



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
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American Samoa,
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Mr. Brian Crane
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JUN 3 2015

Re: FY 2015 Final Triennial Review Report

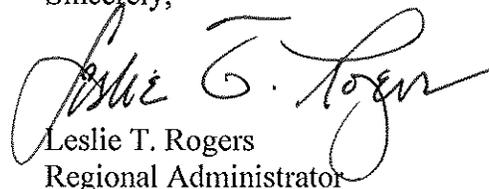
Dear Mr. Crane:

The enclosed final report documents the Federal Transit Administration's (FTA) FY 2015 Triennial Review of the Redding Area Bus Authority (RABA), in Redding, CA. This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of the Redding Area Bus Authority's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended to, nor does it constitute a comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on Redding Area Bus Authority's compliance in seventeen (17) areas. No deficiencies were found with the FTA requirements in ten (10) areas. Deficiencies were found in seven (7) areas: Technical Capacity, Maintenance, ADA, Procurement, DBE, Satisfactory Continuing Control, and Half Fare. Redding Area Bus Authority had no repeat deficiencies from the 2012 Triennial Review.

We appreciate your continued commitment to making public transportation America's mode of choice. Thank you for your personal contribution, cooperation, and assistance during this Triennial Review since we realize that the review has involved effort, time and planning. If you need any technical assistance or have any questions, Jeffrey Davis is available to assist you further. He can be reached at (415)744-2594 or by email at jeffrey.s.davis@dot.gov.

Sincerely,


Leslie T. Rogers
Regional Administrator

FINAL REPORT

FY 2015 TRIENNIAL REVIEW

of the

**Redding Area Bus Authority
(RABA)
Redding, CA
Recipient ID: 1629**

Performed for:

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

Prepared by:

Calyptus Consulting Group, Inc.

Scoping Meeting Date: January 13, 2015

Site Visit Dates: April 7-8, 2015

Draft Report Date: May 8, 2015

Final Report Date: June 2, 2015

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of Redding Area Bus Authority. The review was performed by Calyptus Consulting Group. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. Redding Area Bus Authority’s transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on Redding Area Bus Authority’s compliance in 17 areas. Deficiencies were found in the areas listed below.

| Review Area | Deficiencies | |
|---------------------------------|--------------|---|
| | Code | Description |
| Technical Capacity | D. 122 | Incorrect FFR reporting |
| Maintenance | D. 117 | Facility/ equipment maintenance program lacking or inadequate |
| ADA | D. 109 | Limits or capacity constraints on ADA complementary paratransit service |
| Procurement | D. 22 | Procurement policies and procedures not evident |
| DBE | D. 303 | Inadequate staff to administer DBE program |
| | D. 308 | DBE goal achievement analysis not completed or not submitted |
| | D. 268 | Grantee not ensuring prompt payment |
| Satisfactory Continuing Control | D. 89 | No evidence of physical inventory |
| Half Fare | D. 03 | Fares more than one half |

As part of this year’s Triennial Review of Redding Area Bus Authority, FTA incorporated an Enhanced Review Module (ERM) in the DBE area. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the ERM are presented in the DBE section of the report that follows.

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49, requires the FTA of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(f)(2). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.

The Triennial Review includes a review of the grantee's compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of Redding Area Bus Authority. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed are referenced in this report and are available at FTA's regional office or at the grantee's office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The review scoping meeting was conducted with the Region 9 Office on January 13, 2015. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to Redding Area Bus Authority advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to Redding Area Bus Authority occurred on April 7 – 8, 2015.

The onsite portion of the review began with an entrance conference, at which 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. A tour of Redding Area Bus Authority's transit facilities was conducted to provide an overview of activities related to FTA-funded projects. Reviewers visited the administrative and maintenance facilities. A sample of maintenance records for FTA-funded vehicles and equipment was also examined during the site visit. Upon completion of the review, a summary of preliminary findings was provided to Redding Area Bus Authority at an exit conference. The individuals participating in the review are listed in Section VI of this report.

3. Metrics

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

- Not Deficient: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- 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 grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

Organization

Redding Area Bus Authority (RABA) is a joint powers authority formed by an agreement between Shasta County and the cities of Redding, Anderson, and Shasta Lake. Elected officials from each of the four members serve on the RABA Board of Directors. The five members of the Redding City Council serve on the Board along with a City Council representative from each of the other two cities and a member of the County Board of Supervisors.

The joint powers agreement states that the City of Redding shall provide staff assistance and legal counsel to the Authority. The City of Redding has assigned staff to perform RABA functions along with their other city duties. The Redding Director of Public Works serves as the Executive Director of RABA. The Transit Manager position is filled by the Assistant Director of Public Works – Transportation; and a City Transportation Planner is assigned to RABA 75% of the time. All revenue vehicle equipment is owned by the Authority. For operations, maintenance, and other services required to operate the service, RABA uses an operations contractor. The current contractor is TransDev, Inc.

RABA operates a network of twelve (12) fixed routes. Starting March 23, 2015 service is provided weekdays from 5:35 a.m. to 7:35 p.m. and Saturdays from 8:35 a.m. to 7:35 p.m. No service operates on Sundays and holidays. RABA’s complementary paratransit service operates on the same schedule.

The base adult fare for fixed route bus service is \$1.50. A reduced fare for eligible riders of \$0.75 is offered during all hours. The base fare for ADA paratransit service is \$3.00. Both services also have an additional zone fare charge when travelling between designated service zones.

RABA operates a fleet of 16 buses for fixed-route service. The bus fleet consists of standard 35-foot and 40-foot low floor Gillig buses. The current peak requirement is for 12 vehicles. RABA also has a fleet of 20 cutaway vans for ADA paratransit service. RABA operates from a single maintenance facility at 3333 South Market Street in Redding. City of Redding administrative staff is located at the City Hall for the City of Redding, 777 Cypress Avenue.

Services

Redding Area Bus Authority’s National Transit Database Report for FY2013 provided the following financial and operating statistics for its fixed-route and paratransit service:

| | Fixed-Route Service | Paratransit Service |
|---------------------|----------------------------|----------------------------|
| Unlinked Passengers | 813,351 | 55,670 |
| Revenue Hours | 42,316 | 17,326 |
| Operating Expenses | \$3,625,311 | \$1,493,893 |

Grant Activity

Below is a list of Redding Area Bus Authority's open grants at the time of the review.

| Grant Number | Grant Amount | Year Executed | Description |
|---------------|----------------|---------------|--|
| CA-90-Z071-01 | \$1,425,200.00 | 2014 | Bus Repl, Op Asst, Grant Adm, and Graphics |
| CA-90-Z182-00 | \$894,320.00 | 2014 | Van Replacement and Operating Assistance |

Completed Projects

Over the past three years, RABA has continued the implementation of the rolling stock replacement plan including the purchase of 5 new Gillig coaches and supervisory road support vehicles. Security cameras were installed on the entire fleet and the maintenance facility and the downtown transit center were purchased and installed. RABA has also purchased and is operating dispatch scheduling software and hardware on the paratransit buses including mobile data terminals on the entire fleet that also serve as automated vehicle locators. Finally, RABA completed a comprehensive Short Range Transit Plan update.

Projects Underway

The results of this short-range transit plan are expected to guide service changes over the next three to five years. RABA will continue to purchase replacement rolling stock as it reaches the end of its useful life. RABA is currently undertaking facility upgrades to the Downtown Terminal and Maintenance Facility including assessable bathrooms and solar parking canopies.

Future Projects

Over the next five years RABA anticipates technology upgrades including real-time passenger information and upgrades to the fare box system, accessibility improvements to/from major bus stops, solar lighting, acquisition of property for future expansion and continued fleet replacement.

IV. Results of the Review

1. Financial Management and Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA funded facilities and equipment, and conduct and respond to applicable audits.

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

2. Technical Capacity

Basic Requirement: The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

During this Triennial Review of Redding Area Bus Authority, one (1) deficiency was found with the FTA requirements for Technical Capacity.

Finding 122: The grantee is charging indirect expenses to FTA grants and has an approved cost allocation plan. The indirect expense section of the FFR has not been completed for any open grants resulting in incomplete FFR submittals. (DEFICIENCY CODE 122: Incorrect FFR reporting).

Corrective Actions and Schedule: The grantee must submit procedures for validating FFR data to the FTA regional office within thirty (30) days from the date of the final report.

3. Maintenance

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

During this Triennial Review of Redding Area Bus Authority, one (1) deficiency was found with the FTA requirements for Maintenance.

Finding 117: The current facilities maintenance program does not include the maintenance activities performed for security features. Security features are not included on preventive maintenance checklists (DEFICIENCY CODE 117: Facility/equipment maintenance program lacking or inadequate).

Corrective Action and Schedule: The grantee must submit to the FTA regional office a revised facility/equipment maintenance program within thirty (30) days from the date of the final report.

4. Americans with Disabilities Act

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 (ADA) 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.

During this Triennial Review of Redding Area Bus Authority, one (1) deficiency was found with the USDOT requirements for ADA.

Finding 109: The grantee does not define or track missed trips or excessively long trips and does not have a process in place to review operational data or proactively monitor whether capacity constraints exist. The grantee is relying on historical ridership trends to determine whether there are any capacity constraints (DEFICIENCY CODE 109: Limits or capacity constraints on ADA complementary paratransit service).

Corrective Actions and Schedule: The grantee must submit to the FTA RCRO procedures for monitoring its ADA complementary paratransit service reservation and scheduling system for capacity constraints within thirty (30) days from the date of the final report.

5. Title VI

Basic Requirement: The grantee 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 grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Note: The 2015 triennial review covers a three-year period in which the FTA issued a revised circular for Title VI, which provided more information on how to comply and changed requirements for some grantees with populations over 200,000. FTA Circular 4702.1B became effective October 1, 2012. Title VI programs submitted to FTA after this date must comply with the requirements of this circular. The triennial review will look at compliance with the requirement of FTA Circular 4702.1A for the period prior to October 1, 2012, and compliance with the revised circular for activities after this date.

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Title VI.

6. Procurement

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

During this Triennial Review of Redding Area Bus Authority, one (1) deficiency was found with the FTA requirements for Procurement.

Finding 22: The grantee's procurement policies and procedures do not fully reflect all the required elements outlined within FTA Circular 4220.1F. The lack of comprehensive procedures led to incomplete documentation within the sample of procurement files reviewed on site. (DEFICIENCY CODE 22: Procurement policies and procedures not evident).

Corrective Action and Schedule: The grantee must provide the FTA regional office revised procurement procedures that ensure full and open competition in all procurement transactions within 180 days from the date of the final report and documentation that the required processes were implemented for procurement actions conducted for the next two quarters.

7. Disadvantaged Business Enterprise

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

Enhanced Review Module Conducted on DBE:

Areas Covered:

- Management of the DBE Program
- DBE Reporting
- Certification
- Overconcentration
- Business Development and Fostering Small Business
- Goal Setting and Reporting
- Good Faith Efforts
- Required Contract Provisions
- Record Keeping and Enforcement

Process:

The review consisted of an analysis of documentation and reports and extensive interviews with the Redding Area Bus Authority DBE Liaison Officer and Management Analyst. The interviews were performed using the FTA DBE ERM described in the FY2015 Triennial Review Package. In this section, only those areas in which Redding Area Bus Authority was deficient are covered.

Results:

Management of the DBE Program

The Assistant Public Works Director for the City of Redding is the designated DBELO in the

Redding Area Bus Authority DBE program; however, DBE responsibilities are not identified in the job description for this position and no formal training in the FTA requirements for DBE activities has been provided to the DBELO. The DBELO is responsible for developing and submitting the required DBE program and Semi-Annual Uniform reports. The DBELO is not presently involved in identifying opportunities for DBE participation as part of the procurement process or overseeing DBE monitoring activities for those contracts with DBE participation.

One finding was made in this area as noted in the findings section below.

Goal Setting and Reporting

The Redding Area Bus Authority has an approved goal setting methodology in place and has had DBE goals for each of the past three fiscal years. Goal achievement is currently reviewed on a three-year basis rather than each year; as a result, a shortfall analysis was not conducted in 2012 despite the grantee not meeting its DBE goal in that year. No corrective actions were established to address the shortfall in 2012.

One finding was made in this area as noted in the findings section below.

Record Keeping, Monitoring, and Enforcement

The Resident Engineer for the City of Redding is responsible for all DBE monitoring activities for the Redding Area Bus Authority at this time. Prime contractors are required to submit certified payrolls with each invoice, this information is reviewed by the project engineer under the direction of the Resident Engineer. Prime contracts include a prompt payment clause and DBE certified sub-contractors can submit a stop-notice to the City of Redding if they are not being reimbursed within the requirements of the prime contract terms and conditions. The Redding Area Bus Authority is relying on this stop-notice process to determine whether prime contractors are complying with the prompt payment requirement; there is no proactive monitoring of prompt payment.

One finding was made in this area as noted in the findings section below.

During this Triennial Review of the Redding Area Bus Authority, three (3) deficiencies were found with the USDOT requirements for DBE.

Finding 303: The DBE responsibilities for the DBELO are not included in the DBELO job description. In addition, the DBELO is not involved in setting contract goals for DBE as part of the procurement process or monitoring DBE activities. No formal training in DBE requirements has been provided to the DBELO (DEFICIENCY CODE 303: Inadequate staff to administer DBE program).

Corrective Action and Schedule: The grantee must submit to the FTA RCRO evidence of corrective actions taken to designate DBE responsibilities properly and evidence of training provided to the DBELO within ninety (90) days from the date of the final report.

Finding 308: The grantee's DBE achievements were less than its overall goal in 2012. The grantee did not develop or submit the required shortfall analysis and did not develop a corrective

action plan (DEFICIENCY CODE 308: DBE goal achievement analysis and corrective action plan not completed or not submitted).

Corrective Action and Schedule: The grantee must submit to the FTA RCRO the required analysis and a process to ensure all future shortfall analyses and corrective action plans are timely completed (i.e., by December 29 of each year), within thirty (30) days from the date of the final report.

Finding 268: The grantee is relying on DBE notification of prompt payment issues and is not proactively monitoring prime contractor payments to DBE subcontractors (DEFICIENCY CODE 268: Grantee not ensuring prompt payment).

Corrective Action and Schedule: The grantee must submit to the FTA RCRO procedures for ensuring compliance with prompt payment and return of retainage requirements within thirty (30) days from the date of the final report.

8. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed. Grantees must comply with Restrictions on Lobbying requirements.

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Legal.

9. Satisfactory Continuing Control

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

During this Triennial Review of Redding Area Bus Authority, one (1) deficiency was found with the FTA requirements for Satisfactory Continuing Control.

Finding 89: The grantee conducts a physical parts inventory and capital asset inventory annually. The capital asset inventory consist of staff reviewing the list of assets and updating the record based on staff knowledge; there is no documentation of staff conducting a physical count of these assets. (DEFICIENCY CODE 89: No evidence of physical inventory).

Corrective Actions and Schedule: The grantee must submit to the FTA regional office evidence that it has conducted a physical inventory and that the inventory results have been reconciled to equipment records and procedures for conducting a biennial physical inventory within thirty (30) days from the date of the final report.

10. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, MAP-21, and the metropolitan and statewide planning regulations. Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Planning/POP.

11. Public Comment on Fare Increases and Major Service Reductions

Basic Requirement: Section 5307 grantees 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.

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

12. Half Fare

Basic Requirement: For fixed route service supported with Section 5307 assistance, fares charged elderly persons, 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.

During this Triennial Review of Redding Area Bus Authority, one (1) deficiency was found with the FTA requirements for Half Fare.

Finding 03: The grantee's fare structure includes a zone change fare for riders traveling between zones. The base fare for zone changes is \$0.75 and the published half fare is \$0.40; this is greater than one half of the base fare. (DEFICIENCY CODE 3: Fares more than one half).

Corrective Action and Schedule: The grantee must provide the FTA regional office with a plan and schedule for correcting its half fare program within thirty (30) days from the date of the final report.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Charter Bus.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service 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. School tripper service that operates and looks like all other regular service is allowed.

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for School Bus.

15. Security

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Security.

16. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug-free workplace for all transit-related employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Drug-Free Workplace and Drug and Alcohol Program.

17. Equal Employment Opportunity

Basic Requirement: The grantee 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: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

During this Triennial Review of Redding Area Bus Authority, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

V. Summary of Findings

| Review Area | Finding | Deficiency | Corrective Action | Response Date | Date Closed |
|--------------------------------------|---------|---|---|---------------|-------------|
| 1. Financial Management and Capacity | ND | | | | |
| 2. Technical Capacity | D. 122 | Incorrect FFR reporting | The grantee must submit corrected FFRs in TEAM-Web and procedures for validating FFR data to the FTA regional office. | 7/12/2015 | |
| 3. Maintenance | D. 117 | Facility/ equipment maintenance program lacking or inadequate | The grantee must submit to the FTA regional office a revised facility/equipment maintenance program. | 7/12/2015 | |
| 4. ADA | D. 109 | Limits or capacity constraints on ADA complementary paratransit service | The grantee must submit to the FTA RCRO procedures for monitoring its ADA complementary paratransit service reservation and scheduling system for capacity constraints. | 7/12/2015 | |
| 5. Title VI | ND | | | | |
| 6. Procurement | D. 22 | Procurement policies and procedures not evident | The grantee must provide the FTA regional office revised procurement procedures that ensure full and open competition in all procurement transactions and documentation that the required processes were implemented for procurement actions conducted for the next two quarters. | 12/9/2015 | |
| 7. DBE | D. 303 | Inadequate staff to administer DBE program | The grantee must submit to the FTA RCRO evidence of corrective actions taken to designate DBE responsibilities properly and evidence of training provided to the DBELO. | 9/10/2015 | |
| | D. 308 | DBE goal achievement analysis not completed or not submitted | The grantee must submit to the FTA RCRO the required analysis and a description of the actions taken to implement future shortfall analyses, as applicable. | 7/12/2015 | |
| | D. 268 | Grantee not ensuring prompt payment | The grantee must submit to the FTA RCRO procedures for ensuring compliance with prompt payment and return of retainage requirements. | 7/12/2015 | |
| 8. Legal | ND | | | | |
| 9. Satisfactory Continuing Control | D. 89 | No evidence of physical inventory | The grantee must submit to the FTA regional office evidence that it has conducted a physical inventory and that the inventory results have been reconciled to equipment records and procedures for conducting a biennial physical inventory. | 7/12/2015 | |
| 10. Planning/ POP | ND | | | | |

| Review Area | Finding | Deficiency | Corrective Action | Response Date | Date Closed |
|--|---------|--------------------------|---|---------------|-------------|
| 11. Public Comment on Fare Increase and Major Service Reductions | ND | | | | |
| 12. Half Fare | D. 03 | Fares more than one half | The grantee must provide the FTA regional office with a plan and schedule for correcting its half fare program. | 7/12/2015 | |
| 13. Charter Bus | ND | | | | |
| 14. School Bus | ND | | | | |
| 15. Security | ND | | | | |
| 16. Drug-Free Workplace/ Drug and Alcohol Program | ND | | | | |
| 17. EEO | ND | | | | |

VI. Attendees

| Name | Title | Phone Number | E-mail Address |
|---|--|---------------|-----------------------------|
| City of Redding/RABA | | | |
| Angela Udovich | Analyst | (530)225-4012 | audovich@ci.redding.ca.us |
| Brian Crane | Director of Public Works | | bcrane@ci.redding.ca.us |
| Sarah Grant | Transportation Planner | (530)245-7116 | sgrant@ci.redding.ca.us |
| Chuck Aukland | Assistant Director of Public Works | (530)245-7156 | caukland@ci.redding.ca.us |
| Zach Bonnin | Assistant Planner | (530)245-7112 | zbonnin@ci.redding.ca.us |
| Rebecca Kraft | Contract Specialist | (530)325-4450 | bkraft@ci.redding.ca.us |
| Dennice Maxwell | Director of Finance | (530)225-4368 | dmaxwell@ci.redding.ca.us |
| TransDev | | | |
| Hallie Fonseca | General Manager | (530)245-7076 | hallie.fonseca@transdev.com |
| Cyndi Graves | Operations/Safety Manager | (530)245-7088 | cyndi.graves@transdev.com |
| Brian Hopper | Trainer/IT | (530)245-7077 | brian.hopper@transdev.com |
| Ed Remly | Regional Director of Maintenance | (530)681-5058 | ed.remly@transdev.com |
| Robert Seymour | Maintenance Manager | (530)245-7083 | robert.seymour@transdev.com |
| CALTRANS | | | |
| James Ogonna | Senior Transportation Planner | (916)651-6116 | james.ogbonna@dot.ca.gov |
| Toni Clayborne | Associate Transportation Planner | (916)654-8347 | toni.clayborne@dot.ca.gov |
| FTA | | | |
| Jeffrey Davis (tel.) | General Engineer | (415)744-2594 | jeffrey.s.davis@dot.gov |
| Bernardo Bustamante (tel.) | Director, Office of Program Management and Oversight | (415)744-3113 | bernardo.bustamante@dot.gov |
| Marisa Appleton (tel.) | Civil Rights Officer | (202)744-0753 | marisa.appleton@dot.gov |
| Reviewer Firm: Calyptus Consulting Group, Inc. | | | |
| Jameson Beekman | Reviewer | (617)577-0041 | jbeekman@calyptusgroup.com |
| Karyn Necciai | Reviewer | (617)577-0041 | karynn@calyptusgroup.com |

VII. Appendices

No appendices included in this report.