

Certified Public Manager Class: 2014

A Review of Transit Performance Data:

Collection and Reporting

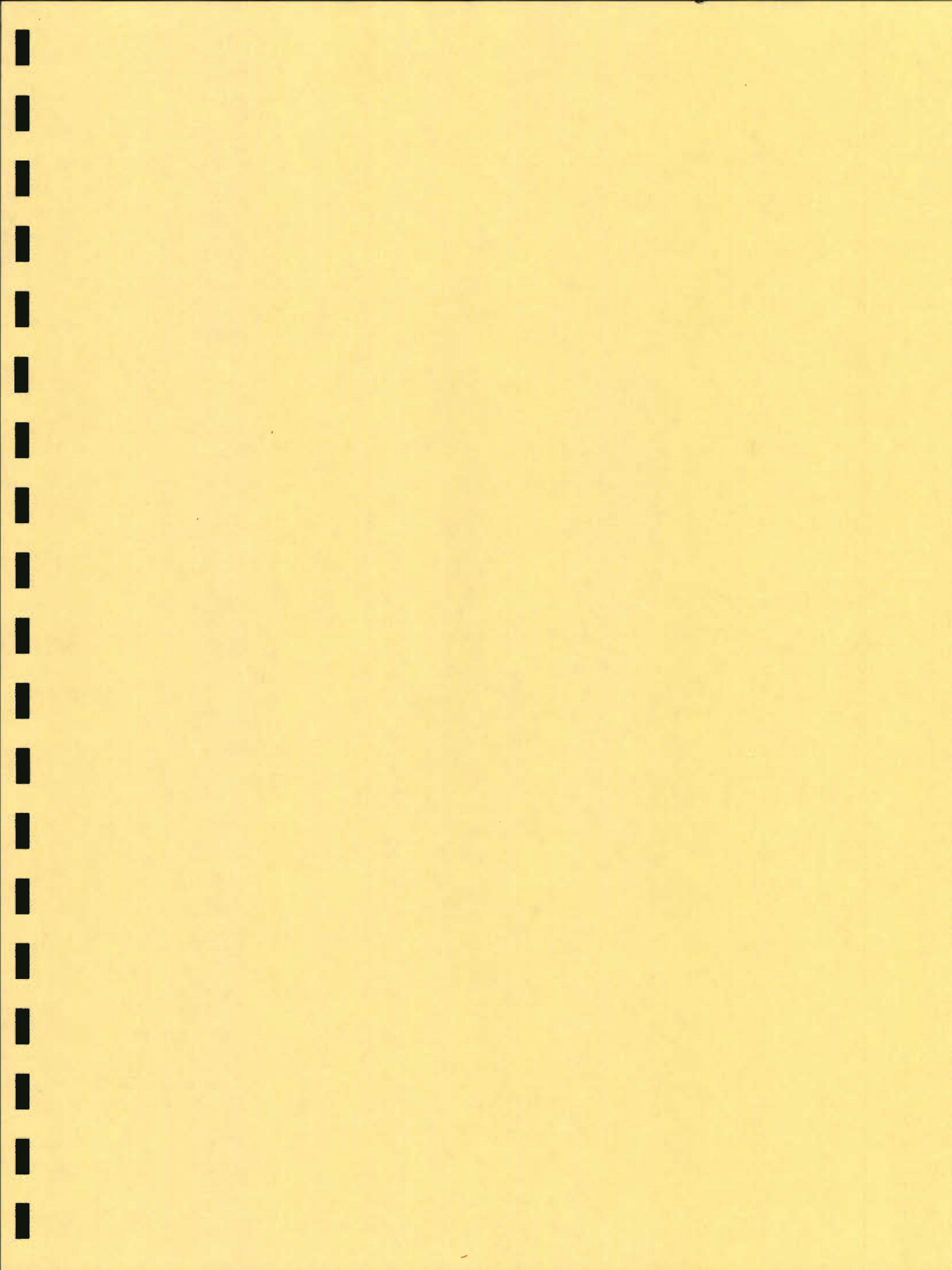
South Carolina Department of Transportation

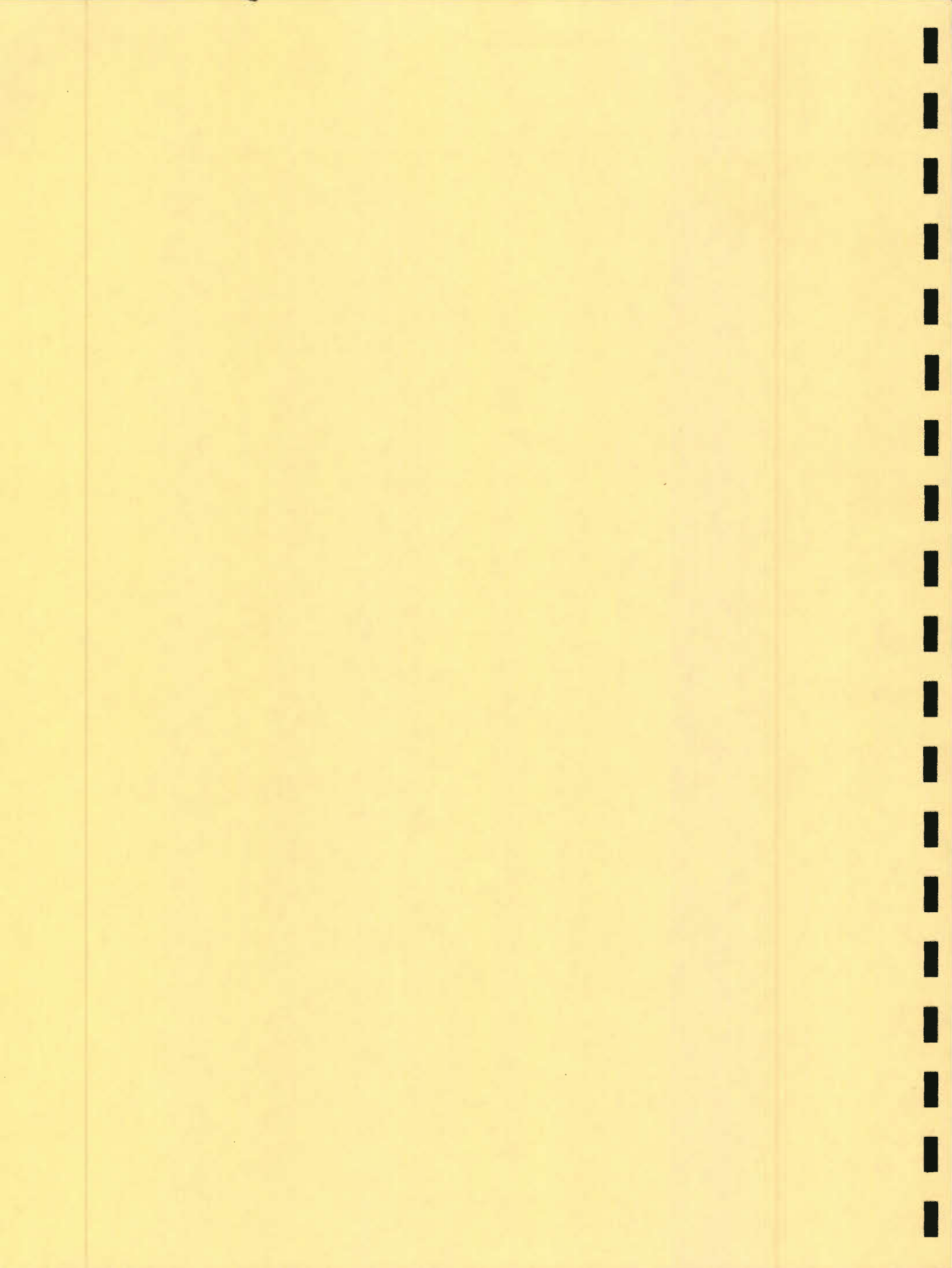
Diane M. Lackey

February 3, 2014

*What gets
measured
gets done.*







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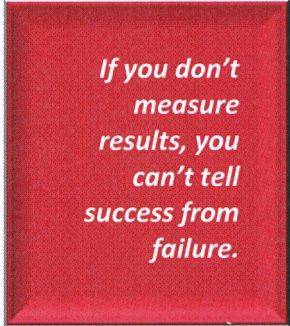


Problem Statement

The South Carolina Department of Transportation (SCDOT) Office of Public Transit (OPT) has been moving towards a statewide performance-based process for planning and programming purposes. Our goal has been to develop measures that show success towards specific organizational goals either defined by the Federal Transit Administration (FTA) and/or through the SCDOT strategic planning document.

Currently, OPT collects data through disparate mechanisms; one or more mechanisms are meant as data reporting tools, while other data mechanisms are financial reporting and invoicing tools. There is an opportunity to create a central data collection point that would also act as a single warehouse for various outcomes-based indicators and measures of success related to transit in South Carolina.

The benefit of this project will be a much needed and critical review of current data collection processes, how and why current data is collected and evaluation leading to a recommendation of a more streamlined and meaningful approach to SCDOT transit data collection. The intended outcome of this process review is to foster better stewardship of resources, enhance statewide project planning and programming, foster a single data source/dissemination point for all data indicators related to transit performance and financial management and improve input and response to defined organizational goals.



*If you don't
measure
results, you
can't tell
success from
failure.*

Background

Performance reporting requirements for public transit systems include guidelines published by the Federal Transit Administration (FTA). For the purpose of this research, I am referencing the goals stated within FTA circulars and current policy related to public transportation in urbanized and non-urbanized areas and the current SCDOT Strategic Plan metrics pertaining to the Office of Public Transit.

MAP-21

On July 6, 2012, President Obama signed into law a new transportation authorization: *Moving Ahead for Progress in the 21st Century (MAP-21)* (Federal Transit Administration, 2012).

National goals established under MAP-21 include:

- Economic vitality
- Increased security
- Increased safety
- Efficient system management and operation
- Increased accessibility and mobility for people and freight
- Protect and enhance the environment
- Enhanced integration and connectivity across transportation modes
- Preservation of the existing transportation system

In addition, MAP-21 establishes performance-based planning requirements that align Federal funding with key goals and intends to track progress towards these goals. The law focuses on several explicit goals, including safety, state of good repair, and planning effectiveness.

Intended Objectives/Data Collection

In order to adequately report measures, it is important to understand the “standard” definition of specific goals and objectives:

Economic Vitality

Economic vitality is defined as a full employment, diversified economy with stable, well-paying jobs in targeted industries¹. Through planned economic development a transit system can support the sustainability and economic vitality of a community by establishing and maintaining transit that focuses on enhancing quality of life; supports access to job opportunities; and providing transit within communities to educational, business and recreational activities.

Safety and Security Management

Safety is the state in which the risk of injury to persons or damage to property is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and risk management.² Safety management is based on the fact that safety is not an absolute condition -- there will always be hazards and risks in public transportation. Therefore, systematic and proactive management is needed to identify and control these risks before they lead to mishaps. Small problems should be fixed before they turn into major ones. Safety and security programs must be adopted by all transit agencies in order to protect passengers, employees, revenues, and property.

As a result of MAP-21, FTA is required to set safety performance criteria for all modes of public transportation, which it envisions will consist of desired outcomes, established controls to mitigate risks and indicators for identifying and tracking safety related issues. Eventually, FTA

¹ <http://www.springsgov.com/units/budget/2013/Prelim/12-EconVit.pdf>, accessed January 20, 2014

² *Transit Safety Management and Performance Measurement Volume 1: Guidebook*, Samir A. Ahmed, PhD, PE, Oklahoma State University School of Civil and Environmental Engineering, May 2011, http://www.fta.dot.gov/documents/Transit_SMPM_Guidebook.pdf

envisions that transit agencies will be able to use safety information to progress from reactive safety risk management response to a proactive or predictive response.³

Recommended measures to address State of Good Repair could include measures currently provided to FTA annually through the National Transit Database (NTD):

Number of reportable incidents (any event involving the operation of a transit system if, as a result, an individual dies either at the time of the event or within 30 days of the event, one or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene, or property damage in excess of \$25,000)

Number of injuries (any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene)

Number of fatalities (a death or suicide confirmed within 30 days of a reported incident. Does not include deaths in or on transit property that are a result of illness or other natural causes)

Accident potential (maintenance-related accident potential: “road calls” and fleet maintenance compliance)

Transit System Efficiency

As defined within TCRP Report 88: A Guidebook for Developing a Transit Performance Measurement System (2004), “Quantitative analysis often defines goals in terms of *efficiency*, which refers to the ratio of *inputs* (costs) to *outputs* (benefits). Economic efficiency and cost effectiveness are measured using *monetized* (measured in monetary units) indicators such as *benefit/cost ratios*,

³ Federal Transit Administration, Transit Safety and Oversight, <http://www.fta.dot.gov/tso.html>, accessed January 20, 2014.

net present value or return on investment: higher values indicate greater efficiency.” Examples of transit system efficiency measures include:

- Cost efficiency
- Number of Complaints
- Service Miles: Revenue Miles
- Number of vehicles used to serve the community
- Passengers per revenue mile
- Farebox recovery
- Revenue per passenger
- Cost per vehicle mile

Transit System Effectiveness

Another goal of MAP-21 is to increase accessibility and mobility for people [and freight]. Transit system effectiveness measures the impact that transit has on the community as a whole, such as increasing accessibility and mobility for people. There are a myriad of measures to consider to measure effectiveness:

- Cost effectiveness (how much it costs to meet given demand for services)
- Service effectiveness/Performance Ratio (the number of passengers carried within the constraints of existing resources)
- Vehicle reliability (how often vehicles break down; age of fleet)
- Service delivery (amount of service being provided: service hours/ revenue hours; customer satisfaction, ridership; equipment reliability)
- Productivity/Mobility Index (the number of passengers carried per hour)
- ADA accessibility (how often customers are not provided service at or near the time they request; how often required equipment is in working order)
- Service reliability (on-time performance)
- Enhanced integration and connectivity across transportation modes

Transit System Capacity (Mobility)

Capacity measures the ability of transit systems to move people. Capacity measures consist of:

- Service denials
- Seat capacity (number of available seats)
- Ridership

Transit System Utilization

Transit system utilization measures transit use and resources consumed:

- Passenger miles traveled
- Energy consumption
- Mobility (the ease of travel between origins and destinations; how much of a community is served; ability for passengers to travel at desired time)
- Capital resource utilization (peak-to-base ratio)
- Ridership

Protect and Enhance the Environment

Commuting by public transportation reduces your carbon emissions by 20lbs per day, 4,800 lbs per year⁴. Investing in a comprehensive public transit system is essential to ensuring environmental sustainability and improving public health. Increasing public transit use dramatically reduces smog-producing pollutants, greenhouse gas emissions, and energy consumption. Transit-oriented community development improves regional infrastructure, reduces sprawl, and helps conserve ecologically sensitive lands and open spaces. Transit development also directly benefits public health by improving air quality, reducing accident rates, and encouraging more active lifestyles. Transit-oriented development, versus auto-oriented development, seeks to implement smart land use strategies to create dense, walkable neighborhoods that are more oriented to walking and transit hubs than requiring cars to reach farther-away destinations (livable communities).

Preservation of the Existing Transportation System: State of Good Repair

The precise definition and requirements of “State of Good Repair” will be established through a future FTA rulemaking. The definition will include objective standards measuring the condition of capital assets of recipients, including equipment, rolling stock, infrastructure and

⁴ American Public Transportation Association, <http://www.publictransportation.org/tools/carbonsavings/Pages/default.aspx>, accessed January 20, 2014.

facilities. Within recently published guidance⁵, FTA has established four potential approaches that could be used to define and measure state of good repair:

- **Asset Age:** The approach relies on the assumption that most assets provide reliable service for a predictable period of time after which they should be replaced. It establishes a maximum useful life for many assets, beyond which an asset is considered to be part of the state of good repair backlog.
- **Asset Condition:** This approach is based on periodic conditions assessment of all assets using a set of standardized procedures and criteria and would require FTA to develop significant guidance on how and when to assess the conditions of different classes of assets, including parameters for sampling, if necessary.
- **Asset Performance:** The approach is based on a regular, comprehensive assessment of a system's performance and relies upon the assumption that as assets age, they will become less durable and reliable, resulting in decreased operational performance. A performance-based approach would require far tighter integration of operations and capital maintenance planning than currently exists at most transit systems.
- **Comprehensive Assessment of Assets:** This approach combines the previous approaches to look at the age, condition and performance of a system's assets, as well as to incorporate information on maintenance history for each asset. Its primary benefit is it takes into account all the factors that contribute to state of good repair.

⁵ Federal Transit Administration, State of Good Repair & Asset Management, <http://www.fta.dot.gov/13248.html>, accessed January 20, 2014

South Carolina Department of Transportation Strategic Management Plan

In response to MAP-21, the South Carolina Department of Transportation (SCDOT) has updated and adopted a Strategic Management Plan (SMP)⁶ intended to be a disciplined approach in managing SCDOT's responsibilities and is in response to evolving performance-based management directives to the states outlined in MAP-21. Specifically, within the SCDOT SMP, the Office of Public Transit (OPT) is charged with measuring and reporting the following:

Goal 1: Support of Asset Management Plans consistent with MAP-21.

Objective: *Develop a risk- and performance-based asset management plan for the National Highway System (NHS) to improve or preserve asset condition and system performance, including public transit assets funded through SCDOT.*

Task 6: *Establish asset management performance measures based on manufacturers or other useful life standards.*

Metric 6: *90% of public transit agencies develop and maintain approved Asset Management Plans on an annual basis.*

Goal 2: Implement a multimodal maintenance program that maximizes preservation of our state's transportation infrastructure.


Objective B: *Ensure that public transit vehicles for which SCDOT holds title are not in general public transit service beyond the designated useful life.*

Task: *Prioritize implementation of a vehicle replacement program that utilizes the recommended useful life as a guide.*

Metric: *80% of active duty transit vehicles for which SCDOT holds title are within FTA's prescribed useful life.*

Objective C: *Ensure that transit agencies operating services and capital replacement commensurate with current and forecasted tangible revenue sources.*

Task: *Require public transit agencies to develop and adhere to an approved Operations and Capital Replacement Plan on an annual basis.*



*If you can't
see success,
you can't
reward it.*

⁶ SCDOT Strategic Management Plan, Version 1, Updated July 1, 2013, http://www.dot.state.sc.us/inside/pdfs/smp_2014.pdf

Metric: 90% of transit agencies develop and adhere to an approved, fiscally constrained operations and capital replacement plan.

Goal 6: Ensure state transportation network moves people and goods as efficiently as possible.

Objective A: Utilize the existing transportation system to facilitate enhanced modal options for a growing and diverse population and economy.

Task 1: Promote increase of state public transit ridership.

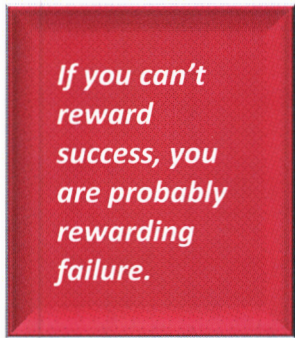
Metric 1: Percentage change in public transit ridership annually.

The Office of Public Transit should seek to advance the goals and objectives of public transportation in line with MAP-21 specifically and in addition to what is currently stated within the SCDOT Strategic Management Plan.

Current Data Collection Tools and Reports Used by the Office of Public Transit

SCDOT OPT is charged with collecting and reporting project milestone information from each of its subrecipients on a regular basis. Data collection includes the number of miles, hours, and trips provided during the reporting period, as well as financial information such as expenses and revenues during the reporting period. Currently, the Office of Public Transit utilizes four primary tools to collect transit financial, operational and asset management data: 1) a Request for Reimbursement (monthly financial form); 2) a Quarterly Subrecipient Activity Status Report form; 3) the OPT Asset Management Tracking System (in-house); and 4) the Annual Operating Statistics form. A copy of each is provided in Appendix A of this document.

The SCDOT Office of Public Transit Request for Reimbursement (Form 600) is utilized by all SCDOT Office of Public Transit subrecipients receiving Federal Transit Administration (FTA) and/or State funds administered by the Office of Public Transit (OPT). The OPT Monthly Financial Summary Report which is submitted with the request for reimbursements has four charge categories: Administrative, Operations, Capital and Technical Assistance. This information must be identical to the approved OPT contract budget. This financial document is an excellent means of tracking a transit agency's use of federal, state and local funds in providing services. The financial data ties to a previously approved annual budget which limits the amount of federal and state funds that can be drawn down through the reimbursement process. This form should be submitted monthly and does not show productivity data (miles, hours, trips provided) for the period of performance/financial request. As well, the financial information is self-reported and therefore, may not be wholly accurate in some reporting of local financial support or total expenses as some transit providers may simply report within the constrained budget.

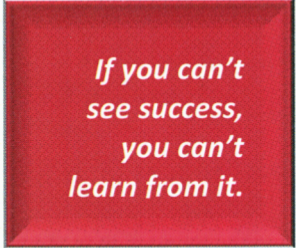


A second means of data collection is the *Quarterly Subrecipient Activity Status Report*. This report is intended to provide the subrecipient and the Office of Public Transit a quarterly snapshot of activity throughout the year. It ties expenses to productivity and, if used properly, could support the annual reporting requirement required by FTA for all states

and transit providers.

The third mechanism for OPT to manage information (vehicles) is an in-house Asset Management Tracking System. This system, developed in partnership with the SCDOT Information Technology Department, is utilized by OPT Asset Managers to track vehicles purchased with federal and/or state funds. The purpose of the system is to give OPT the ability to know how many, what

types and where vehicles are within the state. Data can be sorted by type, location and age of vehicle. The most useful feature of this system at this time is the ability to sort the database by vehicle age, thereby allowing OPT to assess the amount of funds needed in any given year to replace older, perhaps less reliable vehicles as suggested by the FTA State of Good Repair guidance.



*If you can't
see success,
you can't
learn from it.*

The fourth data collection tool is the OPT Annual Operating Statistics (OPSTATS) form. The Operating Statistics (OPSTATS) and Transit Data Reporting process is a method employed to gather and analyze transportation program data from public transit sub-recipients on an annual basis at the conclusion of the fiscal year. The OPSTATS reporting instrument is an Excel workbook designed for collecting data from each subrecipient for a variety of purposes. All current and newly approved public transit sub-recipients of SCDOT-administered transit funding programs are required to complete and submit the Annual OPSTATS Report for services provided during the South Carolina State Fiscal Year (July 1st through June 30th). Data is used as follows:

- **National Transit Database for Rural Transit Services**-Some of the information and data from the OPSTATS Report is used to comply with Federally-mandated data reporting of rural transit service activities in the State.
- **Vehicle Needs Assessment**-Vehicle utilization for the purpose of identifying needs will be tracked via the data submitted on the OPSTATS Report.
- **Funding Needs Assessment**-Data reported via the OPSTATS process may be used with other non-performance regional data as part of an on-going evaluation of funding needs.
- **Trend Analysis**-Data across different periods is used in on-going operational analysis of transit systems.
- **Performance Measurement**-Performance measures and ratios is employed as additional tools to assess agency-level and statewide transit functioning.

- **Year-End Reporting**-The data is used in agency-level and required accountability updates to the State Legislature and the SCDOT Commission.

Data Collection Assessment

While each form is used for an intended specific purpose, there tends to be a lot of overlap in collection of information through various forms throughout the fiscal year. As well, the forms or information tends to be used by a specific group within OPT and for a singular event or purpose. Financial forms are used to reimburse the transit system for expenses; Quarterly Reporting forms are used as an oversight and milestone tracker; the Asset Tracking System is utilized only by OPT as a database to track assets that have federal or state interest; and the Operating Statistics Form is used by another specific group in OPT for required federal reporting and development of a statewide performance and trend annual report. The following figure depicts the various tools/forms utilized by OPT, their primary function, and what role the transit system and OPT staff members have in the routine processes:

Financial Invoicing	Quarterly Reporting	Asset Tracking System	Operating Statistics Report
<ul style="list-style-type: none"> • Revenues & Expenses • Monthly and Cumulative for Fiscal Year • Compiled by Transit System • Reviewed by OPT • Can be used for SCDOT Strategic Plan Quarterly & Annual Reporting 	<ul style="list-style-type: none"> • Productivity • Program Oversight & Tracking • Accidents/Injuries • Compiled by Transit System • Reviewed by OPT • Can be used for SCDOT Strategic Plan Quarterly & Annual Reporting 	<ul style="list-style-type: none"> • Documents Assets Purchased Using Federal and/or State Funds • Database: Age & Condition of Statewide Assets • Compiled by OPT • Can be used for SCDOT Strategic Plan Quarterly & Annual Reporting 	<ul style="list-style-type: none"> • Annual Consolidated Report • Compiled by Transit System • Reviewed by OPT • National Transit Database Input • Annual OPT Transit Trends Report

Figure 1: OPT Forms Overview

Frequently there is an appeal to OPT by transit providers to streamline and automate processes. Transit providers find our frequent requests for information redundant and time consuming, taking them away from their core business of providing a service to their communities. As well, with so many variations of data collection utilized, there does not tend to be an emphasis on the utilization of each as an information resource for various needs or teams within OPT. The only standardized "one stop" resource is the Asset Tracking System as the only source for asset information and management.

OPT has an opportunity to reduce redundancy and streamline reporting processes by automating the financial and quarterly reporting features into one online system that would be securely accessed by transit providers each time they invoiced for reimbursement. The information would be housed within SCDOT through the Information Technology Department servers and would be accessible by all OPT Staff members. Conceivably, this would negate the need for the Annual Operating Statistics Report because the data needed would have been collected throughout the fiscal year. Additionally, as the Asset Management System has been produced through the SCDOT Information Technology Department and houses existing transit agency names, addresses and asset information, this system could be built upon or linked to an online management system and assist in ensuring that assets are being properly maintained. Figure 2 on the following page depicts the idea that all of the independent tools currently used are already answering the quarterly reporting requirements of the SCDOT Strategic Plan and the Annual Operating Statistics report needs and requirements.

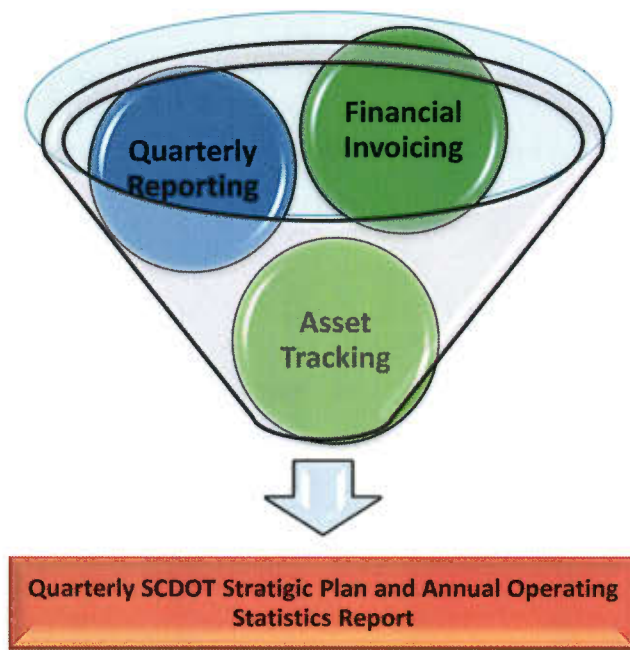


Figure 2: Independent tools that could be used to assess annual reporting

Conclusion

The primary intent for this review was to assess the opportunity for streamlining SCDOT Office of Public Transit data collection and reporting requirements. This review developed into a practical recommendation to benefit not only SCDOT but the Office of Public Transit subrecipients (transit systems) as well.

If you can demonstrate results, you can win public support.

Although the recommended solution for the creation of a singular mechanism for customer information input into an automated system that would act as an historical database are still preliminary, the opportunity to work with SCDOT Information Technology (IT) staff currently exists and discussions have ensued related to automation of the application for funding, milestone and reporting activities. Currently SCDOT IT and OPT are finalizing secure user account access mechanisms and program instructions. Once that is complete, that portion of the system will be

tested by a group of public transit providers and OPT staff. Once this beta testing is completed, OPT would open the account creation portal to all public transit providers to create user accounts. The next phase of the project is to work with IT staff in developing a secure system for our public transit systems to access and request federal and state aid through the OPT annual application process. During the establishment of this *Grants Management System (GMS)*, emphasis would be to train OPT staff and transit representatives on the benefits of the automated system for program and project oversight and management, and how to access and use the database. A target date for this training is early summer 2014. An anticipated "Go Live" date would be October 2014. Once the new GMS has been used for annual applications, feedback will be requested from both transit providers who used the system and OPT staff. This feedback will help evaluate the concept of the automated process and database.

Final development will include modules for productivity and milestone reporting as currently requested in the stand-alone quarterly reporting, financial invoicing, and annual operating statistics reports and further feedback from system users. Ultimately, a successful project would be defined by reducing the requests for data/information from our subrecipients, housing cumulative data for access as needed to respond to internal or external requirements or requests for information in a timely and confident manner.

Appendix A: SCDOT Office of Public Transit Reporting Forms

**SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
OFFICE OF PUBLIC TRANSIT
REQUEST FOR REIMBURSEMENTS (OPT Form 600)**

SECTION 1 SUBRECIPIENT INFORMATION		SECTION 2 CONTRACT DATA		SECTION 3 REIMB. REQUEST DATA		SECTION 4 TYPE OF PROGRAMS	
Fed EIN: _____ SCES ID# _____ Subrecipient Name: _____ Address: _____ City, State, Zip: _____ Telephone Number: _____		Contract #: _____ Contract Amount: _____ Period Of Contract: _____ OPT Verified: _____ Date _____		Reimb Rqt #: _____ Expense Period: _____ Total OPT Reimb: _____ Federal Amount: _____ State Amount: _____		FTA Section: _____ State: _____ Final Report: Yes _____ No _____	
SECTION 5 FINANCIAL STATUS INFORMATION							
Line#	CATEGORIES	ADMINISTRATION (a)	OPERATIONS (b)	CAPITAL (c)	TECHNICAL ASSISTANCE (d)	TOTAL (e)	
1	Total Expenditures - This Report						0
2	Contra - Expenses - This Report						0
3	Net Cost - This Report (Line 1 minus Line 2)						0
4	Net Cost - Prior Report						0
5	Net Cost - To Date (Line 3 and Line 4)						0
6	FTA Share - This Report						0
7	FTA Share - Prior Report						0
8	FTA Share - To Date (Line 6 and Line 7)						0
9	State Share - This Report (if applicable)						0
10	State Share - Prior Report (if applicable)						0
11	State Share - To Date (Line 9 and Line 10)						0
12	Local/Agency Share - This Report						0
13	Local/Agency Share Prior Report						0
14	Local/Agency Share - To Date (Line 12 and Line 13)						0
15	Total Match - This Report (Line 9 and Line 12)						0
16	Total Funds Authorized: FTA						0
17	Total Funds Authorized: State						0
18	Total Funds Authorized: Local/Agency						0
19	Unexpended Balance: FTA (Line 16 minus Line 7)						0
20	Unexpended Balance: State (Line 17 minus Line 9)						0
21	Unexpended Balance: Local/Agency (18 minus 12)						0
SECTION 6							
Total FTA Program Income Earned:				\$0.00			
FTA Program Income Expended on Allowable Transit Capital & Operating Expenses:				\$0.00			
Remarks:							
Program Income is revenue generated by Federal assisted projects. Examples are fareboxes, advertising, concessions, the use of rental or real or personal property acquired with project funds and fees for services performed.							
I certify that the information contained in this report is true and correct to the best of my knowledge and belief; that all expenses are for the purpose set forth in the contract agreement; that supporting documentation will be submitted and retained for audit purposes and that payment is due and has not been previously requested.							
Prepared by: _____ Title _____ Date _____							
Approved by: _____ Title _____ Date _____							
2nd Approver (optional): _____ Title _____ Date _____							
OPT Form 600 Revised - October 11, 2012							

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
OFFICE of PUBLIC TRANSIT
REQUEST FOR REIMBURSEMENTS (OPT Form 600)

Office of Public Transit MONTHLY FINANCIAL SUMMARY REPORT

AGENCY:	
CONTRACT #:	
INVOICE #:	
INVOICE PERIOD:	

Administrative Charges			A	B	C	D
Line#	Codes	Line Item(s)	Yearly Budgeted Amount	Total Monthly Expenses	Total Year-to-Date Expenditures	OPT Reimb Request
1	501.02	Other Salaries & Wages	\$0	\$0	\$0	\$0
2	502.02	Fringe Benefits	\$0	\$0	\$0	\$0
3	503.01	Management Service Fees	\$0	\$0	\$0	\$0
4	503.02	Advertising Fees	\$0	\$0	\$0	\$0
5	503.03	Professional & Technical Service	\$0	\$0	\$0	\$0
6	503.05	Contract Maintenance Service	\$0	\$0	\$0	\$0
7	503.06	Custodial Services	\$0	\$0	\$0	\$0
8	503.99	Other Services	\$0	\$0	\$0	\$0
9	504	Materials and Supplies	\$0	\$0	\$0	\$0
10	505	Utilities	\$0	\$0	\$0	\$0
11	506	Casualty & Liability	\$0	\$0	\$0	\$0
12	509.01	Dues & Subscriptions	\$0	\$0	\$0	\$0
13	509.02(a)	In-State Travel & Meetings	\$0	\$0	\$0	\$0
14	509.02(b)	Out-of-State Travel & Meetings	\$0	\$0	\$0	\$0
15	509.03	Bridge, Tunnel and Highway Tolls	\$0	\$0	\$0	\$0
16	509.08	Advertising & Promotion Media	\$0	\$0	\$0	\$0
17	509.99	Other Miscellaneous (list)	\$0	\$0	\$0	\$0
18	A.		\$0	\$0	\$0	\$0
19	B.		\$0	\$0	\$0	\$0
20	C.		\$0	\$0	\$0	\$0
21	D.		\$0	\$0	\$0	\$0
22	512	Lease and Rentals (Specify)	\$0	\$0	\$0	\$0
23	A.	Office & Maintenance	\$0	\$0	\$0	\$0
24	B.	Publication Expenses	\$0	\$0	\$0	\$0
25	C.	Other	\$0	\$0	\$0	\$0
26	A.		\$0	\$0	\$0	\$0
27	B.		\$0	\$0	\$0	\$0
28	C.		\$0	\$0	\$0	\$0
29	D.		\$0	\$0	\$0	\$0
TOTAL ADMINISTRATIVE CHARGES:			\$0	\$0	\$0	\$0

Send supporting documentation for all Capital and Miscellaneous Expenses

The total amount of OPT Reimb Request for Administrative Charges in Column (B) above must equal Line 3, Column (a) on Form 600.

If an error exist, OPT will not manually correct these documents or process the reimbursement request.

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
OFFICE of PUBLIC TRANSIT
REQUEST FOR REIMBURSEMENTS (OPT Form 600)

Office of Public Transit MONTHLY FINANCIAL SUMMARY REPORT

Operation Charges			A	B	C	D
Line#	CODES	Line Item(s)	Yearly Budgeted Amount	Monthly Expenses	Year-to-Date Expenditures	OPT Reimb Request
1	501.01	Operating & Wages	\$0	\$0	\$0	\$0
2	501.01	Operations Overtime	\$0	\$0	\$0	\$0
3	502.01	Operations Fringe Benefit	\$0	\$0	\$0	\$0
4	503.01	Management Service Fee	\$0	\$0	\$0	\$0
5	503.02	Advertising Fees	\$0	\$0	\$0	\$0
6	503.03	Professional & Technical Serv.	\$0	\$0	\$0	\$0
7	503.05	Contract Maintenance Services	\$0	\$0	\$0	\$0
8	503.06	Custodial Service	\$0	\$0	\$0	\$0
9	503.99	Other Services	\$0	\$0	\$0	\$0
10	504.01	Fuel & Lubricants	\$0	\$0	\$0	\$0
11	504.02	Tires & Tubes	\$0	\$0	\$0	\$0
12	504.99	Other Materials & Supplies	\$0	\$0	\$0	\$0
13	505	Utilities	\$0	\$0	\$0	\$0
14	506	Casualty and Liability	\$0	\$0	\$0	\$0
15	507.04	Vehicle Leasing & Fees	\$0	\$0	\$0	\$0
16	509	Miscellaneous	\$0	\$0	\$0	\$0
17	A.	Drug Testing	\$0	\$0	\$0	\$0
18	B.	Other Misc.	\$0	\$0	\$0	\$0
19	C.		\$0	\$0	\$0	\$0
20	D.		\$0	\$0	\$0	\$0
21	E.		\$0	\$0	\$0	\$0
22	F.		\$0	\$0	\$0	\$0
TOTAL OPERATION CHARGES:			\$0	\$0	\$0	\$0
(Equals Line 1, Column (b) on Form 600)						
LESS CONTRA EXPENSES:			\$0	\$0	\$0	\$0
(Equals Line 2, Column (b) on Form 600)						
TOTAL OPERATION NET COST:			\$0	\$0	\$0	\$0
(Equals Line 3, Column (b) on Form 600)						
Send supporting documentation for all Capital and Miscellaneous Expenses						
The total amount of OPT Reimb Request for Operation Charges in Column (B) must equal Line 3, Column (b) on Form 600. If an error exist, OPT will not manually correct these documents or process the reimbursement request.						
TOTAL OPERATION CHARGES:			\$0	\$0	\$0	\$0

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

OFFICE of PUBLIC TRANSIT

REQUEST FOR REIMBURSEMENTS (OPT Form 600)

Office of Public Transit MONTHLY FINANCIAL SUMMARY REPORT

Capital Charges						
Line#	CODES	Line Item(s)	A Yearly Budgeted Amount	B Total Monthly Expenses	C Total Year-to-Date Expenditures	D Mthly OPT Reimb Rqt
1	11.12.01	Bus Standard 40ft. (Replacement)	\$0	\$0	\$0	\$0
2	11.12.02	Bus Standard 35ft. (Replacement)	\$0	\$0	\$0	\$0
3	11.12.03	Bus 30ft. (Replacement)	\$0	\$0	\$0	\$0
4	11.12.04	Bus < 30ft. (Replacement)	\$0	\$0	\$0	\$0
5	11.12.06	Bus Articulated (Replacement)	\$0	\$0	\$0	\$0
6	11.12.07	Bus Commuter/Suburban (Replacement)	\$0	\$0	\$0	\$0
7	11.12.08	Bus Intercity (Replacement)	\$0	\$0	\$0	\$0
8	11.12.09	Bus Trolley Standard (Replacement)	\$0	\$0	\$0	\$0
9	11.12.12	Bus Used (As Replacement)	\$0	\$0	\$0	\$0
10	11.12.15	Van (Replacement)	\$0	\$0	\$0	\$0
11	11.12.16	Sedan/Station Wagons (Replacement)	\$0	\$0	\$0	\$0
12	11.12.38	Leased Replacement Vehicle	\$0	\$0	\$0	\$0
13	11.12.39	Transferred Vehicle (Aas Replacement)	\$0	\$0	\$0	\$0
14	11.12.40	Spare Parts/Assoc. Capital Maint. Items	\$0	\$0	\$0	\$0
15	11.13.01	Bus Standard 40ft. (Expansion)	\$0	\$0	\$0	\$0
16	11.13.02	Bus Standard 35ft. (Expansion)	\$0	\$0	\$0	\$0
17	11.13.03	Bus 30ft. (Expansion)	\$0	\$0	\$0	\$0
18	11.13.04	Bus < 30ft. (Expansion)	\$0	\$0	\$0	\$0
19	11.13.06	Bus Articulated (Expansion)	\$0	\$0	\$0	\$0
20	11.13.07	Bus Commuter/Suburban (Expansion)	\$0	\$0	\$0	\$0
21	11.13.08	Bus Intercity (Expansion)	\$0	\$0	\$0	\$0
22	11.13.09	Bus Trolley Standard (Expansion)	\$0	\$0	\$0	\$0
23	11.13.12	Bus Used (As Expansion)	\$0	\$0	\$0	\$0
24	11.13.16	Sedan/Station Wagons (Expansion Used in Public Transit)	\$0	\$0	\$0	\$0
25	11.13.38	Leased Expansion Vehicle	\$0	\$0	\$0	\$0
26	11.13.39	Transferred Vehicle (As Expansion)	\$0	\$0	\$0	\$0
27	11.14.xx	Rehabilitation / Rebuild of Vehicle	\$0	\$0	\$0	\$0
28	11.XX.01	Administration Building	\$0	\$0	\$0	\$0
29	11.XX.02	Maintenance Facility	\$0	\$0	\$0	\$0
30	11.XX.03	Admin/Maint. Facility	\$0	\$0	\$0	\$0
31	11.XX.04	Storage Facility	\$0	\$0	\$0	\$0
32	11.42.06	Shop Equipment	\$0	\$0	\$0	\$0
33	11.42.07	ADP Hardware	\$0	\$0	\$0	\$0
34	11.42.08	ADP Software	\$0	\$0	\$0	\$0
35	11.7A.00	Preventive Maintenance	\$0	\$0	\$0	\$0
36	11.7L.00	Mobility Management	\$0	\$0	\$0	\$0
37	11.62.02	Communication System	\$0	\$0	\$0	\$0
38	11.62.03	Radios	\$0	\$0	\$0	\$0
TOTAL CAPITAL CHARGES:			\$0	\$0	\$0	\$0

Send supporting documentation for all Capital and Miscellaneous Expenses

The total amount of OPT Reimb Requests for Capital Charges in Column (B) above must equal Line 3, Column (c) on Form 600. **If an error exist, OPT will not manually correct these documents or process the reimbursement request.**

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
OFFICE of PUBLIC TRANSIT
REQUEST FOR REIMBURSEMENTS (OPT Form 600)

Office of Public Transit MONTHLY FINANCIAL SUMMARY REPORT

Technical Assistance Charges			A	B	C	D
Line#	CODES	Line Item(s)	Yearly Budgeted Amount	Monthly Expenses	Year-to-Date Expenditures	Mthly OPT Reimb Rqt
1	41.20.01	Personnel	\$0	\$0	\$0	\$0
2	41.20.02	Fringe Benefits	\$0	\$0	\$0	\$0
3	41.20.03	Travel	\$0	\$0	\$0	\$0
4	41.20.04	Equipment	\$0	\$0	\$0	\$0
5	41.20.05	Supplies	\$0	\$0	\$0	\$0
6	41.20.06	Contractual	\$0	\$0	\$0	\$0
7	41.20.07	Other	\$0	\$0	\$0	\$0
8	A.		\$0	\$0	\$0	\$0
9	B.		\$0	\$0	\$0	\$0
10	C.		\$0	\$0	\$0	\$0
11	41.20.08	Indirect Charges	\$0	\$0	\$0	\$0
TOTAL TECHNICAL ASSISTANCE CHARGES:			\$0	\$0	\$0	\$0
Send supporting documentation for all Capital and Miscellaneous Expenses						
The total amount of OPT Reimb Request for Technical Assistance Charges in Column (B) above must equal Line 3, Column (d) on Form 600. If an error exist, OPT will not manually correct these documents or process the reimbursement request.						
Approval Information:						
Prepared by:			Date:			
Approver:			Date:			
2nd Approver (optional):			Date:			

SCDOT - OFFICE OF PUBLIC TRANSIT

Quarterly Subrecipient's Activity Report

**** Fill out sections that are applicable to your agency****

Reporting Period:

Fiscal Year: 20____ - 20____	1 st Quarter Jul - Sep	2 nd Quarter Oct - Dec	3 rd Quarter Jan - Mar	4 th Quarter Apr - Jun
FTA Program:		Contract No.:		

Brief Project Description:

Subrecipient Information:

Legal Name:	
Transit Service Name (DBA):	
Mailing Address:	
City, State, Zip:	
Phone Number:	E-mail Address:
Name/phone# of person completing report:	County:
COG Region:	MPO Region:

By checking this box and signing below, I certify that I am the authorized agency representative; this document is correct to the best of my knowledge.

Print Name of Authorized Representative:	Date:
Signature of Authorized Representative:	Title of Authorized Representative:
x	

Transit Service Data:

Type of Service	Total Revenue Vehicles	Vehicle Revenue Miles	Total Vehicle Miles	Total Passenger Trips
Fixed Route/Deviated Fix Route/ Vanpool				
Sponsored				
Non-Sponsored				
Title XIX Medicaid				
Commuter				
TOTALS	0	0	0	0

**SCDOT - OFFICE OF PUBLIC TRANSIT
Quarterly Subrecipient's Activity Report**

**** Fill out sections that are applicable to your agency****

Revenue and Expenses: (Enter "0" for blank cells. Do not leave empty)

Type	Current Period	Total to Date
REVENUES		
Fare Revenue	\$	\$
Contract Revenue	\$	\$
Other Federal Assistance	\$	\$
Other State Assistance	\$	\$
Donations (Cash)	\$	\$
Local Assistance	\$	\$
Total Period Revenue	\$	\$
EXPENSES		
Administrative Expenses	\$	\$
Operating Expenses	\$	\$
Capital Expenses	\$	\$
Planning Expenses	\$	\$
Total Agency Expenses	\$	\$ 0.00

Approved Capital Equipment:

Description	Quantity	Date Ordered	Estimated Delivery Date	Date Received
	0			
	0			
	0			
	0			

Revenue Vehicles Out-of-Service:

Report all vehicles purchased with state or federal transit funds that is idle for more than 30 days.

Vehicle Identification Number (VIN)	Date of Last Use	Reason for Being Out-of-Service	Date Expected to Return to Service, Transfer or Disposal

Need additional rows? Yes (Click checkbox to open Addendum)

Accidents:

Has your agency had any vehicle accidents related to your transit service?				<input type="checkbox"/> Y/N <input type="checkbox"/>
Were injuries involved?				<input type="checkbox"/> Y/N <input type="checkbox"/>
Was the vehicle disabled?				<input type="checkbox"/> Y/N <input type="checkbox"/>
If Yes to any of the above three questions, please complete the following and attach DMV accident report if filed:				
VIN	Accident Type	No# of Fatalities	No# of Injuries	Drug or Alcohol Test Performed?
	- select -			<input type="checkbox"/> Y/N <input type="checkbox"/>
	- select -			<input type="checkbox"/> Y/N <input type="checkbox"/>
	- select -			<input type="checkbox"/> Y/N <input type="checkbox"/>
	- select -			<input type="checkbox"/> Y/N <input type="checkbox"/>
	- select -			<input type="checkbox"/> Y/N <input type="checkbox"/>

Describe the accident/incident and follow-up, for example, was the transit driver at fault? Was there a citation?

Civil Rights

Subrecipients are required to report civil rights complaints, including Title VI, Americans with Disabilities Act, and Limited English Proficiency. All complaints must be reported each quarter until resolved.

Did your agency receive any Civil Rights complaints this quarter?	<input checked="" type="checkbox"/> Y/N <input type="checkbox"/>
Are you reporting on complaints from a prior quarter?	<input checked="" type="checkbox"/> Y/N <input type="checkbox"/>
If yes, please identify the specific complaint(s) and current status of each complaint:	

Disadvantaged Business Enterprise (DBE)

Did your agency involve any DBE participation during this quarter?	<input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N
If yes, please specify the type of activity and identify the company.	

Procurement

Was your agency involved in any procurement processes during this quarter?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please identify the specific activity and clarify whether it as a Request for Proposal (RFP) or an Invitation for Bid (IFB). Also, please certify that the process was accomplished in accordance with State and/or Federal rules and regulations.		

Mobility Management

Please provide updates on all activities relating to Mobility Management projects as applicable.
--

OPT Asset Management Tracking System Screenshots

The screenshot displays the SCDOT Asset Management Tracking System web application. The browser address bar shows the URL: <http://depts.shereport.dot.state.sc.us/OPT/AMTS/default.aspx>. The page header includes the SCDOT logo and the text "Asset Management Tracking System". A navigation menu contains links for "Depts", "Apps", "EDMS", "Intranet", "Extranet", "Internet", and "Search". A search box is located on the right side of the header. The main content area is organized into several sections:

- Help**: Includes links for "Return to Office of Public Transit departmental site", "Asset Management Tracking System", "OPT Document Center", and "Help Guide".
- Assets**: Includes "Manage Equipment" and "Manage Facilities".
- Organizations**: Includes "Manage Organizations".
- Grants Management System**: Includes "Manage Agency Contacts".
- Reports**: Includes "EGRS Transit Emergency Contact List", "Public Transit Vehicle Count for Evacuation", and "Replacement Vehicles For Fiscal Years 2013-2015".
- Table Maintenance**: Includes "Counties", "Disposition Categories", "Equipment Body Styles", "Equipment Makes", "Equipment Models", "Equipment Physical Conditions", "Improvements Categories", "Program Funding Codes", "Property Physical Conditions", "Provider Types", "States", and "Vehicle Status".

A photograph of a white bus is displayed on the right side of the page. The Windows taskbar at the bottom shows the system clock as 4:35 PM on 1/30/2014.

http://depts.chaparral.state.sc.us/OPT/Lists/Equipm... Equipment - All Items Reporting Services - Replacem...

File Edit View Favorites Tools Help

The... MyFB... Nook... Yamp... Mobi... Soul... Syst... eCFR... Def... Know...

Log Out, Change P...

SCDOT Office of Public Transit - Equipment

Home | Lists | Search

Equipment

Organization (Legal Name)*	Year	Make	Model	Body Style	Vehicle Type	Vehicle Status	Physical Condition	Contract Number	Grant Number	Title Number
Alam Area Council on Aging, Inc	2011	PRD	STARCR	BUS	17-ADA PAB	Active	NEW	NY-13209-01	SC-04-0007	43218041
Alam Area Council on Aging, Inc	2011	ChEV	STARCR	BUS	17-ADA PAB2	Active	Excellent	NY-13209-05	SC-04-0007	43218043
Alam Area Council on Aging, Inc	2013	PRD	0-4SD	BUS	17-ADA PAB2	Active	NEW	NY-13209-05	U12010400708	044179368
Alam Area Council on Aging, Inc	2010	ChEV	STARCR	BUS	15-ADA	Active	Excellent	NY-05212-06	SC-06-1001	40941518
Alam Area Council on Aging, Inc	2010	ChEV	STARCR	BUS	17-ADA PAB2	Active	Excellent	NY-05212-06	SC-06-1001	40941518
Alam Area Council on Aging, Inc	2010	ChEV	STARCR	BUS	17-ADA PAB2	Active	Excellent	NY-05212-06	SC-06-1001	40941520

4:51 PM 1/30/2014



SCDOT OPERATING STATISTICS REPORT FORM

Due to SCDOT-OPT No Later Than Friday, August 30, 2013

1	NAME OF PUBLIC TRANSIT SYSTEM	
2	TRANSIT AGENCY ACRONYM	
3	REPORT PREPARER/PRIMARY CONTACT	
4	Mailing Address (line 1)	
5	Mailing Address (line 2)	
6	Telephone Number	
7	Agency Website	
8	Agency Type: Private (Not for Profit), Public Agency (Tribal), Public Agency (State DOT), Public Agency (Not a State DOT or Tribal, or Private (For Profit))	

9

Place "X" in appropriate service area category below

	Urbanized	Non-Urbanized	Both

Service Area (Yes or No) List counties in Multi-County System (if applicable)

10	Municipal			
11	Single County			
12	Multi-County			

13 Management and /or Operations contractor Contract Date

14 How Many Voluntary Drivers? Personal Vehicles Fiscal Year **FY 2012-2013**

SYSTEMWIDE ANNUAL OPERATING STATISTICS

15	Total revenue vehicles		Administrative Workers Employed by System			
16	Total seating capacity of revenue vehicles		How many	Tot hrs paid	FTE	0
17	Total ADA accessible vehicles		Bus Drivers Employed by System			
18	Total vehicles in peak service		How many	Tot hrs paid	FTE	0
19	Total spare vehicles available		Maintenance Workers Employed by System			
20	Annual # of Operating Days-Monday-Friday		How many	Tot hrs paid	FTE	0
21	Annual # of Operating Days-Saturdays	-	Other Operational Workers Employed by System			
22	Annual # of Operating Days-Sundays	-	How Many	Tot hrs paid	FTE	0
23	Total Operating Days	-	Total Calculated Employee FTE			

URBANIZED AREA SERVICE ONLY

24 Place "X" below in each service type/mode provided in the Urbanized service area

Service	BUS MODE: FIXED ROUTE & DEVIATED FIXED ROUTE	COMMUTER BUS	VANPOOL	DEMAND RESP	DEMAND RESPONSE			TOTAL SERVICE
					SPONSORED	NON- SPONSORED	TITLE XIX MEDICAID	
25	Total Revenue Vehicles							
26	Total ADA Accessible Vehicles							
27	Total Vehicles In Peak Service							
28	Vehicle Revenue Hours							
29	Vehicle Revenue Miles							
30	Total Vehicle Hours							
31	Total Vehicle Miles							
32	Total Passenger Trips							
33	Number of Major Incident*							

34

59 Number of Routes

60 Report of

61 Number of Routes



Urbanized Area Service		FY 2012-2013 DATA						
Revenues and Expenses		BUS MODE FIXED ROUTE ROUTE DEVIATED FIXED ROUTE	COMMUTER BUS	VANPOOL	DEMAND RESPONSE			SUBTOTAL SERVICE
					SPONSORED	NON- SPONSORED	MEDICAID	
1	Farebox Revenue							\$ -
2	Federal Operating & Administrative Assistance							\$ -
2(a)	FTA Urbanized Program Funds (Section 5307)							\$ -
2(b)	FTA Capital Program Funds (Section 5309)							\$ -
2(c)	FTA Special Needs/Elderly/Disabilities (5310)							\$ -
2(d)	FTA Other Than Urbanized Area Funds (Section 5311)							\$ -
2(e)	FTA Job Access & Reverse Commute (Section 5316)							\$ -
2(f)	FTA New Freedom Program Funds (Section 5317)							\$ -
2(g)	ARRA Urbanized Area Formula Funds (5307)							\$ -
2(h)	ARRA Other than Urbanized Area Funds (5311)							\$ -
2(i)	ARRA TIGGER (Greenhouse Gas & Energy Reduction)							\$ -
2(j)	Other FTA Operating Funds (Identify in Comments)							\$ -
2(k)	Other Federal Operating Funds (Identify)							\$ -
3	Total Federal Operating Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Local Operating Assistance							\$ -
5	Contract Passenger Revenue							\$ -
6	State Operating Assistance							\$ -
7	Other Operating Assistance							\$ -
8	TOTAL OPERATING REVENUE (Federal, State, Local, Other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Federal Capital Assistance							\$ -
9(a)	FTA Urbanized Program Funds (Section 5307)							\$ -
9(b)	FTA Capital Program Funds (Section 5309)							\$ -
9(c)	FTA Special Needs/Elderly/Disabilities (5310)							\$ -
9(d)	FTA Other Than Urbanized Area Funds (Section 5311)							\$ -
9(e)	FTA Job Access & Reverse Commute (Section 5316)							\$ -
9(f)	FTA New Freedom Program Funds (Section 5317)							\$ -
9(g)	ARRA Urbanized Area Formula Funds (5307)							\$ -
9(h)	ARRA Other than Urbanized Area Funds (5311)							\$ -
9(i)	ARRA TIGGER (Greenhouse Gas & Energy Reduction)							\$ -
9(j)	Other FTA Capital Funds (Identify in comments)							\$ -
9(k)	Other Federal Capital Funds (Identify in comments)							\$ -
10	Total Federal Capital Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Local Capital Assistance							\$ -
12	State Capital Assistance							\$ -
13	Other Revenue (Identify in comments)							\$ -
14	TOTAL CAPITAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	TOTAL REVENUE (OPERATING & CAPITAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Annual General Administrative Expenses							\$ -
17	Annual Operating Expenses							\$ -
18	Preventive Maintenance (as an operating expense)							\$ -
19	Subtotal Operating Expense (self-calculating)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Annual Preventive Maintenance (as a capital expense)							\$ -
21	Annual Vehicle Acquisition Costs							\$ -
22	Annual Facilities Acquisition Costs							\$ -
23	Annual Capital Equipment Acquisition Costs							\$ -
24	Subtotal Capital Expense (self-calculating)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	TOTAL EXPENSES (Operating & Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Explanations/Comments for OTHER categories annotated above and regarding operating deficits							
Balance Review: Revenues to Expenses:								
	NON-URBANIZED SERVICE AREA BUDGET RECONCILIATION ASSESSMENT FOR TRANSIT SERVICE ACTIVITIES	BUS MODE DEVIATED FIXED ROUTE	COMMUTER BUS	VANPOOL	DEMAND RESPONSE			TOTAL URBANIZED SERVICE AREA
					SPONSORED	NON- SPONSORED	MEDICAID	
27	Operating Revenue Less Operating Expenses:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
28	Capital Revenue Less Capital Expenses:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE LESS TOTAL EXPENSES:								\$0

Non-Urbanized Area Service		FY 2012-2013 DATA						
Revenues and Expenses		BUS MODE FIXED ROUTE DEVIATED FIXED ROUTE	COMMUTER BUS	VANPOOL	DEMAND RESPONSE			SUBTOTAL SERVICE
					SPONSORED	NON- SPONSORED	MEDICAID	
1	Farebox Revenue							\$
2	Federal Operating & Administrative Assistance							
2(a)	FTA Urbanized Program Funds (Section 5307)							\$
2(b)	FTA Capital Program Funds (Section 5309)							\$
2(c)	FTA Special Needs/Elderly/Disabilities (5310)							\$
2(d)	FTA Other Than Urbanized Area Funds (Section 5311)							\$
2(e)	FTA Job Access & Reverse Commute (Section 5316)							\$
2(f)	FTA New Freedom Program Funds (Section 5317)							\$
2(g)	ARRA Urbanized Area Formula Funds (5307)							\$
2(h)	ARRA Other than Urbanized Area Funds (5311)							\$
2(i)	ARRA TIGGER (Greenhouse Gas & Energy Reduction							\$
2(j)	Other FTA Operating Funds (identify in Comments)							\$
2(k)	Other Federal Operating Funds (identify)							\$
3	Total Federal Operating Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Local Operating Assistance							\$
5	Contract Passenger Revenue							\$
6	State Operating Assistance							\$
7	Other Operating Assistance							\$
8	TOTAL OPERATING REVENUE (Federal, State, Local, Other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Federal Capital Assistance							
9(a)	FTA Urbanized Program Funds (Section 5307)							\$
9(b)	FTA Capital Program Funds (Section 5309)							\$
9(c)	FTA Special Needs/Elderly/Disabilities (5310)							\$
9(d)	FTA Other Than Urbanized Area Funds (Section 5311)							\$
9(e)	FTA Job Access & Reverse Commute (Section 5316)							\$
9(f)	FTA New Freedom Program Funds (Section 5317)							\$
9(g)	ARRA Urbanized Area Formula Funds (5307)							\$
9(h)	ARRA Other than Urbanized Area Funds (5311)							\$
9(i)	ARRA TIGGER (Greenhouse Gas & Energy Reduction							\$
9(j)	Other FTA Capital Funds (identify in Comments)							\$
9(k)	Other Federal Capital Funds (identify)							\$
10	Total Federal Capital Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Local Capital Assistance							\$
12	State Capital Assistance							\$
13	Other Revenue (please identify in comments)							\$
14	TOTAL CAPITAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	TOTAL REVENUE (OPERATING & CAPITAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Annual General Administrative Expenses							\$
17	Annual Operating Expenses							\$
18	Preventive Maintenance (as an operating expense)							\$
19	Subtotal Operating Expense (self-calculating)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Annual Preventive Maintenance (as a capital expense)							\$
21	Annual Vehicle Acquisition Costs							\$
22	Annual Facilities Acquisition Costs							\$
23	Annual Capital Equipment Acquisition Costs							\$
24	Subtotal Capital Expense (self-calculating)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	TOTAL EXPENSES (Operating & Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Explanations/Comments for OTHER categories annotated above and regarding operating deficits							
Balance Review: Revenues to Expenses:								
	NON-URBANIZED SERVICE AREA BUDGET RECONCILIATION ASSESSMENT FOR TRANSIT SERVICE ACTIVITIES	BUS MODE DEVIATED FIXED ROUTE	COMMUTER BUS	VANPOOL	DEMAND RESPONSE			TOTAL NON- URBANIZED SERVICE AREA
					SPONSORED	NON- SPONSORED	MEDICAID	
27	Operating Revenue Less Operating Expenses:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
28	Capital Revenue Less Capital Expenses:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE LESS TOTAL EXPENSES:								\$0

ASSET 1: STATE FISCAL YEAR 2013 FACILITIES AND REVENUE VEHICLES (FOR RURAL SYSTEMS ONLY)

MAINTENANCE FACILITIES

NUMBER OF GENERAL PURPOSE MAINTENANCE FACILITIES	OWNED BY SERVICE PROVIDER		OWNED BY PUBLIC AGENCY FOR SERVICE PROVIDER		LEASED BY SERVICE PROVIDER		TOTAL NUMBER OF FACILITIES		
	Year of Manufacturer	AO BU MV CU SB VN OR BR SV	Vehicle Type Automobile Bus Minivan Curtaway School bus Van Other (Please Describe) Over-the-road bus Sports utility vehicle Use this area to give details on "Other" vehicles listed	Vehicle Length in Feet	Seating Capacity	Number of Vehicles in Fleet		Largest Source of Funding for Purchase/Leased Vehicles (FTA, Other Federal, Private, State or Local)	Number of ADA Accessible Vehicles
<p>TRANSIT AGENCY:</p> <p>ADDRESS:</p> <p>CITY/TOWN:</p> <p>STATE ZIP CODE:</p> <p>TELEPHONE:</p> <p>WEBSITE:</p>									
<p>Group vehicles with common column features on same row. Use two-letter vehicle code. Provide details for "Other" vehicle types. Record the manufactures specified seating capacity. Write in largest source of funding for the vehicles on each row. ADA accessible includes functioning lifts, ramps or built with low floor. Information reported is representative of assets on June 30, 2013.</p>									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									



Bibliography

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