The purpose of the Technical Addendum to operating procedures for PSRC’s Regional FTA Caucus is to provide a summary description of the data and procedures the Caucus has identified to help prepare its recommendations to the Transportation Operators Committee (TOC) on public transit funding policy recommendations, and related public transit topics. The Technical Addendum is intended to be a work in progress to allow modifications over time as data needs and procedures change for addressing transit funding policy requirements.

**Subject:** PSRC memoranda related to the FTA 1% requirement for public transportation security and associated transit investments. These memoranda identifying the procedures followed in the region for satisfying these requirements are included in this Addendum as attachments, and are available on PSRC’s website at http://www.psrc.org/transportation/tip/triennial.

**Subject:** Disruption of public transit service provided by agencies eligible for minimum floor funds. An agency eligible to receive minimum floor funds—as identified in the **Policy Framework for PSRC’s Federal Funds**—may or may not receive a full final minimum floor amount if the agency experiences a significant disruption to the public transit service it provides, and the disruption is verified in FTA’s National Transit Database (NTD). The information on such a disruption, as described below, will be used by the Caucus to initiate a full discussion prior to preparing a recommendation to TOC.

- **20% Threshold based on verified NTD data.** A substantial disruption is defined as when an agency’s total public transit service for the year—consisting of all the transit modes it operates—is 20% below its total public transit service in the year immediately prior to the year with the disruption. The 20% threshold shall be determined by comparing the following data:
  
  o The number of days the agency provided public transit service in the year of the disruption divided by the equivalent figure for the year immediately prior to the year with the disruption, and expressed as a percent. These data will be identified in the FTA NTD data as submitted by the agency, and as reviewed and verified by FTA’s NTD staff. The threshold will be met if the percentage is 20% or greater.

  o The percentage calculation will be prepared jointly by PSRC and the agency experiencing the disruption of service—using data provided by FTA’s NTD staff.
• **The two year difference between NTD data and FTA actual allocations using the data.** FTA allocates the funding in its formula programs based on NTD data from two years prior to the year of the allocations. E.g., FTA distributes the 2013 allocations of 5307 funds and 5309 FG funds using NTD data for 2011. An agency’s disruption in transit service in 2011 and reported in its NTD submitted for that year will appear in the 2013 FTA formula funding allocations.

• **Pro-Rata Amount Option.** When a disruption occurs at or above the 20% threshold and the agency also qualifies for a minimum floor adjustment in the same year, the Caucus and/or TOC may recommend to PSRC that the disruption be reflected in the FTA allocations in the following manner:
  
  o The minimum floor adjustment to the agency that experienced the disruption may be reduced, on a pro-rata basis, by the same percentage as the percent of disrupted service.

  o **Illustration of this option:** Agency X experiences a 30% disruption in the public transit service it provided in 2011 compared to 2010. The disruption is reflected in its NTD report to FTA for 2011. Agency X qualifies for a minimum floor adjustment in PSRC’s 2013 Seattle-Tacoma-Everett (STE) urbanized area (UZA) FTA funds. The Caucus and/or TOC may recommend to PSRC that Agency X receive its full 2013 final minimum floor adjustment amount, or 70% of the 2013 minimum floor adjustment due to the disruption in service.

• Any funds not programmed as minimum floor amounts due to a disruption in transit service will remain with the Regional FTA Competitive funds and distributed to projects eligible for those funds.

**Subject:** FTA’s required maximum 10% amount of FTA 5307 funds, by UZA, which may be programmed and expended on Americans with Disabilities Act (ADA) paratransit operating projects.

• The **Policy Framework for PSRC’s Federal Funds** identifies the FTA requirement that up to 10% of a UZA’s 5307 funds may be programmed annually to ADA paratransit operating assistance projects. The Caucus recommendations for these funds will not exceed the 10 % threshold.

• In addition, PSRC will identify the percent of 5307 funds programmed to ADA paratransit operating assistance projects, by UZA, following the completion of each year’s FTA adjustment process. The percent by UZA will be identified on the “FTA project list” documents which PSRC maintains by federal fiscal year for its FTA funds; the lists are available on PSRC’s Website at [http://www.psrc.org/funding/cmaqstpfta/awards-history](http://www.psrc.org/funding/cmaqstpfta/awards-history).
Subject: PSRC’s annual FTA adjustments & PSRC partial distributions.

- The *Policy Framework for PSRC’s Federal Funds* identifies the FTA requirement for its formula funds to be balanced annually to the actual allocated amounts approved by the federal government in FTA’s funding apportionments, and documents PSRC’s annual FTA adjustments process to satisfy the requirement.

  o In general, PSRC initiates an annual FTA adjustment for all of its MPO region’s UZAs after FTA publishes its full year apportionment. PSRC identifies the following:

    ▪ The total of the PSRC FTA funds from the full year’s apportionments; the year’s currently programmed PSRC funds, based on estimates, by agency, by project; and the net changes needed to bring the programmed funds into balance. PSRC also identifies the process to be used, including the anticipated schedule for any Regional TIP and State TIP modifications needed, which will balance the PSRC FTA funds programmed to the year’s actual amount.

  o For the STE UZA, PSRC’s annual FTA adjustment materials include:

    ▪ PSRC prepares the year’s edition of the STE UZA disaggregation tool, an MS Excel workbook file, and related materials. The file contains the STE UZA portion of the FTA’s national formula calculations. The file identifies the portions of the UZA’s final FTA apportionments by two groups of data: a) regional data attributes (e.g., population, population density, low-income population), and b) public transit agency NTD data (e.g., operating and performance data). The regional attributes data are used to identify the PSRC FTA funds for the minimum floor amounts to qualifying public transit agencies, and to public transit projects recommended for Regional FTA Competitive funds. The operating and performance data are used to identify PSRC FTA funds for “earned share” funds to qualifying projects. The 2012 Policy Framework for PSRC’s Federal Funds adopted the procedure that the amount of FTA funds for PSRC’s work program be removed “off the top,” as opposed to coming from the regional portion of the STE UZA’s funds, which had been the previous practice. Once this off the top adjustment is made, the balance remaining of the total PSRC FTA funds is distributed per the procedure outlined above. The decision on whether the 5307 funds to the PSRC work program is taken off the top of the total amount or from the regional portion only will be determined by the PSRC Boards and may change from cycle to cycle.
Agency sponsors qualifying for PSRC’s FTA funds participate in the annual FTA adjustments consistent with the published schedule and requirements identified by PSRC, including preparation of online TIP applications.

- At its discretion, PSRC prepares a partial distribution of currently programmed PSRC FTA funds in years for which FTA prepares a partial apportionment. In preparing a partial distribution, an opportunity will be allowed for agencies with programmed PSRC FTA funds to prioritize the amount of the funds to be included for each programmed project, provided the amount does not exceed the total amount currently programmed to a project.

**Subject:** Agreements among agencies on their NTD reported public transit service. These agreements will be referenced in this Technical Addendum when the earnings based on the NTD are different from the PSRC distribution of the funds.

- One example of this type of agreement is the 2004 agreement between Pierce County and Pierce Transit describes Pierce County’s decision to forego programming its PSRC FTA funds based on its Ferry Operations NTD data and support Pierce Transit programming the funds to its projects. The agreement also describes Pierce Transit’s decision to give its local funds to Pierce County, at a discounted amount (i.e., eighty cents of Pierce Transit funds to the County for every dollar Pierce Transit programmed of the County’s PSRC FTA funds). The agreement has been followed annually since 2004, and will continue until either agency chooses to discontinue it. To assist in implementing the agreement, PSRC identifies the earned share funds to Pierce County and to Pierce Transit as separate amounts—and minimum floor funds, when applicable—in the STE UZA disaggregation tool and related materials. The PSRC-developed funding information allows Pierce County and Pierce Transit to identify the funds generated from Ferry Operations NTD data separate from the other Pierce Transit PSRC FTA funds when programming both types of funds to projects in the Regional TIP.