Date:	March 26, 2003
W.I.:	1512
Referred by:	PAC
Revised:	03/22/06-C
	04/23/08-C
	04/27/11-C

ABSTRACT

Resolution No. 3532, Revised

This resolution adopts the Short Range Transit Plan Guidelines.

Attachment A to this resolution was amended on March 22, 2006 and April 23, 2008.

Attachment A was revised on April 27, 2011 to clarify that the SRTP guidelines will focus on small and medium sized operators that are not the subject of the Transit Sustainability Project (TSP) in FY 2011-12. For other transit operators, the requirements are suspended based on the TSP and other planning efforts in FY 2011-12.

Further discussion of these actions is contained in the MTC "Executive Director's Memoranda" to the Programming and Allocations Committee dated March 5, 2003, March 1, 2006, and April 13, 2011; and in the Programming and Allocations Committee summary sheet dated April 9, 2008 and April 13, 2011.

Date: March 26, 2003
W.I.: 1512
Referred by: PAC

RE: Short Range Transit Plan Guidelines

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 3532

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 et seq.; and

WHEREAS, MTC is the designated Metropolitan Planning Organization (MPO) for the San Francisco Bay Area, charged with carrying out the metropolitan transportation planning and fund programming processes required to maintain the region's eligibility for federal funds for transportation planning, capital improvements, and operations; and

WHEREAS, MTC the federal Transportation Equity Act for the 21st Century (TEA-21) requires MPOs to work cooperatively with the state and public transit operators to develop regional transportation plans and Transportation Improvement Programs (TIP) for urbanized areas of the state; and

WHEREAS, MTC has developed, in cooperation with the State, and with public transit operators in the region, a work program for carrying out continuing, comprehensive, and cooperative transportation planning; and

WHEREAS, an Overall Work Program (OWP) for planning activities in the Bay Area is annually prepared by MTC, the Association of Bay Area Governments, and the California Department of Transportation; and

WHEREAS, the OWP describes MTC's annual unified work program to achieve the goals and objectives of the Regional Transportation Plan (RTP); and

WHEREAS, in accordance with the goals and objectives of the RTP, MTC's Transportation Improvement Program (TIP) includes funds programmed for projects sponsored by public transit operators in the MTC region; and

WHEREAS, MTC, in cooperation with the FTA Region IX office requires that public transit operators in the MTC region which are FTA grantees prepare and regularly update a Short Range Transit Plan (SRTP) as inputs to regional transportation planning programming activities; and

WHEREAS, Appendix A of the Overall Work Program (OWP) lists the public transit operators in the region required to prepare and update an SRTP, and provides for the financial support of the operators' development of SRTPs through the use of FTA Section 5303 funds, and also includes an outline scope of work for the SRTP; and

WHEREAS, MTC biennially enters into a funding agreement with each public transit operator required to prepare and update an SRTP, which passes through to the operator FTA Section 5303 funds; and

WHEREAS, MTC desires to promulgate detailed SRTP guidelines that more precisely explain the outline scope or work included in the SRTP funding agreement, and which are in accord with and supportive of the planning, fund programming and policy requirements of MTC's Transit Capital Priorities Process and Criteria, the TIP and the RTP; now, therefore, be it

RESOLVED, that MTC does hereby adopt the "Short Range Transit Plan Guidelines," attached hereto as Attachment A to this Resolution and incorporated herein as though set forth at length.

METROPOLITAN TRANSPORTATION COMMISSION

Steve Kinsey, Vice Chair

The above resolution was adopted by the
Metropolitan Transportation Commission
at a regular meeting of the Commission held
in Oakland, California on March 26, 2003

METROPOLITAN TRANSPORTATION COMMISSION
SHORT RANGE TRANSIT PLAN GUIDELINES

BASIS OF THE SRTP REQUIREMENT

Federal statutes require that the Metropolitan Transportation Commission (MTC), in partnership with the state and with local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and fund programming responsibilities, MTC, in cooperation with Region IX of the Federal Transit Administration (FTA), requires each transit operator receiving federal funding through the TIP (federal grantees within the MTC region) to prepare, adopt, and submit an SRTP to MTC.

In FY 2011-12, MTC will focus SRTP development on small and medium sized operators that are not the subject of the Transit Sustainability Project (TSP) in FY 2011-12. For other transit operators, the requirements are suspended based on the TSP and other planning efforts in FY 2011-12.

These guidelines describe the purpose, planning horizon and frequency of updates for the SRTP, and provide detail relative to the tasks and subtasks outlined in the funding agreement.

SRTP PURPOSE

A. To serve as a management and policy document for the transit operator, as well as a means of annually providing FTA and MTC with information necessary to meet regional fund programming and planning requirements.

B. To clearly and concisely describe and justify the transit operator's capital and operating budgets.

C. To submit requests for federal, state, and regional funds for capital and operating purposes through MTC's Transit Capital Priorities, and in the MTC TIP.

D. To assess an operator's financial capacity to carry out proposed levels of operations and the associated capital improvement plan. This assists FTA in making its own assessment of an operator's financial capacity.

E. To regularly provide MTC with information on projects and programs of regional significance, which include: funding and scheduling of expansion projects included in MTC Resolution No. 3434, provision of paratransit service to persons with disabilities, older adults and others; compliance with federal Title VI reporting requirements; Environmental Justice

outreach and public participation, and related service planning; results of the most recent FTA Triennial Review and related corrective actions.

F. To provide the basis for inclusion of an operator's capital and operating programs in the RTP.

G. The goals, objectives, and standards specified in an operator's SRTP serve as a basis for the assessment of the operator's performance conducted as part of the MTC Triennial Performance Audit of the operator.

THE SRTP AND THE OPERATOR'S GOALS, OBJECTIVES AND STANDARDS

Goals should reflect the major areas of concern for public transit operators, for example:

- scheduling and route planning
- service reliability
- system effectiveness
- system efficiency
- safety and security
- funding and reserve policies
- customer service
- statutory and regulatory compliance

Objectives should be comprehensive (there can be several objectives under each goal). Service standards should be specific, measurable and quantified where feasible. Goals, objectives and standards should reflect the basis under which new service would be deployed and existing service increased or reduced.

PLANNING HORIZON

The planning horizon is a minimum of ten years. However, a longer planning horizon may be required if necessary to reflect significant capital replacement and/or rehabilitation that would not fall within the ten year period (e.g., railcars, ferryboats, bus subfleet). A longer planning horizon may also be required if necessary to capture the capital or operating budget implications of significant changes in service (e.g., rail extension coming on line, Regional Express Bus deployment).

FREQUENCY OF UPDATES

"Full SRTPs" must be completely updated every four years, in the year preceding a Regional Transportation Plan update. In the interim years, MTC requires at a minimum that an operator develop and update a "Mini-SRTP". The scope of both the Full and Mini-SRTPs is explained below.

REFERENCES TO MTC RESOLUTIONS

These guidelines make reference in certain sections to the following MTC Resolutions:

- MTC Resolution No. 3434, "Regional Transit Expansion Policy."
- MTC Resolution No. 3176, "Procedures for Evaluating Transit Efficiency Improvements."
- MTC Resolution No. 3515: "Transit Capital Priorities, Economic Recovery Principles, Policy Governing the Use of FY 2003-04 FTA Section 5307 Funds."
- MTC Resolution No. 3427, revised, Attachment C3: Regional Transportation Plan 100% "Transit Capital Shortfall" policy.• MTC Resolution No.3866: "MTC Transit Connectivity Plan."

MTC staff will e-mail electronic copies of these resolutions to interested parties upon request.

ONBOARD SURVEY

MTC regularly conducts a regional "on-board" transit survey. The first survey was completed in FY 2006-2007 and is available here: http://www.mtc.ca.gov/maps_and_data/datamart/survey/2006_transit.htm. The next survey is scheduled to begin in FY 2010-2011. The purpose of the survey is threefold: (1) to inform MTC and interested stakeholders of the demographic profile of transit riders throughout the Bay Area; (2) to provide information to transit providers on the travel patterns and characteristics of their customers; and, (3) to provide MTC and interested stakeholders with robust estimates of transit origin/destination patterns, which are important to analytical planning efforts. MTC and operators will coordinate to develop survey instruments that meet these three goals and to provide survey takers access to their transit systems.

SCOPE OF THE FULL SRTP

The Full SRTP must contain at least the information described in this section. Where applicable, sub-sections that are required to be included in the Mini-SRTPs are labeled as such.

1. <u>Title Page</u>

The title page must include the words "Short Range Transit Plan," the fiscal years covered by the plan, the official name of the transit operator, the date approved by the governing board, and the following statements:

> Federal transportation statutes require that the Metropolitan Transportation Commission (MTC), in partnership with state and local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and programming responsibilities, MTC requires that each transit operator in its region which receives federal funding through the TIP, prepare, adopt, and submit to MTC a Short Range Transit Plan (SRTP).

(This is also a requirement for Mini-SRTPs.)

2. <u>Overview of Transit System</u>

A. Brief History (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).

B. Governance.

1. Type of unit of government (e.g., city, joint powers authority, transit district).
2. Composition and nature of representation of governing body:
    a. Number of members;

b. Elected or appointed (if appointed, how, and what agencies and/or groups do members represent (e.g., cities, county, general public);
c. Current members and terms.

C. Organizational Structure (use graphic format).
1. Management and staff positions.
2. Reporting relationships.
3. Contracted transportation services (name of contractor(s), length of current contract(s)).
4. Labor unions representing agency employees and length of current contract(s).

D. Transit Services Provided and Areas Served —Describe fixed route, demand responsive, and connecting services and areas served, and the number of vehicles required for each type of service.
1. Fixed Route (includes bus and rail):
a. Local;
b. Express;
c. Other commuter service (e.g., subscription service);
d. Services provided in partnership with others (funding contributions or policy oversight);
e. Accommodation of bicycles.
2. Demand responsive (includes operator-provided services and services provided under partnership agreements):
a. General public;
b. Americans With Disabilities Act (ADA);
c. Persons with disabilities (non-ADA);
d. Older adults.
3. Connecting services provided by others.

E. Fare Structure — Describe fare structure for fixed route and demand responsive services, and for interoperator transfers.
1. Fixed Route Fares:
a. Single fare (adults, seniors, student/youth);
b. Discounted and/or multi-ride fares (adults, seniors, student/youth);
c. Recent changes in fares;
2. Demand Responsive Fares:
a. Single fare;
b. Discounted and/or multi-ride fares;
c. Recent changes in fares (include the year(s) in which the change(s) took place);
3. Interoperator Transfer Arrangements and Fares
a. Clipper℠ (if currently deployed);
b. Other proof of transfer;

F. Revenue Fleet — Provide a general description of the revenue vehicle/vessel fleet. Identify MTC Regional Express Buses separately. The description can be in narrative or graphic format, or a combination of both. (This description differs from the detailed inventory required under Section 6 of these guidelines.) Include the following information:
   1. Types of vehicles/vessels operated (e.g., standard bus (any length), trolley bus, articulated bus, over-the-road coach, cutaway van, standard van, minivan, cable car, passenger ferryboat, heavy rail, light rail);
   2. Number of each type of vehicle/vessel;
   3. Recognizing that each type of vehicle might be used in multiple types of service, type(s) of service in which each type of vehicle is used (e.g., local, express, commuter, demand responsive).

G. Existing Facilities — Describe individual or grouped facilities, according to the categories listed below.
   1. Administrative (locations, age, functions located within);
   2. Maintenance and Fueling (type, locations, age);
   3. Vehicle/Vessel Storage/Staging (locations, age, capacity);
   4. Park-and-Ride (locations, age, capacity);
   5. Stations and Stops (type, locations, age, basic amenities);
   6. Right-of-Way, Track or Guideway;
   7. Bicycle Facilities.

3. Goals, Objectives and Standards

A. Describe the process for establishing, reviewing, and updating goals, objectives, and standards. Goals and objectives should be comprehensive and address all major areas of operator activities, including principles and guidelines under which new service would be implemented. Performance standards should address both the efficiency and effectiveness of the services provided by the operator.

B. Portray and discuss new or revised goals and related objectives and standards; and identify changes from prior SRTP.

4. Service and System Evaluation

A. Evaluate route-level and systemwide performance against current service standards (if illustrative, portray local, express or commuter service, or other intercity service separately). Describe the evaluation process. Evaluate the most recent year for which complete data is available. At a minimum, evaluate performance measures relating to effectiveness and efficiency. Key performance measures could include passengers per revenue vehicle hour, passengers per revenue vehicle mile, percent of capacity used, revenue to total vehicle hours, operating cost per revenue vehicle hour, operating cost per passenger, and on-time performance. A retrospective portrayal of performance (e.g., prior five to ten years) may be warranted to exemplify trends. Identify and evaluate MTC Regional Express Bus service separately. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and

other graphic formats as warranted. *(This is also a requirement for Mini-SRTPs, but is reduced in scope. See section on Scope of Mini-SRTPs.)*

B. Provide a three-year retrospective of revenue service hours, revenue service miles, and patronage. Evaluate and discuss significant changes. *(This is also a requirement for Mini-SRTPs.)*

C. Describe and discuss equipment and facility deficiencies, and describe proposed remedies.

D. Describe any involvement in MTC's "Community-based Transportation Planning Program" ("CBTP"). Describe any specific fixed-route solutions to transit gaps recommended through the CBTP process and the status of their implementation. Describe any services funded specifically to address welfare-to-work and/or low-income transportation needs and the source(s) of funding (e.g., Lifeline).

E. Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA). Reference planned new activities, major service changes, or procurement of capital equipment to support ADA or other paratransit, dial-a-ride or demand responsive services. Identify other paratransit services with which services are coordinated, and any proposed revisions or improvements to fixed route services intended to enhance their usage by seniors and/or by persons with disabilities.

F. Provide the date of the agency's most recent federal Title VI analysis and report, and discuss any service deficiencies identified in the report. Generally describe the process used for complying with FTA Circular C4702.1. Attach the most recent triennial Title VI report, plus any subsequent Title VI reports, to the SRTP in an appendix.

G. Provide the date of the agency's most recent FTA Triennial Review, and describe related remedial actions undertaken or currently underway in response to the review.

5. <u>Operations Plan and Budget</u>

A. Operations Plan

The operations plan sets forth the intentions to provide fixed route and paratransit services over the SRTP period. Document the ongoing evaluation of services and systems with respect to adopted goals, objectives and standards, and legal and regulatory requirements, subject to financial constraints.

1. Describe the modes and types of transit services to be operated over the plan period. Separately identify service provided in partnership with others:
   a. For the continuation of existing service, refer to or summarize the descriptions provided under Section 2, Subsection "D", Transit Services Provided and Areas Served;
   b. For the deployment of new service, identify the mode, and describe the service characteristics using the format used in Section 2, Subsection "D," above. Separately identify new service(s) contained in MTC Resolution No. 3434.
2. Separately describe planned new activities or service changes relative to paratransit services provided in accordance with the Americans with Disabilities Act (ADA service).

3. Separately describe any proposed revisions or improvements to fixed route services intended to enhance their usage by persons with disabilities and older adults.
4. Where reductions in service levels are required in order to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities.
5. Portray the levels of service planned — Use a table (or other graphic format) to portray planned levels of service hours and service miles. Separately identify the following:
   a. Fixed route modes by type (e.g. local, express/commuter);
   b. Demand responsive modes by type (e.g., ADA, non-ADA older adult);
   c. Expansion service included in MTC Resolution No. 3434.

   The table (or other graphic format) shall clearly identify service expansion and/or reduction by the year of planned deployment (expansion) and/or elimination (reduction). There shall be a rational relationship between the information portrayed and the "Service and System Evaluation" section of the SRTP. *(This is also a requirement for Mini-SRTPs.)*
6. Describe and discuss planned (not yet implemented or underway) service changes in response to the most recent federal Title VI report and/or FTA Triennial Review.

B. Operations Budget

Demonstrate that planned level of transit service over the planning period, including rehabilitation and replacement of capital assets, is sustainable. Take into consideration expense forecasts, regional and local revenue projections, fare policies, labor or service agreements, competitive demands on funding, regional priorities and policies. The budget should reflect a "baseline" level of service, taking into consideration the existing level of service at the time of publication of the SRTP. Committed service changes must also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables. Provide sufficient detail to allow a reviewer of the SRTP to evaluate costs of implementing the operating and capital plans, and compare the total with anticipated revenues available during the study period.

The narrative must specifically explain, and the spreadsheet clearly isolate in the appropriate year, by mode, any major change in service hours and miles due to deployment of new service or major service reductions.

The narrative must specifically explain, and the spreadsheet clearly isolate by year (e.g., through individual line items) the following:

- Change in fare revenue due to a fare increase or decrease.
- Change in fare revenue due to a change in the level of service.
- Change in expenses due to a change in the level of service.
- Change in expenses due to a labor or service contract change.

All operations expenses and revenues are to be stated in year of expenditure dollars, with the assumed escalation factors stated. All sources of revenue shown in the operations and in the capital financial plan should be identified individually. All assumptions that relate to

expenditure and revenue estimates must also be documented, including specification of ridership or sales growth (if appropriate) separately from inflation forecasts.

1. The operations budget must be sustainable and generally balanced each year over the period of the SRTP, using currently available or reasonably projected revenues.
2. Where increases in local revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain existing service levels, describe and discuss the steps and timelines needed to achieve the revenue increases, and the contingent policies and actions that will be taken if the proposed revenue increases do not materialize.
3. Fixed route and demand responsive services may be portrayed separately or in a single budget; however, the expenses and revenue for each must be separately identifiable if portrayed in a single budget.
4. Describe planned fare increases and/or decreases, and/or changes in fare policies, including the year(s) these changes are planned to take effect. Describe planned changes in interoperator transfer arrangements and/or fares (this pertains to interoperator fares themselves, not to the means of fare collection; i.e., Clipper℠) Note: as set forth in MTC Resolution No. 3176, fare and local discretionary revenue contributions are expected to keep pace with inflation, and fare structure shall comply with regional policy on fare coordination (Resolution No.3866).
5. Separately identify funding sources and amounts to support operating budgets for ADA service, and any other paratransit or demand responsive services available to older adults and/or persons with disabilities.
6. If applicable, discuss strategies to address elimination of FTA Section 5307 Preventive Maintenance funding for operations as prescribed in MTC Resolution No. 3515.
7. Separately identify and describe funding contributions (expended or received) for services provided in partnership with others.
8. The multi-year operating budget shall utilize MTC projections of regional operating revenues. Local funding sources (e.g., transportation sales tax) that will expire during the period covered by the plan shall not be assumed to continue beyond their expiration dates, unless specific renewals have been approved. In order to portray the operating budget:
    a. Forecast operating costs shall be portrayed in a manner that distinguishes significant expansion and/or contraction of existing service, and the introduction of new service;
    b. The basis for the operating cost forecasts shall be clearly portrayed (e.g., cost per service hour and service hours);
    c. The forecast escalation rates (revenue and expenses) must be clearly portrayed;
    d. Indicate reserves available for operations and changes to reserves over the period of the SRTP, including anticipated unallocated TDA reserves;
    e. Budget levels must correlate with the changes in service identified in the "Operations Plan."

f. Identify sources of operating revenue:
   i. Fares;
   ii. Property taxes (directly levied, levied by others);
   iii. Bridge tolls (directly levied (e.g., GGT), MTC 2% toll revenues, MTC 5% unrestricted general fund, MTC Regional Measure 2);
   iv. Sales tax (AB 1107, directly levied (e.g., transit district), levied by others (e.g., county sales tax measure (identify Measure));
   v. Contributions from JPA partner funding agencies;
   vi. Federal (FTA section 5307 Operating Assistance, FTA section 5307 Preventive Maintenance, FTA section 5311, STP Preventive Maintenance, CMAQ Operating Assistance (new service), Jobs Access Reverse Commute, New Freedom);
   vii. Regional (MTC Lifeline, Air District);
   viii. Advertising;
   ix. Earned interest;
   x. BART coordination funds (TDA, STA, BART district funds);
   xi. TDA (directly apportioned, contributed by others);
   xii. State Transit Assistance [(directly apportioned, contributed by others) – Revenue-Based, Population-Based (Small Operators, Northern Counties, Regional Paratransit, MTC Regional Express Bus)].

C. In addition to future year forecasts, the SRTP should include a three-year retrospective of audited (if available) operating expenses and revenue.

(This is also a requirement for Mini-SRTPs.)

6. <u>Capital Improvement Program</u>

Describe and discuss the capital programs (vehicles, facilities and equipment) required to carry out the operations and services set forth in the operating plan and budget. The Capital Improvement Plan (CIP) should provide the basis for requests for federal, state and regional funding for capital replacements, rehabilitation, and expansion projects. While the CIP does not have to be financially constrained to the extent that the operations budget does, it should reflect the operator's reasonable expectation of funding, particularly as outlined in MTC's Regional Transportation Plan. MTC has reaffirmed its prior RTP commitment to fund 100% of the transit capital shortfall, subject to certain conditions as set forth in MTC Resolution No. 3427, revised.

Note: the replacement schedules for vehicles and other capital items shall reflect agreements that resulted in the temporary diversion of FTA Section 5307 funds to "preventive maintenance".

A. Basis for Revenue Vehicle/Vessel Projects and/or Proposals, for <u>Replacement</u>, <u>Rehabilitation</u>, and <u>Expansion.</u>
   1. Describe and discuss policies (or basis), and justification for vehicle <u>replacement</u>:
      a. Life cycle considerations (current vehicles/vessels);
      b. Passenger amenity considerations (vehicles to be acquired);

c. Mode of power and/or emissions considerations (vehicles/vessels to be acquired);
d. Other considerations (e.g., safety, lack of availability of service parts for current vehicles/vessels)

2. Describe and discuss policies (or basis), and justification for rehabilitation/retrofit:
   a. Life cycle considerations;
   b. Passenger amenity considerations;
   c. Emissions considerations;
   d. Other considerations.

3. Describe and discuss policies (or basis), and justification for proposed fleet expansion (or contraction):
   a. Relationship to fixed route or demand responsive operations plan;
   b. Basis for type(s) of vehicles/vessels desired (expansion).
   c. Number and type(s) of vehicles to be removed from service (contraction), including intended disposition (e.g., sale, placed for lease, salvaged).

4. Current Revenue Vehicle/Vessel Fleet Inventory: Identify items "a" through "k" below individually or by subfleet. Identify MTC Regional Express Buses separately.
   a. Manufacturer;
   b. Year of manufacture;
   c. Identification number (individual VIN or VIN sequence for subfleets);
   d. Length of vehicle(s)/vessel(s);
   e. Seating capacity of vehicle(s)/vessel(s);
   f. Wheelchair capacity of vehicle(s)/vessel(s);
   g. Vehicle/Vessel type (e.g., mini van, standard van, cutaway van, standard motorbus, articulated motorbus, trolley bus, articulated trolleybus, over-the-road coach, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
   h. In fixed route service or demand responsive service;
   i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
   j. Has major rehabilitation of the vehicle(s)/vessel(s) been performed; if yes, how many years of service life were added;
   k. Year the vehicle(s)/vessel(s) will be retired from service (even if this is beyond the time horizon of the SRTP);

5. Vehicle/Vessel Replacement: Identify items "a" through "k" below individually or by subfleet, showing the number of replacement vehicles/vessels to be placed in service per year over the planning horizon.
   a. Number of vehicles/vessels to be replaced;
   b. Anticipated year of manufacture of replacement vehicle(s)/vessel(s);
   c. Year vehicle(s)/vessel(s) will be placed in service;
   d. Length of vehicle(s)/vessel(s);

e. Seating capacity of vehicle(s)/vessel(s);
f. Wheelchair capacity of vehicle(s)/vessel(s);
g. Vehicle/Vessel type (e.g., mini van, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
h. Placement of the vehicle(s) in fixed route service or demand responsive service;
i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
j. Estimated cost of replacement vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
k. Sources and amounts of funding for replacement vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in "j" above), with annual escalation rates clearly portrayed.

(This is also a requirement for Mini-SRTPs.)

6. Vehicle/Vessel Rehabilitation (if applicable): Identify items "a" through "m" below individually or by subfleet, showing the number of vehicles/vessels to be rehabilitated per year over the planning horizon.
   a. Manufacturer;
   b. Year of manufacture;
   c. Identification number, (individual VIN or VIN sequence for subfleets);
   d. Length of vehicle(s)/vessel(s);
   e. Seating capacity of vehicle(s)/vessel(s);
   f. Wheelchair capacity of vehicle(s)/vessel(s);
   g. Vehicle/Vessel type (e.g., mini van, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
   h. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
   i. Year of planned rehabilitation (even if this falls outside the time horizon of the SRTP);
   j. Years of service life to be added;
   k. Rehabilitation to be performed in-house or contracted, if known;
   l. Estimated cost of rehabilitation of vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
   m. Sources and amounts of funding for rehabilitation of vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in "j" above), with annual escalation rates clearly portrayed.

   (This is also a requirement for Mini-SRTPs.)

7. Vehicle/Vessel Expansion (if applicable): Identify items "a" through "k" below individually or by subfleet.

a. the number of expansion vehicle(s)/vessel(s) to be placed in service per year over the planning horizon of the SRTP.
b. Anticipated year of manufacture;
c. Year vehicle(s)/vessel(s) will be placed in service;
d. Length of vehicle(s)/vessel(s);
e. Seating capacity of vehicle(s)/vessel(s);
f. Wheelchair capacity of vehicle(s)/vessel(s);
g. Vehicle/Vessel type (e.g., mini van, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
h. Placement of the vehicle(s) in fixed route service or demand responsive service;
i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
j. Estimated cost of expansion vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
k. Sources and amounts of funding for expansion vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in "j" above), with annual escalation rates clearly portrayed.

(This is also a requirement for Mini-SRTPs.)

8. Summary of Revenue Vehicle/Vessel Fleet Inventory:
   a. Total number of fixed route vehicles in active fleet (identified by type; e.g., see item 7.g. above);
   b. Total number of fixed route vehicles in reserve fleet;
   c. Spare ratio of fixed route vehicles (at maximum pullout);
   d. Total number of vessels in active fleet;
   e. Total number of vessels in reserve fleet;
   f. Spare ratio of vessels (at maximum pullout);
   g. Total number of demand responsive vehicles in active fleet (identified by type; e.g., see item 7. g. above);
   h. Total number of demand responsive vehicles in reserve fleet;
   i. Spare ratio of demand responsive vehicles (at maximum pullout)
   j. Useful life of revenue vehicles;
   k. Next rehabilitation or replacement of vehicles and vessels, even if beyond the SRTP horizon.

B. Non-Revenue Vehicle Projects and/or Proposals: Replacement, Rehabilitation, and Expansion or Contraction.

1. Discuss replacement, and/or expansion or contraction of non-revenue vehicle fleet:
   a. Briefly, describe uses of non-revenue vehicles;
   b. Briefly, discuss policies or basis, and justification for replacement (e.g., life cycle, obsolescence, safety considerations);

c. Briefly discuss policies or basis, and justification for expansion and/or contraction.

2. Non-Revenue Vehicle Fleet Inventory: Identify items "a" through "n" below, showing the number of vehicles per year over the planning horizon.
   a. Manufacturer (current vehicles);
   b. The year of manufacture (or anticipated year of manufacture for replacement and expansion vehicles);
   c. The years the vehicle(s) will remain in service;
   d. Year vehicle(s) will be retired from service;
   e. The year replacement vehicle(s) will be placed in service;
   f. Estimated cost of replacement vehicle(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
   g. Replacement vehicle(s): source(s) and amount of funding, identifying funds that have been secured (programmed, allocated or received) and funds that have not been secured, with annual escalation rates clearly portrayed;
   h. The year expansion vehicle(s) will be placed in service;
   i. Estimated cost of expansion vehicle(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
   j. Expansion vehicle(s): source(s) and amount of funding, identifying funds that have been secured (programmed, allocated or received) and funds that have not been secured, with annual escalation rates clearly portrayed;
   k. Vehicle type;
   l. Mode of power;
   m. Has rehabilitation of the vehicle(s) been performed or is it planned;
   n. Total number of vehicles in non-revenue fleet.

   Operators with non-revenue vehicles which are not proposed for replacement with regionally programmed funds may choose to provide less detailed information.

   (Item "g" is also a requirement for Mini-SRTPs, but is reduced in scope. See section on Scope of Mini-SRTPs.)

C. Major Facilities Replacement, Rehabilitation, Upgrade, and Expansion projects of the types listed below. Identify the locations of new or expanded facilities. Provide project budget, including costs, sources of funds and amounts from each source, identifying funds that have been programmed, allocated or received, and funds that have not been secured. Separately describe security projects. Specify if replacement and rehabilitation of facilities and equipment results in an asset that differs from the existing asset, and how it differs.
   1. Administrative;
   2. Maintenance and Fueling;
   3. Vehicle/Vessel Storage/Staging;
   4. Park-and-Ride;
   5. Stations and Stops;
   6. Right-of-Way, Track, or Guideway;

7. Bicycle Facilities (e.g., lockers).

D. Tools and Equipment: Replacement and/or Upgrade. Discuss current and/or proposed projects. Combine projects into a lump sum and indicate costs, sources of funds and amounts.

7. <u>Other Requirements</u>

A. Provide the following information on expansion projects included in MTC Resolution No. 3434:

1. Portray the project's current capital cost, providing explanation where costs differ from the portrayal in MTC Resolution No. 3434.
2. Capital Funding:
   a. Discuss and describe secured funding, including fund programming and/or allocation actions, conditions imposed on the use of funds, fund sources and amounts;
   b. Explain any changes in secured or anticipated funding, providing explanation where funding differs from the portrayal in MTC Resolution No. 3434;
   c. Portray and discuss the project's cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
3. Project Schedule. Provide the most current schedule for the project, showing key milestones completed, and anticipated milestone completion dates.
4. Operating Costs. Provide operating expense and revenue projections (including sources of funds).
5. Discuss any activities related to changes in land use planned or anticipated in association with the project, including:
   a. Participation in the development of local land use policies;
   b. Policies and/or planning pertaining to, and/or development adjacent to transit stations;
   c. Descriptions of land that the transit agency currently owns or controls adjacent to transit stop/stations (use a map if desired to show locations).
6. Discuss any current or anticipated policy, planning, funding or operating issues associated with the project, not reflected in responses to items 1 through 5, above.

B. Describe the agency's public outreach and involvement process relative to environmental justice goals. Describe the most recent outcomes from this process.

C. In the event the operator intends to use FTA section 5303 funds to contract out for the authoring of the SRTP, the MTC SRTP Program Manager must review the description or scope of work before publication of the RFP. In addition, the SRTP Program Manager is to be invited to participate in or at least observe the consultant selection for work to be

performed under contract. MTC may or may not be able to actually participate in the consultant selection process, depending upon scheduling and other commitments, but transit operators are to extend the invitation in a timely manner.

SCOPE OF MINI-SRTPs

The Mini-SRTP is an abbreviated version of the Full SRTP, and shall be a series of spreadsheets, supported as necessary by brief narratives. The Mini-SRTP shall include at least the following information:

1. **Title Page** – same as Scope of Full SRTP, item 1, Title Page

2. **Evaluation of Key Performance Measures, Service Factors, and Patronage**

A. Evaluate key systemwide performance measures against current service standards. At a minimum, evaluate performance measures relating to effectiveness and efficiency. Key performance measures could include passengers per revenue vehicle hour, passengers per revenue vehicle miles, percent of capacity used, revenue to total vehicle hours, operating cost per revenue vehicle hour, operating cost per passenger, and on-time performance. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and other graphic formats as warranted. (Similar to Scope of Full SRTP, Service and System Evaluation section, item 4.A.)

B. Provide a three-year retrospective of revenue service hours, revenue service miles, and patronage. Evaluate and discuss significant changes. (Same as Scope of Full SRTP, Service and System Evaluation, item 4.B.)

3. **Service Plan** – same as Scope of Full SRTP, Operations Plan, item 5.A.5

4. **Operations Budget** – same as Scope of Full SRTP, Operations Budget, item 5.B

5. **Fleet Inventory Update**

A. Revenue Vehicle/Vessel Replacement – same as Scope of Full SRTP, Capital Improvement Program, item A.5

B. Revenue Vehicle/Vessel Rehabilitation – same as Scope of Full SRTP, Capital Improvement Program, item A.6

C. Revenue Vehicle/Vessel Expansion – same as Scope of Full SRTP, Capital Improvement Program, item A.7

D. Non-Revenue Vehicle/Vessel Replacement – Use tabular or other graphic format to show the number of vehicles per year that are proposed for replacement with regionally programmed funds. (Similar to Scope of Full SRTP, Capital Improvement Program, item B.2.g.)

SCHEDULE AND TRANSMITTAL

1. Submit two hard copies and an electronic copy of draft Full or Mini-SRTPs to MTC staff for review according to the schedule below. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.

2. Submit eight (8) hard copies and an electronic copy of final Full or Mini-SRTPs to MTC according to the schedule below. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.

Deliverable	**Delivery Dates**
Draft FY 2013-2022 Full SRTP	*TBD*
Final FY 2013-2022 Full SRTP	*TBD*

MTC staff and the transit operators will agree to a schedule once counties and operators have been selected.

An operator at its discretion may choose to submit a Full SRTP for any year when a Mini-SRTP is due.

REQUIRED APPROVALS
The operator's governing body must adopt Full SRTP and any Mini-SRTP containing policy changes from the latest board-approved SRTP. Mini-SRTPs with no policy changes may be adopted or approved by the operator's General Manager.

REVISIONS TO THESE GUIDELINES
Minor modifications to these guidelines may be approved by the Programming and Allocations Committee.