commute travel to other urban areas.

TABLE 4: Carson City Commute Pattern Data, 2015

Where Carson City Residents Commute to...					
County	Persons	% of Total	City/Town	Persons	% of Total
Carson City, NV	11,123	51.6%	Carson City, NV	11,123	51.6%
Washoe County, NV	5,027	23.3%	Reno, NV	3,614	16.8%
Douglas County, NV	2,216	10.3%	Sparks, NV	863	4.0%
Lyon County, NV	1,042	4.8%	Indian Hills, NV	379	1.8%
Clark County, NV	465	2.2%	Minden, NV	301	1.4%
El Dorado County, CA	206	1.0%	Stateline, NV	277	1.3%
Storey County, NV	167	0.8%	Incline Village, NV	272	1.3%
Placer County, CA	149	0.7%	Gardnerville, NV	211	1.0%
Churchill County, NV	109	0.5%	Paradise, NV	158	0.7%
Elko County, NV	96	0.4%	South Lake Tahoe, CA	154	0.7%
All Other Locations	953	4.4%	All Other Locations	4,201	19.5%
<i>Total Number of Jobs</i>	21,553	100%	<i>Total Number of Jobs</i>	21,553	100%

Where Carson City Employees Commute From...					
County	Persons	% of Total	City/Town	Persons	% of Total
Carson City, NV	11,123	44.7%	Carson City, NV	11,123	44.7%
Washoe County, NV	4,924	19.8%	Reno, NV	2,221	8.9%
Douglas County, NV	3,240	13.0%	Dayton, NV	1,387	5.6%
Lyon County, NV	3,116	12.5%	Sparks, NV	974	3.9%
Clark County, NV	536	2.2%	Indian Hills, NV	781	3.1%
Churchill County, NV	313	1.3%	Gardnerville Ranchos, NV	717	2.9%
Storey County, NV	143	0.6%	Johnson Lane, NV	678	2.7%
Humboldt County, NV	118	0.5%	Gardnerville, NV	361	1.5%
El Dorado County, CA	97	0.4%	Fernley, NV	252	1.0%
Nevada County, CA	94	0.4%	Minden, NV	198	0.8%
All Other Locations	1,171	4.7%	All Other Locations	6,183	24.9%
<i>Total Number of Workers</i>	24,875	100%	<i>Total Number of Workers</i>	24,875	100%

Source: US Census LEHD Database, 2015

Where Persons Employed in Carson City Live

Most workers in Carson City (44.7 percent) live in Carson City, followed by those commuting in from Washoe County (19.8 percent), Douglas County (13 percent) and Lyon County (12.5 percent). Of those commuting to Carson City from outside the city, 8.9 percent are commuting from Reno, followed by Dayton (5.6 percent), Sparks (3.9 percent) and Indian Hills (3.1 percent).

In comparing these commute patterns, approximately 2,629 more workers are commuting into Carson City from neighboring counties for employment than those living and working within Carson City. It is also worth noting that more Carson City residents are commuting to Reno (a net northbound flow of 1,393 persons) for work than those commuting from Reno to Carson City. While 5.6 percent of those commuting to Carson City are coming from Dayton, only 0.6 percent of Carson City employees are commuting to Dayton.

MAJOR TRANSIT ACTIVITY CENTERS

Major activity centers typically include large commercial retail areas, public and private educational institutions, medical centers, government facilities and consolidated residential areas. Activity centers within the Carson City and CAMPO region that are most likely to generate trips (and potential transit ridership) are summarized below and shown in Figures 7 through 11. Similar maps for social service activity centers are provided in Chapter 6.

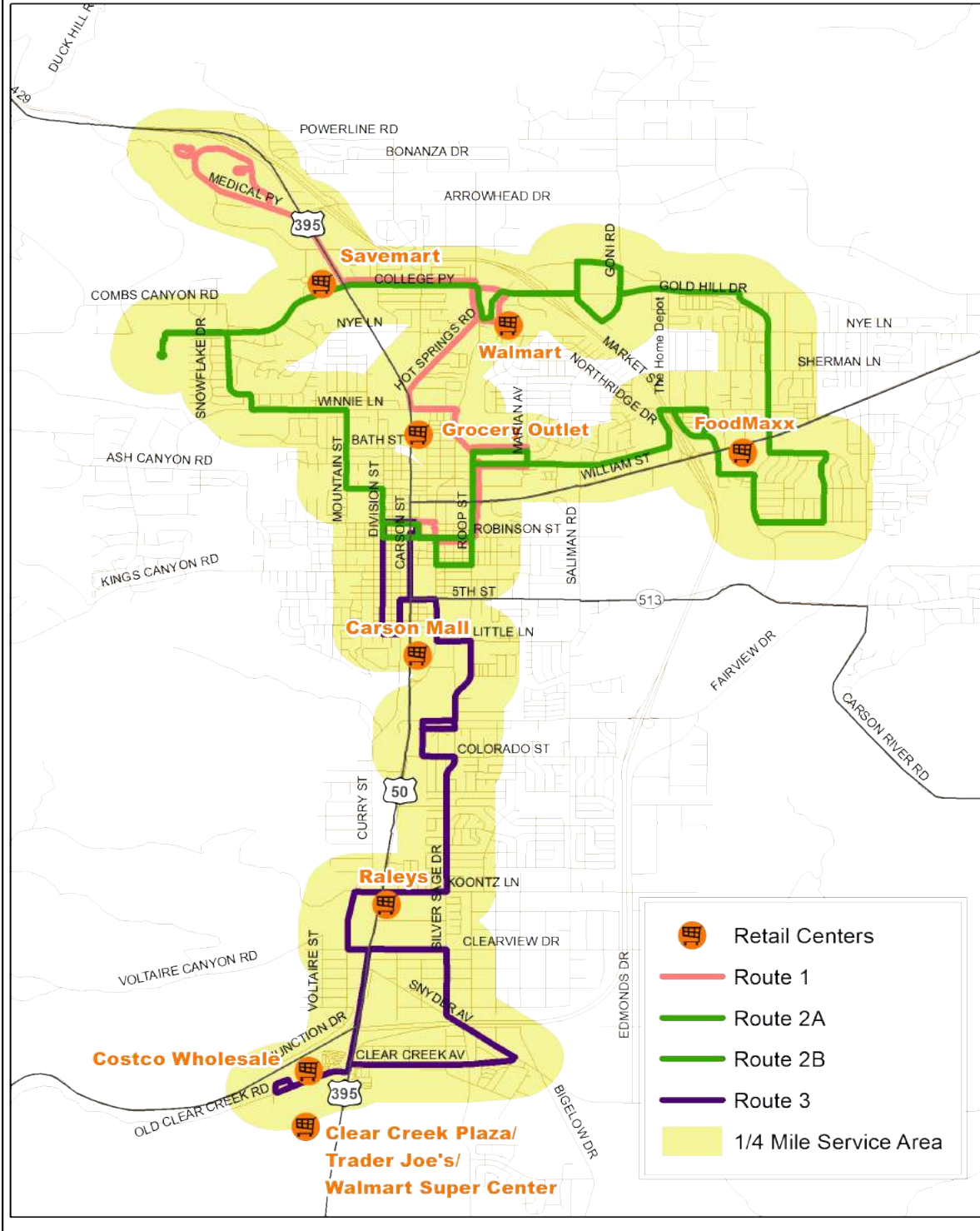
Commercial Retail

Carson City and the CAMPO region have several concentrated retail areas located along major commercial roads such as Carson Street/US 395, College Parkway, and North Roop Street. Major commercial retail stores are listed below and shown in Figure 7.

- Walmart Supercenter—3200 Marketplace Street
- Clear Creek Plaza (Trader Joe's and Walmart Supercenter)—3790 US 395
- The Home Depot—3185 Marketplace Street
- Savemart—3620 North Carson Street
- Costco Wholesale—700 Old Clear Creek Road
- FoodMaxx—3325 US 50
- Grocery Outlet Bargain Market—1831 North Carson
- Raley's—3701 South Carson Street
- Carson Mall—1227 South Carson Street



Figure 7
Retail Centers



Educational Institutions

Carson City Unified School District

The Carson City Unified School District offers public education to approximately 7,680 students throughout Carson City (Figure 8). The district includes six elementary schools, two middle schools, one alternative high school, and one comprehensive high school.

- Elementary, Middle and High Schools include:
 - *Carson High School*—1111 North Saliman Road (2,210 students)
 - *Pioneer High*—202 East Corbett Street (161 students)
 - *Carson Middle School*—1140 West King Street (1,210 students)
 - *Eagle Valley Middle School*—4151 East Fifth Street (679 students)
 - *Bordewich Elementary*—110 South Thompson Street (634 students)
 - *Empire Elementary*—1260 Monte Rosa Drive (503 students)
 - *Fremont Elementary*—1511 Firebox Road (505 students)
 - *Fritsch Elementary*—504 Bath Street (543 students)
 - *Mark Twain Elementary*—2111 Carriage Crest Drive (581 students)
 - *Seeliger Elementary*—2800 South Saliman Road (584 students)
 - *Adult/Prison Education*—275 East Park Street, Building E
 - *Carson City School Administration Offices*—1402 West King Street

- Private Schools
 - *Bethlehem Lutheran School* offers K-8 grades and is located at 1837 Mountain Street. There are approximately 150 students currently enrolled.
 - *St. Teresa of Avila Catholic School* offers preschool through 8th grade and is located on 567 Richmond Avenue.

Western Nevada College

Western Nevada College has campuses in five major western Nevada cities that include the Carson City campus located at 2201 West College Parkway. Of the 8,000 students currently enrolled in Western Nevada College for Fall 2018 semester, 875 students attend the Carson City campus full-time.

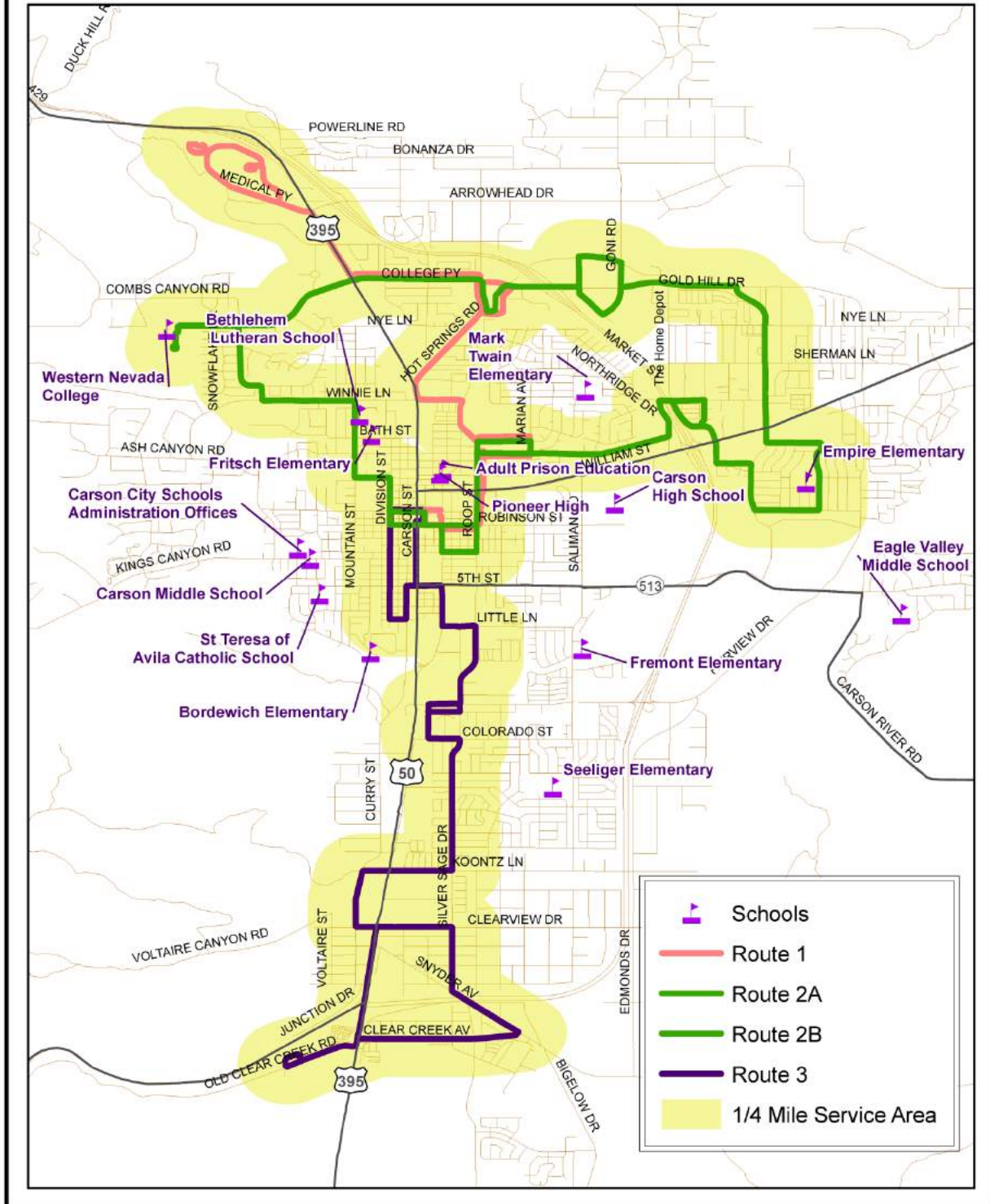
Medical Centers

Carson Tahoe Regional Medical Center is located at 1600 Medical Parkway and is a part of Carson Tahoe Health. It is one of the larger medical centers in the northwest portion of Carson City. Other surrounding services within this medical development include Carson Tahoe Cancer Center, Carson Tahoe Sierra Surgery and the Merriner Cottages. Other major medical facilities are described below and shown in Figure 9.



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Figure 8
Public and Private Schools

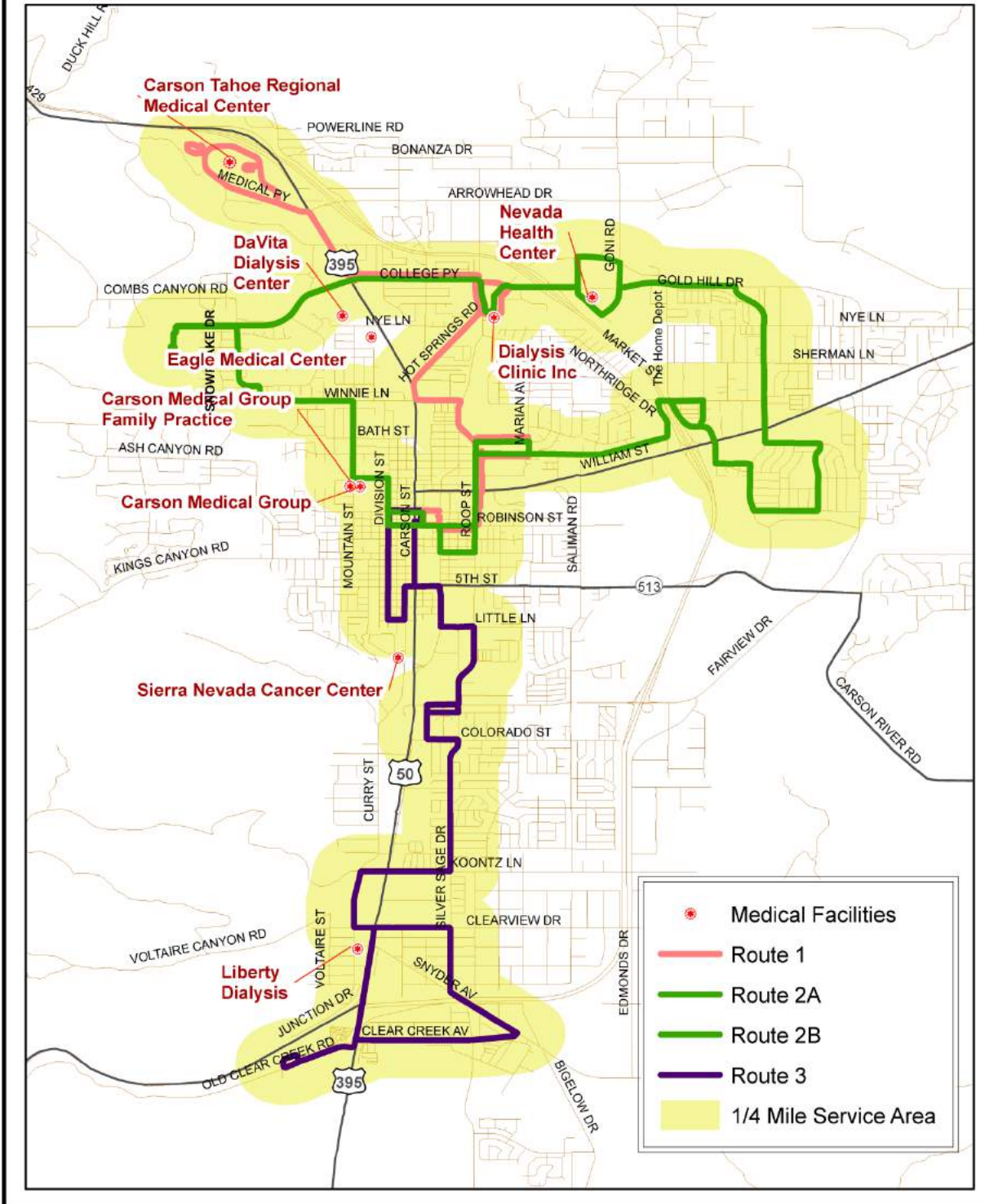




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Figure 9
Medical Facilities



- Carson Tahoe Specialty Medical Center—775 Fleischmann Way
- Sierra Nevada Cancer Center—1460 South Curry Street, Suite 100
- Dialysis Clinic Inc—778 Basque Way
- DaVita Carson City Dialysis Center—3246 North Carson Street, Suite 110
- Liberty Dialysis—4500 South Carson Street
- Eagle Medical Center—2874 North Carson Street
- Carson Medical Group Family Practice—1200 Mountain Street
- Nevada Health Centers—3325 Research Way

Government Facilities

The following is a list of State and local government buildings within Carson City (Figure 10). Additional social service-related government agencies are discussed in Chapter 6.

- Nevada State Prison—3301 East 5th Street
- NDOT—1263 South Stewart Street
- Nevada State Capitol Building—101 North Carson Street
- Governor’s Office—101 North Carson Street
- Carson City Sheriff’s Office—911 East Musser Street
- Carson City Federal Building—705 North Plaza Street
- Carson City Public Works Department—3505 Butti Way
- Carson City Hall—201 North Carson Street
- Carson City Airport—2600 East College Parkway
- Carson City DMV—555 Wright Way
- Carson City Justice Court—885 East Musser Street
- Carson City Community Center—851 East William Street

MAJOR DEVELOPMENT

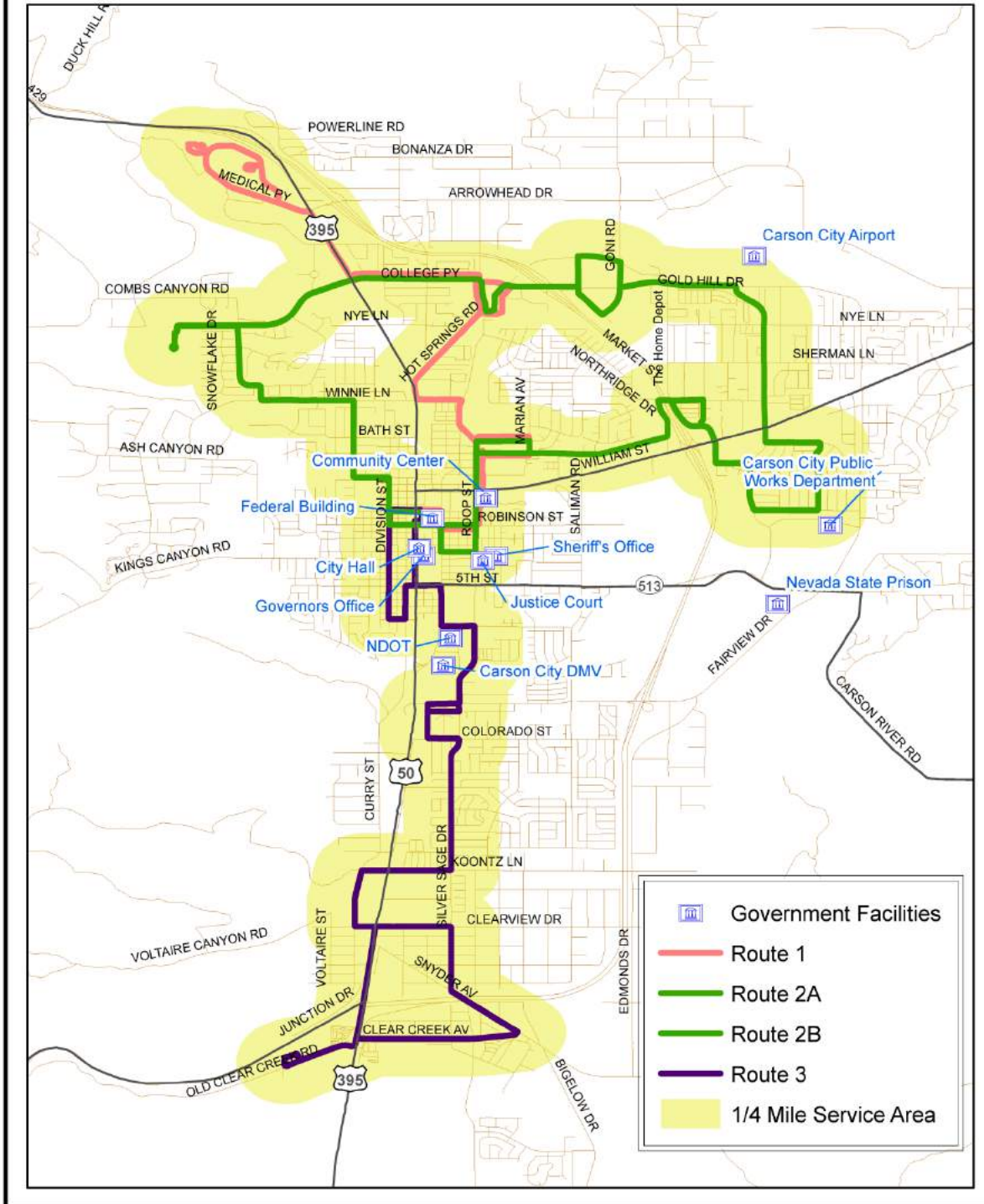
Major residential and commercial development is expected within the CAMPO region over the next decade. The following developments have either been recently constructed, entitled, and/or issued a building permit. These developments are all shown in Figure 11.

- | | |
|--------------------------------------|--------------------------|
| • Carson Hills Apartments | • Edmonds Townhomes |
| • Clearview Ridge | • Lompa Phase 1 & 2 |
| • 4530 & 4580 Cochise Street | • RD Lompa Apartments |
| • My Place Hotel | • Arbor Villas Townhomes |
| • Lompa Ranch & Railroad Development | • Vintage |
| • Lakeview | • Quail Run |
| • Timberline | • Jackson Village |
| • Silver Oak | • Ross Park |
| • Villas Apartments | • Schulz Ranch |
| • Mills Landing Townhomes | • Schulz |



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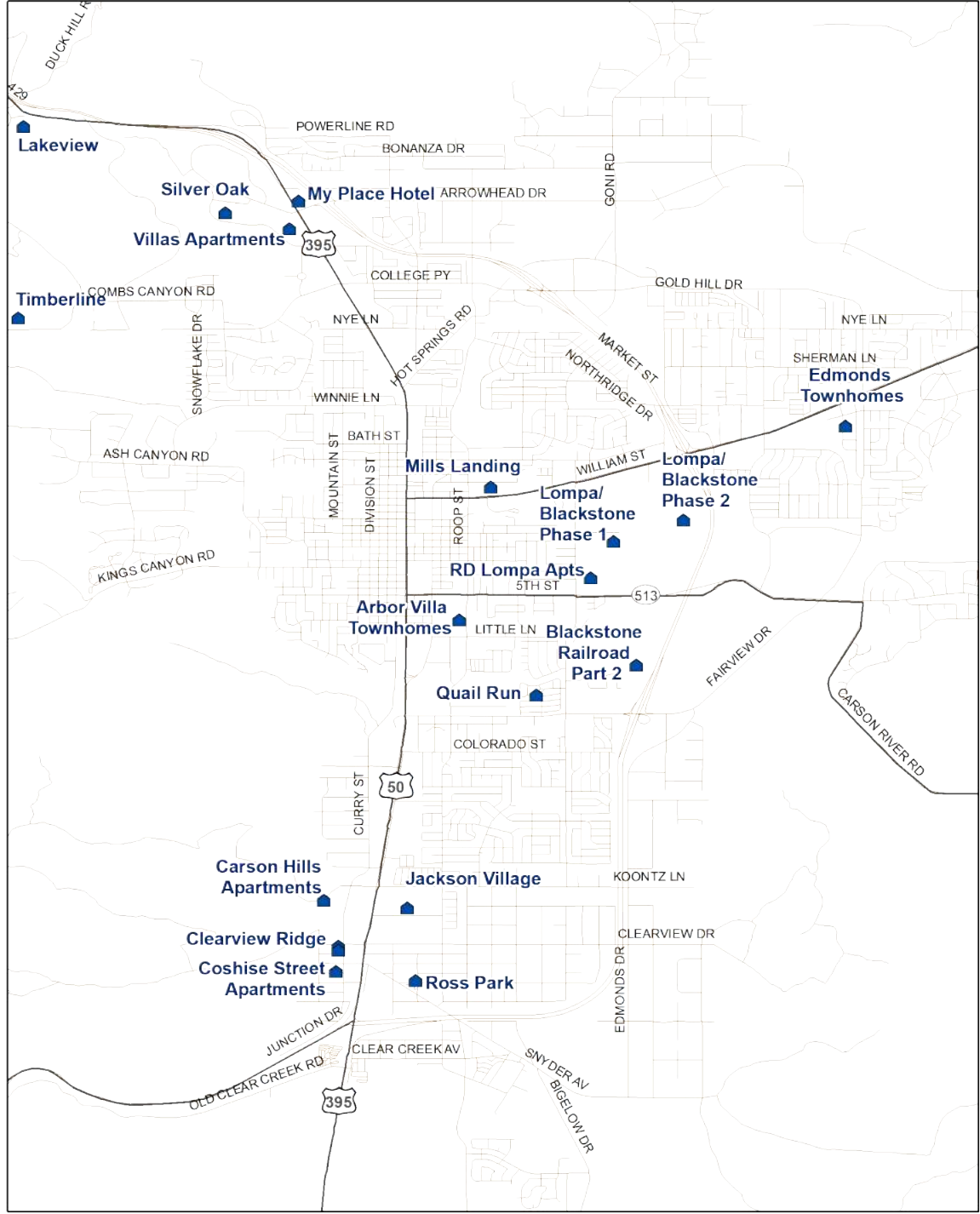
Figure 10
Government Facilities





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Figure 11
Planned Developments



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Evaluation of Current Transportation Services

INTRODUCTION

Following the consolidation of Ormsby County and Carson City in 1969, Carson City implemented a council-manager form of government with a council (board of supervisors) serving as a governing body. Nearly 30 years later, the Carson City urbanized area exceeded a population of 50,000 residents, thus requiring the formation of a Metropolitan Planning Organization. CAMPO formed in 2003 and became the designated regional decision-making body responsible for carrying out the metropolitan transportation planning process for the Carson City urbanized area.

In response to the 2005 *CAMPO Short-Range Transit Plan*, the Jump Around Carson (JAC) transit program was initiated. Operation of the fixed route and demand response/ADA paratransit services is overseen by the RTC and carried out through a contractor (MV Transportation). Maintenance, fueling and overall administrative services are provided by the Carson City Public Works Department and CAMPO.

GOVERNANCE

Carson City

The board of supervisors consists of four publicly-elected officials and the mayor. The board of supervisors then hires a city manager to carry out the policies it establishes. All of the members of the board serve 4-year staggered terms. The mayor and supervisors from Ward 2 and Ward 4 are elected during the Presidential election years. The supervisors from Ward 1 and Ward 3 are elected during off-Presidential election years.

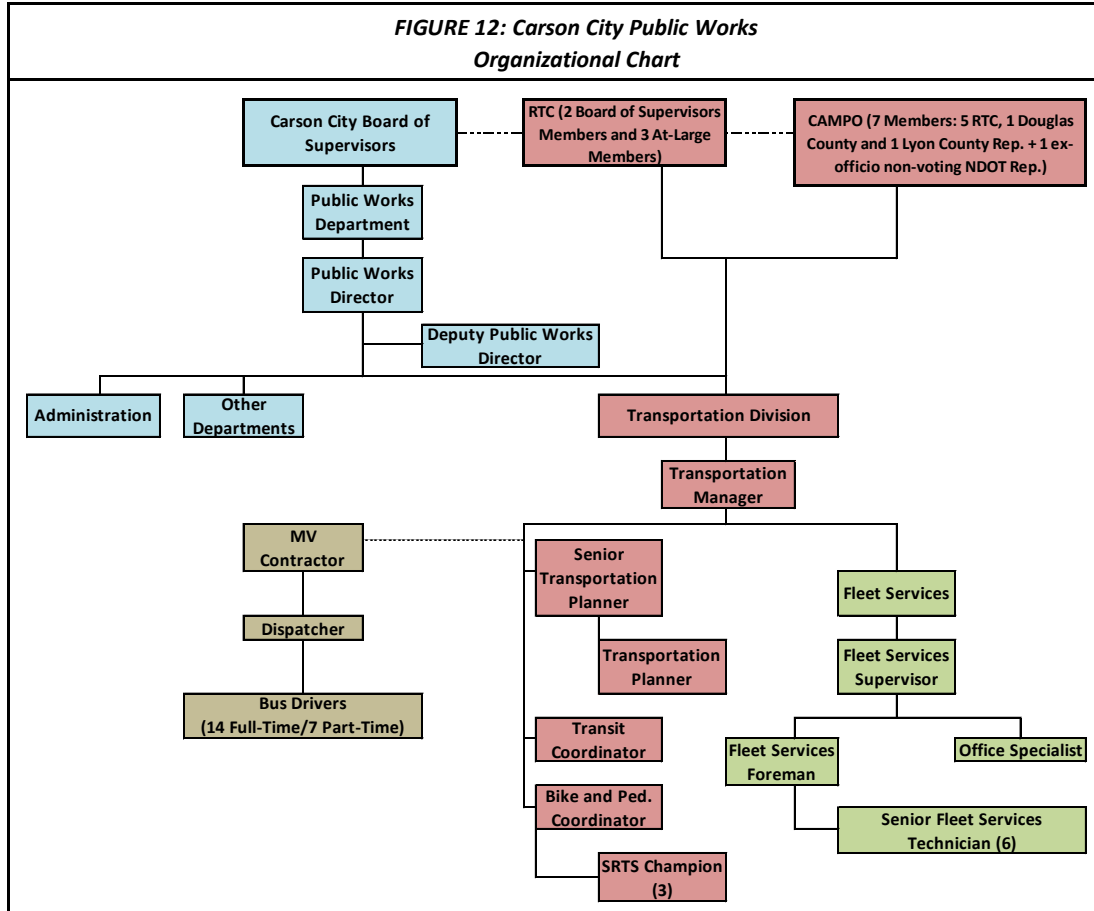
The mayor is chairman of, and presides over, all board meetings. The board approves the budget, determines tax rates and focuses on the community's goals, major projects, capital financing and strategic planning, land use development, growth management, master plans and contractual agreements.

Carson City Regional Transportation Commission and Carson City Public Works Department

The Carson City Public Works Department is made up of many divisions, including the Operations divisions of Streets, Water, Sewer, Storm Water, Wastewater, Environmental, Landfill and Utility Billing. The Transportation Division, which includes Transportation Planning, Transportation Improvement Project Coordination and JAC Transit, is overseen by both RTC and CAMPO.

The Carson City Public Works Department employees provide staffing for RTC. The Transportation Manager is also the principal staff person responsible for administration of all CAMPO activities. The transportation planners primarily prepare federally-required CAMPO planning documents and are responsible for completing CAMPO's Unified Planning Work Program. The transit coordinator is responsible for verifying and applying for FTA and FHWA funds and is the primary contact person for duties related to CAMPO's role as the Designated Recipient and Grantee.

The RTC is comprised of two (2) seats filled by the board of supervisors and three (3) at-large seats. The RTC establishes priorities and recommends appropriate funding for transportation improvement projects within Carson City. The RTC meets the second Wednesday of every month in the Sierra Room of the Carson City Community Center. Figure 12 provides a brief overview of government organization.



CAMPO

CAMPO is governed by a seven (7)-member board consisting of the five (5) members of the Carson City Regional Transportation Commission (RTC), one (1) member representing Douglas County and one (1) member representing Lyon County. A representative from the Nevada Department of Transportation (NDOT) sits on the board serving as an ex officio, non-voting member. Through an agreement, Carson City provides the staffing necessary to execute the daily functions and responsibilities of the MPO.

The primary responsibility of CAMPO is to ensure existing and future expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive (3-C) planning process. CAMPO does not own nor operate the transportation systems they serve; rather, it serves in the overall coordination and consensus-building role in planning and programming funds for projects and operations.

Among other state and federal requirements, CAMPO is required to develop a regional transportation plan (RTP) with a minimum 20-year planning horizon and a transportation improvement program (TIP) with a four-year horizon.

EXISTING SERVICES

The JAC system is managed by Carson City Public Works staff, and is managed by the Transportation Manager and Transit Coordinator. The city (functioning as the RTC) contracts with a private firm (currently MV Transportation, Inc.) to operate these services with private employees, while remaining under the direct supervision of the RTC. The RTC is responsible for overall policy development, budgeting, fleet procurement, major fleet maintenance and contract oversight. MV is responsible for the day-to-day operations of the service, including: client registration; hiring, training and supervising operations staff; trip booking; scheduling and dispatch; and vehicle operations. The MV employees enlisted to carry out the contract with JAC include a general manager, an operations manager, dispatchers and 21 drivers, of which seven are part-time employees. Trip routing and scheduling are accomplished with the use of scheduling software provided by the RTC, and maintenance is performed by employees of the Carson City Public Works Fleet Maintenance Division. Fuel is provided by the City outside of the MV contract.

The JAC transit services operated on behalf of Carson City includes four fixed routes—Route 1, 2A, 2B, and 3—and a demand response/ADA complementary paratransit service known as JAC Assist. These services are presented and evaluated in detail below.

JAC Fixed Routes

JAC hours of operation are Monday through Friday, 6:30 a.m. to 7:30 p.m. and Saturday 8:30 a.m. to 4:30 p.m. Each route operates on a 60-minute headway from the Downtown Transfer Plaza, which facilitates transfers to the entire service area. Below is a brief description of all four routes, which are also depicted in Figure 13.

- Route 1 serves the northwest portion of Carson City. After leaving the Downtown Transfer Station the bus serves the Carson City Senior Center, the Walmart shopping center, the public library and the community center before making its way up to the Carson Tahoe Medical Center.
- Routes 2A and 2B serve the center portion of Carson City, running both clockwise (Route 2A) and counterclockwise (Route 2B) on virtually identical paths. Major stops along these routes include Western Nevada Community College, Mental Health and Development Services, Child and Family Services, Sierra Nevada Health Center and the Boys and Girls Club.
- Route 3 serves the southern portion of Carson City, running south towards Carson City Hall, Department of Motor Vehicles, NDOT, Costco and Fuji Park.

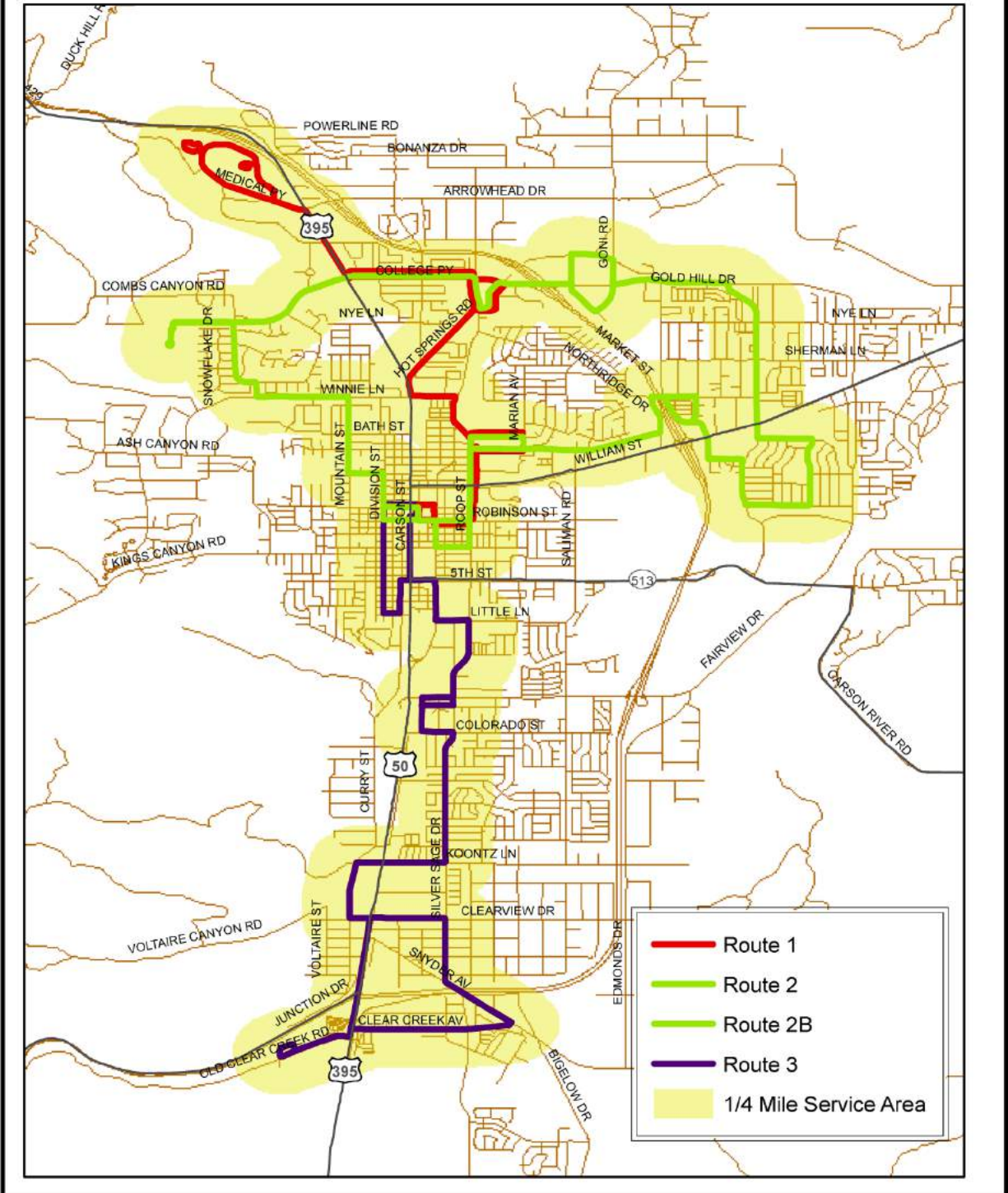
JAC Assist

JAC Assist provides complementary paratransit service in order to serve the travel needs of disabled individuals. The service is provided with smaller vehicles as an “origin to destination” service. JAC Assist



0.5 0.25 0 0.5 Miles

Figure 13
JAC Fixed Routes



buses operate during the same days and hours as the JAC fixed route service (6:30 AM to 7:24 PM). This service is provided to comply with regulations of the Americans with Disabilities Act (ADA) of 1990, which require each recipient of Federal funds operating a fixed route transit system to provide a complementary paratransit service for disabled individuals who are unable to use fixed route. Individuals who wish to be considered for JAC Assist must complete an application, have the information verified by a medical professional, and be certified by JAC as ADA paratransit eligible.

FARE STRUCTURE

JAC fixed route fares are \$1.00 for adults and \$0.50 for children ages 5 to 18, seniors (age 60 and older) and persons with disabilities. Children under age five ride free. In addition, senior passengers may enroll in a Senior Bus Pass Program that offers unlimited free rides on all regular fixed routes. Monthly passes are available for \$25.00/\$12.50, and a 10-ride pass is available for \$8.00/\$4.00.

JAC Assist fares are \$2.00 per one-way trip with an origin and destination within ¼ mile of any fixed route. As a matter of local policy, paratransit service is provided an additional ¼-mile (total of 1 mile from any fixed route) for a fare of \$4.00 per one-way trip with an origin or destination within this zone.

EXISTING FLEET AND FACILITIES

As shown in Table 5, the JAC transit program has a total of 15 vehicles in the fleet, including 7 designated for fixed route service and 8 which are used in either fixed route or demand responsive service. The demand response vehicles range from a seating capacity of 5 to 21 seats and one wheelchair position, although additional seats may be moved to accommodate up to three wheelchairs at a time. The fixed route vehicles range in capacity from 21 to 32 seats and have one or two wheelchair positions and a two-capacity bike rack. Vehicles are stored a 3770 Butti Way and maintained at fleet maintenance facility located at 3505 Butti Way.

TABLE 5: JAC Transit Revenue Fleet Inventory

Vehicle ID#	Year	Make	Model	Length	Seating		Odometer	Anticipated Replacement	Investment
					Capacity	Year		Priority Tier	
4005	2007	GMC	Uplander	17'	5	55,912	-	Low	
4229	2009	Starcraft	Allstar	24'	21	135,207	2020	High	
4230	2009	Starcraft	Allstar	24'	21	126,317	2020	High	
4237	2012	Arboc Mobility	Spirit of Mobility	21'	10	99,623	2022	Medium	
4238	2012	Arboc Mobility	Spirit of Mobility	21'	10	114,900	2022	Medium	
4239	2012	Arboc Mobility	Spirit of Mobility	21'	10	109,900	2022	Medium	
4241	2015	Arboc Mobility	Spirit of Mobility	24'	17	58,432	2023	Low	
4242	2015	Arboc Mobility	Spirit of Mobility	24'	17	66,846	2023	Low	
4233	2010	EDN (El Dorado National)	Passport	35'	31	245,898	2019	High	
4234	2010	EDN (El Dorado National)	Passport	35'	31	2,811,093	2019	High	
4236	2011	EDN (El Dorado National)	Passport	35'	31	143,618	2021	Medium	
4240	2013	EDN (El Dorado National)	Passport	35'	31	115,216	2021	Medium	
4243	2016	Arboc Mobility	Spirit Liberty	35'	32	77,589	2024	Low	
4244	2016	Arboc Mobility	Spirit Liberty	35'	32	77,048	2024	Low	
4245	2018	Arboc Mobility	Spirit Liberty	35'	32	39,384	2025	Low	

Source: CAMPO Transit Asset Management Plan (TAM), 2019-2022

Based on the age and mileage of the vehicles, all of the vehicles are due to reach the end of their expected life as defined by the Federal Transit Administration (FTA) during the plan period. Therefore, an aggressive capital replacement plan will be needed.

RIDERSHIP PATTERNS

As shown in Figures 14 and 15, ridership heat maps were generated for both the JAC fixed route and JAC Assist services. The stops that are most frequented are those in the downtown Federal plaza area, followed by the stops near College Parkway and Hot Springs Road.

TRANSIT RIDERSHIP TRENDS

Annual Ridership

Table 6 and Figure 16 show ridership trends by service for the past eight years. As shown, systemwide ridership has varied from a high of approximately 223,300 passengers in Fiscal Year (FY) 2017-18, to a low of 166,200 in FY 2010-11. Since 2012, annual ridership for the JAC fixed routes has grown overall to a 2017/18 figure of 195,160. Overall fixed route ridership has increased by 3 percent over the last five years, and 9 percent in the most recent year. Looking at these figures by route, overall ridership over the last five years has grown by 7 percent on Route 3, 6 percent on Route 2B and 4 percent on Route 2A, while falling by 3 percent on Route 1.

While the fixed route ridership has fluctuated, ridership on JAC Assist has been steadily increasing since a nominal drop in ridership of 2 percent during FY 2011-12. Overall, ridership has grown by 65 percent over the past five years, including 3 percent in the most recent year. As nationwide bus ridership has fallen 1.8 percent during 2018,¹ it should be noted that JAC Transit's overall modest growth comes at a time when many other public transit services have seen declines in ridership.

Ridership by Month

Table 7 and Figure 17 show ridership monthly trends by service for the past three fiscal years. As indicated, service on the JAC fixed route services typically peaks between May and October and is lowest in mid-winter. Ridership on the busiest month (August) is 22 percent above the least busy month (February). JAC Assist ridership rises between May and October, with the busiest month (August) 45 percent higher than the slowest month (February).

Ridership by Day of Week

Ridership data is tracked by weekdays and Saturday. The average ridership by route is shown in Table 8. As shown, Route 1 experiences the highest weekday average daily ridership (185 passengers) followed by Route 3 (180 passengers). Route 2B carries the lowest weekday ridership (144 passengers). Saturday ridership is highest for Route 1 followed by Route 2A. Average Saturday ridership on the fixed route is just over half that of the average weekday. In contrast, the average weekday JAC Assist ridership (104 passengers) is nearly eight times the average Saturday ridership (12.8 passengers).

¹ APTA: Public Transit Ridership Down in 2018, <https://www.smartcitiesdive.com/news/apta-public-transit-ridership-down-in-2018/552860/>, Accessed April 2019.

Figure 14
JAC Fixed Route Ridership Heatmap

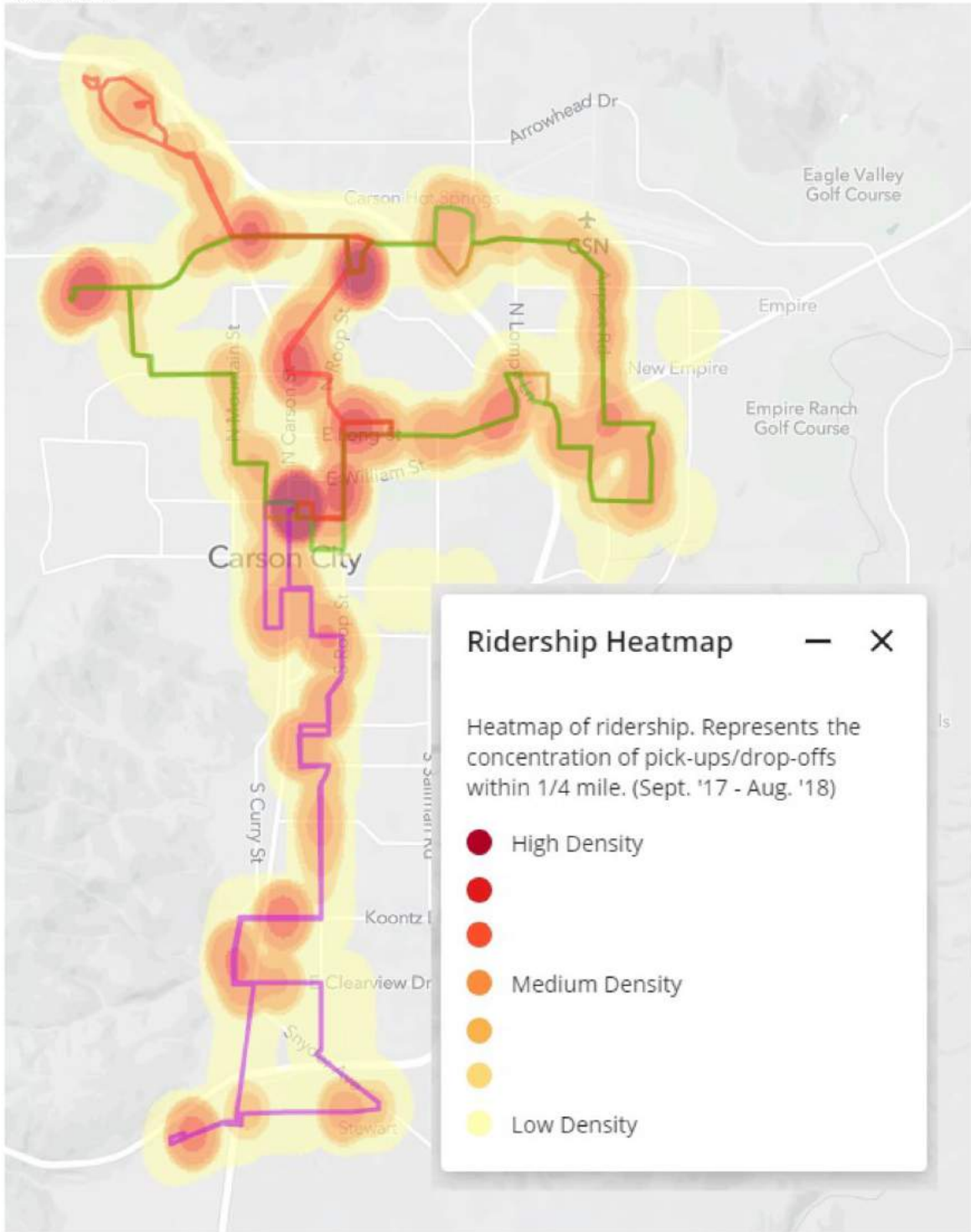


Figure 15
JAC Assist Ridership Heatmap

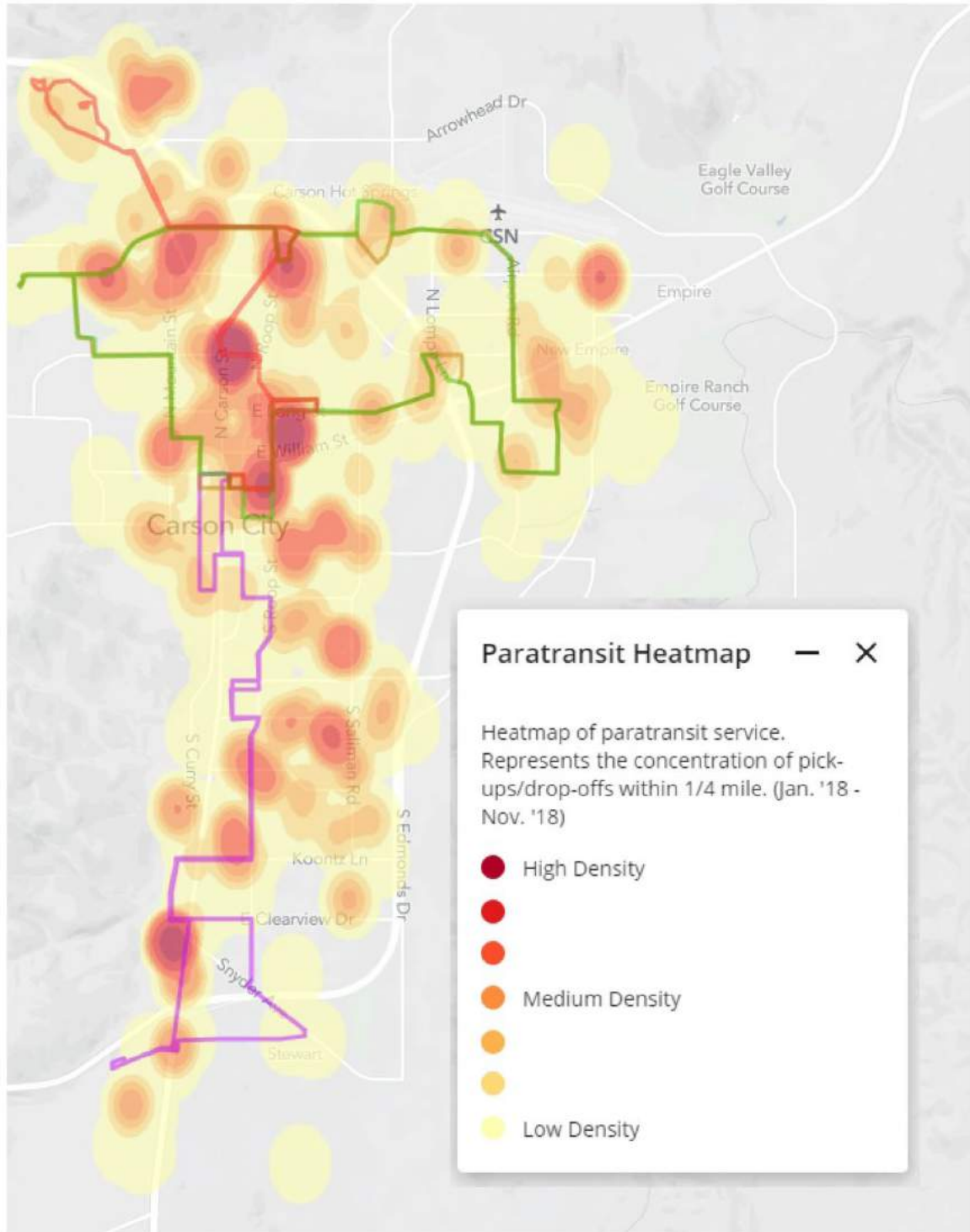


TABLE 6: JAC Transit Annual System Ridership

Service	Fiscal Year								Trend	
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Last 5 Yrs	Last Year
<i>JAC</i>										
Route 1	42,523	54,186	55,272	53,327	54,213	54,092	50,840	53,453	-3%	5%
Route 2A	33,705	40,828	43,664	42,635	43,657	44,360	42,318	45,587	4%	8%
Route 2B	30,833	37,457	40,133	38,707	39,117	36,947	37,062	42,451	6%	15%
Route 3	45,054	51,245	50,289	48,266	59,790	56,223	47,986	53,636	7%	12%
WNC	--	--	--	--	264	228	224	33	--	--
<i>Subtotal</i>	<i>152,115</i>	<i>183,716</i>	<i>189,358</i>	<i>182,935</i>	<i>197,041</i>	<i>191,850</i>	<i>178,430</i>	<i>195,160</i>	3%	9%
<i>JAC Assist</i>	14,071	13,812	17,128	17,557	19,192	22,299	27,338	28,188	65%	3%
<i>Systemwide</i>	166,186	197,528	206,486	200,492	216,233	214,149	205,768	223,348	8%	9%

Source: Ridership by Route Data, Carson City Public Works Department, Received March 15, 2019

FIGURE 16: JAC Systemwide Annual Ridership

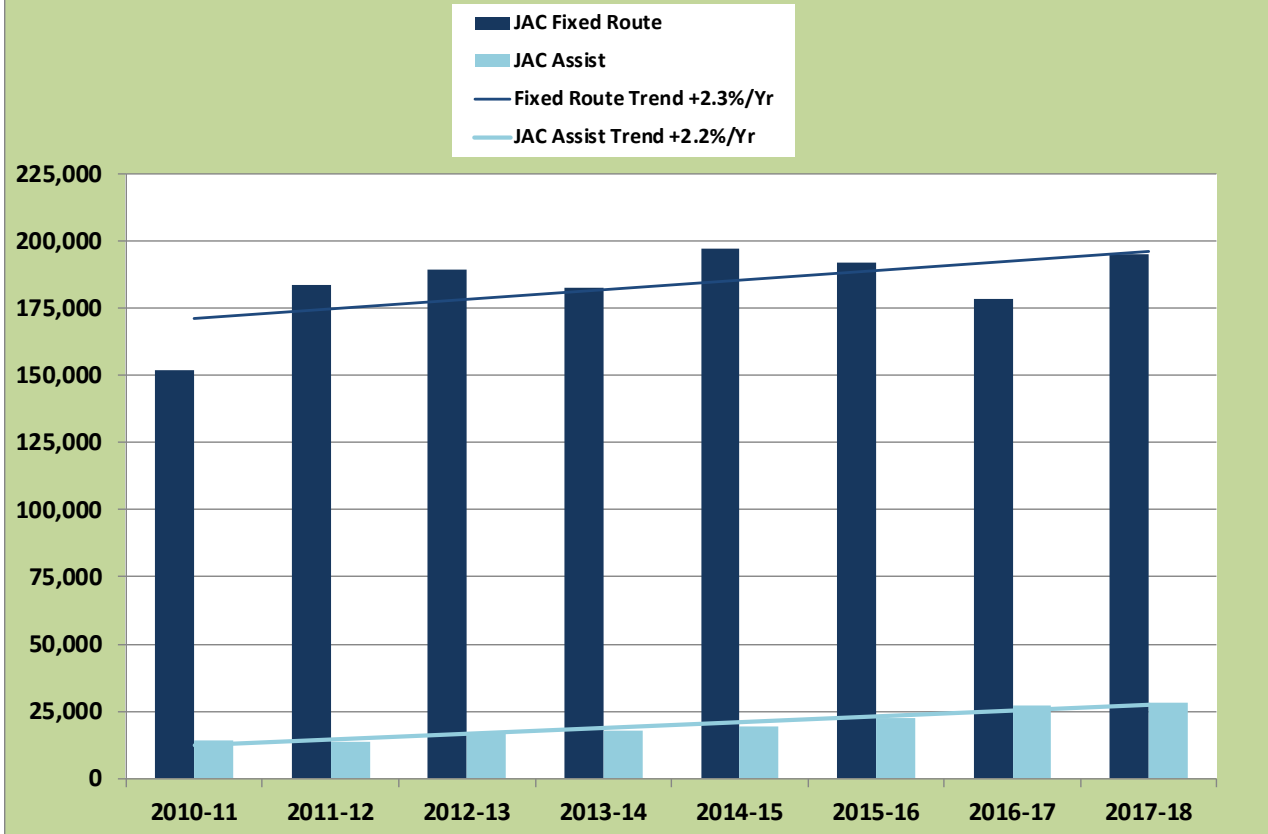


TABLE 7: Historical JAC Ridership by Month

Month	JAC Fixed Routes				JAC Assist			
	2016	2017	2018	% Change 2016 to 2018	2016	2017	2018	% Change 2016 to 2018
July	18,402	15,532	16,799	-10%	1,864	2,132	2,529	26%
August	19,779	16,834	18,440	-7%	1,952	2,500	2,905	33%
September	15,794	16,122	16,227	3%	1,796	2,168	2,456	27%
October	17,248	15,046	17,198	0%	1,877	2,146	2,715	31%
November	13,692	14,469	15,180	10%	1,734	2,092	2,246	23%
December	14,921	14,148	15,215	2%	1,995	2,272	2,010	1%
January	13,819	12,390	15,610	11%	1,717	2,215	2,179	21%
February	15,781	12,838	15,136	-4%	1,761	2,205	2,117	17%
March	16,347	15,455	15,666	-4%	1,940	2,554	2,126	9%
April	15,387	13,646	15,474	1%	1,821	2,185	2,146	15%
May	14,605	15,349	17,318	16%	1,879	2,514	2,378	21%
June	16,075	16,601	16,897	5%	1,963	2,355	2,381	18%
Monthly Average	15,988	14,869	16,263	2%	1,858	2,278	2,349	21%
Total Ridership	191,850	178,430	195,160	2%	22,299	27,338	28,188	21%

Source: JAC Systemwide Fiscal Year Ridership Report, 2019

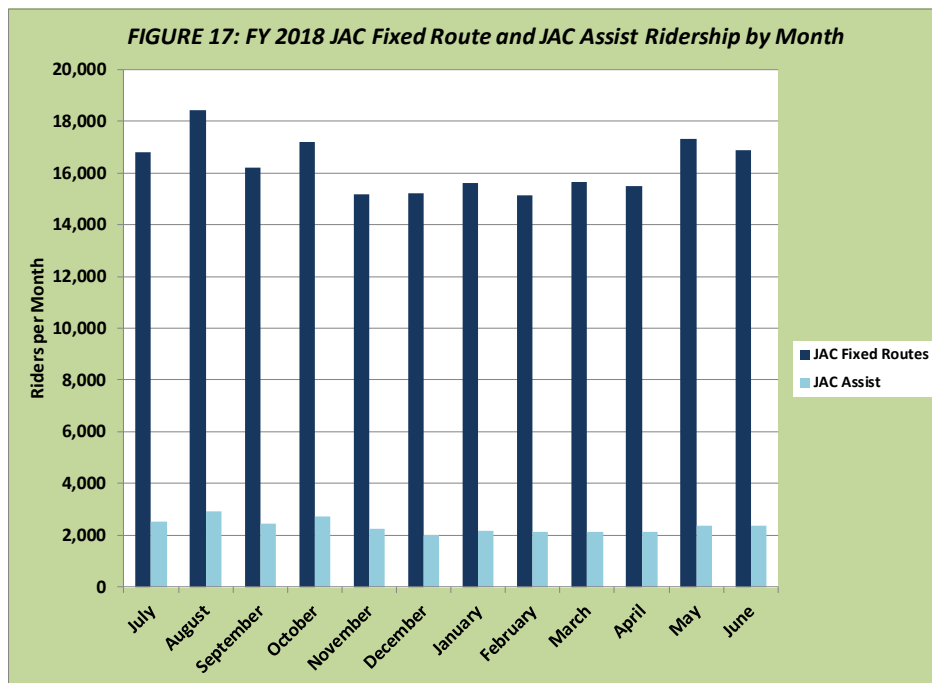


TABLE 8: Average Daily Ridership

	Route 1	Route 2A	Route 2B	Route 3	Fixed Route	
					Total	JAC Assist
Weekday	185.1	155.1	144.2	180.3	664.6	104.4
Saturday	107.7	92.2	81.0	63.8	344.6	12.8

Source: Ecolane JAC Ridership data provided March, 2019

Average Ridership by Hour of the Day for Weekday/Saturday

Average weekday and Saturday ridership by hour is shown in Table 9, Figure 18, and Figure 19. As shown, the overall ridership is highest in the Noon hour on weekdays and in the 3 PM hour on Saturdays. Overall, this ridership pattern indicates a mix of commuters, shoppers and persons traveling for other reasons.

Based on this data, the following conclusions can be made about each route:

- Route 1: Ridership peaks at noon on both weekdays and Saturdays with the lowest ridership occurring between 5:00 PM and 7:00 PM. Route 1 average daily ridership during weekdays and Saturdays is the highest of all routes.
- Route 2A: Weekday ridership is highest around 2:00 PM with low ridership occurring between 6:00 PM and 7:00 PM. Saturday ridership experiences two peaks at both the 8:00 AM and 3:00 PM hours.
- Route 2B: Weekday ridership rises between 6:00 AM and reaches its peak at noon. After 3:00 PM ridership steadily declines to under 5 passengers per hour after 6:00 PM. Saturday ridership rises to a peak of 16 passengers an hour at 3:00 PM.
- Route 3: Weekday morning ridership is the highest of all the routes reaching nearly 24 passengers by 8:00 AM with the routes second highest ridership occurring at noon. Saturday ridership peaks around 11:00 AM and does not surpass 12 passengers at any point in the day. Route 3 has the lowest Saturday ridership of all routes with only about 64 passengers.

Ridership by Fare Category

As shown in Table 10, single ride fares make up the overwhelming majority (95 percent) of all boardings on JAC fixed route buses. Of these single rides, 60.8 percent are purchased by adults using general fare followed by 15.2 percent disabled persons, 12.7 percent seniors, and 11.3 percent youth. Only 2.9 percent of all fixed route boardings are by 10-ride pass, and 2.6 percent using a monthly pass. Of those using paratransit, 58.8 percent pay general fare, followed by 32.7 percent seniors and 8.5 percent persons with qualifying disabilities.

RIDER CHARACTERISTICS

A transit survey was conducted on the fixed-route and paratransit services during the week of October 30, 2018 to understand travel patterns, preferences, and capture basic demographics of the riding public. The survey was conducted as part of CAMPO's FY 2017-2018 Unified Planning Work Program (UPWP) transit rider preference survey.

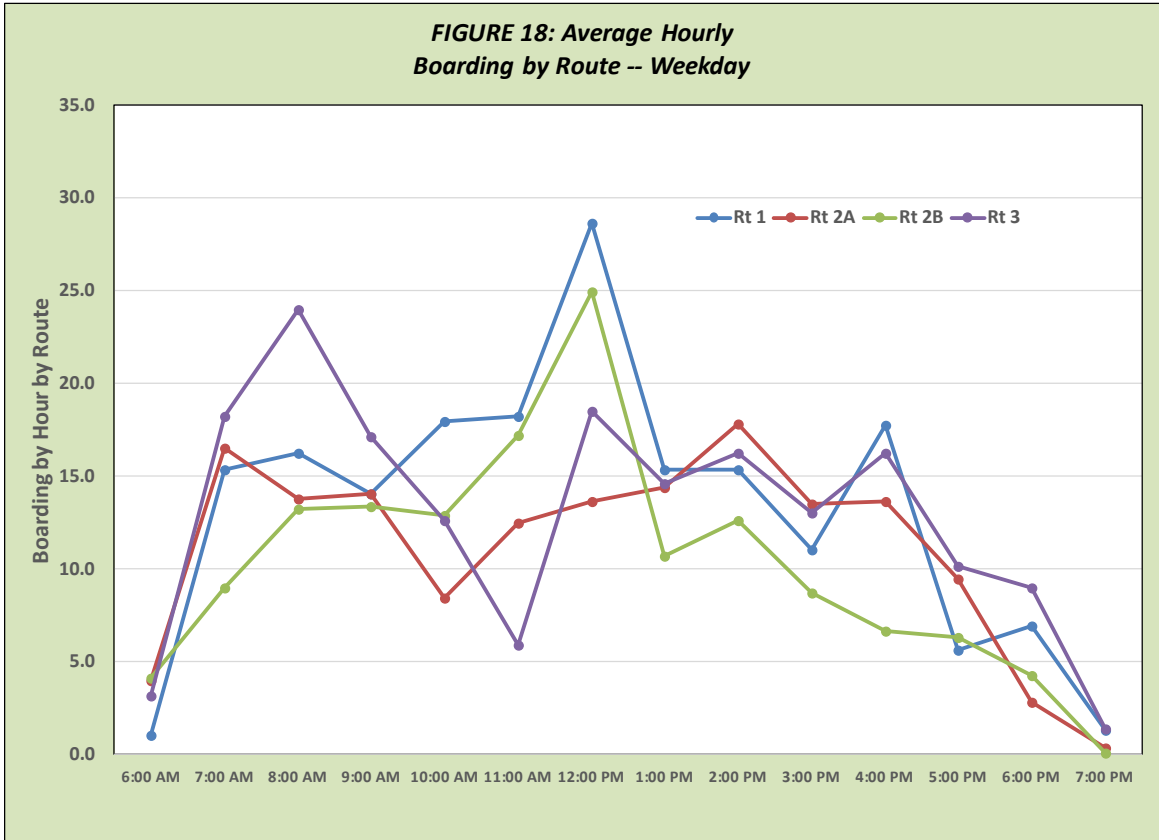
During this time, a survey administrator was physically on board each route, interacting with customers and assisting them with the survey as needed. A total of 295 surveys were completed, and some highlights of the results are as follows:

TABLE 9: JAC Fixed Route Ridership by Hour of Day

Hour Beginning	Average Weekday					Average Saturday				
	Rt 1	Rt 2A	Rt 2B	Rt 3	Total	Rt 1	Rt 2A	Rt 2B	Rt 3	Total
6:00 AM	1.1	4.0	4.1	3.2	12.4	--	--	--	--	--
7:00 AM	15.4	16.5	9.0	18.2	59.1	--	--	--	--	--
8:00 AM	16.3	13.8	13.2	24.0	67.3	6.1	17.2	7.8	3.3	34.5
9:00 AM	14.1	14.0	13.4	17.2	58.7	11.4	7.5	6.1	7.6	32.5
10:00 AM	18.0	8.5	12.9	12.6	51.9	4.4	8.2	4.4	2.4	19.3
11:00 AM	18.2	12.5	17.2	5.9	53.8	19.3	12.0	11.3	12.3	54.9
12:00 PM	28.6	13.7	25.0	18.5	85.7	30.6	4.5	10.5	4.3	49.8
1:00 PM	15.4	14.4	10.7	14.6	55.1	2.6	6.0	11.3	8.0	28.0
2:00 PM	15.4	17.8	12.6	16.3	62.1	17.5	14.2	7.0	8.0	46.8
3:00 PM	11.1	13.5	8.7	13.1	46.4	14.9	21.0	16.5	10.4	62.8
4:00 PM	17.8	13.7	6.7	16.3	54.4	0.9	1.5	6.1	7.6	16.0
5:00 PM	5.6	9.5	6.3	10.2	31.6	--	--	--	--	--
6:00 PM	6.9	2.9	4.2	9.0	23.0	--	--	--	--	--
7:00 PM	1.3	0.4	0.1	1.4	3.2	--	--	--	--	--
TOTAL	185.1	155.1	144.2	180.3	664.7	107.7	92.2	81	63.8	344.7

Source: Ecolane data. Totals for March 2019, factored by hourly ridership proportions for Sept and Oct 2017.

FIGURE 18: Average Hourly Boarding by Route -- Weekday



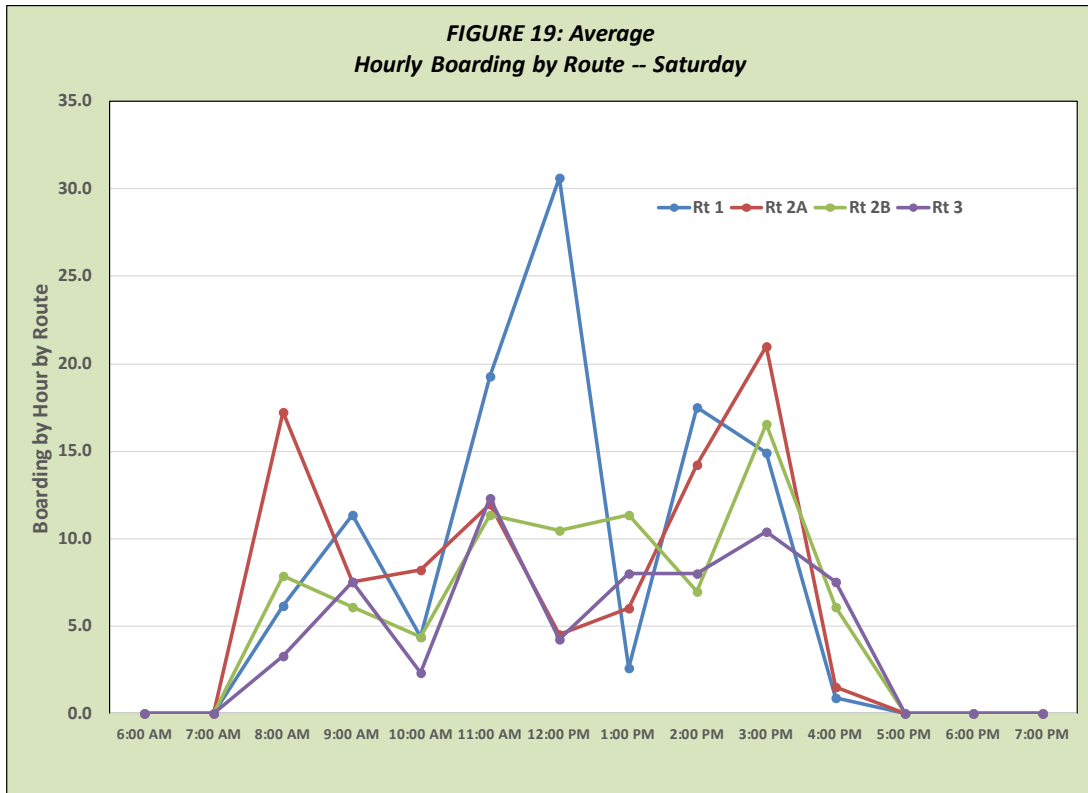


TABLE 10: JAC Ridership by Fare Type

	JAC Fixed Route				JAC Assist					
	10 Day Ride Pass	% of Total	Monthly Pass	% of Total	Single Fare	% of Total	Total by Faretype	Total by Fare Type	% of Total	
Adult/General	765	48.2%	444	30.3%	31,925	60.8%	33,133	15,310	58.8%	
Senior	63	4.0%	400	27.3%	6,646	12.7%	7,109	8,511	32.7%	
Disabled	654	41.3%	425	29.0%	7,977	15.2%	9,056	2,208	8.5%	
Youth	104	6.5%	197	13.5%	5,917	11.3%	6,217	-	-	
Total	1,586		1,466		52,465		55,516	26,029		
% of Total	2.9%		2.6%		94.5%		100%	100%		

Source: JAC FY 2017-18 Actual Revenue Report

- 87 percent of respondents walk to and from bus stops, with about 5 percent using a bicycle (all JAC fixed-route buses are equipped with bicycle racks); 57 percent typically spend no more than 10 minutes getting to and from a bus stop. These figures reflect the importance of sidewalks and bicycle facilities providing access to the bus stops.
- Over 80 percent of respondents agreed that service has improved since changes to routes and schedules were implemented on April 1, 2017 which resulted in improvements to on-time performance.

- Over half of respondents said they would be likely to use some form of electronic fare payment, should JAC implement such a feature (i.e., reloadable card or payment by mobile app).
- Respondents were asked to share how they prefer to get information and news about JAC, and the two media receiving the most votes were “JAC Website” and “JAC Mobile App.”
- The most commonly suggested way to improve service, across all routes, was to implement changes to routes and/or stops.
- Respondents were asked to rank nine different potential improvements to JAC in order of importance to them. The two highest ranked were “Additional Hours of Service” and “Additional Days of Service”.
- Demographically, there was a fairly even mix of age ranges amongst respondents, with only those with age 17 or below category receiving minimal representation.

A total of 29 surveys were also completed by users of the JAC Assist Paratransit service. Although not a statistically significant sampling, information gleaned from the completed surveys is useful for future service planning.

NON-RIDER CHARACTERISTICS

CAMPO staff conducted a survey of area residents that do not use the JAC system. A total of 43 responses yielded useful insight into awareness of the transit service and how changes in service could be perceived by persons not currently using the service:

- 49 percent of respondents indicated they were “not at all familiar” with JAC service, along with 23 percent that said they were “not very familiar.” This indicates a need for additional marketing.
- When asked the main reason they don’t ride JAC for their most frequent trips, the greatest response (47%) said they need their car during the day for work or to run errands. This was followed by 19 percent that indicated that there was no bus stop near their house. No other response garnered more than 5 percent of responses.
- Respondents were asked to indicate if they agreed or disagreed with four statements about the bus service. Approximately 91 percent disagreed with the statement “the bus service is convenient for me.” A majority disagreed with the other three statements regarding “the buses are comfortable and clean” (63 percent), “I feel safe and secure on the bus” (56 percent) and “The bus fares are affordable” (53 percent). While it should be noted that most of these respondents did not have much first-hand experience with the transit program, these results do indicate the public attitudes that a promotional campaign would need to address.
- These non-riders were asked, “What service delivery improvements would make you more inclined to use JAC transit service?” with multiple responses allowed. The most popular response was for adding a bus stop near their residence and improving bus stop amenities and improving frequency to half-hourly, all of which were mentioned by 26 percent of respondents.

- 19 percent indicated “addition of a bus stop near my destination”, while 14 percent mentioned both “faster service” and “improved technology, such as ability to purchase fares on my phone, etc.” No other responses were mentioned by more than 7 percent of respondents.

JAC FINANCIAL CHARACTERISTICS

Revenues

Table 11 provides revenues available to the JAC transit program as per the provided FY 2017-18 Carson City JAC budget summary. As shown, the Carson City General Fund and Federal Transit Administration (FTA) Operating funds represent the largest operating revenue sources for transit at 36 percent and 30 percent, respectively. Intergovernmental operating revenue is primarily made by FTA 5307 (30 percent), followed by FTA 5310 (16 percent), the Carson City Senior Transportation Grant and the Division of Health Care Financing and Policy Medicaid Services at 5 percent and 3 percent, respectively. JAC fixed route and JAC Assist paratransit fares only make up 8.8 percent of the overall operating funds.

TABLE 11: Fiscal Year 2017-18 JAC Revenues		
Source	Total	% of Total
<u>Operating Revenues</u>		
Fares		
Fixed Route Fares	\$70,865	6.4%
Paratransit Fares	\$26,029	2.4%
<i>Subtotal</i>	\$96,894	
Intergovernmental		
Div. of Health Care Financing and Policy - Medicaid Services (Net)	\$34,306	3.1%
Carson City Senior Transportation Grant	\$50,000	4.5%
FTA 5310	\$175,228	15.9%
FTA 5307 Operating	\$332,788	30.1%
<i>Subtotal</i>	\$592,322	
Investment Interest	\$1,495	0.1%
General Fund	\$400,000	36.2%
Refunds and Reimbursements	\$465	0.0%
Rents and Royalties	\$14,298	1.3%
<i>Operations Subtotal</i>	\$1,105,473	
<u>Capital Revenue</u>		
FTA 5307 Capital	\$745,705	
Total Revenue	\$1,851,179	
<i>Source: JAC Fiscal Year 2017-18 Budget Report</i>		

Expenses

Operational expenses over the last five fiscal years are shown Table 12. As shown, the overall expenses have increased by 18 percent since FY 2012-13. The largest financial items to note include a 145 percent increase in vehicle management and maintenance and a 41 percent increase in administrative benefits over the last five years. This is consistent with cost trends in other similar transit systems, reflecting increased contractor costs and benefits costs. In the opposite direction, decreases in operation expenses include a 39 percent decrease in fuel costs, followed by a 21 percent reduction in administrative salaries.

	Annual Operational Expense by Fiscal Year					% Change FY
	2012-13	2014-15	2015-16	2016-17	2017-18	2012-13 to 2017-18
Administrative Salaries	\$67,474	\$43,786	\$49,413	\$51,194	\$53,291	-21%
Administrative Benefits	\$25,868	\$21,430	\$27,759	\$31,007	\$36,370	41%
Other Admin. Operating Costs	\$75,151	\$91,903	\$87,015	\$113,321	\$73,227	-3%
Operating Contract	\$580,205	\$591,299	\$648,984	\$654,057	\$688,196	19%
RTC Intercity	\$33,233	\$34,904	\$31,218	\$38,272	\$33,379	0%
Vehicle Maintenance	\$103,000	\$130,266	\$171,867	\$212,966	\$252,580	145%
Vehicle Fuel	\$156,557	\$155,624	\$130,645	\$93,518	\$96,261	-39%
Total	\$1,041,488	\$1,069,211	\$1,146,901	\$1,194,335	\$1,233,305	18%

Source: JAC Budget Summary, Received April 9, 2019

Operating Cost and Model

The actual operating cost of the JAC program in FY 2017-18 was \$1,233,305. When evaluating individual services or developing and evaluating service alternatives, it is useful to develop a “cost model,” which can easily show the financial impact of any proposed changes, as shown in Table 13. In a cost model, individual budget line items are assigned to one of three cost categories, depending on the service quantity that most directly drives the individual cost: the vehicle-hours of service (such as for driver or contractor salaries), the vehicle-miles of service (such as for vehicle fuel or maintenance) or fixed costs that do not vary with relatively modest changes in service quantities (such as administrative or marketing costs). For FY 2017-18, the resulting JAC cost model equation is:

$$\begin{aligned}
 \text{Operating Cost} &= \$0.82 \times \text{total vehicle miles} \\
 &+ \$35.96 \text{ per vehicle service hour} \\
 &+ \$180,266 \text{ annually for fixed costs}
 \end{aligned}$$

This equation can be used to estimate the cost of any changes in service, such as the operation of additional routes or changes in service span as well as evaluate JAC performance by route.

TABLE 13: Fiscal Year 2017-18 Operating Cost and Model

	Allocation Category		
	Fixed	Vehicle - Hours	Vehicle - Miles
Salaries and Wages	\$52,027		
Overtime	\$1,264		
Grant Fund Allocation	-\$33,788		
<i>Subtotal By Category</i>	\$19,503		
Employee Benefits			
Medicare	\$717		
Retirement	\$14,568		
Group Insurance	\$20,419		
Workers' Compensation	\$666		
Phone Allowance	\$788		
<i>Subtotal By Category</i>	\$37,158		
Services and Supplies			
Professional Services	\$4,289		
Operating Contract		\$688,196	
RTC Intercity	\$33,379		
Vehicle Repair & Maintenance		\$129,310	
Travel	\$3,469		
Office Supplies	\$1,807		
Operating Supplies		\$17,025	
Vehicle Fuel/Oil			\$96,261
Telephone	\$2,679		
Power	\$2,430		
Heating	\$2,520		
General Fund	\$38,220		
Fleet Management			\$123,270
Grant Allocation	\$31,385		
Technical Equipment	\$3,428		
<i>Subtotal By Category</i>	\$123,606	\$834,531	\$219,531
Grand Total by Category	\$180,266	\$834,531	\$219,531
Cost Model			
Unit Quantities	-	23,209	266,655
Cost per Unit	-	\$35.96	\$0.82
<i>Source: Fiscal Year 2017-18 JAC Budget Report and Vehicle Hour/Miles Reports</i>			

OPERATING STATISTICS AND PERFORMANCE

Systemwide Operational Trends

Table 14 presents FY 2017-18 systemwide service operating costs and performance. Note that the costs are allocated to the individual services based upon the cost equation, with fixed costs allocated based on the proportion of vehicle-hours of service. The top portion considers each of the routes and services,

for all days of service. A review of this data indicates the following: Systemwide productivity (as measured in one-way passenger trips per vehicle revenue hour) is 9.6 trips per vehicle hour.

- JAC fixed routes provide 13 passenger trips per hour. Route 1 is the most productive (14.3) followed by Route 3 (14.1), though Route 2 figures are not significantly lower (12.2 for 2A and 11.4 for 2B).
- JAC Assist Dial a Ride services provide 3.4 passenger trips per hour.
- Systemwide passengers per vehicle-service-mile is 0.8.
 - JAC fixed route services 1.1 passengers per vehicle service mile. The relative values for the individual routes follow the same pattern as that for the passenger per vehicle service-hour.
 - JAC Assist services 0.3 passenger per vehicle service mile.
- Systemwide operating cost per one-way passenger trip is \$6.33
 - JAC fixed route services are \$4.71 per one-way passenger trip. This ranges from a low of \$4.24 on Route 1 to a high of \$5.42 on Route 2B.
 - JAC Assist route services are over triple the fixed route at \$17.59 per one-way passenger trip.
- Subsidy per trip reflects the desired output of a transit service (ridership) and the most important input (public subsidy or taxpayer dollars). A lower figure is preferred, as it reflects that less public funding is required for each passenger served. As shown, JAC Assist is the most expensive type of service with a subsidy per trip of \$16.66, while the fixed route service requires only \$4.35 in subsidy per passenger-trip. Operating subsidy per trip systemwide is \$5.90.

The performance analysis for all weekday service and for Saturday service is shown in the lower portion of Table 14. Of note, the overall Saturday service is more productive than the weekday service, at 10.1 passenger-trips per vehicle hour. Routes 1, 2A and 2B are all more productive on Saturday than on weekdays, though Route 3 productivity is 38 percent lower on Saturday. Productivity of JAC Assist is much lower (by 55 percent) on Saturday than on weekdays. The overall cost per passenger-trip on Saturday is only 7 percent lower than on weekday, while the subsidy per passenger-trip is 6 percent lower. Saturday performance is strong in comparison with other similar transit systems, indicating a relatively strong demand for transit service on Saturday in Carson City.

TABLE 14: JAC Performance Analysis

Performance Measures	Fixed Route					JAC Assist	Systemwide
	Route 1	Route 2A	Route 2B	Route 3	Total		
Total: All Days							
One-Way Passenger-Trips	53,453	45,587	42,451	53,636	195,127	28,188	223,315
Vehicle Service Hours	3,733	3,733	3,732	3,792	14,990	8,220	23,209
Vehicle Service Miles	41,898	43,543	46,096	47,075	178,612	88,043	266,655
Marginal Operating Costs (Excluding Depreciation)	\$197,707	\$199,061	\$201,141	\$204,542	\$802,451	\$431,877	\$1,234,329
Allocated Fixed Costs (Allocated by Vehicle-Hrs)	\$28,993	\$28,993	\$28,989	\$29,450	\$116,424	\$63,842	\$180,266
Total Allocated Operating Costs (1)	\$226,700	\$228,054	\$230,130	\$233,992	\$918,876	\$495,719	\$1,414,595
Farebox Revenues	\$15,319	\$17,754	\$16,204	\$18,771	\$70,865	\$26,029	\$96,894
Operating Cost per One-Way Passenger-Trip	\$4.24	\$5.00	\$5.42	\$4.36	\$4.71	\$17.59	\$6.33
Passengers per Vehicle Service Hour	14.3	12.2	11.4	14.1	13.0	3.4	9.6
Passengers per Vehicle Service Mile	1.3	1.0	0.9	1.1	1.1	0.3	0.8
Farebox Recovery Ratio ⁽²⁾	6.8%	7.8%	7.0%	8.0%	7.7%	5.3%	6.8%
Subsidy Per Trip	\$3.95	\$4.61	\$5.04	\$4.01	\$4.35	\$16.66	\$5.90
Weekdays							
One-Way Passenger-Trips	47,234	40,166	37,682	49,842	174,924	27,524	202,448
Vehicle Service Hours	3,324	3,324	3,323	3,376	13,347	7,804	21,150
Vehicle Service Miles	37,306	38,771	41,044	41,916	159,038	85,969	245,007
Marginal Operating Costs (Excluding Depreciation)	\$176,040	\$177,246	\$179,098	\$182,127	\$714,512	\$411,981	\$1,126,492
Allocated Fixed Costs (Allocated by Vehicle-Hrs)	\$25,815	\$25,815	\$25,812	\$26,222	\$103,666	\$60,611	\$164,276
Total Allocated Operating Costs (1)	\$201,856	\$203,062	\$204,910	\$208,349	\$818,177	\$472,591	\$1,290,768
Farebox Revenues	\$13,536	\$15,643	\$14,384	\$17,443	\$63,527	\$25,416	\$88,943
Operating Cost per One-Way Passenger-Trip	\$4.27	\$5.06	\$5.44	\$4.18	\$4.68	\$17.17	\$6.38
Passengers per Vehicle Service Hour	14.2	12.1	11.3	14.8	13.1	3.5	9.6
Passengers per Vehicle Service Mile	1.3	1.0	0.9	1.2	1.1	0.3	0.8
Farebox Recovery Ratio ⁽²⁾	6.7%	7.7%	7.0%	8.4%	7.8%	5.4%	6.9%
Subsidy Per Trip	\$3.99	\$4.67	\$5.06	\$3.83	\$4.31	\$16.25	\$5.94
Saturday							
One-Way Passenger-Trips	6,219	5,421	4,769	3,794	20,203	664	20,867
Vehicle Service Hours	409	409	409	416	1,643	416	2,059
Vehicle Service Miles	4,592	4,772	5,052	5,159	19,574	2,074	21,648
Marginal Operating Costs (Excluding Depreciation)	\$21,667	\$21,815	\$22,043	\$22,416	\$87,940	\$19,897	\$107,837
Allocated Fixed Costs (Allocated by Vehicle-Hrs)	\$3,177	\$3,177	\$3,177	\$3,227	\$12,759	\$3,231	\$15,990
Total Allocated Operating Costs (1)	\$24,844	\$24,992	\$25,220	\$25,643	\$100,699	\$23,128	\$123,826
Farebox Revenues	\$1,782	\$2,111	\$1,820	\$1,328	\$7,337	\$613	\$7,950
Operating Cost per One-Way Passenger-Trip	\$3.99	\$4.61	\$5.29	\$6.76	\$4.98	\$34.83	\$5.93
Passengers per Vehicle Service Hour	15.2	13.3	11.7	9.1	12.3	1.6	10.1
Passengers per Vehicle Service Mile	1.4	1.1	0.9	0.7	1.0	0.3	1.0
Farebox Recovery Ratio ⁽²⁾	7.2%	8.4%	7.2%	5.2%	7.3%	2.7%	6.4%
Subsidy Per Trip	\$3.71	\$4.22	\$4.91	\$6.41	\$4.62	\$33.91	\$5.55

Source: FY 2017-18 JAC Systemwide Reports and Operational Budget Summary Report

Note 1: Marginal costs plus fixed costs allocated by the % of vehicle-hours of service.

Note 2: Farebox divided by total allocated operating costs.

REGIONAL TRANSPORTATION SERVICES

The following describes existing public and private transportation services serving Carson City and the greater CAMPO region.

Tahoe Transportation District (TTD Services)

Lake and Valley Express Service

The Tahoe Transportation District operates Route 19X, connecting Carson City with Gardnerville, along with Route 22, which provides service between Gardnerville and South Lake Tahoe. Both routes provide daily connections between the South Shore area of Lake Tahoe and the Carson Valley. Route 19X offers service from 6:00 AM until 8:00 PM. This route begins in Gardnerville, Nevada at the Douglas County Community and Senior Center located at 1329 Waterloo Lane and continues north along the US 395 corridor through Minden, Nevada. The northbound route ends at the Downtown Transit Center in Carson City, where it turns around heading south for the return trip of this bi-directional route through Carson Valley. Transfers to Route 22 at the Douglas County Community and Senior Center provide access to Stateline, Nevada in the Tahoe Basin. Northbound buses arrive at the Downtown Transit Center at 7:40 AM, 9:40 AM, 4:10 PM, 6:10 PM and 7:40 PM, while southbound departures are provided at 6:15 AM, 7:45 AM, 9:45 AM, 4:15 PM and 6:15 PM. The one-way fare is \$4.00 for the general public, and \$2.00 for seniors, Veterans, persons with disabilities and Medicare recipients.

Washoe County RTC

The Washoe County Regional Transportation Commission (RTC) began operating transit services in 1978. Today there are numerous route and service options offered, including RTC RIDE and RTC Regional Connector. The RTC Ride service consists of 30 fixed routes serving Reno, Sparks and other areas of Washoe County (exclusive of the Tahoe Basin).

The RTC Regional Connector service consists of commuter transportation between Reno and Carson City. The route serves five stops in total, including three in Reno (4th Street Station, Meadowood Mall and the Wal-Mart at Damonte Ranch) and six in Carson City (including the Downtown Transfer Plaza and the southern terminus at the NDOT offices on Little Lane). Southbound, six runs per day are operated, arriving in Carson City at 6:45 AM, 7:15 AM, 7:45 AM, 4:12 PM, 5:12 PM and 6:37 PM. Northbound, runs depart Carson City at 5:47 AM, 6:17 AM, 6:47 AM, 3:05 PM, 4:05 PM and 5:30 PM. No weekend service is provided. A single ride fare is \$5.00 for general public, with a 10-ride pass available at \$42.50. This route carries approximately 30,000 riders per year (or 120 per service day).

Washoe RTC Regional Connector service provides connections to both JAC and TTD services. Transfers to the JAC service can be made in Carson City at the Downtown Transfer Plaza. TTD passengers on most runs will need to first transfer to JAC before transferring to RTC Intercity.

Private Transportation Services

Rural Senior Volunteer Program (RSVP)

The RSVP Transportation Program provides free rides to the low-income elderly for whom no other appropriate transportation is available. This service enables many seniors access to medical services, especially in the rural areas where public transit may not be an option. RSVP does not charge for rides but does accept donations. A mobility manager service is also provided to assist with providing information and coordinating available services.

Carson City School District

The Carson City School District maintains a significant fleet of 45 school buses and transports an average of roughly 2,100 students per school day on 29 designated routes. Buses are also used for field trips and, when necessary, for emergency evacuations.

Capitol Cab Company

Capitol Cab Company operates a fleet of taxi cabs which serve all of Carson City, Douglas County, and as far as Silver Springs in Lyon County. Service is also provided to the north on I-580/US Highway 395 into Washoe County. In addition, \$1 rides are provided by Capitol Cab through an agreement between JAC transit and Western Nevada College.

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A “peer analysis” is a useful tool in comparing a transit program with other, similar programs. This can provide a good context for the ridership and performance figures, and help in identifying areas of relative strength and weakness. This discussion first presents the peer systems selected for comparison, followed by the data and analysis.

PEER TRANSIT OPERATORS

Table 15 displays operating data for five municipally operated transit systems serving similar areas. These peer cities were chosen based on the following characteristics:

- Service areas with similar population (50,000 to 75,000)
- Service areas of similar size. (The peer areas range from 18 square miles to 31, compared with the 23 square miles served by JAC)
- Absence of a major university or four-year college that impacts demand for transit
- A location not immediately adjacent to a major metropolitan area
- A location in the western U.S., but not in California (due to the unique funding and regulatory environment in California)

A brief overview of each system follows:

- **City of Loveland Transit (COLT)**—This system is located along the northern front range of Colorado and serves an area very similar in population and size as Carson City. COLT provides five routes (two half-hourly and three hourly) along with Demand and Response (DAR) service over a 12-hour operating day on weekdays and 9 hours on Saturday.
- **River Cities Transit**—Longview is located in the southwestern portion of Washington, approximately 1 ½ hours north of Portland, Oregon. This transit system provides service to a population slightly larger than JAC transit (61,000). The city operates six fixed route lines (a mix of hourly and half-hourly service) and a DAR service 12.5 hours per weekday and 10 hours on Saturday. Ridership is nearly double JAC’s at approximately 380,000 passengers per year.
- **Great Falls Transit**—Great Falls is located in the northeastern portion of Montana approximately 1 ½ hours north of Helena. The service area population for this region is 64,000 with an annual ridership of about 407,000. The district runs seven fixed routes and a DAR service six days per week: 12 hours on weekdays and 8 hours on Saturdays. One route is hourly, while the other six are hourly in the mid-day and half-hourly in peak periods.
- **Casper Area Transportation Coalition (CATC)**—Casper is a city with a service area population of 57,561 in central Wyoming. Six routes provide service 12 hours per day on weekdays and four routes operate 8 hours of service on Saturday.

- **Cheyenne Transit**—This program operates six hourly routes over 13 hours per weekday and 7 hours on Saturday. It serves an area in southeast Wyoming with population of 59,446, similar to Carson City, which is also a state capital.

Other transit systems that were considered, but not included in the peer analysis, are listed below along with the reason they were not included:

- Jefferson City, Missouri—Population of only 43,000 is too small to be a good comparison.
- St. George, Utah—The presence of Dixie State University impacts the transit ridership.
- Grand Junction, Colorado—At a service area population of 101,846, this community is substantially larger than Carson City’s.

Data was collected for 2017 (the most recent year with audited data available). As shown in the top portion of Table 15, Carson City’s transit program has the smallest service area population of the six peer systems (though only 4,037 behind Longview, Washington). It also has a relatively small fixed route transit program, ranking 5th in terms of annual vehicle-service hours and peak buses in operation and 6th in terms of annual vehicle-miles. It also has the lowest annual operating costs of the six systems. However, the fixed route ridership is third from the highest, behind only Great Falls and Longview.

TABLE 15: JAC Transit Fixed Route Peer Analysis

		Input Data						
Transit System	City	Peak Buses	Annual Ridership	Vehicle Service Hours	Vehicle Service Miles	Service Area Population ⁽¹⁾	Annual Operating Costs	Fare Revenues
JAC Transit	Carson City, NV	4	195,160	14,990	178,612	57,561	\$802,451	\$70,865
City of Loveland Transit (COLT)	Loveland, CO	3	96,660	10,779	183,678	66,859	\$1,132,687	\$79,429
Great Falls Transit System	Great Falls, MT	13	407,085	33,049	418,446	64,010	\$2,490,277	\$222,101
River Cities Transit	Longview, WA	9	377,835	26,372	344,310	61,598	\$3,033,187	\$153,470
CATC	Casper, WY	6	153,760	19,612	236,404	64,548	\$997,241	\$65,166
Cheyenne Transit	Cheyenne, WY	8	59,466	26,718	328,286	73,588	\$948,954	\$116,002
Peer Average		7.8	218,961	24,234	303,000	66,578	\$1,659,794	\$111,546
JAC Rank		5	3	5	6	6	6	5

		Performance Measures						
	Annual Vehicle Service Hours per Capita	Annual Ridership per Capita	Passengers per Vehicle-Hour	Passengers per Mile	Operating Cost per Hour	Cost per Psgr-Trip	Subsidy Per Psgr-Trip	Farebox Ratio
JAC Transit	0.26	3.39	13.0	1.09	\$53.53	\$4.11	\$3.75	8.8%
City of Loveland Transit (COLT)	0.16	1.45	9.0	0.53	\$105.08	\$11.72	\$10.90	7.0%
Great Falls Transit System	0.52	6.36	12.3	0.97	\$75.35	\$6.12	\$5.57	8.9%
River Cities Transit	0.43	6.13	14.3	1.10	\$115.02	\$8.03	\$7.62	5.1%
CATC	0.30	2.38	7.8	0.65	\$50.85	\$6.49	\$6.06	6.5%
Cheyenne Transit	0.36	0.81	2.2	0.18	\$35.52	\$15.96	\$14.01	12.2%
Peer Average	0.35	3.43	9.1	0.69	\$76.36	\$9.66	\$8.83	7.9%
JAC Percent of Peer Average	-27%	-1%	43%	59%	-30%	-57%	-58%	11%
JAC Rank (1 = Best)	5	3	2	2	3	1	1	3

Source: NTD Monthly Summary, 2017

The bottom portion of Table 15 presents a performance analysis of the various peer systems. A review of this indicates the following:

- The **cost per vehicle-hour of service** ranges between \$35.52 in Cheyenne and \$105.08. At \$53.53, JAC is 30 percent below the peer average and is the third most efficient provider of transit service.
- The **annual vehicle-service-hours per capita** provided by JAC is 0.26, fifth out of the six systems and 27 percent below the peer average. This indicates that the Carson City fixed route transit program is relatively modest compared to most of the peers.
- JAC fixed route service generates a relatively high number of **passenger trips per vehicle-hour of service** (known as the service productivity). At 13.0, this figure is only behind the River Cities Transit program in Longview, Washington, and is 43 percent above the peer average.
- Similarly, JAC serves a relatively high number of **passenger-trips per vehicle-mile of service**, coming in just behind Longview and 59 percent above the peer average.
- The use of public transit in Carson City is very close to the peer average with 3.39 **transit trips per person per year**. Only the systems in Great Falls and Longview generate more transit use per person.
- JAC's **cost per passenger-trip**, or \$4.11, is the lowest of any of the peer systems and is a full 57 percent below the peer average.
- An important measure of a transit service is the operating subsidy (costs minus passenger fares) per passenger-trip. This compares the key public "input" to a transit program (public funding) to the key desired "output" (passenger-trips). JAC is the best of the six peer systems by this measure, as it requires only \$3.75 compared to a range of the peers of \$5.57 to \$14.01.
- Finally, the "farebox ratio" is the proportion of operating costs that are covered by the passenger fares. The peer systems range from a low of 5.1 percent in Longview to a high of 12.2 percent in Cheyenne. The JAC fixed routes generate a figure of 8.8 percent, which is slightly above the average of 7.9 percent.

Overall, these figures reflect well on the cost-efficiency of the JAC program (particularly given the relatively high wage rates along the West Coast). The relatively low vehicle service-hours per capita and high passengers per vehicle-hour and vehicle-mile indicate that service could be expanded while still resulting in transit figures that stay well within those of the peer systems.

DEMAND RESPONSE SERVICE PEER COMPARISON

A similar peer analysis was conducted for the demand response paratransit services operated in each community to address the Americans with Disabilities Act (ADA) requirements. As shown in the top portion of Table 16, a review of the characteristics of the various services indicates the following:

- The JAC Assist program, with a peak of four vehicles in operation, is relatively small with only the COLT program operating fewer vehicles.
- Service levels are relatively modest, with annual vehicle service-hours and service-miles roughly half of the peer average.
- Annual operating costs and fare revenues are relatively low. JAC Assist operating costs are 35 percent below that of the peer average.
- Annual JAC Assist ridership ranks fourth out of the six systems, with an annual ridership just slightly lower than the peer average.

TABLE 16: JAC Demand Response Peer Analysis

		Input Data						
Transit System	City	Peak Buses	Annual Ridership	Vehicle Service Hours	Vehicle Service Miles	Service Area Population ⁽¹⁾	Annual Operating Costs	Fare Revenues
JAC Assist	Carson City, NV	4	28,188	8,220	88,043	57,561	\$431,877	\$26,029
City of Loveland Transit (COLT)	Loveland, CO	2	9,257	4,254	53,227	66,859	\$246,772	\$14,249
Great Falls Transit System	Great Falls, MT	7	34,066	13,375	160,282	64,010	\$606,536	\$63,195
River Cities Transit	Longview, WA	15	49,546	22,600	184,707	61,598	\$1,592,693	\$35,145
CATC	Casper, WY	7	46,523	17,062	214,740	64,548	\$1,038,963	\$57,101
Cheyenne Transit Program	Cheyenne, WY	6	17,999	9,680	112,411	73,588	\$659,443	\$59,758
Peer Average		7.4	31,478	16,447	170,619	66,578	\$1,097,033	\$50,668
JAC Rank		5	4	5	5	6	5	5

		Performance Measures						
	Annual Vehicle Service Hours per Capita	Annual Ridership per Capita	Passengers per Vehicle-Hour	Passengers per Mile	Operating Cost per Hour	Cost per Psgr-Trip	Subsidy Per Psgr-Trip	Farebox Ratio
JAC Transit	0.14	0.49	3.4	0.32	\$52.54	\$15.32	\$14.40	6.0%
City of Loveland Transit (COLT)	0.06	0.14	2.2	0.17	\$58.01	\$26.66	\$25.12	5.8%
Great Falls Transit System	0.21	0.53	2.5	0.21	\$45.35	\$17.80	\$15.95	10.4%
River Cities Transit	0.37	0.80	2.2	0.27	\$70.47	\$32.15	\$31.44	2.2%
CATC	0.26	0.72	2.7	0.22	\$60.89	\$22.33	\$21.10	5.5%
Cheyenne Transit Program	0.13	0.24	1.9	0.16	\$68.12	\$36.64	\$33.32	9.1%
Peer Average	0.21	0.49	2.3	0.21	\$60.57	\$27.12	\$25.39	6.6%
JAC Percent of Peer Average	-31%	0%	49%	55%	-13%	-43%	-43%	-9%
JAC Rank (1 = Best)	4	4	1	1	2	1	1	3

Source: NTD Monthly Summary, 2017

The peer performance analysis for the demand response services, shown in the bottom portion of Table 16, indicates the following:

- JAC Assist is relatively cost-efficient, second only to Great Falls with regards to the **operating cost per vehicle service-hour** and 13 percent below the peer average.
- The **annual ridership per capita**, at 0.49 trips per person per year, is exactly equal to the peer average.

- The productivity (**passenger-trips per vehicle service-hour**) of JAC Assist is the highest of all the peers, at 3.4 passengers per hour. This is 49 percent higher than the peer average of 2.3.
- Similarly, the **passenger-trips per vehicle-service-mile** is the highest of the peers, and 55 percent above the peer average.
- The **operating cost per passenger-trip** for JAC Assist is \$15.32—the lowest of the peer systems, and 43 percent below the peer average of \$27.12 and less than half that of two of the peers.
- JAC Assist is at the top of the peers with regards to the **subsidy per passenger-trip**, requiring \$14.40 compared to a peer average of \$25.39.
- The **farebox ratio** for JAC Assist, at 6.0 percent, is close to the peer average of 6.6 percent.

Overall, this analysis indicates that the JAC Assist is very efficient with regards to the costs of serving paratransit passengers, with operating costs and subsidy per trip much lower than the peer average. This is a result of relatively high passenger-trips per service-hour (second from the highest) and relatively low cost per service-hour (second from the lowest). It also bears noting that the high passenger-trips per service-hour is not a result of serving a smaller (and therefore more easily served) area, as the JAC Assist service area is similar to the average of the peer systems.

In review of these results, it should be kept in mind that the goal of an ADA paratransit program is typically not to maximize ridership. As the cost to serve a passenger-trip on a paratransit service is much higher than fixed route services (3.7 times, in the case of the JAC Assist program), the goal of an ADA paratransit program is to serve those persons in need of door-to-door service at a high quality, rather than maximizing ridership.

PEER FARE COMPARISON

As part of the peer analysis, a comparison of the fares charged on the various systems was conducted, as shown in Table 17:

- The “base” one-way full fare is \$1.00 for five of the six peer systems (including JAC), with the Cheyenne Transit Program charging \$1.50.
- Four of the systems (including JAC) charge a \$0.50 fare for seniors, persons with disabilities and persons showing a Medicare card. The exceptions are the COLT system (\$0.60) and the Cheyenne Transit Program which does not provide a discount but (like JAC) has funding available to provide free rides for seniors that register.
- Two of the systems provide a day pass (good for unlimited rides over the course of a day), which JAC does not offer.

TABLE 17: JAC Fare Peer Comparison

	One-Way Fare			General Public Day Pass	General Public Punch Pass			General Public Monthly Pass	Free Transfers?	Electronic Passes?	Paratransit Fare
	General Public	Senior, Disabled, Medicare	Youth or Student		Cost	Rides	Cost per Ride				
JAC Transit	\$1.00	\$0.50 (1)	\$0.50	--	\$8.00	10	\$0.80	\$25.00	Yes	No	\$2.00
River Cities Transit	\$1.00	\$0.50	\$1.00	\$2.00		None		--	Yes	No	\$0.50
Great Falls Transit System	\$1.00	\$0.50	\$0.75	\$4.00	\$10.00	10	\$1.00	\$30.00	Yes	No	\$1.00
City of Loveland Transit (COLT)	\$1.00	\$0.60	\$0.50	--		None		\$30.00	Yes	No	\$2.00
CATC	\$1.00	\$0.50	\$0.75	--		None		\$30.00	Yes	No	\$1.50
Cheyenne Transit Program	\$1.50	\$1.50(1)	\$1.25	--	\$30.00	22	\$1.36	\$45.00	Yes	No	\$3.00

Source: Transit System Websites, Accessed April 10, 2019.
 Note 1: Fares are voluntary for registered seniors (60+).

- Three of the six peer systems offer a punch pass. JAC's punch pass provides a discount to the full fare as does the Cheyenne punch pass, while the Great Falls punch pass does not provide a discount.

With the exception of the River Cities Transit program in Longview, all of the peer systems offer a monthly pass. At \$25.00 for the general public (and \$12.50 for youth, seniors and persons with disabilities), JAC's monthly pass is the least expensive. Assuming a regular rider makes one round trip on 22 days per month, JAC's monthly pass allow boarding at only \$0.57 per trip for general public and \$0.28 for discount riders.

- All of the six peer systems provide free transfers. The Cheyenne system uses tokens, while the remainder use paper slips. While larger transit systems are generally doing away with transfer slips in favor of day passes, this is not the case for systems similar to JAC.
- None of the six peer systems provide any sort of electronic passes for passengers.
- JAC Assist's fare of \$2.00 is second-highest of the six peers, behind the \$3.00 charged in Cheyenne and equal to the \$2.00 charged in Loveland.

Overall, transit fares in Carson City are consistent with the peers with regards to the one-way fare, relatively low for persons using punch passes or monthly passes, and generally consistent with the peers regarding the paratransit fare. This indicates that, if additional passenger revenues are needed, consideration should be given to raising the monthly pass rate and/or the punch pass rate.

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Existing Social Service Programs and Transportation Services

This Coordinated Human Services and Transportation Plan (CHSTP) update assesses existing CAMPO social service programs available as well as current social service transportation providers. The transportation needs for individuals with disabilities and seniors are prioritized due to their potential transit dependency. In addition, gaps in service are identified and analyzed in detail. These social service programs are summarized in Table 18.

- | | |
|--|-------------------------------------|
| ❖ Senior service organizations | ❖ Mental health facilities |
| ❖ Health and welfare organizations | ❖ Military/Veteran services |
| ❖ Area Agency on Aging | ❖ Vocational rehabilitation centers |
| ❖ Developmental disability organizations | ❖ Community action programs |
| ❖ Tribal organizations | ❖ Jobs training sites |
| ❖ School districts | ❖ Healthcare facilities |
| ❖ Religious groups | |

Senior Services

Senior services and living communities within the CAMPO region are described below.

Health Services

- *RSVP*—operating throughout Carson City region, this program supports senior to senior volunteering
- *Carson City Senior Citizens Center*—located at 911 Beverly Drive, this program hosts activities and serves meals for approximately 200 people per day
- *Home Instead*—operating from 444 West Washington Street, this organization provides home care services for seniors

Living Communities

- *Sierra Place at Carson City*—1111 West College Parkway (75 units)
- *Skyline Estates Senior Living and Memory Care*—2861 Mountain Street
- *Christina Courts Apartments and Sierra Ridge Apartments*—1800 and 1820 Russell Way
- *Autumn Village I and II*—1101 Beverly Drive
- *Carson Plaza Independent Retirement Living*—2120 East Long Street
- *The Lodge Assisted Living and Memory Care*—2200 East Long Street (90 units)

Community Health and Social Services

Carson City's non-profit and social services for youth, homeless and disabled populations are described below.

- *Boys and Girls Club*—located at 1870 Russell Way, this organization offers after-school activities for Carson City youth
- *FISH*—located at 138 East Long Street, this organization provides food, clothing, shelter and medical aid to the homeless, hungry and underemployed within the Carson City community

TABLE 18: Carson City Area Social Services			
Agency	Address	Hours of Operation	Services Provided
Senior Services			
<i>Health Services</i>			
RSVP	2621 Northgate Ln Suite 6	Weekdays, 8:00 AM-5:00 PM	A program supporting senior to senior volunteering throughout Carson City.
Carson City Senior Citizens Center	911 Beverly Drive	Weekdays, 9:00 AM-4:00 PM	A center that hosts activities and meals for approximately 200 people per day.
Home Instead	444 West Washington Street	Weekdays, 9:00 AM-5:00 PM	Provides in-home care for aging persons.
<i>Living Communities</i>			
Sierra Place at Carson City	1111 West College Parkway	-	-
Skyline Estates Senior Living and Memory Care	2861 Mountain Street	-	-
Christina Courts Apartments and Sierra Ridge Apartments	1800 and 1820 Russell Way	-	-
Autumn Village I and II	1101 Beverly Drive	-	-
Carson Plaza Independent Retirement Living	2120 East Long Street	-	-
The Lodge Assisted Living and Memory Care	2200 East Long Street	-	-
Community Social Services			
Boys and Girls Club	1870 Russell Way	School Year, 3:00 PM-6:30 PM Summer, 7:00 AM-6:30 PM	A national non-profit that offers after school activities for Carson City youth.
FISH	138 East Long Street	9:00 AM-6:00 PM, Closed Sundays	A non-profit providing food, clothing, shelter and medical aid to the homeless, hungry and underemployed within the Carson City community.
Focus House	57 Gibson Avenue	Weekdays and Weekends, 8:00 AM-10:00 PM	A program that provides short term housing for those facing homelessness.
Reach	709 East Robinson Street	Weekdays, 9:00 AM-3:00 PM	A program providing day programs, housing, and support for those living with disabilities.
Going Places / Moving Forward	244 East Winnie Lane	Weekdays, 8:00 AM to 3:00 PM	Provides support, activities, and job training for people living with disabilities.
Frost Vasmer Estates	1009 East 5th Street	-	Provides affordable and accessible housing units for those living with disabilities.
Ombuds Association of Carson City	930 East Corbett Street	Weekdays, 7:00 AM-5:00 PM	Provides support, activities, and job training for people living with disabilities.
Holdsworth	502 East John Street	Weekdays, 8:00 AM-5:00 PM	Provides housing, job training, access to recreation, access to health care, socialization and skill assessment for those living with disabilities.
Carson Tahoe Behavioral Health	1080 North Minnesota Street	24 Hours	Provides social services and mental health support to community.
Carson Mental Health Center	1665 Old Hot Springs Road	Weekdays, 8:00 AM-5:00 PM	Provides social services and mental health support to community.
Carson City Community Counseling Center	205 S. Pratt Ave	Weekdays, 9:00 AM-5:00 PM	Provides mental health services to those living in poverty.
Nevada Food for Thought	3246 North Carson Street	Monday-Thursday, 9:00 AM-1:00 PM	Provides food to local students and their families weekly.
National Alliance on Mental Illnesses	1711 North Roop Street	-	Provides mental health services nationally
McKinney Vento Services	-	-	Provides school-based services.
Advocates to End Domestic Abuse	32 Sierra Avenue	Monday-Friday, 8:00 AM-4:00 PM (24 emergency support services)	Provides domestic violence support and shelter.
Career and Vocational Services			
Join Inc	716 North Carson Street, Suite 108	Weekdays, 8:00 AM-5:00 PM	Provides career training services and access to free education to people ages 17 and older.
Career and Technical Education (Western Nevada College)	2201 West College Parkway	Weekdays, 8:00 AM-5:00 PM	Provides vocational education and training in various subjects.
Nevada Department of Employment Training and Rehabilitation	500 East Third Street	Weekdays, 8:00 AM-5:00 PM	Provides assistance in vocational rehabilitation and workforce placing.
Nevada Job Connect	1929 North Carson Street	Monday-Thursday, 8:00 AM-5:00 PM	Provides a website database of workforce opportunities.
Labor Finders	1802 North Carson	Weekdays, 8:00 AM-6:00 PM	Provides online and in-person staffing services.
Government			
Nevada Department of Health and Human Services	4126 Technology Way, #100	Weekdays, 8:00 AM-5:00 PM	A state government department comprised of five Divisions including: Aging and Disability Services, Child and Family Services, Health Care Financing and Policy (Medicaid), Public and Behavioral Health, and Welfare and Supportive Services.
Bureau of Indian Affairs	311 East Washington Street	Weekdays, 8:00 AM-5:00 PM	Promotes economic opportunities and protection of American Indians, Indian tribes, and Alaska Natives.
Nevada Rural Housing Authority	3695 Desatoya Drive	Weekdays, 8:00 AM-5:00 PM	Offers various forms of housing and home ownership support for rural communities of Nevada
Carson City Health and Human Services	900 East Long Street	Weekdays, 8:00 AM-5:00 PM	Provides affordable health care services.
Aging and Disability Services Division	3416 Goni Road, #132	Weekdays, 8:00 AM-5:00 PM	Develops and coordinates services for aging population of Nevada.
Child and Family Services	4126 Technology Way, 3rd Floor	Weekdays, 8:00 AM-5:00 PM	Provides welfare, mental health, and judicial services for children and their families.
Veterans Resource Centers of America	106 East Adams Street, Suite 203	Weekdays, 8:00 AM-5:00 PM	Provides health and economic resources for veterans

- *Focus House*—located at 57 Gibson Avenue, this organization provides short-term housing for people facing homelessness
- *REM Nevada*—located at 709 East Robinson Street, this program provides training and home care services for adults with intellectual and developmental disabilities
- *Going Places / Moving Forward*—244 East Winnie Lane
- *Frost Yasmer Estates*—1802 North Carson Street
- *Holdsworth*—502 East John Street
- *Carson Tahoe Behavioral Health*—1080 North Minnesota Street
- *Carson Mental Health Center*—1665 Old Hot Springs Road
- *Nevada Food for Thought*—3246 North Carson Street
- *National Alliance on Mental Illnesses*—1711 North Roop Street

Career and Vocational Training Services

Career training programs offer opportunities to those who have recently become unemployed, are seeking training in new industries, or who are interested in obtaining higher education and skills.

- *Join, Inc.*—716 North Carson Street, Suite 108
- *Career and Technical Education (Western Nevada College)*—2201 West College Parkway
- *Nevada Department of Employment Training and Rehabilitation*—500 East Third Street
- *Nevada Job Connect*—1929 North Carson Street
- *Labor Finders*—1802 North Carson

Government Social Services

As the State of Nevada’s capital, there are several government agency offices and services located in Carson City. The following is list of these services.

- *Nevada Department of Health and Human Services*—4126 Technology Way, #100
- *Bureau of Indian Affairs*—311 East Washington Street
- *Nevada Rural Housing Authority*—3695 Desatoya Drive
- *Carson City Health and Human Services*—900 East Long Street
- *Aging and Disability Services Division*—3416 Goni Road, #132
- *Child and Family Services*—4126 Technology Way, 3rd Floor
- *Veterans Resource Centers of America*—106 E Adams Street, Suite 203

IDENTIFIED GAPS IN SERVICE

Figures 20 through 23 illustrate the identified social service program locations in and around Carson City. As shown in these figures, almost all of the existing JAC fixed routes serve within ¼ mile of these social services. The key exceptions are:

- Health and Human Services Department on Arrowhead Drive
- Skyline Estates Senior Living and Memory Care on the northern end of Mountain Street
- FISH on N. Carson Street
- Frost Yasmer Estates on East 5th Street



Figure 20
Social Services - Senior Services

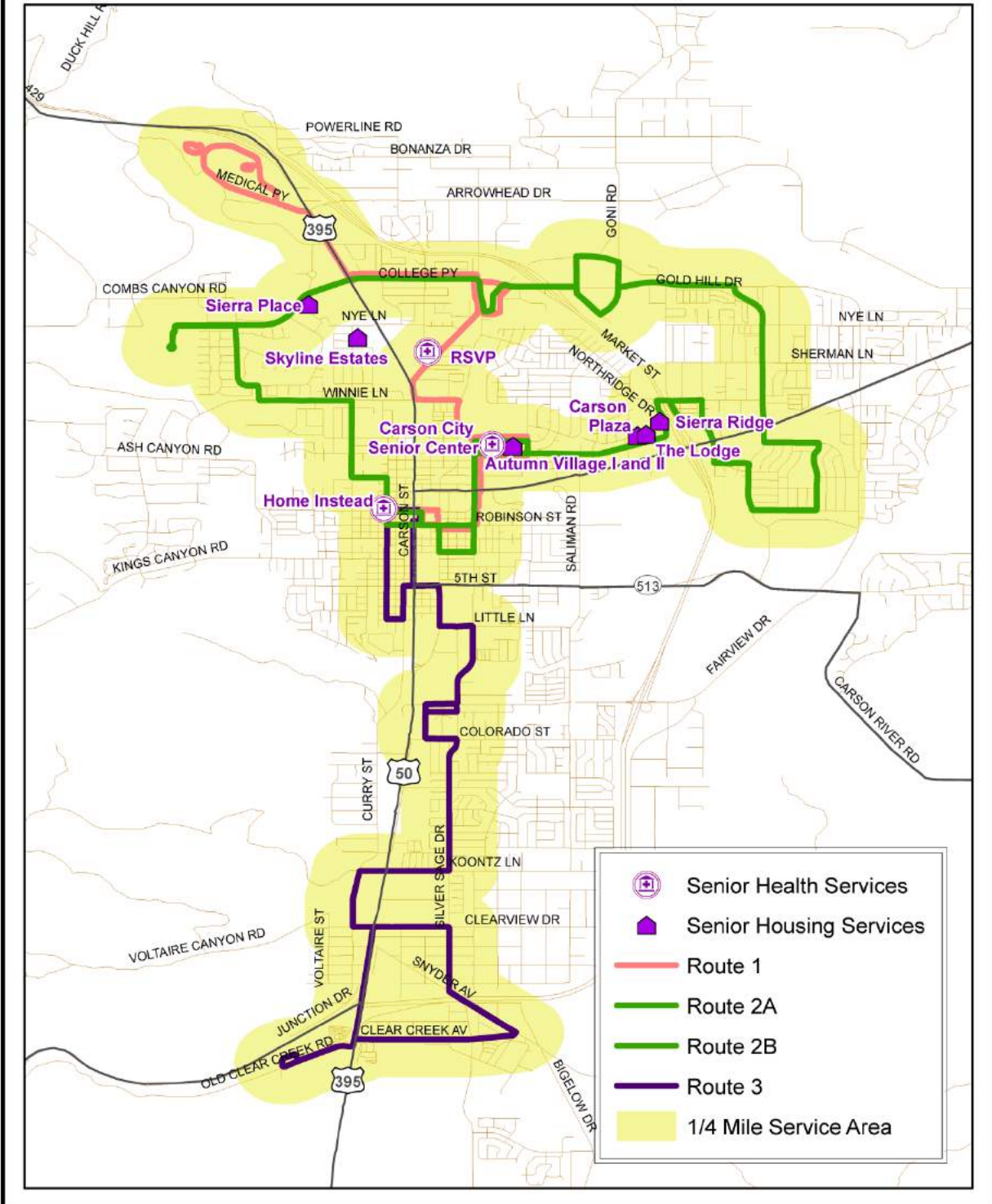




Figure 21
Social Services - Community Social Services

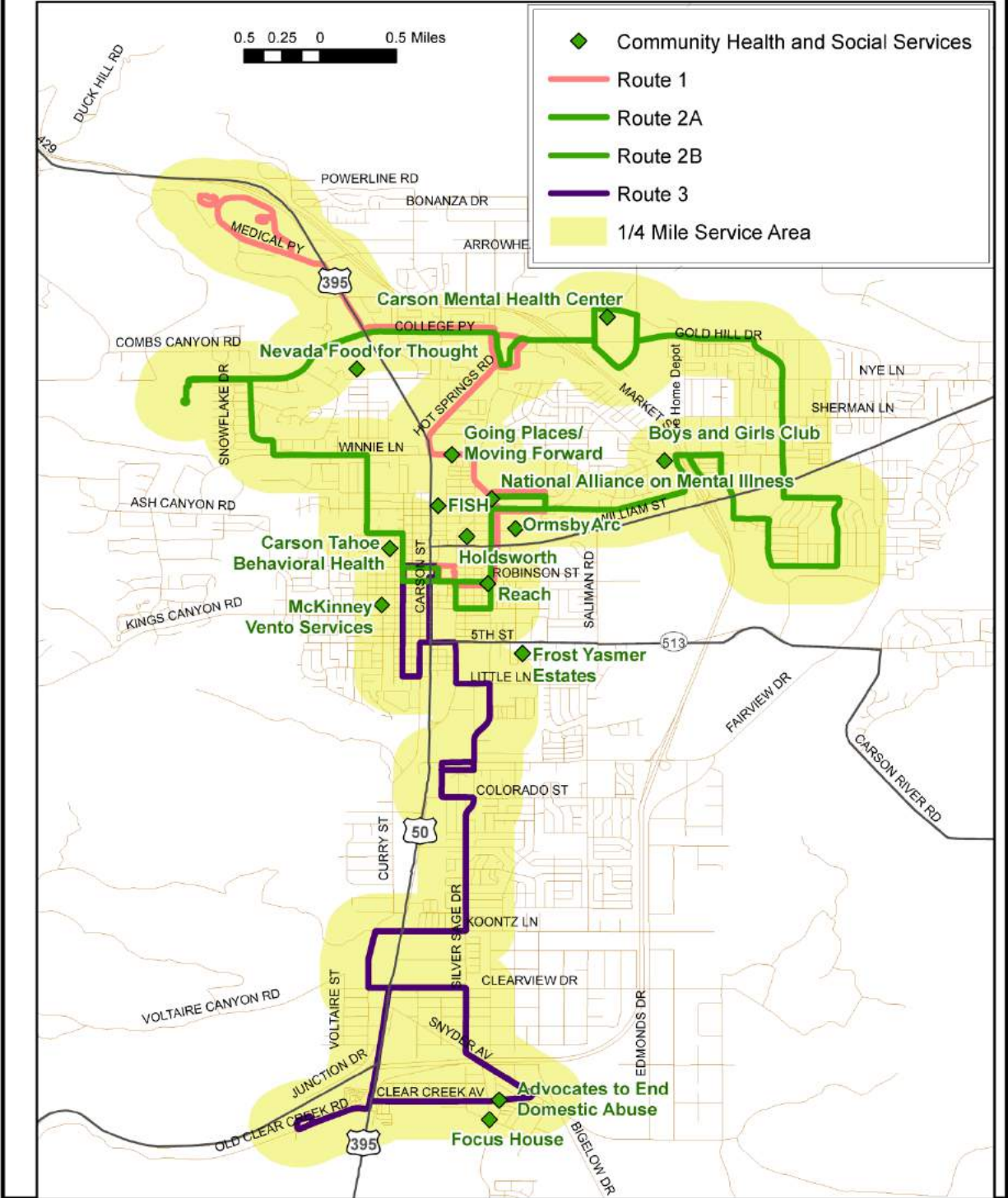
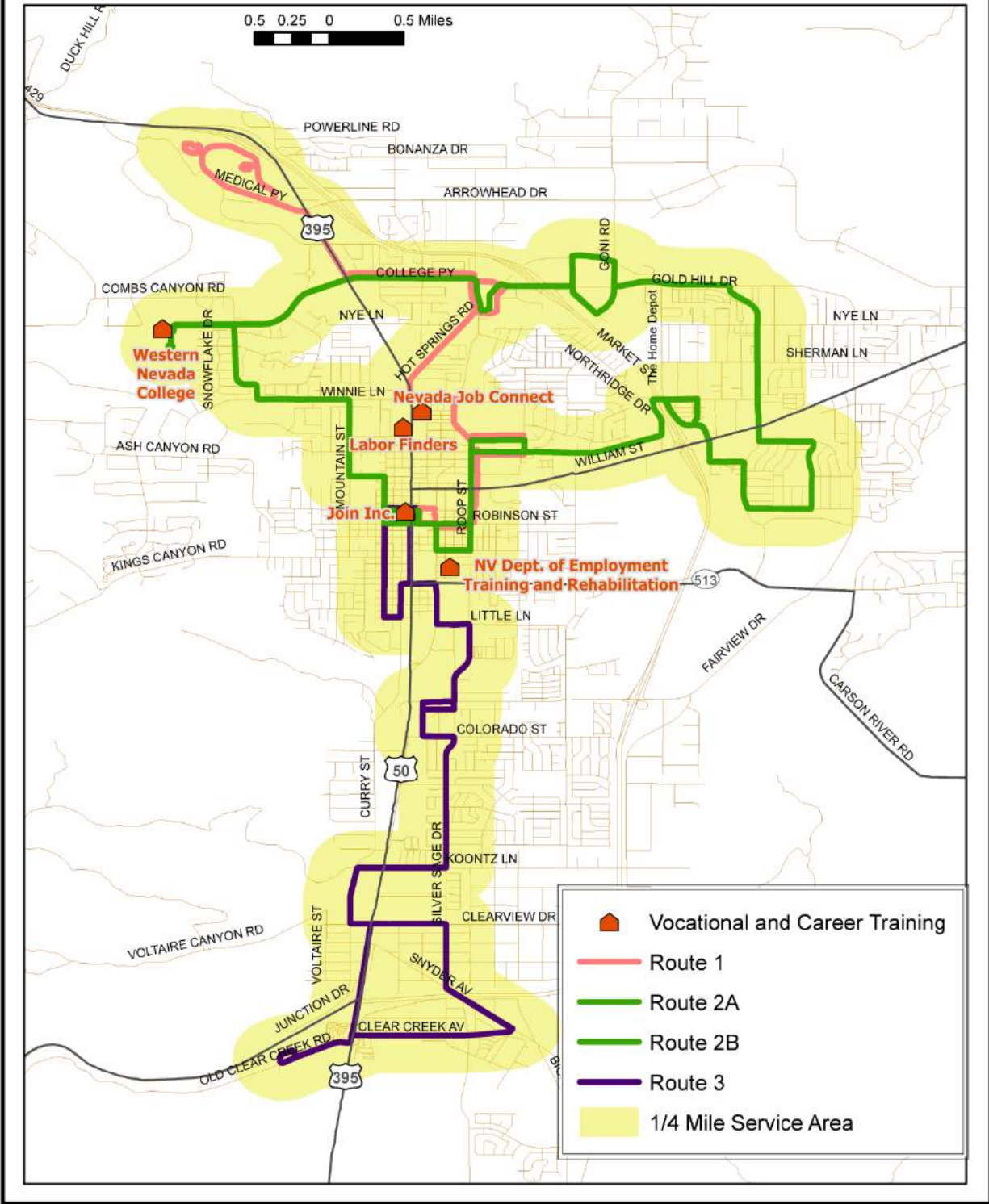




Figure 22 Social Services - Career and Vocational Training Services

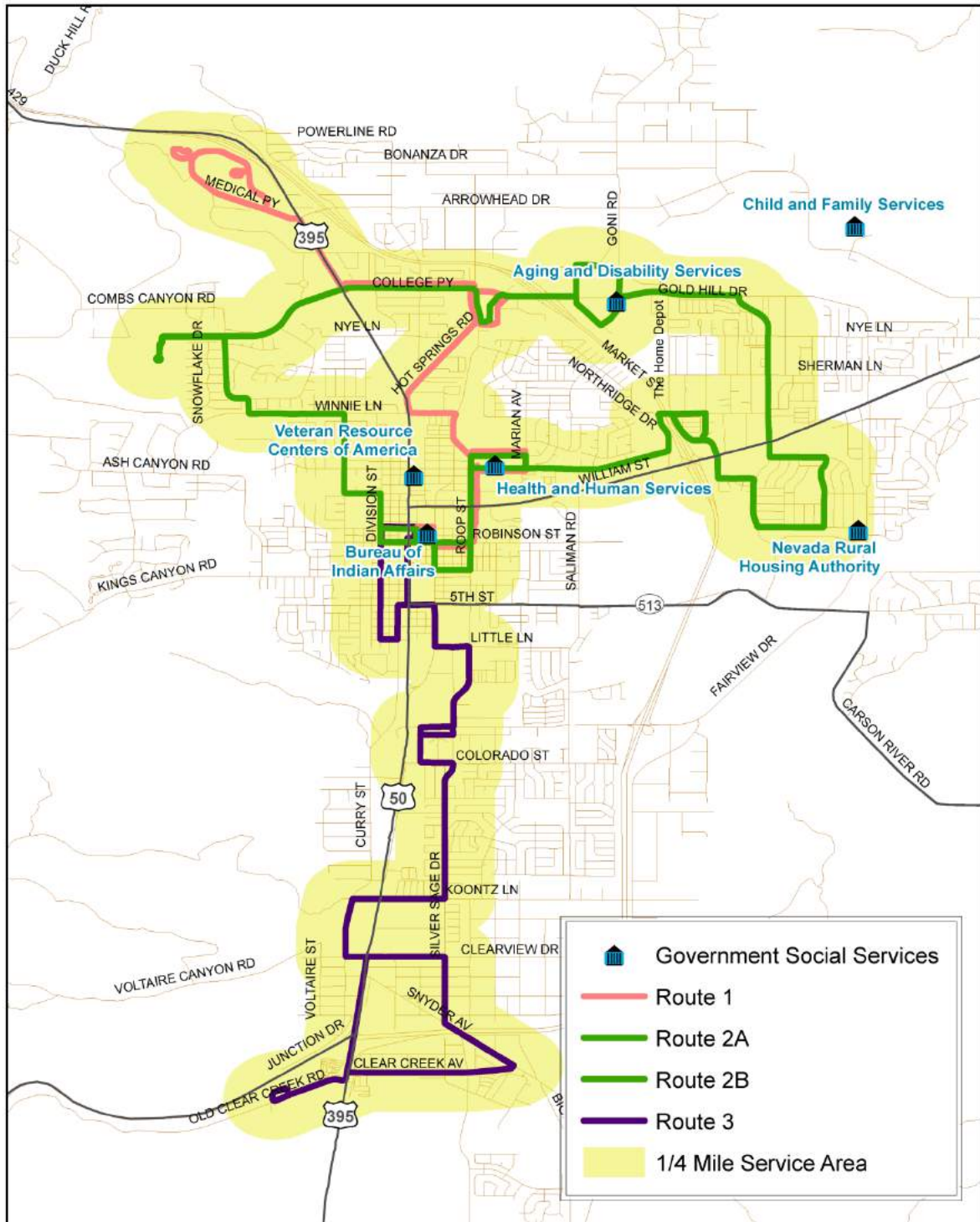




0.5 0.25 0 0.5 Miles

Figure 23

Social Services - Government



As shown in Table 18, only a few of the services identified offer private transportation services to their clients and participants.

CONCLUSIONS

While conducting outreach, it became apparent that a majority of the identified services encourage their participants to use the JAC fixed routes and JAC Assist programs as their primary mode of independent transportation when possible. Many of the services offer support to their clients through assisting them in applying for discounted passes, showing them how to use the buses affectively, and providing free passes for them when possible. As discussed above, there are a number of social services trip generators that are not conveniently served by JAC fixed routes, including group homes, Health and Human Services, and FISH. There are also neighborhoods that are not being served by JAC Assist that could merit extensions of the service area.

This chapter first presents alternatives regarding JAC fixed routes. Individual new routes or modifications to existing routes are first considered, followed by an evaluation of “system” alternatives that consider all routes together. Changes in the span of service (the hours and days of service) are then considered. This is followed by evaluation of modifications to the JAC Assist program. Finally, potential services connecting Carson City with Douglas, Lyon and Storey Counties are evaluated.

FIXED ROUTE REVISION ALTERNATIVES

As a basis for evaluating new or revised routes, the following is an analysis of the residential areas not currently served (within a quarter-mile walk distance) by the existing four fixed routes. At present, the existing route service area encompasses the residences of approximately 40,100 residents of Carson City, which is only 70 percent of the total population.² Figure 24 presents a map of the nine significant residential areas not currently served. As shown, eight of these areas are outside of the existing routes, while the ninth is the existing “gap” in the middle of the Route 2A/2B loop centered along Northridge Drive.

Table 19 presents the estimated population and the population characteristics within each of these unserved areas. As shown, these populations range between 650 in the southwest area up to 5,780 along the South Saliman Road corridor area. The demographic characteristics of each unserved area were then used to estimate a per capita annual transit trip rate for both the fixed route service and JAC Assist. These rates were calibrated against the existing observed trip rate of the existing service area (4.87 annual trips per capita for fixed route and 0.70 for JAC Assist). Trip rates were factored by the proportion of residents with characteristics associated with higher ridership potential in order to define trip rates specific to each area. The weight assigned to each factor was based on the proportion of ridership in various fare categories for the fixed route rates, while the rates for JAC Assist were based on the relative proportion of persons with disabilities. As an example, the center unserved area is expected to have a relatively high trip rate as the proportion of low-income, zero household and disabled residents are relatively high.

These trip rates are then multiplied by the unserved population figures to estimate the annual transit ridership that would be generated if all portions of each unserved area were to be served (at the current JAC transit service levels). As shown in Table 19 and Figure 25, two areas stand out as having a large potential unserved ridership: the South Saliman Road area with 25,800 potential fixed-route passenger-trips (equal to 13 percent of current fixed-route ridership) and the center area with 23,300 trips (equal to 12 percent of current ridership). No other individual areas exceed 8,500 annual passenger-trips, though if the northeast and east areas are considered together, they total 12,300 passenger-trips per year. Revisions to existing individual routes are discussed below and shown in Figure 26.

² Many other cities strive to provide service to at least 90 percent of the population.



0.75 0.375 0 0.75 Miles

Figure 24
Existing Unserved Areas

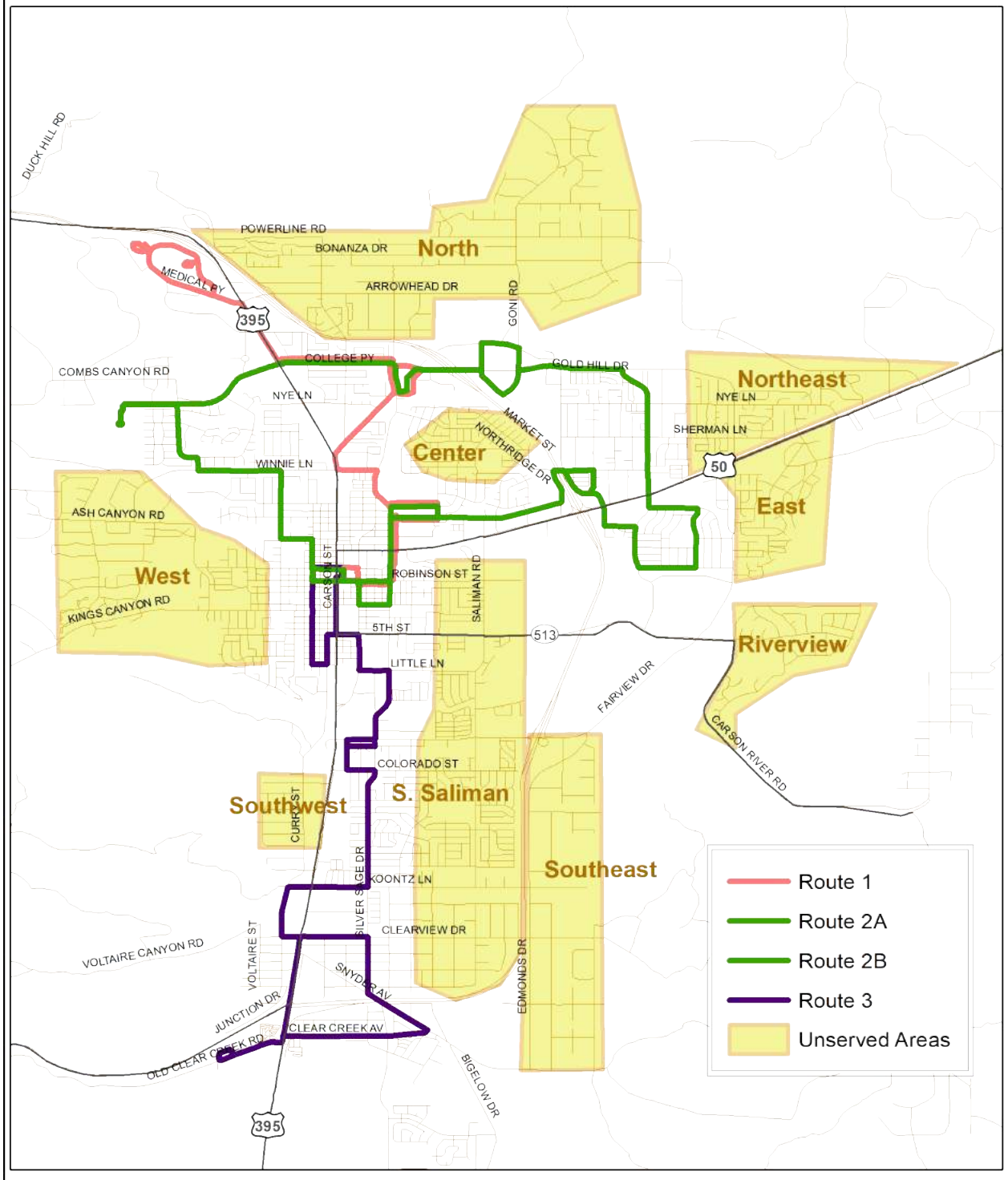
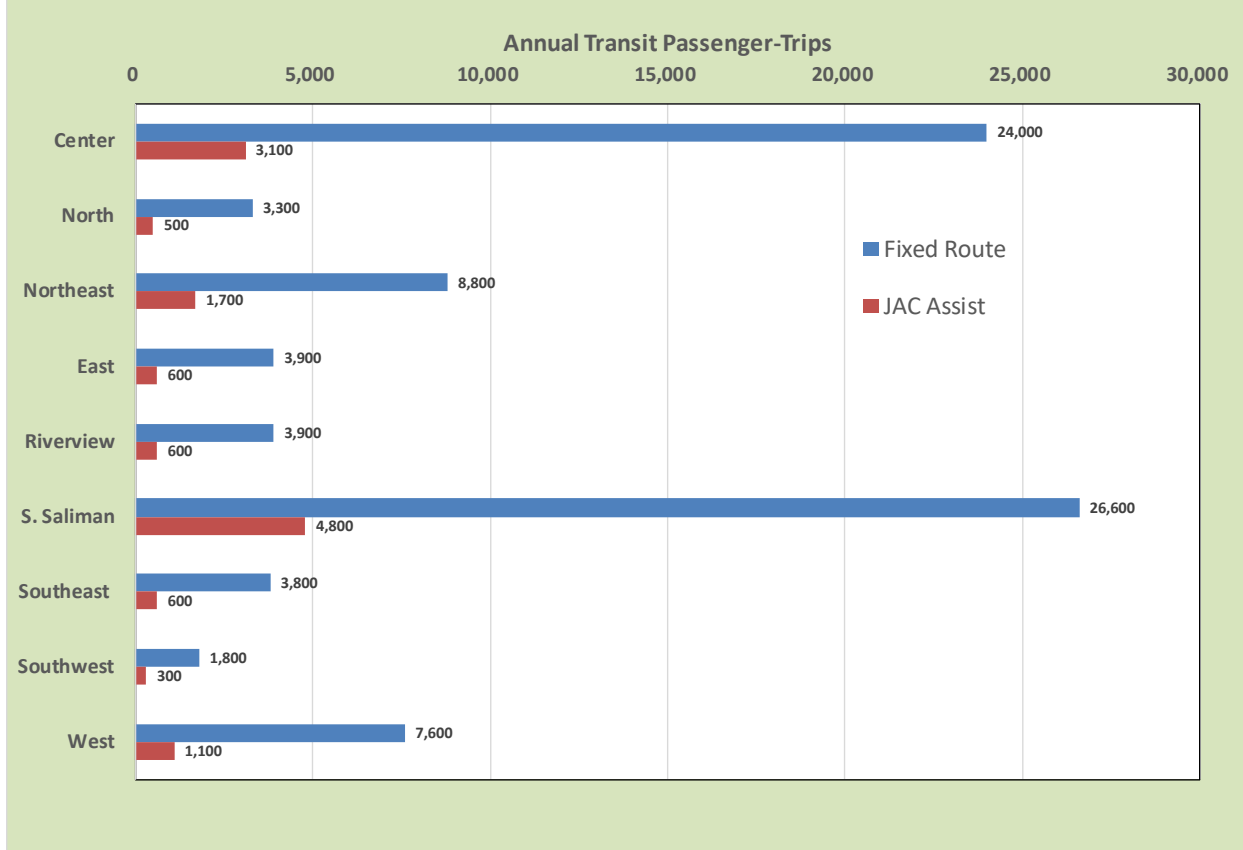


TABLE 19: Existing Key Residential Areas of Carson City Not Currently Served by JAC

Unservd Area	Population	Percent of Population				Annual Trip Rate		Est. Annual Transit Trip Generation	
		Zero Vehicle	Low Income	Seniors	Disabled	Fixed	JAC Assist	Fixed	JAC Assist
Center	3,920	10.5%	17.8%	11.5%	24.3%	6.13	0.78	24,000	3,100
North	730	5.4%	13.8%	19.3%	20.5%	4.53	0.66	3,300	500
Northeast	1,800	1.3%	19.1%	25.0%	29.8%	4.90	0.96	8,800	1,700
East	1,640	1.3%	8.2%	20.0%	10.8%	2.39	0.35	3,900	600
Riverview	1,640	1.3%	8.2%	20.0%	10.8%	2.39	0.35	3,900	600
S. Saliman	5,780	4.4%	13.8%	17.5%	25.7%	4.60	0.83	26,600	4,800
Southeast	1,100	5.0%	7.0%	20.9%	16.0%	3.50	0.52	3,800	600
Southwest	560	2.5%	6.5%	32.8%	15.5%	3.17	0.50	1,800	300
West	1,550	6.6%	12.2%	25.9%	21.7%	4.90	0.70	7,600	1,100
Existing Service Area	38,800	6.8%	14.2%	19.4%	22.5%	5.03	0.73	195,100	28,200

FIGURE 25: Potential Annual Ridership of Areas Currently Unserved



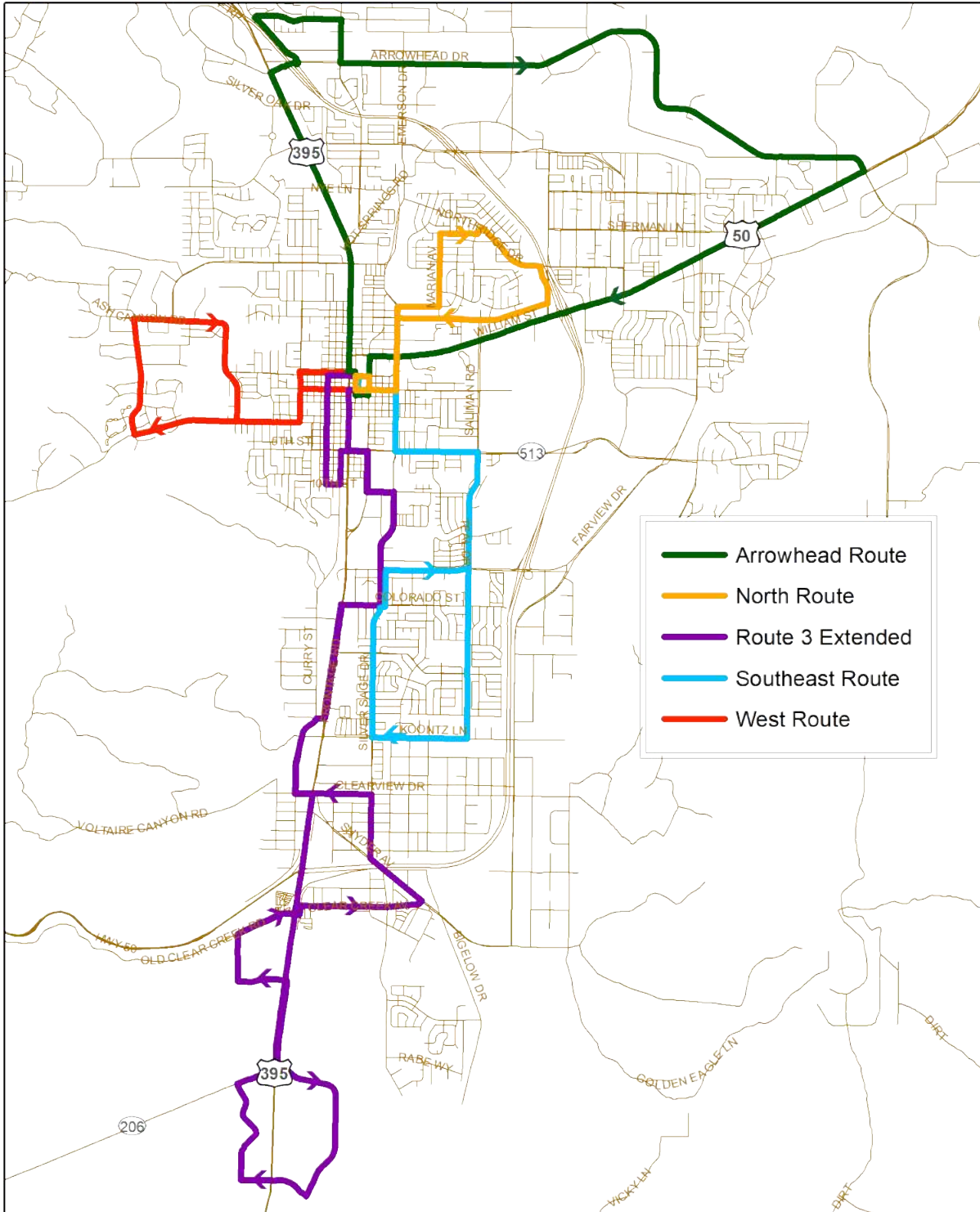


0 0.250.5 1 Miles



Figure 26

Individual Alternate Routes



Southeast Carson City/Saliman Road Corridor Route

A new route that could serve the largest currently-unserved population in southeast Carson City is shown in Figure 26. Leaving the Downtown Transfer Plaza, this route travels east on Robinson Street, south on Roop Street, east on Fifth Street and south on Saliman Road before making a one-way clockwise loop via Saliman Road, Koontz Lane, Baker Drive, and Colorado Street before returning via Saliman Road and the remainder of the outbound route. This route is 7.97 miles in length and would require approximately 40 minutes to operate. Over the course of a year, and with the same service span as the existing runs and assuming that the remainder of the hour could be put to good use on another route, this route would incur an operating cost of \$120,900 per year, as shown in Table 20.

In addition to serving the residents of southeast Carson City west of I-580 and north of Clearview Drive, this new route would provide better service along the 5th Street corridor (including the Frost Yasmer Estates) and serve Fremont Elementary and Seeliger Elementary schools. Overall, the annual ridership that would be served by this new route is estimated to be 26,900 boardings per year. As an aside, this alternative was reviewed with regard to the potential increase in JAC Assist demand. The large majority of the new service area is already served by JAC Assist, as it is within 1 mile of existing Route 3. While the new route would extend the service area to include more of the residential areas east of I-580, this residential area has a relatively low potential demand for JAC Assist services, which would be roughly offset by a shift in existing JAC Assist ridership to use the new route.

New North Route

Besides southeast Carson City, the other relatively large concentration of unserved Carson City residents is the northern central area within the Route 2A/2B loop route, centered on the Northridge Drive area. This area is home to almost 4,000 Carson City residents and has a relatively high proportion of low-income residents living in zero-vehicle households. It could be efficiently served by a new route that connects the Downtown Transfer Center with the Carson City Senior Center in both directions, potentially with a one-way clockwise route along Marian Avenue, Longridge Drive, Northridge Drive and E. Long Street. This route is 4.5 miles in length and could be served within 20 minutes. If served hourly on the existing span of service (and assuming the remaining 40 minutes per hour could be put to good use elsewhere), this route would incur an annual operating cost of \$66,900.

While the presence of roundabouts and narrow road widths may warrant the use of a smaller bus, this route would generate new ridership by serving the existing unserved residents in the central area, as well as providing additional schedule options between the downtown area, Senior Center, Multipurpose Athletic Center (MAC) and other uses along E. Long Street.³ In total, ridership is estimated to equal 28,200 boardings per year. Subtracting the additional fare revenue, operating subsidy would equal \$56,700 per year.

³ Alternatively, this new service along E. Long Street could allow Route 2A/2B to instead serve new areas further to the east, as discussed below.

TABLE 20: Route Alternatives Analysis

	Run Parameters		Daily Service			Days per Year	Annual		Annual Cost	Ridership	Fare Revenues	Operating Subsidy
	Hours	Miles	Runs	Hours	Miles		Hours	Miles				
SE Carson City/Saliman Rd. Corridor Route												
Weekday	0.67	7.97	13	8.7	104	255	2,219	26,421	\$107,600			
Saturday	0.67	7.97	8	5.4	64	51	275	3,252	\$13,300			
Total							2,494	29,672	\$120,900	27,700	\$10,100	\$110,800
North Route												
Weekday	0.33	4.55	13	4.3	59	255	1,097	15,083	\$55,000			
Saturday	0.66	4.55	8	5.3	36	51	270	1,856	\$11,900			
Total							1,367	16,940	\$66,900	28,900	\$10,500	\$56,400
West Route												
Weekday	0.5	4.9	13	6.5	64	255	1,658	16,244	\$77,400			
Saturday	0.5	4.9	8	4	39	51	204	1,999	\$9,500			
Total							1,862	18,243	\$86,900	9,400	\$3,400	\$83,500
Arrowhead Drive Route												
All Day Weekday Service	1	11.9	13	13	155	255	3,315	39,449	\$160,800			
Additional JAC Assist Service				2	22	255	510	5,618	\$24,300			
							3,825		\$185,100	17,300	\$6,300	\$178,800
Commute Peaks Only	1	11.9	4	4	48	255	1,020	12,138	\$49,500	11,800	\$4,300	\$45,200
Revise Rts 2A/2B to Serve N. Carson St.												
Weekday	0	0.26	26	0	7	255	0	1,724	\$1,500	0	\$0	\$1,500
Saturday	0	0.26	16	0	4	51	0	212	\$200			
Total							0	1,936	\$1,700	9,000	\$3,300	-\$1,600
Revise Rt 2A/2B Off of Narrow Streets												
Weekday	0	0.2	26	0	5	255	0	1,326	\$1,200	0	\$0	\$1,200
Saturday	0	0.2	16	0	3	51	0	163	\$100			
Total							0	1,489	\$1,300	-1,200	-\$400	\$1,700
Revise Route 3 to Serve Topsy Lane												
Weekday	0	0.02	13	0	0	255	0	66	\$100	6,100	\$0	\$100
Saturday	0	0.02	8	0	0	51	0	8	\$0			
Total							0	74	\$100	2,400	\$800	-\$700
Revise Rt 3 to Serve Mica Drive												
Weekday	1	4.2	13	13	55	255	3,315	13,923	\$138,600			
Saturday	1	4.2	8	8	34	51	408	1,714	\$17,100			
Additional JAC Assist Service				4	60	255	1,020	15,300	\$52,200			
Total							4,743	15,637	\$207,900	6,100	\$2,100	\$205,800
Downtown/Special Event Shuttle Service												
<u>Weekday 11 AM - 7 PM</u>												
All Year	0.17	1.33	48	8	64	306	2,448	19,535	\$110,400	19,600	\$4,900	\$105,500
Leg. Session Only	0.17	1.33	48	8	64	103	824	6,576	\$37,200	9,900	\$2,500	\$34,700
Special Events Only (13 Days per Year)	-	-	-	8	160	13	104	2,080	\$5,800	2,100	\$0	\$5,800

Fixed Route Service to Western Carson City (Ash Canyon/Kings Canyon Area)

The lower Ash Canyon and Kings Canyon residential areas west of downtown and the existing JAC service area has a population of approximately 1,550 residents. While this population has a relatively high proportion of seniors, the proportion of low-income or zero-vehicle households is below the citywide average. A reasonable route serving this area would be as follows:

- Westbound from the downtown transit center along Washington Street
- Southbound along Mountain Street
- Westbound along W. Kings Street
- Northbound along Longview Way
- Eastbound along Ash Canyon Road
- Southbound along N. Ormsby Boulevard
- Eastbound along W. King Street
- Northbound along Mountain Street
- Eastbound along Robinson Street to the Transit Center

This route would be 4.9 miles in length and would require 30 minutes to operate (including driver layover time). Assuming this route could be paired with another to provide hourly service, it would cost \$86,900 per year to operate. Ridership would be generated by service to this new residential area, and by providing service to Carson Middle School. The impact on JAC Assist would be minimal. Overall, an estimated 9,100 additional passenger-trips would be served each year, requiring an estimated \$83,600 in increased operating subsidies.

Fixed Route Service to Arrowhead Drive / Northeast Carson City

The Arrowhead Drive corridor is not currently served by JAC. In addition to residential areas with a population of 2,500, this area has a wide variety of employers, including Chromalloy, Eaglemark Savings Bank, and Duro Manufacturing. There are a total of 3,267 jobs in this new transit service area, per the US Census Longitudinal Employer-Household Dynamic dataset. Of these, approximately 1,470 are held by Carson City residents. In addition, the Health and Human Services Department generates the need for transit access.

Due to the limited roadway network, this consists of a large clockwise loop of 11.6 miles, requiring an hour to operate.⁴ Due to the prevalence of employment sites, this route would be operated on weekdays only. Two options were considered regarding the span of service (both options would require one more bus in peak operation):

- All-Day Service—13 runs per day, consistent with the other JAC routes. This would incur an annual operating cost of \$160,800 per year. This option would also substantially expand the JAC Assist $\frac{3}{4}$ mile required service area, both to the north and to the northeast. An additional two vehicle-hours of service would be needed, increasing the total cost impact of this option to \$185,100 per year.
- Commute Periods Only—Two runs in the AM commute period and two runs in the PM commute period. These runs would probably operate at 7:30 AM and 8:30 AM, as well as 4:30 PM and 5:30 PM, to transfer to other routes and the Downtown Transit Plaza. However, specific times would need to be based on surveys of work shift times in the service area. Given that JAC Assist has some available capacity in these limited hours, no expansion in JAC Assist service would be necessary. This more limited service would cost \$49,500 per year to operate.

The US Census indicates that currently 0.3 percent of commuting by Carson City residents is via transit.

⁴ Large one-directional loops are typically found to be inconvenient for passengers, as they require long travel times for some trips. However, in this case the potential ridership is not sufficient to consider two-directional service (which would double the operating cost).

This is in part a reflection of the limited area currently served. In comparison, the transit mode share in Reno is 2.4 percent. A reasonable proportion of the transit travel mode in the Arrowhead Drive area is 1.5 percent. Over the course of the year, these figures indicate that transit boardings for work purposes would total 5,500 per year. Ridership would also be generated by newly-served residents and social service transit trip generation, along with a modest level of ridership resulting from the additional service along North Carson Street and William Street. In total, all-day service would generate 17,100 boardings per year. Considering the proportion of employment vs. non-employment in the commute periods, if service is limited to commute periods per year, ridership would be 11,800 per year.

Revisions to Routes 1 or 2A/2B to Better Serve North Carson Street

The North Carson Street between downtown and Winnie Lane does not currently have JAC fixed-route transit service. Instead, Route 2A/2B serves stops along Mountain Street (0.3 miles to the west while Route 1 serves stops along Roop Street (0.3 miles to the east). With the completion of I-580, there are now more opportunities to accommodate bus stops and service along Carson Street.

One way of providing service on North Carson Street would be to revise Route 1 to use Long Street and North Carson Street, rather than Roop Street and Winnie Lane. After serving the Beverly Drive/Marion Avenue/Long Street loop, northbound Route 1 would travel west on Long Street and north on N. Carson Street to Winnie Lane, where the existing route would be regained. The southbound route would continue south on N. Carson Street from Winnie Lane, turning east on Long Street. This modification would not have an impact on operating costs. While it would add an estimated 2 minutes to the route running time, there is adequate time within the hourly schedule to accommodate this. Service would eliminate three existing stops:

- Winnie Lane/Carson Frontier Plaza. This stop generates 11.0 boardings per day eastbound. A new stop on N. Carson Street at Winnie Lane would be roughly 500 feet walking distance from areas to the east (such as the mobile home park).
- Winnie Lane/Lone Mountain Drive—This stop generates only 1.7 boardings per day westbound. Passengers would be served by the existing Carson / Hot Springs Road stop (a quarter-mile walk to the west).
- Roop Street/Stewart Street (northbound and southbound) —This stop, which generates 4.9 boardings per day, is only 850 feet away from existing stops on Beverly Drive.

In total, 17.6 boardings per day (and an equivalent level of deboardings) would be impacted by this revision. Most of these passengers would be required to walk substantial additional distances to the next available stop. A resulting loss of 6,000 existing passenger-trips would occur. Due to the forecast loss in ridership, this alternative is not recommended.

The other way of serving North Carson Street would be to revise Route 2A/2B to serve North Carson between Long Street and Winnie Lane. Route 2A would depart the Downtown Transfer Plaza on the current route as far as Division Street/Fleishman Way, then head east (rather than west) on Fleishman Way, north on N. Carson Street and west on Winnie Lane. In the counterclockwise direction, Route 2B would continue east on Winnie Lane beyond the current turn on Mountain Street to N. Carson Street,

south on N. Carson Street, west on Fleishman Way and then south on Division Street. This route is 0.26 miles longer than the current route, which would increase annual operating costs by \$1,700.

While these revisions would eliminate service to seven existing stops along Mountain Street and Fleishman Way, ridership at these stops is relatively low. Excepting the southbound stop on Mountain Street just south of Winnie Lane (that could be relocated around the corner onto Winnie Lane) and the westbound stop on Fleishman Way just west of Division Street (that could be relocated onto northbound Division Street), these stops serve only 5 boardings per day, or approximately 3,000 total passenger-trips per year. Between the two options, therefore, realigning Routes 2A/2B has the lesser impact on existing ridership.

Service on N. Carson Street would serve a variety of commercial centers (including the FISH thrift store, Frontier Plaza and Grocery Outlet) as well as the Frontier Motel. Based on ridership generated by similar land uses currently served by JAC, this corridor would generate an estimated 12,000 passenger-trips per year. This would then result in an overall increase of 9,000 per year once the loss of existing ridership is considered. With an increase of \$3,300 in fare revenue, a total net reduction of \$1,600 in subsidy needs per year would occur. While this option would result in a net increase in subsidy and a reduction in funding requirements, it would eliminate ridership to a neighborhood that is currently provided with service.

Revisions to Avoid Narrow Streets on Existing Routes

Route 2A/2B: Lompa Lane and Menlo Drive

Just to the east of I-580 and south of US 50, Routes 2A/2B travel along Lompa Lane and Menlo Drive. Menlo Drive is 38 feet in width with parallel parking along both sides, leaving 22 to 24 feet in width for two way travel which is currently adequate for transit operations given the low traffic volumes. However, the 300-foot-long section of Lompa Lane to the north of Menlo Drive has only 22 feet of pavement width. This is a potential safety concern when buses and trucks both need to negotiate this stretch.

Routes 2A/2B could instead use US 50 and Airport Road to travel between US 50/Lompa Lane and Lompa Lane/Menlo Drive. This would add 0.2 miles per trip which, over the course of a year, would add 1,500 vehicle-miles and an operating cost of \$1,300. The two stops that would be eliminated (and cannot be easily relocated) serve a relatively modest 4 boardings and alightings per day or 1,200 passenger-trips per year. Including the loss of \$400 in fare revenues, this change would increase subsidy requirements by \$1,700 per year. Alternatively, the city could increase the pavement width for the 300-foot-long stretch (perhaps as part of private development in this area). Adding this relatively modest construction to a larger roadway project could minimize the construction costs.

Route 3: California Street

Route 3 currently travels along California Street between Colorado Street on the south and Industrial Park Drive on the north. This roadway allows parking on both sides, and a portion has head-in parking. While the northern portion has curb and gutter on both sides with a width of 32 feet, the southernmost 250 feet has no curb and gutter on the east side and a pavement width of only roughly 20 feet. This roadway is difficult to negotiate with a bus. Should JAC continue to operate on California Street, the city

should explore the feasibility of continuing the curb, gutter and shoulder work south to connect with Colorado Street.

The key stops along this roadway at the Southgate Apartments generate a significant ridership (12.6 passenger boardings per day), so simply eliminating this stop is not an option. A feasible alternative, however, would be to relocate this stop to the north side of Industrial Park Drive, just to the east of California Street. This is a 400-foot walk distance from the existing stop. Route 3 buses in both directions would make a clockwise loop around the Industrial Park Drive/California Street/Fairview Drive/Roop Street, using Roop Street south of Industrial Park Drive. This modification would have a minimal impact on ridership and operating costs while providing a benefit to the safety of transit operations by avoiding the narrow section of California Street. However, this route revision moves transit further away from existing HUD housing in the area, resulting in a negative impact to those living in these buildings. Another option would be to improve the eastern side of the 250-foot section of California Street north of Colorado Street.

Revision to Route 3 to Serve Topsy Lane

The southernmost stop on Route 3 is at Fuji Park, on the south side (eastbound side) of Old Clear Creek Road opposite Costco. To access this stop, the bus circulates through the Costco parking lot on the north side of the Parkway, and makes a left turn to enter the stop eastbound. Transit systems typically avoid operating buses through parking lots, due to the increased potential for crashes. Another option for serving this stop would be for the Route 3 bus to continue south on US 395 one more intersection south of Old Clear Creek Road, turning right on Topsy Lane, right on Vista Grande Boulevard (behind Walmart) and right on Old Clear Creek Road. This would add an estimated 3 minutes of running time to Route 3; a review of travel times would be needed to ensure that this can be accommodated within the existing 60 minute schedule. The route is 0.6 miles longer than the existing route. This additional mileage would increase annual operating costs by \$1,900.

This Route 3 extension would increase required service area for JAC Assist. Specifically the new area within $\frac{3}{4}$ mile of the extended route would be added. Note that this would not require JAC Assist service beyond the $\frac{3}{4}$ mile area. This would not include any major new destinations for paratransit services (such as medical facilities). While it does include a small portion of the neighborhood lying southwest of Topsy Lane, this would not require a significant increase in the cost of JAC Assist services overall.

This extension could serve the existing TTD Route 19X stop in Douglas County on Topsy Lane, between Clear Creek Plaza (Walmart, Trader Joes, etc.) and Carson Valley Plaza (Marshall's, Best Buy). In addition to providing Carson City residents with access to these retail stores, it provides access to jobs in these commercial centers. Considering ridership generated by other similar commercial centers along existing JAC routes, this stop would increase ridership by an estimated 2,500 passenger-trips per year. Subtracting the additional \$800 in fare revenues, this option increases annual operating subsidy by \$1,100 per year. In light of this modest increase in operating subsidy, the benefits to Carson City residents in terms of commercial and employment access and the fact that Douglas County residential areas would now be served, it is the Consultant recommendation that Carson City consider this option without the need for financial support from Douglas County.

Revision to Route 3 to Serve Target/Home Depot and Mica Drive

A more extensive modification to Route 3 would be to extend southward as far as Mica Drive, which serves the Sunridge and Indian Hills residential areas. As shown in Figure 26, this could serve stops near the Target Center, as well as the Indian Hills Shopping Plaza (Tahoe Orthopedics). This would extend existing Route 3 by an additional 4.2 miles, which would require an additional 20 minutes to operate. As this additional running time is not available within the existing Route 3 hourly schedule, a full additional bus would be needed to maintain the current hourly systemwide schedules. Absent other changes to JAC routes, this would increase annual operating costs by \$155,700 per year. This option would require a substantial increase in JAC Assist service area to accommodate ADA requests within $\frac{3}{4}$ miles of the extended route (that includes both residential areas and medical facilities), thereby increasing total operating costs to \$207,900.

This extension would provide service within a 5-minute walk of 2,050 residents. While this area has a relatively high proportion of seniors (20 percent) the proportion that are low-income is relatively low (10 percent) as is the proportion of zero-vehicle households (2.6 percent). Based on the demographics of the additional service area, ridership would be increased by 5,900 per year, or approximately 20 passenger-trips per day.

Given that this alternative would serve a significant residential area in Douglas County, it would only be feasible with financial contributions from Douglas County. This would need to be negotiated between the city and county, including whether the funding should encompass only marginal operating costs, a portion of overhead/managements costs and/or vehicle capital costs. At a minimum, a reasonable cost contribution would be the marginal operating costs south of Topsy Lane, along with the additional JAC Assist costs. This consists of 3.76 miles of route length that would require 17 minutes to operate. Over the course of a year, this would total 1,061 hours of service and 14,000 vehicle-miles, which would incur an operating cost of \$52,600. Including the additional JAC Assist costs and subtracting the \$2,100 in fare revenues, the annual operating subsidy would be \$102,700.

Downtown/Special Event Shuttle Service

Downtown Shuttle

Downtown Carson City is revitalizing and redeveloping. Particularly since the completion of the Downtown Carson Street project, there is increasing retail, restaurant, employment and entertainment options opening downtown. Downtown Carson City is particularly busy during the State Legislature session, which is a 120-day session every other (odd) year from early February through early June. Given this activity, one option would be to provide a downtown shuttle service, perhaps using a “trolley” replica or some other uniquely branded small transit vehicle. Examples of such services can be found in Santa Barbara and Morro Bay in California, as well as the Sierra Spirit service in Reno.⁵

There are some specific operating parameters that are important in a downtown shuttle:

- A frequent service is crucial. Optimally, service would be provided every ten minutes, which is the frequency at which most potential passengers decide to not consult the schedule and

⁵ The Sierra Spirit shuttle will be eliminated once the current project to extend the Virginia Street RAPID bus rapid transit service north from downtown to the University of Nevada Reno is completed in 2020.

instead go to the stop knowing that the shuttle will be coming “soon enough.” At the outside, no more than 15 minute frequency is needed.

- Routes should be simple and easy to understand. While operating back-and-forth on one street is preferable, a simple short one-way loop is possible.
- Boarding should require either no fare, or a small fare such as \$0.25. Washoe RTC’s Sierra Spirit was originally free fare, but a \$0.25 fare was implemented in order to control persons riding multiple runs.

Overall, the service plan and public messaging should allow a non-rider unfamiliar with the area and the service to quickly understand the route, frequency, span and how to use the service.

Given the slow travel speeds and many signals in the downtown area, along with time needed for boarding/alighting, a reasonable operating speed for a downtown shuttle is 8 miles per hour. For a 10-minute headway, this is equal to 1.33 miles per trip, which is equal to 30 blocks of the downtown grid. A simple route for a downtown shuttle would be along Carson Street in both directions from 5th Street on the south to William Street on the north, which is 14 blocks in one direction or a total of 28 in both directions. Another option would be to use Curry Street in one or both directions, if siting stops along Carson Street that avoid blocking traffic is a problem and if a smaller vehicle were to be used. This corridor encompasses the State Legislature Building, the State Capitol Building, the State Museum, Children’s Museum, lodging/casino properties (Carson City Nugget, Cactus Jack’s Senator Club, Carson Tahoe Hotel and Hardman House) and an extensive variety of restaurants, shops and entertainment venues.

While there are a wide range of potential service spans that could be considered, a reasonable option (focusing on the workday and travel to/from restaurants) would be 11 AM to 7 PM on weekdays and Saturdays. This would incur an operating cost of \$110,400 per year.

The ridership history of rubber-tired trolley services over recent years is not positive, particularly if there is not a very strong concentration of visitor activity. A successful nearby example is the “Emerald Bay Trolley” service operated in South Lake Tahoe, which caters almost exclusively to visitors. However, there are many examples of trolley services that have been discontinued due to lack of ridership, including services in Nevada City/Grass Valley, North Lake Tahoe and Yuba City/Marysville. As noted above, Reno’s Sierra Spirit program is slated for elimination.

Factors that tend to limit the ridership potential of this type of service are:

- Visitors with convenient access to their private automobile tend to use it rather than a shuttle service unless there is some factor, such as limited available parking, which provides a disincentive for auto use.
- While there is an initial “fun” factor that generates ridership in the first year or two, few residents return to ride again.
- It is difficult for a shuttle service to conveniently serve a quick trip, such as for lunch. Even with a 10-minute frequency, using a shuttle can take roughly 15 minutes of a lunch hour.

Ridership generated by the “lunch crowd” on shuttle services has been disappointing. Based on these factors, the potential for ridership of a trolley service in Carson City would be limited, on the order of 8 passengers per vehicle-hour of service on a typical day and 12 during the legislative session. This is equivalent to roughly 19,600 boardings per year. Assuming a \$0.25 fare, operating subsidy would be \$105,500 per year.

Alternatively, this shuttle service could be provided Monday through Saturday during the legislative sessions only. This would cost \$37,200 per year (in the odd years when a session is held) and would serve approximately 9,900 passengers. Subsidy would total \$34,700 per year.

Special Events Shuttle

A shuttle vehicle could be used for special events, either those within the downtown area or to provide connecting service between an outlying special event and downtown. Specific special events that could warrant transit shuttle service are:

- V&T Season Opener—Memorial Day Weekend
- Stewart Pow Wow—3 days in mid-June (Stewart)
- Taste of Downtown—1 day in mid-June
- Nevada State Fair—3 days in early June (Mills Park)
- Carson City Fair—1 day in late July (Fuji Park)
- Nevada Day—A full Saturday in late October
- Festival of Light—Friday in early December

There may be other events hosted through the Downtown Business Association or the Brewery Arts Center that could benefit from a shuttle service. Considering only these 13 days of special events listed above, and assuming an average of 8 hours of service per day, a total of 104 vehicle-hours of service would be operated annually. This would incur an operating cost of approximately \$5,800 per year.

Ridership generated by special events would vary dramatically depending on the level of visitor activity, the location of visitor lodging, the convenience of parking at the event venue as well as the marketing for the shuttle service. Overall, however, special event shuttles can be relatively effective. Assuming an average of 20 passengers per vehicle-hour, ridership is estimated to total 2,100 over the 13 days of service. As no fare is assumed for this service, operating subsidy would total \$5,800 per year.

FIXED ROUTE SYSTEM ALTERNATIVES

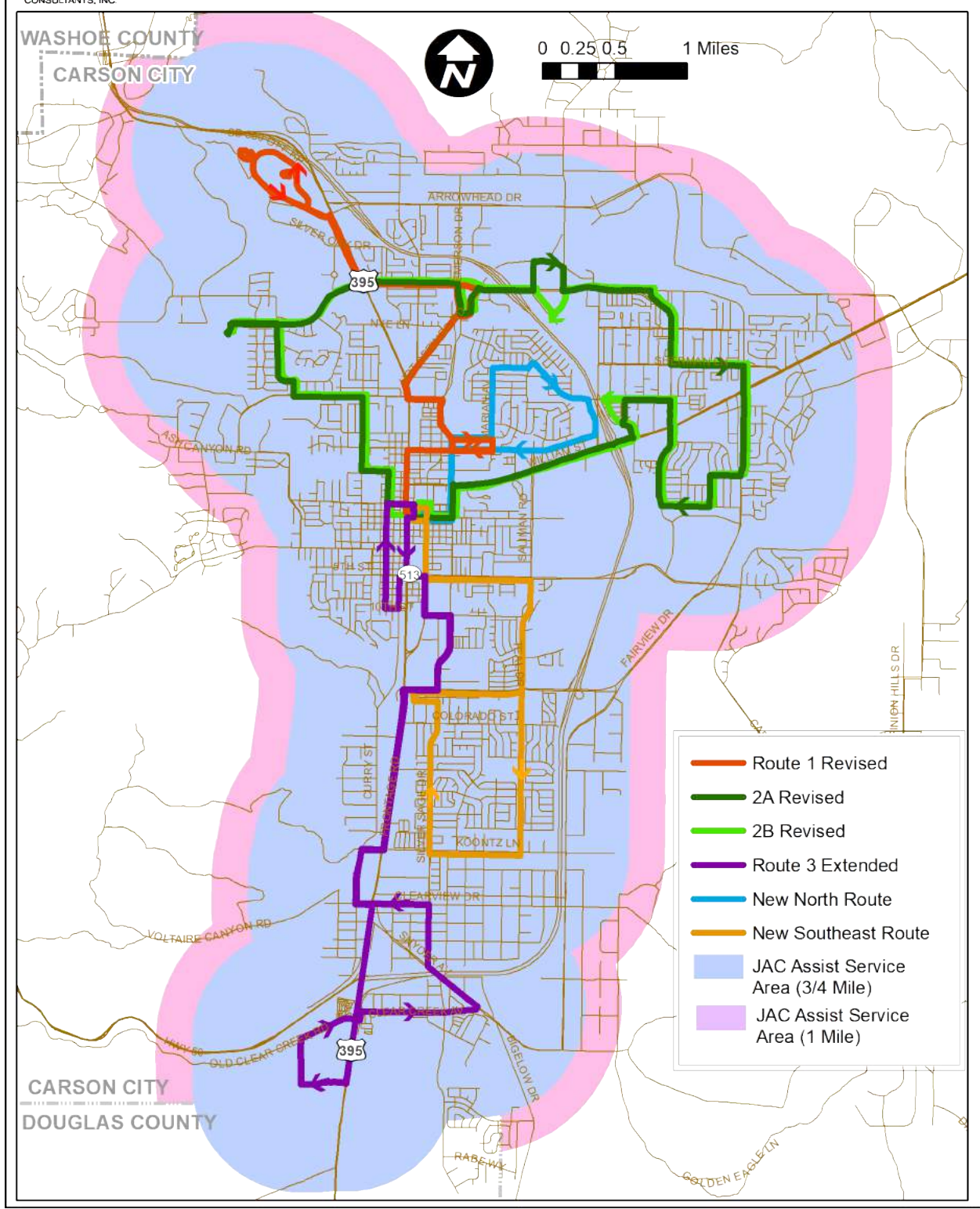
Six-Route Alternative

Based on the analysis results of the individual potential new routes as discussed above, a comprehensive fixed-route alternative was developed consisting of the following elements shown in Figure 27:

- Implementation of the Southeast and North Routes. Note that these two routes would be operated hourly using a single bus, alternating between the two routes.
- Revision of Routes 2A/2B to serve additional areas in northeast Carson City (while keeping both routes as hour-long loop routes in opposite directions). Specifically, Routes 2A/2B would travel along E. William Street rather than Long Street between Roop Street and I-580 (as the new

Figure 27

Six Route Alternative



North Route would serve Long Street), providing a time savings that can be used to travel east on Stanton Drive and Sherman Lane as far as Fairview Drive. This would expand service to eastern Carson City, as well as provide faster trips to existing stops in eastern Carson City. All existing stops could be served or relocated within 600 feet walking distance, except the stops near Lompa Lane/Menlo Drive would be eliminated.

- Revise Route 1 to use N. Carson Street between Washington Street and Long Street, adding service to the commercial uses along N. Carson Street and avoiding duplication with the North Route.
- Extension of Route 3 south to Topsy Lane and realignment to South Carson Street from Colorado Street to Koontz Lane.

As shown in Table 21, this overall plan would increase service levels by 3,723 additional vehicle-hours per year (a 25 percent increase) and by 54,200 vehicle-miles per year (a 30 percent increase). Overall marginal operating costs would be increased by \$185,600 per year, a 24 percent increase in total operating costs. The total number of buses in fixed-route operation would increase from the current four to a new total of five.

New ridership would be generated by expansion of service as well as service to new commercial areas:

- Southeast area—26,900 passengers per year
- North area—12,000 passengers per year
- Eastern and northeastern area—5,800 passengers per year
- New service on North Carson Street to Long Street (Rodeway Inn, FISH, Roundhouse Inn) — 3,000 passengers per year
- New service along E. Williams Street (Gold Dust, 99 Cent Store) —4,000 passengers per year

In total, this alternative would increase ridership by 54,200 passenger-trips per year (a 28 percent increase in fixed-route ridership). Subtracting the \$19,700 in additional fare revenues, operating subsidy requirements would increase by \$165,900.

Full Pulse Route Alternative

A “clean slate” analysis was conducted to assess the route structure that would be most effective, given current understanding of transit service needs, if a service were to be designed from scratch. As a basis for this, it is worthwhile to review the general route structures that are commonly used in cities of similar size:

- Under a “pulse route” structure, routes are designed like spokes on a wheel with all routes serving a single transit hub. Buses “pulse” out of the transit hub on coordinated schedules, which allow passengers to typically transfer directly from one bus to another at the hub. As a result, all trips throughout the system can be accomplished by no more than one transfer. In addition to reducing travel time for cross-town trips, this structure provides better amenities for transferring passengers at the transit hub than would be provided out on the routes. This route structure is best suited to communities with a high concentration of activity in a central location (typically downtown). The individual routes are often designed as “balloon routes” with two-

way service near the transfer hub (the “string”) along with a one-way loop (the “balloon”) to provide expanded geographical coverage in the outlying area.

- A “grid route” structure operates routes along relatively straight east-west or north-south corridors. This is typically found in larger cities, particularly those with a strong roadway grid (such as Phoenix). This provides for relatively quick trips across the service area, but passengers often have to transfer between intersecting routes, typically at locations with limited amenities. The realities of scheduling also mean that there are often long waits while transferring, particularly with low frequency of service. The grid routes are sometimes tied together at the ends of the routes to form a loop.

The current JAC fixed routes are configured largely as a combination of pulse routes (Routes 1 and 3) while Route 2A/2B create elements of an east-west grid along the College Parkway and US 50/Winnie Lane corridors. As Route 2A/2B are scheduled to meet at the downtown transfer center with the other two routes, all routes are scheduled to “pulse,” while the Route 2A/2B loop provides shorter travel times along the College Parkway corridor.

TABLE 21: Fixed Route System Alternatives Analysis

	Run Parameters		Daily Service			Days per Year	Annual		Annual Cost	Annual Ridership	Fare Revenues	Operating Subsidy
	Hours	Miles	Runs	Hours	Miles		Hours	Miles				
Existing Routes												
Route 1 Weekday	1	11.2	13	13	146	255	3,315	37,128	\$158,800			
Route 2A Wkdy	1	11.7	13	13	152	255	3,315	38,786	\$160,200			
Route 2B Wkdy	1	12.4	13	13	161	255	3,315	41,106	\$162,200			
Route 3 Weekday	1	12.4	13	13	161	255	3,315	41,106	\$162,200			
Route 1 Saturday	1	11.2	8	8	90	51	408	4,570	\$19,500			
Route 2A Sat	1	11.7	8	8	94	51	408	4,774	\$19,700			
Route 2B Sat	1	12.4	8	8	99	51	408	5,059	\$20,000			
Route 3 Saturday	1	12.4	8	8	99	51	408	5,059	\$20,000			
Total							14,892	177,587	\$722,600			
Six-Route Plan												
Route 1 Weekday	1	11.1	13	13	144	255	3,315	36,797	\$158,500			
Route 2A Wkdy	1	12.2	13	13	159	255	3,315	40,443	\$161,700			
Route 2B Wkdy	1	12.8	13	13	166	255	3,315	42,432	\$163,400			
Route 3 Weekday	1	12.5	13	13	163	255	3,315	41,438	\$162,500			
Southeast Rt Wkdy	0.67	8.0	13	8.7	104	255	2,219	26,520	\$107,700			
North Route Wkdy	0.33	4.5	13	4.3	59	255	1,097	15,050	\$54,900			
Route 1 Saturday	1	11.1	8	8	89	51	408	4,529	\$19,500			
Route 2A Saturday	1	12.2	8	8	98	51	408	4,978	\$19,900			
Route 2B Saturday	1	12.8	8	8	102	51	408	5,222	\$20,100			
Route 3 Saturday	1	12.5	8	8	100	51	408	5,100	\$20,000			
Southeast Rt Sat	0.67	8.0	8	5.4	64	51	275	3,264	\$13,300			
North Route Sat	0.33	4.5	8	2.6	36	51	133	1,852	\$6,700			
Total							18,615	227,624	\$908,200			
Net Change							3,723	50,037	\$185,600	55,100	\$20,000	\$165,600
Full Pulse Plan												
Northwest Rt Wkdy	1	11.9	13	13	155	255	3,315	39,449	\$160,800			
N-S Route Wkdy	1	11.6	13	13	151	255	3,315	38,454	\$159,900			
East Route Wkdy	1	11.8	13	13	153	255	3,315	39,117	\$160,500			
Southeast Rt Wkdy	1	13.3	13	13	173	255	3,315	44,090	\$164,800			
South Rt Wkdy	1	9.2	13	13	120	255	3,315	30,498	\$153,000			
Northwest Rt Sat	1	11.9	8	8	95	51	408	4,855	\$19,800			
N-S Route Sat	1	11.6	8	8	93	51	408	4,733	\$19,700			
East Route Sat	1	11.8	8	8	94	51	408	4,814	\$19,800			
Southeast Rt Sat	1	13.3	8	8	106	51	408	5,426	\$20,300			
South Rt Sat	1	9.2	8	8	74	51	408	3,754	\$18,800			
Total							18,615	215,189	\$897,400			
Net Change							3,723	37,602	\$174,800	37,200	\$13,500	\$161,300

In considering a new overall route structure, it is important to note that downtown Carson City provides an economically active hub, reasonably close to the center of the overall service area. This argues strongly for a pulse system as the most appropriate overall structure for Carson City. The key question is whether a complete pulse network is a better option for Carson City, in which the Route 2A/2B service area is reconfigured into two individual routes with one bus in operation on each, along with a modification to Route 1.

Other factors considered in the clean slate analysis were:

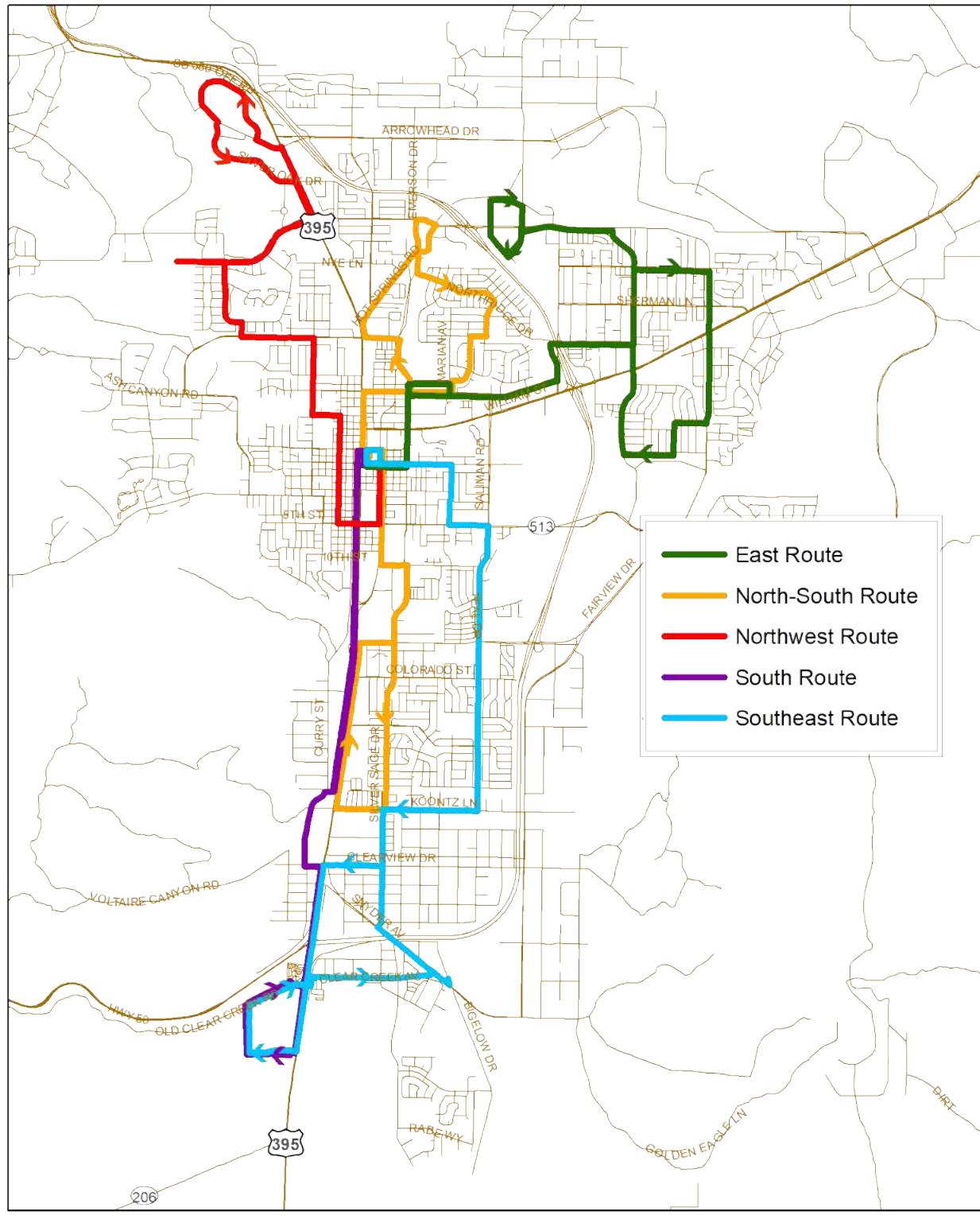
- The relatively low vehicle-hours per capita compared with the peer systems and the 30 percent of Carson City population not served, a Six-Route system is warranted.
- Service more frequent than hourly is not warranted as discussed elsewhere.
- Service to the Saliman Road corridor, further eastward from the existing Route 2A/2B service area and filling the central “gap,” is warranted.
- With the completion of I-580 around Carson City, Carson Street (Old US 395) is being incrementally improved to function as a more attractive locally-serving street. As part of this, it would be beneficial for service to be provided along Carson Street.

A route alternative addressing these factors is shown in Figure 28. Overall, a route network where all routes pulse out of the downtown area was developed. A key element is that the service plan for northern Carson City would be reconfigured into three pulse routes. This overall route structure consists of the following routes:

- Route 1 would be reconfigured into a Northwest Route to serve northwest Carson City west of Carson Street, including Western Nevada College and the Medical Parkway area. It would also serve stops along Division Street currently served by Route 3. Overall, it would be a hour-long route.
- A North-South Route would serve the Senior Center, Walmart and Northridge Drive areas on the northern end. After serving the Downtown Transfer Plaza, it would serve much of the existing Route 3 service along Stewart Street and Roop Street as far south as Koontz Lane (allowing Route 3 to be revised). The overall route would operate on an hourly schedule.
- An East Route would serve the eastern end of the existing Route 2A/2B service area, including a one-way loop formed by Airport Road, Nye Lane, Fairview Drive and Desatoya Drive. Another route element would extend west on College Parkway to the existing stops around Goni Road and Research Way.
- A Southeast Route would serve the Saliman Road Corridor in both directions, extending south to Walmart (Topsy Lane) and Stewart.
- Route 3 would be reconfigured into a more direct but longer route along the South Carson Street Corridor, extending as far south as Topsy Lane in Douglas County.



Full Pulse Route Alternative



The impacts on operating parameters and costs would be very similar to that of the Six-Route Alternative, with an annual operating cost impact of \$174,800. This alternative would have characteristics that both increase and decrease ridership. Key generators of new ridership would be as follows:

- New service to southeastern Carson City. As direct service would be available from the Saliman Road area both to downtown as well as south to the Walmart area, ridership generation in this area would be enhanced.
- Service to new areas in north-central Carson City as well as eastern Carson City.
- Service to new areas in northern Douglas County.
- Faster service between downtown Carson City (and connecting routes) and south Carson City, saving approximately 10 minutes over current running times.

As a whole, a total increase generated by these service improvements would increase ridership by 48,700 per year.

The key negative factor is the loss of east-west service across the College Parkway corridor in northern Carson City. As an example, a trip from Western Nevada College to Walmart on Retail Drive currently takes 9 minutes via Route 2A. Under this alternative, this trip would require 30 minutes, including a transfer from the East Route to the North Route at the Downtown Transfer Plaza. As another example, a trip from Walmart to a residence around Airport Road/Nye Lane would take 65 minutes (including a 30 minute wait at the Downtown Transfer Plaza between the North and East Routes), rather than the existing 10 minutes.

An evaluation of existing boarding and alighting counts indicates that a substantial portion of existing Route 2A/2B passengers are making trips along the College Parkway corridor, totaling 22 percent. An analysis of the impact of the increase in travel time (and need to transfer) indicates that a loss of 12,500 annual existing passenger-trips would occur. The net increase in annual boardings would be 36,200. Subtracting \$13,100 in additional fares, this alternative would increase operating subsidy needs by \$161,700 per year.

SPAN OF SERVICE ALTERNATIVES

Beyond the physical configuration of the routes, the other key variable with regards to a fixed-route transit system is the span of service, the hours and days that service is provided and the frequency of service.

Evening Weekday Service (to 9:30 PM Last Run)

Evening service on weekdays is a popular suggestion for improvement in JAC transit service. In particular, residents are interested in using transit service to access evening recreational activities as well as the many jobs (such as restaurant jobs) that extend beyond the existing last 6:30 PM run on the JAC system. Under this alternative, each route would be operated for three additional hours, with the last departures at 9:30 PM. As shown in Table 22, providing this service would increase the fixed-route hours and miles of service. In addition, JAC Assist service

would need to be provided during the additional hours and a dispatcher would be needed to staff the office. The overall annual operating cost would be increased by \$214,100.

Ridership can be estimated by reviewing the pattern of ridership per hour observed in similar cities with evening service. This indicates that this service would generate a ridership increase of 9.7 percent over existing weekday ridership, or 16,900 passenger-trips per year. Subtracting the \$6,400 in additional fares yields an estimate of additional operating subsidy of \$207,700 per year.

TABLE 22: Fixed Route Span of Service Alternatives Analysis

	Run Parameters		Daily Service			Days per Year	Annual		Annual Cost	Ridership	Fare Revenues	Operating Subsidy
	Hours	Miles	Runs	Hours	Miles		Hours	Miles				
Weekday Evening Service												
Route 1	1	11.2	3	3	34	255	765	8,568	\$36,600	4,600	\$1,300	
Route 2A	1	11.7	3	3	35	255	765	8,951	\$37,000	3,700	\$1,400	
Route 2B	1	12.4	3	3	37	255	765	9,486	\$37,400	4,800	\$1,800	
Route 3	1	12.4	3	3	37	255	765	9,486	\$37,400	2,700	\$900	
JAC Assist	--	--	--	3	33.05	255	765	8,428	\$36,500	1,100	\$1,000	
Additional Dispatcher Hours				3		255	765	--	\$29,200	--	--	
Total							3,825	44,918	\$214,100	16,900	\$6,400	\$207,700
Eliminate Rt 2A Wkdy 6:30 PM Run												
Route 2A	1	11.7	-1	-1	-12	255	-255	-2,984	-\$12,300	-500	-\$200	-\$12,100
Saturday 7:30 AM Runs												
Route 1	1	11.2	1	1	11	51	51	571	\$2,400	400	\$100	
Route 2A	1	11.7	1	1	12	51	51	597	\$2,500	1,200	\$500	
Route 2B	1	12.4	1	1	12	51	51	632	\$2,500	600	\$200	
Route 3	1	12.4	1	1	12	51	51	632	\$2,500	200	\$100	
JAC Assist	--	--	--	1	11.02	51	51	562	\$2,400	100	\$100	
Additional Dispatcher Hours				1		51	51	--	\$1,900	--	--	
Total							255	2,995	\$14,200	2,500	\$1,000	\$13,200
Saturday 4:30 PM Runs												
Route 1	1	11.2	1	1	11	51	51	571	\$2,400	900	\$300	
Route 2A	1	11.7	1	1	12	51	51	597	\$2,500	800	\$300	
Route 2B	1	12.4	1	1	12	51	51	632	\$2,500	700	\$300	
Route 3	1	12.4	1	1	12	51	51	632	\$2,500	600	\$210	
JAC Assist	--	--	--	1	11.02	51	51	562	\$2,400	50	\$50	
Additional Dispatcher Hours				1		51	51	--	\$1,900	--	--	
Total							255	2,995	\$14,200	3,050	\$1,160	\$13,040
Saturday 4:30 & 5:30 PM Runs												
Route 1	1	11.2	2	2	22	51	102	1,142	\$4,900	1,500	\$400	
Route 2A	1	11.7	2	2	23	51	102	1,193	\$4,900	1,300	\$500	
Route 2B	1	12.4	2	2	25	51	102	1,265	\$5,000	1,200	\$500	
Route 3	1	12.4	2	2	25	51	102	1,265	\$5,000	900	\$310	
JAC Assist	--	--	--	2	22.03	51	102	1,124	\$4,900	\$100	\$90	
Additional Dispatcher Hours				1		51	102	--	\$3,900	--	--	
Total							510	5,989	\$28,600	5,000	\$1,800	\$26,800
Sunday Service												
Route 1	8	11.2	2	16	22	51	816	1,142	\$32,100	4,600	\$1,300	
Route 2A	8	11.7	2	16	23	51	816	1,193	\$32,200	4,000	\$1,600	
Route 2B	8	12.4	2	16	25	51	816	1,265	\$32,200	3,500	\$1,300	
Route 3	8	12.4	2	16	25	51	816	1,265	\$32,200	2,800	\$980	
JAC Assist	--	--	--	8	88	51	408	4,495	\$19,500	700	\$650	
Additional Dispatcher Hours				8		51	408	--	\$15,600	--	--	
Total							3,672	9,360	\$163,800	15,600	\$5,830	\$157,970
Weekday Half-Hourly Service												
Route 1	1	11.2	12	12	134	255	3,060	34,272	\$146,600	17,700	\$5,100	
Route 2A	1	11.7	12	12	140	255	3,060	35,802	\$147,900	15,100	\$5,900	
Route 2B	1	12.4	12	12	149	255	3,060	37,944	\$149,800	14,200	\$5,400	
Route 3	1	12.4	12	12	149	255	3,060	37,944	\$149,800	18,700	\$6,540	
Total							12,240	145,962	\$594,100	65,700	\$16,400	\$577,700

Eliminate Route 2A Weekday 6:30 PM Runs

The review of existing ridership by run by hour presented in Technical Memorandum One indicates that the final 6:30 PM run serves an average of only 2.3 passenger-trips per day. While there is a benefit of providing a consistent service plan that is easy to communicate to passengers, eliminating this run would save \$12,300 in operating costs per year. Considering that some passengers could still complete their trips using Route 2B (though with a longer travel time), a total of 500 passenger-trips and \$200 in fare revenues would be eliminated annually. This results in a net reduction in subsidy requirements of \$12,100 per year.

Saturday 7:30 AM Runs

The ridership that occurs during Saturdays' first runs are relatively strong, with an average of 50 boarding on the 8:30 AM runs. This is an indication of potential demand for an earlier run at 7:30 AM. A review of the relative ridership on runs in the 7:00 AM hour on similar systems indicates that this additional hour of service would boost overall Saturday ridership by 12 percent, or 2,400 passengers per year. This additional service (including additional JAC Transit and dispatcher hours) would increase annual costs by \$14,200 and annual subsidy requirements by \$13,200.⁶

Later Saturday Runs

Ridership on the last existing run on Saturdays (at 3:30 PM) is relatively strong, carrying 47 passengers per day on average. Many similar transit systems operate later on Saturdays, typically until around 5 PM. Two options were considered for an extension to the Saturday span of service:

- Operating a 4:30 PM run would increase costs by \$14,200 per year. Based on the relative ridership by hour in similar systems, it would serve approximately 3,050 passenger-trips per year, and require \$13,040 in subsidy.
- Operating both 4:30 PM and a 5:30 PM runs on Saturday would increase costs by \$28,600 per year and ridership by 5,000 boardings. The overall subsidy requirements would increase by \$26,800 annually.

Sunday Service

Providing service on Sundays has long been a common request. In addition to providing access to worship services, many Sunday riders on other systems are traveling for social events and shopping as well as retail jobs. Experience in other similar areas that provide fixed route transit service on Sundays indicates that the ridership generated on Sundays is approximately 30 percent lower than Saturday ridership. Operating the Saturday service plan (four routes plus JAC Assist from 8:30 AM to 4:30 PM) would cost a total of \$163,800 per year. Ridership is estimated to be 15,600 passenger-trips per year. By subtracting fare revenues, the subsidy would be increased by approximately \$157,970 annually.

⁶ As the first run ridership on Route 3 is relatively low, another option would be to operate this 7:30 AM run only on Routes 1, 2A/ 2B, which would reduce operating subsidies by \$2,300 per year.

Half-Hourly Weekday Service

Providing transit service every half-hour rather than every hour generates a substantial improvement in the overall attractiveness of a fixed-route service. In particular, employees with defined work start and stop times often find that hourly service can require leaving for work much earlier (if the hourly bus serves their worksite only a few minutes after their required start time) or a long wait after quitting time before the next bus home arrives. Similarly, passengers with defined appointment times for medical or social service visits often are required to add substantial time to their overall trip.

Providing half-hourly service on all four JAC fixed routes would require an additional four buses in operation. As shown in Table 4, this would require a sobering \$594,100 per year in increased operating costs. An elasticity analysis indicates that ridership would be increased by approximately 65,700 boardings per year, resulting in an increase in operating subsidy of \$577,700 per year.

COMPARISON OF FIXED ROUTE ALTERNATIVES

The ridership impacts of the fixed route service alternatives, as presented in Table 23 and Figure 29, range from an increase of 65,700 (for half-hourly weekday service) and 54,200 (for the Six-Route system plan) to a reduction of 1,200 associated with revision of Route 2A/2B service off of Menlo Place and Lompa Lane. Other alternatives with relatively high ridership potential are the full pulse system alternative (39,600), the North Route (28,200) and the Southeast Route (26,900).

The operating subsidy impacts vary widely, as shown in Figure 30. The most costly options would be half-hourly weekday service (\$577,700) followed by weekday evening service until 9:30 PM (\$207,700 per year). Other alternatives would have a relatively modest impact on subsidy needs, while two (revising Routes 2A/2B to serve North Carson Street and eliminating the Route 2A weekday 6:30 PM run) would reduce subsidy needs.

Fixed Route Alternatives Performance Analysis

An analysis of the performance of the service alternatives is presented in Table 23. This considers the following key transit service performance measures.

Passenger-Trips per Vehicle-Hour

The marginal passenger-trips per vehicle-hour is a key measure of the productivity of a transit service. Note that several of the alternatives do not result in a change in vehicle-hours, making this measure inapplicable. These values are charted in Figure 31.

Of the other alternatives, the majority yield a positive value resulting from an increase in ridership divided by an increase in vehicle-hours. In these cases, a high figure is preferred in that it reflects a relatively high ridership gain for every new vehicle-hour operated. For one alternative (the elimination of the last Route 2A weekday run), this figure is a result of a reduction in ridership over a reduction in vehicle-hours. In this condition, a lower value is preferable as it reflects fewer passenger-trips lost for every hour of service reduction. In this case, the value of 2.0 indicates that relatively few passengers would be eliminated. Of those increasing ridership, the “best” alternatives are a new North Route (20.6) and the special event shuttle (20.5), followed by the Six-Route systems plan (14.6). Note that these values are shaded in Table 23 indicating that they exceed the existing systemwide fixed-route average of

13.0. Alternatives that generate relatively few new passenger-trips per new vehicle-hour are the West Route (4.9) extending Route 3 southward to Mica Drive (1.2) and the Sunday service (4.2).

Marginal Subsidy per Passenger-Trip

This measure directly relates the key public input (tax funding) to the key desired output (ridership). As shown in Figure 32, the majority of these values reflect an increase in subsidy divided by an increase in ridership, in which case a lower value indicates a “better” alternative in that fewer dollars are needed to expand the ridership. Of these, the best performing alternatives are revising Route 3 to serve Topsy Lane (\$0.46), the North Route (\$2.01) and the Special Event Shuttle (\$2.72). Others would require relatively high levels of new funding per passenger-trip, such as the extension of Route 3 to Mica Drive (\$34.88), weekday evening service (\$12.29) and Sunday service (\$10.13). Several other results regarding this performance measure merit discussion:

- The positive figure of \$24.40 for the elimination of the last weekday Route 2A run indicates that \$24.40 would be saved for every passenger-trip lost—an indication that this is a good alternative.
- The negative figure (-\$0.18) for the revision of Route 2A/2B to serve North Carson Street is also a positive result, in that \$0.18 in subsidy would be saved for every new passenger-trip added.
- Finally, the revision of Route 2A/2B would reduce ridership while increasing costs, yielding a figure of -\$1.42 (a negative result).

TABLE 23: JAC Fixed Route Service Alternatives Performance Analysis

	Change From Existing Service				Marginal Subsidy per Psgr-Trip
	Net Annual Ridership	Net Annual Vehicle-Hours	Net Annual Operating Subsidy	Psgr-Trips per Service-Hour	
Existing Fixed Route Performance	Alternative Exceeding Average Shaded			13.0	\$4.35
SE Carson City/Saliman Rd. Corridor Route	27,700	2,494	\$110,800	11.1	\$4.00
North Route	28,900	1,367	\$56,400	21.1	\$1.95
West Route	9,400	1,862	\$83,500	5.0	\$8.88
Arrowhead Drive Route - All Day	17,300	3,825	\$178,800	4.5	\$10.34
Arrowhead Drive Route - Peak	11,800	1,020	\$45,200	11.6	\$3.83
Revise Rts 2A/2B to Serve N. Carson St.	9,000	0	-\$1,600	--	-\$0.18
Revise Rt 2A/2B Off of Narrow Streets	-1,200	0	\$1,700	--	-\$1.42
Revise Route 3 to Serve Topsy Lane	2,400	0	-\$700	--	-\$0.29
Revise Rt 3 to Serve Mica Drive	6,100	4,743	\$205,800	1.3	\$33.74
Downtown Shuttle - Year-Round	19,600	2,448	\$105,500	8.0	\$5.38
Downtown Shuttle - Legislative Session	9,900	824	\$34,700	12.0	\$3.51
Special Event Shuttle - 11 Days/Yr	2,100	104	\$5,800	20.2	\$2.76
6-Route System Plan	55,100	3,723	\$165,600	14.8	\$3.01
Full Pulse System Plan	37,200	3,723	\$161,300	10.0	\$4.34
Weekday Evening Service	16,900	3,825	\$207,700	4.4	\$12.29
Eliminate Rt 2A Wkdy 6:30 PM Run	-500	-255	-\$12,100	2.0	\$24.20
Saturday 7:30 AM Runs	2,500	255	\$13,200	9.8	\$5.28
Saturday 4:30 PM Runs	3,050	255	\$13,040	12.0	\$4.28
Saturday 4:30 & 5:30 PM Runs	5,000	510	\$26,800	9.8	\$5.36
Sunday Service	15,600	3,672	\$157,970	4.2	\$10.13
Weekday Half-Hourly Service	65,700	12,240	\$577,700	5.4	\$8.79

FIGURE 29: Service Alternatives Annual Ridership Impact

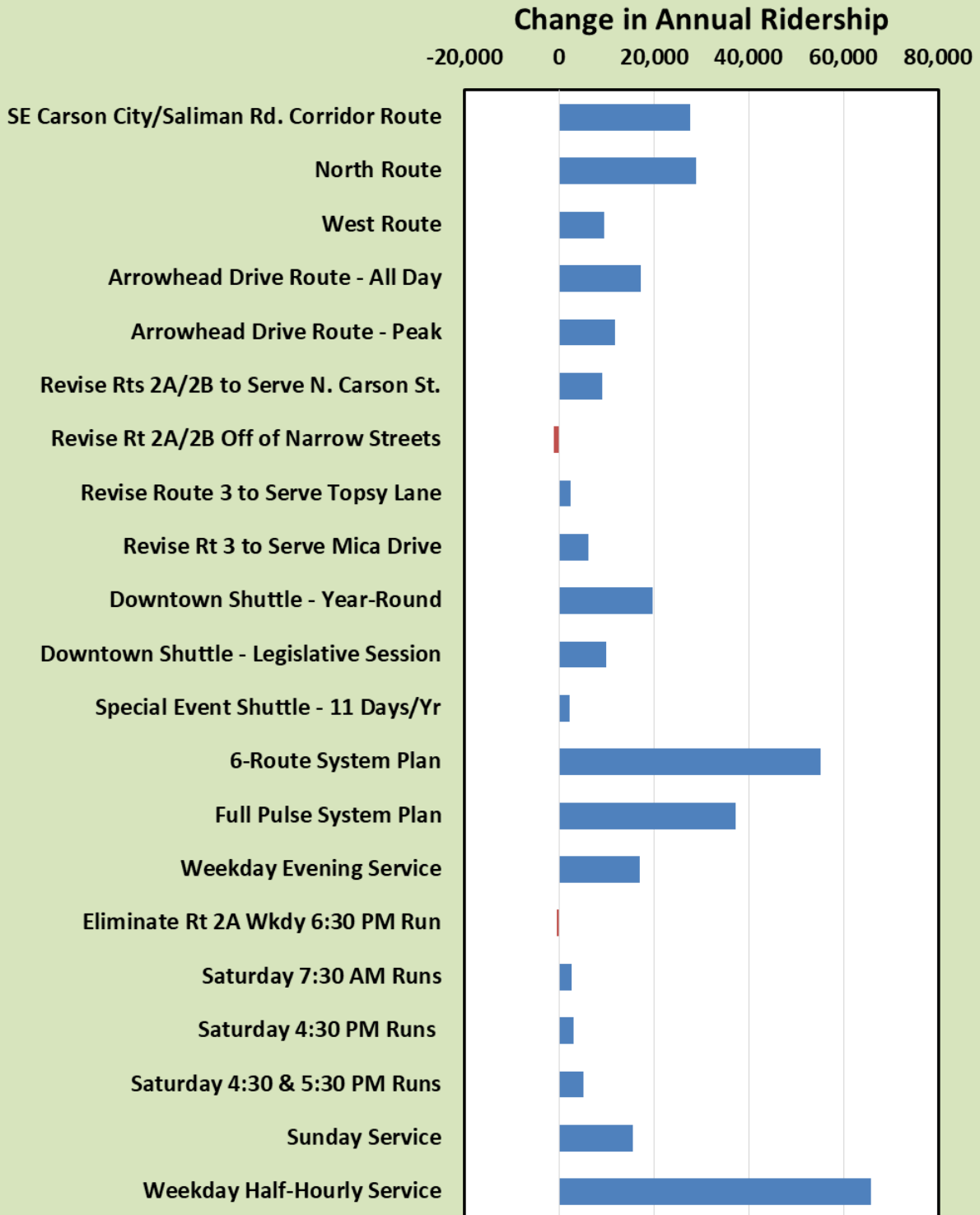


FIGURE 30: Service Alternatives Annual Operating Subsidy Impact

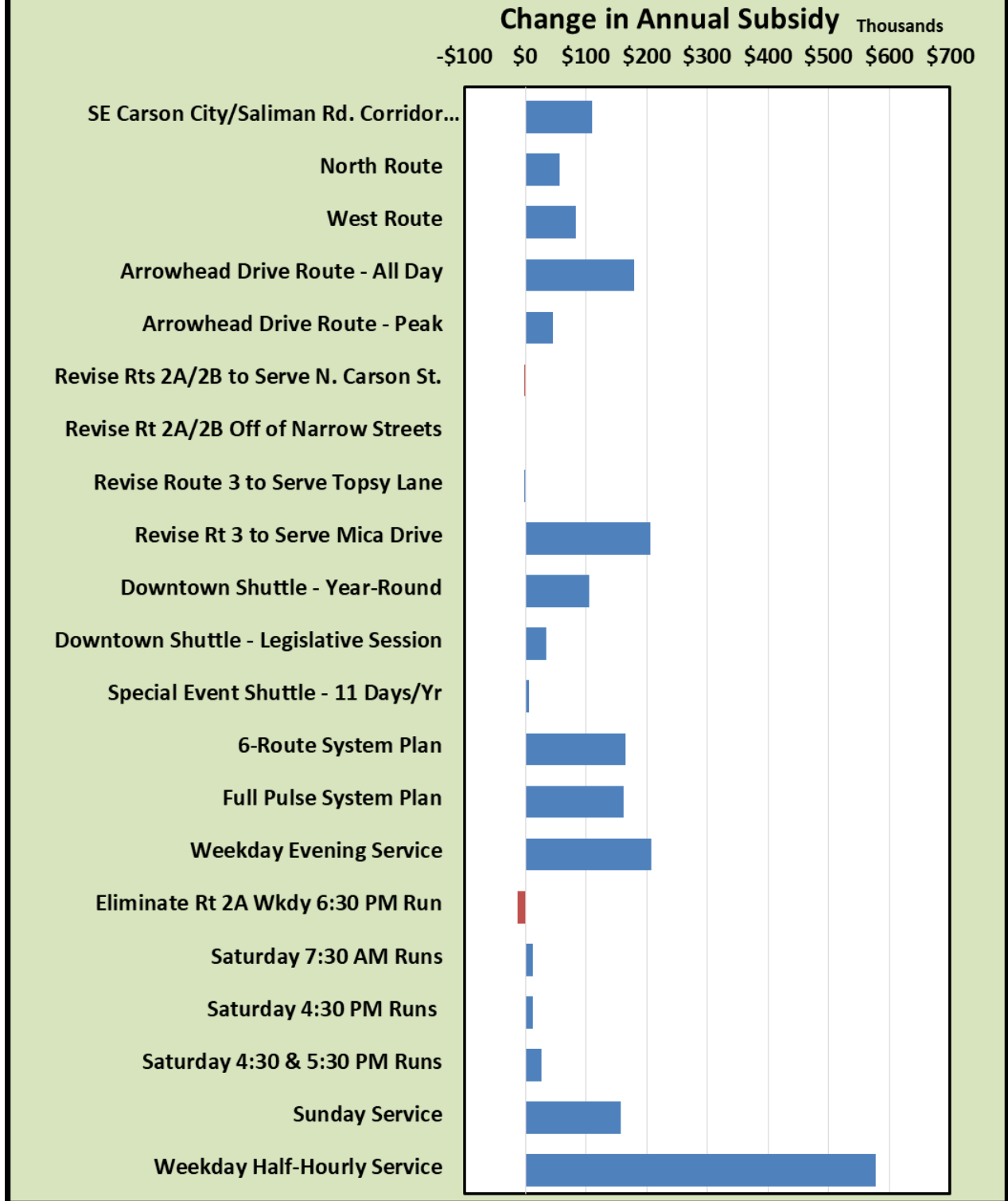


FIGURE 31: Service Alternatives Passengers per Vehicle Service-Hour (VSH)

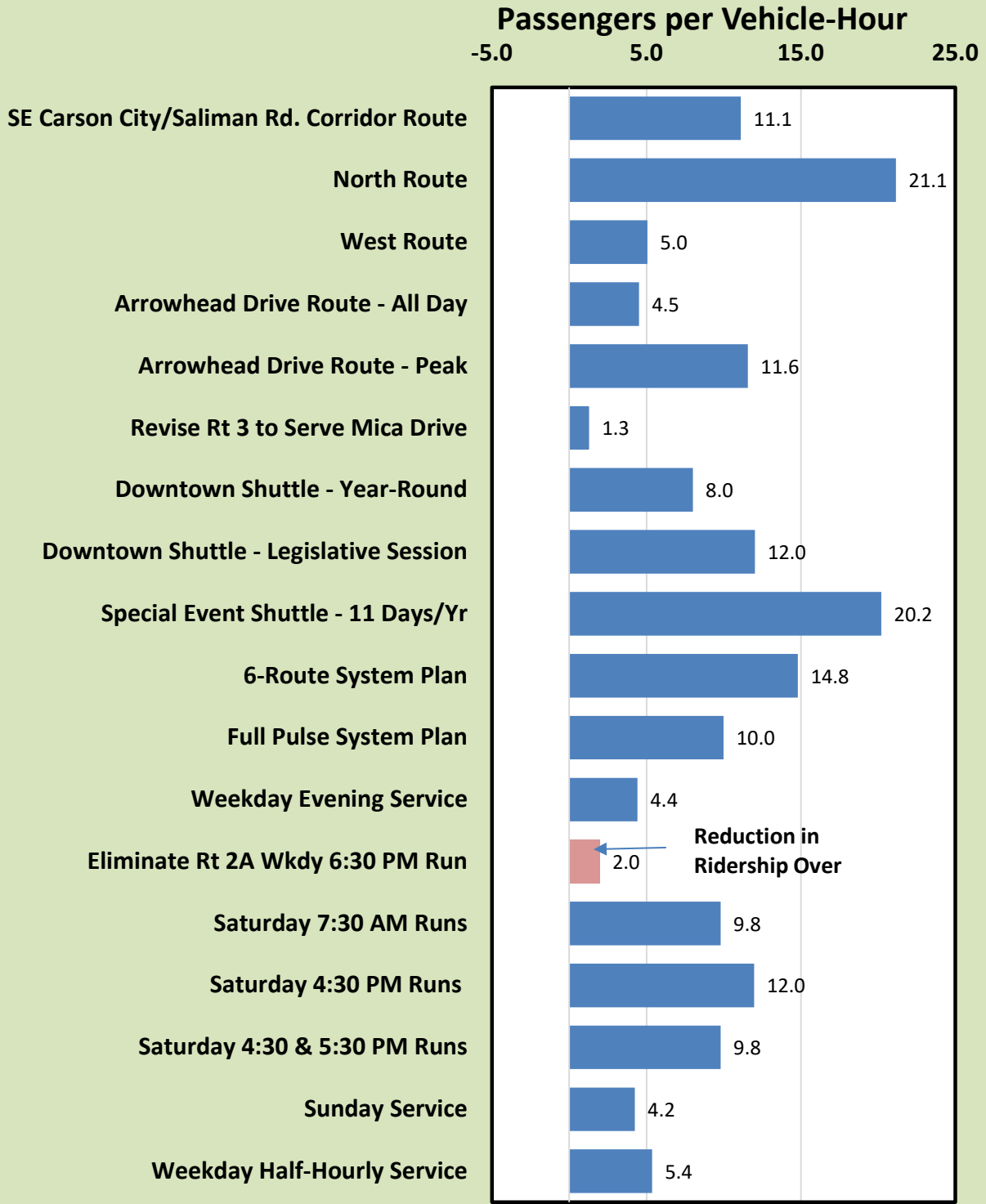
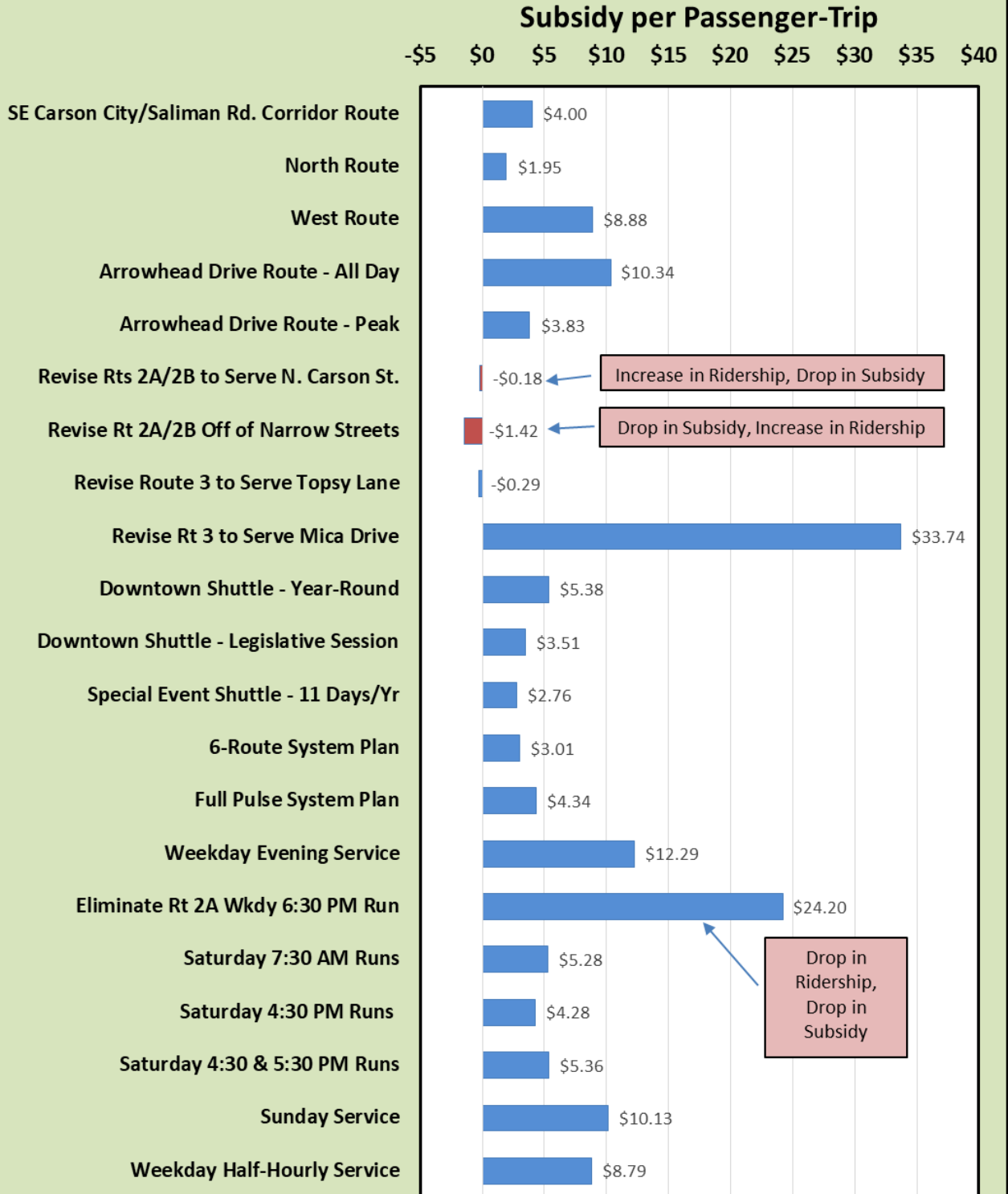


FIGURE 32: Service Alternatives Operating Subsidy per Passenger



Fixed Route Alternatives Conclusions

The above review provides useful information for making decisions regarding the individual routes, and ultimately the JAC fixed route network as a whole. The appropriate alternatives to work into the overall plan will depend on the relative balance between the desire for ridership growth and the financial realities of available operating funding. It is important to consider that there are many other factors (in particular, the ability to provide a dependable and safe transit service) beyond these financial and performance measures. There is a benefit in providing a consistent service that is easy to communicate and understand. Nonetheless, the following are key overall findings that result from this evaluation:

- Assuming that funding is available for operation of a fifth fixed-route bus, the Six-Route System scenario is the preferable option, providing greater ridership at lower cost than the Full-Pulse System scenario. The strong performance of new service to southeast Carson City and to the northern area helps to increase the effectiveness of the Six-Route System scenario.
- Extension of Route 3 south to Mica Drive in Douglas County would not be an effective use of funds. However, the shorter extension to Topsy Lane provides strong benefits at little cost.
- Sunday service, evening service and half-hourly weekday service all perform relatively poorly and would be very expensive.
- A special event or downtown shuttle has a high potential for good performance, so long as the periods when service is provided are considered carefully. The ridership potential of this service should be considered cautiously.
- Expansion of the hours of Saturday service has a moderately good potential. Of the hours considered, providing one additional later hour (4:30 PM departures) would be the most effective.
- The revision of Route 2A/2B to serve a portion of North Carson Street would be a net benefit, but would impact existing ridership. Note that the Six-Route System scenario provides this new service without the impact on existing passengers.

JAC Assist Alternatives

JAC Assist currently provides service to persons eligible under Americans with Disability Act qualifications as follows:

- Within $\frac{3}{4}$ miles of a fixed route—\$2.00 per one-way trip
- Between $\frac{3}{4}$ miles and 1 mile of a fixed route—\$4.00 per one-way trip

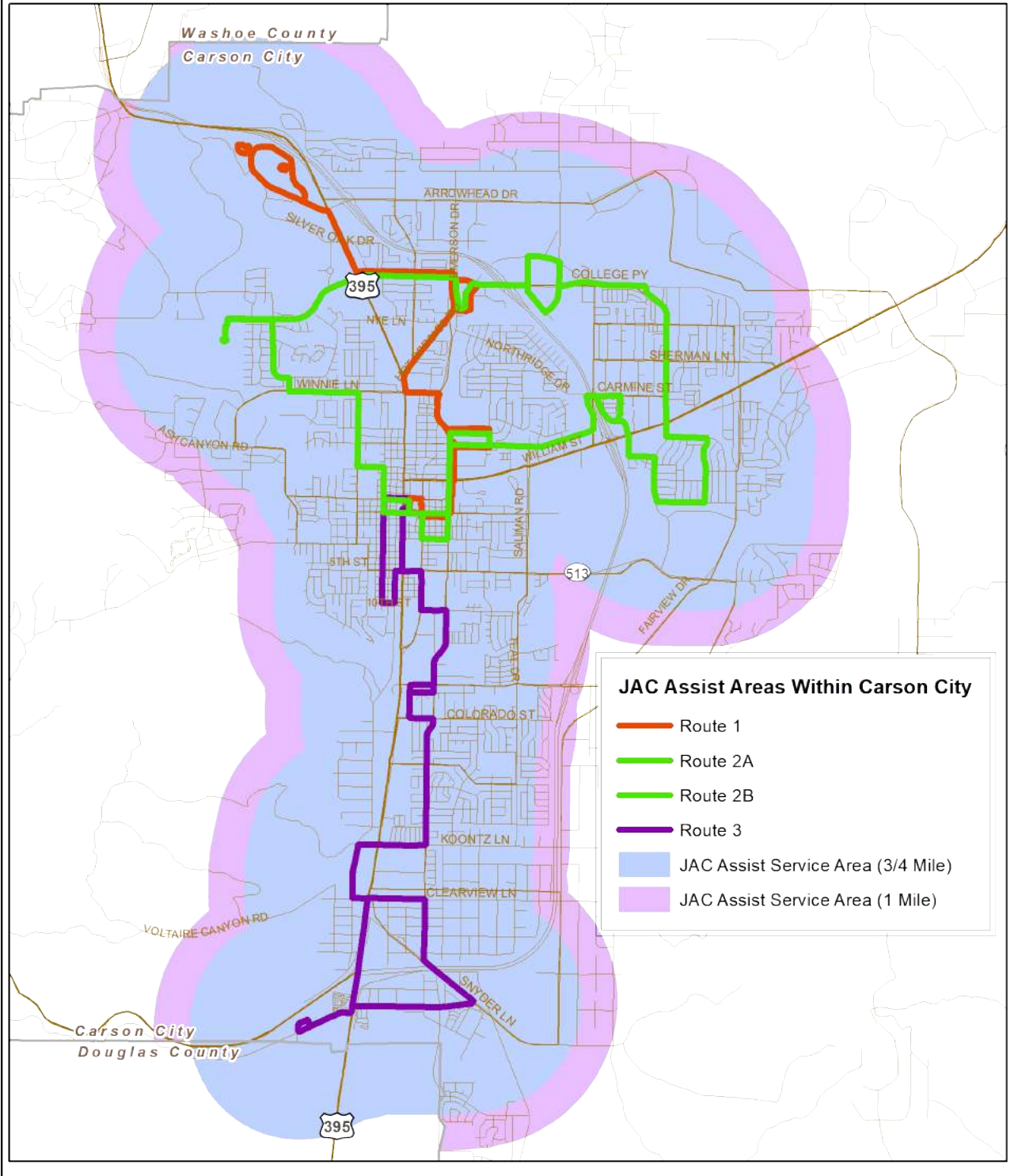
These service areas are shown in Figure 33. Table 24 presents estimates of the population, and their population characteristics, currently within and outside of these service areas. As shown, 80 percent of all Carson City residents live within the $\frac{3}{4}$ -mile area and 84 within the 1-mile area. A higher proportion of persons with disabilities live within the existing service area, with only 13 percent outside of the $\frac{3}{4}$ -mile area and 10 percent outside of the 1-mile service area. The senior population outside of the existing service area is very much in line with the overall population proportions of Carson City.



0 0.25 0.5 1 Miles

Figure 33

Existing JAC Assist Service Area



Residential areas outside the service area are largely found to the west (Kings Canyon area), northwest (Lakeview area), north (northern end of Goni Road) and southeast (east of I-580 and south of Fairview Drive). Overall, the total population outside of any JAC Assist service area is as follows:

- Total population—8,413
- Disabled population—1,365
- Senior population—2,050

In reviewing the need for service, it is useful to review the proportion of JAC Assist trips made to and from the extended area (3/4-mile to 1-mile). An analysis of Ecolane data for a full year (June 2018 through May 2019) indicate only 354 such trips were made (or 1.2 per day). This is equal to only 1.3 percent of all JAC Assist trips over a year.

TABLE 24: Carson City Population Served by JAC Assist

Census Tract	Total Population				Persons With Disabilities			Senior Population		
	Total Tract Population	Within 3/4 Mile	Outside 3/4 Mile	Outside 1 Mile	Within 3/4 Mile	Outside 3/4 Mile	Outside 1 Mile	Within 3/4 Mile	Outside 3/4 Mile	Outside 1 Mile
3	3,708	371	3,337	2,781	58	518	432	122	1093	911
4	3,653	1,206	2,447	2,009	248	502	413	233	473	388
8	4,413	1,986	2,427	1,545	318	388	247	415	507	323
9	5,142	4,731	411	257	1,409	122	77	1,181	103	64
10.02	3,643	1,457	2,186	1,822	157	236	197	291	437	364
Other Tracts	33,660	33,660	0	0	8,241	0	0	5,644	0	0
TOTAL	54,219	43,411	10,808	8,413	12,197	1,767	1,365	10,499	2,613	2,050
% of Total		80%	20%	16%	87%	13%	10%	80%	20%	16%

Expansion of Base ADA Service Area to Encompass All Residential Areas

The ADA service area could be expanded to include all residential portions of the consolidated city and county. This would exclude the areas in the Tahoe Basin and the eastern portion of the county with no or minimal population. The best indicator of the potential ridership demand that would be generated by this expansion is the increase in the number of persons with disability in the expanded area.⁷ This is equal to a 14.5 percent increase in demand, or 15.1 passenger-trips per day on the average weekday and 1.8 passenger-trips per day on the average Saturday.

A utilization analysis was conducted of the run manifests for a selection of service days to identify if the current services (up to 4 vehicles in operation on a weekday and 1 vehicle in operation on a Saturday) could accommodate this increase in demand. This analysis found that there is some available capacity on weekdays early in the service day between 9:30 AM and 1:30 PM as well as on Saturdays (recognizing that the dispatchers can negotiate specific service times by up to one hour). However, available capacity is not adequate between 7:30 AM and 9:30 AM, and between from 1:30 PM to 4:30 PM. This expansion in service area would therefore require operation of one additional AM and one additional PM

⁷ It is possible that this is a conservative assumption, as a substantial proportion of JAC Assist ridership is generated by social service programs and housing options focused on the disabled community, which tend to be located within the JAC Assist service area. However, expansion of the service area could allow these types of facilities to relocate to these new areas, creating the potential for expansion of demand.

paratransit vehicle for a total of 5 hours per weekday. Over the course of a year, this would incur an operating cost of \$67,000 as shown in Table 25. It would serve up to 3,900 new passenger-trips (under this conservative cost analysis), yielding an operating subsidy of \$63,400 per year. This is equal to a marginal subsidy per passenger of \$16.26, which is similar to the existing JAC Assist average. This alternative would also require an additional vehicle.

TABLE 25: JAC Assist Service Area Alternatives Analysis

	Run Parameters		Daily Service			Days per Year	Annual		Annual Cost	Ridership	Fare Revenues	Operating Subsidy
	Hours	Miles	Runs	Hours	Miles		Hours	Miles				
Expand Base Area to Encompass All Residential Areas												
JAC Assist	--	--	--	5	82.62	255	1,275	21,069	\$67,000	3,900	\$3,600	\$63,400
Expand Extended Area to Encompass All Residential Areas												
JAC Assist	--	--	--	4	66.1	255	1,020	16,855	\$53,600	1,550	\$1,400	\$52,200

Expansion of Extended ADA Service Area to Encompass All Residential Areas

Another option would be to expand the extended area (with the \$4.00 fare) to include all residential areas. The population in the existing extended area generates an average of 1.14 trips per disabled person per year. Applying this rate to the disabled population outside of the existing service area indicates an annual ridership increase of 1,550 per year, or 5.9 per weekday and 0.7 per Saturday. Though this is a lower figure than expanding the base area, it would still require additional JAC Assist capacity in both the AM and PM periods (particularly considering that the time required to serve each trip would be greater than the current average). A total of four vehicle-hours of service would be required (7:30 AM to 9:30 AM, and 2:00 PM to 4:00 PM), which would increase operating costs by \$53,600 and operating subsidy requirements by \$52,200. At \$33.68 in subsidy per passenger, this option would be twice as expensive as current JAC Assist service.

Modifications in Certification Procedures

An important element of ensuring that the limited funds available for paratransit services are focused on those most in need of the service is defining an appropriate “certification” process—the steps by which an individual is certified to use the service. The *JAC Assist ADA Complementary Paratransit Policies and Procedures* (revised July 17, 2018) lays out a detailed and comprehensive process that already includes key steps such as a certification by a qualified medical professional as well as an appeals process.

One modification that is recommended to improve this process is to require an in-person interview as part of the “Part A” application process. Requiring an in-person interview has been found to decrease the number of applications by 25 to 30 percent. The in-person interview provides an opportunity for staff to make a preliminary determination of eligibility. It provides an opportunity to educate the applicant about other options, including accessible fixed-route transit and travel training. While JAC Assist could require a functional assessment, the cost to implement assessments likely exceeds the benefit for a system the size of JAC. JAC Assist will need to offer a free ride to and from the in-person interview and have sufficient staff time to conduct the interviews.

In addition, the Consultant Team has the following other recommendations:

- Change recertification to five years to reduce the workload. The difference in the number of people certified between a three-year and five-year certification will be very small and there is minimal benefit to having staff spend time on recertification every three years.
- Consider eliminating the conditional and trip-by-trip rides. The number of actual conditional or trip ineligible requests should be determined to verify if the benefit is worth the staff time spent determining conditional eligibility and approving individual trip requests. While this approach to approving trips on a case by case basis appears to be beneficial, the number of trips that fall in this category may be so small that the effort is not justified. Tracking the number and percentage of trips that are approved on a conditional basis or not approved will support evaluation of this policy.

As discussed earlier, a travel training program should be considered. Travel training for some applicants may allow them to use the fixed-route service and not need JAC Assist for some or possibly all of their trips. Given that the operating cost of providing a JAC Assist trip averages almost four times more than that of a fixed route trip, and considering that many persons with disabilities find that fixed-route services provide overall greater mobility and opportunities, this can benefit both the transit program as a whole as well as the individual rider.

INTERCOUNTY SERVICE ALTERNATIVES

Dayton-Mound House-Carson City Service

The western portion of Lyon County, in particular the Mound House and Dayton areas (within the CAMPO boundaries), has a substantial population, totaling approximately 16,000. This population has a relatively high proportion of persons with disabilities (23.2 percent) and low-income residents (14.1 percent). While residents of these areas typically travel to Carson City for medical and urban services, currently the only transit access is provided by the once-per-week service (on Thursdays) from Silver Springs to Carson City, along with once-a-month (on the fourth Tuesday) from Yerington to Carson City via Silver Springs. These services, moreover, don't arrive in Carson City until 9:30 AM on the weekly service and 10:30 AM on the once-a-month service, with both departing at 2:00 PM. These service times require a long time away from home with only limited options for appointments in Carson City.

Additional service could be provided by Carson City to western Lyon County with funding provided through a combination of local Lyon County sources and Federal Transit Administration sources. This could consist of "lifeline" service, which is defined as limited service to smaller communities or rural areas intended to provide at least a minimum of access to urban services such as medical facilities, shopping and social service programs. At a minimum, these services consist of two runs on one day a week. Reservations are required (typically at least 24 hours in advance), though if a pattern of regular reservations emerges, "standing reservations" can be established for popular stops and times. Examples of lifeline transit services are the service connecting Markleeville, California with Minden/Gardnerville and the service connecting Benton, California with Bishop, California.

This may be an appropriate service model to serve the western Lyon County area. Specifically, a route could be operated between Carson City and Dayton, as far east as Chaves Road (approximately 2 miles

east of SR 79), one day per week.⁸ This vehicle would operate on a deviated basis, providing door-to-door service to nearby residential areas in Lyon County, and direct service to key medical and commercial centers in Carson City. Three runs per day could be operated, providing arrivals into Carson City at 8:30 AM, a midday 11:00 AM eastbound departure dropping and picking up passengers around Noon, and a 4:30 PM eastbound departure.

The route would run approximately 19 miles east of downtown Carson City. Including time for service to individual homes and destinations, a 2 hour period for every round trip would be needed. Including 12 miles for services off of the highways, each round trip would require approximately 50 miles of operation. This service would cost an estimated \$18,700 if operated through the JAC program, as shown in Table 26.⁹ Funds would be needed for marketing, not included in Table 26.

The potential ridership for this service is substantial, if properly marketed. A review of per-capita ridership on similar lifeline services indicates an average of 0.34 passengers per year per capita, for every day of service offered each week. This indicates a potential for 5,400 passenger-trips per year, or 106 per service day. In reality, ridership would be limited to the capacity of the buses. Assuming a 21-passenger Starcraft vehicle were used, total daily ridership would be limited to approximately 80 passenger-trips per day, or approximately 4,000 per year. Assuming a fare of \$2.00 per one-way ride, \$8,000 in fare revenues would be generated. An operating subsidy of \$10,700 would be required.

TABLE 26: Intercounty Service Alternatives Analysis

	Run Parameters		Daily Service			Days per Year	Annual		Annual Cost	Ridership	Fare Revenues	Operating Subsidy
	Hours	Miles	Runs	Hours	Miles		Hours	Miles				
Dayton Lifeline Service	2	50	3	6	150	52	312	7,800	\$18,700	4,000	\$8,000	\$10,700
Dayton/Virginia City Lifeline Service	2.33	56	3	7	168	52	364	8,736	\$21,500	4,250	\$8,500	\$13,000

Virginia City—Dayton—Mound House—Carson City Service

Another option would be to provide lifeline service to the Virginia City portion of Storey County, including Silver City, Gold Hill, and areas of Lyon County. This area has a population of 705 persons, 18 percent of which are low-income and 36 percent are seniors. US 50, State Route 341 and State Route 79 make a convenient loop through Virginia City and Dayton. This adds only 6 miles to a round-trip, resulting in roughly 56-mile trip length and a 2-hour, 20-minute running time. Annual operating costs would be on the order of \$21,500 per year (assuming ridership requests are made for all runs). This additional service area would increase ridership demand by an estimated 250 passenger-trips per year (or 5 per service day). Assuming there is adequate capacity, this would increase fare revenues by \$500 per year. The incremental impact of this expanded service area would be to increase operating subsidies by \$2,300. However, it would open the possibility for funding through Storey County sources, and possibly increase the competitiveness of a grant application for federal funding.

⁸ If this day falls on a holiday, service would be operated on an alternate day for that week.

⁹ Providing service on a second day per week would double the cost to \$36,000 per year.

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INTRODUCTION

This chapter first discusses capital facilities, including transfer centers and bus stops. Fleet improvements are then discussed, including the appropriate size of transit vehicles as well as the potential for battery electric buses.

FACILITIES

Downtown Transit Center

The current hub of the JAC fixed route system is the Downtown Transit Plaza. This consists of the curb along the eastern side of N. Plaza Street between E. Robinson Street and E. Washington Street as well as a portion of the curb adjacent to the Federal Building. Excluding the driveway to a parking lot, there is a total of 200 feet of curb length available for buses. This is sufficient to accommodate up to six vehicles at one time. At present, up to four JAC buses are at the Plaza at the peak times (at the bottom of the hour). Up to approximately 30 passengers are waiting for buses at peak times.

The Tahoe Transportation District Route 19X serves a stop on the south side of E. Washington Street east of N. Plaza Street. This stop is served five times a day but not at the same time as JAC. In addition, the Washoe RTC Intercity Route serves the stop on E. Washington Street six times per day in the southbound direction from Reno to NDOT Headquarters on Stewart Street and serves a stop on the north side of E. Robinson Street east of N. Plaza Street six times per day in the northbound direction. While the Washoe RTC schedules do not define a specific time for service to these stops, the southbound runs arriving at NDOT at 7:15 AM, 4:12 PM and 5:12 PM provide a reasonably convenient transfer from the Intercity buses to JAC fixed routes while the northbound runs departing at 7:20 AM, 4:17 PM and 5:17 PM provide the opportunity (with coordination between the systems) for convenient transfers from JAC fixed routes to the Intercity service.

Beyond the curbside bus loading locations, this facility consists of a 14-foot-wide sidewalk (sufficient for wheelchair loading and unloading), along with an 8-foot-long shelter at the south end and a 20-foot-long shelter at the north end. There are three 6-foot benches and a bike rack.

This facility provides a reasonably convenient location with regards to downtown activity centers as well as efficient bus movements into and out of the site. However, there are numerous deficiencies to the existing transit plaza:

- It lacks restroom facilities for drivers. Drivers currently have to depart their buses (requiring all passengers to disembark) and go into the Nugget to use their restrooms (on a “gratis” basis). This additional walk time can add roughly 5 minutes to the layover time at the transit plaza and can add to service delays.

- It provides insufficient protection from the elements. In particular, the west facing shelters do not provide adequate seating capacity for peak waiting loads, provide little shade in the late afternoon on hot summer days, and provide scant protection from wind-driven rain and snow.
- Because of the limited seating and shade opportunities, passengers are tempted to wander into the landscaping areas of the Federal Building, potentially causing damage.
- Lighting is limited to two streetlights and low lighting in the shelters. As a result, passengers are often boarding and alighting in dark locations, adding to safety concerns.
- Walks of up to 400 feet are required between Intercity and JAC buses, increasing the delays as passengers transfer.

As a long-term capital investment, it is important for a transit center to be able to accommodate the needs of the transit program for at least the next twenty years. The following describes design elements and site considerations for such an investment.

Design Elements

Specific design elements that should be considered in the redesign of the Transit Center should include the following:

- Bus Loading Area: The facility needs to accommodate five JAC fixed route buses as well as a Washoe Intercity bus, a TTD bus and potentially a downtown shuttle vehicle. Lighting should be provided for all loading areas.
- Passenger Facilities: A climate controlled indoor waiting area should be provided with a minimum floor area of 600 square feet (such as 15' X 40'). This waiting area should have clear lines of sight for security purposes, as well as a clear view of approaching buses. Public restrooms are not necessary so long as public restrooms are available within a block walk. In addition, outdoor shaded passenger waiting areas should be provided with benches, totaling approximately 1,500 square feet in area.
- Bicycle racks or other bicycle parking should be provided.
- Driver Facilities: As the key facility for the transit drivers, restroom facilities should be provided. In addition, a separate entrance (with key card access) should be provided to a portion of the space that includes a driver break room as well as the restrooms.
- Improved Passenger Information: "Real time" information screens should be provided in the facility that provides information on schedules, service interruptions and public notices.
- A small utility space (approximately 160 square feet) should be provided for custodial storage.

Site Location Considerations

The following are key considerations in considering the location of a transit center.

- Adequate size to accommodate the transit program.
- Proximity to the center of the local transit service area, to minimize out-of-direction travel time and costs. Given the many times per day that transit vehicles travel to and from the site, even an additional distance of a few blocks can add thousands of dollars to the annual operating costs.
- Convenient access for regional transit routes that minimize out-of-direction travel.
- Adequate access, thus avoiding excessive delays for transit routes.
- Convenience to major trip destinations. As the single location most accessible by public transit, it benefits the overall effectiveness of transit services if there is a concentration of transit trip generators (shopping, community facilities, public offices, etc.) within a convenient walk distance of the transit center.
- High visibility that enhances the community's awareness of transit services.
- Personal security and safety. Locations in area's with a high crime reputation (deserved or not) should be avoided, and locations that have greater vehicle and pedestrian activity are preferable.
- Appropriate zoning and consistency with community plans.
- Availability of adequate utilities.
- Lack of known hazardous soils.

Potential Second Transit Hub in South Carson City

As a transit system grows, there is sometimes the need to establish a second transit hub. As discussed in the service alternatives, the geography of Carson City lends itself to a strong central hub in the downtown area. However, if a second route in South Carson is established, there is a potential for transfers between the existing Route 3 and an additional route serving the southern area.

The prevailing trip pattern, however, is such that this demand is not expected to be significant. A full second transit hub is therefore not warranted. However, if a second route serves the Fuji Park stop, this could serve as an informal transfer location. While this stop already has a good shelter and loading facilities, it could benefit from additional outside bench seating, improved lighting and a bike rack.

Review of Existing Stop Locations

When reviewing the distance between existing stops throughout Carson City, most appeared to be adequately spaced from one another. A major gap in service was identified between Emerson Drive and

Research Way along East College Parkway. Currently, there is 0.6 mile distance between bus stops and while much of this distance consists of the I-580 interchange, it includes retail and multifamily residential areas west of the interstate. A stop near Retail Drive/Retail Court could alleviate this gap and improve access for the adjacent land uses.

Bus Stop Improvements

In addition, improvements are warranted at other bus stops not affected by the route revisions. The quality of bus stops is a very important factor in a passenger’s overall perception of a transit service. Depending on the trip, a passenger can spend a substantial proportion of their total time using the transit service waiting at their boarding location. If this is an uncomfortable experience, if it is perceived to be unsafe, or if it does not provide adequate protection from winter rain or summer sun, the bus stop can be the deciding factor regarding a potential passenger’s use of the transit system.

Transit systems serving small to mid-sized cities typically strive to provide seating (such as a bench) for stops that average 5 or more boardings per day, and shelter for stops that average 10 or more boardings per day. Using the above criteria, an analysis of existing stops and their average daily ridership was performed with recommendations for potential bench and shelter locations summarized in Table 27.

TABLE 27: Recommended Bus Stop Improvements

Route	Stop	Recommendation	Average Daily Boarding
2B	Airport & Nye southbound	Add paved walkway, bench, and shelter	10
3	Clear Creek & Center	Add paved walkway, bench, and shelter	10
2B	Airport & Harrison	Add bench and shelter	10
1	Hot Springs & Northgate	Add bench	9.3
1	Hot Springs & Pine Southbound	Add bench	8.5
1	Robinson & Walsh	Add paved walkway	7.5
1	Sierra Surgical Hospital	Add bench	7.2
2B	Airport & U.S. 50 @ CVS	Add bench	5.7
1 & 2B	College Parkway & Granite	Add bench	5.2

Source: JAC Ridership Portal and Average Daily Boarding by Stop

Providing space for a traditional bus bench can be a challenge at constrained locations. A popular option developed over recent years is seating that is part of the bus stop pole, such as the paired seats manufactured by Simme, LLC (shown at right). These cost on the order of \$600 per pair, depending on the need to improve the foundation of the sign pole. Transit systems that have installed this type of seating include Samtrans (San Mateo County), Sunline Transit (Palm Springs) and Rogue Valley Transit (Medford, Oregon).

FLEET IMPROVEMENTS

Vehicle Fleet Requirements

Within the next five years, a total of seven JAC vehicles will warrant replacement: three 8-passenger Arboc Vans and four 31-passenger El Dorado buses. While the fleet (with these replacements) is sufficient to operate a fifth fixed-route bus, a downtown or special event shuttle could warrant an additional vehicle purchase.



Appropriate Size of Vehicles

The size of transit vehicles used to operate the JAC fixed route service is an important consideration in both the impact of transit operations on the community as well as the quality of service provided by the transit program. At present, the service fleet has a total of seven buses with 31 or 32-passenger seating capacity, along with two mid-size buses with seating for 21 passengers and six smaller vans with seating capacity from 5 to 8. The size of a vehicle used to provide transit service possesses many implications:

- Buses need to be large enough to provide adequate passenger capacity. Specifically, it is desirable to provide a seat for all passengers. While standees on some runs are typically considered acceptable, providing a seat for all passengers (1) improves the rider's experience, (2) reduces the potential for trips and falls, (3) reduces the potential for conflicts between passengers and (4) improves on-time performance by reducing the time needed to board and disembark the bus.
- Large buses provide greater flexibility to accommodate infrequent peaks in passenger loads such as school field trips.
- Smaller buses have less noise and visual presence impacts on neighborhoods than do larger vehicles.
- While smaller buses are less expensive to operate than larger buses, this cost savings is less than might be expected as driver wage and benefit costs are the same for smaller vehicles as for larger buses. Overall, smaller buses are typically only 10 percent to 15 percent less expensive to operate. If the use of smaller buses even infrequently requires operating a second vehicle for peak loads, this can quickly eliminate any cost savings.
- Larger buses have a substantially longer useful life (12 to 16 years) compared to that of smaller buses (6 to 8 years). While smaller buses are less expensive to purchase than larger buses, much of the cost of bus purchases is funded through state or Federal funding programs. Overall, the per-hour capital costs are roughly similar.
- Larger buses provide a smoother ride than do smaller buses, and can better accommodate passengers with disabilities. Overall, passengers prefer using larger buses.

- Smaller buses without airbrakes may be preferable in instances with driver shortages.
- Maintenance costs of smaller (gas powered) versus larger (diesel fuel) buses.

Driver run manifests showing boarding and alighting activity by run by stop were evaluated for several weekdays in May, 2019 and used to generate the maximum passenger load per run data shown in Table 28. As indicated, up to 24 passengers at one time were carried on Route 1, 23 on Route 2A, 18 on Route 2B and 12 on Route 3. These figures exceed the seating capacity of the existing mid-sized buses on Routes 1 and 2A, and all exceed the seating capacity of the smaller vans. This clearly indicates that using smaller vans (such as 8 to 12 passenger vehicles) that could be also used for JAC Assist would not be feasible. Mid-size buses (in the 21- to 25 capacity range) could potentially be operated but would leave no capacity for any ridership growth or for unusual events. Overall, the existing 31-seat capacity of JAC’s larger fixed-route buses is appropriate.

TABLE 28: Maximum Passenger Load by Run

Run Start Time	1	2A	2B	3
6:30 AM	3	11	4	8
7:30 AM	8	8	7	7
8:30 AM	7	7	11	6
9:30 AM	20	11	12	6
10:30 AM	10	9	18	12
11:30 AM	8	23	7	10
12:30 PM	24	8	9	11
1:30 PM	19	11	13	5
2:30 PM	10	14	10	10
3:30 PM	8	11	10	7
4:30 PM	8	5	8	5
5:30 PM	6	2	6	7
6:30 PM	3	5	3	4
Maximum	24	23	18	12

Source: Analysis of driver run manifests.

Battery-Electric Transit Vehicles

Battery Electric Buses (BEBs) are rapidly being implemented in larger transit systems. An excellent example is the Washoe RTC, which was one of the first six systems in the nation to operate a BEB in public transit service, and currently has a fleet of 21 in operation. Recharging BEBs can either occur at the fleet operations facility (generally overnight using a slow charging station) or along the route at stops where at least 10 minutes of time are available (using an overhead fast-charging technology). As an example of cost, Marin County recently purchased two battery-electric vehicles for \$1.6 million. The cost includes purchase of the buses, GPS and fare collection equipment purchase and vehicle inspections.

Beyond the issue of cost, a key factor regarding battery electric buses is the potential range between charges. While buses with a range of 120 – 150 miles have been available for several years, some manufacturers have recently announced new technology that can operate up to 350 miles between charges. However, these claims do not reflect the requirements to power onboard heating and cooling systems—an important consideration due to Carson City’s climate.

The costs associated with battery electric buses can vary dramatically depending on the status and costing arrangement with the local utility. In particular, the capacity of the local electrical grid serving the maintenance/charging facility is crucial. As an example, a recent study on the conversion of the 51-bus transit fleet for the Yuba-Sutter Transit Authority in Marysville, CA, identified capital charging and electrical equipment (excluding bus purchase costs) as totaling \$12 Million. In addition, many transit systems are finding that the high charging loads placed on the local grid trigger high “peak” prices, thereby adding to the operating costs.

Defining the appropriate BEB strategy for Carson City will require a detailed study of the operational, facility, capital cost and environmental options. This study should include the following:

- Compare the cost, facility and operational impacts of BEB versus fossil fuel costs.
- Review existing and planned services and schedules to identify the potential for on-route charging.
- Evaluate the transit center and bus maintenance facility to identify the physical and electrical capacity to accommodate charging equipment and power supply.
- Work with NV Energy to identify charging rates and define strategies to minimize overall costs.
- Assess impacts on maintenance staff and facilities as well as on-the-road service reliability.

This study may warrant consideration of conversion of other elements of the Carson City fleet. The overall results of this study should be a BEB implementation plan that minimizes costs, maintains a good quality of service to the passengers and achieves the environmental benefits of BEB technology as it matures.

Recommended Transit Fuel Strategy

There are several reasons why Carson City should take a “go slow” strategy with regards to the initial implementation of BEBs for the JAC system:

- At present, there are no available smaller vehicles that have met federal testing requirements that are of an appropriate size for JAC services.
- The BEB industry is changing very rapidly, both in terms of the available technology as well as the individual manufacturers.
- As a smaller system, Carson City can less afford to expend funds on changing technologies than can larger transit systems. It is better to monitor the experience of larger transit systems with BEBs over the next few years and learn from this experience.

- Implementing the appropriate charging systems will take time for analysis and construction as well as working with NV Energy.

Fare Technology

Electronic fares or “E-Fares” are popular amongst similarly-sized and larger transit systems. As indicated in the 2017 User Survey, as well as the most recent 2019 online survey, increasing access to purchasing various types of fare were expressed to be very important to Carson City’s population. The following e-fare and technological improvements that are currently being explored:

- On-board and Transit Station Wi-Fi
- Online/smart phone fare purchasing
- On-board magnetic card fare, reader, and reload technology

This chapter first presents a review of various factors that can be expected to impact the demand for transit services, as a basis for evaluation of long-range transit needs. This is followed by a discussion of long-range strategies, building upon the evaluation of Short-Range service alternatives presented in the previous chapter.

FACTORS IMPACTING TRANSIT DEMAND

Change in Population

The Nevada State Demographer prepares demographic forecasts on a countywide basis, by age category. The forecasts for Carson City, Douglas County and Lyon County are summarized in Table 29.¹⁰ A review of these forecasts indicates the following:

- Carson City population is forecast to decrease slightly (by 1 percent) over the next five years, but then expand to a 2039 value of 62,108 a 10 percent overall increase, as shown in Figure 34.
- The characteristics of the Carson City population by age cohort will change significantly over time. Youth population (through age 18) is forecast to decrease by 13 percent over the next 10 years but then rebound between 2029 and 2039. Typical “working age” population (19 to 64) is forecast to overall decline over the next 20 years. However, substantial growth will occur in senior population with a 48 percent overall growth in persons 65 to 74, 69 percent in ages 75 to 84, and 53 percent in ages 85 and above. This has important consequences for the need senior transportation, including JAC Assist. Put another way, while persons age 65 and above constitute 21 percent of the Carson City population today, by 2039 this figure will grow to 30 percent.
- Lyon County total population is forecast to remain relatively unchanged with a 2039 population within 500 persons of the current population. However, the number and proportion of residents that are over 75 are forecast to increase by 1,843, or by 38 percent. Those over age 84 will increase by a full 118 percent.
- Similarly, Douglas County total population is forecast to increase only modestly (4 percent) over the next twenty years. Residents ages 65 to 74 will increase by 36 percent, while those age 85 and above will increase by 82 percent.

This growth in senior population in Lyon and Douglas Counties will increase the need for medical transportation to Carson City, particularly if Carson City remains a center for medical services in the region.

¹⁰ The State’s forecasts extend to 2037. To provide a 20-year timeframe, 2035 to 2037 figures were extrapolated to 2039.

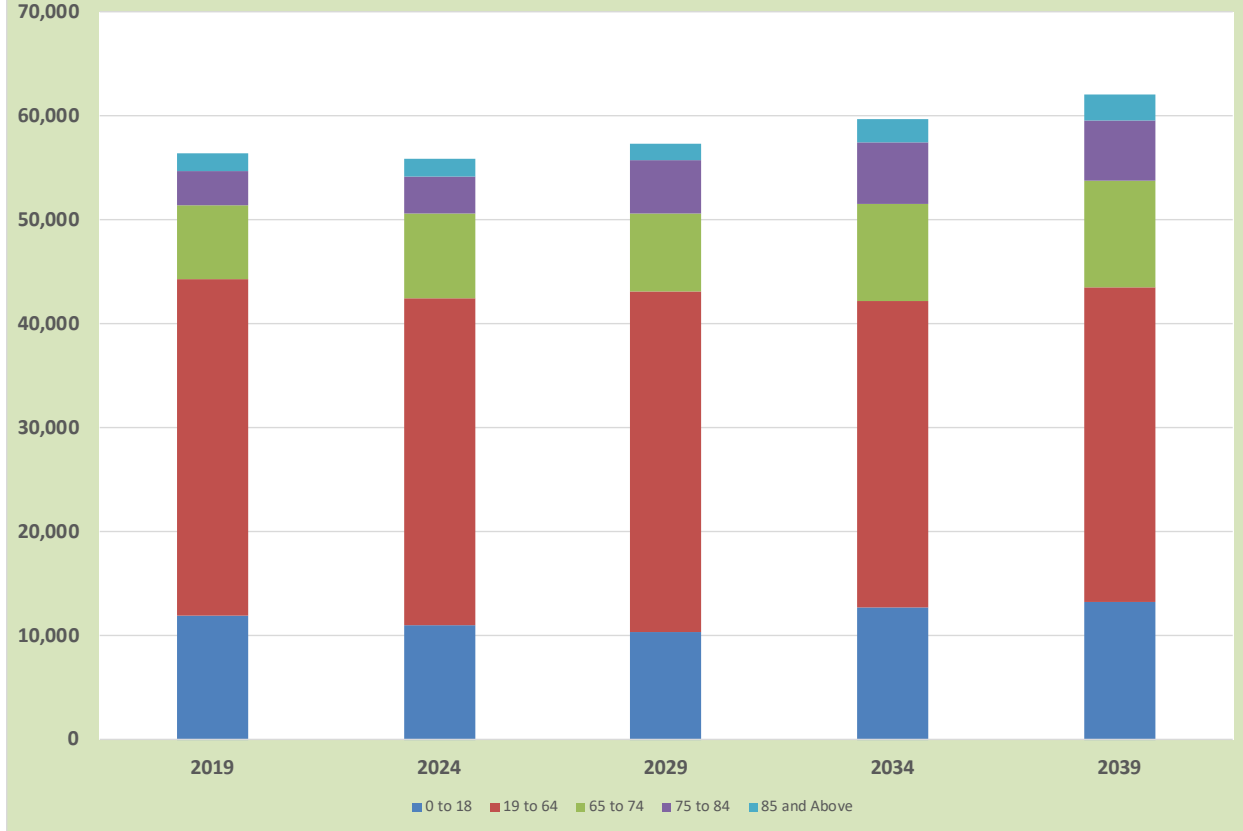
TABLE 29: Population Forecasts by County and Age Cohort

	2019	2024	2029	2034	2037	Est. 2039
Carson City						
0 to 18	11,933	10,938	10,394	12,770	13,080	13,286
19 to 64	32,445	31,480	32,688	29,484	29,926	30,221
65 to 74	6,986	8,206	7,556	9,329	9,931	10,332
75 to 84	3,394	3,629	5,078	5,897	5,800	5,735
85 and Above	1,658	1,708	1,667	2,256	2,422	2,533
Total	56,417	55,961	57,382	59,736	61,159	62,108
<u>% Change From 2019</u>						
0 to 18	-	-8%	-13%	7%	10%	11%
19 to 64	-	-3%	1%	-9%	-8%	-7%
65 to 74	-	17%	8%	34%	42%	48%
75 to 84	-	7%	50%	74%	71%	69%
85 and Above	-	3%	1%	36%	46%	53%
Total	-	-1%	2%	6%	8%	10%
Lyon County						
0 to 18	12,633	12,151	11,903	11,835	11,855	11,868
19 to 64	31,903	32,285	32,011	31,418	31,070	30,838
65 to 74	6,736	6,973	6,568	6,355	6,277	6,224
75 to 84	3,849	4,165	4,580	4,692	4,633	4,593
85 and Above	933	1,409	1,661	1,902	1,980	2,032
Total	56,054	56,984	56,723	56,203	55,815	55,556
<u>% Change From 2019</u>						
0 to 18	-	-4%	-6%	-6%	-6%	-6%
19 to 64	-	1%	0%	-2%	-3%	-3%
65 to 74	-	4%	-2%	-6%	-7%	-8%
75 to 84	-	8%	19%	22%	20%	19%
85 and Above	-	51%	78%	104%	112%	118%
Total	-	2%	1%	0%	0%	-1%
Douglas County						
0 to 18	10,848	11,194	11,371	11,585	11,522	11,481
19 to 64	26,980	26,214	25,660	25,415	25,687	25,868
65 to 74	7,742	8,725	8,677	8,128	7,663	7,353
75 to 84	4,402	4,938	5,515	6,121	6,053	6,008
85 and Above	1,503	1,815	2,158	2,400	2,598	2,729
Total	51,474	52,886	53,381	53,649	53,523	53,439
<u>% Change From 2019</u>						
0 to 18	-	3%	5%	7%	6%	6%
19 to 64	-	-3%	-5%	-6%	-5%	-4%
65 to 74	-	13%	12%	5%	-1%	-5%
75 to 84	-	12%	25%	39%	38%	36%
85 and Above	-	21%	44%	60%	73%	82%
Total	-	3%	4%	4%	4%	4%

Note: With Group Quarters

Source: ASRHO Estimates and Projections Summary, State of Nevada Demographer, 2018

FIGURE 34: Carson City Population Forecasts



Changes in Employment

The *One Nevada Transportation Plan Draft Travel Demand Model Update* (Wood Rogers, November 2017) indicates that total employment in Carson City is forecast to increase as follows:

- 2015—29,634 jobs.
- 2030—36,720 jobs. (A 24 percent increase over 2015)
- 2040—39,108 jobs. (A 32 percent increase over 2015)

The fact that employment is forecast to grow substantially more than working-age residents in Carson City indicates growth in commuting into Carson City from other counties such as Douglas and Lyon.

Auto Use

The demand for public transit service in urban areas is impacted by the relative cost and convenience of private auto travel. In particular, high rates of paid parking and limited parking availability in key activity or employment centers “drive” much of the demand for transit ridership in our large cities, along with congestion delays. None of these factors are expected to develop over the next twenty years in Carson City. As a result, it can be concluded that the private auto will remain a convenient and popular travel mode choice.

Transportation Network Companies

Transportation Network Companies (TNCs), such as Lyft and Uber are becoming an increasingly important element of the transportation network, particularly in larger cities. While growth has been rapid over the last few years, the long-term role of TNC service is currently uncertain. To date, TNC services have been heavily subsidized, which indicates that rates will increase in the future. In addition, changes in regulations or the economics of being a driver may increase TNC operating costs. Both of these factors may significantly increase fare levels, and thus limit the attractiveness of TNCs compared with using the JAC services. Moreover, TNC services typically do not accommodate persons with disabilities, and particularly those using mobility devices. In addition, many paratransit riders prefer a service that uses consistent public transit drivers (that allow them to form a more stable relationship) than a TNC service where drivers change from day to day. The replacement of JAC Assist with a TNC program is not assumed in this analysis.

Fuel Costs

The cost of gas has in the past had a substantial impact on the demand for transit service (particularly long-distance commuting). While we are currently in a period of moderate gas prices, advances in drilling technology (such as hydraulic fracturing) have helped to keep supplies up and costs down. Over the long term, the growth in electric vehicles and reduction in their costs can be expected to provide an alternative to gas-powered private vehicles and reduce overall operating costs. In sum, no growth in transit ridership associated with an increase in effective per-mile fuel costs is assumed.

Autonomous Private Vehicles

The technology for autonomous vehicles is rapidly advancing. Within this long-range plan period of 2039, it is reasonable to assume that private autonomous vehicle will be available and within the financial reach of many Carson City residents. For many persons unable to drive due to a disability, the availability of an autonomous vehicle that can provide a door-to-door trip can expand mobility options and reduce the need for transit ridership (particularly on JAC Assist).

Autonomous Transit Buses

Autonomous vehicle technology could ultimately eliminate the need for drivers to operate buses. However, transit drivers perform other tasks beyond driving, including collecting fares, providing a security function as well as the crucial role of assisting passengers into and out of the vehicles and in settling and securing the passengers. Many passengers (particularly those more sensitive to security concerns) may well refuse to use a bus without the presence of a driver. There could be the potential to have a lower paid attendant on the vehicles to assist passengers rather than a higher paid driver, which could provide some cost savings. However, in an urban system with a paid fare and many passengers needing assistance, unstaffed AV's would not be appropriate.

Tahoe Reno Industrial Center

The TRIC area development (Tesla, etc.), while large, will have a relatively modest impact on Carson City. Simply put, Carson City is further from TRIC (53 miles one-way) than other areas with development capacity such as Sparks (20 miles) and Silver Springs (22 miles), which limits the attractiveness of Carson City as a residential area for TRIC employees. This is corroborated by recent surveys of existing TRIC

employees, indicating that only 1.8 percent live in Carson City with an additional 0.7 percent living in Douglas County. This development is therefore not expected to significantly impact the need for public transit in the study area.

Summary

In sum, there are factors such as population changes that can be expected to change demand for transit services in reasonably foreseeable ways. Other factors—notably the impact of autonomous vehicles and fuel costs—are very uncertain over a long-range planning horizon. Absent any certainty on these factors, base ridership demand is assumed for purposes of this analysis to change as follows:

- Fixed route demand will change parallel with population growth.
- JAC Assist demand will change with population growth, factored to reflect the significant growth in senior population and that seniors currently generate 32.7 percent of the total ridership.

LONG-RANGE TRANSIT DEMAND AND SERVICE ANALYSIS

Applying these forecast assumptions, the “base” ridership demand figures for fixed route service are shown in the top portion of Table 30. Current passenger loads and capacities of the fixed route services indicate that this ridership growth does not trigger the need for fixed route service expansion. However, JAC Assist service cannot accommodate any significant growth in demand without an expansion of service-hours and additional vehicles. This demand in JAC Assist ridership is shown in the following section assuming expansion parallel with the growth in demand.

The service and ridership impacts of the recommended long-range service improvements can then be analyzed, as shown in the bottom portions of Table 30. Based upon this discussion as well as the results of the service alternatives analysis, the long-range plan incorporates the following service improvement elements, by 5-year planning horizon:

- Implementation of a fifth bus providing service to north Carson City and southeast Carson City starting by 2024.
- Provision of fixed route 4:30 PM Saturday runs starting by 2024 (but no provision of Sunday service).
- Implementation of a downtown shuttle during the Legislative Session and for special events by 2024. As demand for this service grows, full year-round downtown shuttle is assumed to be implemented by 2029.
- Provision of a peak commute route on the Arrowhead corridor starting by 2035.
- Expansion of JAC Assist, consistent with the growth in base demand for the service. Five buses may be required, with vehicle-hours expanding consistent with the growth in ridership.

TABLE 30: Analysis of Long-Range Transit Ridership, Service Quantities and Cost

	2019	2024	2029	2034	2039
Base Demand Ridership					
Local Fixed Route	195,000	193,400	198,300	206,500	211,400
JAC Assist (1)	28,200	28,200	28,200	28,200	28,200
Ridership With Service Enhancements					
Local Fixed Route	195,000	262,400	296,900	305,100	310,000
JAC Assist	28,200	29,400	29,900	32,400	33,200
Intercounty Service	0	7,700	17,000	17,000	17,000
Total	223,200	299,500	343,800	354,500	360,200
<i>% Change From 2019</i>		34%	54%	59%	61%
Vehicle-Hours of Service					
Local Fixed Route	15,000	19,900	23,300	23,300	23,300
JAC Assist	8,200	8,500	8,700	9,400	9,700
Intercounty Service	0	730	1,760	1,760	1,760
Total	23,200	29,130	33,760	34,460	34,760
<i>% Change From 2019</i>		26%	46%	49%	50%
Vehicle-Miles of Service					
Local Fixed Route	178,600	244,100	274,000	274,000	274,000
JAC Assist	88,000	91,700	93,300	101,100	103,600
Intercounty Service	0	17,500	42,200	42,200	42,200
Total	266,600	353,300	409,500	417,300	419,800
<i>% Change From 2019</i>		33%	54%	57%	57%
Peak Buses in Operation					
Local Fixed Route	4	6	7	7	7
JAC Assist	4	5	5	5	5
Intercounty Service	0	1	1	1	1
Total	8	12	13	13	13
<i>% Change From 2019</i>		50%	63%	63%	63%
Annual Operating Costs (2019 Dollars)					
	\$1,295,800	\$1,593,400	\$1,816,300	\$1,849,400	\$1,863,000
<i>% Change From 2019</i>		23%	40%	43%	44%
Note 1: There is no available existing capacity to expand ridership.					

- Provision of an intercounty service connecting Lyon County (and potentially Storey County) with Carson City. This is assumed to consist of three round-trips per day, starting with service one day per week, expanding to two days per week by 2024 and expanding further to five days per week by 2029. Note that specific intercounty plans will require further discussions with the other counties and funding partners.

As shown, in sum these long-range service enhancements along with the base growth in demand will increase total 2039 JAC ridership by 137,000 passenger-trips per year (61 percent). The large majority of this growth (115,000 riders per year) will be on the fixed routes.

Vehicle-hours of service will grow by 50 percent over the next 20 years under this scenario, while vehicle-miles of service will grow by 57 percent. The peak buses in operation will expand

from the current 8 to a total of 13. Of this growth, one vehicle will be JAC Assist, one for shuttle services, two for the regular local fixed route expansion and one for intercounty service. In total, annual operating costs (in constant 2019 dollars) will grow by approximately \$567,200 per year or by 44 percent.

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Social Service Transportation Coordination

The coordinated planning process involves the mutual effort of human service agencies, transportation providers, workforce development agencies, citizens and others who need some form of transportation assistance. As discussed in the previous chapters, the study is based on communication among these entities by sharing the perspectives and specialized expertise that different agencies, organizations and individuals have to offer.

The following includes recommended strategies for consideration to enhance social service mobility, including more traditional approaches and those identified as national best practices. In addition to a description of each strategy, the potential benefits and the challenges to implementation are discussed.

As a prologue to this discussion, it should be noted that there already is a high level of coordination of services within Carson City. While other communities of similar size have multiple organizations serving individual social service needs, the JAC program—and particularly the JAC Assist service—provides transportation to many social service programs, including Ormsby ARC, REM Nevada, Going Places and the Senior Center. This benefits the region by avoiding the additional costs of individual services. Services connecting the other portions of the CAMPO area (in Lyon and Douglas County) with Carson City programs are less well-developed.

Existing Partnerships and Coordination

Through research and stakeholder group outreach, there did not appear to be any current sanctioned transportation partnerships amongst local social services. In most cases, social service programs were using their own means of transportation to provide accessibility for their clients. For these reasons, future coordination of resources could be a viable solution. The following offers recommendations on how to begin to bring like-services together to provide viable transit options to their clientele.

CAMPO Coordinating Coalition

The first recommendation is to form a CAMPO Coordinating Coalition. The Coalition is group of individuals, agencies, and organizational partners that are committed to improving services available within the community. This group should include local decision makers, business leaders, social service providers and representatives of groups with mobility challenges. The coalition could be either an informal or formal group that is recognized by the decision-makers and that has some standing within the community. Coalitions can be established for a specific purpose (such as to obtain funding) or for broad-based purposes (such as to educate local communities about transportation needs). Their main purpose would be to advocate for improvements of the existing systems and continue to meet periodically to discuss challenges and possible points of collaboration amongst social services. At a minimum, this group should meet semiannually to review and coordinate services.

Joint Planning and Grant Applications

Local agencies should work together to determine transportation needs and priorities for meeting those needs. Transportation needs related to more rural CAMPO areas have been identified as part of this plan and may be used as the basis for grant applications. A single consolidated grant application would then be submitted for each of the funding programs that are used by agencies in that local area. As an example, rural public transit services are eligible for funding through the FTA Section 5311 program. This provides the opportunity for more local decision-making to set priorities for service and often increases the possibilities of funding by showing the cooperative efforts and local priorities.

Public / Private Education and Outreach

Transit Ambassador Program

Under a Transit Ambassador Program, volunteers are trained to work with individuals or small groups to encourage use of transit options. Many persons—particularly those in less urban areas without experience with bus or van services—find the use of a fixed route bus or paratransit service to be intimidating. Transit Ambassadors can work with individuals (such as persons who have recently given up their driver’s license) to help them make a reservation and actually ride along on their first trip, to get over the hurdle of this first experience. This can be particularly beneficial in shifting individuals (that have the capability) to shift from paratransit service to fixed route services. In turn, this can benefit both the individual (by providing more travel choices that are not dependent on a reservation) and the transit program by ensuring that limited paratransit resources are targeted towards those individuals most in need of them. Transit Ambassadors can make presentations to groups (such as a senior nutrition program) that can include a quick “demonstration” trip on a transit vehicle.

This strategy can be a great way to market transit services and adjust public perception of transit services, in addition to its primary role in assisting riders and potential riders in understanding how to travel with confidence throughout a transportation network. The training of a Transit Ambassador is primarily designed to assist seniors and individuals with disabilities, but it can also be used as a general public educational program to dispel fears and negative perceptions of traveling via transit. Transit ambassadors can consist of recruited volunteers through various social service agencies and non-profit organizations.

A good example of a Transit Ambassador can be found at the City of Roseville, CA, where city staff manages a Transit Ambassador Program for the four transit services in western Placer County. The program includes conducting a variety of outreach efforts to existing and potential passengers, such as face-to-face assistance to passengers, transit training for potential transit users and attending outreach events. The City of Roseville manages the program, recruits and trains volunteers and provides insurance for the volunteers, while the local social service coalition pays up front for insurance for volunteers and bills Roseville for the cost. Volunteers undergo anywhere from 6 to 30 hours of training. The cost to the City of Roseville for administering the Transit Ambassador program in FY 2016/17 was \$37,000. This was used to fund a total of seven Transit Ambassadors contributed 469 volunteer hours.

Staff Training

A lack of up-to-date knowledge among social service staff members regarding mobility options is often a problem. As the “front line” that interacts with social service clients, it is important for agency staffers to

be aware of the availability of services and be able to direct clients and their caregivers to these resources. Meetings (perhaps over lunch) should be held with social service staff members at which Carson City staff (and perhaps others) present the services provided and respond to questions as to how individuals can use the service. Given staff turnover, conducting this meeting on at least an annual basis is recommended.

Marketing Campaign

During discussions with current staff, it does not appear that there have been any active efforts in marketing and outreach within the past ten years. Aside from an annual or biannual press release announcing changes to service or an anniversary, the transit program could benefit from a coordinated effort in a public outreach, advertising, and marketing campaign. As discussed in the next chapter, many of those who took the online survey expressed that they either didn't "know a transit service existed" or were "not aware how it worked and where it went." A targeted campaign and increased presence at local events, social services and institutions could be an effective way to increase ridership from the general public.

Fixed Route Service Strategies to Improve Social Service Mobility

Chapter 7 offers a variety of service alternatives that could help address identified gaps in social service mobility services. The following is a brief summary of these alternatives and how they would meet existing service gaps that have been identified in previous chapters:

- Arrowhead Drive and northeast Carson City provides a lot of employment within Carson City. By providing an Arrowhead Drive service, more people may be able to access the office of Nevada State Human Health and Social Services and other employment opportunities within that area. These may only run during peak hours of service but would provide service to an area not currently served by a public transit.
- Service to Topsy Lane would provide access to various employment opportunities and commercial retail locations most requested in our public workshop and online survey.
- Changes to Route 1 could better serve the FISH Thrift Store.
- Later-evening service has been offered as an alternative to meet the needs of those wanting to attend activities that last past the existing service time of 6:30 PM.
- Increased intercounty transit services to Mound House and the Dayton area (and potentially Storey County) would allow improved access to medical and social services being provided in Carson City for those living in this region of Lyon County.
- Both the "Six-Route" and "Full Pulse" fixed route alternatives would provide service to Yasmer Estates and areas of Carson City currently not being served by public transit.

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In previous chapters, existing transit ridership, social service agencies, and providers of transit and transportation services were identified. This chapter provides an overview of the stakeholder and public outreach workshops, in addition to the online survey conducted. This information has been considered to develop strategies to address the gaps in service and transportation needs identified in the previous chapters.

WORKSHOPS

In an effort to capture in-person feedback from both stakeholders and the general public, two workshops were held between April and May of 2019. In addition to these, another stakeholder workshop took place in July 2019 to present the elements of the draft plan.

Stakeholder Workshop

Using the list of social services described in previous chapters, a group of key stakeholders were invited to a workshop held on April 29th, 2019 at the Carson City Community Center. The workshop was led by LSC Transportation Consultants and Carson City staff, who gave a brief presentation of existing demographics, service performance and social services. This was followed by break out groups where each stakeholder had a chance to discuss a series of questions. The following provides a summary of these questions and the stakeholders' responses.

When discussing *"the strengths and weaknesses of the existing public mobility network,"* stakeholders identified the following:

Strengths

- Current JAC Transit fares are affordable
- JAC, Carson City and CAMPO agencies work well together and have local expertise
- JAC Transit schedule is good
- The major medical center is well served by transit
- Taxi voucher program is a great option
- JAC Free senior bus passes
- Current system serves low-income housing
- Bilingual inclusion
- Phone app is clear and easy to use

Weaknesses

- Bus route service area is limited
- No late evening service
- ¼ mile service area doesn't consider proximity to bus stops
- RSVP is filling in gaps and there are challenges with that
- Restricted funding sources

- Lack of communication of services to the public
- No free passes for disabled persons
- No service to 5th street corridor (Frost/Yasmer)
- Service to FISH is too far away
- No service to Lyon County
- No service to industrial areas

When asked “*what is the top priority transportation needs for each organization and the community as a whole,*” the most commonly expressed needs included the following:

- Improved service to and from the Storey County Senior Center (Including areas of Virginia City/Gold Hill/ Mark Twain)
- Evening services to and from Mound House/Dayton to Western Nevada College
- Expanded services and better connections to and from Lyon County Senior Center and Douglas County Senior Center
- Later evening fixed route services
- Increased service along school route

When asked *what strategies should be pursued to address these needs,* stakeholders suggested the following:

- Connecting WAVE with the Storey County Senior center
- Looking to the existing partnership between Family Support Council and DART as an example of resource sharing and communication between providers
- Providing more service to elementary schools to increase ridership (DART noticed increases through their partnership with the local community center and providing service to the community center from school)
- Increase local marketing to show what current services exist
- Implement special event hours and services seasonally

At the end of the meeting, LSC and Carson City staff distributed public workshop fliers requesting that attendees distribute them amongst their respective workplaces.

Public Workshop

The Public Workshop was held on May 14th, 2019 in the Carson City Senior Center. Similar to the stakeholders workshop, the meeting began with an overview of existing conditions followed by questions. Attendance included people in the senior and disabled communities. The following list provides a summary of identified needs:

- Expanded service to the eastern (Saliman Road) and northern (Arrowhead Drive) areas of Carson City
- Remove barriers to purchasing passes:
 - Frequently out of stock at certain locations
 - Unavailable for purchase online
 - Not enough places for purchase of tickets
- Provide more frequent service to Dayton/Mound House areas.

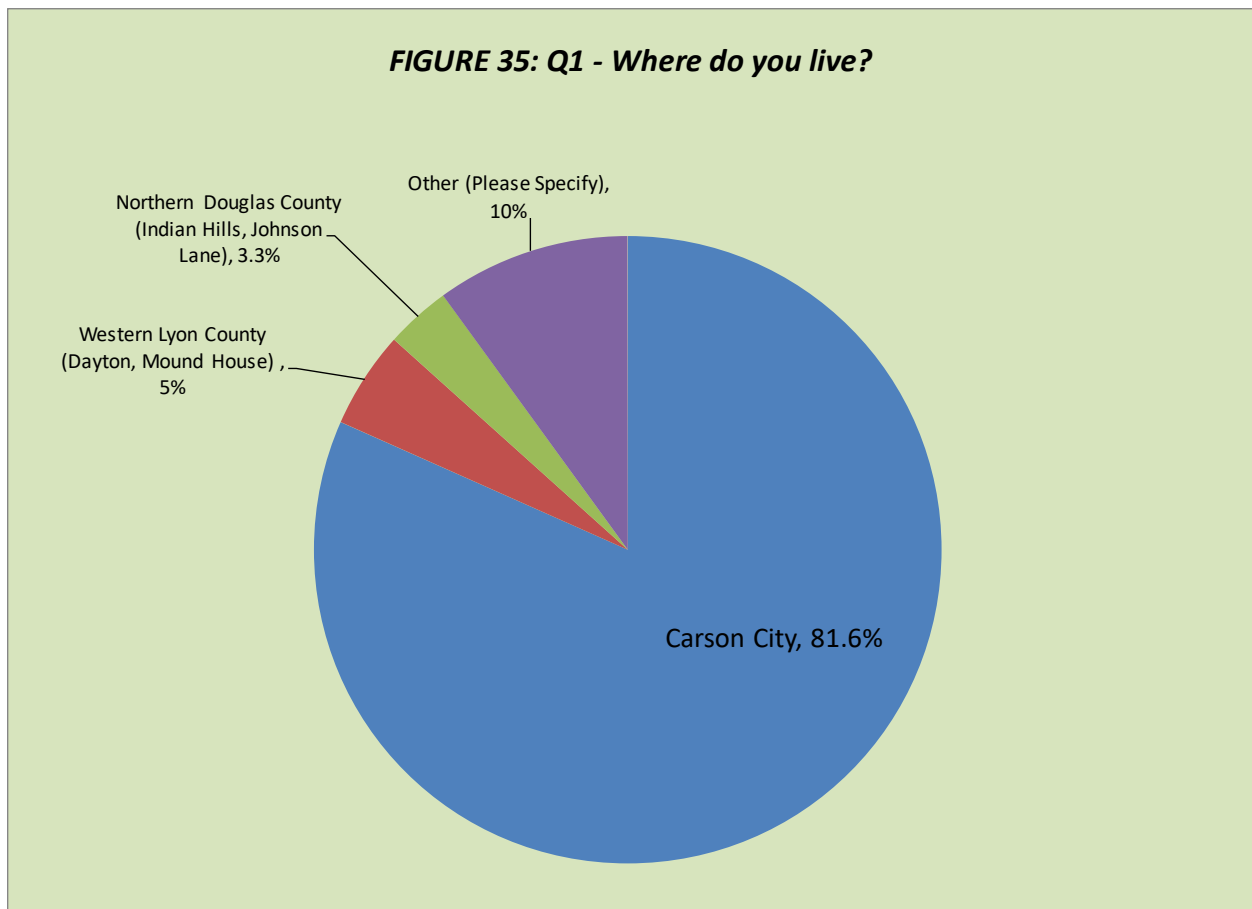
- Expand service to Topsy Lane.
- Add evening service on Saturdays.

ONLINE COMMUNITY SURVEY

Online surveys were conducted during April and May of 2019 for those located in and around Carson City. The surveys were advertised through our identified stakeholders and various social media groups. The survey consisted of 12 questions and an analysis of these surveys is described below. The specific survey form is provided in Appendix A.

Online Survey Results

Question 1—Where do you live?: As shown in the corresponding Figure 35, 82 percent of those who took the survey lived in Carson City. The 10 percent who responded “Other” lived in areas such as Gardnerville, Sparks, Reno, Minden and Stagecoach.



Questions 3, 4, 5, and 6—The following highlights summarize the data presented in Table 31.

- Nearly 64 percent of those taking the survey were between the ages of 25 and 64, followed by 31 percent being age 65 or older.

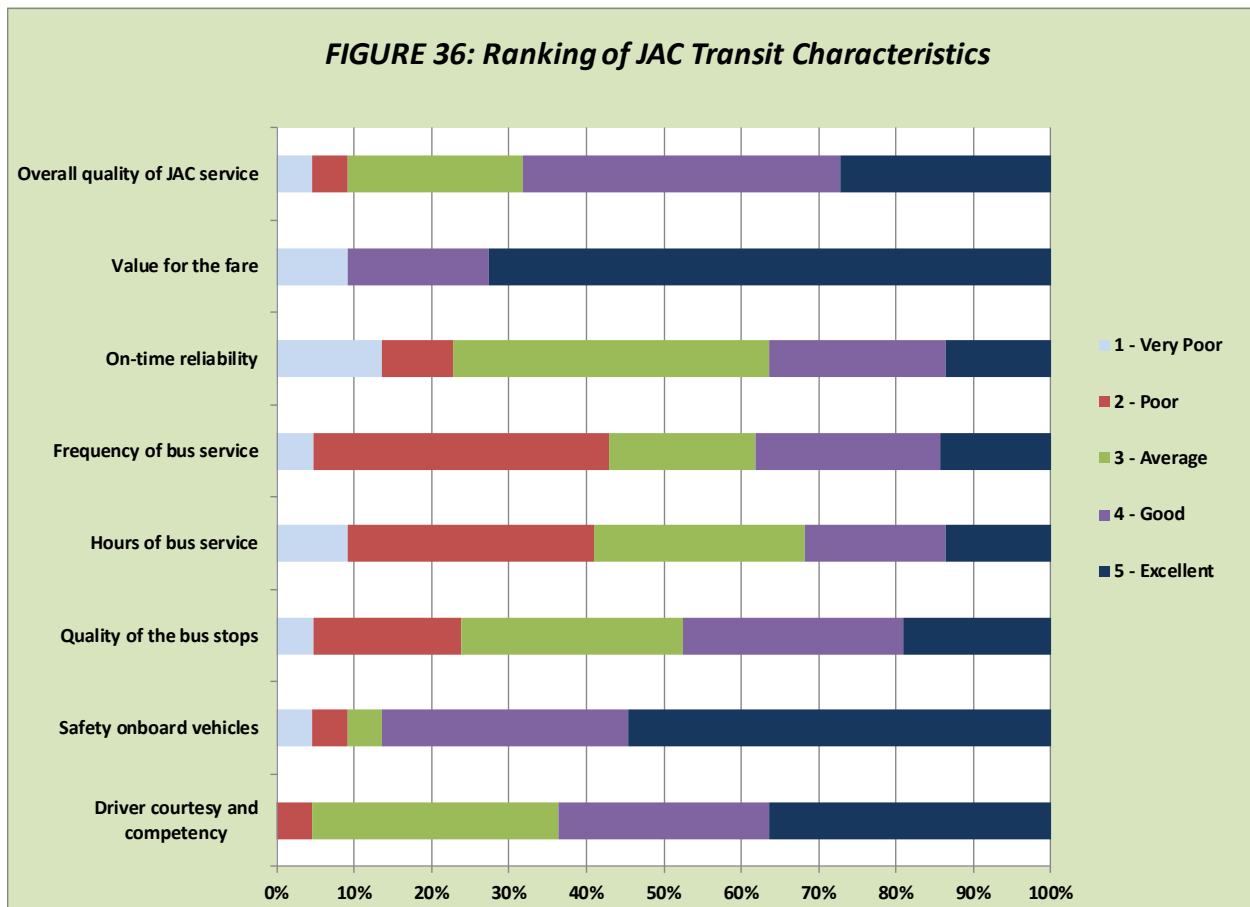
- When asked about familiarity with JAC Transit, 41 percent answered that they were somewhat familiar, followed by 36 percent stating that they know that a bus service exists but are unfamiliar with the schedule/route.
- Over the past year, 57 percent of those taking the survey had not used any transit services, followed by 36 percent stating that they have used JAC Transit’s fixed-route services.
- Of the 57 percent who have not used any transit services in the past year, nearly 41.7 percent indicated that the bus routes do not go where they need to go, followed by nearly 39 percent stating that they need their car during the day for work or to run errands.

TABLE 31: Online Survey Responses Regarding Age and Use of Transit Services

Question	Responses	
	#	%
Q3 What is your age?		
17 or Younger	0	0.0%
18 to 24	3	4.9%
25 to 64	39	63.9%
65 and Older	19	31.1%
Q4 How familiar are you with the JAC Transit system?		
Very familiar - I use the bus on a weekly basis	12	19.7%
Somewhat familiar – I’ve used it before and/or know someone who uses it	25	41.0%
Not familiar – I know that there is a bus, but I don’t know the schedule or any details	22	36.1%
I didn’t know there was public transit in Carson City	2	3.3%
Q5 Which of the following services have you used within the past year?		
JAC Fixed Route	22	36.1%
JAC Assist	4	6.6%
RTC Regional Connector	6	9.8%
TTD Route 18x	2	3.3%
None of the above	35	57.4%
Q6 Why do you not use the JAC Transit or other Transit services?		
Bus routes do not go where I need to go	15	41.7%
I need my car during the day for work or to run errands	14	38.9%
The buses do not operate when I need to travel	3	8.3%
Buses are not frequent enough	2	5.6%
The bus trip takes too long	2	5.6%

Question 7—Ranking of Characteristics: The survey asked the public to rank various JAC service characteristics. The following highlights summarize the data presented in Figure 36:

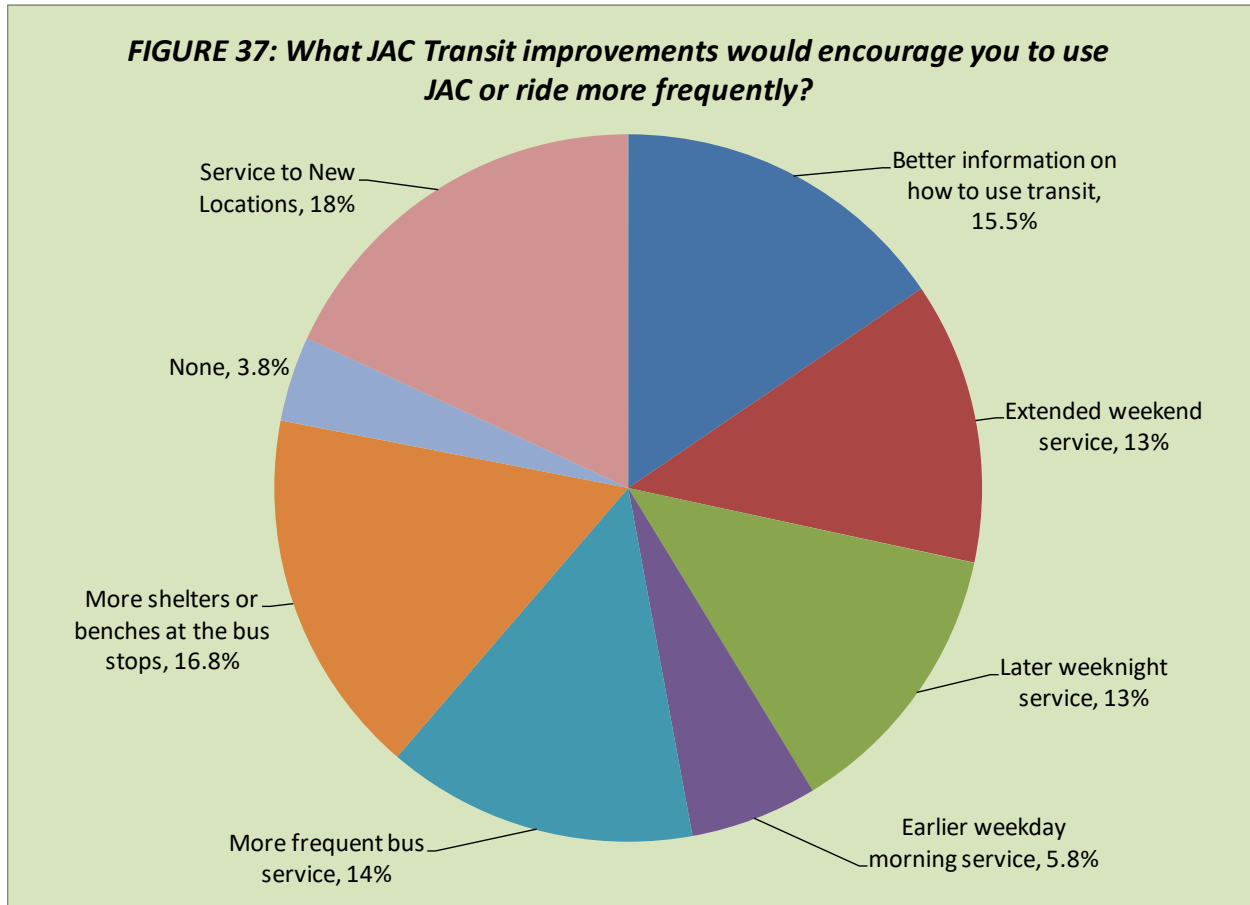
- Overall, respondents had a good opinion of the quality of JAC services, with 68 percent indicating “Good” or “Excellent” and only 9 percent indicating “Poor” or “Very Poor”
- Characteristics that generated a particularly high overall opinion were “value for the fare,” “driver courtesy and competency” and “safety onboard vehicles”
- Those characteristics with a relatively low ranking were “frequency of bus service” (with 43 percent indicating “poor” or “very poor”) and the hours of bus service (41 percent “poor” or “very poor”)
- Of all characteristics, the one with the highest proportion ranking it “very poor” was on-time reliability, at 13 percent



Question 8—Do you agree or disagree with the following statements: Approximately 98 percent of respondents agreed with the statement, “It is good that Carson City has a bus service.” In addition, a majority of those surveyed agreed that the JAC buses are clean and comfortable (96 percent) and that they are safe and secure on the buses (98 percent). However, only 40 percent agreed that the bus service is convenient.

Question 10—JAC Transit Improvements: The survey asked the public what improvements could be made to encourage ridership. The following highlights summarize the data presented in Figure 37.

- 18 percent would like to see service to new locations. Many of the responses included schools, Topsy Lane and Saliman Road.
- 16.8 percent would like to see more shelters and benches at bus stops.
- 15.5 percent would like better information on how to use existing transit.



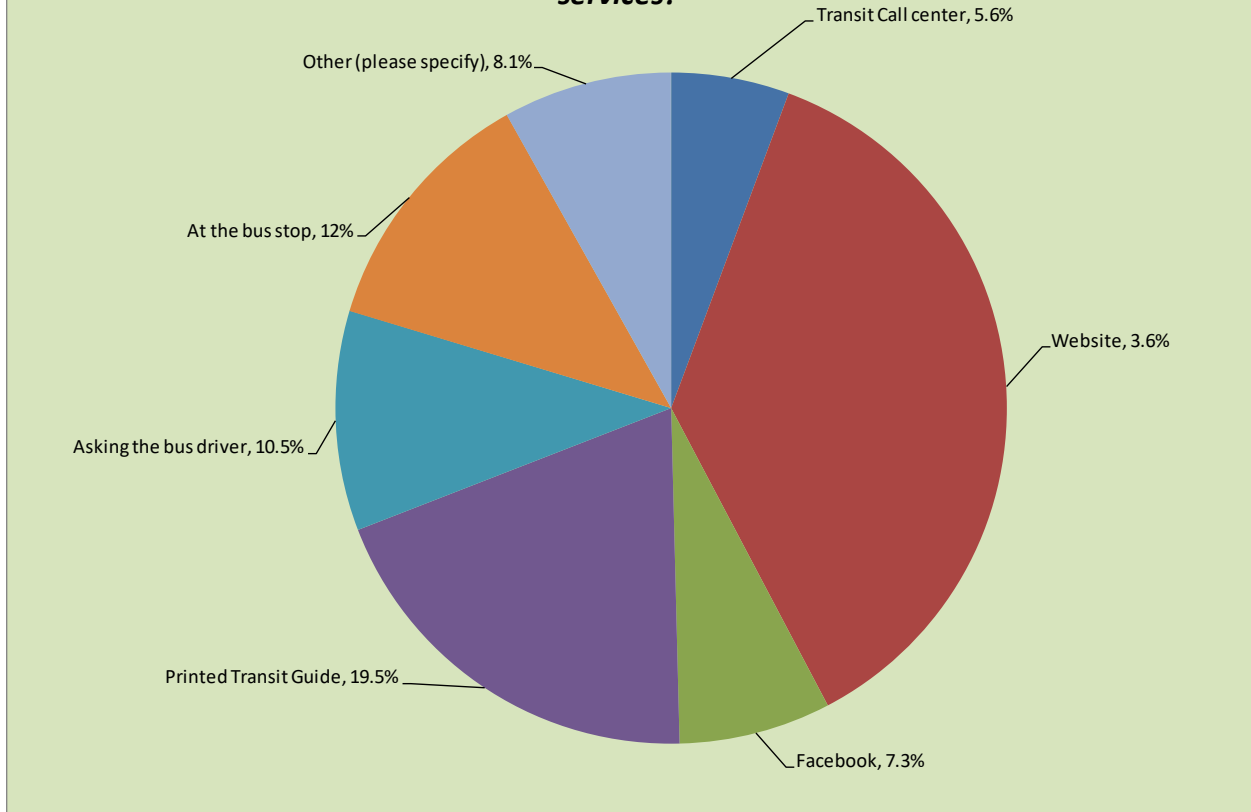
Question 11—JAC Transit Information: As shown in Figure 38, when asked how the public located information about the transit system, the responses were as follows:

- 36.6 percent of people locate bus info from the website.
- 19.5 percent use the printed transit guide.
- Of the ten people that responded “Other”, 4 people mentioned that they use the JAC Phone Application.

Question 12—How can transit services in Carson City be improved? As an open ended question, these responses have been included under Appendix B with a brief summary of common responses below.

- Extended service to new areas (including Topsy Lane and Saliman Road)
- Half hour running time rather than one-hour
- First time ride discounts to encourage more ridership
- Holiday service

FIGURE 38: Q11 - How would you locate information about JAC Transit services?



- Increased marketing and outreach (including better information/signage on-bus as well as at various commonly used stops and shelters)
- No music on the bus
- Service to mound House and Dayton areas
- Create fewer barriers to purchasing the passes

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INTRODUCTION

The following plan presents service enhancements, capital improvements, management plan elements and marketing and financial strategies to enhance public transit services in Carson City and the CAMPO region. It is based on a review of existing transit service and demand conditions, analysis of a wide range of alternatives and public input. This chapter presents the individual plan elements in brief based on the substantial discussions presented in previous chapters; the reader is encouraged to refer to previous chapters for additional background on the plan elements. The overall plan features are presented graphically in Figure 39. These service changes build upon the “base” of the existing services, which are planned to continue except as modified by the plan elements.

SHORT RANGE SERVICE PLAN

The Short Range Transit Plan (SRTP) encompasses service strategies envisioned for implementation within the coming five years. The recommended service enhancements are listed below and depicted in Figure 39. These service plan elements are considered in two categories: “financially constrained” elements, and “financially unconstrained” elements. While all future funding is dependent on future allocation and grant decisions, for purposes of this plan it is assumed that an annual increase in subsidy funding levels of approximately \$225,000 per year (from all sources) is reasonably foreseeable and thus financially constrained.

Fixed Route Service Plan

Financially Constrained

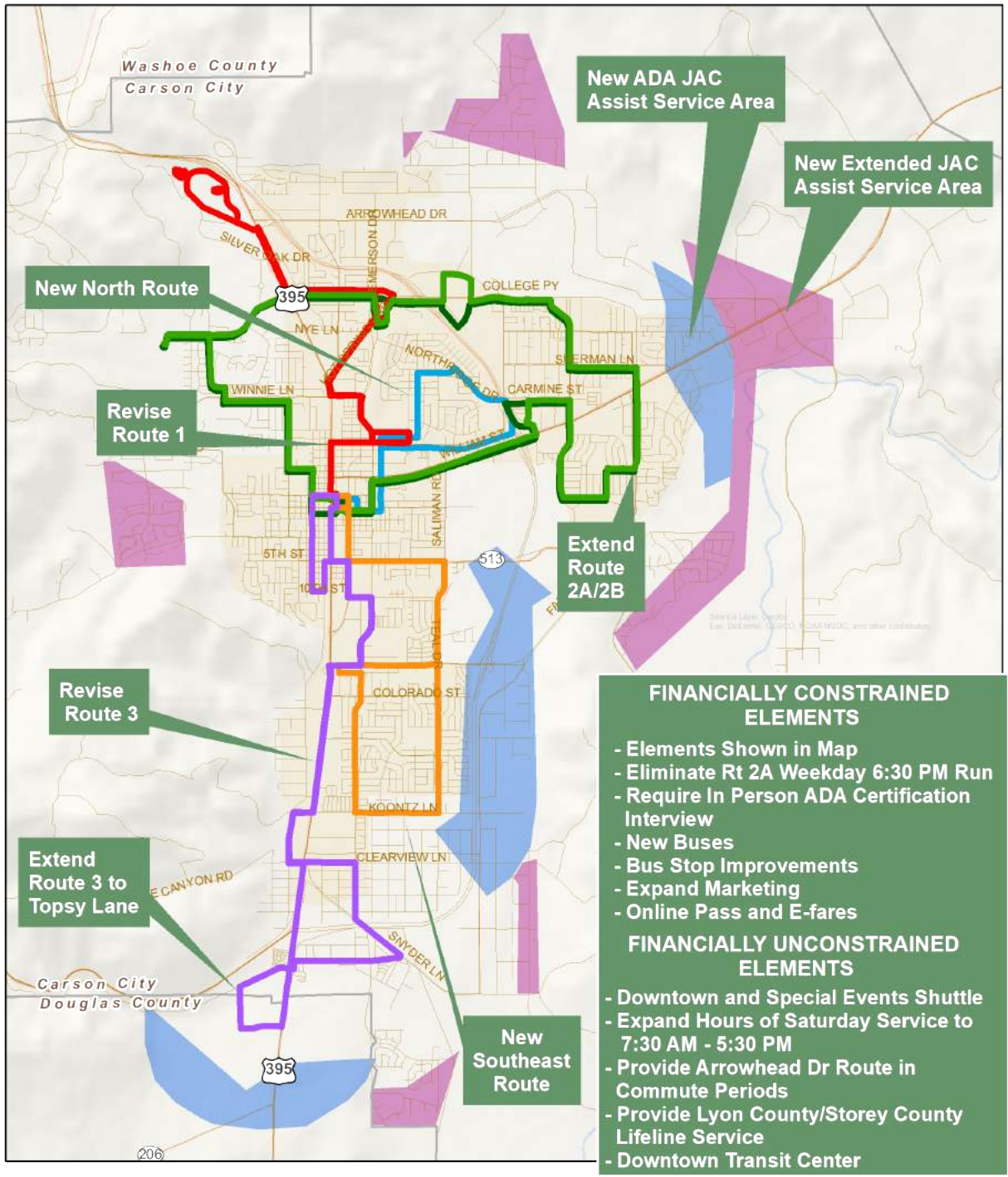
Implement the Six Route Service Plan

The availability of fixed route transit service to Carson City residents could be expanded by operating one additional bus, increasing the number of buses in operation from four to five. This fifth bus would be used to operate two additional routes throughout the day: Route 4 serving the southeast portion of the community (focusing on the Saliman Road corridor) and Route 5 service the central area focusing on Northridge Drive. Example schedules for these two new routes are shown in Table 32. In addition, the following modifications could be made to existing routes to improve and expand service:

- Route 1 could be realigned between the Downtown Transfer Plaza and the Senior Center to use N. Carson Street and Long Street, rather than E. Robinson Street and N. Roop Street. This will provide new service on N. Carson Street. Route 2A/2B could be realigned east of downtown to use Williams Street rather than Long Street. This will save running time that could be used to extend the route beyond its existing easternmost point on Monte Rosa Drive eastward to Fairview Drive, serving new neighborhoods. It would provide faster service between eastern Carson City and downtown.



JAC Short Range Transit Plan



- Route 3 could be realigned to shift to S. Carson Street between Fairview Drive and Koontz Lane, providing a faster trip and improving the ability of this route to served S. Carson Street as it redevelops over time. It could also be extended slightly to Topsy Lane, to provide better access to commercial destinations for Carson City residents and to eliminate the existing turn around through the Costco parking lot.

Additional detailed service planning will be needed prior to implementation of this service strategy, including review of running times, selection of the specific routes and defining and installing new stops.

Overall, these route expansions would provide transit service within a convenient five-minute walk of 11,000 additional Carson City residents resulting in an increase of 27 percent. It would serve new activity centers and schools, and provide some additional service times for specific trips. To provide time needed for the necessary bus purchase and bus stop improvements, this element is planned for implementation in Fiscal Year 2022/23.

TABLE 32: Example Schedules for New JAC Routes

ROUTE 4 Saliman						
Leave						Arrive
Downtown Transfer Plaza	Saliman & Little Ln	Seeliger Elementary	Koontz & Silver Sage	California & Fairview	Fremont Elementary	Downtown Transfer Plaza
6:30	6:36	6:40	6:45	6:50	6:54	7:02
7:30	7:36	7:40	7:45	7:50	7:54	8:02
8:30	8:36	8:40	8:45	8:50	8:54	9:02
9:30	9:36	9:40	9:45	9:50	9:54	10:02
10:30	10:36	10:40	10:45	10:50	10:54	11:02
11:30	11:36	11:40	11:45	11:50	11:54	12:02
12:30	12:36	12:40	12:45	12:50	12:54	1:02
1:30	1:36	1:40	1:45	1:50	1:54	2:02
2:30	2:36	2:40	2:45	2:50	2:54	3:02
3:30	3:36	3:40	3:45	3:50	3:54	4:02
4:30	4:36	4:40	4:45	4:50	4:54	5:02
5:30	5:36	5:40	5:45	5:50	5:54	6:02
6:30	6:36	6:40	6:45	6:50	6:54	7:02

ROUTE 5 - North Central						
Leave						Arrive
Downtown Transfer Plaza	Beverly & Roop (Senior Center)	Marian & Rolling Hills	Northridge & Spooner	Russell & Northridge (MAC)	Long & Roop (H&HS)	Downtown Transfer Plaza
7:03	7:07	7:10	7:12	7:14	7:19	7:24
8:03	8:07	8:10	8:12	8:14	8:19	8:24
9:03	9:07	9:10	9:12	9:14	9:19	9:24
10:03	10:07	10:10	10:12	10:14	10:19	10:24
11:03	11:07	11:10	11:12	11:14	11:19	11:24
12:03	12:07	12:10	12:12	12:14	12:19	12:24
1:03	1:07	1:10	1:12	1:14	1:19	1:24
2:03	2:07	2:10	2:12	2:14	2:19	2:24
3:03	3:07	3:10	3:12	3:14	3:19	3:24
4:03	4:07	4:10	4:12	4:14	4:19	4:24
5:03	5:07	5:10	5:12	5:14	5:19	5:24
6:03	6:07	6:10	6:12	6:14	6:19	6:24
7:03	7:07	7:10	7:12	7:14	7:19	7:24

Shaded area is Saturday schedule. **Bold** is PM.

Eliminate 2A Weekday 6:30 PM Run

The last run of Route 2A service could be eliminated, to improve overall service performance and providing funding for more effective service expansions. This run currently only serves 2.3 passengers per day. Though riders would experience longer in-vehicle-travel times, Route 2B would still provide service to these passengers. This could be implemented in the near-term, to provide immediate cost savings.

Expand JAC Assist Service Areas

ADA Service Area

Since the Americans with Disabilities Act (ADA) requires complementary paratransit service be provided to all areas within $\frac{3}{4}$ miles of a fixed route, the fixed route service expansion will trigger a modest expansion of ADA service area. As shown in Figure 39, these expanded ADA service areas are located to the south (south of Topsy Lane), to the southeast (the area east of I-580 between roughly Clearview Drive and Fairview Drive) and to the east (the area along US 50 between roughly Sherman Lane and Sunrise Drive). Based on U.S. Census data, these additional ADA service areas include the residences of approximately 2,630 persons of which 450 are persons with disabilities.

Expanded Service Area

The JAC Assist goes beyond the requirements of the ADA to also provide service in the quarter-mile area beyond the $\frac{3}{4}$ mile requirement for an additional \$1.00 fare. Portions of the boundary of this area cut through some residential areas and leaves some residents just outside the area. While the cost of JAC Assist service makes it infeasible to serve all areas, the expanded JAC Assist area will be expanded as shown in Figure 39 to expand service to more residential areas and to make the service easier to administer. This expanded area includes approximately 7,640 Carson City residents, of which 1,270 are persons with disabilities.¹¹

This expansion of both the ADA and expanded service areas will increase ridership by an estimated 950 passenger-trips per year within the ADA area plus 1,450 in the extended service area, for a total of approximately 2,400 passenger-trips per year. This is equal to an 8.5 percent increase in demand. Serving this increase in demand will require one additional vehicle, operating five additional vehicle-hours per weekday. This improvement could be made parallel with the fixed route expansion in FY 2022/23.

Require In-Person Application for ADA Certification

JAC Assist policies could be revised to require an in-person interview as part of the “Part A” application process. An in-person interview provides an opportunity for staff to make a preliminary determination of eligibility as well as providing an opportunity to educate the applicant about the fixed route service and travel training. As existing passengers would not be required to re-apply, this will not provide any immediate reduction in service or costs. However, over the long term requiring an in-person interview has been found to decrease the number of clients by 25 to 30 percent, ensuring that services are

¹¹ This value was approximated using census tracts information from the US Census Bureau 2013-2017 American Community Survey.

focused on those most in need of curb-to-curb service. A free JAC Assist ride to and from the in-person interview would be provided, if needed.

Financially Unconstrained Service Plan Elements

Downtown and Special Events Shuttle

Downtown Carson City is growing as a retail and entertainment hub and is particularly busy during the Nevada State Legislative session. A convenient shuttle service that could encourage staff and visitors to explore the various elements of the downtown core could enhance economic activity. There are also other special events and activities in the downtown area (such as concerts at the Brewery Arts Center) that could benefit from a shuttle program that ties event venues with off-site parking as well as dining and shopping. So long as services are focused on periods of high demand, a shuttle program could provide a strong benefit to the downtown area.

Accordingly, a downtown shuttle service should be implemented for the 2021 Legislative session on a demonstration basis. This service would run over the course of four months (February through May) on Mondays through Saturdays between 10:00 AM and 5:00 PM.

A specific route should be identified based on a detailed review of bus stop opportunities, and should ensure that one vehicle can provide frequent (no more than every 15 minutes) service. A pilot route could consist of a 1 mile loop that travels along Carson Street, 5th Street, Stewart Street and Robinson Street. This potential route could serve the State Legislature, all commercial retail located along Carson Street and various parking lots located on Stewart Street.

As a demonstration project, leasing a vehicle rather than purchasing a vehicle is recommended. This vehicle should be approximately 25- to 30-feet in length and could be a rubber-tired faux trolley or another distinctive type of vehicle. Bus stops should be established no more than every two blocks apart. A distinctive public image should be established with bus stop signs and marketing materials different from the JAC marketing image as well as a strong marketing effort made prior to and during the service period. To be most effective, the service should be provided at free-fare in order to encourage initial ridership. This pilot demonstration would be evaluated based on daily ridership and overall public perception.

If service for the legislative session has proven successful, a permanent vehicle can be purchased. This would then be available for other special event transportation services. Based on the attendance levels at the Brewery Arts Center and the current parking challenges, a service connecting the venue with parking lots in the southern portion of downtown could serve on the order of 300 passenger-trips per day. For purposes of this plan, this service is assumed to operate during the legislative session starting in 2021, along with 13 special event days per year.

Expand Saturday Service to 7:30 AM – 5:30 PM

The JAC fixed route service provides a relatively limited span of service on Saturdays (compared to that on similar systems), starting at 8:30 AM and ending at 4:30 PM. As passengers can typically not arrive at their destination prior to 9:30 AM and must depart by 3:30 PM, few passengers can use the service for commuting and the time available for many other types of trips are limited. If funds are available,

expanding service to begin at 7:30 AM and end at 5:30 PM would be cost-effective and significantly increase the utility of Saturday service.

Arrowhead Drive Route in Peak Periods

The Arrowhead Drive area in northern Carson City includes approximately 2,500 residents and 3,300 jobs as well as other transit generators such as the Health and Human Services Department. Operating two runs in the morning and two runs in the afternoon commute periods (weekday only) would be cost-effective and would provide transit access to this important corridor.¹²

Lyon County / Storey County / Carson City Lifeline Service

If partnerships with Lyon County or Lyon and Storey Counties can be established, the JAC program should provide “lifeline” transit service to the Mound House/Dayton/Silver City area in Lyon County at a minimum, and the Virginia City area if Storey County participation can potentially also be included. “Lifeline” transit services are intended to connect residents to medical, social programs and other urban services on at least a weekly basis. As a whole, this area shown in Figure 40 has a population of approximately 16,700 residents. Many residents of this area have disabilities (23 percent) or are low income (14 percent), which combined with the limited medical and other services generates a significant and growing need for travel to/from the Carson City area (or beyond, using connecting services).

At a minimum, service should be provided one day a week, with round-trips in the morning, mid-day and late afternoon. This will allow residents the flexibility to make half-day trips, which is particularly convenient for persons that have difficulties with long travel days. Reservations at least 24-hours in advance would be required, though “standing reservations” could also be provided for regular riders (avoiding the need to make a reservation for every trip). A wheelchair-accessible vehicle should be used. While some centralized stops could be served (such as a post office or coffee shop) for passengers that can congregate at such a stop, service to individual residences within at least ¾ miles would be available to ensure persons with disabilities have equal access. As a result, separate paratransit service will not be necessary. In Carson City, service would be provided to the Downtown Transfer Plaza as well as to specific destinations (such as medical facilities) that can be more conveniently served using this bus rather than a transfer to JAC or JAC Assist.

As the service grows in ridership, additional days of service could be provided. In addition, as ridership patterns become established, a more formal schedule could be defined to specific stops.

Service Plan Impacts

Table 33 depicts the annual operating cost for JAC, including the cost of the base case (existing services) plus the impact of the individual plan elements. The costs assume a 3 percent annual inflation rate, as well as the recently-negotiated contractor rates. As shown, the financially constrained plan elements would provide a modest cost savings in the first two years (from the elimination of the 6:30 PM 2A run), and would add \$281,200 per year in FY 2022-23, rising with inflation to \$289,500 by FY 2023-24. This reflects a 16 percent increase over base (existing) operating costs, adjusted for inflation. The impact of

¹² While service during the mid-day or on Saturday would not be effective in the short-range plan period, this could potentially grow to the level warranting such service in the long term.

Figure 40
 Potential Lyon/Storey County Lifeline Service

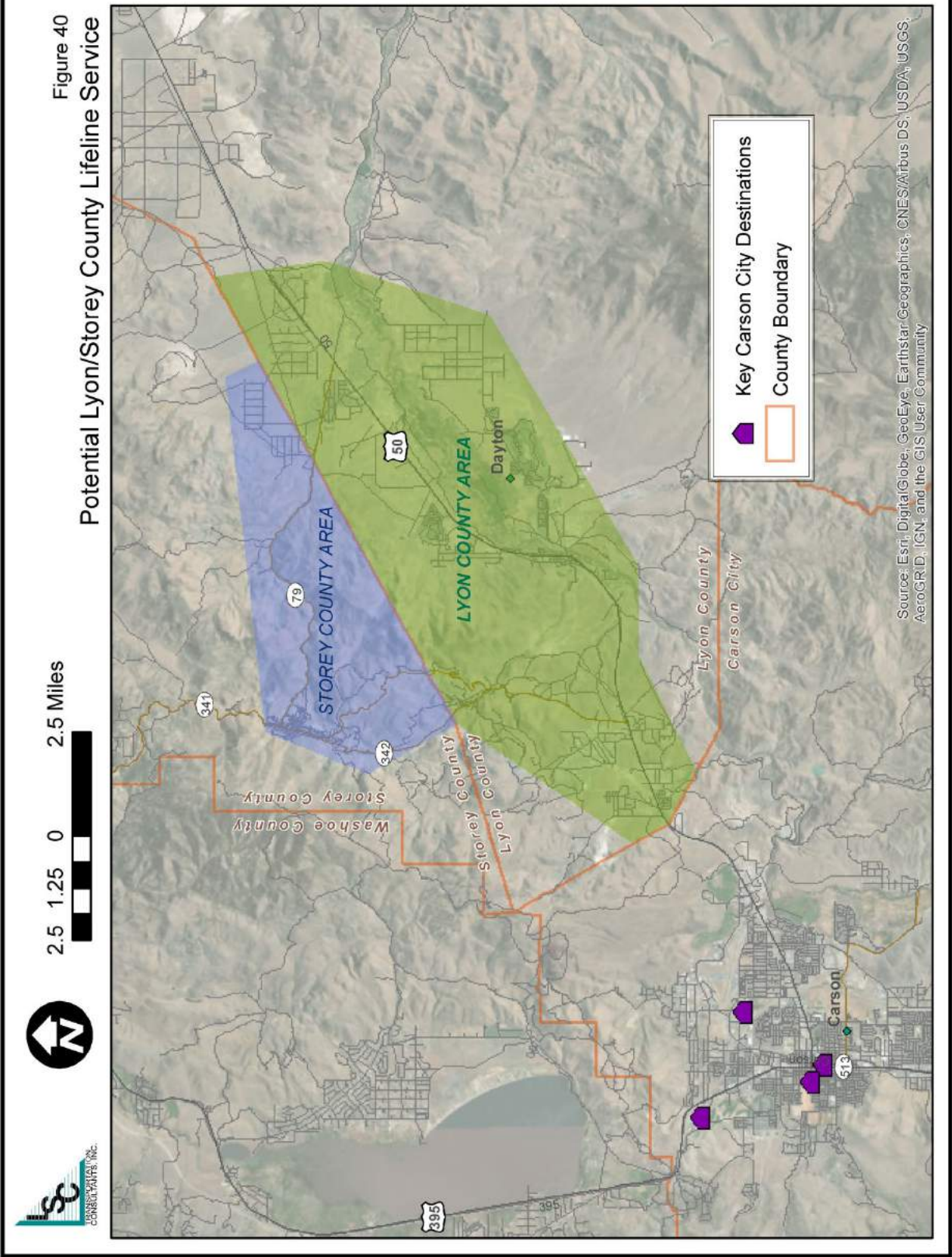


TABLE 33: Carson City JAC SRTP Estimated Annual Operating Cost

Plan Element	Fiscal Year					5-Year Plan Total
	2019-20	2020-21	2021-22	2022-23	2023-24	
Base Case Operating Cost ⁽¹⁾	\$1,631,400	\$1,680,300	\$1,730,800	\$1,782,700	\$1,836,200	\$8,661,400
Financially Constrained Service Plan Elements						
6-Route Service Plan	\$0	\$0	\$0	\$220,500	\$227,100	\$447,600
Eliminate 6:30 PM Route 2A Run	\$0	-\$13,800	-\$14,200	-\$14,600	-\$15,100	-\$57,700
Expand JAC Assist Service Areas	\$0	\$0	\$0	\$75,300	\$77,500	\$152,800
Subtotal: Financially Constrained	\$0	-\$13,800	-\$14,200	\$281,200	\$289,500	\$542,700
Percent Increase	0%	-1%	-1%	16%	16%	6%
Financially Unconstrained Service Plan Elements						
Downtown Shuttle Service	\$0	\$41,900	\$6,600	\$51,300	\$7,000	\$106,800
Expand Saturday Service: 7:30 AM – 5:30 PM	\$0	\$0	\$33,300	\$34,300	\$35,300	\$102,900
Arrowhead Drive Route - Peak Periods	\$0	\$0	\$0	\$58,900	\$60,700	\$119,600
Lyon/Storey County Lifeline Service ⁽²⁾	\$0	\$23,800	\$24,500	\$50,500	\$52,000	\$150,800
Subtotal: Service Plan Elements	\$0	\$65,700	\$64,400	\$195,000	\$155,000	\$480,100
Percent Change	0%	4%	4%	11%	8%	5.5%
Total Service Plan Elements	\$0	\$51,900	\$50,200	\$476,200	\$444,500	\$1,022,800
	0%	3%	3%	27%	24%	12%
Additional Activities						
Increased Marketing	\$25,000	\$25,800	\$26,500	\$27,300	\$28,100	\$288,221
Total Operating Cost	\$1,656,400	\$1,758,000	\$1,807,500	\$2,286,200	\$2,308,800	\$9,816,900
Percent Change	1.5%	4.6%	4.4%	28.2%	25.7%	
<small>Note 1: Per 2019/20 Final Budget, excluding capital outlays; assumes 3% annual inflation. Note 2: 1 day per week starting in July 2020, expanding to a second day in 2022. Source: LSC Transportation Consultants, Inc.</small>						

the unconstrained plan elements would be to add between \$64,400 and \$195,000 per year (varying by the level of downtown shuttle service). This is equal to 4 to 11 percent over base case costs.

As discussed in greater detail in Chapters 3 and 4, ridership projections for all plan elements are based on the demographics of the area as well as historical ridership trends, peer system comparisons and studies of how ridership has responded in similar systems to similar changes. Typically, it takes two years for expanded services to reach full ridership potential if the service is well advertised. The base ridership is expected to increase consistent with average growth over the last five year (0.6 percent annually). The resulting ridership forecasts are shown in Table 34. Financially-constrained service improvements are forecast to increase ridership (total of fixed and JAC Assist) by 58,500 boardings per year by the end of the five-year SRTP period, which is equal to a 25 percent increase. Significantly, the percentage ridership increase (25 percent) is substantially more than the percentage increase in operating cost (13 percent), indicating a substantial improvement in the overall cost efficiency of the transit program. The financially unconstrained service elements would add another 35,500 boardings per year, bringing the total increase to 93,400 boardings, or 41 percent over base case ridership.

Table 35 shows the estimated fare revenue, based on the projected ridership. The added passengers generated by the financially constrained service enhancements increase farebox revenues by \$15,300 in FY 2022-23, rising to \$22,400 per year by the end of the plan period (an 8.3 percent increase).

Table 34: Carson City JAC SRTP Estimated Annual Ridership

Plan Element	Fiscal Year					5-Year Plan Total
	2019-20	2020-21	2021-22	2022-23	2023-24	
Base Case ⁽¹⁾						
Fixed Route	196,300	197,500	198,700	199,900	201,100	993,500
JAC Assist	28,400	28,500	28,700	28,900	29,100	143,600
Total	224,700	226,000	227,400	228,800	230,200	1,137,100
Financially Constrained Service Plan Elements						
6-Route Service Plan	0	0	0	37,300	56,800	94,100
Eliminate 6:30 PM Route 2A Run	0	-500	-500	-500	-500	-2,000
Expand JAC Assist Service Areas	0	0	0	2,200	2,200	4,400
Subtotal: Financially Constrained	0	-500	-500	39,000	58,500	96,500
<i>Percent Increase</i>	0%	0%	0%	17%	25%	8%
Financially Unconstrained Service Plan Elements						
Downtown Shuttle Service	0	10,200	4,100	15,100	4,400	33,800
Expand Saturday Service: 7:30 AM – 5:30 PM	0	0	5,100	5,700	5,700	16,500
Arrowhead Drive Route - Peak Periods	0	0	0	12,100	12,200	24,300
Lyon/Storey County Lifeline Service ⁽²⁾	0	3,900	4,300	8,700	8,800	25,700
Subtotal: Financially Unconstrained	0	24,300	17,600	56,700	35,500	100,300
Total Increase	0	23,800	17,100	95,700	94,000	230,600
<i>Percent Increase</i>	0%	11%	8%	42%	41%	20%
Total Ridership	224,700	249,800	244,500	324,500	324,200	1,367,700
<small>Note 1: Base case ridership assumed to grow at half the pace of population growth (0.67% annually). Note 2: 1 day per week starting in July 2020, expanding to a second day in 2022. Source: LSC Transportation Consultants, Inc.</small>						

CAPITAL PLAN

Downtown Transit Center

A crucial capital improvement in the development of the JAC service will be the development of a new Downtown Transit Center. The current hub along North Plaza Street has served adequately to date but has a number of deficiencies including the lack of protection from the weather, the lack of facilities for drivers and riders, poor lighting, inconvenient locations of bus loading zones and the provision of an overall poor public image. The service planning conducted as part of this study underscores the importance of a downtown transit hub in the JAC system for both the short term and the long term.

Chapter 8 presents details regarding the recommended program for a new Downtown Transit Center, including space for up to eight buses as well as passenger and driver facilities, as well as location criteria. Fortunately, there are a number of identified potential sites in the downtown area that could be considered.

The first step should be to conduct a detailed study regarding possible sites. This study should compare potential sites with regards to availability (“willing seller”), adequacy to accommodate the proposed program, proximity to major destinations, impact on transit operations, consistency with zoning and other regulations, traffic impacts and impacts on adjacent properties. It should identify development and construction cost estimates. Based on this study, funding opportunities (including potential Federal

TABLE 35: Carson City JAC SRTP Estimated Annual Farebox Revenues

Plan Element	Fiscal Year					5-Year Plan Total
	2019-20	2020-21	2021-22	2022-23	2023-24	
Base Case ⁽¹⁾						
Fixed Route	\$71,300	\$71,700	\$72,200	\$72,600	\$73,000	\$360,800
JAC Assist	\$26,200	\$26,300	\$26,500	\$26,700	\$26,800	\$132,500
Total	\$97,500	\$98,000	\$98,700	\$99,300	\$99,800	\$1,001,800
Financially Constrained Service Plan Elements						
6-Route Service Plan	\$0	\$0	\$0	\$13,500	\$20,600	\$34,100
Eliminate 6:30 PM Route 2A Run	\$0	-\$200	-\$200	-\$200	-\$200	-\$800
Expand JAC Assist Service Areas	\$0	\$0	\$0	\$2,000	\$2,000	\$4,000
Subtotal: Financially Constrained	\$0	-\$200	-\$200	\$15,300	\$22,400	\$37,300
Financially Unconstrained Service Plan Elements						
Downtown Shuttle Service	\$0	\$15,300	\$6,150	\$22,650	\$6,600	\$50,700
Expand Saturday Service: 7:30 AM – 5:30 PM	\$0	\$0	\$2,000	\$2,200	\$2,200	\$6,400
Arrowhead Drive Route - Peak Periods	\$0	\$0	\$0	\$4,400	\$4,400	\$8,800
Lyon/Storey County Lifeline Service ⁽²⁾	\$0	\$7,700	\$8,700	\$17,400	\$17,500	\$51,300
Subtotal: Service Plan Elements	\$0	\$22,800	\$16,650	\$61,950	\$53,100	\$103,200
Percent Increase	0.0%	23.3%	16.9%	62.4%	53.2%	10.3%
Total Farebox Revenues	\$97,500	\$120,800	\$115,350	\$161,250	\$152,900	\$647,800
Note 1: Base case ridership assumed to grow at half the pace of population growth (0.67% annually). Note 2: 1 day per week starting in July 2020, expanding to a second day in 2022. Source: LSC Transportation Consultants, Inc.						

and state funding programs) should be defined and pursued for engineering, environmental clearance, permitting and construction. A total of \$60,000 is included in this plan for this planning and project development work.

There are many factors that will impact the overall cost of a Downtown Transit Center such as land availability/costs, environmental remediation costs, and future trends in construction costs. Given these uncertainties, it is not possible to make a reasonable estimate prior to the initial planning work. This project will require identification of funding that does not unduly impact the City’s General Fund.

Transit services require a substantial amount of capital items, notably buses and facilities. Planned capital improvements are discussed below, and summarized in Table 36.

Bus Stop Improvements

As detailed in Table 27 in Chapter 8, a review of existing JAC bus stops indicates that the following improvements are warranted:

- 3 additional shelters
- 5 additional benches
- 3 stops needing a short section of walkway connecting the stop with the adjacent sidewalk in order to avoid walking in landscaping materials.

In addition, between the two new routes and the extensions of existing routes, a total of 13.4 miles of new routes would be added. This will require establishing approximately 35 new stops. While the level of stop improvements should be based on observed ridership activity, this plan assumes that four new shelters and five additional benches will be warranted. In addition, it is assumed that half of these new stops would require new wheelchair pads. The following unit costs were applied:

- New bus stop pole and sign—\$300
- New pad—\$800
- New bench—\$800
- New shelter and pad—\$8,000

Upon applying these costs, an estimated \$37,500 is needed prior to the implementation of the Six Route Plan to construct new poles, signs and pads. The existing stop improvements will cost \$32,500, while the remainder of the improvements at the new stops will cost \$51,000, for a total of \$83,500. The existing stop improvements are spread over the five years of the short-range plan period (adjusted for inflation), while the costs associated with stops along the new routes are incurred in FY 2021/22.

Plan Element	Fiscal Year					5-Year Plan Total
	2019-20	2020-21	2021-22	2022-23	2023-24	
Vehicle Purchases						
<u>Number of Buses -- Replacement</u>						
<i>Small Bus</i>	0	2	0	0	0	2
<i>Van</i>	0	0	0	3	2	5
<i>Bus</i>	2	0	2	0	0	4
Total Cost ⁽¹⁾	\$650,000	\$339,900	\$689,600	\$524,500	\$360,200	\$2,564,200
<u>Number of Buses -- Expansion</u>						
<i>Fixed Route Bus</i>	0	0	1	0	0	1
<i>Paratransit Van</i>	0	0	1	0	0	1
Total Cost ⁽¹⁾	\$0	\$0	\$514,500	\$0	\$0	\$514,500
Bus Stop Improvement Program	\$13,700	\$14,100	\$54,300	\$15,000	\$15,400	\$112,500
Fare Payment Software & Maintenance	\$0	\$50,300	\$10,600	\$10,900	\$11,300	\$83,100
Downtown Transit Center	\$0	\$30,000	\$30,000	TBD	TBD	TBD
Total Capital Plan Elements	\$663,700	\$434,300	\$1,299,000	\$550,400	\$386,900	\$3,334,300
<small>Note 1: All costs include 3 percent annual inflation. Source: LSC Transportation Consultants, Inc.</small>						

Bus Purchases

A total of seven existing buses would need to be replaced over the coming five years as shown in the top portion of Table 36. At current unit prices and assuming a three percent capital inflation rate, this will require \$2,800,100 over the SRTP plan period. In addition, one fixed-route bus (35 feet in length) and one additional paratransit van (21 feet in length) will need to be purchased to provide an adequate ratio of spare buses with the planned service expansions, adding \$514,500 in capital costs.

Monitor Progress in Battery Electric Bus Technology

The bus purchases listed above are planned to continue to use gasoline and diesel as a fuel. Battery Electric Bus (BEB) technology is rapidly improving, and has the potential to reduce operating/maintenance costs as well as to reduce noise impacts along the routes and overall environmental impacts. At present, however, large BEB buses are on the order of \$300,000 more expensive than gas buses. BEB fleets require a large investment in charging facilities and upgrades to the supporting power grid. Smaller transit vehicles (such as the JAC Assist vans) with BEB propulsion, moreover, are not currently available that qualify for federal funding. Due to these factors, Carson City should not immediately shift to BEB transit vehicles but rather should continue to monitor improvements in the technology and reductions in cost to determine if and when this technology is right for the JAC program.

MARKETING AND FARE TECHNOLOGY IMPROVEMENTS

The JAC program has included only modest marketing efforts over recent years. While the system has historically seen small growth in ridership without extensive marketing efforts, increased public education, outreach and advertising will be vital in the system's continued expansion and growth moving forward. The following recommendations are consistent to other relative agency efforts.

Social Media

The JAC Transit system does not currently have an independent social media presence. While it may not be necessary to exist amongst all platforms, most transit systems of similar sizes have a Facebook page and Twitter presence. These platforms are free and would require a simple log in by current staff. Once established, the accounts could friend and follow a variety of active local agencies and organizations such as:

- Visit Carson City
- Carson City, Nevada
- Carson City Department of Public Works
- Carson City Parks, Recreation, & Open Space Department
- Brewery Arts Center
- Douglas County, Nevada
- Carson City Senior Center
- Youth Theater Carson City
- Carson City Sheriff's Office
- Carson City Chamber of Commerce
- Carson City Health and Human Services Department

Having a JAC specific social media presence would connect the transit system to these local agencies and organizations and aid in future transit outreach. The benefits of this networking effort include a platform to announce route change information, special event services and general updates regarding the system. It would also strengthen future public outreach efforts related to expansions. Additionally, Facebook advertisements have been found to be effective in some regions due to their ability to be targeted towards particular demographics such as age and residential location. For instance, marketing

messages can be targeted to the residents of the neighborhoods that will get new service as part of the Six Route Plan.

Marketing Materials and Advertising

JAC currently has some informational marketing materials including small schedule and route pamphlets as well as schedule and route poster boards on buses and at major bus stops. While this level of informational distribution has been sufficient in educating existing riders, we recommend revisiting all current information materials and their levels of visibility. This includes the following:

- Ensure all buses have visibly mounted enlarged schedules and route maps.
- Distribute educational pamphlets to all social service organizations, downtown businesses and hotels.
- Improve physical community engagement efforts overall through increased presence at Carson City special events and Western Nevada University student orientations.
- Increase digital and print advertisements in local news organizations such as *Nevada Appeal* and *Carson Now*.

The implementation of new services (such as the new Southeast and North Routes discussed above) provides an excellent opportunity to conduct additional targeted marketing. Social media options, such as Facebook, provide the opportunity to target marketing to specific neighborhoods at modest cost of a few hundred dollars.

Website Improvements

Currently the JAC Transit website is nested within the official Carson City website. It is currently easy to navigate but will need ongoing maintenance and revisions if future route and schedules changes occur, social media accounts are created and electronic fares are implemented. In addition to minor changes to information presented on the page, the website would require an ecommerce backend website that can process credit cards for ticket purchases or auto-charge for reoccurring monthly pass holders.

Transit Ambassador Program

JAC staff will work with social service agencies to develop a Transit Ambassador program, wherein volunteers are trained to conduct presentations and work with individuals to educate residents on their mobility options. This type of program, which has proven successful in similar communities, encourages new potential riders to use transit services, encourages use of the more cost-effective fixed route services and ensures that riders understand the rules of paratransit services to minimize the cost of the service. Overall, the Transit Ambassador program would expand mobility among area residents while increasing the cost-effectiveness of the overall JAC program.

Marketing Costs

Much of the day-to-day work on marketing can be accomplished using existing staff, so no additional staff is recommended. However, printing and media costs will be incurred, along with some additional website development costs. A budget of \$25,000 for these additional costs is included in this plan. This is

in line with transit industry guidelines that marketing should reflect roughly two percent of the total transit operating budget.

Fare Technology

Fare payment technologies for public transit have evolved from paper tickets to magnetic stripe cards, smart cards, and mobile device applications. These next generation transit fare payment systems can be implemented in the form of physical card passes or electronically through “token” transit models.

Our plan has considered the pros and cons of two next generation transit fare payment systems. JAC may either implement a physical card-based fare system for which value is added to a card with magnetic striping or smart chip technology or implement an electronic fare system requiring a phone application that functions as a “token.” The positive and negative aspects of each are presented below.

Transit Card

A physical transit card-based system would provide the ability to reload at an electronic kiosk, a physical presence in ones’ wallet or purse and general accessibility for those who do not own a smart phone device. In a card-based system, all fare transactions take place at the front-end of the system, at the card reader located at the farebox, barrier, or other transit system point-of-entry (POE). Potential challenges to the implementation of such a system include high costs of physical kiosk and on-board reader maintenance as well as the high likelihood that the system will become out of date in the near future.

Costs of implementing and maintaining a card-based fare program are sobering, particularly for a system of JAC’s size. Based on the costs incurred in other services, up-front implementation could total on the order of \$250,000, while ongoing maintenance and operating costs would be roughly \$20,000 per year. Given the characteristics of JAC ridership, there is only a small potential that the convenience of a transit card would generate any noticeable increase in ridership.

Smartphone Fare Payment

As indicated in the 2017 User Survey, as well as the most recent 2019 online survey, increasing access to purchasing various types of fare electronically was very important to Carson City’s population. Electronic fare systems are quickly replacing many transit card systems in creating easier access for those using smart phones. Companies such as Bytemark and Passport Parking are amongst the more affordable mobile ticketing software companies offering these services. Implementation of this sort of system would result in device access to trip planning, schedules and route maps, advisories and alerts functions, and easier maintenance via software improvements over time. Some drawbacks include lack of access by those without smart phone devices and potential system glitches that may occur.

Recommendations

In the short term, JAC should focus on improving access to traditional passes through the following short term actions:

- Strengthen existing Monthly and 10-Ride Pass distribution by offering online purchasing. These passes can then be mailed to passengers’ homes once purchased.

- Increase pass purchasing locations and ensure that these locations are stocked with passes more frequently.
- Maintain cash payment fareboxes on all routes.

As the costs associated with these actions are modest, they are considered to be financially constrained. In addition, JAC staff should continue to investigate and monitor the potential for smartphone-based fare systems to become an additional (though not sole) means of paying for JAC fares. This technology is evolving rapidly and become more standardized and may well be a cost-effective option for JAC in the near term.

INSTITUTIONAL PLAN

Establish Service Standards

At present, there are no established service standards for the JAC service. Transit systems typically find that standards are a useful management tool in tracking the effectiveness and quality of services, as well as to help explain to the public why services are operated. It is recommended that service standards be established (considering existing performance and the results of the peer analysis) for the following:

- Passengers per Vehicle-Hour: Fixed Route
- Passengers per Vehicle-Hour: JAC Assist and Rural Route Deviation Service
- Marginal Operating Subsidy per Passenger-Trips: Fixed Route
- Marginal Operating Subsidy per Passenger-Trip: JAC Assist and Rural Route Deviation Service
- On Time Performance Standard: Fixed Route
- On Time Performance Standard: JAC Assist and Rural Route Deviation Service
- Miles Between Accidents
- Miles Between Road Calls

Agreements with Other Counties Regarding Intercounty Lifeline Service

As the potential lifeline service serving Lyon County or Lyon and Storey Counties would benefit residents of these other counties, an intergovernmental agreement will be necessary between the participating counties. While specific details will be based on negotiations, it is the consultant's recommendation that the following be reflected in this agreement:

- Carson City would administer any state or federal grants.
- Carson City would charge to the service the marginal cost (fuel, maintenance, driver wages, marketing, etc.) of the program but would not charge any allocated fixed or administrative

costs. These costs would be based on services provided by the city's service contractor. Not charging allocated costs would be part of the city's effort to support this new service.

- Lyon or Lyon and Storey Counties would be responsible for the local match of any grants used to fund the service.
- Carson City would track the service provided, ridership and passenger fares (by jurisdiction) and provide regular reports to the other jurisdictions.

FINANCIAL PLAN

The financial plan to fund the financially-constrained operating plan elements and capital elements is shown in Table 37. Operating costs and fare revenues are drawn from Tables 33 and 35, respectively. Starting from the adopted budget and negotiated contractor rates for Fiscal Year 2019 – 20, a three-percent annual rate of inflation is assumed and used to increase the rent income, interest income and state grant income. The Division of Health Care Financing and Policy funding for JAC Assist Medicare passengers is assumed to increase proportionate to JAC Assist ridership. The remaining funding needed to address the growth in operating costs is then split 50 percent to Federal sources and 50 percent to the City General Fund, based on Federal operating grant requirements. This forecast assumes the city is successful in gaining the necessary growth in grant funds. By 2024 (the final year of the short-range transit planning period), city operating funding would be 42 percent above current levels (including the impacts of inflation).

Capital funding is shown in the bottom portion of Table 37. Federal funding is assumed for 80 percent of the capital needs, consistent with standard requirements for the 5307 and 5339 programs. City funding requirements will vary depending on the need for vehicle replacement and facility improvements. In particular, the increases in the final two years reflect the assumption that construction of a downtown transit center is underway. Capital funding is contingent on future grant decision-making. Note that Table 37 does not reflect the financially unconstrained service improvements discussed above, such as the Lyon/Storey County Lifeline Service. These unconstrained plan elements would require funding beyond that shown in the table such as funds generated by other funding partners.

LONG RANGE PLAN

This long range plan builds upon the short range plan and the detailed discussion and analysis presented in Chapter 10 to define transit strategies through 2039. Beyond the short-range plan elements (both financially constrained and unconstrained) as discussed above, the following plan elements are identified for 2024 to 2039:

- Provision of evening transit service on weekdays and Saturdays until approximately 9:30 PM.
- Expansion of the Downtown Shuttle to year-round operation.
- Expansion of the Intercounty Service to Storey and Lyon Counties, ultimately to five days a week.

TABLE 37: Carson City JAC SRTP Financial Plan -- Financially Constrained						
Numbers in Thousands	Fiscal Year					Total
	2019-20	2020-21	2021-22	2022-23	2023-24	
OPERATING PLAN						
Base Case Costs	\$1,631,400	\$1,680,300	\$1,730,800	\$1,782,700	\$1,836,200	\$8,661,400
Operating Plan Elements (From Table 33)	\$25,000	\$12,000	\$12,300	\$308,500	\$317,600	\$675,400
Total Operating Costs	\$1,656,400	\$1,692,300	\$1,743,100	\$2,091,200	\$2,153,800	\$9,336,800
Operating Revenues¹						
Passenger Fares (From Table 35) ¹	\$97,500	\$97,800	\$98,500	\$114,600	\$122,200	\$530,600
Rents and Royalties ²	\$13,000	\$13,400	\$14,200	\$15,500	\$17,400	\$73,500
Interest Earnings ²	\$1,000	\$1,000	\$1,100	\$1,200	\$1,400	\$5,700
Div. of Health Care Financing & Policy ³	\$34,306	\$34,400	\$34,800	\$35,400	\$36,300	
FTA (5307, 5310) ⁴	\$1,028,194	\$1,045,000	\$1,068,600	\$1,232,800	\$1,258,000	\$5,632,594
State Grants ²	\$50,000	\$51,500	\$53,000	\$54,600	\$56,300	\$265,400
City General Fund ³	\$466,300	\$449,200	\$472,900	\$637,100	\$662,200	\$2,687,700
Total Operating Revenues	\$1,690,300	\$1,692,300	\$1,743,100	\$2,091,200	\$2,153,800	\$9,370,700
CAPITAL PLAN						
Capital Costs (From Table 36) ⁵	\$663,700	\$434,300	\$1,299,000	\$550,400	\$386,900	\$3,334,300
Capital Revenues						
FTA (5307, 5339) ⁶	\$531,000	\$347,400	\$1,039,200	\$440,300	\$309,500	\$2,667,400
CAMPO Planning Funds	\$0	\$30,000	\$30,000	\$0	\$0	
City Carry Forward Funds ⁶	\$132,700	\$0	\$0	\$0	\$0	\$132,700
City General Fund ⁶	\$0	\$86,900	\$259,800	\$110,100	\$77,400	
Total Capital Revenues	\$663,700	\$347,400	\$1,039,200	\$440,300	\$309,500	\$2,800,100
Total City General Fund	\$466,300	\$449,200	\$472,900	\$637,100	\$662,200	\$2,687,700
<p>Note 1: 2019-20 figures based upon adopted budget.</p> <p>Note 2: Assumed to increase to keep even with inflation.</p> <p>Note 3: Assumed to increase proportionate to growth in JAC Assist ridership.</p> <p>Note 4: 50% of growth in operating costs, subtracting growth in fares, rents, interest, DHCFP and state grant funds.</p> <p>Note 5: 80 percent Federal / 20 percent local match.</p> <p>Note 6: 80 percent Federal / 20 percent local match.</p> <p>Source: LSC Transportation Consultants, Inc.</p>						

- Additional runs of the Arrowhead Drive Route, beyond the peak period service included in the SRTP, to provide weekday all-day service.
- Gradual expansion of the vehicle-hours of service provided on JAC Assist. Beyond the one additional vehicle in peak operation identified in the SRTP, current demand forecasts indicate that the peak vehicles will not need to be expanded further.
- Implementation of fare technologies appropriate for the JAC program size as they mature and become more cost-effective.
- Onboard Wi-Fi service.
- Half-hour fixed-route weekday service frequency, implemented as warranted by growth in demand. This plan assumes that half-hourly service is ultimately warranted for the existing four routes and the planned southeast and north routes.
- Potential ultimate conversion to Battery Electric Bus (BEB) technologies, if cost reduction and improvements in range and dependability makes this appropriate for JAC. BEB implementation could potentially be part of a larger electrification program for the overall city fleet.

Table 38 presents the impacts of this long-range plan. As shown, operating costs are forecast to rise relatively slowly over the first five years (27 percent), and more rapidly towards the end of the 20-year plan period to a 2039 figure just over twice the current operating budget.¹³ In particular, half-hourly fixed route service contributes to this cost increase.

Ridership is forecast to increase by 52 percent over the coming five years and by 104 percent over the next 20 years. As ridership grows at a faster rate than costs, this indicates that the JAC program will become more cost-effective under this plan.

The JAC program's peak number of buses in operation may increase from the existing eight vehicles by five vehicles over the next five years (two for fixed-route improvement, one for JAC Assist expansion, one for the Downtown Shuttle and one for intercounty service) assuming funding is available for all service elements. An additional five buses would be needed in peak operation with half-hourly service, bringing the total buses in operation to 18. Applying the standard Federal Transit Administration guideline of no more than a 20 percent spare ratio indicates a total fleet size in 2039 of 22 vehicles. Any long range plan is based on assumptions regarding future conditions, which can change significantly. There is a particularly high level of uncertainty at present in the field of transportation planning due to the potential for changes in technology and society that can impact the demand for public transit services. Individual elements of this long-range plan should therefore be carefully considered in light of current conditions prior to implementation. These long-range plan elements are also dependent on funding availability and future budget decision-making.

¹³ Note that inflation is not reflected in these long-range figures, in order to provide a better picture of how the program would change from current conditions.

TABLE 38: JAC Long Range Transit Plan

	2019	2024	2029	2034	2039
Annual Operating Cost (1)					
Existing Services	\$1,631,400	\$1,631,400	\$1,631,400	\$1,631,400	\$1,631,400
SRTP Elements (2)	\$25,000	\$419,900	\$419,900	\$419,900	\$419,900
Arrowhead Route Full Day	--	--	--	\$121,300	\$121,300
Downtown Shuttle Expansion	--	--	\$74,100	\$74,100	\$74,100
Evening Service	--	--	\$330,000	\$330,000	\$330,000
Half Hourly Service	--	--	--	--	\$809,125
Additional JAC Assist Expansion	--	\$17,100	\$28,400	\$68,200	\$85,300
Intercounty Service Expansion	--	--	\$65,300	\$65,300	\$65,300
Total	\$1,656,400	\$2,068,400	\$2,549,100	\$2,710,200	\$3,536,425
Total Increase	\$25,000	\$437,000	\$917,700	\$1,078,800	\$1,905,025
Percent Increase	2%	27%	56%	66%	117%
Annual Ridership					
Existing Services	224,700	221,600	226,500	234,700	239,600
SRTP Elements	--	95,700	95,700	95,700	95,700
Arrowhead Route Full Day	--	--	--	5,500	5,500
Downtown Shuttle Expansion	--	--	--	7,600	7,600
Evening Service	--	--	25,400	25,400	25,400
Half Hourly Service	--	--	--	--	82,100
Additional JAC Assist Expansion	--	1,200	1,700	4,200	5,000
Intercounty Service Expansion	--	--	9,400	9,400	9,400
Total	224,700	318,500	358,700	382,500	470,300
Total Increase	0	96,900	132,200	147,800	230,700
Percent Increase	0%	44%	58%	63%	96%
Peak Buses in Operation					
Existing Services	8	8	8	8	8
SRTP Elements	0	5	5	5	5
Half Hourly Service	--	--	--	--	5
Total	8	13	13	13	18
Total Increase	0	5	5	5	10
Percent Increase	0%	63%	63%	63%	125%
<p>Note 1: These costs exclude the impacts of inflation. As even a 3 percent inflation rate over 20 years increases figures by 80 percent, excluding inflation effects provides a better picture of the overall impacts.</p> <p>Note 2: Includes both financially constrained and unconstrained elements.</p>					

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Coordinated Public Transit-Human Services Transportation Plan

This Coordinated Public Transit-Human Services Transportation Plan has been developed through input from human service organizations, public input and evaluations of social service needs and trends. It is built upon the review of existing services and programs (as discussed in Chapter 6) as well as the evaluation of social service transportation needs presented in Chapter 3.

Service Improvements

The following Short-Range Transit Plan elements would enhance social service transportation as discussed below:

- The JAC fixed route expansion (Six Route Plan) would provide new fixed-route service to an additional 2,700 disabled residents of Carson City, 1,800 seniors and 1,700 low-income residents. It would also provide new access to the North Carson corridor (including the FISH Thrift Store), Yasmer Estates and Target.
- Expansion of the JAC Assist service area would provide curb-to-curb service to an additional 1,720 local residents.
- Extended Saturday hours of service would provide greater access to programs and job opportunities.
- Service along Arrowhead drive could allow more people to access the office of Nevada State Human Health and Social Services and other employment opportunities within that area.
- The intercounty lifeline service may significantly expand mobility options for residents of the Mound House and Dayton areas of Lyon County and the Virginia City area of Storey County. These areas include approximately 3,900 persons with disabilities, 3,300 seniors and 2,400 low-income residents who currently have very limited access to medical and urban services.

CAMPO Coordinating Coalition

A Coordinating Coalition may be formed among public transit and social service representatives of the region. This Coalition may meet a minimum of twice per year to:

- Present information and discuss challenges to mobility among area residents.
- Identify ongoing opportunities for coordination of services and grant applications.
- Direct staff training and public outreach efforts.
- Advocate for social service mobility programs.

Joint Planning and Grant Applications

Many of the mobility challenges extend beyond the individual city/county borders and warrant a regional approach to services. CAMPO staff should work with the individual jurisdictions to develop joint grant applications for services extending over these boundaries. New sources of “local match” funding will be essential in expanding the regional social service transportation network. These local services could include sources beyond the governmental jurisdictions, such as major hospitals, the community college and major employers.

Transit Ambassador Program

A volunteer program should be established that develops a group of individuals that are knowledgeable in transit options and are trained in working with social service program clients in expanding their awareness of mobility services. These volunteers can accomplish the following:

- Make presentations to groups (such as senior luncheons) to explain the various transit services, how to use the services and how to gain information on the services. Optimally, these presentations can end with a short ride on a transit vehicle to provide clients with a “hands-on” understanding of the service, as a means of overcoming any caution about using a new service.
- Work with individuals to provide travel training. As an example, a volunteer could meet with resident who has recently lost their ability to drive and conduct a transit trip with them to show how to understand the schedule, board the bus, request a stop and the other elements of using a transit service.
- Work with JAC Assist passengers to better use the service, including how to make reservations, schedule discretionary trips when capacity is available and avoid late cancellations or no-shows.

Staff Training

JAC staff may offer training sessions for social service staffers regarding the transit services and how to work with their clients and the transit program to solve mobility problems. This training can include the following:

- A description of the JAC fixed route and JAC Assist programs, the hours of operation, fares, etc. that is focused on the needs of an individual social service program.
- A discussion of eligibility requirements for JAC Assist and the ways that the more cost-effective fixed route service can meet the needs of clients.
- A discussion of how best the social service program and appointment times can best use the periods of the day when JAC Assist has greater available capacity.

As social service staffers are key in providing information to program clients, and as staff can turn over on a frequent basis, city staff should check in with program managers on at least an annual basis to see if additional training is warranted.

APPENDIX A

JAC Online Community Survey Form

Introduction

The Carson City Area Metropolitan Planning Organization is preparing a plan to guide transit services over the coming years, and we need your input to improve JAC transit services in and around Carson City. We want to know your familiarity with existing public transit services and learn how public transit can better serve your needs. We are interested in your input even if you currently do not use JAC Transit. Please answer the following questions and thank you for your participation!

1. Where do you live
 - a. Carson City
 - b. Northern Douglas County (Indian Hills, Johnson Lane)
 - c. Western Lyon County (Dayton, Mound House)
 - d. Other: _____

2. What neighborhood do you live in? Please provide a major intersection near your home:
_____ and _____

3. What is your age?
 - a. 17 or younger
 - b. 18 to 24
 - c. 25 to 64
 - d. 65 or older

4. How familiar are you with the JAC Transit system?
 - a. Very familiar - I use the bus on a weekly basis
 - b. Somewhat familiar – I've used it before and/or know someone who uses it
 - c. Not familiar – I know that there is a bus, but I don't know the schedule or any details
 - d. I didn't know there was public transit in Carson City

5. Which of the following services have you used within the past year? *(Check all that apply)*
 - a) JAC fixed route
 - b) JAC Assist
 - c) RTC Regional Connector between Carson City and Reno
 - d) TTD Route 19X between Carson City and Minden
 - e) None of the above

6. (If #5 not equal a or b) Why do you not use the JAC Transit services?
 - a. I have a disability that precludes use of the bus
 - b. Bus routes do not go where I need to go
 - c. The buses do not operate when I need to travel
 - d. Buses are not frequent enough
 - e. The bus trip takes too long
 - f. The fare is too high
 - g. I don't feel safe riding the bus
 - h. Buses are too crowded
 - i. I need my car during the day for work or to run errands
 - j. Other *(please specify)* _____

7. (If 5 = a,b) If you currently use JAC fixed route or Assist services, or have used in the past, please let us know what you think by ranking the following (1= Very Poor to 5=Excellent)

1 2 3 4 5

- Driver courtesy & competency
- Safety onboard vehicles
- Quality of the bus stops
- Hours of bus service
- Frequency of bus service
- On-time reliability
- Value for the fare
- Overall quality of JAC service

8. Please indicate whether you agree or disagree to the following statements:

Agree Disagree

- It's good that Carson City has a bus service
- The buses are clean and comfortable
- The bus service is convenient to me
- I feel safe and secure on the bus

9. Please indicate why you did or did not agree with the previous statements:

- It's good that Carson City has a bus service _____
- The buses are clean and comfortable _____
- The bus service is convenient to me _____
- I feel safe and secure on the bus _____

10. How would you locate information about JAC Transit services? (Check all that apply)

- a. Transit Call center
- b. Website
- c. Facebook
- d. Printed Transit Guide
- e. Asking the bus driver
- f. At the bus stop
- g. Other: _____

11. What JAC transit service improvements would make you more likely to use JAC or encourage you to ride more? (Please check all that apply)

- a. Better information on how to use the transit
- b. Extended weekend service
- c. Later weeknight service
- d. Earlier weekday morning service
- e. Service to new locations (if so, where _____)
- f. More frequent bus service
- g. More shelters or benches at the bus stops
- h. None
- i. Other (Please specify) _____

12. In general, how can transit services in Carson City be improved to better serve the community?

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JAC Online Community Survey Comments

APPENDIX B: Online Survey Open Ended Responses

In general, how can transit services in Carson City be improved to better serve the community?

Adding Topsy stop.

An evening services say until about 9.00 pm. Service more of the East Side of town. Half hour service, instead of having to wait a whole hour if bus is missed.

Better coverage and increased frequency.

Better link-ups with surrounding areas (South Lake Tahoe, Incline, Reno) so people don't need to drive.

Better signage on the bus itself. What does counterclockwise mean if I don't know the route? Transportation up and down Spooner to the state parks.

Coordination with surrounding counties; expand services south (Stewart area) and east (neighborhoods along hwy 50 corridor).

Do you have student/senior (or 'Honored Citizens' as Seniors are called in Portland, Oregon) passes? Do you have ways to introduce people to using rapid transit? (Offer a first-timer discount and even a repeat customer discount to get the ball rolling.... maybe offer passes to schools to give to students for 'Citizen of the Month' awards and such. Allow some freebies to generate more use and get people into the habit of using public transport. Have KOLO News do a piece every week for a while. (Public Service Announcements?) Offer service between casinos? Offer service from specific neighborhoods to grocery stores/WalMart/CVS and/or Walgreens/laundromats.... I'm just throwing ideas out there.

Downtown circulator, service on holidays (just because it's a holiday doesn't mean people don't need to get places). Please add trash cans to highly-used stops.

Easier to find out about.

Extend the hours and boundries of the bus

Faster central routes and more coverage of the area.

Faster times

Further out

Half hour run times not hour, more locations around town, routes listed on stops

Have longer hours, rather than stopping at 7 p.m. go until 11 at least

Have more routes and more times

Have service information more readily available to the public and simplified. Maps of routes are very confusing - why use clockwise and counter clockwise concept? Why not just simply list pick-up and drop-off locations and their times?

I'd say keep up outreach and always tinker with line routes and frequency. As I'm sure you know, effective transit moves people between destinations. Identify destinations and then boost length of service (i.e., morning to night) and frequency as much as you can afford. Aim to be a viable alternative to driving.

Increase frequency evenings.sunday

it is nice to have a transit system in Carson city

Just try and make it more on schedule. We have some extreme weather so difficult for some people having to wait for late buses. Maybe a pick up close to the Seeliger school. That would be super convenient for people in the neighborhoods around the school.

Keep cars off the road and public safe

Later workforce transport on Saturday

longer hours, say midnight.

Look to service areas in need such as Micah dr.and Carson st.

More frequent pickups and closer bus stops.

More reliable service

more routes

More shelters and probably impossible 20 min waits.

More stops

More stops and better covered us stops.

More stops within residential neighborhoods, earlier and later service 7 days a week, free shuttle service during drinking holidays, e.g. 4th of July, New Year's Eve, Nevada Day.

More transit maps at public locations such as Dr. offices, hospital, public offices, grocery stores, etc. as I do not believe people are aware of the services offered. More frequent stops and extended hours of operations.

Not really sure yet

Not sure

Please see above statement on separate bus service to the airport!

Put stops on College Parkway

Run more, more stops, more often

See above. Carson has a very active "outdoor" community. If JAC busses could take hikers and bikers to trailheads, I believe it would be a hit.

Smaller buses. More routes. Shorter wait times.

Some of the bus drivers are not friendly, but for the most part they are much friendlier than in other cities. Two points: bus drivers often talk to passengers. They should never do so, instead paying attention to the road. Put in a sign no talking to the driver when the bus is in motion. Other point, why do bus drivers have to play music? It almost seems it is there for their own satisfaction. I don't want music blasting when I am in a bus, particularly music I don't care for.

Tap the recreational market - bikers, hikers, concert/restaurant goers.

The basic service is as good as it gets, just like to see more frequency of times, later times and up to mound house and Dayton.....thank you for a great community service.....also reduced carbon footprint

Uber

Update the app times

We had to get a disabled pass for my son and it was not very clear how to get a card the first time. We were told we needed a medicare card and at 21 he doesn't have one. It took some calling around to find out where to go and that we only needed his SSI approval letter. It shouldn't be that hard. I was able to do it but if a person with intellectual disabilities needed to do it on their own it could be very difficult.

Carson City JAC Transit 10 Year Financial Plan

APPENDIX C: Carson City JAC 10 Year Financial Plan

Numbers in Thousands	Fiscal Year										Total
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
OPERATING PLAN											
Base Case Costs	\$1,631,400	\$1,680,300	\$1,730,800	\$1,782,700	\$1,836,200	\$1,878,387	\$1,921,590	\$1,965,786	\$2,010,999	\$2,057,252	\$8,661,400
Operating Plan Elements (From Table 33)	\$25,000	\$12,000	\$12,300	\$308,500	\$317,600	\$326,006	\$333,489	\$341,188	\$349,003	\$357,035	\$675,400
Total Operating Costs	\$1,656,400	\$1,692,300	\$1,743,100	\$2,091,200	\$2,153,800	\$2,204,393	\$2,255,079	\$2,306,974	\$2,360,002	\$2,414,287	\$9,336,800
Operating Revenues¹											
Passenger Fares (From Table 35) ¹	\$97,500	\$97,800	\$98,500	\$114,600	\$122,200	\$123,300	\$124,100	\$124,800	\$125,500	\$126,200	\$530,600
Rents and Royalties ²	\$13,000	\$13,400	\$14,200	\$15,500	\$17,400	\$20,000	\$23,600	\$28,400	\$35,000	\$44,100	\$73,500
Interest Earnings ²	\$1,000	\$1,000	\$1,100	\$1,200	\$1,400	\$1,600	\$1,900	\$2,300	\$2,800	\$3,500	\$5,700
Div. of Health Care Financing & Policy ³	\$34,306	\$34,400	\$34,800	\$35,400	\$36,300	\$37,300	\$38,600	\$40,200	\$42,200	\$44,400	
FTA (5307, 5310) ⁴	\$1,028,194	\$1,045,000	\$1,068,600	\$1,232,800	\$1,258,000	\$1,280,200	\$1,301,900	\$1,323,400	\$1,344,300	\$1,364,400	\$5,632,594
State Grants ²	\$50,000	\$51,500	\$53,000	\$54,600	\$56,300	\$57,600	\$58,900	\$60,200	\$61,600	\$63,100	\$265,400
City General Fund ³	\$466,300	\$449,200	\$472,900	\$637,100	\$662,200	\$684,393	\$706,079	\$727,674	\$748,602	\$768,587	\$2,687,700
Total Operating Revenues	\$1,690,300	\$1,692,300	\$1,743,100	\$2,091,200	\$2,153,800	\$2,204,393	\$2,255,079	\$2,306,974	\$2,360,002	\$2,414,287	\$9,370,700
CAPITAL PLAN											
Capital Costs (From Table 36) ⁵	\$663,700	\$434,300	\$1,299,000	\$550,400	\$386,900	\$394,239	\$214,888	\$24,648	\$25,418	\$26,100	\$3,334,300
Capital Revenues											
FTA (5307, 5339) ⁶	\$531,000	\$347,400	\$1,039,200	\$440,300	\$309,500	\$315,400	\$171,900	\$19,700	\$20,300	\$20,900	\$2,667,400
CAMPO Planning Funds	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
City Carry Forward Funds ⁶	\$132,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,700
City General Fund ⁶	\$0	\$86,900	\$259,800	\$110,100	\$77,400	\$78,839	\$42,988	\$4,948	\$5,118	\$5,200	
Total Capital Revenues	\$663,700	\$347,400	\$1,039,200	\$440,300	\$309,500	\$315,400	\$171,900	\$19,700	\$20,300	\$20,900	\$2,800,100
Total City General Fund	\$466,300	\$449,200	\$472,900	\$637,100	\$662,200	\$684,393	\$706,079	\$727,674	\$748,602	\$768,587	\$2,687,700
<p>Note 1: 2019-20 figures based upon adopted budget. Note 2: Assumed to increase to keep even with inflation. Note 3: Assumed to increase proportionate to growth in JAC Assist ridership. Note 4: 50% of growth in operating costs, subtracting growth in fares, rents, interest, DHCFP and state grant funds. Note 5: 80 percent Federal / 20 percent local match. Note 6: 80 percent Federal / 20 percent local match. Source: LSC Transportation Consultants, Inc.</p>											



STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: October 9, 2019

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: For Possible Action – Discussion and possible action regarding Amendment #1 of an Interlocal Contract allowing for partial reimbursement for Medicaid-eligible paratransit services between the State of Nevada acting by and through its Department of Health and Human Services and Carson City RTC to extend the termination date to June 30, 2024 and increase the contract maximum to \$152,929.

Staff Summary: This contract allows RTC to seek reimbursement for a portion of the expense for paratransit services provided for Medicaid-eligible non-emergency transportation trips. All terms and conditions under the Original Contract, dated February 14, 2017, will remain in full force and effect with the exception of the termination date and contract maximum amount for reimbursement.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the contract amendment as presented and to authorize the transportation manager to execute the amendment.

Background/Issues & Analysis

The State of Nevada Department of Health and Human Services, Division of Health Care Financing and Policy (DHCFP) entered into contract agreement on December 13, 2013, which expired on December 31, 2016. A 90 day extension was issued on this contract on November 9, 2016 to extend until March of 2017. The current contract was executed on February 14, 2017, and is set to expire on June 30, 2020. RTC approval of the proposed contract allows RTC to seek reimbursement for a portion of the expense for paratransit services provided for Medicaid-eligible non-emergency transportation trips. This amendment also extends the expiration date to June 30, 2024. These programs provide for transportation to and from medically necessary appointments, such as doctor visits and dialysis. These funds originate from a federal grant issued to the State of Nevada, and cover a portion of Jump Around Carson (JAC) paratransit expenses not covered by other federal grants. As part of the contract, RTC provides ridership and expense data for eligible paratransit services, and issues payment to DHCFP for the local match portion of the grant. In return, DHCFP subsequently verifies provided data, addresses federal requirements, and issues a return payment for the amount of local match plus the approved, eligible federal share.

Applicable Statute, Code, Policy, Rule or Regulation

-NRS 277.110

Financial InformationIs there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: Transit fund, City match – DHCFP account / 2253081-434010; Transit fund, Medicaid Services account / 2253081-434010

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Over the past three years, the number of Medicaid-eligible non-emergency transportation trips on the JAC Paratransit system has resulted in request for reimbursement amounts higher than the current contracted budget. Although DHCFP has honored the agreement and processed requests as RTC staff have submitted them, approval of Amendment #1 would allow DHCFP and City staff to better plan and budget for these services. The proposed amendment will allow JAC to maintain its requests for reimbursement with the estimated ridership.

Year	Quarter	Medicaid Ridership Count	DHCFP Total	Federal Share	RTC Match
2017	1	1,737	\$9,885.04	\$6,418.36	\$3,466.68
2017	2	2,403	\$13,250.10	\$8,568.84	\$4,681.26
2017	3	3,110	\$20,934.11	\$13,591.17	\$7,342.94
2017	4	2,521	\$9,600.31	\$6,235.09	\$3,365.22
<i>2017 RTC Total Match</i>					<i>\$18,865.10</i>
2018	1	2,332	\$6,538.41	\$4,233.49	\$2,304.92
2018	2	2,335	\$9,048.06	\$5,966.10	\$3,081.96
2018	3	2,360	\$9,864.26	\$6,527.08	\$3,337.18
2018	4	2,620	\$15,796.42	\$10,449.17	\$5,347.25
<i>2018 RTC Total Match</i>					<i>\$14,071.31</i>
2019	1	2,235	\$9,458.46	\$6,238.07	\$3,220.39
2019	2	2,578	\$10,915.05	\$7,164.46	\$3,750.59
2019	3	2,603	\$10,975.43	\$7,150.61	\$3,824.82
2019	4	2,742	Pending	Pending	Pending
<i>2019 RTC Total Match (Q1-Q3)</i>					<i>\$10,795.80</i>

Alternatives

-Do not approve the amendment and provide alternate direction to staff.

Supporting Material

-Exhibit-1: Contract Amendment #1

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

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AMENDMENT #1 TO INTERLOCAL CONTRACT

Between the State of Nevada
Acting By and Through Its

Department of Health and Human Services
Division of Health Care Financing and Policy
1100 E. William Street, Suite 108
Carson City, NV 89706
Phone: (775) 684-3629 Fax: (775) 684-3799

And

Carson City Regional Transportation Commission (RTC)
3505 Butti Way
Carson City, NV 89701
Phone: (775) 283-7583 Fax: (775) 887-2112

- 1. **AMENDMENTS.** For and in consideration of mutual promises and/or their valuable consideration, all provisions of the Original Contract, dated February 14, 2017 attached hereto as Exhibit A, remain in full force and effect with the exception of the following:
 - A. This amendment will extend the termination date from June 30, 2020 to June 30, 2024 and will increase the contract maximum from \$50,519 to \$152,929, an increase of \$102,410.

Current Contract Language:

3. **CONTRACT TERM.** This Contract shall be effective retroactively July 1, 2016 to June 30, 2020, unless sooner terminated by either party as set forth in this Contract.

6. **INCORPORATED DOCUMENTS.** The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

- ATTACHMENT A: SCOPE OF WORK
- ATTACHMENT B: BUDGET PROPOSAL
- ATTACHMENT C: BUSINESS ASSOCIATE ADDENDUM

7. **CONSIDERATION.** Carson City RTC agrees to provide the DHCFFP the non-federal share in the form of Inter-Governmental Transfer (IGT) for the services set forth in paragraph (6) of approximately \$13,407.00 for SFY 2017, approximately \$12,730.00 for SFY 2018, approximately \$12,318.00 for SFY 2019, and approximately \$12,064.00 for SFY 2020, for a not-to-exceed amount of \$50,519.00 for the contract term. Any intervening end to an annual or biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

Amended Contract Language:

3. **CONTRACT TERM.** This Contract shall be effective retroactively July 1, 2016 to June 30, 2024, unless sooner terminated by either party as set forth in this Contract.

6. **INCORPORATED DOCUMENTS.** The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

- ATTACHMENT A: SCOPE OF WORK
- ATTACHMENT B: BUDGET PROPOSAL
- ATTACHMENT C: BUSINESS ASSOCIATE ADDENDUM

7. **CONSIDERATION.** Carson City RTC agrees to provide the DHCFP the non-federal share in the form of Inter-Governmental Transfer (IGT) for the services set forth in paragraph (6) of approximately \$18,857 for SFY 2017, approximately \$14,072 for SFY 2018, approximately \$20,000 for SFY 2019, approximately \$20,000 for SFY 2020, approximately \$20,000 for SFY 2021, approximately \$20,000 for SFY 2022, approximately \$20,000 for SFY 2023 and approximately \$20,000 for SFY 2024 for a not to exceed amount of \$152,929 for the contract term. Any intervening end to an annual or biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

2. **INCORPORATED DOCUMENTS.** Exhibit A (Original Contract) is attached hereto, incorporated by reference herein and made a part of this amended contract.
3. **REQUIRED APPROVAL.** This amendment to the original contract shall not become effective until and unless approved by the Nevada State Board of Examiners.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Lucia Maloney Date

Transportation Manager
Title

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH CARE FINANCING AND POLICY

Suzanne Bierman, JD, MPH Date

Administrator, DHCFP
Title

Richard Whitley Date

Director, DHHS
Title

APPROVED BY BOARD OF EXAMINERS

Signature – Board of Examiners

On: _____
Date

Approved as to form by:

On: _____
Date

Deputy Attorney General for Attorney General

ATTACHMENT A

SCOPE OF WORK

EMERGENCY TRANSPORTATION, GROUND AMBULANCE CERTIFIED PUBLIC EXPENDITURES

- I. The Public Agency agrees to perform the following services or activities and to accept payment for the services as follows:
 - A. To provide emergency transportation, ground ambulance services to eligible recipients under Title XIX in accordance with the State of Nevada Medicaid State Plan and Nevada Medicaid Services Manual.
 - B. To be responsible for collecting and submitting the required information necessary to determine client eligibility for the Title XIX program.
 - C. To determine all expenditures in accordance with the Public Agency State-approved Cost Allocation Plan (CAP). Elements of the CAP necessary for claiming expenditures and for reimbursement are a Centers for Medicare & Medicaid Services (CMS) approved allocation methodology, documentation of appropriate direct, indirect and shared costs and their cost centers. Cost allocation must be consistent with the Code of Federal Regulations 2 CFR Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Grants Guidance. The Public Agency cannot unilaterally change the method of determining how the services will be counted, or what the approved rate is once it is approved by the DHCFP.
 - D. To provide a report of services and a cost report annually to the DHCFP for emergency transportation, ground ambulance services in the format approved by the DHCFP, this will either be in an Excel format (.xls or .xlsx). Other formats may be considered for use at the discretion of the DHCFP on a case by case basis. The Public Agency must provide an electronic version of their claims for submission before the DHCFP will consider that it has received the official version of the claims for the cost settlement process.
 - E. To provide detailed back-up to support the claims being submitted for cost settlement. The back-up data must be in accordance with the State-approved CAP for the Public Agency.
 - F. To provide the DHCFP the documentation to validate the rate for eligible services based upon the approved methodology, as defined in the Nevada Medicaid State Plan, Attachment 4.19-B EMERGENCY TRANSPORTATION, GROUND AMBULANCE CERTIFIED PUBLIC EXPENDITURES (CPE), before any payment for those services is made by the DHCFP. The interim rate is determined based on the actual historical costs, and is estimated after the end of the state fiscal year.

- G. To pay the State's designated auditor the state share of those costs associated with the annual reconciliation and cost settlement.
 - H. To bill the DHCFP in a timely manner for services which are allowable based upon the DHCFP defined processes for Medicaid providers. Forms not filled out completely will be subject to return to the Public Agency and payment delayed or denied.
 - I. To pay back any Title XIX funds received by the Public Agency in the event that an audit results in a determination that such costs were not reimbursable under the Title XIX per receipt of written notice from the DHCFP of such obligation.
 - J. To provide the required state share for Federal Medicaid funds paid for eligible recipients covered under the emergency transportation, ground ambulance services. The Public Agency will certify in a mutually agreed upon format that any and all funds used by the Public Agency as match will be appropriated or taxing authority funds that are not used as match for any other program.
- II. The DHCFP agrees to perform the following services or activities, and to provide the following payment for the Public Agency services.
- A. To work with CMS, the Public Agency and its consultants as necessary to formulate plans and policies to ensure the appropriate availability of Title XIX for allowable costs and services, as defined in the Nevada Medicaid State Plan, Chapter 3.0 and Attachment 4.19-B, provided by both parties.
 - B. To provide to the Public Agency necessary guidance and documentation related to the utilization of Title XIX for emergency transportation, ground ambulance and other allowable activities and services. This may include providing training related to the reimbursement for emergency transportation, ground ambulance services to the Public Agency.
 - C. To approve a standard methodology for the Public Agency to utilize in determining the reimbursable costs the Public Agency may charge consistent with the Code of Federal Regulations 2 CFR Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Grants Guidance, and the Title XIX programs. The methodology will be based on an interim rate which is the actual rate from the preceding state fiscal year. At the end of the state fiscal year, the Public Agency will have until the following December 1st to submit its year-end claims to the DHCFP for reconciliation and cost settlement. If the Public Agency providers interim payments exceed the actual certified costs of the provider for services to Medicaid clients, the DHCFP will recoup the federal share of the overpayment. The provider must return an amount equal to the overpayment to the DHCFP. If the actual certified costs exceed the interim Medicaid payments, the DHCFP will pay the federal share of the difference to the provider in accordance with the final actual certification agreement.
 - D. To pay the Public Agency through its Medicaid Management Information System (MMIS) for emergency transportation, ground ambulance claims submitted during the

state fiscal year which is covered under the Provider Enrollment Agreement. Those expenditures and their allocation must be in accordance with the Public Agency State-approved CAP. This payment will represent the federal share of the Federal Medical Assistance Percentage (FMAP) of the total allowable costs identified for emergency transportation, ground ambulance services. The FMAP is published annually pursuant to the Code of Federal Regulation (42 CFR Part 433.11 Subpart A). Correct and accurately submitted claims are generally paid within thirty (30) business days of receipt.

III. Both Parties Agree:

The Public Agency shall comply with the Code of Federal Regulations 2 CFR Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Grants Guidance. Copies of audit reports shall be sent to the DHCFP within 60 days of receipt of the completed audit report at 1100 East William Street, Suite 101, Carson City, Nevada 89701 to the attention of the Fiscal Services Unit.

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES

BUSINESS ASSOCIATE ADDENDUM

BETWEEN

The Division of Health Care Financing and Policy
Herein after referred to as the "Covered Entity"

and

Carson City Regional Transportation Commission
Herein after referred to as the "Business Associate"

PURPOSE. In order to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191, and the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009, Public Law 111-5 this Addendum is hereby added and made part of the Contract between the Covered Entity and the Business Associate. This Addendum establishes the obligations of the Business Associate and the Covered Entity as well as the permitted uses and disclosures by the Business Associate of protected health information it may possess by reason of the Contract. The Covered Entity and the Business Associate shall protect the privacy and provide for the security of protected health information disclosed to the Business Associate pursuant to the Contract and in compliance with HIPAA, the HITECH Act, and regulation promulgated there under by the U.S. Department of Health and Human Services ("HIPAA Regulations") and other applicable laws.

WHEREAS, the Business Associate will provide certain services to the Covered Entity, and, pursuant to such arrangement, the Business Associate is considered a business associate of the Covered Entity as defined in HIPAA Regulations; and

WHEREAS, the Business Associate may have access to and/or create, receive, maintain or transmit certain protected health information from or on behalf of the Covered Entity, in fulfilling its responsibilities under such arrangement; and

WHEREAS, HIPAA Regulations require the Covered Entity to enter into a Contract containing specific requirements of the Business Associate prior to the disclosure of protected health information; and

THEREFORE, in consideration of the mutual obligations below and the exchange of information pursuant to this Addendum and to protect the interests of both Parties, the Parties agree to all provisions of this Addendum.

- I. **DEFINITIONS.** The following terms in this Addendum shall have the same meaning as those terms in the HIPAA Regulations: Breach, Data Aggregation, Designated Record Set, Disclosure, Electronic Health Record, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Subcontractor, Unsecured Protected Health Information, and Use.
 1. **Business Associate** shall mean the name of the organization or entity listed above and shall have the meaning given to the term under the Privacy and Security Rule and the HITECH Act. For full definition refer to 45 CFR 160.103.
 2. **Contract** shall refer to this Addendum and that particular contract to which this Addendum is made a part.
 3. **Covered Entity** shall mean the name of the Division listed above and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to 45 CFR 160.103.
 4. **Parties** shall mean the Business Associate and the Covered Entity.

II. OBLIGATIONS OF THE BUSINESS ASSOCIATE

1. **Access to Protected Health Information.** The Business Associate will provide, as directed by the Covered Entity or an individual, access to inspect or obtain a copy of protected health information about the individual that is maintained in a designated record set by the Business Associate or its agents or subcontractors, in order to meet the requirements of HIPAA Regulations. If the Business Associate maintains an electronic health record, the Business Associate, its agents or subcontractors shall provide such information in electronic format to enable the Covered Entity to fulfill its obligations under HIPAA Regulations.
2. **Access to Records.** The Business Associate shall make its internal practices, books and records relating to the use and disclosure of protected health information available to the Covered Entity and to the Secretary for purposes of determining Business Associate's compliance with HIPAA Regulations.
3. **Accounting of Disclosures.** Upon request, the Business Associate and its agents or subcontractors shall make available to the Covered Entity or the individual information required to provide an accounting of disclosures in accordance with HIPAA Regulations.
4. **Agents and Subcontractors.** The Business Associate must ensure all agents and subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Business Associate agree in writing to the same restrictions and conditions that apply to the Business Associate with respect to such information. The Business Associate must implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation as outlined under HIPAA Regulations.
5. **Amendment of Protected Health Information.** The Business Associate will make available protected health information for amendment and incorporate any amendments in the designated record set maintained by the Business Associate or its agents or subcontractors, as directed by the Covered Entity or an individual, in order to meet the requirements of HIPAA Regulations.
6. **Audits, Investigations, and Enforcement.** If the data provided or created through the execution of the Contract becomes the subject of an audit, compliance review, or complaint investigation by the Office of Civil Rights or any other federal or state oversight agency, the Business Associate shall notify the Covered Entity immediately and provide the Covered Entity with a copy of any protected health information that the Business Associate provides to the Secretary or other federal or state oversight agency concurrently, to the extent that it is permitted to do so by law. The Business Associate and individuals associated with the Business Associate are solely responsible for all civil and criminal penalties assessed as a result of an audit, breach or violation of HIPAA Regulations.
7. **Breach or Other Improper Access, Use or Disclosure Reporting.** The Business Associate must report to the Covered Entity, in writing, any access, use or disclosure of protected health information not permitted by the Contract, Addendum or HIPAA Regulations by Business Associate or its agents or subcontractors. The Covered Entity must be notified immediately upon discovery or the first day such breach or suspected breach is known to the Business Associate or by exercising reasonable diligence would have been known by the Business Associate in accordance with HIPAA Regulations. In the event of a breach or suspected breach of protected health information, the report to the Covered Entity must be in writing and include the following: a brief description of the incident; the date of the incident; the date the incident was discovered by the Business Associate; a thorough description of the unsecured protected health information that was involved in the incident; the number of individuals whose protected health information was involved in the incident; and the steps the Business Associate or its agent or subcontractor is taking to investigate the incident and to protect against further incidents. The Covered Entity will determine if a breach of unsecured protected health information has occurred and will notify the Business Associate of the determination. If a breach of unsecured protected health information is determined, the Business Associate must take prompt corrective action to cure any such deficiencies and mitigate any significant harm that may have occurred to individual(s) whose information was disclosed inappropriately.
8. **Breach Notification Requirements.** If the Covered Entity determines a breach of unsecured protected health information by the Business Associate, or its agents or

subcontractors has occurred, the Business Associate will be responsible for notifying the individuals whose unsecured protected health information was breached in accordance with HIPAA Regulations. The Business Associate must provide evidence to the Covered Entity that appropriate notifications to individuals and/or media, when necessary, as specified in HIPAA Regulations has occurred. The Business Associate is responsible for all costs associated with notification to individuals, the media or others as well as costs associated with mitigating future breaches. The Business Associate must notify the Secretary of all breaches in accordance with HIPAA Regulations and must provide the Covered Entity with a copy of all notifications made to the Secretary.

9. **Data Ownership.** The Business Associate acknowledges that the Business Associate or its agents or subcontractors have no ownership rights with respect to the protected health information it creates, receives or maintains, or otherwise holds, transmits, uses or discloses.
10. **Litigation or Administrative Proceedings.** The Business Associate shall make itself, any subcontractors, employees, or agents assisting the Business Associate in the performance of its obligations under the Contract or Addendum, available to the Covered Entity, at no cost to the Covered Entity, to testify as witnesses, or otherwise, in the event litigation or administrative proceedings are commenced against the Covered Entity, its administrators or workforce members upon a claimed violation by Business Associate of HIPAA Regulations or other laws relating to security and privacy.
11. **Minimum Necessary.** The Business Associate and its agents and subcontractors shall request, use and disclose only the minimum amount of protected health information necessary to accomplish the purpose of the request, use or disclosure in accordance with HIPAA Regulations.
12. **Policies and Procedures.** The Business Associate must adopt written privacy and security policies and procedures and documentation standards to meet the requirements of HIPAA Regulations.
13. **Privacy and Security Officer(s).** The Business Associate must appoint Privacy and Security Officer(s) whose responsibilities shall include: monitoring the Privacy and Security compliance of the Business Associate; development and implementation of the Business Associate's HIPAA Privacy and Security policies and procedures; establishment of Privacy and Security training programs; and development and implementation of an incident risk assessment and response plan in the event the Business Associate sustains a breach or suspected breach of protected health information.
14. **Safeguards.** The Business Associate must implement safeguards as necessary to protect the confidentiality, integrity and availability of the protected health information the Business Associate creates, receives, maintains, or otherwise holds, transmits, uses or discloses on behalf of the Covered Entity. Safeguards must include administrative safeguards (e.g., risk analysis and designation of security official), physical safeguards (e.g., facility access controls and workstation security), and technical safeguards (e.g., access controls and audit controls) to the confidentiality, integrity and availability of the protected health information, in accordance with HIPAA Regulations. Technical safeguards must meet the standards set forth by the guidelines of the National Institute of Standards and Technology (NIST). The Business Associate agrees to only use or disclose protected health information as provided for by the Contract and Addendum and to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate, of a use or disclosure, in violation of the requirements of this Addendum as outlined in HIPAA Regulations.
15. **Training.** The Business Associate must train all members of its workforce on the policies and procedures associated with safeguarding protected health information. This includes, at a minimum, training that covers the technical, physical and administrative safeguards needed to prevent inappropriate uses or disclosures of protected health information; training to prevent any intentional or unintentional use or disclosure that is a violation of HIPAA Regulations; and training that emphasizes the criminal and civil penalties related to HIPAA breaches or inappropriate uses or disclosures of protected health information. Workforce training of new employees must be completed within 30 days of the date of hire and all employees must be trained at least annually. The Business Associate must maintain written records for a period of six years. These records must document each employee that received training and the date the training was provided or received.

16. **Use and Disclosure of Protected Health Information.** The Business Associate must not use or further disclose protected health information other than as permitted or required by the Contract or as required by law. The Business Associate must not use or further disclose protected health information in a manner that would violate the requirements of HIPAA Regulations.

III. PERMITTED AND PROHIBITED USES AND DISCLOSURES BY THE BUSINESS ASSOCIATE

The Business Associate agrees to these general use and disclosure provisions:

1. **Permitted Uses and Disclosures:**

- a. Except as otherwise limited in this Addendum, the Business Associate may use or disclose protected health information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the Contract, provided that such use or disclosure would not violate HIPAA Regulations, if done by the Covered Entity.
- b. Except as otherwise limited in this Addendum, the Business Associate may use or disclose protected health information received by the Business Associate in its capacity as a Business Associate of the Covered Entity, as necessary, for the proper management and administration of the Business Associate, to carry out the legal responsibilities of the Business Associate, as required by law or for data aggregation purposes in accordance with HIPAA Regulations.
- c. Except as otherwise limited by this Addendum, if the Business Associate discloses protected health information to a third party, the Business Associate must obtain, prior to making such disclosure, reasonable written assurances from the third party that such protected health information will be held confidential pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to the third party. The written agreement from the third party must include requirements to immediately notify the Business Associate of any breaches of confidentiality of protected health information to the extent it has obtained knowledge of such breach.
- d. The Business Associate may use or disclose protected health information to report violations of law to appropriate federal and state authorities, consistent with HIPAA Regulations.

2. **Prohibited Uses and Disclosures:**

- a. Except as otherwise limited in this Addendum, the Business Associate shall not disclose protected health information to a health plan for payment or health care operations purposes if the patient has required this special restriction and has paid out of pocket in full for the health care item or service to which the protected health information relates in accordance with HIPAA Regulations.
- b. The Business Associate shall not directly or indirectly receive remuneration in exchange for any protected health information, unless the Covered Entity obtained a valid authorization, in accordance with HIPAA Regulations that includes a specification that protected health information can be exchanged for remuneration.

IV. OBLIGATIONS OF THE COVERED ENTITY

1. The Covered Entity will inform the Business Associate of any limitations in the Covered Entity's Notice of Privacy Practices in accordance with HIPAA Regulations, to the extent that such limitation may affect the Business Associate's use or disclosure of protected health information.
2. The Covered Entity will inform the Business Associate of any changes in, or revocation of, permission by an individual to use or disclose protected health information, to the extent that such changes may affect the Business Associate's use or disclosure of protected health information.
3. The Covered Entity will inform the Business Associate of any restriction to the use or disclosure of protected health information that the Covered Entity has agreed to in

accordance with HIPAA Regulations, to the extent that such restriction may affect the Business Associate's use or disclosure of protected health information.

4. Except in the event of lawful data aggregation or management and administrative activities, the Covered Entity shall not request the Business Associate to use or disclose protected health information in any manner that would not be permissible under HIPAA Regulations, if done by the Covered Entity.

V. TERM AND TERMINATION

1. **Effect of Termination:**

- a. Except as provided in paragraph (b) of this section, upon termination of this Addendum, for any reason, the Business Associate will return or destroy all protected health information received from the Covered Entity or created, maintained, or received by the Business Associate on behalf of the Covered Entity that the Business Associate still maintains in any form and the Business Associate will retain no copies of such information.
 - b. If the Business Associate determines that returning or destroying the protected health information is not feasible, the Business Associate will provide to the Covered Entity notification of the conditions that make return or destruction infeasible. Upon a mutual determination that return or destruction of protected health information is infeasible, the Business Associate shall extend the protections of this Addendum to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make return or destruction infeasible, for so long as the Business Associate maintains such protected health information.
 - c. These termination provisions will apply to protected health information that is in the possession of subcontractors, agents or employees of the Business Associate.
2. **Term.** The Term of this Addendum shall commence as of the effective date of this Addendum herein and shall extend beyond the termination of the contract and shall terminate when all the protected health information provided by the Covered Entity to the Business Associate, or accessed, maintained, created, retained, modified, recorded, stored or otherwise held, transmitted, used or disclosed by the Business Associate on behalf of the Covered Entity, is destroyed or returned to the Covered Entity, or if it is not feasible to return or destroy the protected health information, protections are extended to such information, in accordance with the termination.
 3. **Termination for Breach of Contract.** The Business Associate agrees that the Covered Entity may immediately terminate the Contract if the Covered Entity determines that the Business Associate has violated a material part of this Addendum.

VI. MISCELLANEOUS

1. **Amendment.** The parties agree to take such action as is necessary to amend this Addendum from time to time for the Covered Entity to comply with all the requirements of HIPAA Regulations.
2. **Clarification.** This Addendum references the requirements of HIPAA Regulations, as well as amendments and/or provisions that are currently in place and any that may be forthcoming.
3. **Indemnification.** Each party will indemnify and hold harmless the other party to this Addendum from and against all claims, losses, liabilities, costs and other expenses incurred as a result of, or arising directly or indirectly out of or in conjunction with:
 - a. Any misrepresentation, breach of warranty or non-fulfillment of any undertaking on the part of the party under this Addendum; and
 - b. Any claims, demands, awards, judgments, actions, and proceedings made by any person or organization arising out of or in any way connected with the party's performance under this Addendum.
4. **Interpretation.** The provisions of this Addendum shall prevail over any provisions in the Contract that any conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to

implement and comply with HIPAA Regulations. The parties agree that any ambiguity in this Addendum shall be resolved to permit the Covered Entity and the Business Associate to comply with HIPAA Regulations.

5. **Regulatory Reference.** A reference in this Addendum to HIPAA Regulations means the sections as in effect or as amended.
6. **Survival.** The respective rights and obligations of Business Associate under Effect of Termination of this Addendum shall survive the termination of this Addendum.

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STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: October 9, 2019

Staff Contact: Michael Reynolds, Transit Coordinator

Agenda Title: For Possible Action – Discussion and possible action regarding a Disadvantaged Business Enterprise (DBE) Program Update.

Staff Summary: The fiscal year 2019-2020 Unified Planning Work Program (UPWP), Task 3.2 - Transit Planning, includes an update of the CAMPO and RTC DBE Program document. The current DBE Program was last updated in September 2015. Staff has reviewed the current DBE Program requirements and has made minor revisions to CAMPO's and RTC's DBE Program document.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the revised DBE Program as presented.

Background/Issues & Analysis

Title 49 Code of Federal Regulations (CFR) Part 26 provides guidance for submittal of DBE Policy Statements and Programs for recipients of Department of Transportation funding. To ensure continued compliance with federal regulations, a review and update was scheduled to be completed in the 2019/2020 UPWP, Task 3.2 – Transit Planning. Revisions included partial rewording of the program document to be more concise or descriptive. 49 CFR § 26.21(b)(2) reads, “You do not have to submit regular updates of your DBE programs, as long as you remain in compliance. However, you must submit significant changes in the program for approval.” As this program document was found to be compliant with Federal Regulations, and as no significant changes are proposed, the DBE Program will be updated for internal use and not required to be submitted to the FTA.

Applicable Statute, Code, Policy, Rule or Regulation

-49 CFR § 26.21;

-CAMPO and Regional Transportation Commission of Carson City, Nevada Disadvantaged Business Enterprise Program

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

-Do not approve the DBE Program update and provide alternate direction to staff.

Supporting Material

-Exhibit-1: CAMPO and Regional Transportation Commission of Carson City, Nevada Disadvantaged Business Enterprise Program, with track changes

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

**Carson Area Metropolitan Planning Organization
and
Regional Transportation Commission
of Carson City, Nevada**

**DISADVANTAGED BUSINESS
ENTERPRISE PROGRAM**

For Submission To:

**FEDERAL TRANSIT ADMINISTRATION
REGION IX
201 Mission Street, Suite 1650
San Francisco, CA 94105**

April 2013

Amended:
September 2015
[September 2019](#)

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STATEMENT OF POLICY

The Carson Area Metropolitan Planning Organization (CAMPO) and the Carson City Regional Transportation Commission (RTC) are committed to carrying out all of the Disadvantaged Business Enterprises (DBE) requirements of 49 CFR Part 26. The procedures contained in the DBE program will assure that all contracts and procurements are administered without discrimination on the basis of race, color, sex or national origin, and DBEs have an equal opportunity to compete for and participate in the performance of all agreements, contracts and subcontracts awarded by CAMPO and RTC.

It is the policy of CAMPO and RTC to ensure nondiscrimination on the basis of race, color, sex, ethnicity or national origin in the award and administration of federally funded contracts. It is the intention of CAMPO and RTC to allow DBEs to compete fairly for agreements, contracts and subcontracts, including but not limited to construction, procurement and proposal contracts, professional and technical services agreements and purchase orders.

To ensure adherence to this policy, CAMPO and RTC have assigned the coordination of the DBE program to the Transportation Manager. The Transportation Manager has delegated this responsibility to the Transit Coordinator and the Transit Coordinator will serve as the DBE Liaison Officer. The DBE Liaison Officer will be responsible for development, implementation and monitoring of the DBE program. It is the expectation of CAMPO and RTC that the provisions of this DBE program will be adhered to, both in the spirit and letter by all personnel.

This DBE program is intended to implement the federal requirements pertaining to the DBE program, including but not limited to 49 CFR Part 26. In the event of any inconsistencies between the terms of the CAMPO and RTC DBE Program and the terms of 49 CFR Part 26, the latter will prevail.

This policy will be circulated to corporate employees and community and business organizations that perform work on federally funded contracts issued by CAMPO and RTC. CAMPO and RTC will provide further information regarding this program, including a copy of the overall annual DBE goal analysis, to the public or any individual requesting such information.

CAMPO Signature

RTC Signature

Signed Dated

Signed Dated

Mark Kimbrough, Chairman

Brad Bonkowski, Chairman

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I. OBJECTIVES

The objectives of this DBE Program are to:

1. Ensure nondiscrimination in the award and administration of federally funded contracts.
2. Allow DBEs to compete fairly for federally funded contracts.
3. Help remove barriers to DBE participation in the bidding, award, and administration of CAMPO and RTC contracts.
4. Assist in the development of DBE firms that can compete successfully in the market place outside of the DBE Program.
5. Ensure that only firms that fully meet the eligibility standards of 49 CFR Part 26 are permitted to participate as DBEs.
6. Ensure that the DBE Program is narrowly tailored in accordance with applicable law.
7. Identify business enterprises that are qualified as DBEs and are qualified to provide CAMPO and RTC with required materials, equipment, supplies and services; and to develop a good rapport with the owners and management of those enterprises.
8. Develop communication programs and procedures which will acquaint prospective DBEs with CAMPO and RTC's contract procedures, activities and requirements; and allow DBEs to provide CAMPO and RTC with feedback on existing barriers to participation, and effective procedures to eliminate those barriers.
9. Administer the DBE Program in close coordination with the various departments within CAMPO and RTC so as to facilitate the successful implementation of this Program.

II. APPLICABILITY

Pursuant to 49 CFR Part 26, Subpart B, § 26.21, FTA recipients receiving planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) exceeding \$250,000 in FTA funds in a Federal fiscal year are required to implement a DBE Program meeting the requirements of this part. The DBE Program outlined herein applies to all CAMPO and RTC contracts that are funded, in whole or in part, by FTA.

In the administration of the DBE Program, CAMPO and RTC will not directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing the accomplishment of the objectives of this DBE Program with respect to individuals of a particular race, color, sex or national origin.

III. DEFINITION OF TERMS

The Code of Federal Regulations (CFR) Title 49, Part 26.5, provides definitions of terms used in this program as well as terms used in Part 26 *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*.

This program adopts the definitions contained in Part 26.5 for this program.

IV. RESPONSIBILITY FOR DBE PROGRAM IMPLEMENTATION AND ADMINISTRATION

A. CAMPO and RTC

CAMPO and RTC are ultimately responsible for establishing DBE policy and ensuring that the DBE Program has a high priority.

B. Transportation Manager

The Transportation Manager is responsible for seeing that CAMPO/RTC policies are implemented and that the DBE Liaison Officer has adequate support to enable timely completion of duties.

C. DBE Liaison Officer

The Transit Coordinator has been designated as the DBE Liaison Officer as referenced in 49 CFR Part 26. The DBE Liaison Officer is responsible for overseeing the DBE Program, recommending DBE policy, development and implementation of a written DBE program, and internal and external communication procedures. The DBE Liaison Officer shall have direct and independent access to the Transportation Manager.

The DBE Liaison Officer is the primary person responsible for all aspects of this Program, and he/she will work closely with other departments, contractors and consultants of CAMPO and RTC, which are responsible for making decisions relative to CAMPO/RTC agreements, contracts and subcontracts, including but not limited to construction, procurement and proposal contracts, professional and technical services agreements and purchase orders.

In accordance with 49 CFR Part 26, § 26.25, the specific duties and responsibilities of the DBE Liaison Officer or his/her designee will include but not be limited to the following:

1. Gathers and reports statistical data and other information as required.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall three-year goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes CAMPO and RTC progress toward goal attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises CAMPO and RTC and the Transportation Manager on DBE matters and achievement.

9. Participates with the legal counsel and project director to determine contractor compliance with good faith efforts.
10. Provides DBEs with information and assistance in preparing bids, and obtaining bonding and insurance.
11. Plans and participates in DBE training seminars.
12. Provides outreach to DBEs and community organizations to advise them of opportunities.

V. ADMINISTRATIVE REQUIREMENTS

A. DBE Financial Institutions

Pursuant to 49 CFR Part 26, §26.27, the DBE Liaison Officer will explore the full extent of services offered by banks and other financial institutions that qualify as DBEs in the Carson City and Reno/Sparks metropolitan area and determine areas in which CAMPO and RTC may reasonably utilize their services. CAMPO and RTC will also encourage its prime contractors to use the services of DBE financial institutions.

B. DBE Directory

Pursuant to 49 CFR Part 26, §26.31, the DBE Liaison Officer will refer all interested persons to the DBE Directory available from the Nevada Department of Transportation and the website at www.nevadadb.com.

C. Over concentration

Pursuant to 49 CFR Part 26, §26.33, if ~~the DBE Liaison Officer determines that DBE participation is so over concentrated in certain types of work or contracting opportunities that it unduly burdens the participation of non-DBEs in that type of work it is determined that DBE firms become over-concentrated in a certain type of work as to unduly burden the opportunity for non-DBE firms to participate in this type of work~~, the DBE Liaison Officer will develop appropriate measures to address the over concentration. ~~The DBE Liaison Officer will seek approval from FTA, and once approved, the measures will become part of this Program. These measures will be submitted for FTA review, and if approved, shall become a part of this program.~~ Currently, CAMPO and RTC are unaware of any types of work that have a burdensome over-concentration of DBE participation.

D. Small Business Participation

CAMPO and RTC are committed to fostering small business participation in the DBE program by structuring contracting requirements to facilitate competition by small businesses. CAMPO and RTC will take all reasonable steps to eliminate obstacles to DBE participation that may preclude small business participation in procurements as prime contractors or subcontractors. Strategies that CAMPO and RTC may utilize include, but are not limited to, the following:

- Unbundling of large contract requirements (~~breaking down contracts~~ dividing into multiple smaller contracts) to allow small business participation in procurements as prime contractors or subcontractors
- On prime contracts not having DBE contract goals, requiring the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved
- To meet the race-neutral portion of overall agency goal, ensuring that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform

CAMPO and RTC shall actively employ the following steps to increase small business participation in contracting opportunities:

1. ~~Update website information with~~ Provide reasonable public notice for the latest activities and announcements pertaining to small businesses and DBEs in the local project areas.
2. Provide access to DBE-related contact information and directories on the website.
3. Hold Pre-Bid meetings introducing and instructing prospective bidders and proposers on reaching out and utilizing small businesses and DBEs.
4. Coordinate with Carson City Procurement and Contracts Division to provide small business organizations with notifications and bid assistance on current contracting opportunities.

This section shall be implemented and fully operational within nine (9) months of approval by FTA.

E. Business Development Programs, Outreach and Mentor-Protégée Programs

CAMPO and RTC do not have a business development or mentor-protégée program. If the CAMPO and RTC identifies the need for such a program in the future, the rationale for adopting such a program and a comprehensive description of it will be submitted for approval.

F. Hearing Officer

In accordance with 49 CFR Part 26, § 26.53(d)(2) and 26.87(e), all proceedings by CAMPO and RTC in connection with the removal of certification or reconsideration of a determination that a bidder has not met the DBE goal or used good faith efforts will be made by an outside independent hearing officer selected in accordance with CAMPO and RTC procedures.

G. Unified Certification Program

CAMPO, as the designated recipient of FTA Section 5307 funds to the Carson City urbanized area, is signatory to the Nevada Unified Certification Program (UCP). All certifications will be performed by the UCP and are binding on CAMPO and RTC.

H. Transit Vehicle Manufacturer Certification

CAMPO and RTC will require that each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, certify that it has complied with the requirements of 49 CFR Part 26, §26.49.

VI. DBE GOALS

Pursuant to 49 CFR Part 26, §26.45, CAMPO and RTC will establish overall three-year goals according to the procedures expressed in Appendix A, based on the FTA schedule for three-year goal submittal. The overall three-year goals will be submitted to FTA for review by August 1 preceding the Federal fiscal year in which the goal submission is due. The overall three-year goals will be expressed as a percentage of the total amount of FTA funds that CAMPO and RTC anticipates expending in any of the three Federal fiscal years.

VII. CONTRACT-SPECIFIC DBE GOALS

In accordance with the procedures expressed in Appendix B, CAMPO and RTC will establish contract-specific DBE goals on contracts with subcontracting opportunities to the extent that CAMPO and RTC cannot achieve its overall three-year goals with race-neutral measures. Where a contract-specific DBE goal has been established, the bidder or proposer must meet the contract-specific goal or demonstrate that it made good faith efforts to do so. A bidder will be ineligible for award if it does not meet the goal or demonstrate good faith efforts. Procedures for determining compliant good faith efforts are outlined in Appendix C.

VIII. REMEDIES FOR NONCOMPLIANCE

Non-compliance consists of failure or refusal to implement, meet or satisfy the applicable governmental requirements related to DBE participation, including but not limited to 49 CFR Part 26 and related federal guidelines. CAMPO and RTC may impose any remedies for non-compliance authorized by the federal, state and local regulations and CAMPO and RTC contract specifications, including withholding of progress payments, liquidated damages and termination of the contract in whole or in part.

IX. REQUIRED CONTRACT PROVISIONS

CAMPO and RTC agrees to include the following provisions in all federally funded contracts, where appropriate:

A. Nondiscrimination Assurance

Each federally funded contract CAMPO and/or RTC signs with a contractor, and each subcontract the prime contractor signs with a subcontractor, will include the following statement:

"The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as CAMPO and/or RTC deems appropriate.

B. Prompt Payment Policy and Provisions

Each federally funded contract CAMPO and/or RTC signs with a contractor will include the following provision:

"The prime contractor must pay subcontractors for satisfactory performance of their contracts no later than 30 days from the receipt of payment made to the prime by CAMPO and/or RTC. Prompt return of retainage payments from the prime contractor to the subcontractor will be made within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment among the parties may take place only for good cause and with CAMPO and/or RTC's prior written approval. If the prime contractor determines the work of the subcontractor to be unsatisfactory, it must notify CAMPO and/or RTC's project manager and DBE Liaison Officer immediately in writing and state the reasons. Failure by the prime contractor to comply with this requirement will be construed to be a breach of contract and may be subject to sanctions as specified in the contract or any other options listed in 49 CFR Part 26, §26.29."

X. CONTRACT COMPLIANCE AND REPORTING

Pursuant to 49 CFR Part 26, §26.37, CAMPO and RTC will implement appropriate mechanisms to ensure compliance with the DBE Program by all program participants under federal, state and local law.

The following efforts shall be employed to ensure compliance:

- Completion of a FTA Disadvantaged Business Enterprise (DBE) Race Neutral Goal form, documenting DBE commitment and monitoring efforts, by contractors submitting a bid (See Appendix D)
 - The form is required to be completed by the contractor and submitted with the bid, prior to bid opening. The form requires the following information be provided by the contractor:
 - The names and addresses of DBE firms that will participate in the contract
 - A description of the work that each DBE will perform
 - The dollar amount of the participation of each DBE firm participating
 - Written documentation of the bidder/offeror's commitment to use the DBE subcontractor(s)
 - Written confirmation from each DBE that is participating in the contract as provided in the prime contractor's commitment (confirmation can be obtained upon bid award)

- During construction, monitoring efforts will be employed to monitor the contractor and subcontractors for compliance with applicable DBE commitments contained within the contract award and FTA Disadvantaged Business Enterprise (DBE) Race Neutral Goal form:
 - The form includes an office only portion that will be used by staff to document DBE firm participation
 - A site visit is required to be completed at least once for each participating DBE firm

XI. PUBLIC PARTICIPATION/CONSULTATION

CAMPO and RTC will provide for public participation in establishing overall three-year DBE goals which includes: consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations that may have information concerning the availability of DBE and non-DBE firms; the effects of discrimination on DBE opportunities, and efforts to establish a level playing field for DBE participation.

Starting four months prior to expiration of CAMPO's overall program goal, the DBE Liaison will consult with local DBEs in Carson City, Douglas County, and Lyon County and the Nevada Department of Transportation's DBE Liaison to gain information concerning the availability of DBE and non-DBE firms. CAMPO's DBE Liaison will consult with contractors who were recently awarded contracts with Carson City and other available minority trade professionals to gauge the availability of DBE and non-DBE firms in the Carson City market. The consultation process will include the use of e-mail, phone calls, mailings, and/or meetings to communicate with agencies and trade professionals.

CAMPO and RTC will publish a notice announcing proposed overall DBE goals informing the public that the proposed goal and its rationale are available for inspection during normal business hours at CAMPO and RTC's principal office for 30 days following the date of the notice, and that CAMPO and RTC and USDOT will accept comments on such goals for 45 days from the date of the notice. The notice will include the CAMPO and RTC's address and will be posted on CAMPO's website and may be published in general circulation media, minority/women focus media, and/or trade association publications. (49 CFR Part 26, § 26.45(g)).

XII. UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS

CAMPO, as the designated recipient of FTA funds, will submit a Uniform Report of DBE Awards or Commitments and Payments semi-annually in TrAMS. The report addresses the contracting opportunities of CAMPO and its subrecipients, and includes information on awarded, ongoing, and completed contracts; those that included DBE participation; and those that did not include DBE participation. Reports are due by June 1 (for the period covering October 1 – March 31) and by December 1 (for the period covering April 1 – September 30). Procedures used for ensuring accurate reporting are included in Appendix E.

XIII. MISCELLANEOUS

A. Program Review

The DBE Program will be reviewed every five (5) years, or more frequently as necessary at the sole discretion of CAMPO and RTC to ensure that elements of the DBE Program are tailored to address any discrimination that may exist in the industries relevant to CAMPO and RTC's contracting activities and to ensure that the DBE Program does not disproportionately impact any particular group.

B. Severability

Should any part, term, provision or element of this DBE Program be decided by the courts to be illegal or in conflict with any law of the United States or of the State of Nevada or otherwise rendered unenforceable or ineffective, the validity of the remaining parts, terms, provisions, or elements shall not be affected.

**THE APPENDICES ARE PART OF THE DBE PROGRAM.
THE APPENDICES MAY BE SUBJECT TO REVISION, SUBSTITUTION,
DELETION OR ADDITION BY THE OFFICE OF CIVIL RIGHTS WITHOUT
BOARD REVISION OF THE DBE PROGRAM OR APPROVAL OF
CHANGES.**

APPENDIX A

Procedures for Determining the Overall Three-Year DBE Goals

Pursuant to 49 CFR Part 26, §26.45 and subject to the approval of CAMPO and RTC, the DBE Liaison Officer will establish overall three-year goals for the participation of DBEs in contracts utilizing USDOT federal financial assistance, based on the FTA schedule for three-year goal submittal. The overall three-year goals will be submitted to FTA for review by August 1 preceding the Federal fiscal year in which the goal submission is due. The overall three-year goals will be expressed as a percentage of the total amount of USDOT funds that CAMPO and RTC anticipates expending in any of the three Federal fiscal years. The CAMPO/RTC overall three-year goal is reflective of the amount of ready, willing and able DBEs that are available to participate in contracting opportunities and is reflective of the amount of DBE participation CAMPO and RTC would expect absent the effects of discrimination. CAMPO and RTC intend to meet this goal to the maximum extent feasible through the race-neutral measures described below. The DBE Liaison Officer will use the following procedures for establishing overall three-year DBE goals:

A. Projecting Federally Funded Contract Expenditures

Overall three-year agency goals are required of FTA grantees receiving planning, capital and/or operating assistance that project contracting opportunities (excluding transit vehicle purchases) exceeding \$250,000 with those funds in any of the three Federal fiscal years. The DBE Liaison Officer will conduct a thorough analysis of the projected number, types of work and dollar amounts of contracting opportunities that will be funded, in whole or in part, by USDOT federal financial assistance for the three-year period for which the goal submission is due.

B. Establishing a Base Figure

Pursuant to 49 CFR Part 26, §26.45, CAMPO and RTC will develop a base figure to express the availability of DBEs as a percentage of all contractors, subcontractors, manufacturers and suppliers in the relevant contracting markets. CAMPO and RTC will follow one of the methodologies provided in 49 CFR Part 26, but reserves the right to choose an alternative methodology. Generally, CAMPO and RTC expects to use the same data source in establishing the base figure for both available businesses and available DBE firms.

1. **Analyzing Total Available Businesses in Relevant Contracting Market**
The DBE Liaison Officer, in conjunction with the appropriate CAMPO and RTC departments, will conduct a thorough analysis of the relevant contracting markets. This analysis will include the relevant geographic market for the types of work to be contracted, the relevant standard industry codes (SICs) for the types of work to be contracted and any other indicators that CAMPO and RTC determines to be relevant to defining its contracting markets for the fiscal year. The DBE Liaison Officer will then determine the total number of available businesses for the relevant contracting markets. The DBE Liaison Officer will consult a variety of sources, which may include, but are not limited to, Census Bureau data, appropriate private business databases, and relevant disparity studies.
2. **Analyzing Available DBEs in the Relevant Contracting Markets**
The DBE Liaison Officer will conduct a similar analysis to determine the number of DBEs that are available to participate as contractors, subcontractors, manufacturers and suppliers in the projected contracts for the three-year period. This analysis will include the relevant geographic market for the types of work to be contracted, the SICs for the types of work to be contracted, and any other factors as described above. CAMPO and RTC will consult a variety of sources which may include, but are not limited to, the Minority Business Patterns Database, Census Bureau data and relevant disparity studies.
3. **Calculating the Base Figure**
The DBE Liaison Officer will compare the number of available DBEs in the relevant contracting markets for the three-year period to the total number of available businesses in the relevant contracting markets for the three-year period. The calculation of the base figure for available DBEs will be expressed as a percentage of the total relevant contracting markets.

C. Adjusting the Base Figure

Pursuant to 49 CFR Part 26, §26.45(d), CAMPO and RTC will adjust the base figure based on demonstrable evidence indicating that the availability of DBEs for federally funded contracts for the three-year period may be higher or lower than the base figure indicates. At a minimum, the DBE Liaison Officer will analyze the current capacity of DBEs, evidence from disparity studies conducted anywhere within Carson City and Washoe County (to the extent that they are not accounted for in the base figure), evidence from related fields that affect the opportunities for DBEs to form, grow and compete, such as data on employment, education and training, statistical disparities in the ability of DBEs to obtain financing, bonding and insurance and the effects of past discrimination.

Based on the evaluation of the above factors, evaluation of data (if any) regarding over-concentration, and other necessary adjustments (e.g. duration of individual projects), a goal will be set at the level of DBE participation expected absent the effects of discrimination.

A description of the methodology used to establish the overall three-year goals, including the base figure and the evidence with which it was calculated and the adjustments made to the base figure and the evidence relied on for the adjustments will be included with the overall three-year DBE goals submission to FTA. The submission will also include CAMPO and RTC's projection of the portions of the three-year goals that will be met through race-neutral and race-conscious measures.

D. Projection of Percentage of Overall Goal to be Achieved Through Race-Neutral and Race-Conscious Measures

CAMPO and RTC intend to use race-neutral methods to achieve their overall three-year goals. This is in keeping with the Ninth Circuit Court decision that affects DBE programs in the states of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon and Washington [*Western States Paving Co. vs. State of Washington Dept. of Transportation*, 407 F. 3d 983 (9th Cir. 2005)]. For grantees in these states a disparity analysis must be completed before race conscious goals can be established.

DBE participation that is obtained on contracts that have no specific DBE goal, or where prime contractors use a strictly competitive bidding process or do not consider the DBE's status as a DBE in awarding a subcontract will be considered race-neutral DBE participation. In addition, CAMPO and RTC will use the following measures as appropriate:

1. unbundling large contracts;
2. assisting in overcoming limitations in bonding and financing;
3. providing technical assistance;
4. providing outreach and communications programs to DBEs;
5. distributing the DBE Directory electronically and otherwise as requested.

The DBE Liaison Officer will review and analyze the adjusted base figure to determine the amount of the three-year goals that can be met through race-neutral measures and the type(s) of contracts to be selected unless review of information obtained during the three-year period demonstrates that an adjustment is appropriate. CAMPO and RTC will review that portion of the overall three-year DBE goals being met through race-neutral measures on an annual basis. As part of the review, CAMPO and RTC will verify compliance with the DBE Program and DBE goal attainment.

The DBE Liaison Officer will monitor and adjust the use of contract-specific goals in accordance with 49 CFR Part 26, §26.51(f). When projecting the percentage of the overall three-year goals to be achieved through establishing contract-specific goals, the DBE Liaison Officer will analyze the actual achievement of the overall three-year goals through race-neutral methods in the previous two years. When establishing contract-specific goals during the current fiscal year, the DBE Liaison Officer will analyze the progress towards achieving the overall three-year goals and increase or reduce the use of contract-specific goals accordingly. DBE contract goals will be established so as to cumulatively result in meeting that portion of the CAMPO and RTC's overall goal that is not projected to be met through race-neutral means.

E. Adjustment of Contract Goals

Pursuant to 49 CFR Part 26, §26.51(f) (1) - (4), CAMPO and RTC will adjust the use of contract goals to ensure that the Program continues to be narrowly tailored.

1. If the Report indicates that CAMPO and RTC can meet its entire overall three-year goals for any given year through race-neutral means, CAMPO and RTC will implement its Program without setting contract goals during that year.
2. If during the course of the year, CAMPO and RTC is using contract goals and determines that it will exceed its overall three-year goals, CAMPO and RTC must reduce or eliminate the use of contract goals to the extent necessary to ensure that the use of contract goals does not result in exceeding the overall goal. If CAMPO and RTC determines that it will fall short of the overall goal, CAMPO and RTC must make appropriate modifications in the use of race-neutral goals in order to meet the overall goal.
3. If CAMPO and RTC meets or exceeds its overall annual goals for two (2) consecutive years using only race-neutral means, CAMPO and RTC will not set contract goals on any contracts in the next year. CAMPO and RTC will continue using only race-neutral means to meet its overall three-year goals unless and until it does not meet its overall three-year goal for a year.
4. If CAMPO and RTC's DBE participation exceeds the overall three-year goal in two (2) consecutive years through the use of contract goals, CAMPO and RTC must reduce the use of contract goals proportionately in the following year.

F. Adopting and Publishing the Overall Annual DBE Goal

Upon completion of the analysis described above, the DBE Liaison Officer will prepare a Report that documents the analysis and methodology as well as the proposed goal and estimate to be achieved through race-neutral measures. The Report will be furnished to the Transportation Manager. Upon the Transportation Manager's recommendation, the DBE Liaison Officer will publish the proposed goals for public comment.

1. Public Participation/Consultation

Starting four months prior to expiration of CAMPO's overall program goal, the DBE Liaison will consult with local DBEs in Carson City, Douglas County, and Lyon County and the Nevada Department of Transportation's DBE Liaison to gain information concerning the availability of DBE and non-DBE firms. CAMPO's DBE Liaison will consult with contractors who were recently awarded contracts with Carson City and other available minority trade professionals to gauge the availability of DBE and non-DBE firms in the Carson City market. The consultation process will include the use of e-mail, phone calls, mailings, and meetings to communicate with agencies and trade professionals.

2. Publication of Proposed Overall Three-Year Goals

Pursuant to 49 CFR Part 26, §26.45(g), the DBE Liaison Officer will publish the proposed overall three-year goals in general circulation, DBE-oriented and trade industry media. The notice will include a statement that the methodology and proposed goal are available for inspection by the public for 30 days from the date of publication. The notice will also include a statement that CAMPO and RTC will accept public comments to the proposed goal and methodology for a period of 45 days from the date of publication and provide instructions for the submission of comments. Upon receipt of public comments, the DBE Liaison Officer will prepare a summary report analyzing the public comments received, if any, to the Transportation Manager.

3. Adoption of Total Overall Annual Goal

Following the review of the Report and consideration of any comments received during the public comment period, CAMPO and RTC will adopt an overall three-year goal for DBE participation which will include a projection of the portion of that goal that can be achieved through race-neutral measures. Unless otherwise directed, the Report will be submitted to FTA for approval by August 1 preceding the Federal fiscal year in which the goal submission is due.

APPENDIX B

Overall Three-Year Goal Development Process/Base Figure Calculation

The CAMPO/RTC overall three-year goal for Disadvantaged Business Enterprise (DBE) participation in U.S. Department of Transportation (USDOT) assisted contracts is based on demonstrable evidence of the availability of ready, willing, and able DBEs relative to all businesses that are ready, willing, and able (49 CFR Part 26, §26.45) to participate on USDOT assisted projects. The goal is derived from the Base Figure calculation. The Base Figure is a ratio of the number of DBE certified firms to all firms within a particular market area and for a particular business function.

For the purposes of the Base Figure Calculation, CAMPO and RTC assume that DBEs are those firms that have been certified by the Nevada Unified Certification Program (UCP). Each potential DBE was individually screened to determine whether they provide the types of goods and services used by CAMPO and RTC. Other applicable criteria for the inclusion of DBE and non-DBEs in the Base Figure calculation are:

1. Certified DBE firms included in Nevada UCP DBE directory.
2. Professional service firms physically located in Carson City and Washoe County.

Relevant Market Area

The criteria requires firms to be physically located in Carson City and Washoe County is based upon the definition of the relevant market area. The relevant market area for CAMPO and RTC is a region of the country which best reflects CAMPO and RTC's purchasing practices using FTA funding. CAMPO and RTC buy goods and services from a variety of firms, some of which are located outside the State of Nevada. The question then becomes which geographic area (national, regional, or local), for the purpose of calculating the base figure, is most reflective of CAMPO and RTC's purchasing practices and best reflects the relative availability of DBEs. A national market area tends to be the least reflective of CAMPO and RTC's purchasing practices.

Most out-of-state professional service firms which have bid or received contracts from CAMPO and RTC are located in western states. Professional service firms include engineers, planners, and management consulting firms. Use of out-of-state professional firms occurs periodically, and is typically non-recurring (e.g., there is no one single western state or region outside Nevada which consistently provides professional services to CAMPO and RTC). Therefore, it is difficult to define a region outside Nevada as part of the relevant market area.

Other factors which influence the determination of the relevant market area include:

1. Over 80 percent of firms contained in CAMPO and RTC's relevant market area were located in Carson City/Washoe County.
2. With the exception of large general engineering and general building contractors, most construction firms perform work locally.
3. Inclusion of out-of-state firms creates a situation where the relevant market area is difficult to define. A count of out-of-state DBE and non-DBE firms would have to be included in the Base Figure calculation.
4. Only a limited number of out-of-state firms have bid on CAMPO and RTC projects.

For these reasons CAMPO and the RTC has limited the relevant market area to Carson City and Washoe County.

Base Figure Calculation

All of the purchasing and contracting opportunities with CAMPO and RTC, utilizing FTA funds typically falls into the professional services category. This category represents the primary business sectors utilized by CAMPO and RTC.

Professional Services

This category includes firms providing expertise in engineering, architecture, planning, consulting, transit management, etc. The Base Figure for Professional Services is calculated by dividing the total number of Carson City/Washoe County DBEs by the sum of all Carson City/Washoe County firms which have North American Industry Classification System (NAICS) code 5413 (architectural, engineering, and related services), and 5416 (management, scientific and technical consulting services). The classification of firms by NAICS codes was done in the course of developing the U.S. Census Bureau's 1997 County Business Patterns. The County Business Patterns database is one of the only available sources of business classifications. Using NAICS codes yields the following ratio:

DBE Professional Services Firms / Total firms with corresponding NAICS codes X 100 = Professional Services Base Figure

APPENDIX C

Guidance Concerning Good Faith Efforts

When CAMPO and/or RTC establish a contract goal on a DOT-assisted contract, a bidder must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder can meet this requirement in either of two ways. First, the bidder can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder can document adequate good faith efforts. This means that the bidder must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

In any situation in which a contract goal has been established, Part 26 requires the good faith efforts mechanism of this part. CAMPO and RTC will make a fair and reasonable judgment whether a bidder that did not meet the goal made adequate good faith efforts. CAMPO and RTC will consider the quality, quantity, and intensity of the different kinds of efforts that the bidder has made. The efforts employed by the bidder should be those that one could reasonably expect a bidder to take if the bidder were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. CAMPO and RTC recognize that the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

CAMPO and RTC will not require that a bidder meet a contract goal (i.e., obtain a specified amount of DBE participation) in order to be awarded a contract.

The following is a list of types of actions which CAMPO and RTC will consider as part of the bidder's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

- A. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.

- B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
- C. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

APPENDIX E

Instructions for Completing the Uniform Report of DBE Awards or Commitments and Payments form

The Uniform Report of DBE Awards or Commitments and Payments, or Semi-Annual DBE Report, must be submitted in TrAMS for all contracts made during the reporting period. The reporting periods are October 1 to March 31 and April 1 to September 30, and must be submitted within 60 days of the end of each six-month period (e.g., the report for the period ending March 31 must be submitted by June 1). It is best practice to gather information for the report a couple weeks after the end of the reporting period so that all expenses can be posted in HTE.

1. Go to the TrAMS website at <https://faces.fta.dot.gov/suite/tempo/>
2. 'Agree' to terms
3. In the User Name field, enter the user name assigned by FTA (case sensitive)
4. In the Password field, enter your password (case sensitive)
 - a. Passwords expire every 60 days
 - b. Passwords must be a minimum of 12 characters and a maximum of 20 characters
 - c. Consecutive keyboard patterns are not allowed ('qwe' for example)
 - d. Passwords may not match the previous five passwords used
5. In the Main Menu, click on the "Records" tab (TrAMS will no longer create tasks for this)
6. Click on the "Disadvantage Business Enterprise (DBE) Reports" link and select the appropriate report due date link to begin filling out the semi-annual report:
 - a. Select "Complete DBE Report" to start filling in the boxes:

Section 1 (committed contracts)

8-9 – The amounts in items 8(A) – 9(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. All dollar amounts are to reflect only the Federal share of such contracts, and should be rounded to the nearest dollar. Contracts or awards that are not to be included are: rolling stock, staff time, and utilities (i.e., power company since there is only one provider in the area—waiting for confirmation of this from Marisa Appleton).

8(A): Provide the total dollar amount of all prime contracts assisted with DOT funds that were awarded during this reporting period. Use Account Activity Listing report from HTE for the reporting period for all transit expense accounts. Exclude expenses as described above.

8(B): Provide the total number of all prime contracts assisted with DOT funds that were awarded during this reporting period. Multiple small purchases from the

same vendor are included as separate “contracts” and is allowed per DBE reporting rules (they can also all be included as one; i.e., if 10 individual purchases were made at Walmart, they could be counted as 1 or as 10). Include all expenses from the monthly non-VEU reports as 1 award each.

8(C): From the total dollar amount awarded in item 8(A), provide the dollar amount awarded to certified DBEs during this reporting period.

8(D): From the total number of prime contracts awarded in item 8(B), specify the number awarded to certified DBEs during this reporting period. The Certified DBE Vendor List for Nevada can be found at <https://ndot.dbesystem.com/>.

8(E): From the total dollars awarded in 8(C), provide the dollar amount awarded to DBEs through the use of Race Conscious methods. Currently, CAMPO does not utilize Race Conscious methods for contracts and awards. Until such time, this box will always be zero.

8(F): From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Conscious methods. Currently, CAMPO does not utilize Race Conscious methods for contracts and awards. Until such time, this box will always be zero.

8(G): From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to certified DBEs through the use of Race Neutral methods. See the definition of Race Neutral Goal in item 7 and the explanation of project types in item 8 to include. Currently, CAMPO’s DBE goal is achieved entirely through Race Neutral means.

8(H): From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Neutral methods. Currently, CAMPO’s DBE goal is achieved entirely through Race Neutral means.

8(I): Of all prime contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth. This is calculated automatically by TrAMS and cannot be edited.

9(A) – 9(I): Items 9(A) – 9(I) are derived in the same way as items 8(A) – 8(I), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed.

10(A) – 10(I): These are totals of prime and subcontracts awarded or committed during the reporting period and are automatically calculated by TrAMS.

11(A) – 16(F): From the totals in lines 8(A) – 8(C) and 9(A) – 9(C), specify the number and dollar amount awarded to DBE firms, broken down by ethnicity and

gender. Information about a DBE owner's ethnicity and gender is included in the Nevada Department of Transportation's Certified DBE Vendor List at <https://ndot.dbesystem.com/>.

17(A) – 17(F): These are totals of DBE Awards and Commitments from the reporting period and are automatically calculated by TrAMS.

Section 2 (ongoing contracts)

18(A) – 18(F): This section is designed to capture information on current actual payments made to DBEs for work performed on ongoing federally-assisted contracts. This payment data provides a "snapshot" of dollars actually paid to DBEs as compared to dollars committed or awarded to DBEs but not yet paid during the reporting period. For a contract that is committed (awarded) and has payments made (ongoing) during a single reporting period, data about this should be entered into the committed AND ongoing sections of the semi-annual report. However, for contracts that have payments made (ongoing) and are closed out during a single reporting period, data about this should be entered into the closed section ONLY. Per FTA Regional RCRO and HQ comments on report due 6.1.16.

18(A): In column A, the total numbers of ongoing contracts on which payments were made during the reporting period are the prime contracts.

18(B): Similarly, in column B, the total dollars paid to prime contractors for work performed on prime contracts by both the prime contractor and its subcontractors is to be reported. Payments by recipients for all work performed on the contract are made to the prime contractor, who in turn is obligated to promptly pay its DBE and non-DBE subcontractors. See 49 C.F.R. 26.29.

18(C): In column C, the total number of ongoing contracts performed by DBEs includes both prime contracts and subcontracts. The term contract refers to any legally binding relationship obligating a seller to furnish supplies, material, or services to a buyer who is obligated to pay. It includes, but is not limited to, subcontracts, supplier agreements, and trucking arrangements. The inclusion of prime contracts in Column C likely will be the exception and not the rule since most DBE participation is obtained through subcontracts. However, when DBE prime contracts are included in column C, you should in a footnote include the number of DBE prime contracts reported. The number of contracts reported in column C may be larger, smaller, or the same as the number in column A. To illustrate the point, assume that only one prime contract is underway during the reporting period. If the prime contractor is a non-DBE with 3 DBE subcontractors, the number reported in column C (3) will be higher than column A (1). By contrast, if a non-DBE prime contract reported in column A has no DBE subcontractors, the number reported in column C (0) will be less than column A (1). If the prime contract involves a DBE prime contractor with no DBE

subcontractors, the number in column A (1) and column C (1) would be the same, with appropriate notation that column C includes a DBE prime contract.

Box 18C includes number of individual contracts (prime and sub) directly with DBE. For example, if we have one ongoing prime contract, and the prime has 5 subs, 3 of which are DBE, then "3" would be entered into 18C. This was confirmed during a telephone call to Lynette Little, Region IX Civil Rights Officer, on 5.25.16.

18(D): The total dollars paid to prime contractors reported in column B (which covers all work that resulted in payment) is used to derive the percentage payments to DBEs reported in column F based on the actual dollars paid to DBEs reported in column D.

18(E): Column E captures the number of DBE firms paid during the reporting period. If one firm performs work on multiple contracts and is paid for that work during the reporting period, the firm should be counted only once.

18(F): Of all prime contracts ongoing this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 18(D) by the dollar amount in item 18(B) to derive this percentage. Round percentage to the nearest tenth. This is calculated automatically by TrAMS and cannot be edited.

Section 3 (closed contracts)

19(A) – 19(E): Provide the number and dollar amount of contracts closed out for primes and DBEs through the use of Race Conscious methods. Currently, CAMPO does not utilize Race Conscious methods for contracts and awards. Until such time, these boxes will always be zero.

20(A): Provide the number of prime contracts completed during this reporting period that had Race Neutral goals. Currently, CAMPO's DBE goal is achieved entirely through Race Neutral means.

20(B): Provide the total dollar value of prime contracts completed this reporting period that had Race Neutral goals.

20(C): N/A There is no editable field for this box and it is not automatically populated.

20(D): Provide the actual total DBE participation in dollars on the prime contracts completed this reporting period.

20(E): Of all the prime contracts completed this reporting period, calculate the percentage of DBE participation. Divide the actual total dollar amount in 20(D) by the total dollar value provided in 20(B) to derive this percentage. Round to the nearest tenth. This is calculated automatically by TrAMS and cannot be edited.

7. Click "SUBMIT TO FTA REGION"

Note: On an annual basis (after the report due December 1), a DBE shortfall analysis should be performed if the DBE goal has not been met (even though the DBE goal is triennial). This does not need to be submitted to the FTA but should be kept on record for reference.

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STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: October 9, 2019

Staff Contact: Michael Reynolds, Transit Coordinator

Agenda Title: For Possible Action – Discussion and possible action regarding an application to the Carson Area Metropolitan Planning Organization (CAMPO) for Federal Transit Administration (FTA) Section 5339 grant funding, and to authorize the RTC Chair to sign the Federal Transit Administration’s Federal Fiscal Year 2019 Certifications and Assurances section of the RTC application for 5339 funds.

Staff Summary: FTA Section 5339 grant funding under United States Code (USC) 49, Chapter 53, for 2019 has been announced and is available through an application process. Section 5339 grant funding will be used to fund costs associated with the purchase of rolling stock for the Jump Around Carson (JAC) transit system.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the FTA section 5339 grant application as presented and to authorize the RTC Chair to sign the FTA FFY 2019 Certifications and Assurances section of the application.

Background/Issues & Analysis

Applications for FTA Section 5339 grant funding apportioned to Nevada for small urban areas may be submitted to CAMPO, the organization that administrators the funds. A determination of funding allocation by CAMPO is estimated to occur during the November 13, 2019 CAMPO meeting. Funding is available to public agencies and private non-profit organizations operating public transportation and based in the CAMPO region.

The Carson City RTC is requesting \$122,405 in FTA funds for costs associated with purchasing rolling stock for the renewal of JAC transit fleet. If awarded, RTC will be responsible for the required local match of 15% for this portion of funding at \$21,601.

Any funds awarded as a result of this grant application will be combined with FTA Section 5307 funds and additional local match to purchase two new buses to renew the JAC fleet. See the funding details below:

- \$330,000 – Total purchase cost for two vehicles
- \$144,006 (\$122,405 – 85% FTA 5339 funds; \$21,601 – 15% local match)
- \$185,994 (\$158,594 – 85% FTA 5307 funds; \$27,400 – 15% local match)

Applicable Statute, Code, Policy, Rule or Regulation

-49 U.S.C. Chapter 53

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: Transit Fund, NDOT: FTA - FTA 5339 / 2253081-431010; Transit fund, Machinery & Equipment – Vehicle Purchase / 2253026-507705

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: If awarded, Section 5339 grant funds will provide \$122,405 in FTA funds to assist in the purchase of rolling stock. A local match of \$21,601 would be required and will be budgeted in FY 2021. Procurement of the rolling stock would take place in FY 2021, and the RTC will have final review of the contract prior to purchase. The FY 2020 Capital Improvement Program for FY 2020 - FY2024 includes \$330,000 for transit vehicle replacement. Section 5307 funding will be combined with the accounts noted above to purchase the two vehicles (Transit Funds, NDOT: FTA – FTA Capital: 5307 / 2253082-431010).

Alternatives

-Do not approve the application and provide alternate direction to staff.

Supporting Material

-Exhibit-1: RTC Grant Application for Section 5339 Program Funds

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)



**CARSON AREA METROPOLITAN PLANNING ORGANIZATION
FEDERAL GRANT APPLICATION FOR
SECTIONS 5310 & 5339 PROGRAM FUNDS
FEDERAL FISCAL YEAR 2019 APPORTIONMENT**

APPLICATION CHECKLIST		APPLICANT'S NAME	
*****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR AWARD*****			
DOCUMENTATION REQUIRED	PAGE	STAFF REVIEW	
		NEW APPLICANT	DOCUMENT ON FILE
DETERMINATION OF ELIGIBILITY	3	<input type="checkbox"/>	<input type="checkbox"/>
FTA FUNDING SOURCES	6	<input type="checkbox"/>	<input type="checkbox"/>
APPLICANT INFORMATION	10	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT INFORMATION	11	<input type="checkbox"/>	<input type="checkbox"/>
VEHICLE REQUEST FORM	13	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET SUMMARY	14	<input type="checkbox"/>	<input type="checkbox"/>
MATCH SOURCE DOCUMENTATION	Include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
AUTHORIZING RESOLUTION	16	<input type="checkbox"/>	<input type="checkbox"/>
FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES	APPENDIX A	<input type="checkbox"/>	<input type="checkbox"/>
TRANSIT ASSET MANAGEMENT PLAN	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
TITLE VI PLAN	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AND GOAL	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
VEHICLE POLICY (maintenance/safety/driver&rider information)	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING POLICY	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
DRUG AND ALCOHOL POLICY (5339 Only)	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
ADA POLICY (vehicle/passengers information)	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
EQUAL EMPLOYMENT OPPORTUNITY PLAN	Include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF VEHICLE INSURANCE POLICY (Evidencing Commercial Liability, General Liability, Collision, and Comprehensive Liability Insurance, with a limit of not less than One Million and no/100 Dollars (\$1,000,000.00) per occurrence.)	Include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
PUBLIC NOTICE	Include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
*Please provide 1 original application and 1 copy			

APPLICANT SIGNATURE

CAMPO STAFF SIGNATURE

Evaluation Criteria

The process for distribution of the Carson Area Metropolitan Planning Organizations' annual formula-based funding for the Federal Transit Administration's Section 5310 and 5339 Programs includes completion of this application and reviews by CAMPO staff and Board members. To receive federal funding through either of these programs, an applicant must be eligible, per the federal requirements described above, and must comply with all other applicable federal and local regulations.

Applicants shall submit one (1) original application with all required attachments and one (1) complete copy. A separate application is required for each Federal Transit Administration (FTA) Funding Program applied for. Applications must be received no more than 30 days after notice of availability of funds at the address below:

Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701

All documents must be signed by persons with signature authority and their legal counsel. For further information or assistance, please contact the Transit Coordinator at 775-283-7583. CAMPO staff will review the application for completeness and contact the applicant with questions or additional requests, as needed. After review and acceptance by CAMPO staff, all eligible applications will be submitted to the CAMPO Board for review and selection. Any applicant who did not apply in the previous year will be considered a new applicant for the purposes of this application.

Evaluation Criteria

Grant applications submitted by the noticed deadline will be screened for eligibility prior to evaluation and consideration for award. The Carson Area Metropolitan Planning Organization Application for the Determination of Eligibility for the Federal Transit Administration's 5310 & 5339 Federal Grant Programs form must include an eligible recipient type, project type, and the project must be included in a locally developed Coordinated Human Services Public Transportation Plan. The application must be fully completed and include all required attachments. Application reviews by the CAMPO Board should be considered based on the following evaluation criteria:

- Availability of federal funds;
- Ability of applicant to administer proposed project
- Ability of applicant to comply with FTA regulations
- Service area;
- Project cost estimate and local match availability;
- Project need;
- Existence of similar projects in the identified service area;
- Number of persons estimated to be served;
- If requesting a replacement vehicle, evaluation of existing vehicle fleet factors;
- If requesting a new or additional vehicle, factors necessitating additional equipment
- Availability of the equipment to the general public, if requesting vehicle; and
- Adequacy of Maintenance Plan for equipment and facilities.

FTA Funding Sources

Please check only one funding source below. If multiple funding sources are desired, please submit a separate application for each. The FTA provides for a special match exception for vehicles and facilities that are acquired to support compliance with the Americans with Disabilities Act (ADA) or the Clean Air Act, at 85% and 90% reimbursement, respectively.

- 5310 Capital Funds (20% match required)**
- 5310 Capital Funds (15% match required—compliance with ADA)**
- 5310 Capital Funds (10% match required—compliance with Clean Air Act)**
- 5310 Operating Funds (50% match required)**

This program (49 U.S.C. 5310) provides formula funding to metropolitan planning organizations (MPOs) for the purpose of assisting private nonprofit organizations or Governmental entities in meeting the transportation needs of the elderly and persons with disabilities. Eligible subrecipients are state and local governmental entities, operators of public transportation services, including private operators of public transportation services, and private non-profit organizations.

- 5339 Capital Funds (20% match required)**
- 5339 Capital Funds (15% match required—compliance with ADA)**
- 5339 Capital Funds (10% match required—compliance with Clean Air Act)**

This program (49 U.S.C. 5339) provides funding to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transport centers, intermodal terminals, park-and-ride stations, passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, fare boxes, computers, shop and garage equipment. Eligible subrecipients include public agencies or private non-profit organizations engaged in public transportation, including those providing services open to a segment of the general public as defined by age, disability, or low income.

For more information on the programs above please refer to FTA's website:
<https://www.transit.dot.gov/grants>

If you have questions regarding which funding source is appropriate for your service please feel free to contact the CAMPO Transit Coordinator at (775) 283-7583. Project funding from the programs listed above is subject to the availability of grant funding and the amount of project funding requests received, which will be determined by the CAMPO Board during a regularly scheduled meeting occurring on the second Wednesday of each month.

Required Attachments

All subrecipients of FTA funds will be required to comply with all federal, state, and local regulations, including those specific to each funding type. As the direct recipient of 5310 and 5339 funds, CAMPO is responsible for overseeing the funds and monitoring subrecipients of these funds. Compliance with federal and local regulations does not end with documents required for this grant application. Applicants should reference the resources located on page 17 in this application packet to determine whether they have the technical and financial capacity to manage federal grant funds while maintaining full compliance. CAMPO staff will screen applicants based on information submitted in the application and will verify compliance on an ongoing basis with regular subrecipient monitoring.

Application Budget

All applicants must complete pages 14 and 15 for Capitalized Operating, Operating, and Capital Purchase funds they are requesting. If you are requesting both 5310 and 5339 funds, a separate application will need to be submitted for each. Page 15 is a summary of the budget to be completed for 5339 and 5310 capital funds separately. If you are unsure of which funds are most appropriate for your agency, please contact CAMPO staff prior to the application deadline.

Revenue (page 14): This section is distinct from the match source section as this funding source offsets the overall budget, reducing the total project cost. It can be in the form of farebox contributions, advertising revenue, donations, or agency financial assistance from service groups, businesses, charities, etc.

Match source documentation (page 14): This section includes the source of funding that provides the required non-federal share of the project cost. The source of the matching funds must be verifiable. A letter or other documentation stating the monetary commitment from the contributing agency/entity must be included within the submitted application packet.

Authorizing Resolution

A signed resolution authorizing (template on page 21 of the application) the appropriate applicant representative to execute and file an application with CAMPO on behalf of the agency must be submitted.

Annual Certifications and Assurances

Each Applicant for Federal Section 5310 and 5339 funds awarded through CAMPO must make/select all applicable certifications and assurances. Accordingly, the FTA may not award any federal assistance until the applicant provides assurances of compliance by selecting the applicable Categories and completing the signature page (Appendix A). Category 01 applies to all applicants. Category 02 applies to all applications for federal assistance in excess of \$100,000, unless the applicant is a Native American tribe or organization, or a tribal organization. Categories 03 through 21 will apply to some, but not all, applicants and projects. Please be aware, this process ONLY excludes you from submitting documents with your application, NOT from collecting documents and having them on file. The applicant also understands and agrees that these certifications and assurances are special pre-award requirements specifically prescribed by federal law or regulation and do not encompass all federal laws, regulations, and directives that may apply to the applicant or its project. A comprehensive list of those federal laws, regulations, and directives is contained in the current

FTA Master Agreement, MA (24), for Federal Fiscal Year 2019 at the FTA website <http://www.fta.dot.gov/>.

Performance Targets/Transit Asset Management Plan

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 625. All subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used in the provision of public transportation must prepare a Transit Asset Management (TAM) Plan and establish performance targets on an annual basis for use in National Transit Database (NTD) reporting. This is done with the goal of helping achieve and maintain a state of good repair for the nation's public transportation systems. A TAM Plan and annual performance targets must be submitted with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Title VI Plan

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 21. These provisions prohibit discrimination based on race, color, and national origin, including the denial of meaningful access of limited English proficient (LEP) persons. Applicants must submit a Title VI Plan with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Disadvantaged Business Enterprise (DBE) Program and DBE Goal

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 26. These provisions ensure nondiscrimination in the award and administration of US Department of Transportation (US DOT)-assisted contracts. Subrecipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts. Applicants must submit a DBE Program and DBE Goal with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Vehicle Policy and Information

Identify vehicle(s) requested (page 13 of application), providing a description of the desired vehicle. It should be noted whether the vehicle(s) is a replacement or an expansion of the existing vehicle fleet. Additionally, any special vehicle(s) options to be requested, (i.e. 4-wheel drive, bike racks, etc.) should be noted.

Vehicle maintenance and safety policies may be incorporated into sections of other documents required for this application, but must be included in order for the application to be considered for award. Rider information should also be included, which will describe how to ride, complaint procedures, fare structure, etc.

A Certificate of Insurance will need to be provided. Carson City/CAMPO requires full coverage for the vehicle as long as Carson City/CAMPO holds lien. (The standard insurance for a paratransit vehicle under this program is Liability and Property Damage Insurance with a limit of \$1,000,000 for each occurrence, for bodily injury, and property damage, naming Carson City/CAMPO as an additional insured. This shall be maintained through the useful life of the vehicle and until Carson City/CAMPO releases lien of the title.)

Maintenance and Safety

This may be included as part of the TAM Plan, but is required to ensure proper utilization of FTA assets and to help ensure success of the program/project. This plan should include vehicle maintenance information such as a detailed repair schedule (for routine maintenance) and the approach for unscheduled maintenance activities.

Training Policy

An employee training policy is required, which should include, at a minimum, the frequency, type, and who will be trained in safety, substance abuse awareness, passenger sensitivity, and customer service.

Drug and Alcohol Policy (5339 only)

Subrecipients of 5339 FTA funds are required to comply with regulations issued by the FTA on drug and alcohol testing, 49 C.F.R. Part 655. Among other requirements, these regulations require that all safety sensitive employees be tested for drug and alcohol use, pre-employment (drug only), random, reasonable suspicion and post-accident, that certifications be made and reports submitted. There are limited exceptions to the testing requirements for contract maintenance workers under Section 5339 and for volunteers. Annual reporting of the testing results must be submitted to CAMPO by subrecipients on Management Information System (MIS) forms. Applications for 5310 funds do not need to include a drug and alcohol policy.

Americans with Disabilities Act Policy

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 C.F.R. Parts 38 and 39. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity and access for persons with disabilities. The FTA works to ensure nondiscriminatory transportation in support of its mission to enhance the social and economic quality of life for all Americans. More information can be found on the FTA's Civil Rights page <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/civil-rightsada>.

Equal Employment Opportunities Program

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 U.S.C. 5332. The FTA requires entities meeting certain thresholds to either submit or prepare and maintain an EEO Program. An EEO Program is a detailed set of procedures and employment information designed to ensure entities meet the EEO requirements. The FTA's Office of Civil Rights helps FTA recipients develop, implement, and monitor an effective Equal Employment Opportunity Program to ensure that recipients do not discriminate against any employees or applicants for employment because of race, color, religion, sex, disability, age or national origin. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Public Notice

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 U.S.C. 5323(b). The FTA requires applicants to provide notice and adequate opportunity for comment on projects impacting the public transportation service of a community.

**CARSON AREA METROPOLITAN PLANNING ORGANIZATION
FEDERAL TRANSIT ADMINISTRATION GRANT APPLICATION
FEDERAL FISCAL YEAR 2019 APPORTIONMENT
APPLICANT INFORMATION**

Please fill out a separate application for each Grant Program you are applying for. Attach the original signed documents along with one (1) complete copy of your application package and send to the Carson Area Metropolitan Planning Organization (CAMPO) 3505 Butti Way Carson City NV, 89701. Please retain one (1) complete copy for your records.

Physical Address: _____

Mailing Address (if different from physical address): _____

Contact Person/Official Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Applicant Federal ID#: _____

Applicant DUNS#: _____

Type of Organization: Private Non-Profit Operator of Public Transportation Services

State/Local Governmental Entity Tribal Agency (Sovereign Nation)

Other _____

Type of Service: Senior Center/Disabled Workshop Deviated Fixed Route

Fixed Route Demand Response (Dial-a-Ride, Door-to-Door)

Other (describe) _____

PROJECT INFORMATION

1. Please provide your organization's mission statement and/or describe the organization's vision.

2. Please describe, in detail, your transportation program and how this funding will enhance the services offered.

3. Describe the transportation services currently being provided by your organization and/or other in the same region.

Clientele Served

- | | |
|--|--|
| <input type="checkbox"/> Elderly (60+ years old) | <input type="checkbox"/> Persons with disabilities |
| <input type="checkbox"/> Low Income/Welfare | <input type="checkbox"/> Minorities |
| <input type="checkbox"/> General Public | <input type="checkbox"/> Other _____ |

Area Served (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Non-Urban Area (Rural under 50,000 population) | <input type="checkbox"/> Carson City |
| <input type="checkbox"/> Small Urban Area (50,000 - 200,000 population) | <input type="checkbox"/> Douglas County |
| <input type="checkbox"/> Lyon County | <input type="checkbox"/> Other _____ |

DESCRIPTION OF VEHICLE(S)/BUS(ES) REQUESTED*

Quantity	VEHICLE DESCRIPTION (including size, capacity, wheelchair positions, etc.)	Estimated Cost
_____	_____ _____ _____	\$ _____
_____	_____ _____ _____	\$ _____
_____	_____ _____ _____	\$ _____
_____	TOTAL QUANTITY	TOTAL ESTIMATED COST
		\$ _____

*Subrecipient will be required to procure requested vehicle(s) after review of procurement documents by CAMPO staff. Actual price will be based on bids received

FTA BUDGET (1 of 2) ALL APPLICANTS 5310 or 5339

<u>CAPITALIZED OPERATING EXPENSES 5310</u>	
Contract Operator Expenses	\$ _____
(Defined as acquisition of transportation services under a contract, lease, or other arrangement)	
(A) TOTAL CAPITAL EXPENSES \$ _____	

<u>OPERATING EXPENSES 5310</u>	
Driver/Dispatcher Salaries/Benefits	\$ _____
Fuel/Oil Fluids	\$ _____
Other (Specify)	\$ _____
(B) TOTAL OPERATING EXPENSES \$ _____	

<u>CAPITAL PURCHASES (5339 or 5310)</u>	
Buses/Van/Paratransit Vehicle	\$ _____
Radios/Comm Equipment	\$ _____
Bus Facilities (Shelters, Signs)	\$ _____
Vehicle Overhaul/Rehab/etc.	\$ _____
Other (Specify)	\$ _____
(C) TOTAL CAPITAL PURCHASES \$ _____	

<u>REVENUE</u>	
(MUST INCLUDE PROJECTED FAREBOX REVENUE)	
Source	Dollar Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
(D) TOTAL REVENUE \$ _____	

<u>MATCH</u>	
Source	Dollar Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
(E) TOTAL MATCH \$ _____	

5310 Enhanced Mobility for Seniors & Individuals with Disabilities

This program provides funds to 1) serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable; 2) projects that exceed the requirements of the Americans with Disabilities Act (ADA); 3) projects that improve access to fixed route service and decreased reliance on complementary paratransit; and 4) project that are alternatives to public transportation.

5339 Bus and Bus Facilities

This program provides funding to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transport centers, intermodal terminals, park-and-ride stations, passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, fare boxes, computers, and shop and garage equipment.

5310 / 5339 BUDGET (2 of 2)

TOTAL CAPITALIZED OPERATING EXPENSES	\$ _____	(A) On Budget Page 1 of 2
TOTAL REVENUE (FAREBOX, ADVERTISING, ETC.)	\$ _____	(D) On Budget Page 1 of 2
NET OPERATING EXPENSES	\$ _____	Total expenses minus total revenue
FTA SHARE: CAPITALIZED OPERATING	\$ _____	80% of net expenses
SUBRECIPIENT SHARE: CAPITALIZED OPERATING	\$ _____	20% of net expenses

TOTAL OPERATING EXPENSES	\$ _____	(B) On Budget Page 1 of 2
TOTAL FAREBOX REVENUE	\$ _____	(D) On Budget Page 1 of 2
NET OPERATING EXPENSES	\$ _____	Total expenses minus total revenue
FTA SHARE: OPERATING	\$ _____	50% of net expenses
SUBRECIPIENT SHARE: OPERATING	\$ _____	50% of net expenses

TOTAL CAPITAL PURCHASES	\$ _____	(C) On Budget Page 1 of 2
FTA SHARE: CAPITAL	\$ _____	85% of total
SUBRECIPIENT SHARE: CAPITAL	\$ _____	15% of total

PLEASE LIST FUNDING BELOW IN WHOLE DOLLARS		
TOTAL FTA FUNDS REQUESTED	\$ <input type="text"/>	(FTA CAPITALIZED OPERATING, OPERATING, & CAPITAL SHARES FROM ABOVE)

SUBRECIPIENT MATCH	\$ <input type="text"/>	(SUBRECIPIENT CAPITALIZED OPERATING, OPERATING, & CAPITAL SHARES FROM ABOVE)
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*Documentation of match funding

The screenshot shows the Account Central web interface. The browser address bar displays 'munisapp.ccc.td/MunisProd/AppHost/AccountCentral/detail'. The application header includes 'Account Central', the account number '225', and the organization 'Org'. A navigation bar contains icons for Back, Refresh, Advanced Search, My Searches, Account Inquiry, Account Master, Journals, Excel, Email, Notes, and Attach.

The main content area is titled 'CC FTA 5307 OPS MATCH' with the identifier '2250091-481013-'. Below the title are navigation tabs: ACCOUNT (selected), SEGMENTS, MONTHLY DATA, BUDGET ROLLUP, and CURRENT YEAR VS. CFWD.

The 'Account Totals' section displays a table with columns for 2020, 2019, 2018, and 2017. The data is as follows:

	2020	2019	2018	2017
Original Estimate	-466,300.00	-400,000.00	-400,000.00	-400,000.00
Transfers	0.00	0.00	0.00	0.00
Revised Estimate	-466,300.00	-400,000.00	-400,000.00	-400,000.00
Actual Revenue	0.00	0.00	-400,000.00	-400,000.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Remaining Revenue	-466,300.00	-400,000.00	0.00	0.00
Percent Collected	0 %	0 %	100 %	100 %

The 'Transactions' section shows a dropdown menu set to '2020' and a 'Total Amount: \$0.00'. Below this, a summary row shows 'Original Estimate -466,300.00' and the message 'No transactions found.' At the bottom, a breadcrumb trail shows 'CC FTA 5307 OPS MATCH' with navigation arrows.

AUTHORIZING RESOLUTION

APPLICANT _____
(Printed Name of Transportation Provider)

AUTHORIZED REPRESENTATIVE _____
(Printed name of Authorized Representative)

Resolution authorizing the filing of an application for a Federal Transit Administration / Carson Area Metropolitan Planning Organization grant under 49 USC Chapter 53.

WHEREAS, the U S Department of Transportation (USDOT) is authorized to make grants to metropolitan planning organizations through the Federal Transit Administration (FTA) to support transportation projects under 49 USC Chapter 53; and

WHEREAS, the Carson Area Metropolitan Planning Organization (CAMPO) has been designated to administer certain transportation projects under 49 USC Chapter 53; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the APPLICANT, including provisions by it of the local share of project costs;

NOW, THEREFORE, BE IT RESOLVED BY THE APPLICANT:

That the above named representative is authorized to execute and file an application with CAMPO on behalf of our agency to aid in the financing of capital, and / or operating costs pursuant to 49 USC Chapter 53; and

That the above named representative is authorized to furnish such additional information as CAMPO may require in connection with the application or the project.

The undersigned certifies that the foregoing is a true and correct statement.

(Printed Title of Authorized Representative)

(Signature of Authorized Representative) Dated _____

REFERENCES:

Carson Area Metropolitan Planning Organization (CAMPO) FTA grant application packet
www.carson.org Government → Departments G-Z → Public Works → CAMPO → Documents
→ Apply for Grant Funding; direct link: <http://carson.org/government/departments-g-z/public-works/campo-carson-area-metropolitan-planning-organization/documents>

Federal Fiscal 2019 Certifications and Assurances
<https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

Fixing America's Surface Transportation (FAST) Act
<https://www.transit.dot.gov/FAST>

United States Department of Transportation (USDOT)
www.dot.gov

Federal Transit Administration (FTA)
www.fta.dot.gov

Title 49 USC Chapter 53 Grant Programs
<https://www.transit.dot.gov/grants>

Best Practices Procurement Manual
<https://www.transit.dot.gov/funding/procurement/best-practices-procurement-manual>

OMB "Super Circular" or 2 C.F.R. 200
<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

Civil Rights (ADA, DBE, Title VI, EEO)
www.fta.dot.gov/civil_rights.html

Drug and Alcohol Regulations
<https://www.federalregister.gov/articles/2001/08/09/01-19234/prevention-of-alcohol-misuse-and-prohibited-drug-use-in-transit-operations>

United States of American Department of Transportation FTA Master Agreement
<https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-master-agreement-fta-ma21-october-1-2014>

Transit Asset Management
<https://www.transit.dot.gov/TAM>

Data Universal Numbering System (DUNS) information
<https://www.dnb.com/duns-number.html>

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

PREFACE

Before the Federal Transit Administration (FTA or We) may award federal assistance for public transportation in the form of a federal grant, cooperative agreement, loan, line of credit, loan guarantee, master credit agreement, or State Infrastructure Bank (SIB) cooperative agreement, certain pre-award Certifications and Assurances are required, except as FTA determines otherwise in writing. The Applicant must authorize a representative (Authorized Representative) to select and sign its Certifications and Assurances and bind the Applicant's compliance. You, as your Applicant's Authorized Representative, must select and sign all Certifications and Assurances that your Applicant must provide to support each application it submits to FTA for federal assistance during federal fiscal year (FY) 2019.

We request that you read each Certification and Assurance and select those that will apply to any application for which your Applicant might seek FTA assistance during FY 2019. As provided by federal laws, regulations, and requirements, FTA may award federal assistance only if the Applicant's Authorized Representative selects adequate Certifications and Assurances.

We have consolidated our Certifications and Assurances into twenty-one (21) Categories.

We encourage you to make a single selection that will encompass all twenty-one (21) Categories of Certifications and Assurances that apply to our various programs. FTA, the Applicant, and the Applicant's Authorized Representative, understand and agree that not every provision of these twenty-one (21) Categories of Certifications and Assurances will apply to every Applicant or every Award or Project included in an Award, even if you make a single selection encompassing all twenty-one (21) Categories. Nor will every provision of each Certification or Assurance within a single Category apply if that provision does not apply to your Applicant or the Award it seeks. The type of Applicant and its application will determine which Certifications and Assurances apply.

In the alternative:

- All Applicants must select the Assurances in Category 01, "Required Certifications and Assurances for each Applicant.*
- If your Applicant requests or intends to request more than \$100,000 in federal assistance during FY2019, you must select the "Lobbying" Certification in Category 02, except if your Applicant is an Indian tribe, Indian organization, or an Indian tribal organization.*
- Depending on the nature of your Applicant and the Award it seeks, you may also need to select one or more Certifications and Assurances in Categories 03 through 21.*

Your Applicant is ultimately responsible for compliance with the Certifications and Assurances selected that apply to its Award, itself, any Subrecipient, or any other Third

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

Party Participant in its Award, except as FTA determines otherwise in writing. For this reason, we strongly encourage your Applicant to take appropriate measures, including, but not limited to, obtaining sufficient documentation from each Subrecipient and any other Third Party Participant as necessary to assure your Applicant's compliance with the applicable Certifications and Assurances selected on its behalf.

Except as FTA determines otherwise in writing, if your Applicant is a team, consortium, joint venture, or partnership, it understands and agrees that you must identify the activities that each member will perform and the extent to which each member will be responsible for compliance with the selected Certifications and Assurances. You also must identify each member's role in the Award, whether as a Recipient, Subrecipient, Third Party Contractor, or other Third Party Participant.

It is important that you and your Applicant also understand that these Certifications and Assurances are pre-award requirements, generally imposed by federal law or regulation, and do not include all federal requirements that may apply to it or its Award. We expect you to submit your Applicant's FY 2019 Certifications and Assurances and its applications for federal assistance in FTA's Transit Award Management System (TrAMS). You must be registered in TrAMS to submit your Applicant's FY 2019 Certifications and Assurances. TrAMS contains fields for selecting among the twenty-one (21) Categories of Certifications and Assurances and a designated field for selecting all twenty-one (21) Categories of Certifications and Assurances. If FTA agrees that you are unable to submit your Applicant's FY 2019 Certifications and Assurances electronically, you must submit the Signature Pages at the end of this document, as FTA directs, marked to show the Categories of Certifications and Assurances that you are submitting.

Be aware that these Certifications and Assurances have been prepared in light of:

- *The Fixing America's Surface Transportation (FAST) Act, Public Law No. 114-94, December 4, 2015, and other authorizing legislation to be enacted,*
- *The Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law No. 112-141, July 6, 2012, as amended by the Surface Transportation and Veterans Health Care Choice Improvement Act of 2015, Public Law No. 114-41, July 31, 2015,*
- *Previous enabling legislation that remains in effect, and*
- *Appropriations Acts or Continuing Resolutions funding the U.S. Department of Transportation during Fiscal Year 2019.*

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

This certification appears on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
- (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;

- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

CATEGORY 2. TAX LIABILITY AND FELONY CONVICTIONS.

Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. As prescribed by U.S. DOT Order 4200.6, FTA requires each applicant to certify as to its tax and felony status.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 3. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.

3.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

4.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

4.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it has, or will develop, a transit asset management plan in compliance with 49 C.F.R. Part 625.

CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

6.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

6.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.

CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 17. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 18. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2019, Pub. L. 116-6, div. G, title I, § 191.

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the applicant will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–18. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

NEVADA PERMANENT INSURANCE IDENTIFICATION CARD

COMPANY NAIC NUMBER 19801 COMPANY NAME AND ADDRESS Argonaut Insurance Company COMMWL FLEET PERSONAL

POLICY NUMBER 290211700 EFFECTIVE DATE 7/1/2019 EXPIRATION DATE 7/1/2020

Fleet

IF "FLEET", NAME OF REGISTERED OWNER: Carson City Consolidated Municipality
AGENCY/COMPANY ISSUING CARD AND PHONE NUMBER USI Insurance Services LLC 775-335-2120

COVERAGE MEETS REQUIREMENTS SET FORTH IN NRS 485.185

INSURED NAME AND ADDRESS

Carson City Consolidated Municipality
201 N. Carson Street, Ste 3
 Carson City, NV 89701
**To report an incident or claim,
please contact:
Cecilia Meyer, Risk Management
775-283-7484
cmeyer@carson.org**

SEE IMPORTANT NOTICE ON REVERSE SIDE

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SEE IMPORTANT NOTICE ON REVERSE SIDE

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STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: October 9, 2019

Staff Contact: Michael Reynolds, Transit Coordinator

Agenda Title: For Possible Action – Discussion and possible action regarding an application to Carson Area Metropolitan Planning Organization for Federal Transit Administration (FTA) Section 5310 grant funding, and to authorize the RTC Chair to sign the Federal Transit Administration Federal Fiscal Year (FFY) 2019 Certifications and Assurances section of the RTC application for 5310 funds.

Staff Summary: FTA Section 5310 grant funding under United States Code (USC) 49, Chapter 53, for FFY 2019 has been announced and is available through an application process. Section 5310 grant funding will be used to fund costs associated with the operation of the Jump Around Carson (JAC) transit system.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the application as presented and to authorize the RTC Chair to sign the FTA FFY 2019 Certifications and Assurances section of the application.

Background/Issues & Analysis

Applications for 5310 grant funds apportioned to Nevada for small urban areas are submitted to CAMPO, the organization that administers the funds. A determination of funding allocation by CAMPO is estimated to take place at the November 13, 2019 CAMPO meeting.

The Carson City RTC is requesting \$143,900 in FTA funds for costs associated with operating the JAC transit system, which will require a 20% local match. If awarded, RTC will be responsible for the required 20% local match, equating to \$35,975.

Applicable Statute, Code, Policy, Rule or Regulation

-49 USC Chapter 53

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: Transit fund, NDOT: FTA – FTA 5310 / 2253081-431010; Transit fund, General Fund 2250091-481013

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Acceptance of awarded 5310 funds will increase available operating funds and require a 20% local match, equivalent to \$35,975 if the full grant application amount is awarded. Adequate local match is budgeted in FY 2020 to support award of this grant and the continued operations of the JAC buses.

Alternatives

-Do not approve the application and provide alternate direction to staff.

Supporting Material

-Exhibit-1: RTC’s Grant Application for Section 5310 Program Funds

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)



**CARSON AREA METROPOLITAN PLANNING ORGANIZATION
FEDERAL GRANT APPLICATION FOR
SECTIONS 5310 & 5339 PROGRAM FUNDS
FEDERAL FISCAL YEAR 2019 APPORTIONMENT**

APPLICATION CHECKLIST		APPLICANT'S NAME	
*****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR AWARD*****			
DOCUMENTATION REQUIRED	PAGE	STAFF REVIEW	
		NEW APPLICANT	DOCUMENT ON FILE
DETERMINATION OF ELIGIBILITY	3	<input type="checkbox"/>	<input type="checkbox"/>
FTA FUNDING SOURCES	6	<input type="checkbox"/>	<input type="checkbox"/>
APPLICANT INFORMATION	10	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT INFORMATION	11	<input type="checkbox"/>	<input type="checkbox"/>
VEHICLE REQUEST FORM	13	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET SUMMARY	14	<input type="checkbox"/>	<input type="checkbox"/>
MATCH SOURCE DOCUMENTATION	Include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
AUTHORIZING RESOLUTION	16	<input type="checkbox"/>	<input type="checkbox"/>
FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES	APPENDIX A	<input type="checkbox"/>	<input type="checkbox"/>
TRANSIT ASSET MANAGEMENT PLAN	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
TITLE VI PLAN	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AND GOAL	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
VEHICLE POLICY (maintenance/safety/driver&rider information)	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING POLICY	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
DRUG AND ALCOHOL POLICY (5339 Only)	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
ADA POLICY (vehicle/passengers information)	New applicants include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
EQUAL EMPLOYMENT OPPORTUNITY PLAN	Include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF VEHICLE INSURANCE POLICY (Evidencing Commercial Liability, General Liability, Collision, and Comprehensive Liability Insurance, with a limit of not less than One Million and no/100 Dollars (\$1,000,000.00) per occurrence.)	Include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
PUBLIC NOTICE	Include in application packet	<input type="checkbox"/>	<input type="checkbox"/>
*Please provide 1 original application and 1 copy			

APPLICANT SIGNATURE

CAMPO STAFF SIGNATURE

Evaluation Criteria

The process for distribution of the Carson Area Metropolitan Planning Organizations' annual formula-based funding for the Federal Transit Administration's Section 5310 and 5339 Programs includes completion of this application and reviews by CAMPO staff and Board members. To receive federal funding through either of these programs, an applicant must be eligible, per the federal requirements described above, and must comply with all other applicable federal and local regulations.

Applicants shall submit one (1) original application with all required attachments and one (1) complete copy. A separate application is required for each Federal Transit Administration (FTA) Funding Program applied for. Applications must be received no more than 30 days after notice of availability of funds at the address below:

Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701

All documents must be signed by persons with signature authority and their legal counsel. For further information or assistance, please contact the Transit Coordinator at 775-283-7583. CAMPO staff will review the application for completeness and contact the applicant with questions or additional requests, as needed. After review and acceptance by CAMPO staff, all eligible applications will be submitted to the CAMPO Board for review and selection. Any applicant who did not apply in the previous year will be considered a new applicant for the purposes of this application.

Evaluation Criteria

Grant applications submitted by the noticed deadline will be screened for eligibility prior to evaluation and consideration for award. The Carson Area Metropolitan Planning Organization Application for the Determination of Eligibility for the Federal Transit Administration's 5310 & 5339 Federal Grant Programs form must include an eligible recipient type, project type, and the project must be included in a locally developed Coordinated Human Services Public Transportation Plan. The application must be fully completed and include all required attachments. Application reviews by the CAMPO Board should be considered based on the following evaluation criteria:

- Availability of federal funds;
- Ability of applicant to administer proposed project
- Ability of applicant to comply with FTA regulations
- Service area;
- Project cost estimate and local match availability;
- Project need;
- Existence of similar projects in the identified service area;
- Number of persons estimated to be served;
- If requesting a replacement vehicle, evaluation of existing vehicle fleet factors;
- If requesting a new or additional vehicle, factors necessitating additional equipment
- Availability of the equipment to the general public, if requesting vehicle; and
- Adequacy of Maintenance Plan for equipment and facilities.

FTA Funding Sources

Please check only one funding source below. If multiple funding sources are desired, please submit a separate application for each. The FTA provides for a special match exception for vehicles and facilities that are acquired to support compliance with the Americans with Disabilities Act (ADA) or the Clean Air Act, at 85% and 90% reimbursement, respectively.

- 5310 Capital Funds (20% match required)**
- 5310 Capital Funds (15% match required—compliance with ADA)**
- 5310 Capital Funds (10% match required—compliance with Clean Air Act)**
- 5310 Operating Funds (50% match required)**

This program (49 U.S.C. 5310) provides formula funding to metropolitan planning organizations (MPOs) for the purpose of assisting private nonprofit organizations or Governmental entities in meeting the transportation needs of the elderly and persons with disabilities. Eligible subrecipients are state and local governmental entities, operators of public transportation services, including private operators of public transportation services, and private non-profit organizations.

- 5339 Capital Funds (20% match required)**
- 5339 Capital Funds (15% match required—compliance with ADA)**
- 5339 Capital Funds (10% match required—compliance with Clean Air Act)**

This program (49 U.S.C. 5339) provides funding to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transport centers, intermodal terminals, park-and-ride stations, passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, fare boxes, computers, shop and garage equipment. Eligible subrecipients include public agencies or private non-profit organizations engaged in public transportation, including those providing services open to a segment of the general public as defined by age, disability, or low income.

For more information on the programs above please refer to FTA's website:
<https://www.transit.dot.gov/grants>

If you have questions regarding which funding source is appropriate for your service please feel free to contact the CAMPO Transit Coordinator at (775) 283-7583. Project funding from the programs listed above is subject to the availability of grant funding and the amount of project funding requests received, which will be determined by the CAMPO Board during a regularly scheduled meeting occurring on the second Wednesday of each month.

Required Attachments

All subrecipients of FTA funds will be required to comply with all federal, state, and local regulations, including those specific to each funding type. As the direct recipient of 5310 and 5339 funds, CAMPO is responsible for overseeing the funds and monitoring subrecipients of these funds. Compliance with federal and local regulations does not end with documents required for this grant application. Applicants should reference the resources located on page 17 in this application packet to determine whether they have the technical and financial capacity to manage federal grant funds while maintaining full compliance. CAMPO staff will screen applicants based on information submitted in the application and will verify compliance on an ongoing basis with regular subrecipient monitoring.

Application Budget

All applicants must complete pages 14 and 15 for Capitalized Operating, Operating, and Capital Purchase funds they are requesting. If you are requesting both 5310 and 5339 funds, a separate application will need to be submitted for each. Page 15 is a summary of the budget to be completed for 5339 and 5310 capital funds separately. If you are unsure of which funds are most appropriate for your agency, please contact CAMPO staff prior to the application deadline.

Revenue (page 14): This section is distinct from the match source section as this funding source offsets the overall budget, reducing the total project cost. It can be in the form of farebox contributions, advertising revenue, donations, or agency financial assistance from service groups, businesses, charities, etc.

Match source documentation (page 14): This section includes the source of funding that provides the required non-federal share of the project cost. The source of the matching funds must be verifiable. A letter or other documentation stating the monetary commitment from the contributing agency/entity must be included within the submitted application packet.

Authorizing Resolution

A signed resolution authorizing (template on page 21 of the application) the appropriate applicant representative to execute and file an application with CAMPO on behalf of the agency must be submitted.

Annual Certifications and Assurances

Each Applicant for Federal Section 5310 and 5339 funds awarded through CAMPO must make/select all applicable certifications and assurances. Accordingly, the FTA may not award any federal assistance until the applicant provides assurances of compliance by selecting the applicable Categories and completing the signature page (Appendix A). Category 01 applies to all applicants. Category 02 applies to all applications for federal assistance in excess of \$100,000, unless the applicant is a Native American tribe or organization, or a tribal organization. Categories 03 through 21 will apply to some, but not all, applicants and projects. Please be aware, this process ONLY excludes you from submitting documents with your application, NOT from collecting documents and having them on file. The applicant also understands and agrees that these certifications and assurances are special pre-award requirements specifically prescribed by federal law or regulation and do not encompass all federal laws, regulations, and directives that may apply to the applicant or its project. A comprehensive list of those federal laws, regulations, and directives is contained in the current

FTA Master Agreement, MA (24), for Federal Fiscal Year 2019 at the FTA website <http://www.fta.dot.gov/>.

Performance Targets/Transit Asset Management Plan

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 625. All subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used in the provision of public transportation must prepare a Transit Asset Management (TAM) Plan and establish performance targets on an annual basis for use in National Transit Database (NTD) reporting. This is done with the goal of helping achieve and maintain a state of good repair for the nation's public transportation systems. A TAM Plan and annual performance targets must be submitted with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Title VI Plan

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 21. These provisions prohibit discrimination based on race, color, and national origin, including the denial of meaningful access of limited English proficient (LEP) persons. Applicants must submit a Title VI Plan with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Disadvantaged Business Enterprise (DBE) Program and DBE Goal

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 26. These provisions ensure nondiscrimination in the award and administration of US Department of Transportation (US DOT)-assisted contracts. Subrecipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts. Applicants must submit a DBE Program and DBE Goal with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Vehicle Policy and Information

Identify vehicle(s) requested (page 13 of application), providing a description of the desired vehicle. It should be noted whether the vehicle(s) is a replacement or an expansion of the existing vehicle fleet. Additionally, any special vehicle(s) options to be requested, (i.e. 4-wheel drive, bike racks, etc.) should be noted.

Vehicle maintenance and safety policies may be incorporated into sections of other documents required for this application, but must be included in order for the application to be considered for award. Rider information should also be included, which will describe how to ride, complaint procedures, fare structure, etc.

A Certificate of Insurance will need to be provided. Carson City/CAMPO requires full coverage for the vehicle as long as Carson City/CAMPO holds lien. (The standard insurance for a paratransit vehicle under this program is Liability and Property Damage Insurance with a limit of \$1,000,000 for each occurrence, for bodily injury, and property damage, naming Carson City/CAMPO as an additional insured. This shall be maintained through the useful life of the vehicle and until Carson City/CAMPO releases lien of the title.)

Maintenance and Safety

This may be included as part of the TAM Plan, but is required to ensure proper utilization of FTA assets and to help ensure success of the program/project. This plan should include vehicle maintenance information such as a detailed repair schedule (for routine maintenance) and the approach for unscheduled maintenance activities.

Training Policy

An employee training policy is required, which should include, at a minimum, the frequency, type, and who will be trained in safety, substance abuse awareness, passenger sensitivity, and customer service.

Drug and Alcohol Policy (5339 only)

Subrecipients of 5339 FTA funds are required to comply with regulations issued by the FTA on drug and alcohol testing, 49 C.F.R. Part 655. Among other requirements, these regulations require that all safety sensitive employees be tested for drug and alcohol use, pre-employment (drug only), random, reasonable suspicion and post-accident, that certifications be made and reports submitted. There are limited exceptions to the testing requirements for contract maintenance workers under Section 5339 and for volunteers. Annual reporting of the testing results must be submitted to CAMPO by subrecipients on Management Information System (MIS) forms. Applications for 5310 funds do not need to include a drug and alcohol policy.

Americans with Disabilities Act Policy

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 C.F.R. Parts 38 and 39. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity and access for persons with disabilities. The FTA works to ensure nondiscriminatory transportation in support of its mission to enhance the social and economic quality of life for all Americans. More information can be found on the FTA's Civil Rights page <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/civil-rightsada>.

Equal Employment Opportunities Program

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 U.S.C. 5332. The FTA requires entities meeting certain thresholds to either submit or prepare and maintain an EEO Program. An EEO Program is a detailed set of procedures and employment information designed to ensure entities meet the EEO requirements. The FTA's Office of Civil Rights helps FTA recipients develop, implement, and monitor an effective Equal Employment Opportunity Program to ensure that recipients do not discriminate against any employees or applicants for employment because of race, color, religion, sex, disability, age or national origin. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Public Notice

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 U.S.C. 5323(b). The FTA requires applicants to provide notice and adequate opportunity for comment on projects impacting the public transportation service of a community.

**CARSON AREA METROPOLITAN PLANNING ORGANIZATION
FEDERAL TRANSIT ADMINISTRATION GRANT APPLICATION
FEDERAL FISCAL YEAR 2019 APPORTIONMENT
APPLICANT INFORMATION**

Please fill out a separate application for each Grant Program you are applying for. Attach the original signed documents along with one (1) complete copy of your application package and send to the Carson Area Metropolitan Planning Organization (CAMPO) 3505 Butti Way Carson City NV, 89701. Please retain one (1) complete copy for your records.

Physical Address: _____

Mailing Address (if different from physical address): _____

Contact Person/Official Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Applicant Federal ID#: _____

Applicant DUNS#: _____

Type of Organization: Private Non-Profit Operator of Public Transportation Services

State/Local Governmental Entity Tribal Agency (Sovereign Nation)

Other _____

Type of Service: Senior Center/Disabled Workshop Deviated Fixed Route

Fixed Route Demand Response (Dial-a-Ride, Door-to-Door)

Other (describe) _____

PROJECT INFORMATION

1. Please provide your organization's mission statement and/or describe the organization's vision.

2. Please describe, in detail, your transportation program and how this funding will enhance the services offered.

3. Describe the transportation services currently being provided by your organization and/or other in the same region.

Clientele Served

- | | |
|--|--|
| <input type="checkbox"/> Elderly (60+ years old) | <input type="checkbox"/> Persons with disabilities |
| <input type="checkbox"/> Low Income/Welfare | <input type="checkbox"/> Minorities |
| <input type="checkbox"/> General Public | <input type="checkbox"/> Other _____ |

Area Served (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Non-Urban Area (Rural under 50,000 population) | <input type="checkbox"/> Carson City |
| <input type="checkbox"/> Small Urban Area (50,000 - 200,000 population) | <input type="checkbox"/> Douglas County |
| <input type="checkbox"/> Lyon County | <input type="checkbox"/> Other _____ |

DESCRIPTION OF VEHICLE(S)/BUS(ES) REQUESTED*

Quantity	VEHICLE DESCRIPTION (including size, capacity, wheelchair positions, etc.)	Estimated Cost
_____	_____ _____ _____	\$ _____
_____	_____ _____ _____	\$ _____
_____	_____ _____ _____	\$ _____
_____	TOTAL QUANTITY	TOTAL ESTIMATED COST
		\$ _____

*Subrecipient will be required to procure requested vehicle(s) after review of procurement documents by CAMPO staff. Actual price will be based on bids received

FTA BUDGET (1 of 2) ALL APPLICANTS 5310 or 5339

<u>CAPITALIZED OPERATING EXPENSES 5310</u>	
Contract Operator Expenses	\$ _____
(Defined as acquisition of transportation services under a contract, lease, or other arrangement)	
(A) TOTAL CAPITAL EXPENSES \$ _____	

<u>OPERATING EXPENSES 5310</u>	
Driver/Dispatcher Salaries/Benefits	\$ _____
Fuel/Oil Fluids	\$ _____
Other (Specify)	\$ _____
(B) TOTAL OPERATING EXPENSES \$ _____	

<u>CAPITAL PURCHASES (5339 or 5310)</u>	
Buses/Van/Paratransit Vehicle	\$ _____
Radios/Comm Equipment	\$ _____
Bus Facilities (Shelters, Signs)	\$ _____
Vehicle Overhaul/Rehab/etc.	\$ _____
Other (Specify)	\$ _____
(C) TOTAL CAPITAL PURCHASES \$ _____	

<u>REVENUE</u>	
(MUST INCLUDE PROJECTED FAREBOX REVENUE)	
Source	Dollar Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
(D) TOTAL REVENUE \$ _____	

<u>MATCH</u>	
Source	Dollar Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
(E) TOTAL MATCH \$ _____	

5310 Enhanced Mobility for Seniors & Individuals with Disabilities

This program provides funds to 1) serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable; 2) projects that exceed the requirements of the Americans with Disabilities Act (ADA); 3) projects that improve access to fixed route service and decreased reliance on complementary paratransit; and 4) project that are alternatives to public transportation.

5339 Bus and Bus Facilities

This program provides funding to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transport centers, intermodal terminals, park-and-ride stations, passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, fare boxes, computers, and shop and garage equipment.

5310 / 5339 BUDGET (2 of 2)

TOTAL CAPITALIZED OPERATING EXPENSES	\$ _____	(A) On Budget Page 1 of 2
TOTAL REVENUE (FAREBOX, ADVERTISING, ETC.)	\$ _____	(D) On Budget Page 1 of 2
NET OPERATING EXPENSES	\$ _____	Total expenses minus total revenue
FTA SHARE: CAPITALIZED OPERATING	\$ _____	80% of net expenses
SUBRECIPIENT SHARE: CAPITALIZED OPERATING	\$ _____	20% of net expenses

TOTAL OPERATING EXPENSES	\$ _____	(B) On Budget Page 1 of 2
TOTAL FAREBOX REVENUE	\$ _____	(D) On Budget Page 1 of 2
NET OPERATING EXPENSES	\$ _____	Total expenses minus total revenue
FTA SHARE: OPERATING	\$ _____	50% of net expenses
SUBRECIPIENT SHARE: OPERATING	\$ _____	50% of net expenses

TOTAL CAPITAL PURCHASES	\$ _____	(C) On Budget Page 1 of 2
FTA SHARE: CAPITAL	\$ _____	80% of total
SUBRECIPIENT SHARE: CAPITAL	\$ _____	20% of total

PLEASE LIST FUNDING BELOW IN WHOLE DOLLARS		
TOTAL FTA FUNDS REQUESTED	\$ <input type="text"/>	(FTA CAPITALIZED OPERATING, OPERATING, & CAPITAL SHARES FROM ABOVE)

SUBRECIPIENT MATCH	\$ <input type="text"/>	(SUBRECIPIENT CAPITALIZED OPERATING, OPERATING, & CAPITAL SHARES FROM ABOVE)
---------------------------	-------------------------	--

*Documentation of match funding

The screenshot shows the Account Central interface for account 225. The main heading is "CC FTA 5307 OPS MATCH" with ID 2250091-481013-. Navigation tabs include ACCOUNT, SEGMENTS, MONTHLY DATA, BUDGET ROLLUP, and CURRENT YEAR VS. CFWD. The "Account Totals" section displays a table comparing 2020, 2019, 2018, and 2017 data. The 2020 and 2019 values are highlighted in red. The "Transactions" section shows a total amount of \$0.00 for 2020, with a note that no transactions were found for the selected "Original Estimate" of -466,300.00.

Account Totals

	2020	2019	2018	2017
Original Estimate	-466,300.00	-400,000.00	-400,000.00	-400,000.00
Transfers	0.00	0.00	0.00	0.00
Revised Estimate	-466,300.00	-400,000.00	-400,000.00	-400,000.00
Actual Revenue	0.00	0.00	-400,000.00	-400,000.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Remaining Revenue	-466,300.00	-400,000.00	0.00	0.00
Percent Collected	0 %	0 %	100 %	100 %

Transactions 2020 Total Amount: \$0.00

Original Estimate -466,300.00 No transactions found.

Navigation: CC FTA 5307 OPS MATCH

REFERENCES:

Carson Area Metropolitan Planning Organization (CAMPO) FTA grant application packet
www.carson.org Government → Departments G-Z → Public Works → CAMPO → Documents
→ Apply for Grant Funding; direct link: <http://carson.org/government/departments-g-z/public-works/campo-carson-area-metropolitan-planning-organization/documents>

Federal Fiscal 2019 Certifications and Assurances
<https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

Fixing America's Surface Transportation (FAST) Act
<https://www.transit.dot.gov/FAST>

United States Department of Transportation (USDOT)
www.dot.gov

Federal Transit Administration (FTA)
www.fta.dot.gov

Title 49 USC Chapter 53 Grant Programs
<https://www.transit.dot.gov/grants>

Best Practices Procurement Manual
<https://www.transit.dot.gov/funding/procurement/best-practices-procurement-manual>

OMB "Super Circular" or 2 C.F.R. 200
<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

Civil Rights (ADA, DBE, Title VI, EEO)
www.fta.dot.gov/civil_rights.html

Drug and Alcohol Regulations
<https://www.federalregister.gov/articles/2001/08/09/01-19234/prevention-of-alcohol-misuse-and-prohibited-drug-use-in-transit-operations>

United States of American Department of Transportation FTA Master Agreement
<https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-master-agreement-fta-ma21-october-1-2014>

Transit Asset Management
<https://www.transit.dot.gov/TAM>

Data Universal Numbering System (DUNS) information
<https://www.dnb.com/duns-number.html>

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

PREFACE

Before the Federal Transit Administration (FTA or We) may award federal assistance for public transportation in the form of a federal grant, cooperative agreement, loan, line of credit, loan guarantee, master credit agreement, or State Infrastructure Bank (SIB) cooperative agreement, certain pre-award Certifications and Assurances are required, except as FTA determines otherwise in writing. The Applicant must authorize a representative (Authorized Representative) to select and sign its Certifications and Assurances and bind the Applicant's compliance. You, as your Applicant's Authorized Representative, must select and sign all Certifications and Assurances that your Applicant must provide to support each application it submits to FTA for federal assistance during federal fiscal year (FY) 2019.

We request that you read each Certification and Assurance and select those that will apply to any application for which your Applicant might seek FTA assistance during FY 2019. As provided by federal laws, regulations, and requirements, FTA may award federal assistance only if the Applicant's Authorized Representative selects adequate Certifications and Assurances.

We have consolidated our Certifications and Assurances into twenty-one (21) Categories.

We encourage you to make a single selection that will encompass all twenty-one (21) Categories of Certifications and Assurances that apply to our various programs. FTA, the Applicant, and the Applicant's Authorized Representative, understand and agree that not every provision of these twenty-one (21) Categories of Certifications and Assurances will apply to every Applicant or every Award or Project included in an Award, even if you make a single selection encompassing all twenty-one (21) Categories. Nor will every provision of each Certification or Assurance within a single Category apply if that provision does not apply to your Applicant or the Award it seeks. The type of Applicant and its application will determine which Certifications and Assurances apply.

In the alternative:

- All Applicants must select the Assurances in Category 01, "Required Certifications and Assurances for each Applicant.*
- If your Applicant requests or intends to request more than \$100,000 in federal assistance during FY2019, you must select the "Lobbying" Certification in Category 02, except if your Applicant is an Indian tribe, Indian organization, or an Indian tribal organization.*
- Depending on the nature of your Applicant and the Award it seeks, you may also need to select one or more Certifications and Assurances in Categories 03 through 21.*

Your Applicant is ultimately responsible for compliance with the Certifications and Assurances selected that apply to its Award, itself, any Subrecipient, or any other Third

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

Party Participant in its Award, except as FTA determines otherwise in writing. For this reason, we strongly encourage your Applicant to take appropriate measures, including, but not limited to, obtaining sufficient documentation from each Subrecipient and any other Third Party Participant as necessary to assure your Applicant's compliance with the applicable Certifications and Assurances selected on its behalf.

Except as FTA determines otherwise in writing, if your Applicant is a team, consortium, joint venture, or partnership, it understands and agrees that you must identify the activities that each member will perform and the extent to which each member will be responsible for compliance with the selected Certifications and Assurances. You also must identify each member's role in the Award, whether as a Recipient, Subrecipient, Third Party Contractor, or other Third Party Participant.

It is important that you and your Applicant also understand that these Certifications and Assurances are pre-award requirements, generally imposed by federal law or regulation, and do not include all federal requirements that may apply to it or its Award. We expect you to submit your Applicant's FY 2019 Certifications and Assurances and its applications for federal assistance in FTA's Transit Award Management System (TrAMS). You must be registered in TrAMS to submit your Applicant's FY 2019 Certifications and Assurances. TrAMS contains fields for selecting among the twenty-one (21) Categories of Certifications and Assurances and a designated field for selecting all twenty-one (21) Categories of Certifications and Assurances. If FTA agrees that you are unable to submit your Applicant's FY 2019 Certifications and Assurances electronically, you must submit the Signature Pages at the end of this document, as FTA directs, marked to show the Categories of Certifications and Assurances that you are submitting.

Be aware that these Certifications and Assurances have been prepared in light of:

- *The Fixing America's Surface Transportation (FAST) Act, Public Law No. 114-94, December 4, 2015, and other authorizing legislation to be enacted,*
- *The Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law No. 112-141, July 6, 2012, as amended by the Surface Transportation and Veterans Health Care Choice Improvement Act of 2015, Public Law No. 114-41, July 31, 2015,*
- *Previous enabling legislation that remains in effect, and*
- *Appropriations Acts or Continuing Resolutions funding the U.S. Department of Transportation during Fiscal Year 2019.*

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

This certification appears on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated

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- against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
- (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

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- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.

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- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost

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Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;

- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

CATEGORY 2. TAX LIABILITY AND FELONY CONVICTIONS.

Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. As prescribed by U.S. DOT Order 4200.6, FTA requires each applicant to certify as to its tax and felony status.

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If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 3. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.

3.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

4.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

4.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it has, or will develop, a transit asset management plan in compliance with 49 C.F.R. Part 625.

CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

6.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

6.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

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- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

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- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.

CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

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In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 17. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 18. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2019, Pub. L. 116-6, div. G, title I, § 191.

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the applicant will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–18. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

NEVADA PERMANENT INSURANCE IDENTIFICATION CARD

COMPANY NAIC NUMBER 19801 COMPANY NAME AND ADDRESS Argonaut Insurance Company COMMWL FLEET PERSONAL

POLICY NUMBER 290211700 EFFECTIVE DATE 7/1/2019 EXPIRATION DATE 7/1/2020

Fleet

IF "FLEET", NAME OF REGISTERED OWNER: Carson City Consolidated Municipality
AGENCY/COMPANY ISSUING CARD AND PHONE NUMBER USI Insurance Services LLC 775-335-2120

COVERAGE MEETS REQUIREMENTS SET FORTH IN NRS 485.185

INSURED NAME AND ADDRESS

Carson City Consolidated Municipality
201 N. Carson Street, Ste 3
 Carson City, NV 89701
**To report an incident or claim, please contact:
Cecilia Meyer, Risk Management
775-283-7484
cmeyer@carson.org**

SEE IMPORTANT NOTICE ON REVERSE SIDE

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Carson City Regional Transportation Commission
Item for Commission Information

RTC Meeting Date: October 9, 2019
To: Regional Transportation Commission
From: Justin Tearney, Street Supervisor
Date Prepared: October 1, 2019
Subject Title: Street Operations Activity Report
Staff Summary: Monthly Status Report for the Commission’s Information

**Carson City Public Works, Street Operations Division
Status Report to RTC: Activities of August 2019**

Street Repair and Maintenance

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Crack Seal Operation (blocks of sealant used)	0	-
Street Patching Operation (tons of asphalt)	12	75
Pot Holes Repaired	0	-

Tree Care and Maintenance

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Tree Pruning Operations	193	380
Tree Removal	2	2
Tree Replacement	0	3
Tree Care Chemical Treatment	0	0
Tree Work for Other Departments	0	0
Weed Abatement Chemical Sprayed (gallons applied)	0	3300

Concrete Repair and Maintenance

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Concrete Poured (yards)	34	85
Curb & Gutter (linear feet)	192	458
Sidewalk & Flat Work (sq/ft)	1120	3016
Wheel Chair Ramps	0	0
Misc.	0	245

Grading and Shoulder Maintenance

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Dirt Road Work/Misc	Crews removed 400 yards of dirt on Sierra Vista to improve the drainage and falling debris.	340
Shoulder Work on Asphalt Roads	550	1480
Debris Cleaned	0	500

Storm Water

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Sediment Removed from Ditches (yards)	200	301
Lineal foot of ditch cleared	0	1327
Pipe Hydro Flushed (linear feet)	0	420
Drainage Inlets Cleaned	0	0
Sediment Removed from Ditches (yards)	200	301

Sweeper Operations

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Curb Miles Swept	555	1221
Material Picked Up (yards)	210	375
City Parking Lots Swept	0	7

Trucking Bins

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Bins Hauled for Waste Water Treatment Plant (yards)	36	75
Bins Hauled for Sweeping Operation (yards)	42	72
Equipment Transported for other Departments	0	0

Banner and Decorations Activities

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Banner Operations Carson Street	4	8
Changed Lamp Post Banners	0	0
Installed Christmas Decorations	0	0
Removed Christmas Decorations	0	0

Signs and Markings

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Signs Made	5	14
Signs Replaced	3	15
Sign Post Replaced	4	6
Signs Replaced due to Graffiti Damage	1	1
Delineators Replaced	1	2
Cross Walks Painted	46	100
Stop Bars Painted	51	85
Yield Bars Painted	14	53
Right Arrows Painted	17	19
Left Arrows Painted	99	112
Straight Arrows Painted	3	3
Stop (word) Painted	3	5
Only (word) Painted	11	11
Bike Symbol & Arrow	0	0
Install Street, bicycle, and pedestrian counters	6	16
Curb Painted (linear feet)	0	0

Weather Events

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Snow and Ice Control	0	0
Rain Event/Flood Control	0	0
Wind	0	0



Project Status Report

7-C

Carson City Regional Transportation Commission Capital Project Information

Wednesday, October 9, 2019

10 Minutes

Regional Transportation Commission

From: Dan Stucky, City Engineer

Date Prepared: 9/30/2019

Staff Summary: Monthly Status Report for the Commission's Information

Project Name	*Project Cost	Page #
South Carson Street Complete Streets Project	\$944,754	2
Freeway Multi-Use Path to Colorado Street	\$57,373	3
Freeway Multi-Use Path to Edmonds Sports Complex	\$931	4
CDBG College Parkway Improvements	\$17,264	5
FY 2019 District 1 Street Lighting	\$12,841	6
Fiscal Year 2019 District 1 Pavement Preservation Projects	\$474,203	7
FY 2019 District 1 Goni Road Reconstruction Project	\$23,299	8
Kings Canyon Trailhead Improvements and Roadway Reconstruction Project	\$3,695	9
Fiscal Year 2019 District 1 Pavement Preservation Projects (Part 2)	\$1,651	10
Clearview Micro-Surfacing Project	\$1,595	11
Roop Street Rehabilitation Project	\$6,873	12
Fairview Drive Reconstruction Project	\$5,741	13
Airport Road Sewer Replacement	\$48,000	14
Stewart Street Pedestrian Signal Project		15
	\$1,598,220	

*As of 8/29/2019, includes design, construction management, and construction costs to date.

Project Name: South Carson Street Complete Streets Project
Project Number: P303518001 & P303517037
Department Lead: Public Works

Project Cost to Date	\$944,754	As of Date	Grant Funded	Total Budget
		8/29/2019	Yes	\$21,008,377
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
5053705	507010	Stormwater Fund	19/20	\$3,390,811
5203502	507010	Water Fund	19/20	\$475,000
5103205	507010	Wastewater Fund	19/20	\$225,000
2503035	507010	RTC Fund (State)	19	\$6,251,219
2503035	507010	RTC Fund (Federal-TIGER)	19/20	\$7,570,202
6037510	507010	Redevelopment Fund	19	\$205,000
3100615	507010	Infrastructure Fund	19/20	\$2,891,145

Project Description

Resurfacing and Complete Streets improvements on South Carson Street corridor between Fifth and Roland Street (includes portion of the Frontage Road)

Project Justification

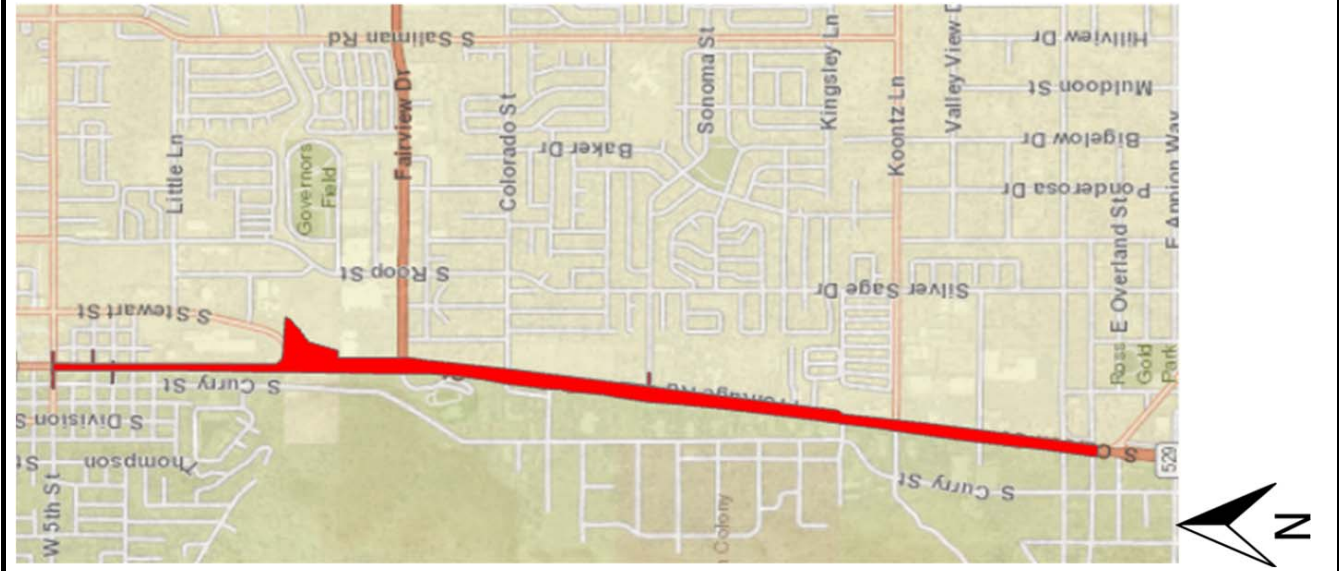
Per an agreement between Carson City and the Nevada Department of Transportation (NDOT), pavement and Complete Street improvements to the corridor are required in exchange for \$5.1 million from NDOT. Competitive grant funds have been awarded, which include a TAP grant in the amount of \$750,000, a TIGER grant in the amount of \$7,570,202, and STBG grant funds in the amount of \$372,372

Project Status

100% design has been completed. Refining cost estimates and value engineering. Finalizing TIGER agreement and NEPS/Section 106.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Aug-18	Oct-19	
Construction	Dec-19	Oct-20	



Project Name: Freeway Multi-Use Path to Colorado Street
Project Number: P303518003
Department Lead: Public Works

Project Cost to Date	\$57,373	As of Date	Grant Funded	Total Budget
		8/29/2019	Yes	\$1,025,500
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	FY19	\$740,000
2503035	507010	RTC Fund	FY20	\$285,500

Project Description

Construct 4,200 feet of multi-use path and associate improvements. West side of I-580 from linear ditch path to Colorado Street.

Project Justification

In line with the City’s Unified Pathways Master Plan and goals from the CAMPO Regional Transportation Plan, a competitive TAP grant was awarded by NDOT.

Project Status

Design complete. Preparing bid documents and awaiting a notice to proceed for construction.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Feb-19	Sep-19	Feb-19
Construction	Jan-19	Oct-20	Sep-19



Project Name: Freeway Multi-Use Path to Edmonds Sports Complex
Project Number: P303518008
Department Lead: Public Works

Project Cost to Date	\$931	As of Date	Grant Funded	Total Budget
		8/29/2019	Yes	\$1,618,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	FY20	\$1,618,000

Project Description

A 2.3 mile multi-use path from Colorado Street to the Pete Livermore Sports Complex. Along the freeway between Colorado Street and Livermore Lane.

Project Justification

In line with the City's Unified Pathways Master Plan and goals from the CAMPO Regional Transportation Plan, a competitive TAP grant was awarded by NDOT.

Project Status

A notice to proceed from NDOT has been received.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Jan-20	Dec-20	9/1/2019
Construction	Mar-21	Oct-21	



Project Name: CDBG College Parkway Improvements
Project Number: P303518056
Department Lead: Public Works

Project Cost to Date	\$17,264	As of Date	Grant Funded	Total Budget
		8/29/2019	Yes	\$268,892
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2750620	507010	RTC Fund (Federal-CDBG)	FY20	\$268,892

Project Description

ADA improvements on West College Parkway between North Carson Street and Northgate Lane.

Project Justification

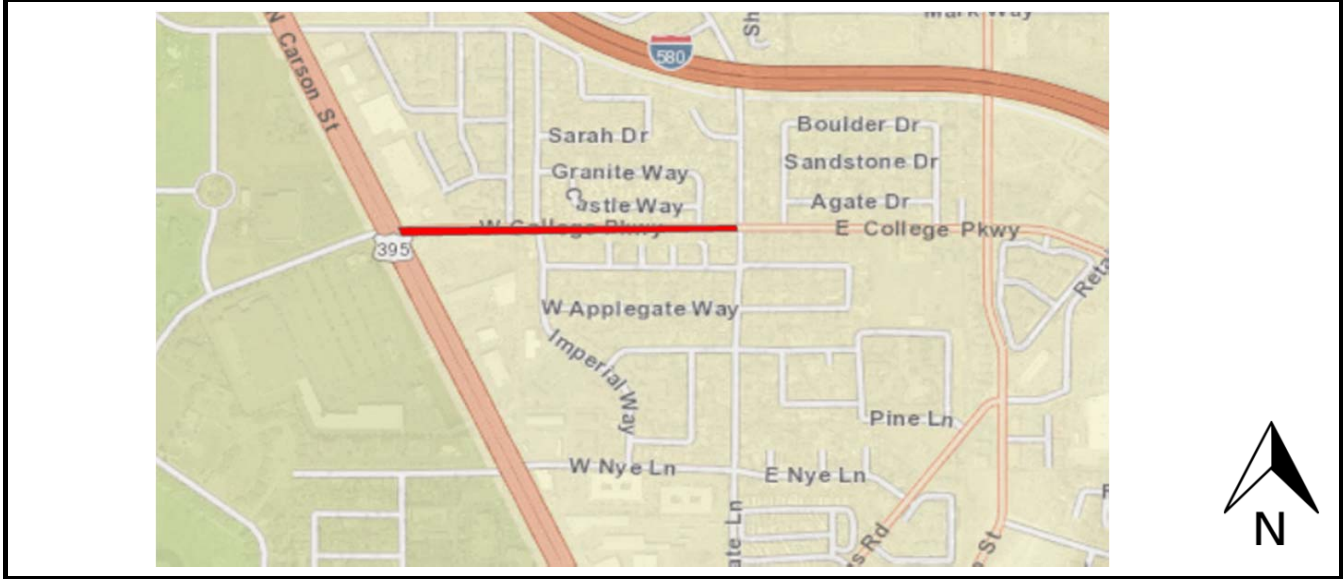
In line with the City’s ADA Transition Plan, a competitive CDBG grant award for ADA improvements.

Project Status

Construction is anticipated in early fall.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Jul-18	Apr-19	7/1/2018
Construction	Oct-19	Nov-19	



Project Name: FY 2019 District 1 Street Lighting
Project Number: P303518079
Department Lead: Public Works

Project Cost to Date	\$12,841	As of Date	Grant Funded	Total Budget
		8/29/2019	No	\$114,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	FY19	\$114,000

Project Description

Installation of intersection and crosswalk street lighting at two intersections. Northgate Lane and College Parkway intersection and Goni Road and Arrowhead Drive intersection.

Project Justification

On September 12th the RTC directed staff to pursue transportation infrastructure projects for Performance District 1. In line with the City’s Complete Streets policy, all of the FY 2019 pavement projects have been evaluated for Complete Street improvements. The two intersections noted above currently do not have any street lighting. The addition of street lighting at these locations is anticipated to improve safety for all users.

Project Status

The design was completed by NV Energy. Construction anticipated in the fall.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Oct-18	May-19	N/A
Construction	Jul-19	Aug-19	N/A



Project Name: Fiscal Year 2019 District 1 Pavement Preservation Projects
Project Number: P303518080
Department Lead: Public Works

Project Cost to Date	\$474,203	As of Date	Grant Funded	Total Budget
		8/29/2019	No	\$1,030,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	FY19	\$750,000
5103205	507010	Waste Water	FY19	\$280,000

Project Description

Preservation Projects – Slurry Seal Type 3 Modified.

- College Parkway – between N. Northgate Lane and Airport Road, the portion between Carson Street and Northgate Lane has been separated to allow for fast tracking improvements not contingent on the CDBG College Parkway ADA Improvements
- Hot Springs Road – between Northgate Lane and Roop Street
- Roop Street – between Hot Springs Road and College Parkway
- Arrowhead Drive – between Emerson Street and Convoir Drive

Project Justification

Roadways in Performance District 1 were evaluated according to the evaluation factors within the FY 2019-2022 Pavement Management Plan: Pavement Condition Index (PCI), roadway functional classification, safety needs, traffic volume, and construction efficiencies. The RTC approved pursuit of District 1 projects on September 12, 2018.

Project Status

Construction Complete.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Oct-18	Mar-19	N/A
Construction	May-19	Aug-19	N/A

No Map - Multiple Locations

Project Name: FY 2019 District 1 Goni Road Reconstruction Project
Project Number: P303518081
Department Lead: Public Works

Project Cost to Date	\$23,299	As of Date	Grant Funded	Total Budget
		10/14/1963	No	\$605,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	FY19	\$605,000

Project Description

Roadway reconstruction project. Goni Road, between Boeing Way and Arrowhead Drive.

Project Justification

On September 12th the RTC directed staff to pursue the reconstruction of Goni Road if sufficient funding is available in the fiscal year 2019 budget. Goni Road has a pavement condition ranging between poor and serious. Goni Road is functionally classified as a Collector Roadway.

Project Status

Construction complete.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Oct-18	Mar-19	N/A
Construction	Jun-19	Aug-19	N/A



Project Name: Kings Canyon Trailhead Improvements and Roadway Reconstruction Project
Project Number: P303519006
Department Lead: Public Works

Project Cost to Date	\$3,695	As of Date	Grant Funded	Total Budget
		8/29/2019	Yes	\$3,757,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	FY19	\$35,350
2503035	507010	RTC Fund	FY20	\$118,200
2503035	507010	RTC Fund	FY21	\$81,800
2503035	507010	RTC Fund (Federal-FLAP)	FY21	\$3,521,650

Project Description

This project will widen the existing roadway, accommodate bicycle lanes, and improve the trailhead parking lot with restroom facilities and additional capacity. Kings Canyon road just east of Kings Canyon Creek to the Kings Canyon Trailhead.

Project Justification

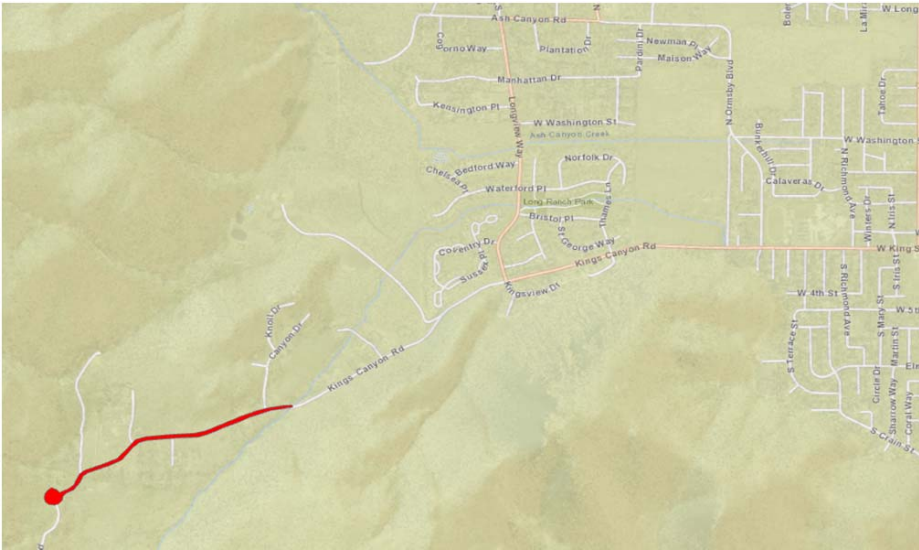
RTC was awarded \$3,707,000 from the Federal Highway Administration (FHWA), Central Federal Lands Highway Division (CFLHD) for the Federal Lands Access Program (FLAP) grant. Open Space account transfer of 35,350 included.

Project Status

75% plans are scheduled for December 2019.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Oct-18	N/A	N/A
Construction	N/A	N/A	N/A



Project Name: Fiscal Year 2019 District 1 Pavement Preservation Projects (Part 2)
Project Number: P303519007
Department Lead: Public Works

Project Cost to Date	\$1,651	As of Date	Grant Funded	Total Budget
		8/29/2019	No	\$70,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	FY19	\$70,000

Project Description

Preservation Projects – Slurry Seal Type 3 Modified - This project is an extension of the FY19 District 1 Pavement Projects. College Parkway between N. Carson Street and Northgate.

Project Justification

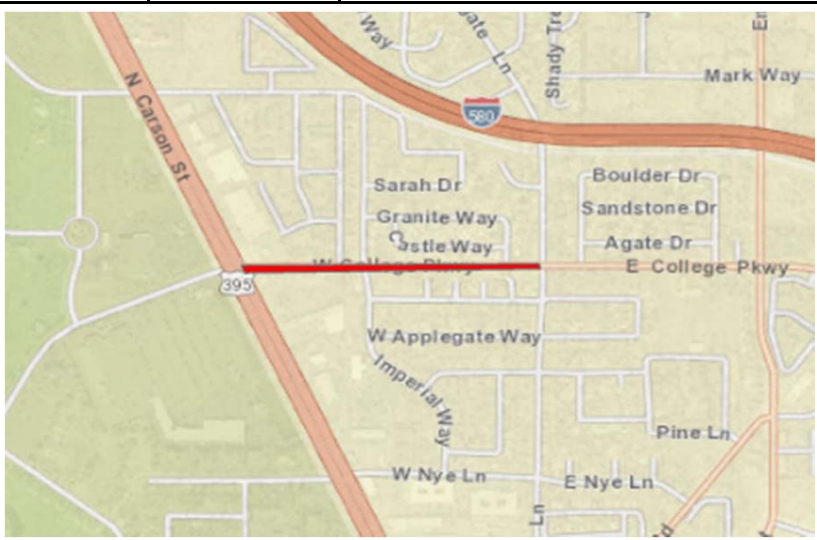
Roadways in Performance District 1 were evaluated according to the evaluation factors within the FY 2019-2022 Pavement Management Plan: Pavement Condition Index (PCI), roadway functional classification, safety needs, traffic volume, and construction efficiencies. The RTC approved pursuit of District 1 projects on September 12, 2018.

Project Status

Construction complete.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Oct-18	N/A	N/A
Construction	N/A	N/A	N/A



Project Name: Clearview Micro-Surfacing Project
Project Number: P303519008
Department Lead: Public Works

Project Cost to Date	\$1,595	As of Date	Grant Funded	Total Budget
		8/29/2019	No	\$113,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2535005	507010	V&T Infrastructure Fund	FY20	\$97,000
2535005	507010	V&T Infrastructure Fund	FY19	\$16,000

Project Description

Type 3 Modified Micro-Surfacing on Clearview Drive between South Carson Street and Edmonds Drive.

Project Justification

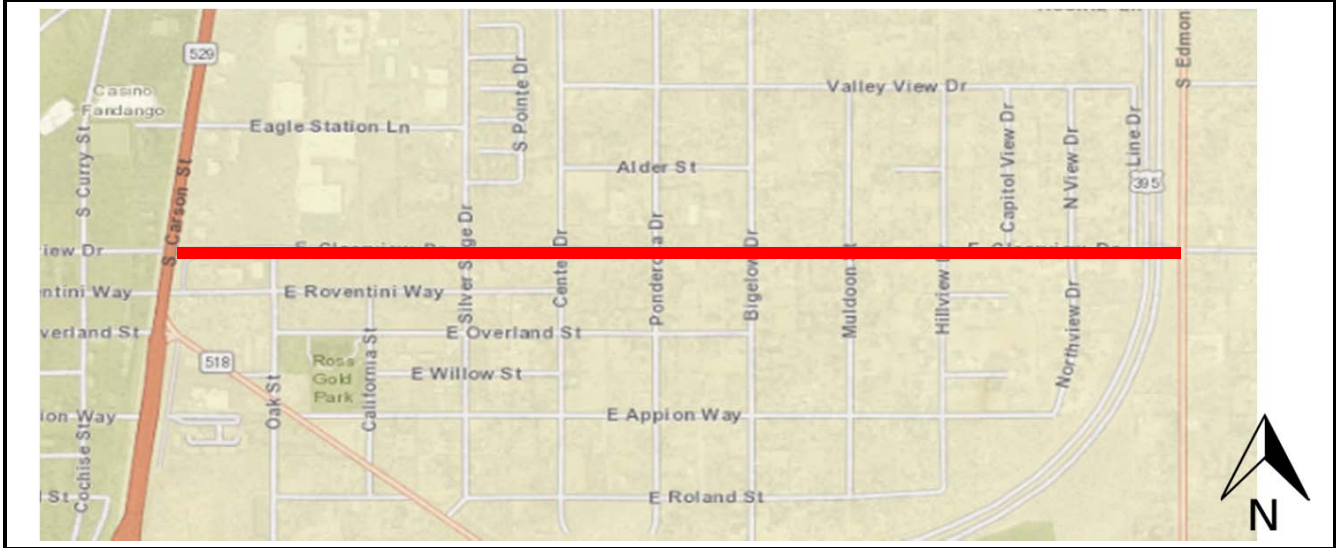
The East Clearview Drive Preservation Project, involves a micro-seal pavement preservation treatment and upgrading of pedestrian curb ramps to meet federal ADA standards along the 1.2-mile portion of East Clearview Drive from South Carson Street to Line Drive (just west of I-580). The pavement condition along this section of East Clearview Drive necessitates a pavement preservation treatment in order to maintain its current condition and avoid rapid deterioration that would otherwise occur without this critically-timed investment.

Project Status

Construction complete.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Oct-18	May-19	N/A
Construction	Jul-19	Sep-19	N/A



Project Name: Roop Street Rehabilitation Project
Project Number: P303519009
Department Lead: Public Works

Project Cost to Date	\$6,873	As of Date	Grant Funded	Total Budget
		8/29/2019	No	\$641,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2535005	507010	V&T Infrastructure Fund	FY20	\$562,000
2535005	507010	V&T Infrastructure Fund	FY19	\$79,000

Project Description

Roop Street, from East 5th Street to East Musser Street

Project Justification

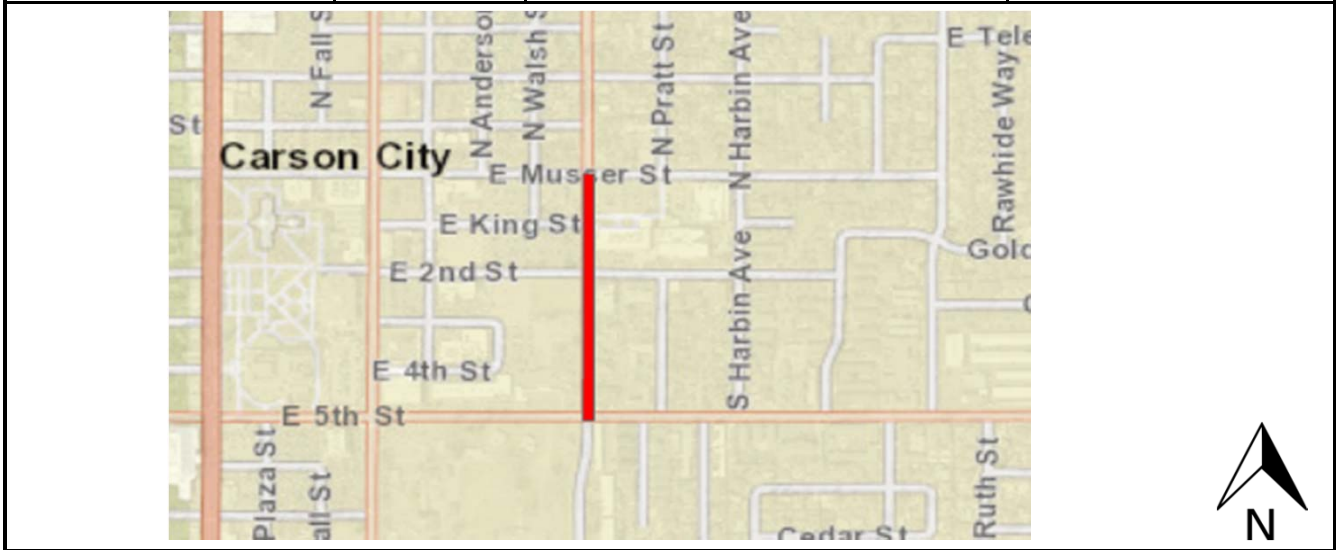
The Roop Street Rehabilitation Project involves reconstructing a 0.2-mile portion of Roop Street, from East 5th Street to East Musser Street (the “Roop Street Project”). This route provides a critical north-south access connection to the Carson City Public Safety Complex. The pavement is in very poor condition and pedestrian facilities do not meet Federal Americans with Disabilities (ADA) standards

Project Status

Design will begin in early fall. Geotechnical work completed, right-of-way under review.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Aug-19	TBD	N/A
Construction	TBD	TBD	N/A



Project Name: Fairview Drive Reconstruction Project
Project Number: P303519010
Department Lead: Public Works

Project Cost to Date	\$5,741	As of Date	Grant Funded	Total Budget
		8/29/2019	Yes	\$1,293,713
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	FY19/20	\$709,017
5203505	507010	Water Fund	FY20	\$584,696

Project Description

Reconstruct Fairview Drive between Carson Street and Roop Street. Project includes reconstruction of roadway, a partial mill and overlay with patching, sidewalk construction, stormwater enhancements, and ADA improvements to curb ramps, sidewalks, and pedestrian push button.

Project Justification

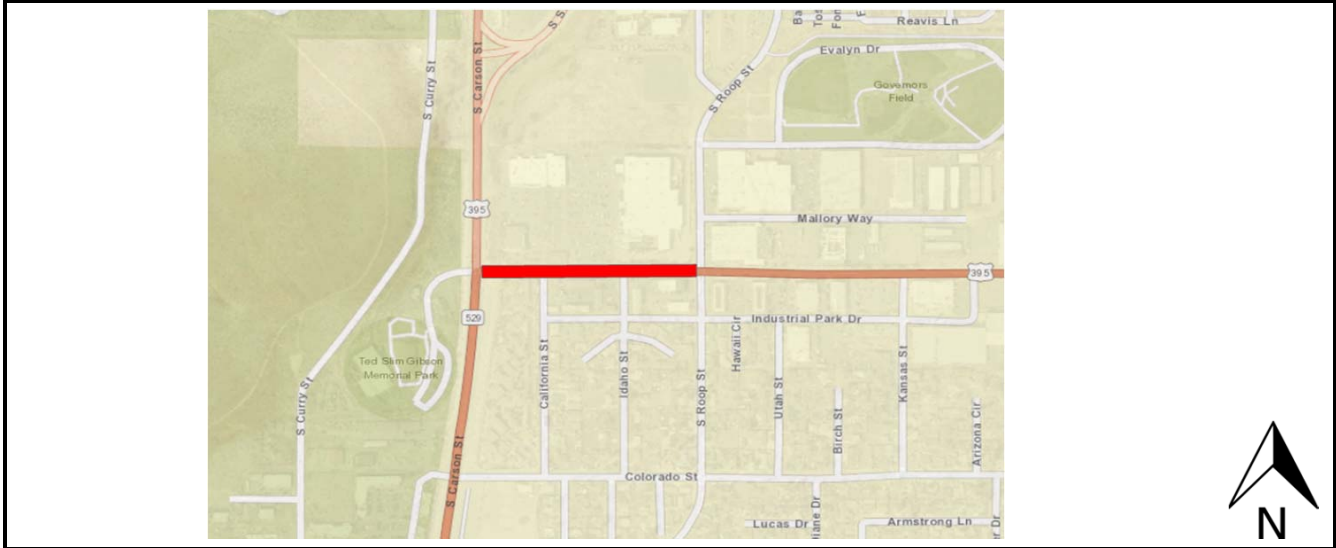
Fairview Drive needs reconstruction due to the high amounts of traffic over the years. With the completion of the I-580 bypass, Fairview Drive has seen a significant reduction in traffic.

Project Status

Design complete. Preparing bid documents and awaiting a notice to proceed for construction.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Apr-19	Aug-19	4/1/2019
Construction	Mar-20	Sep-20	9/1/2019



Project Name: Airport Road Sewer Replacement
Project Number: 51403.5
Department Lead: Public Works

Project Cost to Date	\$48,000	As of Date	Grant Funded	Total Budget
		8/29/2019	Yes	\$2,126,000
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
5103205	507010	Waste Water	FY19	\$1,690,000
2503035	507010	RTC Fund	FY19	\$179,000
5203505	507010	Water Fund	FY20	\$257,000

Project Description

Sewer, water, and roadway improvements on Airport Road from Highway 50 to Minonee Lane.

Project Justification

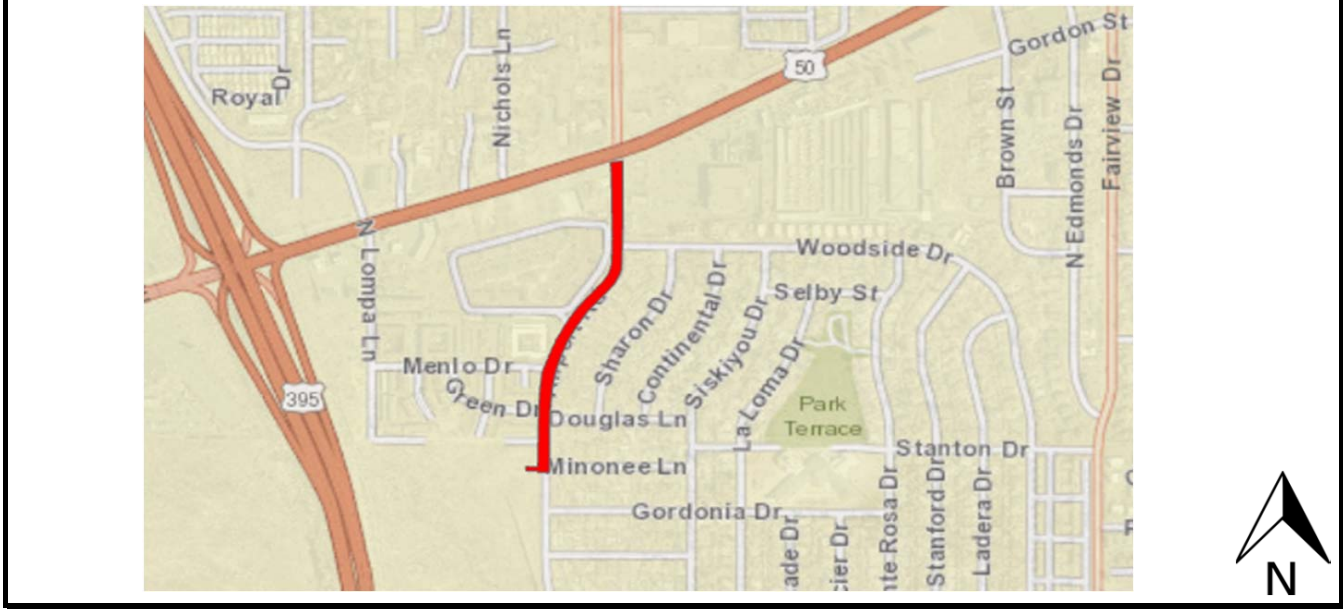
The sewer and water mains located in Airport Road are planned to be replaced due to capacity and condition. Due to poor pavement condition the road is to be reconstructed along with the sewer replacement.

Project Status

Design complete. Preparing bid documents and awaiting a notice to proceed for construction.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Dec-18	Aug-19	N/A
Construction	Mar-20	Sep-20	9/1/2019



Project Name: Stewart Street Pedestrian Signal Project
Project Number: N/A
Department Lead: Public Works

Project Cost to Date	\$0	As of Date	Grant Funded	Total Budget
		8/29/2019	Yes	\$888,342
ORG #	OBJ #	Account Description	Fiscal Year	Project Budget
2503035	507010	RTC Fund	19	\$30,000
N/A	N/A	NDOT Local Funding	19/20	\$858,342

Project Description

Pedestrian crossing improvements, including a slurry seal between Little Lane and S. Carson Street.

Project Justification

This location was identified in the Nevada Department of Transportation (NDOT) Pedestrian Uncontrolled Crosswalk Guidelines.

Project Status

Construction is complete. Waiting for NDOT to invoice local match.

Project Schedule

Phase	Start Date	Completion Date	Notice to Proceed Date
Design	Feb-18	Oct-18	N/A
Construction	May-19	Aug-19	N/A

