

Appendixes to NCHRP Research Results Digest 314: State DOT Staff Resources for Administering Federal Public Transportation Programs

DETAILS

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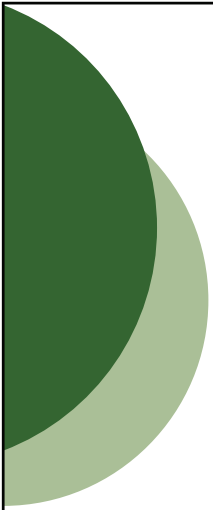
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NCHRP

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Appendixes to *NCHRP* *Research Results Digest 314:* *State DOT Staff Resources for* *Administering Federal Public* *Transportation Programs*

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Appendixes to Contractor's Final Report for NCHRP Project 20-65(7)
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National Cooperative Highway Research Program
TRANSPORTATION RESEARCH BOARD
OF THE NATIONAL ACADEMIES

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APPENDIX A

REVISED TELEPHONE SURVEY INSTRUMENT

REVISED TELEPHONE SURVEY INSTRUMENT

PART I: ORGANIZATION

1. Please provide an organizational chart specifically for the public transit section with FTEs by position. Please e-mail or fax it prior to the telephone interview. Fax: 301-951-0026

2. Who does the public transit unit head report to (position title)? Identify the different layers of reporting authority between the chief transit executive and the DOT secretary.

3. Does the DOT directly operate transit services? Yes No
If yes, please describe and indicate if the service is directly operated with state employees or contracted and what funding programs are used for these services (i.e., S.5311, S.5310, etc.):

4. Does the public transit unit head have legislative responsibilities that place him/her in direct contact with state or federal elected officials? Yes No

5. Are public transit staff people organized by functional duties, by grant programs, or by a combination?

Core Functions

Which core functions have dedicated staff?

Grant Programs

Which grant programs have dedicated staff?

6. Are all transit staff in your central office or do district staff play a role in administering the transit programs? Please specify district staff roles.

All Central Staff

Use District/decentralized staff

Specify district staff role: _____

If decentralized, to whom do they report? _____

PART II: SCALE OF THE PUBLIC TRANSIT PROGRAM

7. Which federal and state programs does the Transit Section administer? *(Check all that apply)*
 The following will identify how many recipients there are for each program in your state

_____ Section 5310- Elderly and Disabled
 Number of annual recipients: _____

_____ Section 5311- Non-Urbanized Areas
 Number of recipients: _____

_____ Section 5307- Small Urban Areas
 Number of recipients: _____

_____ Section 5316- Job Access and Reverse Commute (JARC)- Only if statewide grant
 Number of recipients: _____

_____ Section 5309- Capital Program- Only if statewide grant
 Number of recipients: _____

_____ Section 5313 – Planning (state planning \$ to subrecipients/operators)
 Number of recipients: _____

_____ Other State Programs
 Specify: _____

Number of recipients: _____

Specify: _____

Number of recipients: _____

8. Does your state provide the “local” match share for federal programs?

_____ Yes _____ No If yes, for which programs? _____

9. Do you administer the Section 5307 Small Urban Area program on behalf of the FTA?

_____ Yes _____ No If yes, how many S. 5307 small urban grantees are there in your state? _____

9. Total Number of Grant Recipients Managed by State: _____

10. Are all federal transit programs administered by your unit? _____ Yes _____ No

If no, what other organizational units administer FTA transit programs, and which of these programs are administered elsewhere?

PART III- STAFFING QUESTIONS

Staffing Levels

- 11. How many total full time slots are allocated to the transit section? _____
- 12. How many are currently filled? _____
- 13. How many of these administer state programs only? _____
- 14. We are interested in collecting information on the number of FTEs you have to administer each of the federal programs and to perform other key functions required by FTA. We are also interested in whether these staff members are located in your central office or in district offices. *We will go through this section with you during the telephone interview.* Please provide the number of FTEs for each position, as well as an estimate of the % of time spent per program. If your state does not have a particular position, please put a zero in the space marked for "Total FTE for job title."

Job Title and Major Function: **PUBLIC TRANSIT DIRECTOR-** *Directs, coordinates, and implements the state's public transportation programs*

Total FTE for job title: _____ Position is currently: _____ Vacant _____ Filled

Any comments regarding this position:

Job Title and Major Function: **ASSISTANT PUBLIC TRANSIT DIRECTOR-** *Assists in directing, coordinating, and implementing the state's public transportation programs.*

Total FTE for job title: _____ Position is currently: _____ Vacant _____ Filled

Programs →

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

ADMINISTRATIVE SUPPORT SPECIALIST-*Performs skilled clerical and/or administrative work for the public transit division.*

Total FTE for job title: _____ # positions currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____
 # located in districts: _____

Programs _____→

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

FISCAL OFFICER-*Directs the overall planning, development and administration of fiscal programs.*

Total FTE for job title: _____ Position is currently : _____ Vacant _____ Filled
 Provided by another unit within DOT: _____

Programs _____→

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

FTA GRANTS ADMINISTRATOR-*Administers state and/or federal transportation funding programs. This position is the link between the FTA and the state. Oversees contracts, grants, projects, programs, and procurements, including application, approval, payments, contract monitoring, audits, and close-outs.*

Total FTE for job title: _____ # positions currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____ # located in districts: _____
 Provided by another unit within the DOT: _____

Programs _____→

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

LOCAL GRANT COORDINATOR/ REGIONAL TRANSPORTATION COORDINATOR- Oversees and monitors the activities of entities that receive federal and state public transit grants. This position provides the link between the state (as the recipient of federal funds) and the local sub-recipients.

Total FTE for job title: _____ # positions currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____ # located in districts: _____

Programs _____→

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program: (if non-dedicated staff)									
If dedicated staff, # of FTEs for each program:									

Job Title and Major Function:

PUBLIC TRANSPORTATION PLANNING DIRECTOR- Oversees statewide public transportation planning.

Total FTE for job title: _____ Position is currently: _____ Vacant _____ Filled
 Provided by another unit within the DOT: _____

Programs _____→

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

PUBLIC TRANSPORTATION PLANNER- Performs planning and programming activities in support of statewide transit programs.

Total FTE for job title: _____ # positions currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____ # located in districts: _____
 Provided by another unit within the DOT: _____

Programs _____→

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

RIDESHARE/ALTERNATIVE TRANSPORTATION COORDINATOR- *Plans, promotes and coordinates statewide ridesharing, bicycle and pedestrian programs.*

Total FTE for job title: _____ # positions currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____ # located in districts: _____
 Provided by another unit within the DOT: _____

Programs →

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

TRANSPORTATION LEGISLATION/POLICY SPECIALIST- *Performs detailed analysis of state and federal legislation and regulations to determine transportation funding impact and develops policy recommendations for management.*

Total FTE for job title: _____ # positions currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____
 Provided by another unit within the DOT: _____

Programs →

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

SAFETY SPECIALIST- *Serves as the point person for federal and state rail and transit safety initiatives and regulatory oversight.*

Total FTE for job title: _____ Position is currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____
 Provided by another unit within the DOT: _____

Programs →

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

COMPLIANCE MONITOR- *Monitors division and sub-recipient compliance with applicable state and federal laws and regulations.*

Total FTE for job title: _____ Position is currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____
 Provided by another unit within the DOT: _____

Programs →

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

VEHICLE AND EQUIPMENT SPECIALIST- *Responsible for ensuring that local sub-recipients follow federal and state regulations in the purchase and replacement of vehicles.*

Total FTE for job title: _____ Position is currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____
 # located in the Districts: _____
 Provided by another unit within the DOT: _____

Programs →

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function:

TRAINING COORDINATOR- *Responsible for ensuring that local sub-recipients have access to training and technical assistance opportunities.*

Total FTE for job title: _____ Position is currently: _____ Vacant _____ Filled
 # located at DOT Headquarters: _____
 # located in the Districts: _____
 Provided by another unit within the DOT: _____

Programs →

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

Job Title and Major Function: _____ **OTHER, Please specify:** _____

Total FTE for job title: _____

located at DOT Headquarters: _____

located in districts: _____

Programs →

	S. 5310 Elderly Disabled	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
% of time for each program:									

15. From our conversation, we have calculated that you currently have _____ FTEs. How many FTEs has the state employed for public transit programs in each of the past five years?:

	2000	2001	2002	2003	2004	2005
# Employed:						

16. Over the next 2-3 years, do you anticipating either expanding or contracting the staffing levels for your department?

# FTEs Hiring for Expansion Purposes	# FTEs Eliminating for Contraction Purposes	# FTEs Staying the Same	Uncertain

17. Are any of your grants management activities performed by an outside agency or consultant?

_____ Yes _____ No

If yes, what is the equivalent level of activity contracted (FTEs) and what are their responsibilities?

of FTEs contracted: _____ Responsibilities: _____

Adequacy of Staff Levels

18. Do you think you have the staff resources to adequately administer the FTA programs?

_____ Yes _____ No

a. What are you unable to do that should be done? _____

b. What are you doing that is unnecessary? _____

19. What impact will the new state-administered programs within SAFETEA-LU (S. 5316- JARC and S. 5317- New Freedom) have on your staffing needs? (on a scale of 1- 5, with 1 having no impact and 5 having a very significant impact)

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5

20. What factors do you use in determining when to increase or decrease staffing for transit programs?

Hiring Issues

21. Are you able to fill existing authorized federal staff positions when they become vacant (when staff leave or retire)?

_____ Yes _____ No

If no, why not? (hiring freeze, insufficient state matching funds, concern the additional federal funds may be temporary, etc.) :

22. Are you able to add new authorized federal program staff positions when needed?

_____ Yes _____ No

If no, why not? (hiring freeze, insufficient state matching funds, concern the additional federal funds may be temporary, etc.)

23. When additional FTA administrative funding becomes available, will you be able to increase the number of authorized positions to help administer the various new federal program requirements?

_____ Yes _____ No

If no, why not? (hiring freeze, insufficient state matching funds, concern the additional federal funds may be temporary, etc.)

24. Can you hire contractual or temporary staff persons (versus career) to assist in administering transit programs?

_____ Yes _____ No

If yes, is this easier? Please explain: _____

25. What additional hiring constraints are you under? How long have they been in place?

(a) Attracting and Retaining Staff

26. Do you have any problems attracting and/or retaining quality staff? _____ Yes _____ No

If yes, please explain: _____

27. For which positions do you have the most difficulty in hiring and retaining staff? _____

28. What measures have you taken to attract and retain quality staff? _____

29. Is employee turnover a major issue for your agency? _____ Yes _____ No

If yes, at what positions/levels does employee turnover pose the largest challenge?

When employees leave, where do they typically go? (i.e., other states, consulting firms, etc.)

APPENDIX B

STATE SUMMARIES

STATE: Alabama

PART I: ORGANIZATION

Name of DOT and Transit Section:

Alabama Department of Transportation (ALDOT), Bureau of Multi-Modal Transportation

Brief Overview of Organizational Arrangement:

The Transit Section is organized under the Multimodal Transportation Bureau, which is under the direction of the Assistant Bureau Chief. The Assistant reports to the Bureau Chief, which are all under the direction of the Transportation Director (Secretary of Transportation).

Does the DOT directly operate transit services? _____ Yes ___X___ No

Does the transit head have legislative responsibilities? _____ Yes ___X___ No

Transit staff organized by:

_____ Core Functions _____ Grant Programs ___X___ Combination

Explain Arrangement:

The transit section staff provide general oversight for the subrecipients in managing the Federal programs. Thus, staff are tasked with both core functions and grant program-related duties.

Staff Location: ___X___ All Central Staff _____ District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program: The state solicits for projects every two years. Communities submit a single grant application to apply for all available State/Federal funds. The state decides which funding programs to use, mixing and matching between State and Federal funding as needed to fund as many transit needs as possible.

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
40 grants /year	29	6	29	19		88

- All 6 Section 5307 programs that Alabama administers are also Section 5311 recipients.
- JARC program beginning this Fiscal Year. These are also the Section 5311 recipients.
- Section 5309 funds are applied on behalf of entities. State is used to pass through the funding. Section 5309 recipients are non-traditional (i.e. senior services).

- ALDOT receives Section 5313 funds, but these will now be administered by the Bureau of Transportation Planning this fiscal year.

Does the state provide the "local match" for Federal programs? _____ Yes No

Does the State administer the Section 5307 Small Urban Program? Yes _____ No

There are 12 small urban systems in Alabama (5 large and 6 small). The five large and 1 small system received funds directly from FTA.

If yes, how many S. 5307 small urban grantees are there in the state? 6

Are all FTA programs administered by the transit section? Yes _____ No

If no, please explain:

However, the S.5313 funds are administered by the Bureau of Transportation Planning within ALDOT.

PART III: STAFFING LEVELS

 9 Full-time slots in transit section
 9 of these are currently filled
 0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

Because the State mixes and matches for each grantee, allocation of staff by federal program was not possible.

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Ass't Public Transit Director	1									
Administrative Support Specialist	1									
Local Grant Coordinator	4									
Other: Transportation Technologist	1									
Other: Engineering Assistant	1									

Notes:

- Public Transit Director (called Program Manager) is also responsible for the following functions: FTA grants administrator, public transportation planning director, and transportation legislation/policy specialist.
- Assistant Public Transit Director also is responsible for rideshare/alternative transportation.
- Administrative support specialist also has the role of the fiscal officer.
- Local grant coordinators (called Transportation Planners) often are individually assigned multiple functions: fiscal officer, FTA grants administrator, compliance monitor, vehicle and equipment specialist.
- Public transportation planning is performed by the Transportation Planning Section.
- Safety section within Bureau handles safety initiatives.
- Training is contracted with Auburn University – RTAP.
- Transportation Technologist performs the same functions as the Transportation Planners in addition to serving as ITS coordinator for the transit section.
- Engineering Assistant supports all functions within the transit section – assists procurement officer with new data entries into the statewide database, removal of vehicles from database upon disposal, etc. and assists the grant manager with TEAM entries.

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	5	5	5	5	9	9

ANTICIPATED CHANGES IN STAFFING LEVELS

They need more people if additional Federal programs are issued, but no decisions have been made.

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
			X

Description of any contracted grant activities:

The RTAP program is contracted to Auburn University - about 1 FTE. The Bureau of Multimodal Transportation also contracts out special projects to the State University System (i.e. intercity bus study or other transit element work for the Bureau’s work plan.) Currently, they have a contract with the University of Alabama at Huntsville for technical support. This is about 3 FTEs.

STATE: Alaska

PART I: ORGANIZATION

Name of DOT and Transit Section:

Alaska Department of Transportation, Division of Program Development, under Statewide Systems

Brief Overview of Organizational Arrangement:

The public transit unit head supervises both transit employees and reports to the Program Development Divisional Director. No formal transit division exists, but the transit program is managed within the Division of Program Development, under Statewide Systems. There are 2 Transportation Planners dedicated to transit. Also one day per week of the State Long Range Transportation Planner's time is devoted to transit responsibilities; therefore, the number of staff is about 2.2.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

All grant programs have dedicated staff, but no staff are dedicated to only one grant program. The staff all perform some degree of training, compliance, and administration/planning.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316 (JARC)	Section 5309	Section 5304 Statewide Planning	Other State Programs	Section 5303 Metropolitan Planning	TOTAL
10-12 annual recipients	8 annual recipients		6 annual recipients	10 annual recipients	Approximately 8 public transit, 4 complementary paratransit, and 30 human service providers	Alaska Mental Health Trust, 10 recipients	2 annual recipients	Approx. 50

Description of state transit programs:

- Three JARC grants awarded to the Alaska Mobility Coalition and the Alaska Mental Health Trust, administered by DOT Transit, which are available to all eligible agencies through a competitive process.
- Two 5309 earmarks (one each) are awarded to the Alaska Mobility Coalition and the Alaska Mental Health Trust, which are administered by DOT Transit and available to all eligible agencies through a competitive process.
- The Alaska Mental Health Trust originated as part of a lawsuit and, now, revenues for state lands are given to the Trust. This Trust is actually incorporated into the Revenue Department; the funds are not part of FTA, although they are given to DOT to pay for human service vehicles for mentally disabled people--- this money constitutes more than 50% of what they have in the pot for human service vehicles; it is earmarked for mentally disabled people. A portion of the money can also go to planning activities.

Does the state provide the “local match” for federal programs? _____ Yes X No

Does the State administer the Section 5307 Small Urban Program? _____ Yes X No

Are all FTA programs administered by the transit section? X Yes _____ No

Total Number of Grant Recipients Managed by State: 50

PART III: STAFFING LEVELS

 2 Full-time slots in transit section
 2 of these are currently filled
 0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS’ FEDERAL TIME BY PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5304 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	.20									
FTA Grants Administrator	1.5	37%	14%		14%	7%	14%	14%		6%
Public Transportation Planner	.30	8%	4%		3%	4%	3%	4%		4%
Compliance Monitor	.15	5%	2%		1%	2%	1%	2%		2%
Training Coordinator	.10	2%	2%		1%		2%	2%		1%

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	2.2	2.2	2.2	2.2	2.2	2.2

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
			X

Description of any contracted grant activities:

Grants management activities are not performed by an outside agency or contractor.

STATE: Arizona

PART I: ORGANIZATION

Name of DOT and Transit Section:

Arizona Department of Transportation, Public Transportation Division

Brief Overview of Organizational Arrangement:

The Public Transportation Division reports directly to the DOT Director.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Primarily in an advocacy role. Also assists with State budget and statutory requests.

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Public Transportation Division staff is organized by grant programs. Specifically, they are grouped by Federal programs – 1) Section 5311, 2) Section 5310, 3) Section 5303 & Section 5304, and 4) State Rail Oversight.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5303	TOTAL ANNUAL
55-65 per year	16				5	76-86

Description of state transit programs:

Arizona has four state-related transit programs. The first, Local Transportation Assistance Fund II (LTAF II), provides \$8-9M in funds for “transit use only” for public transportation sponsored by a local government entity or special needs transportation for jurisdictions allocated more than \$2,500 (basically all Federal recipients). This program is funded through Arizona Lottery proceeds and can be used for capital purchases, to match Federal funds or enhance operations. The second program, Arizona Rides, provides funds and guidance under the Governor’s Executive Order 2005-16 to coordinate the state’s United We Ride grant planning and submittal. The third program is the Surface Transportation Program (STP) Flexible Funding, which is distributed only to the State’s federal transit programs and cities or regions that participate in FTA programs and have operating systems in place to utilize the funding. The Public Transportation Division allocated \$900,000 of STP funding for capital funding in the Section 5311 program, \$1.5 million for the Section 5310 program, and \$4.1 million as pass-through funding to four Section 5307 systems. The last program, Light Rail Transit Funding, administers \$200,000 to provide state safety oversight of the light rail system.

Does the state provide the “local match” for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

 14 Full-time slots in transit section
 13 of these are currently filled
 0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS’ TIME BY FEDERAL PROGRAM

Allocating staff time among the Federal programs is not possible.

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Administrative Support Specialist	2									
FTA Grants Administrator	4									
Training Coordinator	1									
Other: Public Transportation Planner	1									

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Other: Rail Transportation Planner	1 vacant									
Other: Transit Automated Programs Systems Manager	1									
Other: Management Analyst for Arizona Rides	1									
Other: Section 5310 Transit Specialist	1									
Other: Section 5311 Transit Specialist	1									

Notes:

- Director is also responsible for transportation legislation/policy analysis.
- Fiscal officer responsibilities are performed within the Financial Management Services Division within DOT.
- Four FTA grants administrators (Section 5311, Section 5310, State Safety Oversight, and Section 5304 managers) also function as local grant coordinators and compliance monitors.
- The Section 5304 Manager (already accounted for as a FTA grants administrator) also functions as the public transportation planning director and the rideshare/alternative transportation coordinator.
- Vehicle and equipment specialist handled by the Fleet Services Division within DOT.
- Public Transportation Planner (VACANT) assists with the Section 5304 program and the state’s LTAF II, including public transportation planning studies throughout the state.
- Rail Transportation Planner is responsible for many of the principal planning functions surrounding Arizona’s rail infrastructure, including freight and passenger rail modes, for both the Public Transportation Division and the Transportation Planning Division, providing technical resources and support, and managing planning studies.
- Transit Automated Systems Manager conducts transit asset management to support Section 5310 and 5311 programs, oversees the design and update of Public Transportation Division website, and technical assistance to planning studies throughout the state.
- Section 5310 Transit Specialist develops and coordinates the processes and procedures for vehicle delivery and monitors active liens and eligible lien releases on all vehicles in the Section 5310 program.
- Section 5311 Transit Specialist manages procurement requirements, project billings and provides application and budget assistance to transit providers under the Section 5311 program.

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	10	10	10	10	14	13

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Hiring to Fill Vacancy	Eliminating for Contraction Purposes	Staying the Same	Uncertain
	X			

Description of any contracted grant activities:

The transit division has a consultant to support planning for the Section 5304, and at times the Section 5311 programs (1 FTE).

STATE: California

PART I: ORGANIZATION

Name of DOT and Transit Section:

State of California Department of Transportation (Caltrans), Division of Mass Transportation, Federal Transit Grants Office

Brief Overview of Organizational Arrangement:

The Division of Mass Transportation is under the Deputy Director of Planning & Modal Programs, who reports to the Chief Deputy Director and Director of the overall agency. Within the Division of Mass Transportation, a recent reorganization has placed all the Federal programs under a section devoted to Federal Transit Grants only. A separate section addresses State programs and funding.

Does the DOT directly operate transit services? Yes No

If yes, explain arrangement:

The DOT contracts for and funds the California Amtrak Rail and Bus Feeder System, but it does not receive Federal transit funding, and is under a separate division, the Rail Division.

Does the transit head have legislative responsibilities? Yes No

Caltrans Legislative Affairs is the intermediary between the divisions and the legislature. The Office Chief of the Federal Transit Grants Office is not allowed to have direct contact with state or federal elected officials.

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Federal Transit Grants Office is organized into three program-related sections (JARC & New Freedom-S.5316 Rural and Small Transit Operators - S.5311 and S.5311(f), and Specialized Federal Transit-S.5310) and three functions (FTA DBE/Title VI Liaison, Homeland Security, Interagency Coordination and Liaison). In addition, staff with responsibilities that are primarily functional are located within the program-related sections (a grants management specialist who covers all programs is under the JARC/New Freedom Section, procurement/vehicles specialists are located in Rural and Small Urban and Specialized Federal Transit Sections), the FTA DBE/Title VI Liaison also covers other FTA compliance issues such as Drug and Alcohol/Drug-Free workplace, the Interagency Coordination and Liaison also covers other SAFETEA-LU issues, and the contract for the RTAP program and other training is monitored by a staff position under the Rural & Small Urban Section.

Staff Location: All Central Staff District Staff

California

The major functions are handled centrally, in Sacramento. In 11 of the 12 Caltrans Districts, the transit program pays for staff time to perform transit related functions on both the Federal and state transit grant programs. The District staff perform first level project review, provide technical assistance, and do some compliance monitoring. Transit time is paid by the transit program, but the staff who perform these functions in the District offices report to District Planners. Federal Transit Grants staff in Sacramento act as liaisons to these District transportation planners regarding transit projects that have Federal transit funds as part of the project.

Number of grant recipients by Federal program: The state solicits for projects every year. Eligible entities submit grant applications to apply for federal funding under particular programs. Most use state Transportation Development Act (TDA) sales tax receipts as part of the proposed local match. Estimating numbers of recipients by program is somewhat misleading because many recipients may have projects under different funding sources, and so are double-counted. Figures below are estimates. Also, S.5307 Small Urban programs will no longer be administered by DMT effective July 1, but will be administered by FTA as they become direct recipients—the figure below reflects this change, though there are previous S.5307 grants that were administered by the state.

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL*
Approx. 150 annually	Approx. 100	Now 0	35 existing, primarily Small Urban Operators	No state-wide grant	Local grants primarily managed by Division of Transportation Planning	250 grantees

*represents 900-1,100 grants (some recipients with multiple grants)

Description of state transit programs:

California has several state transit funding programs. 1) TDA allows local jurisdiction to use the portion of the sales tax for transportation for transit purposes, unless it can be shown that there is no need. TDA is used as local match by recipients. DMT has a monitoring, legislative and regulatory role, though the actual allocation and distribution of funds is through the State Treasurer’s office. 2) State Transportation Improvement Program funds—state funds for projects in the STIP, 3) new program to provide funding for transportation projects addressing farm worker needs, regulations yet to be developed.

Does the state provide the “local match” for federal programs? Yes No
Indirectly, by providing TDA to local areas who then use it as match.

Does the State administer the Section 5307 Small Urban Program? Yes No
They used to, but effective 7/1/06 FTA will provide direct funding to these systems.
If yes, how many S. 5307 small urban grantees are there in the state? Approx. 35

Are all FTA programs administered by the transit section? Yes No

California

If no, please explain:

The Division of Transportation Planning administers S. 5313 funds. They are pooled in the Comprehensive Planning Program, and passed along to the MPOs.

100 FTE Full-time slots in transit section (50 bodies full-time, plus equivalent of 50, but work is spread among more people)
95 of these are currently filled (all but new JARC/New Freedom slots)
58 staff people administer state programs only. Note: 26 are in the Federal Transit Grants Section, plus 8 FTE federally-funded in the District offices for a total of 34.

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Ass't Public Transit Director	2-1 for fed, 1 for state	10%	10%	5%		10%	40%	10%	5%	10%
Administrative Support Specialist	5 FTE	Not tied to programs								
Fiscal Officer	1	Provided by another unit in DOT								
FTA Grants Administrator	1	30%	20%			10%	20%	10%		10%
Local Grant Coordinator	8		90%							10%
Planning Director (in Div. Of Transp. Planning)	1					100%				
Public Transportation Planners (FTE's)	25	7%	7%				5%	1%		1%
Legislative Policy Specialist	1	10%	10%	5%		10%	40%	10%	5%	10%

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Safety Specialist (Homeland Security)	1		30%			20%			50%	
Compliance Monitor	1	10%	50%			30%				10%
Vehicle & Equipment Specialist	3 FTEs	50%	40%							
RTAP and Training Coordinator	1	20%	20%	10%		10%		40%		
Interagency Coordination/ Liaison	1	30%	5%	5%			40% (20% JARC, 20%NF)	20%		

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	150	135	105	105	100	100

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
5 (4 are two-year positions) for New Freedom and JARC			

Description of any contracted grant activities:

The RTAP program is contracted to CalACT, but is closely monitored by DMT Federal Transit Programs staff.

STATE: Colorado

PART I: ORGANIZATION

Name of DOT and Transit Section:

Intermodal Planning Branch, Modal Program Section

Brief Overview of Organizational Arrangement:

The federal transit program funds are administered by the Modal Program Section. The Chief of that Section reports to the Intermodal Planning Branch Manager who reports to the Director of the Transportation Development Division, under the Deputy and Executive Directors of CDOT.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The staff is assigned both to federal grant programs (S.5311 and S.5310) and to specific functional areas (procurement, compliance, etc) .

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5304	TOTAL ANNUAL
25-30 grantees annually	30				10	65

Description of state transit programs:

Transit projects in Colorado are funded solely with federal and state dollars.

Does the state provide the "local match" for federal programs? Yes No
Local match for S.5307 and S. 5311 but not for S.5310

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

6 Full-time slots in transit section
3 of these are currently filled
0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public/ S. 5311 (f) Intercity Bus	S. 5307 Small Urban	S. 5309 Capital	S. 5304 Planning	S. 5316 JARC	RTAP	Rail Safety Oversight
Modal Program Section Chief	.5								
Public Transit Unit Manager	1	35%	45%			15%	It 5%		
Fiscal Officer	.5	35%	45%			15%	It 5%		
FTA Grants Administrator	3 (all currently vacant)	45%	55%						
Public Transportation Planner	1		30%			20%			

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	5	5	5	5	5	5

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring to Fill Vacant Positions	Eliminating for Contraction Purposes	Staying the Same	Uncertain
X			

Description of any contracted grant activities:

CDOT contracts for the administration of the RTAP program, drug/alcohol reviews and compliance reviews. It is estimated that these activities are equivalent to over two FTEs.

STATE: Connecticut

PART I: ORGANIZATION

Name of DOT and Transit Section:

Connecticut Department of Transportation (ConnDOT), Bureau of Public Transit

Brief Overview of Organizational Arrangement:

The Bureau of Public Transportation contains 1) Office of Transit and Ridesharing (*with responsibility for virtually all FTA programs*), 2) Office of Rail, and 3) Office of Fiscal and Administrative Services that supports both of the other offices. The Public Transit Administrator in the Office of Transit and Ridesharing reports to the Bureau Chief, Bureau of Public Transportation, who reports to the Deputy Commissioner for Operations (*who oversees all modal programs*).

Does the DOT directly operate transit services? Yes No

If yes, explain arrangement:

ConnDOT contracts with (indirectly operates) both rail and bus services:

- With Metro-North for rail operations on a main and 3 branch lines into NYC;
- With Amtrak for operation of the Shore Line East rail service;
- With (3) private providers for services in 8 CT Transit Divisions (Hartford/New Haven/Stamford, Waterbury/Meriden/Wellingford, New Britain/Bristol)
- For "T" express bus service on I-95, Stamford-White Plain, NY

ConnDOT also contracts with private providers for express bus and ridesharing services

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Office of Transit and Ridesharing contains two units:

- Program Design and Implementation (*Community advocacy, Bus capital projects, Marketing and TDM units*)
- Transit Development and Support Services (*Contract Services and Support, Project Development, Regulatory and Compliance (non-FTA) units*)

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients (**CONTRACTS**) by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
25 (estimate)	5	8				

Description of state transit programs:

- ConnDOT provides all operating assistance to all Federal program recipients; Federal funds are used only for capital and some planning.
- ConnDOT administers a state-funded Municipal Grant Program providing formula funds (pop+area) for dial-a-ride services to 54 municipalities, 8 Transit Districts and 2 Regional Planning Agencies.
- \$2.5 mil provided for operating enhancements by state Strategy Board.
- *Note: ConnDOT no longer matches all 5310 grants (ConnDOT provides the smaller of 80% or \$40,000 per accepted application).*

Does the state provide the “local match” for federal programs? Yes No
 (All except Fed funds for vans not used in public service.)

Does the State administer the Section 5307 Small Urban Program? Yes No
 All S.5307 funds are used for capital; ConnDOT “pools” all apportioned S.5307 funds and establishes priorities with recipients/systems; recipients manage resulting individual grants themselves with FTA.

If yes, how many S. 5307 small urban grantees are there in the state? 8

Are all FTA programs administered by the transit section? Yes No
 ...But not all program functions (see below)

- All grant-making activity is administered within the Bureau of Transit.
- Project development and grant development and monitoring is done within the Office of Transit and Ridesharing (and Office of Rail, if appropriate).
- Office of Fiscal Administrative Services tracks grants, does fiscal management, post award.
- Current Hartford Busway Project is managed in ConnDOT Highway Design; the grants are managed by ConnDOT Transit staff.
- Affirmative Action and training are managed in separate Departmental Offices.

PART III: STAFFING LEVELS

 36* Full-time slots in transit section (Office of Transit and Ridesharing)
 24 of these are currently filled
 5 of 24 staff people administer state programs only

**Note: 8 staffers in Regulatory and Compliance Division have no transit role.*

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus	CMAQ
Public Transit Director	1										
Administrative Support Specialist	3										
Fiscal Officer	2 in Fiscal Admin Services										
Planner	12	1.0	0.5	0.8	1.0		0.5				3.0
Legislative Policy Specialist	2										
Vehicle & Equipment Specialist	1										

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
6 (budgeted)			

Description of any contracted grant activities:

Vehicle specifications often written by contractors/consultants.

STATE: Florida

PART I: ORGANIZATION

Name of DOT and Transit Section:

Florida Department of Transportation (FDOT), State Transit Office

Brief Overview of Organizational Arrangement:

The Public Transit Manager reports to State Public Transportation and Modal Administrator who reports to the Assistant Secretary for Intermodal Systems Development who reports to the Secretary.

Does the DOT directly operate transit services? Yes No

Explain arrangement:

FDOT anticipates contracting for initial operation of the Central Florida Commuter Rail service for some period in the future.

Does the transit head have legislative responsibilities? Yes No

On an intermittent basis, but not as one of the departments officially Registered Lobbyists.

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The State's Transit Programs Office contains three sections – Planning, Grant Programs Administration, and Transit Operations. No staff are assigned to specific grant programs.

Staff Location: All Central Staff District Staff

Role of district staff and chain of command:

Seven FDOT Districts have approximately ten FTE program managers who solicit and evaluate funding requests, administer grants and contracts, and oversee implementation. District FTEs report to the District Engineers, with regular consultation with Headquarters transit staff. Headquarters staff does administrative/policy/guidance with no sustained responsibility for local grantees.

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5315	TOTAL
97 annually	52	16	(local)			165

Description of state transit programs:

The State has several independent state programs (\$90M plus in FY 2002) including:

- Urban Transit Capital Program
- State Transit Block grant to 5307 recipients, and county-based social service coordination
- Public Transit Service Development Program for discretionary demonstration projects
- Transit Corridor Program for discretionary capital or operating support in designated corridors
- Commuter Assistance Program for TMNA-based ridesharing support
- Park and Ride Program

Does the state provide the “local match” for federal programs? Yes No
 S.5310 match is 80-10-10; 5311 is all operating with no state match.

Does the State administer the S. 5307 Small Urban Program? Yes No
 Locals directly contract with FTA;
 State allocates funds, signs an agreement with locals giving them responsibility for FTA requirements.

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

21 Full-time slots in transit section
 (11 in Headquarters; 10 FTEs in Districts)
 21 of these are currently filled
 0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS’ TIME BY FEDERAL PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1	11%	11%	11%	11%	11%	11%	11%	11%	11%

Florida

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Administrative Support Specialist	1									
Fiscal Officer*										
FTA Grants Administrator	1									
Local Grant Coordinator	(10 FTE)**	yes	yes	yes	yes		yes			
Planning Director	1					10%				
Planner	2					20%				
Rideshare Coordinator	1							10%		10%
Safety Specialist	1								15%	
Vehicle & Equipment Specialist	2	50%			25%					

* Comptroller's Office keeps books ** District staff not all full-time transit

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	21	21	21	21	21	21

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

Considerable contracting in support of FDOT transit program administration and technical activities, largely through CUTR, including:

- Management of state vehicle procurement program;
- Management and technical assistance to locals for Commuter Assistance/Ridesharing program
- Conduct of drug and alcohol testing
- Management of training coordination and delivery
- Research

STATE: Georgia

PART I: ORGANIZATION

Name of DOT and Transit Section:

Georgia Department of Transportation, Office of Intermodal Programs, Transit Programs Section

Brief Overview of Organizational Arrangement:

The transit programs section is located under the Office of Intermodal Programs, which is located under the Division of Transportation Planning, Data, & Intermodal Development, which is under the Chief Engineer, who reports to the Commissioner.

Does the DOT directly operate transit services? _____ Yes No

Does the transit head have legislative responsibilities? Yes _____ No

Transit staff organized by:

Core Functions _____ Grant Programs _____ Combination

Explain Arrangement:

The function of administering grant applications has dedicated staff; the function of MPO planning has dedicated staff, the function of FTA TEAM reporting has dedicated staff, and the function of vehicle procurement has dedicated staff.

Staff Location: _____ All Central Staff District Staff

The district staff has oversight over the S.5311 grantees. The Manager of Transit Programs (located at the central office) has oversight over the district staff people. The central office has a Memorandum of Understanding with the district offices to house the staff people. There are six people in the districts and a seventh in Atlanta.

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5315	TOTAL
At GA DHS	118	5				123

Georgia

Description of state transit programs:

There are no state programs.

Does the state provide the “local match” for federal programs? Yes No

Does the State administer the S. 5307 Small Urban Program? Yes No

If yes, how many S. 5307 small urban grantees are there in the state? 5

Are all FTA programs administered by the transit section? Yes No

If no, please explain:

The Section 5310 program is administered by the Georgia Department of Human Resources.

PART III: STAFFING LEVELS

 12 Full-time slots in transit section
 12 of these are currently filled
 0 staff people administer state programs only

Plus parts of three positions that also serve other intermodal programs.

ALLOCATION OF STAFF MEMBERS’ TIME BY FEDERAL PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1		25%	25%	20%	5%	5%	5%	10%	5%
Fiscal Officer	.33		40%	30%	10%	5%	5%			10%
FTA Grants Administrator	.33		40%	30%	10%	5%	5%			10%
Local Grant Coordinator	7		100%							
Planner	3		20%	30%	10%	30%	5%			5%
Compliance Monitor	.33									
Vehicle & Equipment Specialist	1		90%							10%

Georgia

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	12	12	12	12	12	12

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

There are no contracted grant activities.

STATE: Hawaii

PART I: ORGANIZATION

Name of DOT and Transit Section:

The Department of Transportation is organized largely by three program divisions (Airports, Highways, and Harbors) which do not include transit as a separate entity. Transit-related activities are submerged in the Statewide Transportation Planning Office which is in the administrative arm of the organization.

Brief Overview of Organizational Arrangement:

The Statewide Transportation Planning Office serves a coordinating and planning function in establishing a multimodal transportation planning process and plan. The Office also provides technical assistance to counties to fulfill their roles of participation in that process. Within the Office, the Programming Staff Division handles the transit work through two engineers on staff. The Division has had a planner vacancy for the past 1.5 years. The two FTEs have broad intermodal planning responsibilities; they wear several hats and neither is fully dedicated to transit. The transit work was supposed to take only 25% of each person's time, but in reality it takes up about 75%; so roughly, 1.5 FTE workload supports transit grants management.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

The respondent does coordinate with the State on earmarks, but any policy-type of decisions go through the Director of the Statewide Planning Office.

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The respondent performs all grant management duties, with the assistance of the other Engineer for S.5311, S.5310, S.5303 (Metro/State Planning), S.5304, S.5309 discretionary funds (the urban system in the City & County of Honolulu get capital grants using those funds), earmarks, and new starts.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316 (JARC)	Section 5309	Section 5304	Section 5303 Metropolitan Planning	TOTAL
10 annual recipients	3			5	1 (Oahu MPO)		19 annual recipients

Hawaii

Description of state transit programs: The State does not provide any operating funds for public transit; they do, however, provide capital assistance for bus purchases on occasion (this has not been used very often though). The counties provide matches or operating assistance; about 75% of the operating budget comes from the counties.

Does the state provide the "local match" for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

1.5* Full-time slots in transit section
 1.5* of these are currently filled
 0 staff people administer state programs only

* Note: Technically, neither of the two staff that work on transit issues are dedicated exclusively to transit. They accepted their positions with the expectation that transit work would take up 25% of their time. Instead it takes up 75% of each person's time. That would equate to a 1.5 FTE.

ALLOCATION OF STAFF MEMBERS' FEDERAL TIME BY PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Planners/Engineers	2									

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	1.5	1.5	1.5	1.5	1.5	1.5

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities: None

STATE: Idaho

PART I: ORGANIZATION

Name of DOT and Transit Section:

Idaho Transportation Department (ITD), Division of Public Transportation

Brief Overview of Organizational Arrangement:

The Division of Public Transportation is under the direction of the Director of the ITD (equivalent to Secretary), who reports to a governor appointed seven member transportation board that has final authority.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Division of Public Transportation is organized by a combination of the grant programs and core functions assigned to the staff.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program: The state solicits for projects every two years. Communities submit a single grant application to apply for all available State/Federal funds. The State decides which funding programs to use, mixing and matching between State and Federal funding as needed to fund as many transit needs as possible.

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
12 annually	13 + 3 intercity	4 fiduciary oversight				25 includes S. 5303

Description of state transit programs:

Idaho has one state transit funding program – Vehicle Investment Program which awards around \$312,000 per year. The funds are used to purchase vehicles for both public and non-profit agencies after federal program dollars are exhausted.

As noted above, Idaho also has 3 Section 5311(f) recipients for intercity service. They also only provide fiduciary oversight and technical assistance to 4 out of the 5 small urban areas within the state. Section 5309 funds are currently used for technical assistance, though this fiscal year will be the first where funds will be used for an ITS statewide earmark. Lastly, the Division of Public Transportation co-manages the consolidated Section 5303 program funds for 5 urbanized MPOs, though the funds are moved to FHWA to oversee.

Does the state provide the “local match” for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No
 They provide technical assistance only.

Are all FTA programs administered by the transit section? Yes No

Please explain:

The S. 5313 funds are passed along to the MPOs.

PART III: STAFFING LEVELS

9 Full-time slots in transit section (plus 1 part-time temp)
 9 of these are currently filled
 1 (clerical) staff person administer state programs only

ALLOCATION OF STAFF MEMBERS’ TIME BY FEDERAL PROGRAM

Because the State mixes and matches for each grantee, allocating time among the programs was not possible.

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Administrative Support Specialist	2									
Fiscal Officer	.3									
FTA Grants Administrator	.5									

Idaho

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Local Grant Coordinator	3									
Planning Director	.4									
Program Manager										
Rideshare Coordinator	.2									
Legislative Policy Specialist	.2									
Safety Specialist	.1									
Training Coordinator	.3									
Other: ITS Coordinator	1									
Special Needs Staff	4									

Notes:

- Transit Administrator (Director) – 40% of time on federal programs, 20% of time on dealing with other state agencies, and 40% of time dealing with Idaho Transportation Department business.
- 2 Administrative support specialist – 1) accountant/clerical 60% federal and 40% state and 2) secretary 100% state.
- Public transportation planning director – time is divided as follows: 40% to public transportation planning, 30% as the business manager (fiscal officer), 20% legislation/policy, and 10% safety specialist.
- 4 Local grant coordinators – 2 are 100% for this function, 1 is 50% and 50% FTA grants administrator, and 1 is 50% and 20% rideshare/alternative transportation and 30% training coordinator.

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	8	8	8	8	8	8

ANTICIPATED CHANGES IN STAFFING LEVELS

They need more people, but legislation caps number of assigned employees.

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

None to date, but they are considering outsourcing drug and alcohol monitoring.

STATE: Illinois

PART I: ORGANIZATION

Name of DOT and Transit Section:

Illinois Department of Transportation, Division of Public and Intermodal Transportation

Brief Overview of Organizational Arrangement:

The Transit side of the Public and Intermodal Transportation Division is comprised of four major sections (NE Illinois Area Programs, Downstate Area Programs, Support Services, and Administrative Services). These chiefs/managers report to the Director of the Division of Public and Intermodal Transportation who reports to the Secretary.

Does the DOT directly operate transit services? _____ Yes No

Does the transit head have legislative responsibilities? Yes _____ No

Transit staff organized by:

Core Functions _____ Grant Programs _____ Combination

Explain Arrangement:

There are two bureaus which are organized geographically (NE Illinois and Downstate). In addition, there is an administrative section and a technical studies section.

Staff Location: All Central Staff _____ District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5315	TOTAL
65 annually	30		2-3/year	2		100

Description of state transit programs:

There are two major state programs, each of which has a NE Illinois component and a Downstate component. The first program is Operating Assistance, which provides \$61 million to Downstate systems (\$56 million to urban systems, and \$5 million to rural systems); and \$135 million for the NE Illinois component (the Chicago Metropolitan area). The second program is a reduced fare program, which is used to reimburse transit agencies for the lost revenue that result from reduced fares for elderly people and people with disabilities. The downstate reduced fare is funded at about \$400,000 annually and the NE Illinois reduced fare program is funded at \$37 million annually.

Does the state provide the "local match" for federal programs? _____ Yes No

In past years the state provided local match for the S.5309 program, but no longer has the funds to do it. The state operating assistance funds can be used for "local match"

Does the State administer the Section 5307 Small Urban Program? _____ Yes No

Are all FTA programs administered by the transit section? Yes _____ No

PART III: STAFFING LEVELS

_____ 34 _____ Full-time slots in transit section
 _____ 24 _____ of these are currently filled
 _____ 4 _____ staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Ass't Public Transit Director	1									
Administrative Support Specialist	1									
Fiscal Officer	1	1%	5%		1%			1%		
FTA Grants Administrator	2	30%	45%		5%			10%		5%
Local Grant Coordinator	8	33%	32%		4%					
Planning Director	1					70%				

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Planner	2					60%				
Legislative Policy Specialist	2									
Compliance Monitor	5									

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

The Transit Division contracts with a consultant to conduct program reviews and to provide a staff person for the Division for two years. The division also has a consultant for writing vehicle specifications and inspecting vehicles. The Division has an Inter-Agency agreement for Western Illinois University to run the RTAP program.

STATE: Indiana

PART I: ORGANIZATION

Name of DOT and Transit Section:

Indiana Department of Transportation (INDOT), Division of Local Programs, Office of Transit

Brief Overview of Organizational Arrangement:

The statewide transit programs, including federal grant management, are administered by the INDOT Office of Transit, within the Division of Local Programs. The head of the transit section is the Transit Manager of the Office of Transit. The Transit Manager reports to the Local Program Division Director, under the Deputy Director for Planning and Production, who ultimately reports to the Commissioner of INDOT.

Does the DOT directly operate transit services? _____ Yes No

Does the transit head have legislative responsibilities? Yes _____ No
 In conjunction with the INDOT Legislative Office.

Transit staff organized by:

_____ Core Functions Grant Programs _____ Combination

Explain Arrangement:

Under the direction of the Transit Manager, the Office of Transit has three staff members assigned to work with S.5311 grantees, one assigned to work with S.5310 grants, one assigned to planning functions. In addition, they contract for two additional full-time staff that provides technical assistance and compliance monitoring. Outside of the Office of Transit, INDOT provides support with fiscal matters, procurement and civil rights functions.

Staff Location: All Central Staff _____ District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL ANNUAL
45-50 per year	37	9				80

Description of state transit programs:

Indiana has a sales and use tax that funds its Public Mass Transportation Fund (\$30M in FY2005). These funds are used to match federal S.5311, S.5307, and S.5309 funds

Does the state provide the "local match" for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

 6 Full-time slots in transit section
 6 of these are currently filled
 0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1	25%	25%	50% on general administration and other programs						
Local Grant Coordinator	5	20%	60%			20%				

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	6	6	6	6	6	6

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

INDOT has two staff through a contactor. One primarily employee performs RTAP functions (training and technical assistance) with a little S.5311 administration. The second contract employee conducts compliance reviews.

STATE: Maine

PART I: ORGANIZATION

Name of DOT and Transit Section:

Maine Department of Transportation, Office of Passenger Transportation

Brief Overview of Organizational Arrangement:

The transit program is directed by the Transportation Programming Unit Manager. The Division is organized under the Office of Passenger Transportation, which is under the direction of the Deputy Commissioner for Policy, Planning and Communications, who reports to the Commissioner (Secretary of Transportation).

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Programming Division is organized by grant programs which are assigned to the four local grant coordinators (the Transportation Programming Unit Manager functions both as the transit director and as one of the local grant coordinators). The transit staff receive administrative support that is shared among the divisions. An additional three planners work on FTA projects, but are not included in the transit section.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
10 grants annually	14	10	4	5-15 per year	Pays for Administrator for technical assistance	22

Description of state transit programs:

Maine provides about \$550,000 per year from the State’s General Fund which is used for federal operating match. Maine also provides assistance for capital purchases where the state pays 50% of the non-federal share for traditional vehicles and 75% for alternative fuel vehicles. Maine also administers Section 5303 funds which are provided to metropolitan planning organizations (MPOs).

Does the state provide the “local match” for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

If yes, how many S. 5307 small urban grantees are there in the state?
 There are also three direct S. 5307 recipients.

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

Full-time slots in transit section
 of these are currently filled
 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS’ TIME BY FEDERAL PROGRAM

Because the State mixes/matches for each grantee, it was not possible to allocate time among federal programs.

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Local Grant Coordinator	3									

Notes:

- Public Transit Director (called Transportation Programming Unit Manager) – fills other major functions including: fiscal officer, FTA grants administrator, and transportation legislation/policy specialist.
- Three Administrative support specialist – two are filled and one is open. These positions are shared among departments.
- Four Local Grant Coordinators (Public Transit Director is one of the four) – other major functions include: FTA grants administrator, compliance monitor, vehicle and equipment specialist (one of the coordinators), and training coordinator (one of the coordinators).
- Public Transportation Planning Director is a function within Maine DOT under the Planning, Development, and Engineering Division within the Office of Passenger Transportation.
- Other: Planners – There are three planners who are not funded by FTA but work on FTA projects. One of these planners is responsible for rideshare/alternative transportation.
- Engineers – For construction projects as needed

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	4	4	4	4	4	4

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

Maine contracts the following activities: Vehicle maintenance consultant – .5 FTE; drug and alcohol – .2 FTE; and service planning – .5 FTE. In addition, they share administrative support, planning and engineering staff with the rest of MDOT.

STATE: Maryland

PART I: ORGANIZATION

Name of DOT and Transit Section:

Maryland Department of Transportation, Maryland Transit Administration, Office of Planning, Statewide Planning

Brief Overview of Organizational Arrangement:

The statewide transit programs, including federal grant management, are managed out of the Maryland Transit Administration's (MTA) Office of Planning, under the Director of Planning. Most of the functions are performed within the Statewide Planning Division, under the Manager of Statewide Planning. The functions dealing with management of the federal grants (link between state and feds) are handled by the Capital Programming Division which is also within the Office of Planning.

Does the DOT directly operate transit services? Yes No

If yes, explain arrangement:

The MTA operates the bus, rail (heavy and light), and ADA paratransit in the Baltimore region, commuter bus and commuter rail.

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Statewide Planning unit is split into two sections – *regional planning* (which manages the public transit programs – S.5307, S.5309, S.5311, and JARC, state public transit programs) and *statewide programs* (which manages the state's coordination program and S.5310, ridesharing, specialized transportation). In addition, the regional planning staff are assigned to manage grantees in specific regions of the state. The staff are not dedicated to a particular federal program, but rather to grantees and/or projects. The functions dealing with management of the federal grants (link between state and feds) is handled by the Capital Programming Division within the Office of Planning. The only dedicated staff person is the one assigned to the S.5310 program.

Staff Location: All Central Staff District Staff

Maryland

PART II: SCALE OF PUBLIC TRANSIT PROGRAM*Number of grant recipients by Federal program:*

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5315	TOTAL ANNUAL
20 grantees annually	24	8	18	11		47

Description of state transit programs:

In addition to using state funds to match federal operating/capital grants under S.5307, S.5311, S.5309, JARC and ridesharing, Maryland has a number of state programs funded entirely with state dollars. These include the ADA program (\$2.4M in FY06), the Specialized Service Transportation Assistance Program - SSTAP (\$4.3M in FY06), Rural and Community Based Transportation Program (\$1.8M in FY06), the Senior Ride Demonstration Program (\$100,000 in FY06).

Does the state provide the "local match" for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

If yes, how many S. 5307 small urban grantees are there in the state? 8

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

 12 Full-time slots in transit section
 8 of these are currently filled
 0 staff people administer state programs only

Maryland

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1	Cannot distribute among the programs							no	no
Ass't Public Transit Director	2	Chief Regional Planning is distributed among 5311/5307/JARC/RTAP Chief Statewide Programs is distributed among S.5310 and various state programs							no	no
Administrative Support Specialist	1	Cannot distribute among the programs							no	no
Fiscal Officer		In Capital Programming Division								
FTA Grants Administrator		In Capital Programming Division								
Local Grant Coordinator	4	.5 person	3.5 people split their time among the remaining federal/state programs							

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	8	8	8	8	8	8

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
			X

Description of any contracted grant activities:

The MTA contracts with a consulting firm to provide one of the Local Grant Coordinators listed above. MTA also contracts for administration of the RTAP program.

STATE: Massachusetts

PART I: ORGANIZATION

Name of DOT and Transit Section:

Executive Office of Transportation, Office of Transportation Programs, Federal Transit Administration Program Unit

Brief Overview of Organizational Arrangement:

Program Managers and staff of Federal Transit Administration Programs Unit report to a Director of FTA Programs who reports to the Deputy Secretary of Transportation for Transportation Programs who reports to the EOT Secretary.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The S. 5311 program is managed by the state, but funds flow to 15 Regional Transit Authorities (RTAs) statewide (awards are discretionary based on need). The S. 5310 program is managed by EOT with vehicle purchases by the RTAs and/or Councils on Aging. The S. 5307 and S. 5309 program funds flow directly to the RTAs with no state management. S. 5303 (planning) funds flow directly to the MPOs with no state management.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL ANNUAL
12-20 grantees annually	13		10		1	30

Massachusetts

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	9	9	11	10	11	11

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
			X

STATE: Michigan

PART I: ORGANIZATION

Name of DOT and Transit Section:

Michigan Department of Transportation (MDOT), Multi-Modal Transportation Services Bureau, Passenger Transportation Division

Brief Overview of Organizational Arrangement:

The Passenger Transportation Division of the Multi-Modal Transportation Services Bureau is organized in two sections. The Program Administration Section provides program support, contracts, payment, plus for hire transportation regulation. The Transportation Services Section manages the Federal programs and liaison, client project managers, Federal program compliance, etc. The Passenger Transportation Division Administrator reports to the Multi-modal Bureau Director who reports to the MDOT CAO/Director.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Only advice and counsel to senior management staff.

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

Staff in the Transportation Services section are designated as either Project Managers with multiple client responsibilities, or Program Managers responsible for one or more Federal programs. Management of state funding and federal funding are largely inseparable following federal grant application activities. Far more funding is available through the state Comprehensive Transportation Fund (\$200M+) than from all FTA programs (\$33M+).

Staff Location: All Central Staff District Staff

Role of district staff and chain of command:

The PT Division formerly had district staff, i.e., more decentralized 2-3 years ago, which have been reassigned out of the transit division as budgets were cut and staffs DOT reduced.

Michigan

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
60 annually (estimate)	58	14				130 (estimate)

Description of state transit programs:

- Local Operating Assistance, \$161.7M('04) (*urban, small rural systems on formula*).
- Public Transportation Development, \$27.0 mil ('04) (*Capital, operating, planning; Federal capital match*).
- Intercity Passenger and Freight, \$21.0M ('04) (*Amtrak, Intercity Bus*).

Does the state provide the "local match" for federal programs? Yes No

- State policy is to provide the entire Federal capital match (20%); Legislative mandate exists for a minimum of 2/3 from the state for capital.
- No state match for new programs (New Freedom); JARC operations fully funded by state as a budget line item.

Does the State administer the Section 5307 Small Urban Program? Yes No
 Apportioned funds are directly allocated to local operators.

Are all FTA programs administered by the transit section? Yes No

Please explain:

- S. 5313 planning funds are administered by the Bureau of Planning.
- DOT Finance and Accounting handles traditional processes (contracts, billing, payments).
- DOT Compliance Office handles DBE, Drug and Alcohol compliance (with decline in Passenger Transportation Division staff).
- State OMB handles aspects of pooled vehicle procurement.

PART III: STAFFING LEVELS

28 Full-time slots in transit section*
28 of these are currently filled
na staff people administer state programs only

*13 in each section, plus two Administrative; five are non-transit (for-hire service regulation).
 Staff levels down 40% from 50 two years ago (early-out offer and budget driven reassignments)

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	50	50	50	43	36	28

Note: Early-out and two cycles of “reassignments” reduced staff from 50 to current 28.

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
8 – 10 expected for FY '07			

STATE: Minnesota

PART I: ORGANIZATION

Name of DOT and Transit Section:

Minnesota Department of Transportation (MnDOT), Office of Transit

Brief Overview of Organizational Arrangement:

Office of Transit contains three sections - Management Service Section (various functions other than program management), Transit Program Section, and Bike and Pedestrian Section. The Office of Transit reports to the Program Management Division Director who reports to the Deputy Commissioner who reports to the Commissioner (who is also the current Lt. Governor).

Does the DOT directly operate transit services? _____ Yes No

Explain arrangement:

Under prior administration, MnDOT operated commuter bus service under contract that is planned to be replaced by commuter rail. Service contract was transferred to local governments to operate.

Does the transit head have legislative responsibilities? Yes _____ No

Report-making and responses; no lobbying/advocacy.

Transit staff organized by:

Core Functions _____ Grant Programs _____ Combination

Explain Arrangement:

Federal and state program management is mixed; responsibilities not separated.

Staff Location: _____27_____ All Central Staff _____7_____ District Staff
(including 7 bike/ped)

Role of district staff and chain of command:

District staff report to District Planning Directors. They analyze needs and funding applications, oversee providers, conduct provider evaluations/inspections, and assist with local planning. A portion of their salary is funded by Office of Transit and they meet at Headquarters monthly. Headquarters does grant solicitations, policy and program guidance, vehicle procurements, central grant administration, financial accounting).

Minnesota

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
32 grants annually (130 grantees active)	62 annual contracts	6 (Contract directly w/ FTA)	5-10 var.	1 typically w/ 3-5 direct recipients	Widely variable	100 Estimate

Description of state transit programs:

Local Transit Operating and Capital Assistance
Safe Routes to Schools

Does the state provide the "local match" for federal programs? X-variable ___ Yes ___ No

Does the State administer the Section 5307 Small Urban Program? ___ Yes X ___ No

Are all FTA programs administered by the transit section? ___ Yes X ___ No

If no, please explain:

North Star Commuter Rail Office administers Federal rail funds, does project work and reporting. In addition:
Minnesota Department of Administration supports pooled vehicle procurement; MnDOT Audit Office does audits;
MnDOT IT supports IT projects.

PART III: STAFFING LEVELS

___ 34* ___ Full-time slots in transit section
___ 25** ___ of these are currently filled
___ 0 ___ staff people administer state programs only

*27 at Headquarters (including 7 Bike/Ped) and 7 District representatives

**Estimated 12 FTEs involved in Federal grant programs

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM
 (Based on 18 HQ current staff; estimate 12 FTEs for Federal programs;
 estimates of FTEs shares based on salaries assigned; excludes Bike/Ped staff, 2 vacancies)

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1		majority							
Ass't Public Transit Director	0									
Administrative Support Specialist	4		19%			12.5%		12.5%		
Fiscal Officer	1		50%							
Local Grant Coordinator	(7) Dist	14%	43%			3%				
Planning Director	2		15%		5%	10%				
Planner	5	10%	10%							
Rideshare Coordinator	1									
Legislative Policy Specialist	1	10%	40%							
Vehicle & Equipment Specialist	1	30%	50%							
Training Coordinator	1							100%		
Prog Admin:	1		50%			25%				25%

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	20	20	20	20	20	20

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

STATE: Missouri

PART I: ORGANIZATION

Name of DOT and Transit Section:

Missouri Department of Transportation, Transit Section

Brief Overview of Organizational Arrangement:

The Administrator of Transit reports to the Director of Multimodal Operations who reports to the Chief Engineer who reports to the DOT Director who reports to the Transportation Commission (there is no Secretary of Transportation in Missouri).

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

This job is handled by the Director of Multimodal Operations, although sometimes the Transit Administrator provides back-up.

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Transit Section is small (7 FTEs). Each staff member is in charge of more than one program and all facets of the programs that they oversee, with similar programs grouped together under one staff person. For example, there is a Transit Operations Specialist who oversees the S. 5311 program, along with the state rural operating assistance program and JARC.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
60 this year. Over 200 with active vehicles	31	4	4	17 varies from year to year	3	119

Missouri

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	6	6	6	6	6	7

The seventh position came after a State Management Review showed that the S 5309 program was not being adequately administered- largely because the workload was too much for one person.

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

They do not currently contract for any grant activities, but are looking at having some RTAP training contracted - particularly those courses such as CPR and First Aid. There is also a Center for Human Development that they are considering working with for classes pertaining to persons with disabilities. Also, the Fiscal Officer is not within the Transit Section. The Section does have access to parts of two staff people to perform the fiscal duties necessary for the State funding programs. The vanpool aspects of ridesharing are performed by the Department of Natural Resources and at the MPOS. There is a bike/pedestrian position at the Planning Division. Rail Safety is done in the Rail Section.

STATE: Nevada

PART I: ORGANIZATION

Name of DOT and Transit Section:

The State's transit program is managed within the Planning Division, which has the following sections: Pedestrian, Rail, Bicycle, Transit, and Aviation.

Brief Overview of Organizational Arrangement:

The public transit unit head supervises transit employees in the Transit section for 1/3 of his time, another 1/3 in the Rail section (specifically, in the area of rail safety oversight), and another 1/3 in the Aviation section. He reports to the Planning Division Chief, who reports to the Assistant Director, who then reports to the Deputy Director, then to the Director. In addition to this unit head, the section has four FTEs in the Transit section, as well as two full-time consultants. Several support divisions, such as accounting and programming, provide assistance to these Transit staff as well as staff in the other Division sections.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No
They often respond to legislative requests "as appropriate".

Transit staff organized by:

Core Functions Grant Programs

Explain Arrangement:

The Transit section staff are assigned to various "core functions". In regard to core functions, staff have distinct dedicated responsibilities. For example, one person is tasked with paying invoices, record-keeping, processing of agreements, awarding of Federal funds, and supporting and participating in the Advisory Committee for transit, etc. They tried to organize by grant program in the past, but this did not work well due to imbalances in workload among various programs. For example, the S.5310 program had 60 recipients, while others had many fewer less.

Staff Location: All Central Staff District Staff

Nevada

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316 (JARC)	Section 5309	Section 5313 (State Planning funds to subrecipients /operators)	Section 5303 Metropolitan Planning	TOTAL
60 annual recipients	5	2	2	2-3 annual recipients (this is their first grant)	1		60-65

Description of state transit programs: Nevada does not have any separate state funding programs, but does provide 1/2 of the non-federal match for capital under the S.5310 and S.5311 programs (\$95,000 total).

Does the state provide the "local match" for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

If yes, how many S. 5307 small urban grantees are there in the state? 1

They only support Carson City, which is a new urbanized area. They will eventually be self-sufficient.

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

6* 6 Full-time slots in transit section
6 of these are currently filled
0 staff people administer state programs only

*4 NDOT FTEs plus 2 full-time consultant staff on site

ALLOCATION OF STAFF MEMBERS' FEDERAL TIME BY PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1 (only 2/3 of time in transit-related activities; other 1/3 in the Aviation Division)	Approx 5%	Approx 5%	Approx 5%	Approx 5%	Approx 5%	Approx 5%		33%	Approx 5%
FTA Grants Administrator	1	25%	25%	25%		25%				

Nevada

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Local Grant Coordinator	1 (mostly outreach activities)	5-10%	5-10%	5-10%	5-10%	30%	5-10%	20%		5-10%
Public Transportation Planner	1 (mostly monitoring and reporting requirements functions)	20%	10%	20%	20%	20%				10%
Compliance Monitor	1	12%	12%	12%	12%	12%	12%	12%		12%
Compliance Monitor	1 consultant (drug and alcohol and monitoring)	10%	20%	20%	20%		10%			10%
Vehicle & Equipment Specialist	1 (consultant responsible for vehicle purchases and specs)	20%	20%	20%	20%					20%

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	6	6	6	6	6	6

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
			X

Description of any contracted grant activities:

Grants management activities are performed by a contractor on-site, so considered part of staff.

STATE: New Hampshire

PART I: ORGANIZATION

Name of DOT and Transit Section:

New Hampshire Department of Transportation, Bureau of Rail and Transit, Public Transportation Section

Brief Overview of Organizational Arrangement:

The statewide transit programs, including federal grant management, are managed out of the NH DOT's Bureau of Rail and Transit. The Bureau Administrator reports to the Director of the Division of Aeronautics, Rail and Transit who reports to the Commissioner. Most of the transit grant administrative functions are performed within the Public Transportation Section, under the Public Transit Administrator. Outside the Bureau of Rail and Transit, the DOT's finance office handles FTA drawdowns and other federal grant financial matters.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Bureau of Rail and Transit is split into three sections – railroads, bicycle/pedestrian and public transportation. Under the direction of the Public Transportation Administrator, the public transportation section manages the federal grant programs. The section also has a Transit Grants Coordinator, a Transportation Coordinator, and a Rideshare Coordinator. Staff members are not dedicated to a particular federal program but the Transit Grants Coordinator (a newly created position) handles the primary grant management functions with the S.5307/S.5311 grantees/projects. Other staff are assigned to specific management functions (compliance, financial/reporting, intercity bus, park-n-ride).

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5315	Total Annual
10 per year/ 30-40 active	6	3				19

Description of state transit programs:

New Hampshire provides state funding to 1) match federal S.5311/S.5307 operating funds (\$125,000) and 2) match federal S.5309/S.5307 capital funding (\$100,000).

Does the state provide the “local match” for federal programs? ___X___ Yes ___No

Does the State administer the Section 5307 Small Urban Program? ___ Yes ___X___ No

Are all FTA programs administered by the transit section? ___X___ Yes ___No

PART III: STAFFING LEVELS

___4.5___ Full-time slots in transit section
 ___4.5___ of these are currently filled
 ___0___ staff people administer state programs only

ALLOCATION OF STAFF MEMBERS’ TIME BY FEDERAL PROGRAM

Because the State mixes and matches for each grantee, this exercise is an estimate.

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus	
Public Transit Director	1	Transit 50% – could not distribute									
Ass’t Public Transit Dir.	1	50% to 5311/5311(f) and 50% to rest					--			--	
Local Grant Coordinator	2	<ul style="list-style-type: none"> • Transit Grant Coordinator estimated 50% S.5311, 25% S.5310 and 25% rest • Transportation Coordinator estimated 50% on compliance and 50% on grant reporting/data for all federal programs 									
Rideshare Coordinator	1	100% ridesharing including park-n-ride lots and intercity bus links – paid with FHWA funds									

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	3.5	3.5	3.5	3.5	3.5	4.5

ANTICIPATED CHANGES IN STAFFING LEVELS

# FTEs hiring for Expansion Purposes	# FTEs Eliminating for Contraction Purposes	# FTEs Staying the Same	Uncertain
		X	

New Hampshire

STATE: New Jersey

PART I: ORGANIZATION

Name of DOT and Transit Section:

New Jersey Transit Corporation (NJT)

Brief Overview of Organizational Arrangement:

NJT handles all FTA program activity and funding for the state, acting as the transit division of NJDOT (NJDOT has no direct role in any FTA program activity). Within NJT, the Federal transit grants are managed within two primary sections. The Capital Planning and Programming division has a *Program and Grants Management* section, led by a Chief, that deals with administration of the FTA grants, project lists, and the STIP. The Policy, Technology and Customer Service division, also led by a Chief, has a *Service Planning and Development* section that manages the local grants and grantees. There are two directors within *Service Planning and Development* that deal with transit: the Director of Local Programs (S.5310, S.5311, UWR) and the Director of Innovate Services (JARC). Thus, each of the transit directors is 3-4 layers into the organization.

Does the DOT directly operate transit services? Yes No

If yes, explain arrangement:

NJT is the major statewide operator (bus, rail) and also subsidizes/supports private operators.

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

Transit program responsibility lies in functional areas (see above):

- *Grant Management* is in Capital Program and Grant Management
- *Program Management* lies in (2) offices of Service Planning and Development
- *Project Management* lies in various office based on type of activity

NJT concentrates Federal funds in as few projects as possible to ease administrative requirements

Staff Location: All Central Staff District Staff

New Jersey

PART II: SCALE OF PUBLIC TRANSIT PROGRAM*Number of grant recipients by Federal program:*

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
50	14	4				

Description of state transit programs:

The Private Carrier Program is part of the larger NJT Bus-LRT program and is the major state program providing capital assistance and operating support to private carriers throughout the state.

Does the state provide the "local match" for federal programs? Yes No

- S.5310 - match provided by the state
- S.5311 – match split 50/50
- JARC – not matched
- State funds used to match all other programs
- S.5307, S.5309 match almost exclusively made up of "soft" state match

Does the State administer the Section 5307 Small Urban Program? Yes No

If yes, how many S. 5307 small urban grantees are there in the state? 4

Are all FTA programs administered by the transit section? Yes No

Please explain:

However, there is no single "transit section;" (2) main divisions administer FTA programs, another tracks grants, others support compliance requirements (see below)

Description of any contracted grant activities:

- A "Business Diversity group within NJT supports DBE compliance, driven more by state requirements than Federal.
- A "Procurement" office supports state pooled vehicle purchases.
- Drug and alcohol testing and compliance is managed by a contractor.
- RTAP training is done by a contractor (Rutgers University).

STATE: New York

PART I: ORGANIZATION

Name of DOT and Transit Section:

New York State Department of Transportation (NYDOT), Assistance Program Delivery Bureau

Brief Overview of Organizational Arrangement:

The Assistance Program Delivery Bureau (passenger, freight rail, transit), contains two units, one dealing with Transit Services and the other dealing with Passenger Policy and Program Evaluation.

The *Transit Services Unit* has four sections:

- Downstate Section
- Upstate Section (*S. 5311, Intercity*)
- Specialized Section (*S. 5310, etc.*)
- Upstate Urban and Technical Assistance Section (*RTAP, etc.*)

The *Passenger Policy and Program Evaluation Unit* has three sections:

- Grants and Payments Section
- Mobility and Innovation Section
- Regulation Section

The Bureau's Transportation Modal Manager reports to Office of Program Development and Management which reports to the DOT Chief Operating Officer/Operating Division who reports to the NYDOT Commissioner.

Does the DOT directly operate transit services? _____ Yes No

Explain any arrangements:

NYDOT contracts with intercity bus and commuter service providers to support intercity connectivity.

Does the transit head have legislative responsibilities? Yes _____ No

Transit staff organized by:

_____ Core Functions _____ Grant Programs Combination/geographically

Explain Arrangement:

The Upstate/Downstate sections of the Transit Services Unit contain specific Federal program responsibilities (*S.5310, S.5311, Intercity, RTAP*) and these programs have some dedicated staff. The Policy/Program Evaluation unit have similar program responsibility across all units.

Staff Location: All Central Staff _____ District Staff

Role of district staff and chain of command:

Four of the seven districts have 'ex officio' staff following/overseeing transit program activity (service planning and implementation of NYDOT contracts and projects).

New York

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
89 recipients 270 active grantees	42 grantees 60 operators	9 Direct FTA grants	4-8/yr state			140 (estimate)

Description of state transit programs:

- Statewide Mass Transit Operating Assistance (\$2.5B, 130 recipients)
- Omnibus Program, 1/2 non-Federal share for capital (\$18M for S. 5307, S. 5311, S. 5309)
- Transit State Dedicated Fund, state-of-good-repair capital (\$16M for 12 large recipients)
- Hybrid Electric Bus Program (under-writes extra vehicle cost; \$50M/5 years; enacted in 2005; first applications arriving now)

Does the state provide the "local match" for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

Please explain:

- Other organizational units support transit programs:
- State equivalent of GSA procures transit vehicles
 - Grant payments go through Accounting/Fiscal Services unit and the Comptroller's Office
 - Attorney General approves contracts
 - NYDOT Office of Safety and Security authorizes intercity motor carriers, inspects and trains

PART III: STAFFING LEVELS

 43 Full-time slots in transit section
 33 of these are currently filled
 1 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' FEDERAL TIME BY PROGRAM

Note: NYDOT spends \$3B in state funds, dwarfing Federal funding.

As a result, an estimated 15% of total staff time is spent on Federal programs.

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1			40%	15%	10%				
Administrative Support Specialist	6		5%	5%				5%		
Planner/Transit Specialists	5		50%							50%
Planner/Transit Specialists	3	100%								
Planner/Transit Specialists	1	50%	50%							
Planner/Transit Specialists	1						100%			

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed (estimate)	42	42	42	38	38	33

Note: Lost 1/3 of staff in two prior early-out offers (9 staff).

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

Contractors used for drug/alcohol testing, safety compliance, state management reviews. Constraint on contracting is on lack of contract oversight/management capability.

STATE: Ohio

PART I: ORGANIZATION

Name of DOT and Transit Section:

Ohio Department of Transportation, Office of Transit

Brief Overview of Organizational Arrangement:

The Office of Transit is organized under the Division of Local Programs, which is under the direction of the Assistant Director for Planning and Production, who reports to the Director (equivalent to the Secretary of Transportation).

Does the DOT directly operate transit services? _____ Yes No

Does the transit head have legislative responsibilities? _____ Yes No

DOT has a chief legislative affairs person, although the Office of Transit provides direct input regarding transit issues.

Transit staff organized by:

Core Functions _____ Grant Programs _____ Combination

Explain Arrangement:

The Office of Transit staff is organized by core functions. The office is divided into two sections – Program Management and Special Projects. Program Management coordinates federal programs such as Section 5311 and Section 5307 along with state funded programs. Special Projects coordinates Section 5310, RTAP, and other special projects like safety oversight.

Staff Location: All Central Staff _____ District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL ANNUAL
25 (typically per year)	36					61

Ohio

Description of state transit programs:

The Ohio Coordination Program (about \$800,000 per year) provides funding to areas that have no or limited public transit. Funds are used to pay for human service coordination of transportation. The second program is the Elderly and Disabled Transit Fare Assistance Program (\$7 M) which is available strictly for transit programs to off-set farebox loss due to the ½ fare requirement. All but the top four urban systems (20 out of 24) utilize this program. The Ohio Public Transit Grants Program (approximately \$3.8 M rural and \$4.4 M urban) is the third program. This is essentially funds provided to the systems to be used as match. Ohio uses S. 5313 funds for personal services contracts – consultant services for planning projects based on the needs of the systems (requests made on an informal, non-application format). Ohio has three state transit funded programs.

Does the state provide the “local match” for federal programs? Yes No
Ohio Public Transit Grants Program.

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

Please explain:

All the FTA transit programs are administered by the transit section except the Consolidated Planning Grants go to the Division of Planning.

PART III: STAFFING LEVELS

 17 Full-time slots in transit section
 13 of these are currently filled
 0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS’ TIME BY FEDERAL PROGRAM

Because the State mixes and matches for each grantee,
allocation of staff time among the federal grants is not possible.

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Ass’t Public Transit Director	2									
Administrative Support Specialist	1									

Ohio

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Local Grant Coordinators	2									
FTA Grants Administrator	6									
Safety Specialist	2 (only one for transit)									

Notes:

- Director (Public Transit Administrator) is also responsible for transportation legislation/policy analysis.
- Two Assistant Directors (Public Transit Managers) are also responsible for fiscal officer related functions.
- Two Safety Specialists – one for rail and one for buses. The rail safety and security oversight specialist technically is not counted as part of the Transit Division (for purposes of PINs, counted as part of the Office of Local Projects Division). Bus Safety Specialist also responsible for compliance monitoring and training.
- Two Grant Coordinators – they take care of the recipients’ invoices and contracts.
- Public transportation planning is a joint effort with the Planning Department within DOT – TIP and STIP requirements.
- Vehicle and equipment specialist responsibilities are contracted out.

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed				13	13	13

ANTICIPATED CHANGES IN STAFFING LEVELS

Looking to fill their vacancies within the Transit Division. Might be able to add ½ FTE.

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

The Transit Division utilizes consultants for a myriad of activities. Specific ones noted were 1) ½ FTE to cover vehicle and equipment issues (S. 5310 vehicle equipment), 2) Rural transit assistance ½ FTE, 3) Planning assistance, 4) QAR coordination, 5) Drug and alcohol testing, 6) Contract administration, 7) Transit manager curriculum through Wright State, and 8) Other programs not identified.

STATE: Oklahoma

PART I: ORGANIZATION

Name of DOT and Transit Section:

Oklahoma Department of Transportation (ODOT), Transit Programs Branch

Brief Overview of Organizational Arrangement:

The Transit Programs Branch is organized under the Chief Engineer, which is under the direction of the Director of ODOT, who reports to the Secretary of Transportation.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No
 Comments on pending legislation

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Transit Programs Branch staff is organized by both functional duties and grant programs. There is dedicated staff for the New Freedom and JARC programs. The remaining staff are organized by a combination of core functions and grant programs.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL ANNUAL
(DHR administered)	19		Starting this year	Between 12-20	Used for internal planning	31-39

Description of state transit programs:

Oklahoma has one state transit funding program – Public Transportation Revolving Funds. This program is annually appropriated (\$2.9 million last year) and is distributed to all public providers based on revenue miles. The original intent of the program was to support public transportation providers by offering funds as a means for local match.

Oklahoma

Does the state provide the "local match" for federal programs? Yes No
Public Transportation Revolving Funds program.

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

If no, please explain:

Section 5310 program is administered by DHS.

PART III: STAFFING LEVELS

6 Full-time slots in transit section
6 of these are currently filled
0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

Because the State mixes and matches for each grantee,
it is not possible to allocate staff time among Federal programs.

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Administrative Support Specialist	1									
FTA Grants Administrator	4									

Notes:

- Director is also responsible for the following functions: FTA grants administrator, public transportation planning director, and transportation legislation/policy specialist.
- Administrative support specialist also has the role of the fiscal officer.
- Local grant coordinators (called project managers) often are individually assigned other functions: safety specialist/compliance monitor, vehicle equipment specialist, and training coordinator.

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	6	6	6	6	6	6

ANTICIPATED CHANGES IN STAFFING LEVELS

They need more people, but no decisions have been made.

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
			X

Description of any contracted grant activities:

The Transit Program Branch has a contract with Oklahoma State University to assist with on-site project monitoring (i.e. compliance reviews), to assist with training, and for assistance concerning technical issues (i.e. software). They deduced that this is probably equivalent to two FTEs.

STATE: Oregon

PART I: ORGANIZATION

Name of DOT and Transit Section:

Oregon Department of Transportation (ODOT), Public Transit Division

Brief Overview of Organizational Arrangement:

The Public Transit Division Director reports directly to the ODOT Director and participates on the senior management team.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No
Largely responsive/advisory

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

Varying levels of support staff (5) assist program managers (7) and division managers (2) with varied roles, and responsibilities generally related to specific programs in a loose mix of program and functional responsibilities. There are designated program managers (with other responsibilities) for S. 5309, S. 5311, and a capital program manager handles S. 5310.

Staff Location: All Central Staff District Staff

Role of district staff and chain of command:

Regional staff, especially planners, collaborate with Headquarters transit managers and formal Area Transportation Councils (ACTs); basic communications are the focus, not program management per se.

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Description of state transit programs:

State and Federal programs and resources are largely intermingled. State funds flow more toward operations; Federal funds more toward capital.

Does the state provide the "local match" for federal programs? Yes No

State funds flow to designated agencies by formula; recipients can use state funds in whatever way they choose, i.e., state funds become 'local' and are not directed at any particular program or investment.

Oregon

Does the State administer the Section 5307 Small Urban Program? Yes No
 S.5307 grantees have separate grant agreements with FTA.

Are all FTA programs administered by the transit section? Yes No

Please explain:

Support for Public Transit Division administration comes from other DOT offices and other state departments. The State Department of Administration supports Public Transit procurement, largely for vehicles (price agreements, specifications disposal). The ODOT budget office supports fund tracking and the ODOT Human Resources and Civil Rights sections play roles in hiring and DBE goal-setting, Title VI. Public Transit Division contractors are used for drug/alcohol testing, some other training, and trouble-shooting.

PART III: STAFFING LEVELS

14* Full-time slots in transit section
13 of these are currently filled
0 staff people administer state programs only**

*Lower than in 1989.

**State and Federal funding and programs are interwoven so that all program managers deal with Federal programs to some degree.

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

STATE: Pennsylvania

PART I: ORGANIZATION

Name of DOT and Transit Section:

Pennsylvania Department of Transportation (PennDOT), Bureau of Public Transportation

Brief Overview of Organizational Arrangement:

The statewide transit programs, including Federal grant management, are administered by PennDOT's Bureau of Public Transportation. The head of the transit section is the Bureau Director who reports to the Deputy Secretary for Local and Area Transportation, who reports to the Secretary of PennDOT

Does the DOT directly operate transit services? _____ Yes No

Does the transit head have legislative responsibilities? _____ Yes No

Transit staff organized by:

_____ Core Functions Grant Programs _____ Combination

Explain Arrangement:

The Bureau has three divisions: the Lottery Transportation Division, the Urban Transportation Division, and the Rural and Intercity Transportation Division. The Lottery Division primarily administers the various programs funded through the State lottery funds. While most Federal program management is handled by the Rural and Intercity Transportation Division, a staff person in the Urban Transportation Division administers the S.5310 program. One staff member is dedicated to each Federal program -- S.5311 program, S.5310 program, and S.5311(f) program. In addition, one person is assigned to audit oversight for all grantees.

Staff Location: All Central Staff _____ District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5315	TOTAL ANNUAL
50-60 per year	20	24				90

Description of state transit programs:

Pennsylvania provided \$785M in State transit funding in FY04 including non-federal match for the S.5310 and S.5311 programs, as well as the many state-only programs funded through the Lottery. Most of the State lottery funding is dedicated to special programs for the elderly and persons with disabilities.

Does the state provide the "local match" for federal programs? ___X___ Yes ___ ___ No

Does the State administer the Section 5307 Small Urban Program? ___ ___ Yes ___X___ No

Are all FTA programs administered by the transit section? ___X___ Yes ___ ___ No

PART III: STAFFING LEVELS

___ 26 ___ Full-time slots in transit section
 ___ 23 ___ of these are currently filled
 ___ 17 ___ staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1	Small portion								
Ass't Public Transit Director	1	20%	40%							40%
Local Grant Coordinator	3	1-100%	1-100%							1-100%
Safety Specialist	1									100%

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	25	25	24	24	23	23

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Hiring to Fill Vacancies	Eliminating for Contraction Purposes	Staying the Same	Uncertain
	<p style="text-align: center;">X <i>Filling 3 vacancies</i></p>			

STATE: South Dakota

PART I: ORGANIZATION

Name of DOT and Transit Section:

South Dakota Department of Transportation (SDDOT) Division of Finance and Management, Office of Local Transportation Programs

Brief Overview of Organizational Arrangement:

The statewide transit programs, including Federal grant management, are administered by the SDDOT's Office of Local Transportation Programs. The head of the transit section is the Office's Program Manager. The Program Manager reports to the Division Director of the Division of Finance and Management who reports to the Secretary of Transportation.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Office of Local Transportation Programs is under the direction of the Program Manager (who manages other programs in addition to transit). In addition to a small portion of the Program Manager's time, transit grants are managed by two full-time staff; one staff member is assigned to work with the FTA side of the Federal grants and one is assigned to deal with local grantees.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	Total Annual
7-8 per year	23	2		Included in S.5311		30

Description of state transit programs:

South Dakota provides State funding to S.5311 grantees. Generally these funds are used to match Federal S.5311 operating funds (\$1.9M), but operators can use for other purposes.

Does the state provide the "local match" for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

3 Full-time slots in transit section (FY2007)
3 of these are currently filled
0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1 (general admin only)	1%	9% FTE split among S.5311/S.5309/S.5311(f)							
FTA Grants Administrator	1	10%	90% FTE split among S.5311/S.5309/S.5311(f)							
Local Grant Coordinator	1	10%	90% FTE split among S.5311/S.5309/S.5311(f)							

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	2.1	2.1	2.1	2.1	2.1	2.1

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

None

STATE: Texas

PART I: ORGANIZATION

Name of DOT and Transit Section:

Texas Department of Transportation (TxDOT), Public Transit Division (PTN)

Brief Overview of Organizational Arrangement:

The transit programs are managed by the TxDOT/PTN. The Division Director reports to a Deputy Executive Director, who is under the Executive Director, who reports to the Commissioners. Public transit grants administration is shared by the PTN staff at headquarters and the Public Transit Coordinators (PTCs) in TxDOT's 25 District Offices. The Division both 1) administers Federal and State transit funds, and 2) functions as the statewide broker for the State's Medicaid transportation program. Functions associated with the Medicaid transportation program (and the 158 FTEs involved in these activities) are not included in this review.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

Transit is handled by two sections within PTN, namely Program Management and Planning & Support. Each has a Director. Specific staff is assigned to be program managers for specific Federal programs -- S.5310, S.5311, S.5311(f), RTAP, and Rail Safety Oversight. In addition, these staff members and the remainder of the staff are assigned additional functional responsibilities (e.g., compliance monitoring, procurement, MPO TIP/STP). While the whole of PTN is involved in administering the Federal transit funds to some extent, most grants management functions are performed in the Program Management section and by the PTCs in the District Offices.

Staff Location: All Central Staff District Staff

Role of district staff and chain of command:

The PTCs in the District handle day-to-day administration of transit grants at the local level and functions as the transit "point of contact" at the District level. While PTN staff at headquarters provides direction to the PTCs, the PTCs report to the District Engineers.

Texas

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5311(f)	TOTAL
60	39	30	1		20	90-95

Description of state transit programs:

State transit funds are allocated to rural and small urban areas based on formulas. Local areas can choose to use the State funds as the non-federal portion of their Federal grant. State funds are available for S.5311 recipients and S.5307 recipients that have populations between 50,000 -200,000 and certain larger urban areas that do not have a transit tax.

Does the state provide the "local match" for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

 41 Full-time slots in transit section
 39 of these are currently filled
 0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

**Could not allocate individual staff to various programs.
Do have total FTEs by program for S.5311, S.5310, and S.5313.**

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
OVERALL FTEs	39.1	7.3	11.8			10.1				Included in S5311
Public Transit Director	1									
Ass't Public Transit Director	1									

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Administrative Support Specialist	1									
Fiscal Officer	1									
FTA Grants Administrator	1									
Local Grant Coordinator	25 PTCs – FTE 16.7									
Planning Director	1									
Planner	1									
Safety Specialist	2									
Compliance Monitor	2									
Vehicle & Equipment Specialist	2									
Training Coordinator	1									
Other: Coordination	1									
Other: ITS/Technology	1									
Other: Public Info	1									
Other: Data Collection	3									

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	20 at PTN plus PTCs at District offices	20 at PTN plus PTCs at District offices	20 at PTN plus PTCs at District offices	20 at PTN plus PTCs at District offices	20 at PTN plus PTCs at District offices	20 at PTN plus PTCs at District offices

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

There are no contracted grant activities.

STATE: Utah

PART I: ORGANIZATION

Name of DOT and Transit Section:

Utah Department of Transportation, Public Transportation Section

Brief Overview of Organizational Arrangement:

The Public Transportation Section is organized under Programming Financing, which is under the direction of Systems Planning and Programming, who reports to the Deputy Director, who ultimately reports to the Executive Director.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Public Transportation Section staff is organized by grant programs. Specifically, there is a Section 5311 Manager and a Section 5310 Manager. They are managed by the Public Transportation Section Director and supported by the Programs Compliance Officer. In addition, the State has hired a contract employee to manage the United We Ride grant program.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL ANNUAL
40 annually	4				3	47

Description of state transit programs:

Utah does not have any state transit programs.

Utah

Does the state provide the “local match” for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

If no, please explain:

Section 5307 and Section 5309 funds are applied for directly by the local recipients from FTA.

PART III: STAFFING LEVELS

 5 Full-time slots in transit section (including the UWR contract employee)

 5 of these are currently filled (including the UWR contract employee)

 0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS’ TIME BY FEDERAL PROGRAM

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	United We Ride	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1	33%	33%			33%				
FTA Grants Administrator	3	33% (1 person)	33% (1 person)			33% (1 person)				
Compliance Monitor	1	33%	33%			33%				

Notes:

- Director is also responsible for the following functions – fiscal officer, public transportation planning director, safety specialist.
- Two FTA grants administrators (Section 5311 & Section 5310 managers) also function as fiscal managers, local grant coordinators, and safety specialist.
- Rideshare/alternative transportation used to be under the Public Transportation Section, but went to Utah Transit Authority six months ago (previously contracted this responsibility to Utah Transit Authority).
- Transportation legislation/policy analysis performed by another unit within the DOT.
- Vehicle and equipment specialist handled by the Procurement Department within DOT.
- Training is performed by all transit staff as well as under a small contract with a consult at their Spring and Fall conference.
- United We Ride Position – two-year contracted position that is in its first year.

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	4	4	4	4	4	4

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

The Public Transportation Section has five activities – 1) United We Ride position, 2) a consultant for the Section 5311 planning update, 3) a consultant to support the United We Ride, JARC, and New Freedom programs, 4) a consultant (state's transit association) to perform training at the Spring and Fall conferences, and 5) a consultant for the Section 5311 emergency preparedness safety issues.

STATE: Virginia**PART I: ORGANIZATION***Name of DOT and Transit Section:*

Virginia Department of Rail and Public Transportation (VDRPT), Public Transit Division

Brief Overview of Organizational Arrangement:

The Federal and State public transit programs in Virginia are managed in VDRPT's Public Transit Division. The Public Transit Division has a total of 13 FTEs in four sections: Planning, Rural and Human Services, Urban, and Transportation Demand Management (TDM). The Finance and IT Divisions handle fiscal matters for the grants, including budgeting and grant payment processing. VDRPT reports to the VDOT Secretary and the Commonwealth Transportation Board.

Does the DOT directly operate transit services? Yes No*Explain any Arrangements:*

Intermittently VDRPT will contract for transit services to mitigate effects of major construction projects.

Does the transit head have legislative responsibilities? Yes No*Transit staff organized by:* Core Functions Grant Programs Combination*Explain arrangement:*

VDRPT is organized around core functions; the Public Transportation Division is organized around groups of programs/clients.

Staff Location: All Central Staff District Staff*Role of district staff and chain of command:*

Dulles project staff and one Public Transportation staff person are located in Northern Virginia, remainder are Central staff.

PART II: SCALE OF PUBLIC TRANSIT PROGRAM*Number of grant recipients by Federal program:*

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL
34 annual	16	10	5	14	21	62

Virginia

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed in Public Transportation	11	11	11	11	12	13

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
		X	

Description of any contracted grant activities:

Outside contractors are used intermittently for assignments like setting up drug and alcohol testing protocols; conducting testing, safety and security, training.

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program: The state solicits for projects every two years. Communities submit a single grant application to apply for all available State/Federal funds. The State decides which funding programs to use, mixing and matching between State and Federal funding as needed to fund as many transit needs as possible.

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5315	TOTAL
						150

Description of state transit programs:

Washington State has several state transit funding programs: 1) State Rural Mobility Grant - \$14 million for two years, 1/2 formula, 1/2 competitive, very flexible. Used to improve transportation in rural areas where public transportation is limited or does not exist. 2) Paratransit Special Needs Funds - \$25 million including \$19.5 to transit agencies to assist them in providing additional public transit services to people with special needs and \$5.5 million to non-profits. 3) Vanpool Program - \$8.6 million - flows through the transit systems. The transit systems own the vans and run the programs. The State has 40 vans to place where needed on a short-term basis. King County Metro has 1,400 vans, some of which are occasionally brokered to other areas.

Does the state provide the "local match" for federal programs? Yes No
 If needed to make the grant package work.

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

Please explain:

The S. 5313 funds are passed along to the MPOs.

PART III: STAFFING LEVELS

 27 Full-time slots in transit section
 24 of these are currently filled
 7.9 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

Because the State mixes and matches for each grantee,
allocating staff time among the Federal programs was not possible.

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Administrative Support Specialist	2.5									
Fiscal Officer	.8									
FTA Grants Administrator	4									
Planning Director (in Seattle)	1									
Program Manager	1									
Rideshare Coordinator	7									
Safety Specialist	1									
Compliance Monitor	1									
Vehicle & Equipment Specialist	1									
Rural Specialist	1									
Other: Data Analyst/technical	3									
Special Needs Staff	4									

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
			X

Description of any contracted grant activities:

The RTAP program is contracted to the Washington State Transit Insurance Pool. It requires about 1.5 FTE.

STATE: West Virginia

PART I: ORGANIZATION

Name of DOT and Transit Section:

West Virginia Department of Transportation (WVDOT), Division of Public Transit

Brief Overview of Organizational Arrangement:

The statewide transit programs, including Federal grant management, are administered by the WVDOT's Division of Public Transit. The head of the transit section is the Division Transportation Systems Director. By state code, the Div. Director reports directly to the Secretary of Transportation.

Does the DOT directly operate transit services? Yes No

Does the transit head have legislative responsibilities? Yes No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

Under the direction of the Division Director, the Public Transit Division manages the Federal grant programs. In addition to the Division Director, who participates in grants management, the division has one staff member assigned to work with S.5311 grantees, one assigned to work with S.5310 grants, one assigned to planning and procurement, one who handles fiscal management (including FTA ECHO drawdowns), and two clerical/administration staff. While the division currently has seven staff members, it expects to fill one vacant position and add two additional staff in FY 2007.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL ANNUAL
20 per year/70 active	12 (including one Intercity)	7		18	10	50

Description of state transit programs:

West Virginia provides state funding to 1) match Federal S.5311 operating funds (\$1.3M) and 2) match Federal S.5309 capital funding in urban and rural areas (\$1M).

West Virginia

Does the state provide the "local match" for federal programs? Yes No

Does the State administer the Section 5307 Small Urban Program? Yes No

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

10 Full-time slots in transit section (FY 2007)
7 of these are currently filled
0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

<u>Position</u>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1 person – .2 FTE general admin	5%	50%		25%					
Administrative Support Specialist	2 (plus 1 vacant)	10%	60%		15%	4%		10%		1%
Fiscal Officer	1	10%	65%		17%	4%		3%		1%
Local Grant Coordinator	3 (plus 1 vacant)	25%	25%		33%	8%		7%		2%
Assistant Grant Coordinator	1 (vacant)									

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	7	7	7	7	7	7

ANTICIPATED CHANGES IN STAFFING LEVELS

Hiring for Expansion Purposes	Eliminating for Contraction Purposes	Staying the Same	Uncertain
X (3 persons)			

Description of any contracted grant activities:

WVDOT has a contractor perform on-site reviews for S.5310 and S.5311 grantees including drug and alcohol reviews. They also contract for one full-time person to provide technical assistance.

STATE: Wisconsin

PART I: ORGANIZATION

Name of DOT and Transit Section:

Wisconsin Department of Transportation, Bureau of Transit, Local Roads, Railroads & Harbors, Public & Specialized Transit Section

Brief Overview of Organizational Arrangement:

The Public & Specialized Transit Section is organized under the Bureau of Transit, Local Roads, Railroads & Harbors, which is under the direction of the Division Administrator of Transportation Investment and Management, who reports to the Secretary of Transportation.

Does the DOT directly operate transit services? _____ Yes No

Does the transit head have legislative responsibilities? Yes _____ No

Transit staff organized by:

Core Functions Grant Programs Combination

Explain Arrangement:

The Public & Specialized Transit Section staff are divided into two sections: 1) Policy & Finance Unit and 2) Compliance & Administration Unit. Within each unit staff are organized by both core functions and grant programs. Dedicated grant program staff are for the Section 5311, Section 5309, Section 5310, Section 5313, and JARC programs. The core functions that have dedicated staff include coordination, finance, procurement, Federal compliance (to FTA), maintenance, and safety.

Staff Location: All Central Staff District Staff

PART II: SCALE OF PUBLIC TRANSIT PROGRAM

Number of grant recipients by Federal program:

Section 5310	Section 5311	Section 5307 < 200,000	Section 5316	Section 5309	Section 5313	TOTAL ANNUAL
35	56	13 (pass through only)	15	16	5	140 (191 grant recipients including state funds)

Description of state transit programs:

Wisconsin administers three state programs that provide funding to support transit. The first, Statute 8521 (\$12M), provides funding for counties as operating assistance for the elderly and disabled (72 recipients). The second program, Statute 8521 (\$1M), is an enhancement program for Section 5310. These funds are pooled with the Section 5310 Federal funds to assist in purchasing vehicles. The third program, Statute 8520 (\$100M), provides operating assistance for the Section 5311 and Section 5307 systems. The intent is to combine the Federal and state funds so that 60-65 percent of the costs are covered (70 recipients).

Does the state provide the "local match" for federal programs? Yes No
 See notes on Statute 8520 program.

Does the State administer the Section 5307 Small Urban Program? Yes No

If yes, how many S. 5307 small urban grantees are there in the state? 13
 Currently, Wisconsin applies for and passes the funds through to the grantees. Starting next year they will pass along the eligibility amounts to the local grantees who will apply directly to FTA.

Are all FTA programs administered by the transit section? Yes No

PART III: STAFFING LEVELS

11 Full-time slots in transit section
8 of these are currently filled
0 staff people administer state programs only

ALLOCATION OF STAFF MEMBERS' TIME BY FEDERAL PROGRAM

Because the State mixes and matches for each grantee, allocating staff time among the Federal programs is not possible.

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Public Transit Director	1									
Ass't Public Transit Director	2									
Fiscal Officer	1									
FTA Grants Administrator	4 (1 vacant)									
Safety Specialist	1									

<i>Position</i>	No. of Each Position	S. 5310 E & H	S. 5311 Rural Public	S. 5307 Small Urban	S. 5309 Capital	S. 5313 Planning	S.5316 JARC	RTAP	Rail Safety Oversight	S. 5311 (f) Intercity Bus
Compliance Monitor	1 (vacant)									
Vehicle & Equipment Specialist	1 (vacant)									

Notes:

- Director (Public Transit Administrator) is also responsible for transportation legislation/policy analysis.
- The Director of the Bureau of Transit, Local Roads, Railroads & Harbors spends about 1/3 of his time on transit, which is not reflected in the position slots for transit.
- Two Assistant Directors spend about 40 percent of their time directly on Federal programs, and 60 percent of their time assisting program managers and on state programs.
- Administrative support comes from other sections of DOT and through the use of a Limited Term Employees (LTE).
- One fiscal officer who also receives support from another unit within DOT.
- Four FTA grants administrators who also function as the local grant coordination/regional transportation coordinators, compliance monitors, and training coordinators.
- Statewide public transportation planning provided by another unit within DOT.
- Rideshare/alternative transportation coordination provided by another unit within DOT.
- Transportation legislation/policy is shared among the Director of the Bureau of Transit, Local Roads, Railroads & Harbors, the Public & Specialized Transit Section Chief, a legislative liaison, and a state liaison.

NUMBER OF FTES EMPLOYED FOR EACH OF THE PAST FIVE YEARS

	2000	2001	2002	2003	2004	2005
# Employed	12	12	12	11	7	8

Office was reorganized in 2002, which reduced the number of authorized FTEs to 11 (3 are vacant).

ANTICIPATED CHANGES IN STAFFING LEVELS

Received support to fill existing vacancies to that section can be fully staffed with all 11 employees.

Hiring for Expansion Purposes	Hiring to Fill Vacancies	Eliminating for Contraction Purposes	Staying the Same	Uncertain
	X			

Description of any contracted grant activities:

The Transit Division utilizes consultants for three activities: 1) Management performance reviews (1 FTE), 2) Transportation Development Plans (1 FTE), and 3) Database development, internally (1 FTE).

APPENDIX C

SURVEY CONTACT LIST

SURVEY CONTACT LIST

State	Name of Contact	Phone No.	Email Address
Alabama	Joecephus Nix	334-353-6421	nixj@dot.state.al.us
Alaska	Debbi Howard	907-465-4070	debbi_howard@dot.state.ak.us
Arizona	Jim Dickey	602-712-8137	jdickey@azdot.gov
Arkansas	Mickey Newcomb; Don McMillen	Newcomb 501-569-2475; McMillen 501-569-2478	Mickey.Newcomb@arkansashighways.com ; Donny.McMillen@arkansashighways.com
California	Kimberly Gayle	916-654-8074	kimberly.gayle@dot.ca.gov
Colorado	Tom Mauser		Tom.Mauser@dot.state.co.us
Connecticut	Michael Sanders	860-594-2829	michael.sanders@po.state.ct.us
Delaware	Steve Kingsberry	302-577-2835	Stephen.Kingsberry@mail.state.de.us
Florida	Ed Coven	850-414-4500	ed.coven@dot.state.fl.us
Georgia	Steve Kish	404-651-9210	Steve.Kish@dot.state.ga.us
Hawaii	Ken Tatsuguchi	808-587-2028	ken.tatsuguchi@hawaii.gov
Idaho	Janet Weaver	208-332-7876	janet.weaver@itd.idaho.gov
Illinois	David Spacek	312-793-2154	SpacekDT@dot.il.gov
Indiana	Larry Buckel	317-232-5292	lbuckel@indot.state.in.us
Iowa	Peter Hallock	515-239-1765	peter.hallock@dot.state.ia.us
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Kentucky	Vickie Bourne	502-564-7433	vickie.bourne@ky.gov
Louisiana	Carol Cranshaw	225-274-4302	carolcranshaw@dotd.louisiana.gov
Maine	Barbara Donovan	207-624-3245	barbara.donovan@maine.gov
Maryland	Len Howard	410-767-0029	LHoward1@mtamaryland.com
Massachusetts	Steve Walsh	617-973-7062	stephen.walsh@state.ma.us
Michigan	Sharon Edgar	517-373-0471	edgars@michigan.gov
Minnesota	Donna Allen	651-296-7052	donna.allen@dot.state.mn.us
Mississippi	Charles Carr	601-359-7800	ccarr@mdot.state.ms.us
Missouri	Steve Billings	573-751-2523	steven.billings@modot.mo.gov
Montana	Audrey Allums	406-444-4210	aallums@mt.gov
Nebraska	Jerry Wray	402-479-4694	jwray@dor.state.ne.us
Nevada	Jim Mallery	775-888-7464	jmallery@dot.state.nv.us
New Hampshire	Christopher Morgan	603-271-2468	cmorgan@dot.state.nh.us
New Jersey	Peter Gaurino; Bob Kostas	973-491-7839	petergarino@dot.state.nj.us
New Mexico	Donald Martinez; Linda Trujillo	Martinez 505-827-1574; Trujillo 505-827-1573	donald.martinez@nmshtd.state.nm.us
New York	Ron Epstein	518-457-8362	repstein@dot.state.ny.us
North Carolina	Miriam Perry	919-733-4713	mperry@dot.state.nc.us
North Dakota	Bruce Fuchs; Dave Leftwich	bfuchs@state.nd.us; dleftwich@nd.gov	bfuchs@state.nd.us ; bleftwich@nd.gov
Ohio	Marianne Freed	614-644-7084	marianne.freed@dot.state.oh.us
Oklahoma	Ken LaRue	405-521-2584	klarue@odot.org
Oregon	Dinah van der Hyde	503-986-3885	dinah.vanderhyde@odot.state.or.us
Pennsylvania	John Dockendorf	717-787-7540	jdockendorf@state.pa.us
Rhode Island	Robert Letourneau	401-222-4203	rlatourneau@ripta.com
South Carolina	Glennith Johnson	803-737-0831	johnsongc@dot.state.sc.us
South Dakota	Bruce Lindholm	605-773-7045	bruce.lindholm@state.sd.us
Tennessee	Jim Ladieu	615-253-1042	jim.ladieu@state.tn.us
Texas	Bobby Killebrew	512-416-2810	bkilleb@dot.state.tx.us
Utah	Leone Harwood	801-964-4508	lharwood@utah.gov
Vermont	Charles Gallagher	802-828-2828	Charles.gallagher@state.vt.us
Virginia	Chip Badger	804-786-8135	charles.badger@drpt.gov
Washington	Cathy Silins	360-705-7919	silinsc@wsdot.wa.gov
West Virginia	Susan O'Connell	304-558-0428	soconnell@dot.state.wv.us
Wisconsin	John Alley	608-266-0189	john.alley@dot.state.wi.us
Wyoming	John Black	307-777-4181	john.black@dot.state.wy.us

APPENDIX D

BENCHMARK JOBS AND RESPONSIBILITIES

BENCHMARK JOBS AND RESPONSIBILITIES

PUBLIC TRANSIT DIRECTOR

Direct, coordinate, and implement the state's public transportation programs. Major areas of responsibility include the following:

- Recommend policy, procedures, staffing, and funding to execute public transit division programs;
- Provide program oversight and staff supervision for the public transit division;
- Oversee grants administration for federal and state public transportation funding programs;
- Direct the preparation and updating of statewide comprehensive plans and/or consolidated transportation programs;
- Establish priorities and coordinate service delivery and program management in consideration of statewide transit issues and departmental resources;
- Perform liaison duties with local, state, regional, and federal agencies regarding transit projects;
- Represent the department at national, state, and local levels concerning the public transit division's activities;
- Ensure departmental and sub-recipient compliance with applicable federal and state laws and regulations; and
- Review proposed legislation and direct the implementation of legislation affecting the division's activities.

ASSISTANT PUBLIC TRANSIT DIRECTOR

Assist in directing, coordinating, and implementing the state's public transportation programs. Major areas of responsibility include the following:

- Recommend policy, procedures, staffing, and funding to execute public transit division programs;
- Assist in providing program oversight and staff supervision for the public transit division;
- Assist in the oversight of grants administration for federal and state public transportation funding programs;
- Assist in directing the preparation and updating of statewide comprehensive plans and/or consolidated transportation programs;
- Establish priorities and coordinate service delivery and program management in consideration of statewide transit issues and departmental resources;
- Perform liaison duties with local, state, regional, and federal agencies regarding transit projects;
- Represent the department at national, state, and local levels concerning the public transit division's activities;
- Review proposed legislation and direct the implementation of legislation affecting the division's activities.

FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS ADMINISTRATOR

Administers state and/or federal transportation funding programs. This position provides the link between the FTA and the state. Oversees contracts, grants, projects, programs, and procurements, including application, approval, payments, contract monitoring, audits, and close-outs. Major areas of responsibility include the following:

- Analyzes applications and recommends funding recommendations;
- Advises when contracts, grants, projects, or programs are approved;
- Monitors the procurement of equipment;
- Reviews, processes and/or approves requests for reimbursement;
- Develops procedures for program implementation;
- Keeps abreast of and ensures compliance with laws, regulations, policies and procedures with regard to funding programs;
- Assists with the annual development of the Transportation Improvement Program (TIP), including verification of compliance with yearly apportionments;
- Monitors payments, procedures and/or projects including site visits to ensure compliance with state and federal regulations;
- Prepares and submits reimbursement financial documents required by the federal government for program expenditures; and
- Reprograms federal grants and balances prior to close-out.

PUBLIC TRANSPORTATION PLANNING DIRECTOR

Oversees statewide public transportation planning programs. Supervises professional and technical employees in program areas dealing with public transportation planning. Major responsibilities include:

- Reviewing, analyzing, and interpreting federal and state laws, rules, and regulations regarding public transportation planning;
- Planning and scheduling the development of statewide public transportation plans (STIP);
- Participating in local transit planning (TIPS, Metropolitan Planning Organizations (MPOs), coordination, Transportation Development Plans (TDPs), etc.)
- Serving as an advisor for research projects dealing with public transportation;
- Representing the Department of Transportation (DOT) with federal, state, and local officials on matters related to public transportation plan.

PUBLIC TRANSPORTATION PLANNER

Performs planning and programming activities in support of statewide transit programs. Major responsibilities include:

- Conducting research and analysis on complex issues, legislation, and departmental policies;
- Assisting in developing and implementing short-range and long-range local and statewide plans and projects (TIPS, MPOs, coordination, TDPs, etc);
- Reviewing and evaluating plans and related documents to ensure compliance with applicable state and federal requirements;

- Providing general information and support to government officials, sponsors, users, and the public; and
- Assisting with the coordination of planning projects involving districts, divisions, various public transportation interests, research endeavors with universities and/or state, local, and federal agencies.

LOCAL GRANT COORDINATOR/REGIONAL TRANSPORTATION COORDINATOR

Oversees and monitors the activities of entities that receive federal and state public transit grants. This position provides the link between the state (as the recipient of federal funds) and the local sub-recipients. Major areas of responsibility include the following:

- Grants administration for federal and state public transportation funding programs;
- Review and approval of local jurisdictions' transportation plans for transit;
- Recommend levels of operating and capital assistance to support local public transit programs;
- Provide technical assistance to local transit providers regarding compliance with FTA and state regulations;
- Monitor local grant sub-recipients to ensure compliance with FTA and state regulations;
- Serve on selection committees for capital projects;
- Participate in project planning and other project development activities; and
- Participate in liaison activities with local, state, regional, and federal agencies.

FISCAL OFFICER

Directs the overall planning, development, and administration of fiscal programs. Major responsibilities include:

- Preparing the budget for the department, as well as preparing periodic financial reports;
- Monitoring the expenditures according to budget allocations/appropriations and recommending cost saving measures as needed;
- Reviewing the reliability and integrity of financial data;
- Directing the compilation and presentation of financial data and reports;
- Selecting, training, and directing staff in the area of fiscal programs.

RIDESHARE/ALTERNATIVE TRANSPORTATION COORDINATOR

Plans, promotes, and coordinates statewide ridesharing, bicycle, and pedestrian programs. Major responsibilities include:

- Using ridesharing computer software and other computer programs to organize, control, and analyze statewide ridesharing and other program data;
- Maintaining inventories and monitoring the status of park and ride lots and bike facilities;
- Maintaining data concerning ridesharing programs and initiatives throughout the state;
- Promoting ridesharing and alternative transportation activities throughout the state;
- Preparing news articles and press releases to inform the public and employers about statewide ridesharing, bicycle, and pedestrian initiatives;

- Arranging for and assisting in the contracting of transportation services and alternative fueled vehicles by third party providers.

TRAINING COORDINATOR

Responsible for ensuring that local sub-recipients have access to training and technical assistance opportunities. Major areas of responsibility include:

- Administering the RTAP program for the state;
- Planning and implementing training and technical assistance opportunities for sub-recipients;

VEHICLE AND EQUIPMENT SPECIALIST

Responsible for ensuring that local sub-recipients follow federal and state regulations in the purchase and replacement of vehicles. Major areas of responsibility include:

- Writing specifications for vehicles and equipment;
- Ensuring that sub-recipients follow state and federal laws and regulations with regard to capital purchases and disposal (pre-award, post-delivery, Buy America, review of Altoona testing);
- Ensuring that vendors/manufacturers comply with specifications;
- Inspecting new vehicles upon delivery; and
- Keeping abreast of current vehicle and equipment technology as well as state and federal laws and regulations that affect the use and purchase of vehicles and equipment.

ADMINISTRATIVE SUPPORT SPECIALIST

Performs skilled clerical and/or administrative work for the public transit division. Major areas of responsibility include:

- Answers the telephone, evaluates requests, answers questions, routes messages, and screens visitors for supervisors and staff of the division;
- Prepares correspondence and reports;
- Edits correspondence and production work for format, spelling, grammar, punctuation, typographical errors, syntax, style, sentence structure, content, and clarity;
- Maintains and updates office files and records in support of personnel, finance, budgeting, inventory, contracts, purchasing, travel, and information; and
- Receives, sorts, opens, evaluates content, and distributes mail.

COMPLIANCE MONITOR

Monitors division and sub-recipient compliance with applicable state and federal laws and regulations. Major duties include:

- Keeping abreast of the state and federal regulations applicable to the division and its grantees;
- Reviewing applications and reports to check on compliance activities;

- Ensuring that the division and its sub-recipients are complying with applicable state and federal laws;
- Maintaining records with regard to compliance.

TRANSPORTATION LEGISLATION/POLICY SPECIALIST

Performs detailed analysis of state and federal legislation and regulations to determine transportation funding impact and develops policy recommendations for management. Major duties include:

- Serving as the state expert on federal and state transportation legislation and regulations;
- Serving as a liaison between the DOT and the state's congressional delegation;
- Performing on-going analysis of the content of transit-related bills, amendments, and issues in the *Federal Register*, printed and broadcast news media, and transportation industry publications;
- Performing economic impact analysis of federal regulatory mandates;
- Composing department position papers on transportation issues;
- Initiating correspondence for executive management and the Governor related to national regulatory and code impacts;
- Briefing executive management on current transportation issues and associated economic impacts.

SAFETY SPECIALIST

Serves as the point person for federal and state rail and transit safety initiatives and regulatory oversight. Major duties include:

- Conducting state transit rail safety oversight;
- Developing and maintaining bus safety and security programs.

APPENDIX E

HISTORY OF FEDERAL TRANSIT LEGISLATION

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- 1964** - In 1964 the United States Congress found that “the welfare and vitality of urban areas, the satisfactory movement of people and goods within such areas, and the effectiveness of housing, urban renewal, highway, and other federally-aided programs were being jeopardized by the deterioration or inadequate provision of urban transportation facilities and services...” The Urban Mass Transportation Act of 1964 was enacted to address this issue, which provided federal aid to transit agencies for capital equipment purchases under the Administrator of the Housing and Home Finance Agency. This was the birth of the Section 5309 program, providing capital assistance to eligible public transportation projects in three categories: 1) construction of new fixed-guideway systems or extensions of existing systems called “New Starts,” 2) modernization of existing fixed-guideway systems called “Rail Modernization,” and 3) major bus related construction projects or equipment acquisition called “Bus Capital.” The Urban Mass Transportation Act of 1996 followed and expanded capital funding and allowed funding for research, planning, and training.
- 1970** - The Urban Mass Transportation Assistance Act of 1970 authorized a \$3.1 billion program of capital grants. This act also established what is known today as the *Section 5310* program, to assure mass transportation availability to elderly and disabled persons.
- 1971** - The National Mass Transportation Assistance Act of 1974 increased authorizations for discretionary capital funding and created a formula grant program to allocated funding directly to urbanized areas that could be used for either operations or capital projects. This act ultimately created today’s Section 5307 and Section 5336 programs, which apportioned operating and capital assistance on a formula basis to urbanized areas.
- 1978** - The Federal Public Transportation Act of 1978, Title III of the Surface Transportation Assistance Act of 1978, made a number of changes, specifically it: 1) divided the formula grant program into categorical programs that included capital grants for bus purchases, new starts, and fixed-guideway modernization; 2) established additional formula grant tiers for bus purchases and operating funds for fixed-guideway systems; and 3) added a formula program for rural places outside of urbanized areas. Thus, this was the beginning of what is now known as the *Section 5311* program.
- 1982** - The Federal Public Transportation Act of 1982, Title III of the Surface Transportation Assistance Act of 1982, provided that 1 cent of a 5 cent per gallon increase in the Highway Trust Fund tax on motor fuels would be placed into a Mass Transit Account for capital projects, increased the portion of all funding allocated through the formula grant program, and altered the formula grant program allocation formula to include public transportation service data as well as population data.

- 1987** - The Federal Mass Transportation Act of 1987, Title III of the Surface Transportation and Uniform Relocation Assistance Act of 1987, provided that a portion of the Highway Trust Fund Mass Transit Account would be allocated by formula for capital purchases. It also established the Rural Transit Assistance Program (RTAP) to provide research, technical assistance, and training grants and related support services to non-urbanized areas.
- 1991** - The Federal Transit Act Amendments of 1991, Title III of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), extended public transportation assistance through FY 1997, increased the amounts authorized, re-named the transit law the Federal Transit Act and the Urban Mass Transportation Administration the Federal Transit Administration, and converted rail modernization portion of Section 5309 major capital funds to a formula basis. Surface Transportation, Title I of ISTEA provided that specific funds authorized through Federal-Aid Highways programs may be used for either public transportation or highway projects.
- 1998** - The Federal Transit Act of 1998, Title III of the Transportation Equity Act for the 21st Century (TEA 21) extends the public transportation program. TEA 21 increased public transportation funding authorizations, up to 70 percent above ISTEA appropriation levels if all authorized amounts are appropriated. A total of \$41 billion is authorized for the six-year period, of which \$36 billion was guaranteed. The definition of eligible uses of Urbanized Area Formula capital funds was expanded to include preventive maintenance and ADA related expenditures for all urbanized areas and to include operating expenditures for urbanized areas under 200,000 population. Two new programs were created: the Clean Fuels Formula Grant program which provides funds for adoption of clean fuel technologies and the Job Access and Reverse Commute program (**Section 5316**) funds projects that improve job access for current and former welfare recipients and other eligible low-income individuals.
- 2005** - The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) reauthorizes federal transit law. Including funds authorized in TEA 21 extension acts, over the six year period FY 2004 through FY 2009, it provides a record level of federal transit investment, \$52.6 billion. A new tier is added to the Urbanized Area Formula program directing funds to Small Transit Intensive Cities. Additional funds are provided for the Urbanized Area and Rural Formula programs through amounts authorized by new Growing States and High Density States programs (Section 5340). The following new programs are created: **Transit on Indian Reservations** to provide transit improvements on Indian Reservations, **New Freedom (Section 5317)** to provide transportation for persons with disabilities beyond the requirements of ADA, Small Starts specifying amounts within the New Starts Program for smaller projects, Alternatives Analysis providing specified funds in addition to New Starts funds for this function, and Alternative Transportation in Parks and Public Lands to improve mobility in National Parks. New eligible expenses include intercity bus and rail stations, crime prevention and security, and mobility management.