



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION VI
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Mexico, Oklahoma, Texas

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September 16, 2015

Chairman Mike Martinez
Councilmember, City of Austin
P.O Box 1088
Austin, Texas 78767-1088

Re: Federal Transit Administration FY 2015 Triennial Review – Final Report

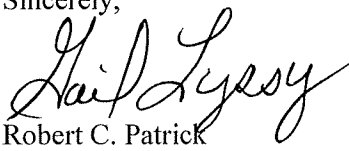
Dear Mr. Martinez:

The enclosed final report documents the Federal Transit Administration's (FTA) Triennial Review of the Capital Metropolitan Transportation Authority (CMTA). This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of the CMTA's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on CMTA's compliance in 17 areas. No deficiencies were found with the FTA requirements in 13 areas. Deficiencies were found in four areas: Financial Management and Capacity, DBE, Planning/POP, and Drug and Alcohol Program. There were no repeat deficiencies from the FY2012 Triennial Review. Based on documentation submitted by CMTA following the site visit, the corrective actions in the following areas have been closed: Financial Management and Capacity, Planning/POP, and Drug and Alcohol Program.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Mr. Suleman Shoaib at (817) 978-0556 or by email at Suleman.Shoaib@dot.gov, or your reviewer, Mr. George Pierlott, at (609) 303-6253 or by email at george@pierlottassociates.com.

Sincerely,


for Robert C. Patrick
Regional Administrator

enclosure

cc: Linda Watson, President & CEO, CMTA

FINAL REPORT

FY 2015 TRIENNIAL REVIEW

of the

**Capital Metropolitan Transportation Authority (CMTA)
Austin, Texas
Recipient ID: 5143**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 6**

Prepared by:

**Pierlott & Associates, LLC
(under subcontract to Interactive Elements, Inc.)**

Scoping Meeting Date: February 4, 2015

Site Visit Dates: July 20 - 22, 2015

Final Report Date: September 16, 2015

Table of Contents

I. Executive Summary	1
II. Review Background and Process	2
1. Background.....	2
2. Process	2
3. Metrics	2
III. Grantee Description.....	3
IV. Results of the Review.....	6
1. Financial Management and Capacity.....	6
2. Technical Capacity	6
3. Maintenance.....	7
4. Americans with Disabilities Act	7
5. Title VI.....	7
6. Procurement.....	7
7. Disadvantaged Business Enterprise.....	8
8. Legal	8
9. Satisfactory Continuing Control	8
10. Planning/Program of Projects	8
11. Public Comment on Fare Increases and Major Service Reductions.....	9
12. Half Fare.....	9
13. Charter Bus.....	9
14. School Bus.....	9
15. Security	10
16. Drug Free Workplace and Drug and Alcohol Program	10
17. Equal Employment Opportunity	11
V. Summary of Findings	12
VI. Attendees	14
VII. Appendices	16

I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Capital Metropolitan Transportation Authority (CMTA). The review was performed by the Interactive Elements, Inc. team. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. The CMTA's transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on the CMTA's compliance in 17 areas. Deficiencies were found in the areas listed below.

Review Area	Deficiency Code	Deficiency Description
1. Financial Management and Capacity	D-56	Excess cash problems
7. DBE	D-390	Outstanding DBE specialty review deficiencies
10. Planning/ POP	D-93	POP public notice deficiencies
16. Drug-Free Workplace/ Drug and Alcohol Program	D-26	Contractors, subrecipients, and/or lessees drug and alcohol policy lacking required elements
	D-28	Drug and alcohol policy lacking required elements

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49, requires the FTA of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(f)(2). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.

The Triennial Review includes a review of the grantee's compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the Capital Metropolitan Transportation Authority (CMTA). The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed are referenced in this report and are available at FTA's regional office or at the grantee's office.

Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The review scoping meeting was conducted with the Region 6 Office on February 4, 2015. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to the CMTA advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to Austin occurred on July 20 through 22, 2015.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. CMTA's FTA-funded transit facilities were toured. Upon completion of the review, a summary of preliminary findings was provided to CMTA at an exit conference. The individuals participating in the review are listed in Section VI of this report.

2. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.

- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

Organization

The Capital Metropolitan Transportation Authority (CMTA) was created in 1985 under the laws of the State of Texas and provides transit services in the Austin Metropolitan area, serving all of the City of Austin and the surrounding communities of San Leanna, Leander, Lago Vista, Point Venture, and the Anderson Mill area of Williamson County, Precinct Two of Travis County, Jonestown and Manor.

Services

CMTA contracts with McDonald, First Transit, and Herzog for fixed-route services. CMTA also has contracts for paratransit services with MV Transportation and RideRight. The population of its service area is 1,079,995.

CMTA's fixed-route bus service is currently operated by McDonald (dba Travis Transit), and First Transit. The bus network consists of 79 routes. Service is provided week days from 3:49 a.m. to 4:04 a.m. (after midnight), Saturdays from 5:37 a.m. until 3:00 a.m. (after midnight), and Sunday from 5:13 a.m. to 11:25 p.m. The grantee's complementary paratransit service, known as MetroAccess, parallel to the fixed-route service times and routes. CMTA operates a fleet of 394 buses for fixed-route service. The current peak requirement is for 330 vehicles.

CMTA also has a fleet of 116 small transit vehicles, which are operated by MV Transportation in the ADA paratransit service. CMTA recently implemented a non-ADA paratransit service called Access-a-Ride. Access-a-Ride is a premium, on-demand service provided by Yellow Cab, and is available 24 hours a day, 365 days a year to certified Capital MetroAccess customers. Access-a-Ride is a cost-shared service supported by Capital Metro, but is not part of the ADA-mandated paratransit program, and rides are not guaranteed. Access-a-Ride is not intended to replace federally-mandated ADA paratransit service and may not meet the transportation needs of all passengers.

CMTA also provides a 32-mile commuter rail service between downtown Austin and Leander through a contract with Herzog Transit Services, Inc. The commuter rail service was started in March of 2010, and is currently funded 100 percent through local sources.

The basic adult fare for local fixed-route service is \$1.25. Senior citizens (65 years of age and older), persons with disabilities, Medicare cardholders and students six to 18 years of age with a Capital Metro issued ID pay 60¢ during all service hours. Children 5 years of age and under ride for free when accompanied by an adult. Active and reserve duty military ride free if in uniform. The single ride fare for ADA paratransit service is \$1.75 per trip.

CMTA's administrative headquarters is located on 5th Street in Austin. This location also houses the fixed-route bus operations contracted to McDonald Transit. First Transit operates from CMTA's facility on Old McNeil Road in Austin, which also houses the commuter rail operations contracted to Herzog. The MetroAccess Service Facility is located on Thompson Lane in Austin. CMTA operates nine transit centers throughout its service area, which includes the following:

- Seventh Street/Pleasant Valley Neighborhood Transit Center
- Twelfth Street/Chicon Neighborhood Transit Center
- Austin Community College/Riverside Transit Center
- Highland Mall Neighborhood Transit Center
- North Lamar Transit Center
- Rogge/Manor Neighborhood Transit Center
- Rundberg/Lamar Neighborhood Transit Center
- South Congress Transit Center
- Woodward/Parker Neighborhood Transit Center

In addition, CMTA operates service to the following 11 park and ride lots:

- Great Hills Park & Ride
- Howard Station
- Lakeline Station
- Oak Hill Park & Ride
- Pavilion Park & Ride
- Tech Ridge Park & Ride
- Triangle Park & Ride
- Jonestown Park & Ride
- Lago Vista Park & Ride
- Leander Station
- Manor Park & Ride

Grant Activity

Below is a list of CMTA's open grants at the time of the review.

Grant Number	Grant Amount	Year Executed	Description
TX-03-0304	\$37,600,000	2012	Bus Rapid Transit FY10
TX-04-0039	\$742,500	2008	Bus Stop Signage (E2006-949)
TX-04-0084	\$2,612,500	2011	Para Transit Vehicles
TX-16-X019	\$341,548	2014	FY14 SEC 5310 for Four Subrecipients
TX-34-0011	\$4,232,549	2014	FY 13.14 Sec 5339 Bus Acquisition
TX-37-X040	\$2,976,677	2005	JARC - Welfare to Work
TX-37-X065	\$1,314,149	2009	JARC Projects - FY 2009 and FY 2010
TX-37-X101	\$1,285,324	2012	FY2012 selected JARC Projects
TX-37-X107	\$232,130	2013	JARC FY12

Grant Number	Grant Amount	Year Executed	Description
TX-39-0004	\$1,975,000	2011	Alternative Analysis Planning Study
TX-57-X042	\$394,028	2012	New Freedom Projects FY12 Call for Projects
TX-57-X046	\$340,297	2013	NF FY11 FY12
TX-79-0002	\$11,337,989	2014	Commuter & freight rail improvements
TX-90-Y007	\$22,601,825	2013	FY2012 Section 5307
TX-90-Y011	\$27,972,530	2013	FY13 5307 Operating and IT
TX-90-Y067	\$27,710,100	2014	2014 Section 5307
TX-90-Y076	\$18,427,090	2015	2015 Section 5307
TX-95-X053	\$4,000,000	2013	City of Austin Urban Rail
TX-95-X056	\$114,646	2013	Movability Austin Trans. Mang.
TX-95-X066	\$4,320,000	2013	Plaza Saltillo Rail Relocations

Completed Projects

CMTA has completed the following projects over the past three years:

- Launched MetroRapid bus rapid transit service, resulting in more convenient and frequent service along two of Austin’s busiest corridors.
- Continued leadership role on Project Connect: Central Corridor study to plan for long term, high-capacity transportation options in Central Texas.
- Received a \$50 million grant award from TxDOT to purchase four new rail cars and construct a larger, permanent rail station downtown.
- Executed the TIGER V agreement for \$11.3 million in federal grant funding for rail system improvements.
- Developed and launched an innovative mobile app for ticketing, trip planning and real-time arrival information.
- Led efforts on FTA grant funded Project Connect: North Corridor study to develop an integrated transportation plan for this high-growth area.
- Quadrupled the number of MetroRail trips taken since service began in 2010.
- Continued Transit Oriented Development efforts near MetroRail stations by selecting a final proposal for the redevelopment of the Plaza Saltillo tract.
- Worked in partnership with the City of Austin Public Works Department to improve accessibility and connectivity at more than 350 bus stops.
- Opened six additional MetroBike shelters at MetroRail stations, Transit Centers, and Park & Ride locations, funded by a \$554,000 federal grant.

- Constructed Oak Hill Park & Ride Facility.

Projects Underway

The following projects are currently underway:

- 2015 Origin and Destination Study contract awarded;
- TIGER V Rail Infrastructure Improvement Project; and
- Bus Stop Accessibility Improvements.

Future Projects

Over the next three to five years, CMTA will carry forward the following projects:

- ServicePlan2025 Comprehensive Operational Analysis (beginning in 2015);
- New Downtown Redline Rail Station; and
- Lakeline Park & Ride Parking Expansion.

IV. Results of the Review

1. Financial Management and Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of CMTA, a deficiency was found with the FTA requirements for Financial Management and Capacity. During the review of ECHO drawdowns it was found that CMTA had not been correctly calculating net eligible operating expenses for its JARC services. CMTA was drawing down 50 percent of the total JARC operating costs and not deducting passenger fare revenues. However, CMTA was using a unit cost from 2006 to develop the costs of the JARC services. When the JARC costs were recalculated using contemporaneous unit costs, it resulted in a significant overmatch of local funding. Although CMTA did not draw any excess FTA funds, its procedures for calculating net eligible operating expenses need to be revised in order prevent problems with future drawdowns.

Corrective Action and Schedule: Following the site visit, CMTA submitted revised ECHO drawdown procedures for properly calculating net eligible operating expenses to the FTA Region 6 Office. This corrective action has been closed.

2. Technical Capacity

Basic Requirement: The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Technical Capacity.

3. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded vehicles, equipment and facilities in good operating condition. Grantees and subrecipients must keep ADA accessibility features on all vehicles, equipment and facilities in good operating order.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Maintenance.

4. Americans with Disabilities Act

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the USDOT requirements for ADA.

5. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance without regard to whether specific projects or services are federally funded. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Note: The 2015 triennial review covers a three-year period in which the FTA issued a revised circular for Title VI, which provided more information on how to comply and changed requirements for some grantees with populations over 200,000. FTA Circular 4702.1B became effective October 1, 2012. Title VI programs submitted to FTA after this date must comply with the requirements of this circular. The triennial review will look at compliance with the requirement of FTA Circular 4702.1A for the period prior to October 1, 2012, and compliance with the revised circular for activities after this date.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Title VI.

6. Procurement

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, "Third Party Contracting Guidance."

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Procurement.

7. Disadvantaged Business Enterprise

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Finding: During this Triennial Review of CMTA, a deficiency was found with the USDOT requirements for DBE. On June 18, 2015 CMTA received a letter from the FTA's Office of Civil Rights describing an investigation that was made for a complaint alleging that CMTA was not properly monitoring a prime contractor for compliance with DBE requirements pertaining to one of its subcontractors. The result of the investigation was that the Office of Civil Rights prescribed a corrective action for CMTA to submit a monitoring and enforcement policy within 60 days.

Corrective Action and Schedule: No later than December 22, 2015, submit to the FTA Office of Civil Rights and the FTA Region 6 Civil Rights Officer documentation that CMTA has implemented a DBE monitoring and enforcement policy according to the corrective action described in June 18, 2015 letter from FTA's Office of Civil Rights. CMTA should further respond to any follow-up or corrections requested by the Office of Civil Rights.

Following the site visit, CMTA submitted documentation to the FTA Office of Civil Rights and the FTA Region 6 Civil Rights Officer responding to the corrective actions described in the June 18, 2015 letter from FTA's Office of Civil Rights. This finding remains open pending acceptance of the documentation by the FTA Office of Civil Rights, as the Office of Civil Rights may request follow-up or corrections from CMTA.

8. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed. Grantees must comply with Restrictions on Lobbying requirements.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Legal.

9. Satisfactory Continuing Control

Basic Requirement: The grantee must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

10. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, MAP-21, and the metropolitan and statewide planning regulations. Each

recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of CMTA, a deficiency was found with the FTA requirements for Planning/POP. CMTA relies on the MPO to satisfy its Section 5307 Program of Projects requirement. However, the MPO's TIP notices do not include an explicit statement indicating that CMTA is relying on the TIP development and public participation process to satisfy its Section 5307 Program of Projects requirement.

Corrective Action and Schedule: Following the site visit, CMTA submitted to the FTA Region 6 Office model language that will be incorporated into the MPO's TIP Notices that informs the public that the TIP development and public participation process is being used to satisfy CMTA's Section 5307 Program of Projects requirement. This corrective action has been closed.

11. Public Comment on Fare Increases and Major Service Reductions

Basic Requirement: Section 5307 grantees are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

12. Half Fare

Basic Requirement: For fixed route service supported with Section 5307 assistance, fares charged elderly persons, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Half Fare.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Charter Bus.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper

service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for School Bus.

15. Security

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Security.

16. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug-free workplace for all transit-related employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of CMTA, deficiencies were found with the FTA requirements for Drug-Free Workplace. The review of CMTA's contractors' drug and alcohol policies found a number of instances in which required policy elements were missing from the policies. These included: (1) Travis Transit's policy for secondary testing upon receiving a "negative-dilute" test result and incomplete subcategories of drugs and cutoff concentrations; and (2) GATC-Yellow Cab was missing behaviors that constitute a refusal to submit to a drug test, and also incomplete subcategories of drugs and cutoff concentrations.

Corrective Action and Schedule: Following the site visit, CMTA submitted to the FTA Region 6 Office an amended drug and alcohol policy for Travis Transit that included revised elements regarding secondary testing upon receiving a "negative-dilute" test result and complies with the subcategory of drugs and cutoff concentration requirements of Part 40.87. Travis Transit provided CMTA and FTA with evidence that the policy has been adopted by the governing board and re-communicated to all affected employees. This corrective action has been closed.

Corrective Action and Schedule: Following the site visit, CMTA submitted to the FTA Region 6 Office an amended drug and alcohol policy for GATC-Yellow Cab that included all of the behaviors that constitute a refusal to submit to a drug test (Part 40.191) and also complies with the subcategory of drugs and cutoff concentration requirements of Part 40.87. GATC-Yellow Cab provided CMTA and FTA with evidence that the revised policy has been adopted by the governing board and re-communicated to all affected employees. This corrective action has been closed.

Finding: CMTA's drug and alcohol policy was missing the element regarding secondary testing upon receiving a "negative-dilute" test result and did not include all subcategories of drugs and cutoff concentrations.

Corrective Action and Schedule: Following the site visit, CMTA submitted an amended drug and alcohol policy to the FTA Region 6 Office that includes the missing element regarding secondary testing upon receiving a “negative-dilute” test result and complies with the subcategory of drugs and cutoff concentration requirements of Part 40.87. CMTA provided documentation that the policy was adopted by the Board of Directors and re-communicated to all affected employees. This corrective action has been closed.

17. Equal Employment Opportunity

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC’s regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of CMTA, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Capacity	D-56	Excess cash problems	Submit to the FTA Region 6 Office revised ECHO drawdown procedures for properly calculating net eligible operating expenses.	12/22/2015	8/19/2015
2. Technical Capacity	ND				
3. Maintenance	ND				
4. ADA	ND				
5. Title VI	ND				
6. Procurement	ND				
7. DBE	D-390	Outstanding DBE specialty review deficiencies	No later than August 17, 2015, submit to the FTA Office of Civil Rights and the FTA Region 6 Civil Rights Officer documentation that CMTA has implemented a DBE monitoring and enforcement policy according to the corrective action described in June 18, 2015 letter from FTA's Office of Civil Rights. CMTA should further respond to any follow-up or corrections requested by the Office of Civil Rights.	12/22/2015	
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/ POP	D-93	POP public notice deficiencies	Submit to the FTA Region 6 Office model language that will be incorporated into the MPO's TIP Notices that informs the public that the TIP development and public participation process is being used to satisfy CMTA's Section 5307 Program of Projects requirement.	12/22/2015	8/19/2015
11. Public Comment on Fare Increases and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
16. Drug-Free Workplace/ Drug and Alcohol Program	D-26	Contractors, subrecipients, and/or lessees drug and alcohol policy lacking required elements	Submit to the FTA Region 6 Office an amended drug and alcohol policy for Travis Transit that revises the element regarding secondary testing upon receiving a “negative-dilute” test result and complies with the subcategory of drugs and cutoff concentration requirements of Part 40.87. Provide evidence that the policy has been adopted by the governing board or other “final authority,” and re-communicated to all affected employees.	12/22/2015	8/19/2015
			Submit to the FTA Region 6 Office an amended drug and alcohol policy for GATC-Yellow Cab that includes all of the behaviors that constitute a refusal to submit to a drug test (Part 40.191) and also complies with the subcategory of drugs and cutoff concentration requirements of Part 40.87. Provide evidence that the policy has been adopted by the governing board or other “final authority,” and re-communicated to all affected employees.	12/22/2015	8/19/2015
	D-28	Drug and alcohol policy lacking required elements	Submit to the FTA Region 6 Office an amended drug and alcohol policy that includes the missing element regarding secondary testing upon receiving a “negative-dilute” test result and complies with the subcategory of drugs and cutoff concentration requirements of Part 40.87. Provide documentation that the policy was adopted by the Board of Directors and re-communicated to all affected employees.	12/22/2015	8/19/2015
17. EEO	ND				

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Capital Metropolitan Transportation Authority</i>			
Linda S. Watson	President & CEO		linda.watson@capmetro.org
Elaine Timbes	Deputy CEO/Chief Operations Officer	512-389-7519	elaine.timbes@capmetro.org
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Leslie Browder	Chief Financial Officer	512-389-7536	leslie.browder@capmetro.org
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Muhammad Abdullah	Procurement Manager	512-369-6019	muhammad.abdullah@capmetro.org
Earl Atkinson	Procurement Director	512-369-6074	earl.atkinson@capmetro.org
Danny Solano	Small Purch. Supervisor	512-389-7446	danny.solano@capmetro.org
Diponker Mukherjie	Diversity Coordinator	512-369-6255	diponker.mukherjie@capmetro.org
Dottie Watkins	VP, Bus & Paratransit Svcs.	512-773-3688	dottie.watkins@capmetro.org
Andrew Murphy	Manager, Vehicle Maintenance Projects	512-389-7566	andrew.murphy@capmetro.org
Ken Cartwright	VP, Capital Projects	512-389-7552	kenneth.cartwright@capmetro.org
Todd Hemingson	VP, Planning	512-369-6036	todd.hemingson@capmetro.org
Donna Simmons	VP, Administration	512-217-5930	donna.simmons@capmetro.org
Caroline Beyer	VP, Internal Audit	512-389-7560	caroline.beyer@capmetro.org
Christy Willhite	Manager, Govt. Relations/ Compliance	512-369-6027	christy.willhite@capmetro.org
Fay Milligan	Principal Claims Specialist	512-389-7538	fay.milligan@capmetro.org
Michael Nyren	Director, Risk Management	512-389-7549	michael.nyren@capmetro.org
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Olivia Jones	Operations Analyst	512-852-7234	olivia.jones@capmetro.org
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VII. Appendices

No appendices included in this report.