



**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
Monday, May 19, 2025, 9:30 A.M.**

**Barstow City Council Chambers
220 East Mountain View Street
Barstow, CA 92311**

Victor Valley Transit Authority Board of Directors

James Noble, Chair, City of Barstow
Liz Becerra, Vice-Chair, City of Victorville
Allison Lee, Director, City of City of Hesperia
Paul Cook, Director, County of San Bernardino
Dawn Rowe, Director, County of San Bernardino
Gabriel Reyes, Director, City of Adelanto
Curt Emick, Director, Town of Apple Valley

MISSION STATEMENT

Our mission is to serve the community with excellent public transportation services in terms of quality, efficiency, and responsiveness.

AGENDA

The Board of Directors meeting facility is accessible to people with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is 760-948-3262 x102, (voice) or for Telephone Device for the Deaf (TDD) service, begin by calling 711 and provide the VVTA phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda will be available and posted: Monday, May 12, 2025.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

PUBLIC COMMENTS

This is the time the Board will hear public comments regarding items on the agenda, not on the agenda, or the consent calendar. Individuals who wish to speak to the Board regarding agenda items or during public comments should fill out a comment card and submit it to the Clerk of the Board. Each speaker is allowed three (3) minutes to present their comments. The Board will not remark on public comments; however, each comment will be taken into consideration by VVTA.

CONSENT CALENDAR

Consent Calendar items shall be adopted by a single vote unless removed for discussion by Board member request.

Pg. 9 ***Item #1: Minutes from Regular Meeting of The Board of Directors Conducted April 21, 2025.***

Recommendation: Move for approval.

Presented by: None.

Pg. 19 ***Item #2: Warrants, March 2025.***

Recommendation: Move for approval.

Presented by: None.

Pg. 25 ***Item #3: VVTA Procurement Policy Updates.***

Recommendation: Move for approval.

Presented by: None.

REPORTS

Pg. 85 ***Item #4: Management Reports – Verbal Report from Chief Executive Officer.***

Recommendation: Information item only.

Presented by: Nancie Goff, CEO.

Pg. 97 ***Item #5: Transit Operations Division, Victor Valley Detail Report.***

Recommendation: Information item only.

Presented by: VVTA Transit Operations Division Victor Valley Detail.

Pg. 101 ***Item #6: VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2024, Completed by Vasquez & Company, LLC.***

Recommendation: Receive and file.

Presented by: Nancie Goff, CEO.

ACTION ITEMS

- Pg. 121 ***Item #7: Presentation of the Draft Fiscal Year 2025-2026 Annual Operating and Capital Budget.***
Recommendation: Ratify Publishing the Federally Funded Program of Projects for the Draft FY 2025-26 Operating and Capital Budget for 30 days of public review and comment.
Presented by: Maged Azer, CFO.
- Pg. 141 ***Item #8: VVTA to serve as the designated administrator of Federal Transit Administration (FTA) Section 5310 funds for the Victorville--Hesperia--Apple Valley Large Urbanized Area (UZA).***
Recommendation: 1) Approve VVTA to serve as the designated administrator of Federal Transit Administration (FTA) Section 5310 funds for the Victorville--Hesperia--Apple Valley Large Urbanized Area (UZA); authorize staff to coordinate with San Bernardino County Transportation Authority (SBCTA) on the call-for-projects process; and 2) Adopt VVTA's Section 5310 Program Management Plan.
Presented by: Marie Downing, Grants Manager.

BOARD OF DIRECTORS COMMENTS

CORRESPONDENCE AND PRESS CLIPS

DATE OF NEXT MEETING

Monday, June 16, 2025, at 9:30 AM
Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345

ADJOURNMENT

Victor Valley Transit Acronym List

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ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
BABA	Build America, Buy America
BAFO	Best and Final Offer
BEB	Battery Electric Bus
BOE	Board of Equalization
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CFP	Call for Projects
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
CTSA	Consolidated Transportation Services Agency
DAC	Disadvantaged Communities
DBE	Disadvantaged Business Enterprise
DBELO	Disadvantaged Business Enterprise Liaison Officer
DOD	Department of Defense
DOT	Department of Transportation
E&H	Elderly and Handicapped
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAST	Fixing America's Surface Transportation ACT
FCEB	Fuel Cell Electric Bus (Hydrogen)
FEIS	Final Environmental Impact Statements
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIMS	Geographic Information Mapping Systems
GIS	Geographic Information Systems
GPS	Global Positioning System
HOV	High-Occupancy Vehicle
HVIP	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program.
IAS-FFA	Independent Auditors Statement for Federal Funding Allocation
IJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation Systems
JPA	Joint Powers Authority
LAP	Language Assistance Plan
LCFS	Low Carbon Fuel Standard
LCTOP	Low Carbon Transit Operations Program
LD	Liquidated Damages
LEED	Leadership in Energy and Environmental Design
LEP	Limited English Proficiency

Victor Valley Transit Acronym List

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LTF	Local Transportation Fund
MaaS	Mobility-as-a-Service
MBTA	Morongo Basin Transit Authority
MDAQMD	Mojave Desert Air Quality Management District
MDT	Mobile Display Terminal
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Planning
MTBP	Mass Transit Benefit Program
NEPA	National Environmental Policy Act of 1969
NOFO	Notice of Funding Opportunity
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PCA	Personal Care Attendant
PTMISEA	Public Transportation Modernization Improvement and Service Enhancement Account.
POP	Program of Projects
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RTAP	Rural Technical Assistance Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SaaS	Software as a Service
SBCTA	San Bernardino County Transportation Authority (formerly SANBAG)
SCAG	Southern California Association of Governments
SGIP	Self-Generation Incentive Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TCM	Transportation Control Measure
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEAM	Transportation Electronic Award and Management
TNC	Transportation Network Company
TOCP	Transit Operating and Capital Plan
TrAMS	Transit Award and Management System
TREP	Transportation Reimbursement Escort Program
TRIP	Transportation Reimbursement Incentive Program
TSP	Transit Signal Priority
TSSSDRA	Transit System Safety, Security and Disaster Response Account
ULEV	Ultra Low Emission Vehicle
UZAs	Urbanized Areas
VOMS	Vehicles Operated in Maximum Service
ZEB	Zero Emission Bus
ZEV	Zero Emission Vehicle

Victor Valley Transit Authority Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Victor Valley Transit Authority (VVTa) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the (VVTa) Board of Directors.

1. **Agendas** - All agendas are posted at the VVTa Administrative offices, and the Victorville, Hesperia, Barstow and Apple Valley city/town halls at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the VVTa Administrative offices located at 17150 Smoke Tree Street. Hesperia, CA 92345.
2. **Agenda Actions** - Items listed on both the "Consent Calendar" and "Action/Discussion Items" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
3. **Closed Session Agenda Items** - Consideration of closed session items exclude members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
4. **Public Testimony on an Item** - Members of the public are afforded an opportunity to comment on any listed item. Individuals wishing to address the Board of Directors should complete a "Request to Speak" form. A form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. If there is a Consent Calendar, it is considered a single item; thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.
5. **Public Comment** - At the beginning of the agenda an opportunity is also provided for members of the public to speak on any subject within VVTa's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
6. **Disruptive Conduct** - If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for VVTa meetings. Your cooperation is appreciated!

VICTOR VALLEY TRANSIT AUTHORITY

MISSION STATEMENT

**Our mission is to serve the
community with excellent
public transportation
services in terms of quality,
efficiency, and
responsiveness.**

Quality

To increase ridership and community support by exceeding expectations.

Efficiency

To maintain an efficient operation that represents a highly-valued service.

Responsiveness

To provide services and facilities which are responsive to the needs of the community.

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**AGENDA ITEM
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on April 21, 2025.

SUMMARY STATEMENT

The following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on April 21, 2025.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Albin,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

May 19, 2025

ITEM NUMBER

1

**VICTOR VALLEY TRANSIT
REGULAR MEETING OF THE
BOARD OF DIRECTORS**

**April 21, 2025
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:40a.m. by Chair Noble.

ROLL CALL

Board Members Present: Chair James Noble
Director Allison Lee
Director Gabriel Reyes
Director Curt Emick
Alternate Director Kim Mesen

Staff Members Present:

Nancie Goff, VVTA	Rod Goldman, VVTA
Adam Ebright, County Counsel	Maged Azer, VVTA
Christine Plasting, VVTA	Bryan Torres Ayala, VVTA
Brandon Johnson, VVTA	Jonathan McDowell, Keolis
Juan Robinson, City of Victorville	Dana Fleming, VVTA
Dustin Strandberg, VVTA	Debi Albin, VVTA
Tisha Lopez, VVTA	Chris Ackerman, VVTA
Crescencio Ortega, Keolis	Lisa Arellano, Keolis
Shelly Cable, VVTA	Simon DeMuri, Sheriff's Transit Division
Sylvia Abadeer, VVTA	Angelina Calderon, Keolis
Trevor James, Sheriff's Transit Division	Nija Enos, VVTA
Marie Downing, VVTA	Craig Barnes, VVTA
Syliva Harris, VVTA	Robert Aguilar, Keolis
Lucia Gallegos, Keolis	

PLEDGE OF ALLEGIANCE

Chair Noble led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Ms. Goff shared that this past Saturday, VVTA participated in the Victorville Motors "It's A Gas to Go to Class" event. VVTA's Senior Marketing Manager used this opportunity to gather community input and collected 92 completed surveys.

Also, Ms. Goff said that in partnership with SBCTA, all transit agencies are celebrating Earth Day on April 22nd with free rides. Additionally, VVTA is also participating in community cleanup day with VVTA and Keolis volunteers for the Hesperia and Barstow locations.

There are two Keolis employees of the month that are also recognized for Above and Beyond Proclamations: Robert Aguilar and Lucia Gallegos. Ms. Goff said that the Board may remember Sgt. DeMuri sharing last month a situation regarding an observant bus operator. That was Lucia Gallegos. She noticed a man at the Hesperia post office that appeared to be disoriented. Ms. Gallegos offered the gentleman a complimentary ride and she realized that the man was lost. After calling dispatch, Deputy James responded to the location and was able to locate a family member. They were able to get him back home safely via Greyhound.

Additionally, Ms. Goff shared that driver Robert Aguilar was traveling on C Avenue and noticed a child in the road. He stopped the bus and allowed the child to board. He then contacted dispatch who notified the Sheriff. The driver waited for the sheriff's arrival and the child was reunited with his mother.

PUBLIC COMMENTS

Speaker: Terri Martini, Adelanto

Ms. Martini wanted to thank Brandon for his assistance with the new ADA software. She also wished to thank Gabby for helping her with a small problem; ADA Dispatchers Candy and Margie always do a great job. Ms. Martini lastly offered her thanks to drivers Ernesto, Darla, Lorrie and Nicole.

CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted March 17, 2025.**
Recommendation: Move for approval.
Presented by: None.
2. **Warrants, February 2025.**
Recommendation: Move for approval.
Presented by: None.

A MOTION WAS MADE BY Director Emick to approve the Consent Calendar and Seconded by Director Reyes. The motion passed unanimously.

REPORTS

3. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Chief Executive Officer.**
Recommendation: Information item only.
Presented by: Nancie Goff, CEO.

Ms. Goff shared that VVTA hosted the CalACT Roadeo the weekend of March 30th and VVTA had several winners in a variety of competition categories. Many of the guests

offered compliments on the facility and event organization. CalACT thanked the staff that helped them organize an excellent Roadeo.

The FTA Triennial Review site visit is scheduled for May 5th and 6th, Ms. Goff shared. Staff is currently working on the random sample requests.

Ms. Goff directed the Boards attention to page 31 that the Motor Bus ridership is up 40%, while Commuter bus is down 8% and Demand Response is almost flat with a 5% decrease.

The Keolis team has implemented a formal strategic plan to address operational issues such as on-time performance. In reviewing more recent trends, Keolis is making notable progress, Ms. Goff said.

4. **Victor Valley Transit Authority Sheriff's Division Unit Verbal Report.**

Recommendation: Information item only.

Presented by: VVTA, Sheriff Division Unit.

Sgt. DeMuri shared that there were 750 public contacts, 18 criminal reports completed, 11 arrests and 23 bus patrols.

One notable event was that Deputy Trevor James conducted an extra patrol at the Victorville Transit Center, he saw four teenaged subjects waiting for a bus. Trevor kept an eye on the group until they boarded a bus headed to Apple Valley. After noticing a helicopter circling, Trevor found an armed robbery call at a park in Victorville. Trevor recognized the suspect's description in the call closely matched the four subjects he saw get on the bus to Apple Valley. Sgt. DeMuri thanked Mr. McDowell for his valuable assistance.

Trevor contacted Jonathan McDowell at Keolis and asked for assistance with locating the bus. Trevor drove to the location of the bus, contacted and detained all four subjects, one of whom had just exited the bus and was walking away when Trevor arrived. Trevor located the handgun concealed on one of the suspects. All four suspects were turned over to custody of Victorville Detectives. All four were positively identified as the robbery suspects and arrested for multiple felony charges.

On Friday, April 11, deputies responded to a fixed route bus in Victorville for reports of a man with a gun on board. Transit deputies and Victorville deputies quickly responded to the location and investigated. The call was unfounded and no one with a gun was located on the bus. The bus, operator and passengers were all found to be safe.

ACTION ITEMS

5. **Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2024-25 Fiscal Year Allocations.**
Recommendation: Adopt Resolution 25-01 authorizing the filing of Low Carbon Transit Operations Program (LCTOP) allocation requests, authorized agent forms, and certification and assurances.
Presented by: Marie Downing, Grants Manager.

Ms. Downing explained to the Board that LCTOP provides highly restricted funding with specific objectives, including the reduction of greenhouse gas emissions and benefits to disadvantaged communities. VVTA staff will submit four projects for LCTOP funding:

Fare Media Subsidy Program: This ongoing project provides fare assistance to nonprofit agencies that serve seniors, individuals with disabilities, and low-income populations. \$40,000 of the LCTOP funds will be used for the project.

Fuel Cell Electric Bus Purchase: This project will designate \$1,119,034 in LCTOP funding towards the purchase of 4 fuel cell electric buses, which will replace 4 CNG buses that have exceeded their useful life. These funds will be programmed in next year's budget as local match towards the purchase.

Free Student Transit Pass Program: This program uses \$120,000 of LCTOP funding to provide free rides for students in grades K–12 on VVTA Fixed and County Routes. Students simply present a valid student ID to the bus operator upon boarding to ride fare-free.

Free Fare on Special Days: VVTA will use \$50,000 in LCTOP funds to support fare-free service on designated special days. These will include days such as Cinco de Mayo, National Bike to Workday, Dump the Pump Day, and other future promotional or community-focused free fare days.

In addition to the project submittals, VVTA needs to provide several supporting documents for approval by the Board, including Resolution #25-01 and an Authorized Agent Form.

There was a brief question and answer period between the Board and staff regarding grant funding.

A MOTION WAS MADE BY Director Reyes to approve the recommended action and Seconded by Alternate Director Mesen. The motion passed unanimously.

6. **Release of RFP 2025-07 Mobile Hydrogen Fueling Solution.**

Recommendation: Approve the release of RFP 2025-08 Mobile Hydrogen Fueling Solution.

Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting explained that due to delays with VVTA's Hesperia Hydrogen Fueling Station, the station is no longer expected to be commissioned and ready to be used for the 13 FCEBs that are scheduled for delivery at the end of 2025.

Due to these circumstances, VVTA will need a temporary/mobile hydrogen fueling solution in order to fuel the expected buses. The mobile fueling solution will include design, build (as needed), permitting, equipment, and fuel supply for 1 year with 1 option year. This is a temporary solution and may be kept as a back up system.

Director Emick asked for a bit more detail; Mr. Strandberg shared that there are several options for prospective bidders to choose from, such as liquid, gaseous compression, interface cascade fueling, etc., that are all on trailers.

Director Mesen inquired if this option would handle all thirteen (13) buses. Mr. Strandberg said that no, however, buses can be rotated.

Director Reyes offered comments on the proposal process.

A MOTION WAS MADE BY Alternate Director Mesen to approve the recommended action and Seconded by Director Emick. The motion passed unanimously.

7. **Merit Increase for the VVTA CEO Effective April 1, 2025.**

Recommendation: Adjust the CEO's contracted rate to reflect the Board approved amount of a merit increase of Five (5) percent as of April 1, 2025.

Presented by: Adam Ebright, County Counsel.

Mr. Ebright stated that the Board unanimously agreed in closed session last month to offer a 5% merit increase to the CEO, retroactive to April 1, 2025

A MOTION WAS MADE BY Chair Noble to approve the recommended action and Seconded by Director Lee. The motion passed unanimously.

9. **Closed Session**

BOARD BUSINESS

Closed Session.

Conference with Legal Counsel – Exposure to Litigation per Government Code Section 54956.9(d).

Presented by: Adam Ebright, County Counsel.

Open Closed Session: 10:27 am Close Closed Session: 11:02 am

There is no reportable action at this time.

BOARD OF DIRECTORS COMMENTS

The Board complimented staff on a job well done. Alternate Director Mesen complimented the winners of the Roadeo.

DATE OF NEXT MEETING

The next Board meeting will be on Monday, May 19, 2025, at 9:30 am at Barstow City Council Chambers, 220 East Mountain View Street, Barstow, Ca 92311.

ADJOURNMENT

The meeting was adjourned at 11:05 am.

APPROVED: _____
James Noble, Chair

ATTEST: _____
Debi Albin, Clerk of the Board

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**AGENDA ITEM
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for March 2025.

SUMMARY STATEMENT

The following registers of Payrolls and Warrants have been audited as required by Section 37202 and 37208 of the Government code, and said documents are accurate and correct.

Agency's Gross Payroll for Administrative Employees

<u>Payroll</u> <u>Date</u>	<u>Amount</u>	<u>Register#</u>
03/07/2025	\$141,953.79	03/25-PR084
03/21/2025	\$143,130.88	03/25-PR085
Total Payroll	\$285,084.67	

Agency's Register of Warrants

<u>Register</u> <u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
03/06/2025	\$102,071.24	1750-1771	AP-03-2025
03/12/2025	\$3,245,387.34	1773-1797	AP-03-2025
03/26/2025	\$502,953.91	1799-1830	AP-03-2025
03/28/2025	\$169,238.78	Ach185-186	AP-03-2025
	\$4,019,651.27		

RECOMMENDED ACTION

Approve VVTA's expenditures for March 2025.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer, CFO	\$4,304,735.94	May 19,2021	2

Victor Valley Transit Authority

March 01, 2025 - March 30, 2025

Check Numb	Vendor	Date	Amount
00000173/1	Gabriel Reyes	3/3/2025	\$200.00
00000173/2	James Noble	3/3/2025	\$200.00
00000173/3	Kimberly Mesen	3/3/2025	\$200.00
00000173/4	GMV Syncromatics	3/3/2025	\$730.20
00000173/5	Type-Set-Go	3/3/2025	\$60.34
1750	CDW Government Inc	3/6/2025	\$1,951.60
1751	City Of Hesperia	3/6/2025	\$4,057.80
1752	Clean Energy	3/6/2025	\$7,386.37
1753	Diamond Environmental Services, LP	3/6/2025	\$783.11
1754	Foothill AIDS Project	3/6/2025	\$2,900.00
1755	Frontier	3/6/2025	\$230.96
1756	Golden State Water Company	3/6/2025	\$412.82
1757	Golden State Water Company	3/6/2025	\$54.59
1758	Golden State Water Company	3/6/2025	\$424.51
1759	Golden State Water Company	3/6/2025	\$436.21
1760	HI-Desert Communications	3/6/2025	\$1,308.00
1761	Inter-Con Security Systems, Inc.	3/6/2025	\$41,140.59
1762	PETCAM Engineering Inc	3/6/2025	\$4,260.00
1763	Principal Life Insurance Company	3/6/2025	\$3,222.00
1764	REIG PHX 3	3/6/2025	\$5,387.50
1765	Ring Central, Inc.	3/6/2025	\$2,587.44
1766	Rotary Club Of Victorville	3/6/2025	\$171.67
1767	Skillpath	3/6/2025	\$8,432.13
1768	Sonic Systems, Inc.	3/6/2025	\$8,950.00
1769	State Compensation Insurance Fund	3/6/2025	\$2,423.50
1770	Trona Community Senior Center	3/6/2025	\$3,040.08
1771	Verizon Connect Fleet USA LLC	3/6/2025	\$1,119.82
00000177/1	Oracle America, Inc.	3/10/2025	\$14,906.49
00000177/2	GMV Syncromatics	3/10/2025	\$793.30
00000178/1	Keolis Transit Services, LLC	3/10/2025	\$2,402,441.03
00000179/1	Keolis Transit Services, LLC	3/10/2025	\$687,018.42
00000180/1	Keolis Transit Services, LLC	3/10/2025	\$13,000.00
00000181/1	Abundant Living Family Church HD	3/11/2025	\$2,660.00
00000181/2	Abundant Living Family Church HD	3/11/2025	\$2,740.00

00000182/1	Fairview Ford Sales, Inc.	3/12/2025	\$53,666.89
1773	ADARide.com LLC	3/12/2025	\$2,573.00
1774	Charter Communications	3/12/2025	\$96.76
1775	Charter Communications	3/12/2025	\$1,099.00
1776	Charter Communications	3/12/2025	\$176.17
1777	Charter Communications	3/12/2025	\$749.00
1778	Charter Communications	3/12/2025	\$1,649.00
1779	Charter Communications	3/12/2025	\$820.00
1780	Charter Communications	3/12/2025	\$329.99
1781	Charter Communications	3/12/2025	\$231.76
1782	Charter Communications	3/12/2025	\$269.99
1783	Southern California Edison	3/12/2025	\$9,354.75
1784	Southern California Edison	3/12/2025	\$8,513.27
1785	Southern California Edison	3/12/2025	\$17,033.59
1786	Southern California Edison	3/12/2025	\$222.75
1787	Konica Minolta Business Solutions	3/12/2025	\$467.95
1788	Loomis	3/12/2025	\$1,193.03
1789	Special District Risk Management	3/12/2025	\$3,930.64
1790	Southwest Gas Corporation	3/12/2025	\$1,479.10
1791	Southwest Gas Corporation	3/12/2025	\$6,055.66
1792	Southwest Gas Corporation	3/12/2025	\$1,697.16
1793	TMD Transportation Management & Design	3/12/2025	\$6,408.59
1794	TransitTalent.com	3/12/2025	\$125.00
1795	Wirz And Co Printing Inc	3/12/2025	\$3,685.05
1796	CITY OF BARSTOW	3/17/2025	\$415.15
1797	City Of Victorville	3/17/2025	\$700.93
00000184/1	Oracle America, Inc.	3/25/2025	\$15,649.99
00000184/2	Transtrack Systems, Inc.	3/25/2025	\$2,000.00
00000184/3	Transtrack Systems, Inc.	3/25/2025	\$1,150.00
1799	Allied Universal Security Services	3/26/2025	\$8,315.73
1800	Amazon Business	3/26/2025	\$2,357.70
1801	Column Software PBC	3/26/2025	\$115.21
1802	AVR Vanpool	3/26/2025	\$3,563.00
1803	Beck Oil, Inc.	3/26/2025	\$5,604.17
1804	Bonnie Baker Senior Center	3/26/2025	\$1,577.74
1805	Capitol Government Contract Specialists Inc.	3/26/2025	\$750.00
1806	CDW Government Inc	3/26/2025	\$541.00
1807	Clean Energy	3/26/2025	\$17,136.54
1808	Commute With Enterprise	3/26/2025	\$125,400.00
1809	Southern California Edison	3/26/2025	\$3,323.45
1810	Southern California Edison	3/26/2025	\$7,156.75
1811	Southern California Edison	3/26/2025	\$8,362.28
1812	Foothill AIDS Project	3/26/2025	\$2,640.00

1813	FRONTIER	3/26/2025	\$79.81
1814	Golden State Water Company	3/26/2025	\$473.70
1815	Golden State Water Company	3/26/2025	\$53.49
1816	Golden State Water Company	3/26/2025	\$496.11
1817	Golden State Water Company	3/26/2025	\$496.11
1818	KnowBe4, Inc.	3/26/2025	\$1,425.60
1819	Pinnacle Petroleum, Inc.	3/26/2025	\$27,711.34
1820	PSOMAS	3/26/2025	\$29,772.91
1821	San Bernardino County	3/26/2025	\$922.50
1822	Skillpath	3/26/2025	\$269.00
1823	Southwest Gas Corporation	3/26/2025	\$51.12
1824	Southwest Gas	3/26/2025	\$172,722.75
1825	Southwest Gas	3/26/2025	\$113.60
1826	Southwest Gas	3/26/2025	\$3,277.52
1827	Southwest Gas	3/26/2025	\$34,653.18
1828	Allsteel, LLC	3/26/2025	\$14,549.32
1829	Automotive Equipment Specialists	3/26/2025	\$8,581.21
1830	Patterson Ink	3/26/2025	\$545.00
00000185/1	4 Imprint, Inc.	3/28/2025	\$2,363.78
00000185/2	Curt Emick	3/28/2025	\$200.00
00000185/3	Elizabeth Becerra	3/28/2025	\$200.00
00000185/4	Gabriel Reyes	3/28/2025	\$200.00
00000185/5	James Noble	3/28/2025	\$200.00
00000185/6	Kari Leon	3/28/2025	\$200.00
00000185/7	Kimberly Mesen	3/28/2025	\$200.00
00000185/8	Samuel Shoup	3/28/2025	\$200.00
00000186/1	San Bernardino County Sheriff's Department	3/28/2025	\$165,475.00
Total			\$4,019,651.27

**AGENDA ITEM
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA Procurement Policy Updates.

SUMMARY STATEMENT

In light of the forthcoming updates to the FTA's Circular 4220.1G *Third Party Contracting Guidance* and the Master Agreement scheduled for release in May 2025, VVTA's Procurement Policies must be revised to ensure continued compliance with federal requirements.

Summary of changes regarding VVTA Procurement Policies:

Policies 1000, 1010, 1070, 3000, 4000, 6000 – Due to changes in regulations, references to regulations not already included.

4000 – Added Definitions from FTA and updated other definitions – due to updated Circular 4220.1G 3rd Party Contracting Guidance

The Procurement Policy Manual has been updated from individual policies to one policy manual to ensure full compliance with all procurement policies. Procedures and terminology have been updated to remain accurate and current. Attached is the full redline version for detailed review.

RECOMMENDED ACTION

Approve amendments to the VVTA Procurement Policy Manual.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Consent Calendar	N/A	May 19, 2024	3

PROCUREMENT POLICY MANUAL

May 19, 2025



VICTOR VALLEY TRANSIT AUTHORITY PROCUREMENT POLICY MANUAL

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Updated May 19, 2025

GENERAL POLICIES

1000	General Procurement Policy
1010	Purpose
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1050	Standards of Conduct and Conflicts of Interest
1060	Contractor Relations
1070	Special Federal Grantee Requirements and Applicable Laws

GENERAL PROCUREMENT

2000	Purchasing Thresholds
2010	Emergency & Non-Competitive Procurements

PROCUREMENT CARD PROGRAM

3000	Purchasing Cards
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FORMAL PROCUREMENT PROCEDURES

4000	Sealed Bids
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SOLICITATION PROTEST

5000	Protest Process
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CONTRACT ADMINISTRATION PROCEDURES

6000	Contract Administration
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FIXED ASSET MANAGEMENT

7000	Fixed Asset Management
------	------------------------

1. PURPOSE AND SCOPE

The purpose of this section is to set forth general procurement policy and standards that will govern the conduct of VVTA acquisition activities and of personnel engaged in these activities.

2. PROCUREMENT BACKGROUND

VVTA's Statement of Guiding Principles establishes the framework for VVTA's Procurement Policy Manual (Manual) and is approved by the VVTA Board of Directors. Procedures implementing the Procurement Policy Manual will be approved and issued by the VVTA Chief Executive Officer (CEO).

3. STATEMENT OF GUIDING PRINCIPLES FOR VVTA's ACQUISITION SYSTEM

The vision for the VVTA acquisition system is to deliver on a timely basis the best value product or service to the client, while maintaining the public's trust and fulfilling public policy objectives. Participants in the acquisition (procurement) process must work together as a team and are empowered to make decisions within their area of responsibility.

3.1. The VVTA acquisition system will:

3.1.1. Satisfy the client in terms of cost, quality, and timeliness of the delivered product or service by:

3.1.1.1. Maximizing the use of commercial products and services,

3.1.1.2. Using contractors with a track record of successful past performance or who demonstrate a current superior ability to perform, and

3.1.1.3. Promoting competition

3.1.2. Minimize administrative operating costs,

3.1.3. Conduct business with integrity, fairness, and openness, and

3.1.4. Fulfill public policy objectives.

3.2. The Acquisition Team consists of all participants in the VVTA acquisition, including representatives of the technical, supply, support services and procurement communities but also the clients they serve, and the contractors who provide the products and services.

3.3. The role of each member of the Acquisition Team is to exercise personal initiative and sound business judgment in providing the best value product or service to meet the client's needs. In exercising initiative, VVTA members of the Acquisition Team may assume that a strategy, practice, policy or procedure is a permissible exercise of authority if it is in the best interest of the VVTA and is not prohibited by law, applicable regulations, or Board adopted policy.

4. PROCUREMENT STANDARDS

4.1. VVTA will maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- 4.2. Members of the VVTA Board of Directors will adhere to the standards of conduct adopted by the Board. VVTA employees will adhere to the standards of conduct approved by the CEO under a delegation of authority from the Board.
- 4.3. VVTA procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- 4.4. The CEO or designee will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurement. These issues include, but are not limited to, source evaluations, protests, disputes, and claims.
- 4.5. Competition - The following requirements for competition are applicable to VVTA procurements:
 - 4.5.1. All procurement transactions shall be conducted in a manner providing full and open competition consistent with the above-mentioned procurement standards and the statement of guiding principles. Some of the situations considered to be restrictive to competition include, but are not limited to:
 - 4.5.1.1. Placing unreasonable requirements on firms for them to qualify to do business.
 - 4.5.1.2. Noncompetitive pricing practices between firms or between affiliated companies.
 - 4.5.1.3. Noncompetitive awards to professionals and other consultants that are on VVTA retainer contracts.
 - 4.5.1.4. Organizational conflicts of interest (Policy1050).
 - 4.5.1.5. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other salient characteristics of the brand name product.
 - 4.5.1.6. Any arbitrary action in the procurement process.
 - 4.5.1.7. Development of specification requirements and evaluation criteria, which unnecessarily favor an incumbent contractor.
 - 4.5.2. Procurement transactions will be conducted in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws. When employing the qualifications-based method for contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

The ~~Infrastructure Investment and Jobs Act (IIJA), Pub. L. 44-Bipartisan Infrastructure Law (BIL)~~
Section 25019 authorizes the use of local, geographic, or economic hiring preferences for
construction labor in most of the projects funded by V

Commented [CP1]: 4220.1G corrected the name of the
actual law

US Department of Transportation (DOT). 1 Prior to the passage of ~~BIL-11JA~~, state and local agencies had to seek special approval from DOT for use of local/economic hiring preferences. ~~Since enactment, the Biden-Harris Administration and the~~ The US DOT has been actively encouraging state and local agencies to use local/economic hiring preferences as a way to bring underrepresented populations into the construction workforce.

- 4.5.3. VVTA will have written selection procedures for competitive negotiated procurement transactions that ensure fair, unbiased evaluation of competing proposals by an independent evaluation panel appointed by the CEO or designee. These procedures will also ensure that all solicitations clearly state the evaluation factors including cost or price, cost or price-related factors, and non-cost or non-price related factors, and any significant subfactors that will be considered in making the source selection and their relative importance.
- 4.5.4. Technical requirements shall incorporate a clear and accurate description of the material, product, or service to be procured. Such a description shall not, in competitive procurements, contain features that unduly restrict competition.
- 4.5.5. VVTA will ensure that all lists of bidders, manufacturers, or products determined to be qualified in advance of the receipt of bids or proposals are current and sufficient to ensure full and open competition. ~~If~~ possible, sufficient time will be allowed to arrange for qualification before receipt of bids or proposals. However, when using grant funds, VVTA must allow vendors an opportunity to qualify their products during the solicitation period (FTA Circular 4220.4F-1G(4) or most updated version).

5. RESPONSIBILITIES

- 5.1. The Chief Financial Officer (CFO) has primary responsibility for ensuring that the procurement process is in accordance with legal requirements, as interpreted by County Counsel, and VVTA policy.
- 5.2. The CEO is responsible for establishing procurement policies and issuing instructions for the implementation of VVTA policies.
- 5.3. The CEO is responsible for establishing materiel management policies and issuing instructions concerning the storage, distribution, and disposal of ~~goods;~~ goods.
- 5.4. All departments are instructed to follow Procurement Policies/Procedures as well as Policies/Procedures issued by the CEO regarding the storage, distribution, and issuance of material; and

6. STATUTORY AND REGULATORY REQUIREMENTS

The following laws and regulations and Master Agreement are applicable to VVTA contracts.

Federal Statute, Regulations, Policies, and Agreements	Subject
BIL-11JA 25019 <u>and Jobs Act</u>	Bipartisan Infrastructure Law <u>Infrastructure Investment</u>

Public Law 117-58 70901-52 Section 70914, <u>Incorporated under</u> <u>49 U.S.C 5323(j)</u> Public Law 115-232	Build America, Buy America Act (BABAA)
OMB Memo OM 18 18	"Implementing Statutory Changes to the Micro Purchase and the Simplified Acquisition Thresholds for Financial Assistance
2 CFR Part 184 <u>2 CFR Part 1201.1</u>	Buy America Preferences for Infrastructure Projects <u>Incorporates USDOT regulations, "Uniform Administrative</u> <u>Requirement, Cost Principles and Audit Requirements for</u> <u>For Federal Awards – Incorporates by reference Office of</u> <u>Management and Budget (OMB), 2 CFR Part 200 which</u> <u>supersedes the former OMB circulars on Uniform</u> <u>Administrative Guidance 49 CFR Parts 18 and 19.</u>
2 CFR Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, <u>updated and</u> <u>effective 10/01/2024.</u>
49 U.S.C. Chapter 53 49 CFR Part 18	Mass Transportation Administrative Requirements for Grants & Cooperative Agreements
49 CFR Part 24; <u>42 U.S.C. 4601 et seq</u> 49 CFR Part 26	Uniform Relocation Assistance and Real Estate Acquisition Participation by ; Disadvantage Business Enterprises in Department of Transportation Financial Assistance Programs
<u>49 CFR Part 661</u>	<u>Buy America Requirement</u>
49 CFR Part 663	Pre-Award and Post-Delivery Audits of Rolling Stock Purchases
FTA Circular 4220.1 <u>GF (4)</u> FTA Circular 5010.1 <u>DE</u> FTA Circular 9030.1F Master Agreement	Third Party Contracting Requirements Grant Management Guidelines Eligible Grant Activities For Federal Transit Administration Agreements authorized by 49 USC chapter 53 and Title 23, United States Code (Highways), as amended by the Infrastructure Investment and Jobs Act of 2021 (ILJA), the Fixing America's Surface Transportation (FAST) Act, the Moving Ahead for Progress in the 21 st Century Act (MAP-21), the Safe, Accountable Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU), the SAFETEA-LU Technical Corrections Act of 2008, and other federal laws that FTA Administers.
Public Law 115-232, Section 889	Prohibition of certain telecommunications and video surveillance services or equipment

Commented [CP2]: This was incorporated into 2 CFR Part 1201.1

State Codes	Section(s)	Subject
Civil Code	3248	Payment Bonds
Civil Code	3320	Payments to Prime Design Professionals
Code of Civil Procedure	995.311	Bond Issuer Requirements
Government Code	4525 et seq.	Architect & Engineering Services
Government Code	6250 - 6270	Public Records Disclosure
Government Code	5956 et seq.	Infrastructure Projects
Government Code	15850-15866	Property Acquisition Law
Labor Code	1770-1784	Public Works and Public Agencies
Public Contract Code	1103	Responsibility on Public Works Contracts
Public Contract Code	1104	Plans and Specifications
Public Contract Code	3301 - 3400	Contractor's License; Brand Specification
Public Contract Code	4100 - 4114	Subcontracting
Public Contract Code	5100 - 5107	Relief of Bidders
Public Contract Code	6100 - 6610	Awarding of Contracts
Public Contract Code	7100 - 7200	Contract Clauses
Public Contract Code	9201 - 9203	Claims and Disputes
Public Contract Code	10335 et seq.	Service Contracts
Public Contract Code	20101	Prequalification
Public Contract Code	20103.8	Alternative Bids
Public Contract Code	20104	Resolution of Construction Claims
Public Contract Code	20104.50	Progress Payments on Public Works
Public Contract Code	20209 - 20209.5	Purchase & Sale Contracts; Design/Build Contracts
Public Contract Code	20216 - 20217	Bid & Proposal Disclosure; Negotiated Procurement of Certain Equipment; Design/Build et seq.
Public Contract Code	20360 et seq.	Contracts for Rail Transit System Design
Public Utilities Code	130054-130059	SBCTA Authority

7. STATE, LOCAL AND FEDERAL CONTROLS

- 7.1. This Manual has been developed in conformance with the standards and limitations established in State, Federal and local law. Applicable State laws, policies and other sources of guidance governing the procurement practices of VVTA, in addition to those listed in 6 above, are as follows:
 - 7.1.1. VVTA Policies and Instructions.
 - 7.1.2. Board of Directors' Awards, Actions, and Resolutions.
 - 7.1.3. Ordinances and regulations of regional and local agencies, which have subject matter jurisdiction (on case-to-case basis)
- 7.2. Federal laws and regulations affecting the procurement practices of the VVTA include, but not limited to, the following:
 - 7.2.1. Intermodal Surface Transportation Efficiency Act of 1991, as amended
 - 7.2.2. Federal Acquisition Streamlining Act of 1994, 41 USC 403 (11) and 40 USC 481(b), respectfully

- 7.2.3. Executive Order 12612 "Federalism" dated 10-26-87
- 7.2.4. FTA Master Agreement
- 7.2.5. FAR PART 31 Cost Principles and Procedures
- 7.2.6. Relevant decisions of the Courts and the Comptroller General of the United States
- 7.3. To the extent that both federal and state laws and regulations apply to procurement, VVTA is required to act within the limits of the more restricted requirements. When Federal funds are used in procurement, Federal procurement requirements must be met or exceeded.
- 7.4. FTA Best Practices Procurement – [Lessons Learned Manual \(BPPM\)](#) provides guidance to procurements and examples of best practices.
- 7.5. VVTA may contract with any department or agency of the United States of America, with any public agency (including, but not limited to, the Department of Transportation, the multicounty designated transportation planning agency, or any transit district, county or city), or with any person upon such terms and conditions as VVTA finds in its best interest. (PUC Section 130221)
- 7.6. Joint Powers Authority, created by the member entities on July 1, 1976, including all subsequent amendments.
- 7.7. California Government Code Sections 1090, 1126, 87100, 87306, Resolution No. 140-96, and any other applicable provisions of the Government Code and any conflict-of-interest Code applicable to VVTA employment.

8. IMPLEMENTATION

The CEO shall implement the policies herein set forth. Procedural guidance shall be provided in the Procurement Procedures.

9. ABOUT THE MANUAL

- 9.1. This manual provides instructions and reference material for personnel in all departments of VVTA involved with the procurement process. It establishes responsibilities and documents VVTA's continuing efforts to comply with applicable federal, state, county, and local regulations.

9.2. Sections

- 9.2.1. This manual is divided into sections of related policies. Those sections are described in "Using This Manual" below. Sections are separated by title pages, and policies within a section will begin with the same number. (For example, all policies in General Policies.)

10. USING THIS MANUAL

- 10.1. This manual contains policies governing the procurement of goods and services by VVTA. It is divided into the following sections:
 - 10.1.1. General Policies – (1000 series) this section describes the responsibilities, ethics, and objectives behind the procurement process.
 - 10.1.2. Informal Procurement Policies – (2000 series) this section describes informal procurements, micro-procurements, mini-procurements, and small procurements.
 - 10.1.3. Purchasing Card Policies– (3000 series) this section describes the proper use of Purchasing cards.
 - 10.1.4. Formal Procurement Policies – (4000 series) this section describes the formal procurement process, from bidding to contract award.
 - 10.1.5. Solicitation Protest Policies – (5000 series) this section describes how to handle a protest to a formal procurement contract award.
 - 10.1.6. Contract Administration Policies – (6000 series) this section describes the administration of a contract, from opening to termination.
 - 10.1.7. Fixed Asset Management Policies – (7000 series) this section describes the management of fixed assets, from auditing to liquidation of surplus assets.

1. OVERVIEW

- 1.1. VVTA procures goods and services using public funds. It has a responsibility to uphold public trust and maximize the value of public funds by using them as efficiently and cost-effectively as possible.
- 1.2. VVTA created this manual to help its personnel involved with procurement to both uphold the public trust and comply with all applicable federal, state, county, and local regulations. This manual establishes VVTA's procurement process, which covers the procurement of, accounting for, and disposal of materials, equipment, buses, and other vehicles, and the procurement and administration of professional and other services.
- 1.3. The purpose of this procurement policy manual is to provide general guidelines on conducting procurements that meet the standards of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 ("Super Circular") and Federal Administration FTA Circular 4220.1 ~~FG-4~~ (or latest revision) entitled, "Third Party Contracting Requirements". These circulars set forth the requirements that VVTA must comply with in solicitations, selection and administration of federally funded contracts. In addition, where appropriate, many procedures and practices have been adopted from the FTA's Best Practices Procurement Manual. VVTA recognizes the principles of contracting with Federal Funds received from the FTA require certain specific Federal guidelines must be met not only by VVTA but also by contractors and subcontractors of VVTA. This manual will educate and enable staff to comply fully with those as well as other state and local requirements. In addition, this manual will aid procurement staff in making business judgments based upon the application of sound procurement policies and procedures.
- 1.4 From time to time the U.S. Department of Transportation, the Federal Transit Administration or other governing bodies may set forth new procurement standards or supplementary directives. As changes, revisions or applicable guidance is determined necessary for proper procurement administration (other than reformatting and clarifications), the VVTA Chief Financial Officer will prepare a summary of the proposed changes for submittal by way of the Chief Executive Officer to the Board of Directors in the form of a Board Memo for consideration and incorporation of the proposed amendment into the existing Procurement Policy..

2. PROCUREMENT TYPES

- 2.1. The VVTA Procurement Process is divided into three main types of procurement:
 - 2.1.1. Formal – procurements for goods and services more than \$250,000.01. These procurements are approved by the VVTA Board of Directors.
 - 2.1.2. Informal – \$250,000.00 and below. procurements including petty cash, micro-procurements, mini-procurements, and small procurements.
 - 2.1.3. Procurement Card - In some cases, VVTA personnel can use Procurement Cards, as specified in Section 3, "Procurement Card Policies & Procedures."

- 2.1.4. Various VVTA personnel are responsible for the proper conduct of procurements, as specified in Policy 1020, Responsibilities.

3. OBJECTIVE OF VVTA PROCUREMENT PROCESS

3.1. The objectives of the VVTA Procurement Process are to:

- 3.2.3. Maximize the value received for VVTA's expenditure of public funds.
- 3.2.4. Protect assets and/or services purchased with public funds and ensure their application in VVTA's interests.
- 3.2.5. Provide all qualified vendors with an equal opportunity to provide the necessary goods and/or services.
- 3.2.6. Provide a timely, efficient, and cost-effective flow of resources necessary to support VVTA's provision of service.
- 3.2.7. Protect the integrity and reputation of VVTA, its officers, and its employees.

1. GENERAL

- 1.1. This policy provides details on the authority and responsibility of the VVTA's Board of Directors and agency staff in the procurement process. General responsibilities in the overall procurement process are as follows:
 - 1.1.1. When departments need a product or service, the Department Manager/Director will decide to purchase the product or service. The Department Manager/Director or designee will prepare and approve a Purchase Order for the item or service. The approval is through the NetSuite ERP Software Workflow approval process.
 - 1.1.2. Under the direction of the Chief Financial Officer (CFO), the Procurement Department will be responsible for ensuring full and open competition between vendors and the equitable treatment of vendors, including construction contracts and formal procurements.
 - 1.1.3. The CFO will also periodically review the basic procurement process to make certain that VVTA meets Federal and State regulatory requirements and updates for procurements of goods and services.

2. INDIVIDUAL RESPONSIBILITIES

2.1. Board of Directors

- 2.1.1. Approves VVTA's operating and capital budgets based on recommendations from the Chief Executive Officer (CEO).
- 2.1.2. Authorizes the release of formal procurements.
- 2.1.3. Approves or rejects all purchases or contracts over \$250,000.01, based on the CEO's recommendation.
- 2.1.4. Authorizes disposal of surplus materials, supplies, equipment, and property with remaining value in excess of \$250,000.01
- 2.1.5. Approves agency procurement policies and any revisions.

2.2. CEO

- 2.2.1. Authorizes Purchase Orders up to \$250,000.00.
- 2.2.2. Authorized to sign any contract on behalf of VVTA upon Board approval and as authorized by the Board.
- 2.2.3. Approves disposal of surplus materials, supplies, and equipment under \$250,000.00
- 2.2.4. Assures agency compliance with procurement policies. Reviews and approves agency purchasing procedures and any revisions.

- 2.2.5. Receives Disadvantaged Business Enterprise (DBE) goals from the Disadvantaged Business Entity Liaison Officer (DBELO) and submits them to the Board of Directors for approval.

2.3. Department Director, or designee

- 2.3.1. Identifies need for goods and services supporting the department's mission.
- 2.3.2. Authorizes Purchase Orders up to \$2,500.00, assuring that the approved budget funding for any purchase is available.
- 2.3.3. Provides technical specifications and Statement of Work analysis when applicable.
- 2.3.4. Serves as, or assigns, the Project Manager for formal procurements.
- 2.3.5. Reviews planned purchases, including inventory and non-inventory, contract expirations requiring rebid/exercise option, local and grant-funded capital and project total procurement requirements during annual budget planning.
- 2.3.6. Evaluates quality of goods or services and gives appropriate feedback.

2.4 Procurement Manager

Under the supervision of the CFO

- 2.4.1 Manages the Contracts, Procurement and Stores functions.
- 2.4.2 Administers the formal procurement process.
- 2.4.3 Oversees VVTA's DBE program, including notifying DBE's of contracting opportunities, recommending DBE contract awards to the CEO, keeping DBE participation records, and submitting goals to federal officials. Coordinates with department directors during the annual budget cycle to determine DBE goals for the fiscal year. Recommends agency-wide DBE goals to the CEO Director. Submits DBE goals to the Board for approval and forwards documentation to FTA. In conjunction with DBELO, provides input for project specific DBE goals. Monitors compliance with the agency DBE program. Ensures a level playing field for all aspects of VVTA procurement and contracting.
- 2.4.4 Manages the Contracts function of the Procurement Department.
- 2.4.5 Conducts construction, small, and formal procurements as defined in Policy 2000, "General Procurement – Overview."
- 2.4.6 Assures that VVTA adheres to Federal Transit Administration regulations, guidelines, and circulars, and other applicable state or local regulations.
- 2.4.7 Administers, in coordination with the DBELO, VVTA's DBE program, including notifying DBE's of contracting opportunities, recommending DBE contract awards to the CFO, keeping DBE participation records, and preparing and submit reporting to federal officials. Ensure compliance with VVTA's DBE program on bid/proposal packages, vendor proposal submissions, and evaluation and award recommendations. Establish project specific goals in conjunction with the CEO.

- 2.4.8 Ensures Vendor compliance to State of California SB854 Public Works Vendor Registration requirements when soliciting and awarding contracts.

2.5 Other Departmental Personnel

Authorize Purchases within limits established by the CEO.

2.6 Procurement Supervisor Under the supervision of the Procurement Manager

- 2.6.1 Leads VVTA's Purchasing function and inventory functions.
- 2.6.2 Processes Purchase Orders.
- 2.6.3 Conducts procurements as assigned by the Procurement Manager.
- 2.6.4 Serves as a point of contact for all matters involving timely and effective purchase of goods and services.
- 2.6.5 Receives goods in accordance with VVTA procedures.
- 2.6.6 Maintains shipment receiving records.
- 2.6.7 Oversees the performance of the Purchasing Technician.

2.7 Finance Department

- 2.7.1 Review invoices for compliance and eligibility for payment after receiving appropriate documentation.
- 2.7.2 Process payment using the workflow approval procedures in the NetSuite ERP Software.
- 2.7.3 Maintains Cash funds.
- 2.7.4 Maintains all vendor invoices and supporting documents.

1. POLICY STATEMENT

- 1.1. It is the policy of VVTA, pursuant to the provisions of Federal and State laws and regulations, and implemented by the directives of VVTA Board, to promote the utilization of Disadvantaged Business Enterprises (DBE) and Small Businesses to the maximum extent feasible. VVTA procurement and contracting processes will provide a level playing field, applying race neutral measures for Disadvantaged Business Enterprises (DBE) and Small Businesses to compete for and participate in all aspects of VVTA procurement and contracting.
- 1.2. Specific responsibility for developing and implementing the DBE programs is delegated to the Disadvantaged Business Enterprise Liaison Officer (DBELO). Procedures for establishing DBE goals will be coordinated through Procurement. Responsibility for ensuring compliance with the VVTA DBE Policy is shared by all VVTA employees.
- 1.3. In furtherance of this policy, VVTA requires that all requests for proposals (RFP's) estimated over \$2,000.00, for construction and \$250,000.01 for other goods and services, be forwarded to Procurement for DBE goal evaluation prior to advertisement. Notification of procurement opportunities in purchasing, concessions, real estate and other operating functions are also forwarded to Procurement prior to their public release. Procurement will ensure that all applicable forms are included in bid/proposal packages for identification of DBE participation, description of scope of work to be performed, materials supplied, and service or broker function to be performed by each DBE listed.
- 1.4. In instances where VVTA has not established a specific goal for participation by DBE's on a contract, if the proposer subcontracts, the Proposer is still expected to create a level playing field for DBE firms to utilize the services of subcontractors or purchase goods from suppliers during the performance of the contract. Upon VVTA request, the Prime is required to submit documentation to satisfy VVTA that good faith efforts were made to utilize DBE's during the life of the contract.

2. DBE PROGRAM

- 2.1. VVTA is committed to undertaking special efforts to seek socially and economically disadvantaged firms to attain this goal. DBE goals are established tri-annually for VVTA's annual procurements with contracting opportunities, as well as on a project-to-project basis.
- 2.2. It is VVTA's goal to ensure that DBEs are given an equal opportunity to compete, for every VVTA procurement, from the smallest routine requisition to the largest contract.
- 2.3. VVTA's procurement process is structured to ensure that a DBE Program constitutes a commitment to promote, foster and utilize disadvantaged business enterprises as required and defined by 49 CFR 26. VVTA's procurement and contracting shall provide a level playing field for competition and participation.
- 2.4. VVTA's procurement process is a key element in implementing VVTA's DBE policy. DBE certification is achieved through the California State Unified Certification Program (UCP). VVTA will refer potential DBEs to the appropriate certifying agency.

2.5 Complaints and/or protests for handling complaints relating to the DBE Program:

2.5.1 All complaints/protests relating to the DBE Program are to be forwarded to the DBELO. The DBELO will make the determination if the complaint is valid and will respond to the complainant in writing of any determinations or actions related to the complaint.

2.5.2 If the complaint is part of the protest, the DBELO/Procurement Manager will ensure that the established Protest Policy is followed.

3. TRIENNIAL GOAL

- 3.1. VVTA Triennial overall goals must be submitted to FTA on September 1 of each triennial period for the upcoming Federal Fiscal three-year period of October 1, first fiscal year through September 30 end of third fiscal year.
- 3.2. VVTA's DBE Liaison Officer shall prepare and submit the triennial goal and required FTA reports.
- 3.3. VVTA projects the number and types of contracts to be awarded and the number and types of DBEs likely to be available to compete for contracts. DBE contractors will be encouraged by VVTA to compete as prime contractors.

4. RESPONSIBILITY

- 4.1. The Procurement Manager serves as VVTA DBE Liaison Officer and reports directly to the Chief Executive Officer on all matters concerning the DBE program. The DBE Liaison Officer maintains an "open door" policy and is primarily responsible for the enforcement of the DBE Program.
- 4.2. VVTA Board of Directors expects all levels of VVTA staff in all VVTA departments to both solicit and encourage DBE participation.

1. POLICY OVERVIEW

- 1.1 Federal regulations require VVTA to prevent conflicts of interest in contract awards. However, VVTA also seeks to avoid any appearance of conflicts of interest. VVTA personnel are expected to avoid conflicts of interest or appearances thereof and actions which could result in favoritism or appearances thereof.
- 1.2 This regulation establishes VVTA Standards of Conduct and defines its policy on conflicts of interest, gratuities, negotiation for employment, post-VVTA employment restrictions and related matters. To achieve this goal, this policy explains the nature of potential conflicts of interest to employees and explains the potential consequences for violating the provisions of this policy. This policy applies to all VVTA personnel in the exercise of their duties.

2 PERSONAL CONFLICT OF INTEREST

- 2.1 The Political Reform Act of 1974 maintains a conflict-of-interest code. Section 87500 under which certain designated employees and Board Members are required to disclose economic interests and are prohibited from participating in decisions that may influence their financial interests.
- 2.2 No employee, officer, Board member, or agent of VVTA may participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
 - 2.2.1 The employee, officer, Board member/alternate, or agent;
 - 2.2.2 Any member of his or her immediate family;
 - 2.2.3 His or her partner; or
 - 2.2.4 An organization that employs, or is about to employ, any of the above.
- 2.2.5 This policy does not prevent anyone named above from having, for normal investment purposes, a stock interest of less than one percent (1%) in any company traded on a securities exchange or in the over-the-counter market, nor is it intended to prevent borrowing money from commercial banks for normal personal purposes. In instances where the employee serves VVTA as a contract employee, the prohibition of the amount of stock interest shall not apply where such stock interest is associated with a benefit program available through the individual's parent firm.

2.3 Relationships

- 2.3.1 In all procurement matters pertaining to VVTA, no employee, legal counsel, any member of an evaluation committee for a VVTA-funded project, or member of the Board of Directors shall have any relationship or engage in any activity which might:

- 2.3.1.1 Involve or lead to personal obligation that could impair the objectivity of such person's judgment, or
- 2.3.1.2 Give the appearance to others that favoritism or obligations exist between the Board or its members or employees, and any other party.

3 GIFTS

3.1 General Prohibitions and Exceptions:

- 3.1.1 VVTA employees shall not, in connection with services performed within the scope of their official duties, solicit or accept money or any other thing of value in addition to the compensation or expenses paid to them by VVTA. VVTA personnel shall not offer money or anything of value for or in consideration of obtaining an appointment, promotion or privilege in their employment with VVTA.
- 3.1.2 VVTA employees and household members shall not solicit or accept, for themselves or others either directly or indirectly, gratuities, favors or anything of monetary value from a party who has an actual or prospective business relationship with VVTA or from any person or entity which has interests that may be affected by the performance or non-performance of the official duties of VVTA employee, except as outlined below:
 - 3.1.2.1 No employee of VVTA, or member of the Board of Directors, shall solicit, directly or indirectly, any gift, gratuity, favor, entertainment, food, lodging, or loan, from any person or organization having or seeking to establish a business relationship with VVTA.
 - 3.1.2.2 All gifts or other gratuities from any party having or seeking to establish a business relationship with VVTA are discouraged and contrary to this declared policy.
- 3.1.3 VVTA employees and household members may:
 - 3.1.3.1 accept a single unsolicited gratuity having a retail value of less than twenty-five dollars (\$25.00);
 - 3.1.3.2 occasionally receive food or beverages for immediate consumption and/or entertainment which have a retail value of less than forty-five dollars (\$45.00); and
 - 3.1.3.3 accept from a contractor food, beverages or entertainment of a nominal value of less than one hundred dollars (\$100.00) at a widely attended gathering, such as Professional Association meetings.
- 3.1.4 Proper personal conduct requires that:
 - 3.1.4.1 Gifts, gratuities, or entertainment which might adversely affect the exercise of a Board member's or employee's judgment in matters pertaining to VVTA or tend to impair public confidence in VVTA must never be accepted.

- 3.1.4.2 Board members or employees of VVTA shall not solicit gratuities, discounts, favors, or anything of monetary value from contractors or potential contractors.
- 3.1.4.3 VVTA employees may participate in otherwise prohibited activities, where VVTA's interest will be served by such participation, provided the individual obtains advance written permission from his or her Supervisor and the Executive Director. The approving Supervisor and/or Executive Director shall provide a memorandum for the record indicating that participation was approved and specify the proposed benefit to VVTA.

3.1.5 Reporting the Receipt of Gratuities

- 3.1.5.1 Every elected official and VVTA employee who makes or participates in making governmental decisions shall report on California Form 700 the following:
 - 3.1.5.1.1 receipt of food, beverages and entertainment from any single source having an aggregated value in excess of \$590.00 in a calendar year, and
 - 3.1.5.1.2 gratuities, other than food, beverages and entertainment, from a single source having a value greater than \$50.00 in a calendar year.
 - 3.1.5.1.3 Any employee who has received gratuities from a single source in excess of the above thresholds in a calendar year shall file this form by January 31 of the next calendar year.
- 3.1.5.2 VVTA personnel who receive gratuities or have gratuities received for them in circumstance not in conformance with this policy will promptly report the circumstances to their immediate supervisor for review, and notice to the CEO for a recommendation.

3.1.6 Influence

- 3.1.6.1 Because situations involving conflict of personal interest can also impair judgment, no Board member or employee of VVTA:
 - 3.1.6.1.1 Shall have a financial interest in any other organization which might profit either from the decisions he or she makes in carrying out his VVTA responsibilities, or from his or her knowledge of VVTA actions or future plans.
 - 3.1.6.1.2 Shall make investments or act for personal gain based upon special knowledge he or she obtained – whether directly or inadvertently – as a result of his or her position as a Board member or employee or VVTA.

Standards of Conduct and Conflicts of Interest

- 3.1.6.2 Any interest as an owner, partner, joint-ventures, or stockholder of one percent (1%) or less in any such organization shall not be deemed a prohibited "financial interest," but serving as Director, Officer, Consultant, or Employee of such organization shall be deemed a "financial interest."

4 GUIDELINES FOR CONTRACTOR RELATIONSHIPS

- 4.1 To avoid conflict, the following shall apply to employees of any contractor providing management services to VVTA.

- 4.1.1 No Contract Management personnel or support staff shall:

- 4.1.1.1 Make recommendations or be involved in the preparation of specifications for any contracts for which Contract Management personnel may bid or propose.
- 4.1.1.2 Be involved in any aspect of evaluation, selection, or award of a contract for which that Contract Management personnel may bid.
- 4.1.1.3 Be involved in any aspect of contract administration of a contract or subcontract which has been awarded to the Contract Management personnel.

5 NEGOTIATION FOR EMPLOYMENT

- 5.1 VVTA employees considering or negotiating future employment with an organization which has an actual or prospective business relationship with the Agency may not participate in any official action on behalf of the Agency with that organization. "Negotiating" includes any action that reasonably could be constructed as an indication of interest in future employment, including sending letters or resumes, making telephone inquiries, or receiving unsolicited proposals from the entity's representative regarding future employment. It is not necessary that there be any firm offer of employment or that VVTA employees initiate the contact.
- 5.1.1 VVTA employees must file a written notice with their supervisor of any negotiation (including unsolicited proposals) for prospective employment with any entity which has an actual or prospective business relationship with the Agency. A copy of the notice shall be sent to Human Resources to be placed in the employee's official personnel file. The employee has the burden of determining whether a prospective employer has an actual or prospective business relationship with the Agency.

6 VIOLATION AND ENFORCEMENT

- 6.1.1 The imposition of civil or criminal proceedings notwithstanding, violation of any of the provisions of this policy shall be subject to penalties, sanctions or other disciplinary actions up to, and including, termination of employment. Any disciplinary actions imposed shall remain a permanent part of the employee's personnel file.

1. POLICY

- 1.1. VVTA maintains an "open door" policy and makes every effort to maintain a good business relationship with all bidders and potential bidders with whom it does business.
- 1.2. The Contracts and Procurement employees specifically and all agency management personnel in general under the direction of VVTA management assume the responsibility of:
 - 1.2.1. Establish and maintain ethical procurement policies and principles,
 - 1.2.2. Maintain open and fair competition,
 - 1.2.3. Maintain fair and clear purchase and bid specifications,
 - 1.2.4. Observe and maintain honesty and candor in all transactions with suppliers,
 - 1.2.5. Respect the confidence of suppliers in the handling of information,
 - 1.2.6. Remain free from any obligation to suppliers,
 - 1.2.7. Answer all inquiries promptly,
 - 1.2.8. Decline to take advantage of vendor errors,
 - 1.2.9. See that all sales representatives receive a full, fair, and courteous opportunity to present their products,
 - 1.2.10. Furnish complete and accurate information,
 - 1.2.11. Promote prompt payment of invoices,
 - 1.2.12. Keep an open mind to new methods and procedures,
 - 1.2.13. Encourage testing or demonstration of materials and products which may be of value to VVTA.
- 1.3. At all times, all VVTA employees will operate with integrity and fairness to VVTA's suppliers.

2. OBJECTIVE

Through these principles, VVTA intends to create an atmosphere in which VVTA, vendors, and citizens can work together for the provision of goods and services to VVTA at a fair and reasonable price.

1. GENERAL

- 1.1. VVTA, as a recipient of federal assistance, is required to implement as part of its contracting program, a variety of federal laws and regulations regarding contractor labor relations, affirmative action for qualified handicapped individuals, domestic preference and environmental protection programs, an inspection and verification procedure to ensure compliance with VVTA's specifications, Federal motor vehicle safety standards, and Build America/Buy America requirements.
- 1.2. This policy prescribes some of the applicable Federal laws and regulations for VVTA contracts and purchases, and where appropriate, indicates the specific contract types and dollar thresholds requiring contractual coverage.
- 1.3. VVTA Chief Financial Officer or their designee will assure that the required provisions are included in all appropriate solicitations and contracts.
- 1.4. The VVTA Procurement Manager or designee will be responsible for reviewing the Federal References below, annually, in order to review and update VVTA's Procurement Policies with the new clauses or changes to the various regulations. The Procurement Manager will log into the FTA Oversight website, receive emails from the FTA, and attend training to ensure compliance with the FTA.

2. FEDERAL REFERENCES

- 2.1. Federal references include the most recent version of the following documents:
 - 2.1.1. U.S. Department of Transportation, Federal Transit Administration (FTA), Master Agreement for Federal Transit Administration Agreements.
 - 2.1.2. [Executive Office of the President, Office of Management and Budget-OM-18-18: Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Threshold for Financial Assistance](#) 2 CFR Part 1201 – Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards – incorporates by reference OMB, 2 CFR Part 200, which supersedes the former OMB Circulars 49 CFR Parts 18 and 19.
 - 2.1.3. 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [Most updated version effective 10/01/2024.](#)
 - 2.1.4. FTA Circular on *Third Party Contracting Requirements*, FTA 4220.4F-4)1G (or latest revision)
 - 2.1.5. FTA Circular C5010.1-~~FD~~.
 - 2.1.6. Section 9(j) of the Urban Mass Transportation Act.
 - 2.1.7. Federal Transit Laws, 49 U.S.C. Chapter 53.
 - 2.1.8. Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), P. L. 102-240.
 - 2.1.9. Sections 4001 and 1555 of the Federal Acquisition Streamlining Act of 1994, 41 U.S.C. § 403(11) and 40 U.S.C. § 481(b), respectively.

~~2.1.14-2.1.10.~~ 49 CFR part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

Commented [CP3]: 2 CFR Part 200 supersedes this former OMB guidance

~~2.1.12.~~ 49 CFR part 19, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

Commented [CP4]: 2 CFR Part 200 supersedes this former OMB Guidance

~~2.1.13-2.1.11.~~ Executive Order 12612, "Federalism."

~~2.1.14-2.1.12.~~ Federal Acquisition Regulations, Part 31.

~~2.1.15-2.1.13.~~ FTA Best Practices Procurement Manual.

~~2.1.14.~~ FTA Master Agreement §39 (b)

Commented [CP5]: Now part of the IJA

~~2.1.16-2.1.15.~~ FTA Master Agreement §4 (g)

Commented [CP6]: Now part of the IJA

~~2.1.17.~~ OMB M-22-11 Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure

~~2.1.18-2.1.16.~~ BIL (Bipartisan Infrastructure Law) 25019 IJA Infrastructure Investment and Jobs Act

3. REQUIRED CONTRACT PROVISIONS

- 3.1. VVTA shall ensure that its contracts include all applicable Grantee Requirements as required by FTA regulations for all procurements utilizing FTA funds. Procurement Staff are directed to refer to the FTA Best Practices website for ~~a current~~ the current listing of Grantee Requirements and incorporate all applicable requirements for each FTA procurement.

4. STATE AND LOCAL REFERENCES

- 4.1. Joint Powers Authority, created by the member entities in 1992, including subsequent amendments. California Government Code Sections 1090, 1126, 87100, 87306, and any other applicable provisions of the Government Code and any conflict-of-interest Code applicable to VVTA employment.
- 4.2. All other applicable federal, state and local laws, codes, regulations, and standards.

1. POLICY STATEMENT

- 1.1. This policy sets forth the requirements for micro, mini and small purchases. This policy includes other simplified purchase procedures such as petty cash and procurement cards.
- 1.2. It is the full responsibility of the requisitioning department to ensure funds are available within the department's budget for any requested procurement.
- 1.3. A procurement value over \$2500.00 requires the approval of the Chief Executive Officer (CEO).
- 1.4. Under no circumstances shall procurements be separated into smaller amounts for the purpose of avoiding procurement procedures.
- 1.5. The applicable procedure will depend on the purchase amount. Additional requirements will apply depending on the procurement:
 - 1.5.1. **\$2,500.00 and below** – Petty cash, Micro-procurement, or Procurement Card procedures.
 - 1.5.2. **\$10,000.00 And Below** – Micro Procurement Procedure --
 - 1.5.2.1. Micro-procurements may be used for goods/services costing not more than a \$10,000.00 award amount.
 - 1.5.2.2. Micro-procurement does not require action by the Board of Directors.
 - 1.5.2.3. Although a Micro-procurement does not require multiple quotes, purchases shall be of a fair and reasonable price and should be rotated among vendors offering competitive prices for the same quality.
 - 1.5.2.4. Construction contracts over \$2,000 require compliance with Federal Procurement Requirements such as the Davis Bacon Act; and specific construction terms and conditions must be used for these procurements.
 - 1.5.3. **\$10,000.01 to \$250,000.00** – Small procurement procedure--
 - 1.5.3.1. Small Procurements may be used for goods/services at least \$10,000.01 and not more than a \$250,000.00 award.
 - 1.5.3.2. Small Procurements do not require action by the Board of Directors for award and must be signed by the CEO.
 - 1.5.3.3. In compliance with FTA recommendations and requirements, procurements that do not exceed the stated threshold for Small Procurements do not require use of the Formal Procurement procedure.

- 1.5.3.4. In the award of A&E Contracts VVTA will select the most qualified firm and then negotiate a price with that firm only. (See Policy 4050 2.2)
 - 1.5.3.5. In compliance with State of California SB854 – Public Works – VVTA will solicit and award Public Works projects to vendors who are registered and certified by the State of California.
 - 1.5.3.6. All construction procurements of \$2,000.00 or more must be reviewed by the Procurement Department.
- 1.5.4. **\$250,000.01 and above** – Formal procurement procedure
- 1.5.4.1. In compliance with FTA recommendations, and requirements procurements for goods/services more than a \$250,000.01 award amount require use of a Formal Procurement process which include:
 - 1.5.4.1.1. Acquisition planning and identification of funding sources.
 - 1.5.4.1.2. Development of Specifications.
 - 1.5.4.1.3. Board authorization to release Invitation for Bid (IFB) and/or Request for Proposals (RFP).
 - 1.5.4.1.4. Advertisements.
 - 1.5.4.1.5. Competitive Bid Process.
 - 1.5.4.1.6. Evaluation of Bids or Proposals.
 - 1.5.4.1.7. Board Authorization of Contract Award.

1. EMERGENCY PROCUREMENT POLICY

- 1.1. In accordance with the Public Utilities Code 130234 and Public Contract Code 20233, VVTA may conduct procurement on an emergency basis if the procurement is essential to a VVTA requirement to deal with an existing emergency condition, as defined in the section below.
- 1.2. Both PUC 130234 and PCC 20233, requires a two-thirds finding by the Board that public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property and proceed to expend or enter into a contract without observance of the provisions of the applicable articles regarding contracts, bids, advertisement or notice.
- 1.3. For purposes of an emergency procurement under this policy, an "emergency condition", is a situation (such as a flood, epidemic, riot, terrorist activity, equipment failure), which creates an immediate threat to the public health, welfare, or safety. The existence of emergency conditions creates an immediate need for supplies, services, or construction which cannot be met through normal procurement methods, and the lack of which would seriously threaten one (1) or more of the following:
 - 1.3.1. The health or safety of any person;
 - 1.3.2. The preservation or protection of property; or
 - 1.3.3. The continuation of necessary VVTA functions.
- 1.4. If that anticipated cost exceeds \$250,000.01, the Chief Executive Officer (CEO) will attempt to get the approval of the Chairman of the Board before authorizing the request.

2. NON-COMPETITIVE/SOLE SOURCE PROCUREMENT POLICY

- 2.1. Procurement of supplies and services, without competition, may be authorized under limited conditions, and subject to written justification documenting the conditions which prevent competitive solicitation. The need for a non-competitive procurement is recognized when VVTA's interests are best served. However, Procurement Staff are encouraged to avoid continuation of non-competitive contracts.
- 2.2. The conditions and limitations for use of service agreements and emergency procedures are mandated by the FTA. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following situations prevails:
 - 2.2.1. The item is available only from a single source, i.e. licensed software, patented material or process, etc.
 - 2.2.2. The public exigency or emergency for the requirement prevents any delay caused by competitive solicitation. Upon determining immediate remedial measures to avert or alleviate damage to property or to repair or restore damaged or destroyed Authority property, the CEO may authorize the

- expenditure of money for the direct purchase of goods, services or construction without the observance of competitive bidding requirements to ensure the facilities and equipment of the Authority are available to service the transportation needs of the general public. After any such expenditure, the CEO shall submit to the Board a complete report explaining the necessity of the action.
- 2.2.3. FTA authorizes non-competitive negotiations.
- 2.2.4. After solicitation from a number of sources, VVTA deems competition inadequate.
- 2.2.5. Public Calamity. In a case such as an extraordinary fire, flood, storm, epidemic, terrorist activity, or other disaster or interruption of contracts essential to the provision of daily transit service or catastrophic failure of revenue producing equipment or facilities, the CEO declares that public interest and necessity require immediate expenditure of money to safeguard life, health or property and direct the Authority to enter into contract(s) without observance of public bidding requirements. After any such expenditure, the CEO shall submit to the Board a complete report explaining the necessity of the action.
- 2.2.6. The item is an associated capital maintenance item procured directly from the original manufacturer or supplier of the item. If this is the case, VVTA must certify in writing to the FTA (before approving the contract) that:
- 2.2.6.1. The manufacturer or supplier is the only source for such an item.
- 2.2.6.2. The price of such an item is no higher than the price paid for the item by other like customers.

1. INTRODUCTION

- 1.1 The Purchasing Credit Card is designed to increase VVTA's efficiency on low-dollar procurements by giving individuals the authority and responsibility to make purchases directly from suppliers. In this way, the Purchasing Card eliminates the need for check requests, and the use of petty cash.

2. DESCRIPTION

- 2.1 Purchasing Cards are a limited, restricted credit card imprinted with the name of the person authorized to use the card, an account number, and an expiration date. The financial institution issuing the Procurement Card does not have access to cardholders' personal credit information other than a work address, and the institution does not keep credit records on individual cardholders' names.

3. GENERAL POLICIES

- 3.1 The following restrictions apply to the use of Purchasing Credit Cards by any VVTA department or employee:
 - 3.1.1 Procurements made with Purchasing Cards must qualify as allowable under VVTA Procurement Policies.
 - 3.1.2 VVTA, not an individual employee, pays for Purchasing Card procurements.
 - 3.1.3 The CFO approves and authorizes use of the Purchase Credit Card as part of the NetSuite ERP Software Purchase Order workflow approval process.
 - 3.1.4 If a Purchasing Card is used inappropriately, VVTA will hold the employee(s) involved responsible.

4. ESTABLISHING A PURCHASING CARD SYSTEM

- 4.1 Setting up a Purchasing Card system required the following steps:
 - 4.1.1 The Department Director/Manager selects employees to use the Purchasing Card to procure goods and services, or for specific expenditures incurred under the approved conditions.
 - 4.1.2 The Department Director/Manager requests the Purchasing Card to be issued to employees selected. The request is to be approved by the CEO.
 - 4.1.3 The CFO, or his designee, trains all selected employees in the proper use of Purchasing Cards before the cards are issued.

- 4.1.4 The cardholder will sign the credit card use agreement to acknowledge and comply with all restrictions and follow the established card usage policy.
- 4.1.5 Custody of the Purchasing Cards will remain with the Treasurer when not in use.

1. POLICY OVERVIEW

- 1.1. Procurements over the small acquisition threshold of \$250,000.01 shall require a formal procurement process.
- 1.2. Requirements for goods or services to be purchased exceed \$250,000.01 per acquisition, or per contract period including options years. These requirements include:
 - 1.2.1. Rental/lease payments.
 - 1.2.2. Maintenance service contracts including option years; and,
 - 1.2.3. Construction projects.

2. EXCEPTIONS

There are situations in which procurements that would otherwise meet the requirements for the formal procurement process are exempt. See Policy 2010. *Emergency Procurements/ Non-Competitive Procurement*, for more information on exceptions to the formal procurement process.

3. INVITATIONS FOR BID (IFB)

- 3.1. In support of certain formal procurement transactions, VVTA's staff will send out an Invitation for Bid (IFB) when seeking to procure supplies, equipment, materials and construction projects. The existence of the following factors will determine whether VVTA should use the IFB method of awarding a contract:
 - 3.1.1. A complete, adequate and realistic specification or clear scope of work (SOW) is available.
 - 3.1.2. Two or more bidders are willing and able to compete effectively for the contract.
 - 3.1.3. The procurement lends itself to a firm-fixed price contract and the selection of the successful bidder can be made principally on the basis of price;
 - 3.1.4. No discussion with bidders is needed after receipt of offers;
 - 3.1.5. Award is made to the lowest, responsive, responsible bidder.

4. REQUEST FOR PROPOSAL (RFP)

- 4.3. Formal procurement transactions calling for Request for Proposals (RFP) are normally conducted with more than one anticipated source submitting a proposal, and awards are generally made to the responsible firm whose proposal offers VVTA the most advantageous terms with price and other factors considered.
- 4.4. The competitive negotiations (RFP) process shall be used for:
 - a. Professional Services
 - b. Support Services
 - c. Technical Services
 - d. Operational Services
 - e. Maintenance Services

- f. Architectural and Engineering Services, or
 - g. Specialized Transit Equipment as defined.
- 4.5. A request for proposals typically includes all the elements of an invitation for bids, and in addition usually contains clearly identified evaluation factors and their relative importance.

5. RFP AWARD PROCESS

- 5.1. Unless all bids/proposals are rejected, a contract award will be made to the responsive and responsible firm offering the most advantageous terms with price and other factors considered.
 - 5.1.1. For projects less than \$250,000.00, an award will be made with the authorization of the Chief Executive Officer.
 - 5.1.2. For projects of \$250,000.01 or more, the award will be made with the authorization of the Board of Directors.
- 5.2. In all sealed bid/proposal procurements, the award of contracts shall be to the responsive and responsible firm offering the most advantageous pricing terms.
- 5.3. If the award is to be made to other than the bidder offering the most advantageous pricing terms, a full justification memorandum should be prepared and put into the contract file.
- 5.4. In the unlikely event that identical bids are received, the successful bidder will be determined based upon the assessment and evaluation of the bids by VVTA's designated Evaluation Committee.
- 5.5. The Board of Directors is not bound by the recommendation of the Evaluation Committee or working staff when they believe their action will further VVTA's statutory functions.
 - 5.5.1. However, the decision of the Board of Directors must be consistent with the solicitation's (IFB/RFP) written evaluation criteria and requirements, and must have a rational basis for the decision, which is fully documented for the procurement files.

6. AWARD OF THE CONTRACT

- 6.1. Upon award of the contract by the VVTA's Board of Directors, the Procurement staff will notify unsuccessful bidders in writing and, if applicable, return their bid bonds.
- 6.2. Bid bonds submitted by the successful bidder will be retained by Procurement staff.

7. REQUIRED FEDERAL CLAUSES

- 7.1. Procurement staff will review the contract to ensure that all the applicable federal, state, and local clauses are included.
- 7.2. These clauses would include, but not be limited to, the following provisions: Civil Rights, DBE, Buy America, Lobbying, Debarment, and Davis-Bacon Act. The Contracts staff will also assure that where required the proper certifications are included with each proposal and signed by the appropriate individual.
- 7.3. Procedure 4080-1 table 1 summarizes the various federal clauses and/or certifications required for third party contracts utilizing federal funds.

8. DEFINITIONS

All Definitions in 49 U.S.C. 5302 and 2 CFR 200, Subpart A apply to Circular 4220.1G, as do the following definitions

- 8.1. Alternate Contracting Method (ACM) is any method of contracting for a construction project other than traditional design-bid-build. ACMs include, but are not limited to, design-build, progressive design-build, construction manager/general contractor, construction manager-at-risk, public-private partnership, and other innovative methods with or without name.
- 8.2. Approval, Authorization, Concurrence, Waiver refers to written communication from an authorized Federal Government official, granting permission to the recipient to proceed with or refrain from a specific action.
- 8.3. Best Value characterizes a procurement strategy that prioritizes obtaining the most advantageous offer for the recipient. It goes beyond evaluating proposals solely on cost or price, allowing for a comprehensive assessment that includes additional factors to secure technical superiority, even at a higher cost. The 'premium' is identified as the cost difference between the lowest-prices proposal and the proposal deemed to offer the greatest benefit. 'Best value' procurement is aimed at achieving the most favorable outcome for the recipient, considering a project's specific requirements, and what is deemed most critical for its success. White FTA does not prescribe specific evaluation criteria; criteria must be transparently disclosed in solicitation documents. Potential factors may include, but are not limited to, technical design and approach, delivery schedules, quality of personnel, past performance, and management plans.
- 8.4. Cardinal Change means a major deviation from the original purpose of the work, or the intended method of achievement, or a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract.

8.4-8.5. Competitive Purchases \$250,000.01 and over

Competitive Purchases are defined as any purchase with a value of \$250,000.01 and above. Purchases of this amount require full and open competition. Formal procurement methods (sealed bid/competitive proposals) must be utilized, and most procurements of this nature are subject to federal/state requirements. Board approval is required prior to the procurement process starting and then prior to the contract award. Technical specifications/scope of work and/or any other specific requirements shall be prepared by the requesting department and submitted to the Procurement Department. The Department will prepare and publicly release an Invitation for Bid (IFB) or a Request for Proposal (RFP), as appropriate. (See Policy 4000.3 and 4000.4 for further discussion). IFBs/RFPs are publicly advertised in newspapers of general circulation in addition to being electronically mailed directly to the sources that are listed in VVTA's vendor database. Competitive procurements are also posted on VVTA's website.

The threshold requirements as outlined above apply to the aggregate purchase amount of the required goods or services. It is not VVTA's policy to separate related costs for the express purpose of avoiding the competitive bid process.

8.6 Construction Manager/General Contractor (CM/GC) or Construction Manager at Risk (CMAR) is a delivery method that consists of two phases: design and construction. In this delivery method, the recipient selects a Construction Manager based on qualifications, experience, or best value. The Construction Manager helps the recipient with design up to approximately 60%-90%, after which the recipient and Construction Manager negotiate a maximum price, generally called the Guaranteed Maximum Price (GMP), for the Construction phase. If both parties agree on the GMP, they sign a construction contract, at which point the Construction Manager becomes a General Contractor. The CM/GC method can help optimize efficiency, especially on complex or technically challenging projects. Variations in this process occur. For example, a project owner and construction manager may agree to a GMP early during the design phase, with or without a subsequent price negotiation as design nears completion.

8.7. Constructive Change occurs through an action or failure to act by the recipient that effectively alters the contractual scope of work without a formal 'change order.' This concept recognizes that changes in project work, whether explicitly directed or inferred from the recipient's conduct, necessitate adjustments in contract terms and potentially in budget.

8.8. Contract means a mutually binding legal relationship obligating the seller to furnish supplies or services (including construction) and the buyer to pay for them. It encompasses various commitments that obligate the recipient to expenditure in writing, including bilateral instruments, awards, job orders, letter contracts, and purchase orders that become effective by acceptance or performance. Contracts under Federal awards must adhere to procurement standards established in 2 CFR 200.317-200.327.

any other regional or interstate government entity, or any agency or instrumentality of a local government. This term does not include a local public institution of higher education.

8.9. Master Agreement means the FTA document incorporated by reference and made part of FTA's standard grant agreements and cooperative agreements, which contains the standard terms and conditions governing the administration of a project supported with Federal assistance awarded by the FTA.

8.2-8.10. Non-Competitive (Sole Source) Procurement

Under some circumstances, noncompetitive negotiations or "sole source" procurements may prove necessary to obtain goods or services without requiring formal procurement procedures. (See Policy 2010).

8.11. Progressive Design-Build (PDB) is one of several Alternative Contracting Methods (ACMs) available for improving project delivery for use on Federal aid construction contracts. PDB uses a two-phased qualification-based selection process, requiring the owner agency and PDB Team to progress the design together, toward a final scope, schedule, and budget (guaranteed maximum price (GMP) or target maximum price (TMP). The method is best used for complex construction projects.

8.12. Project Labor Agreement (PLA) means an agreement between the contractor, subcontractors, and the union(s) representing workers. Under a PLA, the contractor, subcontractors, and union(s) working on a project agree on terms and conditions of employment for the project, establishing a framework for labor-management cooperation to advance the buyer's procurement interest in cost, efficiency, and quality.

8.13. Property, as used in this circular, includes real property consisting of land and buildings, structures, or appurtenances on land, equipment, supplies, other expendable property, intellectual property, and intangible property.

8.14. Public Private Partnership (P3) means a contractual arrangement formed between public and private sector partners, which allows for greater private sector participation in the delivery and financing of transportation projects. This partnership often involves sharing resources, risks, and rewards to enhance efficiency, effectiveness, and overall quality of service delivery. P3s are used to leverage private sector expertise and capital for the public good, ensuring that the project's goals align with public transportation policy objectives and regulations.

8.15. Revenue Contract means a contract in which the recipient or subrecipient provides access to public transportation assets for the primary purpose of either producing

revenues in connection with a public transportation related activity or creating business opportunities involving the use of FTA assisted property.

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8.16. State or Local Government Purchasing Schedule or Purchasing Contract means a procurement framework established by a State or local government with multiple vendors. Under this framework, vendors commit to providing an option for the State or local government, along with its subordinate entities and any other participants designated in its program, to procure specified goods or services in the future at pre-established prices. These frameworks bear resemblance to the GSA's Cooperative Purchasing Program but are specifically designed for State and local government use. While 'cooperative' is sometimes used to describe these arrangements due to their similarities to the GSA's Cooperative Purchasing Program, it is important to differentiate these from 'Joint Procurement' as delineated in this chapter.

8.4—8.24 Unsolicited Proposal means a proposal that is:

- (1) Innovative and unique,
- (2) Independently originated and developed by the offeror,
- (3) Prepared without the recipient's supervision, endorsement, direction, or direct involvement,
- (4) Sufficiently detailed that its benefits in support of the recipient's mission and responsibilities are apparent,
- (5) Not an advance proposal for property or services that a recipient could acquire through competitive methods, and
- (6) Not an offer responding to a recipient's previously published expression of need or request for proposals. FTA C 4220.1G Page I-8 DATE 01/17/2025

8.25 Value Engineering means the systematic application of recognized techniques that identify the function of a product or service, establish value for that function, and provide the necessary function reliably at the lowest overall cost. In all instances, the required function should be achieved at the lowest possible life cycle cost consistent with requirements for performance, maintainability, safety, security, and aesthetics.

8.26. Federal General Service Administration (GSA) Schedules

A recipient (VVTA) must be authorized specifically by Federal law to use a GSA Federal Supply Schedule. Currently, recipients are limited in their use of the Federal Supply Schedules. These uses include: (1) to acquire information technology (IT); (2) to purchase products and services to facilitate recovery from a major disaster; or (3) to acquire law enforcement, security and certain related items of various types. When using GSA schedules to acquire property or services in this manner, Purchasing staff must ensure all Federal requirements, required clauses, and certifications are properly followed.

~~8.27. State Cooperative Purchasing Contracts—Under section 3019 of the FAST Act, VVTA may purchase rolling stock and related equipment from a State cooperative procurement contract. A “cooperative procurement contract” means a contract entered into between a State government or eligible nonprofit entities and 1 or more vendors under which the vendors agree to provide an option to purchase rolling stock and related equipment to multiple participants. The contract term for a cooperative procurement contract may be for an initial term of not more than two years and may include three optional extensions of one year each. A lead procurement agency or lead nonprofit entity in such a procurement may charge participants in the contract no more than 1 percent of the total value of the contract.~~

~~Under prior law, FTA referred to these types of State contracts as “State purchasing schedules” and, as such, were only available to recipients within that State. Under the FAST Act, a grantee may purchase rolling stock and related equipment from any State’s cooperative procurement contract or schedule.~~

~~8.28. Joint Procurement (sometimes informally referred to as “cooperative procurement”) means a method of contracting in which two or more purchasers agree from the onset to use a single solicitation document and enter into a single contract with a vendor for delivery of property or services in a fixed quantity, even if expressed as a total minimum and total maximum. Unlike a State or local government purchasing schedule or contract, a joint procurement is not drafted for the purchase of accommodating the needs of other parties that may later choose to participate in the benefits of that contract.~~

~~FTA recognizes that some recipients will use the term “cooperative procurement” informally to refer to arrangements FTA designates as “joint procurement.”~~

8.29-8.27. Options

Option items may be included in contracts entered into by VVTA. An option is a unilateral right in a contract by which, for a specified time, VVTA may elect to purchase additional equipment, supplies, or services called for in the contract, or may elect to extend the term of the contract. If VVTA chooses to use options, the requirements below apply:

1. Evaluation of Options.

- a. If required in the solicitation, the option quantities or periods contained in the contractor's bid or offer must be evaluated in order to determine the contract award. When options have not been evaluated as part of the award, the exercise of such options shall be considered a sole source procurement.

2. Exercise of Options.

- a. VVTA must ensure that the exercise of an option is in accordance with the terms and conditions of the option provisions stated in the initial contract awarded.

b. An option may not be exercised unless VVTA has determined that the option price is better than the prices available in the market or that the option is the more advantageous offer at the time the option is exercised.

c. As of May 2002, the FTA has rescinded its five-year contract term limitation for some FTA-funded contracts, including "revenue contracts". Good procurement practice requires that VVTA enter into contract terms no longer than is minimally necessary to accomplish the purpose of the contract. For contracts that are not Rolling Stock, VVTA will establish contract terms to multi-year contracts that make the most sense for the type of contract and VVTA deems it to be in its best interest. Procurements of Rolling Stock and replacement parts remain limited by law to five (5) years.

8.30-8.28. Procurement Department Files

The Procurement Department maintains a procurement History file which provides an audit trail from the initiation of a purchasing requirement through contract closeout. Where appropriate, the files will include documentation such as, the requisitions, independent cost estimate, list of sources solicited, specifications/scope of work, original solicitation, amendments, proposals, bid evaluation results, determination that price is fair and reasonable, contract or purchase order, change orders, Board agendas, copies of public notices, insurance documents, evidence of performance/payment or other bond documents, notice of award, notice to proceed and all other related correspondence.

8.29. Geographic Restrictions: Effective with the passing of the ~~Bipartisan Infrastructure Law~~Infrastructure Investment and Jobs Act (IIJA: Pub. L. 117-58 (2021)), grant recipients are permitted to include geographic, economic, or other hiring preferences on FTA-funded construction projects. VVTA will implement this ruling by way of adding points to evaluation scores to proposers who are deemed to be in the geographic area. The number of points will not be more than 5% of the total evaluation score. Definition of the geographic area will include the Cities of Hesperia, Victorville, Barstow, Adelanto, the Town of Apple Valley, and unincorporated areas of San Bernardino County who are represented by VVTA's Board of Directors.

8.30. Payment Provisions. Under certain circumstances, a recipient may use advance payments or progress payments in its contracts. The conditions FTA applies to advance and progress payments vary depending on the timing of the payments and whether FTA has made an award for the project or the recipient is relying on pre-award authority. (5010.1F for a detailed discussion of pre-award authority.)

~~8.29.~~ (a) Advance Payments. Advance payments (sometimes called mobilization payments) are payments made to a contractor before the contractor incurs contract costs.

~~8.128.31~~ Progress Payments In some circumstances, VVTA may enter into contracts that require the use of progress payments. Progress payments shall only be made to the contractor for costs incurred in the performance of the contract. In addition, the agency must obtain title to the property (materials, work in progress, finished goods) for which the progress payments are made. The agency does not participate in funding payments (advance payments) to a contractor prior to the incurrence of costs by the contractor.

Adequate Documentation. Sufficient documentation is required to demonstrate completion of the amount of work for which progress payments are made. A recipient should be as specific as possible in its contract when describing the activities or milestones for which progress payments will be made.

8.32. Solicitation Bidder's List

In addition to the general requirement for full and open competition (publicly advertised solicitations), the agency maintains a bidders list of eligible and qualified vendors who have expressed an interest in receiving solicitations. The bidders list contains the names, addresses and point of contact for entities that will receive the solicitation. Firms responding to the publicly advertised notice for a specific solicitation are added to the mailing list.

8.33. Pre-Bid and Pre-Proposal Conferences

Pre-bid and pre-proposal conferences are generally used in complex acquisitions as a means of briefing prospective bidders and explaining complicated specifications and requirements. The conference is chaired by the responsible Procurement Department staff member and is an open forum where potential respondents may address ambiguities in the solicitation documents. Notice of the conference is included in the solicitation at the time of issuance.

8.34 Cost and Price Analysis

Some form of cost or price analysis shall be made and documented for every procurement action, including contract modifications, except as indicated in the procedure. The method and degree of analysis ~~is~~are dependent on the facts surrounding the particular procurement. At a minimum, VVTA shall develop independent cost estimates for each major procurement before receiving bids or proposals. The intent of performing a cost or price analysis is to insure VVTA receives a fair and equitable price consistent with the required quality, delivery, and overall terms of the transaction.

~~8.35~~16 Prohibited Contract Methods

Federal regulations have prohibited the following contracting methods:

- * Cost plus a percentage of cost
- * Percentage of Construction cost.

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8. ~~3647~~ Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loans or grant funds to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital

Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115–232, section 889 for additional information.

(d) See also § 200.471.]

8. ~~4837~~ Fraud, Waste, Abuse, or Other legal Matters

FTA Master Agreement 39(b) – Notice to FTA and USDOT Inspector General of information related to fraud, waste, abuse, or other legal matters. Applies to all contracts at all tiers expected to equal or exceed \$25,000.00. VVTA must require a prime contractor to “flow-down” the requirement to subcontractors.

8. ~~4938~~ Seat Belt Use

FTA Master Agreement 34(a) – VVTA agrees to implement Executive order No. 13043 “Increasing Seat belt Use in the United State,” April 16, 1997, 23 USC 402 not, (62 Fed. Reg. 19217, by: Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles; and Include a “Seat Belt Use” provision in each third party agreement related to the award.

8. ~~2039~~ Distracted Driving

FTA Master Agreement 34 (b): Distracted Driving: Including Text Messaging While Driving. VVTA agrees to comply with:

8.20.1 – Executive Order No. 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, USC 402 note, (74 Fed. Reg. 51225); and

8.20.2. – US DOT Order 3902.10 “Text Messaging While Driving,” December 30, 2009; and

8.20.3. – The following US DOT Special Provisions pertaining to Distracted Driving:

8.20.3.1 – Safety. VVTA agrees to adopt and enforce workplace safety to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle VVTA owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award; and

8.20.3.2 – VVTA’s Size: VVTA agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness and other outreach to employees about the safety risks associated with texting while driving; and

8.20.3.3. – Extension of provisions: VVTA agrees to include the preceding Special Provision sections of the Master Agreement in its third-party agreements and encourages its Third-Party Participants to comply with this Special Provision and

include this Special Provision in each third-party sub agreement at each tier supported with federal assistance.

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8.40 Tax Liability and Felony Conviction Under the FTA Master Agreement, the contractor must certify to the recipient that it does not have any unpaid Federal tax liability, and it has not been convicted of any Federal felony within the preceding 24 months. FTA Master Agreement §4(g) (May 2, 2024)

1. PURPOSE

- 1.1. This policy provides guidelines for the submittal and evaluation of protests relating to all procurements. VVTA shall ensure, to the extent reasonably possible, uniform, timely and equitable consideration of all protests received by VVTA pursuant to this policy.
- 1.2. In order to be considered, a protest must be filed in a timely manner, as described herein, must satisfy all the applicable requirements described in this policy and must be brought by an interested party as defined below.

2. DEFINITIONS

- 2.1. The following definitions apply to this policy.

2.2. Interested Party – An actual proposer/bidder whose direct economic interest would be affected by the award of a contract or by the failure to award a contract. Interested parties do not include subcontractors or suppliers of an actual or prospective proposer/bidder, or joint venturers acting independently of a joint venture.

2.2. Procurement Manager – The person designated by VVTA who is responsible for managing the contracting and procurement function.

2.3. File or Submit – Shall mean the date of receipt of a written protest by VVTA.

2.4. Receipt of Protest – The date of receipt of the Protest will be the date in which VVTA receives the protest package.

3. REFERENCES

- 3.1. United States Department of Transportation, Federal Transit Administration, Section 200.318 (K) of Code of Federal Regulations. Master Agreement Section 16 (w). Note: Refer to the revision in effect at the time of protest.

4. BASIS OF PROTEST

4.1. Requests for Proposal

After the receipt of proposals by VVTA and after an action relating to the selection of a consultant/contractor by the VVTA Evaluation Committee, but prior to the award of a contract by the VVTA Board of Directors, a protest may be submitted on the basis of one or more of the following:

- 4.1.1. VVTA Failed to adhere to the evaluation process set forth in the solicitation package.
- 4.1.2. VVTA failed to follow its own procurement policies and procedures.
- 4.1.3. VVTA violated a specific law, rule, or regulation in the procurement process.

4.2. Invitations for Bid

- 4.2.1. After the receipt of bids by VVTA, but prior to the award of a contract by the VVTA Board of Directors, a protest may be submitted on the basis of one or more of the following:
- 4.2.2. VVTA failed to follow its own procurement policies and procedures.
- 4.2.3. VVTA violated a specific law, rule or regulation in the procurement process.

5. FILING OF PROTEST

5.1. Filing Written Protest with the VVTA Procurement Manager

An Interested Party wishing to protest a matter involving a procurement or proposed contract award shall file with the Procurement Manager, a written protest covering, at a minimum, the following:

- 5.1.1. Name and address of the Interested Party;
- 5.1.2. Identification of the proposed procurement or contract;
- 5.1.3. Description of the nature of the protest;
- 5.1.4. A detailed statement of the legal and/or factual grounds for the issue(s) identified in the protest, including reference to the provision(s) of the solicitation, regulations, and/or laws upon which the protest is based; and any technical data, documentary evidence, names of witnesses or other pertinent information supporting the basis for the protest;
- 5.1.5. A statement of the desired resolution to the protest by the Interested Party;
- 5.1.6. Signature of a properly authorized representative of the Interested Party.

5.2. Failure to Comply

Failure to comply with any of the requirements of this section may be grounds for dismissal of the protest.

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5.3. Withdrawal of Protest

5.1.1. The Interested Party may withdraw its protest at any time before VVTA renders a decision by submitting a written request to the VVTA Procurement Manager.

6. SUMITTAL OF PROTEST

All protests must be submitted in writing to

**Victor Valley Transit Authority
Attn: Procurement Manager
17150 Smoke Tree Street
Hesperia, CA 92345
RE: Solicitation Protest – Solicitation/Contract Number**

7. PROTEST SUBMITTAL DEADLINE

7.1. Requests for Proposal

After opening proposals, VVTA will evaluate the proposals and determine which proposer shall be recommended to the VVTA Board of Directors for the award of a contract. Once VVTA staff have determined which proposer will be recommended to the Board for award, a Notice of Intent to Award will be sent to all proposers.

7.1.1. Protests must be filed within five (5) business days from the issue date on the Notice of Intent to Award.

7.1.2. The date of filing shall be the date VVTA receives the protest.

7.2.2. Invitations for Bid

7.2.1. Protests must be filed within three (3) business days from bid opening.

7.2.2. The date of filing shall be the date VVTA receives the protest.

8. PROTEST REVIEW PROCESS

If the protest is determined to be timely and meets the criteria identified in the preceding sections 4, 5, and 7, this process will be followed:

8.1. No additional material will be allowed to be submitted unless specifically requested by the Procurement Manager.

- 8.2. The Procurement Manager will review all material submitted and will render a decision within thirty (30) days after the receipt of the protest.

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- 8.3. The Procurement Manager will consider only those specific issues addressed in the written protest.
- 8.4. The decision of the Procurement Manager will then be given to the Chief Executive Officer (CEO), or designee, for approval. The decision of the CEO is final.

10. RESPONSIBILITIES

10.1. VVTA Staff

- 10.1.1. In the event of a protest, Staff are to follow the current Solicitation Protest Policy in effect at the time the protest is filed.
- 10.1.2. In the event that VVTA receives a vendor protest; Staff are to send a copy of the vendor protest to VVTA's Procurement Manager. The Procurement Manager will then send a copy of the protest to General Counsel, responsible Executive Staff member(s), and the CEO.

10.2. Procurement Manager

- 10.2.1. Review the protest and make a determination that:
- 10.2.1.1. All filing dates have been met;
 - 10.2.1.2. that the protest contains the required information as identified in this policy;
and
 - 10.2.1.3. that the basis of the protest meets the requirements as identified in this policy. If any of the criteria are not met, the protest will not be considered and a letter dismissing the protest will be sent to the vendor by the Procurement Manager.
- 10.2.2. If the procurement that is being protested is federally funded, notify
- 10.2.2.2. Caltrans, if all or a portion of the funds were passed through Caltrans
- 10.2.3. Determine a fair review process for all vendors who file a protest.
- 10.2.4. Review the protest and prepare a receipt of protest letter to the vendor.

10.2.5. Review the protest and all the material submitted with the protest and prepare a written summary and decision on the merits of the protest within the thirty (30) days from receipt of the protest.

10.2.6. Send the summary and decision to the CEO, or designee, for approval.

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10.2.7. After CEO, or designee, approval, send to General Counsel for review prior to sending it to the vendor.

10.2.8. Include all documents in the contract file.

10.3 Notification to the FTA Chief Counsel or FTA Regional Counsel

10.3.1 VVTA agrees to provide FTA, as part of the annual or quarterly Milestone Progress Report, with a list of all bid protests and appeals for solicitations or contracts in excess of \$500,000. VVTA will also be mindful of the requirement in Section 39 (of the Master Agreement), disputes, that VVTA must promptly notify the FTA Chief Counsel, or FTA Regional Counsel for the Region in which the Recipient is located, of significant current or prospective legal matters that may affect the Federal Government.

1. POLICY OVERVIEW

- 1.1. When a contract is awarded, the procurement staff's responsibilities change from solicitation to contract administration. This section describes the policies necessary to administer VVTA contracts.
- 1.2. Accurate and consistent contract administration is important to ensure that VVTA meets its responsibility to uphold the public trust and maximize the value of public funds by using them as efficiently and cost-effectively as possible.
- 1.3. This policy covers how VVTA administers contracts, from signing to closing out.

The procedures are as follows:

- 1.3.1. Project management – see Procedure 6010 for more information.
- 1.3.2. Contract amendments and change orders – see Procedure 6020 for more information.
- 1.3.3. File administration – see Procedure 6030 for more information.
- 1.3.4. Advance payments to contractors – see Procedure 6040 for more information.
- 1.3.5. Contract closeout – see Procedure 6050 for more information.
- 1.3.6. Contract termination – see Procedure 6060 for more information.
- 1.3.7. Liquidated damages – see Procedure 6070 for more information.
- 1.3.8. Disputes – see Procedure 6080 for more information.
- 1.3.9. Administration of DBE program – see Procedure 6090 for more information.
- 1.4. VVTA shall ensure Federal and State and local funds are expended in a responsible manner through its contract administration activities.
- 1.5. Contract administration, those activities performed after a contract has been awarded, ensures that the contract's performance meets all requirements set forth in the contract.
- 1.6. Contracts involving the expenditure of public funds are subject to review and audits by funding agencies. A central file for post-award contract activities with all written documentation produced during the life of the contract shall be kept in the Procurement Department. All files will be kept in accordance with VVTA's documents retention policies and procedures. The post-award file contents shall include, at a minimum, the executed contract and notice of award/notice to proceed; bond-related documentation; contract-required insurance documentation; post-award correspondence concerning the contract; documentation of submittals by the contractor and corresponding approvals by VVTA; all documentation relating to changes to the contract, claims, disputes and final close-out of the contract.

- 1.7. The Procurement Department's role in VVTA's contract administration activities is to coordinate all parties involved so that vendor registration compliance, invoice payment, change order approvals, contract modifications, are handled in accordance with VVTA procedures and in accordance with federal guidelines regarding documentation requirements.

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- 1.8. Price analysis for change orders, verification of invoiced costs and contract adherence to budgets and schedules shall be coordinated with the Project Manager and other parties involved; the Procurement Department will maintain the file documentation for these activities.
- 1.9. Ensuring the contractor submits insurance certificates, bonding documentation and all other contractually required documentation shall be the responsibility of the Procurement Manager.
- 1.10. Final contract closeout activities will be administered by the Procurement Manager (See Policy 6000.8). The Procurement Manager shall ensure all administrative steps have been accomplished prior to VVTA issuing final payment to the contractor.

2. AUTHORITY AND RESPONSIBILITY

- 2.1. The Chief Financial Officer (CFO) or designee is responsible for the legal, technical and administrative sufficiency of VVTA contracts and shall seek legal, technical and other advice within VVTA in fulfilling these responsibilities.
- 2.2. Contract administration is the process of enforcing the terms of a contract through such actions as evaluating performance and progress, monitoring contract deliveries, inspections, approval of payments, processing contract modifications and closeout.
- 2.3. The administration and monitoring of the contractor's performance shall be the responsibility of VVTA Procurement Manager (for contractual issues) and the Project Manager (for technical issues).

3. DELEGATION OF AUTHORITY TO OTHER PERSONNEL

- 3.1. The CFO may delegate contract administration functions to other VVTA personnel. The delegation must be in writing. The contract administration functions listed below are typical of those delegated:
 - 3.1.1. Inspection of the work for compliance with the contract;
 - 3.1.2. Issuance of orders to stop and/or resume work where such orders are authorized by the contract excluding suspension of work under "Suspension of Work" article of the General Provisions;
 - 3.1.3. Negotiation with the contractor, within specified limits, as to adjustment of contract price and/or time, and recommendation of acceptance or rejection of

negotiation results:

- 3.1.4. Preparation of VVTA estimate of contract modifications.

VVTA Procurement Policy Manual
CONTRACT ADMINISTRATION

Policy 6000
(Continued)

- 3.1.5. Modification of the contract in accordance with the changes article or other articles of the General Provisions, in each instance not to exceed the dollar amount authorized by the CFO including the preparation of and furnishing to the contractor sketches and clarifications within that limitation;
- 3.1.6. Preparation and approval of payment estimates. In those cases, releasing retained percentage or remitting liquidated damages, the designee will make his/her recommendations thereon in writing to the CFO.
- 3.1.7. Approval of the contractor's shop drawings, working drawings, materials, equipment, and operations and storage areas;
- 3.1.8. Approval of the contractor's progress schedule;
- 3.1.9. Issuing orders for supplies or services under the provision of a blanket purchase agreement, a basic ordering agreement, or other contract type that provides for the placement of orders under the contract terms;
- 3.1.10. Other duties that the CFO may assign because of special situations, e.g., inspection of items for compliance with the required safety standards, or examination of components to assure that domestic products are delivered; and
- 3.1.11. Approval of the contractor's invoices.

4. PROJECT MANAGEMENT

- 4.1. The Chief Executive Officer (CEO), with Board of Directors approval, may designate a third-party Project Manager to oversee selected projects in excess of \$250,000.01. At his/her discretion, the requesting Department Director/Manager can designate a third-party Project Manager to oversee selected projects under \$250,000.00, with CEO approval.
- 4.2. The Scope of Work in the negotiated contract defines specific tasks, milestones, and review procedures, which vary depending on the particular project.
- 4.3. The Consultant/Contractor may be required to document the amount of time and money spent on the work related to a particular project for a period specified in the Contract.
- 4.4. If a project is construction-related and will occur over an extended period of time, a Department Director/Manager may request that Procurement staff conduct a competitive

solicitation for a third-party Construction/Project Manager to function as VVTA's Project Manager and oversee selected projects in excess of \$250,000.01.

5. AMENDMENTS AND CHANGE ORDERS

- 5.1. Change orders are, in effect, amendments to a contract and may be required periodically to adjust a contract amount or performance period due to unanticipated conditions.
- 5.2. Change Orders are considered a non-competitive procurement and, as such, are subject to the same requirements as noted in Policy 2010.7, "Sole Source Procurement."
- 5.3. The CEO has the authority to authorize an expenditure for extra work without the necessity of advertising for competitive bids, provided the cost of the extra work does not exceed \$250,000.00 or ten (10) percent, whichever is greater, of the original contract amount, unless the VVTA's Board of Directors has authorized a greater amount.
- 5.4. If the change exceeds \$250,000.01, the CEO must review and recommend approval, and the VVTA Board of Directors must approve the change.
- 5.5. Prior to issuing any change order, procurement staff will determine if funds are available for the proposed change order. Procurement staff will also determine if the proposed change order contains a change in the original scope of work, which could be grounds for conducting a separate competitive bid process for the additional work. The CEO and the Board of Directors must approve all cardinal changes.
- 5.6. A cost analysis must be performed for all change orders, unless price reasonableness can be established based on the basis of catalog or market price of a commercial product or on the basis of prices set by law or regulation.
- 5.7. To be binding, all contract amendments and change orders shall comply with applicable laws and regulations, be appropriately documented, and properly approved.

6. FILE ADMINISTRATION

- 6.1. Orderly documentation of the entire procurement process is essential to sound procurement practices and to comply with FTA 4220.1 ~~FG~~ (4) or most current update.
- 6.2. It will be the responsibility of the Procurement staff to review procurement files periodically to ensure that proper documentation is being maintained for each contract

and bid solicitation file.

- 6.3. There shall be two separate files for each procurement, one for bid/solicitation and one for contracts.

- 6.4. Each procurement action will be assigned a unique number (IFB, RFP, RFI, or RFQ, or non-competitive procurement) by procurement staff.

VVTA Procurement Policy Manual
CONTRACT ADMINISTRATION

Policy 6000
(Continued)

- 6.5. Each file will be marked with the IFB, RFP, RFI, or RFQ, or non-competitive procurement number and clearly noted as the "bid" or "contract" file.
- 6.6. All files will be kept in accordance to VVTA's document retention policies and procedures.

7. ADVANCED PAYMENT TO CONTRACTS

- 7.1. If a vendor will accept payment for goods or services only in advance, the requesting Department must determine if another vendor offering a similar good or service will accept payment after delivery or if the original vendor will accept an alternative payment arrangement (i.e., progress payments).
- 7.2. If the requesting Department cannot locate an alternate vendor or if other payment terms are unavailable, the Department must proceed cautiously and prepare a detailed Requisition Form specifying the delivery period and the terms for canceling the order to receive a prompt, full refund.

- 7.3. Requesting department should consult with Procurement staff for negotiating terms before entering into any agreement with a vendor.

- 7.4. Under certain circumstances, VVTA may use advance payments or progress payments in its contracts. The conditions FTA apply to advance and progress payments vary depending on the timing of the payments and whether FTA has made an award for the project or whether the recipient is relying on pre-award authority. (5010.1F for a detailed discussion of pre-award authority.)

7.4.1. (a) Advance Payments. Advance payments (sometimes called mobilization payments) are payments made to a contractor before the contractor incurs contract costs.

7.4.2. Sound Business Reasons.

7.4.2.1. A. VVTA should have sound business reasons for making the advance payment, such as a reduction in the cost of the contract as a result of the advance payment.

7.3.7.4.2.2. b Adequate Security for Advance Payments. Adequate security for the advance payment is an essential pre-condition to FTA's concurrence in the use of advance payments. Adequate security may take different forms depending on the industry and the nature of the goods or services to be delivered under the contract. Adequate security may include, for example, performance bonds, letters of credit, liens, or insurance. FTA will require minimum security in the amount of the Federal share of

the advance payment. A performance bond or letter of credit for the full contract is not a Federal requirement.

8. CONTRACT CLOSEOUT

- 8.1. A completed contract is one which is both physically and administratively complete and in which all aspect of contractual performance has been accomplished, terminated, or otherwise disposed of by contract modification.

VVTA Procurement Policy Manual
CONTRACT ADMINISTRATION

Policy 6000
(Continued)

- 8.1.8.2. At least 30 days prior to the contract completion date, procurement staff will contact the Project Manager to confirm that all contracted equipment, services and/or goods have been delivered in an acceptable manner including such related items as reports, spare parts, and exhibits, have been delivered to and accepted by VVTA, including those articles and services for which no specific compensation may have been stipulated; and that no consultant/contractor effort will be required after the specified contract completion date and that the contract may be closed out.

9. CONTRACT TERMINATION

- 9.1. All VVTA contracts exceeding \$10,000.01 must contain provisions enabling VVTA to terminate such contracts for the convenience of the VVTA. These provisions shall specify the manner in which such termination will be affected and the basis for settlement. There shall also be included in such contracts appropriate provisions specifying the causes for which the contracts may be terminated for default.
- 9.2. The performance of work under a contract may be terminated in part or in whole when VVTA, in consultation with its legal counsel, determines that such termination is in its best interests.
- 9.3. VVTA may terminate contracts for the following reasons:
- 9.3.1. Convenience, such as a reduced need for a product or service, or
- 9.3.2. Default, which is when the Consultant/Contractor has failed to perform in accordance with contractual terms and conditions.

10. LIQUIDATED DAMAGES

- 10.1. Liquidated damages may be used if there is a reasonable expectation to suffer damages and the extent or amount of such damage would be difficult or impossible to determine.
- 10.2. Liquidated damages are an amount assessed against a Consultant/Contractor when it fails to complete delivery, installation, services, or the work as specified in a Contract within the Contract period of performance or schedule,
- 10.3. If VVTA determines that a liquidated damages clause is necessary in a contract, it shall

document the derivation of the rate of assessment and ensure it is reasonable, proper, and not arbitrary.

10.4. Any liquidated damages recovered shall be credited to the project account involved unless the FTA permits otherwise.

10.5. The resulting damages assessed against a Consultant/Contractor shall be deducted from any monies due, or which may thereafter become due, to Consultant/Contractor under the Contract.

10.6. Force Majeure applies:

10.6.1. When it is beyond the control of Consultant/Contractor to provide the service, requirements contained in this contract, the Liquidated Damages will be prorated accordingly.

10.6.2. VVTA shall be the sole judge of the applicability of the Force Majeure clause as relates to Liquidated Damages.

11. CONTRACT CLAIMS & DISPUTES

11.1. It is the policy of VVTA to promptly review and evaluate all contractor claims.

11.2. Procurement staff is responsible for the review, evaluation and determining the merit of contractor claims. In making merit determinations, Procurement staff shall avail themselves of all VVTA resources including specialists in the fields of contracting, finance, law, contract audit, engineering and construction, and others. Determinations of merit shall be reviewed by VVTA's Legal Counsel for legal sufficiency on all claims.

The Consultant/Contractor must present, in writing, all contract dispute claims to VVTA's Procurement staff or VVTA's designated Construction Manager, if one has been retained.

11.3. Merit determination is an evaluation of the contractor's claim and facts sufficient to establish that the contractor may, or may not be entitled under the terms of the contract to additional compensation and/or a time extension. The amount of compensation or time is subject to a quantum determination. The Merit determination must be reviewed and formally approved (or disapproved) by VVTA CEO or designee with advice from VVTA's General Counsel and appropriate technical personnel before processing and negotiating the claim with the Contractor.

The Federal Transit Administration (FTA) has a vested interest in the settlement of disputes, defaults, or breaches involving any federally assisted third party contract. VVTA must comply with the project management guidelines of FTA Circular 5010.1D (or most recent update) in processing contractor claims against federally funded contracts.

1. POLICY OVERVIEW

- 1.1. VVTA shall meet its responsibility to uphold the public trust and maximize the value of public funds by keeping track of fixed assets and promptly disposing of assets that are no longer needed in an efficient and cost-effective manner.
- 1.2. Fixed asset control is under the general responsibility of the Finance Department.
- 1.3. VVTA's fiscal year budget identifies the fixed assets that have been authorized by the Board of Directors for procurement.
- 1.4. Fixed asset control encompasses the following six major categories:
 - 1.4.1. Land
 - 1.4.2. Buildings and Improvements
 - 1.4.3. Operations Equipment
 - 1.4.4. Service Vehicles and Equipment
 - 1.4.5. Shop and Garage Equipment
 - 1.4.6. Furniture and Office Equipment
- 1.5. A fixed asset shall be considered as a transit operating property or equipment owned

by VVTA and having an expected life in service of one year or more at the time of its installation and a unit cost greater than the transit system's capitalization cutoff of \$2,500.00.

- 1.6. Agency Reportable acquisitions encompass FTA reportable and FTA non-reportable controllable asset acquisition costs.
 - 1.6.1. Reportable acquisition costs defined in 5010.1E as the net invoice price cost of modifications, attachment accessories, or auxiliary apparatus necessary to make the equipment usable for the intended purpose.
 - 1.6.2. Non-Reportable costs as defined in 5010.1E are inspection, installation, transportation, taxed duty or protective in-transit insurance.

2. ASSET TAGS

- 2.1. Upon receipt by VVTA, all assets shall be assigned and marked with a unique ID, and/or via submission of an Asset Reporting Form to the Finance Department.
- 2.2. The Finance Department is responsible for maintaining asset information and reporting to FTA all assets that meet the requirements of Circular 5010.1E.
- 2.3. The Finance Department shall be responsible for creating asset numbers for all land and buildings and reporting on those as well as reporting on the other assets.

3. ASSET RECORDS

- 3.1. The Procurement Supervisor shall gather the information necessary to maintain the asset database.
- 3.2. The Asset Database shall include the following information, but is not limited to:
 - 3.2.1. Description and Identification Number of the item.
 - 3.2.2. Acquisition date
 - 3.2.3. Acquisition costs including taxes, delivery charges, and discounts taken
 - 3.2.4. Name of titleholder if other than VVTA
 - 3.2.5. Rate and type of depreciation
 - 3.2.6. Federal grant number under which it was procured
 - 3.2.7. Percentage mix of funding sources
 - 3.2.8. Serial, and/or vehicle identification numbers
 - 3.2.9. Vendor
 - 3.2.10. Location, custodian, condition and use of the asset
 - 3.2.11. Disposition data including the date of disposal and sale price (when
 - 3.2.12. applicable)

4. ASSET OWNERSHIP

- 4.1. Fixed assets acquired entirely with State and Local funds are the sole property of VVTA. VVTA is free to use and dispose of such assets in accordance with the direction of VVTA policy and procedures and comply with the funds rules and regulations with approval by the Board of Directors for items that exceed \$250,000.00.
 - 4.1.1. If, however, the assets are included as revenue financing for a subsequent FTA grant, then it shall be treated as though FTA retained an interest in it.
- 4.2. For fixed assets acquired by VVTA with FTA or other Federal project (grant) funds, the title will not be taken by FTA but will vest with VVTA subject to the conditions outlined in the current version of FTA Circular 5010.1E.

5. ASSET DISPOSITION

- 5.1. An asset which has either reached the end of its useful life, or for which early replacement will result in vastly improved safety, reliability, efficiency, and/or productivity, may be retired from service and disposed of according to FTA regulations in Circular 5010.1E for Capital Assets and VVTA policies for Controllable Assets.
- 5.2. Assets valued at \$250,000.00 or less may be retired or disposed of with the approval of the Chief Executive Officer (CEO).
- 5.3. FTA funded assets are governed by FTA rules and regulations in Circular 5010.1E or most updated version.
- 5.4. Complete records shall be maintained on the disposition of all excess and retired assets by the Finance Department.
- 5.5. Assets may be disposed of either through sale, trade, transfer, relocation, scrap, or when irreparable damage results in an insurance loss.

6. INVENTORY

- 6.1. The Procurement Supervisor will conduct a physical inventory of all fixed assets at least once every year. The inventory will note the location and condition of all assets, and the results reconciled with records.
- 6.2. Any differences will be investigated. In connection with this inventory, VVTA certifies the existence, current use, and continued need for the asset or real property for purposes specified in its approved FTA grants.

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**AGENDA ITEM
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Management reports.

SUMMARY STATEMENT

The attached Performance Reports are presented to the Board of Directors to provide an overview of the transit system's costs and performance.

- Keolis invoices for March 2025.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- Keolis On Time Performance Report.

RECOMMENDED ACTION

Information items only.

PRESENTED BY
Nancie Goff,
CEO

FISCAL IMPACT
N/A

MEETING DATE
May 19, 2025

ITEM NUMBER
4



Keolis Transit Services

17150 Smoke Tree St.
Hesperia Calif. 92345

INVOICE NO. 0060270-IN

BILL TO Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

DATE 4/11/2025

CONTRACT NAME:
Victor Valley Transit

Attention: Mrs. Nancie Goff
Chief Executive Officer

MONTH March 2025 BILLING PERIOD 03/01/2025 - 03/31/2025

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Revenue Hour Expense	Actual Revenue Hour Expense	Allocated Fixed Cost	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
ADA ParaTransit	3,606.85	3,103.17		\$315,707.58	\$271,620.49	\$139,623.49	(\$44,087.09)	\$2,739,544.59	\$2,394,785.31	(\$344,759.27)
Subscription	955.50	1,450.43		\$83,634.92	\$126,956.39	\$65,260.52	\$43,321.48	\$740,755.89	\$913,389.34	\$172,633.45
Microlink	1,344.40	1,214.74		\$117,675.33	\$106,325.76	\$54,655.57	(\$11,349.57)	\$915,911.30	\$746,470.75	(\$169,440.55)
Regional Fixed Rt	12,503.60	11,648.03	(89.24)	\$1,079,310.75	\$1,005,457.95	\$516,844.45	(\$73,852.80)	\$8,974,887.21	\$8,564,387.29	(\$410,499.92)
Route 15	757.90	694.87	(4.58)	\$65,421.93	\$59,981.18	\$30,832.66	(\$5,440.75)	\$569,924.36	\$533,216.77	(\$36,707.59)
Fort Irwin	482.20	474.88	(8.12)	\$39,747.75	\$39,144.36	\$20,121.72	(\$603.39)	\$352,023.92	\$355,723.36	\$3,699.45
SUBTOTALS	\$19,650.45	\$18,586.12	-\$101.94	\$1,701,498.25	\$1,609,486.13	\$827,338.40	-\$92,012.12	\$14,293,047.26	\$13,507,972.83	-\$785,074.43

TOTAL INVOICE \$2,436,824.54

Please REMIT TO:
Keolis Transit Services, LLC
53 State Street, 11th Floor
Boston, MA 02109
ARDept@keolisna.com

Manager's Signature and Business Phone



INVOICE NO. 0060271-IN

Keolis Transit Services17150 Smoke Tree St.
Hesperia Calif. 92345

BILL TO

Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

DATE

4/11/2025

CONTRACT NAME:
Victor Valley TransitAttention: Mrs. Nancie Goff
Chief Executive Officer

MONTH

March 2025

BILLING PERIOD 03/01/2025 - 03/31/2025

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Revenue Hour Expense	Actual Revenue Hour Expense	Allocated Fixed Cost	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
County	1,672.30	1,622.69	(2.43)	\$144,352.94	\$140,070.60	72,001.73	(\$4,282.34)	\$1,324,027.09	\$1,295,763.33	(\$28,263.76)
Barstow-Fixed Route	2,150.00	2,118.95	(0.37)	\$185,588.00	\$182,907.76	94,021.70	(\$2,680.24)	\$1,542,970.00	\$1,527,912.33	(\$15,057.68)
Barstow-County	1,162.10	1,145.77	(5.65)	\$100,312.47	\$98,902.87	50,839.92	(\$1,409.61)	\$771,311.49	\$766,368.82	(\$4,942.67)
Barstow-DAR	443.10	535.42		\$38,784.54	\$46,865.31	24,090.59	\$8,080.77	\$336,544.09	\$380,890.92	\$44,346.82
SUBTOTALS	5,427.50	5,422.83	(8.45)	\$469,037.95	\$468,746.54	240,953.94	-\$291.41	\$3,974,852.68	\$3,970,935.39	-\$3,917.28

TOTAL INVOICE**\$709,700.48****Please REMIT TO:**Keolis Transit Services, LLC
53 State Street, 11th Floor
Boston, MA 02109
ARDept@keolisna.com

Manager's Signature and Business Phone



FY 2025 -- Monthly Performance Statistics by Mode
Systemwide Summary
All Routes

Performance Statistics for March

Mode	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Bus (Motorbus)	91,620	17,167.5	\$3,129,161	\$126,239	5.3	\$34.15	\$182.27	\$1.38	\$7.35	4.03%
Commuter Bus	2,773	474.9	\$99,509	\$29,656	5.8	\$35.88	\$209.54	\$10.69	\$62.45	29.80%
Demand Response	11,834	6,524.8	\$948,120	\$34,827	1.8	\$80.12	\$145.31	\$2.94	\$5.34	3.67%
System Total	106,227	24,167.1	\$4,176,790	\$190,722	4.4	\$39.32	\$172.83	\$1.80	\$7.89	4.57%



Monthly Ridership Report

March, FY 2025

Bus (Motorbus), Commuter Bus, Demand Response Only

Total (All Day Types)

Mode	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Bus (Motorbus)	68,585	91,620	4.2	5.3	3.14%	4.03%
Commuter Bus	2,819	2,773	5.8	5.8	33.51%	29.80%
Demand Response	12,573	11,834	2.4	1.8	5.04%	3.67%
System Total	83,977	106,227	3.8	4.4	4.45%	4.57%

ADA Dispatch Denial Report For the Month of March 2025

[illegible]

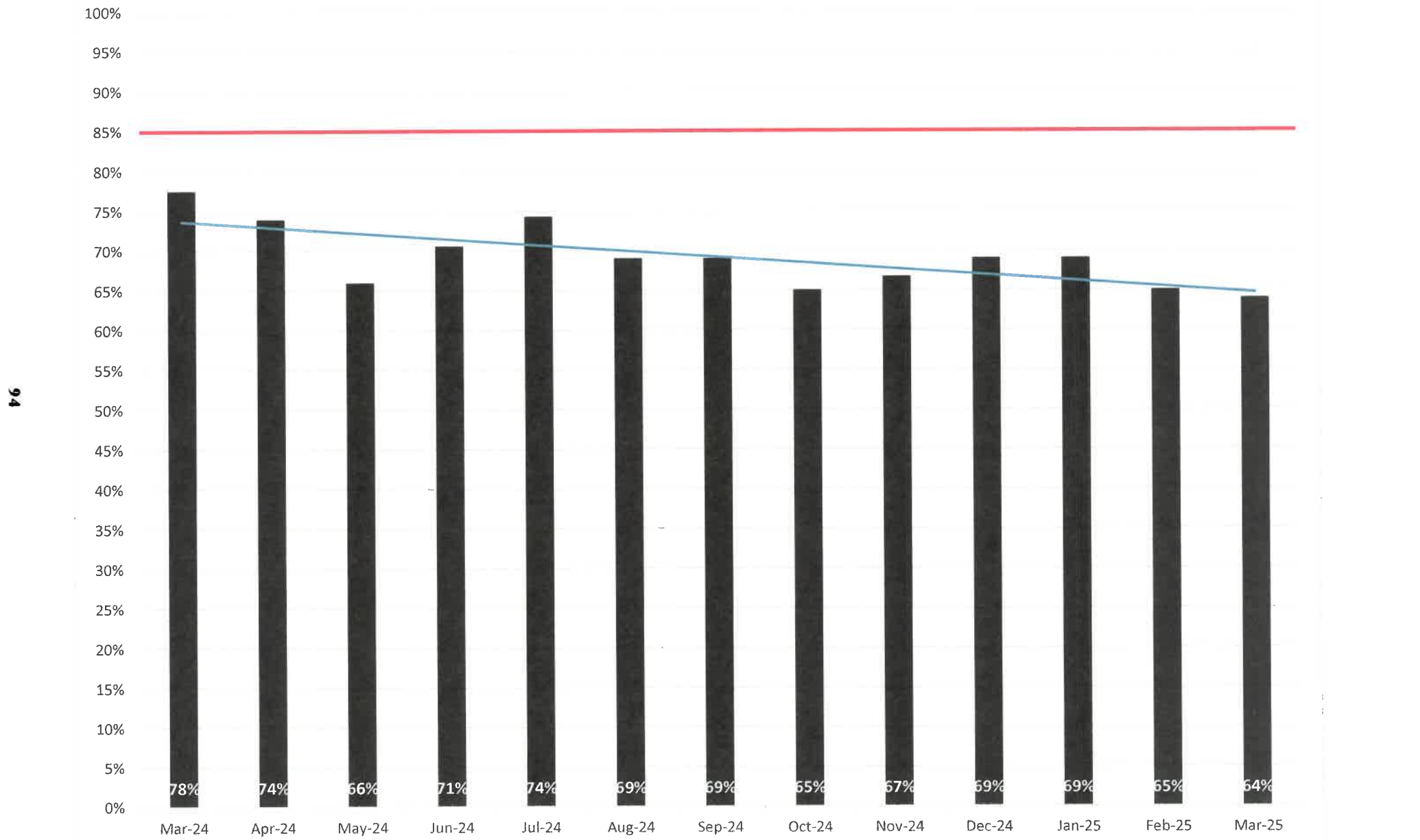
MARCH
Major and Non-Major
Miles Between Road Calls

Total Miles	FY 2024	FY 2025
Demand Response	71,353	69,926
Commuter Bus	18,809	18,417
Motor Bus	289,049	301,480
Total Miles	379,211	389,823

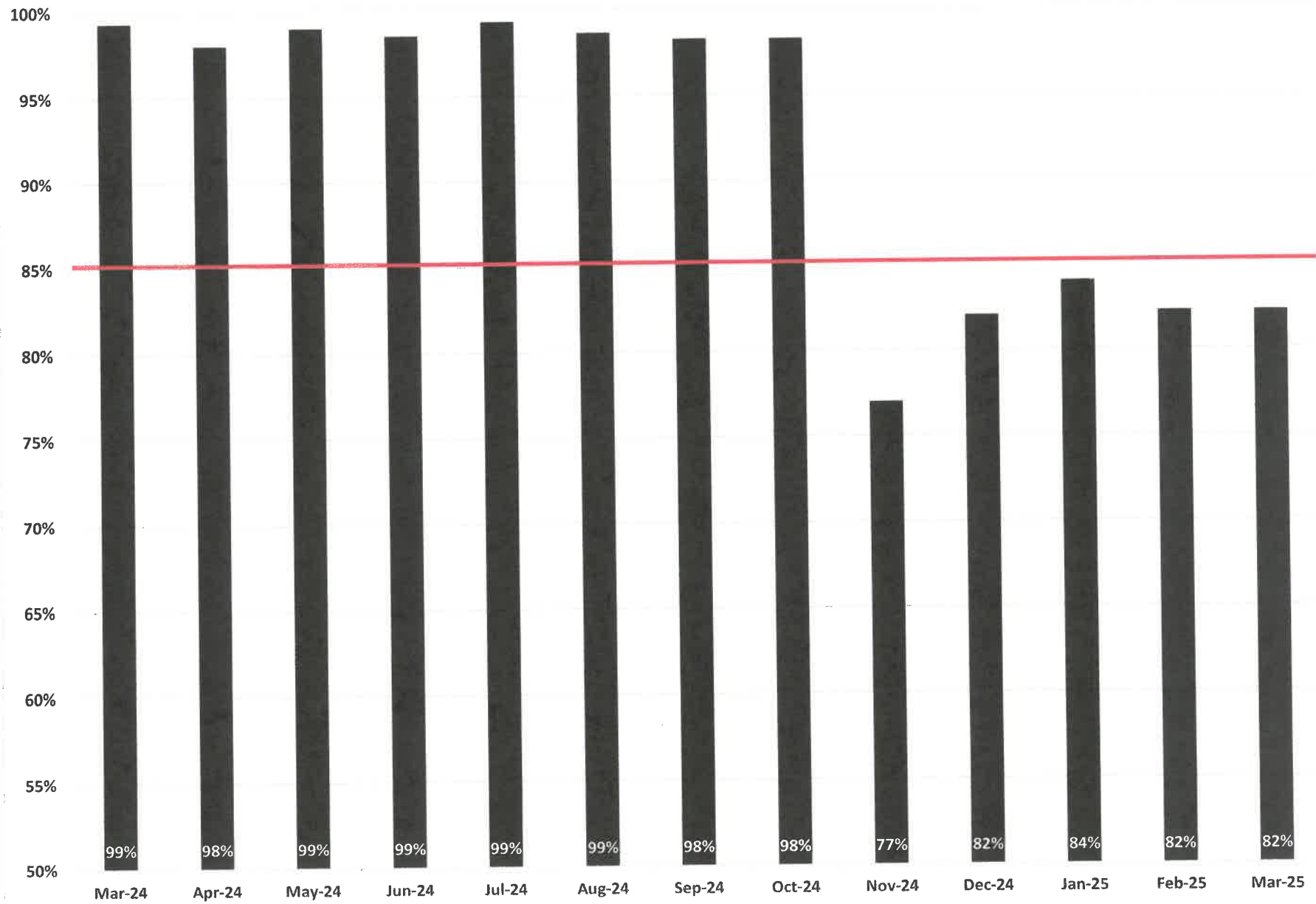
Total Road Calls	FY 2024	FY 2025
Demand Response	4	7
Commuter Bus	1	3
Motor Bus	28	36
Total Road Calls	33	46

Miles Between Road Calls	FY 2024	FY 2025
Demand Response	17,838	9,989
Commuter Bus	20,464	6,139
Motor Bus	10,323	8,374
Total System	48,625	24,503

OTP - Fixed Route



OTP - Direct Access



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**AGENDA ITEM
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Transit Operations Division, Victor Valley Detail Report.

SUMMARY STATEMENT

At this time, a representative of the VVTA Transit Operations Division, Victor Valley Detail will present highlights and statistics from the last month.

RECOMMENDED ACTION

Information item only.

PRESENTED BY
VVTA
Transit Operations
Division Unit

FISCAL IMPACT

N/A

MEETING DATE

May 19, 2025

ITEM NUMBER

5

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**AGENDA ITEM
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

**VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2024,
Completed by Vasquez & Company, LLC.**

SUMMARY STATEMENT

In 1974 Congress established the National Transit Database (NTD) to be the Nation's primary source for information and statistics on the transit systems of the United States and is used to calculate Federal funding formulas. Urban and rural transit grantees of Federal funding are required to report annually. The NTD report also requires monthly operating and safety statistics reports from agencies such as VVTA. This is because VVTA is required to file as a Full Reporter.

Transit agencies are responsible for the data that they report to NTD. If the data does not follow NTD prescribed procedures or seem unreasonable or inaccurate, or an agency cannot provide a reasonable response to explain data, the NTD may publish the data with a 'questionable' notation.

Like many federal reviews, this in-depth review is performed for NTD by a contracted Independent Auditor. The Independent auditor's statement is provided to the Board to receive and file.

The results of the auditor's statement find that no events or instances of non-compliance were found that would require adjustment to, or disclosure to, the FFA-10 or Agreed Upon Procedures Report.

RECOMMENDED ACTION

Receive and file.

PRESENTED BY
Nancie Goff,
CEO

FISCAL IMPACT

N/A

MEETING DATE

May 19, 2025

ITEM NUMBER

6

VICTOR VALLEY TRANSIT

**Victor Valley Transit Authority
Independent Accountant's Report
on Applying Agreed-Upon Procedures
Federal Transit Administration
National Transit Database Report
*For the Fiscal Year Ended June 30, 2024***



**Victor Valley Transit Authority
Independent Accountant's Report
on Applying Agreed-Upon Procedures
Federal Transit Administration
National Transit Database Report
*For the Fiscal Year Ended June 30, 2024***

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ATTACHMENT I – PROCEDURES AND RESULTS	3



655 N. Central Avenue
Suite 1550
Glendale, CA 91203

www.vasquez.cpa

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Independent Accountant's Report on Applying Agreed-Upon Procedures

**To the Board of Directors
Victor Valley Transit Authority
Hesperia, California**

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form (FFA-10) for the Victor Valley Transit Authority's (VVTA) annual National Transit Database (NTD) report:

1. A system is in place and maintained for recording data in accordance with NTD definitions. The correct data is being measured and no systematic errors exist.
2. A system is in place to record data on a continuing basis, and the data gathering is an ongoing effort.
3. Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data is fully documented and securely stored.
4. A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
5. The data collection methods are those suggested by the FTA or otherwise meet FTA requirements.
6. The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles (VRM) data, appear to be accurate.
7. Data is consistent with prior reporting periods and other facts known about VVTA's operations.

We have performed the procedures listed in Attachment I to the data contained in VVTA's FFA-10 for the fiscal year ended June 30, 2024. These procedures, specified by the FTA in the Declarations section of the 2024 NTD Policy Manual, were agreed to by VVTA to assist in evaluating compliance with the standards described and ensure that the information in the VVTA report FFA-10 for the fiscal year ended June 30, 2024, is presented in conformity with the requirements of the Uniform System of Accounts (USOA) and Records and Reporting System; Final Rule, as specified in 49 Code of Federal Regulations (CFR) Part 630, Federal Register, dated January 15, 1993; and as presented in the 2024 NTD Policy Manual. VVTA management is responsible for the preparation of FFA-10 and compliance with the standards described above.



VVTA has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of ensuring accurate and compliant reporting of transit data to the National Transit Database. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report. As such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are described in Attachment I to this report.

We were engaged by the San Bernardino County Transportation Authority (SBCTA) to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). We were not engaged to, and did not, conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the procedures and findings included in this report. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of VVTA and SBCTA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of VVTA management, SBCTA, and the FTA and is not intended to be, and should not be, used by anyone other than these specified parties.

Glendale, California
February 14, 2025

The procedures listed below, which are referenced in order to correspond to the 2024 NTD Policy Manual procedures, were performed separately to each of the information systems used to develop the reported actual vehicle revenue miles (VRM), passenger miles traveled (PMT), and operating expenses (OE) of VVTA for the fiscal year ended June 30, 2024, for each of the following modes:

1. Motor Bus - purchased transportation (MBPT),
2. Commuter Bus - purchased transportation (CBPT),
3. Demand Response - purchased transportation (DRPT), and
4. Vanpool Service - purchased transportation (VPPT).

The procedures performed and associated results are as follows:

- a. Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2024 NTD Policy Manual. If there are no procedures available, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.

Result: We obtained and reviewed a copy of the written system procedures for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2024 NTD Policy Manual. We also discussed these procedures with the NTD personnel responsible for overseeing the preparation and maintenance of NTD data. No exceptions were noted as a result of applying this procedure.

- b. Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:
 - The extent to which the transit agency followed the procedures on a continuous basis, and
 - Whether these transit personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2024 NTD Policy Manual.

Result: We discussed with VVTA personnel the procedures noted in (a) above to gain an understanding of the extent to which VVTA follows these procedures on an ongoing basis. We confirmed that these procedures support the process for accumulating and reporting data in accordance with the 2024 NTD Policy Manual requirements and definitions, as set forth in the USOA and Records and Reporting System; Final Rule, specified in 49 CFR Part 630, Federal Register, dated January 15, 1993. No exceptions were noted as a result of applying these procedures.

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Procedures and Results
Year Ended June 30, 2024**

- c. Ask these same personnel about the retention policy that the transit agency follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics form (FFA-10).

Result: We verified that VVTA's retention policy for source documents supporting the FFA-10 data reported is a minimum of three years, which complies with the FTA's minimum requirement. No exceptions were noted as a result of applying this procedure.

- d. Based on a description of the transit agency's procedures from items (a) and (b) above, identify all the source documents that the transit agency must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

Result: We identified the following source documents (14 types of source documents - 13 are prepared annually, 1 are prepared both annually and monthly) that VVTA must retain for a minimum of three years.

Form	No.	Source Document	Frequency
B-30 Contractual Relationship	1	TransTrack Report	Annually
F-10 Sources of Funds	2	TransTrack Report/Accounting software	Annually
F-20 Uses of Capital	3	Grant Allocation Log Spreadsheet	Annually
F-30 Operating Expenses	4	TransTrack Report/Spreadsheet (VP)	Annually
F-40 Operating Expenses Summary	5	TransTrack Report/Spreadsheet (VP)	Annually
F-60 Financial Statement	6	Statement of Net Position Spreadsheet/accounting software	Annually
A-10 Stations & Maintenance Facilities	7	NTD Data Worksheets	Annually
A-15 TAM Facilities Inventory	8	VVTA Facility Condition Assessment	Annually
A-30 Revenue Vehicle Inventory	9	TransTrack Report/Trip Spark (VP)	Annually
A-35 Service Vehicle Inventory	10	TransTrack Report	Annually
A-90 TAM Performance Measure Targets	11	NTD Data Worksheets	Annually
S-10 Service Non-Rail	12	TransTrack Report/Trip Spark (VP)	Annually/Monthly
R-20 Maintenance Performance	13	TransTrack Report	Annually
FFA-10 Federal Funding Allocation Statistics	14	Transaction Detail Report	Annually

For each of the monthly source documents, we randomly selected three months (December 2023, April 2024, and June 2024) for each mode (CBPT, DRPT, MBPT and VPPT) related to the fiscal year ended June 30, 2024, and confirmed that the source document existed for each of these months. For each of the annual source documents, we selected the year ended June 30, 2024, and verified that the source documents exist. No exceptions were noted as a result of applying this procedure.

- e. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

Result: We discussed the system of internal controls with VVTA personnel responsible for supervising and maintaining the NTD data. We were informed that separate individuals review the source documents and data summaries for completeness, accuracy, and reasonableness. These reviews of source documents and data summaries are performed on a monthly and annual basis. No exceptions were noted as a result of applying this procedure.

- f. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

Result: The information used for NTD reporting is mostly accumulated electronically. As such, supervisor's signatures are typically not present in the actual reports. Management asserted that the data, in electronic format, is reviewed before being entered into the accumulation worksheets. No exceptions were noted as a result of applying this procedure.

- g. Obtain the worksheets used to prepare the final data that the transit agency transcribes onto the FFA-10. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

Result: We obtained VVTA's year-end service allocation worksheets for each mode of service, which are used to prepare the final data that is transcribed onto the FFA-10. We compared the periodic data – vehicle revenue miles (VRM), vehicle revenue hours (VRH), passenger miles traveled (PMT), unlinked passenger trips (UPT), and operating expenses (OE) – included in the S-10 the worksheets to the periodic summaries (source documents: Transit Agency Service Form and Operating Expenses Form (F-30)) prepared by VVTA. We tested the mathematical accuracy of the summaries. No exceptions were noted as a result of applying this procedure.

- h. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure is one of the methods specifically approved in the 2024 NTD Policy Manual.

Result: We discussed the procedure for accumulating and recording PMT data in accordance with NTD requirements with transit agency staff. Sampling was conducted for the MBPT and CBPT modes. We inspected the sampling methodologies and noted that they met the requirements of the 2024 NTD Policy Manual and the Guide: National Transit Database (NTD). The VPPT and DRPT modes do not involve sampling, as they use a 100% count of actual PMT. No exceptions were noted as a result of applying this procedure.

- i. Discuss with transit agency staff the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:
- According to the most recent Census, the public transit agency serves an urbanized area (UZA) with a population less than 500,000.
 - The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).
 - Service purchased from a seller is included in the transit agency's NTD report
 - For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year and determine that statistical sampling was conducted and meets the 95 percent confidence and ± 10 percent precision requirements.
 - Determine how the transit agency estimated annual PMT for the current report year.

Result: VVTA meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year. Per the triennial sampling requirement, 2024 was not a mandatory sampling year. The DRPT and VPPT modes do not involve sampling, as they use a 100% count of actual PMT. No exceptions were noted as a result of applying this procedure.

- j. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.

Result: For the MBPT and CBPT modes, we obtained a copy of VVTA's methodology used in the statistical sampling to estimate average PMT. We determined that the methodology resulted in a random selection of runs and that the stated sampling procedure was followed. The DRPT and VPPT modes do not involve sampling, as they use a 100% count of actual PMT. No exceptions were noted as a result of applying this procedure.

- k. Select a random sample of the source documents for accumulating PMT data and determine that the data is complete (all required data is recorded) and that the computations are accurate. Select a random sample of the accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulations periods that were tested. Test the arithmetical accuracy of the summary.

Result: For the fiscal year ended June 30, 2024, we randomly selected three months (December 2023, April 2024, and June 2024) and reviewed the related source documents for accumulating PMT data for MBPT, CBPT, DRPT, and VPPT modes. We recomputed the PMT data for each of the selected periods and verified the arithmetical accuracy of the summary. No exceptions were noted as a result of applying this procedure.

- i. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual Vehicle Revenue Miles (VRM) with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

Result: The procedure identified above is not applicable. According to VVTA's management, VVTA did not provide charter, school bus, or other ineligible services.

- m. For actual VRM data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.

Result: For the MBPT and CBPT modes, VVTA calculates actual missed vehicle revenue miles using the TransTrack system. The system generates an accumulation of missed revenue miles per trip which are subtracted from scheduled revenue miles. We selected December 2023, April 2024 and June 2024 missed trips for MBPT and CBPT and noted that those trips were subtracted from the scheduled revenue miles. No exceptions with arithmetic accuracy were noted as the result of these procedures.

- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.

Result: This procedure is not applicable as VRMs are not calculated from hubodometers.

- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

Result: For the DRPT mode, revenue miles are calculated by the Ecolane system based on the odometer readings from the first pickup to the last drop-off. Deadhead miles are excluded from the revenue miles calculations. We selected December 2023, April 2024 and June 2024 to test and noted without exception that the deadhead miles are not included in the revenue miles calculations. For the VPPT mode, deadhead miles are automatically excluded because only commute miles are entered into the calculation of revenue miles.

- n. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

Result: The procedure identified above is not applicable, as VVTA does not provide rail service.

- o. If fixed guideway or High Intensity Busway Directional Route Miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet FTA definition of fixed guideway (FG) or High Intensity Busway (HIB) in that the service is:
- Rail, trolleybus (TB), Ferryboat (FB), or Aerial Tramway (TR); or
 - Bus (Motorbus (MB), Commuter Bus (CB), or Bus Rapid Transit (RB)) service operating over exclusive or controlled access rights-of-way (ROW); and
 - Access is restricted;
 - Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway; and
 - Restricted access is enforced for freeways; priority lanes used by other HOV (i.e., Vanpools (VP), carpools) must demonstrate safe operation.

Result: The procedure identified above is not applicable, as VVTA does not operate using fixed guideways or high-intensity directional routes.

- p. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that he or she computed mileage in accordance with FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, recompute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the FFA-10.

Result: The procedure identified above is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG or HIB service.

- q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to an FG segment(s), the following apply:
- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
 - If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. FTA will make a determination on how to report the DRMs.

Result: The procedure identified above is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG service or HIB service.

- r. Measure FG/HIB DRM from maps or by retracing route.

Result: The procedure identified above is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG or HIB service.

- s. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the FFA-10. Each transit agency should report the actual VRM, PMT, and OE for the service operated over the same FG/HIB.

Result: The procedure identified above is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG or HIB service.

- t. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2024 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2024 report year, the Agency Revenue Service Date must occur within the transit agency's 2024 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for FG/HIB segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, FTA will only consider segments continuously reported to the NTD.

Result: This procedure identified above is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG or HIB service.

- u. Compare operating expenses with audited financial data after reconciling items are removed.

Result: We compared total operating expenses per Form F-40 to the audited financial statements after removing the reconciling items. No exceptions were noted as a result of applying this procedure.

- v. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of PT-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form.

Result: We discussed with VVTA personnel responsible for reporting NTD data related to the amount of PT-generated fare revenues. We compared the PT-generated fare revenues reported on the Contractual Relationship Form (Form B-30) to the amount reported in the NTD data. No exceptions were noted as a result of applying this procedure.

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- w. If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the IAS-FFA regarding data for the PT service. Attach a copy of the statement to the report. Note as a negative finding if the purchased transportation services were not included in this auditor's review, and the transit agency also does not have a separate Independent Auditor's Statement for the purchased transportation data.

Result: The data for purchased transportation is included in the reporting by VVTA, and therefore, no IAS for the purchased transportation services is included. No exceptions were noted as a result of applying this procedure.

- x. If the transit agency purchases transportation services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract and determine that copies of the contracts are retained for three years.

Result: We inspected the MBPT, CBPT, DRPT, and VPPT service contracts and determined that they contained the items noted above without exception. We inquired with the Procurement Manager regarding VVTA's retention policy for executed contracts for purchased transportation programs. Per inquiry, the current practice is to retain contracts for at least five years. No exceptions were noted as a result of applying this procedure.

- y. If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

Result: We discussed with VVTA personnel the procedure for the allocation of statistics between UZAs and non-UZAs and noted that VVTA's allocation is based on VRM by jurisdiction. The following table lists VVTA's estimated service allocation percentages for the fiscal year ended June 30, 2024:

Mode of Service	Description	UZA	Service Area	Percentage of Service	Dates of Service
MBPT	Motor Bus	90541	Victorville-Hesperia-Apple Valley	53.78%	July 1, 2023 to June 30, 2024
		90541	Riverside-San Bernardino	6.19%	
		90541	Phelan	1.79%	
		90541	Silver Lakes	0.65%	
		90541	Barstow	8.40%	
		NA	Cal-non UZA	29.19%	
CBPT	Commuter Bus	90541	Victorville-Hesperia-Apple Valley	18.00%	July 1, 2023 to June 30, 2024
		90541	Silver Lakes	0.00%	
		90541	Barstow	13.00%	
		90541	Fort Irwin	2.00%	
		NA	Cal-non UZA	67.00%	
DRPT	Demand Response	90541	Victorville-Hesperia-Apple Valley	100%	July 1, 2023 to June 30, 2024
VPPT	Vanpool	90541	Victorville-Hesperia-Apple Valley	100%	July 1, 2023 to June 30, 2024

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We obtained VVTA's service allocation worksheet, reviewed route maps and UZA boundaries from VVTA's website, and determined that the stated procedures were followed. We also recalculated the percentage of service allocation for each service area. No exceptions were noted as a result of applying this procedure.

- z. Compare the data reported on the FFA-10 to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT, or OE data that have increased or decreased by more than 10 percent, or FG DRM data that have increased or decreased, interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

Result: We obtained the data reported on the FFA-10 Form for the fiscal year ended June 30, 2024. Please see comparable data from the prior year below:

Mode	Data	Fiscal Year		Change	%Change	Note
		2024	2023			
MBPT	VRM	3,370,500	3,125,466	245,034	7.84%	
	PMT	6,947,606	5,253,384	1,694,222	32.25%	A
	OE	\$ 26,866,795	\$ 25,287,950	\$ 1,578,845	6.24%	
CBPT	VRM	224,431	224,543	(112)	-0.05%	
	PMT	2,075,838	2,435,108	(359,270)	-14.75%	B
	OE	\$ 1,148,279	\$ 1,018,385	\$ 129,894	12.75%	C
DRPT	VRM	816,581	711,050	105,531	14.84%	D
	PMT	1,436,223	1,172,597	263,626	22.48%	E
	OE	\$ 7,672,706	\$ 6,363,781	\$ 1,308,925	20.57%	F
VPPT	VRM	5,586,875	5,009,090	577,785	11.53%	G
	PMT	26,515,364	23,983,922	2,531,442	10.55%	H
	OE	\$ 3,009,920	\$ 3,724,203	\$ (714,283)	-19.18%	I

- A) In fiscal year 2023, VVTA was slowly returned to a full schedule from the reduced service due to the pandemic. In fiscal year 2024, PMT has been steadily increasing due to full operations.
- B) Fiscal year 2023 was a mandatory reporting year for PMT, and therefore, PMT is accurately reflected in fresh sampling as well as reflected in the increased VRM and UPT. In fiscal year 2024, the PMT has been decreasing due to a post-pandemic shift in work patterns, resulting in a decrease in the number of passengers.
- C) Operating expenses increased 12.75% due to the annual increase in the operating and maintenance contractor rates, the increase in fuel market prices and the inflation impacting all operating supplies and services.

- D) Fiscal year 2023 was a mandatory reporting year for PMT, and therefore, PMT is accurately reflected in fresh sampling as well as reflected in the increased VRM and UPT. In fiscal year 2024, VRM has been steadily recovering from the pandemic.
 - E) Fiscal year 2023 was a mandatory reporting year for PMT, and therefore, PMT is accurately reflected in fresh sampling as well as reflected in the increased VRM and UPT. In fiscal year 2024, PMT has been steadily recovering from the pandemic.
 - F) Operating expenses increased 20.57% due to the annual increase in the operating and maintenance contractor rates, the rise in fuel market prices and the inflation that impacted all operating supplies and services.
 - G) There has been an 11.53% increase in VRM due to an increase in the annual vehicles operated from 189 in 2023 to 209 in 2024. This demonstrates expanded vanpool participation and greater utilization of available vehicles.
 - H) There has been a 10.55% increase in PMT due to an increase in the number of passengers. This growth is aligned with the increase in the number of vehicles put into service in 2024 to effectively meet the rising demand.
 - I) Operating expenses decreased 19.18% due to decrease in wages resulting from change in management of the vanpool program. VVTA established a new chart of the accounts in 2024 to accurately reflect the wages for vanpool and other programs.
- aa. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the transit agency, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by FTA.

Result: We documented the procedures performed and the results of those procedures in our work papers. The work papers are available for FTA review for a minimum of three years following the NTD report year. No additional procedures were performed.

February 14, 2025

Vasquez & Company LLP
655 North Central Avenue, Suite 1550
Glendale, CA 91203

In connection with your engagement to perform, in accordance with attestation standards established by the American Institute of Certified Public Accountants, specified agreed-upon procedures with respect to Victor Valley Transit Authority's (VVTa) compliance on the standards established by the Federal Transit Administration (FTA) with regard to the data reported to it in the Federal Funding Allocation Statistics Form (FFA-10) for VVTa's annual National Transit Database (NTD) report for the year ended June 30, 2024 (the Specified Requirements), we confirm, to the best of our knowledge and belief, the following representations made to you during the course of your engagement:

1. We understand that VVTa has responsibility on the data reported and compliance with the Specified Requirements.
2. We acknowledge that the procedures performed during your engagement are appropriate for the intended purpose of the engagement.
3. We are responsible for establishing and maintaining effective internal control over VVTa's compliance with the Specified Requirements.
4. We have performed an evaluation of VVTa's compliance with the Specified Requirements. Based on our evaluation, VVTa has complied with the Specified Requirements for the year ended June 30, 2024.
5. There has been no known noncompliance with the Specified Requirements for the year ended June 30, 2024, or through the date of this letter.
6. There are no known communications from regulatory agencies, internal auditors or other practitioners concerning VVTa's possible noncompliance with the Specified Requirements received by us for the year ended June 30, 2024, or through the date of this letter.
7. We have made available to you all documentation related to VVTa's compliance with the Specified Requirements.
8. We are not aware of any material misstatements concerning VVTa's compliance with the Specified Requirements.
9. We are not aware of any events subsequent to June 30, 2024 that would have a material effect on VVTa's compliance with the Specified Requirements.

10. There has been no knowledge of fraud or suspected fraud affecting the entity involving:
 - a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where fraud could have a material effect on VVTA's controls for ensuring compliance and detecting noncompliance with the Specified Requirements.
11. We acknowledge our responsibility for the design and implementation of programs and controls to provide reasonable assurance that fraud is prevented and detected.
12. We have no knowledge of any allegations of fraud or suspected fraud affecting VVTA received in communications from employees, former employees, analysts, regulators, short sellers or others.
13. We have responded fully to all inquiries made to us by you during your engagement.
14. During the course of your engagement, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.
15. We have requested an unsecured electronic copy of the final agreed-upon procedures report and agree that the agreed-upon procedures report will not be modified in any manner.

VVTA



Nancie Goff
Chief Executive Officer



Maged Azer
Chief Financial Officer

**AGENDA ITEM
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2025-26 Annual Operating and Capital Budget.

SUMMARY STATEMENT

The Fiscal Year 2025-26 Annual Operating and Capital Draft Budget proposes a spending level of \$56,753,731 for operations which represents a 6% increase as compared to FY 2024-25. It should be noted that the **Operating Expenses** increased overall 6.3% compared to FY 2024-25. These increases are due to several factors. The increase of the maintenance and operations contractor annual rates, implementation of short-term service enhancements recommended by the COA 5-year study, including the growth of the successful Micro-Transit program, and the high inflation which is impacting all goods and contract services, continued significant increases in insurance rates, and the expansion of the Sheriff Dept. contract by adding one and a half administrative staff.

Additionally, **Capital Expenses** show a significant \$21 million (60%) **reduction** compared to last year 2025. Last year's Budget included a \$12M award for the competitive CFI grant (Charging & Fueling Infrastructure) to fund the Barstow Charging & Hydrogen Fueling Infrastructure Facility. There were other significant capital projects supporting the Innovative Clean Transit mandate required to be completed by the year 2040. Plus, last year also included 6 Hydrogen replacement buses as well as 4 more Hydrogen expansion Buses to support the implementation of the short-term service improvements. These Hydrogen Buses and infrastructure had been planned in the FY25 budget; however, the FY26 Capital Budget includes only 4 regional replacement buses class H ZEB.

Continued

RECOMMENDED ACTION

Ratify Publishing the Federally Funded Program of Projects for the Draft FY 2025-26 Operating and Capital Budget for 30 days of public review and comment.

PRESENTED BY
Maged Azer,
CFO

FISCAL IMPACT
Operating \$56,753,731
Capital \$14,135,701

MEETING DATE
June 19, 2025

ITEM NUMBER
7

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2025-2026 Annual Operating and Capital Budget.

ZEB Transition: In order to combat what CARB calls the growing climate crisis and, in an effort, to reduce greenhouse gas emissions (GHGs), in 2018 the California Air Resources Board (CARB) implemented the Innovative Clean Transit (ICT) regulation. As mentioned previously, the ICT mandates all California transit agencies to convert their fleets to 100% zero emission buses (ZEBs) by 2040.

VVTA **Continued** procuring hydrogen fuel cell electric buses (FCEBs). FCEBs have a significantly greater range than BEBs (FCEBs have a range of around 300 miles) and can accommodate the majority of VVTA's longer routes with the ability to fuel in a matter of minutes, in stark contrast to BEBs which have a limited range averaging 140-150 miles and take upwards of 8 hours to fully charge.

FY2025-26 Capital Budget for the Zero Emission Bus ZEB Transition includes \$5.8M for 4 Hydrogen ZEB class H Regional replacement buses plus \$1M for a Hydrogen Interim Fuel Solution. The FY26 Budget for the ZEB transition also includes \$500K for the Hydrogen Fueling Infrastructure (Contingency).

Rounding out the FY 26 budget is ongoing support of several programs which continue to be well received and widely used by the communities we serve. These programs include the Micro Transit, Vanpool program; a reduced Veteran's fare, and the Commuter Service to NTC Fort Irwin, which supports our troops plus other CTSA programs.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2025-2026 Annual Operating and Capital Budget.

SUMMARY STATEMENT

FY 2025-26 OPERATIONAL EXPENSES - \$56.75M

The FY 2025-26 budget for VVTA to support **operations** is as follows:

<u>FY25-26</u>	<u>Prior Year</u>	<u>Incr</u>	<u>%</u>
\$56.75M	\$53.40M	3.35M	6

Operational cost increase is due to:

1. The annual increase in maintenance and operations contractor rates.
2. Implementation of the updated route schedules recommended by the COA 5-year study.
3. Implementation of short-term service improvements
4. High inflation impacts the cost of all goods and services.
5. A substantial increase in insurance rates.
6. Expansion of the Sheriff's Department contract by adding one and a half Admin staff supporting the officer's administrative work to enhance rider safety and security.

The FY 2025-25 Administrative expenses for VVTA:

<u>FY 2025-26</u>	<u>Prior Year</u>	<u>Incr/(Decr)</u>
\$ 4.97M	\$ 4.60M	\$0.37M

Administrative Expenses – FY26 Budget increased by 8%, primarily driven by several key factors. A portion of the increase is attributed to the expanded Marketing budget to support the launch of the new VVTA logo. Additionally, elevated inflation rates impacted the cost of supplies, dues, and subscriptions. The annual CPI adjustment, the hiring of two new positions (HR Specialist and Fleet and Facilities Manager), previously approved in the FY25 Budget, also contributed to the rise.

The Capital Administrative Budget includes \$100,000 for the upgrade and replacement of IT computers, servers, and other critical equipment. Furthermore, administrative expenses reflect an allocation of \$35K for the replacement of three copiers. Despite these necessary investments, administrative costs remain modest, representing only 7% of the total FY26 Operating and Capital Budget.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2024-2025 Annual Operating and Capital Budget.

SUMMARY STATEMENT

FY 2025-26 CAPITAL PLAN - \$14.13M

The FY 26 Capital Budget provides for development and advancements throughout the system. This forward planning ensures VVTA will provide high quality, responsive, responsible, and secure service to its riders. At the same time VVTA will maintain operational efficiency and regulatory compliance by implementing leading edge technologies and assure its fleet vehicles and support facilities are always in a state of good repair. In FY 26 the capital expenditure plan provides \$14.13M to fund the following projects:

- \$5.6M 4 Hydrogen replacement buses.
- \$500K Hydrogen Fueling Infrastructure (Contingency).
- \$1M Interim Fuel Solution.
- \$1.9M Modular space for the Sheriff's.
- \$80K for Garage and Shop Equipment.
- \$500K in stacked funds for the Hesperia Transfer Hub.
- \$708K in stacked funds for the Barstow Transfer Point.
- \$150K 3 unleaded service vehicles.
- \$800K for Open Loop Payment System.
- \$100K for IT upgrades & replacements of Computers & servers.
- \$35K for three Copiers.

FY 2025-26 REVENUES

The FY 26 budget is fully funded with a combination of passenger fares, Federal FTA funding, State funding, and miscellaneous income sources. VVTA will continue to use the SB125 funds and the "State of Good Repair" (SGR) funding from the SB1 gasoline tax plus CNG Credits.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2025-2026 Annual Operating and Capital Budget.

SUMMARY STATEMENT

ADDITIONAL HIGHLIGHTS:

GENERAL:

Operating Expenses FY26. VVTA will continue to use the Federal FTA Sect. 5307 funds plus the new SB125 for Operating Assistance and LTF funds for Operating and for the required matching funds for FTA Sect. 5307 Operating Assistance.

FIXED ROUTE:

VVTA used \$8.9M from the Federal Funding section 5307 for operational assistance for the Fixed Route division and \$5M from the new SB125 Operating funds. Fixed Routes Operating Expenses Budget increased by \$1.2M or 5.2% compared to FY-24 Budget due to the annual increase of the rates of the Maintenance & Operating contract, plus the expansion of the Sheriff contract adding one and half Administrative positions and the short-term service improvements. Capital Budget for Fixed Routes includes 3 service vehicles plus \$1M for open loop payment system.

COUNTY ROUTES:

VVTA used \$230K from the new SB125 funds plus \$488K from the Federal Funding Section 5311 to support the County routes. Operating Expenses decreased 6% compared to FY25 Budget, due to the elimination of Route 25 that was replaced by the expansion of Micro Transit Link, per the 5 years COA study.

INTERCITY ROUTES Route15:

VVTA used \$102K from the new SB125 Funds to support Intercity Route 15 Operating expenses. Intercity Budget increased 1.7% for the same reasons as mentioned above.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2025-2026 Annual Operating and Capital Budget.

SUMMARY STATEMENT

COMMUTER ROUTES (NTC-Ft Irwin):

VVTA reduced FT. Irwin Commuter Bus Service by 36%, per the 5-years COA Study recommendations to meet the service needs, VVTA is still in negotiations with Ft. Irwin to reach the best service model that meets the needs of the riders.

ADA:

VVTA used \$1.2M of Measure I funds to support the operational assistance for the Direct Access division; ADA service in FY 2025-26 Budget increased 12% compared to other departments due to anticipated growth and recovery and the increase in service span that may drive increased demand ridership.

BARSTOW DIVISION:

VVTA used the Federal Funding 5311 \$448,841 plus the local funds Measure I \$223,200 and \$1.2M from the new SB125 operating Funds to support Barstow operating expenses. Barstow operating Budget increased \$1M due to same reasons mentioned above and the implementation of short-term service improvements recommended by the COA 5-year study. Barstow Capital Budget includes \$708K stacked for the Barstow Transfer Point.

MICRO-TRANSIT DIVISION:

In contrast to our Fixed Route/County Services, VVTA's started in FY22-23 the Micro-transit program. This program means real-time dynamic routing that can change at a moment's notice, allowing riders to go anywhere in the geo-coded service zone. Passengers usually walk a block or two and catch the bus at a bus stop - boarding at a common corner avoids unnecessary detours and makes the service much more efficient.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2025-2026 Annual Operating and Capital Budget.

SUMMARY STATEMENT

Along the passenger's route, sophisticated dynamic routing algorithms use real-time, on-the-ground information to add other people traveling in the same direction into the same vehicle. Riders are picked up and dropped off in an endless stream. This translates into a highly efficient, environmentally friendly, and financially smart ride. The program started slowly and gradually, but with the support of Marketing and Free Ride promotions the service has started to grow, and the reports show a significant growth in the program and number of riders.

Budget FY26 estimated Operating Expenses increased by 6.6%, due to expanding the Micro Transit service areas. Micro Transit service replaced Route 25 in County in FY26 Budget.

CTSA:

VVTA's mobility management programs provide alternative ride services to clients who are normally dependent on higher cost ADA ride services or do not have access to traditional type services. In the FY 26 Budget VVTA will continue to support the TRIP program which provides mileage reimbursements to ADA clients to use private vehicles instead of complementary paratransit or who live outside the VVTA core transit zones. In addition, by using these alternative ride programs VVTA has been able to provide much-needed transportation services in remote areas such as Trona and Big River. CTSA Budget expenses increased almost 8%, which is mainly due to the new TRIP program service in Needles area supported by SBCTA. VVTA will maintain and grow all other CTSA programs in FY26.

VANPOOLS:

VVTA's vanpool program is the 10th largest vanpool program in the entire US. This, according to the American Public Transportation Association (APTA). Vanpools play a significant role in reducing congestion and improving air quality. FY 2025-26 Vanpool Budget is estimated to increase by 9.8%, Vanpool Budget estimated based on the current actuals in FY25. Vanpool Marketing will continue to support the program. VVTA estimated the goal to increase the program service to support 220 active Vanpools in FY 2025-26.



ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2025-2026

(**DRAFT** SUMMARY)

BUDGET NOTES & ASSUMPTIONS :

Listed below are some notes and assumptions that were used to build the FY25-26 Budget.

Line no.	Department	Note/Assumption
1	General	<p><u>Operating Expenses</u> increased overall 6.3% compared to FY 2024-25. These increases are due to several factors. The increase of the maintenance and operations contractor annual rates , implementation of short-term service enhancements recommended by the COA 5-year study, including the growth of the successful Microtransit program, and the high inflation which is impacting all goods and contract services, continued significant increases in insurance rates, and the expansion of the Sheriff Dept contract by adding one and half Admin staff.</p> <p><u>Capital Expenses</u> show a significant \$21 million (60%) reduction compared to last year 2025, last year's Budget had included a \$12M award for the competitive CFI grant (Charging & Fueling Infrastructure) to fund the Barstow Charging & Hydrogen Fueling Infrastructure Facility. There were other significant capital projects supporting the Innovative Clean Transit mandate required to be completed by year 2040. Plus last year also included 6 Hydrogen replacement buses as well as, 4 more Hydrogen expansion Buses to support the implementation of the short-term service improvements. These Hydrogen Buses and infrastructure had been planned in the FY25 budget; however, the FY 26 Capital Budget includes only 4 regional replacement buses class H ZEB.</p>
2	Fixed Rte	VVTA used \$8.9M from the Federal Funding section 5307 for operational assistance for the Fixed Route division and \$5M from the new SB125 Operating funds. Fixed Routes Operating Expenses Budget increased by \$1.2M or 5.2% compared to FY-24 Budget due to the annual increase of the rates of the Maintenance & Operating contract, plus the expansion of the Sheriff contract adding one and half Admin positions and the short-term service improvements. Capital Budget for Fixed Routes includes 3 service vehicles plus \$1M for open loop payment system.
3	Direct Access ADA	VVTA used \$1.2M of Measure I funds to support the operational assistance for the Direct Access division; ADA service in FY 2025-26 Budget increased 12% compared to other departments due to anticipated growth and recovery and the increase in service span that may drive increased demand ridership. The FY26 budget estimate continues the estimated recovery trends in demand for ADA services.
4	County Routes	VVTA Used \$230K from the new SB125 funds plus \$488K from the Federal Funding Section 5311 to support the County routes. Operating Expenses decreased 6% compared to FY25 Budget, due to the elimination of Route 25 that was replaced by the expansion of Micro Transit Link, per the 5 years COA study.

5	Barstow Division	VVTA used the Federal Funding 5311 \$448,841 plus the local funds Measure I \$223,200 and \$1.2M from the new SB125 operating Funds to support Barstow operating expenses. Barstow operating Budget increased \$1M due to same reasons mentioned above and the implementation of short-term service improvements recommended by the COA 5-year study. Barstow Capital Budget includes \$708K stacked for the Barstow Transfer Point.
6	Commuter (NTC)	VVTA reduced FT. Irwin Commuter Bus Service 36%, per the 5-years COA Study recommendations to meet the service needs, VVTA is still in negotiations with Ft. Irwin to reach the best service model that meets the needs of the riders.
7	Intercity (BV link) Route 15	VVTA used \$102K from the new SB125 Funds to support Intercity Route 15 Operating expenses. Intercity Budget increased 1.7% for the same reasons as mentioned above.
8	CTSA	CTSA Budget expenses increased almost 8% which is mainly due to the new TRIP program service in Needles area supported by SBCTA. VVTA will maintain and grow all other CTSA programs in FY26.
9	Micro Transit	Due to the growth of the Micro Transit program that started in FY23, Budget FY26 estimated Operating Expenses increased by 6.6%, due to expanding the Micro Transit service areas. Micro Transit service replaced Route 25 in County in FY26 Budget.
10	Facilities	Capital Budget FY26 includes \$1.9M Modular space for the Sheriff's, additional to \$500K stacked Funds for the Hesperia Transfer Hub, \$100K for Garage and Shop Equipment, plus \$50K for additional security cameras.
11	ZEB Transition ICT (mandates)	Capital Budget for the Zero Emission Bus ZEB Transition includes \$5.8M for 4 Regional Hydrogen ZEB class H replacement buses , plus \$1Mfor Hydrogen Interim Fuel Solution. The FY26 Budget for the ZEB transition also includes \$500K for the Hydrogen Fueling Infrastructure (Contingency).
12	Administration	Administration Expenses for FY 26 increased 8% due to increase in the Marketing Budget to support the luonch of the new VVTA Logo, the high inflation which impacted the supplies and the dues and subscriptions, plus hiring the 2 new positions that were approved in FY25 Budget, Capital Admin Budget included \$100K for the upgrade and replacement of IT computers and servers along with other IT equipment requirements, also Admin expenses included the Annual CPI adjustment; plus \$35K to replace three copiers. Administrative costs remain modest, accounting for only 7% of the total FY26 Operating and Capital Budget.
13	Vanpools	FY 2025-26 the Vanpool Budget is estimated to increase by 9.8%, Vanpool Budget estimated based on the current actuals in FY25. Vanpool Marketing will continue to support the program. VVTA estimated goal to increase the program service to support 220 active Vanpools in FY 2025-26.

Victor Valley Transit Authority
ANNUAL OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2025-2026
SUMMARY

<u>Expense Plan</u>	<u>FY25-26</u>	<u>FY24-25</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>
Operating	\$ 56,753,731	\$ 53,397,289	\$ 3,356,442	6.3%
Capital	\$ 14,135,701	\$ 35,202,912	\$ (21,067,211)	-60%
Total Expense	\$ 70,889,432	\$ 88,600,201	\$ (17,710,769)	-20%

Expense Summary

OPERATING EXPENSE SUMMARY

<u>Program</u>	<u>FY 2025/26</u>	<u>FY 2024/25</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>
Fixed Route	\$ 24,139,899	\$ 22,957,288	\$ 1,182,611	
Complementary Paratransit	\$ 8,392,837	\$ 7,484,088	\$ 908,748	
County Routes	\$ 3,115,791	\$ 3,319,909	\$ (204,118)	
Intercity Routes	\$ 1,535,621	\$ 1,510,086	\$ 25,536	
Barstow Division	\$ 7,877,016	\$ 6,799,455	\$ 1,077,561	
Commuter Routes	\$ 671,811	\$ 1,050,637	\$ (378,826)	
Van Pools	\$ 1,934,483	\$ 1,762,358	\$ 172,125	
CTSA	\$ 928,782	\$ 861,225	\$ 67,558	
Micro Transit	\$ 2,347,702	\$ 2,201,802	\$ 145,900	
VVTA Yard/Facilities	\$ 834,510	\$ 846,700	\$ (12,190)	
Administration	\$ 4,975,279	\$ 4,603,741	\$ 371,538	
TOTAL EXPENSES:	\$ 56,753,731	\$ 53,397,289	\$ 3,356,442	6%
NET Expenses	\$ 56,753,731	\$ 53,397,289	\$ 3,356,442	

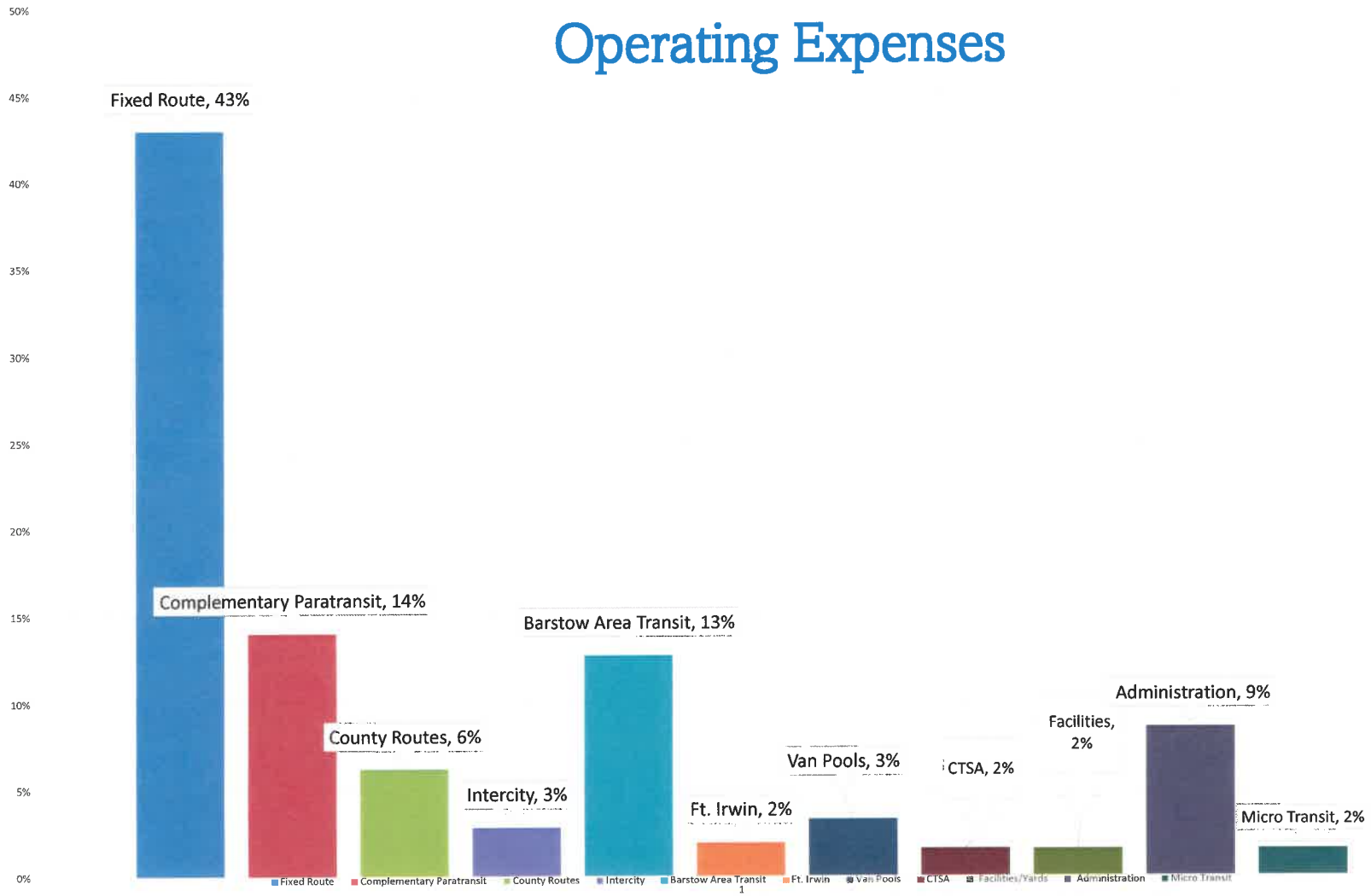
CAPITAL EXPENSE SUMMARY

<u>Program</u>	<u>FY 2025/26</u>	<u>FY 2024/25</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>
Fixed Route	\$ 1,150,000	\$ 645,000	\$ 505,000	
Complementary Paratransit	\$ -	\$ 850,000	\$ (850,000)	
County Routes	\$ -	\$ -	\$ -	
Intercity Routes	\$ -	\$ -	\$ -	
Barstow Division	\$ 1,348,235	\$ 16,371,900	\$ (15,023,665)	
Commuter Routes	\$ -	\$ -	\$ -	
Micro Transit	\$ -	\$ 190,000	\$ -	
Facilities	\$ 4,145,300	\$ 3,439,550	\$ 705,750	
VVTA Administration	\$ 135,000	\$ 105,000	\$ 30,000	
ZEB Transition	\$ 7,357,166	\$ 13,601,462	\$ (6,244,296)	
TOTAL Capital Expense:	\$ 14,135,701	\$ 35,202,912	\$ (21,067,211)	-60%

COMBINED EXPENSE SUMMARY

			<u>\$ Change</u>	<u>% Inc/Dec</u>
Operating Expense	\$ 56,753,731	\$ 53,397,289	\$ 3,356,442	
Capital Expense	\$ 14,135,701	\$ 35,202,912	\$ (21,067,211)	
TOTAL:	\$ 70,889,432	\$ 88,600,201	\$ (17,710,769)	-20%

Operating Expenses



VICTOR VALLEY TRANSIT AUTHORITY

Fiscal Year Budget 2025-2026

CAPITAL PROJECT DETAILS CHART

FY 2025-26

Program	Project Description	Section 5307	Section 5339	CMAQ	LTF	STA	SB1/SGR	LCTOP	RINS Credits	5310	SB125	LCFS Credits	Project Cost
Fixed Routes	Service Vehicles (3) - Unleaded						\$150,000						\$150,000
	Open Loop Payment System	\$800,000				\$200,000							\$1,000,000
Barstow Facilities/ Yard	Bus facility capital lease (Barstow)					\$640,050							\$640,050
	Barstow Transfer Point					\$708,185							\$708,185
Hesperia Facilities/Yard	Bus facility capital lease (Hsp)	\$1,232,240				\$308,060							\$1,540,300
	Modular space for the Sheriff's					\$1,955,000							\$1,955,000
	Garage and Shop Equipment		\$80,000			\$20,000							\$100,000
	Hesperia Transfer Hub (Stacked funding)						\$500,000						\$500,000
	Security Cameras					\$50,000.00							\$50,000
ZEB Transition (ICT mandates)	Regional buses rplc Class H ZEB (4)			\$4,400,000			\$336,991	\$1,120,175					\$5,857,166
	H2 Interim Fuel Solution					\$1,000,000							\$1,000,000
	Hydrogen Fueling Infrastructure (Contingency)					\$500,000							\$500,000
Administration	IT upgrades & replacements of Computers & ser	\$80,000				\$20,000							\$100,000
	Three Copiers					\$35,000							\$35,000
Total		\$2,112,240	\$80,000	\$4,400,000	\$0	\$ 5,436,295	\$986,991	\$1,120,175	\$0		\$0	\$0	\$14,135,701

VICTOR VALLEY TRANSIT AUTHORITY

CAPITAL FUNDING SOURCE SUMMARY CHART

Program	Section 5307	Section 5339	CMAQ	LTF	STA	SB1/SGR	LCTOP	RINS Credits	5310	SB125	LCFS Credits	Project Cost
Direct Access												\$0
Fixed Route	\$800,000				\$200,000	\$150,000						\$1,150,000
BAT Facility & Yard					\$1,348,235							\$1,348,235
Microtransit												\$0
Hesperia Facilities & Yard	\$1,232,240	\$80,000			\$2,333,060	\$500,000						\$4,145,300
ZEB Transition			\$4,400,000		\$1,500,000	\$336,991	\$1,120,175					\$7,357,166
Administration	\$80,000				\$55,000							\$135,000
Total	\$2,112,240	\$80,000	\$4,400,000	\$0	\$5,436,295	\$986,991	\$1,120,175	\$0	\$0			\$14,135,701

Revenue Summary

OPERATING REVENUE SUMMARY

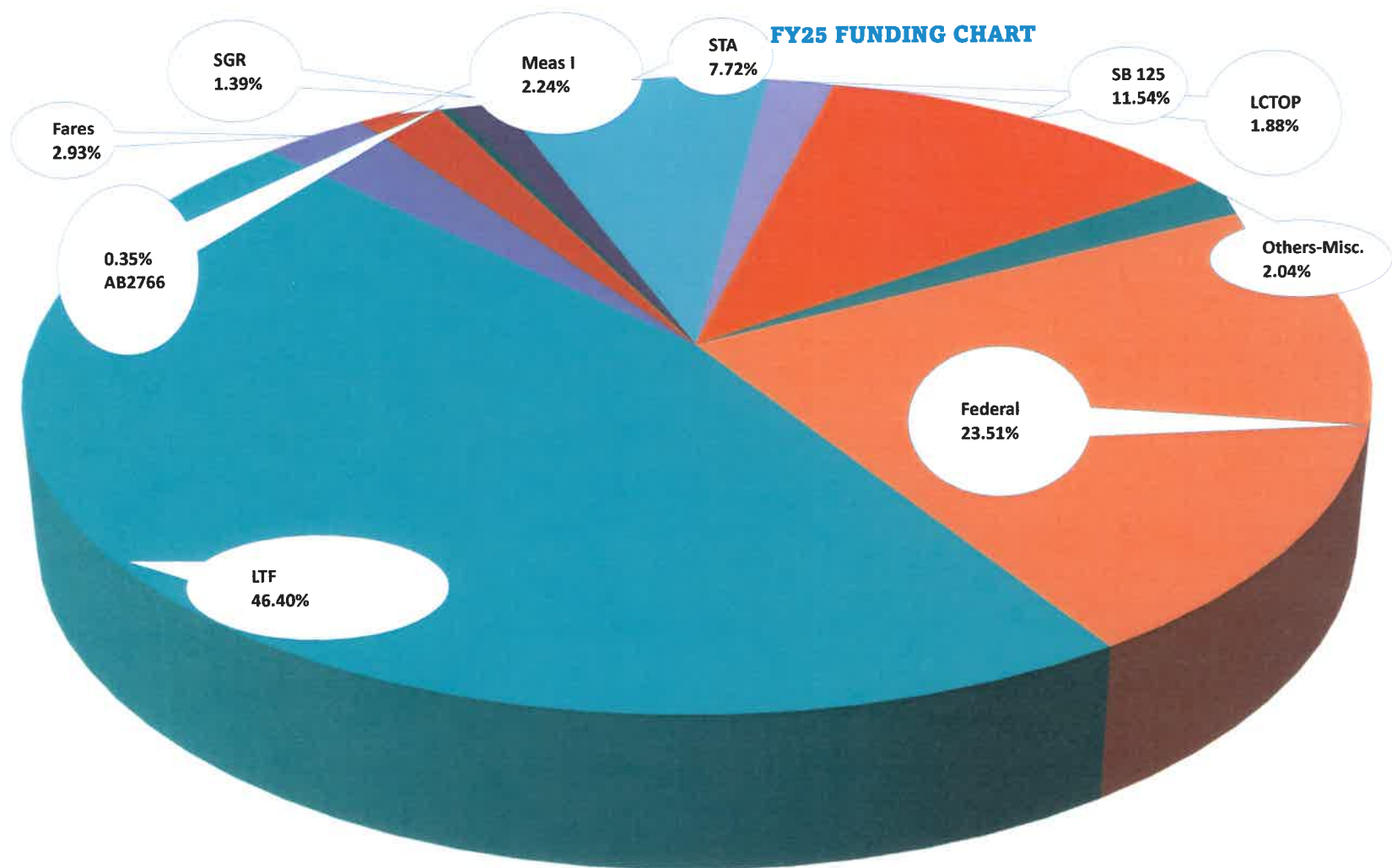
Source	FY 2025/26	FY 2024/25	\$ Change	% Inc/Dec
Section 5307	\$ 8,929,000	\$ 8,465,000	\$ 464,000	
LTF Operating Match	\$ 8,929,000	\$ 7,750,000	\$ 1,179,000	
Section 5311	\$ 985,529	\$ 1,003,565	\$ (18,036)	
LTF	\$ 23,962,923	\$ 22,968,085	\$ 994,838	
Measure I	\$ 1,591,400	\$ 1,960,600	\$ (369,200)	
AB 2766	\$ 250,000	\$ 250,000	\$ -	
LCTOP	\$ 210,000	\$ 200,000	\$ 10,000	
STA Pop MD (Trip Project Needles)	\$ 33,687	\$ -	\$ 33,687	
CNG Credits	\$ 160,000	\$ -	\$ 160,000	
Passenger Fares	\$ 2,074,500	\$ 2,126,970	\$ (52,470)	
SB 125 Operatting	\$ 8,178,826	\$ 6,663,069	\$ 1,515,757	
Other (Interest/Misc.)	\$ 1,448,866	\$ 1,295,000	\$ 153,866	
TOTAL:	\$ 56,753,731	\$ 52,682,289	\$ 4,071,442	8%

CAPITAL REVENUE SUMMARY

Source	FY 2025/26	FY 2024/25	\$ Change	% Inc/Dec
Section 5307	\$ 2,112,240	\$ 2,489,084	\$ (376,844)	
Section 5339	\$ 80,000	\$ 760,000	\$ (680,000)	
CMAQ demonstration	\$ 4,400,000	\$ 3,044,000	\$ 1,356,000	
LTF	\$ -	\$ 12,109,810	\$ (12,109,810)	
STAF	\$ 5,436,295	\$ 490,319	\$ 4,945,976	
SB 125 Capital	\$ -	\$ 9,065,000	\$ (9,065,000)	
CFI (competitive funds)	\$ -	\$ 4,250,000	\$ (4,250,000)	
SGR	\$ 986,991	\$ 1,597,666	\$ (610,675)	
LCTOP	\$ 1,120,175	\$ 1,152,018	\$ (31,843)	
CNG Credits	\$ -	\$ 960,015	\$ (960,015)	
TOTAL:	\$ 14,135,701	\$ 35,917,912	\$ (21,782,211)	-61%

COMBINED REVENUE SUMMARY

	FY 2025/26	FY 2024/25	\$ Change	% Inc/Dec
Operating Revenue	\$ 56,753,731	\$ 52,682,289	\$ 4,071,442	
Capital Revenue	\$ 14,135,701	\$ 35,917,912	\$ (21,782,211)	
TOTAL:	\$ 70,889,432	\$ 88,600,201	\$ (17,710,769)	-20.0%



Notice of Public Hearing for Federally Funded Program of Projects for Fiscal Year 2025/26

A Public Hearing and Regular Meeting of the Board of Directors will be held to solicit input and comments on the proposed use of Federal Funds. FTA Sections 5307, 5310, 5311, 5339, 5339(b), 5339(c), CMAQ, and other federal, state and local funds will be considered by the Board of Directors as part of the FY 25 Draft Annual Operating and Capital Budget.

Date: Monday, June 16th, 2025 Place: VVTA Board Room, 17150 Smoke Tree St., Hesperia

Time: 9:30 a.m.

The Victor Valley Transit Authority is, or may be applying for, operational and capital grants under Sections 5307, 5309, 5310, 5311, 5311(f), 5339, 5339(b) Bus and Bus Facilities, and 5339(c) Low or No Emission Vehicle Deployment Program (LowNo) of the Federal Transit Act, and Congestion Mitigation and Air Quality Improvement (CMAQ) grants following FTA guidelines.

PROJECT DESCRIPTIONS	SECTION 5307	SECTION 5311	SECTION 5339	CMAQ	TOTAL PROJECT COST
FY 2025-26 Estimated Apportionments	\$ 11,970,182	\$ 985,529	\$ 1,109,167	\$ 4,400,000	
FTA Operating Assistance	\$ 8,928,000				\$ 17,856,000
Rural Operating Assistance Unincorporated Areas of SB Cnty		\$ 985,529			\$ 10,651,209
Open Loop Payment System	\$ 800,000				\$ 1,000,000
Bus facility capital lease (Hsp)	\$ 1,232,240				\$ 1,540,300
Garage and Shop Equipment			\$ 80,000		\$ 100,000
Regional buses rplc Class H ZEB (4)				\$ 4,400,000	\$ 5,857,166
IT upgrades & replacements of Computers & servers	\$ 80,000				\$ 100,000
Total Operating & Capital Federal Assistance Funding	\$ 11,040,240	\$ 985,529	\$ 80,000	\$ 4,400,000	\$ 37,104,675

Those interested in commenting on the program of projects are invited to provide input or seek further information and are encouraged to either attend this public hearing or submit comments to VVTA. Questions or comments prior to the hearing may be directed in writing or by phone to the Clerk of the Board at 760.995.3588, at 17150 Smoke Tree St., Hesperia, CA 92345 or by publiccomments@vvta.org. The program of projects will become final with no further posting, unless amended.

**AGENDA ITEM
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA to serve as the designated administrator of Federal Transit Administration (FTA) Section 5310 funds for the Victorville--Hesperia--Apple Valley Large Urbanized Area (UZA).

SUMMARY STATEMENT

FTA's Section 5310 program provides funding to improve mobility for seniors and individuals with disabilities. In Large Urbanized Areas (UZA), the FTA requires a designated recipient or administrator to manage these funds.

In the Victorville--Hesperia--Apple Valley Large UZA, VVTA has offered to serve as the administrator of Section 5310 funds. This responsibility includes ensuring compliance with FTA requirements, administering the project selection process in coordination with SBCTA, and overseeing disbursement and oversight of awarded funds.

VVTA has coordinated closely with SBCTA to define a cooperative process for managing Section 5310 funding. Under this arrangement, SBCTA will continue to conduct the call-for-projects process in accordance with regional transportation planning priorities. VVTA, as the designated 5310 administrator, will collaborate with SBCTA in reviewing applications, awarding funds, and ensuring program compliance. This structure ensures that local needs are met effectively while aligning with regional and federal guidelines.

To support this role, VVTA has developed a comprehensive Program Management Plan (PMP) for the Section 5310 program. This document outlines policies and procedures for program administration, including eligibility criteria, project selection, monitoring, and reporting requirements. The PMP also includes the application form to be used during the call-for-projects cycle.

RECOMMENDED ACTION

- 1) Approve VVTA to serve as the designated administrator of Federal Transit Administration (FTA) Section 5310 funds for the Victorville--Hesperia--Apple Valley Large Urbanized Area (UZA); authorize staff to coordinate with San Bernardino County Transportation Authority (SBCTA) on the call-for-projects process; and
- 2) Adopt VVTA's Section 5310 Program Management Plan.

PRESENTED BY
Marie Downing
Grants Manager

FISCAL IMPACT
No immediate
fiscal impact

MEETING DATE
May19, 2025

ITEM NUMBER
8

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA to serve as the designated administrator of Federal Transit Administration (FTA) Section 5310 funds for the Victorville--Hesperia--Apple Valley Large Urbanized Area (UZA).

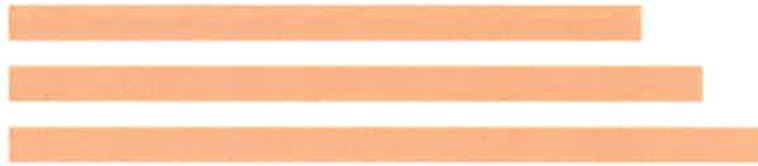
SUMMARY STATEMENT

VVTA will receive 5% of the total Section 5310 apportionment as administrative fees. For the FY24/FY25 apportionment of \$865,368, this equates to \$43,268 allocated to VVTA for administrative oversight and program management and a call for projects of \$822,100.

Upon board approval:

- VVTA staff will finalize coordination with SBCTA for the upcoming call-for-projects.
- The adopted Program Management Plan and application materials will be published and distributed.
- VVTA will begin administering the program as the official 5310 fund administrator for the Large UZA.

VICTOR VALLEY TRANSIT



PROGRAM MANAGEMENT PLAN

SECTION 5310 FEDERAL FUNDS

APRIL 2025

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Chapter 1 Program Management Plan Overview

1. Introduction

This Program Management Plan (PMP) describes Victor Valley Transit Agency's policies and procedures for administering the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. VVTA developed this PMP in accordance with current Federal Transit laws and regulations, as well as [Circulator 9070.1H](#)¹. This PMP outlines the 5310 Program requirements for [Victor Valley Transit Authority](#).

Roles and Responsibilities

San Bernadino County Transportation Authority (SBCTA) – is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. With respect to VVTA's Section 5310 Program, SBCTA will administer the Call for Projects, review the applications, and score and rank the projects.

Victor Valley Transit Agency (VVTA) – is responsible for providing public transit services to the Victor/Hesperia urbanized area. With respect to the Section 5310 Program, VVTA will administer and monitor sub-recipients of 5310 funds.

Additional Consulting Resources – SBCTA consults with agencies to provide support for the Section 5310 Program, as well as other various federal policies, such as Title VI and Coordinated Plan efforts.

1.2 Goals and Objectives

This PMP's goal is to describe the process for managing the FTA 5310 program for the Victor/Hesperia urban area (Appendix A). FTA provides financial assistance for transportation services that meet the needs of elderly individuals and individuals with disabilities. The objectives of this PMP are to:

- Meet the intent of the Section 5310 program and its current federal requirements
- Provide a framework for projects requesting funds through a fair and equitable process
- Identify/inform eligible agencies of 5310 program funds
- Outline a process for soliciting and evaluating 5310 proposals

¹ FTA Circular 9070.1H 5310 Program Guidance [FTA C 9070.1H](#)

- Ensure proposals respond to needs identified in the San Bernadino's current Human Services Transportation Coordination 2021 – 2025 Plan
- Establish requirements for projects to enter into grant agreements
- Summarize requirements for managing/reporting the progress of projects

This PMP is a living document. It will be updated (as needed) to incorporate any expansions and enhancements of the 5310 program.

1.3 5310 Program Background, Function, and Overview

Federal funding for transportation is apportioned by a federal transportation authorization, currently the Bipartisan Infrastructure Law, enacted as the Infrastructure Investment and Jobs Act (IIJA). Funding was previously apportioned under the Fixing America's Surface Transportation (FAST) Act of 2015, and before that the Moving Ahead for Progress in the 21st Century Act (MAP-21) of 2012. The IIJA continues the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, which funds transportation services to meet the special transportation needs of seniors and individuals with disabilities in all areas – large urban (200,000 or more in population), small urban (50,000-199,999 in population), and rural (under 50,000 in population). Section 5310 program funds apportioned to large urban areas are allocated using American Community Survey (ACS) 5-year data based on each area's share of seniors (i.e., persons 65 and older) and people with disabilities. Funding is available for the Federal Fiscal Year, for which it is awarded plus two additional years.

- VVTA will directly apply for 5310 through the FTA.
- VVTA is responsible for (a) developing this Plan and (b) managing applicants who are awarded funding, and (c) will use 10% of total grant dollars for the administration of grant funds to subrecipients.
- SBCTA, in conjunction with consultants, will help advertise the Call for Projects, review the applications, and score the projects.
- VVTA will pass through funds to other agencies through a competitive selection process, with the awardees being subrecipients of VVTA. If VVTA applies for funds directly, it is subjected to the same competitive process as subrecipients.

Eligible agencies will be invited to apply for funding during a process called **The Call for Projects**.

Eligible projects include both traditional capital investment and non-traditional investment beyond ADA complementary paratransit services. MAP-21 specifies that at least 55% of program funds are used for traditional 5310 capital projects for seniors and people with disabilities. The remaining funds (up to 45%) may be used for projects seeking to reduce barriers to transportation services and expand mobility options to people with disabilities beyond ADA requirements.

FTA may allocate additional special or one-time grant funding from non-Section 5310 sources, which may be administered through a separate Call for Projects or may be administered with Section 5310. VVTA is encouraged to [sign up](#) for FTA updates, to seek additional funding opportunities.

1.4 Purpose

VVTA is required to have an approved PMP on file with [FTA Region 9 Office](#) and update it regularly to incorporate any changes in program management or new requirements.

As of this writing, Rubi Sanchez at rubi.sanchez@dot.gov is VVTA's FTA liaison.

[FTA Circular 9070.1H Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions](#) provides guidance for Section 5310 projects. It covers project requirements, administration procedures, and other components of the program. This PMP serves as a supporting document to Circular FTA C 9070.1H, describing the roles for carrying out policies/procedures in VVTA jurisdiction's, satisfying the FTA requirement for a PMP.

Chapter 2 Coordinated and Related Plans

2.1 County's Human Services Coordinated Transportation Plan

Proposals for 5310 funding must meet a need or fill a service gap identified in the current San Bernadino Human Services Coordinated Transportation Plan. This plan is updated every five years. The plan identifies transportation needs low-income populations and individuals with disabilities and seniors.

2.2 California Transportation Plan

5310 awarded projects must be reflected in California's Federal Transportation Improvement Program (FTIP), which is a list of projects receiving federal transportation funding. VVTA works with SBCTA to incorporate 5310 projects into the FTIP.

2.3 5310 Program Management Plan Development

This PMP was developed in 2025 following establishment of the Section 5310 Program under VVTA. Circular FTA C 9070.1H does not dictate an update schedule for PMPs but notes on page VII-4 that *“FTA strongly encourages the recipient to issue timely revisions to the [PMP], particularly when information helpful to minority applicants, subrecipients, and third-party contractors is involved. When the recipient proposes significant revisions to the PMP it should give an opportunity to comment at the minimum to potential subrecipients of assistance, potential service providers, other state agencies and representatives of other funding sources, and any relevant state associations and professional organizations.”*

At a minimum, the PMP will be evaluated for changes when the San Bernadino County Human Services Coordinated Transportation Plan is updated and with every updated federal authorization. VVTA may review the PMP in advance of and following the biennial Section 5310 grant cycle.

Chapter 3. Program Performance Measures

The Government Performance Results Act (GPRA) requires FTA to establish performance goals/indicators to outputs for its programs. The performance measures described here are designed to fulfill FTA's obligations. The reporting and data collection measures for the 5310 Program will be described in the grant agreements with subrecipients.

3.1 Traditional Section 5310 Projects

A. Gaps in Service Filled – Measured by number of seniors and people with disabilities afforded mobility they would not have without program support because of traditional Section 5310 projects implemented in the current year.

B. Ridership - Actual or estimated number of rides (one-way trips) provided annually for individuals with disabilities and seniors on Section 5310–supported vehicles and services because of traditional Section 5310 projects implemented in the current year.

3.2 Other Section 5310 Projects

A. Increase/Enhancement of Service - related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities because of other Section 5310 projects implemented in the current reporting year.

B. Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact on the availability of transportation services for seniors and individuals with disabilities because of other Section 5310 projects implemented in the current reporting year.

C. Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities because of other Section 5310 projects implemented in the current reporting year.

Subrecipients will be required to report on these performance measures on a quarterly basis and annual basis. VVTA can consolidate all information into its annual report.

Chapter 4 5310 Funding Timeline and Approval Process

SBCTA and VVTA will adhere to the schedule below in developing a Program of Projects for the 5310 program. This schedule describes the sequence of events for the grant application period. The precise dates will vary for each grant cycle.

Action	Task	Helpful Notes
SBCTA and consultants will notify all eligible sub-recipients when 5310 funds become available.	Advertise 5310 funding through various means (i.e websites, newspapers, listservs).	SBCTA and consultants to document method of advertisement to ensure all potential sub-recipients are aware of funding opportunity.
SBCTA and consultants create Technical Scoring Committee (TAC) for 5310 application review	SBCTA and consultants provide scoring criteria to TSC to understand how to score and rank 5310 applications.	
SBCTA and consultants promote Call for Projects and associated applications	SBCTA collects applications (Appendix B) within a 2-week window.	SBCTA and VVTA to keep applications on file for future reference when monitoring sub recipient and audit purposes.
Applicant Workshop	During application window, SBCTA and consultants may host a workshop to assist applicants in completing their applications	Recording of the meeting should take place and be posted on SBCTA or VVTA website.
Application Review	SBCTA will forward eligible applications to TSC for review	
Applicant Notification	SBCTA and consultants will provide letters to approved applicants and describe responsibilities as sub recipients. SBCTA will also notify unsuccessful applicants and the reasons as to why they were unsuccessful.	
On-Going Monitoring/Oversight	VVTA will then take the responsibility to monitoring funding and administration of 5310 sub-recipients until the end of the project cycle.	

Chapter 5 Eligible Subrecipients

Eligible subrecipients under Section 5310 include:

- State and local governmental agencies
- Public and private transportation providers
- Social service agencies
- Tribal governments
- Non-profit organizations

- Private Non-Profit Organization

A private non-profit organization includes an association determined by the U.S. Secretary of the Treasury to be an organization described by 26 U.S.C 501(c). Proof of 501c status will be required when submitting a proposal.

- Private Taxi Operators as Subrecipients

Private operators of public transportation (shared-ride surface transportation) are eligible subrecipients. Private taxi companies that provide shared-ride taxi service to the general public (on a regular basis) are eligible subrecipients. “Shared ride” means two or more passengers in the same vehicle who are not traveling together. Every trip does not have to be shared-ride for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides. Further information regarding eligible subrecipients can be found on FTA Circular 9070.1G, Chapter III, Sections 5 - 7 2 49 U.S.C. 5310(b)(1) and (b)(2).²

Taxi companies providing *only* exclusive ride service are not eligible subrecipients; however, they may participate in the 5310 program as contractors.

Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with VVTA.

VVTA is encouraged to hold the title or record a lien against the title to vehicles; however, the taxi company may hold title to the accessible vehicle(s) as long as the agreement between VVTA and the taxi company establishing satisfactory continued control. Examples of acceptable means of establishing satisfactory continuing control include:

- VVTA may hold a lien on the vehicle purchased by the taxi company, or
- The contract includes provisions that require the accessible taxi to be used to provide transportation for seniors and people with disabilities, and state that the vehicle may not be removed from service or disposed of prior to the end of its useful life without written consent of the VVTA. VVTA accepts

² FTA Circular 9070.1G [FTA Circular 9070.1G - Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance and Application Instructions](#)

responsibility to ensure continued public transit use of vehicles (for Section 5310 purposes by the subrecipient) regardless of whether VVTA holds a title or lien against the title.

Chapter 6. Subrecipient Monitoring and Oversight

VVTA and its subrecipients must maintain:

- Program compliance
- Federal civil rights statuses and regulations compliance
 - Subrecipients are required to identify any lawsuits or complaints alleging discrimination in the service filed with the grantee.

All grant management will be conducted in accordance with FTA C 5010.1D.

6.1 Definitions

- **Designated Recipient** - Entity designated to receive and apportion funds to urban areas of 200,000 or more in population (VVTA)
- **Subrecipient/Sub Grantee** – Entity that receives federal assistance through VVTA rather than by FTA directly
- **Third Party Contractor/Lessee** – Entity that is awarded a contract, purchase order, or lease agreement from VVTA or subrecipient financed in whole/in part with by FTA

6.2 Budgeting, Application and Award Process

6.2.1 Budget Authorization

Matching funds must be identified by the subrecipient and approved by VVTA. Match funding source outside FTA standards must receive written approval from FTA to be used. Match funding should adhere to the following:

- From an eligible funding source under FTA guidelines
 - The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local service agency or private social service organization, or new capital. Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions.³
- Be available at the time of grant award
- No federal funds may be drawn without authorization and availability of match funding source
- Subrecipients must certify the use of local match with the submission of each invoice
- Subrecipients must provide quarterly reports that account for the use of local funds as match

³ FTA C 9070.1H

6.2.2 Grant Application Process

During application process, subrecipients will:

- Complete forms for project description/detail and budget and timeline/milestones
- Sign off on FTA Certifications and Assurances, completed annually, beginning on October 1
- Show proof of acceptable audit in accordance with the latest Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) if \$750,000 or more of federal funds are expended on an annual basis (including all federal sources)
- Submit construction projects/environmental requirements (e.g., Categorical Exclusions, State Historic Office, etc.).
- List of any revenue vehicles and/or changes to existing fleet plan.
- Produce confirmation letter indicating that sufficient local match funds will be available that identifies revenue sources and amounts; and is signed by an authorized representative of the organization submitting the application

B. No late applications will be accepted. Follow-up contact may occur if clarification is needed.

C. Applications will be scored by the Technical Scoring Committee.

D. VVTA's Board of Directors reviews TSC's recommendations. Approved applications will go to VVTA to administer funds.

E. SBCTA and consultants will provide letters (Appendix C) advising applicants of approval or not. The letter to applicants describes their responsibilities as subrecipients.

6.2.3 Grant Award

A. VVTA and its subrecipients will both identify a project manager responsible for grant administration and oversight. VVTA's project manager will serve as the main point of contact with the FTA. All grant management will be conducted in accordance with FTA C 5010.1D.⁴

B. VVTA will create a Subrecipient Grant Agreement (Appendix D) to be signed by all parties. The subrecipient will (a) complete the FTA's Annual Certifications/Assurances, and (b) provide a copy of audit in accordance with the latest Uniform Guidance if subrecipient expends \$750,000 or more of federal funding from all sources or audited financial statements if the \$750,000 threshold has not been met. The SGA specifies federal requirements including

- Procurement
- Disadvantaged Business Enterprise (DBE)
- Program-specific concerns
- Prior approvals
- Reporting requirements

⁴ FTA Circulator C 5020.1D [Grant Management Requirements_C_5010_1D](#)

- Invoicing
- Allowable activities per the work scope
- Allowable costs for work scope per approved budget

C. Subrecipients must adhere to the work scope and budget as outlined in SGA. To receive full reimbursement of eligible expenses, Subrecipient should read the SGA and any appendices to make sure all federal regulations are being adhered to.

D. Changes to the work scope require prior written approval from VVTA Project Manager. Requests for reimbursement may begin as soon as the SGA is executed, and federal funds are made available. Invoices must be for the net expense (i.e., total expense less match) actually incurred in direct support of the project. No reimbursement payments prior to the execution of SGA are allowed and advance payments to subrecipients are not allowed under the program.

E. The Subrecipient must certify the use of local match with each invoice submitted.

6.3 Subrecipient Financial Monitoring

VVTA monitors subrecipients to ensure all federal guidelines are met. FTA requires VVTA to take the following actions based on 2 CFR 200.332:⁵

- Evaluate each subrecipient's risk of noncompliance with Federal statutes and regulations
- Impose specific sub-award conditions if appropriate⁶
- Review of financial and performance reports
- Ensure subrecipient takes appropriate action on all deficiencies pertaining to the award detected through audits
- Issue a management decision for applicable audit findings pertaining to the Federal award provided

⁵ Code of Federal Regulations 200.332 eCFR :: 2 CFR 200.332 -- Requirements for pass-through entities.

⁶Code of Federal Regulations § 200.208 Specific conditions provides support in this effort CFR :: 2 CFR 200.208 -- Specific conditions.

Chapter 7 Eligible Projects

Summary

- Capital and operating expenses must support transportation services meeting the needs of seniors/individuals with disabilities.
- Trips must originate and/or conclude within the VVTA area
- At least 55% of any rural, small urban area, or large urban area's annual apportionment must be utilized for traditional public transportation capital projects (*It's not sufficient that seniors and individuals with disabilities are merely included among the people who will benefit from the project*) *
- Up to 45% of an area's apportionment may be used for non-traditional public transportation projects that exceed ADA minimum requirements, improve access to fixed-route service, and decrease reliance by individuals with disabilities on ADA complementary paratransit service
- FTA encourages projects that are open to the public to avoid unnecessary segregation of services.

**The grant application may assign less than the required 55% to non-traditional projects if other grants in the same fiscal year utilize more than the required 55%, so long as at least 55% of the total annual apportionment will be used for traditional projects. If so, a list of the other grants and the funding amounts must be included within the new grant application.*

7.1 Traditional Capital Expenses

A. Rolling stock/Related activities:

- Expansion/replacement buses or vans, and related procurement/testing/inspection/acceptance costs
- Vehicle rehabilitation or overhaul
- Preventive maintenance
- Radios/communication equipment
- Vehicle wheelchair lifts, ramps, and securement devices

Vehicle purchases are only allowed by subrecipients that are also direct recipients of FTA funds.

B. Passenger facilities

- Purchase/install of benches, shelters and other passenger amenities

C. Support facilities/equipment

- Extended warranties that do not exceed industry standard
- Computer hardware/software
- Transit-related intelligent transportation systems (ITS)
- Dispatch systems
- Fare collection systems

D. Lease of equipment when lease is more cost effective than purchase

When lease of equipment/facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, “Capital Leases,” 49 CFR part 639 and OMB Circular A–94

E. Acquisition of transportation services under a contract, lease, or other arrangement

Both capital and operating costs associated with contracted service are eligible capital expenses. Arrangements to provide subsidies are eligible expenses. Funds may be requested for contracted services covering a time of more than one year.

F. Mobility management support and coordination programs among public transportation providers and other human service agencies providing transportation.

Mobility management enhances access for populations beyond those served by one agency; and is intended to build coordination among existing providers. This includes:

- Promotion of access relating to integration of services for individuals with disabilities, seniors, and low-income individuals
- Short-term management support activities to implement coordinated services
- Support of state and local coordination policy bodies and councils
- Operation of transportation brokerages to coordinate providers, funding agencies, and passengers
- The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes
- Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems

7.2 Other Eligible Expenses

Up to 45% of 5310 funds may be used for operating expenses that exceed ADA requirements, improve access to fixed route services, and/or decrease reliance by individuals with disabilities on ADA complementary service.

7.2.1 Example Projects that Exceed the Requirements of the ADA

- Expansion of paratransit service beyond the 3/4 mile required by the ADA
- Expansion of paratransit hours (beyond those provided on the fixed route services)
- The incremental cost of providing same-day service
- The incremental cost of making door-to-door service available to all eligible ADA paratransit riders (but not on a case-by-case basis)
- Assisting riders through the door of their destination through additional labor
- Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations and labor costs of aides to help drivers assist passengers with oversized wheelchairs
- Accessible “feeder” service to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

7.2.2 Examples of Public Transportation Projects that Improve Accessibility

- Accessibility improvements to transit and intermodal stations not designated as key stations

7.2.3 Alternatives to Public Transportation Projects that Assist Seniors and Individuals with Disabilities with Transportation

- Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs, provided that the vehicle meets the same ADA requirements specified in 49 CFR part 38, subpart B, and permits a passenger whose wheelchair can be accommodated inside the vehicle.
- Supporting the administration/expenses related to voucher programs for transportation services offered by human service providers; vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

- Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program

7.3 Administration, Planning and Technical Assistance

- Up to 10% of VVTA's total fiscal year apportionment may be used to fund costs including administration, planning, and technical assistance for projects funded under Section 5310. Recipients may pass any portion of these funds, up to the allowable 10%, on to subrecipients for the same purpose. Because the program is continuously managed, the oldest funds available are drawn first regardless of the year of award for program activity. FTA encourages VVTA to identify all the available Section 5310 administrative funds they intend to use routinely in each biennial grant application. However, recipients may choose to accumulate Section 5310 administrative funds within their period of availability to augment the funds available for a special administrative need in a subsequent year. Recipients may accumulate Section 5310 administrative funds in the year of apportionment plus two years.
- If VVTA includes program administration expenses more than the 10% in its grant application, it must document the unused Section 5310 administrative funds from prior years available to augment the amount of administrative funds in the current apportionment.
- VVTA must document the availability of Section 5310 administrative funds in each grant application. The grant application should include a list of all other grants for administrative expenses that utilize funds from the same apportionment. The list must include the total amount of administrative funds included in each grant and the fiscal year in which the funds were apportioned. The list should account for all funds for administrative expenses added through grant budget revisions or amendments.

Chapter 8. Funding

8.1 Federal Share and Local Match

- The federal share of eligible capital costs is equal to 80% of the net cost of the activity.
- The federal share of eligible operating costs may not exceed 50% of the net operating costs of the activity.
- Recipients may use up to 10% of their apportionment to support program administrative costs.

The determination of whether an expense is a capital or operating expense for the purposes of calculating the federal and local match share is different from the determination of whether a project is a traditional capital project or another eligible project. Traditional projects generally have capital costs, while non-traditional eligible project types may include a mix of capital and operating costs. VVTA calculates the funding split between traditional capital projects and other eligible projects based on individual expenses.

Refer to the [FTA Uniform System of Accounts \(USOA\)](#) to determine if expenses should be considered capital expenses or operating expenses.

Appendix B demonstrates how expenses are allocated to determine if they contribute to the required percentage for traditional capital projects.

Chapter 9 Project Criteria

Methodology

FTA allows but does not require the use of selection criteria for awarding 5310 funding. Criteria were developed to guide application review and project selection. The following criteria were developed and are consistent with VVTA's PMP, San Bernadino's 2021-2025 Human Services Coordinated Transportation Plan, FTA's 5310 guidance, CalTrans guidance, and review of peer agency Program Management Plans.

Basic Screening Criteria

Criteria Question	Yes or No
Does the project meet the basic goals of the Section 5310 program?	
Is the project application complete, including attachments providing the budget and certified local match sources?	
Does the project serve trips that have an origin and/or destination within the VVTA area?	

If the answer to any of the basic screening criteria is “no”, the project is ineligible for funding and will not be scored.

Scoring Criteria for Traditional 5310 Projects

Section 1 Ability of Applicant 32 Points Max

Section 2 Coordination Planning 18 Points Max

Section 3 Transportation Service 20 Points Max

Section 4 Service Effectiveness 30 Points Max

Section 1: Ability of Applicant		
Question	Scoring	Points Awarded
Applicant has experience providing existing specialized transportation services for seniors or individuals with disabilities for	More than 5 yrs = 4 points 3 to 5 yrs = 3 points 1 – 3 yrs = 2 points Less than 1 yr = 0 points	
Or		
Applicant has experience in providing social services (non-transportation) for seniors or individuals with disabilities:	Demonstrates support from local CTSA = 2 Provides social services for more than 3 yrs = 2 points 1-3 yrs = 1 point Less than 1 yr = 0 points	
Scoring criteria for the following questions: 0 = Does not address question 1 = Addresses question without attaching relevant documentation 2 = Addresses question completely and attaches relevant documentation		
Driver Training Program	New and continuing driver training, including classroom and road testing = 2 Sensitivity Training, Emergency Preparedness, First Aid, and CPR = 2	
Dispatching Plan	Description of dispatching plan with ongoing training = 2	
Maintenance Plan	Daily pre-and post- trip inspection description with inspection forms = 2 Preventative and routine maintenance description, with maintenance schedule and forms = 2 Contingency plans for when equipment is not available for service = 2	
California Highway Patrol Inspections	Inclusion of satisfactory CHP or Caltrans inspection or documentation that such an inspection is not required = 2	
Annual Budget/Fund Sources	Agency describes other funding received or why other funding is not available = 2 Qualified audit for agency included with no instances of non-compliance = 2	
Emergency Operations and Response Planning	Emergency planning and drill activities, and county coordination. = 2 Identified available accessible vehicles (including capacity) to the county for use in emergency evacuations. = 2	
Proposed Budget for Transportation Program	All sources of estimated income are identified for proposed project = 2 Budget for applicant agency includes prior, current, and budget year = 2 Appropriate funding source for local match is identified = 2	
Total Maximum Points 32		

Section 2: Coordinated Plan Requirements	
0 – Does not address question and/or does not include Coordinated Plan section or page number 3 – Addresses question & indicated Coordinated Plan section and/or page number	
Question	Points Awarded
<p>Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).</p> <p>Generally describes available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, and ADA complementary Paratransit services as contained in the Coordinated Plan by section and/or page number.</p>	
<p>Element 2: An assessment of transportation needs for individuals with disabilities or seniors. This assessment can be based on the experiences and of the planning partners or on more sophisticated data collection efforts, and gaps in service.</p> <p>Describes transportation needs of individuals with disabilities or seniors to be served by the proposed project as contained in the Coordinated Plan by section and/or page number.</p>	
<p>Element 3: Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery. 3. Identifies coordination strategies activities and/or efficiencies by name.</p> <p>Accurately describes how this project addresses strategies, activities and/or efficiencies. Includes section and/or page number of Coordinated Plan.</p>	
<p>Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.</p> <p>Identifies the Coordinated Plan's implementation priorities. Accurately describes how this project addresses them. Includes section and/or page number of Coordinated Plan.</p>	
Total Maximum Points 12	

Section 2: Coordination – Use of Vehicles/Equipment (3 points each)	
Question	Points Awarded
Clearly describes how vehicles, equipment or services in agency's existing fleet are used to provide coordinated service for another agency's clients or how these vehicles are shared with another agency(s).	
<p>Clearly describes plan for coordinating use of requested vehicle(s) or equipment. (1 point per type of coordination or sharing of resources, up to 3 points.)</p> <p>Examples: · Shared use of vehicles · Dispatching or scheduling · Maintenance · Back up transportation · Staff training programs · Joint procurement of services and supplies from funding sources other than Section 5310 · Active participation in local social service transportation planning process · Coordination of client trip(s) with other transportation agencies · Other – please describe</p>	
OR	
Clearly identifies attempts the agency has made to coordinate. Explain why coordinating isn't possible. Provides supporting documentation letter from CTSA or RTPA confirming that no opportunities for coordination currently exist for requested equipment.	
Total Points Maximum 6	

Section 3: Transportation Service		
Type of Replacement Vehicle	Existing Vehicle Miles/Age	Score
Minivan (Class D), Standard Van (Class V)	175,000 to 200,000 or 8 years – 20 points 150,000 to 174,999 or 7 years – 15 points 125,000 to 149,999 or 6 years – 10 points 100,00 to 124,999 or 5 years – 5 points Less than 100,000 miles or 4 years old not eligible – 0 points	
Small Bus (Class A), Medium Bus (Class B), Large Bus (Class C)	225,000 - 250,000 or 9 years – 20 points 200,000 – 224,999 or 8 years – 15 points 175,000 – 199,999 or 7 years – 10 points 150,000 – 174,999 or 6 years – 5 points Less than 150,000 or 5 years not eligible – 0 points	
Large Bus (Class E)	275,000 – 300,000 or 11 years – 20 points 250,000 – 274,999 or 10 years – 15 points 225,000 – 249,999 or 9 years – 10 points 200,000 – 224,999 or 8 years – 5 points Less than 200,000 or 7 years not eligible – 0 points	

Replacement: Determination that an applicant's vehicle needs to be replaced to continue its existing transportation services. For each new vehicle requested a vehicle currently in active service will be removed and sold or placed into backup service. Sedans and SUVs are no longer eligible as replacement vehicles.

Active Service: Vehicle is providing service throughout the agency's normal days and hours of operation. **Excessive Maintenance:** Vehicle does not meet minimum useful life but needs to be replaced due to excessive maintenance. Requests must have prior approval from the Branch Chief of Specialized Transit Grants.

Use chart below to score replacement vehicle

Type of Vehicle	VIN – last 5	Disposition/Sell Or Back Up	Mileage	Age	Score
Total Maximum Points 20					

Section 4: Service Effectiveness	
Determination that requested additional equipment would be fully utilized (days and hours, passenger trips, service area) including usage of vehicle by another agency through a coordination plan.	
Scoring	Points Awarded
Projected service hours per week to be provided with requested vehicle will increase total existing service hours by: > 38 = 7 points 36 to 38 = 6 points 33 to 35 = 5 points 30 to 32 = 4 points 27 to 29 = 3 points 24 to 26 = 2 points 20 to 23 = 1 points < 20 hours = 0 points	
Projected number of daily one-way Passenger Trips divided by Proposed total vehicle service hours: > 7 per service hour = 7 points 7 = 6 points 6 = 5 points 5 = 4 points < 2 per service hour = 0 points	
Projected number of miles for proposed vehicle per day is: >105 miles per vehicle = 6 points 91 – 105 = 5 points 76 – 90 = 4 points 61 – 75 = 3 points 46 – 60 = 2 points 30 to 45 = 1 point > 30 miles = 0 points	
Total Points Maximum 20	

Criteria	Points	Score
Equipment will coordinate fleet of 10 or more vehicles		
10	15	
9	13	
8	11	
7	9	
6	7	
5	5	
4	3	
1-3 vehicles	1	
Applicant is currently using a manual system for scheduling, vehicle tracking, etc. And/or has no dispatch communication equipment.	5	
OR		
Applicant needs to replace inadequate equipment to improve efficiency.	More than 5 yrs = 5 points 3 – 5 yrs = 3 points Less than 3 yrs = 0 points	
Total Points Maximum 20		

Scoring Criteria for Non-Traditional 5310 Projects

Project Need	Points Available
Support 5310 program objective?	0-10
Degree of increasing or enhancing availability of service for 5310 population?	0-10
Project Planning/Implementation	
Coordination w/partners?	0-5
Timeline realistic?	0-5
How will it be marketed?	0-5
Project Budget and Grant Management	
Does budget identify anticipated project costs and revenues?	0-10
Identified matching funds?	0-10
Is there a commitment to life of project beyond grant resources?	0-10
Program Effectiveness and Evaluation	
Describe data collection and documentation	0-10
Propose monitoring measurable indicators of success	0-10
Agency Preparedness and Capacity	
Experience with type of project before?	0-5
Experience with financial responsibilities and reporting?	0-5
Demonstrate ability to manage risk?	0-5

Chapter 10 5310 Program Management

10.1 Maintenance

Subrecipient must maintain its facilities, vehicles, and other substantial assets. Subrecipients are required to submit an annual Owned Rolling Stock Inventory to VVTA, which includes:

- Year/Make/Model/Vehicle Identification Number
- Agency Vehicle Number
- Condition
- Remaining Useful Life
- Replacement Cost
- ADA Accessibility

The information obtained from these inventories will become part of the inventory record. VVTA and sub-recipients should maintain equipment maintenance and inspection records for equipment procured with 5310 funds. Subrecipients are required to service the vehicle(s) and equipment, in accordance with the maintenance schedules, and to keep records to show that service was completed. Each recipient will submit certification that service is completed at least as scheduled per the owner's manuals.

10.2 Procurement

When procuring property, supplies, equipment, or services with funds from an FTA grant, VVTA and subrecipients that are not states and their subrecipients must comply with FTA procurement requirements at 2 CFR part 200 and guidance contained in the current [FTA Circular 4220.1](#)

10.3 Pre-Award and Post-Delivery Reviews

Procurements for vehicles, other than sedans or unmodified vans, must be audited in accordance with [49 CFR part 663](#), "Pre-Award and Post-Delivery Audits of Rolling Stock Purchases." The regulation requires any recipient or subrecipient that purchases rolling stock for use in revenue service with funds obligated after October 24, 1991, to conduct a pre-award and post-delivery review to ensure compliance with its bid specifications, Buy America requirements, and federal motor vehicle safety requirements, and to complete specific certifications. Purchase of more than twenty vehicles for use in areas under 200,000 in population (more than ten, for large urban areas), other than unmodified vans or sedans, require in-plant inspection. In the case of consolidated state procurements on behalf of multiple subrecipients, the in-plant inspection requirement is triggered only if a single subrecipient will receive more than ten or more than twenty vehicles, depending on area size.

10.4 Civil Rights

VVTA and its subrecipients comply with the requirements under Title VI of the Civil Rights Act of 1964. VVTA will receive assistance from SBCTA and associated consultants to ensure sub-recipients are up to date on Title IV Plans.

VVTA will seek written certification of compliance pertaining to the following:

- Civil Rights
- Title VI
- Equal Employment Opportunity (EEO)
- Disadvantage Business Enterprise (DBE)

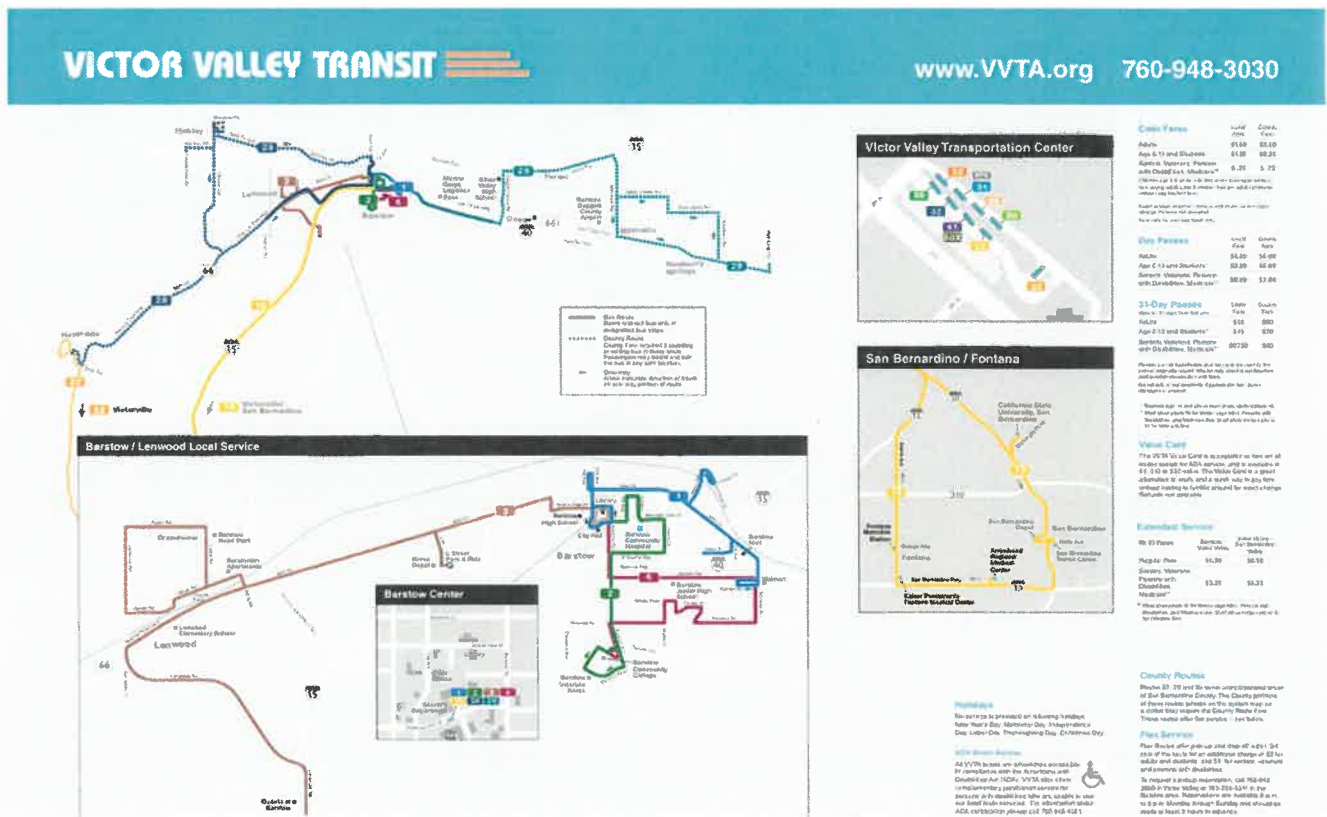
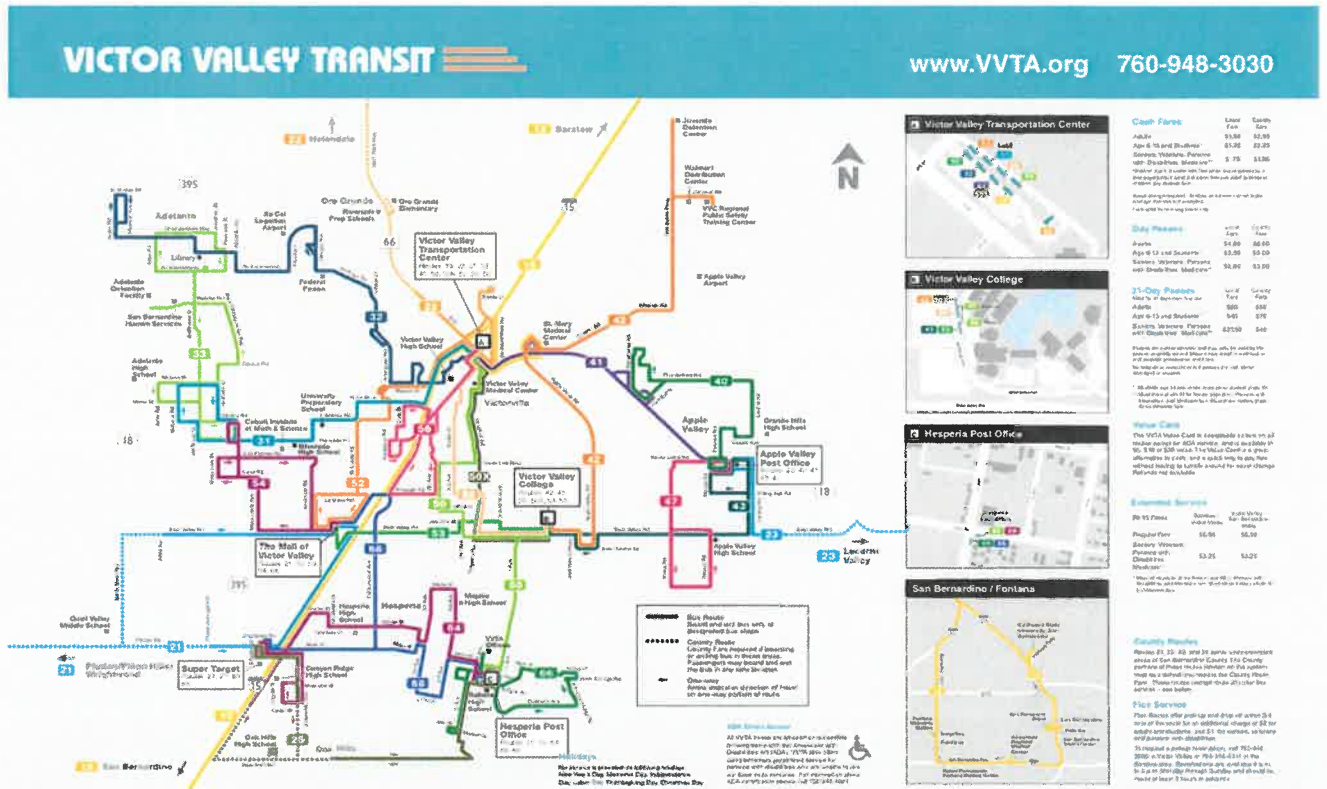
VVTA will be informed (in writing), of any lawsuit, litigation or civil rights complaints made against subrecipient. VVTA will accept (in writing), any updates on the status or outcome of active/pending lawsuits throughout the period of the grant.

As of this writing, AMMA Transit Consulting (through its contract with SBCTA) assists agencies with their Title VI if requested).

10.5 Assurances

VVTA signs the FTA Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements, which binds VVTA to all civil rights 28 Section 5310 Program Management Plan requirements. VVTA subrecipients must comply with the FTA's Annual List of Certifications and Assurances as stated in their grant agreements with VVTA.

Appendix A Victor Valley Service Area



Appendix B 5310 Sub-Recipient Application Form Traditional Projects



SEE SEPARATE ATTACHMENT

Appendix B 5310 Sub-Recipient Application Form Non-Traditional Projects



SEE SEPARATE ATTACHMENT

Appendix C Subrecipient Approval Letter



Date

Name

Address

City, State Zip

Re: Subrecipient Project X, Federal Transit Administration Apportionment VVTA Application for Federal Transit Administration funding

Dear Subrecipient:

Congratulations! SBCTA, in conjunction with Victor Valley Transit Authority, as the designated recipient of Federal Transit Administration (FTA) funds for the Victor/Hesperia urban area, approved your application for Section 5310 funding. By accepting these federal funds, your organization will be recognized as a subrecipient and is subject to all FTA federal requirements. You will be assigned a VVTA project manager for project oversight and he/she will coordinate the process with you. The Subrecipient Grant Agreement is attached to this letter; however, no agreement will be made until the federal award is received.

Once the VVTA Project Manager contacts your agency, please send all questions regarding compliance or needs for approval directly to them so the PM can track the required approvals or changes to your project.

Until the Subrecipient Grant Agreement is signed, funding is not available to your agency.

VVTA looks forward to working with you throughout the grant process.

Regards,

The SBCTA Transit Team

Appendix D Subrecipient Grant Agreement

SECTION 5310 GRANT PROGRAM FUND TRANSFER AGREEMENT BETWEEN VICTOR VALLEY TRANSIT AUTHORITY AND SUBRECIPIENT NAME

AGREEMENT NO. INSERT NUMBER

This (AGREEMENT) is between Victor Valley Transit Authority (VVTA) and Subrecipient, (referred to as “SUBRECIPIENT”). VVTA and SUBRECIPIENT are also collectively referred to as “the Parties.”

RECITALS

- A. VVTA and SUBRECIPIENT, pursuant to the Infrastructure Investment and Jobs Act (IIJA), are authorized to enter into this AGREEMENT pertaining to federal funding committed for Section 5310 (collectively “Section 5310 funds”) that VVTA is responsible for allocating within its jurisdiction. Section 5310 funds are provided by the Federal Transit Administration (FTA) to VVTA as the designated recipient, therefore various federal requirements and certifications will apply to SUBRECIPIENT as part of this AGREEMENT.
- B. SUBRECIPIENT has agreed to implement the **NAME OF PROJECT**
- C. (Project), subject to the terms and conditions of the Section 5310 Program and this AGREEMENT.
- D. All services performed by SUBRECIPIENT pursuant to this AGREEMENT must be performed in accordance with all applicable federal, state, and local laws, ordinances, regulations and policies, including, but not limited to, VVTA?
- E. Project funding is as follows: **INSERT PROJECT NAME, FUNDS AVAILABLE AND LOCAL MATCH**

In consideration of the recitals above, and the mutual promises of the Parties, SUBRECIPIENT and VVTA agree as follows:

AGREEMENT

GRANT AWARD

- A. The total amount payable to SUBRECIPIENT by VVTA pursuant to this AGREEMENT will not exceed the amount shown on the first page of this AGREEMENT (**Fund Limit**).
- B. It is agreed and understood that this Fund Limit is a ceiling and that VVTA will only reimburse the allowable cost of services rendered in accordance with the AGREEMENT. The actual amount reimbursed by VVTA may be less than the **Fund Limit**.

TERM OF AGREEMENT

- A. The effective date of this AGREEMENT is the last date on which a party executes this AGREEMENT. VVTA authorizes SUBRECIPIENT to begin working on the Project, and SUBRECIPIENT agrees to undertake Project work, promptly after receiving a written Notice to Proceed from VVTA. SUBRECIPIENT must not proceed with the Project and is not eligible to receive payment for work performed, prior to VVTA issuance of a written Notice to Proceed. This AGREEMENT will terminate **Insert Number of Years** after the effective date unless it is amended in writing by the Parties.

LOCAL MATCH FUNDS

SUBRECIPIENT must provide matching funds from a source other than federal DOT funds, in the percentage shown on the first page of this AGREEMENT (Match Percentage) of the actual cost of the Project. If the full **Fund Limit** is paid by VVTA, the SUBRECIPIENT's match amount is estimated to be the amount shown on the first page of this AGREEMENT. If the actual cost of the project exceeds the **Fund Limit**, SUBRECIPIENT is responsible for 100% of the actual cost greater than the **Fund Limit**.

Reimbursement of credits for local matching funds will be made or allowed only for work performed on and after the Notice to Proceed date and prior to the termination date of this AGREEMENT, unless expressly permitted by VVTA in writing as permissible local match expenditures made prior to the effective date of this AGREEMENT.

SUBRECIPIENT agrees to contribute the greater of the statutorily or other required Match Percentage (other than federal DOT funds or fare revenues), if any is specified within this AGREEMENT or in any attachment, toward the actual cost of the services described in the Project Description. SUBRECIPIENT must maintain a cumulative match contribution to the Project that meets or exceeds the required matching funds percentage shown on the first page of this AGREEMENT.

PROJECT COMPLETION AND USE OF FUNDS

SUBRECIPIENT agrees to complete the Project as described in the Project Description using the awarded federal funds provided under the AGREEMENT and any matching funds committed to solely for the Project.

NOTIFICATION OF PARTIES

SUBRECIPIENT's Project Manager is **INSERT SUBRECIPIENT PM NAME**

VVTA's Program Manager is **Insert VVTA PM Name**

All notices will be deemed to have been fully given when made in writing and received by the Parties at their respective addresses below. SUBRECIPIENT must notify VVTA of any change to its Project Manager no later than 15 days after the change has been made.

VVTA CONTACT INFO

SUBRECIPIENT CONTACT INFO

SCOPE OF PERFORMANCE

- A. This AGREEMENT was awarded based on the application submitted by SUBRECIPIENT with the intention that the awarded funds are used to implement the Project described in the Project Description. Any deviation from the Project Description must be approved in advance by written amendment if grant funds are to be used for such changes. If SUBRECIPIENT believes substantive changes need to be made to the Project, SUBRECIPIENT will immediately notify VVTA in writing. VVTA will then determine whether the Project is still consistent with the overall objectives of the 5310 Program and whether the changes would have negatively affected the Project ranking during the grant application process. VVTA reserves the right to have the AGREEMENT funding withheld or refunded due to substantive Project changes.
- B. SUBRECIPIENT must prioritize the service funded by this AGREEMENT for the target population, ensuring that at least 80% of the service is provided for older adults and individuals with disabilities. If vehicles are funded through this agreement must be operated at least 20 hours per week for the duration of its minimum useful life.
- C. SUBRECIPIENT must make diligent and timely progress toward completion of the Project within the timeline set forth in the Project Schedule, which is included in the Project Description.
- D. In the event SUBRECIPIENT encounters or anticipates difficulty in meeting the Project Schedule, SUBRECIPIENT shall immediately notify the VVTA Program Manager in writing and shall provide pertinent details, including the reason(s) for the delay in performance and the date by which SUBRECIPIENT expects to complete performance. SUBRECIPIENT's notification will be informational and VVTA's receipt of it is not a waiver by VVTA of a project delivery schedule or date, or any rights or remedies provided by this AGREEMENT.

PROJECT BUDGET

The SUBRECIPIENT and VVTA agree to a Project Budget that is set forth in the Project Description. The SUBRECIPIENT and/or third-party contractor(s) will incur obligations to the Project only as authorized by the Project Budget. SUBRECIPIENT may, with prior written approval from VVTA's Program Manager, reallocate funds between tasks in the Project Budget if all of the following conditions are met:

- The funds to be reallocated do not exceed an aggregate amount of 10% for any task in the Project Budget
- Reallocation does not negatively impact the benefits obtained from the Project
- There is no increase to the Fund Limit or decrease to the Match Percentage shown on the first page of this AGREEMENT.
- Any other changes to the Project Budget require the issuance of an amendment to the AGREEMENT

MONITORING AND COMPLIANCE

SUBRECIPIENT's performance will be monitored for consistency with the Project Description. VVTA will utilize the "5310 Grant Monitoring Checklist," on the [VVTA web page](#) to document compliance using both cost and non-cost performance indicators.

SUBRECIPIENT's performance will be measured against the Performance Targets included in the Project Description during the term of this AGREEMENT. If the SUBRECIPIENT does not achieve minimum performance requirements, VVTA will issue SUBRECIPIENT a written Notice to Complete a Corrective Action Plan pursuant to VVTA's Plan (PMP). VVTA will utilize the VVTA 5310 Grant Monitoring Checklist at regular site visits or desk reviews to verify compliance with provisions in this AGREEMENT and document compliance deficiencies.

SUBRECIPIENT must comply with the most recently approved version of VVTA's PMP. A copy of the PMP can be obtained from the VVTA web page. In the case of a conflict between the PMP and this AGREEMENT, this AGREEMENT prevails.

FUNDING REQUIREMENTS

It is mutually understood between the Parties that this AGREEMENT has been written for the mutual benefit of both Parties to avoid program and fiscal delays that would occur if the AGREEMENT was executed only after ascertaining the availability and appropriation of funds.

This AGREEMENT is valid and enforceable only if sufficient funds are made available to VVTA by the FTA for the purpose of this Project. In addition, this AGREEMENT is subject to any additional restrictions, limitations, conditions, or any statute enacted by VVTA's Board of Directors, Congress or the State Legislature that may affect the provisions, terms, or funding of this AGREEMENT in any manner.

It is mutually agreed that, if the Congress or the VVTA Board of Directors does not appropriate sufficient funds for the program and Project, this AGREEMENT will be amended to reflect any reduction in funds.

VVTA has the option to void this AGREEMENT under the termination clause or to amend this AGREEMENT to reflect any reduction of funds. In the event of an unscheduled termination, VVTA may reimburse or offset SUBRECIPIENT costs in accordance with the provisions of this AGREEMENT.

COST PRINCIPLES

SUBRECIPIENT agrees to comply with 2 CFR 200 and Part 1201, including but not limited to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, as applicable.

SUBRECIPIENT agrees, and will cause its third-party contractors to agree, that (a) Contract Cost Principles and Procedures and Federal Acquisition Regulations System under 2 CFR 200 and Part 1201 will be used to determine the allowability of individual Project cost items; and (b) all Parties

must comply with federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Part 1201, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the following attachments to this AGREEMENT: Standard Federal Provisions (Federal Transit Administration) and the Federal Provisions for the 5310 Program Enhanced Mobility of Seniors and Individuals with Disabilities.

Any Project costs for which SUBRECIPIENT has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR 200 or Part 1201 are subject to repayment by SUBRECIPIENT to VVTA by offset or other means approved by VVTA. Should SUBRECIPIENT fail to reimburse moneys due VVTA within 30 calendar days of discovery or demand, VVTA is authorized to intercept and withhold future payments due to SUBRECIPIENT from VVTA.

REPORTS AND DATA COLLECTION

SUBRECIPIENT must submit written progress reports no less frequently than quarterly to allow VVTA to determine if SUBRECIPIENT is performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed. Grant Progress Reports including Project data establishing SUBRECIPIENT's performance as compared to the Performance Targets included in the Project Description must be provided by SUBRECIPIENT to VVTA at least quarterly. The standardized SUBRECIPIENT reporting forms will be provided by the VVTA Program Manager if online software is not available.

In order to track the types of persons served by SUBRECIPIENT for Title VI, as well as provide information to SUBRECIPIENT to help it better serve its clients, SUBRECIPIENT must collect client demographic information at least quarterly, and report those data to VVTA on an annual basis or upon request, on a form to be provided by VVTA.

INDEMNIFICATION AND LIABILITY

SUBRECIPIENT agrees to indemnify, defend (with counsel reasonably approved by VVTA) and hold harmless the VVTA and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this AGREEMENT from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by VVTA on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. SUBRECIPIENT indemnification obligation applies to the VVTA's "active" as well as "passive" negligence but does not apply to the VVTA's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782.

INSURANCE

General Liability Insurance: The Subrecipient shall maintain Commercial General Liability Insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. VVTA and the Federal Transit Administration shall be named as additional insureds.

Auto Liability Insurance: The Subrecipient shall maintain Automobile Liability Insurance covering all owned, hired, and non-owned vehicles used in connection with the performance of this agreement, with a combined single limit of not less than \$1,000,000 per occurrence. Vehicles acquired through this contract must be listed on the policy.

Workers' Compensation and Employer's Liability: The Subrecipient shall maintain Workers' Compensation Insurance as required by state law and Employer's Liability Insurance with a limit not less than \$500,000 per accident, \$500,000 per disease per employee, and \$500,000 disease policy limit.

Property Insurance (for vehicles or equipment): The Subrecipient shall maintain property insurance covering vehicles and equipment acquired under this agreement for the full replacement value. Coverage shall include comprehensive and collision with a deductible not to exceed \$1,000.

Certificate of Insurance: The Subrecipient shall provide current certificates of insurance evidencing the above coverages prior to the execution of this agreement and annually thereafter. All policies must provide 30 days' notice prior to cancellation.

PURCHASES BY SUBRECIPIENT

All Purchases

Prior authorization in writing by VVTA is required before SUBRECIPIENT enters into any third-party contract exceeding \$10,000. SUBRECIPIENT must provide an evaluation of incurring such costs. Any third-party contract with a value exceeding \$10,000 must be competitively bid by SUBRECIPIENT, or the absence of bidding must be adequately justified in a Sole Source Justification and prior authorization to enter into the sole source contract must be obtained from VVTA. SUBRECIPIENT must maintain ownership of any real or personal property purchased using AGREEMENT funding (Property) and must use such Property only for the purposes set forth in this AGREEMENT. The Parties agree in good faith to ensure the continued use of the Property for the purposes intended. The useful life of the Property will be specified in the Project Description.

SUBRECIPIENT must maintain each piece of Property in good operating order. SUBRECIPIENT agrees to make all maintenance records available to VVTA and include them in reports. VVTA and the FTA have the right to conduct periodic maintenance inspections for the purpose of confirming the existence, condition, and proper maintenance of the Property. SUBRECIPIENT must notify VVTA within 72 hours if a vehicle is placed out of service for more than fourteen calendar days.

Any Property purchased because of this AGREEMENT is subject to the following:

- SUBRECIPIENT must maintain an inventory record for each piece of non-expendable Property purchased or built with funds provided under this AGREEMENT.
- The inventory record of each piece of such Property must include, but not be limited to, the description, I.D. number, acquisition date, cost, grant-funded percentage, grant number, useful life, location, use and condition, disposition action, title holder, and/or any other information necessary to identify said Property. (2 CFR 200).
- Non-expendable Property so inventoried are those items of Property that have a normal life expectancy of one year or more and an approximate unit price of \$5,000 or more. In addition, theft-sensitive items of Property costing less than \$5,000 shall be inventoried. A copy of the inventory record must be submitted to VVTA upon request.

2 CFR 200 requires credit to Federal funds when participating Property with a fair market value greater than \$5,000 is credited to the Project.

VVTA and SUBRECIPIENT agree that if a piece of Property is utilized for transportation services it shall be provided in a nondiscriminatory manner. VVTA agrees to provide any necessary Title VI reporting to the federal government. SUBRECIPIENT agrees to provide 12 such technical assistance and information as necessary for the development of that Title VI report.

THIRD-PARTY CONTRACTING

SUBRECIPIENT must perform the work contemplated with resources available within its own organization and no portion of the work will be completed by a third-party contractor without written authorization by VVTA. Any third-party contract entered into because of this AGREEMENT must contain all the provisions in this AGREEMENT that are applicable to SUBRECIPIENT's third party contractor. By requesting approval from VVTA for use of a third-party contractor, SUBRECIPIENT will be asserting to VVTA that it has an independent contractor relationship with that third-party contractor that meets the requirements under California law.

SUBRECIPIENT must execute and cause its third-party contractors to execute debarment and suspension certificates stating they have not been disqualified from doing business with the federal

government. SUBRECIPIENT must provide signed debarment and suspension certificates to VVTA in advance of utilizing any third-party contractor. Any third-party contract entered into by SUBRECIPIENT because of this AGREEMENT must mandate that travel and per diem reimbursements and third-party contract reimbursements will be allowable as Project costs only after those costs are incurred and paid for by the third-party contractor.

SUBRECIPIENT must ensure that local match funds used for the Project meet the requirements outlined in this AGREEMENT in the same manner as is required of all other Project expenditures.

Although SUBRECIPIENT may delegate any or almost all Project responsibilities to one or more third-party contractors at any tier, SUBRECIPIENT agrees that it, rather than any third-party contractor, is ultimately responsible for compliance with all applicable laws, regulations, and this AGREEMENT.

COMPLIANCE WITH LABOR AND OTHER LAWS

If this Project will result in the construction, alteration, modification, or maintenance of a “Public Work,” as that term is defined in the Labor Code, then SUBRECIPIENT must conform to the provisions of the Labor Code applicable to Public Works as set forth in sections 1720 through 1815, all applicable regulations of the Department of Industrial Relations, and determinations of coverage as issued by the Director of Industrial Relations.

SUBRECIPIENT must include in all third-party contracts funded by this AGREEMENT which contemplate the actual construction of a Public Works project paid for by funds allocated under this AGREEMENT, a clause that requires each third-party contractor to comply with California Labor Code requirements that all workers employed on public works projects (as defined in California Labor Code 1720-1815) will be paid not less than the general prevailing wage rates predetermined by the Director of the State Department of Industrial Relations.

SUBRECIPIENT must comply with all federal, state, and local laws and ordinances applicable to this AGREEMENT. This includes compliance with laws defining independent contractors, when applicable. SUBRECIPIENT must pass all the provisions in this section through to its third-party contractors at any tier.

SUBRECIPIENT must be aware of the requirements of the Immigration Reform and Control Act of 1986 and comply with those requirements, including, but not limited to, verifying the eligibility for employment of all agents, employees, consultants, and subcontractors that are contemplated by this AGREEMENT.

SUBRECIPIENT represents and warrants to VVTA that it has all necessary licenses, permits, qualifications and approvals, of whatever nature, that are legally required for it to operate legally.

SUBRECIPIENT further represents and warrants to VVTA that it shall keep in effect at all times during the term of this AGREEMENT any licenses, permits, and approvals that are required for it to be performed under this AGREEMENT.

The State Fire Marshal adopts building standards for fire safety and panic prevention. When applicable, SUBRECIPIENT must assure that any relevant Project plans meet the standards of the State Fire Marshal to ensure consistency with fire protection standards.

RECORDS RETENTION AND AUDITS

SUBRECIPIENT and its third-party contractors at any tier must establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line item for the Project. The accounting system of SUBRECIPIENT, and its third-party contractors at any tier, must conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of SUBRECIPIENT and its third-party contractors at any tier connected with Project performance under this AGREEMENT must be maintained for a minimum of three years from the date of the SANDAG final payment to SUBRECIPIENT and be held open to inspection, copying, and audit by representatives of SANDAG and auditors representing the federal or state government. Copies must be furnished by SUBRECIPIENT and its third-party contractors at any tier upon receipt of any request made by VVTA.

SUBRECIPIENT and its third-party contractors at any tier will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by VVTA for the purpose of any investigation to ascertain compliance with this AGREEMENT.

CHANGES IN TERMS OR CONDITIONS

This AGREEMENT may be amended or modified only by mutual written agreement of the Parties. SUBRECIPIENT agrees to notify VVTA immediately, in writing, of any change in local law, conditions (including its legal, financial, or technical capacity), or any other event that may adversely affect SUBRECIPIENT's ability to perform the Project in accordance with the terms of this AGREEMENT. SUBRECIPIENT also agrees to notify SANDAG immediately, in writing, of any current or prospective major dispute, breach, default, or litigation that may adversely affect VVTA interests in the Project or SUBRECIPIENT's ability to carry out the Project; and agrees to inform VVTA, also in writing, before naming VVTA as a party to litigation for any reason, in any forum. At a minimum, SUBRECIPIENT agrees to send each notice to VVTA required by this subsection to VVTA's General Counsel.

VVTA is obligated to notify the FTA of any change in conditions, including changes in local law or litigation which would affect the performance of the project. SUBRECIPIENT agrees that, in the event such circumstances occur, it will notify VVTA, in writing, within ten calendar days.

DISPUTES

In the event VVTA determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this AGREEMENT or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactorily to both parties.

EARLY TERMINATION OF THIS AGREEMENT

This AGREEMENT may be terminated as a whole or in part by either party for any reason by giving written notice to the other party at least 30 days in advance of the effective date of such termination. In the event of termination by said notice, funds reimbursed to SUBRECIPIENT will include authorized noncancelable obligations and eligible costs incurred prior to receipt of the notice of termination.

For Vehicle Projects Only

SUBRECIPIENT is still bound by the terms of the Vehicle Lease Agreement(s) as it pertains to the purchase and disposition of vehicles purchased under this AGREEMENT. Notwithstanding the foregoing subsection, if the funds provided under this AGREEMENT are used by SUBRECIPIENT to purchase a vehicle, and SUBRECIPIENT is required or desires to return one or more vehicles to VVTA prior to termination of the AGREEMENT, SUBRECIPIENT is not entitled to a return of any of its matching funds. SUBRECIPIENT must work with the VVTA Program Manager on a plan for disposition of any such vehicle. Furthermore, SUBRECIPIENT is responsible to VVTA for paying for any storage, insurance, or other costs incurred by VVTA to take early possession or dispose of the vehicle(s), unless otherwise agreed to in writing by VVTA.

ATTACHMENTS:

5310 Non-Traditional Subrecipient Project Application

5310 Traditional Subrecipient Project Application

AUTHORIZED SIGNATURES:

Name:	
Title:	Chief Executive Officer
Signature	

Name:	
Title:	Non-Profit Authorizing Official
Signature	

Appendix E VVTA Project Manager 5310 Monitoring Checklist

Section 5310 VVTA Check List (Quarterly)					
Subrecipient					
Reviewer					
Contract No.					
Date					
Area	Requirement	Complete Y/N	Corrective Action	Due Date	Notes
Pre-Award Requirements					
Application	Subrecipient completed application, received notification that application is approved				
Certifications/Assurances	Subrecipient provides Authorized Representative and Attorney Signatures in TrAMS				Credentials for TrAMS take time and can be confusing. Continue to work with sub recipient to ensure this gets down
Post-Award Requirements					
Subrecipient Grant Agreements	VVTA and Subrecipient shall execute agreement within 60 days of award				
Title VI	Provide history of Title VI compliance and/or program				
Vehicle Maintenance Plan	Subrecipient to continually update plan based on industry standards				
Certificate of Insurances General Liability Automobile Liability Workers Compensation					

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Applicant Full Name:

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☐ **PROPOSED BUDGET FOR TRANSPORTATION PROGRAM**☐ **COORDINATED PLAN REQUIREMENTS**

Attachment Z: CTSA or Coordinating Agency Letter **OR**

CTSA/RTPA No Opportunities for Coordinating Vehicles Letter

☐ **COORDINATION - USE OF VEHICLES/EQUIPMENT**☐ **EXISTING TRANSPORTATION SERVICES**

Attachment AA: Existing Transportation Services Table

☐ **PROPOSED TRANSPORTATION SERVICES TABLE**☐ **OTHER EQUIPMENT**

COORDINATED PLAN CERTIFICATION

The projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan (Coordinated Plan) that was “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.”

Required Elements. Projects shall be included in a coordinated plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment.

Adoption of a Plan. As part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. This grant application must document the local plan from which each project is included, including the lead agency, the date of adoption of the plan, or other appropriate identifying information.

SERVICE AREA CERTIFICATION

In coordination with your Regional Transportation Planning Agency (RTPA) or Metropolitan Planning Organization (MPO), check the appropriate box(es):

- ☐ Large Urbanized Area (LUZA)
- ☐ Small Urban
- ☐ Rural

Identify the LUZA:

AUTHORIZING RESOLUTION

Attach a copy of your agency's authorizing resolution that authorizes an agency employee to sign this application on the agency's behalf.

UNIQUE ENTITY IDENTIFIER (UEI)

Provide your agency's UEI number:

CURRENT GRANT SUBRECIPIENT – COMPLIANCE

If you are a current grant subrecipient and are not compliant with all FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program requirements you will not be eligible to apply for grant funds until compliance has been determined. You must be in compliance at time of application submittal.

As part of the Standard Agreement, the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program requires bi-annual reporting.

Does your agency have an active vehicle purchased with a 5310 grant or current operating assistance or mobility management project?	<input type="radio"/> Yes	<input type="radio"/> No
If yes, is your agency currently in compliance with the 5310 Standard Agreement?	<input type="radio"/> Yes	<input type="radio"/> No

PROJECT NEED

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a private non-profit organization if public transportation service provided under Section 5310(a)(1) is unavailable, insufficient, or inappropriate.

All applicants must provide current documentation supporting the stated transportation needs.

A. Check the appropriate box below as applicable. One box must be checked.☐ **Unavailable**

There is no existing public transportation or Paratransit (e.g., ADA Paratransit, fixed route, dial-a-ride services) in the proposed project service area available to serve the described target population.

☐ **Insufficient**

Available public transportation and Paratransit services are insufficient to meet the needs of the target population or equipment needs replacement to ensure continuance of service. (Examples: service at capacity service parameters, routes, hours, need not met due to eligibility and/or trip criteria, projected future need, vehicles inaccessible, etc.)

☐ **Inappropriate**

Target population has unique or special needs that are difficult or impossible to serve on available public transportation and/or Paratransit. (Example: lack of wheelchair accessibility.)

B. Existing Transit Service

Describe how existing public transit or public Paratransit, including fixed-route, dial-a-ride, ADA complementary Paratransit and private Paratransit does not serve the population in your service area.

PRIVATE NONPROFIT AGENCY - CORPORATION STATUS INQUIRY AND CERTIFICATION

If you are claiming eligibility as a Section 5310 applicant based on your status as a private nonprofit organization, you must obtain verification of your incorporation number and current "active" legal standing from the California Secretary of State, Certification and Records. To assist you in obtaining this information, use one of the following two methods:

1. To obtain Corporate Records Information over the Internet, go to: <https://businesssearch.sos.ca.gov/> and enter your agency name. If your agency is active, print the screen and use that to certify that your agency's corporate status is active with the Secretary of State.
2. If you are unable to locate the information online, you can obtain the "Status Inquiry" document by making a written request to:

**State of California
Secretary of State
Certification and Records
PO Box 944260
Sacramento, CA 94244-2600**

**Office Location:
1500 11th Street
Sacramento, CA 95814**

(916) 654-5448

Please note: If requesting the certification in person or by mail, processing times could take up to 3-4 weeks.

Do not submit articles of incorporation, bylaws or tax status documentation.

PRIVATE NON-PROFIT AGENCY

Legal Name of Non-Profit Applicant:	
State of California Articles of Incorporation Number:	
Date of Incorporation:	

PUBLIC AGENCY CERTIFICATION

Attachment G: Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a governmental authority provided that: 1) the governmental authority is approved by the State to coordinate services for seniors and individuals with disabilities; and 2) there are no non-profit organizations readily available in the area to provide the special services.

A public agency must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the “**Public Agency Certification**” form found in **Attachment G**.

GENERAL CERTIFICATIONS AND ASSURANCES SUMMARY

Attachment H: The original “General Certifications and Assurances” shall be signed and dated in blue ink. Use the legal name of your agency exactly as it appears on your California Secretary of State Status Inquiry form.

AGENCY PROFILE

Provide the total number of clients currently served by the agency, and provide a breakdown of clients who are seniors, persons with disabilities or wheelchair users. **If a client can be identified in more than one category, choose the one category that most closely describes the client.** A client is counted only once. For example, a senior who uses a wheelchair is scored once as a wheelchair user.

A person with disabilities is individual of any age who is not able to use accessible public fixed route services (whether temporarily or on a long-term basis), regardless of their need to use a wheelchair.

National origin information is collected and reported to the FTA.

Total number of clients currently served by your agency's transportation program. (Do not duplicate)			Per FTA Circular, provide the percent of national origins served by your program. (Total 100%)	
Number of seniors:			American Indian & Alaska Native	%
Number of persons with disabilities:			Asian	%
Number of wheelchair/lift users:			Black or African American	%
Total Number of Clients:	0		Hispanic or Latino	%
			Native Hawaiian & Other Pacific Islander	%
Total number of wheelchair/life users divided by clients:	NaN	%	All Other	%
			Total Must be 100%	0 %

AGENCY PROFILE CONTINUED...

Briefly describe your agency's purpose and program. **Include the days and hours of the operation of your transportation program** and the service your agency currently provides or intends to provide.

Attachment I: Supporting documentation must be uploaded (e.g., agency brochure).

AGENCY PROFILE CONTINUED...

Briefly describe the geographic area that is served by your transportation program (include cities, counties, and regions within the service area).

Attachment J: An 8-1/2 x 11 map of the service area must be uploaded delineating service boundaries.

Title VI Requirements (Nondiscrimination) Requirements: Describe any lawsuits or complaints against your entire agency within the last year alleging discrimination on the basis of race, color, or national origin. At a minimum please include the following information: **Date of Complaint/Lawsuit received and/or acted on, Description Status/Outcome, Corrective Action Taken, and Date of Final Resolution.**

(To be eligible, you must provide a written response in this area; N/A is not an acceptable response.)

ELIGIBLE CAPITAL EXPENSES: VEHICLES

The estimated prices for all procurements is used to determine the funding amount granted for each project. This award is made for the procurement of a specific (vehicle) project, not for a guaranteed amount of funds. The program will retain any remaining funds after the purchase of the project has been completed. If the actual price exceeds the estimate, grantees will be required to provide 100% of the additional funds needed.

Vehicles (Price shown includes accessibility equipment) standard seating capacity examples by vehicle type)*	Class	Quantity Requested	Estimated Unit Price	Total Estimated Price
Minivan 5 Ambulatory Passengers (AP); 1 Wheelchair Position(s) (WC), includes ramp, fuel type: Gas	D		\$89,000	
Full-sized Van 8 AP**; 2WC; fuel type: Gas	V		\$91,000	
Full-sized Van 9 AP**; 2WC; fuel type: Gas	V		\$96,000	
Small Bus 8 AP; 2 WC, fuel type: Gas	A		\$131,000	
Medium Bus 12 AP; 2 WC, fuel type: Gas	B		\$140,000	
Medium Bus 12 AP; 2 WC, fuel type: Compressed Natural Gas (CNG)***	B		\$140,000	
Large Bus 16 AP; 2 WC, fuel type: Gas	C		\$146,000	
Large Bus 16 AP; 2 WC, fuel type: CNG***	C		\$146,000	
Larger Bus 20 AP; 2 WC, fuel type: Gas	E		\$195,000	
Larger Bus 20 AP; 2 WC, fuel type: CNG***	E		\$195,000	

*Unit prices are estimates. The price of vehicle, equipment and related charges are subject to change at the time of purchase. Estimated unit price represents the total price of the vehicle.

**Pending final floor plans, ambulatory capacity may be reduced when wheelchair positions are in use. One AP is the co-pilot seat.

***Attachment K: Compressed Natural Gas (CNG): Justify the need for an alternative fuel vehicle. Indicate whether your agency has the requisite fuel infrastructure, as well as the proximity of the fuel station in relation to your agency. local match will be required.

NOTE: The vehicle unit price includes the price of a base accessible vehicle that includes a wheelchair lift, ties downs, an estimate of the procurement fees and applicable sales tax associated with the vehicle purchase. Applicants are to use the unit prices as provided above. Vehicle unit price is capped. If an applicant submits a request for a vehicle with a price greater than the cap due to additional options, the additional funds must be provided by the applicant (grant subrecipient).

For all Compressed Natural Gas (CNG) vehicles, the applicant will pay the difference above the award amount.

METHOD OF PROCUREMENT

Check the proposed method of vehicle procurement:

<input type="radio"/>	State Contract, DRMT procures on behalf of the Applicant (MOST APPLICANTS).
<input type="radio"/>	MBTA Joint Procurement (must be named to the MBTA contract), Applicant Procures on their own.
<input type="radio"/>	State Contract, Applicant procures on their own and is reimbursed by DRMT.
<input type="radio"/>	Local Procurement (Upload Procurement Policy & Procedures Certification* Attachment L).
<input type="radio"/>	Local Procurement Piggyback.

*Applicant using a local procurement process (including piggybacking and sole-source awards) to acquire 5310 funded vehicles, commodities and/or services must comply with federal procurement laws, regulations and requirements including written procurement policy and procedures. Applicant must certify compliance by completing and uploading the Procurement Policy and Procedures Certification in **Attachment L**.

Complete Applicant's tentative procurement schedule for all **local** procurement actions:

Procurement Schedule	Date
Solicitation Package to Caltrans	
Notice of Solicitation Award (RFP/IFB only)	
Issue Purchase Order to Vendor	
Delivery/Installation	
Place into Service	

REPLACEMENT/SERVICE EXPANSION VEHICLES

Questions apply to vehicle requests.

REPLACEMENT VEHICLES (Maintaining existing service levels)

To be eligible for replacement, the vehicle must currently be registered to the applicant agency and have a wheelchair accessible ramp or lift, and must be in active service. The vehicle does not have to be originally federally funded. Leased vehicles, Sedans and SUVs are not eligible for replacement.

Applications for vehicle replacements must be “like for like.” For example, in an application for a small replacement bus, the vehicle to be replaced must be a small bus.

Attachment M: A photograph of the vehicle(s) proposed for replacement must be uploaded. Take the photograph at an angle to show back wheels.

Replacement Vehicles

Provide each requested replacement vehicle(s) funding source. Include the Standard Agreement number for federally funded procurement:

Replacement Vehicles

Explain why the vehicle(s) need replacement in order to ensure continuance of existing services. Describe the service the vehicle(s) will provide and the service area:

New Service or Service Expansion Vehicle

Explain the new service or the projected increase in the number of clients you will serve, and the basis for your estimates. Describe the service area, the type of service the vehicle(s) you are requesting will provide and how it relates to the needs assessment in the Coordinated Plan.

Attachment N: *Related Documentation supporting this growth must be uploaded as an appendix and its relevance discussed within the narrative (e.g., current waiting list, reports of trips denied).*

Projected number of one-way passenger trips per day to be provided by each vehicle:

OTHER EQUIPMENT

Other eligible equipment is equipment other than vehicles and may include: computer hardware and software (including scheduling and vehicle maintenance software); transit-related intelligent transportation systems (ITS); communication and security equipment (mobile radios, cameras, etc.); wheelchair restraints; initial component installation costs; and the introduction of new technology through innovative and improved products into specialized transportation for seniors and individuals with disabilities. **No fixed route equipment will be funded.**

All on-board equipment must be used to support your transportation operation in proportion to the number of vehicles you operate in your transportation program for clients who are seniors and individuals with disabilities.

The applicant must upload three (3) quotes of like-kind equipment **with** this application (**Attachment O**). The quotes must describe the salient characteristics of the equipment and the characteristics must be consistent across all quotes. **The quotes may serve as the Applicant's Independent Cost Estimate (ICE), (FTA C4220.1F).** The average of the three (3) quotes will become the requested grant amount. Use the chart on the next page to summarize the three (3) quotes and upload the vendor quotes.

In the absence of three quotes of like kind, the applicant must upload an estimate from the vendor and a completed **Non-Competitive Award Justification form (Attachment P)**. Non-Competitive Award Procurement requests will not be approved during the grant application review.

If the project is selected, the subrecipient (applicant) must perform a comprehensive federally compliant procurement that is coordinated through the Section 5310 Program in conjunction with the Division of Rail & Mass Transportation's (DRMT) Procurement Branch. Procurement approval must be granted prior to purchase. Upon approval, the Subrecipient may purchase the Other Equipment, and upload a Request for Reimbursement (RFR) package in BlackCat for reimbursement of the federal share of the actual purchase price not to exceed 100% of the grant amount.

Is your agency also applying for funding from another program (i.e. other FTA programs, Department of Health and Human Services, State/Local Funds, etc.) for this proposed project (Other Equipment)?	<input type="radio"/> Yes	<input type="radio"/> No
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If yes, please explain.

OTHER EQUIPMENT CONTINUED...

Complete for requesting Other Equipment and upload vendor quotes.
Minimum 3 quotes required.

	Computer Hardware	Hardware Description	Quantity	Unit Price	Price
	<i>Sample Vendor 1</i>	<i>2.5 Ghz, 5TB HDD, 128 GB RAM</i>	<i>5</i>	<i>\$1,000.00</i>	<i>\$5,000.00</i>
1					\$ 0.00
2					\$ 0.00
3					\$ 0.00
	Computer Software	Software Description	Quantity	Unit Price	Price
	<i>Sample Vendor 2</i>	<i>2.5 Ghz, 5TB HDD, 128 GB RAM</i>	<i>25</i>	<i>\$100.00</i>	<i>\$2,500.00</i>
1					\$ 0.00
2					\$ 0.00
3					\$ 0.00
	Base Station	Description	Quantity	Unit Price	Price
1					\$ 0.00
2					\$ 0.00
3					\$ 0.00
	Mobile Radio	Description	Quantity	Unit Price	Price
1					\$ 0.00
2					\$ 0.00
3					\$ 0.00
	Other Eligible Equipment	Equipment Description	Quantity	Unit Price	Price
1					\$ 0.00
2					\$ 0.00
3					\$ 0.00

TOTAL – OTHER EQUIPMENT	
TOTAL PROJECT PRICE (Other Equipment)	

OTHER EQUIPMENT CONTINUED...**Method of procurement:**

<input type="radio"/>	Local Procurement* (Other Equipment: Computers, cameras, etc.) (Attachment L)
<input type="radio"/>	Non-Competitive Award (Upload Non-Competitive Justification Form** (Attachment P)
<input type="radio"/>	Other, specify:

*Applicant using a local procurement process (including piggybacking and non-competitive awards) to acquire 5310 funded vehicles, commodities and/or services must comply with federal procurement laws, regulations and requirements including written procurement policy and procedures. **Applicant must certify compliance by completing and uploading the Procurement Policy and Procedures Certification in Attachment L.**

NOTE: Local Procurements, Non-Competitive Awards, and other procurement methods require additional procurement oversight by DRMT. Please allow adequate time for the review and approval of these procurement methods after grant award and before project service starts. Pre-award authority is strictly forbidden for all capital awards. An executed Standard Agreement is NOT authorization to purchase, please coordinate with your 5310 program liaison.

Complete Applicant's tentative procurement schedule for all local procurement actions:

Procurement Schedule	Date
Solicitation Package to Caltrans	
Notice of Solicitation Award (RFP/IFB only)	
Issue Purchase Order to Vendor	
Delivery/Installation	
Place into Service	

If the project is selected and the agency receives Section 5310 approval, the agency will purchase the equipment using 100% of their funds. Once the equipment is received, the agency will seek reimbursement from VVTA.

EQUIPMENT: AGENCY INVENTORY

Agency Inventory (Required for ALL other equipment requests)

1. Complete table for the requested other equipment:

1. Indicate equipment type to be replaced
2. Indicate the quantity of existing equipment units by like kind.
3. Indicate the age of the equipment.
4. Indicate the requested number of units of additional equipment.
5. Indicate the total number of vehicles in your transportation fleet.

Equipment Type to be replaced	Quantity	Date existing equipment purchased	Quantity of Requested Equipment	Current Fleet Size
<i>Example: Computer</i>	3 2 4	5-18-2005 1-1-2001 6-15-2004	6	10
<i>Example: Mobile Radio</i>	8 3	8-14-2007 4-21-2002	4	15
<i>Example: Software</i>	0	-	1	16

2. Describe the type of equipment you are requesting and specifically identify the components.

OTHER EQUIPMENT: AGENCY INVENTORY CONTINUED...

3. Discuss how the requested equipment will be used to support the transportation program. Include any expected improvements in service delivery or coordination, any reduction in the cost of providing service and the current method of collecting and tracking information.

ABILITY OF APPLICANT *See Quantitative Scoring & Project Rating Worksheet Section I*

The following section of this application is used to score your Traditional project application. The scoring worksheet will help you understand the focus of the items to be scored. Applicants who address questions completely and discuss the relevance of the supporting documentation that validates the transportation needs will earn full points. Upload documentation to support your answers in the appropriate Attachments. Examples of supporting documentation are provided below:

- Testimony at, or findings from, a Transportation Development Act (TDA) Article 8 hearing (Unmet Transit Needs)
- Citizen on-board passenger surveys
- Current waiting lists and/or records of trips denied
- American with Disabilities Act (ADA) Plan
- Recognized surveys
- Recognized studies or plans that document transit needs (e.g., Area Agency on Aging Needs Assessment, short range transit plan, Senate Bill 826 Action Plan/Progress Report)
- Letter from a public transit agency
- Newspaper or social media articles
- Agency brochures, agency statistics or demographics
- Letter of inquiries to and/or response from other funding source

ABILITY OF APPLICANT *See Quantitative Scoring & Project Rating Worksheet Section I.***See Quantitative Scoring & Project Rating Worksheet Section I**

Describe applicant's experience and history of providing efficient and effective transit services. The number of years of transportation service should reflect the number of years your agency has provided transportation services. Do not include service of your subcontractor(s). If you will be a first-time provider of transportation services, provide the number of years you have provided social services to seniors and individuals with disabilities.

1. Does your agency currently provide transportation?	<input type="radio"/> Yes	<input type="radio"/> No
<p>If yes, how many years of transportation experience does your agency have? _____</p> <p>If no, how many years of experience does your agency have in providing non-transit services to seniors and individuals with disabilities?</p>		

Attachment Q: Additional points can be obtained for applicants that have not previously been transportation providers by providing a letter of support from the MPO/RTPA or Coordinated Transportation Service Agency (CTSA).

ABILITY OF APPLICANT CONTINUED...**Scoring Criteria for questions 2-12*:**

0 = Does not address question

1 = Addresses question without uploading relevant documentation.

2 = Addresses question completely and attaches relevant documentation to all questions 2-12*

*For this funding cycle, there is no question 12 to complete as the local match is 100% Federally matched (within grant award amount).

2a. Describe your agency's driver training program by specifically discussing each of the following components indicating whether they will be performed in-house or under contract and the staff or position(s) responsible:

Attachment R: Supporting Documentation for New Driver Training and Sensitivity Training.

- New Driver Orientation and Training: both classroom and behind-the-wheel training and testing. Include ongoing training.

ABILITY OF APPLICANT CONTINUED...

2b. Describe your agency's driver training program by specifically discussing each of the following components indicating whether they will be performed in-house or under contract and the staff or position(s) responsible:

Attachment R: Supporting Documentation for New Driver Training and Sensitivity Training.

- Sensitivity, First Aid, CPR and Emergency Preparedness Training.

ABILITY OF APPLICANT CONTINUED...

3. Describe your agency's system for dispatching vehicles and discuss training of staff in the dispatching function.
Attachment S: Supporting Documentation

ABILITY OF APPLICANT CONTINUED...

4. Describe your agency's vehicle maintenance program, addressing **each** of the following components.

- Daily pre-trip and post-trip inspection description with daily inspection forms
- Preventative & routine maintenance description, with maintenance forms
- Contingency plan for when equipment is not available for service

Attachment T: Pre-trip and Post trip inspection forms and maintenance forms.

ABILITY OF APPLICANT CONTINUED...

5. If your agency operates vehicles with more than 10 passengers (including driver), upload a copy of your most recent CHP vehicle and terminal inspection report. If your agency is not required to have a CHP inspection based on this requirement, upload your agency's most recent Caltrans Section 5310 vehicle and agency inspection reports. **This information must match the Existing Transportation Services Table, column 5 of Attachment AA of this application.**

Attachment U: Supporting Documentation

6. Describe other funding your agency has received or pursued (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.

Attachment V: Supporting Documentation

ABILITY OF APPLICANT CONTINUED...

7. Upload a copy of your agency's current (i.e., within the last 3 years) audited financial statement with no instance of non-compliance. **Attachment W: Supporting Documentation**

8. Agency Information: Describe the emergency planning and drill activities within your agency and in cooperation with the county. Provide proof your agency is included in the response plan with the County Office of Emergency Services. Indicate the drill(s) you have participated in, or are scheduled to participate in.

Attachment X: Supporting Documentation

9. Vehicle Information: Describe the steps you have taken to identify your available accessible vehicles (including capacity) to the county for use in emergency evacuations.

Attachment Y: Supporting Documentation

PROPOSED BUDGET FOR TRANSPORTATION PROGRAM

See Quantitative Scoring & Project Rating Worksheet Section I

10. **Annual Operating Budget:** Indicate the proposed annual operating budget for your entire transportation program, including the costs associated with operating the required equipment. Enter whole dollars only, no commas or .00.

ESTIMATED INCOME:		
a. Passenger Revenues		\$
b. Other Revenues		\$
c. Total grants*, donations, and subsidy from other agency funds		\$
TOTAL INCOME: <i>Not including this grant request</i>		\$ 0
ESTIMATED EXPENSES:		
a. Wages, Salaries, and Benefits (Non-Maintenance Personnel)		\$
b. Maintenance & Repair (include maintenance salaries)		\$
c. Fuels		\$
d. Casualty & Liability Insurance		\$
e. Administrative & General Expense		\$
f. Other Expenses (e.g., materials, supplies, taxes)		\$
g. Contract Services (Specify)		\$
TOTAL EXPENSES:		\$ 0

11. **Operating Fund Sources:** Include and explain all sources of operating revenue; including revenue from grants, donations, and local fund-raising projects that will be used to fund your transportation program. List the funding sources and amounts for the prior, current and budget year. The total sources of operating funds in Question 11, Operating Sources, should be equal to the total operating income shown in Question 10, Annual Operating Budget.

SOURCES	PRIOR YEAR	CURRENT YEAR	NEXT YEAR
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL:	\$ 0	\$ 0	\$ 0

Explain the sources of operating revenues.

COORDINATED PLAN REQUIREMENTS

See Quantitative Scoring & Project Rating Worksheet Section II

Scoring Criteria:

0 – Does not address question and/or does not include Coordinated Plan section or page number

3 – Addresses question & indicated Coordinated Plan section and/or page number

Per FTA C 9070.1G, Chapter V, FTA Section 5310 projects shall be included in a Coordinated Plan that minimally includes the following four elements and a level consistent with available resources and the complexity of the local institutional environment. The following questions address how this project is derived from Coordinated Plan for your area. (Only 0 or 3 points per question)

Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).

1. Describe the available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, ADA complementary Paratransit services. (Indicate Coordinated Plan Section/Page Number.)

COORDINATED PLAN REQUIREMENTS CONTINUED...

Element 2: An assessment of transportation needs for seniors or individuals with disabilities. This assessment may be based on the experience and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.

2. Describe the transportation needs of seniors and individuals with disabilities to be served by the proposed project. (Indicate Coordinated Plan Section/Page Number.)

COORDINATED PLAN REQUIREMENTS CONTINUED...

Element 3: Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.

3. How does this project(s) address one or more of the coordination strategies, activities, and/or projects and efficiencies identified in the Coordinated Plan for your area? (Indicate Coordinated Plan Section/Page Number.)

COORDINATED PLAN REQUIREMENTS CONTINUED...

Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

4. How does this project(s) address one or more of the implementation priorities identified in the Coordinated Plan for your area? (Indicate Coordinated Plan Section/Page Number.)

COORDINATION – USE OF VEHICLES/EQUIPMENT**See Quantitative Scoring & Project Rating Worksheet Section II**

Per FTA C 9070.1H, Chapter VI, FTA encourages maximum use of vehicles funded under the Section 5310 program. Coordination of vehicles and other transportation related activities where opportunities exist to coordinate are encouraged. Coordination of services include:

- Shared use of vehicles
- Dispatching or scheduling
- Maintenance
- Back-up transportation
- Staff training programs
- Procurement of services and supplies from funding sources other than Section 5310
- Active participation in local social service transportation planning process
- Client trip(s) with other agencies

Attachment Z: To obtain points for questions 1 and/or 2, a **letter must be uploaded** from the Consolidated Transportation Service Agency (CTSA), or an agency with which you are coordinating services, substantiating the coordination activities described. For additional information contact your RTPA/MPO. If no CTSA exists in your service area or if you are the CTSA, a letter must be obtained from the RTPA/MPO.

1. Describe how vehicles in your agency's **existing** fleet, services or equipment, are used to provide coordinated service for another agency's clients or how these vehicles are shared with another agency(s).

Narrative must include:

- The name of the participating agency(s)
- Agency description, and usage of vehicle(s)
- Days and hours of use
- Number of passengers using service

COORDINATION – USE OF VEHICLES/EQUIPMENT CONTINUED...

2. Describe the plan for coordinating use of **requested** vehicle(s) or equipment. **Narrative must include:**

- Name of the participating agency(s)
- Agency description, and usage of vehicle(s)
- Days and hours of use
- Numbers of passengers using service

OR

3. If unable to coordinate, explain why. Discuss any attempts the agency has made to coordinate. **Attachment Z:** Provide supporting documentation letter from CTSA or RTPA/MPO confirming that no opportunities for coordination currently exist for requested vehicles or equipment.

EXISTING TRANSPORTATION SERVICES

See *Quantitative Scoring & Project Rating Worksheet Section III*

Download the Attachment AA in the BlackCat, complete, and upload.

Instructions to complete Existing Transportation Table:

1. Identified by the last five digits of the VIN, list all vehicles your agency currently owns or leases that provide passenger service to seniors and/or persons with disabilities. Include backup vehicles and those to be removed from service if a new vehicle is awarded. **Also list any vehicles you have on order or for which you have received a grant or commitment from any source (e.g. Section 5310, Department of Aging, city or county.)**
2. **Proposed Replacement requests only:** Indicate the type of vehicle, **Van or Bus** for vehicles proposed for replacement in the application. A van is defined as a vehicle with a gross vehicle weight rating (GVWR) of less than 10,000 pounds; and a bus as a vehicle with a GVWR of more than 10,000 pounds, as identified by the Original Equipment Manufacturer's (OEM) weight certificate located on the driver's side door. Also indicate the **disposition** of the vehicle proposed for replacement as follows: "**BK**" for backup and "**S**" for sell. To be eligible for replacement, vehicles must meet the following criteria at the time the application is filed:
 - Vehicle to be replaced must be currently registered to the applicant and in **active service** (providing service throughout the agency's normal days and hours of operation).
 - Vehicle to be replaced is for a like-kind vehicle with similar service life. **Sedans and SUVs are not eligible for replacement**
3. List all active vehicles years and makes in your fleet inventory. (If you need more space, please add additional rows.)
4. List the most current mileage.
5. List ambulatory (A) seating capacity and wheelchair (W) capacity (e.g., 6A/2W) for each vehicle.
6. Indicate the number of fold down seats in the wheelchair positions for each vehicle.
7. Identify, by indicating "Y" for yes and "N" for no, if a vehicle is **currently** used as a backup vehicle. **Note:** Vehicles currently in backup service are **not eligible** for replacement.
8. Date the vehicle was purchased or leased by your agency.
9. List the registered owner(s) of the vehicle. Do not list the legal owner (lien holder). You may abbreviate or use the words "applicant," "county," etc., where the meaning is clear in the context of the application.
10. List number of hours per day, excluding **idle time**, that each vehicle provides service. Then, total the service hours per day for all active vehicles (exclude backups) in the fleet and enter the total in the last cell in column 10. Use whole numbers of hours, not ranges of hours, or portions of hours.
11. List average number of one-way passenger trips per day. Provide total number of one-way passenger trips per day for all active vehicles (exclude backups) in the fleet by totaling all entries and enter the total in the last cell in column 11. **Do not use ranges.**
12. Annual maintenance and repair costs. List total maintenance and repair costs for the last 12-month period for which figures are available.
13. Add more lines if needed.

Additional information needed for replacement vehicle requests: Replacement vehicles are identified as those needing replacement in order for the Agency to continue their existing services. For each new vehicle requested, a current vehicle in active service must be placed in backup or sold.

PROPOSED TRANSPORTATION SERVICES TABLE

See *Quantitative Scoring & Project Rating Worksheet Section III*

New or Service Expansion: This table is to be completed by agencies:

- Starting a new transportation service, or
- Adding new or additional service to their current program.

To complete the chart below:

- In column 1, indicate if vehicle request is for a New (N) transportation agency or Service Expansion (SE) for an existing transportation agency.
- In column 2, indicate type of requested vehicle, such as Modified Van, Small Bus, etc. as shown on the Funding Request – Part II.

Note: If the requested vehicle(s) will be used in coordination to transport another agency's clients on a regular basis, include those trips in the calculations of the proposed service for columns 3 - 7.

- In column 3, indicate the number of days of vehicle service (e.g., Monday – Friday = 5, Monday – Sunday = 7)
- In column 4, indicate the average number of vehicle service hours per day (exclude idle time - the time the vehicle is not in direct passenger service.) Use whole hours; do not use ranges of hours or portions of hours.
- In column 5, calculate vehicle service hours by multiplying column 3 with column 4 (exclude idle time.) (e.g. 5 days per week X 8 hours per day = 40 hours per week).
- In column 6, indicate the projected number of one-way passenger trips per day (each time a passenger boards the vehicle, a round trip would be counted as 2 passenger trips) and of this total how many are wheelchair/lift users.
- In column 7, indicate the projected average number of miles that the vehicle will travel per day.

Complete following question and the chart below:

A. Compute the total percentage of current and projected wheelchair/lift users _____%

For Expanded Service: Use the total number of wheelchair/lift users in your current program (page 7 of this application), add the projected number of lift users for this expanded service, then divide by the total number of existing and projected passengers from column 6 below.

For New Service: Use the total number of projected wheelchair/lift users then divide by total projected passengers from column 6 below.

	1	2	3	4	5	6	7
	Type of Request N – New agency or SE – Service Expansion	Vehicle Type	Days of Service	Total Service Hours Per Day	Total Service Hours Per Week	Total one way passenger Trips Per Day (of total how many lift users)	Projected Mileage Per Day
Ex	N or SE	Small Bus	5	6	30	25(5)	400
1							
2							
3							
4							
5							
6							
7							
8							

OTHER EQUIPMENT

See Quantitative Scoring & Project Rating Worksheet Section III

Other Equipment: Computer system, software and or communication.

The equipment you are requesting must be used to support your transportation operation, that is, the number of vehicles you operate in your transportation program.

1. How many vehicles in the existing Service Fleet (including back up)? (Maximum 15 pts)	
2. Is the applicant currently using a manual system for scheduling, vehicle tracking, etc. and/or has no dispatch communication equipment. (5 points)	
<u>OR</u>	
3. Does the applicant need to replace inadequate equipment to improve efficiency? Equipment more than 5 years old – 5 pts 3 to 5 years old – 3 pts Less than 3 years old – 0 pts	
TOTAL of 1 & 2 or 1 & 3 (MAXIMUM 20 POINTS):	0

SUB RECIPIENT 5310 GRANT APPLICATION

CHECKLIST and TABLE OF CONTENTS

APPLICANT NAME: _____

PROJECT TYPE:

___ MOBILITY MANAGEMENT
___ OPERATING ASSISTANCE

PART I: APPLICANT ELIGIBILITY

COORDINATED PLAN & SERVICE AREA CERTIFICATIONS

- ☐ Attachment A: Coordinated Plan & Service Area Certification forms (Signature Required)
- ☐ Attachment B: Lead Agency List

GENERAL CERTIFICATION AND ASSURANCES

- ☐ Attachment C: General Certification and Assurances form (Signature Required)
- ☐ Attachment D: Authorizing Resolution (Signature Required)

CURRENT GRANT SUBRECIPIENT- COMPLIANCE

- ☐ Attachment E: Bi-Annual Report and Certificate of Liability Insurance (if applicable)

PRIVATE NONPROFIT AGENCY- CORPORATION STATUS & CERTIFICATION

- ☐ Attachment F: Private Nonprofit Corporation Status Inquiry

APPLICANT PROFILE

- ☐ Attachment G: Agency Purpose and Services Supporting Documentation
- ☐ Attachment H: Map of Service Area

TITLE VI INFORMATION

PART II: FUNDING REQUEST

APPLICANT'S ANNUAL BUDGET
FUNDING REQUEST

PART III: SCORING CRITERIA

GENERAL QUESTIONS

- ☐ Attachment I: Third Party Bid-related Documentation Vendor Selection Process
- ☐ Attachment J: Procurement Policy and Procedures Certification

PROJECT NARRATIVE

- ☐ Attachment K: Operational Plan Supporting Documentation
- ☐ Attachment L: Mobility Management Plan
- ☐ Attachment M: Mobility Management Plan Supporting Documentation
- ☐ Attachment N: Documentation for Support Performance Measures and Objectives
- ☐ Attachment O: Stakeholder Letters of Support
- ☐ Attachment P: Applicant's Vehicle Inventory

PART IV: PROJECT BUDGET WORKSHEET

PROPOSED PROJECT BUDGET (Years 1 & 2)

PART V: PROPOSED PROJECTED BUDGET

PROJECTED BUDGET WORKSHEET (Years 1 & 2)

PART 1

COORDINATED PLAN CERTIFICATION

The projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan (Coordinated Plan) that was "developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public." FTA C 9070.1H

Required Elements: Projects shall be included in a coordinated plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment. FTA C 9070.1H

Adoption of a Plan: As part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. This grant application must document the local plan from which each project is included, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. FTA C 9070.1H

Both the Coordinated Plan Lead Agency (Agency preparing the Coordinated Plan) and the Grant Applicant shall sign this form. Individual projects and/or agency names are not required to be listed in the Coordinated Plan if the strategy for the project is included in the Coordinated Plan.

The lead Agency may develop a list of applicants for its region. The applicant will attach the list to the application in lieu of the required signature of the lead agency. The list must include all information requested below including the signature of the lead agency representative.

SERVICE AREA CERTIFICATION

In coordination with your Regional Transportation Planning Agency or Metropolitan Planning Organization, check the appropriate boxes.

☐ Large Urbanized Area ☐ Identify LUZA
☐ Small Urban
☐ Rural

GENERAL CERTIFICATIONS AND ASSURANCES

Attachment C: The original of the General Certifications and Assurances form should be signed and dated in blue ink by the authorized person to sign on behalf of your agency. Use the legal name of your agency exactly as it appears in your Status Inquiry form.

AUTHORIZING RESOLUTION

Attachment D: Upload a copy of your agency's authorizing resolution that authorizes an agency employee to sign this application on the agency's behalf.

UNIQUE ENTITY IDENTIFIER (UEI)

Agency UEI _____

PART 1 CONTINUED

CURRENT GRANT SUBRECIPIENT - COMPLIANCE

If you are a current grant subrecipient and are not compliant with all FTA Section 5310 you will not be eligible to apply for grant funds until compliance has been determined. You must comply at the time of application submittal.

As part of the Standard Agreement, the Section 5310 Enhance Mobility of Seniors and Individuals with Disabilities Program requires bi-annual reporting.

Does your agency have an active vehicle purchased with a 5310 grant or current operating assistance or mobility management project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is your agency currently in compliance with the 5310 Standard Agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PRIVATE NON-PROFIT AGENCY - CORPORATION STATUS AND CERTIFICATION

If you are claiming eligibility as an FTA Section 5310 (application based on your status as a private nonprofit organization, you must obtain verification of your incorporation number and current legal standing from the California Secretary of State Certification & Records. The "Status Inquiry" document must be uploaded as an appendix to the application.

To obtain Corporate Records information over the Internet, go and enter your agency name. If your agency is active, print the screen and use that to certify that your agency's corporate status is active with the Secretary of State. If the certification of your agency's active status is not available at the time of application submission, you must indicate the date on which you requested the certification and the estimated date it will be forwarded to the Section 5310 Program.

Do not submit articles of incorporation, bylaws or tax status documentation.

Private Non-Profit Organization	
Legal Name of Non-Profit	
State of California Articles of Incorporation Number:	
Date of Incorporation	

PART 1 CONTINUED

Applicant Profile
<input type="checkbox"/> Private Non-Profit Organization <input type="checkbox"/> Public Agency
Describe your agency's purpose and services (attach supporting documents)
Describe the area your project serves (attach maps)

PART 1 CONTINUED

TITLE VI INFORMATION

Provide the total number of clients currently served by the agency, and provide a breakdown of clients who are seniors, persons with disabilities or wheelchair users. If a client can be identified in more than one category, choose the one category that most closely describes the client. A client is counted only once. For example, a senior who uses a wheelchair is scored once as a wheelchair user.

A person with disabilities is someone of any age who is not able to use accessible public fixed route services (whether temporarily or on a long-term basis), regardless of whether they need to use a wheelchair.

National origin information is collected and reported to the FTA.

Total number of clients currently served by your agency's transportation program. (Do not duplicate)		Per the FTA Circular, provide the percent of national origins served by your program. (Total 100%)	
Number of Seniors		American Indian & Alaska Native	
Number of persons w/disabilities		Asian	
Number of wheelchair/lift users		Black or African American	
Total Number of Clients		Hispanic or Latino	
		Native Hawaiian/Other Pacific Islander	
Total Number of wheelchair/lift users divided by clients:		All Other	

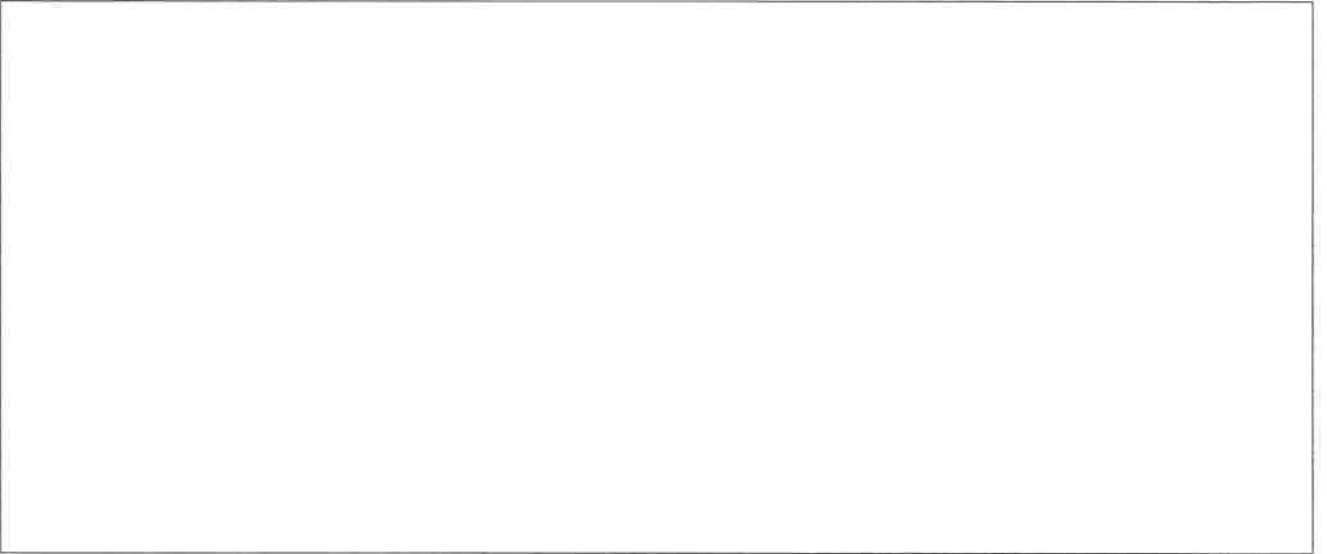
Title VI Requirements (Nondiscrimination) Requirements: Describe any lawsuits or complaints against your entire agency within the last year alleging discrimination on the basis of race, color or national origin. At a minimum please include the following information: Date of Complaint/Lawsuit received and/or acted on, Description Status/Outcome, Corrective Action Taken, and Date of Final Resolution. (To be eligible, you must provide a written response in this area; NIA is not an acceptable response.)

PART 2	
APPLICANT'S ANNUAL BUDGET	
Current Annual Budget Enter whole dollars only	
ESTIMATED INCOME:	
Passenger Revenues	\$
Other Revenues	\$
Total grants*, donations, and subsidies from other agency funds	\$
TOTAL INCOME: *Not including this grant request	\$
ESTIMATED EXPENSES:	
Wages, Salaries, and Benefits (Non-Maintenance Personnel)	\$
Maintenance & Repair (include maintenance salaries)	\$
Fuels	\$
Casualty & Liability Insurance	\$
Administrative & General Expense	\$
Other Expenses (e.g., materials, supplies, taxes)	\$
Contract Services (Specify):	\$
TOTAL EXPENSES:	\$

Fund Source(s): Include and explain all sources of operating revenue; including revenue from grants, donations, and local fund-raising projects that will be used to fund your transportation program. List the funding sources and amounts for the prior, current, and budget year. Enter whole dollars only.

Income Sources	Prior Year	Amounts (Current Year)	Projected Budget Year
Total:			

Explain sources of operating revenue:



PART 2 CONTINUED

Funding Request	
Operating Assistance	
Project Title	
Year 1 Total Cost	\$
Year 2 Total Cost	\$
Total Cost of Project	\$
Mobility Management	
Project Title	
Year 1 Total Cost	\$
Year 2 Total Cost	\$
Total Cost of Project	\$

Requests for operating assistance or mobility management projects may be made for up to two (2) years of funding. Applicants can apply for one or two years of funding. A separate Proposed Project Budget and Budget Worksheet must be completed for each year of requested funding.

For Small Urban and Rural agencies only: The maximum funding amount (for Traditional and Expanded projects) will be determined post application submittal and after the competitive scoring process.

If Applicant will be contracting with a third party to complete the Project, an Independent Cost Estimate (ICE) must be completed for each third-party contract that exceeds the FTA micro-purchase threshold, currently set at \$10,000. Methods that allow for the development of an ICE include publicly published price lists; recently invoiced price; or outreach or market survey.

The ICE for each third-party contract must be uploaded to this application and form the basis for the project's budget. If an ICE for third-party contract(s) is not included with this application, the third-party contract is not eligible for reimbursement and is out of the Project's scope.

An ICE is not required for Projects whose functions are performed "in-house" by Applicant.

PART 3

GENERAL QUESTIONS

__ Is the proposed project a request for a continuation of a 5310 project?		0 No	
		0 If Yes, Standard Agreement Number:	
__ Indicate the type(s) of proposed transportation service for the project (check all that apply)			
<input type="checkbox"/> New or expansion of paratransit service beyond the minimum requirements of ADA escort			
<input type="checkbox"/> New or expansion of hours for paratransit service			
<input type="checkbox"/> Feeder service for intercity travel for which paratransit service is not available			
<input type="checkbox"/> Service enhancement (same day; door-to-door)			
<input type="checkbox"/> New or expansion Volunteer Driver Program			
<input type="checkbox"/> Voucher Program			
__ In the past 12 months, has your agency received any other federal operating funds? (Check all that apply and provide standard agreements and dollar amounts).			
<input type="checkbox"/> No			
<input type="checkbox"/> 5310	SA#		\$
<input type="checkbox"/> 5311(Rural & Small Transit)	Grant# or SM#		\$
<input type="checkbox"/> 5339 (Bus and Bus Facilities)	Grant# or SA#:		\$
<input type="checkbox"/> 5307 (Urbanized Area Formula Program)	Grant# or SA#:		\$
<input type="checkbox"/> Other Federal funds	Specify:		\$
		0 No	
__ Does your agency intend to use a third-party contractor for the proposed project service?		__ Yes (Attach a copy of the bid-related documents/vendor selection process)	
Applicant using a local procurement process (including non-competitive award) to acquire commodities and/or services must comply with federal procurement laws, regulations and requirements including written procurement policy and procedures. Applicant must certify compliance by completing and uploading Local Procurement Policy and Procedures Certification.			
What is the operating period for this project?		State Date	
		End Date	
		0 No	

Will your agency award FTA assisted third party contracts for a cumulative total value over \$250k in a federal fiscal year?	0 If yes, the contract is subject to Disadvantaged Business Enterprise (DBE) requirements.
	0 No
Annually, does your agency receive more than \$750,000 in federal funds from any federal department or program? OMB Single Audit Requirement)?	0 If yes , did your agency complete and submit the single audit report for the last fiscal year to the California State Controller's Office?"

PROJECT NARRATIVE

Please provide a brief narrative to describe the project. To receive the maximum allowable points per question, each response will be reviewed and scored for clarity, completeness and accuracy. The project must address ALL the following sections.

For Operating Assistance Projects: Operating assistance may include public transportation projects to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable; public transportation projects that exceed the requirements of ADA; or projects that provide alternatives to public transportation.

For Mobility Management Projects: Mobility Management projects enhance transportation access for populations beyond those served by one agency or organization within a community and are intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include: promotion, enhancement, and facilitation of access to transportation services, administration cost associated with short-term management activities to plan and implement coordinated services, coordination of local transportation services, customer-oriented travel navigator systems, travel training and trip planning activities, development and operation of one-stop transportation traveler call center, and the operational planning and/or acquisition of intelligent transportation technologies for coordinated transportation systems. Mobility management does not include operating public transportation services.

GOALS AND OBJECTIVES (Maximum 20 Points)	
Start Date:	
End Date:	
Provide the following information as it pertains to this project	
Total population (number of persons) in your service area	
Number of eligible persons with disabilities serviced by this	
Provide a detailed project description	

--

Briefly describe how your proposed project is consistent with the goals and objectives of the 5310 grant program for Expanded 5310 Projects as stated in the 5310 Project Goals. Additional information on the goals and objectives of the program can be found in the FTA Circular 9070.1H

Explain how the project increases or enhances availability of transportation of the targeted population

Explain how the project meets the program requirement of providing transportation related activities and/or services beyond those required by the ADA?

Describe your plan that includes defined routes, schedules, current/projected ridership, key personnel, and marketing strategies.

If this is a continuation project request, describe how you met your prior performance goals/objectives? What do you intend to accomplish with the new funding?

PART 3 CONTINUED

Applications for Mobility Management projects must include a Project Implementation Plan for each funding year that describes the project tasks, timeframes, benchmarks, critical milestones, key personnel, deliverables, and estimated completion dates. Provide documentation to support the Plan such as resumes, planning documents, etc. The implementation plan should include, at a minimum, the following information:

- | |
|---|
| <input type="checkbox"/> Project Start and Completion Dates |
| <input type="checkbox"/> Applicant's institutional capability to perform the service delivery aspect of the project |
| <input type="checkbox"/> Primary Contact Person's Name, Phone Number and Email Address |
| <input type="checkbox"/> List of the Project Schedule by Month/Year per Each task |
| <input type="checkbox"/> Project Task Number |
| <input type="checkbox"/> List Project Tasks, Activities, Deliverables, and Needed Equipment |
| <input type="checkbox"/> Project Team Member Name(s) is Contractor and/or Existing Staff |
| <input type="checkbox"/> List Number of Project Working Hours (By Project Task and Team Member) |
| <input type="checkbox"/> Identify Full Hourly Rate for Project Team Member |
| <input type="checkbox"/> Equipment Costs for Each Project Task (if applicable) |
| <input type="checkbox"/> Project Costs for Project Team Members |
| <input type="checkbox"/> Cumulative Costs for Project Team and Equipment Costs |

Describe below your Mobility Management Implementation Plan that includes the information described above.

If this is a continuation project request, please describe how you met your prior performance goals and objectives. How is this project application different than the last award? What do you intend to accomplish with the new funding?

The following questions pertain to project and program performance indicators that are evaluated for project effectiveness and are used as a project performance measure. The information you provide below will be evaluated based on the following criteria:

Increased service or enhancements related to geographic coverage, service quality and/or service times that impact on the availability of transportation services for seniors and/or individuals with disabilities because of the expanded 5310 projects implemented in the current reporting year.

Actual or estimated number of rides (measured by one-way trips per day) provided for seniors and/ or individuals with disabilities because of the expanded 5310 projects implemented in the current reporting year.

5310 OPERATING ASSISTANCE (Check and complete applicable project category)**Fixed/Flexible/Shuttle/Feeder Service**

	Number of one-way trips per day:	
<input type="checkbox"/> Expanded Geographic Coverage	Number of new miles (one-way) added to weekday route:	
<input type="checkbox"/> Extended Service Hours/Days	Percentage of new miles (one-way) added to weekday route:	
<input type="checkbox"/> Improved System Capacity	Number of new miles added to Weekend/Holiday route:	
<input type="checkbox"/> Improved Access/Connections	Percentage of new miles added to Weekend/Holiday route:	

Demand Response

<input type="checkbox"/> Expanded Geographic Coverage	Number of one-way trips per day (beyond service required by the ADA):	
<input type="checkbox"/> Extended Service Hours/Days		
<input type="checkbox"/> Improved Access/Connections		

ADA Paratransit Service to Improve Access/Connections

<input type="checkbox"/> Same Day	Number of one-way trips per day:	
<input type="checkbox"/> Door-to-Door/Door-through-Door	Number of one-way trips per day:	
<input type="checkbox"/> Volunteer Driver Program	Number of one-way trips per day:	
<input type="checkbox"/> User-side Subsidy Vouchers	Number of one-way trips per day:	
<input type="checkbox"/> Aide/Escort Assistance	Number of one-way trips per day:	

Vanpool

<input type="checkbox"/> Improved System Capacity	Number of one-way trips per day:	
<input type="checkbox"/> Improved Access/Connections		

Describe performance methodology and factors used to develop performance measures and objectives. Please upload supporting documentation (i.e., demographic materials, surveys, regional transportation plans, specific coordinated plan reference).

The following questions pertain to project and program performance indicators that are evaluated for project effectiveness and are used as a project performance measure. The information you provide below will be evaluated based on the following criteria:

Increased service or enhancements related to geographic coverage, service quality and/or service times that impact availability of transportation services for seniors and/or individuals with disabilities because of the expanded 5310 projects implemented in the current reporting year.

Actual or estimated number of rides (measured by one-way trips per day) provided for seniors and/or individuals with disabilities due to the expanded 5310 projects implemented in the current reporting year.

Mobility Management	Number of customer contacts:	
Improve Access/Connections	Number of one-way trips per day (mobility manager also provides service):	
One-Stop Center/Customer Referral		
Improve Customer Knowledge	Number of customer contacts:	
Trip/Itinerary Planning		
Improve Customer Knowledge	Number of customer contacts:	
One-on-One Travel Training		
Improve Customer Knowledge	Number of persons trained:	
Group Training		
Improve Customer Knowledge	Number of persons trained:	
Internet-based Information		
Improve Customer Knowledge	Number of web hits:	
Information Marketing/Materials		
Improve Customer Knowledge	Description of materials/distribution:	
Driver Training		
Improve Customer Knowledge	Number of drivers trained:	

Describe performance methodology and factors used to develop performance measures and objectives. Please replace supporting documentation (i.e., demographic materials, surveys, regional transportation plans, specific coordinated plan reference)

List all stakeholders involved in the project. The list should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing individuals with disabilities. You must upload three (3) letters of support from stakeholders to the grant application.

Describe how you will promote public awareness of the project and how you will keep stakeholders involved and informed throughout the project.

How is (or will) your project service be marketed?

☐ Newspaper

☐ Radio

☐ Social Media

☐ Survey Radio

TV/Cable

☐ Other

☐ Flyer

Specify:

Describe how the project will be coordinated with other social service agencies and/or public transportation providers. (e.g. sharing vehicles, dispatching, scheduling, maintenance, coordinating client trips, training, etc.)

Proposed Project Budget: Year 1	
Project must be ready at time of application. Enter whole dollars	
Total Operating Expenses	
Total Direct Labor	\$
Total Equipment and Supplies	\$
Total Other Direct Costs	\$
Total Travel Costs	\$
Total Direct Expenses	
Less Other Revenue	
	\$
	\$
	\$
	\$
Total Other Revenue Applied Against Eligible Expenses	
Net Project Costs	\$

Proposed Project Budget: Year 2	
Project must be ready at time of application. Enter whole dollars	
Total Operating Expenses	
Total Direct Labor	\$
Total Equipment and Supplies	\$
Total Other Direct Costs	\$
Total Travel Costs	\$
Total Direct Expenses	
Less Other Revenue	
	\$
	\$
	\$
	\$
Total Other Revenue Applied Against Eligible Expenses	
Net Project Costs	\$

YEAR 1				
DIRECT LABOR				
Job Title/Classification	Description of Task	Hours	Hourly	Total
	Performed		Rate	
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			Subtotal:	\$0.00
DIRECT COST(S) FOR EMPLOYEES (EXCEPT LABOR)				
Equipment and Supplies (Itemize)				
	\$			
	\$			
	\$			
	\$			
	Subtotal:	\$0		
OTHER DIRECT COSTS (ITEMIZE)				
	\$			
	\$			
	\$			
	\$			
	Subtotal:	\$0		
TRAVEL COSTS (ITEMIZE)				
	\$			
	\$			
	\$			
	\$			
	Subtotal:	\$0		
TOTAL COSTS				

YEAR 2				
DIRECT LABOR				
Job Title/Classification	Description of Task	Hours	Hourly	Total
	Performed		Rate	
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			\$	\$0.00
			Subtotal:	\$0.00
DIRECT COST(S) FOR EMPLOYEES (EXCEPT LABOR)				
Equipment and Supplies (Itemize)				
	\$			
	\$			
	\$			
	\$			
	Subtotal:	\$0		
OTHER DIRECT COSTS (ITEMIZE)				
	\$			
	\$			
	\$			
	\$			
	Subtotal:	\$0		
TRAVEL COSTS (ITEMIZE)				
	\$			
	\$			
	\$			
	\$			
	Subtotal:	\$0		
TOTAL COSTS				

**CORRESPONDENCE
/PRESS CLIPS**

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NEWS

Victor Valley Transit Authority honors bus drivers for acts of compassion, heroism



Rene Ray De La Cruz

Victorville Daily Press

May 2, 2025, 2:06 a.m. PT

Key Points AI-assisted summary ⓘ

Two Victor Valley Transit Authority bus drivers were honored for their compassionate actions.

VVTA leadership praised the drivers for their exemplary service and compassion.

Not all heroes wear capes: Some drive buses in the High Desert for the Victor Valley Transit Authority.

Hesperia-based transit authority bus operators, Robert Aguilera and Lucia Gallegos, were honored for their exceptional actions in protecting and assisting vulnerable individuals while on duty, agency officials stated.

The drivers received a formal proclamation in recognition of their extraordinary service to the community during the agency's April Board of Directors meeting.

Robert Aguilera

While driving along C Avenue in Hesperia, Aguilera observed a small child standing alone in the middle of the roadway.

Without hesitation, Aguilera safely stopped the bus, allowed the child to board and contacted transit authority dispatch to request assistance from a supervisor and the San Bernardino County Sheriff's Department. He remained with the child until the arrival of deputies, who reunited the child with his mother.

Lucia Gallegos

Operating along Old Route 66 near Olive and G Streets, Gallegos noticed an elderly man near a bus stop who she thought appeared to be disoriented.

After stopping the bus and speaking with him, she realized he was confused and possibly lost.

Suspecting he may be experiencing dementia, Gallegos offered him a courtesy fare and contacted transit authority dispatch for help. A road supervisor and a sheriff's deputy responded and discovered the man was from Bakersfield.

Thanks to Gallegos' care and attentiveness, the man was safely reunited with his family and returned home via Greyhound bus, agency officials stated.

Above and beyond

"Lucia and Robert went above and beyond in their roles as VVTA bus operators, showing true heart, professionalism and care," Board Chair James Noble said. "Their dedication made a real difference, and their service is a reflection of the values that keep our community moving forward."

Noble added that the agency is proud to recognize the outstanding work of Lucia and Robert.

"Their actions remind us that public transportation is not just about moving people—it's about watching out for one another. On behalf of the entire board, we

thank Robert and Lucia for representing the best of what VVTA stands for,” Noble said.

CEO Nancie Goff also stated, “Our operators are the face of VVTA, and what Robert and Lucia did exemplify our mission to serve with quality, efficiency and responsiveness. We are proud to have employees who respond with such compassion and awareness. Their actions made a real difference, and we are honored to recognize them.”

For more information, visit vvta.org.

VVTA Honors Two Bus Operators for Acts of Compassion and Heroism



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VICTOR VALLEY (VVNG.com) — At its April 2025 Board of Directors Meeting, the Victor Valley Transit Authority (VVTA) proudly honored two bus operators, Robert Aguilera and Lucia Gallegos, for their exceptional actions in protecting and assisting vulnerable individuals while on duty.

The VVTA Board of Directors presented each operator with a formal proclamation in recognition of their extraordinary service to the community.

Robert Aguilera, while driving along C Avenue, observed a small child standing alone in the middle of the road. Without hesitation, Aguilera safely stopped the bus, allowed the child to board, and immediately contacted VVTA dispatch to request assistance from a supervisor and the San Bernardino County Sheriff's Department. He remained with the child until deputies arrived, who were then able to reunite the child with his mother.



(Robert Aguilar, photo courtesy of VVTA)

Lucia Gallegos, operating Route 66 near Olive and G Streets, noticed an elderly man near a bus stop who appeared disoriented. After stopping the bus and speaking with him, she realized he was confused and possibly lost. Suspecting he may be experiencing dementia, Gallegos offered him a courtesy fare and contacted dispatch for help.

A road supervisor and a Sheriff Deputy responded and discovered the man was from Bakersfield. Thanks to Gallegos' care and attentiveness, the man was safely reunited with his family and returned home via Greyhound bus.

“Lucia and Robert went above and beyond in their roles as VVTA bus operators, showing true heart, professionalism, and care. Their dedication made a real difference, and their service is a reflection of the values that keep our community moving forward. We’re proud to recognize their outstanding work”. said Board Chair James Noble. “Their actions remind us that public transportation is not just about moving people—it’s about watching out for one another. On behalf of the entire board, we thank Robert and Lucia for representing the best of what VVTA stands for.”



(Lucia Gallegos, photo courtesy of VVTA)

VVTA CEO Nancie Goff echoed that praise, stating, “Our operators are the face of VVTA, and what Robert and Lucia did exemplify our mission to serve with quality, efficiency and responsiveness.

We are proud to have employees who respond with such compassion and awareness. Their actions made a real difference, and we are honored to recognize them.”

VVTA remains committed to safety, service, and community and applauds the continued dedication of all its frontline employees.

(Left to right: VVTA Board Chair James Noble, Board Member Curt Emick, Alternate Board Member Kim Mesen, Board Member Allison Lee, Lucia Gallegos, Robert Aguilera, Board Member Gabriel Reyes, and Victor Valley Transit CEO Nancie Goff. Photo courtesy of VVTA)