



Biddeford Saco Old Orchard Beach Transit Committee

AGENDA

Saco Transportation Center

December 8, 2022

4:00 PM – 5:30 PM

Agenda Item	Responsibility	Action or Information
1.) Call to Order	Doris Ortiz	Action
2.) Roll Call / Ascertain Quorum	Doris Ortiz	Action
3.) Public Comment	Doris Ortiz	Information
4.) Approval of Previous Minutes <ul style="list-style-type: none">• October 2022 Transit Committee	Doris Ortiz	Action
5.) Financial Subcommittee Report <ul style="list-style-type: none">• October Month End Financial Report• Operating Reserve Policy Discussion• Recruitment Issues	Staff	Information
6.) FY23 Capital Reserve Funding	Staff	Action
7.) Adoption of Updated Title VI Program	Staff	Action
8.) Adoption of Revised Agency Safety Plan (PTASP)	Staff	Action
9.) Executive Director Report <ul style="list-style-type: none">• Ridership Report• ED Engagement• PACTS Funding Updates• FY24 Budget Timeline• Fleet Update	Chad Heid	Information
10.) Administrative Discussion Items <ul style="list-style-type: none">• Upcoming Meetings: Finance Committee, January 23rd, 12p Committee Meeting, January 26th, 4p	Staff	Information
11.) New Business		Information
12.) Adjournment		Action



Biddeford Saco Old Orchard Beach Transit Committee

Meeting Minutes

October 27, 2022

4:00 PM

Saco Transportation Center

- 1. Call to Order** – Kenny Blow called the meeting to order at 4:01 PM.
- 2. Roll Call** –Members present: Kenny Blow, Phil Hatch, Maya Atlas, Matt Grooms, Jean Saunders. Absent: Curt Koehler, Bryan Kaenrath, Doris Ortiz. Staff present: Chad Heid, Craig Pendleton, Caroline FreeSpirit, Anne Austin.
- 3. Public Comment** – None.
- 4. Approval of the Previous Meeting Minutes** –

Motion by Phil Hatch to approve the Transit Committee meeting minutes of September 22, 2022. Maya Atlas seconded. Kenny Blow, Phil Hatch, Matt Grooms, Jean Saunders and Maya Atlas all voted in favor. Motion passed unanimously. Minutes approved.
- 5. Financial Report** - Caroline Freespirit, Finance Manager, reviewed the Financial Position as of September 30, 2022.

Month End Details:

- Total expenditures are tracking at 17% of the expected budget.
- Other than Capital costs, we are at 24% of the annual budget.
- 22% of the way through the total personnel expense budget and 28% through Other Expenses.
- Fuel is at 19%. Saving money with the electric buses.
- Our Capital Expense lines are at 1.5%, but that will increase as we advance multiple capital projects.

3 active projects:

- Security fence 13 Pomerleau St.
- CAD/AVL RFP.
- On route chargers at the Saco Transportation Center.

Future Considerations:

- The audit is down to a few items that should be wrapped up in the next 7 days.
- RKO is not expected to audit the City next year.
- We do not have our own cash account and therefore we cannot do a monthly cash reconciliation.
- It might be worthwhile to develop a strategy for separating the financial activity of BSOOB Transit and the City of Biddeford.
- Committee members asked for staff to provide costs and considerations for all items to become independent from the City of Biddeford

6. Executive Director Report – Executive Director Chad Heid presented his monthly report.

- **Ridership Report** – Ridership continues to climb month over month on the Fixed Route comparison. Seasonal ridership report shows a significant increase over August last year.
- **CAD/AVL Procurement** - FY23 5307 Allocation - \$180,000
 - PACTS CARES APC Allocation – TBD
 - Objective - To improve the customer experience by offering multiple ways to interpret the network, to more efficiently manage daily operations, and to enhance reporting capabilities to make informed decisions.
- **Bus Stop Signage RFP** – the group discussed replacement of signs and installation, uniformity, etc.
- **PACTS Funding Framework Update** – The taskforce approved modifications. Chad Heid is ready to sign the split letter. He does not believe 5 agencies will be ready. ARPA money will remain in the bank.
- **Connect 2045** – Regional long range plan. Currently in the 30 day public review and comment period. 11/15 Deadline—go to <https://www.connect2045.org/pages/get-involved>.
- **SMART Grant Opportunity** –
Strengthening Mobility and Revolutionizing Transportation
 - Planning & Prototype Grants up to \$2 million (No local match)
 - Implementation Grants up to \$15 million (No local match)
 - Investigating the addition of renewable technologies, including the ability to store energy on-site.
 - Aligns with Maine Won't Wait.
- **Workforce Development Grant**
 - SMPDC is now leading the application process
 - Developing coordination between BSOOB Transit & YCCAC.
 - Grant application can be up to \$600k for two years of pilot program, 10% local match.

7. Other Items

- MTA Strategic Planning Meeting – 11/16/22 in Brunswick. Facilitator has been hired.
- Heart of Biddeford Engagement – Chad and Craig will be involved.
- STC On-Route Charger Timeline – we need a fully engineered design plan. Will be working with Proterra on this. Hopeful for a spring 2023 implementation.
- CAD/AVL RFP Timeline – The deadline to submit is November 17th. We will have the rest of November and December to do interviews. We are requesting that every proposal uses conference room to mock up a bus full of the technology that might be on the bus and allow for agency evaluation of the criteria and pricing.
- Audit Timeline – hopeful for a complete audit presentation from them in December.
- Committee Holiday Schedules – will not meet in November due to Thanksgiving holiday.
- Will reconvene Finance Subcommittee meetings.



8. Administrative Discussion Items – Upcoming Meetings:

- December 8th @ 4:00 pm, Committee.
- December 12th possible for Finance Subcommittee.

9. Adjournment – Meeting was adjourned 5:01 PM.

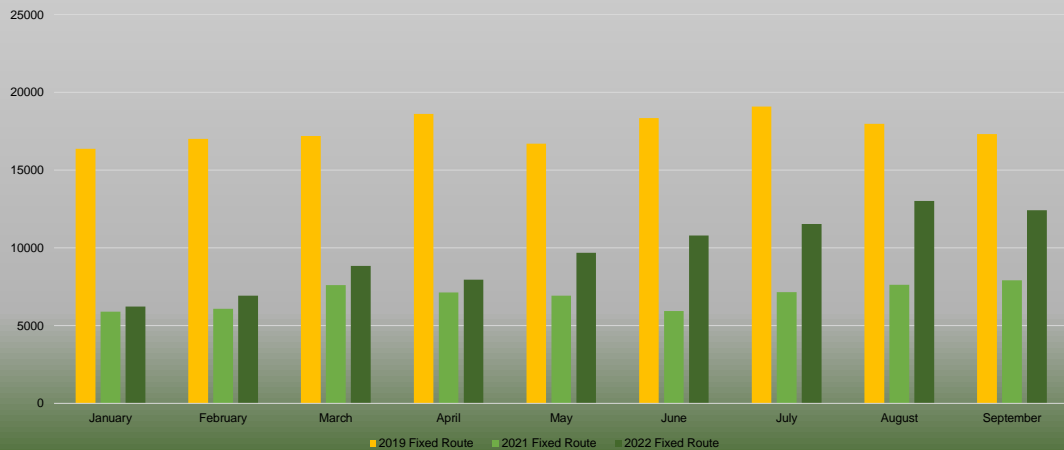
BSOOB Transit Committee Meeting

October 27, 2022



Monthly Ridership Comparison

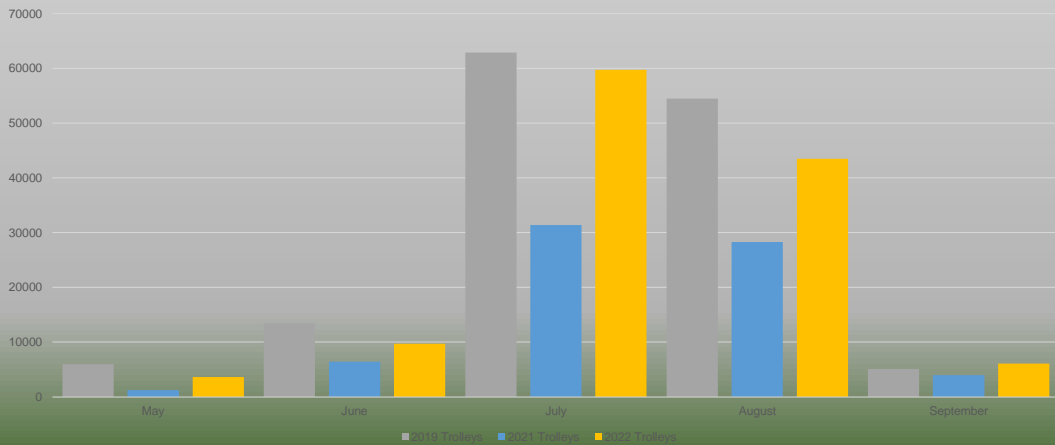
Fixed Route Ridership Comparison
2019, 2021 and 2022



Seasonal Service



Summer Trolley Ridership
2019, 2021, and 2022



Bus Stop Signage RFP



- FY23 5307 Allocation - \$40,000
- Objective – To improve the customer experience by contracting a vendor to develop a contemporary bus stop sign design, along with producing the 200+ signs.
 - Optional consideration for bus stop sign installation services.



PACTS Funding Framework



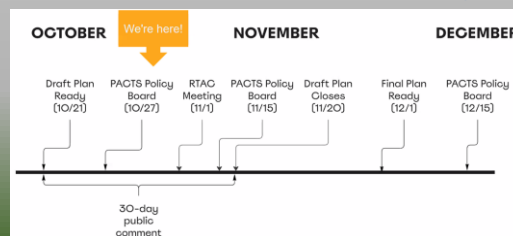
- An effort to update/revise the document guiding discretionary investment in the PACTS region
- Topics Include:
 - Project Application and Regional Coordination
 - Project Evaluation Criteria
 - Project Scoring & Selection
 - Outcome Accountability
- Outcome: 10/27 Policy Board supported adoption of the revisions developed by the Funding Framework Task Force. Voting structure and governance bylaw adjustments were not included.



Connect 2045



- Long Range Transportation Plan for PACTS Region
- Roadways, infrastructure, and multi-modal investment plan
- Review and provide comment to ensure regional perspectives are captured.
- 11/15 Deadline - <https://www.connect2045.org/pages/get-involved>



USDOT SMART Grant



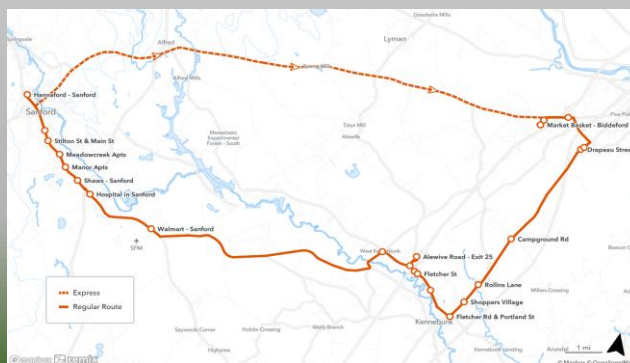
- Strengthening Mobility and Revolutionizing Transportation
- Planning & Prototype Grants up to \$2 million (No local match)
- Implementation Grants up to \$15 million (No local match)
- Investigating the addition of renewable technologies, including the ability to store energy on-site.
- Aligns with *Maine Won't Wait*.



Workforce Transportation Grant



- SMPDC is now leading the application process
- Developing coordination between BSOOB Transit & YCCAC



Timetable Proposal



Biddeford to Sanford via Kennebunk

Biddeford Crossing - Market Basket	Rte 1 & Campground Road	Rte 1 & Hannaford - Kennebunk	Exit 25 - Alewife Rd	Walmart - Sanford	Shaw's - Sanford	Hannaford - Sanford
7:04	7:15	7:20	7:29	7:45	7:51	7:59
9:04	9:15	9:20	9:29	9:45	9:51	9:59
17:24	17:35	17:40	17:49	18:05	18:11	18:19
19:24	19:35	19:40	19:49	20:05	20:11	20:19

Sanford to Kennebunk via Kennebunk

Hannaford - Sanford	Shaw's - Sanford	Walmart - Sanford	Exit 25 - Alewife Rd	Rte 1 & Hannaford - Kennebunk	Rte 1 & Campground Rd	Biddeford Crossing - Market Basket
8:04	8:12	8:18	8:34	8:43	8:48	8:59
10:04	Express Trip					10:32
18:24	18:32	18:38	18:54	19:03	19:08	19:19
20:24	Express Trip					20:52

Improvements from Initial Loop Routing include:

1. Bi-directional routing, allowing customers direct trip options between origin and destination
2. Reduce customer travel time between Biddeford and Kennebunk and Kennebunk and Sanford
3. Additional AM & PM trip between Kennebunk and Sanford via Exit 25 Plaza (from 2 to 3)



Other Items



- MTA Strategic Planning Meeting – 11/16, Brunswick
- Heart of Biddeford Engagement
- STC On-Route Charger Timeline
- CAD/AVL RFP Timeline
- Audit Timeline
- Committee Holiday Schedules





**BSOOB Transit Finance Subcommittee
Meeting Agenda**

**Saco Transportation Center
Monday, December 5th, 2022
12:00 PM – 1:30 PM**

Agenda Item	Responsibility	Action or Information
1.) Call to Order	Kenny Blow	Action
2.) Roll Call / Ascertain Quorum	Kenny Blow	Action
3.) Public Comment	Kenny Blow	Information
4.) October Month End Financial Report	Staff	Information
5.) FY23 Capital Reserve Account Designation	Staff	Information
6.) Agency Operating Reserve Policy Discussion	Staff	Information
7.) Recruitment Concerns & Concepts <ul style="list-style-type: none">• Report of current activities• Sign On bonuses• Relocation assistance	Staff	Information
8.) Administrative Discussion Items <ul style="list-style-type: none">• Upcoming Meetings: Thursday December 8th, 4p, Committee Monday, January 23rd, 12p, Finance		Information
9.) New Business		Information
10.) Adjournment		Action

Memorandum

December 2, 2022

To: BSOOB Transit Committee Members
From: Caroline Freespirit, Finance Manager
Subject: Review of Financial Position as of October 31, 2022

Month End Details:

With the close of October, we are 33% through with the fiscal year. Total expenditures are tracking at 24.4% of the expected budget. Total personnel costs are 30% of budget, while fuel expenses have reached 26.2%. Total Other Expenses and General Operation Costs are exceeding the budgeted amount due to depreciation expenses.

Fare revenues seem to be caught up. As you may recall, September cash reconciliation was not included in the September month end report. Through October, total fare revenue has reached 72.4% of the annual projection. While this is certainly promising, it is important to remember that a slowdown in passenger activity is a winter trend.

Through the end of October, diesel usage on the current contract of \$3.14/gallon has exceeded 50,000 gallons. With the trolley season complete, weekly usage will drop. We project to exhaust this supply in the Spring of 2023. In an effort to control costs, noting market volatility, we have finalized an FY24 ultra-low Sulfur diesel supply contract for 80,000 gallons at \$3.63/gallon. This will increase the FY24 diesel fuel budget by \$39,200. Regarding total fuel costs, we are still in the discovery phase on electric costs, with early returns being more affordable than expected.

Future Considerations:

We are still not in receipt of the final audit report. We were hopeful for the month of November, but it looks as though it will likely be December or January. We will continue to coordinate with RKO staff to have the audit presentation be timely in our fiscal cycle.

As the Finance Subcommittee begins to meet again this December, we expect to facilitate conversations regarding some changes in fiscal policies and practice, specifically the consideration of an operating reserve policy, a determination on the need for a restricted capital fund balance, and a discussion for creating an independent BSOOB Transit banking arrangement.

Lastly, as we head into the new year, the municipal budget cycles will ramp up in activity. If the 2022 calendar is repeated in 2023, it is expected that Biddeford will begin their budget review process in January, while Saco and Old Orchard Beach will both begin deliberations in February.

Statement of Revenues, Expenses and Changes in Fund Equity
As of OCTOBER 2022 FY23

	Fund 801 Transit Agency	Last Year
Revenues		
Fares:		
Intercity fares	\$ 13,745.76	15,118.61
Urban fares	33,895.41	25,114.55
Trolley fares	119,858.77	103,175.72
Zoom fares	4,299.34	5,885.54
Noreaster UNE fares	0.00	7,200.00
Total fares	171,799.28	156,494.42
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	510,038.59	915,044.18
MDOT-Urban	14,431.34	37,578.68
MDOT-Intercity	194,604.32	146,210.16
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	107,425.37	147,042.82
MTA-ZOOM	15,240.54	17,174.51
FTA-Capital-Mobility	7,074.68	21,782.87
MDOT-Interline	0.00	0.00
Other grant revenue	0.00	440,000.00
MDOT-Capital grant	0.00	0.00
Total grant revenues	848,814.84	1,724,833.22
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	42,251.30	715.00
Contract repair parts & labor revenue	41,675.11	51,774.71
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	51.28	22.00
Contract stops - all	122,400.00	16,500.00
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - urban	71,668.25	21,000.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	2,261.54
Advertising Commissions Paid	(7,258.56)	(11,539.23)
Other income	0.00	37,596.42
Total revenues	2,089,832.21	2,648,658.08
Reconciliation (for Finance Dept. use only)		
Revenue Control	1,949,966.07	2,538,288.53
Add current month unbilled grants	139,865.41	110,367.24
Less nonoperating income	(0.65)	(1.94)
Adjusted Revenue Control to tie to above	<u>2,089,832.13</u>	<u>2,648,657.71</u>
Difference	0.08	0.37

Expenses

Indirect Expenses		
Administrative Salaries	160,227.39	135,129.13
Administrative Benefits	49,313.70	61,952.29
Employee's Expense	8,564.23	2,865.99
Travel	539.95	5,204.80
Training	3,201.27	404.73
Utilities	4,665.88	3,966.84
Telephone	1,650.00	1,500.00
Postage	362.88	312.79
Office Supplies	3,913.55	5,265.78
Miscellaneous Office	35,483.08	24,865.42
Advertising	7,922.54	5,401.42
Professional Services	18,243.91	25,803.71
Insurance	92,824.50	81,079.83
Facility Repairs & Maint.	98.07	122.45
Vehicle Fuel	0.00	1,496.40
Depreciation	231,005.00	183,533.85
Total indirect expenses	618,015.95	538,905.43
Direct expenses:		
Operating wages-Drivers	398,377.12	350,553.74
Operating wages-Repair	82,158.14	86,715.20
Operating benefits-Drivers	76,299.45	69,598.03
Operating benefits-Repair	33,773.52	34,287.82
Miscellaneous supplies & costs	11,790.42	16,527.04
Vehicle Fuel	69,439.79	45,229.75
Vehicle Maintenance	61,948.08	91,422.29
Preventive Maintenance, all sources	136,649.26	59,335.98
Total operations expenses	870,435.78	753,669.85
Total operating expenses	1,488,451.73	1,292,575.28
Reconciliation (for Finance Dept. use only)		
Appropriation Control	1,528,318.72	1,350,737.64
Encumbrance Control		
Less nonoperating expense	(39,874.45)	(58,165.88)
Adjusted Approp. Control to tie to above	1,488,444.27	1,292,571.76
Difference	7.46	3.52
Operating income (loss)	601,380.48	1,356,082.80
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(39,874.45)	(58,165.88)
Interest revenue (expense)	0.00	0.00
Total nonoperating revenue (expense)	(39,874.45)	(58,165.88)
Net income (loss)	561,506.03	1,297,916.92
Fund equity, beginning of year		
adjust reserve for inventory	3,317,938.44	3,317,938.44
change in value of fixed assets	4,417,356.16	907,153.44
loss on disposal of capital assets		
prior year adjustment		
Fund equity, end of year	\$ 8,296,800.63	5,523,008.80
To tie to balance sheet fund equity	8,296,806.03	5,523,008.80
Difference	5.40	0.00

Balance Sheet**As of OCTOBER 2022 FY23**

	Fund 801 Transit Agency	Fund 801 Transit Agency
ASSETS		
Current assets:		
Petty Cash	200.00	200.00
Cash on Hand	200.00	450.00
Accounts Receivable		
Billed	1,124,726.08	308,566.43
Unbilled, this month	139,865.41	110,367.24
Inventory	337,598.50	299,428.75
Total current assets	1,602,589.99	719,012.42
Fixed assets:		
Property, plant and equipment	9,962,443.04	7,863,546.53
Less accumulated depreciation	(3,720,799.94)	(3,694,504.32)
Total fixed assets	6,241,643.10	4,169,042.21
Other assets:		
Prepaid expenses	(4,828.33)	(17,025.00)
Total prepaids	(4,828.33)	(17,025.00)
Total assets	7,839,404.76	4,871,029.63
LIABILITIES AND EQUITY		
Current liabilities:		
Accounts payable	(382.50)	(3,224.00)
Payroll liabilities outstanding	18,934.72	17,830.22
Accrued payroll	46,578.11	58,911.67
Accrued compensated absences	110,753.02	99,075.35
Unearned receipts	(70,884.28)	11,115.72
Total current liabilities	104,999.07	183,708.96
Non-current liabilities:		
Owed to (from) City of Biddeford	(562,400.34)	(835,688.13)
Total non-current liabilities	(562,400.34)	(835,688.13)
Total liabilities	(457,401.27)	(651,979.17)
Equity		
Retained earnings, end of prior year	7,735,293.27	4,225,090.67
Net income, current year	561,512.76	1,297,918.13
Total equity	8,296,806.03	5,523,008.80
Total liabilities and fund equity	\$ 7,839,404.76	4,871,029.63
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

YTD Cost Center Analysis - Local Service
As of OCTOBER 2022 FY23

	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	33,895.41	25,114.55
Trolley fares	119,858.77	103,175.72
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	7,200.00
Total fares	153,754.18	135,490.27
Grant revenues:		
FTA-Urban, including this month unbilled	510,038.59	461,539.18
MDOT-Urban	14,431.34	37,578.68
MDOT-Intercity	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Total grant revenues	524,469.93	499,117.86
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	41,371.30	715.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	122,400.00	16,500.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - local (budget here)	0.00	0.00
Advertising revenue - intercity (charge to grant here)	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(4,277.17)	(6,627.15)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	837,718.24	669,195.98

Local Service	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	106,121.56	77,438.82
Administrative Benefits	34,011.66	39,386.22
Employee's Expense	5,906.75	1,875.50
Travel	372.40	3,406.02
Training	2,207.92	264.86
Utilities	2,861.88	2,324.74
Telephone	1,138.01	818.00
Postage	250.28	204.69
Office Supplies	2,699.18	3,445.93
Miscellaneous Office	19,324.05	14,484.72
Advertising	5,864.92	3,233.23
Professional Services	11,992.16	12,530.12
Insurance	60,364.03	52,125.45
Facility Repairs & Maint.	67.64	80.13
Vehicle Fuel	0.00	943.46
Depreciation	1,607.95	7,079.73
Total administrative expenses	254,790.39	219,641.62
Operations expenses:		
Operating wages-Drivers	289,275.91	244,572.28
Operating wages-Repair	44,242.16	44,411.29
Operating benefits-Drivers	51,799.70	44,482.61
Operating benefits-Repair	18,187.04	17,560.55
Miscellaneous supplies & costs	6,221.42	5,384.87
Vehicle Fuel	39,032.16	23,164.47
Vehicle Maint.- regular	6,995.37	31,063.30
Preventive Maintenance	66,226.12	40,307.27
Total operations expenses	521,979.88	450,946.64
Total operating expenses	776,770.27	670,588.26
Municipal Contribution needed	(60,947.97)	1,392.28
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Intercity Service As of OCTOBER 2022 FY23	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 13,745.76	15,118.61
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	13,745.76	15,118.61
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	194,604.32	146,210.16
MDOT-Interline	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	194,604.32	146,210.16
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	25,000.00	25,000.00
Greyhound ticket sales	51.28	22.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - zoom (charge to grant here)	0.00	2,261.54
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(1,978.88)	(2,487.20)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	231,422.48	186,125.11

Intercity Service	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	34,342.95	23,844.62
Administrative Benefits	11,006.82	12,127.63
Employee's Expense	1,911.54	577.50
Travel	120.52	1,048.77
Training	714.52	81.55
Utilities	926.16	715.82
Telephone	368.28	301.88
Postage	80.99	63.03
Office Supplies	873.50	1,061.05
Miscellaneous Office	6,368.33	4,488.25
Advertising	1,365.74	1,097.85
Professional Services	3,880.89	3,858.22
Insurance	16,182.81	13,501.02
Facility Repairs & Maint.	21.89	24.67
Vehicle Fuel	0.00	312.98
Depreciation	743.94	2,657.06
Total administrative expenses	78,908.88	65,761.90
Operations expenses:		
Operating wages-Divers	78,487.63	57,121.91
Operating wages-Repair	25,165.04	21,420.80
Operating benefits-Divers	17,625.17	14,641.96
Operating benefits-Repair	10,344.83	8,469.94
Miscellaneous supplies & costs	2,445.91	2,577.98
Vehicle Fuel	20,181.71	11,172.86
Vehicle Maint.	4,220.01	11,891.61
Preventive Maintenance	54,820.93	7,636.21
Total operations expenses	213,291.23	134,933.27
Total operating expenses	292,200.11	200,695.17
Municipal Contribution needed	60,777.63	14,570.06
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Zoom Service	Agency	Agency
As of OCTOBER 2022 FY23		
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	4,299.34	5,885.54
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	4,299.34	5,885.54
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	107,425.37	147,042.82
MTA-ZOOM	15,240.54	17,174.51
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	122,665.91	164,217.33
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local (charge to grant here)	71,668.25	21,000.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom (budget here)	0.00	0.00
Advertising Commissions Paid	(1,002.51)	(2,424.88)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	197,630.99	188,677.99

ZOOM Service	Agency	Agency
Expenses		
Administrative expenses:		
1 Administrative Salaries	13,401.75	17,052.16
1 Administrative Benefits	4,295.22	8,672.91
1 Employee's Expense	745.94	412.99
2 Travel	47.03	750.01
9 Training	278.83	58.32
3 Utilities	361.42	511.91
3 Telephone	143.72	180.13
9 Postage	31.61	45.07
9 Office Supplies	340.87	758.80
9 Miscellaneous Office	2,529.54	3,250.49
11 Advertising	691.89	1,070.34
5 Professional Services	1,514.45	2,759.15
4 Insurance	16,277.66	15,453.36
6 Facility Repairs & Maint.	8.54	17.65
7 Vehicle Fuel	0.00	239.96
10 Depreciation	376.88	2,590.48
Total administrative expenses	41,045.35	53,823.73
Operations expenses:		
1 Operating wages-Divers	30,613.57	40,859.54
1 Operating wages-Repair	12,750.94	20,883.11
1 Operating benefits-Divers	6,874.58	10,473.46
1 Operating benefits-Repair	5,241.65	8,257.33
9 Miscellaneous supplies & costs	3,123.09	7,491.19
7 Vehicle Fuel	10,225.92	10,892.41
8 Vehicle Maint.	821.37	3,977.21
12 Preventive Maintenance	15,602.20	11,392.50
Total operations expenses	85,253.32	114,226.75
Total operating expenses	126,298.67	168,050.48
Municipal Contribution needed	(71,332.32)	(20,627.51)
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Mobility/Outreach As of OCTOBER 2022 FY23	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
MDOT-Intercity	0.00	0.00
FTA-Capital/Mobility/Outreach	7,074.68	21,782.87
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	7,074.68	21,782.87
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	7,074.68	21,782.87

Mobility/Outreach Coordinator	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	6,361.13	16,793.53
Administrative Benefits	0.00	1,765.52
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	516.42	414.37
Telephone	0.00	200.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	2,486.28	1,225.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	9,363.83	20,398.42
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	1,073.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	1,073.00
Total operating expenses	9,363.83	21,471.42
Municipal Contribution needed	2,289.15	(311.45)
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Outside Repair/Sales As of OCTOBER 2022 FY23	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	41,675.11	51,774.71
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	41,675.11	51,774.71

Outside Agency Repairs & Fuel Sales	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Divers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Divers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	38,665.32	44,490.17
Total operations expenses	38,665.32	44,490.17
Total operating expenses	38,665.32	44,490.17
Municipal Contribution needed	(3,009.79)	(7,284.54)
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Items not Allocated As of OCTOBER 2022 FY23	Agency	Agency
Revenues		
Grant revenues:		
FTA non-operating grant revenue	0.00	453,505.00
MDOT non-operating grant revenue	0.00	440,000.00
MDOT RTAP grant revenue	0.00	0.00
Other grant revenue	0.00	0.00
MDOT capital grant revenue	0.00	0.00
Total grant revenues	0.00	893,505.00
Municipal contributions	750,000.00	600,000.00
Fuel & miscellaneous operating revenue	880.00	0.00
Other income	0.00	37,596.42
Total revenues	750,880.00	1,531,101.42
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Miscellaneous & Office	4,774.88	300.00
RTAP Grant Expense	0.00	0.00
Advertising	0.00	0.00
Professional Services	856.41	6,656.21
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	228,276.23	171,206.59
Total administrative expenses	233,907.52	178,162.80
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	11,246.01	0.00
Total operations expenses	11,246.01	0.00
Items Paid from Restricted Fund Balance	0.00	0.00
Loss on Disposal of Capital Assets	0.00	0.00
Building Construc/Repair Capital	0.00	0.00
Equipment Purchase Capital	4,828.33	1,176.38
Vehicles Purchase Capital	35,046.12	56,989.50
Total capital expenses	39,874.45	58,165.88
Total expenses	285,027.98	236,328.68
Non-allocated items income (loss)	465,852.02	1,294,772.74
Income (loss) before depreciation	694,128.25	1,465,979.33
Municipal Contributions needed to fund operations	(72,223.30)	(12,261.16)
Excess (shortfall) in Municipal Contributions	766,351.55	1,478,240.49

YTD Cost Center Analysis - COVID RELATED As of OCTOBER 2022 FY23	Agency	Agency
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Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Biddeford rural loop fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00

Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
MDOT-Biddeford rural loop	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract stops - Biddeford rural loop	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - Biddeford rural loop	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	0.00	0.00
Agency		
Agency		
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	1,116.96
Advertising / Printing	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	1,116.96
Operations expenses:		
Operating wages-Drivers	0.00	8,000.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	8,000.00
Total operating expenses	0.00	9,116.96
Operating income (loss)	0.00	(9,116.96)
YTD Cost Center Analysis -		
As of OCTOBER 2022 FY23		
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00

Biddeford-Old Orchard Beach-Saco Transit Committee

Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MDOT-Trolley	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	0.00	0.00
	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	0.00
Total operating expenses	0.00	0.00
Operating income (loss)	0.00	0.00
Biddeford-Saco-OOB Transit Committee		
YTD Cost Center Analysis - Total of all Areas	FY23	Last Year
As of OCTOBER 2022 FY23	Totals	F.S. Totals
Revenues		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 13,745.76	15,118.61
Shuttle fares	33,895.41	25,114.55
Trolley fares	119,858.77	103,175.72
Zoom fares	4,299.34	5,885.54
Noreaster UNE fares	0.00	7,200.00
Total fares	171,799.28	156,494.42
Grant revenues:		
FTA-Urban	510,038.59	915,044.18
MDOT-Urban	14,431.34	37,578.68
MDOT-Intercity	194,604.32	146,210.16
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	107,425.37	147,042.82
MTA-ZOOM	15,240.54	17,174.51
Planning/Mobility/Outreach	7,074.68	21,782.87
Interline grant revenue	0.00	0.00
MDOT-Other grants	0.00	440,000.00
Capital grants	0.00	0.00
Total grant revenues	848,814.84	1,724,833.22
Insurance claims revenue	23,430.71	0.00
Fuel & miscellaneous operating revenue	42,251.30	715.00
Contract repair parts & labor revenue	41,675.11	51,774.71
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	51.28	22.00
Contract stops - Local	122,400.00	16,500.00
Contract revenue - UNE annual contribution	0.00	24,000.00
Advertising revenue - local	71,668.25	21,000.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - zoom	0.00	2,261.54
Advertising Commissions Paid	(7,258.56)	(11,539.23)
Other income	0.00	37,596.42
Total revenues	2,089,832.21	2,648,658.08
Expenses		
Administrative expenses:		
Administrative Salaries	160,227.39	135,129.13
Administrative Benefits	49,313.70	61,952.29
Employee's Expense	8,564.23	2,865.99
Travel	539.95	5,204.80
Training	3,201.27	404.73
Utilities	4,665.88	3,966.84
Telephone	1,650.00	1,500.00
Postage	362.88	312.79
Office Supplies	3,913.55	5,265.78
Miscellaneous Office	35,483.08	24,865.42
Advertising	7,922.54	5,401.42
Professional Services	18,243.91	25,803.71
Insurance	92,824.50	81,079.83
Facility Repairs & Maint.	98.07	122.45
Vehicle Fuel	0.00	1,496.40
Total administrative expenses	387,010.95	355,371.58
Operations expenses:		
Operating wages-Drivers	398,377.12	350,553.74
Operating wages-Repair	82,158.14	86,715.20
Operating benefits-Drivers	76,299.45	69,598.03
Operating benefits-Repair	33,773.52	34,287.82
Miscellaneous supplies & costs	11,790.42	16,527.04
Vehicle Fuel	69,439.79	45,229.75
Vehicle Maint.	61,948.08	91,422.29
Preventive Maintenance	136,649.26	59,335.98
Depreciation	231,005.00	183,533.85
Total operations expenses	1,101,440.78	937,203.70
Total operating expenses	1,488,451.73	1,292,575.28
Operating income (loss)	601,380.48	1,356,082.80
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	39,874.45	58,165.88
Interest expense (included in office supplies allocation)		
Total non-operating expenses	39,874.45	58,165.88

Biddeford-Old Orchard Beach-Saco Transit Committee

Total expenses	<u>1,528,326.18</u>	<u>1,350,741.16</u>
Net income (loss)	<u>561,506.03</u>	<u>1,297,916.92</u>

B-S-OOB Transit Committee
Monthly Financial Report - Revenues
Month Ending SEPTEMBER 2022

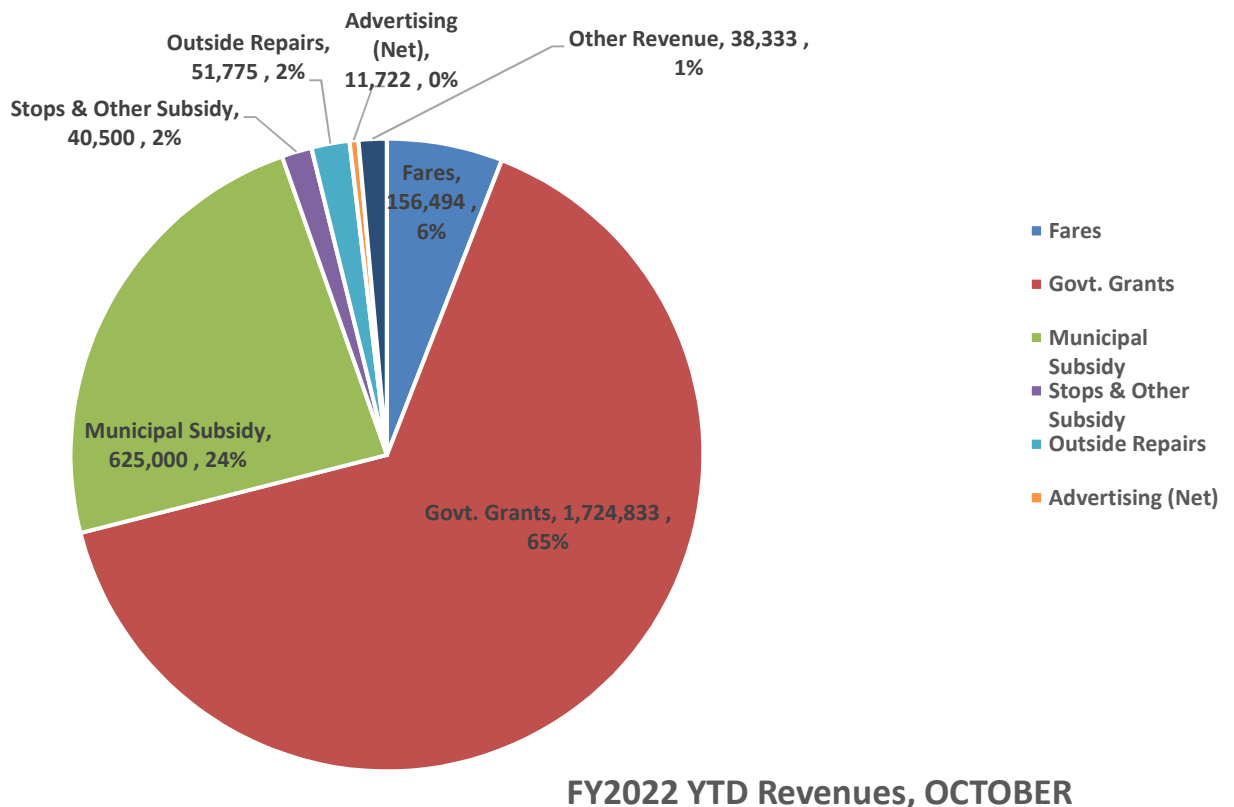
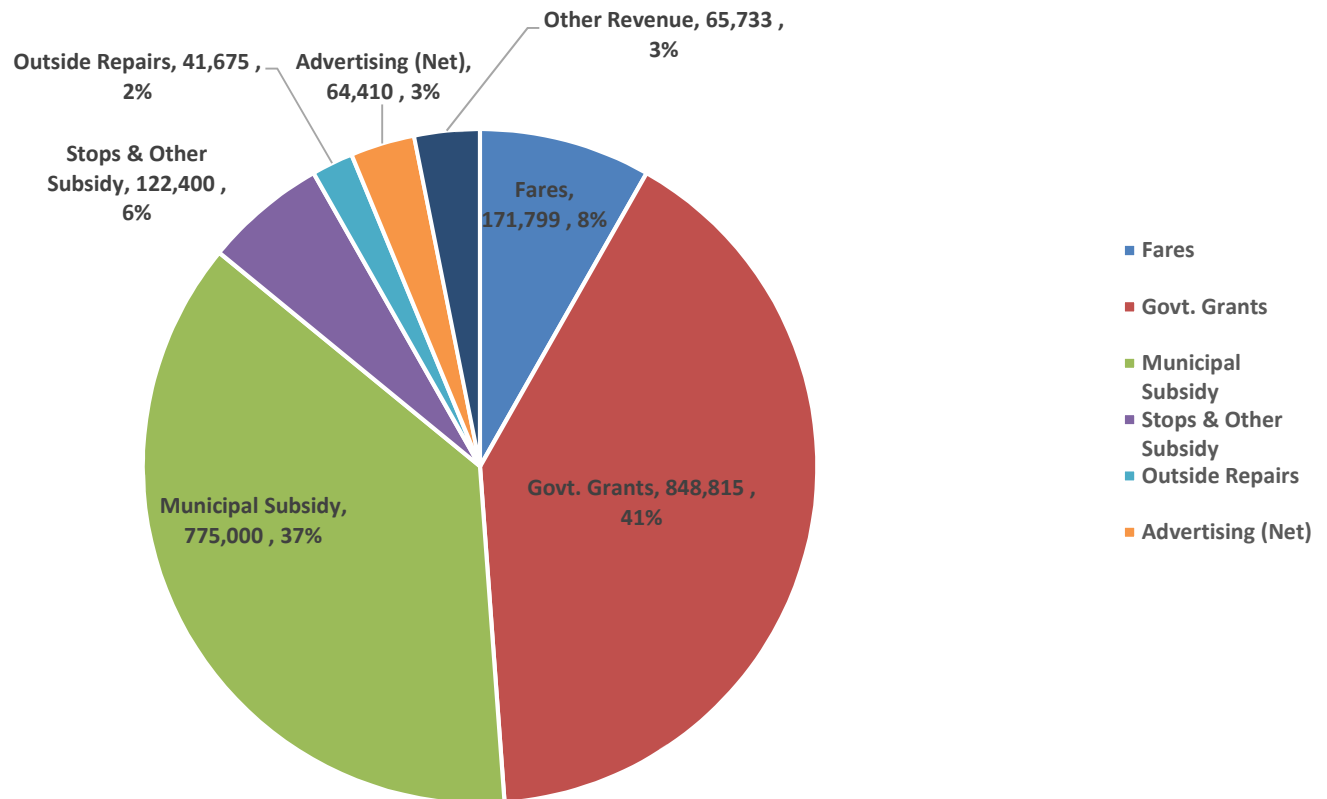
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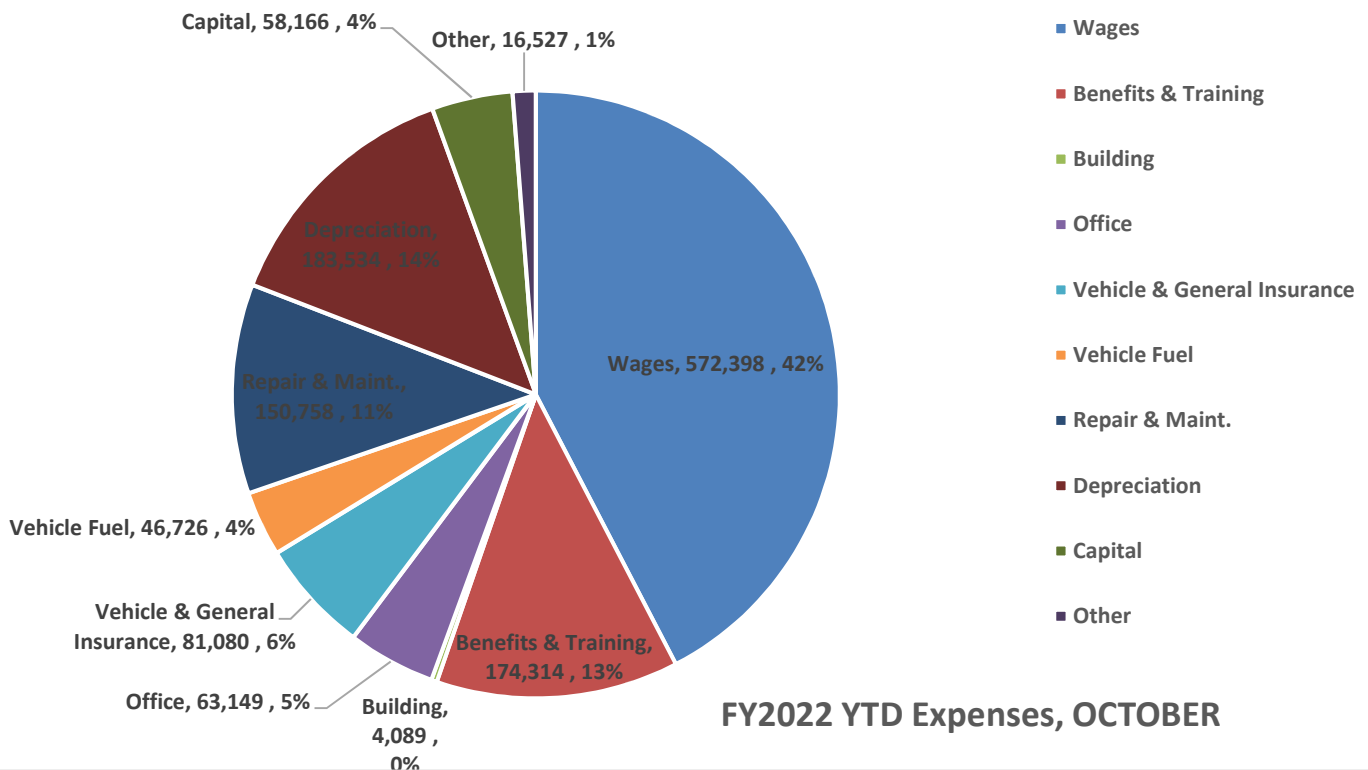
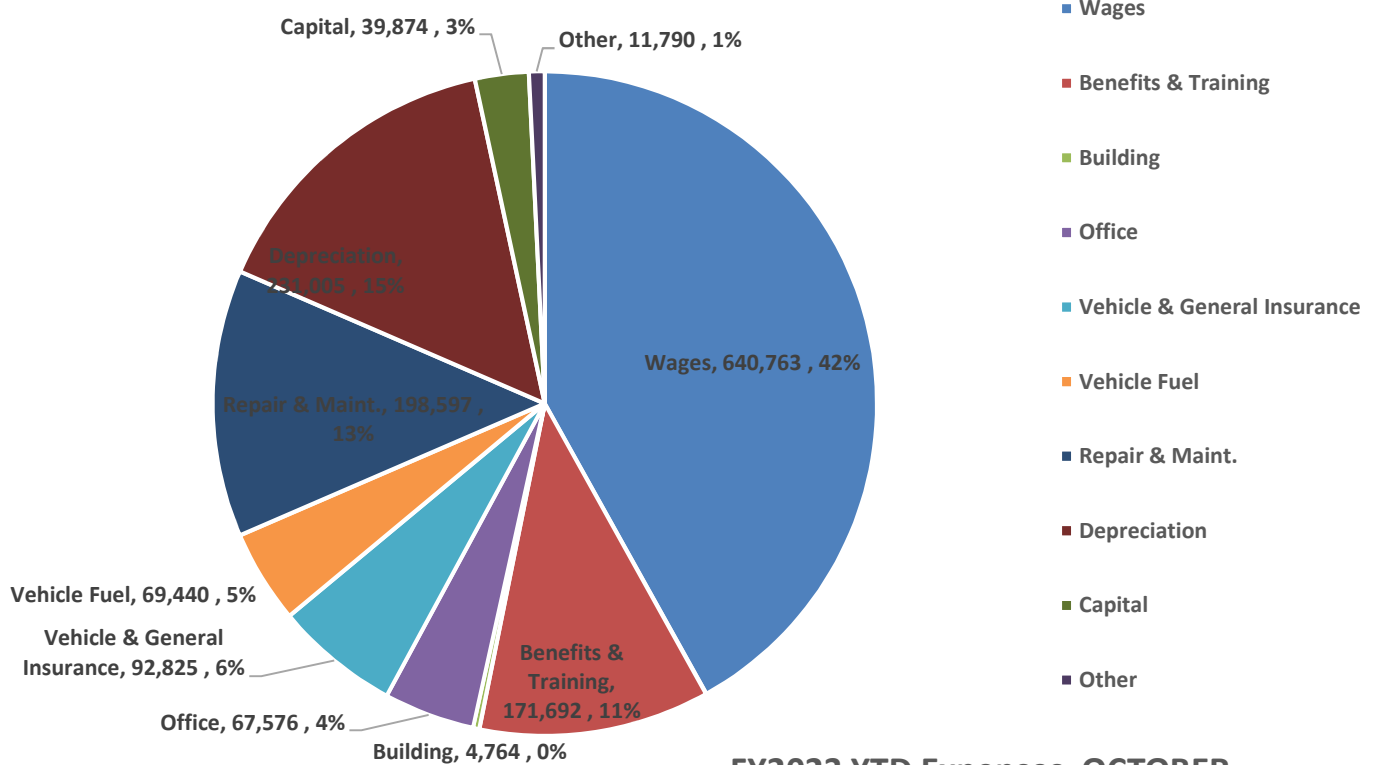
	FY2023				FY2022		
	Estimate	Month Ended October	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended October	Percentage Realized
General Revenues:							
Sale of surplus property	0	0	0	0.0%	0	37,596	0.0%
Donations	0	0	0	0.0%	0	0	0.0%
Interest earned	0	0	0	0.0%	0	0	0.0%
Advertising commissions paid	(13,480)	(7,259)	(6,221)	53.9%	(13,200)	(11,542)	87.4%
Miscellaneous revenue	500	64,802	(64,302)	12960.4%	500	715	143.0%
YCCTC Repairs Revenues:							
Repair parts	52,000	17,559	34,441	33.8%	27,022	18,922	70.0%
Repair labor	63,000	11,951	51,049	19.0%	27,022	16,050	59.4%
Other Agency Repairs Revenues:							0.0%
Repair parts	20,000	5,235	14,765	26.2%	3,333	10,300	309.0%
Repair labor	15,000	6,931	8,069	46.2%	3,333	6,503	195.1%
Local Service Revenues:							
FTA Urban grant	1,650,391	510,039	1,140,352	30.9%	1,473,970	461,539	31.3%
Local fares	176,000	153,754	22,246	87.4%	69,878	135,490	193.9%
Advertising sales	47,650	71,668	(24,018)	150.4%	31,553	21,000	66.6%
Contract stops	87,150	122,400	(35,250)	140.4%	103,282	16,500	16.0%
MDOT grants	120,862	14,431	106,431	11.9%	0	37,579	0.0%
UNE contribution	90,000	0	90,000	0.0%	62,000	24,000	38.7%
Other local service revenues	0	0			0	0	
Zoom Service Revenues:							
Zoom fares	26,000	4,299	21,701	16.5%	27,942	5,886	21.1%
Advertising sales	0	0	0	0.0%	7,888	2,262	28.7%
MDOT Zoom grant	256,281	107,425	148,856	41.9%	440,655	147,043	33.4%
MTA Zoom grant	0	15,241	(15,241)	0.0%	0	17,175	0.0%
Intercity Service Revenues:							
Intercity fares/ticket sales	35,300	13,797	21,503	39.1%	50,250	15,141	30.1%
Advertising sales	0	0	0	0.0%	0	0	0.0%
MDOT Intercity grant	804,828	194,604	610,224	24.2%	687,104	146,210	21.3%
Municipal contributions	25,000	25,000	0	100.0%	25,000	25,000	100.0%
Mobility/Outreach Coordinator							
FTA Planning grant	52,211	7,075	45,136	13.6%	52,953	21,783	41.1%
Fuel Sales Revenue:							
Fuel sales	0	0	0	0.0%	0	0	0.0%
Non-operating Revenues:							
FTA non-operating grants	1,821,970	0	1,821,970	0.0%	3,927,739	453,505	11.5%
MDOT non-operating grants	136,059	0	136,059	0.0%	0	440,000	0.0%
MDOT RTAP grant	0	0	0	0.0%	0	0	0.0%
Other grants	20,800	0	20,800	0.0%	104,860	0	0.0%
Capital grants	0	0	0	0.0%	0	0	0.0%
Municipal contributions	750,000	750,000	0	100.0%	600,000	600,000	100.0%
Other non-operating revenues	43,125	880	42,245	2.0%	0	0	0.0%
TOTAL REVENUES	6,280,647	2,089,832	4,190,815	33.3%	7,713,084	2,648,657	34.3%
Total, less Municipal contributions	5,530,647	1,339,832	4,190,815	24.2%	7,113,084	2,048,657	28.8%
Total fares	237,300	171,850	65,450	72.4%	148,070	156,517	105.7%
Total less fares & Municipal conts.	5,293,347	1,167,982	4,125,365	22.1%	6,965,014	1,892,140	27.2%
Total external repairs/fuel sales	150,000	41,676	108,324	27.8%	60,710	51,775	85.3%
Total operating revenues	3,508,693	1,338,952	2,169,741	38.2%	3,080,485	1,155,152	37.5%

B-S-OOB Transit Committee
Monthly Financial Report - Expenditures
Month Ending October 2022

Target %: 33

	FY2023				FY2022		
	Budget	Month Ended October	Remaining Budget	Percentage Expended	Budget	Month Ended October	Percentage Expended
Admin/Overhead Expenditures:							
Salaries & wages	501,050	153,866	347,184	30.7%	342,361	118,336	34.6%
Employee benefits	252,033	49,314	202,719	19.6%	204,064	60,187	29.5%
Other employment costs	42,000	12,305	29,695	29.3%	30,300	8,476	28.0%
Purchased professional svcs.	74,000	27,373	46,627	37.0%	67,000	22,399	33.4%
General operating costs	237,200	266,365	(29,165)	112.3%	169,850	223,592	131.6%
Insurances	224,739	92,825	131,914	41.3%	196,363	81,086	41.3%
Borrowing costs	0	0	0	0.0%	0	0	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
Garage Operating Expenditures:							
Salaries & wages, regular	383,481	129,869	253,612	33.9%	354,061	107,958	30.5%
Overtime wages	33,187	20,250	12,937	61.0%	39,252	20,541	52.3%
Employee benefits	126,382	33,774	92,608	26.7%	118,488	34,291	28.9%
Other employment costs	2,000	1,182	818	59.1%	2,000	871	43.6%
Reclassification to external repairs	(80,000)	(67,960)	(12,040)	85.0%	(115,000)	(41,775)	36.3%
General operating costs	439,352	118,854	320,498	27.1%	159,430	39,667	24.9%
YCCTC Repairs Expenditures:							
All costs	75,000	27,373	47,627	36.5%	110,000	29,085	26.4%
Other Agency Repairs Expenditures:							
All costs	35,000	11,293	23,707	32.3%	20,000	15,405	77.0%
Bus Services Expenditures:							
Salaries & wages, regular	1,108,724	383,307	725,417	34.6%	959,126	333,675	34.8%
Overtime wages	55,644	36,234	19,410	65.1%	34,627	28,991	83.7%
Employee benefits	272,626	83,088	189,538	30.5%	248,755	75,569	30.4%
Other employment costs	0	1,921	(1,921)	0.0%	0	40	0.0%
Advertising costs	7,500	2,913	4,587	38.8%	7,500	308	4.1%
Fuel costs	251,200	65,889	185,311	26.2%	210,410	45,234	21.5%
General operating costs	78,500	8,628	69,872	11.0%	123,500	51,093	41.4%
Mobility/Outreach Coordinator							
Salaries & wages, regular	51,031	0	51,031	0.0%	47,326	16,134	34.1%
Overtime wages	0	0	0	0.0%	0	660	0.0%
Employee benefits	5,528	0	5,528	0.0%	5,125	1,766	34.5%
Other employment costs	0	0	0	0.0%	0	0	0.0%
General operating costs	13,845	3,003	10,842	21.7%	13,020	2,912	22.4%
Fuel Sales Expenditures:							
Fuel costs	0	0	0	0.0%	0	0	0.0%
Non-operating Expenditures							
Training/Travel/Lodging	0	0	0	0.0%	0	0	0.0%
Consultants	73,560	856	72,704	1.2%	19,200	6,656	34.7%
RTAP grant expenses	0	0	0	0.0%	0	0	0.0%
Repairs & maintenance, non-cap	0	11,246	(11,246)	0.0%	0	0	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	1,927,330	39,874	1,887,456	2.1%	4,013,368	58,166	1.4%
Other non-oper. Expense	35,435	4,775	30,660	13.5%	169,665	300	0.2%
Total Expenditures	6,226,347	1,518,417	4,707,930	24.4%	7,549,791	1,341,623	17.8%
Total Personnel Costs	2,863,686	875,816	1,987,870	30.6%	2,400,485	810,210	33.8%
Total Fuel Costs	251,200	65,889	185,311	26.2%	210,410	45,234	21.5%
Total Capital Equipment Costs, net	1,927,330	39,874	1,887,456	2.1%	4,013,368	58,166	1.4%
Total Other Costs	1,184,131	536,838	647,293	45.3%	925,528	428,013	46.2%





Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
FTA: ME-2019-011-00									
	441	A3	5307 Funds Planning Consultant	FTA: ME-2019-011-00 1,522.00		Start Date 7/25/2019 - End Date 6/30/22 3,619.50	20%		
FTA: ME-2020-031-01-00									
	117	A2	5307 Funds FY21 Preventive Maintenance	FTA: ME-2020-031-01-00 163,560.00	0.00	Start Date 8/21/20 - End Date 6/30/23 -	#DIV/0!	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	49,029.00	46,971.00	11,742.75	20%	96,000.00	120,000.00
	117	A2	Mobility Management	51,660.00	0.00	-	20%	51,660.00	64,575.00
	441	A3	Planning Consultant	0.00	17,600.00	4,400.00	20%	17,600.00	22,000.00
FTA: ME-2021019									
	300	A1	5307 Funds FY22 Service Operations	FTA: ME-2021019 728,810.00	0.00	Start Date 8/23/21 - End Date 6/30/24 0.00	#DIV/0!	728,810.00	1,457,620.00
	117	A4	Preventive Maintenance	40,196.00	126,635.00	31,658.75	20%	166,831.00	198,489.75
	114	A3	Cap-Surv/Security	0.00	60,000.00	15,000.00	20%	60,000.00	75,000.00
	114	A3	2 Support Vehicles	38,608.00	121,392.00	30,348.00	20%	160,000.00	190,348.00
	111	A5	Replacement VANS	0.00	60,000.00	15,000.00	20%	60,000.00	75,000.00
	117	A4	Mobility Management	19,173.00	32,015.00	8,003.75	20%	51,188.00	59,191.75
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
FTA: ME-2022 DRAFT									
	300	xx	5307 Funds FY23 Service Operations			Start Date 8/23/21 - End Date 6/30/24 858,000.00	50%	858,000.00	1,716,000.00
	117	xx	Preventive Maintenance	0.00	170,168.00	42,542.00	20%	170,168.00	212,710.00
	114	xx	AVL	0.00	144,000.00	36,000.00	20%	144,000.00	180,000.00
	xx	xx	Improve Shelters	0.00	40,000.00	10,000.00	20%	40,000.00	50,000.00
	xx	xx	Scissor Lift	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	xx	xx	Onroute Charger Overage	0.00	104,047.00	26,011.75	20%	104,047.00	130,058.75
	117	xx	Mobility Management	0.00	52,211.00	13,052.75	20%	52,211.00	65,263.75
	441	xx	Planning Consultant	0.00	20,800.00	5,200.00	20%	20,800.00	26,000.00
FTA: ME-2020-022-00									
	111	A1	Zoom Coaches Zoom Coaches	FTA: ME-2020-022-00 854,154.00	191,306.00	47,826.50	20%		
FTA: ME-2022-007-01-00									
			CARE 5307 Funds PHASE V All Covid					792,473.00	

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
Second LONO Grant Place Holder									
			FTA XXX	0.00	1,224,531.00				
			MEDOT CSN 43211	0.00	136,059.00				
			Total Project	0.00	1,360,590.00				
					1,224,531.00	0%		1,224,531.00	
FTA: ME-2019-020-00			FTA: ME-2019-020-00	978,327.00	291,673.00	10,919.74		1,270,000.00	1,329,225.00
			MEDOT CSN 42857	1,500,000.00	0.00			1,500,000.00	1,500,000.00
MDOT: ME-2018-024-00, CSN 41564	Intercity 2020-2		Intercity 2020-2		MDOT: ME-2018-024-00, CSN 41564				
				119,121.08	384,331.92	384,331.92	50%	50% covered by Greyhound	
Intercity CARISSA			Intercity CARISSA		1/1/21 through 6/30/2023				
			Intercity CARISSA	577,887.82	122,112.18				
Intercity ARPA			Intercity ARPA		7/1/22 through 12/31/2023				
			Intercity ARPA	-	1,032,000	0	0%	1,032,000	1,032,000
MDOT: ME-2019-019-00, CSN 40774	Zoom 2020		Operating	132,069.13	39,930.87	39,930.87	50%	50% covered by MTA in the past, but that is uncertain now	
MDOT: ME-2021-005-00, CSN 43013	ZOOM Carissa		ZOOM Carissa		MDOT: ME-2021-005-00, CSN 43013				
				546,999.33	3,000.67	0	0%		
Assignment Letter 25 CSN 44162	Urban State 2022			24,366.01	96,190.99	0		Supplements 5307 funds and silver line for 3 years, this is t	

BSOOB Transit Agenda Action Proposal

Agenda Item:

Capital Reserve Funding

Subcommittee:

Finance

Committee Meeting Date:

December 5, 2022

Transit Committee Action Date:

December 8, 2022

Staff Resource:

Chad Heid

Purpose:

The Transit Committee will review the consideration for designating \$340,000 to a capital projects reserve fund account. The amount being considered is aligned with the existing program of capital improvements and fleet replacements partially funded by 5307 and discretionary grant awards. The \$340,000 is the sum of BSOOB obligations to complete multiple projects.

Background:

The amount being considered is aligned with the existing program of capital improvements and fleet replacements partially funded by 5307 and discretionary grant awards. The \$340,000 is the sum of BSOOB obligations to complete multiple projects, which are included as an attachment.

Attachments:

Chart, "Existing Capital Project Plan – As of 12.6.22"

Financial Impact and Source of Funds:

\$340,000 fund balance assigned to a designated capital projects fund, sourced from FY22 and FY23 directly generated funds.

Recommendation:

The Transit Committee endorse a designated fund balance of \$340,000 to a capital projects reserve fund.

Prepared by: Chad Heid

Existing Capital Project Plan - As of 12.6.22

Project	Total Cost	FTA or DOT Funding	BSOOB Obligation	Total Funding	Unfunded
Two Support Vehicles	\$ 190,348.00	\$ 152,278.40	\$ 38,069.60	\$ 190,348.00	\$ -
Security Fence	\$ 150,000.00	\$ 60,000.00	\$ 15,000.00	\$ 75,000.00	\$ 75,000.00
Replacement Van	\$ 75,000.00	\$ 60,000.00	\$ 15,000.00	\$ 75,000.00	\$ -
CAD/AVL System	\$ 297,000.00	\$ 261,000.00	\$ 36,000.00	\$ 297,000.00	\$ -
Stop Sign Improvements	\$ 50,000.00	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	\$ -
2 Proterra ZX5 buses	\$ 2,408,154.00	\$ 2,282,972.00	\$ 125,182.00	\$ 2,408,154.00	\$ -
STC On-Route Chargers	\$ 1,490,649.00	\$ 1,464,637.00	\$ 26,012.00	\$ 1,490,649.00	\$ -
Totals	\$ 4,661,151.00	\$ 4,320,887.40	\$ 265,263.60	\$ 4,586,151.00	\$ 75,000.00

Other Project Considerations

- Additional BEB replacement / purchase (\$4.4million - \$6.5million)
- Pomerleau fuel system replacement (\$150,000-\$300,000)
- Customer facing digital display signs (\$200,000-\$400,000)
- Pomerleau generator and electric infrastucture enhacements (\$85,000-\$350,000)
- Pomerleau surface parking improvements (\$150,000-\$250,000)
- Pomerleau parking canopy (\$200,000-\$400,000)
- Microtransit fleet & technology (\$250,000-450,000)

BSOOB Transit Agenda Action Proposal

Agenda Item:

Adoption of Updated Title VI Program, 2022-2024

Subcommittee:

N/A

Committee Meeting Date:

December 8, 2022

Transit Committee Action Date:

December 8, 2022

Staff Resource:

Chad Heid

Purpose:

The Transit Committee will review and consider adoption of the 2022-2024 Title VI Program. This policy document must be revised every three years. This program provides the FTA and the public an understanding for how BSOOB Transit ensures that service and engagement are provided in a nondiscriminatory manner and that the agency allows fair participation to all.

Background:

Title VI was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. All recipients and sub recipients of Federal Transit Administration (FTA) funds must ensure that programs, policies and activities comply with FTA Title VI regulations. To provide recipients with specific guidance, FTA published Circular 4702.1B, October 2012. The instruction provided in the circular is intended to ensure recipients meet the Title VI requirements and appropriately integrate them into FTA-funded programs.

Attachments:

Title VI Program, 2022-2024

Financial Impact and Source of Funds:

None

Recommendation:

The Transit Committee approves and adopts the Title VI Program .

Prepared by: Chad Heid



**Title VI Program
Biddeford-Saco Old Orchard Beach
Transit Committee dba (BSOOB)
2022-2024
Updated December 8, 2022**

**Designated Title VI Coordinator:
Chad Heid, Executive Director
13 Pomerleau Street, Biddeford, Maine 04005
Phone: 207-282-5408 | Email: cheid@bsoobtransit.org**

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Introduction

Title VI was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. All recipients and sub recipients of Federal Transit Administration (FTA) funds must ensure that programs, policies and activities comply with FTA Title VI regulations. To provide recipients with specific guidance, FTA published Circular 4702.1B, October 2012. The instruction provided in the circular is intended to ensure recipients meet the Title VI requirements and appropriately integrate them into FTA-funded programs.

FTA-funded programs must submit to the FTA its Title VI Program every three years. Title VI Programs for systems like BSOOB Transit (i.e., flex route/demand responsive service) are to include the following:

1. Notice of rights under Title VI
2. How to file a Title VI complaint
3. List of Title VI investigations, complaints or lawsuits
4. Public participation plan
5. Limited English Proficiency (LEP) language plan
6. Racial breakdown of non-elected advisory councils
7. Board of Director's resolution or meeting minutes demonstrating that the Board approved the Title VI Program
8. Narrative describing sub recipient monitoring
9. Facility equity analysis

This update of BSOOB Transit's Title VI Program has been prepared to ensure that the level and quality of its flex route services are provided in a nondiscriminatory manner and that the opportunity for full and fair participation is offered to its riders and other community members. Additionally, through this program, BSOOB Transit has examined the need for services and materials for persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English.

BSOOB Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or subjected to discrimination in the receipt of any of BSOOB Transit's services on the basis of race, color or national origin.

Under the Civil Rights Act of 1964, and as a recipient of federal funding under the programs of the Federal Transit Administration (FTA) of the U.S. Department of Transportation (US DOT), BSOOB Transit has an obligation to ensure that:

- The benefits of its bus services are shared equitably throughout the service area
- The level and quality of bus services are sufficient to provide equal access to all riders in its service area
- No one is precluded from participating in BSOOB Transit's service planning and development process

- Decisions regarding service changes or facility locations are made without regard to race, color or national origin and that development and urban renewal benefitting a community as a whole not be unjustifiably purchased through the disproportionate allocation of its adverse environmental and health burdens on the community's minority population
- A program is in place for correcting any discrimination, whether intentional or unintentional.

Notice of Rights Under Title VI

To ensure that BSOOB Transit riders and the general public are aware of the agency's commitment to Title VI compliance, BSOOB Transit has presented the following notice of rights, on posters and notices at the Saco Transportation Center, Biddeford City Hall, Saco City Hall, Old Orchard Beach Town Hall, and in other select facilities in the transit network, as well as posting the stand-alone Title VI Program page on its website: (<https://bsoobtransit.org/rider-info/civil-rights-title-vi/>)

Biddeford-Saco-Old Orchard Beach Transit Committee is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and relevant guidance. The Agency assures that no person in the United States shall, on the grounds of race, color or nation origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. To request additional information on BSOOB Transit's Title VI policy, or to file a discrimination complaint, please contact Chad Heid, Executive Director, BSOOB Transit, 13 Pomerleau Street, Biddeford, Maine, 04005 and phone 207-282-5408 or email cheid@bsoobtransit.org. Language translation services are available upon request.

All BSOOB Transit schedules and buses include information that reference the Title VI program and directs members of the public to the policy on the BSOOB Transit webpage.

How to File a Title VI Complaint

Procedures for Filing a Title VI Complaint:

Members of the public, including any individual, group of individuals, or entity, who believe they have been the subject of Title VI discrimination by BSOOB Transit can file a written and signed BSOOB Title VI complaint form up to 180 days from the date of the alleged discrimination. Allegations received that imply harassment, retaliation, or unequal treatment in services will be processed as an allegation of discriminatory practice. The completed form should be submitted to:

BSOOB Transit
Attn: Executive Director
13 Pomerleau Street
Biddeford, Maine 04005

Title VI complaints must be signed and dated.

The BSOOB Transit Title VI complaint form is provided as Attachment 1. This form asks for the following information:

- Individual contact information.
- Date and location of incident.
- Detailed description of incident, which will act as the basis for identification of all involved parties and alleging that discrimination has occurred.
- Identification of any witnesses.

To find out more about BSOOB Transit's nondiscrimination procedures or to file a complaint, look for information online at <https://bsoobtransit.org/rider-info/civil-rights-title-vi/> with the complaint form located at <https://bsoobtransit.org/wp-content/uploads/2021/09/BSOOB-Title-VI-Customer-Complaint-Form-9.28.21.pdf> or call 207-282-5408. Hard copy forms and instructions can be mailed upon request.

In the case where a complainant is unable, incapable or unwilling to provide a written statement, a verbal complaint of discrimination may be made to the Executive Director. Under these circumstances, the complainant will be interviewed, and the Executive Director will assist the complainant in converting the verbal allegations to writing.

The complainant has the right to file formally with the Federal Transit Administration (FTA) or to seek legal counsel.

Procedures for Processing a Title VI Complaint:

All civil rights complaints received by the BSOOB Transit shall be forwarded to the Civil Rights Officer (CRO). Complaints will then be disseminated to appropriate administrative staff for investigation.

Staff assigned shall investigate complaint(s) and assist the CRO in identifying and interviewing witnesses with knowledge or relevant information of the event. The accused will be informed and permitted to respond to the allegation. If necessary, additional information may be requested from the complainant and/or witnesses.

Once the complaint is received, BSOOB Transit will review it to determine whether or not BSOOB Transit has jurisdiction. The complainant will receive an acknowledgment letter informing them whether the complaint will be investigated by BSOOB Transit.

BSOOB Transit has 10 business days to investigate the complaint. If more information is needed to resolve the case, BSOOB Transit may contact the complainant. The

complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 calendar days, the investigator can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue the case.

As necessary, meetings may be requested with the complainant to discuss resolution. Staff investigating may request guidance from BSOOB Transit, as necessary.

If a complaint is deemed incomplete, additional information will be requested, and the complainant will be provided thirty (30) business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

If the complaint is deemed to have investigative merit a complete investigation will be conducted, and an investigative report will be completed within sixty (60) days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, a finding with recommendations for remedial steps as appropriate and necessary. The remedial steps, if any, will be implemented as soon as practicable. The complainant will receive a copy of the final report together with any remedial steps.

If no violation is found and the complainant wishes to appeal the decision, he or she may appeal directly to the Chair, BSOOB Transit Committee c/o 13 Pomerleau Street, Biddeford, Maine 04005.

Upon completion of the investigative procedures, the assigned staff will draft a report based on the facts and submit it to BSOOB Transit, or the appropriate agency. The report will contain, at minimum, the findings and conclusions concerning the complaint and recommendations for corrective and disciplinary actions, if necessary.

After the investigator reviews the complaint, BSOOB Transit will issue one of two letters to the complainant: (1) a closure letter that summarizes the allegations and states there was not a Title VI violation and that the case will be closed, or (2) a Letter of Finding (LOF) that summarizes the allegations and the interviews regarding the alleged incident and any additional training of staff member(s) or other action that will occur.

If the complainant wishes to appeal the decision, she/he has 10 calendar days after the date of the closure letter or the LOF to do so.

When a complaint has been directly filed with another state or federal agency, the Agency is to inform the Title VI Coordinator where the complaint has been filed and coordinate any action needed to resolve the complaint.

Violations found to exist will prompt appropriate action be taken, with progress of resolution monitored and reported. Any actions taken as a result of the investigation will

be the responsibility of the BSOOB Transit, or other governing agency. If no violation is found and the complainant is not satisfied, complaints may be filed directly with the FTA Office of Civil Rights.

A letter will be provided to the complainant from BSOOB Transit that details the findings and conclusion, and corrective action taken or to be taken, if applicable.

BSOOB Transit will maintain a complaint log of information pertaining to Title VI and other complaints of discrimination, harassment, or retaliation including: the date the complaint, summary of the allegation(s), status of complaint; and actions taken.

Should BSOOB Transit receive a complaint in the form of a formal charge or lawsuit, BSOOB Transit may seek professional counsel to perform the investigation and other procedures described herein.

Complaints may also be filed with the Federal Transit Administration (FTA) no later than 180 days after the date of the alleged discrimination. Complaints to FTA may be submitted to the following office: Federal Transit Administration, Office of Civil Rights, 55 Broadway, 9th Floor, Cambridge, MA 02142.

List of Title VI Investigations, Complaints or Lawsuits

BSOOB Transit maintains a list of any alleged discrimination on the basis of race, color, or national origin, including any active investigations conducted by entities other than FTA, lawsuits, and complaints naming the Agency. The list includes the date that the investigation, lawsuit or complaint was filed; a summary of the allegation(s) and date resolved.

With each application BSOOB Transit files with FTA, certification regarding any Title VI lawsuits or discrimination complaints and a summary of any civil rights compliance review activities.

As shown below, there have been zero (0) Title VI investigations, complaints or lawsuits in the three-year period since the last Title VI Program submittal.

Table 1
Listing of Investigations, Lawsuits and Complaints (June 2019-December 2022)

Type	Date	Summary	Status	Action(s) Taken
Investigations			None	
Lawsuits			None	
Complaints			None	

Public Participation Plan

BSOOB Transit assures that it will perform FTA related programs without regard to race, color or national origin, and minority populations are not denied the benefits of or excluded from participation in the programs. The process by which annual program of projects are submitted include:

- Methods to ensure fair and equitable distribution of services;
- Ongoing monitoring through site visits and reviews of all services for compliance with Title VI
- A planning and public involvement process, and project development and selection processes which include Title VI, Environmental Justice, and Limited English Proficiency (LEP) compliance.

The aforementioned activities include, but are not limited to:

- Ensuring public involvement is inclusive to all segments of the community
- Joint effort by the sponsor and other implementing agencies, interested groups, individuals, and community-based organizations for a proactive impact and to eliminate disparate impacts as they are identified
- Interaction techniques used in this process include: task forces, technical advisory committees, focus groups, presentations at community board meetings, use of media (newspapers, radio, TV), public access channels, newsletter, computer bulletin boards, and the Internet
- Impact analysis may include the effect on residential areas and on a neighborhood's (i.e., ethnic) character and stability; the effect of an improvement on minority businesses and residences and those of other special groups and interests; and the effect on employment (gains and losses) for minorities, women and other groups. In addition, the planning process will look to compare the minority and/or low-income populated areas to other income areas to ensure equitable services and access.

This concerted effort will be on-going to ensure that the disadvantaged and those traditionally under-served are involved in the selection process.

BSOOB Transit's Public Participation Plan has been prepared to ensure that no one is precluded from participating in the processes for determining service changes, fare changes, service and development plans, budgets and other decisions that may have an impact on members of the community. BSOOB Transit makes a concentrated effort to involve customers and the general public, including minority, low-income, disabled and LEP populations within the service area when conducting public outreach and engaging community feedback. Some specific and direct actions to engage these community members include outreach to local non-profits and organizations that advocate for the underserved, and advertising meetings in multiple languages. BSOOB Transit provides translation services, including American Sign Language, upon advance request.

A variety of approaches and outreach activities are utilized to engage interested parties and members of the public. The methods used to inform the public of these changes include:

- **BSOOB Transit Committee Meetings:** A list of specific BSOOB Transit Committee meetings that are open to the public and the meeting location is accessible by transit as well as ADA accessible. All supporting materials are posted on BSOOB's website along with the agenda. The Board meets approximately monthly. The current regular meeting dates for the Board are the fourth Thursday of each month, at 4 PM at Saco Transportation Center, 138 Main St. Saco, ME, 04072 and listed on BSOOB Transit's website, allowing the public ample notice for meeting dates. Alerting the public to these meetings includes the following outreach tactics: formal notice on one or more local newspapers, brochures on board all buses, social media posts, notices on BSOOB Transit's website and the websites of member communities, newsletter distribution and e-mail blasts.
- **Public Meetings:** Public meetings are offered to further share information and gather input from the public. These meetings are publicized through many of the same means stated in the committee meeting description. BSOOB Transit takes efforts to ensure that the scheduling of events and locations are accessible to the public and near public transportation options. Public meetings will take place in each of the member communities served

In advance of the 2019 implementation of pulse route schedules, and the roll out of a new electronic fare collection system, BSOOB Transit staff presented details to the public in the Spring of 2019. In total, there were 6 public meetings, 2 in each of the committee municipalities.

During the pandemic, BSOOB Transit held a public hearing via video conference to discuss the proposed enhancement to the White Line and Blue Line to incorporate the suspended Maroon Line service. The proposed changes were scheduled to occur on or near April 19, 2021.

In 2022, BSOOB Transit staff, along with PACTS (MPO) and Nelson-Nygaard staff, conducted public outreach efforts regarding proposed service changes as part of a regionally coordinated plan called Transit Together (<https://www.transittogether.org/>). These meetings occurred at key transportation locations including: Saco Transportation Center, Maine Mall, and the Portland Pulse Station.

The process for a public hearing is as follows:

- BSOOB Transit staff will open a Public Hearing on the proposed change at a meeting of the Transit Committee.
- Individuals shall have the opportunity to speak on the proposed change prior to the Transit Committee's vote.

- In addressing the Committee, individuals should identify themselves for the record. At a minimum the Minutes should identify each speaker, speaker's hometown and whether speaker is in favor or against the proposed fee increase or service reduction.
 - Letters and emails from members of the public received in relation to the change shall be reviewed by the Transit Committee and entered into the record.
 - After members of the public that are in attendance have had a chance to speak at least once, the Chair may close the public hearing.
 - The Committee shall consider comments and correspondence received prior to voting on the proposed changes.
 - A copy of the proposed change announcement, press releases and news articles regarding the public comment process, as well as, correspondence from the public on the topic shall be included with the permanent meeting minutes of the Transit Committee.
 - Public comment is not required prior to enacting service increases or minor service decreases.
- **Online Comment Form:** BSOOB Transit maintains an online form for customer input regarding concerns or complaints about proposed or existing services (<https://bsoobtransit.org/rider-info/customer-complaint-procedure/>).
 - **Metropolitan Planning Organization (MPO) Process:** The MPO (PACTS/GPCOG) formally notices and conducts public hearings on behalf of BSOOB Transit and the regional transit agencies with the objective of gathering public input on public transit projects. PACTS has a written public involvement plan and an approved Title VI Plan.
 - **Local City/Town Council Meetings:** Each of the partner communities that make up the BSOOB Transit committee, Biddeford, Saco, and Old Orchard Beach, review and consider their contributions to the agency. BSOOB Transit staff and stakeholders make presentations on budget, projects, and service performance. These meetings contain public notice and are open to the general public.

BSOOB Transit also participates in the local public transit-human services transportation coordinated planning effort as requested or required. These efforts result in regular meetings with representatives of human service agencies to discuss the transportation needs of elderly persons, persons with disabilities, low income and LEP persons and current or planned services that meet the needs of these individuals.

The public involvement process for the Transportation Improvement Program (TIP) and the Transit Program of Projects provides the public another opportunity to participate in BSOOB Transit's transportation planning efforts. This effort is led by the Portland Area Comprehensive Transportation System (PACTS). Strategies used by PACTS to inform and involve the public in transportation planning efforts include:

- Website and blog
- News releases and outreach to media, including regular meetings with editors
- Videos, brochures and visual displays
- Annual reports and presentations to civic and professional groups
- Workshop, forums and open houses
- Public opinion surveys, interested parties email distribution list
- Public notices published in media and distributed to interested parties by email

PACTS solicits involvement of non-transportation organizations that serve the transportation disadvantaged to serve on PACTS committees and includes representatives of these organizations on its interested parties email list. Annually, PACTS contacts transportation and non-transportation groups that serve the transportation disadvantaged in preparation for writing annual goals. The current contact list includes 45 organizations. All PACTS committee meetings (policy, executive, technical transit and planning) are open to the public.

The notice requests comments on the project from the public, other transportation providers and human service agencies. In addition to publication in newspapers, the notice will also be mailed to human service agencies and other providers. Any comments received are considered in the development of projects.

Limited English Proficiency (LEP) Language Plan

Who qualifies as an LEP Individual?

Any individual who speaks a language other than English as their primary language, and who cannot speak English well or at all qualifies as an LEP individual. In addition, individuals who have a limited ability to read, write or speak are considered LEP individuals. To comply with guidance and rules issued by the U.S. Department of Transportation, and Title VI of the Civil Rights Act of 1964, BSOOB Transit will take reasonable steps to ensure that all persons have meaningful access to its programs and services, at no additional cost.

The following LEP Plan has several elements contained in the overall assessment used to identify LEP individuals who need assistance. Implementation includes the development of language assistance measures, training, notification process, and a monitoring plan.

Four-Factor Analysis

In order to develop this plan, BSOOB Transit implemented the following required four-factor analysis:

1. The number or proportion percentage of LEP persons eligible to be served or likely to be encountered by BSOOB Transit's service;
2. The frequency with which LEP persons come in contact with BSOOB Transit's service;
3. The nature and importance of BSOOB Transit's service to the LEP population's lives;
4. The resources available to BSOOB Transit for LEP outreach, as well as the costs associated with that outreach.

Factor 1: The number or proportion percentage of LEP persons eligible to be served or likely to be encountered by BSOOB Transit's service.

The first step in determining components of an LEP Plan is understanding the proportion of LEP persons who may encounter and use BSOOB Transit's services, their literacy skills in English and their native language, and the location of their communities and neighborhoods.

To do this, BSOOB Transit evaluated the level of English literacy and to what degree individuals in its service area speak a language other than English and what are those languages.

Table 2 shows that, the overall population and LEP population within the BSOOB Transit service area, broken down by city. The total population is 155,905. Within that population, 17,535 (11.83%) are estimated to speak another language at home and 6,229 (9.57%) are estimated to speak English "less than very well."

Table 2.
Speak language other than English; speak English "less than very well"

Town	Total Population (5 Years and Older)	Total Population (5 Years and Over) Speaking Language other than English	Total Population (5 Years and Over) Speaking Language other than English & Where at Least 0.50% Speak English less than "Very Well"
Biddeford	20,562	3,139 (15.3%)	785 (3.8%)
Saco	18,680	1,819 (9.7%)	488 (2.4%)
Old Orchard Beach	8,835	1,193 (13.5%)	227 (2.6%)
Scarborough	19,576	1,138 (5.8%)	276 (1.4%)
South Portland	24,755	2,725 (11.0%)	1,144 (42%)
Portland	63,497	7,521 (11.8%)	3,309 (5.2%)
Total Biddeford-Saco- Old Orchard Beach, Scarborough, South Portland, and Portland service area	155,905	17,535 (11.83%)	6,229 (9.57%)

Source: U.S. Census Bureau, American Community Survey, 5-yr Estimate 2020

Table 3 shows American Community Survey data and identifies three (3) main language classifications., other than English, that are spoken at home and where English is spoken “less than very well” which determines the LEP population.

Table 3.
Languages in households where a language other than English is spoken
and where English is spoken “less than very well”

Town	Language 1 Indo-European, other than Spanish	Language 2 Asian and Pacific Island	Language 3 Other, including Spanish
Biddeford	81 (5.1%)	166 (76.5%)	55 (20.7%)
Saco	51 (6.2%)	12 (17.6%)	0
Old Orchard Beach	102 (11.3%)	0	0
Scarborough	29 (6.1%)	43 (31.6%)	8 (18.6%)
South Portland	90 (20.3%)	1 (.5%)	31 (8.5%)
Portland	567 (33.3%)	132 (18.6%)	432 (26.4%)
Total Biddeford-Saco- Old Orchard Beach Scarborough, South Portland, and Portland service area	920 (13.72%)	354 (24.13%)	526 (12.37%)

Source: U.S. Census Bureau, American Community Survey, 5-yr Estimate 2020

Factor 2: The frequency with which LEP persons come in contact with BSOOB Transit’s service.

There are a number of places where BSOOB Transit riders and members of the LEP population can come into contact with BSOOB Transit’s services including riding the bus, calls and direct contact with customer service representatives, outreach materials and orientation events.

Major possible points of contact include:

- Using bus service (on board signage, announcements and driver language skills)
- Communication with customer service staff (phone, email, website, in person at Saco Transportation Center)
- Printed and online materials including:
 - Local news media including print and radio
 - Public meetings and orientation events
 - Participating in surveys

When limited English proficiency is a barrier to using BSOOB Transit’s services, the consequences for the individual can be to limit their access to employment, education,

healthcare and other life necessities. Critical information from BSOOB Transit that can affect access includes:

- Route and schedule information
- Fare and payment information
- Information regarding making the best use of the system
- Service alerts and announcements
- Complaint and comment forms
- Announcements related to public meetings
- Emergency communications

BSOOB Transit currently has no hard data to indicate the types and frequency of actual interactions of LEP populations with the transit system, although there is anecdotal information from drivers, dispatchers and other agency personnel to indicate that such interactions do occur, but on a very limited basis. BSOOB Transit understands that the LEP population is a prime transportation disadvantaged market for the transit system and will be increasing its efforts to collect hard data on LEP interactions and issues, as described in later paragraphs.

Factor 3: The nature and importance of BSOOB Transit's service to the lives of the LEP population.

The importance of services that can be utilized effectively by LEP population can have positive impacts on access to health care, education and employment. Public transit is a key resource in achieving mobility for many LEP persons.

BSOOB Transit looks to provide service information, riding instructions, Title VI and ADA information, complaint procedures, detours, route changes, fare increases and other critical services and limitations that may affect individuals and on all vehicles, and schedules, timetables, social networks and websites.

The BSOOB Transit community outreach effort considers the limits of information exchange and the need to reach out to the following community-based organizations that work with LEP populations. Outreach includes:

- Community Action programs
- Independent Living networks
- Social Services departments
- Aging departments
- Work force development groups
- Translator networks
- York County Community Action
- Portland Metro Transit Services
- South Portland Transit Services

BSOOB Transit performs outreach in the form of questionnaires/surveys which intends to obtain information on languages spoken, trends, program awareness and services offered. Further identified are the needs of LEP populations that are not being met and barriers to service use.

BSOOB Transit participates in the development of the coordinated plan to meet the specific transportation needs of seniors and people with disabilities, especially those with LEP needs. BSOOB Transit's buses are accessible to persons with disabilities, but BSOOB Transit has no data that suggests that seniors and people with disabilities are part of the LEP population.

BSOOB Transit has "I Speak" language identification cards available on its buses and at public meetings. Should the need arise, BSOOB can utilize several translation services. However, during the past three years, there have been no LEP persons requesting the use of these services.

Factor 4: The resources available to BSOOB Transit for LEP outreach, as well as the costs associated that outreach.

BSOOB Transit is committed to assuring that resources are used to reduce the barriers that limit access to LEP populations to the best of our ability, and that information and services are disseminated to LEP persons in a timely manner. While BSOOB Transit does not track the expense of providing language assistance, ongoing monitoring of this task is constant. BSOOB Transit will continue to plan within its budget funding to meet compliance.

Planning activities include:

- Development of various public outreach documents
- Engaging institutions of higher learning like UNE and UMA-Saco
- Web site presence
- Training and customer service programs
- Planning department activities such as conducting public hearings
- Flexible schedules and timetables
- Regular meetings with local community

Assistance strategies include:

- First encounter planning when engaging an LEP individual
- User-friendly web presence
- Notification in applicable languages that meet the 5% or one-thousand-person threshold
- Identify vital materials for distribution
- Identify bilingual needs and look to address as applicable
- Identify translation services and technologies needed

As a result of preparing this Title VI Program update, BSOOB Transit has realized that it needs to increase its efforts to locate LEP individuals and groups, and to better ensure that they know about the transit service and feel comfortable in using it.

BSOOB Transit's outreach personnel will increase both the scope and level of effort of their outreach efforts with LEP populations. These efforts include providing meeting notices and service change announcements in multiple languages, and working with local groups advocating and representing LEP populations.

BSOOB Transit will provide written instructions for all applicable employees who regularly interact with the public, about how to respond to and assist an LEP individual. The policy developed will look to ensure competent interaction through known obligations to allow for meaningful access to information, services and training.

Training:

- Newly hired Staff will receive the LEP plan explaining LEP policies and procedures;
- Staff having contact with the public will receive continuous training to work effectively in-person and through interpreters;
- Mandatory training is required for front line staff at hiring and at refresher intervals determined by management. Training will further include the definition of a service area, programs and activities affected, LEP determinations and thresholds, types of LEP services that are available, and the importance of compassionate practices across all populations;
- State and Federal training programs and webinars will be mandatory to the extent that they are practical;
- Best practices identified for engaging LEP populations will look to be collected on an on-going basis;
- This plan will be considered a living document that organizes the research, planning and other materials used to disseminate information to our staff, affected agencies and the public.

BSOOB Transit issues its LEP policy and procedures to all front-line employees required to understand the integration of LEP individuals. This is performed under many different circumstances such as: orientation of new employees, training and customer service, during operations..

BSOOB Transit, having established services that can provide outreach, also has a responsibility to provide awareness of the availability of those services to the LEP populations. This is performed by publishing material (posted in applicable languages) for dissemination on vehicles, stop locations, transfer points, agencies of need, web presence, social networks, translators, community organizations, local media, newspapers, schools and colleges, community and religious organizations and other available outreach services.

Some locations of posting include:

- BSOOB Transit website
- BSOOB Transit vehicles
- Southern Maine Healthcare facility
- Shaw's Shopping Plaza
- Five Points Shopping Center
- Dollar Stores
- Quick Marts
- Human Services Agencies
- Community Organizations
- Places of Worship

Monitoring and changing the LEP Plan

BSOOB Transit monitors outreach procedures on an ongoing basis through a systematic approach of feedback generated by questionnaires, surveys and census changes. Localized LEP population and feedback from community-based organizations that serve LEP communities also keep us apprised of their needs and changes.

BSOOB Transit considers the information provided and makes changes to the language assistance plan as necessary with input from the population and their affected organizations. The plan is updated on a triennial basis (every 3 years).

Vital written documents include Title VI Complaint Form, Notice to Public, and other documents that provide access to services. Within the past three years, there have been no requests by LEP persons to have these documents provided in another language.

BSOOB Transit provides notice to LEP persons about the availability of language assistance. BSOOB Transit has "I Speak" language identification cards available on its buses and at public meetings. BSOOB Transit also posts Title VI posters in its offices and at other prominent places.

BSOOB Transit monitors, evaluates and updates the language assistance plan. On a yearly basis, BSOOB Transit's Title VI Coordinator will review the Title VI plan in conjunction with Census data, FTA requirements, and any developments that would impact the plan including complaints and requests for language assistance services. Based on this review, BSOOB Transit's Language Assistance Plan will be updated accordingly.

BSOOB Transit will participate in LEP training sessions provided by MaineDOT at Maine Transit Association meetings and will also review on an annual basis MaineDOT's training document titled "How to Work with a Telephone Interpreter" and any other Title VI documents on MaineDOT's website.

All BSOOB Transit staff and volunteers will be trained on Title VI. Training will include the following documents:

- Non-discrimination poster
- Title VI complaint form
- Complaint log
- LEP (Four Factor Analysis and Language Assistance Plan)
- Title VI brochure

Affidavits will be signed when training is completed and filed as part of the Title VI program documentation.

BSOOB Transit will conduct on-board rider surveys, in part to discover LEP persons, their usage of the transit service, and any barriers that they may find in such usage.

BSOOB Transit will survey its drivers, call takers and dispatchers to better understand the frequency with which LEP riders come into contact with BSOOB services. The survey will ask what language skills already exist among employees, the number and nature of encounters with riders or other community members where language is a barrier, and what type of needs or requests for assistance has been received from LEP customers.

BSOOB Transit will have on call, a translation service for vital documents, such as:

- ADA overview
- ADA application
- Reduced fare information and application
- How to Ride Guide including fare information
- Title VI brochure
- Title VI complaint form
- General complaint form
- Public meeting announcements

BSOOB Transit will also have on call an interpreter service when such assistance is requested for attendance at meetings, or by call takers and by drivers when passengers need assistance.

BSOOB Transit will work with the local school systems to help identify LEP families and to attempt to provide them with appropriate information and travel training on how to use the transit system.

Racial Breakdown of Non-Elected Advisory Councils

Decisions regarding policy, service changes, fares, operations and capital programs are made by a municipally appointment board of directors. BSOOB Transit has a governing board of 9 members who are appointed by each of the three owner municipalities. The Governing Board has one board committee. All meetings are open to the public. The

following chart lists the Board and other committees and their membership racial breakdown.

Board, Committee or Task Force	Caucasian	Latinx	African American	Asian American	Native American
BSOOB Governing Board	8	1	0	0	0
Finance Committee	4	0	0	0	0

It should be noted that while there is minimal racial diversity on the committee board of directors, which generally reflects the limited diversity of the region, there is an ongoing effort by BSOOB Transit to engage members of public who represent different cultural and economic demographics. BSOOB Transit staff will utilize customer and community engagement opportunities, as well as develop relationships with groups representing varied demographics, with a focus on identifying potential advisory members. As of the most recent update of this document, there are 4 women and 5 men who sit on the BSOOB Transit Committee board.

Board of Director's Resolution or Meeting Minutes Demonstrating that the Board Approved the Title VI Program

BSOOB Transit's Board of Directors approved this updated Title VI Program at a meeting on December 8, 2022. A record of the meeting minutes is provided as Attachment 2.

Narrative Describing Sub-recipient Monitoring

This is not applicable to BSOOB Transit.

Facility Equity Analysis

During the past three (3) years, BSOOB Transit did construct a major addition to its existing maintenance/office facilities. There was no Facility Equity Analysis conducted for this project, nor was one required due to the scope and type of project.

When BSOOB Transit plans to construct or expand a facility, such as a vehicle storage facility, maintenance facility, transit hub or operation center, the agency will include a copy of the Title VI Equity Analysis conducted during the planning stage with regard to the location and impact of the facility. The following principles will be applied in the analysis:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations
- To follow federal guidance provided in FTA Circular 4703.1 (August 2012)

Any construction projects funded through FTA programs will include an environmental justice analysis in the National Environmental Policy Act (NEPA) documentation as applicable.

Service Standards and Policies

- **Vehicle Load**

The average of all loads during peak operating period should not exceed capacity which are shown here.

Fleet Type	Seated capacity	Total customers	Percentage
2002 MCI Coach	49	57	115%
2003 New Flyer	30	45	150%
2006 Blue Bird	32	48	150%
2008 Gillig	32	48	150%
2010 El Dorado	37	50	135%
2021 Hometown Trolley	31	46	150%
2021 Prevost Coach	51	58	115%
2021 Proterra ZX5	29	45	115%

- **Headways (frequencies)**

Route	Service Classification	Frequency	Most Common Vehicle
#50 - Orange	Local	150 min	Proterra ZX5
#51 – Black	Local	150 min	Proterra ZX5
#52 – White	Local	150 min	New Flyer
#53 – Blue	Local	150 min	New Flyer
#54 – Silver	Local	15-30 min	Hometown Trolley
#60 – Green	Intercity	150 min	Gillig
#70 - Purple	Commuter Express		Prevost Coach
Season Trolley Routes	Seasonal	30-60 min	Hometown Trolley

- **On Time Performance**

BSOOB Transit has a goal to provide service with at least 85% reliability. A vehicle is considered on time if it departs a scheduled time point no more than 1 minute early and 5 minutes late.

- **Service Availability**

BSOOB Transit routes are based on ¾ mile buffer zones, so that 90% of riders can reach a transit stop. BSOOB Transit distributes transit service to 5 communities, 3 of which are the owners (Biddeford, Saco and Old Orchard Beach).

- **Vehicle Assignment:**

Title VI defines vehicle assignment as the process by which transit vehicles are placed into service on routes throughout the recipient's system. CDTA's transit vehicle fleet consists of various vehicle types, which are assigned to match the mode of service that they are operating

The bulk of the BSOOB Transit fleet is for the fixed-route service. Buses are assigned by size to accommodate the level of ridership anticipated on the route on which they will be operating. No route is favored over the other.

The summer seasonal routes use the Hometown Trolleys.

- **Transit Amenities:**

Vehicles:

All transit vehicles will continue to have equal amenities such as air conditioning and bicycle racks. Vehicles are rotated on routes without regard to any other factors than the ones in the assignment policy.

Bus Shelters:

BSOOB Transit has 6 shelters that have been operational for 10 years. These shelters are placed in areas of high ridership volume. A bus shelter maintenance policy is in development as we are a part of the PACTS region sign and shelter project. This project will investigate, and rank stops that need a shelter and will cover installation/removal of all shelters within the BSOOB Transit operating area.

Contact

To request additional information on BSOOB Transit's Title VI policy, or its efforts to comply with the Civil Rights Act of 1964, please contact:

Chad Heid, Executive Director
BSOOB Transit
13 Pomerleau Street
Biddeford, Maine, 04005
Phone: 207-282-5408
Email: cheid@bsoobtransit.org

ATTACHMENT 1

Title VI Complaint Form

Biddeford-Saco-Old Orchard Beach Transit Committee (BSOOB) is dedicated to ensuring that no person is excluded from participation or denied benefits of services on the basis of race, color or national origin, per Title VI of the Civil Rights Act of 1964 as amended.

Complaints must be filed within 180 days from the date of the alleged discrimination with the following information provided to assist in processing. If you require assistance in completing this form, please contact BSOOB Transit by calling 207-282-5408. Return the completed form to:

Chad Heid, Executive Director
13 Pomerleau Street
Biddeford, Maine 04005
Phone: 207-282-5408 | Email: cheid@bsoobtransit.org

TITLE VI DISCRIMINATION COMPLAINT FORM					
Please fill out complainant information below (if someone other than the complainant, please fill out the last two boxes as well):					
Name:					
Address:					
City:		State:		Zip:	
Phone:		Email:			
Person(s) discriminated against (if someone other than complainant):					
Address (if someone other than complainant):					

Which reason best describes the alleged discrimination that took place? (Please check one)	
Race	
Color	
National Origin	
Other discrimination/allegation (please explain in detail)	

Description of Complaint:

Date of incident: ____/____/____

[illegible]

YES	
NO	

Agency Name:					
Address:					
City:		State:		Zip:	
Phone:		Email:			
Website Address:					
Contact Person:					

Agency Name:					
Address:					
City:		State:		Zip:	
Phone:		Email:			
Website Address:					
Contact Person:					

Agency Name:					
Address:					
City:		State:		Zip:	
Phone:		Email:			
Website Address:					
Contact Person:					

I affirm that I have read the above charge and that it is true to the best of my knowledge.

_____/_____/_____
Complainant's Signature Date

Print or Type Name of Complainant

For Office use Only:	
Date Received:	
Received By:	

ATTACHMENT 2



**Meeting Minutes or Resolution Demonstrating that the Board
Approved the Title VI Program**

**WILL NEED TO DROP THESE IN ONCE WE HAVE OUR COMMITTEE
MOVE TO ENDORSE/ACCEPT THE POLICY**

BSOOB Transit Agenda Action Proposal

Agenda Item:

Adoption of Revised Agency Safety Plan

Subcommittee:

N/A

Committee Meeting Date:

December 8, 2022

Transit Committee Action Date:

December 8, 2022

Staff Resource:

Chad Heid

Purpose:

The Transit Committee will review and consider adoption of the 2022 updated Public Transit Agency Safety Plan (PTASP). This policy document is a summary of the actions and strategies taken by the agency to mitigate hazardous incidents and events causing injury, along with the approach to address these types of incidents and events when they occur.

Background:

The PTASP is a FTA requirement and must be submitted by the end of December, 2022 for the agency to be in compliance. This plan was last developed as a joint effort among Maine DOT and other small urban transit providers. This revision is singular to BSOOB Transit, which is a new requirement of the FTA.

Attachments:

Agency Safety Plan,

Financial Impact and Source of Funds:

None

Recommendation:

The Transit Committee approves and adopts the PTASP.

Prepared by: Chad Heid



Public Transportation Agency Safety Plan (PTASP)

Safety Plan for Bus Transit (Section 5307 recipient)

BIDDEFORD SACO OLD ORCHARD BEACH TRANSIT COMMITTEE (BSOOB Transit)

This plan was developed by BSOOB Transit, a 5307-recipient located in the Greater Portland, ME, Metro area. It is meant to satisfy the requirements of 49 CFR Part 673.

Sections included in this Plan:	Page
1. Transit Agency Information	3
2. Plan Development, Approval, and Updates	4
a. Annual Review and Updates.....	5
3. Safety Performance Targets.....	5
4. Safety Management Policy.....	6
a. Safety Policy Communication	7
b. Employee Safety Reporting Program.....	7
c. SMS Authorities, Accountabilities, and Responsibilities	8
5. Safety Risk Management	13
6. Safety Assurance.....	14
7. Safety Promotion.....	15
8. Definitions	16
9. Acronyms.....	17

Attachments

- A. Minutes or letter showing Board approval.
- B. Certificate of compliance with this Safety Plan (annual signed Certifications and Assurances)
- C. Employee Reporting Form
- D. Comprehensive Hazard List with Risk Level and Mitigation activity identified
- E. Risk Assessment Matrix
- F. Hazard Tracking Log
- G. Agency Organizational Chart Naming AE and CSO
- H. Web Based Reporting Tool, "See Say Now"

Section 1 - Transit Agency Information

Transit Agency	Biddeford Saco Old Orchard Beach Transit Committee
Address	13 Pomerleau Street
Telephone	(207)282-5408
Website	http://www.bsoobtransit.org
Name and Title of Accountable Executive (AE)	Chad Heid, Executive Director; Biddeford Saco Old Orchard Beach Transit Committee
Name and Title of Chief Safety Officer (CSO)	H. Rodney Carpenter; Deputy Director Biddeford Saco Old Orchard Beach Transit Committee
Mode(s) of Service covered by this Plan	Flex-Route, Intercity, Commuter Bus
Mode(s) of Service Provided by this Agency	Flex-Route, Intercity, Commuter Bus
Service Area Description	Cities of Biddeford and Saco; Town of Old Orchard Beach in York County, ME; Sections: Town of Scarborough, Cities of Portland and South Portland, Cumberland County, ME
Number of Vehicles in Peak Revenue Service	11
<div> <div>Directly Operated</div> <div>X</div> <div>Contracted Service</div> </div>	
Name and Address of Transit Agency for Which Service is Provided	NA
Name and Address of Service Contractor	NA
List FTA Funding Types:	5307, 5311, 5339

Section 2 – Plan Development, Approval, and Updates

Name of Entity that Drafted this Plan	Biddeford, Saco, Old Orchard Beach Transit staff developed this revised and updated plan. The initial version was developed in coordination with Maine DOT Staff and other regional providers.
Signature* of Accountable Executive	
Date of Signature	
Name of Board or other Entity approving this Plan	Biddeford Saco Old Orchard Beach Transit Committee
Date of Approval	December 8, 2022
Approval Documentation (attachment A)	Meeting Minutes of 12/8/2022
Name of Entity/Individual Certifying Compliance	Chad Heid, Executive Director
Date of Certification	December 8, 2022
Certification Documentation (Attachment B)	Signed Annual Certifications and Assurances

- *Signature is meant to approve and affirm all requirements under this plan. Separate signatures for each section of this plan are not required. The Accountable Executive and Chief Safety Officer meet all requirements as defined by 49 C.F.R. § 673.5.*

Section 2a - Annual Review and Update Process

BSOOB Transit will review and update the Agency Safety Plan (ASP) annually, or more often if the need arises. A meeting will be scheduled each spring to provide adequate time for all edits and approvals to occur before July 1 of each year. Signed Certifications and Assurances (C&A) will be included as *Attachment B* annually. After approval of annual updates, the revised plan will be shared with Maine DOT and MPO.

Plan Updates (including Annual Review):

Date	Revision No.	Description of Change	Effective Date
	Original	Adoption of PTASP	7/20/2020
	Original	Plan shared with Maine DOT and MPO	7/20/2020
	1	Updated Plan to be BSOOB Transit specific, including a series of revisions and updates to make the plan centered on activity and procedures at BSOOB Transit. This includes stripping out the multi-agency content and isolating the reporting metrics to align with BSOOB Transit NTD reporting.	12/6/22

Section 3 - Safety Performance Targets

The Public Transportation Agency Safety Plan (PTASP) regulation, at 49 C.F.R. Part 673, requires covered public transportation providers and State Departments of Transportation (DOT) to establish safety performance targets (SPTs) to address the safety performance measures (SPMs) identified in the National Public Transportation Safety Plan (NSP) (49 C.F.R. § 673.11(a)(3)).

As described in the NSP, transit providers must establish by mode seven SPTs in four categories:

- Fatalities: Total number of fatalities reported to NTD and rate per total vehicle revenue miles (VRM) by mode.
- Injuries: Total number of injuries reported to NTD and rate per total VRM by mode.
- Safety Events: Total number of safety events reported to NTD and rate per total

VRM by mode.

- System Reliability: Mean distance between major mechanical failures by mode.

Targets were compiled using the five-year average methodology based on data from 2017-2021 National Transit Database (NTD) reporting years. The exception to this is data on major mechanical failures, as reduced reporters are not required to submit that information to the NTD.

Changes to the initial safety performance targets will be included as part of the annual review and update process as outlined in *Section 2a*.

Biddeford-Saco-Old Orchard Beach Transit Committee (BSOOB Transit) operates a Fixed Route Bus (MB) service.

Mode of Transit Service	Fatalities per NTD Reporting Year (total)	Fatalities (per 100 thousand VRM)	Injuries per NTD Reporting Year (total)	Injuries (per 100 thousand VRM)	Safety Events per NTD Reporting Year(total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM / failures)
MB	0.00	0.00	0.4	0.1	0.4	0.8	N/A

Section 4 - Safety Management Policy

The management of safety is a core business function. We are committed to developing, implementing, maintaining, and constantly improving processes to ensure that all transit service delivery activities are supported by an appropriate allocation of resources and aimed at achieving the highest level of transit safety performance and meeting established standards.

All transit employees and contractors in our organization are accountable for the delivery of the highest level of safety performance regardless of job title.

As part of our commitment to safety, our agency will:

- Reinforce the management of safety by providing appropriate resources to support an organizational culture that fosters safe operational practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results given to other management systems.
- Integrate the management of safety as a prime responsibility of all transit managers and employees.
- Provide clear definition of the accountabilities and responsibilities for all staff; managers, employees and contractors with the delivery for the State of Maine and operating agency's safety performance and the performance of the safety management system.
- Establish and operate a safety reporting program in support of pre-determined hazards, potential hazards, and use it to evaluate and mitigate risk.
- Ensure that no retaliatory action is taken against any employee who discloses a safety concern through the safety reporting program, unless the disclosure indicates beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate disregard of regulations or procedures.
- Comply with all legislative and regulatory safety requirements and standards.

- Ensure that sufficiently skilled and trained staff are available to implement safety management processes.
- Ensure that all staff are provided with adequate and appropriate safety information and training, are competent in safety management activities, and are assigned safety related tasks commensurate with their skills.
- Establish and measure our agency's safety performance against realistic safety performance indicators and safety performance targets.
- Continually improve our safety performance through processes that ensure relevant safety action is timely and effective.
- Ensure that contracted services are delivered meeting all safety performance standards.

Section 4a - SAFETY MANAGEMENT POLICY COMMUNICATION

A hard copy of this policy will be distributed to all transit employees, contractors, and union leadership (if applicable). Employees and contracted employees will be required to sign that they have received a copy of the policy.

Any updates to the policy will be distributed to all transit employees, contracted employees, and union leadership (if applicable). When substantive changes are made, all parties will be required to sign that they have received those changes.

A hard copy of this policy will be distributed to all Committee members. Committee members will document in minutes that the policy was distributed to members.

Records of policy distribution will be kept by the Chief Safety Officer and will be made available upon request.

In addition to the distribution of the ASP to all employees and board members, period staff and/or safety meetings will discuss ongoing safety practices and reported events. These staff/safety meetings will serve to keep the importance of safety as an agency top priority.

Section 4b - EMPLOYEE SAFETY REPORTING PROGRAM

Transit staff at all levels are required to practice safety in all aspects of our operation. All employees are required to report and document accidents and injuries no matter how minor as soon as it is safe to do so.

What to Report: Employees are required to report all safety concerns, events, hazards, and near- misses.

How to Report: Employees may use the ESRP reporting phone APP. See *Say Now* (see appendix) program, agency's accident or Incident Report Forms, or the Employee Safety Reporting Form found in *Attachment C* and submit to the CSO or any supervisor. The employee may reach out to any supervisor for help in selecting the correct form. If the employee chooses to report the safety event verbally, then the CSO or supervisor will complete the form on behalf of the employee and make proper notes. In all instances, the CSO will receive the final report. Employees should also report to the CSO or supervisor when established policies and procedures are not working as intended so they can be improved.

CSO Response: The CSO will review all safety reports. The CSO will assess and track the hazards as outlined in *Section 5* of this ASP. Employees will be informed of hazard mitigation strategies and resolution through direct communication with the CSO or immediate supervisor, and through periodic safety training events.

Documentation of reported safety hazard: The CSO will maintain a log of all reported safety events, hazards, and near-misses along with the follow-up action as outlined in *Section 5* of this ASP.

The CSO will keep employees informed of reported safety hazards through direct communication and trainings. In the event that the hazard is reported anonymously, the CSO will track the hazard and will share with employees during training events if deemed significant.

Employee Protections: No disciplinary action will be taken against any employee who discloses a safety event unless the event is the result of an illegal act or deliberate and willful disregard of agency safety rules and policies. Employees are not protected in the event that that safety event was reported from another source, internal or external.

Section 4c - SMS AUTHORITIES, ACCOUNTABILITIES, AND RESPONSIBILITIES

Safety Roles and Responsibilities

Position Title	Safety Responsibilities
Accountable Executive	The Executive Director of the Biddeford Saco Old Orchard Beach Transit Committee serves as the Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:
	<ul style="list-style-type: none"> • Implement each element of the SMS throughout the agency (transit only) • Address substandard performance by transit-related employees and contractors • Ensure that PTASP is distributed to transit staff and committee members • Maintain all safety records • Review and update PTASP annually or as necessary • Establish and measure safety performance • Provide support to the CSO if necessary • Ensure that the CSO is performing their duties to the highest possible level

Chief Safety Officer	<p>The Deputy Director will serve as the Chief Safety Officer. The CSO has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Promote health and safety and be a resource to all transit-related staff • Review accidents and conduct investigations when they result in serious injury or property damage or designate that the contractor do so in annual contracts for service • Ensure training programs are developed and implemented for all contracted employees • Require the contractor to establish and operate the employee safety reporting program • Continually look for ways to improve safety for transit- related employees, contractors, and customers • Require the contractor to oversee hazard management practices and share reports • Promote a safe and healthy culture throughout the agency • Set a high standard for health and safety and lead by example • Ensure that the safety program is fully implemented and effective • Ensure adequate resources are designated to support the organizational safety culture and procedures from the PTASP • Ensure that no retaliatory action is taken against any employee who discloses a safety concern unless established policy is violated
Do we add a section about certified transit safety officers?	<ul style="list-style-type: none"> • The agency currently staffs 2 full time transit certified safety officers responsible for administering the safety program.
Contractor	<p>Contractor Leadership has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Ensure that all employees under their supervision are appropriately trained • Ensure that all employees comply with all safety policies and expectations

	<ul style="list-style-type: none"> • Ensure that employees receive refresher training when needed • Resolve safety situations or elevate to CSO if necessary • Perform safety oversight activities to ensure staff is following policy
<p>Employee Safety Reporting Program (ESRP) BSOOB's ESRP encourages employees who identify safety concerns to report safety conditions to senior management in good faith without fear of retribution.</p> <p>Employees can report safety conditions in the following ways: Report conditions directly to the driver supervisor, who will forward them to the CSO; Report conditions anonymously by dropping into lock box at Transportation Center or drivers room at 13 Pomerleau St., Biddeford, ME 04005. Report conditions using their name or anonymously to safety@bsoobtransit.org; Report conditions directly to any supervisor or department director.</p> <p>The CSO will review the reports, the dedicated email address, and respond appropriately.</p>	

Section 5 - Safety Risk Management

The safety risk management process will be continuous and on-going. Once identified, all hazards and consequences will be evaluated and documented with the mitigation strategies. The CSO will track the hazards with evaluation and mitigation strategies to find trends that will be analyzed to improve safety throughout the agency. Identification of hazards may occur through direct observation, claims, customer complaints, accident reports, employee reporting, or any of the sources listed below:

- Periodic staff meetings/trainings that encourage employees to report hazards and near misses
- Employee Safety Reporting Program/Other Accident or Incident Reports
- Transit Asset Management (TAM) Plan
- Facility inspections
- Pre/post trip vehicle inspections
- Post-accident investigations
- On-board cameras
- Routine oversight of daily activities
- Customer complaints
- Routine monitoring of road conditions (weather/construction)
- Federal, State, and Local policies, procedures, correspondence, etc.
- Comprehensive Hazard List (*Attachment E*)

Safety Risk Assessment: Once hazards have been identified using any of the above sources, they will be evaluated to determine their potential consequences. Factors to be considered are ***existing mitigation factors***, the ***likelihood of the occurrence***, the ***severity of the consequences for the occurrence***, and the ***level of exposure to the hazard***. The

CSO will use the Risk Assessment Matrix (RAM) found in *Appendix E* to evaluate, score, and prioritize each hazard. Hazards will be categorized as High, Medium, or Low depending on these definitions:

Risk Index	Criteria by Index
HIGH	Unacceptable – Action Required: Safety risk must be mitigated or eliminated as soon as practicable.
MEDIUM	Undesirable – Management Decision: Executive management must decide whether to accept the safety risk with monitoring or further action.
LOW	Acceptable with Review: Safety risk is acceptable pending management review.

Safety Risk Mitigation: Once hazards are documented using the RAM, the CSO and key staff used their extensive experience and the RAM to categorize the severity of the hazards. Hazards will be categorized as catastrophic, critical, marginal, or negligible.

A-CATASTROPIC: Death or system loss.

B-CRITICAL: Severe injury, severe occupational illness, or major system damage.

C-MARGINAL: Minor injury, minor occupational illness, or minor system damage.

D-NEGLIGIBLE: Less than minor injury, illness, or system damage.

The CSO will use all available tools from hazard identification and categorization to prioritize the hazards and determine mitigation strategies and resolution. Those strategies may include do nothing, re-training, new training, and/or a change in agency procedure.

The CSO will document the safety risk management process for each hazard, from identification of source, evaluation, mitigation, resolution, and tracking by maintaining a comprehensive log. The log will be used to identify and prioritize trends to improve safety performance agency wide. The log may be used as a training tool. The transit agency will utilize their own log for tracking hazards or the sample log provided as *Attachment F*.

Section 6 - Safety Assurance

The Chief Safety Officer (CSO) is responsible for safety assurance at the transit agency. To do so, the CSO will perform the following actions:

- Ensure that the safety culture is known and accepted throughout the agency by:
 - ✓ Design the transit system for minimal risk.
 - ✓ Maximize the use of safety devices.
 - ✓ Maximize the use of warning devices.
 - ✓ Work with the Contractor to provide policies and training to all employees.
 - ✓ Work with the Contractor to provide opportunity for employee input into the safety process.

- Ensure that safety performance measures are quantifiable, consistent, and representative of what is being measured.
 - ✓ Monitor compliance with established procedures.
 - ✓ Identify and track policies, procedures and protocols the agency needs to monitor and measures.
 - ✓ Monitor operations and maintenance activities for compliance via effective oversight of daily activities.
 - ✓ Periodically review and analyze current policies for sufficiency.
 - ✓ Collect and share data with staff to keep everyone informed and cognizant of the importance of safety as a business practice.
- Conduct investigations in safety events to identify causal factors including collecting witness feedback.
- Track all safety events in one location including those reported by employees to identify trends and analyze the effectiveness of mitigations.
- Use data collected to monitor and analyze mitigation strategies to determine effectiveness.

Section 7 - Safety Promotion

Transit staff and all contractors must become familiar with all safety policies and procedures and learn to perform their jobs safely and efficiently. Employees are required to participate in all agency on-the-job, classroom, and specialty training. The transit agency will ensure that training programs include hazard recognition, regulatory compliance, and accident prevention.

Employees directly responsible for safety are: bus drivers, dispatchers, maintenance technicians, managers, supervisors, agency leadership, chief safety officer, and accountable executive.

Training:

The Accountable Executive and Chief Safety Officer must complete FTA's SMS Awareness online Training.

The Contractor will conduct safety training for employees at time of hire, annually, recertification, in response to an incident, or as new safety protocols are determined. A record of all training provided to employees will be maintained by the Contractor, including at a minimum the area of training and employee signature acknowledging the training received. In addition to annual training, the Contractor will hold periodic safety meetings to address new issues and training, as well as, reviewing standard safety procedures.

The following are on-going safety training required:

- VDT and Ergonomics - (Annual)
- Drug and Alcohol Training and Policy - (Pre-employment and Annual)
- Supervisor Drug and Alcohol Reasonable Suspicion - (Upon entering a supervisory role, Recertification - 3 years)
- Blood borne Pathogens, Personal Protective Equipment (PPE) - (Hire, Recertification - 2 years)

- Haz-Com GHIS - (Hire, Recertification - 2 years)
- Fire Extinguisher - (Hire, Recertification - 3 years)
- Facility Evacuation - (Hire, Recertification - 2 years)
- Defensive Driving - (Hire, Recertification - 2 years, Response to an Incident)
- Passenger Assistance and Bus evacuation - (Hire, Recertification - 2 years)
- Required federal and state notices posted - (Annual update)

Safety communication:

The CSO will communicate safety and safety performance information to the employees through written bulletins and during scheduled staff meetings. Information conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, updates regarding SMS implementation, and providing new safety guidelines. The CSO will also request input/information from the drivers and supervisors which will be recorded in meeting minutes.

The CSO will inform employees of safety actions taken in response to reports submitted through the Employee Safety Reporting Form, *Attachment C*.

Section 8 – Definitions

Accident: An event that involves loss of life, serious injury to a person, collision of public transportation vehicle, and/or evacuation for life safety reasons.

Accountable Executive (AE): A single, identifiable person who has the ultimate responsibility for carrying out the PTASP and transit asset management plan of the transit agency; and control or direction over the human and capital resources needed to develop and maintain both the PTASP and TAM.

BSOOB Transit: Fixed-route bus system operating in the cities of Biddeford, Saco, and Old Orchard Beach.

Chief Safety Officer (CSO): An adequately trained individual who has responsibility for safety and reports directly to the agency's top executive or board. The Chief Safety Officer may also be the Accountable Executive.

Consequence: The result of a hazard.

Contractor: an individual or organization that has a prime agreement with a contracting office that is a "division, office, foundation, or instrumentality in the official part of the Government, including any entirely possessed Government company."

Equivalent Authority: An entity that carries out duties similar to a Board of Directors.

Event: An accident, incident, or occurrence.

Fatality: A transit-caused death that occurs within 30 days of transit event.

Hazard: Any real or potential condition that can cause injury, illness, or death damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: An event that involves a personal injury that is not a serious injury, one or more injuries requiring medical transport, and/or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the transit agency.

Injury: Any physical damage or harm to a person that requires immediate medical attention and hospitalization.

Major Mechanical Failure: A failure which prevents a vehicle from completing or starting a scheduled revenue trip because actual movement is limited or because of safety concerns. Examples of major bus failures include breakdowns of brakes, doors, engine cooling systems, steering, axles, and suspension.

MPO: Metropolitan Planning Organizations in Maine. There are four (4) in Maine: KACTS, BACTS, PACTS, ATRC.

PTASP: Public Transportation Agency Safety Plan required by 49 CFR Part 673.

Risk: The composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: A method or methods to eliminate or reduce the effects of hazards.

Safety Assurance: The processes within a transit agency's SMS that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Risk Management: A process within a transit agency's ASP for identifying hazards and analyzing, assessing, and mitigating safety risk.

Small Public Transportation Providers: Transit systems operating fewer than 100 vehicles in peak revenue service.

Safety Management System (SMS): A comprehensive collaborative approach to managing safety bringing management and labor together to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely.

SMS Executive: The Safety Management System Executive is the Chief Safety Officer or equivalent.

System Reliability: Mean distance between major mechanical failures by mode.

Transit Asset Management (TAM): A business model that prioritizes funding based on the condition of transit assets to achieve and maintain a state of good repair (SGR) for the nation's public transportation assets.

Section 9 – Acronyms

ADA: Americans with Disabilities Act

BACTS: Bangor Area Comprehensive Transportation
System

BSOOB: Biddeford-Saco-Old Orchard Beach Transit Committee

CDL: Commercial Driver's License

DOT: United States Department of

Transportation DR: Demand Response

FAST: Fixing America's Surface Transportation Act of 2015

FHWA: Federal Highway
Administration FTA: Federal Transit
Administration
GPCOG: Greater Portland Council of
Governments JSA: Job Safety Analysis
KACTS: Kittery Area Comprehensive Transportation
Maine DOT: Maine Department of
Transportation MPO: Metropolitan Planning
Organization
NPTSP: National Public Transportation Safety
Plan NTD: National Transit Database
PACTS: Portland Area Comprehensive Transportation
System PM: Preventive Maintenance
PTASP: Public Transportation Agency Safety Plan required by 49 CFR Part
673 RAM: Risk Assessment Matrix
RTP: Regional Transportation
Program SA: Safety Assurance
SDS: Safety Data Sheets
SOP: Standard Operating Procedure
SPBS: South Portland Bus Service
SMPDC: Southern Maine Planning & Development
Commission SMS: Safety Management System
SPM: Safety Performance
Measure
SPT: Safety Performance Target
SRM: Safety Risk Management
TAM: Transit Asset Management
USDOT: United States Department of
Transportation VRM: Vehicle Revenue Mile

ATTACHMENT A: MINUTES OR LETTER SHOWING BOARD APPROVAL

WILL NEED TO DROP IN NEW MEETING MINUTES

ATTACHMENT B: ANNUAL CERTIFICATION AND ASSURANCES

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.

Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances-Non-Construction Programs". This certification has been modified in places to include analogous certifications required by US DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to

examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728- 4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

("Uniform Act") (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324--7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327- 333), regarding labor standards for federally assisted construction sub agreements.
- (g) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended,

7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or sub awards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances-Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by US. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify

that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317- 200.326 "Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4.Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant's exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant's principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph**
(b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Prohibition on Contracting for Certain Telecommunications and Video Surveillance

Services or Equipment.

The applicant certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), beginning on and after August 13, 2020, it will not use assistance awarded by FTA to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) if such equipment or services will be used as a substantial or essential component of any system or as critical technology as part of any system.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

Beginning on July 20, 2020, this certification is required of each applicant under the Urbanized Area Formula Grants Program (49 USC§ 5307), each rail operator that is subject to FTA 's state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 C.F.R. § 673.11 (d). This certification is required by 49 C.F.R. § 673.13.

This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 USC § 5310), the Formula Grants for Rural Areas Program (49 USC§ 5311), or combination of these two programs.

An applicant may make this certification only after fulfilling its safety planning requirements under 49 C.F.R. Part 673. If an applicant is making its fiscal year 2020 certifications prior to completing its requirements under 49 C.F.R. Part 673, it will make all other applicable certifications except this certification; the applicant may add this certification after it has fulfilled its requirements under 49 C.F.R. Part 673. FTA 's regional offices and headquarters Office of Transit Safety and Oversight will provide support for incorporating this certification in 2020.

On and after July 20, 2020, FTA will not process an application from an applicant required to make this certification unless the applicant has made this certification.

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 C.F.R. Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting-out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the state has a public transportation agency safety plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 C.F.R. § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 C.F.R. § 673.5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax-exempt status), it must make this certification. Federal appropriations act since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2020, Pub. L. 116-93, div. C, title VII, §§ 744- 745. US. DOT Order 4200.6 defines a "corporation" as "any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association", and applies the restriction to all tiers of sub awards. As prescribed by US. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any

person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 USC. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement.
49 C.F.R. § 604.4.

The applicant agrees that it, and each of its sub recipients, and third-party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance

with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 USC. § 5323(/), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
- (b) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)). If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation; the following certification is required by 49 USC. § 5326(a).

The applicant certifies that it is in compliance with 49 C.F.R. Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

7.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post- delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665. 7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 USC § 5307), or any other program or award that is subject to the requirements of 49 USC§ 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 USC§ 5310); "jflexfunds" from infrastructure programs administered by the Federal Highways Administration (see 49 USC § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA ") (23 USC§§ 601-609) or State Infrastructure Bank Program (23 USC§ 610) (see 49 USC §5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 USC§5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 USC§5339(c)), the applicant must make the following certification. This certification is required by 49 USC § 5307(c)(1) .

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any-
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a

wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and

- (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and non-metropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- G) **Either-**
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 USC § 530(b)(2)(C). Paragraph (b) of this certification is required by 49 USC § 5311(1)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 USC § 531 J(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service-
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and

- (b) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources. If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that-
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 USC§ 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 USC § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 USC§ 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 USC§ 5307). This certification is required by 49 USC§ 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 USC. § 5339), the applicant must make the certification in Category 9 for

Formula Grants for Rural Areas (49 USC. § 5311). This certification is required by 49 USC. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 USC. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 USC. § 5307). This certification is required by 49 USC. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 USC. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 USC. § 5307). This certification is required by 49 USC. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 USC. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 USC. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to sub recipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 USC § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 USC § 5337(a)(4).

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 USC §§ 601-609) or the State Infrastructure Banks ("SIB") Program (23 USC§ 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 USC§ 5323(0).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 USC§ 5307), Fixed Guideway Capital Investment Program (49 USC§ 5309), Formula Grants for Rural Areas Program (49 USC§ 5311), or Grants for Buses and Bus Facilities Program (49 USC§ 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its sub recipients and contractors. This certification is required by 49 C.F.R. § 655.83.

The applicant certifies that it, its sub recipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37. 77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 USC § 5307), the Fixed Guideway Capital Investment Grants Program (49 USC § 5309), or any program that must comply with the requirements of 49 USC § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 USC § 5310), "jlexfunds" from infrastructure programs administered by the Federal Highways Administration (see 49 USC § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 USC

§ 5339), the applicant must make the following certification. This certification is required by 49 USC §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is

required by the Further Consolidated Appropriations Act, 2020, Pub. L. 116-94, div. H, title L § 191.

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

CATEGORY 20. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 USC § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway.

public transportation system, visit [https://www.nist.gov/cyber framework](https://www.nist.gov/cyber-framework) and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

Certifications and Assurances

Certification History

Certification Date: 4/3/2022 | Official: Chad Heid | Attorney: Tim Murphy

Category	↑	Title	Certified
01		Certifications and Assurances Required of Every Applicant	✓
02		Public Transportation Agency Safety Plans	✓
03		Tax Liability and Felony Convictions	✓
04		Lobbying	✓
05		Private Sector Protections	✓
06		Transit Asset Management Plan	✓
07		Rolling Stock Buy America Reviews and Bus Testing	✓
08		Urbanized Area Formula Grants Program	✓
09		Formula Grants for Rural Areas	✓
10		Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	✓
11		Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	✓
12		Enhanced Mobility of Seniors and Individuals with Disabilities Programs	✓
13		State of Good Repair Grants	✓
14		Infrastructure Finance Programs	✓
15		Alcohol and Controlled Substances Testing	✓
16		Rail Safety Training and Oversight	✓
17		Demand Responsive Service	✓
18		Interest and Financing Costs	✓
19		Cybersecurity Certification for Rail Rolling Stock and Operations	✓
20		Tribal Transit Programs	✓
21		Emergency Relief Program	✓

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Affirmation of Applicant

Affirmation of Applicant BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Official's Name Chad Heid

☒ I accept the above

Certification Date Apr 03, 2022

Affirmation of Attorney

Affirmation of Applicant's Attorney As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Attorney's Name Tim Murphy

☒ I accept the above

Certification Date Apr 03, 2022

ATTACHMENT C: EMPLOYEE SAFETY REPORTING FORM

Please complete form as thoroughly as possible. If preferred, leave employee name field blank to remain anonymous.

TRANSIT AGENCY NAME: _____

EMPLOYEE NAME: _____

DATE: _____

WEATHER CONDITIONS: _____

ROAD CONDITIONS: _____

TIME OF DAY: _____

DAY OF WEEK: ☐ MON ☐ TUES ☐ WED ☐ THURS ☐ FRI ☐ SAT ☐ SUN

DESCRIBE SAFETY CONCERN (can be safety event, hazard, near-miss, or policy): __

This form completed by:

Form submitted to:

Date form submitted:

Action taken by CSO:

Follow-up action:

Date closed:

ATTACHMENT D: COMPREHENSIVE HAZARD LIST WITH RISK LEVEL AND MITIGATION ACTIVITY

Hazard	Hazard type Category	Consequence	Risk Mitigation
Blinding Sunlight	Environmental	Crash/injury/vehicle damage	Provide tinted visors/keep windshield clean
Night Glare	Environmental	Crash/injury/vehicle damage	Keep windshield clean
Snow/Ice build-up on windshield	Environmental	Crash/injury/vehicle damage	Remove snow/working defrost/wiper replacement
Slippery Boarding Stairs/Other surfaces	Environmental	Injuries	Keep stairs clean and dry as possible/use salt when icy
Deer/Animal Collisions	Environmental	Crash/vehicle damage/injuries	Install Deer Whistles/Defensive Driving Course
Snow on Vehicle Roof	Environmental	Crash/Fines/vehicle damage	Properly remove all snow before moving vehicle
Un-cleared bus stop locations	Environmental	Slip and fall injury	Clear bus stops or stop in alternate locations if safe
Hazardous material spills on bus or in garage	Environmental	Slip & Fall/Contamination to employees and riders	Clean up spills as soon as possible
Poor weather conditions	Environmental	Crash/Slip & Fall/Cancelled service	Cancel or reschedule service if possible
Heavy rains	Environmental	Crash/Slip & Fall	Use caution/reschedule service if possible
Blizzard conditions/snowstorms	Environmental	Crash/Slip & Fall/Cancelled service	Cancel service in dangerous conditions
Freezing rain, sleet	Environmental	Crash/Slip & Fall/Cancelled service	Cancel service in dangerous conditions
Fog	Environmental	Crash/Poor on-time performance	Drive more slowly/defensive driving course
High winds	Environmental	Crash/Poor on-time performance	Drive more slowly/defensive driving course
Frost heaves/road damage	Environmental	Passenger injury, vehicle damage	Drive more slowly, try to avoid if possible
Flooding/debris in roadway	Environmental	Detour/service delay	Drive more slowly, try to avoid if possible

Wildlife/animals in roadway	Environmental	Crash/vehicle damage	Drive more slowly, try to avoid if possible
Driving Tired	Organizational	Loss of Life/License/Fines	Drivers should get proper rest before shift
Mobility Device not properly secured	Organizational	Injury to rider/driver/other passengers	Re-train employee
Operating Vehicles Beyond Useful Life	Organizational	High maintenance costs/risk of breakdowns	Replace aging equipment as soon as practicable
Disorderly/Disruptive Passenger	Organizational	Confrontation/Injury	Adequate Training/Disruptive Passenger Policy/Call 911
Disabled Vehicle on Shoulder	Organizational	Potential crash/detour/bus not on schedule	Defensive Driving Techniques/Best Practices
Intruder Situation	Organizational	Confrontation/Injury	Training/Secure Access Points/Panic Button/Call 911
Occupational Exposure/Blood borne Pathogens	Organizational	Injury to employees/passengers	Training/Policies & Procedures
Passenger not wearing seat belt	Organizational	Potential injury/fines	Training/Policies & Procedures
Child not in safety seat	Organizational	Potential injury/fines	Training/Policies & Procedures
Violation of traffic regulations	Organizational	Potential injury/fines	Training/Policies & Procedures
Driving to Endanger	Organizational	Potential crash/injuries/fines	Defensive Driving Techniques/Policies & Procedures
Observation of passengers in unsafe conditions (abuse, neglect, trafficked)	Organizational	Potential harm/danger to passengers	Training/Policies & Procedures
Tight/hard to meet schedules	Organizational	Crash/Poor on-time performance	Review schedule/train dispatchers to avoid
Passengers needing assistance	Organizational	Potential injury/service delay	Training/Policies & Procedures
Trips/falls during boarding	Organizational	Injury to passengers	Training to assess and assist when necessary
Transporting oxygen tanks/other medical equipment	Organizational	Injuries due to unsecured equipment	Training, ensure equipment is secured
Poor communication between driver/dispatch/passenger	Organizational	Injury/service delay/bad reputation	Training, rider manual, policies & procedures
Passenger with firearm/weapon	Organizational	Injury/danger	Have weapons policy, contact law enforcement if needed

Driver inattention to sleeping/unresponsive passenger	Organizational	Potential injury or wrong stop for rider	Training, driver policies
Safety inspections not done on time	Organizational	Crash/breakdown/fines/non-compliance	Training/supervisory oversight/state sanctions
Driver injuries when assisting passengers	Organizational	Loss of time/need to seek medical attention	Better training on passenger assistance
Inappropriate driver conduct	Organizational	Poor customer service/loss of job/unsafe conditions	Lack of trust, poor service
Employee misconduct - theft	Organizational	Lower agency reputation/replacement cost	Increased supervision/accountability
Computer hacking/cyber attacks	Organizational	Loss of important data/loss of revenue/disrupted service	Increased computer security-upgrades/train employees
Poor records retention practices	Organizational	Loss of important data/potential audit finding	Better training on records retention
Lack of adequate training	Organizational	Lower system-wide performance	Improve training

Non-compliance with D&A policies/procedures	Organizational	Potential traffic violations/crash	Increased supervision/awareness of requirements
Use of improper lifting techniques	Organizational	Passenger injury/Employee injury/worker's comp claims	Better training and oversight
Traffic Circle (others not following Pattern)	Technical	Potential crash or injury/fines	Training/Policies & Procedures
Glass on road from previous accident	Technical	Flat tire	Report to Town Highway Dept.
Inadequate lighting in boarding area	Technical	Slip & Fall/Injuries	Address better lighting
Operating Defective Equipment	Technical	Accident/Loss of Life/Fines/OOS	Training/Preventative Maintenance/Repair
Excessive Exhaust Fumes Idling	Technical	Sickness	Limit Idle Time
Near Misses	Technical	Preventable Accident / Injury	Encourage Reporting/Training, Policies & Procedures
Maneuvering vehicles in difficult locations	Technical	Crash/injury/vehicle damage	Defensive Driving training
Backing up dangers	Technical	Crash/injury/vehicle damage	Defensive Driving training
Traffic Congestion/other adverse road conditions	Technical	Crash/injury/poor on-time performance	Defensive Driving training/Allow time in schedule
Vehicle Accident/Breakdown	Technical	Crash/injury/poor on-time performance	Ensure maintenance and repairs done on-time
Unauthorized personnel in maintenance area	Technical	Injury/lawsuit	Enforce policies and procedures
Break-ins/vandalism damage to facilities/vehicles	Technical	Loss of service/reputation	Improve security, add cameras/fencing if funding allows
Other motorists	Technical	Injury/crashes	Defensive Driving
Bicyclists	Technical	Injury/crashes/lawsuits	Defensive Driving
Pedestrians	Technical	Injury/crashes/lawsuits	Defensive Driving
Outdated software/hardware	Technical	Potential for cyber-attack/loss of data	Update computer hardware/software/security
Loss or lack of resources	Technical	Outdated fleet/equipment/loss of service	Apply for available funding/seek increase of local match

ATTACHMENT E: RISK ASSESSMENT MATRIX

Risk Assessment Matrix (RAM)

Reported or Identified Hazard: _

Consequences					Likelihood				
Severity	People	Assets	Environment	Reputation	1	2	3	4	5
					Practically impossible (never heard of in the industry)	Remote, not likely to occur	Could occur, or heard of it happening	Likely, known to occur or has happened before	Common, or occurs frequently
1	First aid or no injury	No/Slight damage	No/Slight effect	No/Slight impact	Low	Low	Low	Low	Low
2	Slight injury, medical treatment	Minor damage	Minor effect	Limited impact	Low	Low	Low	Medium	Medium
3	Serious injury, hospitalization more than 7 days	Moderate damage	Moderate effect	Local area impact	Low	Medium	Medium	High	High
4	Permanent total disability, or one fatality	Major damage, unit level	Major effect	Major statewide impact	Medium	Medium	High	High	High
5	Multiple fatalities	Major damage, multiple units	Massive effect	Major national impact	High	High	High	High	High
Risk Value:	1	2	1	2	4				

Total Risk Level (sum of all risk values):		
Total Risk Value (total risk level x likelihood):		

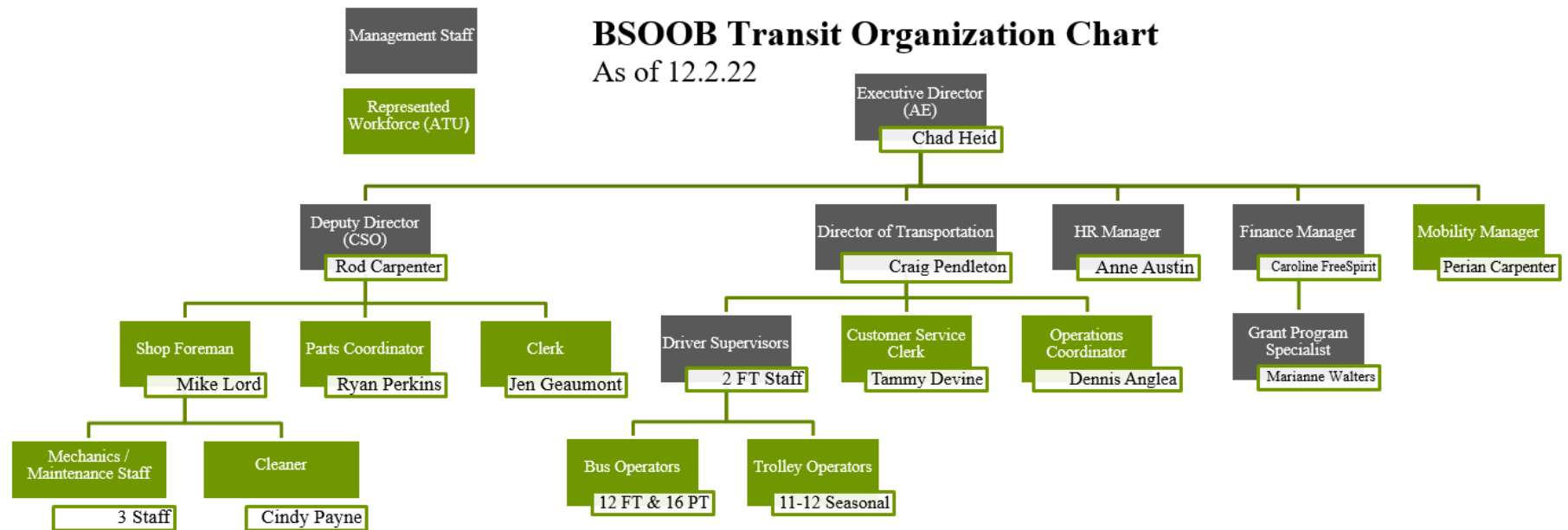
Biddeford Saco Old Orchard Beach Transit Committee
ATTACHMENT F: HAZARD TRACKING LOG

Hazard Tracking Log

**Hazard Categories: A-Catastrophic
B-Critical
C-Marginal
D-Negligible**

[illegible]

ATTACHMENT G: ORGANIZATIONAL CHART NAMING AE AND CSO



ATTACHMENT H: Web Based Reporting Tool – “See Say Now”

Multiple Reporting make it easy & convenient for ESRP reporting

- Anyone with a browser.... Web App - go.elerts.com/bsoob
- Best tool of all... Mobile App - See Say Now

Web App (Employee Portal / QR code / Document Manually)

Benefits

- Anyone with access to web browser can submit report
- Computer, ipad, phone can submit a Web App report
- Web App uses the same fields as mobile app
- Report Types, Report Locations, description
- Optional - phone number & name of employee
- Automatic reply is sent to employee
- Submitted via employee portal or QR code (QR on back of badges)
- Documented manually (from calls, radio, paper, ect) using webapp

Limitations

- No GPS location
- No store & forward feature for lost connection
- No videos
- No multiple photos

BSOOB ESRP

Report a Safety Issue

Select Report Type

Select Report Location

What is this report about?

Please enter some details

Add a photo

Choose File | No file chosen

Contact Information

Phone # (to receive a text message reply)

Name

Submit

[Privacy](#) | [Terms](#)

Powered by ELERTS

BSOOB ESRP

Document a Safety Problem

Select Call Type

Select Call Location

What is this call about?

Please enter some details

Caller's information(optional)

Phone # (to receive a text message reply)

Name

Operator Information

Joe Operator

Status of this call

Closed

Submit

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