



**NOTICE OF MEETING OF THE
CARSON AREA METROPOLITAN PLANNING
ORGANIZATION (CAMPO)**

Day: Wednesday
Date: December 8, 2021
Time: 4:30 pm
Location: Community Center, Robert “Bob” Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO PUBLIC:

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the applicable Directives issued under authority of the Governor’s Declaration of Emergency, including Directive 045 and 047, and subject to any potential changes in state or federal mandates or guidelines, face coverings are required to be worn when attending this meeting in person.

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: cmartinovich@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

Members of the public who wish to provide live public comment via telephonic appearance in lieu of physical attendance may do so during the designated public comment periods indicated on the agenda by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.

Join by phone:
Phone Number: +1-408-418-9388
Meeting Number: 2488 968 9307

- 1. Call to Order – Carson Area Metropolitan Planning Organization (CAMPO)**
- 2. Roll Call**

3. PUBLIC COMMENT**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

4. For Possible Action: Approval of Minutes – October 13, 2021

5. Public Meeting Item(s):

5-A For Discussion Only – Presentation and discussion on the Nevada Department of Transportation’s (“NDOT”) Federal Fiscal Year (“FFY”) 2022-2025 Statewide Transportation Improvement Program (“STIP”) and One Nevada Process.

Staff Summary: NDOT Staff will present information on NDOT’s FFY 2022-2025 STIP, including the FFY 2022 Annual Work Program, as it relates to planned transportation projects in the CAMPO region. NDOT Staff will also provide a summary of the One Nevada Process for project prioritization and harmonization.

5-B For Possible Action – Discussion and possible action regarding amending the CAMPO Policies and Procedures (“Policies”) on procurement.

Staff Summary: The Policies have been effective since December 12, 2007, and they cover various procedures for CAMPO staff. The proposed changes address contracting and procurement issues identified during a recent Federal Transit Administration (“FTA”) Triennial Review.

5-C For Discussion Only – Presentation and discussion on the Final Report for the Fiscal Year (“FY”) 2021 Federal Transit Administration (“FTA”) Triennial Review of the Carson Area Metropolitan Planning Organization.

Staff Summary: Every three years CAMPO’s operations are reviewed for compliance with FTA regulations in 21 administrative areas. While no repeat deficiencies from the FY 2018 Triennial Review were found, deficiencies were identified within the Procurement area. Resolution of the deficiencies is required by December 22, 2021. Staff have addressed the deficiencies through proposed amendments to CAMPO’s Policies and Procedures, which are being presented for CAMPO’s review and approval at this meeting. Subject to CAMPO’s approval of the proposed amendments, staff will submit corrective actions ahead of the identified date.

5-D For Possible Action – Discussion and possible action regarding recertification of the Public Transportation Agency Safety Plan (“PTASP”) and Federal Fiscal Year (“FFY”) 2022 Safety Performance Targets for the Jump Around Carson (“JAC”) Transit System.

Staff Summary: As an operator of a public transportation system that receives Section 5307 Federal Transit Administration (“FTA”) grant funds, JAC Transit is required to comply with the PTASP Final Rule (49 CFR Part 673) to maintain eligibility to receive federal transit funds. CAMPO, as a direct recipient of these funds for JAC Transit, is required to review and certify the PTSAP is in place annually, as well as provide the Nevada Department of Transportation safety performance targets to be integrated into CAMPO’s long-range planning process.

5-E For Discussion Only – Presentation and discussion on the 2021 Transportation Network Monitoring Report (“Report”).

Staff Summary: The Report presents transportation network data collected within the CAMPO area. The Report is federally funded through CAMPO’s Unified Planning Work Program.

5-F For Discussion Only – Presentation and discussion regarding CAMPO’s Annual Federal Obligation Report (“Report”) for Federal Fiscal Year (“FFY”) 2021.

Staff Summary: The Report identifies projects listed in CAMPO’s Transportation Improvement Program (“TIP”) for which federal funds received from the Federal Highway Administration (“FHWA”) or the Federal Transit Administration (“FTA”) were obligated during the FFY 2021.

6. Non-Action Items

6-A Transportation Manager’s Report

6-B Other comments and reports, which could include:

- Future agenda items
- Status review of additional projects
- Internal communications and administrative matters
- Correspondence to CAMPO
- Additional status reports and comments from CAMPO
- Additional staff comments and status reports

7. Public Comment**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

8. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** – The CAMPO will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. Public comment will be taken at the beginning of the agenda before any action is taken and again at the end before adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair may call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: (1) the comment will be provided from a person who is directly involved with the item, such as City staff or an applicant; or (2) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic, at the discretion of the Chair in order to facilitate the meeting.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, including copies of the supporting material regarding any of the items listed on the agenda, please contact Christopher Martinovich, Transportation Manager, in writing at 3505 Butti Way, Carson City, Nevada, 89701 or at cmartinovich@carson.org, or by

phone at (775) 887-2355. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify CAMPO staff in writing at 3505 Butti Way, Carson City, Nevada, 89701 or at cmartinovich@carson.org, or by calling Christopher Martinovich at (775) 887-2355 at least 24 hours in advance of the meeting.

This agenda and backup information are available on the City's website at www.carson.org/agendas and at the office for Carson City Public Works - 3505 Butti Way, Carson City, Nevada, 89701 (775) 887-2355.

This notice has been posted at the following locations:

Carson City Public Works, 3505 Butti Way

Community Center, 851 East William Street

City Hall, 201 North Carson Street

Carson City Library, 900 North Roop Street

Community Development Permit Center, 108 East Proctor Street

Douglas County Executive Offices, 1594 Esmeralda Avenue, Minden

Lyon County Manager's Office, 27 South Main Street, Yerington

Lyon County Utilities, 34 Lakes Blvd, Dayton

Nevada Department of Transportation, 1263 S. Stewart Street, Carson City

www.carson.org/agendas

<http://notice.nv.gov>

CARSON AREA METROPOLITAN PLANNING ORGANIZATION
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A regular meeting of the Carson Area Metropolitan Planning Organization (CAMPO) was scheduled for 4:30 p.m. on Wednesday, October 13, 2021 in the Community Center, Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Greg Stedfield
Vice Chairperson Lori Bagwell
Member Robert “Jim” Dodson
Members Wes Henderson (via WebEx)
Member Chas Macquarie
Member Lisa Schuette
Ex-Officio Member Sondra Rosenberg

STAFF: Dan Stucky, Deputy Public Works Director
Adam Tully, Deputy District Attorney
Chris Martinovich, Transportation/Traffic Engineer
Kelly Norman, Transportation Planner/Analyst
Marquis Williams, Transportation Planner/Analyst
Alex Cruz, Transit Coordinator
Tamar Warren, Senior Public Meetings Clerk

NOTE: A recording of these proceedings, the CAMPO’s agenda materials, and any written comments or documentation provided to the Clerk during the meeting, are part of the public record. These materials are available for review, in the Clerk’s Office, during regular business hours.

1. CALL TO ORDER – CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

(4:31:09) – Chairperson Stedfield called the meeting to order at 4:31 p.m.

2. ROLL CALL

(4:31:18) – Roll was called, and a quorum was present. Member Nowasad was absent.

3. PUBLIC COMMENT

(4:31:57) – Chairperson Stedfield entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – SEPTEMBER 8, 2021

(4:32:04) – Chairperson Stedfield introduced the item and entertained corrections, comments, or a motion.

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(4:32:10) – Vice Chair Bagwell moved to approve the minutes of the CAMPO September 8, 2021 meeting as submitted. The motion was seconded by Member Dodson and carried 5-0-1 with member Macquarie abstaining.

5. PUBLIC MEETING ITEM(S):

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A FORMAL AMENDMENT TO THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION’S (“CAMPO”) FEDERAL FISCAL YEAR 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM (“TIP”) TO PROGRAM AND ADDITIONAL \$655,000 OF LOCAL FUNDING INTO THE COLORADO STREET CORRIDOR PROJECT.

(4:32:32) – Chairperson Stedfield introduced the item. Mr. Williams gave background and presented the Staff Report which is incorporated into the record. He also noted that no public comments were received during the required 14-day public comment period. Mr. Martinovich explained to Chairperson Stedfield that half of the additional \$655,000 would be used for the water utility expenditures, adding that the project details would be discussed at the next Regional Transportation Commission meeting. Chairperson Stedfield entertained member comments or questions and when none were forthcoming, a motion.

(4:34:34) – Member Schuette moved to formally amend CAMPO’s Federal Fiscal Year 2021-2024 Transportation Improvement Program as presented. The motion was seconded by Vice Chair Bagwell and carried 6-0-0.

5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED PERFORMANCE TARGETS FOR FEDERAL FISCAL YEAR (“FFY”) 2022 FOR THE CAPITAL ASSETS CAMPO USES TO PROVIDE PUBLIC TRANSIT SERVICES, AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (“FTA”).

(4:35:00) – Chairperson Stedfield introduced the item and entertained disclosures. Member Schuette read a prepared disclosure statement into the record, advising that she would participate in discussion and action on this matter. Mr. Martinovich presented the background information incorporated into the Staff Report and reviewed the *CAMPO Performance Targets for FFY 2022* and the *2021 Jump Around Carson (JAC) Condition Assessment*. He also explained that upon approval, the Performance Targets will be sent to the Federal Transit Administration (FTA) by month’s end. Vice Chair Bagwell inquired whether the orders would be delayed due to supply chain issues; however, Mr. Martinovich believed the assets would be delivered by Spring 2022. Chairperson Stedfield entertained a motion.

(4:40:19) – Member Macquarie moved to approve the Federal Fiscal Year 2022 Transit Asset Management Performance Targets as presented. Vice Chair Bagwell seconded the motion which carried 6-0-0.

6. NON-ACTION ITEMS

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6-A TRANSPORTATION MANAGER’S REPORT

(4:40:45) – Mr. Martinovich thanked former Transportation Manager Lucia Maloney and former Senior Transportation Planner Dirk Goering for serving on the CAMPO Board. He also informed the Board that the Pavement Survey Update field work and data collection had been completed, and that he expected to present the results “in the next couple of months.” Mr. Martinovich expected to bring to the next meeting the Annual Monitoring Report, the result of the Transit Triannual Audit, and a presentation by the Nevada Department of Transportation (NDOT).

6-B OTHER COMMENTS AND REPORTS, WHICH COULD INCLUDE:

(4:42:48) – Ex Officio Member Rosenberg also thanked Ms. Maloney and Mr. Goering, and expressed her appreciation to Mr. Martinovich for reaching out to the planning team members in order to maintain the continuity of CAMPO’s relationship with NDOT. Member Schuette and Chairperson Stedfield also expressed their thanks to Ms. Maloney and Mr. Goering and to Mr. Martinovich for stepping into those roles.

- **FUTURE AGENDA ITEMS**
- **STATUS REVIEW OF ADDITIONAL PROJECTS**
- **INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- **CORRESPONDENCE TO CAMPO**
- **ADDITIONAL STATUS REPORTS AND COMMENTS FROM CAMPO**
- **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

7. PUBLIC COMMENT

(8:42:35) – Chairperson Stedfield entertained final public comments; however, none were forthcoming.

8. ADJOURNMENT: FOR POSSIBLE ACTION

(4:44:06) – Chairperson Stedfield adjourned the meeting at 4:44 p.m.

The Minutes of the October 13, 2021 Carson Area Metropolitan Planning Organization meeting are so approved this 8th day of December, 2021.

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: December 8, 2021

Staff Contact: Christopher Martinovich, Transportation Manager

Agenda Title: For Discussion Only – Presentation and discussion on the Nevada Department of Transportation’s (“NDOT”) Federal Fiscal Year (“FFY”) 2022-2025 Statewide Transportation Improvement Program (“STIP”) and One Nevada Process.

Staff Summary: NDOT Staff will present information on NDOT’s FFY 2022-2025 STIP, including the FFY 2022 Annual Work Program, as it relates to planned transportation projects in the CAMPO region. NDOT Staff will also provide a summary of the One Nevada Process for project prioritization and harmonization.

Agenda Action: Other/Presentation **Time Requested:** 10 minutes

Proposed Motion

N/A.

Background/Issues & Analysis

The FFY 2022-2025 STIP and FFY 2022 Annual Work Program used the One Nevada Prioritization and Harmonization process which is intended to provide a data-driven, transparent approach to inform decisions on NDOT’s overall program.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? Yes No

Alternatives

N/A

Supporting Material

-Exhibit-1: NDOT’s FFY 2022-2025 STIP and FFY 2022 Annual Work Program presentation

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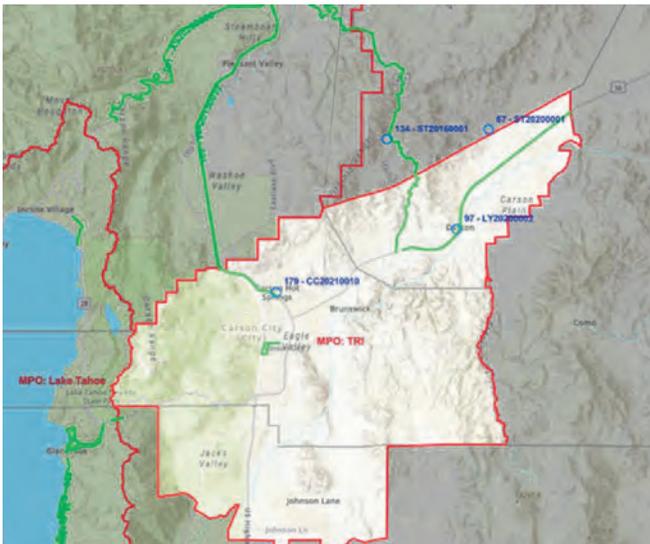


ONE NEVADA MPO UPDATE

Kevin Verre, Assistant Chief, Program Development
December 2021

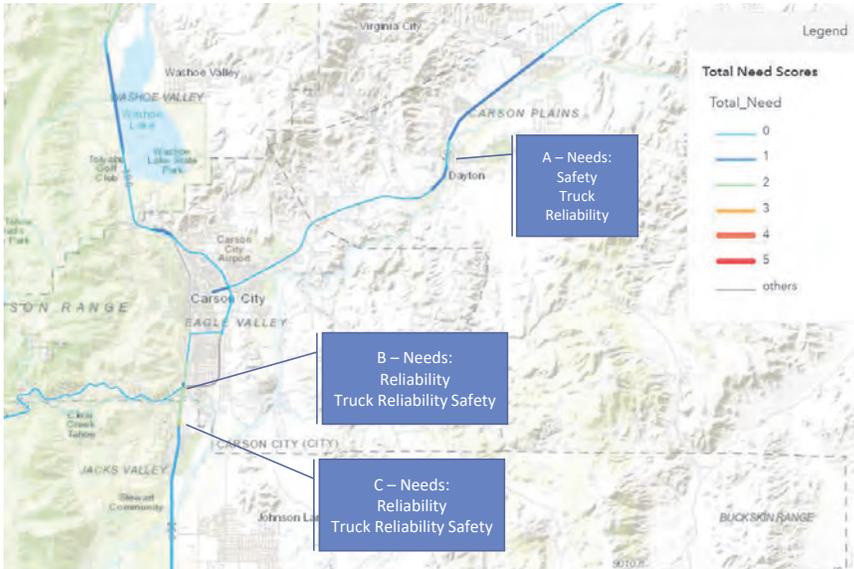


CAMPO Projects in STIP/Work Program



NDOT Led Projects Currently In STIP

- Shady Avenue over Gold Canyon Creek, at Dayton replace B-1711 off system bridge - \$600k
- US 50 Truck Escape Ramp New Aggregate Bedding - \$330k
- US 50, Install Fencing, Cattleguards, and Improve Lighting at Various Locations - \$4.9M
- US 50 Dayton - Accessibility Improvements - \$2.6M
- I-580 from College Parkway to Mt Rose Interchange - \$12.8M
- SR 431, Mt Rose Highway, SR 341 Geiger Grade Pipe Lining and Rehab D2 - \$4M

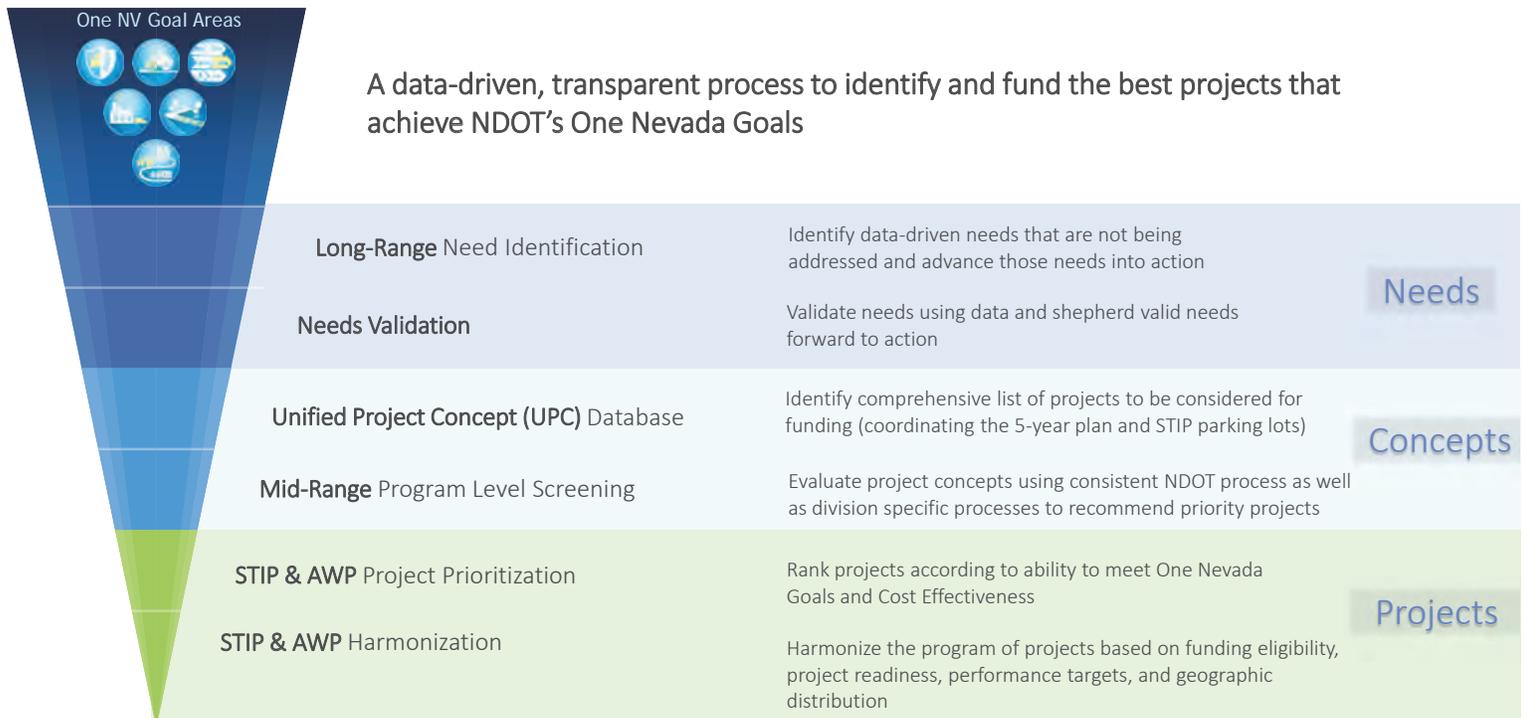


Other Areas Under Consideration:

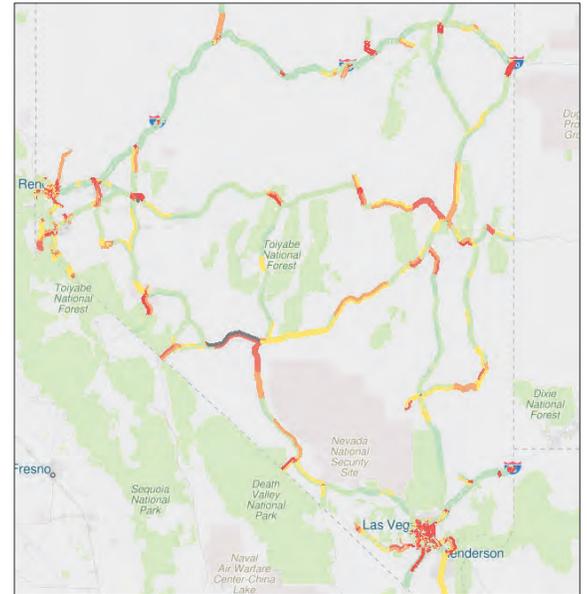
- A. US 50 corridor through Dayton in Lyon County
 - Current Operational Study being evaluated for next steps
- B. I-580 and US 50 Intersection
 - In Carson’s RTP for 2031-2050 (\$55M)
- C. US 395 South Carson into Douglas County
 - Planned updated to US 395 S Corridor Study is in 2023

<https://jacobs.maps.arcgis.com/apps/dashboards/2ac992dee0ae4040b1b1f21f4b3aacaf>

What is the One Nevada Process?



- **Objective:** Develop a data-driven process to identify transportation needs in Nevada, as a primary input to develop and advance project/studies
- **Outcomes:**
 1. Template to document ongoing needs and recommendations from studies and outreach
 2. Data-driven process to identify statewide transportation needs
 - » Identification of gaps and recommended NDOT actions
 - » Comparison of needs to community recommendations



Sample Finding – Data-Driven Need Blue Diamond Corridor



Recommendation:

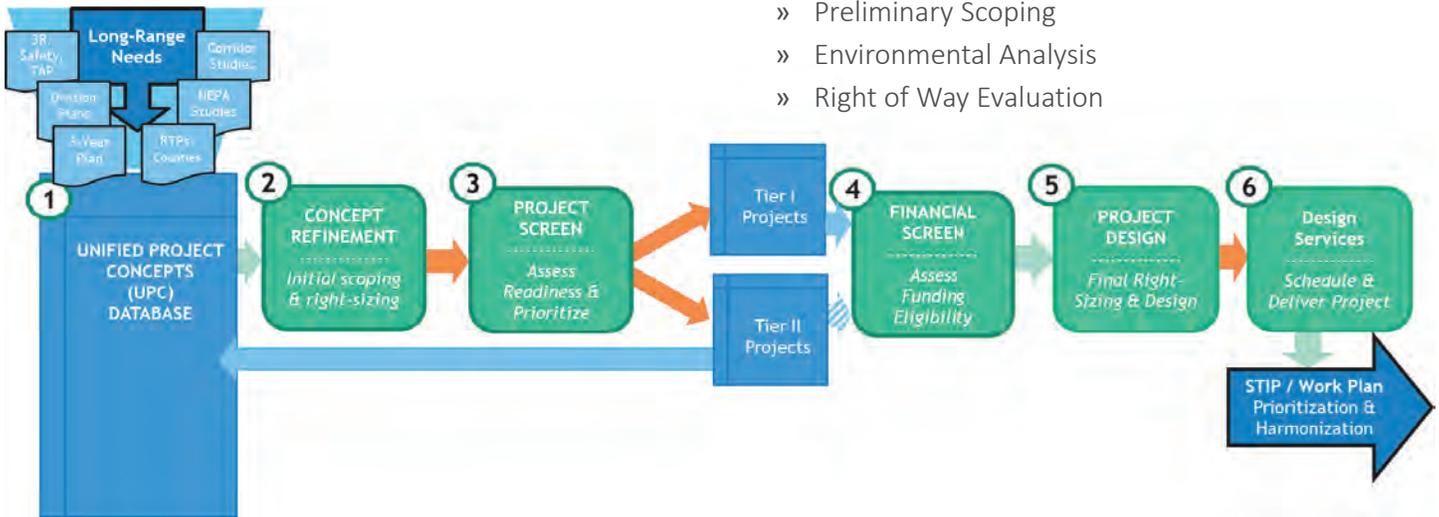
- » Action: Corridor study for 25-mile segment of NV-160/Blue Diamond
- » Lead: Planning Division

Criteria	Measure	Need Threshold	Condition
Enhance Safety	Crash Rate (severity/mile)	332 (top 10% rural)	516
	Bridge Rating	NBI bridge rating = poor	N/A
Preserve Infrastructure	Pavement Rating	Condition < 3.0 (mediocre, poor, very poor)	3.78 - 4.5
	Optimize Mobility	Planning Time Index (PTI)	PTI > 2.7
Transform Economies	Employment Growth	Top 10% growth, rural area (>1,430)	2,256
	Truck PTI	PTI > 1.7	1.8
Foster Sustainability	Non-Attainment Area	<i>Informative Only</i>	Yes
Connecting Communities	Population Growth	Top 10% growth, rural area (>2,135)	13,082
	<i>Equity Area Adjacent</i>	<i>Informative Only</i>	Yes

Note: Gray shading represents data measures that provide additional information; they do not trigger a specific transportation improvement.

Mid-Range Program Level Prioritization

- **Objective:** Develop a process to identify and fund the best project concepts to achieve One Nevada Goals
- **Outcomes:**
 1. A list of project concepts that will be further refined and developed
 - » Project concepts will begin
 - » Preliminary Scoping
 - » Environmental Analysis
 - » Right of Way Evaluation

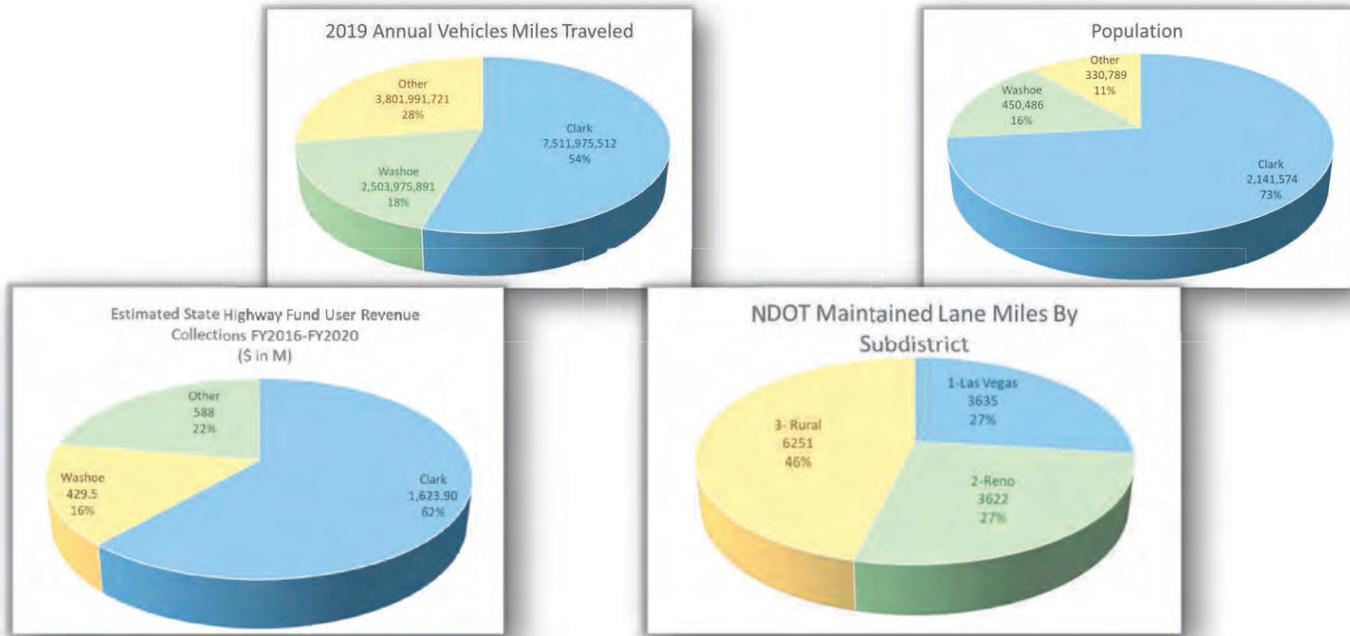


STIP/Work Program Prioritization Process

- **Objective:** The prioritization process is a data-driven, transparent process to identify and fund the best projects that achieve NDOT's One Nevada Goals
- **Outcomes:**
 1. Transparency
 - » Performance Targets
 - » Geographic Distribution
 2. Accountability
 - » Project Readiness
 - » Cost Effectiveness

Enhance Safety	Preserve Infrastructure	Optimize Mobility	Transform Economies	Foster Sustainability	Connecting Communities
1.1 Crash Reduction Potential	2.1 Pavement Condition Improvement	3.1 Population Accessibility	4.1 Business Accessibility	5.1 Environmental Risk	6.1 Project Connectivity
	2.2 Bridge Condition Improvement	3.2 Travel Time Reliability	4.2 Economic Development Potential	5.2 GHG Reduction	6.2 Multimodal Access
	2.3 Other Asset Improvement			5.3 Environmental Enhancements	6.3 Access to Community Destinations
				5.4 Resilience	6.4 Equity
				5.5 Reduce Future Maintenance	

Factors Considered for Fund Distribution



MPO & NDOT Collaboration



- Data-driven planning has become the standard at all levels of government
- RTPs, through the One Nevada process, can help better define priorities
- NDOT is incorporating regional needs across the state



Kevin Verre, Assistant Chief, Program Development

kverre@dot.nv.gov | 775.888.7712



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: December 8, 2021

Staff Contact: Alex Cruz, Transit Coordinator

Agenda Title: For Possible Action – Discussion and possible action regarding amending the CAMPO Policies and Procedures (“Policies”) on procurement.

Staff Summary: The Policies have been effective since December 12, 2007, and they cover various procedures for CAMPO staff. The proposed changes address contracting and procurement issues identified during a recent Federal Transit Administration (“FTA”) Triennial Review.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve CAMPO’s Policies and Procedures, as amended.

Background/Issues & Analysis

The proposed changes to the Policies are intended to align CAMPO’s contracting and procurement policy with current Carson City and FTA guidance and addresses issues identified during the recent FTA Triennial Review. As part of the review process, staff worked with the FTA to develop modifications to the Policies, now set forth primarily as a new appendix (Appendix B) to the Policies. The amended policies and procedures will be used by CAMPO staff during any transit procurement.

Applicable Statute, Code, Policy, Rule or Regulation

23 U.S.C. § 134; 23 C.F.R. Subpart C; Adopted CAMPO Policies and Procedures; June 18, 2020 Interlocal Agreement between Carson City, RTC, and CAMPO

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Do not approve the amendment and provide alternate direction to staff

Supporting Material

Exhibit-1: CAMPO Policies and Procedures, with tracked changes

Exhibit-2: CAMPO Policies and Procedures, final for approval

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



**Carson City Public Works
CAMPO Policies and Procedures
Effective date: December 12, 2007
Revised: December 8, 2021**

CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

POLICIES AND PROCEDURES

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Glossary

1 Policies and Procedures

1.1 Purpose

These policies and procedures are intended to provide policies and guidelines for the ongoing operation of the Carson Area Metropolitan Planning Organization (CAMPO). The unique nature of CAMPO and the derivation of authority found in Federal regulation, interlocal agreements and authority delegated by other agencies such as the Carson City Board of Supervisors, the Regional Transportation Commission or other governmental agencies, suggest that a set of procedures needs to be in place to guide the exercise of authority and operation of CAMPO.

The policies included in this document are intended to serve as flexible working guidelines to assist in the day to day operation of CAMPO and to assist the members of the governing body in administering the affairs of this special purpose organization.

Policies that may be approved by CAMPO are subordinate to Federal regulation, State law or City/County ordinance that may require specific approval process or action. Any Federal regulation related to public notice or involvement, process and approval, etc., will be considered primary and will not be reduced or in any way replaced or supplanted by these policies and procedures.

It is expected that the policies and procedures may be expanded or modified to include circumstances that arise from time to time and amendments of these policies may be necessary to reflect the activities of CAMPO. Amendments to these policies will only occur as defined in the approval process delineated below.

1.2 Approval and amendment

These policies are to be approved by CAMPO by majority vote as provided elsewhere in this document. Since the flexibility needed to operate an agency such as CAMPO will require timely action, the policies and procedures may be approved and amended in the normal course of business providing statutory agenda posting and required majority vote authorizing such change.

2 Composition of CAMPO

2.1 Authority for creation of CAMPO

Carson City has been identified by the United States Department of Commerce, Bureau of the Census as a qualifying urbanized area for Census 2000. The official determination was published in the Federal Register on May 1, 2002¹. Codified Federal Regulation (CFR) requires the designation of a Metropolitan Planning Organization (MPO)² for each urbanized area and implementation of a "...continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals."

The designation was confirmed by the Governor of the State of Nevada on February 26, 2003. A copy of the letter of designation is included in the [Appendix A](#).

An Interlocal Agreement has been executed by CAMPO, the Regional Transportation Commission (RTC) and the Carson City Board of Supervisors that further details the duties and responsibilities of the respective parties in the planning and implementation of transportation services.

2.2 Appointing authority and appointments

The CAMPO governing body will be composed of seven (7) members including the five (5) members of the Regional Transportation Commission of Carson City as appointed by the Carson City Board of Supervisors, one representative from Douglas County appointed by the Douglas County Commission, and one representative from Lyon County appointed by the Lyon County Board of Commissioners. A representative from the Nevada Department of Transportation also serves as an ex officio, non-voting member.

2.3 Term of members

Each member appointed by the respective appointing authority shall serve a term of two (2) years. Such term shall continue until the member is replaced by the appointing authority except that at the expiration of the two (2) year term or in the event of the resignation of a member, the appointing authority may renew the appointment for an additional two (2) year term or shall appoint a new member to complete the unexpired term of the member being replaced.

¹Federal Register/Volume 67, No. 84/Wednesday, May 1, 2002/Notices

²23 CFR 450.300 Metropolitan Transportation Planning and Programming

2.4 Attendance

In order to serve the best interests of CAMPO and to adequately carry out the responsibilities of CAMPO, members are expected to regularly attend meetings. If a voting member misses three consecutive meetings or four meetings in a six month moving period, the member shall be considered non-responsive.

2.5 Member replacement

In the event a member fails to attend meetings as required in Section 2.4 of these policies and procedures, the sponsoring appointing authority will be notified in writing by the CAMPO Chair or the designated staff member and a request will be made for the appointment of a new member.

3 Meeting Requirements

3.1 Rules of Procedure

Roberts Rules of Procedure will be utilized as a basis for the orderly conduct of meetings of CAMPO. In the event of a dispute over procedural matters and where clarity in Roberts Rules of Order is not present, the dispute will be settled by a ruling of the chair.

3.2 Frequency

In order to conduct ongoing business affairs, CAMPO will meet on a monthly basis unless otherwise directed by the Chairman or as otherwise may be provided in these policies and procedures.

3.3 Meeting agendas and matters for consideration

Any member of CAMPO may request inclusion of an item for discussion at any regularly scheduled meeting provided such request is made to the appropriate designated CAMPO staff person sufficiently in advance as to allow the incorporation of the item into the next regularly scheduled meeting agenda and the proposed agenda item is approved by the chair.

3.4 Publishing agendas and public notice requirements

The agenda, special hearings, and consideration of any and all matters that are covered or included in the Nevada Open Meeting Law will be published as provided by Nevada Revised Statute, Carson City Ordinance and the adopted policies and procedures of CAMPO.

3.5 Postponement and rescheduling

If the Board finds such monthly meetings unnecessary or in conflict with other special events, holidays or at times when achieving and maintaining a quorum will be unproductive, such meetings may be postponed or rescheduled. If the normal monthly meeting is postponed, rescheduled or will not be rescheduled until a later date, a public notice of such postponement or rescheduling will be posted in accordance with the Nevada Open Meeting Law.

3.6 Meeting quorum

In order to conduct business of CAMPO a quorum must be present. A quorum is defined as at least four (4) members of the duly appointed CAMPO membership. If the minimum number of members are not present, CAMPO may agree to take testimony or entertain presentation of information but no formal action or indication of future possible action may be expressed by any individual member or the members in attendance.

3.7 Majority required to act

In order for action to be taken by CAMPO, a quorum must be present and a minimum of four (4) affirmative votes will be required. No differentiation will be made as to whether those representing the quorum or those in attendance represent a particular appointing authority.

4 Coordination and Interaction

4.1 Authority delegated by others to CAMPO

In addition to the regulatory authority vested in CAMPO by Federal regulation, CAMPO has been authorized to exercise approval over the expenditure of funds provided by the Carson City Board of Supervisors including exercise of authority in the execution of tasks and activities related to the implementation of work activities authorized or budgeted by Carson City Board of Supervisors or CAMPO and to exercise such responsibilities as may from time to time be explicitly assigned by others.

4.2 Coordination with Member Units of Local Government

The nature of the respective transportation responsibilities assigned to CAMPO will require careful coordination. CAMPO will be responsible for the timely consideration, approval, and if necessary, submittal of the necessary grant documents that will be used to secure available grant financial support for the operation of public transit services by local government entities, provided required information is provided by the other parties in a timely manner.

4.3 Coordination with other agencies

It is the stated objective of CAMPO to coordinate all transportation related activities with other interested agencies and jurisdictions. To the extent necessary, CAMPO will execute cooperative agreements detailing the respective responsibilities and coordination that will be followed. Currently, agreements have been structured to better define the respective responsibilities of each of the agencies involved in the activities of CAMPO and include:

- 4.3.1 Interlocal agreement with Washoe County Regional Transportation Commission specifying the respective responsibilities of each party.
- 4.3.2 Interlocal agreement with the Tahoe Metropolitan Planning Organization specifying the respective responsibilities for each party.
- 4.3.3 Cooperative agreement with the Nevada Department of Transportation specifying the respective duties and responsibilities of each party in the preparation and processing of various planning documents and other related tasks and activities.
- 4.3.4 Cooperative agreement with the Carson City RTC and the Carson City Board of Supervisors detailing the assignment of responsibilities to RTC and CAMPO for transportation planning and implementation in the region.

5 CAMPO Staffing

5.1 Staffing and support activities

Staff support for CAMPO will be provided by the Carson City Public Works Department by arrangements with others including consultants or other authorized personnel. The responsible staff person for CAMPO will be the Carson City Transportation Program Manager or his/her designee.

5.2 CAMPO Advisory Workgroups

CAMPO Advisory Workgroups will be used on an as needed basis for significant updates to existing CAMPO documents or during the course of special planning studies. CAMPO Staff will develop a recommended list of invitees relevant to a specific planning endeavor. The formation of an Advisory Workgroup will be non-binding in nature, whose purpose will be to offer technical guidance during the development of CAMPO planning studies. Representatives will be asked to meet through the duration of the plan development, including a public comment period after a final draft is submitted for approval by the CAMPO Board, if applicable.

6 Consultant Selection Procedures Procurement

6.1 FHWA RFP and RFQ Consultant Procurement

CAMPO will follow all Federal and local requirements during the procurement of engineering, planning, management, administrative, or other licensed professional service contracts for FHWA-funded projects. For contracts between \$0 and \$49,999, CAMPO sStaff will develop a Request For Qualifications (RFQ) to be sent to a minimum of three (3) consultants in accordance with the latest version of the Carson City Public Works Policy "LPA Contracts \$50,000 and Under", latest version. Contracts over \$50,000 require a formal competitive procurement method including an advertised, sealed, bid process; evaluation of the submitted proposals; and negotiation of a standard form Carson City contract in full compliance with the accepted policy for consultant selection.

~~6.16.2~~ Estimated threshold values for issuing RFP and RFQ FTA Procurement

~~Information~~ The requirements for procurements on-related to FTA-funded projects procurements is found in Appendix B. In case of any conflict between Appendix B and some other provision of CAMPO's policies and procedures, including but not limited to Sections 6.1 and 6.3, Appendix B shall govern for all FTA funded projects, unless the provision conflicting with Appendix B sets forth more restrictive procurement procedures, in which case the more restrictive procurement procedures shall govern. Similarly, if Appendix B conflicts with some other Carson City policyies, Appendix B shall govern for all FTA funded projects, unless the provision conflicting with Appendix B sets forth more restrictive procurement procedures, in which case the more restrictive procurement procedures shall govern., unless other, more restrictive, contractual funding obligations apply. ~~CAMPO will follow all Federal and local requirements during the procurement of engineering, planning, management, or administrative services contracts. Contracts less than \$2,500 do not require a specific procurement method and may be based upon knowledge of current market and pricing. Contracts between \$2,500 and \$49,999 require an unsealed, informal bid process with a minimum of two quotes. Contracts over \$50,000 require a formal competitive method including an advertised, sealed, bid process; evaluation of the submitted proposals; and negotiation of a standard form Carson City contract in full compliance with the accepted policy for consultant selection.~~

~~6.26.3~~ Exemptions from consultant selection procedures

Any contract: requiring a specialized expertise or product that is not readily available in the regional area, that cannot be delayed by a competitive solicitation due to public emergency, or resulting in the determination of inadequate competition after solicitation of a number of sources may be subject to a sole source selection and assignment provided sole source selection and assignment is approved in advance by the funding agency or the agency's representative. Any contract selection estimated to have a value of less than \$25,000 may be subject to a sole source evaluation and assignment provided sole source selection and assignment is approved in advance by the funding agency. Prior to requesting such approval, a Request for Qualification must be issued to the identified source and the Statement of Qualifications must be included in the request for sole source assignment.

7 Plan Development Procedures

Any amendments or updates to the documents listed below will be subject to the CAMPO Public Participation Plan.

7.1 Unified Planning Work Program

As detailed in 23 CFR §450.308, CAMPO shall develop an annual Unified Planning Work Program (UPWP) that includes a discussion of the planning priorities of the metropolitan planning area. The UPWP shall identify work proposed for the next one-year period by major activity and task. Each activity listed in the UPWP must indicate who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of Federal and matching funds. CAMPO will follow the fiscal year beginning July 1 and ending June 30.

7.2 Regional Transportation Plan

The Regional Transportation Plan (RTP) must be approved by CAMPO and will include at least a twenty-year (20-year) planning horizon and both long- and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The plan will be updated a minimum every five (5) years to insure consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. In addition, the plan shall include all components and elements included in 23 CFR §450.322

7.3 Transportation Improvement Program

A Transportation Improvement Program (TIP) must be approved by CAMPO and will be updated at minimum every four (4) years as detailed in 23 CFR §450.324. Amendments or administrative modifications may be made as necessary to the TIP.

7.4 Public Participation Plan

CAMPO will develop a Public Participation Plan (PPP) which will be used as a model for soliciting public participation during the update of the UPWP, RTP, TIP or special planning studies. The PPP will be reviewed annually and updated as warranted.

GLOSSARY

Administrative modification means a minor revision to a long-range metropolitan transportation plan or Transportation Improvement Program (TIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment or redemonstration of fiscal constraint.

Amendment means a revision to a long-range metropolitan transportation plan or TIP that involves a major change to a project included in a long-range metropolitan transportation plan or TIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope. Changes to projects that are included for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment or redemonstration of fiscal constraint.

Metropolitan planning area means the geographic area in which the metropolitan transportation planning process required by 23 U.S.C. 134 and section 8 of the Federal Transit Act must be carried out.

Metropolitan Planning Organization (MPO) means the forum for cooperative transportation decision making for the metropolitan planning area.

Metropolitan Transportation Plan means the official intermodal transportation plan that is developed and adopted through the metropolitan transportation planning process for the metropolitan planning area.

Regional Transportation Plan (RTP) means the long-range transportation plan for the region composed of a series of transportation elements conforming to the requirements of State and Federal regulations and sometimes referred to as the Metropolitan Transportation Plan. Per Federal requirements, the RTP must have a 20-year planning horizon and be updated at minimum every five (5) years.

State Implementation Plan (SIP) means the portion (or portions) of an applicable implementation plan approved or promulgated, or the most recent revision thereof, under applicable sections of the Clean Air Act. (Note: Carson City is not currently subject to these requirements but the definition is provided to draw a distinction between the SIP and the Statewide Transportation Improvement Program sometimes referred to as the STIP)

Statewide Transportation Improvement Program (STIP) means a staged multi-year, statewide intermodal program of transportation projects which is consistent with the Statewide Transportation Plan and planning processes and metropolitan plans, TIPs and processes. The Nevada Department of Transportation (NDOT) is required to include, without change, all projects listed in the Metropolitan Planning Organization's (MPO) approved Regional Transportation Improvement Program (RTIP).

Statewide Transportation Plan (STP) means the official statewide, intermodal transportation plan that is developed through the statewide transportation planning process.

Transportation Improvement Program (TIP) means a staged, multiyear, intermodal program of transportation projects which is consistent with the metropolitan transportation plan. The TIP must be updated at a minimum of every four (4) years.

Simplified Statement means a plan to accomplish transportation planning activities by the MPO that clearly defines who will be responsible for the planning work and what is to be accomplished. The Simplified Statement takes the place of the Unified Planning Work Program that is required of areas over 200,000 in population.

Unified Planning Work Program (UPWP) documents planning activities that are planned to be accomplished during a program year with funds provided under title 23 U.S.C. and the Federal Transit Act.

APPENDIX A



KENNY C. GUINN
Governor

OFFICE OF THE GOVERNOR

February 26, 2003

Mr. Bill Kappus
Acting Division Administrator
Federal Highway Administration
705 North Plaza Street, Suite 220
Carson City, NV 89701

Dear Mr. Kappus:

In accordance with the provisions of Title 23, Section 134 of the United States Code, the State of Nevada does hereby appoint and designate the Carson Area Metropolitan Planning Organization as the metropolitan planning organization for the Carson City urbanized area. Your acknowledgement of the agency's status is hereby requested.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenny C. Guinn".

KENNY C. GUINN
Governor

JF/lf

Cc: Jeff Fontaine, Interim Director, NDOT

Appendix B

The following Appendix and forms are to be used for all FTA procurements, as needed. CAMPO staff will use the Procurement Checklist and Contract Clause Matrix to identify the necessary documents to include in the procurement file.

The current Micro-purchase Threshold is \$10,000. Purchases under this threshold do not require solicitation of price quotes or RFP/RFQ/IFB. If a change order pushes the purchase/contract above \$10,000, the proper procurement steps must be followed (Cost Analysis/ICE, etc.).

The current Simplified Acquisition Threshold is \$150,000 (as of 9/23/2021). Any purchases/contracts below \$150,000 DO NOT require an RFP/RFQ/IFB, but DO require Carson City to solicit price quotes from “an adequate number of qualified sources. If a change order pushes the purchase/contract above \$150,000, the contract must be updated with all necessary clauses (debarment/suspension, etc.).

Any procurements that ‘piggy back’ off of a larger procurement (state-schedule purchases, etc.) will still need to include proper documentation including original cost analysis/ICE performed by original Procurement agency as well as cost analysis/ICE performed by CAMPO.

Buy America Certifications to be included on Rolling Stock procurements \$150,000 and above only.

1. Procurement History/Checklist

- 1. Procurement History/Checklist
- 2. Notice to Proceed _____ Contract (Executed) _____
- 3. Change Orders/Amendments (Options) _____
- 4. Board Reports (Release and Award) _____
- 5. Awarded Bid/Proposal _____ Bonds _____
- 6. Purchase Order(s) / Invoices / Releases / Certified Payrolls _____
- 7. Cost/Price Analysis / Reasonableness _____
- 8. Insurance _____
- 9. Correspondence (POST award) _____
- 10. DBE _____
- 11. Independent Cost Estimate (ICE) _____
- 12. Sole Source Justification (If Applicable) _____
- 14. Solicitation (RFP/RFQ/IFB/Quotes) _____ Scope of Work _____ Regulatory Requirements _____
Sample Contract/Purchase Order T&Cs _____ Min Insurance Requirements _____
- Protest Policy _____ Form Submission _____ Other _____
- 15. Advertisement (If required) _____
- 16. Notified Vendors/Bid List _____
- 17. Pre-Proposal Meeting Documents _____ Job Walk (sign-in sheets) _____
- 18. Required Forms _____ Responsibility Determination Form _____
SAM.gov (print out results) _____ Lobbying _____ Debarment _____
- 19. Protests _____ Public Records Requests _____
- 20. Correspondence (prior to award) _____
- 21. Rejection Letters _____
- 22. Miscellaneous _____
- 23. Bid Opening _____ Sign in for paper bids/construction _____
- 24. Evaluations _____ BAFO (Best and Final Offer) _____
Recap of Responsiveness _____ Conflict of Interest/Non-Disclosure _____
- 25. Unsuccessful Proposals _____
- 26. Closeout _____

7. Price Analysis Form

ITEM BEING PROCURED

A price analysis is needed to determine if the offers you received are fair and reasonable. The most common way to make this determination is to compare the offers to your Independent Cost Estimate (ICE). You may need to conduct additional analysis if your ICE is not consistent with the offers received.

Step 1: Determine if the offered prices received are Fair and Reasonable by comparing to your Independent Cost Estimate (ICE).

Fill in the following matrix: (Use the ICE from your ICE form)

<u>Independent Cost Estimate</u>	<u>Vendor A Offered Price</u>	<u>Vendor B Offered Price</u>	<u>Vendor C Offered Price</u>	<u>Vendor D Offered Price</u>

(Attach additional sheets if necessary)

If your ICE is consistent with the offered prices, proceed to Step 3. If not, complete Step 2 and Step 3. Sign and date this form and include in the project's procurement file.

Step 2: Determine if offer is fair and reasonable (complete either a or b below)

a. Explain how the above numbers show that the price is fair and reasonable

b. If you cannot use your ICE to determine if the price is fair and reasonable, additional explanation is required. Please indicate how you determined the price is fair and reasonable. Some accepted forms of price analysis techniques discussed in the *Pricing Guide for FTA Grantees* are:

1. Prices set by law or regulation (e.g., utility rates);
2. Established catalog prices;
3. Comparison to previous purchases;
4. Current published standards;
5. Established market prices.

Please indicate your technique:

_____ Prices are set by law or regulation. These are considered fair and reasonable. Grantees should acquire a copy of the rate schedules set by the applicable law or regulation to provide with the file. Once these schedules are obtained, verify that they apply to your situation and that you are being charged the correct price. For utility contracts, this policy applies only to prices prescribed by an effective, independent regulatory body.

_____ Comparison with competing suppliers' prices or catalog pricing for the same item. (Provide documentation such as copies of the catalog pages, website screenshots, etc.) Established catalog prices require the following conditions:

- Established catalog prices exist.
- The items are commercial in nature.
- They are sold in substantial quantities.
- They are sold to the general public.

_____ Comparison of proposed pricing with historical pricing from previous purchases of the same item. Changes in quantity, quality, delivery schedules, the economy, and inclusion of non-recurring costs such as design, capital equipment, etc. can cause price variations. Each differing situation must be analyzed. Also ensure that the previous price was fair and reasonable. (Provide a copy of the previous purchase invoices or quotes.)

_____ Analysis of price components against current published standards, such as labor rates, dollars per pound, etc. to justify the price reasonableness of the whole. (Attach analysis to support conclusions drawn.)

_____ Established market prices are based on the same principle as catalog prices except there is no catalog. A market price is a current price established in the usual or ordinary course of business between buyers and sellers free to bargain. These prices must be verified by buyers and sellers who are independent of the offeror. If you cannot determine other commercial buyers and sellers, you may obtain this information from the offeror. (Provide documentation such as advertisements, catalog pages or invoices from other buyers and sellers.)

_____ Other (provide explanation):

Step 3: Negotiation – Required for A & E procurements and may be appropriate for other RFP procurements

For RFP procurements – were negotiations conducted with the selected vendor?

Yes

No, If No, why not?

For all A & E and other RFP procurements that conducted negotiations, describe the negotiations that occurred.

NAME

<u>SIGNATURE</u>	<u>TITLE</u>	<u>DATE</u>

11. Independent Cost Estimate

(To be used for all procurements except micropurchases)

Need one form for each item being procuredAs required by Federal Transit Administration Circular FTA C 4220.1F Third Party Contracting Guidance, Rev. 4, March 18, 2013, and all subsequent editions, as available on FTA’s website, www.fta.dot.gov

ITEM BEING PROCURED _____

PROJECT AUTHORIZATION _____

COST ESTIMATE _____

Estimate was obtained using the following process:

- Published price list (e.g., catalogs).
- Past pricing (include previous purchase date for similar item): _____
- Engineering or technical estimate.
- Item is a standard commercial item sold in the open marketplace.
- Analysis of price components against current published standards, such as labor rate, cost per unit, etc.
- For buses only, State or other cooperative vehicle purchasing program
- Other (please describe): _____

SIGNATURE	TITLE	DATE
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12. Sole Source Justification Form

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

Check one:

_____ The item is available only from a single source (sole source justification is attached).

_____ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency condition is attached).

_____ FTA authorizes noncompetitive negotiations (letter of authorization is attached).

_____ After solicitation of a number of sources, competition is determined inadequate (record of source contacts is attached).

_____ The item is an associated capital maintenance item as defined in 49 U.S.C. §5307(a)(1) that is procured directly from the original manufacturer or supplier of the time to be replaced (price certification attached).

Comments:

_____ Independent Estimate and Cost Analysis are attached.

Purchasing Agent Senior Manager

Date Date

18a. Responsibility Determination Form

Bid/RFP No: _____

Supplier: _____

Date: _____

For each of the areas described below, check that the appropriate research has been accomplished and provide a short description of the research and the results.

	<u>Acceptable</u>	<u>Comment</u>
<u>1. Appropriate financial, equipment, facility, and personnel?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

	<u>Acceptable</u>	<u>Comment</u>
<u>2. Ability to meet the delivery Schedule?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

	<u>Acceptable</u>	<u>Comment</u>
<u>3. Satisfactory period of performance facility, and personnel?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

	<u>Acceptable</u>	<u>Comment</u>
<u>4. Satisfactory record of integrity, not on debarred or suspended listings</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

	<u>Acceptable</u>	<u>Comment</u>
<u>5. Receipt of all necessary data from Supplier</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

18c. Lobbying
For contracts over \$100,000
31 U.S.C. 1352
2 CFR Part 200 Appendix II (I) 49 CFR Part 20

The Lobbying requirements apply to Construction/Architectural and Engineering/Acquisition of Rolling Stock/Professional Service Contract/Operational Service Contract/Turnkey contracts.

The Lobbying requirements mandate the maximum flow down, pursuant to Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352(b)(5) and 2 CFR Part 200 Appendix II (I)

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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Date

Print Name of Authorized Official

Title

Signature of Authorized Official

Company Name

Company Address

18d. Debarment, Suspension, Ineligibility, and Voluntary Exclusion Requirements

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

The bidder or proposer certifies as follows:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, Carson City may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to Carson City if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. You may contact Carson City for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by Carson City.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S General Administration Service.

7. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, Carson City may pursue available remedies including suspension and/or debarment.

19. Right to Protest

NOTICE OF PROTEST OF AWARD OF CONTRACT must be in compliance with NRS 338.142 and submitted in writing to the Carson City Purchasing and Contract Department of the Division of Finance (Department) at City Hall, 201 N. Carson Street, #3, Carson City, NV 89701 within five (5) business days after the date the Director of such Department or the City's Public Works Director, as the City's authorized representative, makes a recommendation to the award the contract.

The notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of law were violated.

A person filing a notice of protest may be required by the Purchasing and Contracts Administrator, at the time or soon after the notice of protest is filed, to post a bond with a good and solvent surety authorized to do business in this state or submit other security, in a form approved by such authorized representative of the City and the City shall hold the bond or other security until a determination is made on the protest. A bond posted or other security submitted with a notice of protest must be in an amount equal to the lesser of Twenty-five percent of the total value of the proposal submitted by the person filing the notice of protest; of Two-hundred-fifty thousand dollars.

A notice of protest filed under these provisions operates as a stay of action in relation to the awarding of any contract until a determination is made by the City's Board of Supervisors or Regional Transportation Commission on the protest.

A person who makes an unsuccessful proposal may not seek any type of judicial intervention until the City's Board of Supervisors or Regional Transportation Commission has made a determination on the protest and awarded the contract.

Neither the City's Board of Supervisors, Regional Transportation Commission, nor any authorized representative of the City or such public body is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a person who makes a proposal, whether or not the person files a notice of protest pursuant hereto.

If the protest is upheld, the bond posted or other security submitted with or soon after the submission of the notice of protest must be returned to the person who posted the bond or submitted the security. If the protest is rejected, a claim may be made against the bond or other security by the City's Board of Supervisors or Regional Transportation Commission in an amount equal to the expenses incurred by the City or its Board of Supervisors or Regional Transportation Commission because of the unsuccessful protest. Any money remaining after the claim has

been satisfied must be returned to the person who posted the bond or submitted the security

Buy America Requirements

FOR PROCUREMENT OF STEEL, IRON, AND MANUFACTURED PRODUCTS (INCLUDING ROLLING STOCK) OVER \$150,000

If this contract or purchase order is valued in excess of \$150,000 and involves the procurement of steel, iron, or manufactured products, the bidder or offeror hereby certifies that it:

- Will meet the requirements of 49 USC 5323(j)(1) and the applicable regulations in 49 CFR part 661.5.
- Cannot meet the requirements of 49 USC 5323(j)(1) and 49 CFR part 661.5, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or USC 5323(j)(2)(D), and 49 CFR part 661.7.

If this contract or purchase order is valued in excess of \$150,000 and involves the procurement of buses, other rolling stock and associated equipment, the bidder or offeror hereby certifies that it:

- Will comply with the requirements of 49 USC 5323(j)(2)(C) and the regulations at 49 CFR part 661.11.
- Cannot comply with the requirements of 49 USC 5323(j)(2)(C) and 49 CFR part 661.11, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or USC 5323(j)(2)(D), and 49 CFR part 661.7.

Date

Print Name of Authorized Official

Title

Signature of Authorized Official

Company Name

Company Address

Note: This Buy America certification must be submitted to Carson City, if applicable, with all bids or offers on FTA-funded contracts involving construction or the acquisition of goods or rolling stock, except those subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include final assembly in the United States for microcomputer equipment, software, and small purchases (currently less than \$150,000) made with capital, operating or planning funds.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters
(Contracts over \$25,000).**

The contractor certifies, that neither it nor its "principals" as defined in CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency.

Date

Print Name of Authorized Official

Title

Signature of Authorized Official

Company Name

Company Address

Contract Clause Matrix

APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

<u>PROVISION</u>	<u>Professional Services/A&E</u>	<u>Operations/ Management</u>	<u>Rolling Stock Purchases</u>	<u>Construction</u>	<u>Materials & Supplies</u>
<u>No Federal Government Obligations to Third Parties (by Use of a Disclaimer)</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>False Statements or Claims Civil and Criminal Fraud</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Access to Third Party Contract Records</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Changes to Federal Requirements</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Termination</u>	<u>>\$10,000 if 49 CFR Part 18 applies.</u>	<u>>\$10,000 if 49 CFR Part 18 applies.</u>	<u>>\$10,000 if 49 CFR Part 18 applies.</u>	<u>>\$10,000 if 49 CFR Part 18 applies.</u>	<u>>\$10,000 if 49 CFR Part 18 applies.</u>
<u>Civil Rights (Title VI, EEO, ADA)</u>	<u>>\$10,000</u>	<u>>\$10,000</u>	<u>>\$10,000</u>	<u>>\$10,000</u>	<u>>\$10,000</u>
<u>Disadvantaged Business Enterprises (DBEs)</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Incorporation of FTA Terms</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Debarment and Suspension</u>	<u>>\$25,000</u>	<u>>\$25,000</u>	<u>>\$25,000</u>	<u>>\$25,000</u>	<u>>\$25,000</u>
<u>Buy America</u>			<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>
<u>Resolution of Disputes, Breaches, or Other Litigation</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>
<u>Lobbying</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>
<u>Clean Air</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>
<u>Clean Water</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>	<u>>\$100,000</u>
<u>Cargo Preference</u>			<u>For property transported by ocean vessel.</u>	<u>For property transported by ocean vessel.</u>	<u>For property transported by ocean vessel.</u>
<u>Fly America</u>	<u>For foreign air transport or travel.</u>	<u>For foreign air transport or travel.</u>	<u>For foreign air transport or travel.</u>	<u>For foreign air transport or travel.</u>	<u>For foreign air transport or travel.</u>

<u>PROVISION</u>	<u>Professional Services/A&E</u>	<u>Operations/ Management</u>	<u>Rolling Stock Purchases</u>	<u>Construction</u>	<u>Materials & Supplies</u>
<u>Davis-Bacon Act</u>				<u>>\$2,000 (including ferry vessels)</u>	
<u>Contract Work Hours and Safety Standards Act</u>		<u>>\$100,000 (except transportation services)</u>	<u>>\$100,000</u>	<u>>\$100,000 (including ferry vessels)</u>	
<u>Copeland Anti-Kickback Act Section 1 Section 2</u>				<u>All All exceeding \$2,000 (including ferry vessels)</u>	
<u>Bonding</u>				<u>\$100,000</u>	
<u>Seismic Safety</u>	<u>A&E for New Buildings & Additions</u>			<u>New Buildings</u>	
<u>Transit Employee Protective Arrangements</u>		<u>Transit Operations</u>			
<u>Charter Service Operations</u>		<u>All</u>			
<u>School Bus Operations</u>		<u>All</u>			
<u>Drug Use and Testing</u>		<u>Transit Operations</u>			
<u>Alcohol Misuse and Testing</u>		<u>Transit Operations</u>			
<u>Patent Rights</u>	<u>Research & Development</u>				
<u>Rights in Data and Copyright Requirements</u>	<u>Research & Development</u>				
<u>Energy Conservation</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Recycled Products</u>		<u>Contracts for items designated by EPA, when procuring \$10,000 or more per year</u>		<u>Contracts for items designated by EPA, when procuring \$10,000 or more per year</u>	<u>Contracts for items designated by EPA, when procuring \$10,000 or more per year</u>
<u>Conformance with ITS National Architecture</u>	<u>ITS Projects</u>	<u>ITS Projects</u>	<u>ITS Projects</u>	<u>ITS Projects</u>	<u>ITS Projects</u>
<u>ADA Access</u>	<u>A&E</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Notification of Federal Participation for States</u>	<u>Limited to States</u>	<u>Limited to States</u>	<u>Limited to States</u>	<u>Limited to States</u>	<u>Limited to States</u>

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open

market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(K) Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that

uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

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

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

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

(L) Domestic preferences for procurements. (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.



**Carson City Public Works
CAMPO Policies and Procedures
Effective date: December 12, 2007
Revised: December 8, 2021**

CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

POLICIES AND PROCEDURES

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1 Policies and Procedures

1.1 Purpose

These policies and procedures are intended to provide policies and guidelines for the ongoing operation of the Carson Area Metropolitan Planning Organization (CAMPO). The unique nature of CAMPO and the derivation of authority found in Federal regulation, interlocal agreements and authority delegated by other agencies such as the Carson City Board of Supervisors, the Regional Transportation Commission or other governmental agencies, suggest that a set of procedures needs to be in place to guide the exercise of authority and operation of CAMPO.

The policies included in this document are intended to serve as flexible working guidelines to assist in the day to day operation of CAMPO and to assist the members of the governing body in administering the affairs of this special purpose organization.

Policies that may be approved by CAMPO are subordinate to Federal regulation, State law or City/County ordinance that may require specific approval process or action. Any Federal regulation related to public notice or involvement, process and approval, etc., will be considered primary and will not be reduced or in any way replaced or supplanted by these policies and procedures.

It is expected that the policies and procedures may be expanded or modified to include circumstances that arise from time to time and amendments of these policies may be necessary to reflect the activities of CAMPO. Amendments to these policies will only occur as defined in the approval process delineated below.

1.2 Approval and amendment

These policies are to be approved by CAMPO by majority vote as provided elsewhere in this document. Since the flexibility needed to operate an agency such as CAMPO will require timely action, the policies and procedures may be approved and amended in the normal course of business providing statutory agenda posting and required majority vote authorizing such change.

2 Composition of CAMPO

2.1 Authority for creation of CAMPO

Carson City has been identified by the United States Department of Commerce, Bureau of the Census as a qualifying urbanized area for Census 2000. The official determination was published in the Federal Register on May 1, 2002¹. Codified Federal Regulation (CFR) requires the designation of a Metropolitan Planning Organization (MPO)² for each urbanized area and implementation of a "...continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals."

The designation was confirmed by the Governor of the State of Nevada on February 26, 2003. A copy of the letter of designation is included in the Appendix A.

An Interlocal Agreement has been executed by CAMPO, the Regional Transportation Commission (RTC) and the Carson City Board of Supervisors that further details the duties and responsibilities of the respective parties in the planning and implementation of transportation services.

2.2 Appointing authority and appointments

The CAMPO governing body will be composed of seven (7) members including the five (5) members of the Regional Transportation Commission of Carson City as appointed by the Carson City Board of Supervisors, one representative from Douglas County appointed by the Douglas County Commission, and one representative from Lyon County appointed by the Lyon County Board of Commissioners. A representative from the Nevada Department of Transportation also serves as an ex officio, non-voting member.

2.3 Term of members

Each member appointed by the respective appointing authority shall serve a term of two (2) years. Such term shall continue until the member is replaced by the appointing authority except that at the expiration of the two (2) year term or in the event of the resignation of a member, the appointing authority may renew the appointment for an additional two (2) year term or shall appoint a new member to complete the unexpired term of the member being replaced.

¹Federal Register/Volume 67, No. 84/Wednesday, May 1, 2002/Notices

²23 CFR 450.300 Metropolitan Transportation Planning and Programming

2.4 Attendance

In order to serve the best interests of CAMPO and to adequately carry out the responsibilities of CAMPO, members are expected to regularly attend meetings. If a voting member misses three consecutive meetings or four meetings in a six month moving period, the member shall be considered non-responsive.

2.5 Member replacement

In the event a member fails to attend meetings as required in Section 2.4 of these policies and procedures, the sponsoring appointing authority will be notified in writing by the CAMPO Chair or the designated staff member and a request will be made for the appointment of a new member.

3 Meeting Requirements

3.1 Rules of Procedure

Roberts Rules of Procedure will be utilized as a basis for the orderly conduct of meetings of CAMPO. In the event of a dispute over procedural matters and where clarity in Roberts Rules of Order is not present, the dispute will be settled by a ruling of the chair.

3.2 Frequency

In order to conduct ongoing business affairs, CAMPO will meet on a monthly basis unless otherwise directed by the Chairman or as otherwise may be provided in these policies and procedures.

3.3 Meeting agendas and matters for consideration

Any member of CAMPO may request inclusion of an item for discussion at any regularly scheduled meeting provided such request is made to the appropriate designated CAMPO staff person sufficiently in advance as to allow the incorporation of the item into the next regularly scheduled meeting agenda and the proposed agenda item is approved by the chair.

3.4 Publishing agendas and public notice requirements

The agenda, special hearings, and consideration of any and all matters that are covered or included in the Nevada Open Meeting Law will be published as provided by Nevada Revised Statute, Carson City Ordinance and the adopted policies and procedures of CAMPO.

3.5 Postponement and rescheduling

If the Board finds such monthly meetings unnecessary or in conflict with other special events, holidays or at times when achieving and maintaining a quorum will be unproductive, such meetings may be postponed or rescheduled. If the normal monthly meeting is postponed, rescheduled or will not be rescheduled until a later date, a public notice of such postponement or rescheduling will be posted in accordance with the Nevada Open Meeting Law.

3.6 Meeting quorum

In order to conduct business of CAMPO a quorum must be present. A quorum is defined as at least four (4) members of the duly appointed CAMPO membership. If the minimum number of members are not present, CAMPO may agree to take testimony or entertain presentation of information but no formal action or indication of future possible action may be expressed by any individual member or the members in attendance.

3.7 Majority required to act

In order for action to be taken by CAMPO, a quorum must be present and a minimum of four (4) affirmative votes will be required. No differentiation will be made as to whether those representing the quorum or those in attendance represent a particular appointing authority.

4 Coordination and Interaction

4.1 Authority delegated by others to CAMPO

In addition to the regulatory authority vested in CAMPO by Federal regulation, CAMPO has been authorized to exercise approval over the expenditure of funds provided by the Carson City Board of Supervisors including exercise of authority in the execution of tasks and activities related to the implementation of work activities authorized or budgeted by Carson City Board of Supervisors or CAMPO and to exercise such responsibilities as may from time to time be explicitly assigned by others.

4.2 Coordination with Member Units of Local Government

The nature of the respective transportation responsibilities assigned to CAMPO will require careful coordination. CAMPO will be responsible for the timely consideration, approval, and if necessary, submittal of the necessary grant documents that will be used to secure available grant financial support for the operation of public transit services by local government entities, provided required information is provided by the other parties in a timely manner.

4.3 Coordination with other agencies

It is the stated objective of CAMPO to coordinate all transportation related activities with other interested agencies and jurisdictions. To the extent necessary, CAMPO will execute cooperative agreements detailing the respective responsibilities and coordination that will be followed. Currently, agreements have been structured to better define the respective responsibilities of each of the agencies involved in the activities of CAMPO and include:

- 4.3.1 Interlocal agreement with Washoe County Regional Transportation Commission specifying the respective responsibilities of each party.
- 4.3.2 Interlocal agreement with the Tahoe Metropolitan Planning Organization specifying the respective responsibilities for each party.
- 4.3.3 Cooperative agreement with the Nevada Department of Transportation specifying the respective duties and responsibilities of each party in the preparation and processing of various planning documents and other related tasks and activities.
- 4.3.4 Cooperative agreement with the Carson City RTC and the Carson City Board of Supervisors detailing the assignment of responsibilities to RTC and CAMPO for transportation planning and implementation in the region.

5 CAMPO Staffing

5.1 Staffing and support activities

Staff support for CAMPO will be provided by the Carson City Public Works Department by arrangements with others including consultants or other authorized personnel. The responsible staff person for CAMPO will be the Carson City Transportation Program Manager or his/her designee.

5.2 CAMPO Advisory Workgroups

CAMPO Advisory Workgroups will be used on an as needed basis for significant updates to existing CAMPO documents or during the course of special planning studies. CAMPO Staff will develop a recommended list of invitees relevant to a specific planning endeavor. The formation of an Advisory Workgroup will be non-binding in nature, whose purpose will be to offer technical guidance during the development of CAMPO planning studies. Representatives will be asked to meet through the duration of the plan development, including a public comment period after a final draft is submitted for approval by the CAMPO Board, if applicable.

6 Procurement

6.1 FHWA RFP and RFQ Consultant Procurement

CAMPO will follow all Federal and local requirements during the procurement of engineering, planning, management, administrative, or other licensed professional service contracts for FHWA-funded projects. For contracts between \$0 and \$49,999, CAMPO staff will develop a Request For Qualifications (RFQ) to be sent to a minimum of three (3) consultants in accordance with the latest version of the Carson City Public Works Policy "LPA Contracts \$50,000 and Under". Contracts over \$50,000 require a formal competitive procurement method including an advertised, sealed, bid process; evaluation of the submitted proposals; and negotiation of a standard form Carson City contract in full compliance with the accepted policy for consultant selection.

6.2 FTA Procurement

The requirements for procurements on FTA-funded projects is found in Appendix B. In case of any conflict between Appendix B and some other provision of CAMPO's policies and procedures, including but not limited to Sections 6.1 and 6.3, Appendix B shall govern for all FTA funded projects, unless the provision conflicting with Appendix B sets forth more restrictive procurement procedures, in which case the more restrictive procurement procedures shall govern. Similarly, if Appendix B conflicts with some other Carson City policy, Appendix B shall govern for all FTA funded projects, unless the provision conflicting with Appendix B sets forth more restrictive procurement procedures, in which case the more restrictive procurement procedures shall govern.

6.3 Exemptions from consultant selection procedures

Any contract: requiring a specialized expertise or product that is not readily available in the regional area, that cannot be delayed by a competitive solicitation due to public emergency, or resulting in the determination of inadequate competition after solicitation of a number of sources may be subject to a sole source selection and assignment provided sole source selection and assignment is approved in advance by the funding agency or the agency's representative. Any contract selection estimated to have a value of less than \$25,000 may be subject to a sole source evaluation and assignment provided sole source selection and assignment is approved in advance by the funding agency. Prior to requesting such approval, a Request for Qualification must be issued to the identified source and the Statement of Qualifications must be included in the request for sole source assignment.

7 Plan Development Procedures

Any amendments or updates to the documents listed below will be subject to the CAMPO Public Participation Plan.

7.1 Unified Planning Work Program

As detailed in 23 CFR §450.308, CAMPO shall develop an annual Unified Planning Work Program

(UPWP) that includes a discussion of the planning priorities of the metropolitan planning area. The UPWP shall identify work proposed for the next one-year period by major activity and task. Each activity listed in the UPWP must indicate who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of Federal and matching funds. CAMPO will follow the fiscal year beginning July 1 and ending June 30.

7.2 Regional Transportation Plan

The Regional Transportation Plan (RTP) must be approved by CAMPO and will include at least a twenty-year (20-year) planning horizon and both long- and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The plan will be updated a minimum every five (5) years to insure consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. In addition, the plan shall include all components and elements included in 23 CFR §450.322

7.3 Transportation Improvement Program

A Transportation Improvement Program (TIP) must be approved by CAMPO and will be updated at minimum every four (4) years as detailed in 23 CFR §450.324. Amendments or administrative modifications may be made as necessary to the TIP.

7.4 Public Participation Plan

CAMPO will develop a Public Participation Plan (PPP) which will be used as a model for soliciting public participation during the update of the UPWP, RTP, TIP or special planning studies. The PPP will be reviewed annually and updated as warranted.

GLOSSARY

Administrative modification means a minor revision to a long-range metropolitan transportation plan or Transportation Improvement Program (TIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment or redemonstration of fiscal constraint.

Amendment means a revision to a long-range metropolitan transportation plan or TIP that involves a major change to a project included in a long-range metropolitan transportation plan or TIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope. Changes to projects that are included for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment or redemonstration of fiscal constraint.

Metropolitan planning area means the geographic area in which the metropolitan transportation planning process required by 23 U.S.C. 134 and section 8 of the Federal Transit Act must be carried out.

Metropolitan Planning Organization (MPO) means the forum for cooperative transportation decision making for the metropolitan planning area.

Metropolitan Transportation Plan means the official intermodal transportation plan that is developed and adopted through the metropolitan transportation planning process for the metropolitan planning area.

Regional Transportation Plan (RTP) means the long-range transportation plan for the region composed of a series of transportation elements conforming to the requirements of State and Federal regulations and sometimes referred to as the Metropolitan Transportation Plan. Per Federal requirements, the RTP must have a 20-year planning horizon and be updated at minimum every five (5) years.

State Implementation Plan (SIP) means the portion (or portions) of an applicable implementation plan approved or promulgated, or the most recent revision thereof, under applicable sections of the Clean Air Act. (Note: Carson City is not currently subject to these requirements but the definition is provided to draw a distinction between the SIP and the Statewide Transportation Improvement Program sometimes referred to as the STIP)

Statewide Transportation Improvement Program (STIP) means a staged multi-year, statewide intermodal program of transportation projects which is consistent with the Statewide Transportation Plan and planning processes and metropolitan plans, TIPs and processes. The Nevada Department of Transportation (NDOT) is required to include, without change, all projects listed in the Metropolitan Planning Organization's (MPO) approved Regional Transportation Improvement Program (RTIP).

Statewide Transportation Plan (STP) means the official statewide, intermodal transportation plan that is developed through the statewide transportation planning process.

Transportation Improvement Program (TIP) means a staged, multiyear, intermodal program of transportation projects which is consistent with the metropolitan transportation plan. The TIP must be updated at a minimum of every four (4) years.

Simplified Statement means a plan to accomplish transportation planning activities by the MPO that clearly defines who will be responsible for the planning work and what is to be accomplished. The Simplified Statement takes the place of the Unified Planning Work Program that is required of areas over 200,000 in population.

Unified Planning Work Program (UPWP) documents planning activities that are planned to be accomplished during a program year with funds provided under title 23 U.S.C. and the Federal Transit Act.

APPENDIX A



KENNY C. GUINN
Governor

OFFICE OF THE GOVERNOR

February 26, 2003

Mr. Bill Kappus
Acting Division Administrator
Federal Highway Administration
705 North Plaza Street, Suite 220
Carson City, NV 89701

Dear Mr. Kappus:

In accordance with the provisions of Title 23, Section 134 of the United States Code, the State of Nevada does hereby appoint and designate the Carson Area Metropolitan Planning Organization as the metropolitan planning organization for the Carson City urbanized area. Your acknowledgement of the agency's status is hereby requested.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kenny C. Guinn".

KENNY C. GUINN
Governor

JF/lf

Cc: Jeff Fontaine, Interim Director, NDOT

Appendix B

The following Appendix and forms are to be used for all FTA procurements, as needed. CAMPO staff will use the Procurement Checklist and Contract Clause Matrix to identify the necessary documents to include in the procurement file.

The current Micro-purchase Threshold is \$10,000. Purchases under this threshold do not require solicitation of price quotes or RFP/RFQ/IFB. If a change order pushes the purchase/contract above \$10,000, the proper procurement steps must be followed (Cost Analysis/ICE, etc.).

The current Simplified Acquisition Threshold is \$150,000 (as of 9/23/2021). Any purchases/contracts below \$150,000 DO NOT require an RFP/RFQ/IFB, but DO require Carson City to solicit price quotes from "an adequate number of qualified sources. If a change order pushes the purchase/contract above \$150,000, the contract must be updated with all necessary clauses (debarment/suspension, etc.).

Any procurements that 'piggy back' off of a larger procurement (state-schedule purchases, etc.) will still need to include proper documentation including original cost analysis/ICE performed by original Procurement agency as well as cost analysis/ICE performed by CAMPO.

Buy America Certifications to be included on Rolling Stock procurements \$150,000 and above only.

1. Procurement History/Checklist

1. Procurement History/Checklist ___
2. Notice to Proceed ___ Contract (Executed) ___
3. Change Orders/Amendments (Options) ___
4. Board Reports (Release and Award) ___
5. Awarded Bid/Proposal ___ Bonds ___
6. Purchase Order(s) / Invoices / Releases / Certified Payrolls ___
7. Cost/Price Analysis / Reasonableness ___
8. Insurance ___
9. Correspondence (POST award) ___
10. DBE ___
11. Independent Cost Estimate (ICE) ___
12. Sole Source Justification (If Applicable) ___
14. Solicitation (RFP/RFQ/IFB/Quotes) ___ Scope of Work ___ Regulatory Requirements ___
Sample Contract/Purchase Order T&Cs ___ Min Insurance Requirements ___
Protest Policy ___ Form Submission ___ Other ___
15. Advertisement (If required) ___
16. Notified Vendors/Bid List ___
17. Pre-Proposal Meeting Documents ___ Job Walk (sign-in sheets) ___
18. Required Forms
SAM.gov (print out results) ___ Responsibility Determination Form ___
Lobbying ___ Debarment ___
19. Protests ___ Public Records Requests ___
20. Correspondence (prior to award) ___
21. Rejection Letters ___
22. Miscellaneous ___
23. Bid Opening ___ Sign in for paper bids/construction ___
24. Evaluations ___ BAFO (Best and Final Offer) ___
Recap of Responsiveness ___ Conflict of Interest/Non-Disclosure ___
25. Unsuccessful Proposals ___
26. Closeout ___

7. Price Analysis Form

ITEM BEING PROCURED _____

A price analysis is needed to determine if the offers you received are fair and reasonable. The most common way to make this determination is to compare the offers to your Independent Cost Estimate (ICE). You may need to conduct additional analysis if your ICE is not consistent with the offers received.

Step 1: Determine if the offered prices received are Fair and Reasonable by comparing to your Independent Cost Estimate (ICE).

Fill in the following matrix: (Use the ICE from your ICE form)

Independent Cost Estimate	Vender A Offered Price	Vendor B Offered Price	Vendor C Offered Price	Vendor D Offered Price

(Attach additional sheets if necessary)

If your ICE is consistent with the offered prices, proceed to Step 3. If not, complete Step 2 and Step 3. Sign and date this form and include in the project's procurement file.

Step 2: Determine if offer is fair and reasonable (complete either a or b below)

- a. Explain how the above numbers show that the price is fair and reasonable

- b. If you cannot use your ICE to determine if the price is fair and reasonable, additional explanation is required. Please indicate how you determined the price is fair and reasonable. Some accepted forms of price analysis techniques discussed in the *Pricing Guide for FTA Grantees* are:

1. Prices set by law or regulation (e.g., utility rates);
2. Established catalog prices;
3. Comparison to previous purchases;
4. Current published standards;
5. Established market prices.

Please indicate your technique:

_____ Prices are set by law or regulation. These are considered fair and reasonable. Grantees should acquire a copy of the rate schedules set by the applicable law or regulation to provide with the file. Once these schedules are obtained, verify that they apply to your situation and that you are being charged the correct price. For utility contracts, this policy applies only to prices prescribed by an effective, independent regulatory body.

_____ Comparison with competing suppliers' prices or catalog pricing for the same item. (Provide documentation such as copies of the catalog pages, website screenshots, etc.) Established catalog prices require the following conditions:

- Established catalog prices exist.
- The items are commercial in nature.
- They are sold in substantial quantities.
- They are sold to the general public.

_____ Comparison of proposed pricing with historical pricing from previous purchases of the same item. Changes in quantity, quality, delivery schedules, the economy, and inclusion of non-recurring costs such as design, capital equipment, etc. can cause price variations. Each differing situation must be analyzed. Also ensure that the previous price was fair and reasonable. (Provide a copy of the previous purchase invoices or quotes.)

_____ Analysis of price components against current published standards, such as labor rates, dollars per pound, etc. to justify the price reasonableness of the whole. (Attach analysis to support conclusions drawn.)

_____ Established market prices are based on the same principle as catalog prices except there is no catalog. A market price is a current price established in the usual or ordinary course of business between buyers and sellers free to bargain. These prices must be verified by buyers and sellers who are independent of the offeror. If you cannot determine other commercial buyers and sellers, you may obtain this information from the offeror. (Provide documentation such as advertisements, catalog pages or invoices from other buyers and sellers.)

_____ Other (provide explanation):

Step 3: Negotiation – Required for A & E procurements and may be appropriate for other RFP procurements

For RFP procurements – were negotiations conducted with the selected vendor?

Yes

No, If No, why not?

For all A & E and other RFP procurements that conducted negotiations, describe the negotiations that occurred.

NAME		
SIGNATURE	TITLE	DATE

11. Independent Cost Estimate

(To be used for all procurements except micropurchases)

Need one form for each item being procuredAs required by Federal Transit Administration Circular FTA C 4220.1F Third Party Contracting Guidance, Rev. 4, March 18, 2013, and all subsequent editions, as available on FTA's website, www.fta.dot.gov

ITEM BEING PROCURED _____

PROJECT AUTHORIZATION _____

COST ESTIMATE _____

Estimate was obtained using the following process:

- Published price list (e.g., catalogs).
- Past pricing (include previous purchase date for similar item): _____
- Engineering or technical estimate.
- Item is a standard commercial item sold in the open marketplace.
- Analysis of price components against current published standards, such as labor rate, cost per unit, etc.
- For buses only, State or other cooperative vehicle purchasing program
- Other (please describe) _____

SIGNATURE	TITLE	DATE
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12. Sole Source Justification Form

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

Check one:

_____ The item is available only from a single source (sole source justification is attached).

_____ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency condition is attached).

_____ FTA authorizes noncompetitive negotiations (letter of authorization is attached).

_____ After solicitation of a number of sources, competition is determined inadequate (record of source contacts is attached).

_____ The item is an associated capital maintenance item as defined in 49 U.S.C. §5307(a)(1) that is procured directly from the original manufacturer or supplier of the time to be replaced (price certification attached).

Comments:

_____ Independent Estimate and Cost Analysis are attached.

Purchasing Agent

Senior Manager

Date

Date

18a. Responsibility Determination Form

Bid/RFP No: _____

Supplier: _____

Date: _____

For each of the areas described below, check that the appropriate research has been accomplished and provide a short description of the research and the results.

1. Appropriate financial, equipment, facility, and personnel?	Acceptable <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment _____ _____ _____
2. Ability to meet the delivery Schedule?	Acceptable <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment _____ _____ _____
3. Satisfactory period of performance facility, and personnel?	Acceptable <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment _____ _____ _____
4. Satisfactory record of integrity, not on debarred or suspended listings	Acceptable <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment _____ _____ _____
5. Receipt of all necessary data from Supplier	Acceptable <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment _____ _____ _____

18c. Lobbying

For contracts over \$100,000

31 U.S.C. 1352

2 CFR Part 200 Appendix II (I) 49 CFR Part 20

The Lobbying requirements apply to Construction/Architectural and Engineering/Acquisition of Rolling Stock/Professional Service Contract/Operational Service Contract/Turnkey contracts.

The Lobbying requirements mandate the maximum flow down, pursuant to Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352(b)(5) and 2 CFR Part 200 Appendix II (I)

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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____,
certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Date _

Print Name of Authorized Official_

Title _

Signature of Authorized Official _

Company Name _

Company Address _____

18d. Debarment, Suspension, Ineligibility, and Voluntary Exclusion Requirements

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

The bidder or proposer certifies as follows:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, Carson City may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to Carson City if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. You may contact Carson City for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by Carson City.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without

modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S General Administration Service.

7. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, Carson City may pursue available remedies including suspension and/or debarment.

19. Right to Protest

NOTICE OF PROTEST OF AWARD OF CONTRACT must be in compliance with NRS 338.142 and submitted in writing to the Carson City Purchasing and Contract Department of the Division of Finance (Department) at City Hall, 201 N. Carson Street, #3, Carson City, NV 89701 within five (5) business days after the date the Director of such Department or the City's Public Works Director, as the City's authorized representative, makes a recommendation to the award the contract.

The notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of law were violated.

A person filing a notice of protest may be required by the Purchasing and Contracts Administrator, at the time or soon after the notice of protest is filed, to post a bond with a good and solvent surety authorized to do business in this state or submit other security, in a form approved by such authorized representative of the City and the City shall hold the bond or other security until a determination is made on the protest. A bond posted or other security submitted with a notice of protest must be in an amount equal to the lesser of Twenty-five percent of the total value of the proposal submitted by the person filing the notice of protest; of Two-hundred-fifty thousand dollars.

A notice of protest filed under these provisions operates as a stay of action in relation to the awarding of any contract until a determination is made by the City's Board of Supervisors or Regional Transportation Commission on the protest.

A person who makes an unsuccessful proposal may not seek any type of judicial intervention until the City's Board of Supervisors or Regional Transportation Commission has made a determination on the protest and awarded the contract.

Neither the City's Board of Supervisors, Regional Transportation Commission, nor any authorized representative of the City or such public body is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a person who makes a proposal, whether or not the person files a notice of protest pursuant hereto.

If the protest is upheld, the bond posted or other security submitted with or soon after the submission of the notice of protest must be returned to the person who

posted the bond or submitted the security. If the protest is rejected, a claim may be made against the bond or other security by the City's Board of Supervisors or Regional Transportation Commission in an amount equal to the expenses incurred by the City or its Board of Supervisors or Regional Transportation Commission because of the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the person who posted the bond or submitted the security

Buy America Requirements

FOR PROCUREMENT OF STEEL, IRON, AND MANUFACTURED PRODUCTS (INCLUDING ROLLING STOCK) OVER \$150,000

If this contract or purchase order is valued in excess of \$150,000 and involves the procurement of steel, iron, or manufactured products, the bidder or offeror hereby certifies that it:

- Will meet the requirements of 49 USC 5323(j)(1) and the applicable regulations in 49 CFR part 661.5.
- Cannot meet the requirements of 49 USC 5323(j)(1) and 49 CFR part 661.5, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or USC 5323(j)(2)(D), and 49 CFR part 661.7.

If this contract or purchase order is valued in excess of \$150,000 and involves the procurement of buses, other rolling stock and associated equipment, the bidder or offeror hereby certifies that it:

- Will comply with the requirements of 49 USC 5323(j)(2)(C) and the regulations at 49 CFR part 661.11.
- Cannot comply with the requirements of 49 USC 5323(j)(2)(C) and 49 CFR part 661.11, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or USC 5323(j)(2)(D), and 49 CFR part 661.7.

Date _____

Print Name of Authorized Official _____

Title _____

Signature of Authorized Official _____

Company Name _____

Company Address _____

Note: This Buy America certification must be submitted to Carson City, if applicable, with all bids or offers on FTA-funded contracts involving construction or the acquisition of goods or rolling stock, except those subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include final assembly in the United States for microcomputer equipment, software, and small purchases (currently less than \$150,000) made with capital, operating or planning funds.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters
(Contracts over \$25,000).**

The contractor certifies, that neither it nor its “principals” as defined in CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency.

Date _

Print Name of Authorized Official_

Title _

Signature of Authorized Official _

Company Name _

Company Address _

Contract Clause Matrix

APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchases	Construction	Materials & Supplies
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)	All	All	All	All	All
False Statements or Claims Civil and Criminal Fraud	All	All	All	All	All
Access to Third Party Contract Records	All	All	All	All	All
Changes to Federal Requirements	All	All	All	All	All
Termination	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.
Civil Rights (Title VI, EEO, ADA)	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000
Disadvantaged Business Enterprises (DBEs)	All	All	All	All	All
Incorporation of FTA Terms	All	All	All	All	All
Debarment and Suspension	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$100,000	>\$100,000	>\$100,000
Resolution of Disputes, Breaches, or Other Litigation	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Water	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Cargo Preference			For property transported by ocean vessel.	For property transported by ocean vessel.	For property transported by ocean vessel.
Fly America	For foreign air transport or travel.	For foreign air transport or travel.	For foreign air transport or travel.	For foreign air transport or travel.	For foreign air transport or travel.

PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchases	Construction	Materials & Supplies
Davis-Bacon Act				>\$2,000 (including ferry vessels)	
Contract Work Hours and Safety Standards Act		>\$100,000 (except transportation services)	>\$100,000	>\$100,000 (including ferry vessels)	
Copeland Anti-Kickback Act Section 1 Section 2				All All exceeding \$2,000 (including ferry vessels)	
Bonding				\$100,000	
Seismic Safety	A&E for New Buildings & Additions			New Buildings	
Transit Employee Protective Arrangements		Transit Operations			
Charter Service Operations		All			
School Bus Operations		All			
Drug Use and Testing		Transit Operations			
Alcohol Misuse and Testing		Transit Operations			
Patent Rights	Research & Development				
Rights in Data and Copyright Requirements	Research & Development				
Energy Conservation	All	All	All	All	All
Recycled Products		Contracts for items designated by EPA, when procuring \$10,000 or more per year		Contracts for items designated by EPA, when procuring \$10,000 or more per year	Contracts for items designated by EPA, when procuring \$10,000 or more per year
Conformance with ITS National Architecture	ITS Projects	ITS Projects	ITS Projects	ITS Projects	ITS Projects
ADA Access	A&E	All	All	All	All
Notification of Federal Participation for States	Limited to States	Limited to States	Limited to States	Limited to States	Limited to States

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open

market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(K) Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that

uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

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

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

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

(L) Domestic preferences for procurements. (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: December 8, 2021

Staff Contact: Alex Cruz, Transit Coordinator

Agenda Title: For Discussion Only – Presentation and discussion on the Final Report for the Fiscal Year (“FY”) 2021 Federal Transit Administration (“FTA”) Triennial Review of the Carson Area Metropolitan Planning Organization.

Staff Summary: Every three years CAMPO’s operations are reviewed for compliance with FTA regulations in 21 administrative areas. While no repeat deficiencies from the FY 2018 Triennial Review were found, deficiencies were identified within the Procurement area. Resolution of the deficiencies is required by December 22, 2021. Staff have addressed the deficiencies through proposed amendments to CAMPO’s Policies and Procedures, which are being presented for CAMPO’s review and approval at this meeting. Subject to CAMPO’s approval of the proposed amendments, staff will submit corrective actions ahead of the identified date.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

N/A

Background/Issues & Analysis

The Triennial Review is one of FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies. It examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. As a recipient of Section 5307 Federal Transit Administration Program funds, CAMPO must complete this review once every three years. The review covers a period going back a maximum of 5-years. The Triennial Review was completed in August 2021.

Following a week-long online audit, the FTA reviewers provided CAMPO staff with a Triennial Review Final Report summarizing identified deficiencies and required corrective actions. The report notes seven Procurement deficiencies within CAMPO’s Policies and Procedures.

Deficiencies:

- P1-3 Procurement policies and procedures not current/complete:
- P4-1 Responsibility determination deficiencies: Procurements #1, 2, 3, 4, 5, 6, 7
- P4-2 No verification that excluded parties are not participating: Procurements #1, 2, 6, 7
- P5-1 Incomplete written documentation of procurement history: Procurements #1, 2, 3, 4, 5, 6, 7
- P8-5 Lacking required justifications and documentation for sole-source awards: Procurements #2, 5, 6:
- P11-1 Missing FTA clauses: Procurements #2, 6

- P12-2 Lobbying certification not included in procurement solicitations or documents: Procurement #7

Corrective Actions:

- Staff must submit revised procurement policies that include all required provisions, clauses and identify procedures to ensure compliance. Staff must also submit proof of training for all required personnel.

Working with FTA staff, CAMPO staff have developed new policies and procedures to meet the identified corrective action and resolve the identified deficiencies. These corrective actions have been approved by the FTA and will be incorporated into CAMPO's Policies and Procedures, if approved by CAMPO. The revised procurement policies and procedures for the corrective actions must be submitted to the FTA ahead of the December 22, 2021 date.

Applicable Statute, Code, Policy, Rule or Regulation

49 US.C. § 5307(f) (2); 49 C.F.R. Part 26

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: There are no fiscal impacts related to these specific findings, however, future federal funding could be jeopardized if the deficiencies are not resolved.

Supporting Material

-Exhibit 1: Final Report for the Fiscal Year 2021 Triennial Review of Carson Area Metropolitan Planning Organization

FINAL REPORT

**FISCAL YEAR 2021
TRIENNIAL REVIEW
of**

**Carson Area Metropolitan Planning Organization
(CAMPO)
Carson City, NV
ID: 6825**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 9**

Prepared By:

Calyptus Consulting Group, Inc.

**Virtual Site Visit Date: AUGUST 2-6, 2021
Final Report Date: SEPTEMBER 22, 2021**

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Carson Area Metropolitan Planning Organization (CAMPO) of Carson City, Nevada. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Calyptus Consulting Group, Inc. (the “reviewer”). During the virtual site visit, administrative and statutory requirements were discussed and documents were reviewed.

The Triennial Review focused on CAMPO’s compliance in 21 areas; three (3) areas were not applicable. Deficiencies were found in the one (1) area listed below.

Review Area	Deficiencies	
	Code	Description
Procurement (P)	P1-3	Procurement policies and procedures not current/complete
	P4-1	Responsibility determination deficiencies
	P4-2	No verification that excluded parties are not participating
	P5-1	Incomplete written documentation of procurement history
	P8-5	Lacking required justifications and documentation for sole-source awards
	P11-1	Missing FTA Clauses
	P12-2	Lobbying certifications not included in procurement solicitations or documents

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas; three (3) areas were not applicable. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of CAMPO. The review concentrated on procedures and practices employed during the past three (3) years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a virtual site visit (to the recipient’s location). In March 2020, all work on Reviews was halted due to the Public Health Emergency. A preliminary recipient information request was sent to the City on February 13, 2021, indicating a review would be conducted during Fiscal Year 2021. A subsequent recipient information request was sent to the City on May 24, 2021, advising that a virtual site visit would be taking place and indicating additional information that would be needed and issues that would be discussed. The desk review and review scoping meeting were conducted with the Region 9 Office on July 12, 2021. Necessary files retained by the regional office were sent to the reviewer(s) electronically. The virtual site visit to the City occurred on August 2-6, 2021.

The virtual site visit portion of the review began with an entrance conference, at which time the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. *In addition, the reviewers evaluated how the City has used CARES Act and ER funding and the impacts of COVID-19 Public Health Emergency on the agency by discussing a series of questions included in the [Public Health Emergency Supplement to the FY20 Comprehensive Review Contractor’s Manual](#). Additional documentation was requested for the Financial Management and Capacity and Procurement areas only.* The reviewer(s) examined a sample of maintenance records for FTA-funded vehicles and equipment.

Upon completion of the review, FTA and the Reviewer provided a summary of preliminary findings to CAMPO at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

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

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

The Carson Area Metropolitan Planning Organization (CAMPO) is the Section 5307 designated recipient for the Carson City urbanized area. The population of the service area is approximately 53,969. CAMPO is the only metropolitan planning organization in the State of Nevada that is a separate MPO and not a regional transportation commission and Carson City is the only urbanized area in Nevada that includes portions of several counties. The Carson City urbanized area includes all of the consolidated government of Carson City, and portions of Douglas and Lyon counties. The CAMPO board consists of seven members, one representing each county and five representing Carson City.

While CAMPO is the designated recipient, it is not the policy body for transit. The Regional Transportation Commission (RTC) has transit operational and contracting authority, as well as the authority to construct street and highway projects approved in the Carson City budget. The Carson City Board of Supervisors appoints members to the five-member RTC Board along with the staff of CAMPO and the RTC. Carson City also provides office space for the administrative staff. Carson City has only one full time person dedicated to transit; all other employees work on transit projects as needs arise. Carson City provides all support functions for transit including finance, procurement, human resources, legal, and maintenance. An inter-governmental agreement defines the roles and responsibilities of the three organizations; CAMPO, the RTC, and Carson City.

As discussed, the RTC has the authority for implementing all aspects of transit service on behalf of CAMPO. Service is operated in the urbanized area of Carson City. RTC contracts with First Transit to provide management and operational personnel for transit services. Maintenance and other support services are provided by Carson City.

RTC operates a network of four fixed routes with the Jump Around Carson (JAC) service. JAC service is provided weekdays from 6:30 a.m. to 7:30 p.m. RTC provides services on Saturdays from 8:30 a.m. to 4:30 p.m. No service is operated on Sundays and major holidays. Service is oriented around a downtown on street transfer center. The Americans with Disabilities Act (ADA) complementary paratransit service, known as JAC Assist, operates during the same days and hours of service as the fixed routes. JAC Assist provides service within three-quarters of a mile of the fixed route service area and also provides service one-quarter of a mile beyond the three-quarter mile corridor within Carson City only.

The basic adult fare for bus service is \$1.00. A reduced fare of \$0.50 is offered at all times to senior citizens, persons with disabilities, and persons with a Medicare card. The fare for ADA complementary paratransit service is \$2.00 for persons traveling within three-quarter miles of a fixed route. For those that board between three-quarter and one mile from a fixed route, the fare is \$4.00. RTC operates a fleet of seven buses for fixed-route service. The bus fleet consists of 24- and 35-foot transit body-on-chassis and rear engine vehicles. The current peak requirement is four vehicles. RTC also has a fleet of seven vehicles for JAC Assist service. Carson City provides facilities for the RTC operations contractor at the JAC building on Butti Way.

2. Award and Project Activity

Below is a list of CAMPO's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
NV-2020-002	\$2,729,015	2020	FY 2019 apportionment Ops/PM/Capital Items
NV-2021-021	\$144,006	2021	FFY 2019 5339 Full Apportionment - Replacement Vehicle Purchase
NV-2021-019	\$650,000	2021	FFY 2019 5339(b) Full Apportionment - Replacement Vehicles Purchase
NV-2021-018	\$143,900	2021	FFY 2019 5310 Full Apportionment - Capitalized Operating
NV-2020-007	\$3,725,309	2020	CAMPO FFY20 5307 CARES Act Grant - Ops Assistance, Preventive Maintenance, Rolling Stock, Other Capital Items
NV-2017-008	\$115,255	2018	FFY 2017 5339 partial apportionment -- replacement vehicle purchase
NV-2019-007	\$157,207	2019	FFY 2018 5339 full apportionment -- replacement vehicle purchase
NV-2018-007	\$1,869,918	2018	FY 2018 apportionment Ops/PM/Capital Items

Projects Completed

Over the past few years, CAMPO completed the following noteworthy project:

- The JAC administrative and operations facility has been moved to a new location separate from Carson City Public Works. 4 revenue vehicles have been replaced after exceeding their FTA useful life benchmarks.

Ongoing Projects

CAMPO is currently implementing the following noteworthy project:

- JAC is currently in the process of replacing 6 more revenue vehicles.

Future Projects

CAMPO plans to pursue the following noteworthy project in the next three to five years:

- JAC has begun the exploratory stages of looking to purchase/lease/build a JAC Transit Center to better serve riders in the community.

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters, include clauses in its third party and subrecipient agreements, and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

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

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of CAMPO, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

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

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management/Program Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of CAMPO, the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight were found to be not applicable.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

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

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of CAMPO, no deficiencies were found with the FTA requirements for Transit Asset Management.

7. Satisfactory Continuing Control

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

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

8. Maintenance

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

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

9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of CAMPO, seven (7) deficiencies were found with the FTA requirements for Procurement.

Procurement policies and procedures not current/complete (P1-3)

CAMPO was not able to demonstrate that City-wide procurements that are charged to CAMPO operating drawdowns comply with 2 CFR 200. CAMPO must ensure that City procurements comply with the required provisions of 2 CFR 200.308 through 200.326.

Additionally, Carson City conducts procurements that may then be charged on operating drawdowns by CAMPO. The City procurement policies contain required written elements for incorporating technical requirements and evaluation requirements. However, the policy has not been updated to include all federal requirements and does not provide guidance for these situations. CAMPO and the City should consider the following elements when updating the procurement policies:

- Contracting with responsible contractors
- Maintenance of written procurement history
- Use of time and material contracts
- Prohibition on geographic preference
- Use and maintenance of prequalification lists, if permitted
- Cost and price analysis
- Negotiation of contractor profit
- Use of estimated costs (Independent Cost Estimate)
- Prohibition of cost plus contracts
- Bonding requirements for construction or facility improvement contracts
- Prohibition of exclusionary or discriminatory specifications
- Compliance with Buy America

2 CFR 200.318 General procurement standards

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or

apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

(i) The non-Federal entity must maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

2 CFR 200.319 Competition

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

- (3) *Noncompetitive pricing practices between firms or between affiliated companies;*
- (4) *Noncompetitive contracts to consultants that are on retainer contracts;*
- (5) *Organizational conflicts of interest;*
- (6) *Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and*
- (7) *Any arbitrary action in the procurement process.*

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for A&E services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of the procurement. The specific features of the named brand which must be met by offerors must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

2 CFR 200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be publicly opened at the time and place prescribed in the invitation for bids;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts,

transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms

(a) *The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.*

(b) *Affirmative steps must include:*

(1) *Placing qualified small and minority businesses and women's business enterprises on solicitation lists;*

(2) *Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;*

(3) *Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;*

(4) *Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;*

(5) *Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and*

(6) *Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.*

2 CFR 200.322 Procurement of recovered materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

2 CFR 200.323 Contract cost and price

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

2 CFR 200.325 Bonding requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

2 CFR 200.326 Contract provisions

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to 2 CFR Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Additional Guidance:

FTA Circular 4220.1F Chapter III

Corrective Action(s) and Schedule: By December 22, 2021, the recipient must develop and submit to the FTA regional office revised procurement policies that include all required provisions and identify procedures that ensure compliance with 2 CFR 200.318 through 200.326 and submit evidence of CAMPO and City staff training.

Deficiencies in review of procurement files

During the site visit to CAMPO, seven (7) procurement files were reviewed: (1) sole source for lighting work, (2) sole source from transit and network assessment SAAS, (3) RFP for operating and maintenance services, (4) RFP for contract operator services, (5) sole source for bus service software, (6) sole source for bus shelter, and (7) IFB for paratransit bus. The table on the following page provides more details about these procurements.

Procurement #	1	2	3	4	5	6	7
Goods/ Services Procured	Lighting Work for Transit Facility	Transit and Network Assessment SAAS (Remix)	Operating and Optional Fleet Maintenance Services (MV)	Contract Operator Services (First Transit)	Bus Service Software (Ecolane)	Bus Shelter	Paratransit Bus
Date	12/17/2017	6/25/2018	6/10/2016	8/12/2020	8/19/2021	Unclear – 8/2019	1/13/2019
Dollar Value	\$40,300	\$9,500 per year	\$2,237,463 for first 3 years	\$3,510,393 over 3 years	\$82,666	\$20,405	\$639,256
Type	Facility	Software	Services	Services	Software	Equipment	Rolling Stock
Method	Sole Source/ Single Source	Sole Source	RFP	RFP	Sole Source	Sole Source	IFB
New Start or Small Start	No	No	No	No	No	No	No
Awarded by Contractors or Subrecipients	No	No	No	No	No	No	No
Change Order	No	No	No	No	No	No	No
DBE Goal	No	No	No	No	No	No	No
Protest	No	No	No	No	No	No	No
Deficiencies	P4-1 P4-2 P5-1	P4-1 P4-2 P5-1 P8-5 P11-1	P4-1 P5-1	P4-1 P5-1	P4-1 P5-1 P8-5	P4-1 P4-2 P5-1 P8-5 P11-1	P4-1 P4-2 P5-1 P12-2

The deficiencies identified for these procurements are as follows:

- P4-1 Responsibility determination deficiencies: Procurements #1, 2, 3, 4, 5, 6, 7
- P4-2 No verification that excluded parties are not participating: Procurements #1, 2, 6, 7
- P5-1 Incomplete written documentation of procurement history: Procurements #1, 2, 3, 4, 5, 6, 7
- P8-5 Lacking required justifications and documentation for sole-source awards: Procurements #2, 5, 6:
- P11-1 Missing FTA clauses: Procurements #2, 6
- P12-2 Lobbying certification not included in procurement solicitations or documents: Procurement #7

Responsibility determination deficiencies (P4-1)

CAMPO does not have a process for considering contractors' integrity, compliance with public policy, past performance (including the performance reported in the Contractor Performance Assessment Reports required under section 5309(1)(2), and financial and technical resources as required by 49 U.S.C. 5325(j). CAMPO did not determine contractor responsibility in this manner for any of the sampled procurement files.

49 U.S.C 5325(j) AWARDS TO RESPONSIBLE CONTRACTORS

(1) IN GENERAL. Federal financial assistance under this chapter may be provided for contracts only if a recipient awards such contracts to responsible contractors possessing the ability to successfully perform under the terms and conditions of a proposed procurement.

(2) CRITERIA. Before making an award to a contractor under paragraph (1), a recipient shall consider:

- A. the integrity of the contractor;*
- B. the contractor's compliance with public policy;*
- C. the contractor's past performance, including the performance reported in the Contractor Performance Assessment Reports required under section 5309(1)(2); and*
- D. the contractor's financial and technical resources.*

Corrective Action(s) and Schedule: By December 22, 2021, for any contracts where the recipient was found to have failed to verify that the contractor was responsible, the recipient must verify the responsibility of contractors. The recipient must submit to the FTA regional office documentation of an implemented process to make adequate responsibility determinations prior to award of a contract and submit evidence of CAMPO and City staff training.

No verification that excluded parties are not participating (P4-2)

CAMPO does not have a process for verifying that the business is not excluded or disqualified as required by 2 CFR 180. SAM (now beta.SAM.gov) checks were only conducted for three (3) of the seven (7) procurements.

2 CFR 180.300

What must I do before I enter into a covered transaction with another person at the next lower tier? When you enter into a covered transaction with another person at the next lower tier, you must verify that the person with whom you intend to do business is not excluded or disqualified.

You do this by: (a) Checking SAM Exclusions; or (b) Collecting a certification from that person; or (c) Adding a clause or condition to the covered transaction with that person.

2 CFR 180.310

What must I do if a Federal agency excludes a person with whom I am already doing business in a covered transaction? (a) You as a participant may continue covered transactions with an excluded person if the transactions were in existence when the agency excluded the person. However, you are not required to continue the transactions, and you may consider termination. You should make a decision about whether to terminate and the type of termination action, if any, only after a thorough review to ensure that the action is proper and appropriate. (b) You may not renew or extend covered transactions (other than no-cost time extensions) with any excluded person, unless the Federal agency responsible for the transaction grants an exception under §180.135.

Additional Guidance:

FTA Master Agreement (25), Section 16(d)

FTA Circular 4220.1F Chapter III d. (1) (c)

Corrective Action(s) and Schedule: By December 22, 2021, for any contracts where the recipient was found to have failed to verify that the contractor was in compliance with suspension/debarment requirements, the recipient must either amend the contract with the appropriate clause. The recipient must submit to the FTA regional office procedures for making excluded party determinations before entering into applicable transactions and submit evidence of CAMPO and City staff training.

Incomplete written documentation of procurement history (P5-1)

The CAMPO procurement files include a memo with brief statement of the procurement. This memo does not sufficiently detail the history of the procurement as required by 2 CFR 200.318, including:

- Rationale for the method of procurement
- Selection of contract type
- Contractor selection or rejection, and
- The basis for the contract price

2 CFR 200.318(i)

The non-Federal entity must maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to the following: rationale for the

method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Corrective Action(s) and Schedule: By December 22, 2021, the recipient must submit to the FTA regional office evidence that the deficiencies identified in its record-keeping process have been corrected and that procurement staff have been trained on documenting procurement history.

Lacking required justifications and documentation for sole-source awards (P8-5)

Three (3) of the selected procurement files were sole source awards. None of the three (3) sole source files included justifications and documentation as required by FTA Circular 4220.1F.

FTA Circular 4220.1F Chapter VI 3. i. (1) (b) 2. Single Bid or Single Proposal

Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal. a. Adequate Competition. FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award. b. Inadequate Competition. FTA acknowledges competition to be inadequate when, caused by conditions within the recipient's control. For example, if the specifications used were within the recipient's control and those specifications were unduly restrictive, competition will be inadequate.

Corrective Action(s) and Schedule: By December 22, 2021, the recipient must submit to the FTA regional office evidence of an implemented policy to ensure that future sole source procurements are properly conducted and documented. Where contracts are ongoing, the recipient must confer with the FTA regional office to determine if the recipient should be directed not to exercise any options. Submit evidence of CAMPO and City staff training.

Missing FTA clauses (P11-1)

Two (2) of the selected procurement files did not have the following required FTA clauses:

- Termination for cause and convenience

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act

provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of

parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials—A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

FTA Master Agreement (25), Section 16.d.

Required Clauses in Third Party Contracts. In addition to other applicable provisions of federal law, regulations, requirements, and guidance, all third party contracts made by the Recipient under the Federal award must contain provisions covering the following, as applicable:

(1) Simplified Acquisition Threshold. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. § 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(2) Termination. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be effected and the basis for settlement.

(3) Equal Employment Opportunity. Except as otherwise provided under 41 C.F.R. part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. part 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order No. 11246, “Equal Employment Opportunity,” 42 U.S.C. § 2000e note (30 Fed. Reg. 12319, 12935, 3 C.F.R. 1964–1965 Comp., p. 339), as amended by Executive Order No. 11375, “Amending Executive Order No. 11246 Relating to Equal Employment Opportunity,” (32 Fed. Reg. 14,303) and implementing regulations at 41 C.F.R. part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(4) Davis-Bacon Act, as amended (40 U.S.C. §§ 3141 – 3148). When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141 - 3144, and 3146 – 3148) as supplemented by Department of Labor regulations (29 C.F.R. part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of a public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.

(5) Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701 – 3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. part 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working

conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(6) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(7) Clean Air Act (42 U.S.C. §§ 7401 – 7671q.) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 – 1388), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401 – 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 – 1388). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(8) Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. 180 that implement Executive Orders 12549 (31 U.S.C. § 6101 note, 51 Fed. Reg. 6370,) and 12689 (31 U.S.C. § 6101 note, 54 Fed. Reg. 34131), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(9) Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

(10) Solid Wastes. A Recipient that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as

amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

FTA Master Agreement (25) Section 39(b).

(b) Notification to FTA; Flow-Down Requirement. If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third Party Agreements and must require each Third Party Participant to include an equivalent provision in its subagreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220.

(1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements.

(3) The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729 et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient.

Corrective Action(s) and Schedule: By December 22, 2021, the recipient must submit to the FTA regional office revised procurement procedures that address inclusion of all FTA-required third-party contract clauses through use of a clause checklist or other mechanism, including the required termination provisions. The recipient must submit evidence of CAMPO and City staff training.

Lobbying certifications not included in procurement solicitations or documents (P12-2)

One (1) of the selected procurement files does not have lobbying certifications included in the procurement solicitations or documentation.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Corrective Action(s) and Schedule: By December 22, 2021, the recipient must submit to the FTA regional office procedures for obtaining signed lobbying certifications and submit evidence of CAMPO and City staff training.

10. Disadvantaged Business Enterprise (DBE)

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

Finding: During this Triennial Review of CAMPO, no deficiencies were found with the FTA requirements for Disadvantaged Business Enterprise (DBE).

11. Title VI

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

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

12. Americans with Disabilities Act (ADA) – General

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

Finding: During this Triennial Review of CAMPO, no deficiencies were found with the US DOT requirements for ADA – General.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of CAMPO, no deficiencies were found with US DOT requirements for ADA – Complementary Paratransit.

14. Equal Employment Opportunity

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

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

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

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

16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community-based charter services pursuant to certain regulatory exceptions.

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

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of CAMPO, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of CAMPO, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

19. Section 5307 Program Requirements

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

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

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

Finding: During this Triennial Review of CAMPO, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable to the review of CAMPO.

21. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of CAMPO.

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	NA				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	D	P1-3: Procurement policies and procedures not current/complete	The recipient must develop and submit to the FTA regional office revised procurement policies that include all required provisions and identify procedures that ensure compliance with 2 CFR 200.318 through 200.326 and submit evidence of CAMPO and City staff training.	12/22/2021	
		P4-1: Responsibility determination deficiencies	For any contracts where the recipient was found to have failed to verify that the contractor was responsible, the recipient must verify the responsibility of contractors. The recipient must submit to the FTA regional office documentation of an implemented process to make adequate responsibility determinations prior to award of a contract and submit evidence of CAMPO and City staff training.	12/22/2021	

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
		P4-2: No verification that excluded parties are not participating	For any contracts where the recipient was found to have failed to verify that the contractor was in compliance with suspension/debarment requirements, the recipient must either amend the contract with the appropriate clause. The recipient must submit to the FTA regional office procedures for making excluded party determinations before entering into applicable transactions and submit evidence of CAMPO and City staff training	12/22/2021	
		P5-1: Incomplete written documentation of procurement history	The recipient must submit to the FTA regional office evidence that the deficiencies identified in its record-keeping process have been corrected and that procurement staff have been trained on documenting procurement history.	12/22/2021	
		P8-5: Lacking required justifications and documentation for sole-source awards	The recipient must submit to the FTA regional office evidence of an implemented policy to ensure that future sole source procurements are properly conducted and documented. Where contracts are ongoing, the recipient must confer with the FTA regional office to determine if the recipient should be directed not to exercise any options. Submit evidence of CAMPO and City staff training.	12/22/2021	
		P11-1: Missing FTA Clauses	The recipient must submit to the FTA regional office revised procurement procedures that address inclusion of all FTA-required third party contract clauses through use of a clause checklist or other mechanism, including the required termination provisions. The recipient must submit evidence of CAMPO and City staff training.	12/22/2021	
		P12-2: Lobbying certifications not included in procurement solicitations or documents	The recipient must submit to the FTA regional office procedures for obtaining signed lobbying certifications and submit evidence of CAMPO and City staff training.	12/22/2021	
10. Disadvantaged Business Enterprise	ND				
11. Title VI	ND				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	NA				
21. Section 5311 Program Requirements	NA				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Carson Area Metropolitan Planning Organization</i>			
Alex Cruz	Transit Coordinator Public Works Department	775-283-7583	ACruz@carson.org
Lucia Maloney	Transportation Manager Public Works Department	775-283-7396	LMaloney@carson.org
Carol Akers	Purchasing & Contracts Administrator	775-283-7362	CAkers@carson.org
<i>FTA</i>			
Ray Tellis	Regional Administrator	415-734-9471	Ray.Tellis@dot.gov
Luis Rodriguez	Regional Civil Right Officer	212-668-2324	l.a.rodriguez@dot.gov
Darin Allan	Director, Office of Financial Management and Program Oversight	415-734-9470	Darin.Allan@dot.gov
Bernardo Bustamante	Director, Office of Program Management and Project Oversight	415-734-9454	Bernardo.Bustamante@dot.gov
Roxana Hernandez	Transportation Program Specialist	415-734-9456	Roxana.Hernandez@dot.gov
Amitra Mamdouhi	Transportation Program Specialist	415-734-9453	Amitra.Mamdouhi@dot.gov
<i>Calyptus Consulting Group, Inc.</i>			
Ellen Harvey	Reviewer	617-577-0042	eharvey@calyptusgroup.com
Sherry Snyder	Reviewer	617-577-0042	ssnyderconsulting@outlook.com

VII. Appendices

No appendices included in this report.

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: December 8, 2021

Staff Contact: Alex Cruz, Transit Coordinator

Agenda Title: For Possible Action – Discussion and possible action regarding recertification of the Public Transportation Agency Safety Plan (“PTASP”) and Federal Fiscal Year (“FFY”) 2022 Safety Performance Targets for the Jump Around Carson (“JAC”) Transit System.

Staff Summary: As an operator of a public transportation system that receives Section 5307 Federal Transit Administration (“FTA”) grant funds, JAC Transit is required to comply with the PTASP Final Rule (49 CFR Part 673) to maintain eligibility to receive federal transit funds. CAMPO, as a direct recipient of these funds for JAC Transit, is required to review and certify the PTSAP is in place annually, as well as provide the Nevada Department of Transportation safety performance targets to be integrated into CAMPO’s long-range planning process.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve certification of the Public Transit Agency Safety Plan, including the Federal Fiscal Year 2022 Safety Performance Targets for the JAC Transit System from page 5 of the Plan, as presented.

Background/Issues & Analysis

The FTA published the Public Transportation Agency Safety Plan Final Rule on July 19, 2018, which requires certain operators of public transportation systems that receive federal transit funds under FTA’s Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (“SMS”). CAMPO approved the original PTASP in December 2020. Federal regulations require that the PTASP be reviewed, updated, and certified annually incorporating any revisions to safety performance targets. These targets will be incorporated by the Metropolitan Planning Organization into its long-range planning processes and documents.

CAMPO’s PTSAP for JAC Transit relies heavily on established processes and procedures that have been implemented by our contract operator, First Transit. The plan integrates First Transit’s Safety Management System with Carson City’s operational and organizational structure to continue JAC’s longstanding history of exceptional safety performance. Revisions to the PTASP are listed in Table 1, below.

Table 1. PTASP Updates

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All pages are original	First Official version of Safety Plan	December 9, 2020
2	Sections 1, 2, 3, & 4	Recertification of Document with changes noted below: - Updating names and titles throughout document to reflect current staffing. - Section 3: Adjusted definition of “event” to match that of NTD Reduced Reporter policy manual. Reduced “Safety Events” target from 3 to 2. Reduced “Injuries/VRM” target from .00002 to .00001.	December 8, 2021

The proposed Performance Targets for FFY 2022 are provided on page 5 of the PTASP and in Table 2, below. In FFY 2020, JAC experienced no reportable safety incidents. Consequently, staff propose maintaining most of the low targets from the previous FFY, reducing the Fixed Route “Safety Event” target from 3 to 2, and reducing the Fixed Route “Injuries/Vehicle Revenue Mile (“VRM”)” from 2 Safety Events per 100,000 VRM to 1 Safety Event per 100,000 VRM.

Table 2. Safety Performance Targets

Safety Performance Targets							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
<p>Jump Around Carson worked to set Safety Performance Targets that reflect the importance of safety at Jump Around Carson. Using the incidence of fatalities, injuries and safety events per Vehicle Revenue Mile will allow Jump Around Carson to assess the level of safety of the transit system as a whole. For FFY 2022, Jump Around Carson has chosen strong safety targets that show a commitment to zero fatalities and zero injuries. As this is the first year that Safety Targets are being established, targets were based on actual recent safety data reported to NTD.</p> <ul style="list-style-type: none"> • <i>Fatalities, and Fatalities per Vehicle Revenue Mile:</i> Total number of reportable fatalities and Rate of Fatalities per total vehicle revenue miles (VRM), by mode. <ul style="list-style-type: none"> ○ JAC’s performance target will be zero fatalities. • <i>Injuries, and Injuries per Vehicle Revenue Mile:</i> Total number of reportable injuries and Rate of Injuries per total vehicle revenue miles (VRM), by mode. <ul style="list-style-type: none"> ○ JAC’s performance target will be zero injuries for the year, and .00002 injuries per VRM (1 injury per 50,000 VRM) for fixed route and .00001 injuries per VRM (1 injury per 100,000 VRM) for paratransit. • <i>Safety Events, and Safety Events per Vehicle Revenue Mile:</i> Total number of reportable events (Event, as defined in the 2021 NTD Reduced Reporter Policy Manual) and rate of reportable events per total vehicle revenue miles (VRM), by mode. <ul style="list-style-type: none"> ○ JAC’s performance target will be two (2) safety events in total for the year for fixed route and one (1) safety event for paratransit for the year. The goals per Vehicle Revenue Mile will be .00001 safety events per VRM (1 Safety Event per 100,000 VRM) for fixed route and .00001 safety events per VRM (1 Safety Event per 100,000 VRM) for paratransit. • <i>System Reliability:</i> Mean (or average) distance in miles between major mechanical failures, by mode. 							
	Fatalities	Injuries	Safety Events	System Reliability	Fatalities / VRM	Injuries / VRM	Safety Events / VRM
Fixed Route	0	0	2	3,500	0	0.00001	0.00001
Paratransit	0	0	1	4,500	0	0.00001	0.00001

Applicable Statute, Code, Policy, Rule or Regulation

23 CFR Part 450, Subpart C

49 CFR Part 673

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: There is no fiscal impact associated with certifying the plan, establishing targets, or exceeding/not meeting/meeting established performance targets.

Supporting Material

-Exhibit-1: CAMPO's Public Transit Agency Safety Plan for Jump Around Carson Transit

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

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Jump Around Carson (JAC) Transit System

Federal Fiscal Year 2022

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN



1. Transit Agency Information

Transit Agency Name	Jump Around Carson (JAC)		
Transit Agency Address	3505 Butti Way, Carson City, NV 89701		
Name and Title of Accountable Executive	Christopher Martinovich, Transportation Manager		
Name of Chief Safety Officer	Alex Cruz, Transit Coordinator		
Mode(s) of Service Covered by This Plan	Fixed Route; Complementary Paratransit	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route; Complementary Paratransit		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Description of Arrangement(s) N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A		

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Jump Around Carson	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
		12/8/2021
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Greg Stedfield	12/8/2021
	Relevant Documentation (title and location)	
	Chair, Carson Area Metropolitan Planning Organization	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Christopher Martinovich, Accountable Executive	12/8/2021
	Relevant Documentation (title and location)	
	Transportation Manager, Carson Area Metropolitan Planning Organization	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All pages are original	First Official version of Safety Plan	December 9, 2020
2	Sections 1, 2, 3, & 4	Recertification of Document with changes noted below. - Updating names and titles throughout document to reflect current staffing. - Section 3: Adjusted definition of "event" to match that of NTD Reduced Reporter policy manual. Reduced "Safety Events" target from 3 to 2. Reduced "Injuries/VRM" target from .00002 to .00001.	December 8, 2021

Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

The Accountable Executive and Chief Safety Officer will review the plan each year during the fourth quarter of the federal fiscal year and make changes and updates as necessary, including annually establishing safety performance measures. Further updates will be made at any point when information, processes, or activities required under 49 CFR 673 undergo significant changes.

3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Jump Around Carson worked to set Safety Performance Targets that reflect the importance of safety at Jump Around Carson. Using the incidence of fatalities, injuries and safety events per Vehicle Revenue Mile will allow Jump Around Carson to assess the level of safety of the transit system as a whole. For FFY 2022, Jump Around Carson has chosen strong safety targets that show a commitment to zero fatalities and zero injuries. As this is the first year that Safety Targets are being established, targets were based on actual recent safety data reported to NTD.

- *Fatalities, and Fatalities per Vehicle Revenue Mile:* Total number of reportable fatalities and Rate of Fatalities per total vehicle revenue miles (VRM), by mode.
 - JAC's performance target will be zero fatalities.
- *Injuries, and Injuries per Vehicle Revenue Mile:* Total number of reportable injuries and Rate of Injuries per total vehicle revenue miles (VRM), by mode.
 - JAC's performance target will be zero injuries for the year, and .00002 injuries per VRM (1 injury per 50,000 VRM) for fixed route and .00001 injuries per VRM (1 injury per 100,000 VRM) for paratransit.
- *Safety Events, and Safety Events per Vehicle Revenue Mile:* Total number of reportable events (Event, as defined in the 2021 NTD Reduced Reporter Policy Manual) and rate of reportable events per total vehicle revenue miles (VRM), by mode.
 - JAC's performance target will be two (2) safety events in total for the year for fixed route and one (1) safety event for paratransit for the year. The goals per Vehicle Revenue Mile will be .00001 safety events per VRM (1 Safety Event per 100,000 VRM) for fixed route and .00001 safety events per VRM (1 Safety Event per 100,000 VRM) for paratransit.
- *System Reliability:* Mean (or average) distance in miles between major mechanical failures, by mode.

	Fatalities	Injuries	Safety Events	System Reliability	Fatalities / VRM	Injuries / VRM	Safety Events / VRM
Fixed Route	0	0	2	3,500	0	0.00001	0.00001
Paratransit	0	0	1	4,500	0	0.00001	0.00001

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

JAC, as the transit provider operating under an agreement between the Consolidated Municipality of Carson City, the Carson City Regional Transportation Commission, and the Carson Area Metropolitan Planning Organization (CAMPO), coordinates the selection of its safety performance targets with the Nevada Department of Transportation (NDOT) on an ongoing basis through participation in the Planning Executive Group. NDOT works closely with the MPO and transit provider to develop the safety performance targets.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Nevada Department of Transportation	12/8/2021
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Carson Area Metropolitan Planning Organization	12/8/2021

4. Safety Management Policy

Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

JAC, CAMPO, and Carson City are committed to the safe operation and administration of a public transit system that offers reliable, accessible, and convenient service. Implementation of this agency safety plan is done for federal compliance purposes. Implementation is also to be used as an administrative management process that combines the actions of agency communication, safety, and performance measurement with the desired outcome of a safe and reliable transit system. It is believed that implementing this Agency Safety Plan (ASP) will allow us to meet our overarching objective of providing safe, efficient, reliable, and accessible public transit to the Carson City area and its residents. JAC is committed to achieving this objective through the following methods:

- Communication of purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees.
- Provide appropriate management involvement and the necessary resources to establish an effective employee safety reporting program (ESRP) that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Provide a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through the ESRP, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Identify hazardous and unsafe work conditions and analyze data from the ESRP. After thoroughly analyzing relevant data, managers and key staff will develop processes and procedures to mitigate any identified safety risk to an acceptable level.
- Establish safety performance targets that are realistic, measurable, and data driven. Continually improve safety performance through management processes that ensure appropriate safety management action is taken and is effective.

Christopher Martinovich, Transportation Manager and Accountable Executive

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.

The Chief Safety Officer and Account Executive will work with JAC's contract operator to communicate the Safety Management Policy as referenced on page 7 of Appendix 1, "Communication of Local Safety Concerns". The Chief Safety Officer and Account Executive will work with the Location Safety Manager and General Manager to ensure the Location Safety Manager compiles all safety reports referenced on page 7 of Appendix 1 and will be debriefed on any issues brought forth during the Safety Solutions Team meetings. All safety reports will be transmitted to the Chief Safety Officer, as described in Section 8 of this ASP, to be retained for a minimum of three (3) years.

Authorities, Accountabilities, and Responsibilities	
<i>Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).</i>	
Accountable Executive	<p>Carson City/CAMPO's Transportation Manager serves as the Accountable Executive for JAC and has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Designates an adequately trained Chief Safety Officer who is a direct report. • Ensures that JAC's SMS is effectively implemented by Jump Around Carson staff and the contract operator. • Maintains responsibility for carrying out JAC's Transit Asset Management Plan.
Chief Safety Officer	<p>The Accountable Executive designates the Transit Coordinator as the Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Ensures and oversees contract operator's day-to-day implementation and operation of JAC's SMS. • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in JAC's SMS and develops action plans for approval by the Accountable Executive. • Ensures JAC policies are consistent with JAC's safety objectives.
Agency Leadership and Executive Management	<p>Agency leadership and executive management have authorities and responsibilities for day-to-day SMS implementation and operation of JAC's SMS under this plan. Carson City contract operator leadership and executive management include the following positions:</p> <ul style="list-style-type: none"> • Contract operator location General Manager • Contract operator location Operations Manager/Safety Manager <p>Leadership and management personnel have the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> • Participate as members of JAC's Safety Solutions Team (SST) as defined on page 22 of Appendix 1 • Complete training on SMS and JAC's ASP elements. • Oversee day-to-day operations of the SMS. • Modify policies in their departments consistent with implementation of the SMS, as necessary.
Key Staff	<p>Additional Key staff include Contract Operator representatives, as listed in Appendix 1, page 10: Vice President of Safety – First Transit Senior Director of Safety Region Safety Director – West Region Region Safety Manager – West Region Please refer to page 11 of Appendix 1 for the Safety Responsibility and Task Matrix for local contract operator staff.</p>
Employee Safety Reporting Program	
<i>Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).</i>	
<p>Jump Around Carson has implemented the ESRP found on page 14 of Appendix 1. Possible behaviors that may result in disciplinary action can be found on page 18 of Appendix 1.</p>	

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

The Safety Risk Management process is outlined in Appendix 1, beginning on page 22, and includes:

- Safety Hazard Identification: Beginning on page 23 of Appendix 1
- Safety Risk Assessment: Beginning on page 25 of Appendix 1
- Safety Risk Mitigation: Beginning on page 27 of Appendix 1

The Location General Manager will communicate to the Chief Safety Officer as items move through the Safety Hazard Identification process into the Safety Risk Assessment and the Safety Risk Mitigation process. This will keep the Chief Safety Officer aware of any potential safety issues as they are happening.

6. Safety Assurance

Safety Performance Monitoring and Measurement
<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
The Chief Safety Officer will work with the Location General Manager and Location Safety Manager to ensure compliance as indicated on page 28 of Appendix 1, and will routinely audit the SMS to ensure compliance, including at minimum, annually.
<i>Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</i>
<p>The Chief Safety Officer and Location Safety Manager will review the performance of individual safety risk mitigations during Safety Solutions Team meetings and driver meetings. The Chief Safety Officer and Location Safety Manager will jointly determine if a specific safety risk mitigation has not been implemented or is not performing as intended. If the mitigation has not been implemented or is not performing as intended, the Safety Solutions Team will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action, will document the approval, and will oversee its execution.</p> <p>The Chief Safety Officer and Safety Solutions Team monitor JAC's operations to identify mitigations that may be ineffective, inappropriate, or not implemented as intended.</p> <p>The Chief Safety Officer works with the Safety Solutions Team and communicates with the Accountable Executive to carry out and document all monitoring activities.</p>
<i>Describe activities to conduct investigations of safety events to identify causal factors.</i>
The Chief Safety Officer, along with the contract operator, will conduct investigations according to the processes described on page 29 of Appendix 1. The results of any investigations will be documented by the Chief Safety Officer and retained for a minimum of three (3) years.
<i>Describe activities to monitor information reported through internal safety reporting programs.</i>
The Chief Safety Officer, along with the contract operator, will monitor information reported according to the processes described on page 30 of Appendix 1. Monitoring information will be used to inform the annual review and update of this ASP and annual performance measure target setting.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

The Chief Safety Officer, upon hire, will be trained on all relevant policies and procedures by the Accountable Executive and will undergo refresher training annually along with an annual review of the ASP. Training for agency employees will be conducted according to the training program beginning on page 36 of Appendix 1. The Chief Safety Officer will work with the Location Safety Manager to ensure all training is being done in a timely fashion for all affected employees. JAC staff (Carson City Public Works Department, Transportation Division) will be required to review this ASP, including information on hazards and safety risks relevant to employees' roles and responsibilities annually.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

JAC will utilize the processes and activities outlined on page 43 of Appendix 1 to communicate safety and safety performance information throughout Jump Around Carson. The Chief Safety Officer will work closely with the Safety Solutions Team to ensure reciprocal communication between Carson City and the contract operator.

8. Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.

Supporting documentation can be found at page 45 of Appendix 1. ASP documentation will be maintained for a minimum of three years. JAC will provide these documents to the FTA and other federal/state entities upon request. The Chief Safety Officer will maintain on file Safety Solutions Team minutes, information collected as part of the hazard identification process, completed Daily Safety & Health Walkthrough and Checklist forms and additional information collected or created for a period of three years from the date of generation. SMS documentation and records will also be readily available to those with accountabilities for SMS performance or responsibilities for SMS implementation and operation. Below is a categorized list of information and documentation that may be kept as part of the ASP file:

- Existing safety performance measures (under NTD)
- Casualties
 - Fatalities (customers, employees, and the public)
 - Injuries (customers, employees, and the public)
- Property damage
- Reportable events (Accidents) found in Safety Toolbox (pg. 28 of Appendix 1)
 - Collisions (vehicle-to-vehicle, vehicle-to-person, vehicle-to-object)
 - Collisions at grade-crossings
 - Fires
 - Evacuations for life safety reasons
- Results from reportable event (accident) investigations found in Safety Toolbox (pg. 28 of Appendix 1)
 - Probable cause
 - Contributing factors
 - Corrective actions
- Safety risk management and monitoring information
 - Safety Responsibility and Task Matrix (pg. 11 of Appendix 1)
 - Daily Safety & Health Walkthrough & Checklist (pg. 24 of Appendix 1)
 - Hazard Recognition Manual (pg. 24 of Appendix 1)
 - Facility Parking Risk Management Assessment (pg. 25 of Appendix 1)
 - On-Board Video Technology (pg. 25 of Appendix 1)
 - Risk Assessment Matrix (pg. 25 of Appendix 1)

Relation to the Transit Asset Management (TAM) Plan:

While there are no formal requirements linking TAM and SMS, there are many opportunities to share information and analysis between the two processes, thus improving actions and decision-making agency wide. The following are key linkages between the two plans:

- The Accountable Executive reviews and approves both the TAM and ASP plans.
- Condition assessments, which are required under the TAM rule, can identify potential safety issues. The result of a condition assessment required under the TAM rule may compel JAC to perform risk assessment and quality assurance in accordance with SMS, for facilities, equipment, rolling stock, and infrastructure in poor condition.
- TAM data and analysis can be used for performance monitoring and measurement in safety assurance.
- The outcome of a safety risk assessment in SRM, or safety performance monitoring and measurement in safety assurance, could inform resources for TAM, and the prioritization of an asset for repair or replacement.
- The outcome of a safety risk assessment in SRM, or safety performance monitoring and measurement in safety assurance, could inform resources for TAM.

9. Definitions of Special Terms Used in the Safety Plan

JAC incorporates all of FTA’s definitions listed in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Term	Definition
Accident	An Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326
Equivalent Authority	An entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan
Event	Any Accident, Incident, or Occurrence
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 any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency
Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53
Occurrence	An Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency
Operator (of a public transportation system)	A provider of public transportation as defined under 49 U.S.C. 5302
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets
Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA

Term	Definition
Public Transportation Agency Safety Plan (or Agency Safety Plan)	The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and 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 Safety Management System 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 Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety
Safety Management System	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards
Safety Performance Target	A performance target related to safety management activities
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks
Safety Risk Management	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk
Serious Injury	Any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface
Transit Agency	An operator of a public transportation system
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625

10. List of Acronyms in the Safety Plan

Acronym	Definition
ASP	Agency Safety Plan
CAMPO	Carson Area Metropolitan Planning Organization
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FFY	Federal Fiscal Year
FTA	Federal Transit Administration
JAC	Jump Around Carson
MPO	Metropolitan Planning Organization
NDOT	Nevada Department of Transportation
NTD	National Transit Database
SMS	Safety Management System
SST	Safety Solutions Team
TAM	Transit Asset Management
VRM	Vehicle Revenue Mile

Appendix 1

First Transit Agency Safety Plan



First Transit Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	First Transit		
Transit Agency Address	600 Vine Street, Ste. 1400 Cincinnati, Ohio, U.S. 45202		
Name and Title of Accountable Executive	David Perez, Vice President of Safety – First Transit		
Name of Chief Safety Officer or SMS Executive	Paul Meredith, Senior Director of Safety		
Mode(s) of Service Covered by This Plan	Transit Bus	List All FTA Funding Types (e.g., 5307, 5310, 5311)	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	<p>First Transit is a business unit of First Group America, the U.S. based North American Operating Unit of FirstGroup plc (First Group), a United Kingdom-based passenger transportation company. First Group is the U.K.'s largest bus operator, with a fleet of more than 9,000 vehicles, and also one of the U.K.'s leading train operators.</p> <p>First Transit services the U.S. transportation industry through two unique service approaches: <u>Transit Contracting</u>, and <u>Transit Management</u>. With these two service approaches, First Transit has participated on assignments of all types, sizes and scopes throughout the world.</p> <p><u>Transit Contracting</u> provides the design, implementation and operation of flexible, cost-effective transportation systems throughout the United States. Transit Contracting provides a turnkey or tailored service approach that supplies all or most components of operations including equipment, facilities, staffing, management and so forth. Such operational experience encompasses dial-a-ride, shared-ride taxi, services for the elderly and persons with disabilities, airport shuttle, commuter express, and fixed route service.</p> <p><u>Transit Management Services</u> provides resident teams to manage public transit systems in various locations throughout the United States. Our approach to excellence combined with our teams' experience has yielded unmatched operating results and awards in the industry.</p> <p>First Transit offers a unique six-part approach to our <u>Safety Management System (SMS)</u></p> <ul style="list-style-type: none"> • Location Management Team (General Manager, Safety Manager) • Region Staff (Region Safety Manager, Region Safety Director, Region Maintenance Director & Region Vice President) 		



	<ul style="list-style-type: none"> • Senior Director of Safety • Vice President of Safety • Vice President of Maintenance • President <p>A Resident Management Team is assigned to each location consisting of, in part, a Location General Manager (LGM) and a Location Safety Manager (LSM).</p> <ul style="list-style-type: none"> • The LGM participates fully with the client to ensure the operation is running effectively and acts as mediator when safety related problems arise. The LGM is also responsible for ensuring implementation of the National Safety Program. • The LSM routinely is in contact with the operation and is responsible for ensuring their locations have the current safety programs in place; auditing local safety efforts; reviewing all accident and injury claims; reviewing performance statistics; and coordinating corporate assets to address specific deficiencies found on the local level. <p>Our Region Staff consists of a Region Safety Manager, Region Safety Director, Region Maintenance Director, Region Director of Operations, Region Vice Presidents.</p> <ul style="list-style-type: none"> • The Region Maintenance Director, The Region Director of Operations and Region Vice Presidents are responsible for the oversight of all First Transit locations within the region. They provide direction and assistance to location managers, including P&L, budgets, and personnel. • The Region Safety Manager and Region Safety Director ensures management services are provided according to local governing board policies, as well as maintaining quality and client satisfaction, and their locations have the current safety programs in place. <p>The Vice President of Safety provides oversight for each individual region of First Transit. This person works with each Region Safety Manager and Region Director of Safety to ensure First Transit is in compliance with all FTA and DOT regulations.</p> <p>The Vice President of Maintenance provides technical assistance, training, and “best practices” information to all of First Transit’s managed systems.</p> <p>The President of First Transit works closely with the Vice President of Safety - First Transit and Vice President of Maintenance. All safety processes are reviewed and approved before any decision regarding safety is approved.</p>			
<p>Does the agency provide transit services on behalf of another transit agency or entity?</p>	<p>Yes X</p>	<p>No</p>	<p>Description of Arrangement(s)</p>	<p>FGA operates 335 contracts throughout North America to provide fixed-route and paratransit public bus service for state transportation departments and administrations; transit agencies; and universities.</p>



Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	
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2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan <i>(Location Code)</i>	First Transit: <i>Loc #52753-Carson City</i>	
Signature by the Accountable Executive <i>(Location General Manager)</i>	Signature of Accountable Executive	Date of Signature
		9/17/2020
Approval by the Board of Directors or an Equivalent Authority <i>(Local Contract Authority)</i>	Name of Individual/Entity That Approved This Plan	Date of Approval
	Relevant Documentation (title and location)	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	<i>(Client Approver)</i>	
	Relevant Documentation (title and location)	
	<i>(First Transit Safety Plan and other Client Documentation)</i>	



Version Number and Updates

Record the complete history of successive versions of this plan.

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All pages are original version	First Official version of Safety Plan	May 2019

Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

At First Transit, review of safety practices is an ongoing process, not one limited to scheduled reviews. As policies/procedures and training techniques change throughout the year they are updated and communicated throughout the organization. All changes are reviewed and approved by the Senior Director of Safety and the Vice President of Safety – First Transit.

Prior to the beginning of each fiscal year, First Transit’s Safety Plan is reviewed by Executive management and revised based on the safety data collected and analyzed, and changes to policies and procedures made throughout the year. The revised plan is then disseminated to all First Transit locations for implementation.

3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Safety Targets are established in the main Agency Safety Plan, above.

4. Safety Management Policy



Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

At First Transit, safety is more than a policy statement. Management believes that working safely promotes quality, productivity, and profitability. Prevention of collisions and personal injuries is of critical importance to everyone. Management is committed to providing a safe workplace, the proper training, protective equipment, and a work environment conducive to safe practices and policies.

All employees are required to perform their duties safely and with concern for the safety of our passengers, other employees and the public. **First Transit will not perform any service, nor transport or use a product, unless it can be done safely.**

First Transit employs a company-wide safety concept, “**BeSafe**”. The main purpose of BeSafe is to reduce collisions and injuries by increasing the communications between employees and managers about safety related issues. As part of this process, employees of all levels are encouraged to initiate reports of any near miss, route and security hazards, or any unsafe condition. When a report about a safety or security concern is filed, it is investigated, which includes follow-up with the reporting employee regarding the resolution of the report.

First Transit will not retaliate against nor impose any other form of retribution on any employee because of his or her good faith reporting of a safety issue/concern, another person’s suspected violation of Company policies or guidelines, or any alleged violations of federal, state or local laws.

To ensure that each employee understands and performs their job functions in the BeSafe manner, the **BeSafe Handbook**, is issued to each employee and sized to fit in the safety lanyard or vest, which each employee must wear while on duty.



The **BeSafe Principles** provide the basic truths and fundamentals about working safely in our workplace and on our vehicles. All First Transit employees are expected to adopt these principles and put them into practice. Together a safe work environment is created, free from injury to each other and our passengers.

The motto for the BeSafe Principles is: “**Think Safe, Act Safe, BeSafe.**” This motto is each employee’s instruction to work safely at all times.

If an employee feels they cannot perform a task safely, they don’t perform the task. The employee has been trained and encouraged to stop work and immediately advise management of issues preventing them from working safely and what would be required to perform the task safely.

The BeSafe Principles include:

- **Prevent injury to myself and others.**
 - Be aware of any hazardous condition or practice that may cause injury to people, damage to property, or the environment.
 - Use the BeSafe Handbook to record and report.
- **Perform all necessary safety checks and risk assessments of the work area and job to be performed before any work begins.**
 - Speak to management **before** work is started if unsure of the required safety and risk assessments.
- **Follow all safety procedures, signs and instructions.**
 - If these are not understood, speak to management before work begins.
- **Keep work area clean and tidy at all times.**
 - Untidy areas could cause injury to the employee or their colleagues and waste time and energy.
- **Wear protective clothing and equipment (PPE) as required.**
 - Keep PPE in good working order, wear it correctly and ask for a replacement if it becomes damaged or unfit for use.
- **Use only the correct tools and equipment authorized and trained to use for the job.**
 - Check that they are in good condition before use and use them safely.
- **Only adjust and repair any piece of work equipment trained on and authorized to do so.**
 - Never modify any equipment that changes the designed use of the equipment or alters a safety feature.
- **Assess any load and capability to move it before lifting.**
 - Get help with any heavy or awkward items and follow the correct lifting techniques.
- **Report all injuries, incidents and near misses to management.**
 - Seek help immediately and first aid (if necessary).
- **Tell management of any suggestions to prevent injuries in the workplace**
 - Note suggestions made and discuss with management.

The official policy that reflects First Transit’s commitment to safety is included as **Attachment A**.

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency’s organization. Include dates where applicable.



Communication of Local Safety Concerns

The Location Safety Manager is at the center of the local safety communication process and is responsible for compiling safety reports to include the following:

- Accident and injury data for previous month
- Security incident data
- Safety and security audit data and recommendations
- Safety Solutions Team (SST) meeting minutes
- BeSafe near miss and hazard reporting

This person reports directly to the Location General Manager (LGM) and routinely meets formally with the LGM, one-on-one, to provide updates on safety issues, safety priorities, and hazard management. The Location Safety Manager (LSM) also meets informally with the LGM to provide updates on safety issues on an as-needed basis.

The Location Safety Manager also participates in the Safety Solutions Team (SST) meetings to discuss safety priorities, safety issues, and hazard management, and to communicate safety-related information across all departments.

- The LSM and the LGM have the authority to correct or suspend work for conditions determined to be unsafe, or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of vehicles, until the unsafe condition or hazard can be mitigated or corrected.

The Region Safety Managers also conduct regular internal reviews of local operations. They are to ensure that each location is audited at least every two to three years, with high risk locations audited annually for compliance using the risk-based **Location Safety Review**.

Location Safety Review	
Category	Description
Scope of Safety Reviews	First Transit locations are selected based upon risk-based criterion. Individual locations receive a review every 2-3 years
Risk-Based Selection Criterion	Locations selected based on declining 3-year reviews; sites with new location managers; high collision/injury Accident Frequency Rate (AFR); prior year failing score



<p>Review Format</p>	<p>More narrow and focused audit template which includes a balance of compliance assurance as well as location-specific risks and safety performance.</p>
<p>Findings and Follow-Up</p>	<p>Action plans are developed in conjunction with location staff and use a red/yellow/blue/green method to prioritize. All action items are entered, and incomplete action items are tracked within the Safety Toolbox.</p> <div data-bbox="865 621 1289 989" style="text-align: center;"> <p>Strong</p> <p>Highly Effective</p> <p>Some Improvement Needed</p> <p>Much Improvement Needed</p> </div>
<p>Escalation Process</p>	<p>Items requiring escalation to Senior Director of Safety/Vice President of Safety – First Transit remain intact. Through the use of Safety Toolbox, unresolved actions are designed to escalate to the Location General Manager/Region Safety Manager.</p>
<p>Visibility</p>	<p>Review results and action items are routinely shared with the Location General Manager/Region Safety Manager/Executive Management. This is augmented by the escalation process for unresolved action items as noted above.</p>

Corporate Communication of Safety Concerns

Executive Safety Meetings are routinely held where each department discusses their concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints by departments are addressed immediately.

Minutes from the Executive Safety meeting are distributed to and posted at each location. Action items are addressed at the following meeting.

Executive safety meetings are conducted in the following formats.

First Group Executive Safety Committee (ESC)

- Consists of President, COO, and Safety Vice President of each operating group



- Discussions include safety performance, trend analysis, program oversight

First Group Safety Council

- Consists of Vice Presidents of Safety for all operating divisions
- Discussions include safety performance, trend analysis, and safety oversight

First Group America Safety Council

- Consists of Safety Senior Directors and Safety Vice Presidents
- Discussions include safety performance, trend analysis, best practices, and program oversight

Performance Review Management (PRM)

- Consists of Senior Region Vice Presidents, Region Vice Presidents, Region Directors of Operations, Region Director of Maintenance, Region Directors of Safety and Region Safety Managers
- Discussions include regions safety performance

Safety Advisory Committee

- Consists of a sampling of Location General Managers, Region Directors of Operations, Region Safety Directors and Region and Local Safety Managers
- Discussions include review of policy and procedures, training, and safety awareness



Authorities, Accountabilities, and Responsibilities

Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency’s Safety Management System (SMS).

Accountable Executive	Carson City/CAMPO’s Transportation Manager
Chief Safety Officer or SMS Executive	Carson City/CAMPO’s Transit Coordinator
Agency Leadership and Executive Management	<p>Michael Jacobs, General Manager</p> <p>Paul Meredith, Senior Director of Safety</p>
Key Staff	<p>Vice President of Safety – First Transit</p> <p>Senior Director of Safety</p> <p>Region Safety Director – West Region</p> <p>Region Safety Manager – West Region</p> <p style="text-align: center;">*(Location Safety Managers)*</p>



Additional Accountability

(Local Staff Responsibility)

To ensure safety responsibility and accountability throughout the organization from local operations to corporate management, First Transit uses the following **Safety Responsibility and Task Matrix**. Responsibilities are assigned at the local level.

The responsibilities and tasks are assigned to Maintenance, Operations, or Human Resources and the responsible person for each is identified for each First Transit location.

This process ensures that the pertinent safety items are covered, and that each person knows his or her areas of responsibility.

Safety Responsibility and Task Matrix					
Responsibilities and Tasks	OPS	MNT	HR	OTHER	Responsible Personnel
Establish annual safety objectives for submission to the GM at the beginning of each fiscal year	X				
Submit a report on the safety performance at the end of each fiscal period	X				
Submit the following: period operations and safety data; accident and incident reports; and site safety review results	X				
The LGM or their designee has the authority to direct that work or conditions have been determined to be unsafe or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of buses be suspended or restricted until the unsafe condition or hazard can be mitigated or corrected	X				
Management of system safety, occupational health					



	and safety, accident and incident investigation, environmental protection and monitoring the implementation of the Safety Management System (SMS) Program Plan	X				
	Review of all safety aspects of departmental procedures including: First Transit policies/instructions; Standard Operating Procedures; HR policies; safety and health policies	X				
	SMS Review and Modification				X	
	Safety Solutions Team Meetings	X				
	Daily Safety & Health Walkthrough	X				
	Safety related reports to external agencies	X				
	Near miss and route hazard report investigations	X				
	Investigation of safety related trends	X				
	Coordination with United States and State Departments of Labor and Occupational Safety and Health Administration (OSHA)	X				
	Environmental Management Oversight				X	
	Hazard Management Process				X	
	Managing Safety Validation of Change Process	X				
	Safety Data Reporting	X				



	Investigations	X				
	Advise to update SOPs, Rules, and Emergency Plans	X				
	Emergency Response	X				
	Fire Protection				X	
	Shop Safety Hazardous Tools Inspections		X			
	Review Vehicle Maintenance and Failure Data		X			
	Perform Vehicle Maintenance Inspections/Audits		X			
	Training, Certification, Review, and Audit	X				
	Personal Protective Equipment Review	X				
	Hazardous Materials Management				X	
	Drug and Alcohol Abuse Program	X				
	Procurement	X				



Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

First Transit is committed to conducting business with honesty and integrity. Employees are encouraged to speak up and raise questions and concerns promptly about any situation that may violate our safety protocols, policies and procedures, the laws, rules, and regulations that govern our business operations.

Employees are expected to tell others when witnessing unsafe work practices or conditions. When employees are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing.

However, where the matter is more serious, or the employee feels that management has not addressed the concern, or they are not comfortable reporting to their immediate manager, they can report it to the next level manager, or the Region Safety Manager or Human Resources Manager. Employees may also directly file a written or verbal complaint by calling the confidential Ethics and Compliance Toll-free Hotline at 1.877.3CALLFG, (1.877.322.5534); contacting the Hotline intake site at ethicsfirst.ethicspoint.com; or emailing Compliance@firstgroup.com.



Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities; or who cooperates in any investigation of such report, is strictly prohibited and is not tolerated, regardless of the outcome of the complaint.

In other words, employees are protected for speaking up in good faith under this Policy. Any manager, or co-worker who retaliates against a complaining employee or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with assuring that they and their staff comply with the whistleblower protections and that no retaliation occurs because of a reported safety related issue.



job-related problem or concern is usually reached through a prompt discussion with an employee's manager. Each employee is encouraged to do so.

If the matter cannot be resolved with one's immediate manager, the employee may:

- Speak with their Location General Manager or Region Safety Manager who will attempt to facilitate a solution.
- If an employee is unable to resolve the matter through the management chain of command in their location, the employee may choose to speak directly to anyone in division management or Human Resources.

First Transit's Open-Door Policy also allows employees to voice their concerns anonymously.

- If an employee would like to submit an anonymous concern, they may contact the Ethics and Compliance Toll-free Hotline at 1.877.3CALLFG, (1.877.322.5534), contacting the Hotline intake site at ethicsfirst.ethicspoint.com, or emailing Compliance@firstgroup.com.

This Open-Door Policy applies to every employee not covered by a collective bargaining agreement. It also extends to contractors and subcontractors.

In situations involving discrimination or harassment, employees should follow the Complaint Procedure described in the Discrimination, Harassment and Retaliation Reporting Procedure section of their First Transit Employee Handbook without fear of reprisal and should not follow this Open-Door Policy complaint process.

In situations requiring immediate attention, an employee may bypass the chain of command, which begins with his or her manager, and contact any level of management or Human Resources directly, without fear of reprisal, and without the need to follow this Open-Door Policy complaint process.

- This may be done in person, by direct contact, phone call, letter, or email message or by utilizing the Ethics and Compliance Hotline. The Ethics and Compliance Hotline can be reached by calling 1.877.3CALLFG, (1.877.322.5534) or emailing Compliance@firstgroup.com.

Accidents/Incidents

First Transit finds accidents and incidents to be a very serious matter and a valuable learning opportunity to improve safety. **SOP #700 – Accident & Safety Data Acquisition and Reporting**, and the supporting **SOP's, 700a – Auto and General Liability Claim Form; 700b – Courtesy Card; 700c – Operator Incident Report**; ensure that the appropriate actions happen at the scene for the safety and security of First Transit passengers and employees; and that the appropriate data is collected to evaluate the incident, determine culpability; and develop actions to limit or eliminate the possibility of the incident occurring in the future.

Accidents

Accidents are considered to be any collision that occurs while an Operator is on duty. Operators are to report all accidents and collisions to Dispatch immediately upon occurrence. When reporting to Dispatch, the employee must state that he or she is reporting an accident and then answer any questions asked by Dispatch.

Additionally, **SOP #700c – Operator Incident Report** and **SOP #700a – Auto & General Liability Claim Form**, must be completed by the Operator involved and location management for accidents, possible claims of accidents, damage to equipment, injury and possible injury not later than one hour after completion of shift on the day of occurrence. Any vehicle defects that may have contributed to an accident shall be included in the report. To help ensure that this deadline is met, employees are paid to complete the form.



Employees who fail to report an accident may be subject to disciplinary action up to and including termination.

Employees must provide transit management with any additional accident information immediately upon request.

Incidents

Incidents with passengers involving slips and falls on or near the vehicle, fights, police action, or removal of a passenger, must be reported to Dispatch immediately; and require a **SOP #700a – Auto & General Liability Claim Form** to be completed by management before going off duty for the workday.

All other incidents and occurrences out of the norm, no matter how slight, are to be reported to Dispatch upon return to the yard.

The following are examples of incidents that must be reported:

- Broken or cracked windows from unknown causes,
- Cut seats,
- Service delays,
- Passing up passengers,
- Insufficient or excessive running time in schedule,
- Overloads, etc.

If in doubt, immediately contact Dispatch.

Operators Witnessing an Accident shall notify Dispatch immediately, even though their vehicle may not be involved.

Required Courtesy Cards

In the event of an accident or an incident, Operators must distribute **SOP #700b – Courtesy Cards** then retrieve as many as possible from passengers and persons in the immediate area of the accident or incident who may have witnessed the event.

Duty to Report Wrongdoing

First Transit is committed to investigating all good faith claims of wrongdoing so that corrective action may be taken. To that purpose, First Transit encourages any employee, contractor or vendor to report wrongdoing or illegal acts to location management so long as they are not believed to be involved in the fraud, waste or abuse being reported. Management within First Transit ensures the matter is reported to Group Security and First Transit will investigate and take appropriate steps to correct the wrongdoing or potential violation.

Alternatively, reports may be made anonymously using the FGA Ethics & Compliance line at 1.877.3CALLFG, (1.877.322.5534) or by emailing Compliance@firstgroup.com. You may also contact the Healthcare Compliance Officer directly.

Self-Reporting

Self-reporting is also encouraged. Anyone who reports his/her own violation will receive due consideration regarding disciplinary action that may be taken.

Duty to Report Law Enforcement Actions

Employees are required to report any arrests, indictments or convictions to their immediate manager or Human Resources immediately, but no later than prior to the next scheduled work shift, to the extent permitted by applicable law. If the circumstances and the offense charged, in our judgment, present a



potential risk to the safety and/or security of our customers, employees, premises and/or property, such events may result in disciplinary or other appropriate action to the extent permitted by applicable law.

Operators and safety sensitive employees are required to report all Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) related charges, vehicular collisions, and any moving violation citations received in any vehicle immediately if possible, but no later than prior to their next scheduled work shift, consistent with applicable law.

Possible Disciplinary Actions

First Transit uses a tiered approach to determine possible disciplinary actions. Infractions that lead to disciplinary action are categorized into four categories;

- Class 1 – Dischargeable Offenses, the most serious and unacceptable behavior
- Class 2 – Serious violations of the First Transit performance code
- Class 3 – Secondary violations of the First Transit performance code
- Class 4 – Lesser violations of the First Transit performance code that may result in disciplinary action depending on the circumstances or repeated violations

Examples of **Class 1 Dischargeable Offenses** include:

- Convictions and imprisonment for such offenses as DUI, DWI, child abuse, etc.
- Safety; some offenses are of such a serious nature that termination is appropriate for the first offense. Those include but are not limited to:
 - Failure to properly secure mobility devices
 - Cell phone use while operating a company vehicle
 - Striking a pedestrian
 - Colliding into the rear of another vehicle or stationary object
 - Running a red light or stop sign
 - Entering a railroad crossing when the lights are flashing
- Violation of the Drug & Alcohol Policy
- Dishonesty
- Stealing/Theft
- Unauthorized Use or Removal of Company / Client Property or Vehicle
- Violence / Fighting / Threats
- Harassment
- Insubordination
- Security
- Sleeping on the Job
- Destruction of Property
- Failure to Return to Work
- Leaving Bus or Passengers
- Failure to Follow Sleeping Passenger Rules



Examples of **Class 2 Infractions** considered to be serious violations of the First Transit performance code include:

- Abusing or misusing sick leave
- Exchanging work assignments (trade) without proper authority
- Stopping work prior to the end of any shift without management's permission
- Excessive absenteeism, tardiness, starting work late after on the clock, or a pattern of unexcused absences unless otherwise permitted by law
- Reporting for work in an unfit condition
- Failing to obtain permission to leave work during normal working hours
- Discourteous or inappropriate attitude or behavior toward passengers or other members of the public
- Failure to comply with PPE directives
- Failure to wear a High Visibility Safety Vest, Reflective Safety Vest, or Company issued High Visibility Uniform Shirt according to Company policies
- Failure to wear Safety Glasses in compliance with PPE directives
- Failure to wear Company Assigned Shoe Grips when directed to do so
- Violation of vehicle operating regulations
- Failure to observe safety, sanitation, or disciplinary policies of the client or Company, or laws and regulations of Local, State, or Federal governments
- Failure to comply with the Risk Assessment policy
- Working more than an employee's regularly scheduled hours without advance approval of the Company
- Failure to operate a Company vehicle according to assigned route or timetable
- Failure of any Operator, Safety Sensitive Employee or employee required to be licensed for driving, to renew and maintain a valid, appropriate driver's license with required endorsements and a medical certificate for driving a Company vehicle
- Failure to wait for connections or passing up passengers
- Transport of unauthorized persons
- Attempting to enter, entering or assisting any person to enter, or attempt to enter a Company location or restricted areas without proper authority

Examples of **Class 3 Infractions**, considered to be secondary violations of the First Transit performance code, include:

- Failure to report defective equipment
- Failure to report a safety hazard
- Failure to procure necessary information for an accident report or submitting an inaccurate or incomplete report



- Posting, circulating or distributing written or printed material during working times and in working areas
- Failure to adhere to the Company Reverse Parking policy for Company vehicles and personal vehicles
- Use of a Company-owned radio or cell phone for non-Company business during working time
- Failure of any Operator to have in his or her possession a valid, appropriate driver’s license with required endorsements and a medical certificate while driving a Company vehicle

Examples of **Class 4 Infractions**, considered to be lesser violations of the First Transit performance code that may result in disciplinary action depending on the circumstances or repeated violations, include:

- Failure to comply with the dress code, uniform policy, cleanliness, personal hygiene, personal grooming habits, or other requirements established by the client or Company
- Reporting for duty in an improper uniform, presenting an untidy, unkept or dirty appearance of person or uniform, or improperly displaying uniform articles, Company emblem, or authorized pins and badges
- Parking a personal vehicle in a restricted area at a Company location
- Neglect of job duties and responsibilities, or lack of application or effort on the job
- Incompetence or failure to meet reasonable standards of efficiency or effectiveness
- Failure to provide First Transit with a current address or telephone number
- Failure to inform First Transit of changes in status of dependents for insurance coverage
- Littering the employee lounge area, restrooms, or any other company property
- Failure to read notices and bulletins and not making an effort to stay informed

Applying Disciplinary Actions

Although employment may be terminated at-will by either the employee or First Transit at any time in accordance with applicable law, without following any formal system of discipline or warning, First Transit may exercise discretion to utilize forms of discipline that are less severe than termination.

Whenever an employee is subject to discipline, the employee’s work record, including violations occurring in the relevant time period, is reviewed before determining penalty. The chart below describes how disciplinary actions are applied.

Class of Infraction	Discharge	Suspension	Written Warning
1	1st Offense	-----	-----
2	2nd Offense*	1st Offense	-----
3	3rd Offense*	2nd Offense*	1st Offense
4	4th Offense*	3rd Offense*	1st & 2nd Offense*

*Within 12 months of first offense, 36 months for safety



Additionally, First Transit may use the following criteria to determine discipline specific to any type of traffic violation or preventable accident.

Major Offenses	Action
One violation	Discharge
Serious Violations	Action
One violation	Written warning
Two violations within any 36-month period	Discharge
Moving Violations	Action
Two violations within any 36-month period	Three-day Suspension
Three violations within any 36-month period	Discharge
Two violations within any 12-month period	Discharge
Preventable Vehicle Accidents	Action
One preventable accident	Written warning
Two preventable accidents within any 36-month period	Five-day Suspension
Three preventable accidents within any 36-month period	Discharge
Two preventable accidents within any 12-month period	Discharge

Details of First Transit's reporting requirements, infractions of company policy, and disciplinary actions that may be taken are described in more detail in the **First Transit Employee Handbook**.

5. Safety Risk Management

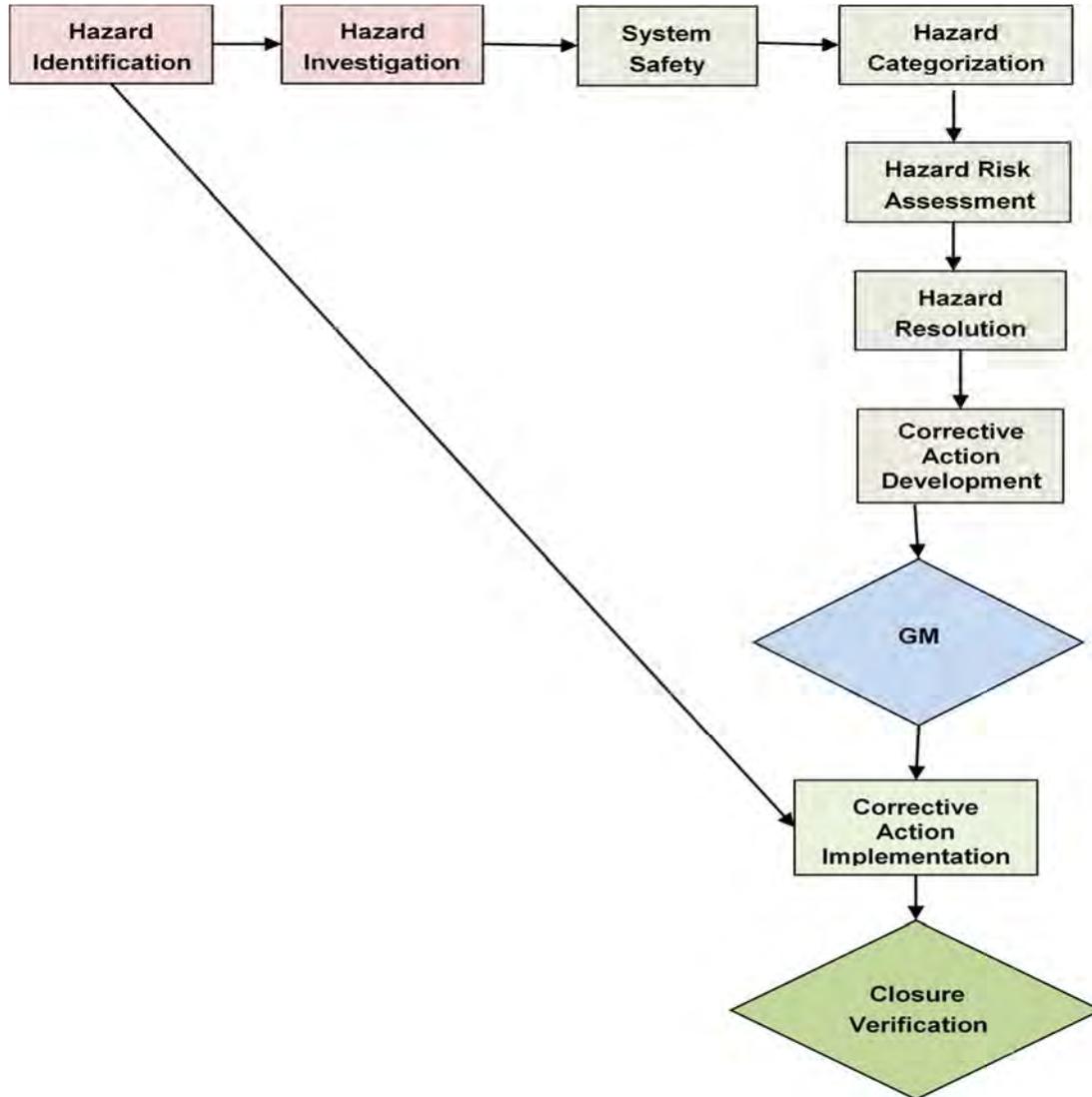
Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment*



Safety management is at the core of everything done at First Transit. All employees are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following flowchart.



As described earlier, a corporate structure exists to address all safety concerns. To ensure safety at the local levels, each location is required to form a Safety Solutions Team (SST), Accident Review Committee (ARC), and a Local Client Liaison Committee. To ensure consistency at each location, **SOP's #803; #803a; #803b Safety Solutions Team**, and **SOP #702 – Accident Review Committee** describe the procedures which are to be followed in creating and operating a Safety Solutions Team and Accident Review Committee.

These groups are responsible for reviewing safety related accidents and incidents to determine culpability; identify the causes associated with each event; and develop mitigation measures to reduce the risk of the events occurring in the future. Having these groups at each location provides a way for employees to report safety risks in a timely manner and to teams that understand the conditions associated with each specific location. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.



Several tools are used by the Region Safety Managers, Region Safety Directors and the Senior Director of Safety to monitor the local risks and risk management. Among them are Safety Data Reports which outline the monthly and Year to Date safety performance statistics. Also used is a Target & Goal Worksheet to track and analyze the data collected and to target reactive and proactive performance improvement measures.

Safety Hazard Identification

This process is a vital component in First Transit's efforts to reduce safety risks and improve overall delivery of service. Safety Hazard Identification data is used to implement immediate corrective actions and to proactively identify hazards before they cause future accidents or incidents.

The objective of hazard identification is to distinguish those conditions that can cause an accident or create an unsafe condition. First Transit routinely analyzes records from our operation to identify accident causation based on history. Current traffic conditions are periodically analyzed, and management inspection of established prevention processes are routinely performed.

There are five (5) main areas reviewed in Hazard Identification:

1. Environment

- a. Weather
- b. Road Surface Condition
- c. Visibility

2. Transit Service Characteristics and Agency Policies

- a. Incentives for Safe Driving
- b. Equipment Maintenance Policies
- c. Stop Intervals
- d. Route Design
- e. Driver Scheduling
- f. Passenger Demand Schedules

3. Operator

- a. Experience
- b. Physical Ability
- c. Personality
- d. Psychological Condition
- e. Physical Condition

4. Road Layout

- a. Width
- b. Speed Limit
- c. Geometric Design
- d. Traffic Volume
- e. Capacity
- f. Parking
- g. Adjacent Lane Use
- h. Street Lighting
- i. Pedestrian Volume

5. Hazard Identification – Accident Prevention/Resolution

- 1st: Identify the Hazard
- 2nd: Remove the Hazard
- 3rd: When the Hazard cannot be removed, Train for the Hazard as a "known condition"



First Transit relies on employees to assist in the hazard identification and resolution process. Working with the location safety personnel and through a structured process, employees help:

- Identify Critical Factors in Hazard Resolution
- Develop and Recommend an Action Plan
- Implement Action Plan
- Measure Performance Against Safety Objectives
- Monitor the Process
- Modify the Process
- Secure Outside Assistance (when needed)
- Audit for Compliance

Several tools exist for hazard identification. Among them are:

- **SOP #802 and #802a - Daily Safety & Health Walkthrough and Checklist**
 - A routine safety and health check walkthrough to promptly identify hazardous conditions at our facilities and notify employees of the hazards identified and mitigation measures to help protect them from personal injury.
- **SOP #804 - Positive Check-In Procedures & Reasonable Suspicion**
 - Positive Check-In procedures are to ensure our operators reporting to work are fit-for-duty.
- **SOP #900 – Facility Hazard Recognition Manual**
 - This Hazard Recognition Manual is intended to be a tool for recognizing potential hazards that may be present at First Transit facilities. Although it does not represent all conditions that could exist, the photos and narrative provide:
 - A reference guide for conducting safety inspections at a facility, and
 - A training document to educate and train employees to conduct effective safety inspections.
- **Pre-Survey Job Hazard Analysis**
 - Prior to beginning a job hazard analysis, a pre-survey of the working conditions, using **SOP #503b – Pre-Survey Job Hazard Analysis Form**, under which the job is performed is conducted to evaluate the general conditions. A few of the potential hazards being considered include:



1. Are there tripping hazards in the job vicinity?
2. Is the lighting adequate for work conditions?
3. Are there explosive hazards associated with the job?
4. Are there electrical hazards associated with the job?
5. Are tools associated with the job in good condition?
6. Is the noise level excessive (below 85-dba)?

▪ **Facility Parking Risk Management Assessment**

- Inadequate turning areas, blind corners, uneven walking surfaces can all cause collisions or employee injury in parking areas. **SOP #501 - Facility Parking Risk Assessment** will help identify and prevent these types of collisions for both buses and personal vehicles.
- The Location Manager must ensure compliance with all provisions of this SOP.
- The risk of each facility is assessed as follows:
 - Annually
 - Unscheduled – Whenever a significant vehicle collision or a pedestrian strike occurs in the bus yard or on company premises
 - Start-up locations – Before operating out of the new location.
 - **SOP #501a – Facility Parking Risk Assessment Guide**, and
 - **SOP #501b – Facility Parking Risk Assessment Form** are tools to help with this assessment.

▪ **On-Board Video Technology**

- **SOP #704 – On-Board Video Technology** provides a summary of the on-board video system and Company standards that all First Transit employees must follow when operating a company or customer vehicle equipped with onboard video technology.
- This technology is a valuable resource and another tool that helps First Transit instill positive driving behaviors by providing opportunities to view recorded driving events, driver history and company trends.
- The goal of this in-cab camera technology is to proactively identify unsafe behaviors and improve those identified behaviors through coaching, retraining and, if necessary, disciplinary measures in accordance with the provisions of the Employee Handbook and applicable Collective Bargaining Agreements.

Safety Risk Assessment

Once the hazard has been identified, they are categorized into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

Category 1 – Catastrophic: operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

Category 2 – Critical: operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action.

Category 3 – Marginal: operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.



Category 4 – Negligible: operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the probability of it occurring. Probability is determined based on the analysis of transit system operating experience, evaluation of First Transit safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems. The following chart describes the probability categories.

Probability of Occurrence of a Hazard			
Description	Probability Level	Frequency for Specific Item	Selected Frequency for Fleet or Inventory
Frequent	A	Likely to occur frequently	Continuously experienced
Probable	B	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	D	Unlikely but possible to occur in life of an item	Unlikely but can be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision makers to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

Hazard Frequency	Severity Category 1	Severity Category 2	Severity Category 3	Severity Category 4
Frequent (A)	1A	2A	3A	4A
Probable (B)	1B	2B	3B	4B
Occasional (C)	1C	2C	3C	4C
Remote (D)	1D	2D	3D	4D
Improbable (E)	1E	2E	3E	4E

Based on company policy and the analysis of historical data, First Transit has made the following determinations regarding risk acceptance.

Hazard Risk Index	Criteria by Index
1A, 1B, 1C, 2A, 2B, 3A	Unacceptable
1D, 2C, 2D, 3B, 3C	Undesirable (Management decision)
1E, 2E, 3D, 3E, 4A, 4B	Acceptable with Management Review
4C, 4D, 4E	Acceptable without Management Review



Safety Risk Mitigation

Mitigation Determination

After the assessment has been completed, the follow-up actions will be implemented as follows.

- **Unacceptable:** The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.
- **Undesirable:** A hazard at this level of risk must be mitigated unless the Location General Manager and Location Safety Manager issue a documented decision to manage the hazard until resources are available for full mitigation.
- **Acceptable with review:** The Location General Manager and Location Safety Manager must determine if the hazard is adequately controlled or mitigated as is.
- **Acceptable without review:** The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

Hazard Resolution

Safety hazard resolution or mitigation consists of reducing the risk to the lowest practical level. Not all safety risks can be eliminated completely. Resolution of hazards will utilize the results of the risk assessment process. The objectives of the hazard resolution process are to:

1. Identify areas where hazard resolution requires a change in the system design, installation of safety devices or development of special procedures.
2. Verify that hazards involving interfaces between two or more systems have been resolved.
3. Verify that the resolution of a hazard in one system does not create a new hazard in another system.

The SST, who was identified earlier in this plan as the team responsible for local safety review, uses the following methodologies to assure that system safety objectives are implemented through design and operations, and hazards are eliminated or controlled:

1. Design to eliminate or minimize hazard severity. To the extent permitted by cost and practicality, identified hazards are eliminated or controlled by the design of equipment, systems and facilities
2. Hazards that cannot reasonably be eliminated or controlled through design are controlled to the extent practicable to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices.
3. Provisions are made for periodic functional checks of safety devices and training for employees to ensure that system safety objectives are met.
4. When design and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons to the hazard.
5. Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard.
6. Precautionary notation is standardized, and safety-critical issues require training and certification of personnel.



Hazard Resolution Management and Tracking

Resolution of identified hazards are managed by the Location General Manager and/or the Location Safety Manager. The hazard resolution process is managed through the “**Safety Toolbox**”, which is an online tool used by management, from Road Supervisors to Executive Management, to record the occurrence of safety-related events, review safety critical data, and track corrective actions as necessary.

The Safety Toolbox is a powerful tool to help understand the work area’s safety environment. This includes:

- Understanding and improving observations of safety critical behaviors
- Reviewing recorded debriefs to ensure that the “BeSafe” process is in place and working.
- Reviewing findings from BeSafe tours and determine if tasks/actions have been closed out

The Safety Toolbox includes information regarding:

- BeSafe (BeSafe Debriefs, BeSafe Tours, BeSafe Touchpoints)
 - Debrief meetings conducted in order to assure quality.
 - Safety Critical Behavior is the main focus of touchpoints; and shared and discussed during debrief meetings.
- Contacts (e.g. Near Misses, Hazard reports, Commendation, Safety Issue)
 - **Near Misses.** Reporting an event that occurred and could have caused injury.
 - **Hazard Reports.** Reporting an event that occurred and could have caused injury.
 - **Commendation.** A report of commendable safety actions/conduct performed by a colleague within the business.
 - **Safety issues.** A report on any safety issue that has a specific cause – i.e. maintenance, housekeeping, environment and behavior etc.
- Safety Leadership Activities (e.g. Participate in safety meetings, risk assessment, section observation)
 - **Participation in a Safety meeting.** Actively leading or participating in the location in-service safety meeting.
 - **Intersection observation or risk assessment.** Risk assessment or driver observations conducted at nearby intersections, and delivery of positive reinforcement or coaching as indicated.
 - **Rail section observation or risk assessment.** Risk assessment or driver observations conducted at rail crossing(s), and delivery of positive reinforcement or coaching as indicated.
 - **Planned general inspections.** A systematic inspection where a location is forewarned.
 - **High interest driver.** A report of a driver's performance that has indicated a level of risk taking through observations, review scores, and skills evaluations.

Additional documentation, such as corrective action plans, are developed for those hazards requiring complex and multifaceted resolutions.

6. Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.



As discussed in Section 1 of this plan, First Transit employs a Resident Management Team at each operation location. This team consists of a Location General Manager and a Location Safety Manager, who oversee the safety of the operation.

Additionally, each location employs Street Supervisors, Dispatchers, and Instructors; all of whom are responsible for oversight of the daily operations and training. All safety risks identified are reported to the Location General Manager and Location Safety Manager. Any risks that can be addressed immediately are corrected but still reported. Each location also establishes a Safety Solutions Team (SST), described in Section 5: Safety Risk Management of this plan, which uses the following methodologies to ensure a proactive approach to safety at each location.

- Routine hazard management
- Accident and incident investigation
- Safety data collection and analysis
- Routine internal safety audits
- Facility, equipment, systems and vehicle inspections
- Routine proficiency checks for all vehicle operators and maintenance employees
- Compliance evaluations including onsite inspections
- Regularly communicating safety and hazard data to all employees

A higher level of oversight is conducted by Region management, which includes the Region Safety Manager, Region Safety Director, Region Maintenance Director, and the Region Vice President. From this level, any identified risks and mitigations are shared with other Region local operations as a proactive means to reduce risks.

The last “local level” review comes from the Vice President of Safety and the Vice President of Maintenance. These are corporate level positions that share the identified risks and mitigations throughout the organization as a proactive means to reduce risks. Additionally, the Vice President of Safety and Vice President of Maintenance assist executive level management in using this information to impact operational and budget decisions.

Describe activities to conduct investigations of safety events to identify causal factors.

First Transit has a “zero” tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal.

Any injury, collision or incident that occurs is investigated to determine preventability or non-preventability. Investigations include all instances in which:

- a vehicle was damaged
- a vehicle leaves the traveled roadway
- a passenger is injured or
- an employee is injured

SOP #700-Accident & Safety Data Acquisition describes the data collection process including

- Defining the Event & What to Do
- Accidents – Defining the Accident
- “Five Cardinal Rules That Apply to an Accident”
- Operator Responsibility
- Dispatcher on Duty Accident Investigation Responsibility



SOP #700 also describes the Operators and the Dispatchers responsibilities for protecting the customers and managing the scene.

The groups described in **SOP #702 – Accident Review Committee (ARC)**, and **SOP #803 – Safety Solutions Team (SST)**, review the data collected to determine if the accident/incident was preventable or non-preventable,(ARC); and identify measures to reduce the risk of the accident/incident occurring in the future (SST).

Describe activities to monitor information reported through internal safety reporting programs.

The Location Safety Manager (LSM) and/or Location General Manager (LGM) routinely reviews all location safety and hazard data, which includes searching for repetitive events that might have safety implications. When accident/incident reports and statistics indicate repetitive accidents/incidents, the LSM and LGM investigate to determine the root cause.

The following chart describes how the hazard data flows and is monitored by First Transit; from each operating location, to Region management, to corporate and parent company management.



Risk/Safety Data Flow								
Weekly Data Review								
Information Collected Daily	Location	Third Party Data Collected	Risk Dept	Safety Dept	Location			
Collisions/ Injuries/ Workers Comp	Incident Occurs, claim report created, then sent to Third Party Data Collector via website, phone, fax.	Report received from Location.	Information from Third Party Data Collector created as weekly report then sent to Region Safety.	Weekly reports are reviewed and distributed for weekly management oversight conference calls.	Review data with Senior Region Leadership during weekly teleconference.			
Period Data Review (e.g. Quarterly/Monthly)								
	Risk Dept	Shared Services Dept	Region Safety Managers	Shared Safety Services Dept				
Collisions/ Injuries/ Workers Comp	Send all raw risk data gathered from weekly reports to the Shared Safety Services Dept.	Reorganizes raw data regionally then distributes to Region Safety Dept.	Review period data and distribute to locations.	Develops company, region, and location specific performance measures and distributes through Target & Goal Spreadsheet.				



Period Data Analysis								
	Shared Services Dept	UK	Safety Dept	First Group Executive Safety Committee (ESC)	First Group Safety Council	First Group America Safety Council	Performance Review Management (PRM)	Safety Advisory Committee
Collisions/ Injuries/ Workers Comp	Final reports sent to UK and Directors of Safety for each business group.	Processes data; analyzes; creates reports; categorizes risk factors; and gathers commentary from First Group companies for trend analysis.	Processes data; analyzes; creates reports; categorizes risk factors; and creates commentary for trend analysis.	This committee consists of President, COO, and Safety Vice President of each operating group. Discussions include safety performance, trend analysis, program oversight.	This committee consists of Vice Presidents of Safety for all operating divisions. Discussions include safety performance, trend analysis, and safety oversight.	This committee consists of Safety Senior Directors and Safety Vice Presidents. Discussions include safety performance, trend analysis, best practices, and program oversight.	This review consists of Senior Region Vice Presidents, Region Vice Presidents, Region Directors of Operations, and Region Safety Managers. Discussions include regions safety performance.	This committee consists of Location General Managers, Region Directors of Operations, and Region and Local Safety Managers. Discussions include review of policy and procedures, training, and safety awareness.



Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

First Transit employs a proactive process, **SOP #208 – Safety Validation of Change**, that addresses the procedures to be followed to evaluate the risk of any changes proposed at all levels of the organization. The overall purpose of this process is to provide assurance that any proposed changes which impact operations will not increase safety risk; or where additional risk is identified, that controls are put in place **prior to the changes being implemented**.

Changes to organizational structure; the nature or extent of operations; or to facility or equipment assets; as well as mergers and acquisitions of new businesses are proactively managed through this process to avoid introducing or increasing safety risks.

- The resources required to complete the validation process, in terms of people, finance and materials is included in this validation process.
- The allocation of responsibilities considers the competence of the individuals that are required to carry out the safety validation roles.
- All employees who may be affected by the proposed changes are consulted as part of the process.

The extent and scope of safety validation applied to any change proposal is proportional to the risks (safety, operational, and other risks) associated with its introduction. *(For example, a major change, such as a reorganization of Region Executive roles and responsibilities or start-up of a large new bus operation, requires a more rigorous safety validation than a minor change.)*

In the case of smaller, less complex or well understood changes, the safety validation of change process may be implemented as part of normal operations, using existing organizational arrangements and meeting structures to deliver the required level of assurance.

The process is generally described in the following chart.

Safety Validation of Change Process			
Main Steps	Key Activities	Checklists & Guidance	Completed By
1. Identify Proposal for Change	<ul style="list-style-type: none"> • Raise change proposal (including Capital Expenditure Approval) • Inform relevant functional Director(s) and Manager(s) 	<ul style="list-style-type: none"> • Complete SOP #208a – Safety Validation of Change Form, Section A1 	Change proposer



2. Determine Classification of Change Significance	<ul style="list-style-type: none"> Classify level of safety validation required Ensure the extent and scope of validation is proportional to the level of risk 	<ul style="list-style-type: none"> Complete SOP #208a – Safety Validation of Change Form, Section A2 	Category A: Group Safety Director Category B: Divisional head of Safety Category C: Location head of Safety
3. Allocate Roles & Responsibilities	<ul style="list-style-type: none"> Formally allocate change sponsor and change authorizer Identify other required resources and roles for consultation 	<ul style="list-style-type: none"> Complete SOP #208a – Safety Validation of Change Form, Section A3 	Change proposer (with guidance)
Submit Change Proposal Form			Change proposer
Decide whether safety validation should proceed			Change proposer
4. Prepare Safety Validation of Change Case	<ul style="list-style-type: none"> Prepare safety validation documentation Complete risk assessment of proposed change Submit for review Revise and finalize documentation 	<ul style="list-style-type: none"> Complete risk assessment and document findings Complete Safety Validation of Change as described in SOP #208 – Safety Validation of Change Form Complete SOP #208a – Safety Validation of Change Form 	Change proposer
Submit Safety Validation Checklist with supporting documentation			Change proposer
Approve and Implement, or Reject Change			Change authorizer (or delegated representative)
5. Monitoring and Review	<ul style="list-style-type: none"> Monitor implementation of change and safety performance 	<ul style="list-style-type: none"> Check compliance as part of Region Safety Monitoring Review effectiveness 	Location Safety Manager Corporate Safety Management



	<ul style="list-style-type: none"> Review performance process 	of the process as part of Region oversight	Vice President of Safety - First Transit
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Changes proposed at the Corporate level typically have an impact on the Region and Local levels. To ensure the risks associated with any change consider all levels of the organization, each level must complete **SOP #208 – Safety Validation of Change** as part of the process to ensure specific safety concerns have been identified and addressed.

Similarly, changes proposed at the Region level will typically have an impact on the Local level. Consequently, the Local level must also complete **SOP #208 – Safety Validation of Change** as part of the process to ensure specific safety concerns have been identified and addressed.

Additional responsibilities in the Safety Validation of Change process include:

- The Region Safety Management team provides safety expertise/support to those carrying out the safety validation.
- The Senior Director of Safety:
 - Reviews and approves each Region’s safety validation of change process
 - Decides on the level of safety validation required (consulting with other functional heads as necessary) for Category A changes
 - Is consulted on any Category B change proposal
 - Provides safety expertise/support to Region Safety Managers and Vice President of Safety – First Transit during safety validation activities as required.
 - Provides safety expertise/support to those carrying out the safety validation for Category A changes.

An electronic log of all proposed changes, whether approved or not, are maintained by the Region Safety Director.

Communication of changes to policies/procedures regarding safety issues comes from Executive Leadership. This information is then carried down through the Vice President of Safety – First Transit, Senior Director of Safety, Region Safety Directors, Region Safety Managers, Location General Managers, Location Safety Managers, and employees. Notification to the client is communicated through the Location General Manager.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

The process described previously in this section for monitoring safety data incorporates continuous improvement. As safety risk is identified, then reported on, a determination is made as to whether the risk can be mitigated immediately or requires more time and resources.

Risk mitigations that can address the safety concerns immediately are carried out but still reported. The reporting of these concerns includes the mitigation steps that have been taken. Monitoring of the risk continues to ensure that the mitigation strategy is effective.

Section 5 of this plan, Safety Risk Management, describes the risk assessment and mitigation procedures used that determine how to proceed with improvement strategies that require more time and resources.



Which improvement strategies to implement for longer term issues is based on severity and probability of risk occurrence. Additionally, safety hazard identification data is used to implement immediate corrective actions and to proactively identify hazards before they cause future accidents or incidents.

The objective of hazard identification is to distinguish those conditions that can cause an accident or create an unsafe condition. First Transit routinely analyzes records from our operation to identify accident causation based on history. Current traffic conditions are periodically analyzed, and management inspections of established prevention processes are routinely performed.

The Risk/Safety Data Flow Chart previously described in this section, illustrates how this information is shared throughout the organization.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

The education and training process at First Transit is a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in two major domains:

- Knowledge (education)
- Skills (training)

Various delivery mechanisms such as classroom, multimedia presentations, closed course, observation and behind-the-wheel skills building are used to support the learning process. Learning is evaluated through written quizzes, driving tests and customer service skills evaluations.

Instructors

Successful new operator training starts with selecting and certifying good instructors.

1. **Classroom Instructor:**

The classroom instructor is responsible for facilitating the classroom portion of New Operator Training. Classroom training requires the development of lesson plans.

2. **Behind-the-Wheel Instructor:**

The Behind-the-Wheel (BTW) Instructor is responsible for conducting closed course exercises and behind the wheel instruction. The New Operator Training program consists of instructional DVDs, which are accompanied by facilitator guides and participant study guides. The BTW Instructor uses the Operator Proficiency Workbook to document each trainee's progress.

**New Instructor Candidates can obtain certification as both a Classroom Instructor and a Behind-the-Wheel Instructor.*

3. **Master:**

The Master Instructor, along with the Regional Director of Safety and Region Safety Manager(s), is responsible for training the Safety Supervisors. The Master Instructor is also responsible for the certification programs for Behind-the-Wheel and Classroom Instructors and the ongoing Train-the-Trainer workshops.



Training the Instructor is a process by which a Certified Instructor works with the selected New Instructor Candidate. During this time, the Certified Instructor conducts a review of all state laws, First Transit policies and procedures, local policies, and client-specified programs and requirements.

The Certified Instructor also provides a review of the Behind-the-Wheel Manual, Classroom Manual, and all First Transit video-based courses.

In addition to the above training, the New Instructor Candidate must complete the Instructor Development Curriculum, which includes the following three self-directed courses:

1. How to Train
2. Coaching the Adult Learner
3. Learning Basics

There are three types of Instructor Certification:

1. Temporary
2. Certified
3. Master

1. Temporary (Silver)

Temporary certificates are issued at the local level. A temporary certificate is issued to a New Instructor Candidate upon successful completion of the New Instructor training program at his or her location, conducted by a certified trainer at that location. Certificates are issued throughout the year prior to the annual Train-the-Trainer program.

Temporary certificates are valid for one year, and one year only, from the date of issue. Temporary certification is accompanied by silver achievement emblems for Classroom, BTW or both.

To continue in the program, a New Instructor must obtain Gold Certification.

2. Certified (Gold)

The Certified Instructor certificate is issued to a New Instructor who has successfully completed the annual Train-the-Trainer program, conducted by a Master Trainer. The annual Train-the-Trainer program combines all elements of the temporary certification, with the exception of the classroom evaluation. At the annual Train-the-Trainer program, Classroom Instructor Candidates are required to develop a lesson plan and give a presentation.

Prior to attending the annual Train-the-Trainer program, all New Instructors must complete the "Safety Leadership" course and pass the final exam with a grade of 90% or above.

The Senior Director of Safety is the only person authorized to approve and issue a Certified Instructor certificate with gold achievement emblems for Classroom, BTW, or both.

3. Master

The Master Instructor Certification program ensures that First Transit Policies and Procedures are correctly implemented throughout the company.

Master Instructor Certification is required for all area safety managers and above.

The Master Instructor:

- Provides support to the Location General Manager and the Region Safety Manager,
- Is involved with training new Safety and Training Supervisors, and re-training current Safety and Training Supervisors if required,
- Conducts the annual Train-the-Trainer program for BTW and Classroom Instructor Certification



- Conducts Safety and Training audits in the region and reports the findings to the Region Safety Manager, if required.

Employee Training

Training employees to assess risks and recognize and avoid hazards in the workplace is critical to the overall safety of the workplace. Every First Transit employee is trained in “BeSafe” and “Safe Work Methods”, which are described later in this section.

“BeSafe” is our company-wide approach to safety management. This program takes our safety performance to the next level through behavioral change. “BeSafe” is inclusive, collaborative and focuses on recognizing and acknowledging safe behavior and actions through positive reinforcement such as debriefs, tours, and touchpoints. All employees are trained in the principles of “BeSafe”

The “BeSafe” concept is described in the following brochure.

Near miss and hazard reporting

In the interest of keeping you, your colleagues and our passengers safe, it's your responsibility to report any near miss incidents and hazards.

Please record these in the 'Near miss and hazard reporting' pad and hand it in to the nearest supervisor / manager.



Near miss:
An event you witnessed where no harm was caused, but there was the potential to cause injury or ill health – a dangerous occurrence.

Hazard:
Anything that may cause harm in the near future.

Personal emergency details

In an emergency, please be aware of the following:

Name _____

Home Tel. No. _____

Mobile Tel. No. _____

Emergency contact No. _____

Blood type _____

Allergies _____

Medical condition(s) _____

Please inform your HR department of any medical conditions that might prevent you from doing your job safely.

Work environment

A positive, safe environment is important to our passengers, our staff and our business.

If you are concerned about anything at work, aware of a security issue or have suspicions about anything from bullying to fraud – report it.

If it is an emergency
Tell the police. Then, tell your manager.

If it is not an emergency
Tell your manager or Group Security, or use the confidential hotline or ethics portal.

Confidential hotline
UK 0808 234 5291
North America 877-322-5534
Greyhound Operations Support Center
800-487-6996
Panama 000-000-000-0000
India 000-000-000-0000

Make a report
www.ethicsfirst.ethicspoint.com



My Handbook



Be Safe What is it?

Be Safe is our Group-wide safety commitment, taking our safety performance to the next level through behavioural change.

It builds on our compliance with existing policies and safety management systems. Be Safe, whilst not ignoring unsafe acts, harnesses the power achieved where positive behaviour and habits are shown and recognised.

Be Safe is inclusive, collaborative and focuses on recognizing and acknowledging safe behaviour and actions through positive reinforcement.

Be Safe Our objectives

Be Safe has three clear objectives:

1. To make progress on our way to “Zero Harm”.
2. To make safety a personal core value through behaviour change.
3. To improve business performance.

Everyone in FirstGroup takes ownership for safety in the workplace and encourages colleagues to do the same.

We have a personal stake in safety for ourselves, our colleagues and our customers.

By having the right attitude, skills and knowledge we will create the best safety environment to achieve our objectives and Be Safe.

Be Safe principles

These principles all support our Group value of being Dedicated to Safety.

Knowledge

Our greatest efforts will be directed at the key safety behaviours that will help reduce incidents.

Openness

Regular positive coaching interactions, or “touchpoints” will take place and communication at “debriefs” will be open and honest.

Courage

We are all empowered to accept responsibility for our own safety and the safety of our colleagues and customers. If you assess something to be unsafe, you should have the courage to stop and find a safer way of doing things.

Recognition

Whilst not ignoring actions that undermine safety, the focus will be on acknowledging colleagues “doing it right” and positively reinforcing these actions.

Learning

Reporting of incidents and near misses will be seen as learning opportunities to continuously improve work place safety.



First Transit's "Safe Work Methods" is designed to educate employees on how to identify conditions and actions posing risks to their well-being and that of their coworkers. This training is to be used:

1. In training new hire employees
2. In leading supervisors in identifying root causes of workplace injuries
3. In retraining injured workers so that re-occurrences are avoided
4. To supplement First Transit's First Occupational Rehabilitation Management (F.O.R.M.) light duty and return to work management program, in controlling workers compensation losses

The "Safe Work Methods" training curriculum includes:

- **New Hire Training**

New hire training is designed to educate the new employee to the hazards commonly found in the transportation environments including in vehicle maintenance shops, bus yards, fuel islands, wash bays, and office environments. The program also makes employees aware of injuries that can result from physical activities such as entering and exiting vehicles, assisting persons with disabilities, and handling mobility devices.

- PPE program including requirements for appropriate
 - Safety eyewear
 - Safety footwear
 - Safety hand wear
 - Hi-Vis vests
 - Disposal contaminated materials
- Risk Assessment and Injury Avoidance
 - Walking & Climbing
 - Lifting, Carrying, Holding, and Lowering Objects
 - Pushing, Pulling, & Twisting
 - Burns, Scalds
 - Exposed Fluids, Chemicals, Smoke
 - Cuts, Punctures, Abrasions, Lacerations
 - Mobility Device Lifts/Ramps

1. Requirements for Operator Training

Applicants are required to successfully complete a comprehensive training program prior to transporting passengers. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training. The Operator training program combines instructor-led sessions, video instruction, facilitated discussion, and opportunities for the trainees to practice what they have learned. Training topics include:

Classroom Training

The first part of Operator training at First Transit, classroom training, begins the process of instilling the safety culture into each Operator. Helping the student Operators understand the importance of keeping themselves and each passenger safe; and their responsibilities in maintaining a safe environment, is a theme integrated throughout.

- **Unit 1 - Introduction**

- Welcome and Introduction
- Title VI Civil Rights Act 1964
- Employee Handbook
- BeSafe - Making Safety Personal
- Hazardous Communication
- Bloodborne Pathogens



- **Unit II - Fundamentals**
 - Safe Work Methods
 - Basics of Safety
 - Managing Emergencies
 - Security Awareness
 - Map Reading
 - Communication Devices
 - Navigation and Fare Policies
 - Smith System
- **Unit III - The Operator**
 - Drug and Alcohol Awareness
 - Distracted Driving
 - Fatigue and Sleep Apnea Awareness
- **Unit IV - Transporting Passengers with Disabilities**
 - Transporting Passengers with Disabilities
 - Interacting with Passengers
 - Diffusing Conflict
 - Passenger Care While Loading and Unloading
 - Mobility Aids and Devices
- **Unit V - Driving Fundamentals**
 - Driving Fundamentals I
 - Driving Fundamentals II
 - Roadway Types
 - Railroad Crossings

Behind-the-Wheel Training

Behind-the-Wheel training is conducted in three phases. Since most people coming to work as a Bus Operator have not been exposed to driving the types of vehicle used at First Transit, the first part of behind-the-wheel training takes place on a closed course. This provides the opportunity for the Instructors to evaluate the skill levels of each employee; and gives each employee the opportunity to make and learn from their mistakes in a safe environment.

The next phase of Behind-the-Wheel training takes place on the road, but in a controlled manner. During the road phase of the training, each student Operator works one-on-one with a First Transit Instructor. The road work begins with the basics; intersections, service stops, and backing. The next advanced stage of the road work addresses roadways, highway driving, and continues the instruction on intersections and service stops. The “Smith Driving System” principles are incorporated throughout the entire Behind-the-Wheel training phase.

- **Closed Course (Group Work)**
 - Vehicle Orientation
 - Pre-Trip Inspection
 - Seat Adjustment
 - Mirror Adjustment
 - Braking, Accelerating, and Transmission
 - Wheelchair Securement
 - Reference Points
 - Lane Position
 - Right Side / Left Side
 - Backing Point
 - Forward Stop



- Pivot Points
- Turning Points
- Vehicle Control
 - Straight in Lane
 - Left Turn
 - Right Turn
 - Lane Changing - Moving Right or Left
- **One on One Instruction Behind the Wheel**
 - **Basic Road Work**
 - “Smith System”
 - Intersections
 - Service Stops
 - Backing
 - **Advanced Road Work**
 - “Smith System” Commentary Driving
 - Roadways
 - Expressway / Highway Driving
 - Intersections
 - Service Stops

- **Final Evaluation**

Upon completion of the training program, before an Operator can be placed into service, they must successfully demonstrate their mastery of the skills and practices learned during the training program.

- **Cadet Training**

Once a new Operator has been placed into service there is period of observation where an experienced Operator, Instructor, or Supervisor periodically rides-along to ensure the skills learned in training have successfully transferred to providing service. This includes the securement and transportation of a person with a disability.

2. Requirements for Maintenance Training

Maintenance personnel are trained in shop safety, OSHA standards, and vehicle maintenance, in addition to receiving training in driving techniques and safety. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training.

Maintenance training includes:

- Introduction to First Transit policies & procedures
- Injury prevention and risk assessment
- Substance Abuse Policy
- Defensive Driving
- “Smith System”
- NTI - Security Awareness Warning Signs
- Shop Safety Handbook
- Maintenance Lift Safety
- DVI Procedures
- SafeWork Methods
- Wheel Torque Specifications
- Workplace Violence
- OSHA (R-T-K / MSDS / PPE Training)



3. Requirements for Staff Training

Staff personnel are trained in Safety Leadership and “BeSafe” (described in item #1)

- **Safety Leadership**

This is an interactive CD-ROM course consisting of 5 CD’s and leaders guides which are designed to educate all levels of First Transit management on the behaviors surrounding accidents. Every level of management takes the course and successfully pass an online test, found on the Safety Resource Center (SRC), with a passing grade of 90% or better.

The course outline is as follows:

- Safety Leadership
 - Accidents
 - Behavior
 - Leadership
- Supervisor Development
 - The Role of the Supervisor
 - Communication
 - Building Trust
 - Conflict Resolution
 - Performance Management
 - Decisions

- **Additional Safety Training**

- Reasonable Suspicion
- Supervisor’s Report of Reasonable Suspicion
- Code of Conduct
- Customer Service
- OSHA Requirements
- Hazard Abatement FORM – CA Only

4. Requirements for Continuing Training and Evaluations

First Transit provides ongoing employee training and evaluations.

The objective of ongoing evaluations is met through a broad spectrum of regularly scheduled management activities including:

- road observations,
- ride along evaluations, and
- daily safety contacts.

Where evaluations and observations identify unsafe acts or conditions, retraining is provided to improve skill levels in accordance with corporate standards.

In addition to First Transit’s formal employee training program, the following safety training is also conducted.



Safety Meetings

- Twelve (12) safety meetings are issued to the locations annually with required topics identified by the location and region safety management
- Each meeting is to be a minimum of one (1) hour in length unless otherwise required by state, client or local regulations
- A required topic along with a safety campaign including posters and DVD is sent to each location for presentation to all employees
- Attendance is a condition of employment and is mandatory for all Operators, Management, Operational staff, and Maintenance personnel. *(Unless stated otherwise in the CBA.)*
 - Failure to attend all meetings will result in disciplinary actions up to and including termination.
- Client/Contract requirements may require safety meetings to be conducted on a more frequent basis than the First Transit minimum standards

Retraining

First Transit has a “zero” tolerance for preventable injuries and collisions, elimination of preventable injuries and collisions is our number one goal.

An employee involved in a preventable injury or collision is placed on administrative leave pending completion of the investigation and completion of any required retraining.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

Safety Awareness Programs

Establishing and maintaining a culture that demands safe behavior at all times is at the core of First Transit’s safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

This is where our “**BeSafe**” program provides the structure and foundation for communicating safety messages and inspiring safe job performance at all levels. “BeSafe” takes safety to a more personal level. It is a company-wide commitment to safety, with the objective of continuous improvement by making safety a personal goal and incorporating behavioral change as a mitigation measure.

“BeSafe” focuses on positive change through routine personal “touchpoints” and coaching interactions between front-line employees and management. To reinforce the touchpoints, discussions and feedback sessions are conducted as needed.

This program inspires safe behavior among employees at all levels by;

- Generating system-wide participation in safety issues through positive reinforcement
- Encouraging all employees to “take ownership” for safety results
- Communicating safety policies, procedures and processes



- Engaging executives and managers at all levels, encouraging their active participation in safety management and communication
- Sharing safety results at the individual, project, region and national levels by celebrating success stories
 - **Individual Motivators – Individual Achievement Awards:** The “cultural carrot” to help affect individual safety improvement through the use of personal recognition awards. Currently established safety awards for First Transit employees are:
 - Annual Safe Driver Awards
 - Safety Solutions Team Recognition



- **A Safety Leadership Group - The Safety Solution Team (SST):** Four to 10 location teammates dedicated to making safety “top-of-mind ” by identifying and resolving safety issues.
 - SST
 - Review the safety concerns they have worked on and improvements that have been implemented
 - Record and distribute SST meeting minutes
 - GM
 - Review “ Daily Safety & Health Walkthrough”
 - GM and SST
 - Recognize individuals who have earned years of safe driving
 - Pins and Certificates
 - Include bullets from SST Meeting minutes



- **A Communication Tool:** “First Transit Connect” employee app, a peer to peer safety communication tool offering safety tips, best practices, recognition, offering ideas on “What Works”, Safety Happenings, and Safety Pep Rallies

Your new employee app is here!

With the CONNECT app you can...

- ...get the latest news and info from your location
- ...keep up with what's happening nationally across First Transit
- ...give feedback ask questions, and submit ideas

Available FREE! for iPhone and Android!
Download in the App store or Google Play

How to Get Started:

1. Go to your app store and find First Transit Connect.
2. Click *Get* or *Install* to download.
3. Open the app and register. (*Hint: Register is at bottom of screen. Your employee ID is on the right side of your paycheck or stub. You can also find it on your pay statement on the ADP self-serve website.*)
4. Once you've registered, you have access to all the features on First Transit Connect!

Download today and get connected!

Search your app store for **First Transit Connect** or ask your manager for more information
Need More Help? Email us at FirstTransitConnect@firstgroup.com

Download on the **App Store**
GET IT ON **Google play**

Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.

Numerous standard operating procedures (SOP's), in addition to those mentioned in this plan, have been developed and incorporated into the operating practices at each First Transit location.

The SOP's have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit service. Some of those SOP's are as follows.



- High Interest Driver SOP's #206; #206a; #206b; #206c; #206d
- SOP #207 - Railroad Crossing Assessment
- SOP #502 – Sub-Contractors Working on Company Property
- Fire Prevention Plan SOP's #504; #504a; #504b; #504c; #504d
- Winter Safety – Snow Removal Action Plan SOP's #505; #505a; #505b; #505c
- Vehicle Fueling Spill Control SOP's #506; #506a; #506b; #506c; #506d
- SOP #507 - Pedestrian Visibility and Movement on Company Property
- SOP # 508 - Service Truck & Service Vehicle Visibility
- Emergency Action Plan SOP's #806; #806a; #806b; #806c; #806d
- First Transit Shop Safety Handbook
- Safety & Security Planning Manual

Definitions of Special Terms Used in the Safety Plan

Term	Definition

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
ARC	Accident Review Committee
BTW	Behind-the-Wheel
DOT	Department of Transportation
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
ESC	Executive Safety Committee
FGA	First Group America
F.O.R.M.	First Occupational Rehabilitation Management



FTA	Federal Transit Administration
HR	Human Resources
LGM	General Manager
LOTO	Lock-Out/Tag-Out
LSM	Location Safety Manager
MNT	Maintenance
OPS	Operations
OSHA	Occupational Safety & Health Administration
PPE	Personal Protective Equipment
PRM	Performance Review Management
SMS	Safety Management System
SOP	Standard Operating Procedure
SRC	Safety Resource Center
SST	Safety Solutions Team
UK	United Kingdom
VP	Vice President



Attachment A: First Transit Safety Policy

Safety Management Policy Statement

Introduction

Global in scale and local in approach, First Transit is an organization which combines a robust corporate structure with strong customer-centric, local operations. Throughout the company, our focus is conducting our business in a way that aligns with our core values:

- Committed to our customers
- Dedicated to Safety
- Supportive of Each Other
- Accountable for Performance
- Setting the Highest Standards

We believe these values to be essential components in our aim to achieve ZERO safety events, resulting in ZERO harm to our customers, our employees, our shareholders, and the environments in which we operate. First Transit's Safety Management System (SMS) encourages all First Transit employees to replace risky behaviors and thought processes that jeopardize safety in the workplace. Through the program, we are striving to build a cultural identity that is continually focused on safety. First Transit has adopted the core philosophy of, ***"Think Safe, Act Safe, BeSafe"***

Safety Management Policy

At the core of First Transit's mission is the commitment to protecting the safety and well-being of our passengers and employees. Our ***"Be Safe"*** program is the foundation of First Transit's Safety Management System (SMS) with three clear objectives:

1. To make progress on our way to "Zero Harm"
2. To make safety a personal core value through behavior change
3. To improve business performance

"Be Safe" – the driving force behind First Transit's Safety Management Policy - focuses on recognizing and acknowledging safe behavior and actions through positive reinforcement. All employees are empowered to report unsafe acts and working conditions without fear of reprisal.



Safety Management Policy Statement

The guiding principles that drive First Transit's SMS program are:

- **Knowledge:** Our greatest efforts will be directed at the key safety behaviors that will help reduce incidents.
 - **Recognition:** While not ignoring actions that undermine safety, the focus will be on acknowledging colleagues "doing it right" and positively reinforcing these actions.
 - **Openness:** Regular positive coaching interactions, or "touchpoints" will take place and communication at "debriefs" will be open and honest.
 - **Learning:** Reporting of incidents and near misses will be seen as learning opportunities to continuously improve work place safety.
- Courage:** We are all empowered to accept responsibility for our own safety and the safety of our colleagues and customers. If you assess something to be unsafe, you should have the courage to stop and find a safer way of doing things.

Performance improvement in all aspects of First Transit's operations is based on four key elements: *Leadership and Engagement; Risk Reduction; Safety Management; and Performance Management.* Each element includes safety as a top priority.

Leadership and Engagement depends upon honest and open communication from all employees; data collection from which critical decisions are formulated that impact daily, short term, and long-term operations; resource management; and future direction of First Transit.

Risk Reduction includes our comprehensive audit and inspection regime; hazard identification and reporting; continuous training and safety campaigns; employee safety evaluation reporting programs and procedures; employee and management observation of operations; and compliance assurance of FTA, DOT, and OSHA safety and operating requirements and recommendations.

Safety Management at First Transit has many forms; including Safety Solution Teams, Accident Review Committees, Local Client Liaison Committees at each local operation; the corporate Safety Department which gathers, analyzes, and communicates the safety information throughout the organization; and enforces policies and procedures to ensure all employees are conducting their business in the safest manner possible.



Safety Management Policy Statement

Performance Management, the final key element, uses many Key Performance Indicators relating to safety to evaluate First Transit's progress toward Zero safety events. Daily reports; monthly location scorecards; the Critical Activity Record Entry program which captures and compares safety data monthly; major events calls, which alerts management in real time of safety events; and regular calls and meetings between mid-level and upper management to review safety concerns; are a sampling of the tools employed to ensure that safety is first and foremost in everything we do.

Ongoing Company-Wide Commitment

As President of First Transit, I know our commitment and passion for safety runs far deeper than the words contained in this policy statement. While our roles may vary, everyone in our organization, from the highest levels of management to the employees on the street, has a responsibility for their own safety as well as the safety of colleagues and customers; and to perform the daily tasks of providing public transportation in as safe a manner as possible.

We at First Transit depend on every member of our team to do everything possible to protect our resources and environment from harm, now and into the future. We take great pride in this responsibility and our ability to meet these expectations.

Sincerely,

Bradley A. Thomas

President

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: December 8, 2021

Staff Contact: Marquis Williams, Transportation Planner/Analyst

Agenda Title: For Discussion Only – Presentation and discussion on the 2021 Transportation Network Monitoring Report (“Report”).

Staff Summary: The Report presents transportation network data collected within the CAMPO area. The Report is federally funded through CAMPO’s Unified Planning Work Program.

Agenda Action: Other/Presentation

Time Requested: 20 minutes

Proposed Motion

N/A

Background/Issues & Analysis

The Report is intended to show regional trends and changes that influence the transportation system. It presents information on who uses the transportation system (socio-demographic data), where they travel (trip origins, destinations), and how they travel (transit, walk, bike, drive). The data collected for this report is processed, organized, and analyzed to understand overall performance of the transportation system. This information is used to track progress toward achieving the goals and objectives established in CAMPO’s Regional Transportation Plan (“RTP”).

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? Yes No

Alternatives

N/A

Supporting Material

-Exhibit-1: 2021 Transportation Network Monitoring Report

-Exhibit-2: Draft Presentation on the 2021 Transportation Network Monitoring Report

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2021 Transportation Network Monitoring Report



November 2021

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the Carson Area Metropolitan Planning Organization expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.



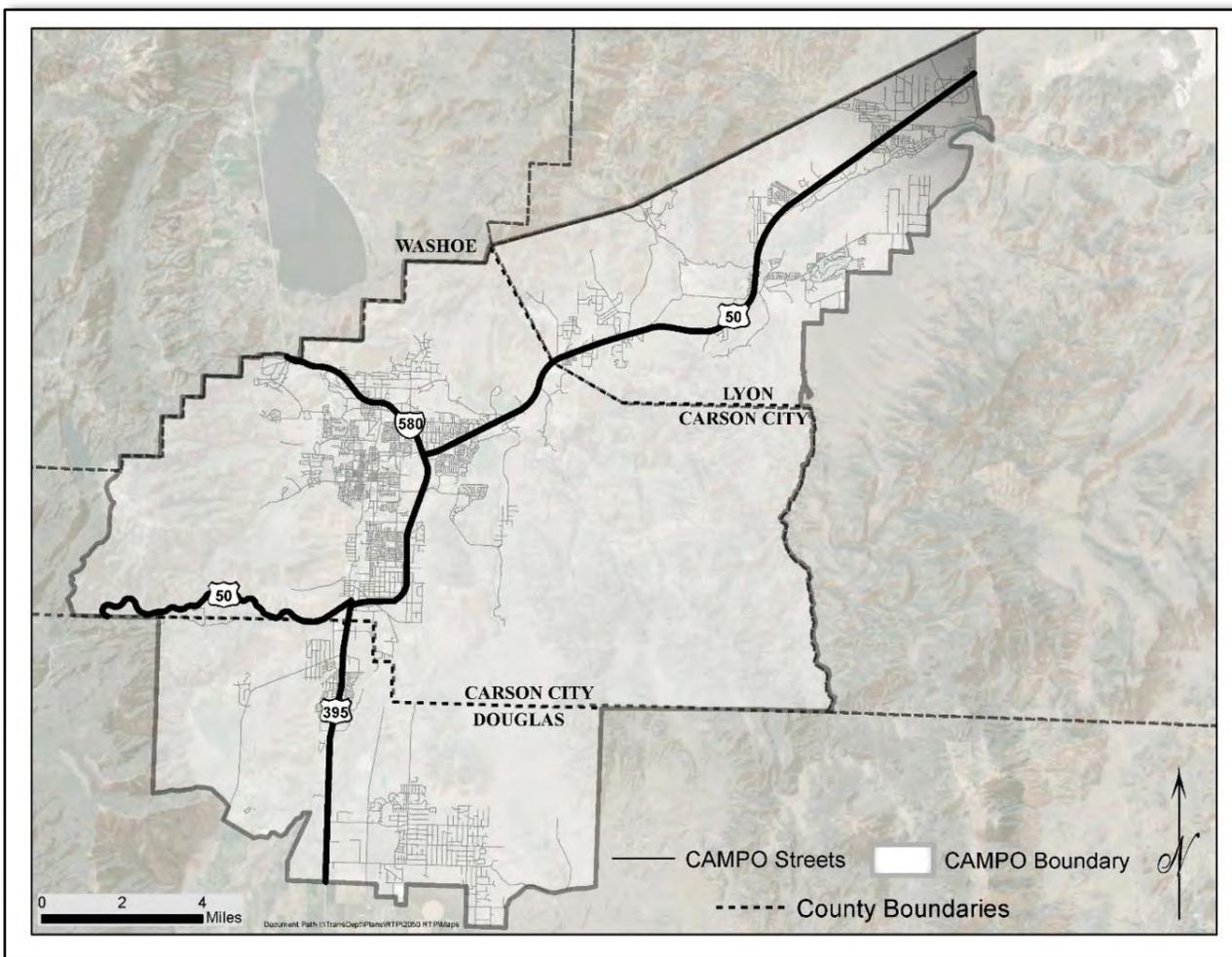
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CHAPTER 1 – INTRODUCTION

The Carson Area Metropolitan Planning Organization (CAMPO) is a federally recognized metropolitan planning organization (MPO), formed on February 26, 2003. Creation of CAMPO was required once the Carson City urbanized area exceeded a population of 50,000. CAMPO is responsible for carrying out the metropolitan transportation planning process for the Carson City Metropolitan Area, also referred to as the Metropolitan Planning Area (MPA). The Metropolitan Planning Area encompasses nearly all of Carson City (with the exception of the area within the Lake Tahoe Basin) and portions of northern Douglas County and western Lyon County, including the Dayton Valley and Johnson Lane urbanized areas. The geographic scope of this report is depicted in Figure 1.1. Additional information about CAMPO is available at: www.CarsonAreaMPO.com.

Figure 1.1: CAMPO Metropolitan Planning Area (MPA) Boundary



Performance-Based Planning

Performance-based planning and programming applies performance management principles to transportation system policy and investment decisions. Performance-based planning and programming is a system-level, data-driven process to identify strategies and investments. Performance-based planning helps to define key goals and objectives, and to analyze and evaluate strategies for meeting goals. The process connects performance measures to goals and objectives through target setting.

With the passage of federal transportation legislation, the Moving Ahead for Progress in the 21st Century (MAP-21) Act and continued with the Fixing America's Surface Transportation (FAST) Act, MPOs are required to track certain performance measures, establish performance targets, and utilize performance measures to inform decision-making for investment into the multi-modal transportation system.

This 2021 Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program. The report presents transportation network information derived from transportation data collected within the CAMPO Metropolitan Planning Area. The information is presented to show regional trends and changes that influence the transportation system. This document presents information on who uses the transportation system (socio-demographic data), where they travel (trip origins, destinations), and how they travel (transit, walk, bike, drive). CAMPO Staff have continued to monitor socioeconomic factors and mobility needs of the region. Staff have continued to increase consistency and coverage of bicycle and pedestrian monitoring to better inform investment decisions. Additionally, a Jump Around Carson Fiscal Year 2020 Monitoring Report¹ was completed in February 2021. The data collected for this report is processed, organized, and analyzed to present information about the overall performance of the transportation system. This information is used to track progress toward achieving the goals and objectives established in CAMPO's Regional Transportation Plan.² The strategies and projects within CAMPO's Regional Transportation Plan support the following five goals:

- Increase the safety of the transportation system for all users
- Maintain a sustainable regional transportation system
- Increase the mobility and reliability of the transportation system for all users
- Maintain and develop a multi-modal transportation system that supports economic vitality
- Provide an integrated transportation system

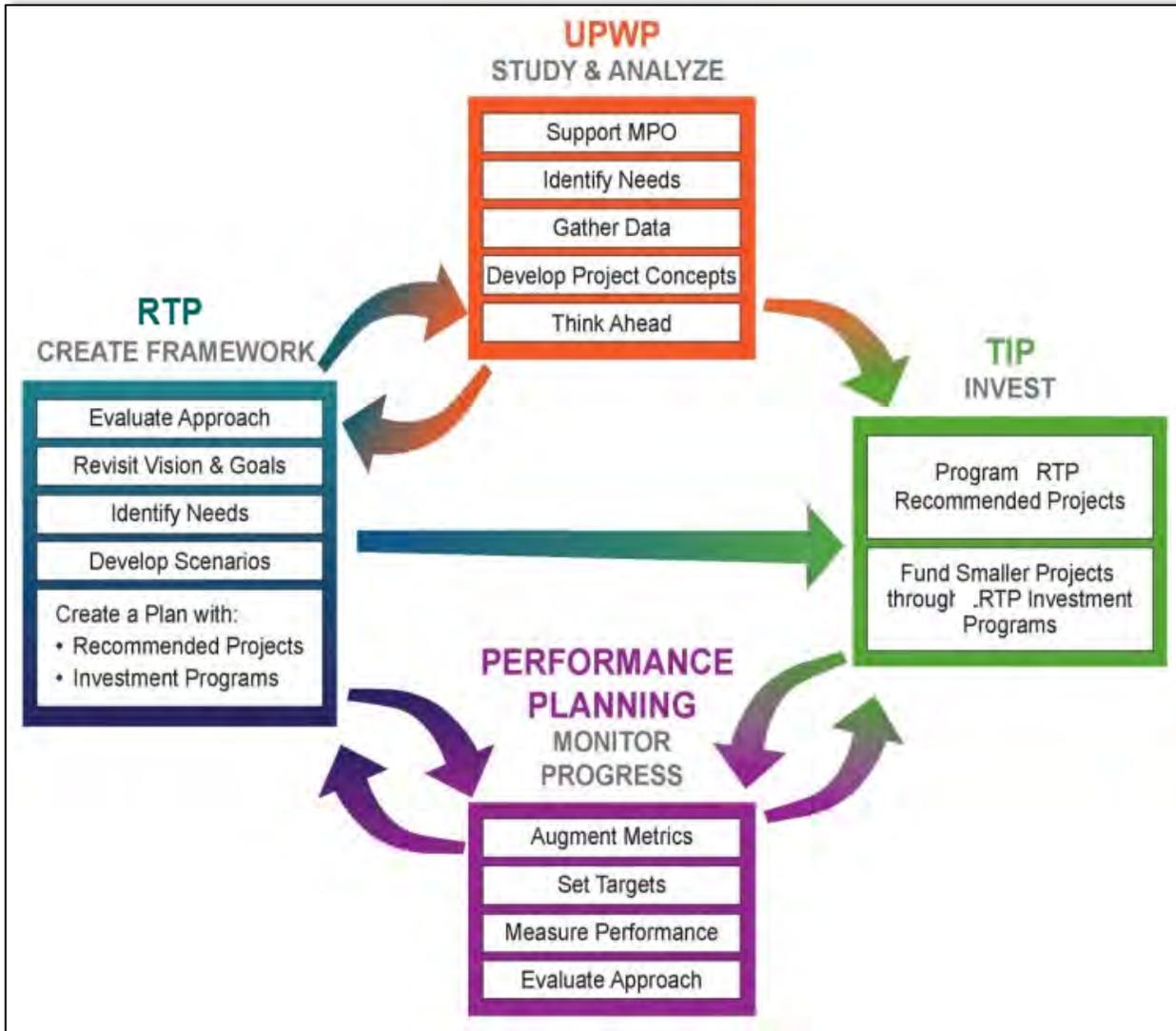
Alongside these five goals, the 2050 Regional Transportation Plan contains objectives and performance measures to track progress toward meeting these goals. The objectives and performance measures have been carefully developed through coordination with federal, state, and regional planning partners that utilize consistent and readily available data. This approach allows for statewide consistency and comparison. Together, the established goals, objectives, and performance measures form the basis of CAMPO's performance-based planning framework that informs ongoing policymaking and investment decisions.

¹ Jump Around Carson Fiscal Year 2020 Monitoring Report - <https://www.carson.org/home/showpublisheddocument/74701/637502078852970000>

² Carson Area Metropolitan Planning Organization 2050 Regional Transportation Plan - <https://www.carson.org/home/showpublisheddocument/74094/637462257582430000>

This framework provides the basis for project prioritization (capital improvements and maintenance) for projects contained within CAMPO's Transportation Improvement Program (TIP)³. The relationship between CAMPO's planning documents and performance-based planning framework is displayed graphically in Figure 1.2.

Figure 1.2: CAMPO's Primary Responsibilities



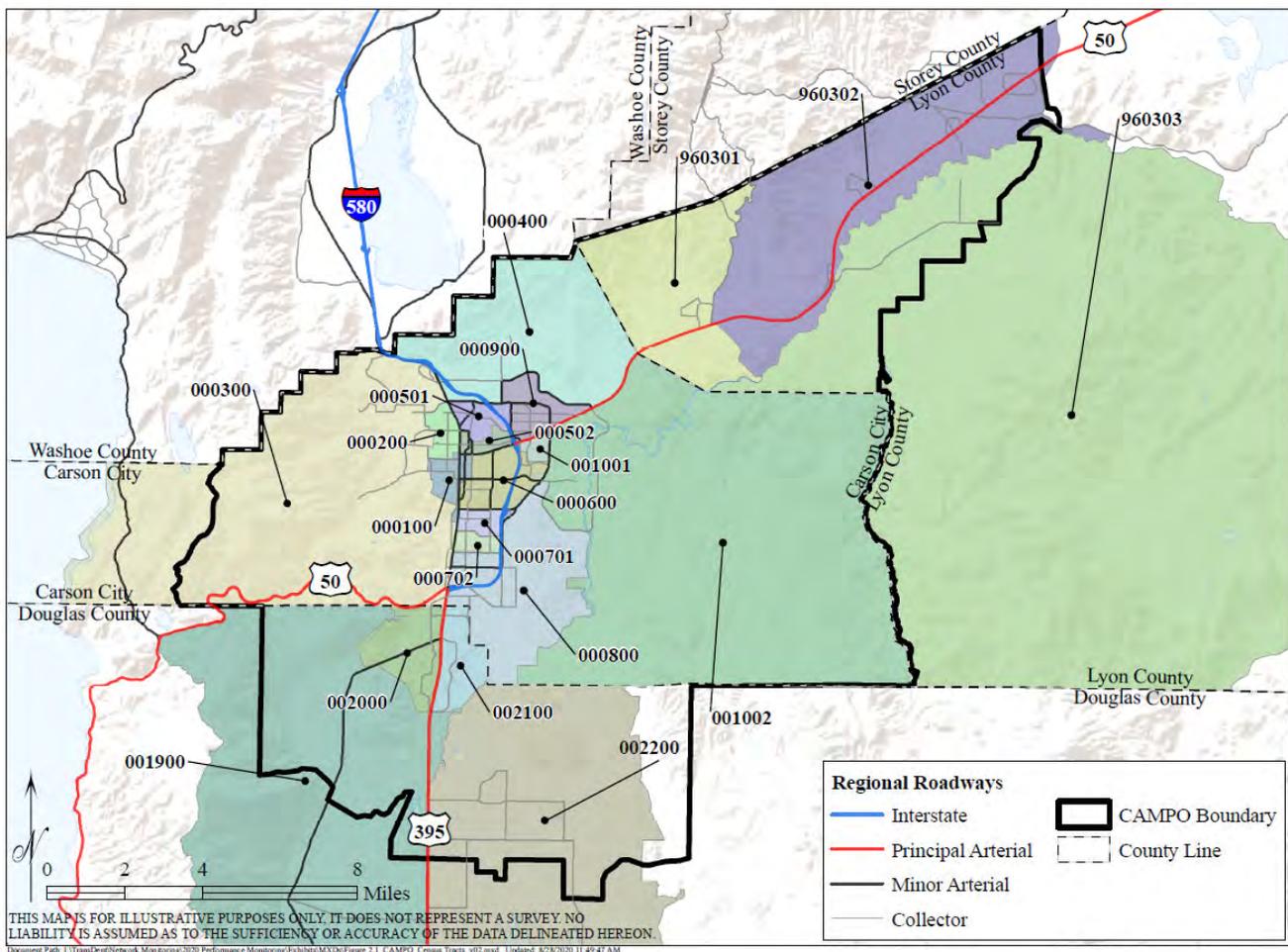
³ Nevada Transportation Improvement Program - <https://estip.nevadadot.com/>

CHAPTER 2 – SOCIO-DEMOGRAPHICS

Transportation is innately personal – each of us experiences the transportation network through our own unique lens of our daily activities. Each of us has social activities, medical appointments and day-to-day errands that require travel. Young adults may have college, jobs, and flexibility after-hours for time spent with friends. Families may take children to school and after-school activities. Older residents may decide to forego driving personal automobiles and begin using the bus.

The reality is that the socio-demographic composition of neighborhoods and regions influences travel behavior: the where, when, why, and how each of us travels to where we want and need to go. By monitoring regional socio-demographic data, CAMPO is better informed and equipped to plan for and manage the region’s use of regional transportation infrastructure for those that rely upon it. For the purposes of this report, all socio-demographic data comes from the American Community Survey (ACS)⁴. Figure 2.1 displays the 20 census tracts within the CAMPO Metropolitan Planning Area. The following socio-demographic data was compiled using all 20 tracts. This data was also used to create the Transportation Analysis Zones (TAZs) discussed in Chapter 3 – Land Uses.

Figure 2.1: Census Tracts within the CAMPO Boundary

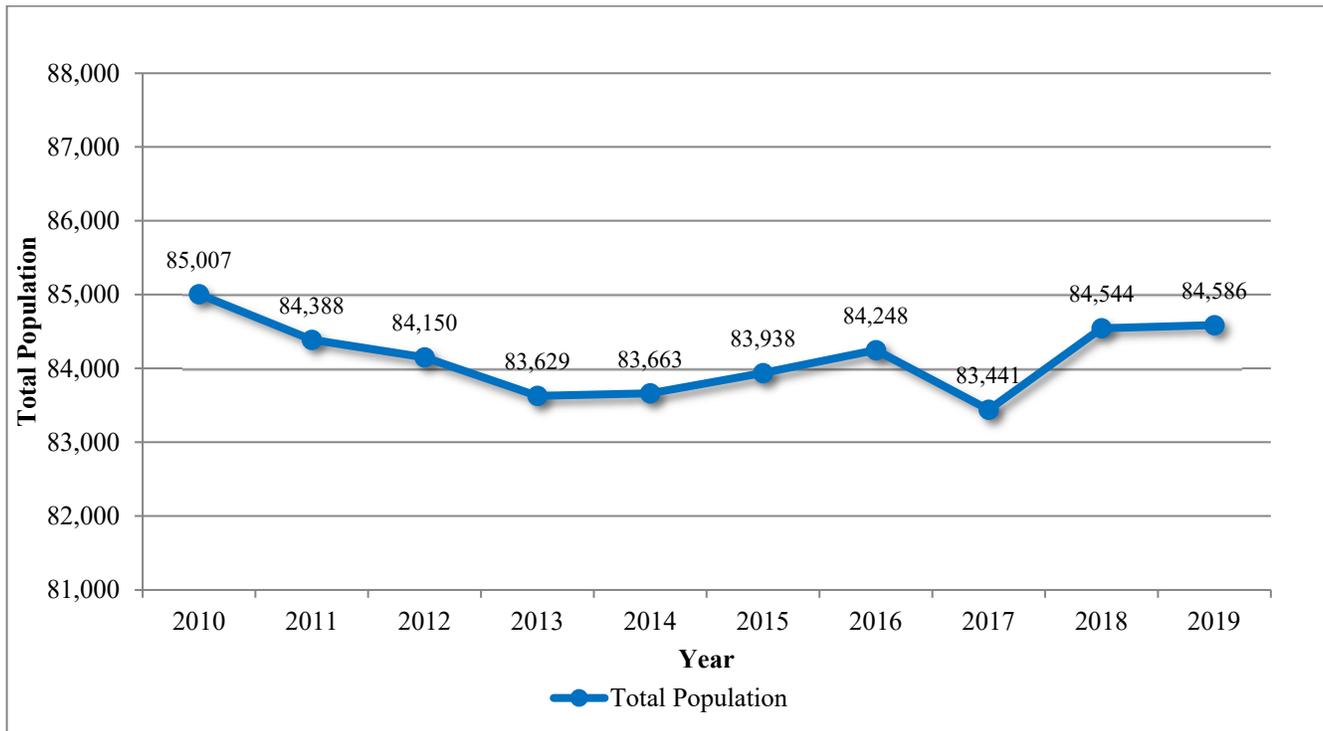


⁴ American Community Survey (ACS), US Census Bureau - <https://www.census.gov/programs-surveys/acs>

Population

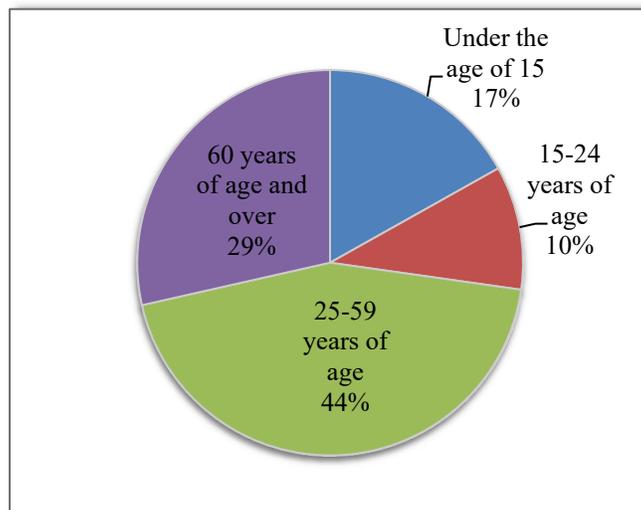
Over the next 30 years, demand on the transportation system will grow and evolve. The Carson Area is forecasted to have a low annual growth. Figure 2.2 displays population information for the CAMPO Metropolitan Planning Area from 2010 to 2019. Population has remained roughly stable, decreasing by half a percent over the eight-year reporting period. Figure 2.3 displays the percentage of the population by age group. Notably, more than a quarter of the population is 60 years of age or older.

Figure 2.2: Population (2010-2019)



Source: ACS Demographic and Housing Estimates, Table DP05. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

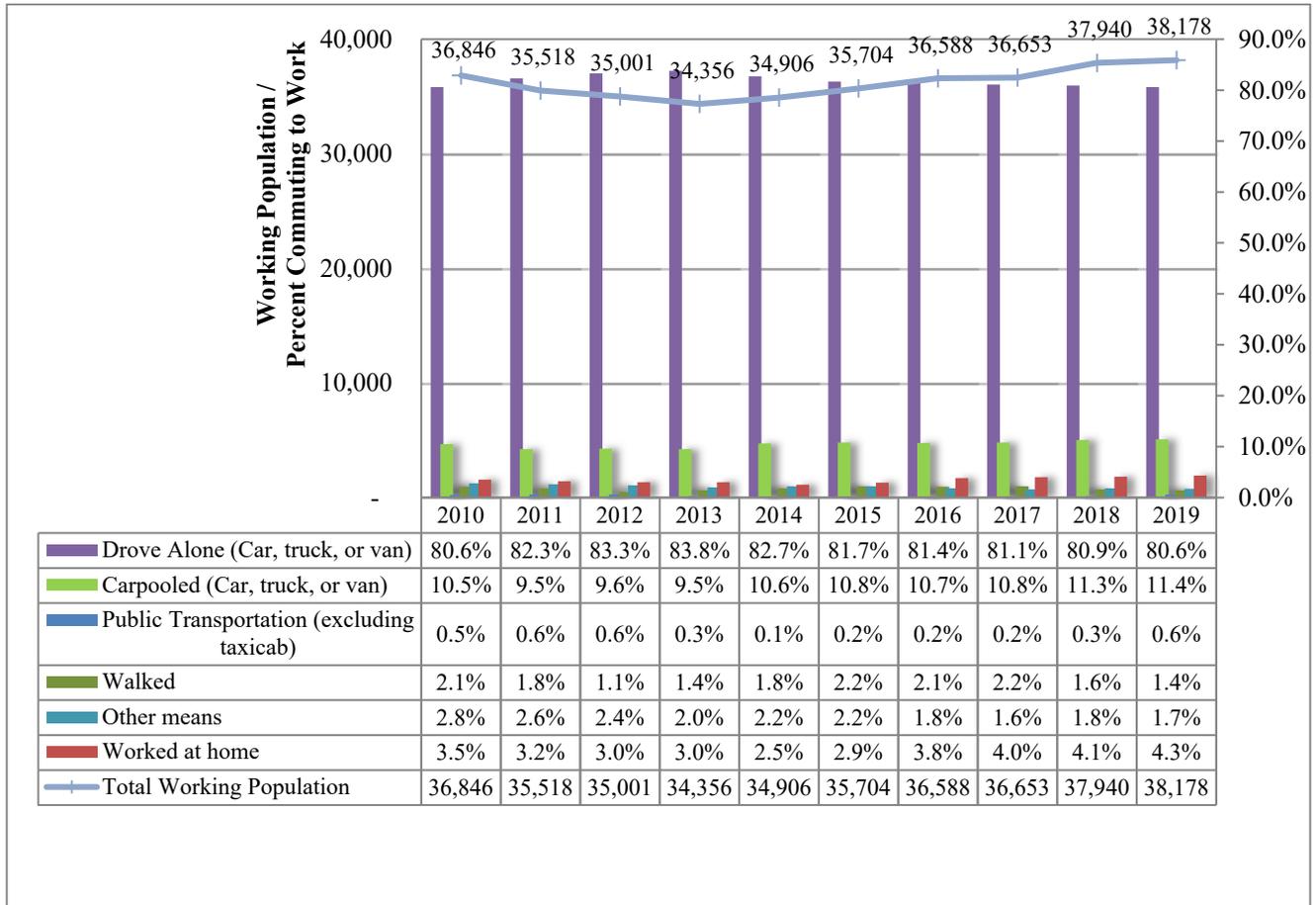
Figure 2.3: Percentage of Population by Age Group (2019)



Source: ACS Demographic and Housing Estimates, Table DP05. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.4 displays travel mode to work for workers aged 16 years and over within the CAMPO planning area from 2010 to 2019. Overwhelmingly, CAMPO residents drive alone to work. The most significant shifts in travel mode to work over the reporting period are the percentage of workers that report Carpool, which has increased from 10.5% in 2010 to 11.4% in 2019, and the percentage of workers that report “Worked at Home,” which has increased from 3.5% to 4.3%.

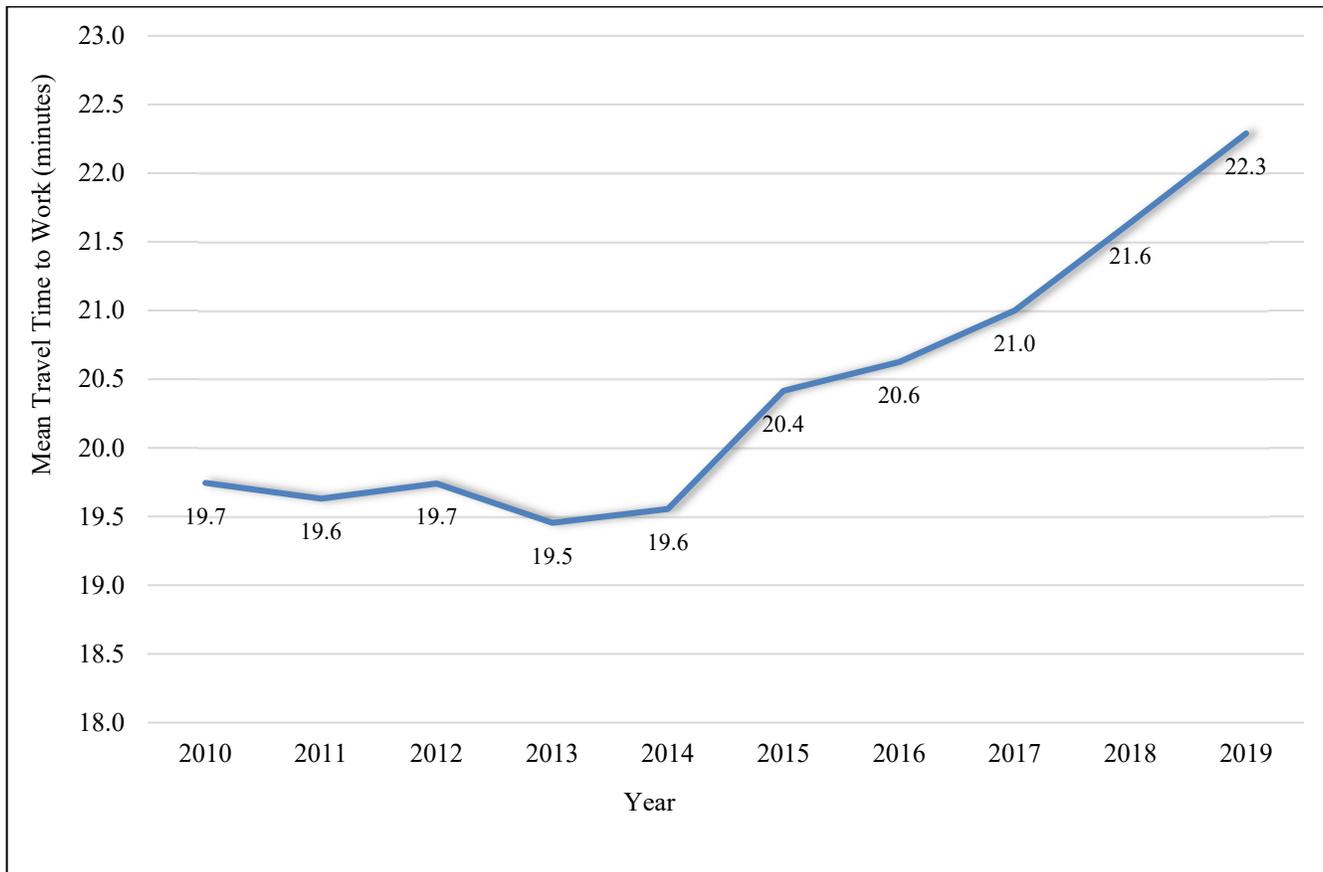
Figure 2.4: Mode to Work (2010-2019)



Source: ACS Selected Economic Characteristics, Table DP03. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.5 displays mean travel time to work. Between 2010 and 2019 travel time to work increased by 13 percent, from 19.7 to 22.3 minutes.

Figure 2.5: Mean Travel Time to Work (2010-2019)



Source: ACS Selected Economic Characteristics, Table DP03. Annual estimates from American Community Survey (ACS) 5-year Estimates.

In total, between the years 2020 and 2050, CAMPO’s population is anticipated to grow by approximately 24%, to approximately 105,000 people. Population estimates for 2020 through 2038 (Table 2.1) from the Nevada Department of Taxation anticipate a growing senior population (shown in yellow) that will necessitate investment in safety enhancements to address seniors with changing needs, related to diminishing eyesight, hearing, and slower reaction times and decision making. Investment in public transportation, pedestrian, and bicycle facilities will be important for providing an aging population with mobility options and independence, along with improved integration and mobility for all system users.

As depicted in Table 2.1, growth in young, family-age cohorts, including adults between 35-49 and children between the ages of 1 and 9 (shown in green), are also anticipated. Like seniors, young children have challenges with eyesight, reactions times, and decision making, that pose potential safety risks when interacting with the transportation network. At younger ages, children are developing their vision and depth perception and lack the ability to make good judgement when interacting with roadways and pedestrian walkways. Older children are challenged with having a sense of invulnerability and making poor judgement calls. Given these similar characteristics, CAMPO's 2050 RTP identifies the need to prioritize projects that benefit the most vulnerable users: children and seniors.

Table 2.1: 2020-2038 Population Projections by CAMPO Partner Agency

Five-Year Cohorts	Carson City			Douglas County			Lyon County		
	Year 2020	Year 2038	Percent Change 2020-2038	Year 2020	Year 2038	Percent Change 2020-2038	Year 2020	Year 2038	Percent Change 2020-2038
0-4	2,809	3,314	18%	2,051	2,008	-2%	3,138	3,748	19%
5-9	2,718	3,241	19%	2,358	2,442	4%	3,326	3,869	16%
10-14	3,450	2,993	-13%	2,608	2,676	3%	3,426	3,903	14%
15-19	3,496	3,010	-14%	2,245	2,401	7%	3,744	4,080	9%
20-24	2,842	2,995	5%	2,134	1,745	-18%	3,404	3,835	13%
25-29	3,643	2,463	-32%	2,606	2,035	-22%	4,432	3,665	-17%
30-34	4,514	3,978	-12%	2,919	2,099	-28%	3,360	3,746	11%
35-39	2,213	3,778	71%	2,369	2,462	4%	2,430	4,087	68%
40-44	2,829	3,235	14%	2,504	3,376	35%	3,615	4,708	30%
45-49	3,995	4,406	10%	2,530	3,438	36%	3,480	6,104	75%
50-54	4,557	3,694	-19%	3,263	3,231	-1%	4,107	2,787	-32%
55-59	3,171	1,947	-39%	3,705	2,873	-22%	3,729	3,581	-4%
60-64	3,442	3,518	2%	4,448	3,510	-21%	3,881	4,332	12%
65-69	4,751	4,365	-8%	4,405	3,528	-20%	3,873	4,190	8%
70-74	2,880	4,320	50%	3,535	3,722	5%	3,136	3,939	26%
75-79	2,250	1,666	-26%	2,769	3,316	20%	2,240	3,013	35%
80-84	1,301	2,296	76%	1,732	2,655	53%	1,658	2,310	39%
85 over	1,685	2,256	34%	1,516	2,615	72%	1,008	2,031	101%
Total	56,546	57,475	2%	49,697	50,132	1%	57,987	67,928	17%

*Highlighted areas note age cohorts with growth rates above 14% and that are concentrated around seniors and young families

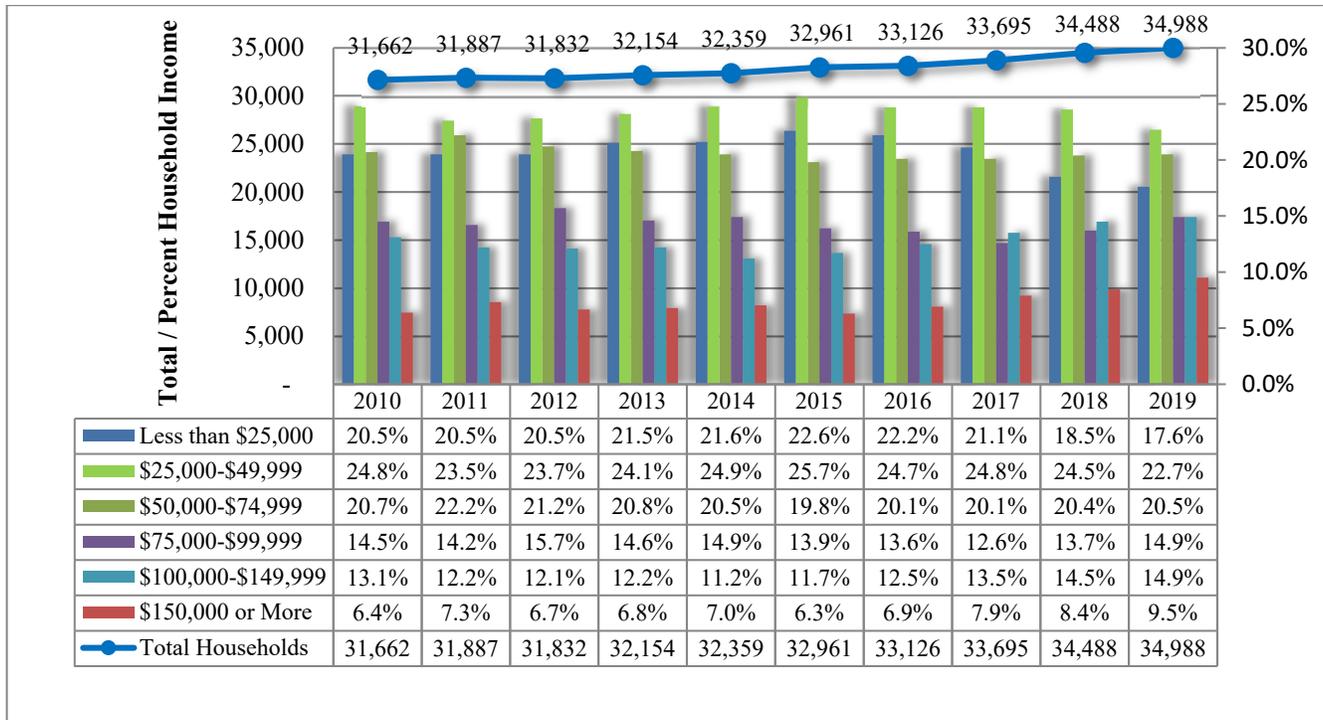
** Source: Nevada Department of Taxation:

<https://tax.nv.gov/uploadedFiles/taxnvgov/Content/TaxLibrary/2019%20ASRHO%20Estimates%20and%20Projections%20Final.pdf>

Households

Figure 2.6 displays reported household income from 2010 to 2019. The number of households has increased by 10.5% from 2010 to 2019. The percentage of total households earning less than \$25,000 has decreased by three percentage points over the reporting period, while the percentage of total households earning \$150,000 or more has increase by three percentage points over the reporting period. These changes in percentage mark an historic low and high, respectively. The reasons for these changes may be found in using 2020 Census data, which will be included in the 2022 Monitoring Report.

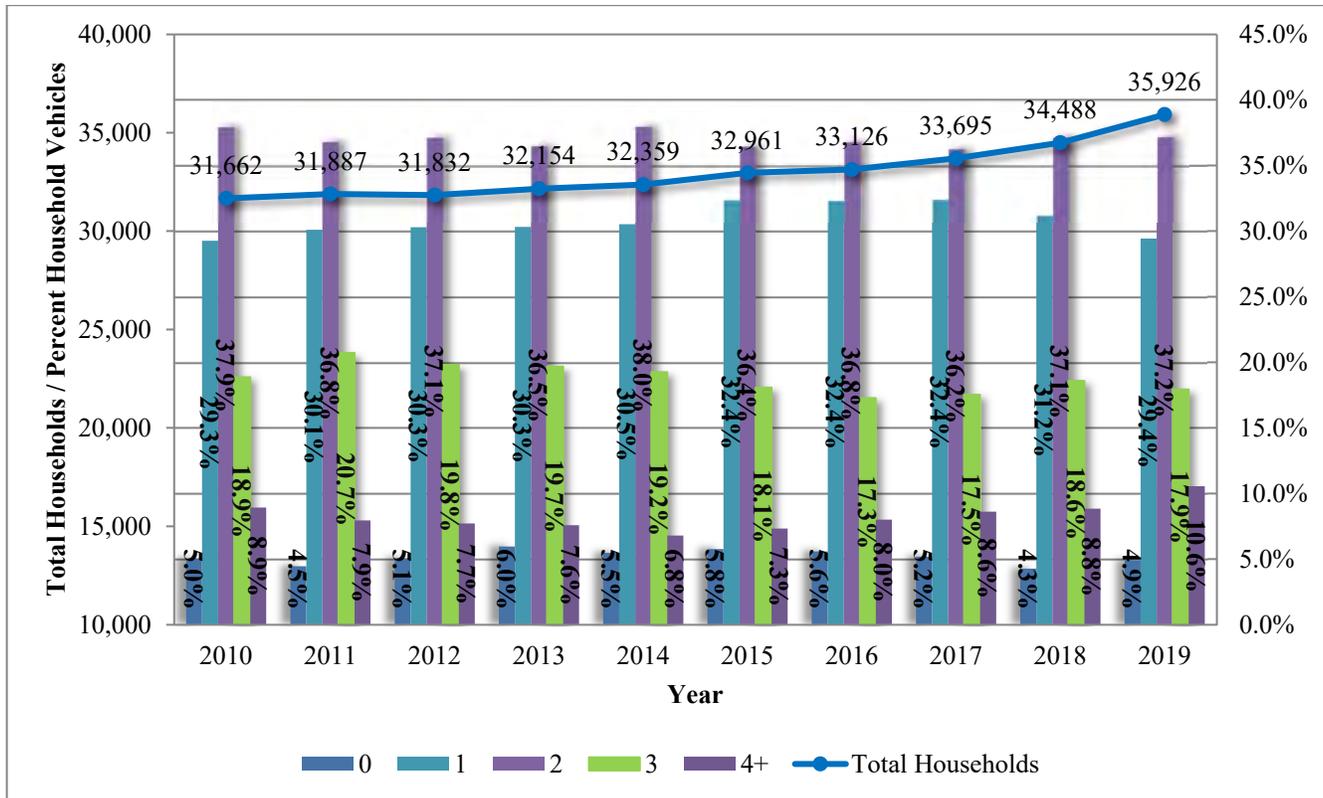
Figure 2.6: Household Income (2010-2019)



Source: ACS Selected Economic Characteristics, Table DP03. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.7 displays information on the number of vehicles per household. The amount and availability of vehicles in a household can be an indicator of reliance on public transit or non-motorized modes, as well as an indicator of an individual household’s ability to make discretionary trips. In the CAMPO Area, the distribution of household vehicle ownership has remained roughly steady from 2010 to 2019. The data show a 20% increase in households with 4+ cars, from 8.8% in 2018 to 10.6% in 2019. This increase could be linked to the rising household income level shown in Figure 2.6, and could also be symptomatic of a public transportation system that does adequately fulfill the needs of its users.

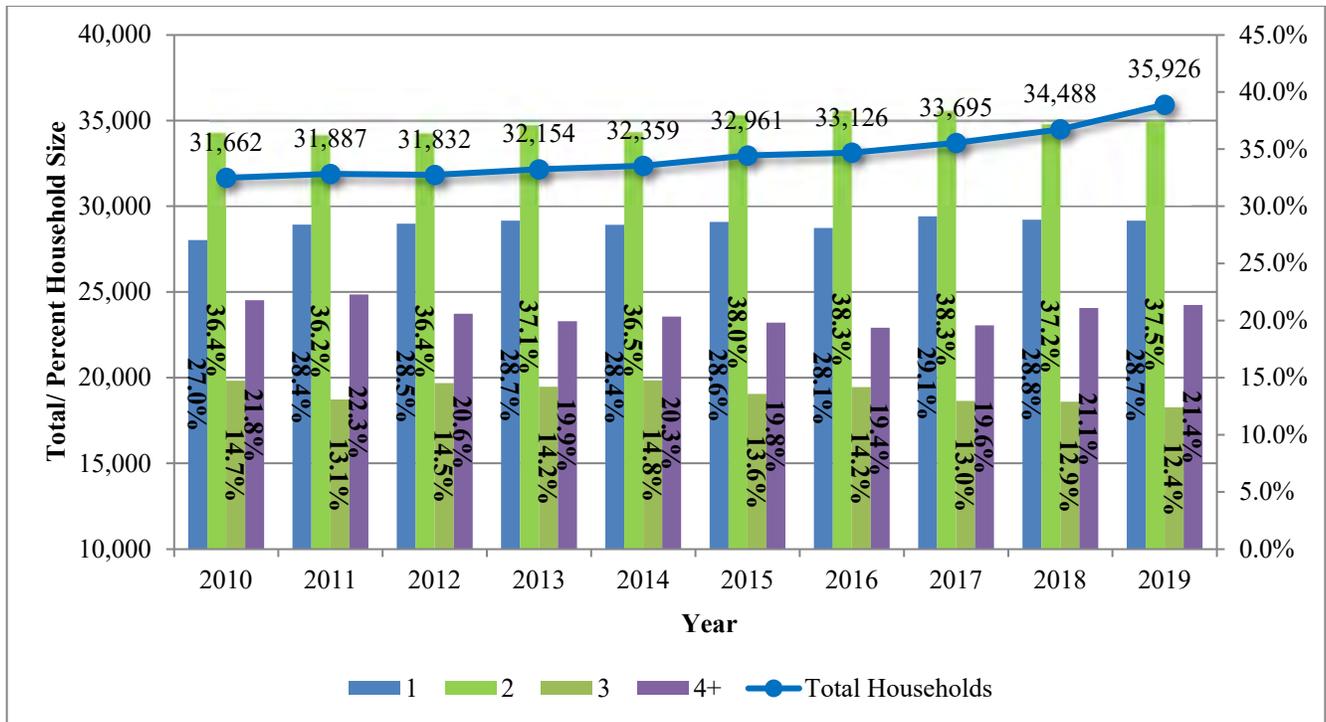
Figure 2.7: Household Vehicles (2010-2019)



Source: ACS Household Size by Vehicles Available, Table B08201. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

A community's distribution of household size has implications on the number and types of daily trips. Larger households tend to be comprised of families with children, which may generate travel for school and after-school activities, while smaller households may generate fewer trips overall, but may have more flexibility in their schedules to generate longer, inter-regional or interstate trips. Figure 2.8 displays the distribution of household size from 2010 to 2019. Over the nine-year reporting period, households in the CAMPO area are becoming smaller. The proportion of large households (3- or 4+ person) has lost 2.7 percentage points to 1- or 2- person households over the course of the decade. This trend is anticipated to continue as a greater percentage of the population ages.

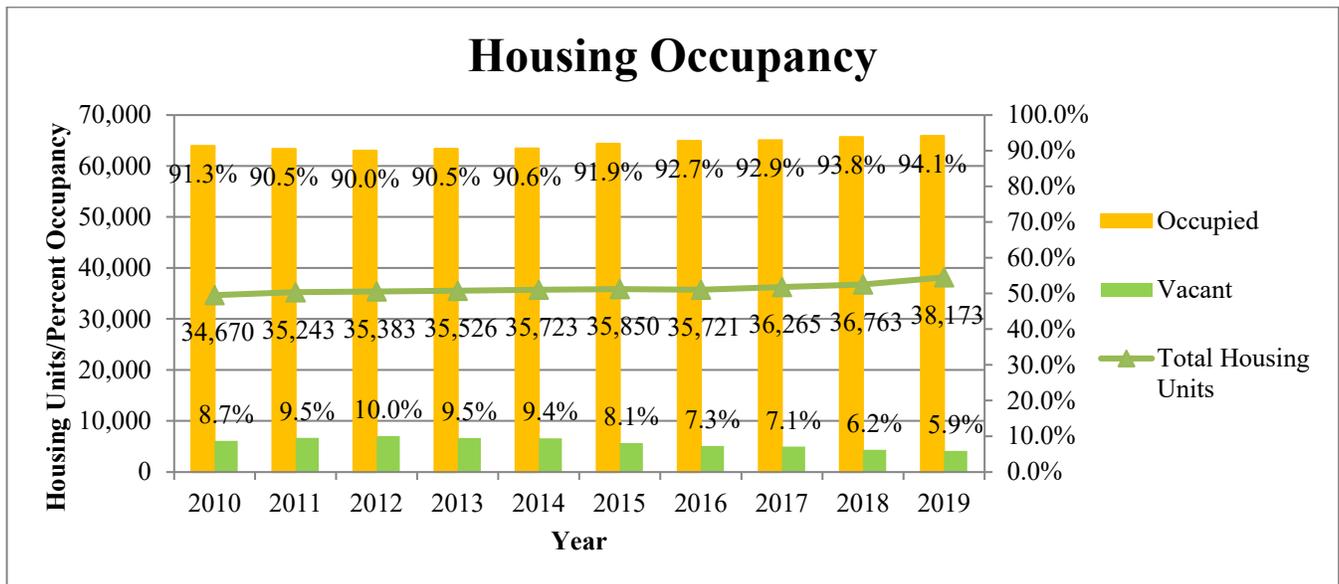
Figure 2.8: Household Size (2010-2019)



Source: ACS Household Size by Vehicles Available, Table B08201. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Housing unit occupancy is an indicator of population growth and economic activity, which results in an additional demand on the transportation system. Long-term increases in housing unit occupancy can result in local zoning ordinance policy changes to encourage higher densities, which over time, can lead to more pedestrian, bicycle, and transit trips in place of traditional automobile trips. Housing occupancy rates are also correlated with housing affordability, with higher occupancy rates being tied to more expensive housing stock. Figure 2.9 displays vacancy/occupancy status of housing units between 2010 to 2019. Over the nine-year reporting period the occupancy rate has constantly increased, and is now at its highest point of 94.1%, 2.8% higher than 2010.

Figure 2.9: Housing Unit Occupancy Status (2010-2019)



Source: ACS Occupancy Status, Table B25002. All Annual Estimates Represent American Community Survey (ACS) 5-year Estimates.

CHAPTER 3 – LAND USES

Where people travel is determined by a complex interrelationship of land uses. The location of residences, jobs, industrial complexes, and schools, all influence routine daily trip-making from home, to school, and to work. The location of post offices, grocery stores, restaurants, recreational facilities, entertainment centers, shopping malls, and other destinations, all influence additional, discretionary trip-making. On a bigger scale, a community's proximity to regional destinations (Lake Tahoe, for example) influences weekend interregional travel or seasonal influx of visitor travel.

The proximity or distance between differing land uses also influences travel. The distance between home and work, or the convenience of destinations ("trip generators"), determines the occurrence, length, and mode of trips, or in some cases, can make the difference between whether a trip is made or not. For example, someone with a 30-minute lunch break during the workday will be unable to travel 20 minutes each direction to purchase their lunch from a favorite local business.

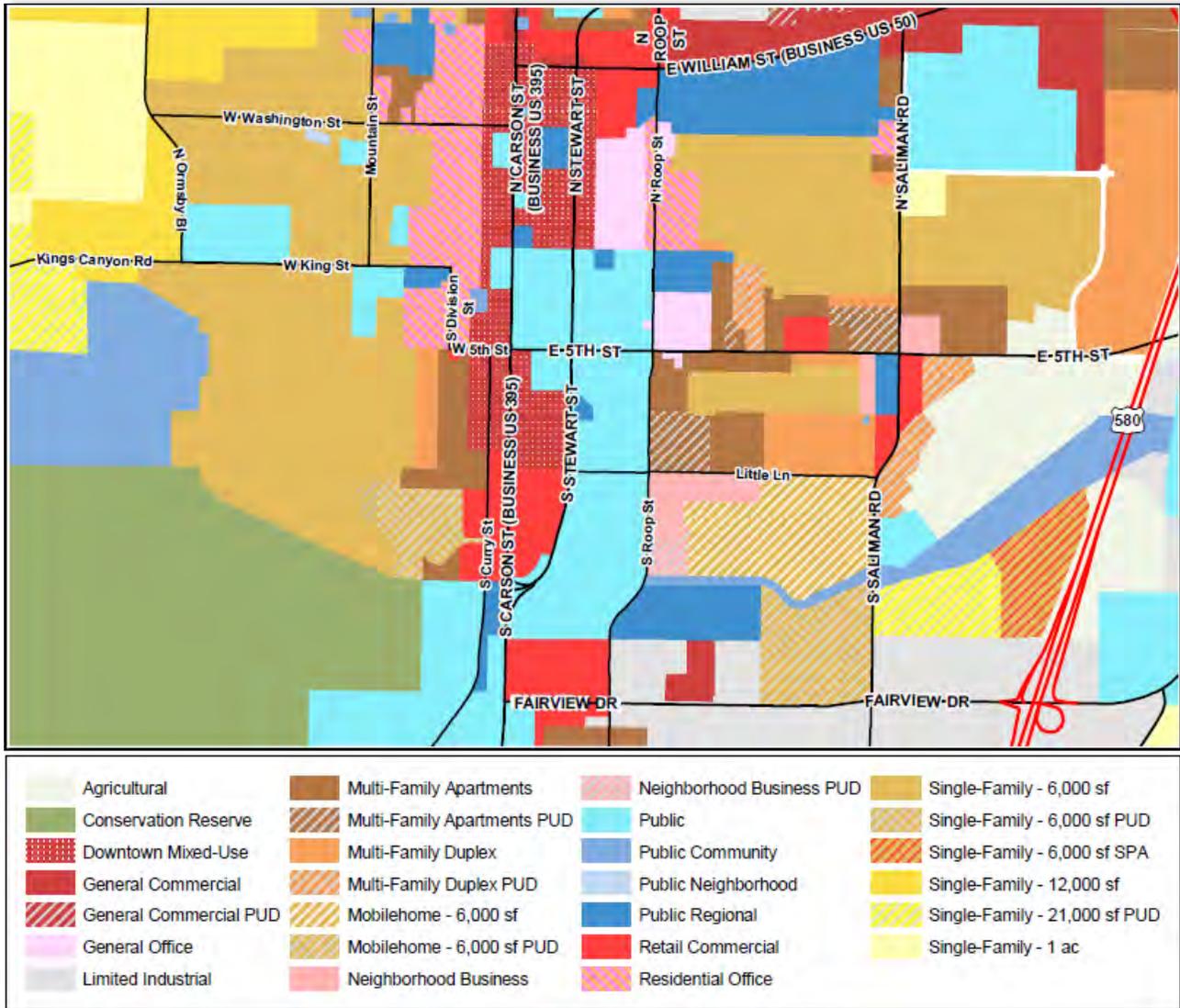
In addition, the type of residential and commercial land uses in a community influences trip-making. A 1-bedroom apartment that houses one or two adults typically generates fewer and a different mix of daily trips than a single-family home with a 4+ person household. Likewise, an administrative office complex will generate fewer and a different mix of daily trips than a high-turnover restaurant or a manufacturing/shipping facility.

By monitoring land uses, CAMPO is better informed and equipped to plan for and manage the region's use of, and demand for, regional transportation infrastructure that connects these land uses.

CAMPO's Travel Demand Model (TDM) is the primary tool used to help understand and forecast usage of the transportation network. A critical input to the travel demand model is current and future land use information. CAMPO's travel demand model is regularly updated with known changes to land uses and approved projects that can influence travel behavior in the area. Figure 3.1 provides an example of zoning districts within a CAMPO sub-area (central Carson City). The land use information is grouped into geospatial areas called Transportation Analysis Zones (TAZ's). The size and spatial extent of a TAZ varies, but they typically range from very large in rural areas to very small in urban areas and business districts.

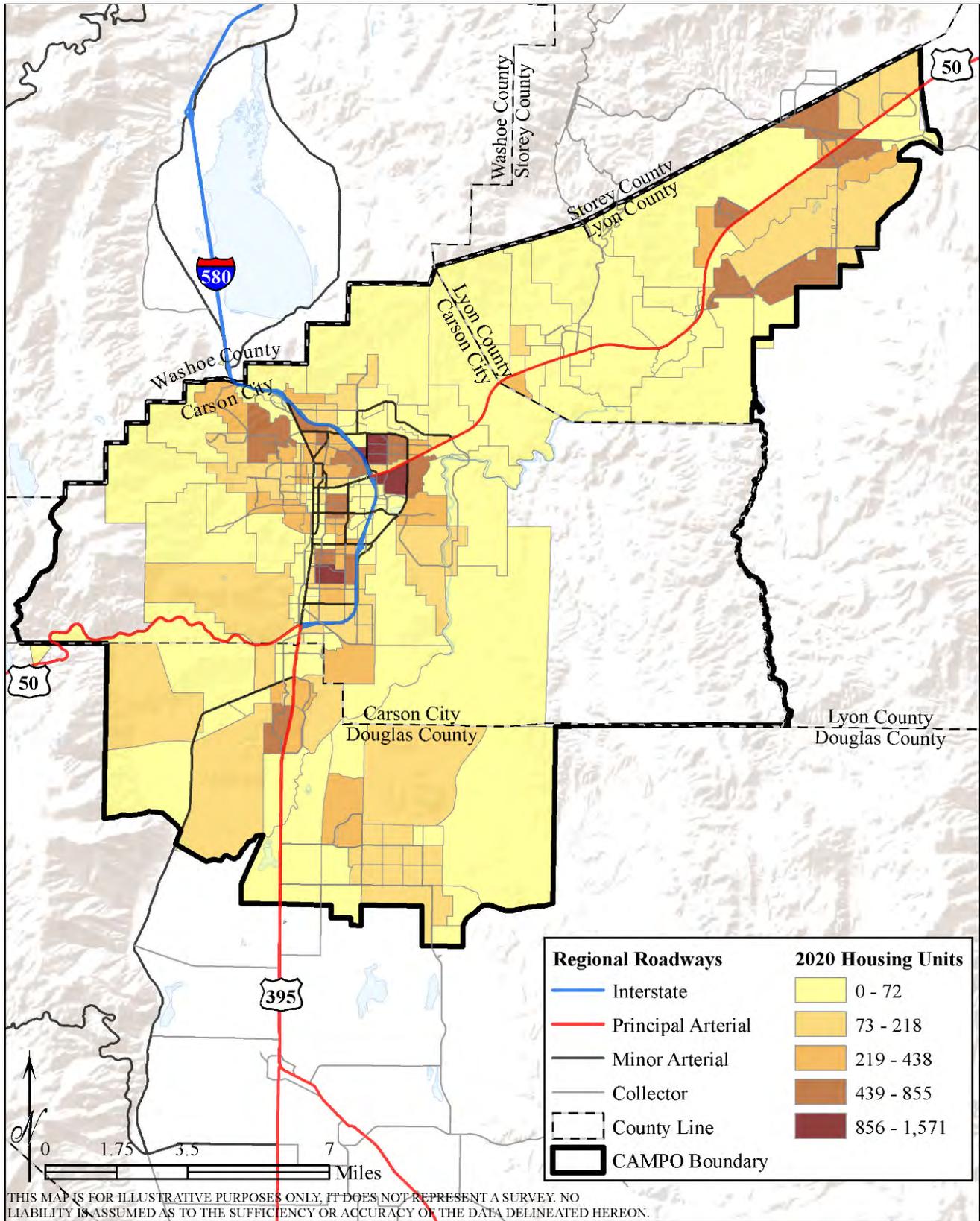
Carson City has 27 different zoning districts that permit and prohibit certain land uses. City zoning regulations consist of both a zoning map and a written ordinance that divides the City into zoning districts, including various residential, commercial, and industrial districts. The zoning regulations describe what type of land use and specific activities are permitted in each district.

Figure 3.1: Example of Zoning Districts, CAMPO Sub-area (Central Carson City)



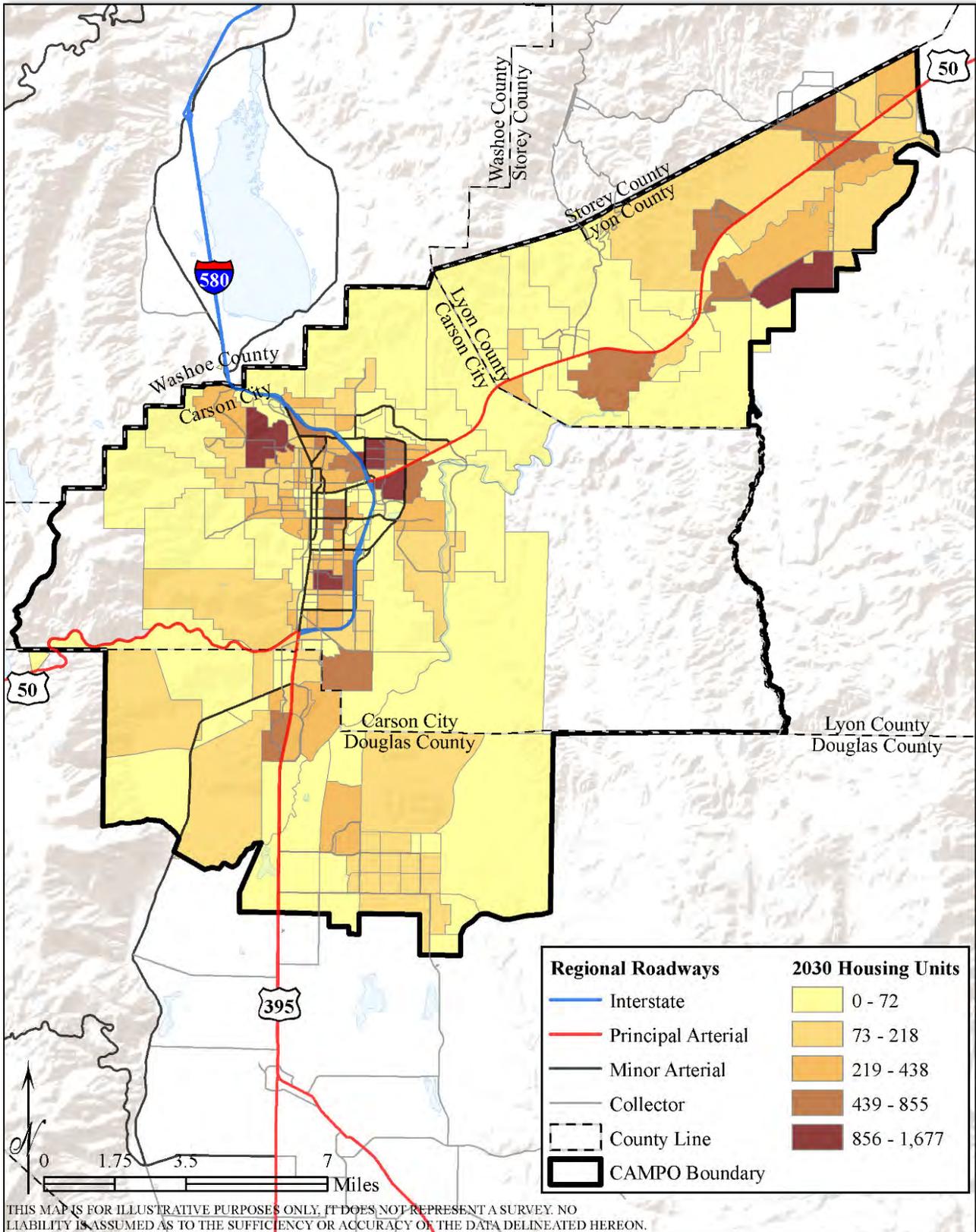
A travel demand model uses TAZs to pair land use and socio-economic data (Chapter 2), such as the number of household or employment units, to assign current and future trips to the transportation network. This information helps to identify travel and traffic trends. Figures 3.2 through 3.7 display the density of housing units and commercial employment by TAZ that is assumed in CAMPO's travel demand model for a base model year of 2020, and two forecast years of 2030 and 2050.

Figure 3.2: 2020 Housing Units by Transportation Analysis Zone (TAZ)



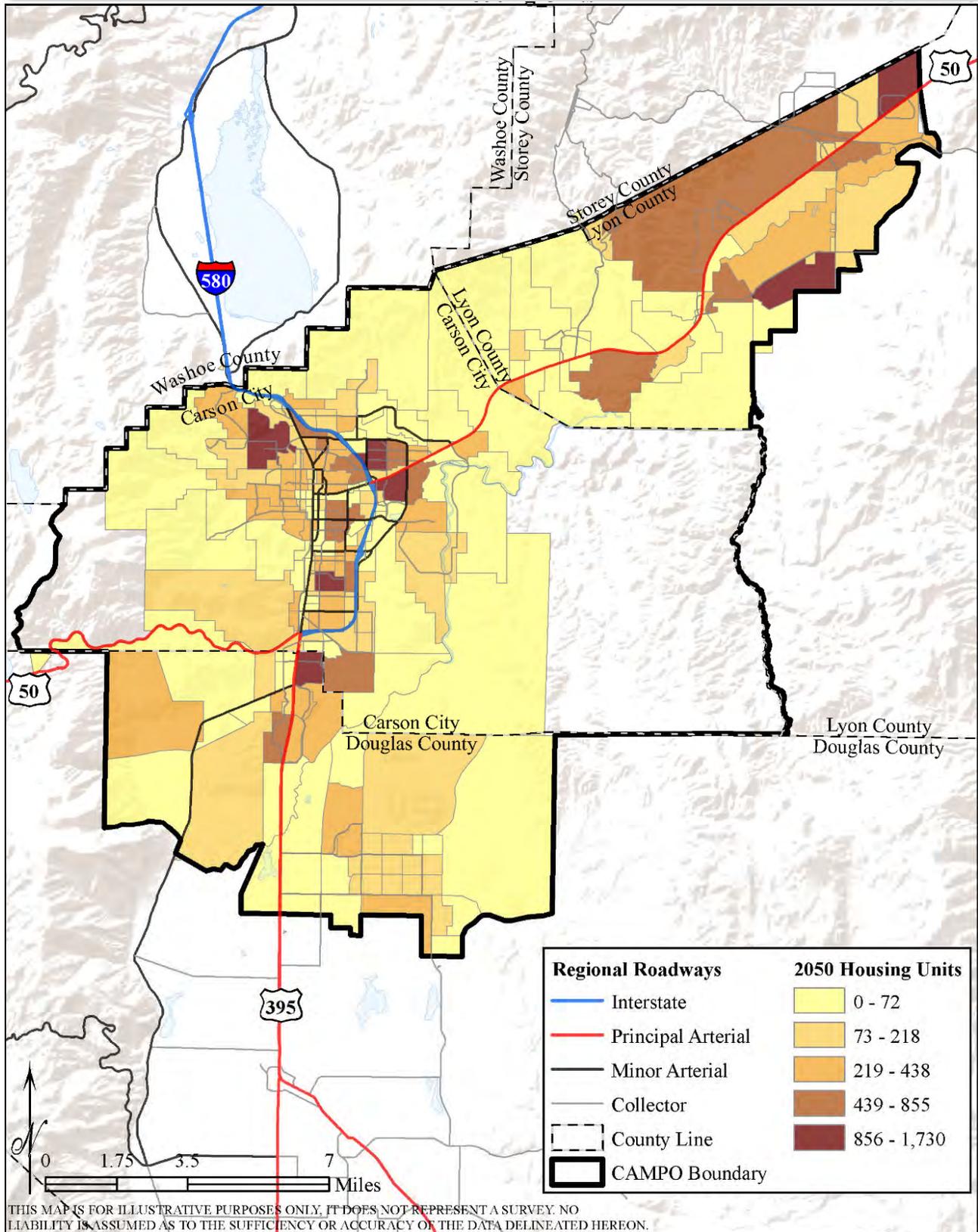
Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.3: 2030 Housing Units by Transportation Analysis Zone (TAZ)



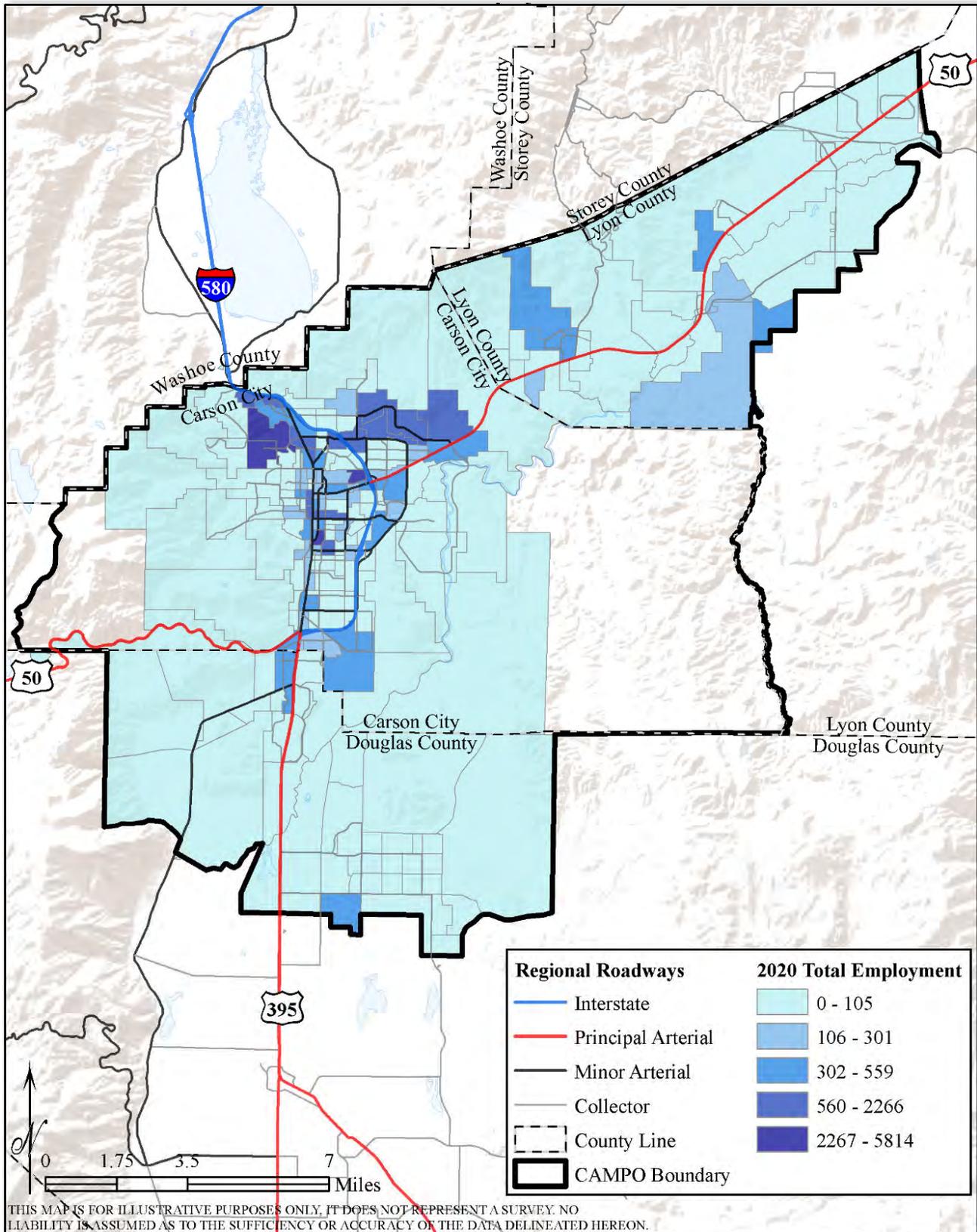
Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.4: 2050 Housing Units by Transportation Analysis Zone (TAZ)



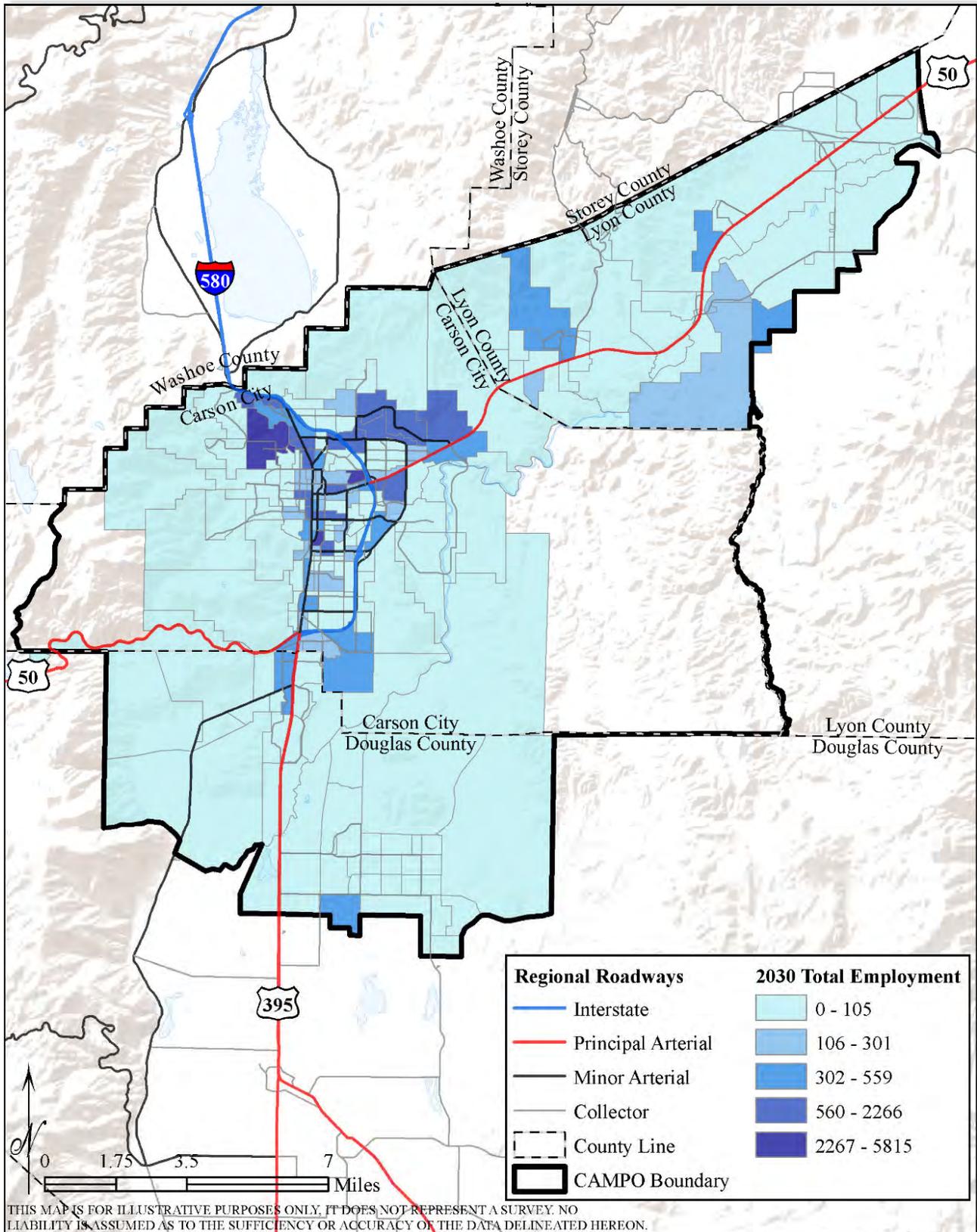
Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.5: 2020 Commercial Employment by Transportation Analysis Zone (TAZ)



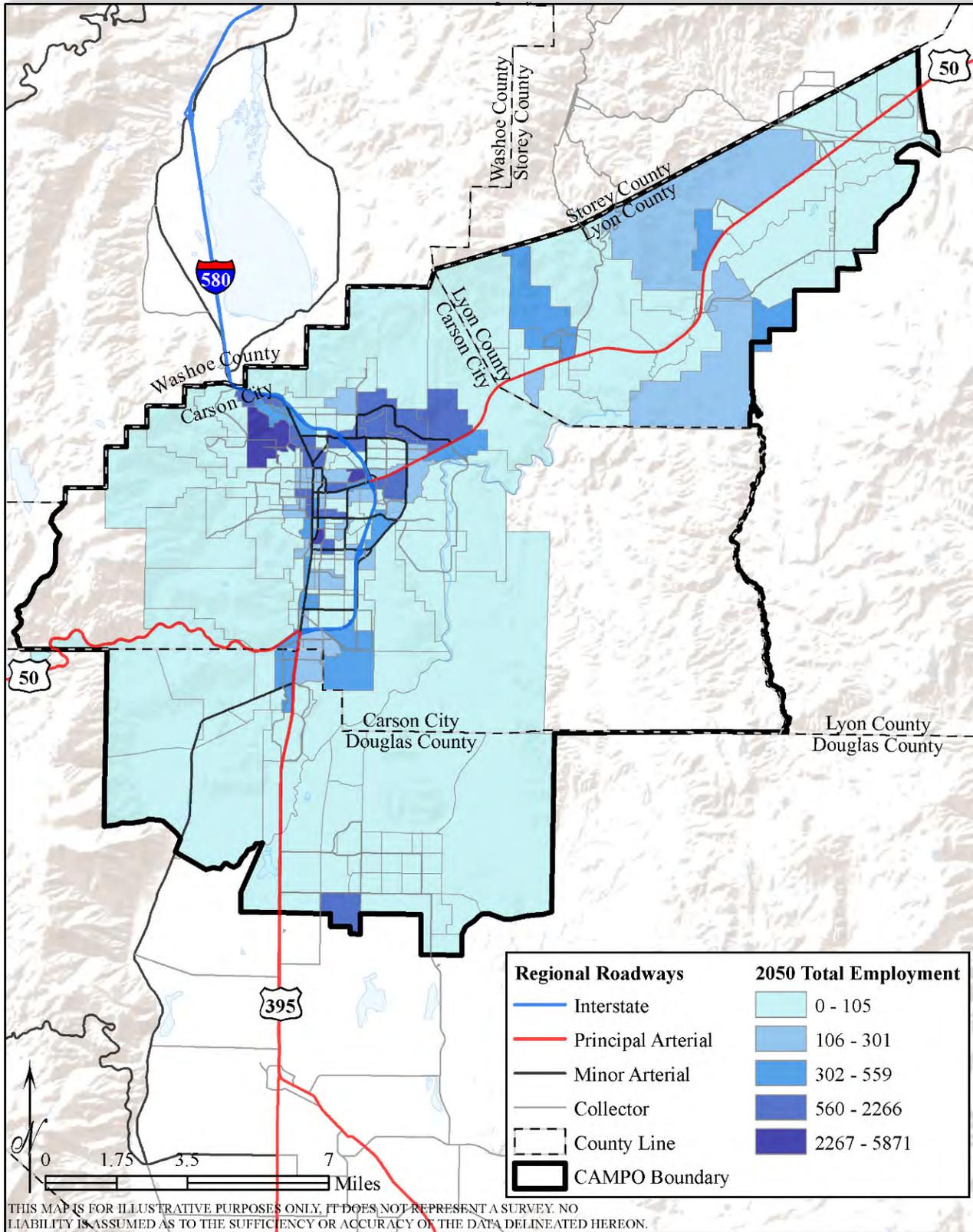
Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.6: 2030 Commercial Employment by Transportation Analysis Zone (TAZ)



Source: CAMPO 2050 Travel Demand Model, September 2020.

Figure 3.7: 2050 Commercial Employment by Transportation Analysis Zone (TAZ)



Source: CAMPO 2050 Travel Demand Model, September 2020.

CHAPTER 4 – MOBILITY NETWORK

The accessibility, availability, connectivity, efficiency, and safety of traveling within the mobility network, all influence how people travel between destinations. Road design, pavement condition, and travel time all influence the viability of vehicle trips. Connectivity and level of safety influence the viability of short- or long-distance bicycle travel. Connectivity, accessibility (e.g. presence of Americans with Disabilities (ADA) compliant curb ramps), and convenience influence whether someone chooses to walk to their destination. Locations of bus stops and the frequency that a bus will arrive at a stop will determine whether someone chooses to take transit.

How and where each of the mobility modes connects with other modes further determines viability of those modes. For example, the ability of someone to leave their house, safely bicycle to the bus stop, load their bicycle onto the bus, take the bus to a location in proximity to their employment, and secure their bicycle once they arrive directly influences which mode of transportation someone will utilize. In the winter months when it gets dark early, the presence of street lighting along sidewalks and bicycle lanes further influences mode choice decisions. When a mode of transportation is not efficient, easy-to-use, or safe, travelers may choose not to make the trip at all or choose a transportation mode that they perceive to be easier or quicker. By monitoring the location and characteristics of all modes in the mobility network, CAMPO is better informed and equipped to plan for and manage the region's use of, and demand for, regional transportation infrastructure connecting travelers with their destinations. Chapter 4 is comprised of three sections: Roadways, Complete Streets, and Transit.

4.1 - ROADWAYS

Roadway Condition and Performance Monitoring

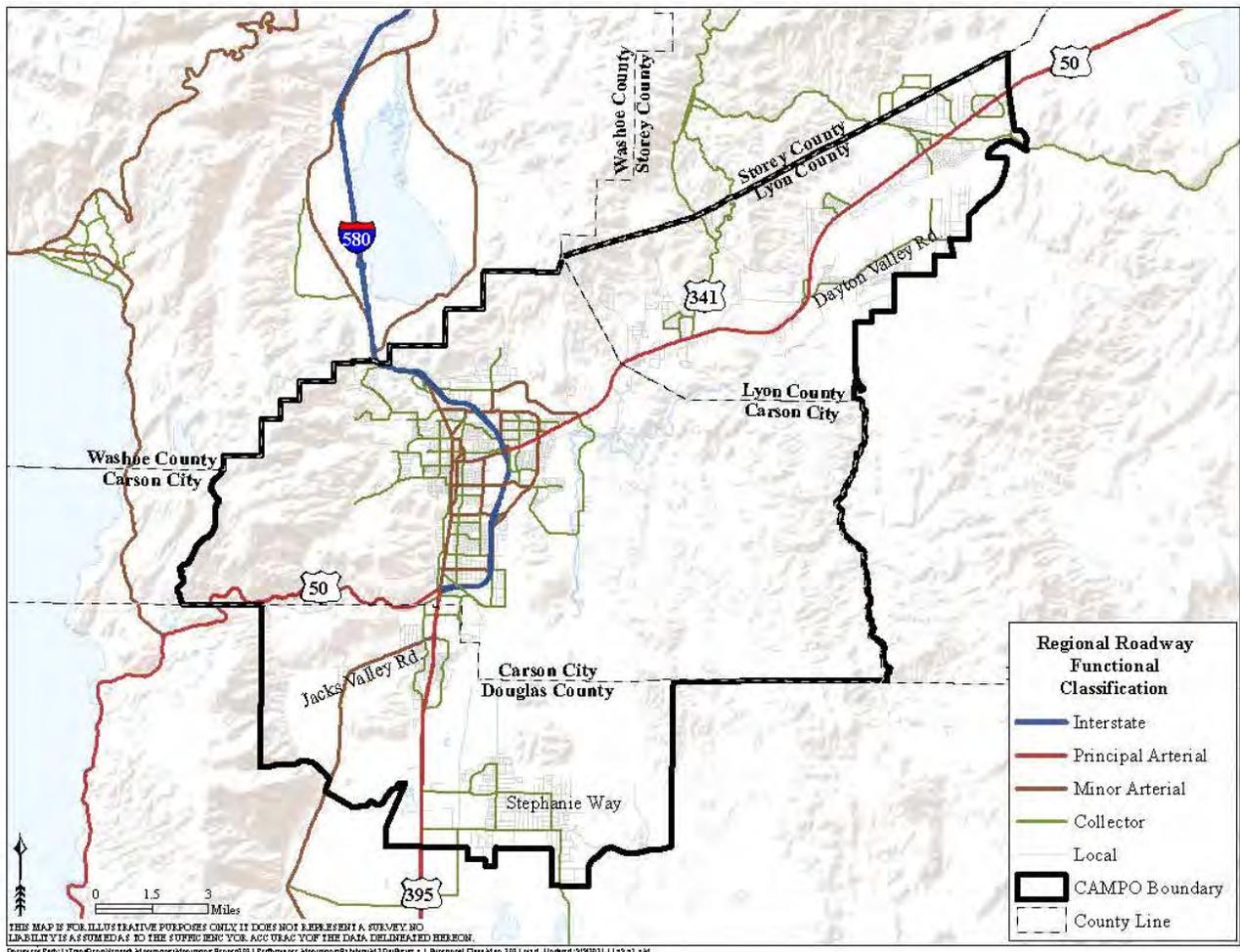
The roadway system is of central importance to the region's economy and is influential to the quality of life for people living and traveling in the Carson area. As required by the Federal government for use of federal funds, CAMPO is responsible for collecting data and tracking the performance of investments made to the transportation network. Performance measures designed to track progress toward adopted goals and targets allow CAMPO to evaluate the effectiveness of regional investment over time. Information from the data is used to prioritize investments that allow vehicles and other modes to utilize the transportation network efficiently and safety. This information is used to inform planning, design, pavement management, capital improvements, operations, and maintenance activities.

To be eligible for federal funding, federal regulations require a roadway to be functionally classified. Functional classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide. Functional classification can be explained through the interrelationship between two concepts: roadway mobility and roadway accessibility. While these two functions lie at opposite ends of the continuum of roadway function, most roads provide some combination of each.

Roads with higher classifications serve the mobility needs of a greater number of people and typically carry more traffic. Roads with lower classifications tend to provide access more to individual properties than serve the mobility needs of a greater number of people. These two roles can be best understood by examining two extreme examples. Interstate I-580 through Carson City provides motorists the ability to travel long distances on a facility that completely serves their “mobility” needs. There is no location that is immediately “accessible” to the roadway. In contrast, Appaloosa Court in Carson City is traveled almost exclusively by the individuals that live along the roadway. Hence, the roadway entirely provides “accessibility” and offers almost nothing in terms of mobility.

For nomenclature purposes, those roadways that provide a high level of mobility are called “arterial roads”; those that provide a high level of accessibility and local access are called “local (neighborhood) roads”; and those that provide a more balanced blend of mobility and accessibility – collecting and funneling travelers between the two ends of the roadway mobility/accessibility spectrum - are called “collector roads.” Figure 4.1 displays the functional classification of roadways within CAMPO’s Metropolitan Planning Area. The classification of roadways is a joint effort between local, regional, state, and federal agencies.

Figure 4.1: 2020 Roadway Functional Classification Map

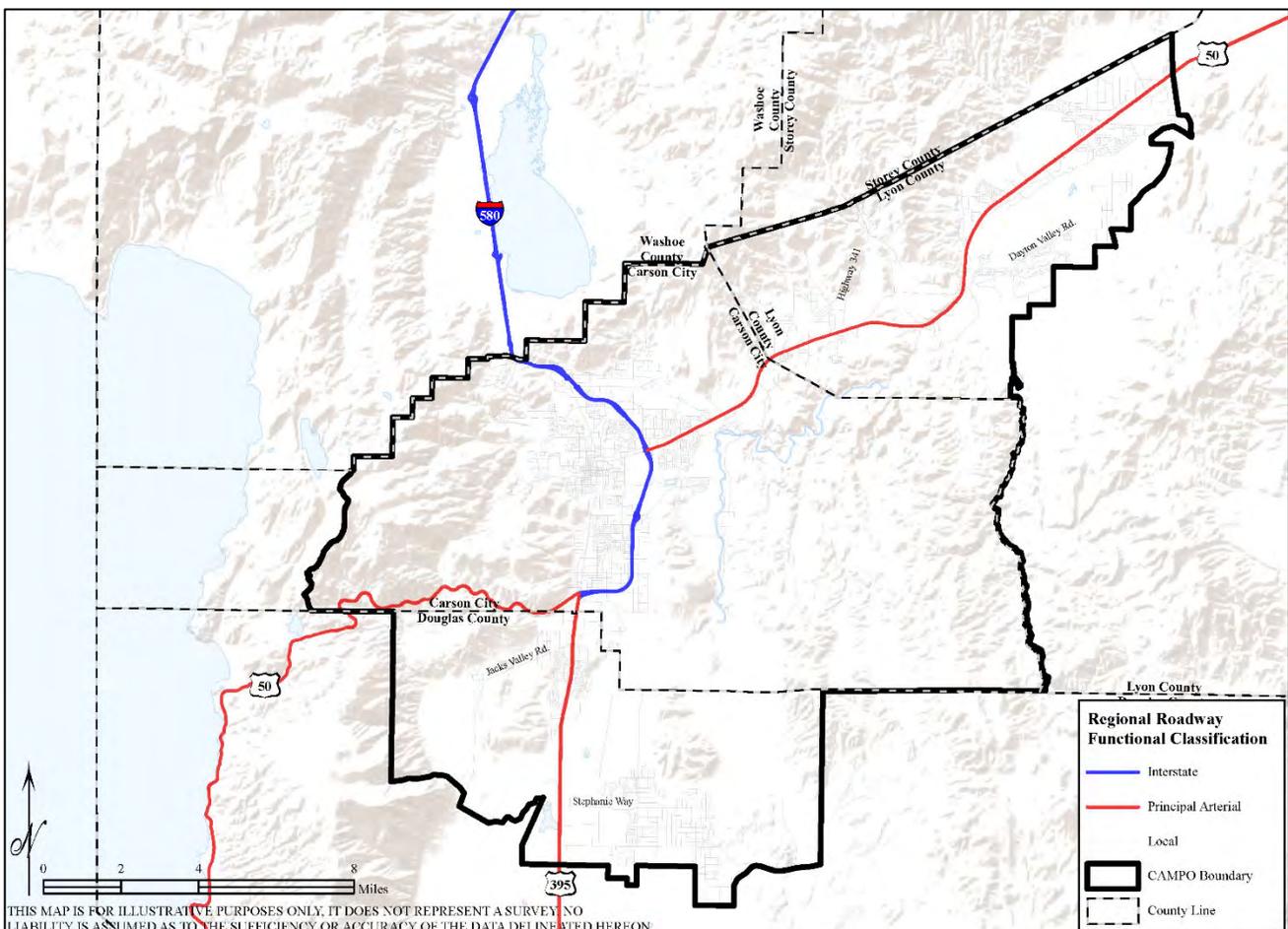


Source: <https://www.nevadadot.com/travel-info/maps/functional-classification-maps>

Vehicle Volumes

A primary factor to how a road is classified is dependent on its volume. Monitoring of traffic volumes along roadways within CAMPO is conducted in two ways. The Nevada Department of Transportation's Traffic Information division in cooperation with the Federal Highway Administration (FHWA), provides annual reports that contain details on the amount and type of traffic at certain locations along the National Highway System (see Figure 4.2) and along higher-volume roadways that carry regional travel. This information is used to validate CAMPO's travel demand model, plan short-term and long-term projects, and to influence project design. Traffic Volume Data is published through an online application referred to as Traffic Records Information Access (TRINA)⁵. Vehicle volumes from TRINA are displayed in Figure 4.3 through 4.6.

Figure 4.2: National Highway System Roadways within CAMPO



⁵ Nevada Traffic Records Information Access - <https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/traffic-information>

Figure 4.3: 2020 Lyon County Vehicle Volumes

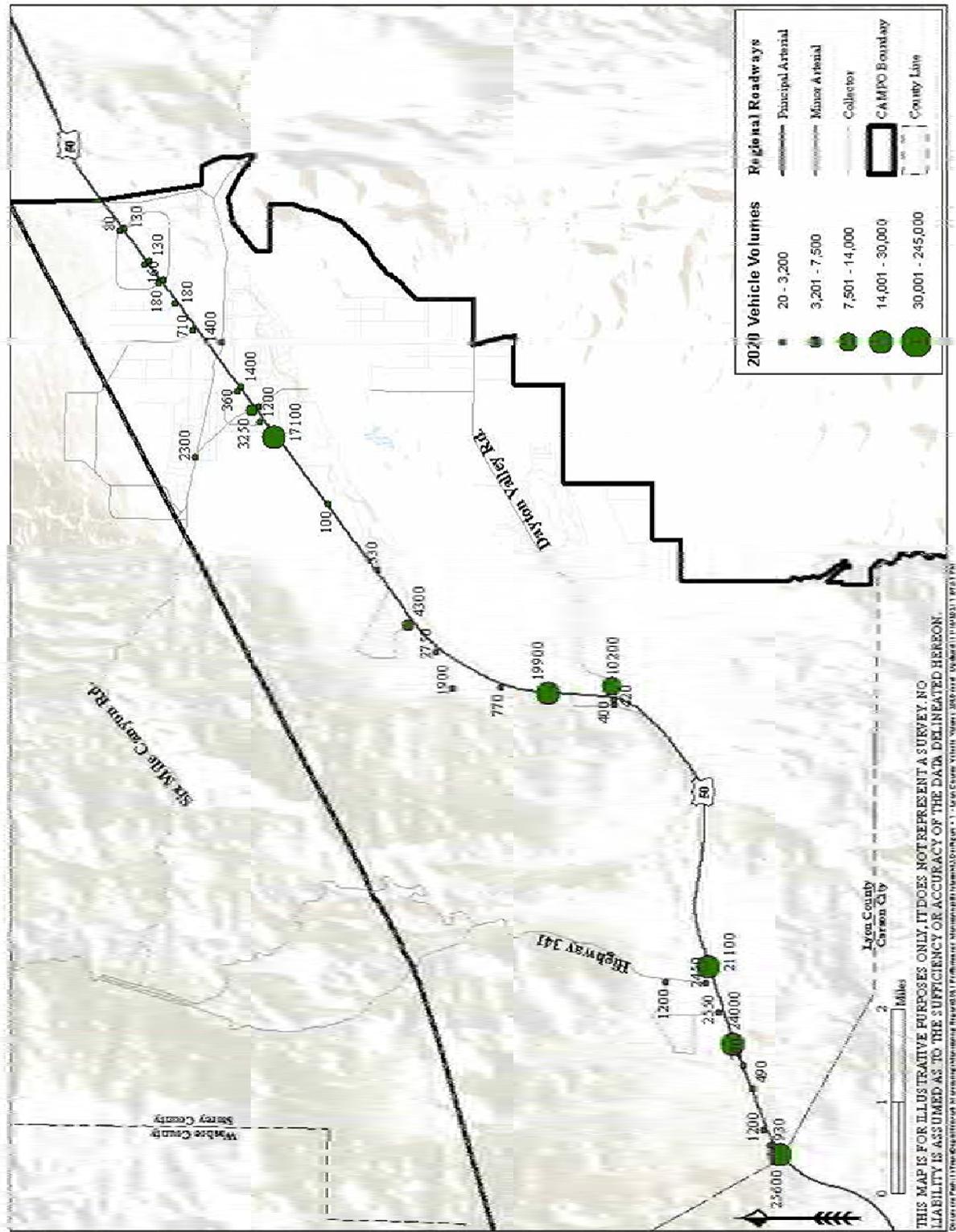
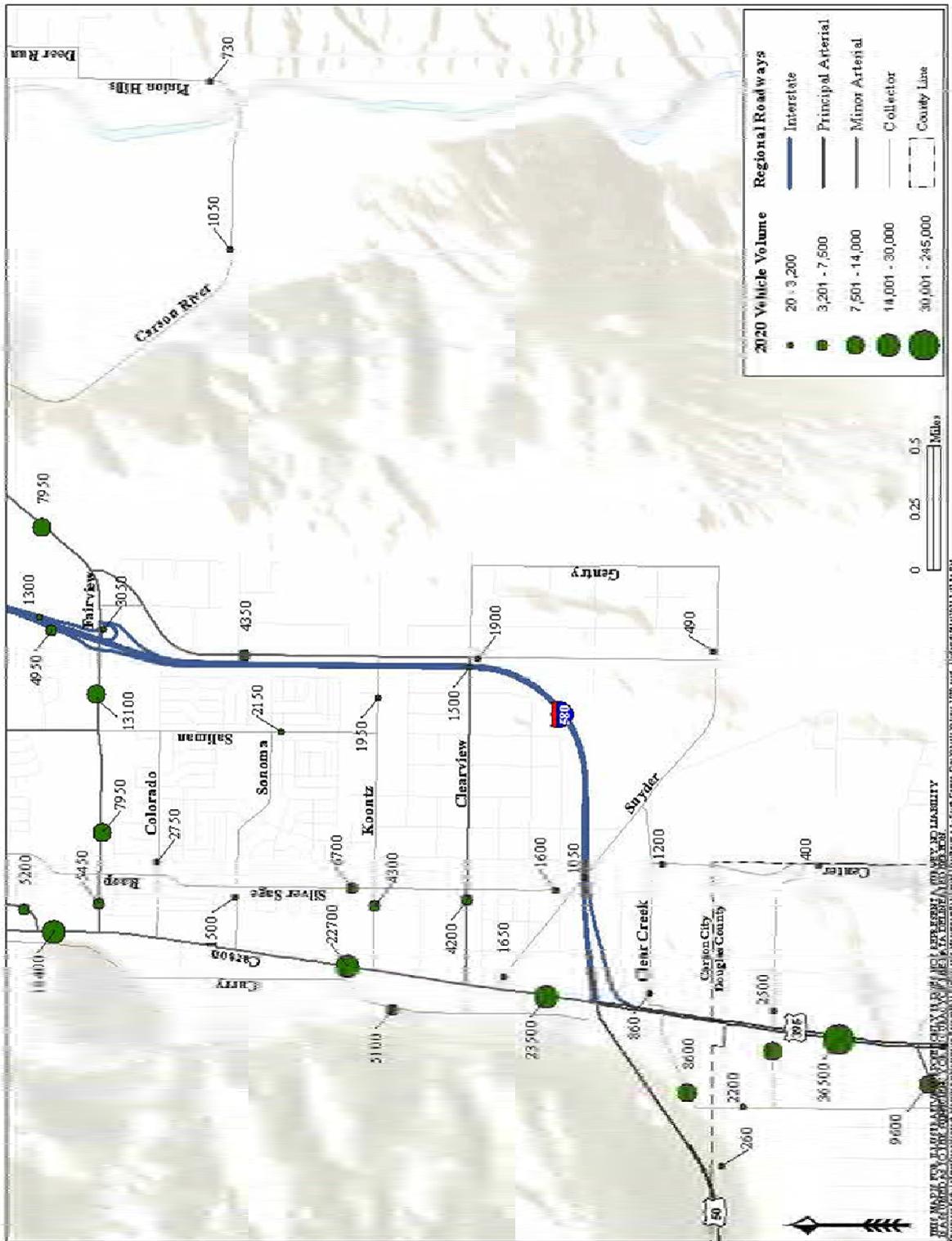
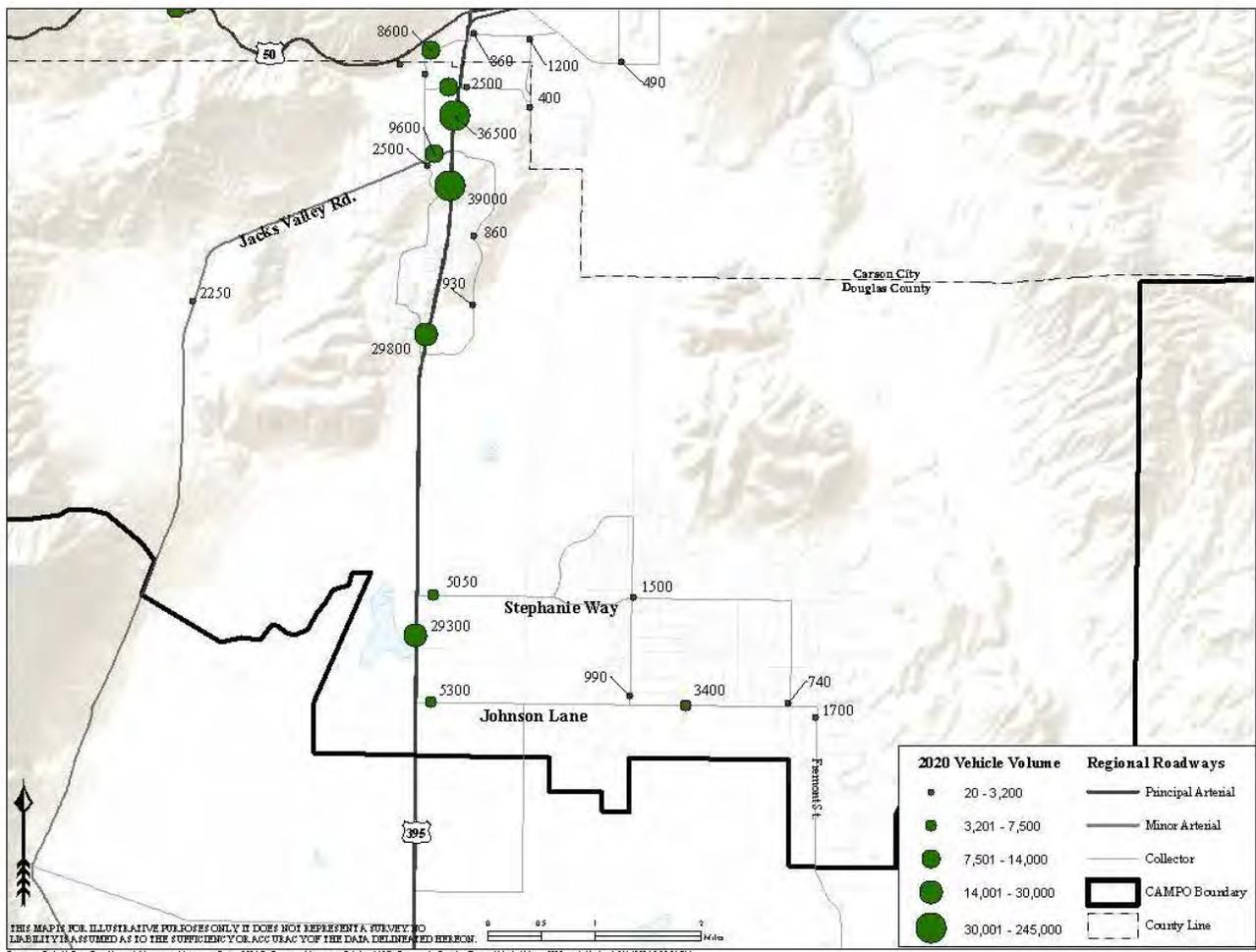


Figure 4.5: 2020 Southern Carson City Vehicle Volumes



Source: <https://www.nevadadot.com/doing-business/about-ndot/divisions/planning/traffic-information>

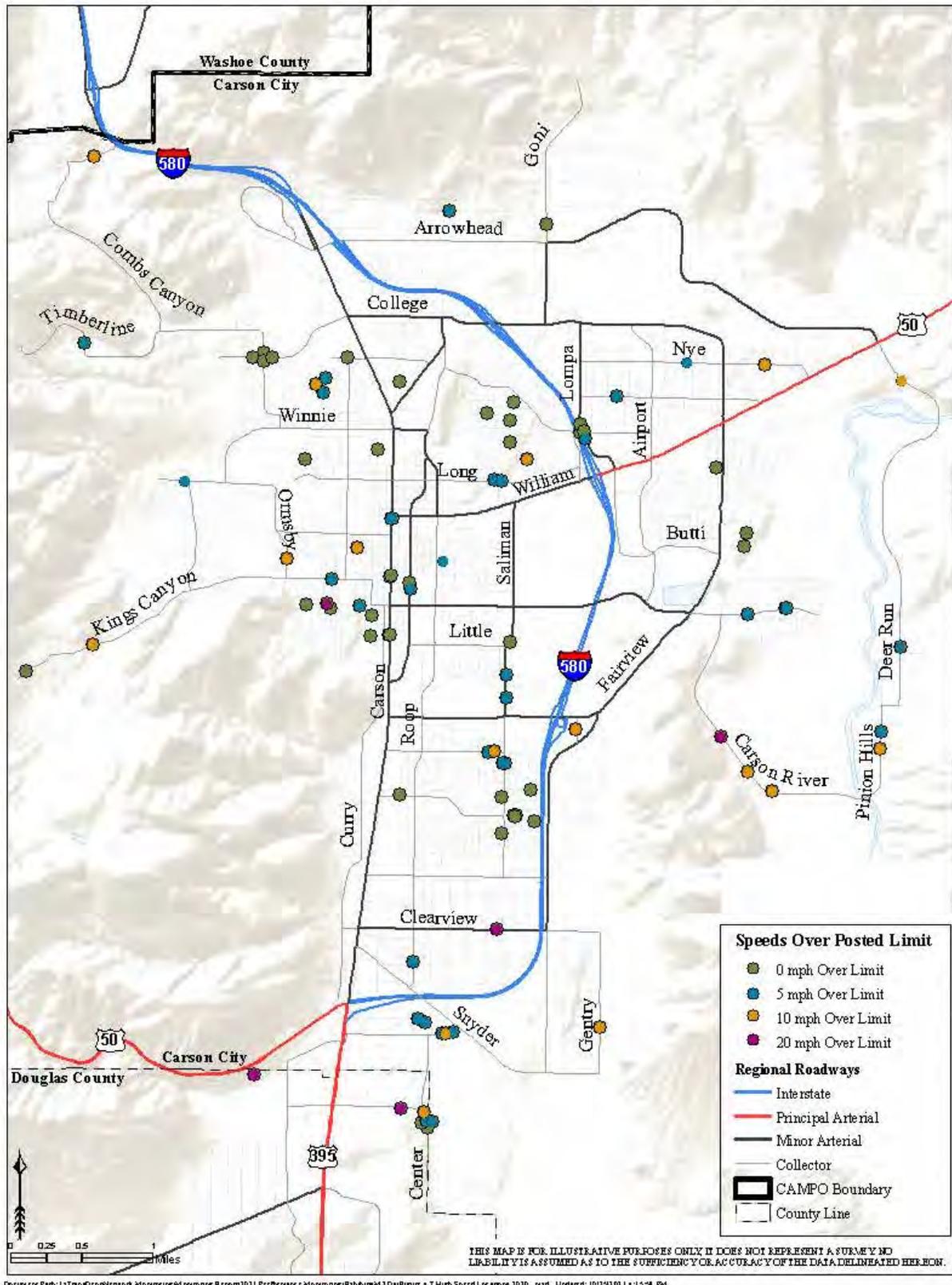
Figure 4.6: 2020 Northern Douglas County Vehicle Volumes



Source: <https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/traffic-information>

In addition to data collected by NDOT, traffic volume and speed data along local and regional roadways are obtained with resources from CAMPO and member agencies. Information derived from the data is used in conjunction with data collected by NDOT to fully understand demand on the comprehensive roadway network. CAMPO’s traffic counters are commonly deployed by Carson City staff in response to citizen or private developer inquiry regarding volumes or speeding on local and regional roadways. The data is used to conduct traffic control warrant analyses at or along specific intersections or corridors. Information can also assist in identifying areas where vehicle speeds exceed the posted speed limit. Locations where CAMPO’s traffic counters were deployed between 2016 to 2021 are graphically presented in Figure 4.7. The symbology in this map displays locations where collected speed data varies significantly from the posted speed limit.

Figure 4.7: Vehicle Counter Deployment Locations with Speed Variance (2016-2021)



Travel Demand and Performance Forecast

CAMPO uses travel demand modeling software to forecast demand on the roadway network. The modeling considers future population, economic factors, and other variables, including land use patterns and estimates of future activity from local governments. The CAMPO model was updated in 2016, 2018 and again in 2020. In the 2020 model update, the land uses in each traffic analysis zone (TAZ) were compared to current year 2020 City records and the data was updated to reflect current year 2020 conditions. Land use types used in each TAZ were reviewed and updated to be more reflective of actual land uses in each zone as necessary. Population and employment demographics data was updated for the new land uses based on existing averages for the area. The CAMPO model was validated against the latest available year 2019 Annual Average Daily Traffic (AADT) count data obtained from the Nevada Department of Transportation (NDOT) for the 161 roadway segments in the CAMPO TDM. The review compared the 2019 NDOT AADT counts against the updated Base Year 2020 CAMPO TDM scenario to determine the accuracy of the model for validation purposes. The results of the validation were found to be consistent with nationally accepted parameters established by the Federal Highway Administration.

Since 2016, Interstate 580 was extended approximately three miles from the termini at Fairview Drive to the intersection of U.S. Highway 50 West and U.S. Highway 395. This has significantly influenced travel patterns and performance in the CAMPO area. Additionally, outside of the CAMPO boundary, USA Parkway was completed in 2017, which has increased commute travel from areas in and around CAMPO to the Tahoe Regional Industrial Park (TRIC), originally only accessed via Interstate 80. These roadway network changes have been incorporated into CAMPO's travel demand model.

A complete model documentation report is provided at the link below:
<http://carson.org/home/showdocument?id=50163>

A 2020 update to the model was incorporated into the 2050 RTP. It is provided at the link below:
<https://www.carson.org/home/showdocument?id=74038>

The travel demand model predicts system demand and performance in model scenarios: a base year scenario of 2020, a near-term scenario of 2030, and a long-range scenario of 2050. The near-term and long-range scenarios are further analyzed by adding transportation improvement projects, which are categorized by projects that are reasonably anticipated to be funded (constrained), and which projects do not have funding identified (unconstrained). CAMPO staff utilizes two model outputs Level of Service (LOS) and travel time estimates. The LOS measure can be used to evaluate roadway sections based on a comparison of vehicle volume and roadway capacity. The travel time measure, also known as travel time reliability, measures the time it takes to travel from one location to another. Travel time reliability is significant to many transportation system users, whether they are vehicle drivers, transit riders, or freight shippers. Personal and business travelers value reliability because it allows them to make better use of their own time. Freight shippers and carriers' value predictable travel times to refine their logistics and to remain economically competitive.

Outputs from CAMPO's travel demand model on travel time are contained in Table 4.1. Due to the I-580 extension, constructed in 2017, the travel times between the years 2015 and 2021 have reduced. Over the long-term, the travel demand model is forecasting increases in travel time during the afternoon peak travel times (PM) and along the U.S. 50 East corridor.

Table 4.1: Travel Times in Minutes between Metropolitan Planning Area Gateways

		Year 2015		Year 2020		Year 2030		Year 2050	
From	To	AM	PM	AM	PM	AM	PM	AM	PM
U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	U.S. Hwy 50 East (Near Chaves Road)	30.2	39.4	24.6	34.1	24.6	37.5	24.6	47.8
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	23.1	30.4	16.0	24.5	16.0	25.6	16.0	27.9
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	16.8	18.7	11.7	13.0	11.7	13.2	11.7	13.7
U.S. Hwy 50 East (Near Chaves Road)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	35	33.6	24.7	28.3	24.8	28.9	24.9	30.2
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	48.2	53.6	32.2	43.2	32.3	44.6	32.4	47.8
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	41.9	41.9	27.9	31.7	28.0	32.3	28.1	33.5
U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	26.4	26.4	16.1	19.3	16.1	19.8	16.2	20.9
	U.S. Hwy 50 East (Near Chaves Road)	46.6	55.2	31.9	43.3	31.9	47.1	31.9	57.8
	U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	16.1	15.3	10.4	12.5	10.4	12.8	10.5	13.5
U.S. Hwy 50 West (2.7 miles west of U.S. Hwy 395)	U.S. Hwy 395 North (Carson City and Washoe County Line near Hobart Road)	17.3	18.5	11.7	13.0	11.7	13.3	11.7	13.7
	U.S. Hwy 50 East (Near Chaves Road)	37.5	47.3	27.5	37.0	27.5	40.5	27.5	50.7
	U.S. Hwy 395 South (0.4 miles south of Johnson Lane)	13.3	19.1	10.3	17.8	10.3	18.6	10.3	20.6

Source: CAMPO's 2050 Regional Transportation Plan

*AM represents morning peak travel times and PM represents afternoon peak travel times

**Year 2015 data is from CAMPO's 2040 Regional Transportation Plan

Outputs from CAMPO's travel demand model on LOS are provided on the following pages. Only the near- and long-term scenarios which incorporate fiscally constrained projects are provided, all other scenarios are contained within the model documentation report. Level of Service (LOS) is a measurement used to determine how well a transportation facility is operating from a traveler's perspective. The travel demand model assigns a letter designation from A to F, with LOS A representing the best operating conditions, and LOS F the worst. The LOS is based on the average daily traffic, opposed to using a peak travel period. Figures 4.8, 4.9, and 4.10 delineate the LOS for approximately 1,152 road segments in each of the three scenarios (base-year, near-term, and long-range). Between 2020 and 2050, the LOS will diminish primarily on U.S. Highway 50 East and U.S. Highway 395.

Figure 4.8: 2020 Base Year Conditions: Roadway Level of Service (LOS)

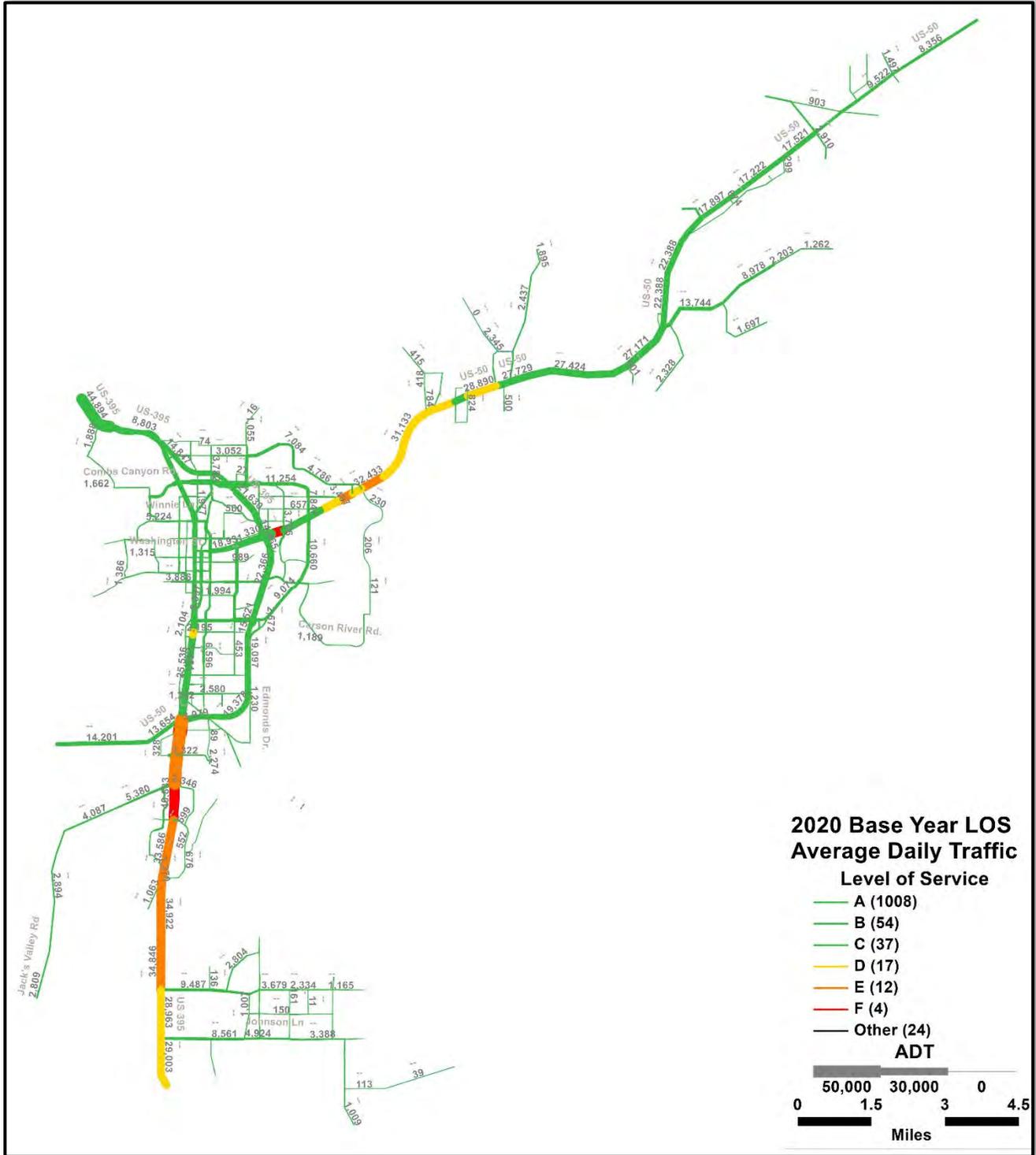


Figure 4.9: 2030 Near-Term Conditions: Roadway Level of Service

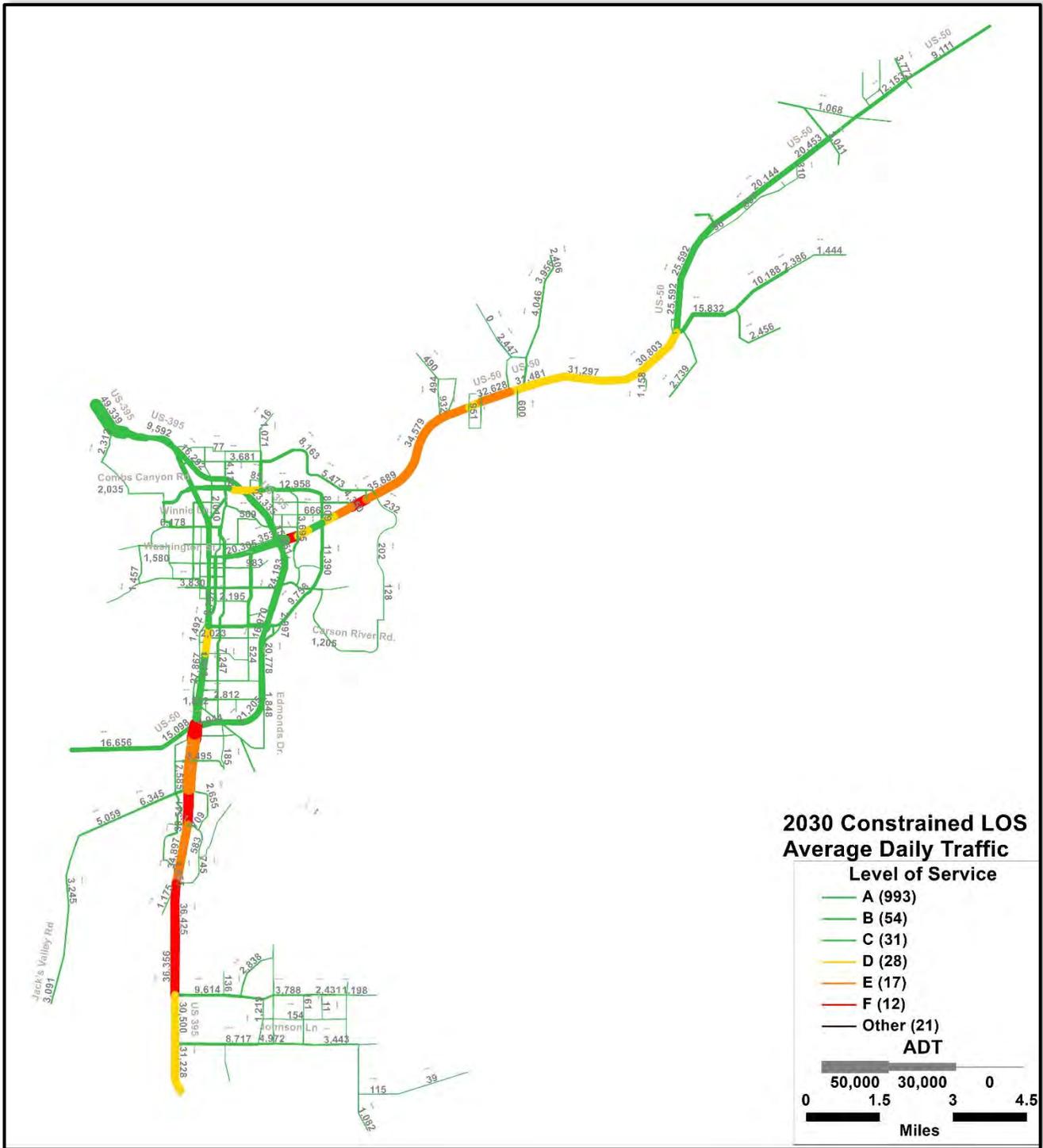
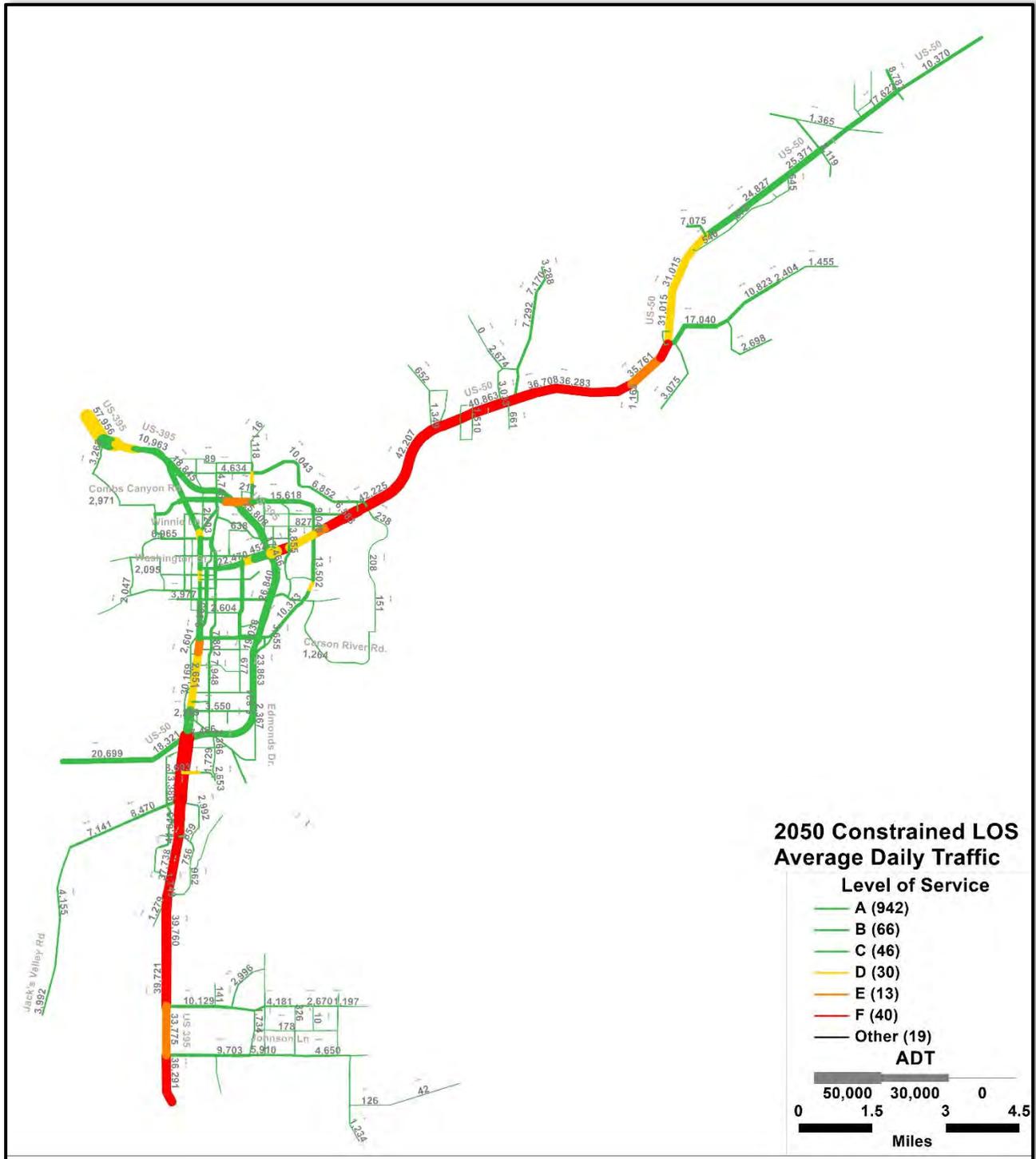


Figure 4.10: 2050 Long-Range Conditions: Roadway Level of Service



Local Roadway Pavement Condition

The roadway network provides vehicle mobility and is by far one of the most significant investments made by local agencies. Preservation of the roadway network has been identified as a high priority by federal, state, regional, and local agencies. The adopted 2019-2023 Pavement Management Plan was developed through a partnership between Carson City Public Works and CAMPO. The plan serves as a framework for preserving, rehabilitating, and reconstructing Carson City's and CAMPO's roadway network. Although the plan was originally developed to incorporate only Carson City's roadways, CAMPO has since collected Pavement Condition Index (PCI) data for Douglas County roads within the Metropolitan Planning Area and looks forward to eventually supporting Pavement Management planning for Western Lyon County as well.

The plan tracks pavement condition over time, using pavement management software and professional services to survey the condition of roadways. This methodology utilized within the plan allows staff to set targets and annually evaluate the allocation of resources for maintaining pavement infrastructure. The pavement survey assigns a PCI rating to sections of roadway. The PCI rating is calculated using standards developed by the U.S. Army Corps of Engineers and measures the type, extent, and severity of pavement surface distresses and smoothness of the road. The PCI helps to evaluate the rate of pavement deterioration and to develop an appropriate pavement management strategy.

The following PCI ranges are used to help determine the pavement condition:

- Satisfactory to Good – PCI 70-100
- Poor to Fair – PCI 40-69
- Failed to Very Poor – PCI 0-39

Table 4.2 presents the PCI for roadways within Carson City. Per the pavement management plan, Carson City is divided into five performance districts. The data reflects increases to regional road PCI in the Performance Districts that were allocated funding during the first two years of Pavement Management Plan implementation: District 1 (2019) and District 2 (2020). An increase to the Regional Road PCI in District 4 is also observed, attributable to the recently completed South Carson Complete Streets Project. Overall, Carson City roadway condition has decreased 10 percent since 2015, with local road condition deteriorating by 15 percent. To reverse the deterioration, additional resources must be invested into the roadway system.

Table 4.2: Carson City Pavement Condition Index – Annual Report Card

Pavement Condition Index (PCI) - Annual Report Card										
Facility Type		Estimated PCI							Percent Change 2020 to 2021	Percent Change 2015 to 2021
		2015	2016	2017	2018	2019	2020	2021		
City-wide	Regional Roads	68	68	67	68	67	67	63	-7%	-8%
	Local Roads	63	62	61	59	57	53	49	-8%	-22%
	All Roads	65	64	63	62	60	58	54	-8%	-17%
Performance District 1	Regional Roads	68	67	67	66	66	62	56	-9%	-18%
	Local Roads	62	62	62	60	56	52	48	-8%	-23%
	All Roads	64	64	64	62	59	55	51	-9%	-22%
Performance District 2	Regional Roads	74	74	73	72	70	71	68	-4%	-8%
	Local Roads	70	67	64	60	58	54	49	-9%	-30%
	All Roads	71	70	67	65	62	60	56	-6%	-21%
Performance District 3	Regional Roads	75	74	72	74	74	71	68	-4%	-9%
	Local Roads	53	53	57	57	57	54	51	-5%	-3%
	All Roads	60	60	62	62	62	59	56	-5%	-6%
Performance District 4	Regional Roads	58	59	61	64	62	75	69	-8%	20%
	Local Roads	60	59	58	56	52	49	45	-8%	-25%
	All Roads	59	59	59	59	56	58	53	-8%	-10%
Performance District 5	Regional Roads	68	67	64	63	62	58	53	-9%	-21%
	Local Roads	70	68	66	64	61	57	52	-9%	-26%
	All Roads	69	68	65	64	61	57	52	-9%	-24%

PCI numbers are beginning to decline at a faster rate than previous years because the bulk of Carson City roads are approaching “At Risk” or “Poor” conditions (see Table 4.2 and Figure 4.11). Figure 4.11 illustrates the steepest deterioration rates between 69 PCI and 25 PCI. The average PCI for local Carson City roads is 49 PCI, directly in the middle of the curve meaning that these roads are deteriorating at a faster pace compared to roads with an 85 PCI. CAMPO completed its pavement survey in Douglas County for the portion of Douglas County within the CAMPO Metropolitan Planning Area in 2019. The pavement condition for arterial and collector roadways within CAMPO and the percentage of all roadways with a PCI rating of 55 or below is presented in Table 4.3 for Carson City and Douglas County. The 2019 pavement condition for Northern Carson City and Southern Carson City are provided in Figure 4.12 and Figure 4.13.

Figure 4.11 : Relationship between Road Pavement Condition (PCI) and Deterioration Rates

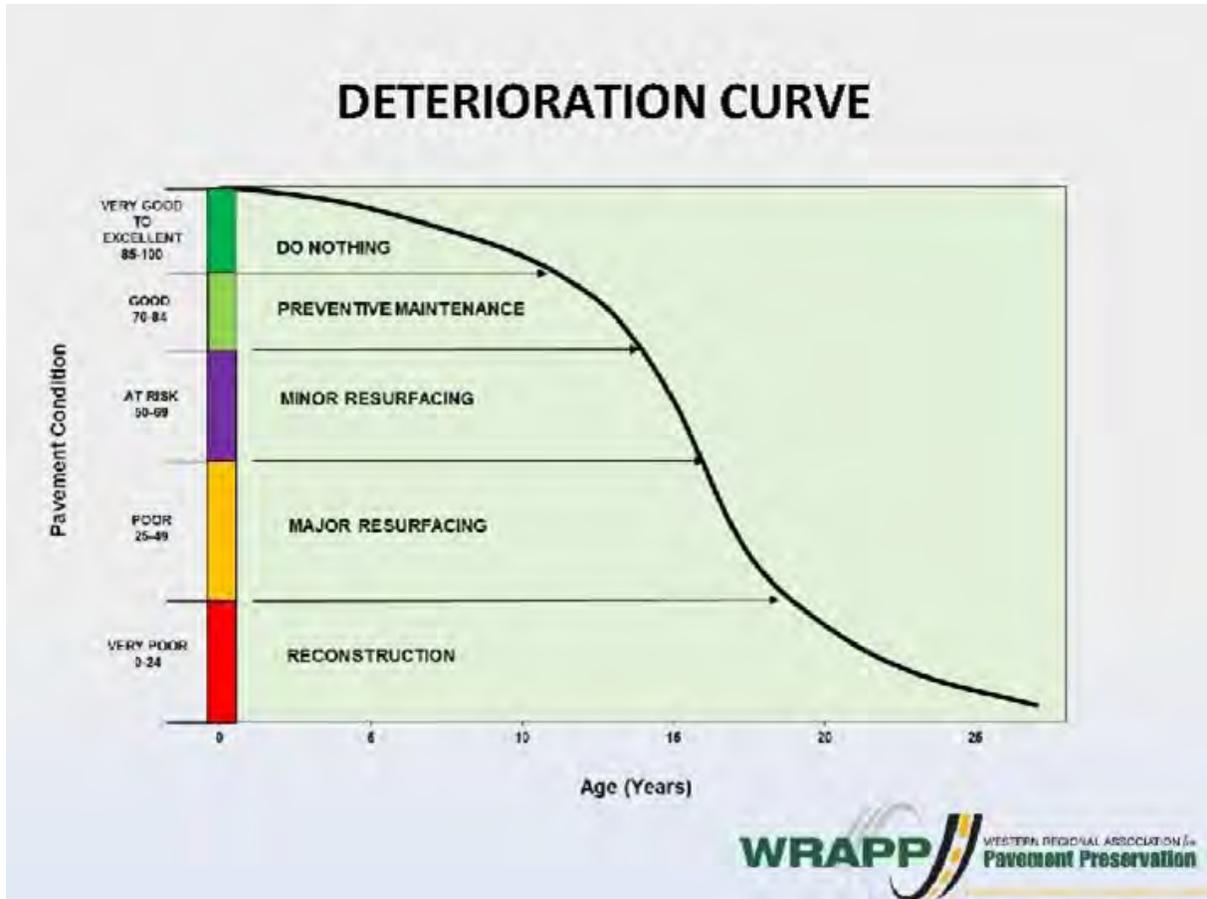


Table 4.3: Pavement Condition Index, Carson City & Douglas County

	Pavement Condition Index by Jurisdiction*			
	Carson City		Douglas County	
	2016 (2040 RTP)	2020 (2050 RTP)	2016 (2040 RTP)	2020 (2050 RTP)
Average Pavement Condition Index (PCI)** rating for collector and arterial roadways within the CAMPO boundary by jurisdiction	68	67	76	72
Percentage of all roadways with a PCI rating of 55 or below in the CAMPO boundary by jurisdiction	24%	44%	30%	45%

*CAMPO currently does not have any pavement condition data for Lyon County

**Pavement Condition Index (PCI) is a scale of 0 to 100, 100 being the best

Figure 4.12: Northern Carson City 2021 Pavement Condition Index (PCI)

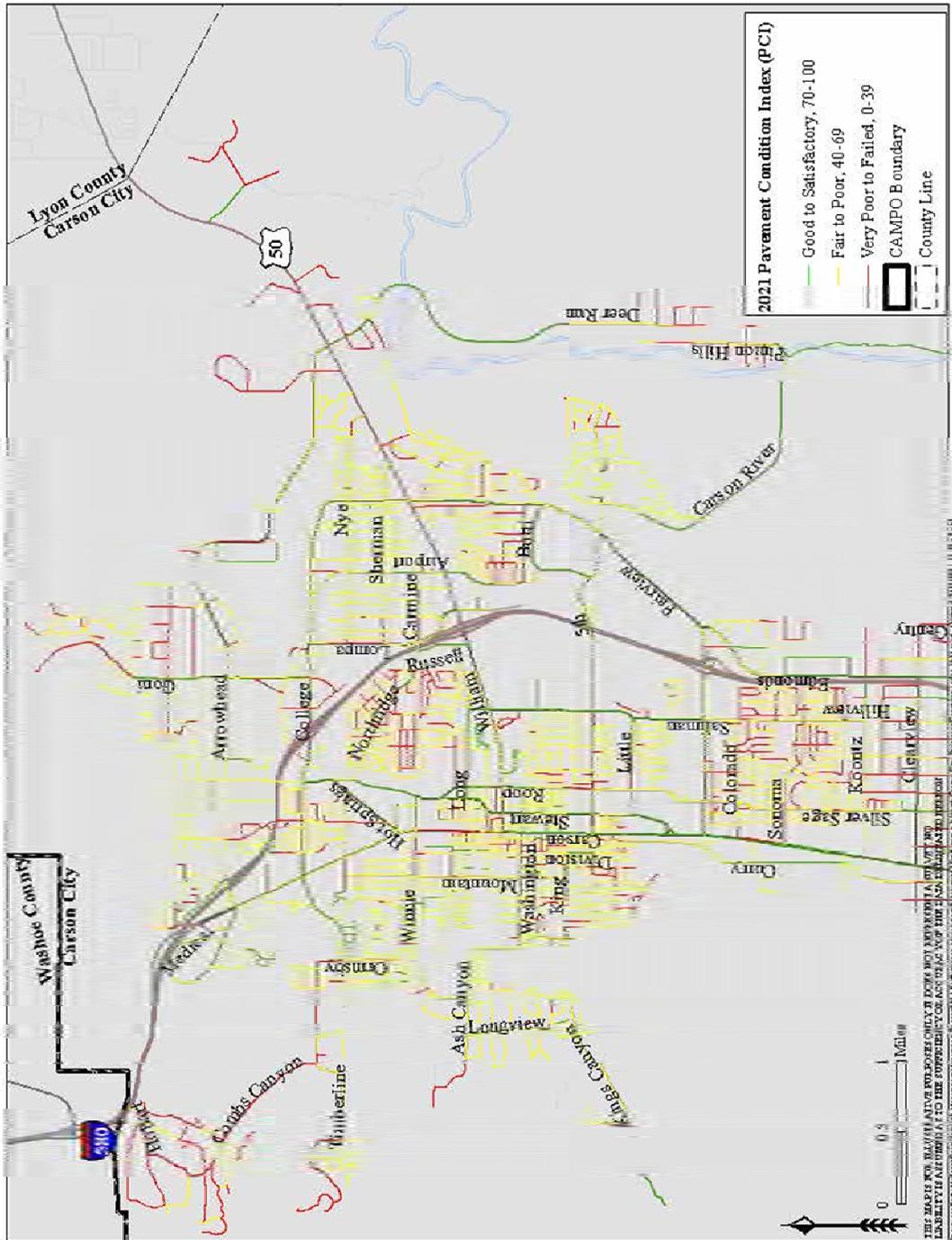
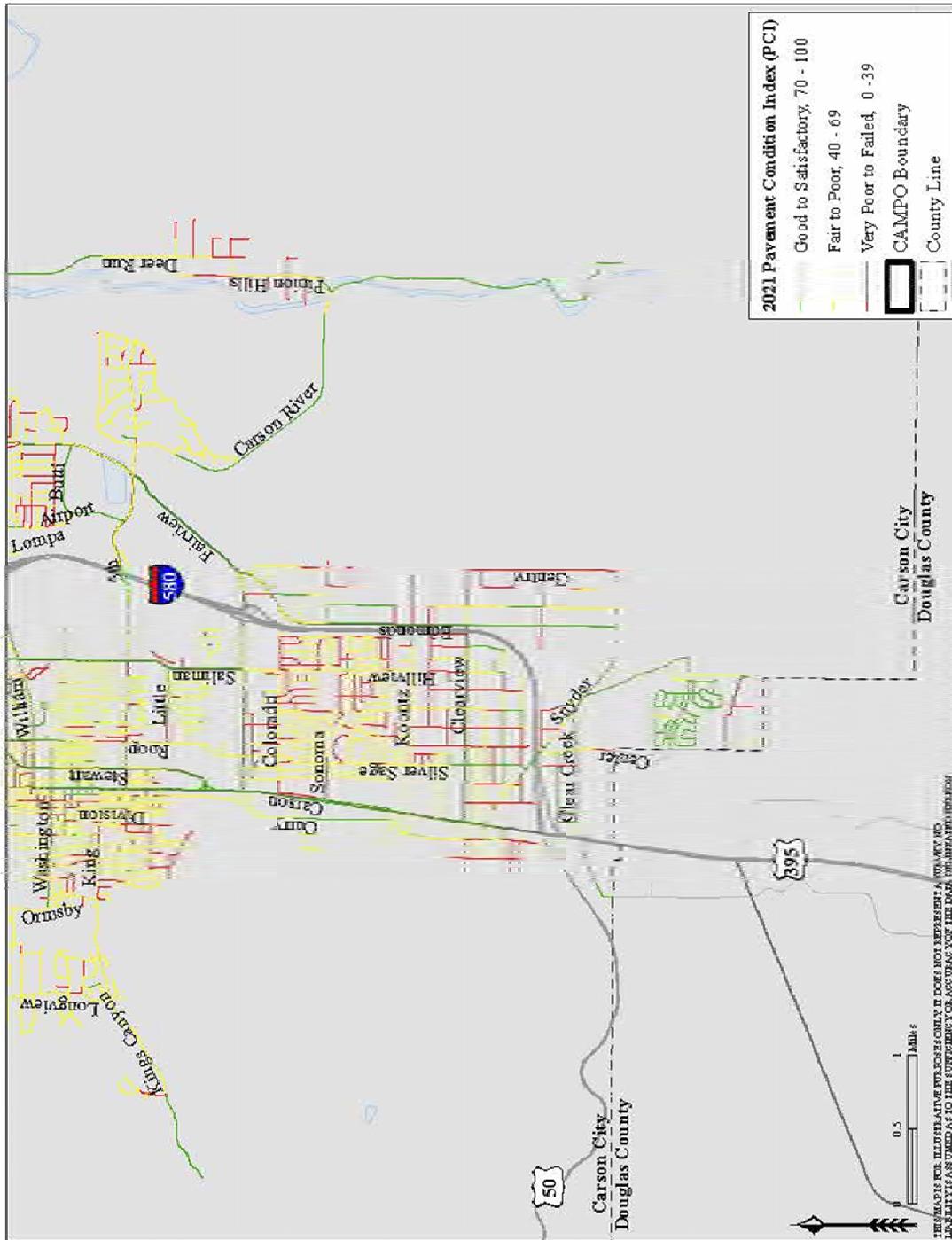


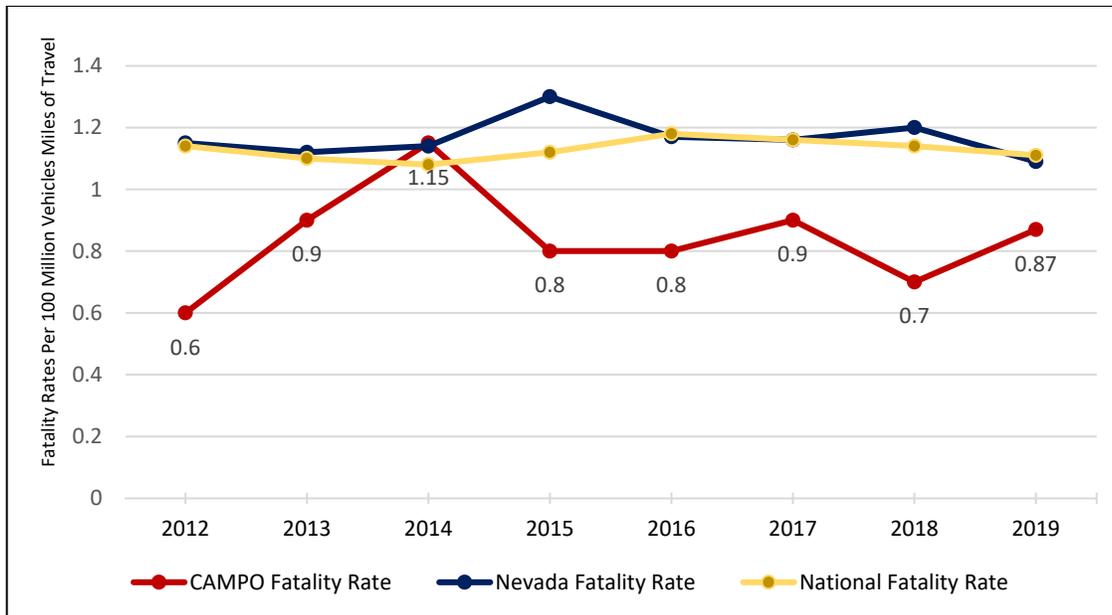
Figure 4.13: Southern Carson City 2021 Pavement Condition Index (PCI)



Safety Data Monitoring

CAMPO monitors fatality rates compared with state and national trends. A comparison of the fatality rate per 100 million vehicle-miles of travel of the Nation, State of Nevada, and CAMPO is displayed in Figure 4.14. CAMPO's member agencies continually aim to infuse safety elements and best practices into all transportation projects. This includes FHWA's Proven Safety Countermeasures Initiative, which identifies safety treatments and strategies that are encouraged to be implemented by state, tribal, and local transportation agencies to reduce serious injuries and fatalities. CAMPO has reported significantly lower fatality rates than the state of Nevada and the United States as a whole since 2015.

Figure 4.14: Comparative Fatality Rates (2012-2019)



Source: <https://www.fhwa.dot.gov/tpm/>

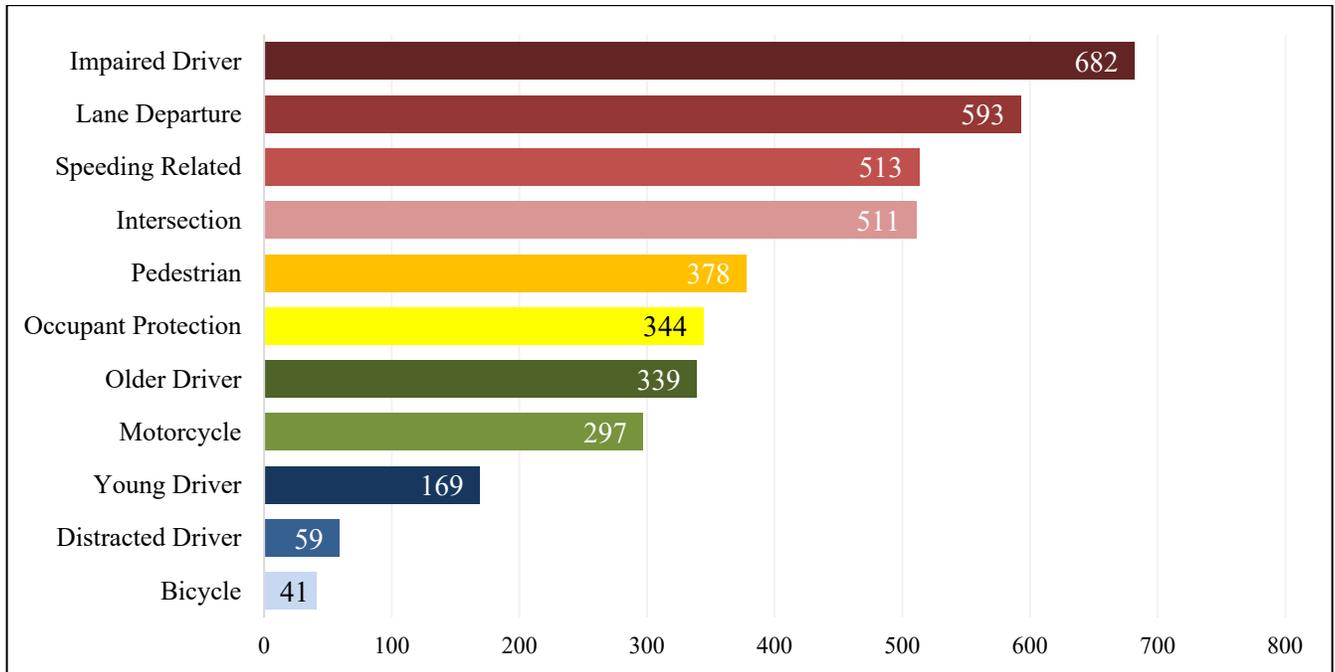
Nevada Strategic Highway Safety Plan (SHSP)⁶

The Nevada Department of Transportation and Department of Public Safety formed a Technical Working Group to develop a statewide safety plan in 2004, with a recent update in 2021 for the years 2021-2025. Nevada's Strategic Highway Safety Plan (SHSP) is a comprehensive data-driven statewide safety plan that identifies the highest causes of fatalities and serious injuries on Nevada's roadways, and provides a coordinated framework for reducing the crashes that cause fatalities and serious injuries. The SHSP establishes statewide goals and critical emphasis areas focusing on the 6 E's of traffic safety: Equity, Engineering, Education, Enforcement, and Emergency Medical Services/Emergency Response/Incident Management, and Everyone. Goals and strategies are developed in consultation with federal, tribal, state, local, and private-sector safety stakeholders. The purpose of the SHSP is to eliminate traffic related fatalities and serious injuries by combining and sharing resources across disciplines and strategically targeting efforts to the areas of greatest need. Nevada has enlisted state, local, tribal, and federal agencies; institutions; private-sector firms; and concerned citizens to help solve this problem.

⁶ Nevada Strategic Highway Safety Plan (SHSP) - <https://zerofatalitiesnv.com/safety-plan-what-is-the-shsp>

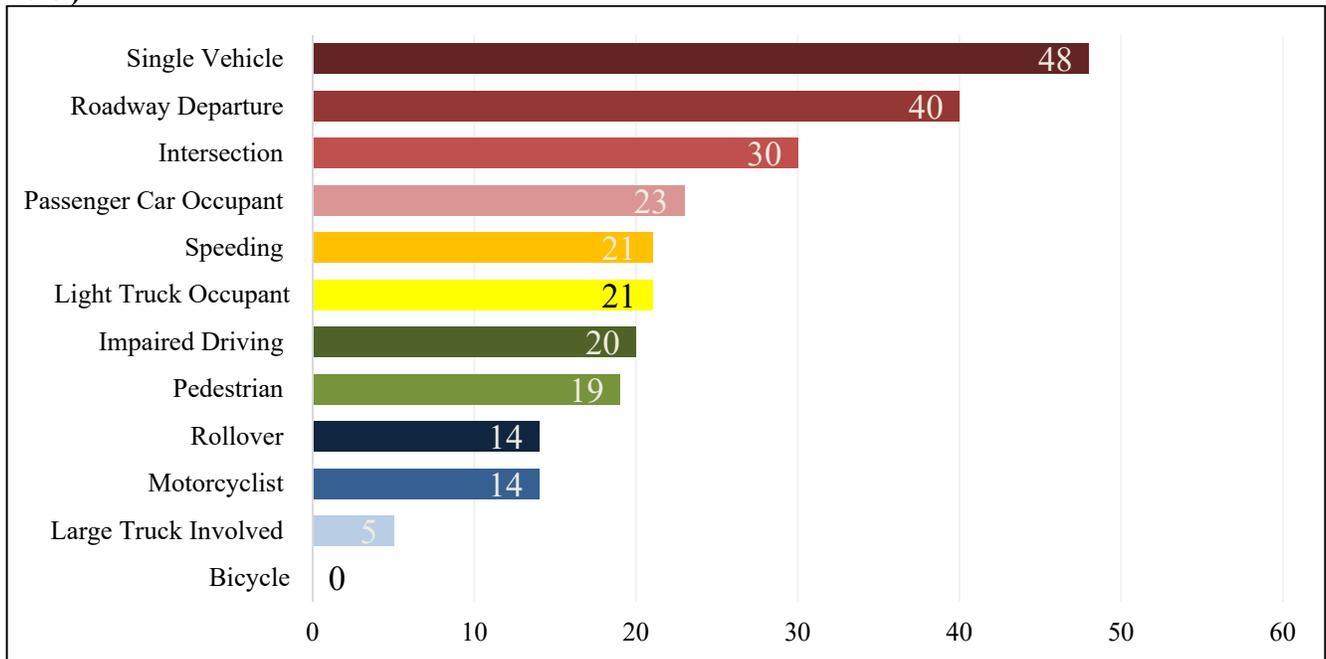
Figure 4.15 identifies the number of fatalities for the State of Nevada categorized by critical emphasis area. Figure 4.16 identifies the combined number of fatalities for Carson City, Douglas County, and Lyon County by critical emphasis area.

Figure 4.15: Nevada Total Fatalities by Emphasis Area (2015-2019)



Source: Nevada Department of Public Safety

Figure 4.16: Carson City, Douglas County and Lyon County Fatalities by Emphasis Area (2015-2019)



Source: Nevada Department of Public Safety

Federal Performance Measures for Roadways

Performance of the roadway system is monitored and evaluated through a series of performance measures, established in the Moving Ahead for Progress in the 21st Century (MAP-21) Act and required by the Fixing America's Surface Transportation (FAST) Act. The Federal Highway Administration (FHWA) has established defined performance measures and target-setting methodology for MPOs and state transportation agencies to monitor and report. The performance measures are aimed at tracking safety, infrastructure condition, and system performance. Developing transportation projects and programs that aim to address these performance measures will help CAMPO's member agencies be competitive when applying State and Federal discretionary grant funding. Notably, 71 percent of existing revenue within the CAMPO area is from a federal source.

Safety Performance Measures

A top priority of CAMPO's Regional Transportation Plan is to increase the safety of the transportation system for all its users. The U.S. Department of Transportation (U.S. DOT) FHWA Safety Performance Measure (PM) Final Rule establishes requirements for the purpose of assessing fatalities and serious injuries on public roads. The five established performance measures, based on a five-year rolling average, are:

- Number of Fatalities
- Rate of Fatalities per 100 million Vehicle Miles Traveled
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million Vehicle Miles Traveled
- Number of Non-motorized Fatalities and Serious Injuries

The performance measures create a consistent method to count and gauge the safety of CAMPO's Transportation Network. The Fatality Analysis Reporting System (FARS) and the National Highway Transportation Safety Administration (NHTSA) provide the data for measuring fatalities and serious injuries, respectively. Vehicle Miles Traveled (VMT) statistics are estimated using the statewide travel demand model maintained by the Nevada Department of Transportation (NDOT).

Target-Setting Process - The Safety PM Final Rule establishes the process for State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to adopt and report safety targets along with a set of performance measures to assess progress toward targets. MPOs shall establish their performance targets for each of the five measures no later than 180 days after the State submits annual targets.

State Targets - NDOT's statewide targets are reported in their Highway Safety Improvement Program Annual Report.

CAMPO Requirements for Safety Target-Setting - CAMPO may choose to support the State's targets or establish CAMPO-specific targets for one or more of the five performance measures noted above. Performance targets must be set annually by the MPO.

Each year staff analyzes alternative statistical trend line projections to evaluate appropriate targets for the CAMPO planning area. Crash data becomes available approximately ten months after the close of each calendar year. A five-year baseline projection trend is required to be evaluated. Additional

projection trends are encouraged to be evaluated against the five-year baseline. Targets must be data-driven, realistic, and attainable.

CAMPO adopts targets by February 28th of each year. This Monitoring Report does not adopt any new targets. A 0.5% reduction of the five-year baseline trend was adopted for CAMPO’s 2018, 2019, and 2020 targets, for each of the five required performance measures. At the time this report was finalized, data from the 2020 calendar year was not yet released by the Nevada Department of Transportation. Consequently, this report does not contain an evaluation to determine whether 2020 targets set in 2019 were achieved. In review of the 2019 Targets, CAMPO met two of the five targets, which are highlighted in green below. Table 4.4 contains information on the five safety performance measures, including the five-year baseline data and CAMPO’s adopted 2018-2020 targets, respectively.

In February 2021, CAMPO chose to support Nevada statewide safety targets in lieu of the CAMPO-specific targets used previously.

Table 4.4: Safety Performance Measure Data and Targets

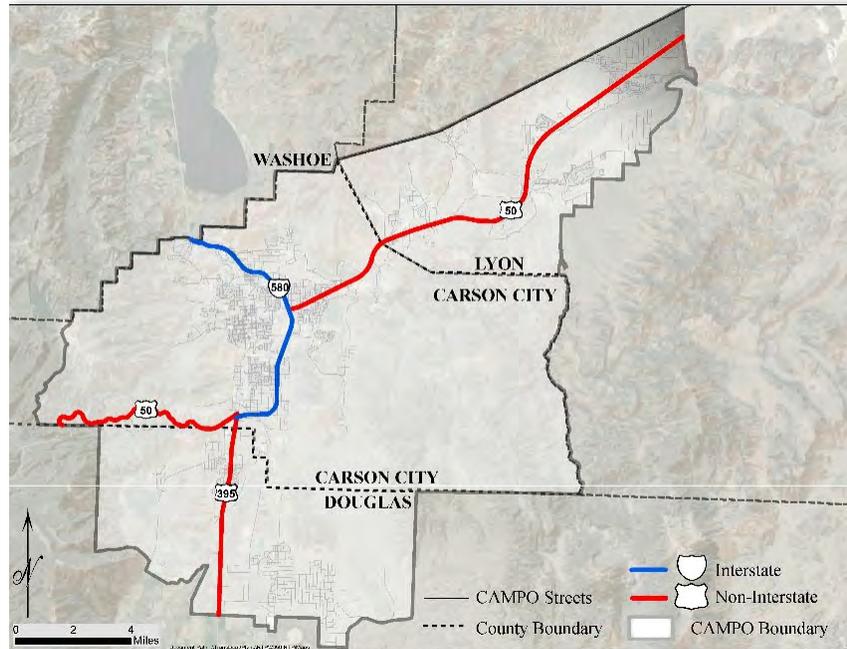
		Fatalities			Serious Injuries			Fatalities and Serious Injuries Non-Motorized			Rate of Fatalities		Rate of Serious Injuries		Vehicles Miles Traveled (VMT)
		Target	#	Rolling Average	Target	#	Rolling Average	Target	#	Rolling Average	Target	Rate	Target	Rate	
Year	2008	-	1	-	-	12	-	-	6	-	-	-	-	-	-
	2009	-	2	-	-	7	-	-	2	-	-	-	-	-	-
	2010	-	6	-	-	8	-	-	1	-	-	-	-	-	-
	2011	-	5	-	-	8	-	-	0	-	-	-	-	-	458,370,939
	2012	-	1	3.00	-	7	8.40	-	5	2.80	-	0.64	-	1.79	470,558,752
	2013	-	9	4.60	-	11	8.20	-	7	3.00	-	0.94	-	1.68	487,520,736
	2014	-	8	5.80	-	12	9.20	-	12	5.00	-	1.19	-	1.89	487,200,339
	2015	-	3	5.20	-	8	9.20	-	5	5.80	-	0.91	-	1.61	571,234,641
	2016	-	7	5.60	-	10	9.60	-	8	7.40	-	0.90	-	1.55	619,768,739
	2017	-	6	6.60	-	2	8.60	-	6	7.60	-	0.97	-	1.27	677,473,469
	2018	5.57	5	5.80	9.55	11	8.60	7.36	4	7.00	0.90	0.83	1.54	1.24	696,272,881
	2019	6.57	8	5.80	8.56	13	8.8	7.56	3	5.2	0.97	0.87	1.26	1.32	665,777,895
	2020	5.77			8.56			6.97			0.83		1.23		
2021	*			*			*			1.036		3.239*			

1. Targets for all Performance Measures are stated as a five-year rolling average
 2. Rolling averages consist of five-year rolling average, which includes the reporting year
 3. Serious Injuries are when an injured person is unable to leave the accident scene without assistance
 4. Rate of Fatalities and Serious Injuries are per 100 million Vehicle Miles Traveled (VMT) and use the five-year rolling average
 5. Green shading denotes target was met; red shading denotes target was not met.
- * In February 2021, CAMPO decided to support the State’s safety targets in lieu of using CAMPO-specific targets. Targets for statewide fatality and serious injury rates are listed here. Number targets will be calculated by using rates and CAMPO VMTs, which are not yet available for 2021. Therefore, the targets for Fatalities, Serious Injuries, and Fatalities and Serious Injuries Non-Motorized are blank.

Pavement & Bridge Condition and System Reliability Performance Measures

FHWA published the Pavement and Bridge Condition Performance Measures Final Rules in the Federal Register on January 18, 2017, with an effective date of May 20, 2017. The rule established performance measures to assess the condition of pavements and bridges on the National Highway System (NHS) (see Figure 4.17).

Figure 4.17: National Highway System Roadways and Bridges within CAMPO's Boundary



Federally required performance measures for Pavement Condition are:

- (1) Percentage of Interstate pavements in Good condition
- (2) Percentage of Interstate pavements in Poor condition
- (3) Percentage of non-Interstate NHS pavements in Good condition
- (4) Percentage of non-Interstate NHS pavements in Poor condition

Pavement conditions for this Final Rule use the International Roughness Index (IRI) along with cracking, rutting, and faulting distresses to measure roadway condition. This is different than how local member agencies measure roadway condition. Local member agencies use the Pavement Condition Index (PCI) to measure pavement condition. The difference between IRI and PCI, is that IRI measures smoothness or ride quality while PCI measures conditions based on surface distresses.

Federally required performance measures for Bridge Condition, which include all bridges on the NHS, including bridges that function as on- and off-ramps, are:

- (1) Percentage of NHS bridges by deck area in Good condition
- (2) Percentage of NHS bridges by deck area in Poor condition

The performance measures evaluate the bridge deck, bridge structure above ground, bridge structure below ground, and associated culverts. These evaluations are performed, monitored, and reported by NDOT. CAMPO monitors these performance measures to advocate for resources as needed.

FHWA published the National Highway System and Freight Performance Measures Final Rules in the Federal Register on January 18, 2017, with an effective date of May 20, 2017. Federally required performance measures for System Reliability, developed to assess the performance of the interstate and non-interstate segments of the National Highway System as well as regional freight movement, are:

- (1) Interstate Travel Time Reliability Measure: Percent of person-miles traveled on the Interstate that are reliable
- (2) Non-Interstate Travel Time Reliability Measure: Percent of person-miles traveled on the non-Interstate NHS that are reliable
- (3) Freight Reliability Measure: Truck Travel Time Reliability (TTTR) Index

The Final Rules for Pavement Condition, Bridges, and System Reliability performance measures require a performance report which include baseline conditions along with two- and four-year targets. MPOs can support NDOT’s targets or establish their own, quantifiable targets. These performance measures are calculated, tracked, and reported by NDOT. CAMPO monitors these performance measures to advocate for resources as needed. CAMPO currently supports NDOT’s two- and four-year targets for Pavement Condition, Bridge Condition, and System Performance measures. CAMPO staff has requested that NDOT provide all NHS data for these performance measures that are specific to CAMPO’s Metropolitan Planning Area. Acquisition of this data will allow for a statewide and nationwide comparison. Table 4.5 contains the latest data provided by data for roadways and bridges on the National Highway System within CAMPO’s Metropolitan Planning Area.

Table 4.5: Statewide Performance Measures for Pavement Condition, Bridge Condition, and System Reliability

Performance Measure	2019		
	Baseline	2-Year Target	4-year Target
Percentage of Pavements of the Interstate System in Good Condition	--	--	74.7%
Percentage of Pavements of the Interstate System in Poor Condition	--	--	1.4%
Percentage of Pavements of the Non-Interstate National Highway System (NHS) Classified as in Good Condition	79.4%	67.6%	55.8%
Percentage of Pavements of the Non-Interstate National Highway System (NHS) Classified as in Poor Condition	4.7%	5.7%	6.5%
Percentage of National Highway System (NHS) Bridges Classified as in Good Condition	42.2%	35.0%	35.0%
Percentage of National Highway System (NHS) Bridges Classified as in Poor Condition	0.5%	7.0%	7.0%
Percent of the Person-Miles Traveled on the Interstate that are Reliable	86.8%	86.9%	87.0%
Percent of the Person-Miles Traveled on the Non-Interstate National Highway System (NHS) that are Reliable	--	--	87.0%
Truck Travel Time Reliability (TTTR) Index	1.28	1.28	1.26

Source: NDOT 2020 Performance Management Report
<https://www.fhwa.dot.gov/tpm/reporting/state/state.cfm?state=Nevada>

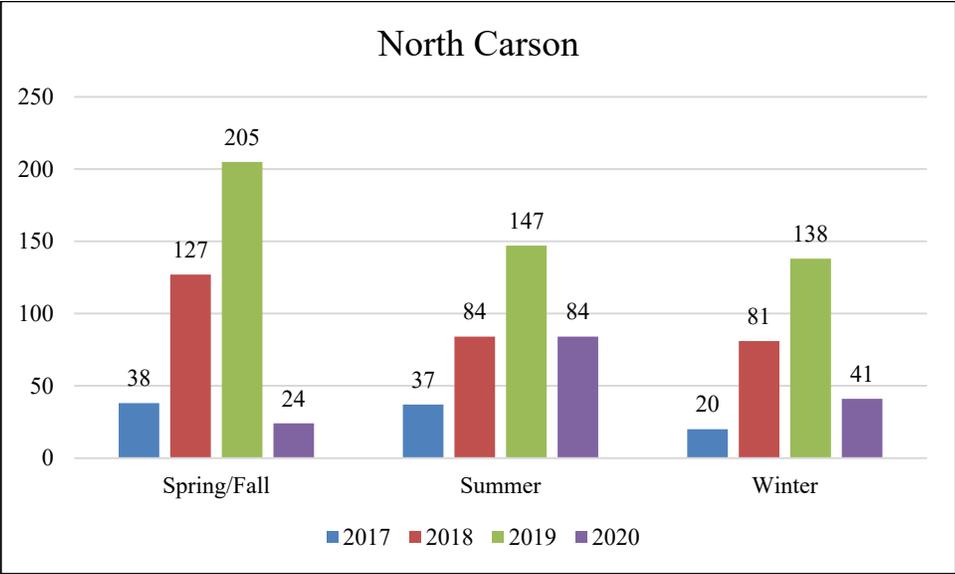
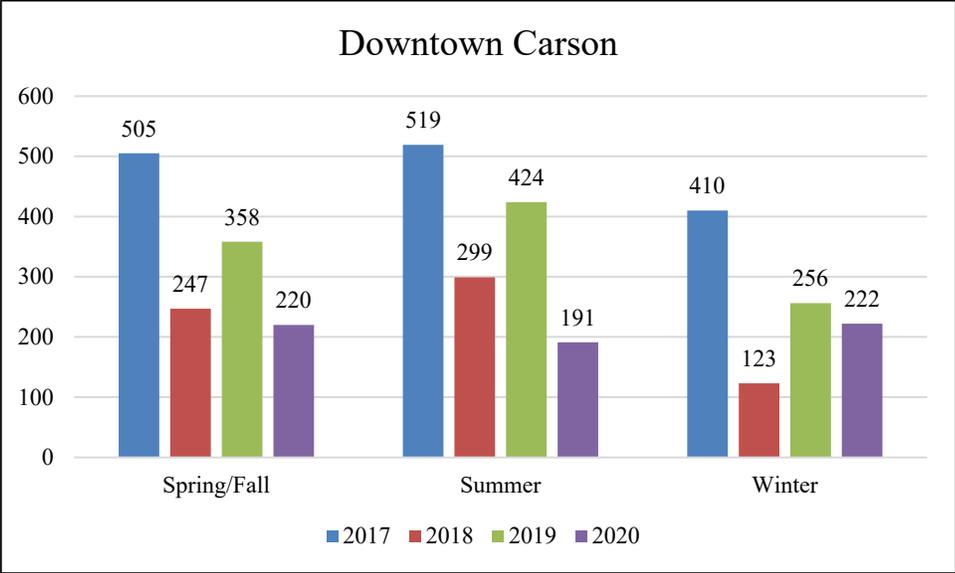
4.2 – COMPLETE STREETS

Complete Streets are designed and operated to enable safe access and comfortable accommodation of users of all ages and abilities, including pedestrians, cyclists, movers of commercial goods, persons with disabilities, public transportation vehicles and their passengers, older adults, children, and motorists. Since 2017, CAMPO staff have monitored pedestrian and bicycle activity on four corridors designated by the Carson City Board of Supervisors for Complete Streets treatment. The corridors are Downtown Carson Street, North Carson Street, South Carson Street, and East William Street. Complete Streets enhancements were completed in the Downtown Corridor (2017) and South Carson Street Corridor (2020). Complete Streets improvements are planned for William Street in 2023 and North Carson Street in 2025.

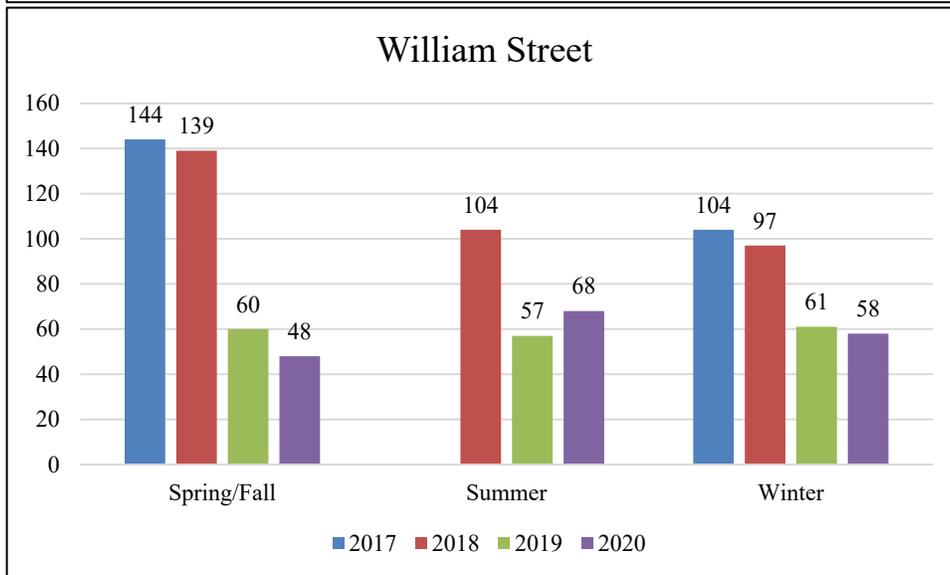
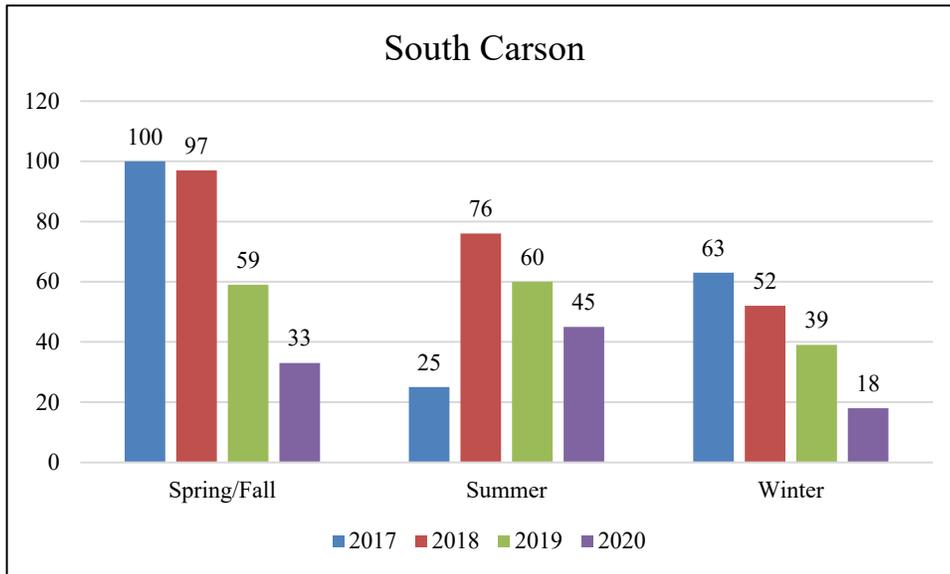
Pedestrian Monitoring

Figures 14.18- 14.21 display the 2017 and 2018 baseline pedestrian data as well as 2019 and 2020 data, including annual average volumes and seasonal average volumes by corridor. As CAMPO continues to monitor pedestrian volumes along the four complete streets corridors in Carson City, it is important to remember that CAMPO's monitoring program is still relatively young. It is difficult to draw conclusions from only a couple years' data, however, the value of data collection in the long term cannot be overstated.

Figures 4.18-21 Average Daily Pedestrian Volume per Season by Corridor and Year (2017-2020)



**Figures 4.18-21 Average Daily Pedestrian Volume per Season by Corridor and Year (2017-2020)
(continued)**



Notes:

1. Seasonal months are defined as follows:

Summer (May, June, July, August); **Spring / Fall** (March, April, September, October); **Winter** (November, December, January, February)

2. Outliers have been removed

Figure 4.22 provides average daily pedestrian volumes by corridor from 2017 to 2020.

Figure 4.22: Average Daily Pedestrian Volumes by Corridor (2017-2020)

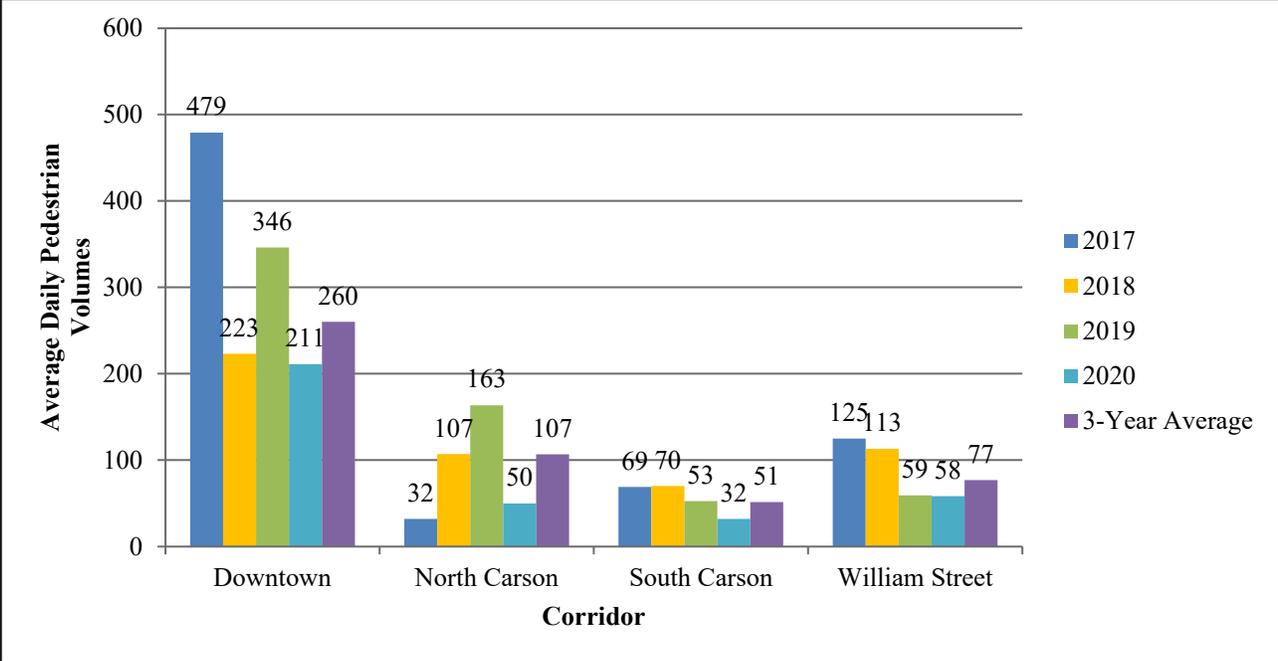


Figure 4.23: Pedestrian Counter Locations (2017-2020)

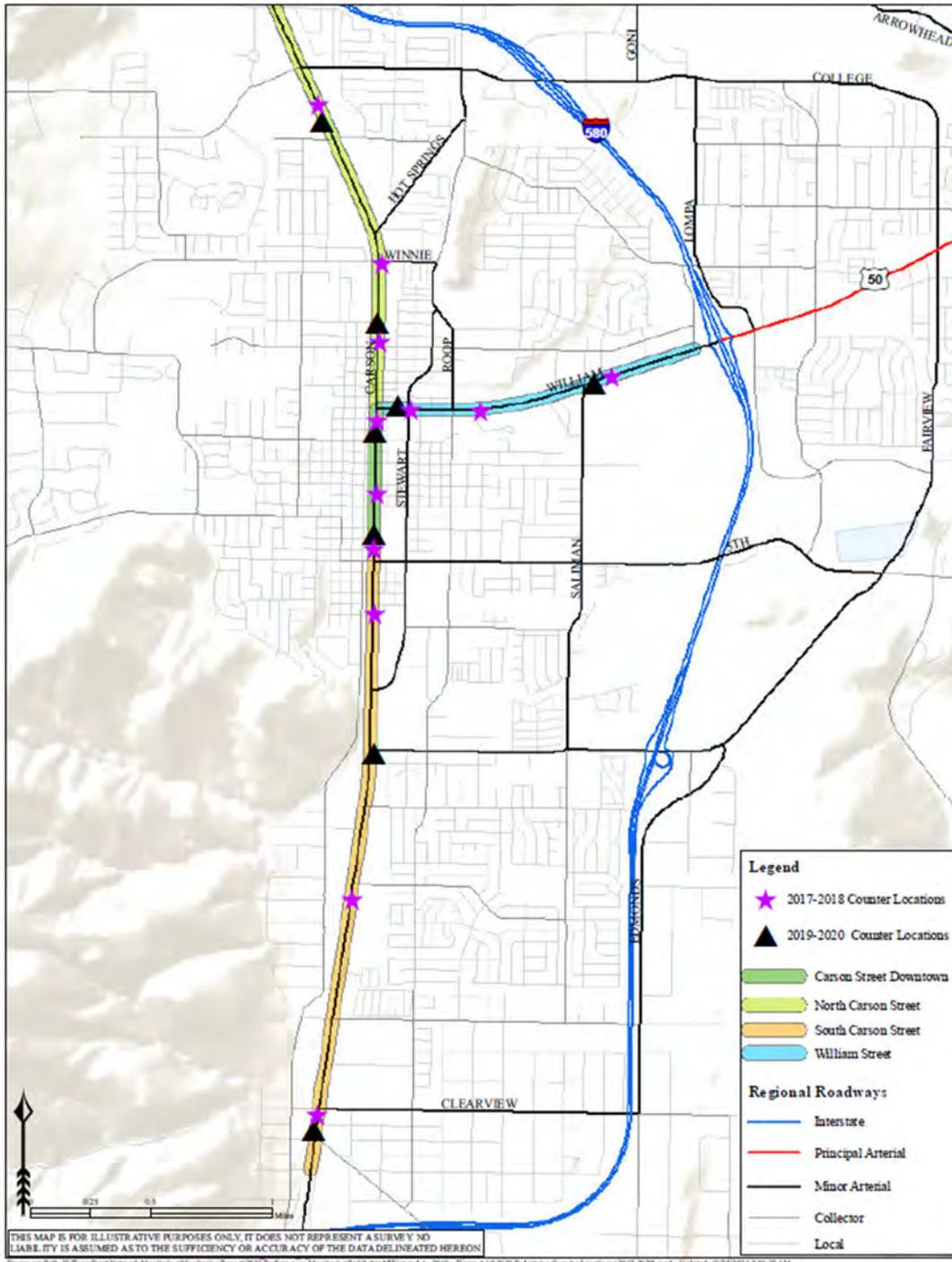


Figure 4.23 displays pedestrian counter locations from 2017 through 2020. In 2019 the pedestrian counters began to be installed in a more permanent manner, placing counters in a single location for six months at a time. This was done to obtain a more consistent data sample.

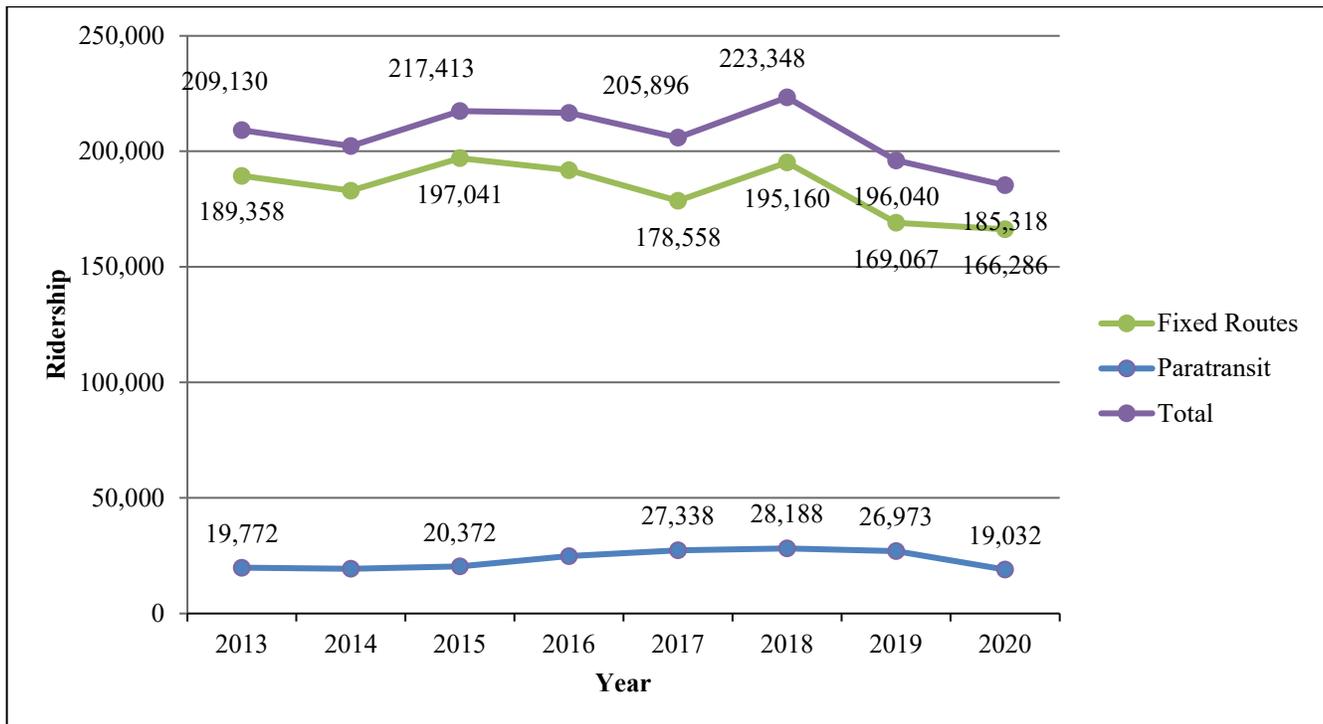
4.3 – TRANSIT MONITORING

In the CAMPO area, Jump Around Carson (JAC) is the primary transit provider. The JAC bus transit system is comprised of 62 bus stops along four fixed routes. As required by federal regulations, JAC provides a complementary paratransit service that provides "door to door" bus service for persons with disabilities who cannot access the fixed bus routes and are located within a mile from an established fixed route.

Between 2013 and 2020, the average combined ridership for JAC is 207,003. Ridership is defined as the number of boarding passengers. The demand for transit mobility in the United States and the Carson area is significantly influenced by socioeconomical factors, such as demographics (age and gender), economics (income and occupation), public resources (transit infrastructure and performance), and land use. Fluctuation in employment levels, gas prices, household income, bus cleanliness, and bus on-time performance can significantly impact annual ridership.

Figure 4.24 shows ridership data between 2013 and 2020. Total ridership for JAC increased by 8.5% from 2017 to 2018. 2019 however saw a decrease in ridership of 12%, mainly attributed to JAC’s prior contract operator, that experienced difficulties in staff retention and performance. JAC contracted with a new transit operator in 2020 to improve service quality, but ridership dropped by 7% to the lowest level of the decade. This was caused largely by the coronavirus pandemic. Ridership is expected to increase as public health conditions improve and normal travel patterns resume.

Figure 4.24: JAC Ridership (FY 2013-FY 2020)



Source: Jump Around Carson National Transit Database, Annual Reports, 2013-2020

The JAC transit map is depicted in Figure 4.25, which identifies JAC’s four fixed routes and the JAC Assist (paratransit) service areas which include a three-quarter mile area and a mile area (extended service area) beyond the fixed routes.

Figure 4.25: JAC Transit Map (Fall 2020)

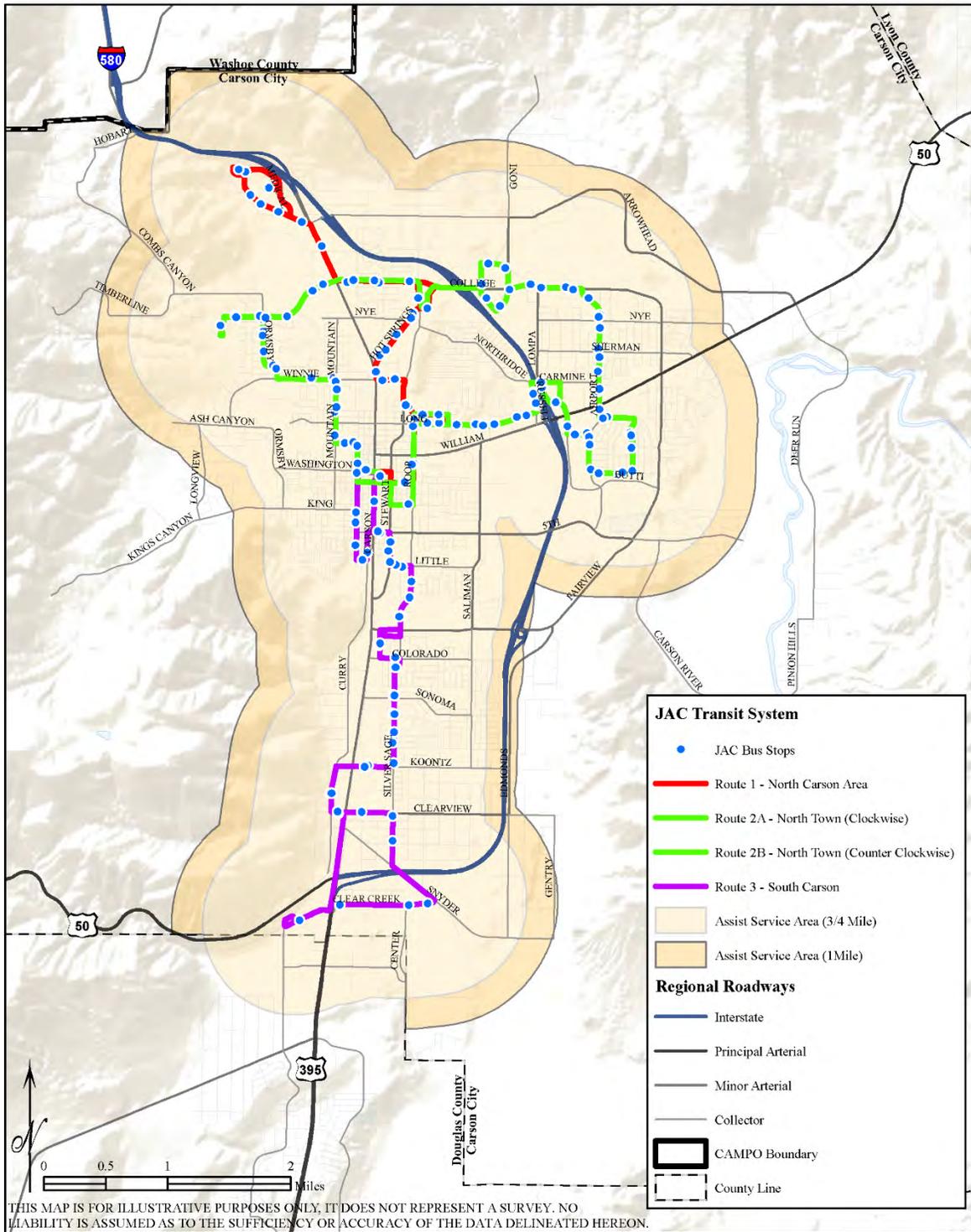


Table 4.7 provides the annual performance reporting of key metrics utilized to understand efficiency and effectiveness of JAC’s transit operation from 2017 through 2020.

Table 4.7: Jump Around Carson Operating Statistics (2017-2020)

	FY 2017		FY 2018		FY 2019		FY 2020	
	Fixed	Para	Fixed	Para	Fixed	Para	Fixed	Para
Annual Unlinked Trips	178,558	27,338	195,160	28,188	169,067	26,973	166,286	19,032
Operating Expenses per Unlinked Passenger Trip	\$4.65	\$15.74	\$4.39	\$16.10	\$4.59	\$18.62	\$7.02	\$11.70
Operating Expenses per Vehicle Revenue Mile	\$4.36	\$5.40	\$4.80	\$5.15	\$4.47	\$6.14	\$6.77	\$3.98
Operating Expenses per Vehicle Revenue Hour	\$55.35	\$53.98	\$57.21	\$55.19	\$51.84	\$59.93	\$78.20	\$36.84
Number of Passengers per Revenue Hour	11.9	3.4	13.0	3.4	11.3	3.2	11.1	3.1
Number of passenger per Revenue Mile	0.9	0.3	1.1	0.3	1.0	0.3	1.0	0.3
Number of passengers per revenue day	583.5	89.3	637.8	92.1	545.4	88.1	539.9	61.8
Monthly ridership	14,880	2,278	16,263	2,349	14,089	2,248	13,857	1,586
Farebox recovery rate	8.5%	6.0%	9.0%	5.6%	6.1%	3.5%	3.3%	6.5%

CHAPTER 5 – ONGOING AND FUTURE MONITORING EFFORTS

Outlined within CAMPO’s 2050 Regional Transportation Plan, CAMPO’s established goals, objectives, and performance measures form the basis of CAMPO’s performance-based planning framework that informs ongoing policymaking and investment decisions. CAMPO staff will continue to monitor the changing socioeconomical factors and the mobility needs of the region to appropriately respond to demands on CAMPO’s transportation infrastructure. In the next fiscal year, CAMPO staff intends to focus on improving bicycle and pedestrian monitoring methodologies and counter deployment to better monitor and inform investment decisions. CAMPO staff also plan to analyze changes in road vehicle volumes to determine which roads are seeing increases in traffic volume to assist in data driven, performance-based project identification.

Several resources will be available for use for the 2022 Monitoring Report including 2020 Census, 2021 Growth Management Report, updated Traffic Analysis Zones (TAZ), and Pavement Condition Index survey data. These resources may be used to report and contextualize trends that impact the transportation infrastructure in the CAMPO area. Additionally, we are considering potential methodologies to better analyze vehicle counts within the CAMPO area and coordinated monitoring for bicycles and pedestrians for smaller engineering projects.

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2021 Network Monitoring Report

December 8, 2021

CAMPO Census Tracts

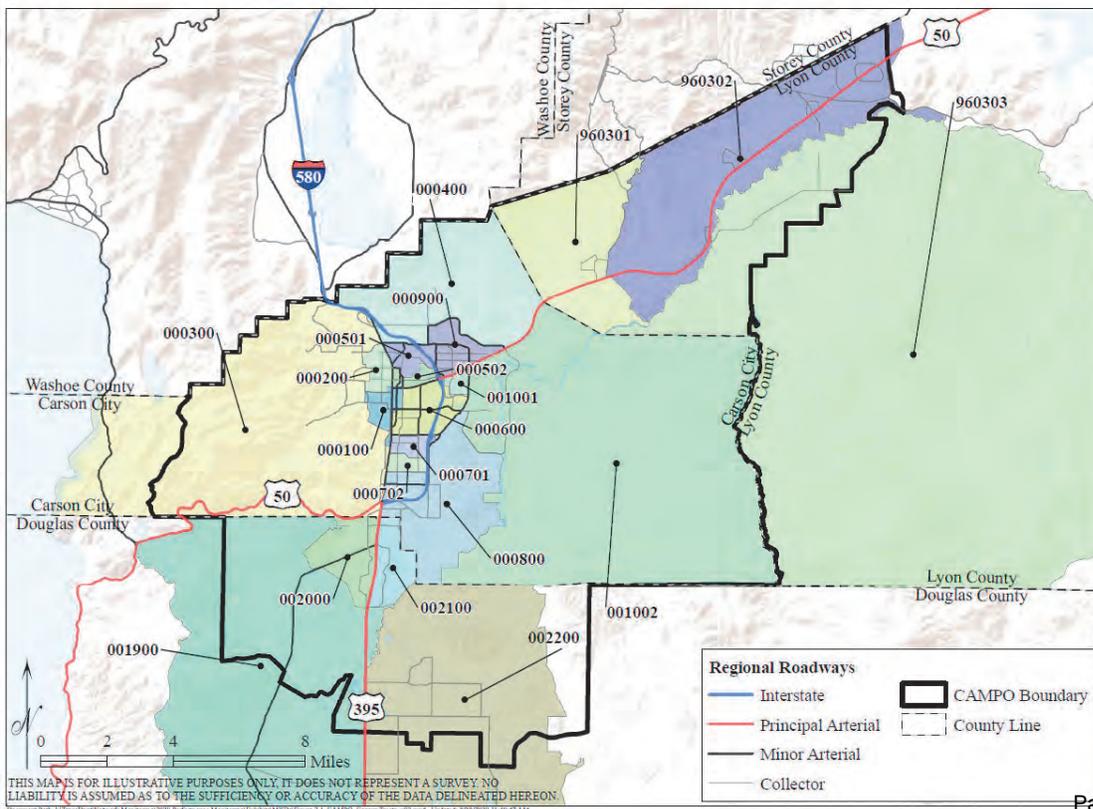


Figure 2.2: Population (2010-2019)



Figure 2.4: Mode to Work (2010-2019)

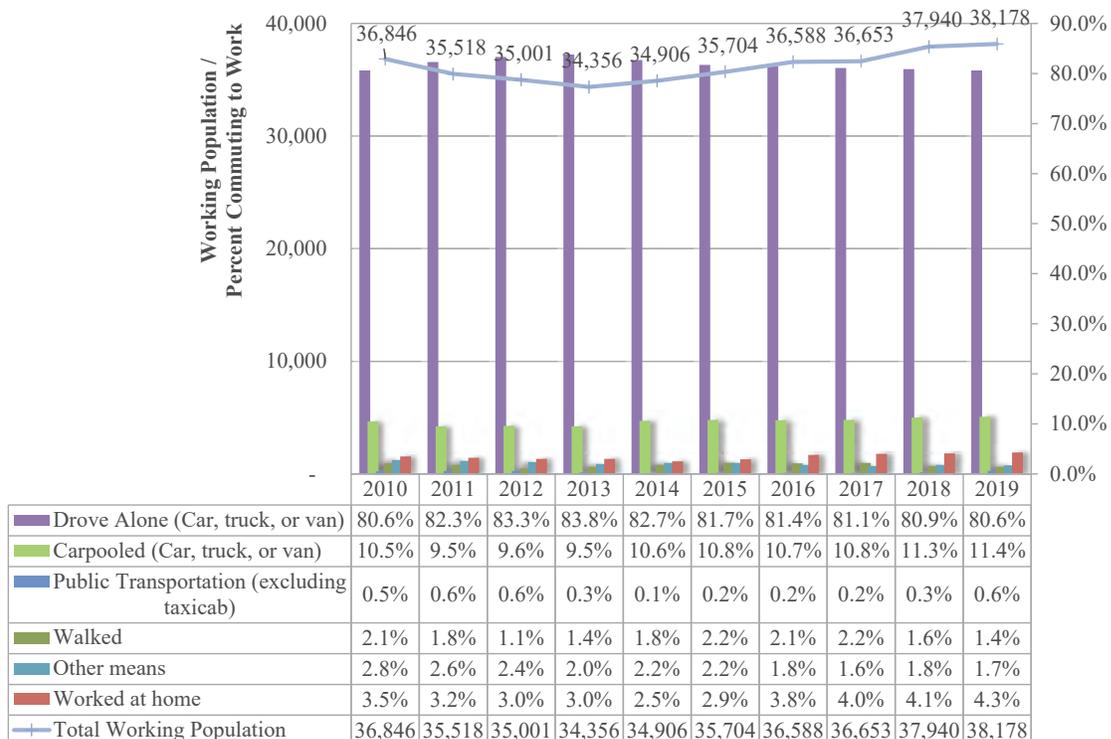


Figure 2.5: Mean Travel Time to Work (2010-2019)

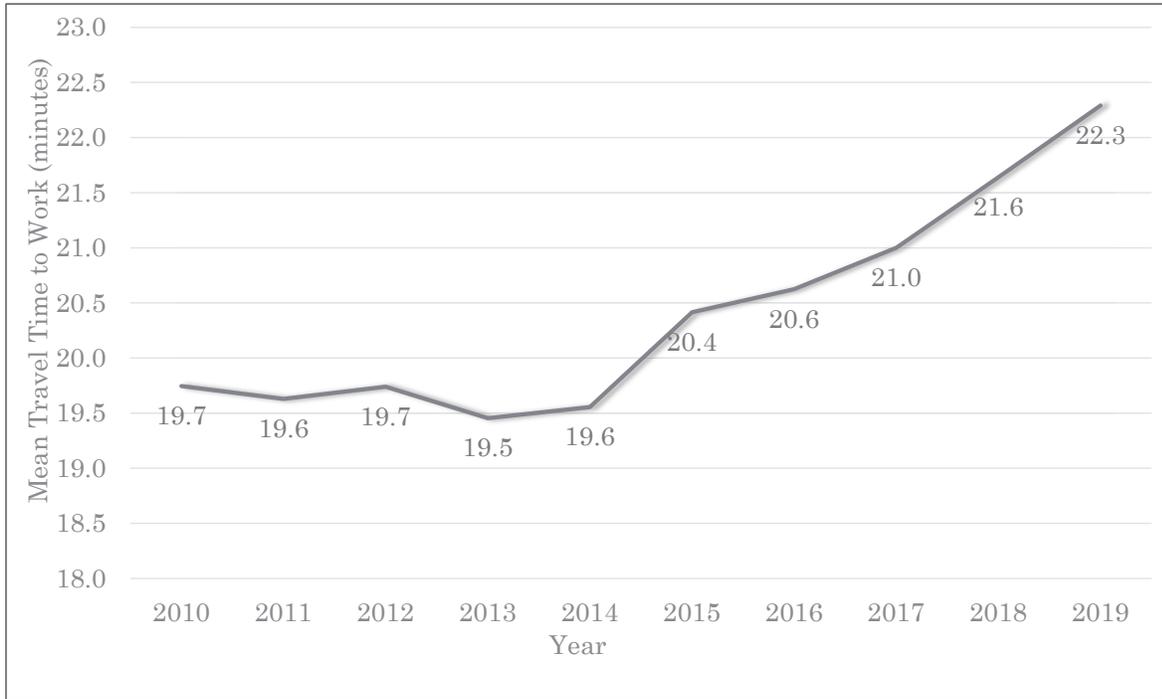


Figure 2.6: Household Income (2010-2019)

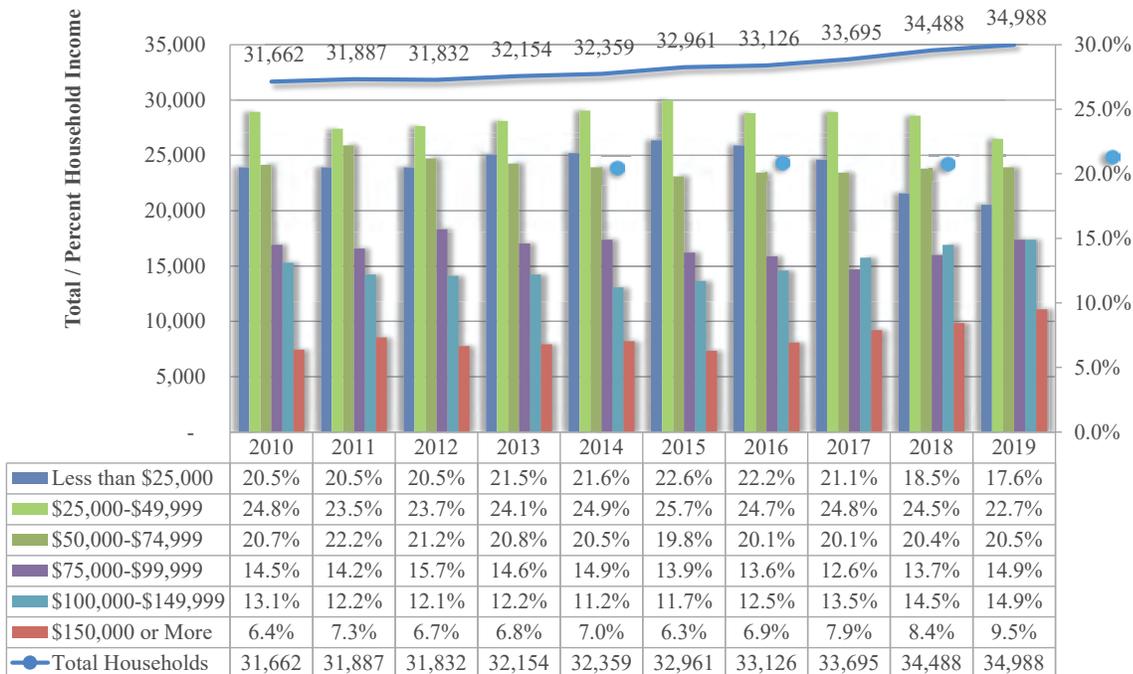


Figure 2.6: Household Income (2010-2019)

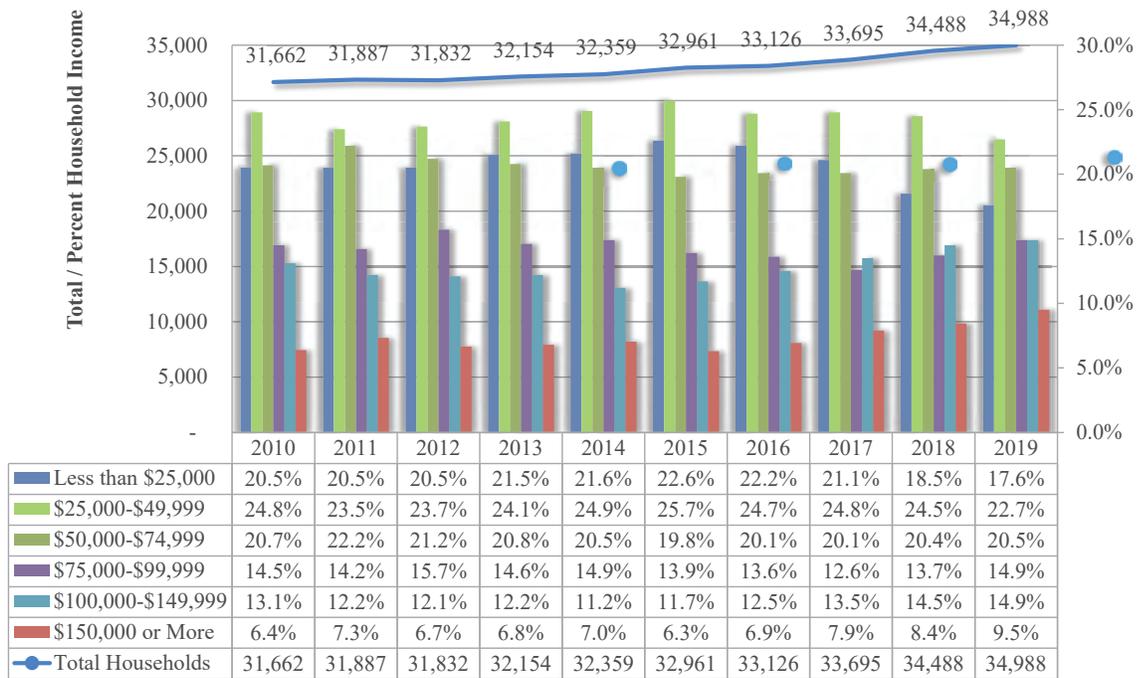


Figure 4.22: Average Daily Pedestrian Volumes by Corridor (2017-2020)

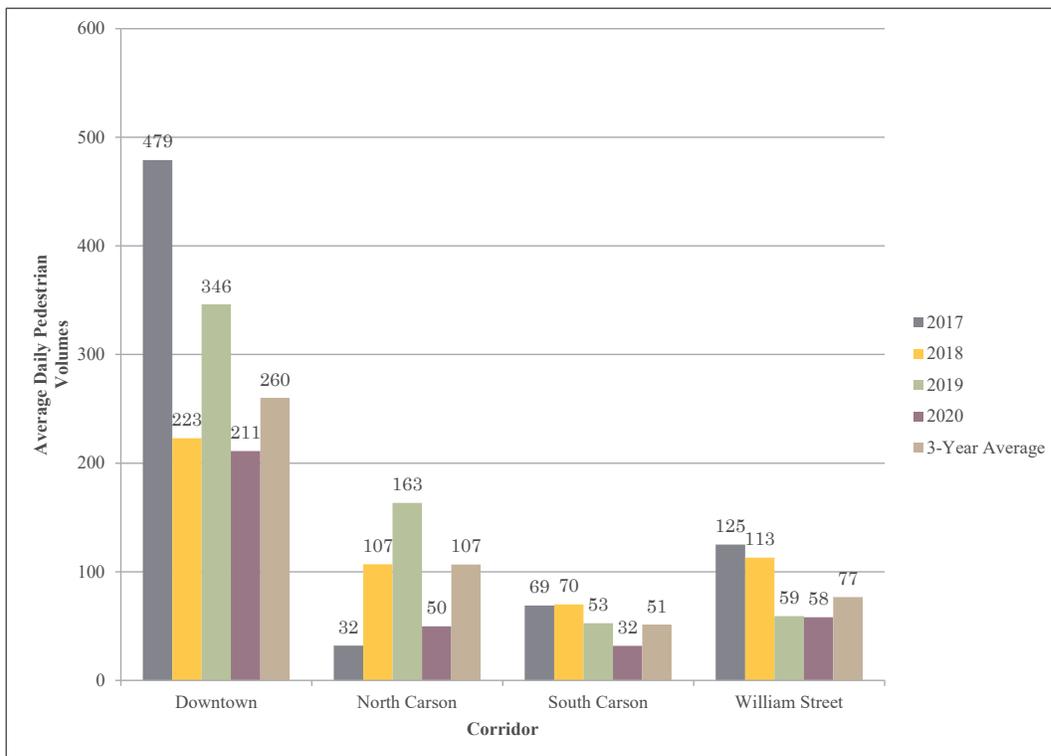


Figure 4.24: JAC Ridership (FY 2013-FY 2020)

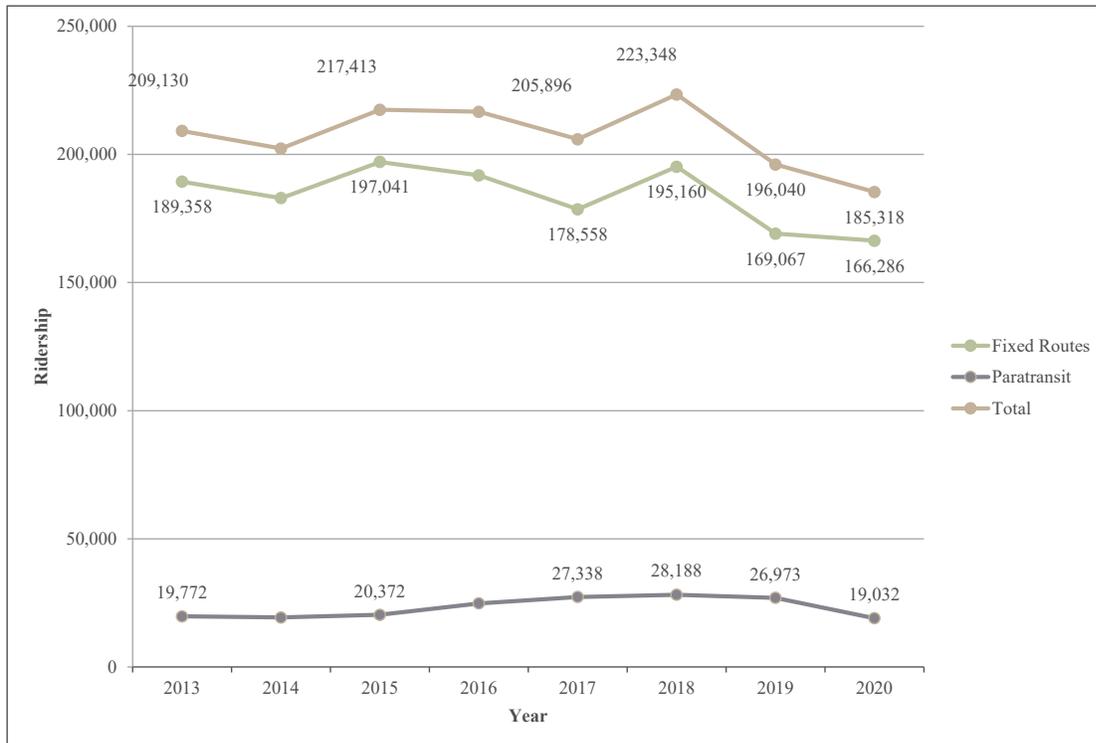


Figure 3.2: 2020 Housing Units by Transportation Analysis Zone (TAZ)

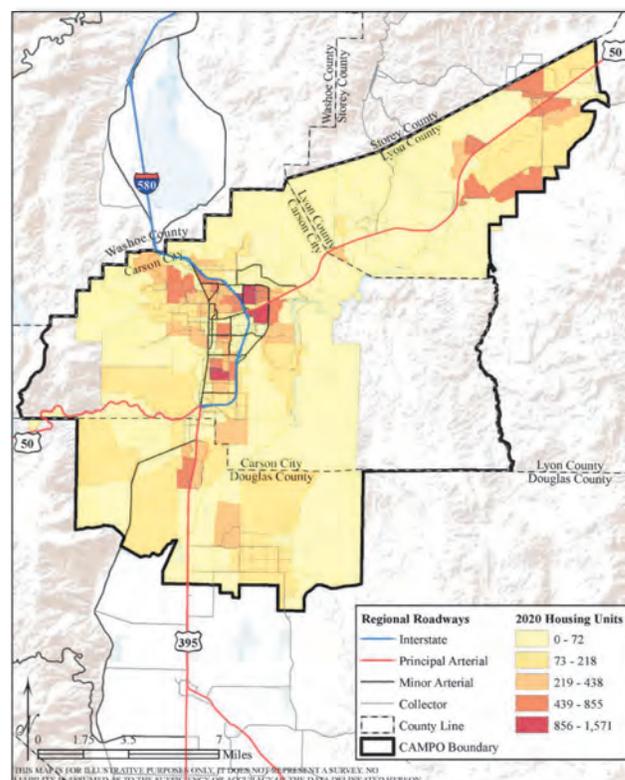


Figure 3.3: 2030 Housing Units by Transportation Analysis Zone (TAZ)

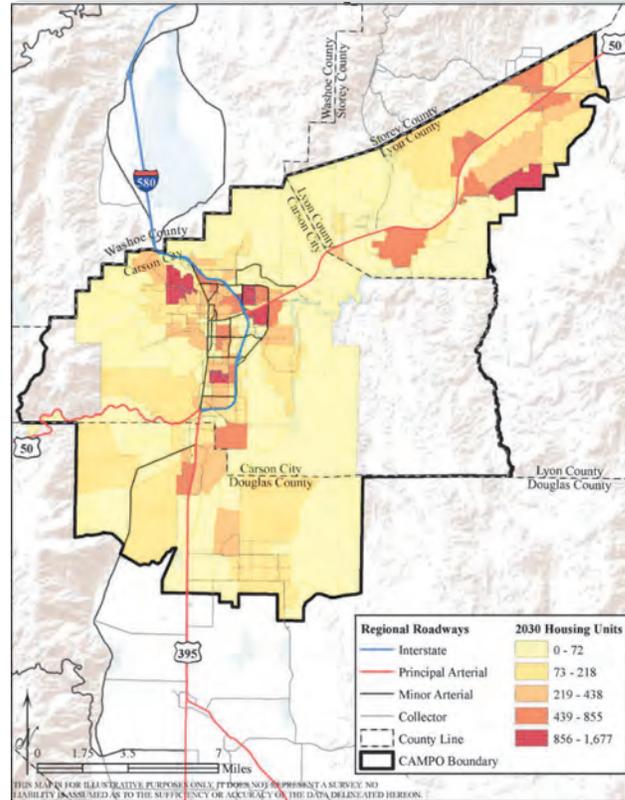


Figure 3.4: 2050 Housing Units by Transportation Analysis Zone (TAZ)

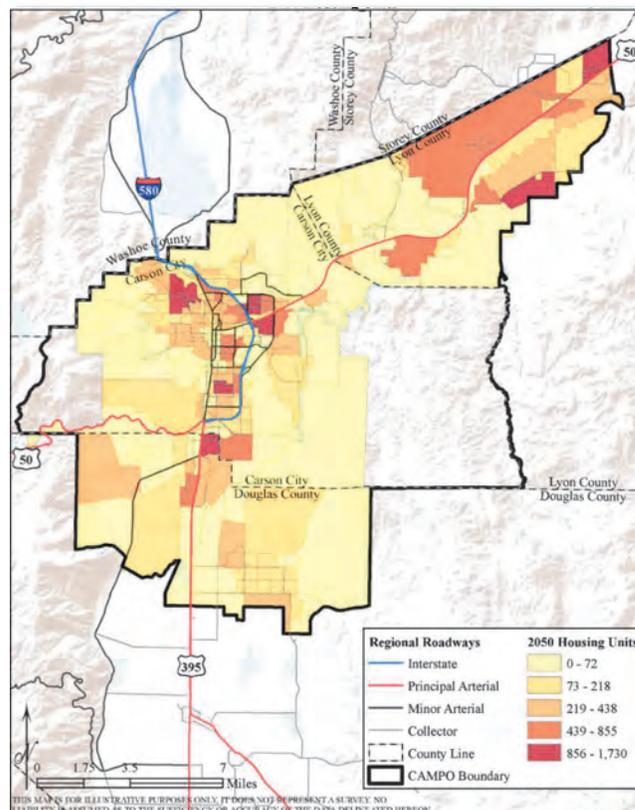


Figure 3.5: 2020 Commercial Employment by Transportation Analysis Zone (TAZ)

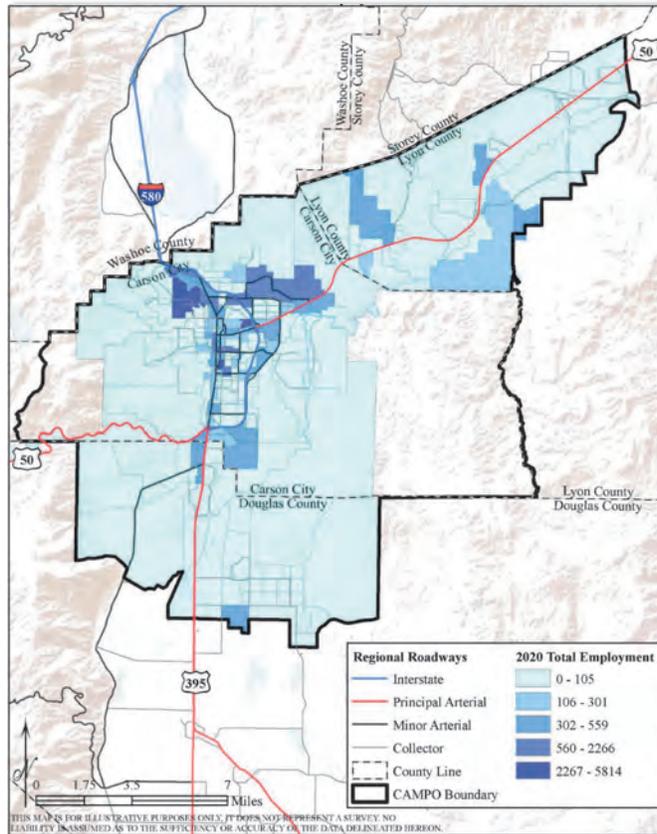


Figure 3.6: 2030 Commercial Employment by Transportation Analysis Zone (TAZ)

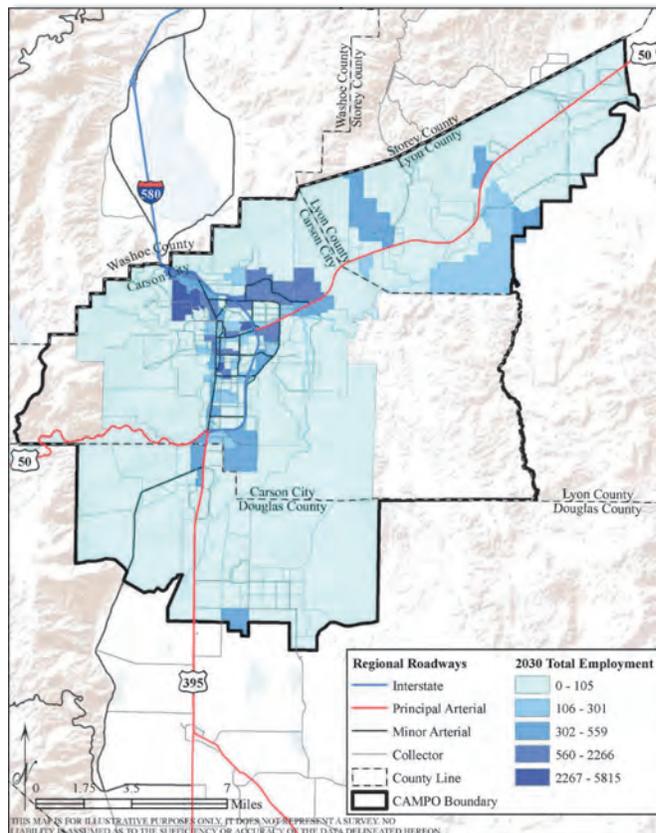


Figure 3.7: 2050 Commercial Employment by Transportation Analysis Zone (TAZ)

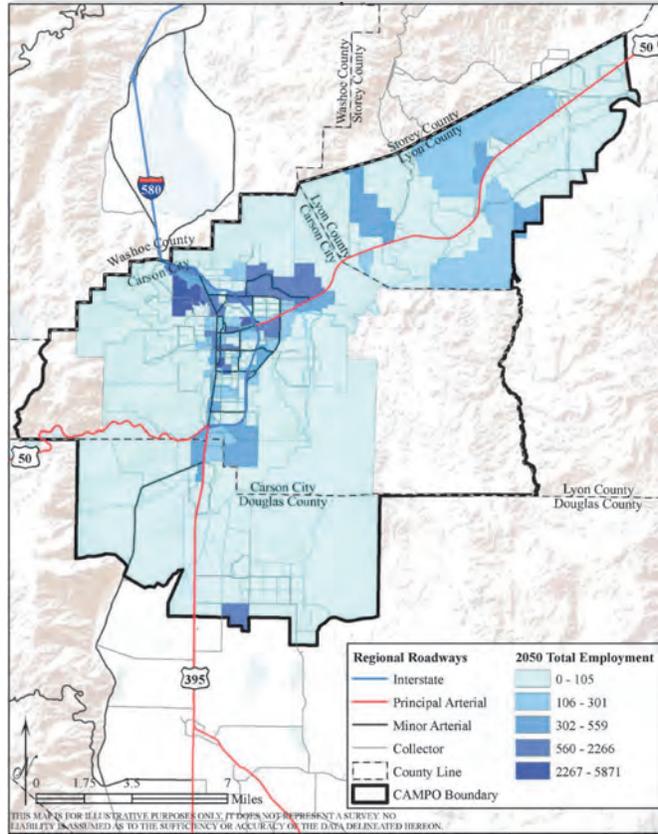


Figure 4.8: 2020 Base Year Conditions: Roadway Level of Service (LOS)

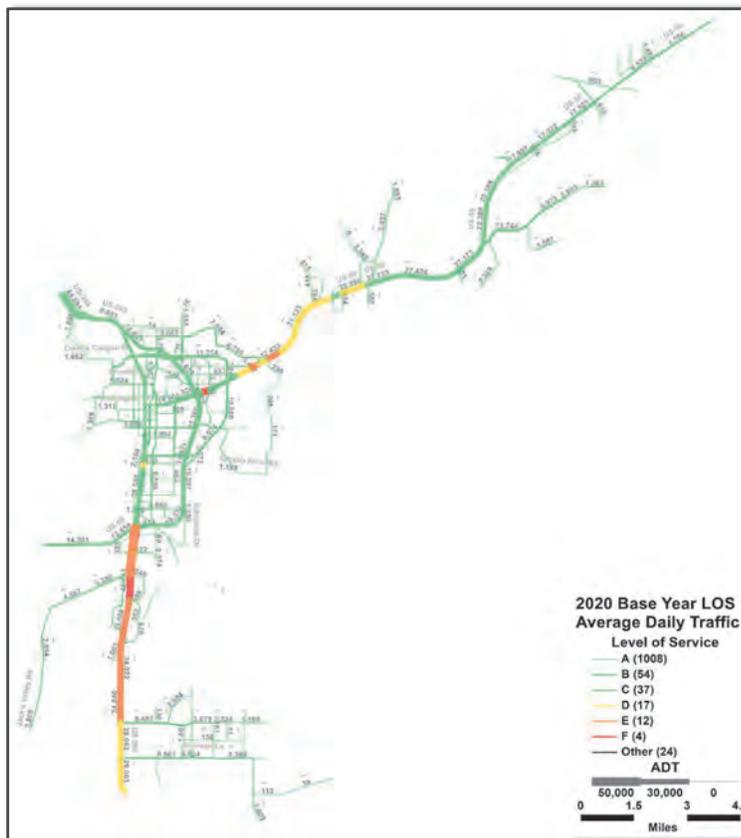


Figure 4.9: 2030 Near-Term Conditions:
Roadway Level of Service (LOS)

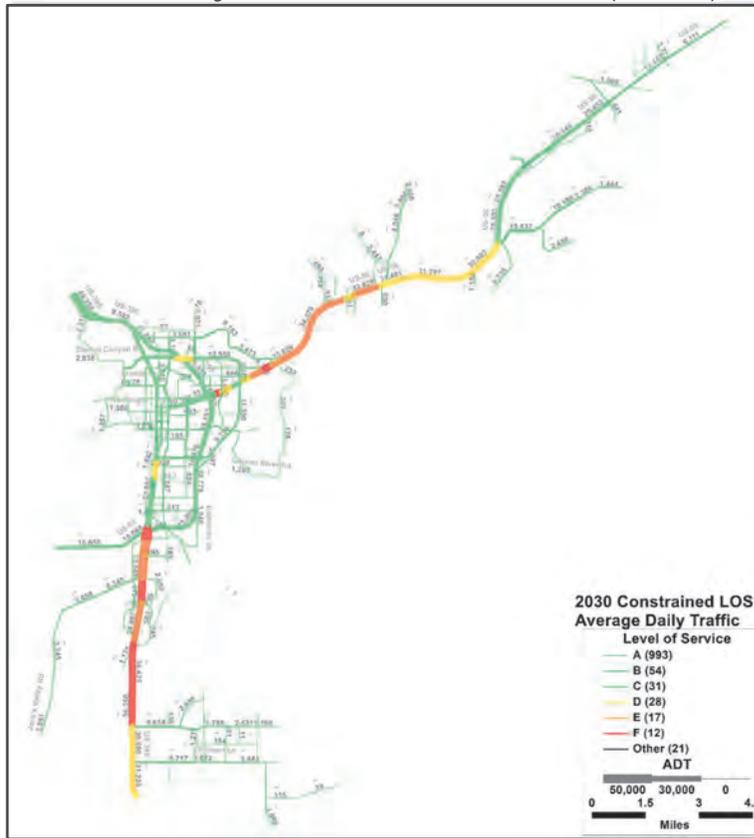


Figure 4.10: 2050 Long-Range Conditions:
Roadway Level of Service (LOS)

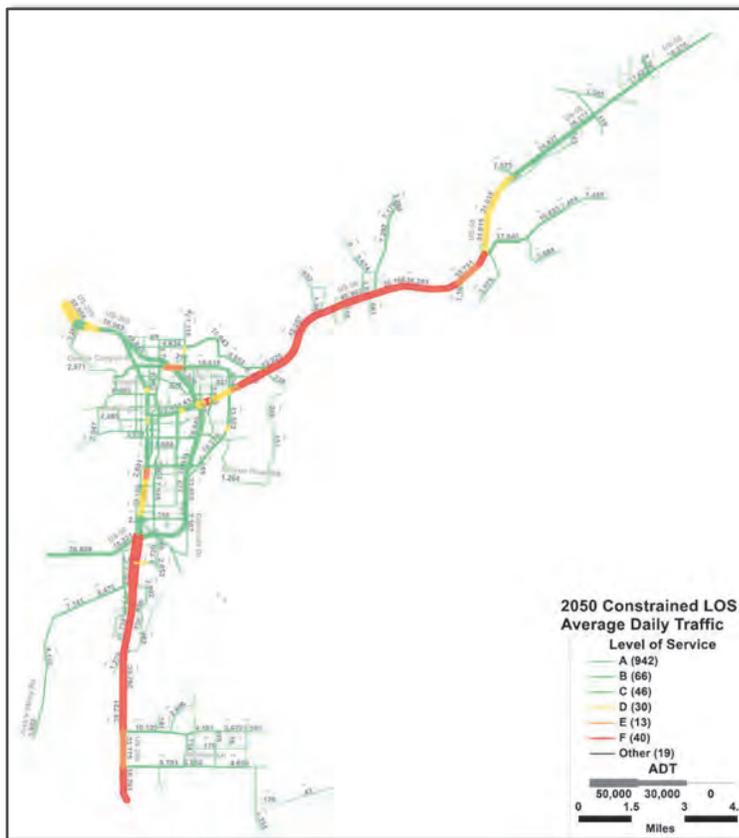


Figure 4.14: Comparative Fatality Rates (2012-2019)

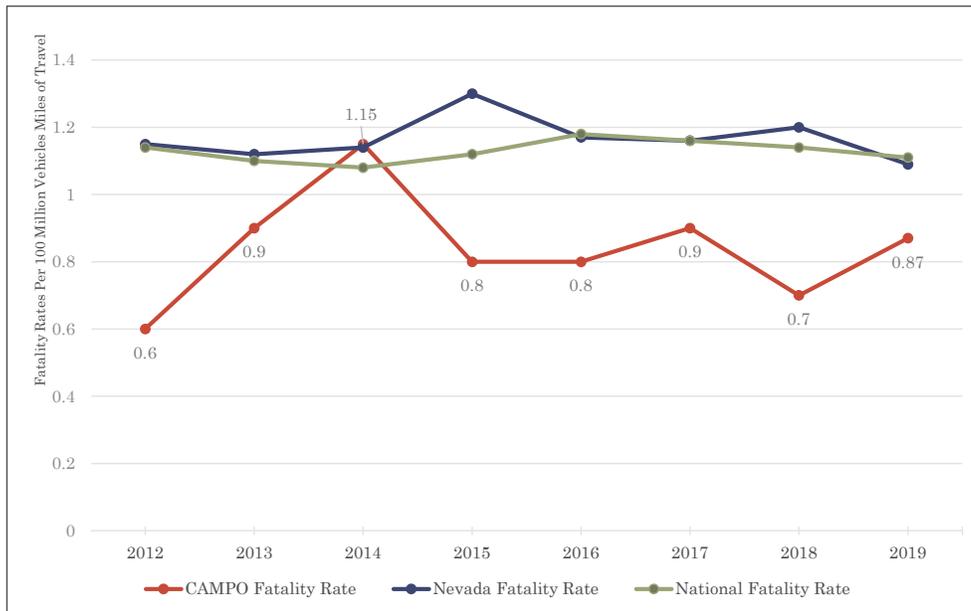


Figure 4.15: Nevada Total Fatalities by Emphasis Area (2015-2019)

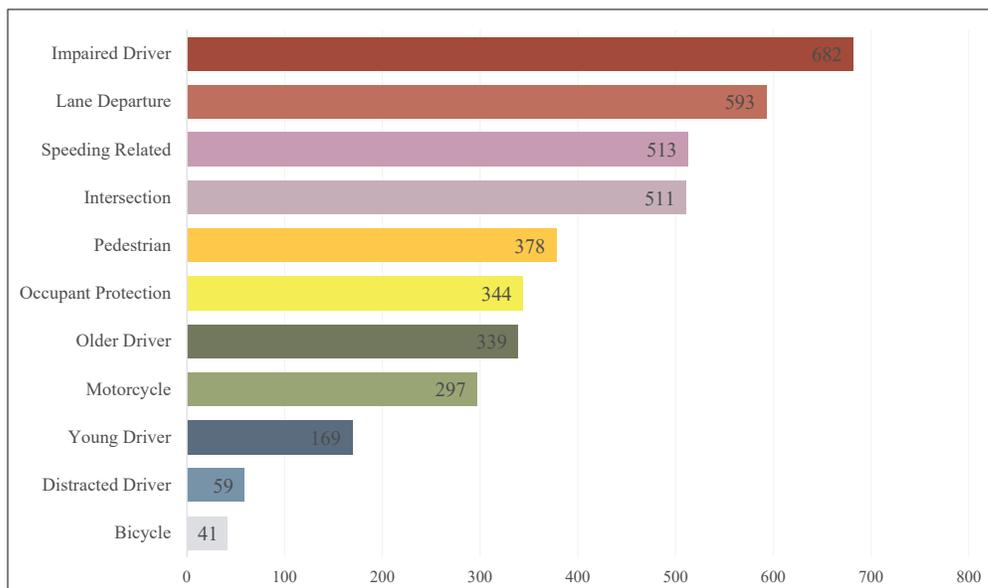


Figure 4.16: Carson City, Douglas County and Lyon County Fatalities by Emphasis Area (2015-2019)

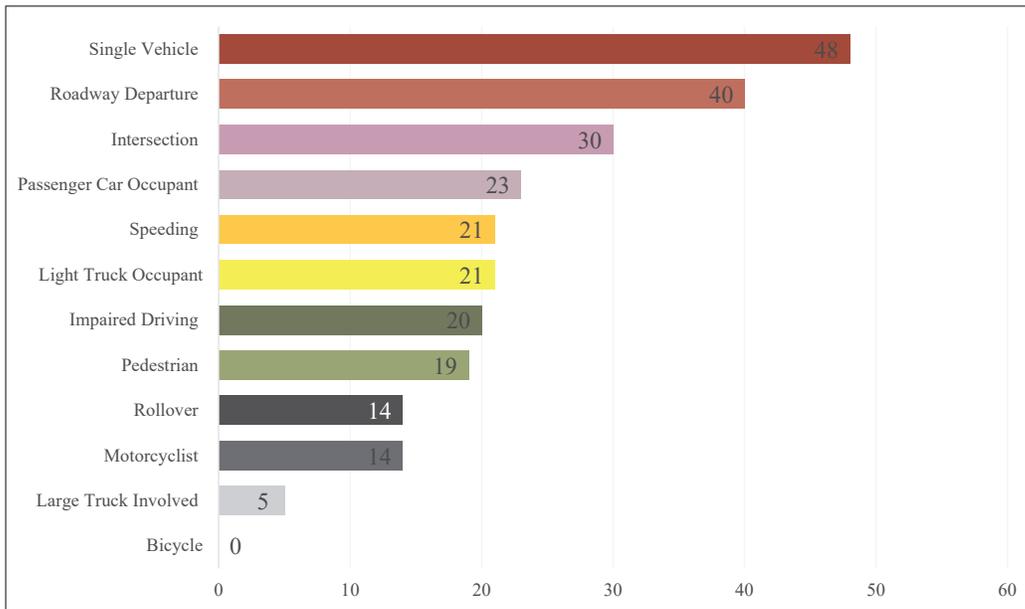


Figure 4.7: Vehicle Counter Deployment Locations with Speed Variance (2016-2020)

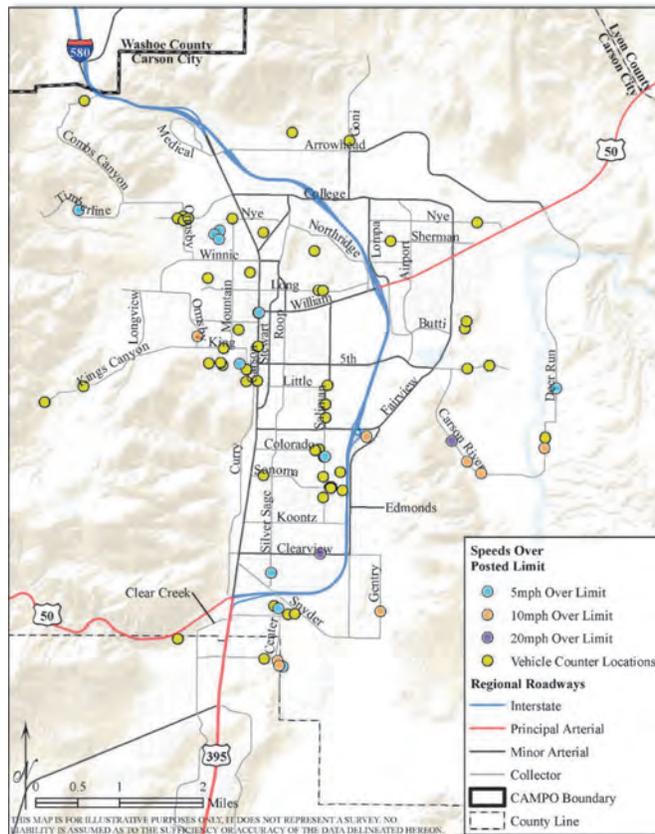


Table 4.2: Carson City Pavement Condition Index – Annual Report Card

Facility Type		Estimated PCI						Percent Change 2019 to 2020	Percent Change 2015 to 2020
		2015	2016	2017	2018	2019	2020		
City-wide	Regional Roads	68	68	67	68	67	67	1%	-1%
	Local Roads	63	62	61	59	57	53	-6%	-15%
	All Roads	65	64	63	62	60	58	-3%	-10%
Performance District 1	Regional Roads	68	67	67	66	66	62	-6%	-10%
	Local Roads	62	62	62	60	56	52	-6%	-16%
	All Roads	64	64	64	62	59	55	-6%	-14%
Performance District 2	Regional Roads	74	74	73	72	70	71	1%	-4%
	Local Roads	70	67	64	60	58	54	-6%	-23%
	All Roads	71	70	67	65	62	60	-3%	-16%
Performance District 3	Regional Roads	75	74	72	74	74	71	-4%	-6%
	Local Roads	53	53	57	57	57	54	-5%	2%
	All Roads	60	60	62	62	62	59	-5%	-1%
Performance District 4	Regional Roads	58	59	61	64	62	75	20%	30%
	Local Roads	60	59	58	56	52	49	-6%	-19%
	All Roads	59	59	59	59	56	58	4%	-2%
Performance District 5	Regional Roads	68	67	64	63	62	58	-6%	-14%
	Local Roads	70	68	66	64	61	57	-6%	-18%
	All Roads	69	68	65	64	61	57	-6%	-17%

Figure 4.11 : Relationship between Road Pavement Condition (PCI) and Deterioration Rates

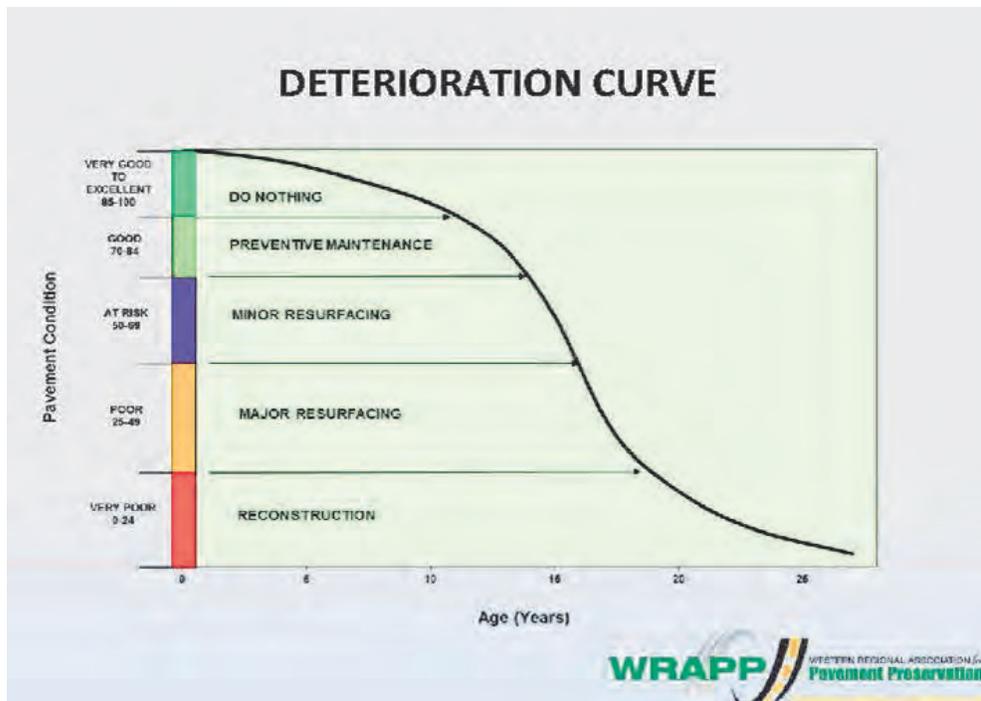


Table 4.3: Pavement Condition Index – Carson City & Douglas County

	Pavement Condition Index by Jurisdiction*			
	Carson City		Douglas County	
	2016 (2040 RTP)	2020 (2050 RTP)	2016 (2040 RTP)	2020 (2050 RTP)
Average Pavement Condition Index (PCI)** rating for collector and arterial roadways within the CAMPO boundary by jurisdiction	68	67	76	72
Percentage of all roadways with a PCI rating of 55 or below in the CAMPO boundary by jurisdiction	24%	44%	30%	45%
*CAMPO currently does not have any pavement condition data for Lyon County				
**Pavement Condition Index (PCI) is a scale of 0 to 100, 100 being the best				

Figure 4.4: Safety Performance Measure Data and Targets

Year	Fatalities			Serious Injuries			Fatalities and Serious Injuries Non-Motorized			Rate of Fatalities		Rate of Serious Injuries		Vehicles Miles Traveled (VMT)
	Target	#	Rolling Average	Target	#	Rolling Average	Target	#	Rolling Average	Target	Rate	Target	Rate	
2008	-	1	-	-	12	-	-	6	-	-	-	-	-	-
2009	-	2	-	-	7	-	-	2	-	-	-	-	-	-
2010	-	6	-	-	8	-	-	1	-	-	-	-	-	-
2011	-	5	-	-	8	-	-	0	-	-	-	-	-	458,370,939
2012	-	1	3.00	-	7	8.40	-	5	2.80	-	0.64	-	1.79	470,558,752
2013	-	9	4.60	-	11	8.20	-	7	3.00	-	0.94	-	1.68	487,520,736
2014	-	8	5.80	-	12	9.20	-	12	5.00	-	1.19	-	1.89	487,200,339
2015	-	3	5.20	-	8	9.20	-	5	5.80	-	0.91	-	1.61	571,234,641
2016	-	7	5.60	-	10	9.60	-	8	7.40	-	0.90	-	1.55	619,768,739
2017	-	6	6.60	-	2	8.60	-	6	7.60	-	0.97	-	1.27	677,473,469
2018	5.57	5	5.80	9.55	11	8.60	7.36	4	7.00	0.90	0.83	1.54	1.24	696,272,881
2019	6.57	8	5.80	8.56	13	8.8	7.56	3	5.2	0.97	0.87	1.26	1.32	665,777,895
2020	5.77			8.56			6.97			0.83		1.23		
2021	*			*			*			1.036		3.239*		

1. Targets for all Performance Measures are stated as a five-year rolling average
2. Rolling averages consist of five-year rolling average, which includes the reporting year
3. Serious Injuries are when an injured person is unable to leave the accident scene without assistance
4. Rate of Fatalities and Serious Injuries are per 100 million Vehicle Miles Traveled (VMT) and use the five-year rolling average
5. Green shading denotes target was met; red shading denotes target was not met.

* In February 2021, CAMPO decided to support the State's safety targets in lieu of using CAMPO-specific targets. Targets for statewide fatality and serious injury rates are listed here. Number targets will be calculated by using rates and CAMPO VMTs, which are not yet available. Therefore, the targets for Fatalities, Serious Injuries, and Fatalities and Serious Injuries Non-Motorized are blank.

Conclusion & Ongoing Efforts

- Continuously monitoring changing socioeconomic factors and mobility needs of CAMPO residents and stakeholders.
- Improving bicycle/pedestrian methodologies.
- Analyzing changes in road vehicle volumes.
- Resources include:
 - 2020 Census
 - 2021 Growth Management Report
 - Updated Traffic Analysis Zones (TAZ)
 - Pavement Condition Index survey data





STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: December 8, 2021

Staff Contact: Marquis Williams, Transportation Planner/Analyst

Agenda Title: For Discussion Only – Presentation and discussion regarding CAMPO’s Annual Federal Obligation Report (“Report”) for Federal Fiscal Year (“FFY”) 2021.

Staff Summary: The Report identifies projects listed in CAMPO’s Transportation Improvement Program (“TIP”) for which federal funds received from the Federal Highway Administration (“FHWA”) or the Federal Transit Administration (“FTA”) were obligated during the FFY 2021.

Agenda Action: Other/Presentation **Time Requested:** 5 minutes

Proposed Motion

N/A.

Background/Issues & Analysis

In accordance with federal regulations, each Metropolitan Planning Organization (“MPO”) must publish an annual listing of projects for which federal transportation funds were obligated in the preceding programmed year. The term “obligated” or “obligation” in this context refers to the federal government’s funding commitment for a specific project. Since the term “obligation” refers only to a commitment to fund, it does not necessarily signify actual expenditure funds or completion of a project, nor represent the total cost of the project. For FTA projects, obligation occurs when the FTA grant is awarded. For FHWA projects, obligation occurs when there is an executed project agreement and a notice to proceed for a specific phase, such as for design or for construction.

The Report was posted for a 14-day public comment period in accordance with CAMPO’s Public Participation Plan. The public comment period for this action opened on November 20, 2021 and ends on December 4, 2021. No public comment has been received at this time, and any received after publication of the December 8, 2021 CAMPO agenda will be provided as late material.

Applicable Statute, Code, Policy, Rule or Regulation

23 C.F.R. §450.334

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: CAMPO Fund, Unified Planning Work Program, Work Element 1.0: MPO Administration / G302820001

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The fiscal impact associated with this item is for staff time to prepare the Obligation Report. CAMPO's Unified Work Program ("UPWP") tasks are reimbursable with federal planning funds at a rate of 95%. The local match has been budgeted within CAMPO's approved FFY 2021-2022 UPWP, Work Element 1.0, MPO Administration.

Alternatives

N/A

Supporting Material

- Exhibit-1: FFY 2021 Annual Federal Obligation Report
- Exhibit-2: CAMPO's Unified Planning Work Program Cost/Funding Summary Table



ANNUAL FEDERAL OBLIGATION REPORT

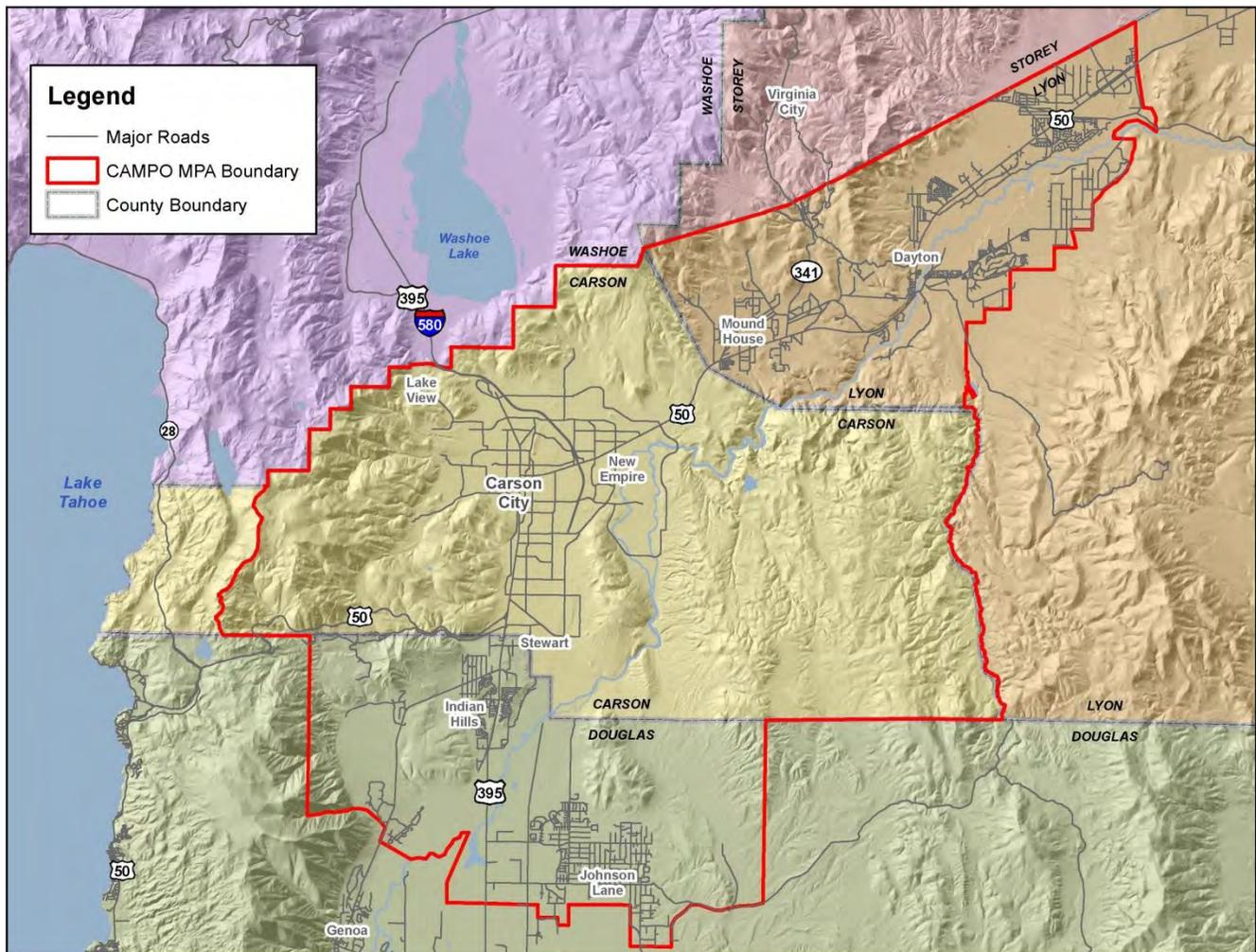
**Federal Fiscal Year 2021
October 1, 2020 to September 30, 2021**

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the Carson Area Metropolitan Planning Organization expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

Introduction

As the designated Metropolitan Planning Organization (MPO) for the Carson City Area, the Carson Area Metropolitan Planning Organization (CAMPO) carries out transportation planning activities within the Metropolitan Planning Area (MPA). The MPA encompasses Carson City, excluding portions within the Tahoe Basin, a northern portion of Douglas County, and a western portion of Lyon County (shown in Figure 1). Additional information on CAMPO is available at www.CarsonAreaMPO.com.

Figure 1: CAMPO MPA



CAMPO is committed to compliance with the United States Code of Federal Regulations (C.F.R.) for MPOs. In accordance with 23 C.F.R. §450.334, MPOs must publish an annual listing of projects for which federal transportation funds were obligated in the preceding programmed year. Under 23 U.S.C. or 49 U.S.C. Chapter 53, this federal annual obligation report provides a list of all obligated transportation projects in the CAMPO area. The federal fiscal year begins on October 1 and ends on September 30. The term obligated or obligation refers to the federal government’s funding commitment, as it relates to a specific project. Obligation does not necessarily refer to expenditure or completion of a project, nor represents the total cost of the project. For Federal Transit Administration (FTA) projects, obligation occurs when the FTA grant is awarded. For Federal Highway Administration (FHWA) projects, obligation occurs when there is an executed project agreement and a notice to proceed for a specific phase, such as design or construction. In both cases, obligation means the funds are available to use. Funds for transportation projects are programmed in CAMPO’s Federal Transportation Improvement Program (TIP).

Transportation Improvement Program (TIP)

The annual obligation report is derived from CAMPO’s Federal Fiscal Year 2018-2021 TIP. The TIP is a prioritized listing of federally funded projects or regionally significant projects regardless of funding source. The TIP covers a four-year period and is formally adopted by CAMPO. The TIP must be consistent with the Statewide Transportation Improvement Program (STIP) and must be updated at a minimum of every four years. CAMPO’s current TIP can be viewed at www.CarsonAreaMPO.com or <https://estip.nevadadot.com/>.

Federal Funding Types

Federal Highway Administration (FHWA)

HSIP	Highway Safety Improvement Program
NHPP	National Highway Performance Program
SRTS	Safe Routes to School
STBG Statewide	Surface Transportation Block Grant Program – Statewide
STBG 5K-200K	Surface Transportation Block Grant Program – areas with population over 5,000 to 200,000
STP 5K-200K	Surface Transportation Program (superseded by STBG Program) – areas with population over 5,000 to 200,000
TAP 5K-200K	Transportation Alternatives Program (cancelled) – areas with population over 5,000 to 200,000
TAP Flex	Transportation Alternatives Program (cancelled) – funds flexed by the State DOT to small urban and rural areas
TIGER	Transportation Investment Generating Economic Recovery – DOT competitive discretionary grant

Federal Transit Administration (FTA)

- 5307 Urbanized Area Formula Grants – Section 5307, small urban areas with population between 50,000 and 200,000
- 5310 Enhanced Mobility of Seniors & Individuals with Disabilities – Section 5310, small urban areas with population between 50,000 and 200,000
- 5339 Bus and Bus Facilities – Section 5339, small urban areas with population between 50,000 and 200,000
- 5339(b) Bus and Bus Facilities Discretionary Program – competitive program open to all urban and rural recipients eligible under Section 5307, as well as States and Indian Tribes

Table 1: FFY 2021 Federal Obligation Report – FHWA Projects List

Project ID	Lead Agency	Project Title	Project Type	Project Description	Phase	Federal Funding Type	TIP Programmed Federal Funds	Obligated in 2021	Federal Funding Remaining
CC20210001	Carson City	District 3, Fifth Street	Road Improvements	Design and construction of improvements from Fairview Drive to eastern extent, approximately 1 mile.	PE	STBG 5K-200K	\$115,000	\$115,000	\$0
XS20210011	NDOT	Western Nevada Safe Routes to School Program	Bicycle & Pedestrian	Non-infrastructure TAP funding to continue Western Nevada SRTS Program.	CON	TAP 5K-200K STBG	\$596,758	\$596,758	\$0

Table 2: FFY 2021 Federal Obligation Report – FTA Projects List

Project ID	Lead Agency	Project Title	Project Type	Project Description	Phase	Federal Funding Type	TIP Programmed Federal Funds	Obligated in 2021	Federal Funding Remaining
CC20200002	Carson City	FTA FFY 2019 5339(b) Grant Award	Transit-Capital & Rehab	Grand funding for buses and bus facilities.	OTHER	FTA 5339 Bus/Fac Sm Urb Capital	\$455,000	\$455,000	\$0
CC20200004	Carson City	FTA FFY 2019 5339 Apportionment	Transit-Other	Funding for purchasing replacement vehicles.	OTHER	FTA 5339 Bus/Fac Sm Urb Capital	\$122,405	\$122,405	\$0

The attached Cost/Funding Summary Table is an excerpt from:

The Carson Area Metropolitan Planning Organization's

2021/2022 Unified Planning Work Program

Full document available here: <https://www.carson.org/home/showpublisheddocument/75651>

Table 5.1 CAMPO FY 2021 and FY 2022 UPWP Cost/Funding Summary, Amended April 14, 2021

Work Element	Activity				Funding Breakdown, Overall FY 21 & FY 22		
	#	Description	Milestones (Excludes Ongoing/Recurring Milestones)	Estimated Completion Date	CPG	Local Match	Total Cost
1.0 MPO Administration	1.1	MPO Administration and Work Program Oversight	Adoption of the FY 2023-2024 UPWP	May 2022	\$256,500	\$13,500	\$270,000
			Annual Monetary Agreement	May 2021; May 2022			
	1.2	Transportation Improvement Program (TIP) Administration	Adopted FFY 2020-2023 TIP	February 2021			
			Annual Federal Obligations Report	December 30, 2020; December 30, 2021			
1.3	Professional Development						
2.0 Outreach and Engagement	2.1	MPO Representation			\$90,250	\$4,750	\$95,000
	2.2	Public Participation					
	2.3	Regional Transit Coordination and Engagement	Transit Rider Survey	June 2021			
			Transit Non-Rider Survey	June 2022			
			Establishment of a CAMPO Coordination Coalition	May 2021			
			Establishment of a Transit Ambassador Pilot Program	September 2021			
2.4	Regional Consistency Review						
3.0 Multimodal Planning	3.1	2040/2050 Regional Transportation Plan (RTP)	Final, Adopted 2050 RTP	January 2021	\$204,520	\$10,764	\$215,284
	3.2	Transit Planning	JAC ADA Paratransit Eligibility Process	May 2021			
			JAC Fixed-Route Policy	July 2021			
	3.3	ITS Planning*	Carson Area Transportation System Management Plan	June 2022			
	3.4	Active Transportation Planning	Review of local ordinances related to e-scooter/e-bicycles	January 2021			
3.5	Updates to Supporting Regional Planning Documents and Policies						
4.0 Transportation Performance Management	4.1	MAP-21/FAST Act Implementation and Performance Measures	Safety Performance Measure Targets	February 2021; February 2022	\$240,697	\$12,668	\$253,365
			Public Transit Agency Safety Targets	February 2021; February 2022			
			Transit Asset Management Targets	October 2020; October 2021			
			Supporting NDOT's CMAQ Targets	October 2020; October 2021			
	4.2	Maintain Travel Demand Model*					
	4.3	Data Management, Collection, and Performance Measurement	Annual CAMPO Monitoring Report	September 2020; September 2021			
	4.4	Maintain Pavement Management System*	Completed pavement survey for Carson City	June 2021			
			Annual performance reporting of pavement condition	July 2020; July 2021			
4.5	Non-Motorized Asset Management	Expanded ADA inventory of narrowness barriers	June 2022				
4.6	Transit Asset Management						
5.0 Multi-modal Corridor Planning**	5.1	Corridor Studies	E. William Street Feasibility Study	April 2022	\$95,000	\$5,000	\$100,000
Total UPWP CPG/Local					\$791,967	\$41,682	\$833,649
Total Other Federal/Local**					\$95,000	\$5,000	\$100,000
Total 2-Year UPWP					\$866,967	\$46,682	\$933,649

*Consultant involvement is expected; ** Other Federal Funding