



Meeting Agenda

Franklin Transit Authority

Thursday, August 29, 2024

4:00 PM

Board Room

CALL TO ORDER

CITIZEN COMMENTS (Open for citizens to be heard on any issue or concern, including those related to items on the agenda. Please submit a Speaker Card at the beginning of the meeting if you would like to address the Board. As provided by law, the Board of Mayor and Alderman shall make no decisions or consideration of action of citizen comments for items not on the agenda, except to refer the matter to the City Administrator for administrative consideration, or to a schedule the matter for Board consideration at a later date. Those addressing the Board are requested to come to the microphone and identify themselves by name and address for the official record. The Mayor may restrict the period for public comment, including the length of the public comment period, the number of individuals who can speak and the length of time each individual may speak. When time allows, the standard individual public comment time is two minutes.)

APPROVAL OF MINUTES

1. Consideration Of Approval Of The May 21, 2024 And June 18, 2024 FTA Minutes

OLD BUSINESS

NEW BUSINESS

2. Discussion And Consideration Of Action To Delay Indefinitely The Cool Springs Mirco Transit Pilot Program
3. Discussion And Consideration Of Action To Proceed With The Preparation Of A Scope Of Services For A Request For Proposals And Qualifications For A Contractor To Facilitate And Prepare A Transit Master Plan Study
4. Consideration Of Election Of Officers And Appointment Of Secretary
5. Consideration Of Disadvantaged Business Enterprise Goal Approval
6. Acknowledgment Of Title VI Assessment
7. Acknowledgment Of FTA Drug And Alcohol Policy Compliance
8. Acknowledgment Of Urban Operating Program Funding

REPORTS

- 9. Year-to-Date Financial Statement And Summary
- 10. Transit Report and VanStar Report
- 11. Grants And Disadvantaged Business Enterprise Program Update
- 12. Contract Monitor Report

OTHER BUSINESS

- 13. President And CEO Report
- 14. Chairman's Report

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Tuesday, June 18, 2024; 4:00 P.M.**

The Franklin Transit Authority met on Tuesday, June 18, 2024, at 4:00 P.M., in the Development Services Conference Room of the City of Franklin, TN.

Members Present

Patrick Baggett	Kelly Bair, The TMA Group	Robyn Freeman, City of Franklin
Chuck Barber	Debbie Henry, The TMA Group	Abby Gambill, City of Franklin
John Schroer	S Stanton Higgs, The TMA Group	Vernon Gerth, City of Franklin
Scotty Bernick	Sharmila Patel, The TMA Group	Paul Holzen, City of Franklin
	Todd Moore, Attorney	Adam Moser, City of Franklin
	Christiana Dunn, Franklin Transit	Tia Holden, City of Franklin
		Shauna Billingsley, City of Franklin

CALL TO ORDER

Mr. John Schroer welcomed everyone and called the meeting to order.

ROLL CALL/CONFIRM QUORUM

Chairman Schroer confirmed a quorum was present.

CITIZEN COMMENTS

No members of the public attended.

OLD BUSINESS

NEW BUSINESS

1. Election of Vice Chair of the Franklin Transit Authority.

The Vice Chair position has been vacant. Mr. Patrick Baggett made a motion for Mr. Chuck Barber to serve as Vice Chair. Mr. Scotty Bernick seconded the motion, and the vote was unanimous. Mr. Barber’s term begins July 1.

2. Consideration of Amended Bylaws for Franklin Transit Authority

Ms. Shauna Billingsley discussed amending the Bylaws and reviewed those changes with the group. These changes include the day, time, and place of the regularly scheduled meetings; cleaning up any minor language consistent with state law or City policy; and adding a definition of Secretary of the Authority and Executive Director.

Mr. Chuck Barber made a motion to accept the amended bylaws, and Mr. Scotty Bernick seconded the motion. The vote was unanimous, and the amended bylaws were accepted.

3. Consideration of COF Contract No. 2023-0233, with the Transportation Management Association Group for a term of Five (5) Years.

The TMA Group's attorney worked with the City's attorney on finalizing the contract language. The TMA Group's board had approved the draft contract at their stated meeting.

Mr. Chuck Barber made a motion to approve the agreement with the TMA Group. Mr. Patrick Baggett seconded the motion, which passed unanimously.

4. Consideration of Approval of Recommended FY2025 Franklin Transit Authority Budget

Authority members reviewed the proposed budget, which had not changed since being presented to the City. Mr. Patrick Baggett made a motion to approve transit's FY25 budget. Mr. Chuck Barber seconded the motion, and the vote was unanimous in its approval.

5. Discussion of the Cool Springs Connector Project

Since multiple Authority members were unable to attend the meeting, Chairman Schroer made a motion to move discussion on the Cool Springs Connector Project to the August meeting. Mr. Patrick Baggett seconded the motion, which passed unanimously.

OTHER BUSINESS

The Chairman and Executive Director did not have additional reports to share.

ADJOURN

Chairman Schroer made a motion to adjourn, which passed unanimously.

The next regular scheduled meeting will be Tuesday, August 6 at 4:00 in the City's Development Services Conference Room.

John Schroer, Chairman



**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Tuesday, May 21, 2024; 4:00 P.M.**

The Franklin Transit Authority met on Tuesday, May 21, 2024, at 4:00 P.M., in the Development Services Conference Room of the City of Franklin, TN.

Members Present

Patrick Baggett	Kelly Bair, The TMA Group	Vernon Gerth, City of Franklin
Chuck Barber	Debbie Henry, The TMA Group	Paul Holzen, City of Franklin
Eric McElroy	S Stanton Higgs, The TMA Group	Adam Moser, City of Franklin
Doris McMillan	Sharmila Patel, The TMA Group	Margaret Wilson, City of Franklin
Ashley Roberts	Todd Moore, Attorney	Mike Lowe, City of Franklin
John Schroer	Robyn Freeman, City of Franklin	Shauna Billingsley, City of Franklin
Scotty Bernick (To be appointed)	Abby Gambill, City of Franklin	

1. Call to Order

Mr. John Schroer welcomed everyone and called the meeting to order.

2. Roll Call/Confirm Quorum

Chairman Schroer confirmed a quorum was present.

3. Public Comment

One member of the public attended, Mr. Glenn McGehee. He did not have any comments or questions.

CONSENT CALENDAR

4. Minutes of March 18, 2024, Meeting Minutes

There were no suggested revisions to the meeting minutes. Chairman Schroer called to approve the minutes of the March 18, 2024, meeting. A motion to approve was made by Ms. Ashley Roberts and seconded by Mr. Chuck Barber. The motion passed unanimously.

OLD BUSINESS

5. Year-to-Date Financial Statement and Summary

Dr. Kelly Bair provided an update on Franklin Transit financials through March 31. So far, the year-to-date actual is less than the year-to-date budget. The building maintenance line item is larger due to the installation of the lift, and equipment is higher due to the purchase of key vaults and cameras for the new buses. Chairman Schroer asked for clarification about the administrative salaries which had been broken out into categories for the first time. TMA Group Staff indicated they would review and share their answer with the board.

6. Transit and VanStar Reports

Mr. Stanton Higgs shared the transit report, which was presented in a new format. Highlights include the purchase of two new buses, participation in community events, transit participation in the Main Street festival, and having no reportable accidents in March or April.

He also shared updates about the vanpool program via the Commute Activity Report. Mr. Higgs also talked about the new partnership with HQDirect and the appreciation/recruitment lunch at the TN Air National Guard.

7. Grants/DBE Program Update

Ms. Sharmila Patel provided an update on the status of current FTA and CMAQ grants for Franklin Transit Authority and Williamson County (a subrecipient). She also shared information about the FFY24 5307 application and its proposed budget.

She also shared information about the DBE program that the TMA Group administers on behalf of Franklin Transit Authority. In April, the Department of Transportation published a DBE Final Rule in the Federal Register to streamline the DBE program regulations. Until the implications are fully understood, the plan is to prepare Franklin Transit's three-year plan and goal to be submitted to Federal Transit by August 1.

8. Contract Monitor Report

Ms. Sharmila Patel shared the highlights from the Contract Monitor Report: submission of federal financial reports and milestone progress reports to FTA; working with the city to auction five buses and a minivan; the submission of the subrecipient risk assessment to the monitor; and the signing of the annual Certifications and Assurances.

A motion to approve the aforementioned reports was made by Ms. Ashley Roberts and seconded by Mr. Chuck Barber. The motion passed unanimously.

NEW BUSINESS

9. Approval of Agreement for Purchase of Transit Services with the Transportation Management Association Group

Prior to talking about the transit agreement, Mr. Chuck Barber talked about a Department of Energy grant opportunity through Middle TN Electric, which could benefit both transit and the City. The Communities Sparking Investments in Transformative Energy grant would provide bi-directional charging; this can add resilience benefits and demand-response capabilities.

The contract is still being updated, so there won't be a vote on this issue. Board members asked questions about the contract and some of the new language added to the draft. The group (board, City, and TMA staff) discussed the exceptions to the contract that had been included as part of the proposal submission and came to an understanding. Afterward, the group agreed to allow The TMA Group's attorney to work with the City's attorney on finalizing the contract language.

Mr. Patrick Baggett made a motion to table approval of the agreement until a special called meeting. Ms. Roberts seconded the motion, which passed unanimously.

OTHER BUSINESS

10. Chairman's Report

Chairman Schroer indicated that at the next stated meeting there needed to be a vote for a vice-chair of the Authority.

Adjourn

Ms. Roberts made a motion to adjourn, and ??? seconded the motion, which passed unanimously.

The next regular scheduled meeting will be determined by City staff.

John Schroer, Chairman

**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: BAI-8-29-24-05

Meeting Date: 8/29/2024

Item Title: Discussion and Consideration of Action to Delay Indefinitely the Cool Springs Micro Transit Pilot Program

BACKGROUND

To date, the timeline for the Cool Springs Micro Transit Pilot Program is as follows:

- July 2019: Presentation about Cool Springs project to Franklin Transit Authority
- July 2021: Submit application to TDOT for a microtransit pilot project
- January 14, 2022: Letter from TDOT awarding a CMAQ grant for Cool Springs Microtransit
- March 2022: Project added to the TIP (Transportation Improvement Plan)
- April 2022: TDOT approves request to provide a 10% state match
- July 8, 2022: TDOT submits letter to transfer funds to Federal Transit Administration

These funds are now considered FTA 5307 dollars.

Information about the award (TN-2024-031-00):

The grant award budget is for capital (hardware and software) in the amount of \$76,800.00 and three years of operating assistance \$1,348,660. The pilot's estimated completion date is 6/30/2027. This grant is 80/10/10 money, meaning the City of Franklin is responsible for 10 percent of program cost.

The pilot project is approved in the FY25 Franklin Transit Authority budget with additional approval by BOMA.

STAFF RECOMMENDATION

Staff recommends that the Franklin Transit Authority determine whether to proceed or delay indefinitely the Cool Springs Micro Circulation Transit Pilot Program.

Approved _____
Board Officer

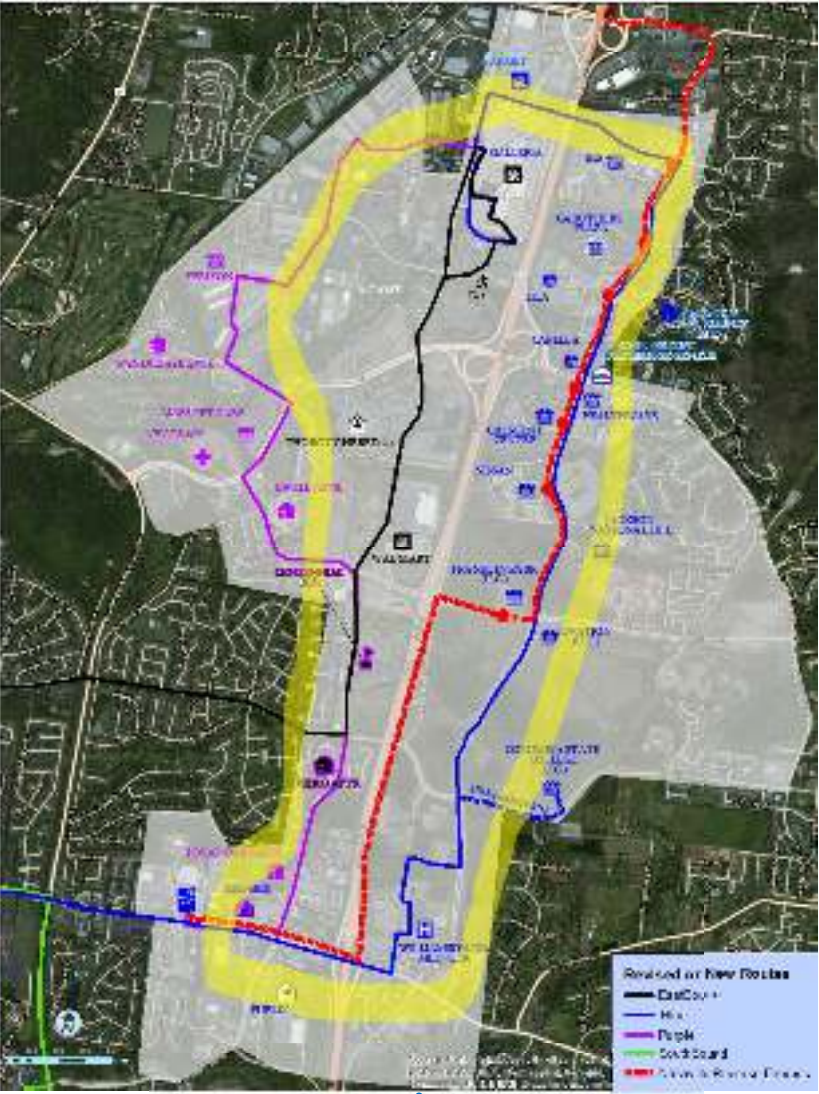
_____ *Date*

COOL SPRINGS MICRO TRANSIT PILOT UPDATE



- Competitive Project proposal presented to CMAQ – Federal Highway Administration by TMA Group for Franklin Transit.
- Total award for eligible cost \$1,781,825 (3 year pilot)
 - CMAQ – FHWA \$1,425,460
 - TDOT – 178,182
 - Local – 178,182
- Approved by Franklin Transit Authority Board
- Project delay due to pandemic, supply chain issues and driver labor shortage.
- Scheduled to begin in 2024





Cool Springs Zone

MICROTRANSIT IS AN UPDATED FORM OF SHARED, ON DEMAND PUBLIC TRANSPORTATION THAT USES AN APP TO BOOK RIDES IN SELECTED SERVICE ZONES. IT IS AN UBER LIKE CUSTOMER EXPERIENCE



The Experience



PROJECT MILE STONES

- Research and multiple stimulations completed.
 - Carried out by Transloc – Ford Mobility and VIA
 - Mature product goal of 30 to 45 passenger trips per day per vehicle.
 - CMAQ award flexed to FTA funding by Sharmila
 - VIA is Best in Class microtransit software
 - Received approval by the FTA procurement office to proceed with VIA contract
 - Negotiated with Williamson County to repurpose VanStar vehicles to this pilot project. Proposal to be voted on by Williamson County on June 10th.
- In Progress to be completed
- complete contract with VIA, determine VIA project pipeline date, designer working on brand name, logo, vehicle look, pricing, marketing campaign, operations training, launch. TDM sales.



COOLSPRINGS MICROTRANSIT POWERED BY TMA GROUP & VIA



Microtransit supports better-functioning public transportation that is more financially efficient, operationally effective, and complete. It helps agencies offer more service for less cost, providing greater utility/amenities for the same dollars or by doing what it currently does more cost-efficiently. Microtransit reduces the cost of providing transit to less dense or less productive routes (Note: For high-capacity areas, fixed-route buses are the most cost-effective way to offer transit; however, for lower-capacity areas where transit is still needed, microtransit offers a way to provide service.

**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: BAI-8-29-24-6

Meeting Date: 8/29/2024

Item Title: Discussion and Consideration to Proceed with the Preparation of a Scope of Services for a Request for Qualifications for Facilitation and Preparation of a Transit Master Plan

BACKGROUND

Franklin Transit Authority Chairman John Schroer proposes the preparation of a scope of services for a Request for Proposals/Qualifications for a contractor to facilitate and prepare a Transit Master Plan.

The proposed plan would establish vision, goals, and objectives relative to the Franklin Transit Authority and provide the Franklin Transit Authority recommendations and associated funding and implementation plans that will serve the mobility needs now and in the future for Franklin.

The two most recent comprehensive studies of the transit service and Franklin, TN, area at the recommendation of the Franklin Transit Authority are the 2015 Cool Springs Multimodal Transportation Network Study and the 2017 Franklin Transit Study. These studies were operational transit plans to be followed over the years with the varying phases strategically implemented as the City and transit demand grew. Both studies were completed by TranSystems, Inc. These studies reviewed the entire Franklin area including downtown, Cool Springs, and other outlying areas such as Westhaven and the Carothers Parkway extension. These studies made recommendations to streamline the Fixed Routes, reduce route times, move the hub to the Transit Center, provide specific transit service to the Cool Springs area, etc.

STAFF RECOMMENDATION

Staff recommends that the Franklin Transit Authority determine whether to proceed with the preparation of a scope of services for a Request for Proposal/Qualifications in support of a new Transit Master Plan.

Approved _____
Board Officer

Date

Franklin Transit Authority Transit Master Plan Scope of Services

Introduction

The purpose of this plan is to facilitate the establishment of Vision, Goals and Objectives relative to the Franklin Transit Authority (FTA) and provide FTA recommendations and associated finding and implementation plans that will serve the mobility needs now and in the future in Franklin, Tennessee. This plan will provide a variety of options that are fiscally constrained and/or have an associated funding plan. The objective of the plan is to provide a balance of options so that inter-regional travel needs, regional travel needs, and local travel needs are discussed with an understanding of the population served, concepts of projects or services, funding options, and trade-offs. It is highly unlikely that there will be adequate resources to fund all needed services at the desired levels. This plan will help clarify the trade-offs between available funding and the types and levels of services identified in the plan. There will need to be careful analysis of the level of capital, operating and maintenance investment needed to support several types and levels of services and the cost and delivery timelines associated with those capital elements. Community outreach will be a critical component for the development of this plan. Everyone from the community will be able to consider the options, weigh in on trade-offs and gain an understanding of the costs associated with each element of the plan. This plan will offer a range of outcomes, financial options, and metrics by which to measure mobility progress in the City of Franklin.

The following is a list of critical issues that serve as a starting point of consideration for the study:

- How much does the Franklin Transit Authority's current services need to change to meet current and future demands?
- How does the Franklin Transit Authority serve the most people as efficiently as possible?
- Where are potential new markets; where are unserved/underserved areas; and where is growth occurring (residential and jobs)?
- How does the Franklin Transit Authority access new markets in suburban areas and new employment centers throughout the City Franklin and regionally?
- What market research tool will inform the Franklin Transit Authority of key customer travel behaviors and attitudes to increase existing ridership and attract new riders?
- How does the Consultant plan to engage the public in a dialogue of public transportation needs and expectations as part of this study?
- What is the optimum balance of public transportation services between commuter, point to point, and disadvantaged populations?
- Who are the peer agencies for Franklin Transit Authority? How does their performance compare to ours?
- What attributes of system and route performance should be most important?

- How does franklin best serve an increasingly aging population?
- What options and opportunities does the Franklin Transit Authority have for integrating micro-transit and other technologies into its services?
- What capital and operating requirements are necessary to achieve the vision for public transportation in the City of Franklin?

Task 1: Project Management

The Consultant shall perform all project management and administration functions necessary to deliver this work order. Consultant will maintain a project administration and quality assurance program for this work order.

Consultant shall organize and manage the regular cadence of project meetings as directed by the Franklin Transit Authority project management team, including Consultant task leads and subject matter experts as needed.

To ensure compliance with the contracted scope and deliverables for the new fiscal year, a Project Management Plan (PMP) shall be prepared within the first thirty (30) days of the executed work order. This will include Change Management Plans subject to the Franklin Transit Authority’s review and approval, and consultant shall guide their efforts according to this plan. Project administration activities such as status meetings and interim management of deliverables shall be outlined in this PMP.

The consultant will start the project with an in-person meeting attended by all project leadership and task leads, in which the following may be reviewed and refined:

- Project objectives
- Scope of work
- Timeline and milestones
- Composition and format of deliverables and presentations
- Communications
- Requested data
- Agency (and stakeholders/partners) ability to fulfill request on the data needs list
- Template and branding concepts.

Task 1 Deliverables

- Project Management Plan
- Project schedule, updated monthly

Task 2 – Public Involvement

This plan must engage the community with multiple opportunities to voice their opinion on the future of the transit system. Traditional public meetings and a project website will be used as well as the Consultant utilizing stakeholder committee and stakeholder interviews. Beyond these traditional engagement activities, the consultant must include a “meeting people where they are” approach to outreach and engagement. The Consultant will document a specific plan for community outreach and involvement in a Public Involvement Plan (PIP) and this plan must include opportunities to hear from the various communities what unmet needs exist, what is working and what isn’t. The PIP must also include a round of engagement expressing “what we heard” and how that has been addressed. Finally, the PIP must include a strategy of education and feedback gathering of the recommendations coming out of this planning process. The PIP must allow for substantial involvement from representatives of a diverse cross-section of community groups, such as

- General Public
- Advocacy groups (Non-profits, senior centers, mental health community, advocates and support agencies for people with disabilities, etc.)
- Disadvantaged communities (low income, zero car households, older adults, people with disabilities, non-English speaking communities, and people of color)
- Institutions (education, religious, medical, etc.)
- Business Community Leaders
- Neighborhood groups (homeowner’s associations, senior living facilities, etc.)

The PIP will utilize online tools and surveys and may use social media, as well as informal, small group meetings to reach out to stakeholders. The PIP will also identify specific tools and techniques for outreach to traditionally underserved or traditionally less involved populations. The Consultant shall also review all relevant community engagement efforts performed by other transit operating agencies.

Task 2 Deliverables

- Public Involvement Plan (PIP)
- Established Goals of the project
- Outreach and Engagement collateral such as presentations, fliers, signs, social media templates, presentation boards, etc.
- Outreach and Engagement Technical Report outlining feedback received through all methods of collection, identifying themes, level of attendance/participation, etc. cross referenced to the extent possible with demographics collected
- Project Website updated and maintained throughout the life of the project

Task 3 – Inventory & Assessment of Existing Conditions Trends

The Consultant will complete an inventory and analysis of existing conditions and trends. The Consultant will need to obtain, review, and summarize the following information:

- Performance metrics and ridership information from the Franklin Transit Authority
- Performance metrics and ridership information from RTA service provided, private providers, etc.
- Performance metrics from at least three peer public transportation agencies of comparable size and scope for peer reviews and trend analysis
- Transfer Analysis (If applicable)
- Travel patterns within and around FTA’s service area
- Bicycle and pedestrian facilities that support public transportation (i.e., last mile connectivity)
- Technology (such as dispatch software, automatic vehicle location, fare systems, etc.)
- Origin and Destination data for both inter and intra trips
- Past, current, and future growth – including population, demographics, employment, and land use
- Planned and programmed transportation improvements – from the City of Franklin, Williamson County, RTA, WeGo (if applicable), TDOT, Nashville MPO and from and adjoining jurisdictions
- Past and present funding for capital, as well for maintenance and operation – from the City of Franklin, FTA and other data/funding sources.

In addition to the above information, the Consultant will conduct a Data Meeting with staff to discuss data sources and availability. The goal of this meeting will be to identify pertinent data, identify any gaps in available data, and identify the appropriate means of obtaining that data.

Task 3 Deliverables

- Existing Conditions Technical Report
- Existing Conditions Executive Summary
- Existing Conditions Presentation
- Data library of all data collected

Task 4 – Goals, Objectives, & Performance Metrics

The consultant will coordinate with an established Technical Advisory Group (TAG) to establish the overall vision of the transit system and goals to achieve that vision. The final report of this study will outline specific objectives that, once implemented, will achieve the stated goals and vision. The consultant will also development performance metrics to evaluate the successes of each objective. Metrics may include, and will not be limited to, the following:

- Forecasted ridership
- Productivity and cost efficiency of transit service
- Transit-supportive land uses and/or plans
- Measures of transit mobility (e.g., % of population living within ½ of frequent transit)
- Economic development and land use development potential .
- Potential speed of service
- Projected benefits and/or cost-benefits analysis
- Community and/or political support
- Regional connectivity and benefits
- First/last mile connections and opportunities
- Existing roadway conditions and right of way availability including potential engineering challenges
- Benefits to traditionally underserved communities and Title VI/equity concerns
- Safety considerations
- Safety considerations
- Modal integration, including pedestrian and bicycle facilities, park-and-ride lots, commuter rail, and other forms of bus transit
- Considerations of teleworking and/or remote appointments
- Vehicle Miles Travel (VMT) reduction

The development of service standards moving forward will help guide the future allocation of resources, so special attention to equitable outcomes must be made in addition to increasing government efficiencies.

Task 4 Deliverables

- Executive summary of the established Vision and Goals
- Presentation of the established Vision and Goals
- Definition of metrics developed to evaluate proposed service changes, routes, modes, and facilities

Task 5 – Transit Plan Development

The consultant will work from the community and stakeholder feedback collected in Task 2, existing conditions outlined in Task 3 and the Vision and Goals developed in Task 4 to create a Transit Master Plan (TMP) that includes recommendations for the following:

- Routes alignments by mode
- Service plans by mode
- Capital, Operating and Maintenance cost requirements
- Impacts to existing Capital and Operating budgets
- Potential funding sources for plan implementation
- Financial plan for implementation
- Implementation plan by year

The transit plan will be reviewed at appropriate milestones by the TAG and vetted by the community and key stakeholders to ensure robust feedback throughout the plan development process. The consultant will also include an evaluation of all routes, modes and service plans considered and the results of their evaluation through the metrics outlined in Task 4.

The Consultant will prepare a comprehensive list of potential funding sources to meet the funding requirements of each option and engage the TAG in a discussion of their viability. Using this financial information, the Consultant will develop a spreadsheet-based financial model that integrates macroeconomic assumptions, revenue projections from existing funding sources, transit system service levels, operating and maintenance (O&M) cost, capital cost estimates for bus and high-capacity transit improvements, and assumptions on project timing to estimate future cash flows. The model will include a forecast of federal funding and potential from other sources.

Task 6 – Final Documentation

The consultant will prepare a TMP that summarizes all deliverables and final recommendations. The document will outline a clear implementation plan for policy and programmatic actions to support the growth and sustainability of transit service in the FTA service area. The implementation strategy will assign roles and responsibilities and will include a range of funding scenarios and performance goals. The document will outline the planning process, public outreach, and stakeholder engagement process and how it affected the planning process, the preferred transit investment scenario, funding plan, and implementation strategies. The consultant will also develop an executive summary and presentation as stand-alone documents.

**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: BAI 8-29-24-7

Meeting Date: 08-29-24

Item Title: Consideration of Election of Officers & Appointment of Secretary

BACKGROUND

In accordance with the Franklin Transit Authority By-Laws, Article III, Section 1, Item 1: "A Chairperson of the Authority shall be elected by and from a majority of the members of the Authority, taking office July 1 of the same year. The Chairperson shall make such reports as to the discharge of his/her duties and the conduct of the business as may be prescribed by the Authority from time-to-time. The Chairperson shall sign all agreements for contracts, transfers and conveyances as required by law or as may be authorized by the Authority, except to the extent that such responsibility is or may be delegated to the Secretary by law or by appropriate action of the Authority. He/she shall be authorized to sign checks and vouchers drawn on the funds of the Authority."

Additionally, in Article III, Section 2, Item 2: speaks of election of the Vice-Chairperson. Franklin Transit Authority meeting minutes dated June 18, 2024, reflect the election of Chuck Barber as Vice Chairperson at that meeting.

Concerning Secretary, the Franklin Transit Authority By-Laws, Article III, Section 2, Item 3: "A Secretary shall be appointed by the Chairperson and shall serve at the pleasure of the Authority, taking office July 1 of the same year. The duties and term of the Secretary of the Authority shall be fixed by the Authority and may be changed from time-to-time. The Secretary shall be responsible for ensuring that accurate records are kept of all Authority actions and shall be responsible for attesting to Authority contracts and other documents. It shall be the Secretary's duty to insure proper public notice of all meetings and that all resolutions or orders of the Authority are properly executed. "

STAFF RECOMMENDATION

Staff recommends Authority take action as specified by the By-Laws on this item.

Approved _____
Board Officer

Date

FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM

Item Number: BAI-8-29-24-8

Meeting Date: 8/29/2024

Item Title: Consideration of Disadvantaged Business Enterprise (DBE)
FFY 2025-27 Goal

BACKGROUND

In 2004, the Franklin Transit Authority became eligible for Federal transportation assistance authorized by 49 U.S.C. Chapter 53, title 23 United States Code, and other Federal statutes administered by the Federal Transit Administration.

Department of Transportation Disadvantaged Business Enterprise (DBE) regulations require local transportation agencies that receive Federal financial assistance to maintain a Disadvantaged Business Enterprise (DBE) Program.

Part of the program requires that goals for Disadvantaged Business Participation be set every three years. State and local governments set their goals based on the number of certified disadvantaged businesses in local markets.

Staff developed a proposed race-neutral overall DBE goal of 7.1 % for Federal Fiscal Years 2025 through 2027. This goal is applicable to DOT-assisted contracting opportunities scheduled to be awarded during the period of October 1, 2024, through September 30, 2027. This proposed goal was posted on July 15, 2024, and an informational meeting was held on Tuesday, July 23, 2024.

STAFF RECOMMENDATION

Staff is recommending approval of the proposed DBE goal for FFY 2025-27 of (7.1%).

Approved _____
Board Officer

_____ Date



Disadvantaged Business Enterprise (DBE)
Program Goal & Methodology
FYs 2025-2027

Introduction:

Franklin Transit provides two types of service. The first service is a fixed-route system, which maintains a consistent schedule and route. The fixed routes serve the City of Franklin and Cool Springs areas. There are two fixed routes: Red Route to historic downtown Franklin and Blue Route to Cool Springs.

The second service offered is transportation on demand, known as Transit-on-Demand (TODD), which picks up passengers unable to meet the fixed routes at their home and transfers them to locations within the city. TODD is available throughout the City of Franklin, including the Cool Springs area.

The Franklin Transit Authority (FRTA) receives over \$250,000 in federal financial assistance from FTA and has signed an assurance it will comply with 49CFR, Part 26. Therefore, FRTA has established a DBE program and submitted its FY2025-2027 goal to FTA for review and approval.

DBE Liaison Officer (DBELO):

The Grants and Procurement Director has been delegated as the DBE Liaison Officer (DBELO). In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the Franklin Transit Authority complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the chief executive officer concerning DBE program matters. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Franklin Transit Authority in its financial assistance agreements with the Federal Transportation Administration.

Policy Statement:

It is the policy of the Franklin Transit Authority that businesses meeting the definition and requirements of Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with funds derived from the U.S. Department of Transportation, Federal Transit Administration. Franklin Transit is fully committed to comply with 49 CFR Part 26, carrying out the statements and requirements of each section of the DBE Program as contained herein.

Franklin Transit will never exclude any persons from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin. In administering its DBE program, Franklin Transit will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, sex, or national origin.

Franklin Transit Authority has disseminated this policy statement to the governing board and all of the components of our organization. This information is permanently a part of the Franklin Transit website, <https://franklintransit.org/>.

Goal Summary:

The Franklin Transit Authority has established its Disadvantaged Business Enterprise (DBE) goal for Federal Fiscal Years 2025-2027 to be seven and one-tenth percent (7.1%) of the federal financial assistance Franklin Transit will expend in DOT-assisted contracts, exclusive of Federal Transit Administration funds to be used for the purchase of transit vehicles. This goal will be achieved through 100% race-neutral measures. The goal was determined by reviewing the percentage of the revenue spent in fiscal years 2021-2023, the percentage charged to FTA dollars, the availability of DBEs in each

purchasing category, the tentative three-year budget, and, finally, the prorated consideration of the anticipated purchases for fiscal years 2025-2027.

Information Sources:

Franklin Transit Authority reviewed a variety of data sources in order to develop its DBE Goal:

- Prior procurement and project records and DBE reports
- U. S. Bureau of the Census
- North American Industrial Classification System (NAICS) Codes
- Tennessee Uniform Certification Program (TNUCP) Disadvantaged Business Enterprise (DBE) Directory

Goal Methodology:

Our goal methodology is based on specific projects and contracts that Franklin Transit is going to award and the DBE availability in our area. There are plans for continuing the bus shelter project, installing six new bus shelters within the service area over the next three years. Another project involves purchasing transit planning and transit dispatch software. Since there aren't any large construction or capital contracts, Franklin Transit also reviewed its operating contracts.

The Federal Fiscal Years 2025-2027 goal was established as follows:

Franklin Transit followed USDOT guidance, considering all certified DBEs to be Ready, Willing, and Able (RWA) based upon whether or not the business appears in the state's DBE Directory/ Unified Certification Program.

Step 1: Developing a base figure for the relative availability of DBEs

In looking at contracting opportunities for Franklin Transit Authority, there are very few over the next three years that are anticipated. Most capital funds are expended on bus purchases that are on a state contract and preventive maintenance. As of FY2025, Franklin Transit plans to continue installing eight to ten new bus shelters over the next few years. Another potential project is expanding technology components to the service, specifically transit planning and dispatch software. There are no large projects planned currently.

However, Franklin Transit Authority can potentially utilize DBEs depicted in the following chart based on the search for registered DBEs by NAICS codes in the Tennessee Uniform Certification Program for daily or ongoing needs.

The Local Market Area was determined to be Nashville-Davidson County, Maury County, Williamson County and Rutherford County; these include the majority of contractors (and subcontractors) with the area beyond being primarily rural. According to the 2021 United States Census data (County Business Patterns), there are 2,741 RWA firms in the statistical area of Nashville-Davidson County, Maury County, Williamson County and Rutherford County, Tennessee, in which DOT funding could be spent by Franklin Transit.

72 businesses in Nashville-Davidson County, Maury County, Williamson County and Rutherford County, Tennessee, are certified as DBEs with the Tennessee Department of Transportation's Small Business Development Office.

NAICS Code	Anticipated FTA Funds FY25-27	RWA DBEs (Region 3)	All RWA Firms	Base Figure
238210 (Electrical Contractors)	\$ 480.00	11	295	
238220 (Plumbing, Heating, and Air-Conditioning Contractors)	\$ 4,991.85	5	353	
32311 (Printing)	\$ 17,790.00	0	87	
441310 (Automotive Parts and Accessories Stores)	\$ 7,609.29	0	145	
45431 (Fuel Dealers)	\$ 515,836.17	0	8	
518210 (Data Processing, Hosting, and Related Services)	\$ 199,608.90	1	105	
524210 (Insurance Agencies and Brokerages)	\$ 362,642.58	2	667	
541211 (Offices of Certified Public Accountants)	\$ 8,660.37	5	216	
54181 (Advertising and Related Services)	\$ 108,243.03	5	76	
541930 (Translation and Interpretation Services)	\$ 2,844.15	0	4	
561621 (Security Systems Services (except Locksmiths))	\$ 8,060.19	3	35	
561622 (Locksmiths)	\$ 720.00	0	14	
561710 (Exterminating and Pest Control Services)	\$ 2,715.00	0	72	
561720 (Janitorial Services)	\$ 71,718.24	23	337	
81111 (Automotive Mechanical and Electrical Repair and Maintenance)	\$ 837,030.33	0	238	
238110 (Poured Concrete Foundation and Structure Contractors)	\$ 160,000.00	17	84	
81233 (Linen and Uniform Supply)	\$ 45,704.34	0	5	
Base Figure		72	2741	0.02627

*Data from 2021 County Business Patterns, United States Census Bureau

72 DBE firms/ 2,741 All RWA (DBE and non-DBE) firms = 0.026%

To ensure that our DBE program will be narrowly tailored to overcome the effects of discrimination, if we use contract goals, we will adjust the estimated breakout of race-neutral and race-conscious

participation as needed to reflect actual DBE participation and we will track and report race-neutral and race conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal; DBE participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

We will maintain data separately on DBE achievements in those contracts with and without contract goals, respectively.

Step 2: Adjusting the Base Figure

Franklin Transit has examined all evidence available to determine if an adjustment to the base figure is needed. The expected contracting opportunities in the upcoming three years are substantially similar to the previous three years. Previous participation included mostly prime contractors; one subcontractor was used. The historical median DBE participation over the previous three years is 11.69% calculated as follows:

Participation:
 2021—11.31%
 2022 – 23.74%
 2023 – 11.69%

This number averaged with the Step 1 base figure of .026% would make the DBE goal 7.14%. Therefore, the DBE goal for Franklin Transit for FYs 25-27 is 7.1%. This goal will be reached using race neutral means of facilitating DBE participation.

FRTA's DBE goals are currently being achieved through 100% race-neutral measures, and we expect to continue to meet our goal through 100% race-neutral measures.

Attachments that support the above methodology include:

- Past three-year DBE Participation Data (Attachment 1) and
- Spreadsheet detailing number of RWA firms by NAICS Code (Attachment 2).

**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: BAI-8-29-24-9

Meeting Date: 8/29/2024

Item Title: Acknowledgement of Title VI Assessment TDOT

BACKGROUND

As part of the contractual agreement, any entity receiving assistance from TDOT must comply with Title VI of the Civil Rights Act of 1964. To assure compliance, Franklin Transit Authority is required to complete a Title VI Assessment. Franklin Transit Authority received a compliance review in July 2023.

On July 29, 2024, TDOT notified Franklin Transit Authority, based upon Franklin Transit Authority's completed "No Change" Affidavit and Assurance 2024, that the July 2023 determination of Title VI compliance is still in effect.

Franklin Transit Authority's next compliance review is scheduled for July 2026.

STAFF RECOMMENDATION

Staff is recommending acknowledgement of Franklin Transit Authority's 2024 Title VI Assessment.

Approved _____
Board Officer

Date



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

CIVIL RIGHTS DIVISION
SUITE 1800, JAMES K. POLK BUILDING
505 DEADERICK STREET, NASHVILLE, TENNESSEE 37243-1402
(615) 741-3681 TOLL FREE (888) 370-3647

BUTCH ELEY
DEPUTY GOVERNOR &
COMMISSIONER OF TRANSPORTATION

BILL LEE
GOVERNOR

July 29, 2024

Ms. MiMi Lee
Title VI Coordinator
Franklin Transit Authority
708 Columbia Avenue
Franklin, TN 37064

Dear Ms. Lee:

As part of the contractual agreement, any entity receiving assistance from TDOT must comply with Title VI of the Civil Rights Act of 1964. In order for TDOT to ensure your agency's compliance, it was necessary for Franklin Transit Authority to complete a Title VI Assessment. Franklin Transit Authority received a compliance review in July 2023 and was found to be in compliance with Title VI.

Additionally, Franklin Transit Authority is required to certify annually that there have been no changes in its Title VI Program or document any changes that may have occurred. This office is in receipt of your agency's Annual "No Change" Affidavit and Assurance for 2024. The July 2023 determination of Title VI compliance is still in effect. Your agency's next compliance review is scheduled for July 2026.

If you require further assistance, please contact Wes White at 615-253-1076 or by email at James.W.White@tn.gov.

Thank you for your efforts.

Sincerely,

Cynthia Howard
Cynthia Howard,
Title VI Program Director



**2024 Tennessee Department of Transportation
Civil Rights Division - No Change Affidavit**



Civil Rights Division; Suite 1800 James K. Polk Building; 505 Deaderick Street, Nashville, Tennessee 37243
Telephone Number: 615.741.3681 – Email: TDOT.Title.VIProgram@tn.gov

I. Agency Contact Information

Franklin Transit Authority

Agency Name

708 Columbia Ave

Agency Address

Franklin/TN

City/State

37064/Williamson

Zip Code/County

615.790.4005

Agency Phone Number

mlee@tmagroup.org

Email

MiMi Lee

Title VI Coordinator Name

Rideshare Coordinator

Job Title

www.franklintransit.org

Website Address/URL

II. Affidavit

I, MiMi Lee, swear (or affirm) there have been no changes in

Title VI Coordinator Name

Franklin Transit Authority Title VI Program, and that the existing Title VI Program is in

Agency Name

accordance with the requirements of 49 CFR Part 21 and 23 CFR Part 200 and all applicable nondiscriminatory statutory and regulatory requirements.

I specifically swear (or affirm) that Franklin Transit Authority has Title VI Complaint

Agency Name

procedures; nondiscriminatory language in contracts; has Limited English Proficiency Procedures; has the required Title VI postings in visible places, and has participated in TDOT's Title VI training within the last three years, 02/10/2023.

Training Date

I further swear (or affirm) that the Tennessee Department of Transportation's Civil Rights Division will be notified within seven calendar days of any Title VI complaints/lawsuits filed with/against

Franklin Transit Authority

Agency Name



**2024 Tennessee Department of Transportation
Civil Rights Division - No Change Affidavit**



There has been a change to Franklin Transit Authority Title VI Program. Please see
Agency Name
 attached documentation of change. (e.g., Title VI Coordinator change, agency in receipt of a Title VI
 Complaint, etc.).

I certify that the above information is true and complete to the best of my knowledge and understand that knowingly providing false information could result in the withholding of payments and /or cancellation, termination or suspension of the contract, in whole or in part.

It is the policy of the Tennessee Department of Transportation to ensure compliance with Title VI of the Civil Rights Act of 1964; related statues and regulations to the end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U. S. Department of Transportation on the grounds of race, color or national origin.

III. Title VI Assurance

As required by the contractual agreement, Franklin Transit Authority will comply with the
Agency Name
 applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation.

Franklin Transit Authority assures that no person shall on the grounds of race, color, or national
Agency Name
 origin, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Tennessee Department of Transportation (TDOT). Franklin Transit Authority further assures
Agency Name
 every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

In the event Franklin Transit Authority distributes federal financial assistance to a
Agency Name
 consultant, contractor or subcontractor and other participants, Franklin Transit Authority will
Agency Name
 include Title VI nondiscrimination language in all written agreements and will monitor the consultant, contractor or subcontractor and other participants for compliance. The Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 CFR 200 and 49 CFR 21. As required by the contractual agreement,



2024 Tennessee Department of Transportation



Civil Rights Division - No Change Affidavit

Franklin Transit Authority

Agency Name

will comply the applicable laws and regulations relative to

nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation (TDOT).

IV. Declaration of Title VI Coordinator

I declare that I have completed this Title VI Compliance Assessment to the best of my knowledge and believe it to be true and correct.

[Handwritten signature]
Title VI Coordinator

7/24/2024

Date

V. Declaration of Administrative Head

I declare that I have reviewed and approved the information provided in this assessment and to the best of my knowledge and believe it is true, correct and complete.

[Handwritten signature]
Administrative Head

7/24/2024

Date

Date	Name	Job Title	Agency Name	Phone	Email	Score
2/10/2023	MiMi Lee	Rideshare Coordinator	Franklin Transit Authority		mlee@tmagroup.org	100%
7/23/2020	MiMi Lee	Title VI Coordinator	Franklin Transit Authority	615-628-0261	mlee@tmagroup.org	100%

The Transportation Management Association Group

AUTHORITY ACTION ITEM

Item Number: BAI-8-29-24-10

Meeting Date: 08-29-24

Item Title: Acknowledgement of Federal Transit Administration Drug and Alcohol Policy Compliance Audit

BACKGROUND

The Federal Transit Administration (FTA) Drug and Alcohol Division began a review of Franklin Transit Authority’s Drug and Alcohol Program in December 2023. Updated information was required by FTA; these items were corrected and submitted to Federal Transit Administration.

A new FTA-issued drug and alcohol policy template was released for use. Franklin Transit Authority’s policy was updated to reflect the required information in the template. The policy was approved by the Federal Transit Administration.

STAFF RECOMMENDATION

To ensure compliance with Federal Transit Administration guidelines, staff recommends the Franklin Transit Authority acknowledge the Franklin Transit Authority’s Drug and Alcohol Policy as approved by Federal Transit Administration.

Approved _____
Authority Officer

Date

Franklin Transit Authority Safety Sensitive

Drug and Alcohol Policy

Effective as of December 1, 2023

Adopted by: Franklin Transit Authority

Date Adopted:

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1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager’s office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Franklin Transit Authority - Safety Sensitive’s policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Franklin Transit Director no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a “safety-sensitive function” as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver’s license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine

- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Franklin Transit Authority - Safety Sensitive policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.

5. Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Franklin Transit Authority - Safety Sensitive has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Franklin Transit Authority - Safety Sensitive using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Franklin Transit Authority - Safety Sensitive using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Franklin Transit Authority - Safety Sensitive will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Franklin Transit Authority - Safety Sensitive guarantees that the split specimen test will be conducted in a timely fashion. Franklin Transit Authority will pay for the split specimen test for the employee.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Franklin Transit Authority - Safety Sensitive.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or Franklin Transit Authority - Safety Sensitive.
- (7) Fail to undergo a medical evaluation as required by the MRO or Franklin Transit Authority - Safety Sensitive's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and provided with contact information for SAPs.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Transit Director, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Transit Director. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10. Contact Person

For questions about Franklin Transit Authority - Safety Sensitive's anti-drug and alcohol misuse program, contact the Transit Director for Franklin Transit Authority, Mike Johnston.

Attachment A: Covered Positions

Franklin Transit Authority
Safety – Sensitivity Positions

Safety Sensitive Employees Subject to Testing

Operators

Fixed-route Bus Operators

Shuttle Bus Operators

Demand Response Operators

Micro-Transit Vehicle Operators

Supervision

Dispatchers

Transit Supervisors



U.S. Department
of Transportation

Federal Transit
Administration

Headquarters

1200 New Jersey Ave., S.E.
Washington, D.C. 20590

2/23/2024

Presented Electronically

Ms. Debbie Henry
President and CEO
Franklin Transit Authority
708 Columbia Ave
Franklin, TN 37064

RE: FTA Drug and Alcohol Compliance Auditing Program

Dear Ms. Henry,

The Federal Transit Administration has reviewed the responses of Franklin Transit Authority to the formally-submitted findings of the Drug and Alcohol Compliance Audit Team. Provided that all policies and procedures implemented in response to the audit are fully adopted, the Federal Transit Administration finds Franklin Transit Authority to currently be in compliance with the federally-mandated Drug and Alcohol Testing Program.

It is important for you and your organization to diligently maintain all aspects of the drug and alcohol testing program so all will remain in compliance in the future.

Thank you for your cooperation and for being prompt in your response. Please let me know at any time if I can be of further service to you.

Sincerely,

Lyon Rosario
Sr. Drug and Alcohol Program Manager
FTA Office of Transit Safety and Oversight

Electronic cc:

Mike Johnston, Franklin Transit Authority
Stanton Higgs, Franklin Transit Authority
Christiana Dunn, City of Franklin
Yvette Taylor, FTA Region IV Administrator
Dudley Whyte, FTA Region IV
Loretta Bomgardner, FTA Office of Transit Safety & Oversight
Melonie Barrington, FTA Office of Transit Safety & Oversight
Felicity Shanahan, USDOT/Volpe Center
Lori DeCoste, USDOT/Volpe Center
John Spelman, Cahill Swift, LLC

**FRANKLIN TRANSIT AUTHORITY
BOARD ACTION ITEM**

Item Number: BAI 8-29-24-11

Meeting Date: 08-29-24

Item Title: Acknowledgement of TDOT Urban Operating Allocation

BACKGROUND

The TN Department of Transportation (TDOT) announced the Urban Operating Program (UROP) allocation for State Fiscal Year 2025. Effective beginning July 1, 2024, the amount of the contract is \$341,300.00. These funds will be utilized for operating assistance; TDOT will reimburse at 80 percent, so there will be a 20 percent local match. The TMA Group staff has completed the steps for initiating the contract.

STAFF RECOMMENDATION

Staff recommends the acknowledgement of this allocation and forthcoming contract for Franklin Transit Authority.

Approved _____
Board Officer

Date



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
DIVISION OF PASSENGER TRANSPORTATION, RAIL & FREIGHT
 SUITE 1200, JAMES K. POLK BUILDING
 505 DEADERICK STREET
 NASHVILLE, TENNESSEE 37243-1402
 (615) 741-2781

BUTCH ELEY
 DEPUTY GOVERNOR &
 COMMISSIONER OF TRANSPORTATION

BILL LEE
 GOVERNOR

July 17, 2024

Dear Transit Agencies:

TDOT is pleased to announce the allocation of Urban Operating Assistance Program (UROP) funds for State Fiscal Year 2025 (July 1, 2024 – June 30, 2025). Allocations are based on UZA population reported in the 2020 Census. Gatlinburg and Pigeon Forge are taken off the top before the distribution by population, due to the high impact of tourism in those communities. The UROP program provides capital and operating assistance to support fixed route and complementary paratransit service in urban core areas of Tennessee. UROP funds are to supplement other available funds in support of urban transit agencies. The table below shows the allocated funds to each urban fixed route transit agency.

Agency	SFY25 Allocation
City of Bristol	\$235,900
Chattanooga Area Regional Transportation Authority (CARTA)	\$2,044,300
City of Clarksville (Clarksville Transit System)	\$1,155,100
Southeast Tennessee Human Resource Agency (CUATS)	\$471,600
Jackson Transit Authority (JTA)	\$464,500
City of Johnson City (Johnson City Transit System -JCTS)	\$820,000
City of Kingsport (Kingsport Area Transit System - KATS)	\$625,600
City of Knoxville (Knoxville Area Transit)	\$3,810,600
Memphis Area Transit Authority (MATA)	\$5,564,500
East Tennessee Human Resource Agency (Morristown)	\$424,500
City of Murfreesboro	\$1,131,300
City of Spring Hill	\$384,800
City of Gatlinburg (Gatlinburg Mass Transit System -GMTS)	\$420,900
City of Pigeon Forge (Pigeon Forge Fun Time Trolleys + Sevierville)	\$721,500
Nashville-Metropolitan Transit Authority (MTA)	\$6,272,000
Regional Transportation Authority (RTA)	\$779,100
Franklin Transit Authority (FTA)	\$341,300
Total	\$25,667,500

Grantees may budget up to \$1 million in UROP funds for capital expenses. TDOT will reimburse at 80% the first \$1,000,000 in total expenses (80% state, 20% local). Above \$1,000,000 in total expenses, TDOT will reimburse expenses at a 50% match (50% state, 50% local).

Federal funds obligated under the 5307 program for capital and/or operating expenses must be drawn down before invoicing TDOT for UROP funds within the same reimbursement period. **Invoices must be submitted at least quarterly, but monthly is preferred.** TDOT Multimodal has provided a Grantee Invoice Reimbursement Checklist to assist agencies in compiling the necessary documentation for invoice submissions.

To receive a UROP contract, grantees must submit the following documents to TDOT Multimodal, via email to TDOT.MultiModalAdmin@tn.gov:

- A PDF of the full final report from the agency's most recent FTA Triennial Review, if applicable
- Documentation of the status of corrective actions associated with any findings from the most recent Triennial Review
- An indirect cost allocation plan, current indirect rate calculation, and a letter from the cognizant agency approving the plan. (Applies only if indirect costs are charged to UROP)
- A brief narrative and budget is only required if the agency requests to use UROP funds in a capital line item. The narrative should include details about the procurement method(s) and a timeline for delivery/implementation.

TDOT staff will initiate contracts upon receipt of the required documentation. The SFY2025 contracts will be dated from July 1, 2024 – June 30, 2025. All contracts will be written for the entire allocated amount and there will be no contract extensions. Unspent funds will be reallocated based on TDOT discretion. If a grantee is unable to accept their SFY2025 UROP allocation, please notify TDOT as soon as possible.

If you have any questions, please contact Dequantez Sandifer via email at Dequantez.Sandifer@tn.gov, or by phone at 615-770-1921.

Best regards,

Daniel Pallme

Dan Pallme
Assistant Bureau Chief

cc: Preston Elliott, TDOT Deputy Commissioner/Chief
Larry Sanborn, TDOT Assistant Director
Kaitlyn McClanahan, TDOT Transit Programs Manager
Jason Spain, TPTA Executive Director

The TMA Group
Statement of Financial Position
June 30, 2024

ASSETS

Current Assets		
Receivables - Federal	\$	534,193.00
Receivables - State		<u>36,117.00</u>
Total Current Assets		<u>570,310.00</u>
Total Assets	\$	<u><u>570,310.00</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities		
Accrued Revenue Due to Transit	\$	<u>570,310.00</u>
Total Current Liabilities		<u>570,310.00</u>
Total Liabilities & Net Assets	\$	570,310.00

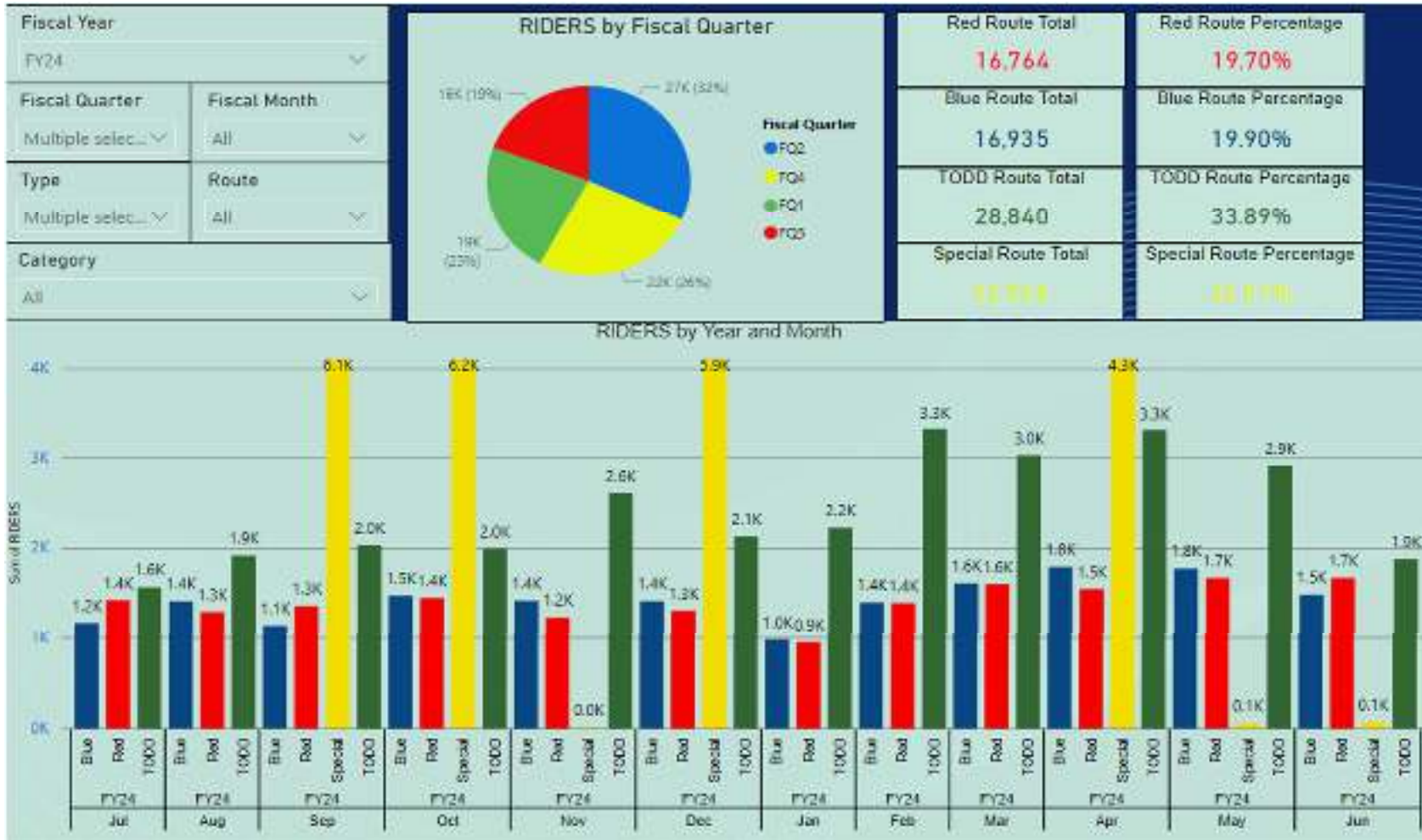
The TMA Group
Statement of Activities
Franklin Transit Service
For the Twelve Months Ending June 30, 2024

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Revenues					
COF Transit Operating	\$ 90,298.09	\$ 101,258.41	\$ 672,046.44	\$ 694,473.51	694,473.51
Fares	4,878.00	24,833.38	81,707.26	148,000.00	148,000.00
Other Revenues	800.00	800.00	11,061.55	9,700.00	9,700.00
State Funding	2,101.00	69,433.87	297,236.00	669,281.49	669,281.49
Federal Funding	216,321.00	129,751.08	2,274,505.00	2,083,464.00	2,083,464.00
Total Revenues	314,398.09	326,076.74	3,336,556.25	3,604,919.00	3,604,919.00
Direct Cost of Program					
Salaries & Wages - Admin	26,016.86	32,500.00	346,819.79	390,000.00	390,000.00
Salaries & Wages Transit Operations	46,232.80	30,994.59	360,268.69	371,937.06	371,937.06
Salaries & Wages - Drivers	72,254.34	86,604.99	953,716.78	1,039,260.10	1,039,260.10
Taxes & Benefits - Transit Admin	3,986.08	5,042.34	54,328.01	60,509.07	60,509.07
Taxes & Benefits - Transit Operations	7,833.86	7,104.23	82,273.83	85,253.18	85,253.18
Taxes & Benefits - Drivers	27,542.32	22,850.20	278,205.36	274,203.39	274,203.39
Uniforms	113.32	333.37	17,542.09	4,000.00	4,000.00
Marketing and Outreach	0.00	4,375.00	8,341.56	52,500.00	52,500.00
Professional Services	8,701.57	17,701.51	71,419.99	120,209.00	120,209.00
Transit Building Maintenance	1,235.00	5,416.63	104,565.97	65,000.00	65,000.00
Transit Maintenance	32,180.90	27,766.70	299,565.26	301,600.00	301,600.00
Transit Center Cleaning	2,175.00	2,166.63	24,053.40	26,000.00	26,000.00
Transit Safety	0.00	500.00	2,685.90	6,000.00	6,000.00
IT Support	6,677.10	3,333.37	61,466.40	40,000.00	40,000.00
Transit Security	28,251.66	4,166.70	37,765.66	25,000.00	25,000.00
Transit Surveillance	296.65	208.37	3,559.80	2,500.00	2,500.00
Legal Fees	0.00	416.63	351.50	5,000.00	5,000.00
Transit-DAM Compliance	219.00	375.00	5,062.83	4,500.00	4,500.00
Payroll Fees	852.00	696.60	9,947.29	6,037.20	6,037.20
Transit Fuel & Lubricants	15,667.54	25,833.33	173,650.06	235,500.00	235,500.00
Postage and Supplies	2,976.93	1,116.70	22,297.76	12,700.00	12,700.00
Utilities	4,342.55	4,583.33	44,987.48	45,000.00	45,000.00
Trolley Insurance	11,323.80	15,583.33	150,417.72	162,000.00	162,000.00
Transit General Liability	1,287.16	1,375.00	15,785.77	16,500.00	16,500.00
Payouts for Insured Liab Damag	0.00	1,250.00	5,567.11	7,500.00	7,500.00
Errors & Omissions Liability	1,020.75	916.63	12,249.00	11,000.00	11,000.00
Insurance General Office & D&O	1,387.02	1,416.63	16,639.42	17,000.00	17,000.00
Property Tax	0.00	650.00	0.00	650.00	650.00
Vehicle Licensing & Registrati	0.00	0.00	0.00	0.00	0.00
Dues and Subscriptions	1,749.04	2,500.00	31,871.26	30,000.00	30,000.00
Meetings	0.00	208.37	427.24	2,500.00	2,500.00
Travel and Training	491.84	500.00	5,656.07	6,000.00	6,000.00
Equipment - Other	99.94	250.00	11,036.50	3,000.00	3,000.00
Bank Fees	26.25	250.00	337.62	1,800.00	1,800.00
Marketing & Advertising	2,007.95	6,952.30	32,250.06	52,600.00	52,600.00
Office Rent	4,074.67	4,096.63	48,896.04	49,160.00	49,160.00
Equipment Lease	482.90	500.00	5,697.60	6,000.00	6,000.00
Tracking Software	653.00	5,416.63	9,879.75	65,000.00	65,000.00
Equipment Usage (Depreciation)	2,238.29	0.00	26,503.24	0.00	0.00
ADA Expenditures	0.00	125.00	466.44	1,500.00	1,500.00
Total Direct Cost of Program	314,398.09	326,076.74	3,336,556.25	3,604,919.00	3,604,919.00
Net Difference - Operations	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Planning					
Federal Planning	\$ 0.00	\$ 6,666.63	\$ 12,960.00	80,000.00	80,000.00
State Planning	0.00	833.37	1,620.00	10,000.00	10,000.00
COF Planning Cost Share	0.00	833.37	1,620.00	10,000.00	10,000.00
Total Planning Revenues	0.00	8,333.37	16,200.00	100,000.00	100,000.00
Planning Costs					
Planning/Transit	0.00	8,333.37	16,200.00	100,000.00	100,000.00
Net Difference - Planning	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00
Equipment					
Federal Capital Expenditures	\$ 0.00	\$ 536,000.00	\$ 440,332.00	536,000.00	536,000.00
State Capital Expenditures	0.00	67,000.00	55,043.00	67,000.00	67,000.00
COF Capital Cost Share	0.00	67,000.00	36,946.17	67,000.00	67,000.00
Sale of Surpls Asset	0.00	0.00	18,096.00	0.00	0.00
Total Equipment Revenues	0.00	670,000.00	550,417.17	670,000.00	670,000.00
Equipment Costs					
Equipment - Transit	0.00	670,000.00	550,417.17	670,000.00	670,000.00
Net Difference - Equipment	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

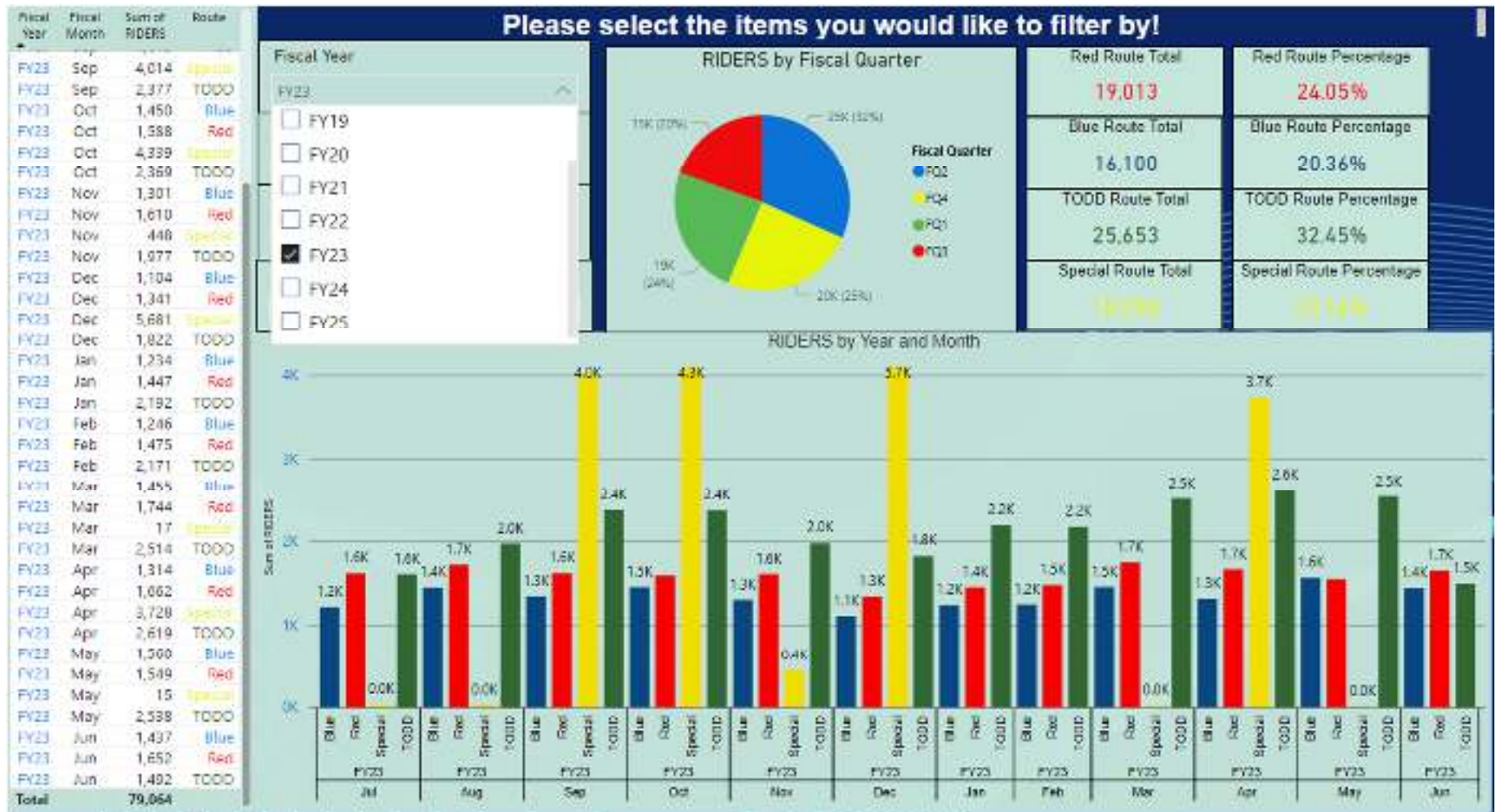
Franklin Transit 2024 Passenger Trips

85,107 Passenger Trips (7.6% Increase)



Franklin Transit Passenger Trips 2023

79,064 Passenger Trips





VanStar TMA Group / Williamson County Asset Report

Asset Disposition

The following Williamson County vehicles will be auctioned off in the Williamson County Government auction. The Federal useful life has been met and these vehicles will be removed from the vanpool program.

VIN	Year	Make	Model	Seats	RSD	Mileage
1FBZX2YM0FKA59489	2015	Ford	T350	15	Apr-15	111,831
1FBZX2YM9FKA59491	2015	Ford	T350	15	Apr-15	122,157
1FBZX2YM2FKA59493	2015	Ford	T350	15	Apr-15	110,115
1FBZX2YM0FKA59492	2015	Ford	T350	15	Apr-15	104,115
1FMZK1YM3FKA59485	2015	Ford	T150	10	Jan-16	109,155

Asset Procurement

The TMA Group will be issuing a procurement RFP for replacement vehicles for the Williamson County / TMA Group regional vanpool program, VanStar.

The TMA Group

708 Columbia Avenue
Franklin, TN 37064
P: 615-628-0260
F: 615-628-3219



The TMA Group negotiates on behalf of the Franklin Transit Authority and Williamson County vanpool with Nashville MTA and RTA for the distribution of Federal Transit Administration (FTA) Section 5307 grant funding made available to the Nashville-Davidson Urbanized Area (UZA).

Current Federal Transit Administration Grant Balances

Federal Transit Administration Funding Source	Grant Number	Balance (As of 8/08/2024)	Uses
5307	TN-2017-020-00	\$144,435.00	Planning
5307	TN-90-X384-00	\$319,307.00	Security, Vanpool Replacement. Vehicles
5307	TN-90-X352-00	\$305,647.00	Security, Shelters, Vanpool Vehicles
5307	TN-2019-021-00	\$892,414.00	Shelters, PM, Buses, Support Equipment
5307	TN-2020-008-00	\$977,166.00	OA, CCC, PM, Software, Rent, Vanpool Replacement Vehicles
5307 CARES Act	TN-2020-018-00	\$1,310,491.00	OA—Operating Assistance
5307	TN-2022-031-00	\$754,507.00	Operating, Planning, PM, Security, Rent (WC: Operating Assistance and Planning)
5307	TN-2023-037	\$1,877,209.00	Operating, PM, Security, Vanpool Replacement Buses (WC: Operating Assistance)
5307 American Rescue Plan	TN-2022-027-00	\$268,662.00	Security (WC: Operating Assistance)
5310 American Rescue Plan	TN-2023-001-00	\$7,175.00	Operating Assistance (Senior & ADA)
5307	TN-2024-031-00	\$1,425,460.00	Operating Assistance and Hardware/Software
5307	TN-2024-024-00	\$2,427,760.00	Operating, Planning, PM, Security, Safety, Support Vehicle (WC: Operating Assistance and Security)

Subrecipient: \$2,474,833 of the above listed federal funds are allocated to the Williamson Country vanpool program. Franklin Transit serves as the direct recipient/pass-through entity.

Other Grant Funding (Williamson County/TMA):

CMAQ: Vanpool Post-Pandemic Initiative: Balance as of May 31: \$3,159,642.83

CMAQ: Regional Multimodal and Rideshare Park and Ride: Balance as of May 31: \$1,123,494.52

Compliance—DBE Program for Franklin Transit Authority:

The Disadvantaged Business Enterprise (DBE) program was established by regulation under the authority of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes.

The DBE program seeks to ensure nondiscrimination in the award and administration of DOT-assisted contracts in FTA’s transit programs and to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

TMA Group’s DBE Program Expectations

- Identify and develop DBE and small business opportunities locally
- Engage with and support the DBE community
- Hold ourselves accountable to the DBE requirements on FTA-funded projects and contracts through ongoing monitoring
- Hold contractors accountable through contract clauses, on-site monitoring, and other measures
- Use eligible firms (certified DBEs only) when possible
- Remove barriers to participation (i.e., simplify bidding process)
- Development of firms to successfully compete

Franklin Transit Authority DBE Plan

Franklin Transit Authority's Disadvantaged Business Enterprise triennial goal setting methodology for Federal Fiscal Years 2022-2024 is effective October 1, 2022, through September 30, 2024. This submission is required by the Department of Transportation DBE regulations found at 49 C.F.R. Part 26. Franklin Transit's current overall goal is 3.9%.

The Franklin Transit Authority has established its Disadvantaged Business Enterprise (DBE) goal for Federal Fiscal Years 2025-2027 to be seven and one-tenth percent (7.1%) The goal was determined by reviewing the percentage of the revenue spent in fiscal years 2021-2023, the percentage charged to FTA dollars, the availability of DBEs in each purchasing category, the tentative three-year budget, and, finally, the prorated consideration of the anticipated purchases for fiscal years 2025-2027.

Public notice was given on July 15, and the TMA Group held a public meeting on July 23 at 2:30 PM in the Transit Center's conference room. We received no public comments during the 21-day comment period.

In April, the Department of Transportation published a DBE Final Rule in the Federal Register to streamline the DBE program regulations. After some debate, Franklin Transit Authority is considered a Tier One agency (for DBE purposes only). The updated program plan is due to FTA by **October 1, 2024**.

Franklin Transit Authority

CONTRACTOR MONITORING

2 CFR 200.331 Requirement for pass-through entities

All pass-through entities must: (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Requirement	Yes	Meeting Date	Initials	Note
LEGAL: Have there been any legal matters that may affect the Authority or the Federal Transit Administration?				
LEGAL: Are there any instances relating to false claims under the False Claims Act or fraud?				
LEGAL: Has TMA used only non-appropriated funds for any lobbying activities				
FINANCIAL MANAGEMENT: Have there been any changes to financial policies, procedures, or the organizational structure?				
FINANCIAL MANAGEMENT: Has TMA conducted the required Single Audit, submitted the required documentation to the Franklin Transit Authority (FRTA), and resolved any identified issues?				
TECHNICAL CAPACITY – AWARD MGT: Have any milestone progress reports (MPRs) and Federal Financial Reports (FFRs) been submitted to FTA?	X	8/1/2024	CD	MPRs and FFRs have been submitted for the third quarter (April1-June 30) for four grant awards: TN-2019-021-01; TN-2023-037-00; TN-2022-000-0000-00
TECHNICAL CAPACITY – AWARD MGT: Have any grant awards been closed out?	x	8/1/2024	CD	TN-2023-002 closed out, final FFR and MPR submitted to FTA.
TECHNICAL CAPACITY – PROGRAM MGT: Has TMA been suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions?				
TECHNICAL CAPACITY – PROGRAM MGT: Has the annual risk assessment been submitted to TDOT since the last meeting?				
TECHNICAL CAPACITY – PROJECT MGT: Has the TMA Group implemented any new capital or planning project? (Needs board approval)				
TRANSIT ASSET MANAGEMENT: Has the TMA Group submitted the updated TAM plan to Franklin Transit Authority (FRTA) for review and approval?				
TRANSIT ASSET MANAGEMENT: Has the TMA Group shared its annual performance targets with the Board?				
SATISFACTORY CONTINUING CONTROL: Have there been any changes to real property? Has there been or will there be any incidental use of real property?				
SATISFACTORY CONTINUING CONTROL: Are there any additions of FTA-funded equipment? Was any equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?				
SATISFACTORY CONTINUING CONTROL: Are there any changes to the bus fleet that impacts FTA requirements for spare ratios and contingency fleets?				
MAINTENANCE: Have any changes been made to the maintenance plan or TMA's program for preventive maintenance inspections				
MAINTENANCE: Have there been any major warranty issues?				
PROCUREMENT: Have there been any changes to the procurement policies and procedures?				

Requirement	Yes	Meeting Date	Initials	Note
PROCUREMENT: Have any procurement protests been received or decided?				
PROCUREMENT: Have any revenue contracts or capital leases been awarded?				
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Have there been any changes to the DBE plan, goal, or the person designated as the DBELO?	X	8/1/2024	CD	We published the new three-year goal (on the City's website and in the Williamson Herald), and it's available for public review and comment. The Authority will need to officially accept the goal at its
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Has the TMA Group submitted the Uniform Report of DBE Awards or Commitments and Payments semi-annually by the required due dates?				
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Have there been any DBEs terminated/substituted on a project?				
TITLE VI: Have there been any changes to the Title VI program or procedures?				
TITLE VI: Have there been any Title VI complaints or investigations?				
TITLE VI: Are there any proposed changes to fares and/or transit service that need Board review and approval?				
TITLE VI: Are there any upcoming planning activities? How will public participation and minority needs be considered?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any ADA-related complaints? How have they been resolved?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any changes to facilities or buses that impact access?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any changes to ADA complaint procedures and the ADA reasonable modification policy?				
ADA COMPLEMENTARY PARATRANSIT: Have there been any changes to the paratransit eligibility determination process?				
ADA COMPLEMENTARY PARATRANSIT: Have there been any changes to the rider's guide, application form, or the sample notification letter templates?				
DRUG-FREE WORKPLACE ACT: Have there been any changes to the Drug-Free Workplace policy or to the ongoing program?				
DRUG-FREE WORKPLACE ACT: Have there been any personnel action(s) taken regarding drug statute violation(s) that occurred in the workplace?				
DRUG AND ALCOHOL PROGRAM: Have there been any changes to the board-adopted drug and alcohol misuse policy?				
DRUG AND ALCOHOL PROGRAM: Have there been any changes to the list of covered employees placed in safety sensitive positions and supervisors/company officials charged with making reasonable suspicion determinations?				
DRUG AND ALCOHOL PROGRAM: Has there been any training offered to employees since the last board meeting?				
SECTION 5307 PROGRAM: Is there a new/updated written agreement with the Metropolitan Planning Organization (MPO) that determines mutual responsibilities in carrying out the metropolitan transportation planning process?				
SECTION 5307 PROGRAM: Has the proposed budget and proposed projects been shared with the board?	X	8/1/2024	CD	Federal Transit 5307 FY24 has been approved, TN-2024-
SECTION 5307 PROGRAM: Have the proposed annual transit security expenditures been shared with the board?				

Requirement	Yes	Meeting Date	Initials	Note
SECTION 5307 PROGRAM: Have any changes been made to the policy detailing the public comment process on increases in the basic fare structure or implementing a major service reduction ?				
SECTION 5307 PROGRAM: Have the annual Certifications and Assurances been signed?				

The information marked above was presented to and reviewed by FRTA board members at the stated meeting.

Chair, Franklin Transit Authority

Date