



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

REGION VI
Arkansas, Louisiana, New
Mexico, Oklahoma, Texas

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September 4, 2019

Mr. Jorge Cruz-Aedo
CEO
Corpus Christi Regional Transportation Authority
602 N. Staples Street
Corpus Christi, TX 78401

Re: Federal Transit Administration (FTA) Fiscal Year 2019 Triennial Review – Final Report

Dear Mr. Cruz-Aedo:

I am pleased to provide you with a copy of this FTA report as required by 49 U.S.C. Chapter 53 and other Federal requirements. The enclosed final report documents the FTA's Triennial Review of Corpus Christi Regional Transportation Authority (CCRTA) in Corpus Christi, Texas. Although not an audit, the Triennial Review is the FTA's assessment of CCRTA's compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on CCRTA's compliance in 21 areas. No deficiencies were found with the FTA requirements in 13 areas. One (1) area was not applicable. Deficiencies were found in seven (7) areas: Financial Management and Capacity, Technical Capacity – Program Management and Subrecipient Oversight, Procurement, Disadvantaged Business Enterprise, Title VI, Americans with Disabilities – General, and Section 5307 Program Requirements. CCRTA had no repeat deficiencies from the 2016 Triennial Review.

Subsequent to the site visit, CCRTA provided a corrective action response to address and close the deficiency noted in the Americans with Disabilities – General section of the report that follows.

Please note that two areas of regulations and guidance will apply to your next Triennial Review. These areas are described below.

Regulations and Guidance

Public Transportation Agency Safety Plan (PTASP) Final Rule

On July 19, 2018, FTA published the PTASP Final Rule. The PTASP Final Rule, which takes effect July 19, 2019, requires all operators of public transportation systems that are recipients and subrecipients of FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). FTA is deferring applicability of this requirement for operators that only receive funds through FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) and/or Rural Area Formula Program (Section 5311).

As part of the Annual Certifications and Assurances, transit operators must certify they have a safety plan in place for meeting the requirements of the rule by July 20, 2020. All plans will be reviewed starting October 1, 2021 through FTA's oversight process. For guidance and updates to assist in the preparation and

implementation of the PTASP Final Rule, please visit FTA's website at www.transit.dot.gov/PTASP.

Random Drug Testing Rate Increase

On October 17, 2018, FTA published a dear colleague letter "2019 Random Drug Testing Increase". FTA, as mandated by its drug and alcohol regulation for random testing, at 49 C.F.R. 655.45, will increase the minimum rate of random drug testing from 25 percent to 50 percent of covered employees for employers subject to FTA's drug and alcohol regulation, which takes effect January 1, 2019. This increased random drug testing rate results from a recent uptick in the proportion of violations identified through random drug testing.

The 50 percent random drug testing rate will apply to entities receiving Federal assistance under 49 U.S.C. 5307, 5309, 5311 or 5339, including recipients, subrecipients, and safety-sensitive contractors. The required minimum rate for random alcohol testing is unaffected and will remain at 10 percent for calendar year 2019.

Please submit your corrective actions to Ms. Phyllis DeGarmo at Phyllis.DeGarmo@dot.gov and Ms. Sharon Coats no later than the due dates identified in the report. In addition, please submit the corrective actions in the Disadvantaged Business Enterprise (DBE) and Title VI areas to the Region 6 Civil Rights Officer, Mr. Chris MacNeith by email at Christopher.MacNeith@dot.gov.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Sharon Coats, FTA Transportation Program Specialist, at 817-978-0552 or by email at Sharon.Coats@dot.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert C. Patrick". The signature is fluid and cursive, with a large initial "R" and "P".

Robert C. Patrick
Regional Administrator

FINAL REPORT

**FISCAL YEAR 2019
TRIENNIAL REVIEW
of**

**Corpus Christi Regional Transportation Authority
CCRTA
Corpus Christi, Texas
ID: 1535**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 6**

Prepared By:

Calyptus Consulting Group, Inc.

Scoping Meeting Date: May 28-30, 2019

Site Visit Date: July 1-2, 2019

Final Report Date: September 4, 2019

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Corpus Christi Regional Transportation Authority (CCRTA) of Corpus Christi, Texas. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Calyptus Consulting Group, Inc. During the site visit, administrative and statutory requirements were discussed, and documents were reviewed. CCRTA's and subrecipient transit facilities were toured to obtain an overview of activities related to FTA-funded projects.

The Triennial Review focused on CCRTA's compliance in 21 areas.

Deficiencies were found in the areas listed below:

Review Area	Deficiencies	
	Code	Description
Financial Management and Capacity (FM)	F1-1	Missing, insufficient, or out of date financial operating procedures
TC – Program Management and Subrecipient Oversight (TC-PgM)	TC-PgM4-1	Lobbying certifications not signed by subrecipients
	TC-PgM6-1	FFATA reporting deficiencies
	TC-PgM7-1	Inadequate oversight of subrecipients
Procurement (P)	P1-2	Procurement transaction procedures missing or incomplete
Disadvantaged Business Enterprise (DBE)	DBE5-1	DBE uniform reports contain inaccuracies and/or are missing required information
Title VI (TVI)	TVI2-1	Language Assistance Plan deficiencies
	TVI4-1	Title VI complaint process not implemented in accordance with Title VI Program
Americans with Disabilities Act (ADA) – General	ADA-GEN8-9	Reasonable modification deficiency
Section 5307 Program Requirements (5307)	5307:3-2	Public comment policy missing required elements

Subsequent to the site visit, CCRTA provided a corrective action response to address and close the deficiency noted in the Americans with Disabilities – General section of the report that follows.

II. Review Background and Process

1. Background

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

The Triennial Review includes a review of the recipient’s compliance in 21 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of CCRTA. 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 award funds. The specific documents reviewed and referenced in this report are available at the FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the recipient’s location. The review scoping meeting was conducted with the Region 6 Office on May 28-30, 2019. Necessary files retained by the regional office were sent to the reviewer electronically. A recipient information request was sent to CCRTA advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to CCRTA occurred on July 1-2, 2019.

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. The reviewer visited CCRTA’s administrative and maintenance facility to obtain an overview of activities related to FTA-funded projects. Additionally, the reviewer visited the subrecipient Coastal Bend Center for Independent Living (CBCIL) to obtain information related to CCRTA’s 5310 program. The reviewer also examined a sample of maintenance records for FTA-funded vehicles and equipment.

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

3. Metrics

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

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

III. Recipient Description

1. Organization

The Corpus Christi Regional Transit Authority (CCRTA) was created in 1985 by majority vote of the residents and commenced operations on January 1, 1986. Located in Corpus Christi, Texas on the coast of the Gulf of Mexico, CCRTA is a regional provider of mass transportation services, primarily within Nueces County and also part of San Patricio County. Nueces County includes the cities of Agua Dulce, Bishop, Corpus Christi, Driscoll, Port Aransas, Robstown, and unincorporated areas. San Patricio County coverage includes the cities of Gregory and Old San Patricio. The total area is 838 square miles and has an approximate population of 305,200. An 11-member Board of Directors governs CCRTA. The City of Corpus Christi, Nueces County, and the Committee of Small City Mayors appoint members to the Board.

2. Services

CCRTA (also known as the 'B') provides fixed-route service, commuter bus, van/car pool services, and, until 2016, seasonal ferry boat service. Additionally, CCRTA offers paratransit bus service called B-Line, which is contracted with MV Transportation, Inc. Currently, CCRTA contracts with MV Transportation, Inc. for additional fixed-route service.

CCRTA operates a network of 45 fixed routes – 40 directly operated and five operated by contractors. Service is provided weekdays from 4:37 a.m. to 11:15 p.m. Saturday service is operated from 6:00 a.m. to 10:45 p.m. and Sunday service from 7:45 a.m. to 7:45 p.m. CCRTA's complementary paratransit service provides curb-to-curb service during the same days and hours of service as the fixed routes.

The basic adult fare for fixed-route service is 75¢. CCRTA offers two reduced fares to seniors, persons with disabilities, and Medicare cardholders. A reduced fare of 25¢ is offered weekdays during peak hours 6:00 a.m. to 9:00 a.m., after 6:00 p.m., and on weekends. On weekdays before 6:00 a.m., between 9:00 a.m. and 3:00 p.m., and after 6:00 p.m., CCRTA offers an off-peak reduced fare of 10¢. Commuter services have a fare of \$1.25. The fare for ADA paratransit service is \$1.25 within ¾-mile of a fixed route with a \$2.00 surcharge outside this area.

CCRTA operates a fleet of 82 buses for fixed-route service, with 65 buses required for peak revenue service. CCRTA also has a fleet of 34 paratransit vehicles. CCRTA operates from a maintenance facility on Bear Lane in Corpus Christi, Texas, with the paratransit facilities located in an adjacent facility. The paratransit facility will soon be merged into the Bear Lane facility. CCRTA's administrative offices are located within the Staples Street Station in Downtown Corpus Christi. Services are oriented around seven transit centers throughout the Corpus Christi area: Port/Ayers Station, Staples Street Station, Flour Bluff Station, Gregory Park & Ride, Calallen Park & Ride, Southside Transfer Station, and Robstown Park & Ride.

CCRTA's National Transit Database Report for fiscal year 2017 provided the following financial and operating statistics for its fixed-route and ADA complementary paratransit service:

Statistics	Fixed-Route Service	ADA Complementary Paratransit Service	Vanpool
Unlinked Passengers	5,168,421	195,101	9,802
Revenue Hours	267,036	77,501	3,457
Operating Expenses	\$25,939,360	\$4,954,285	\$102,522

3. Award and Project Activity

Below is a list of CCRTA's open awards at the time of the review:

Award Number	Award Amount	Year Executed	Description
TX-2019-012	\$1,000,000	2019	Corpus Christi FY '17 5307 Preventive Maintenance
TX-2017-053	\$358,148	2017	Corpus Christi FY 2015 - 5310 Mobility Coordinator
TX-90-Y059	\$14,693,543	2014	Buses, Preventive Maintenance, Bus Stops
TX-26-7108	\$106,250	2014	Management Internship Program
TX-2016-083	\$381,776	2016	Corpus Christi Section 5310 FY 2014/2015
TX-04-0114	\$1,060,601	2013	Veterans Transportation Community Liv
TX-2018-074	\$3,106,552	2018	Corpus Christi Regional Transportation Authority FY 2017 5307/5339
TX-37-X111	\$259,025	2014	2 CNG Buses and Mobility Management
TX-2019-052	\$677,132	2019	Corpus Christi 5307 '2018 Section 5307 Projects – FY 2018 Section 5339
TX-2018-090	\$772,023	2018	CCRTA Section 5310 FY 2016-2018
TX-57-X007	\$753,801	2011	Purchase ADA Vehicles

Projects Completed

In the past few years, CCRTA has completed the following noteworthy projects:

- None

Ongoing Projects

CCRTA is currently implementing the following noteworthy projects:

- Nothing to report

Future Projects

CCRTA plans to pursue the following noteworthy projects in the next three to five years:

- Reconstruction of CCRTA's Port/Ayers Transfer Station
- Del Mar College South Campus Bus Stations located at Yorktown and Rodd Field Road
- Maintenance Parking Lot Improvements located at CCRTA's Bear Lane Facility
- Del Mar College West Campus Bus Station
- Bus Stop Improvements Phase VIII

IV. Results of the Review

1. Legal

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

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

2. Financial Management and Capacity

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

Finding: During this Triennial Review of CCRTA, one deficiency was found with the FTA requirements for Financial Management and Capacity.

F1-1: Missing, insufficient, or out of date financial operating procedures

CCRTA does not have financial policies or procedures that include written procedures for determining allowability of costs and cash management.

2 CFR Part 200.403 Factors affecting allowability of costs

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

(c) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.

(d) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.

(e) Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.

(f) Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.

(g) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.

(h) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period. See also §200.306 Cost sharing or matching paragraph (b).

(i) Be adequately documented. See also §§200.300 Statutory and national policy requirements through 200.309 Period of performance of this part.

Corrective Action and Schedule: By October 29, 2019, CCRTA must develop and submit to the FTA regional office:

- Financial operating procedures for determining allowability of cost and timely distribution of funds.
- Documentation that CCRTA has trained appropriate staff on the new policies and procedures.

3. Technical Capacity – Award Management

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

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

4. Technical Capacity – Program Management & Subrecipient Oversight

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

Finding: During this Triennial Review of CCRTA, deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

TC-PgM4-1: Lobbying certifications not signed by subrecipients

CCRTA currently has six subrecipients. In 2018, CCRTA entered into an agreement with one subrecipient where the value is over \$100,000. CCRTA included a lobbying clause in the agreement; however, CCRTA did not obtain a lobbying certification from the subrecipient prior to performing the award.

49 CFR 20.110 Certifications and Disclosures

(a) Each person shall file a certification...if required, with each submission that initiates agency consideration of such person for: (1) Award of a Federal contract, grant, or cooperative agreement exceeding \$100,000...Shall file a certification...to the next tier above.

Corrective Action and Schedule: By October 29, 2019, CCRTA must submit to FTA regional office:

- A signed Lobbying Certification for the current subrecipient with an agreement value over \$100,000.
- An implemented procedure for obtaining signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000.

After the site visit, the recipient provided a signed lobbying certification as required above but did not provide the implemented procedure.

TC-PgM6-1: FFATA reporting deficiencies

During the review period, CCRTA performed six subrecipient awards where the federal assistance will be greater than \$25,000. CCRTA did not submit the required reports in the FFATA Subaward Reporting System (FSRS).

FTA Circular 5010.1E, Chapter III, Section 3.f Federal Funding Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting.

Recipients awarded new federal assistance greater than or equal to \$25,000 as of October 1, 2010, are subject to FFATA subaward and executive compensation reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. These recipients must file an FFATA subaward report by the end of the month following the month in which the recipient awards any subaward greater than or equal to \$25,000. Additionally, all recipients must report the names and compensation of their five most highly compensated officers, and first-tier subrecipients must report the names and compensation of their five most highly compensated officers, if in the preceding fiscal year they received 80 percent or more of their annual gross revenues in federal Awards; and \$25,000 or more in annual gross revenues from federal Awards; and the public does not have access to this information about the compensation of the senior executives of those recipients or subrecipients through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934, 15 U.S.C. § 78m(a), § 78o(d), or section 6104 of the Internal Revenue Code of 1986.

Instructions and the FFATA Subaward Reporting System (FSRS) can be found at: www.fsrs.gov.

Corrective Action and Schedule: By October 29, 2019, CCRTA must provide to the FTA regional office:

- Evidence that all missing information has been reported to FSRS.
- An implemented procedure for reporting future subawards to FSRS timely.

After the site visit, the recipient provided evidence of filing the FFATA reports as required above but did not provide the implemented procedure.

TC-PgM7-1: Inadequate oversight of subrecipients

CCRTA had subrecipients during the review period. CCRTA was unable to provide documentation that it has performed a risk assessment of its subrecipients to determine the appropriate subrecipient monitoring. Additionally, CCRTA was unable to provide documentation that it performed oversight of its subrecipients to ensure compliance with Federal regulations prior to the fall of 2018. Since 2018, CCRTA has collected Single Audits from its subrecipients and assisted with procurement. Additionally, it has developed a schedule to perform desk reviews of its subrecipients. However, a subrecipient oversight program that includes a risk assessment has not been established. CCRTA should develop a program of oversight to ensure compliance with Federal regulations across all relevant triennial review areas.

2 CFR 200.331 Requirement for pass-through entities.

All pass-through entities must:

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraph (e) of this section, which may include consideration of such factors as:

- (1) The subrecipient's prior experience with the same or similar subawards;*
- (2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;*
- (3) Whether the subrecipient has new personnel or new or substantially changed systems;*
and
- (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*

(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in § 200.207 Specific conditions.

(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. Pass-through entity monitoring of the subrecipient must include:

- (1) Reviewing financial and performance reports required by the pass-through entity.*
- (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.*
- (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 Management decision.*

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- (1) Providing subrecipients with training and technical assistance on program-related matters;*
- (2) Performing on-site reviews of the subrecipient's program operations; and*
- (3) Arranging for agreed-upon-procedures engagements as described in §200.425 Audit services.*

Corrective Action and Schedule: By October 29, 2019, CCRTA must submit to the FTA regional office:

- Procedures for evaluating subrecipient risk and a comprehensive program monitoring subrecipients for compliance with Federal requirements and performance goals.
- Documentation that the procedures have been implemented.

5. Technical Capacity – Project Management

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

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

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans. Recipients' TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of their capital assets.

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

7. Satisfactory Continuing Control

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

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

8. Maintenance

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

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

9. Procurement

Basic Requirement: States: When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with 2 CFR §200.322 (Procurement of Recovered Materials) and ensure that every purchase order or other contract includes any clauses required by section 2 CFR §200.326 (Contract Provisions). All other non-Federal entities, including subrecipients of a state, will follow 2 CFR §§200.318 (General Procurement Standards) through 200.326 (Contract Provisions).

Non-state recipients: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR part 200.

Where FTA funds are used in procurements for services or supplies, or where FTA-funded facilities or assets are used in revenue contracts, FTA Circular 4220.1F applies. FTA funds, even operating assistance, can be segregated from local funds. FTA Circular 4220.1F does not apply to wholly locally-funded capital procurements.

Finding: During this Triennial Review of CCRTA, one deficiency was found with the FTA requirements for Procurement.

Deficiencies in review of procurement files

During the site visit with CCRTA, four procurement files were reviewed. Deficiencies were not noted relating to the following procurement files reviewed:

Contract/ Product	Award Date	Method	Amount	Deficiencies
Bus stop improvements	12/7/17	IFB	\$596,340	None
Bus engine supply	11/18/18	IFB	\$586,533	None
Signage hardware and software	5/25/18	PO	\$35,341	None
Bus engine	4/4/19	IFB	\$113,203	None

P1-2: Procurement transaction procedures missing or incomplete

CCRTA's approved procurement procedures are dated in 2009. The procedures do not include coverage of the elements included in 2 CFR 200.318 through 2 CFR 200.326, including the incorporation of a clear and accurate description of the technical requirements for the material, product, or service to be procured; and the identification of all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

2 CFR 200.319 Competition

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

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

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

Corrective Action and Schedule: By October 29, 2019 CCRTA must develop and submit to the FTA regional office:

- Approved procurement transaction procedures that include the incorporation of a clear and accurate description of the technical requirements for the material, product, or service to be procured; and the identification of all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

10. Disadvantaged Business Enterprise (DBE)

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

Finding: During this Triennial Review of CCRTA, one deficiency was found with the US DOT requirements for DBE.

DBE5-1: DBE uniform reports contain inaccuracies and/or are missing required information

CCRTA did not incorporate subrecipient award and payment information in its development of Uniform Reports of DBE Awards/Commitments and payments during the review period.

49 CFR 26.37

(c) This mechanism must provide for a running tally of actual DBE attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments. In your reports of DBE participation to the Department, you must display both commitments and attainments.

49 CFR Part 26 Appendix B INSTRUCTIONS FOR COMPLETING THE UNIFORM REPORT OF DBE AWARDS/COMMITMENTS AND PAYMENTS

Recipients of Department of Transportation (DOT) funds are expected to keep accurate data regarding the contracting opportunities available to firms paid with DOT dollars. Failure to submit contracting data relative to the DBE program will result in noncompliance with Part 26. All dollar values listed on this form should represent the DOT share attributable to the Operating Administration (OA): Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) or Federal Transit Administration (FTA) to which this report will be submitted.

1. Indicate the DOT (OA) that provides your Federal financial assistance. If assistance comes from more than one OA, use separate reporting forms for each OA. If you are an FTA recipient, indicate your Vendor Number in the space provided.

2. If you are an FAA recipient, indicate the relevant AIP Numbers covered by this report. If you are an FTA recipient, indicate the Grant/Project numbers covered by this report. If more than ten vendors attach a separate sheet. 3. Specify the Federal fiscal year (i.e., October 1-September 30) in which the covered reporting period falls. 4. State the date of submission of this report. 5. Check the appropriate box that indicates the reporting period that the data provided in this report covers. For FHWA and FTA recipients, if this report is due June 1, data should cover October 1-March 31. If this report is due December 1, data should cover April 1-September 30. If the report is due to the FAA, data should cover the entire year. 6. Provide the name and address of the recipient. 7. State your overall DBE goal(s) established for the Federal fiscal year of the report being submitted to and approved by the relevant OA. Your overall goal is to be reported as well as the breakdown for specific race-conscious and race-neutral projections (both of which include gender-conscious/neutral projections). The race-conscious projection should be based on measures that focus on and provide benefits only for DBEs. The use of contract goals is a primary example of a race-conscious measure. The race-neutral projection should include measures that, while benefiting DBEs, are not solely focused on DBE firms. For example, a small business outreach program, technical assistance, and prompt payment clauses can assist a wide variety of businesses in addition to helping DBE firms.

Section A: Awards and Commitments Made During This Period

The amounts in items 8(A)-10(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other

types of services. All dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.

Line 8: Prime contracts awarded during this period: The items on this line should correspond to the contracts directly between the recipient and a supply or service contractor, with no intermediaries between the two.

8(A). Provide the total dollar amount for all prime contracts assisted with DOT funds and awarded during this reporting period. This value should include the entire Federal share of the contracts without removing any amounts associated with resulting subcontracts.

8(B). Provide the total number of all prime contracts assisted with DOT funds and awarded during this reporting period.

8(C). From the total dollar amount awarded in item 8(A), provide the dollar amount awarded in prime contracts to certified DBE firms during this reporting period. This amount should not include the amounts sub contracted to other firms.

8(D). From the total number of prime contracts awarded in item 8(B), specify the number of prime contracts awarded to certified DBE firms during this reporting period.

8(E&F). This field is closed for data entry. Except for the very rare case of DBE-set asides permitted under 49 CFR Part 26, all prime contracts awarded to DBES are regarded as race-neutral.

8(G). From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to certified DBEs through the use of race-neutral methods. See the definition of race-neutral in item 7 and the EXPLANATION FOR THE RECIPIENT in item 8 of project types to include.

8(H). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through race-neutral methods.

8(I). Of all prime contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

Line 9: Subcontracts awarded/committed this period: Items 9(A)-9(I) are derived in the same way as items 8(A)-8(I), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed.

9(A). If filling out the form for general reporting, provide the total dollar amount of subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded in prime contracts in 8(A), and therefore should never be greater than the amount awarded in prime contracts. If filling out the form for project reporting, provide the total dollar amount of subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded or previously in prime contracts in 8(A). The sum of all subcontract amounts in consecutive periods should never exceed the sum of all prime contract amounts awarded in those periods.

9(B). Provide the total number of all subcontracts assisted with DOT funds that were awarded or committed during this reporting period.

9(C). From the total dollar amount of subcontracts awarded/committed this period in item 9(A), provide the total dollar amount awarded in subcontracts to DBEs.

9(D). From the total number of subcontracts awarded or committed in item 9(B), specify the number of subcontracts awarded or committed to DBEs.

9(E). From the total dollar amount of subcontracts awarded or committed to DBEs this period, provide the amount in dollars to DBEs using race-conscious measures.

9(F). From the total number of subcontracts awarded or committed to DBEs this period, provide the number of subcontracts awarded or committed to DBEs using race-conscious measures.

9(G). From the total dollar amount of subcontracts awarded/committed to DBEs this period, provide the amount in dollars to DBEs using race-neutral measures.

9(H). From the total number of subcontracts awarded/committed to DBEs this period, provide the number of subcontracts awarded to DBEs using race-neutral measures.

9(I). Of all subcontracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 9(C) by the dollar amount in item 9(A) to derive this percentage. Round percentage to the nearest tenth.

Line 10: Total contracts awarded or committed this period. These fields should be used to show the total dollar value and number of contracts awarded to DBEs and to calculate the overall percentage of dollars awarded to DBEs.

10(A)-10(B). These fields are unavailable for data entry.

10(C-H). Combine the total values listed on the prime contracts line (Line 8) with the corresponding values on the subcontracts line (Line 9).

10(I). Of all contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the total dollars awarded to DBEs in item 10(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

Corrective Action and Schedule: By October 29, 2019 CCRTA must submit to the FTA RCRO:

- Corrected Uniform Reports of DBE Awards or Commitments and Payments for December 2018 and June 2019.
- Implemented procedure for correctly completing Uniform Reports of DBE Awards or Commitments and Payments.

11. Title VI

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

Finding: During this Triennial Review of CCRTA, deficiencies were found with the FTA requirements for Title VI.

TVI2-1: Language Assistance Plan deficiencies

CCRTA's 2017-2020 Title VI Program states that vital documents will be translated into Spanish. CCRTA has not translated all vital documents into Spanish, including its Title VI complaint form and procedure, and its reduced fare application.

FTA C. 4702.1B Chapter III.9.b Developing a Language Assistance Plan

After completing the Four Factor Analysis, the recipient shall use the results of the analyses to determine which language assistance services are appropriate. Additionally, the recipient shall develop an assistance plan to address the identified needs of the LEP population(s) it serves. The DOT LEP Guidance recognizes that certain recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written plan. However, FTA has determined it is necessary to require its recipients to develop an assistance plan in order to ensure compliance.

Corrective Action and Schedule: By October 29, 2019, CCRTA must prepare and submit to the FTA RCRO:

- Evidence of translation of all vital documents into Spanish.
- Evidence that the translations are made available to the public.

TVI4-1: Title VI complaint process not implemented in accordance with Title VI Program

CCRTA's complaint form and procedures have not been translated into Spanish and are not made available on CCRTA's website. Additionally, CCRTA's plan states that complaints must be filed within 120 days from the date of the alleged discrimination, not the required 180 days required by FTA C. 4702.1B.

FTA C. 4702.1B Chapter III 6. Requirement to Develop Title VI Complaint Procedures and Complaint Form

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedures for filing a complaint shall be available on the recipient's website. FTA requires direct and primary recipients to report information regarding their complaint procedures in their Title VI Programs in order for FTA to determine compliance with DOT's Title VI regulations.

FTA Circular 4702.1B Chapter III.5. b. (2) Document translation

Notices detailing a recipient's Title VI obligations and complaint procedures shall be translated into languages other than English, as needed and consistent with the DOT LEP Guidance and the recipient's language assistance plan.

FTA Circular 4702.1B Chapter IX 2. Right to file a complaint

2. RIGHT TO FILE A COMPLAINT. Any person who believes himself, herself, or any specific class of persons to be subjected to discrimination on the basis of race, color, or national origin may by

himself or by a representative file a written complaint with FTA. A complaint must be filed no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA.

Corrective Action and Schedule: By October 29, 2019, CCRTA must prepare and submit to the FTA RCRO:

- Evidence that it is using a complaint form, disseminates complaint information, provides translation of the complaint form and instructions, and processes complaints as detailed in its Title VI Program.
- A revised complaint procedure that allows complaints to be filed within 180 days from the date of the alleged discrimination.

12. Americans with Disabilities Act (ADA)- General

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

Finding: During this Triennial Review of CCRTA, one deficiency was found with the US DOT requirements for ADA – General.

ADA-GEN8-9: Reasonable modification deficiency

CCRTA stated that it provides reasonable modifications to the public when requested. However, CCRTA did not provide documentation that it informs the public on how to make a reasonable modification request.

49 CFR 37.169 Process to be used by public entities providing designated public transportation service in considering requests for reasonable modification.

(a)(2) The public entity shall make information about how to contact the public entity to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices.

Corrective Action and Schedule: By October 29, 2019, CCRTA must prepare and submit to the FTA RCRO:

- Documentation that it provides a means, accessible to and usable by individuals with disabilities, to request a modification to policies and practices.

After the site visit, CCRTA provided evidence that it communicates to the public information on how to request a reasonable modification to its policies and practices. This finding is closed.

13. ADA – Complementary Paratransit

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

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

14. Equal Employment Opportunity

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

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

15. School Bus

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

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

16. Charter Bus

Basic Requirement: Recipients 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. Recipients are allowed to operate community-based charter services excepted under the regulations.

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

17. Drug Free Workplace Act

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

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

18. Drug and Alcohol Program

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

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

19. Section 5307 Program Requirements

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares. Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction. Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP). Recipients 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. Recipients must ensure that least one percent of such funds are expended on associated transit enhancement projects.

Finding: During this Triennial Review of CCRTA, one deficiency was found with the FTA requirements for Section 5307 Program Requirements.

5307:3-2: Public comment policy missing required elements

CCRTA's public comment policy does not include the definition of a major service reduction and how CCRTA will consider the results of any hearings or meetings held in the process of changing fares and service.

FTA Circular 9030.1E, Chapter VI Program Management and Administrative Requirements

1.a.(12)...The recipient is responsible for defining a major service reduction. The policy should provide an opportunity for a public hearing or public meeting for any fare increase or major service reduction and should describe how the recipient will conduct such meetings and how the recipient will consider the results of such meetings in the process of changing fares and service.

A public meeting is not mandatory; however, an opportunity for a public meeting in order to solicit comment must be provided.

Corrective Action and Schedule: By October 29, 2019, CCRTA must prepare and submit to the FTA regional office:

- A revised and approved public comment policy that includes CCRTA's definition of a major service reduction and how CCRTA will consider the results of any hearings or meetings held in the process of changing fares and service.

20. Section 5310 Program Requirements

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

Finding: During this Triennial Review of CCRTA, no deficiencies were found with the FTA requirements for Section 5310 Program Requirements.

21. Section 5311 Program Requirements

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

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

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	D	F1-1:Missing, insufficient, or out of date financial operating procedures	CCRTA must develop and submit to the FTA regional office: <ul style="list-style-type: none"> Financial operating procedures for determining allowability of cost and timely distribution of funds. Documentation that CCRTA has trained appropriate staff on the new policies and procedures. 	October 29, 2019	
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	D	TC-PgM4-1: Lobbying certifications not signed by subrecipients	CCRTA must submit to FTA regional office: <ul style="list-style-type: none"> A signed Lobbying Certification for the current subrecipient with an agreement value over \$100,000. A process for obtaining signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000. <p>After the site visit, the recipient provided a signed lobbying certification as required above but did not provide the implemented procedure.</p>	October 29, 2019	
		TC-PgM6-1: FFATA reporting deficiencies	CCRTA must provide to the FTA regional office: <ul style="list-style-type: none"> Evidence that all missing information has been reported to FSRS. Procedures for reporting future subawards to FSRS timely. <p>After the site visit, the recipient provided evidence of filing the FFATA reports as required above but did not provide the implemented procedure.</p>	October 29, 2019	

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
		TC-PgM7-1: Inadequate oversight of subrecipients	CCRTA must submit to the FTA regional office: <ul style="list-style-type: none"> Procedures for evaluating subrecipient risk and a comprehensive program monitoring subrecipients for compliance with Federal requirements and performance goals. Documentation that the procedures have been implemented. 	October 29, 2019	
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	D	P1-2: Procurement transaction procedures missing or incomplete	CCRTA must develop and submit to the FTA regional office: <ul style="list-style-type: none"> Approved procurement transaction procedures that include the incorporation of a clear and accurate description of the technical requirements for the material, product, or service to be procured; and the identification of all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. 	October 29, 2019	
10. Disadvantaged Business Enterprise	D	DBE5-1: DBE uniform reports contain inaccuracies and/or are missing required information	CCRTA must submit to the FTA RCRO: <ul style="list-style-type: none"> Corrected Uniform Reports of DBE Awards or Commitments and Payments for December 2018 and June 2019. Implemented procedure for correctly completing Uniform Reports of DBE Awards or Commitments and Payments. 	October 29, 2019	
11. Title VI	D	TVI2-1: Language Assistance Plan deficiencies	CCRTA must prepare and submit to the FTA RCRO: <ul style="list-style-type: none"> Evidence of translation of all vital documents into Spanish. Evidence that the translations are made available to the public. 	October 29, 2019	

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
		TV14-1: Title VI complaint process not implemented in accordance with Title VI Program	CCRTA must prepare and submit to the FTA RCRO: <ul style="list-style-type: none"> Evidence that it is using a complaint form, disseminates complaint information, provides translation of the complaint form and instructions, and processes complaints as detailed in its Title VI Program. A revised complaint procedure that allows complaints to be filed within 180 days from the date of the alleged discrimination. 	October 29, 2019	
12. Americans with Disabilities Act (ADA) – General	D	ADA-GEN8-9: Reasonable modification deficiency	CCRTA must prepare and submit to the FTA RCRO: <ul style="list-style-type: none"> Documentation that it provides a means, accessible to and usable by individuals with disabilities, to request a modification to policies and practices. <p>After the site visit, CCRTA provided evidence that it communicates to the public information on how to request a reasonable modification to its policies and practices. This finding is closed.</p>	October 29, 2019	
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
19. Section 5307 Program Requirements	D	5307:3-2: Public comment policy missing required elements	CCRTA must prepare and submit to the FTA regional office: <ul style="list-style-type: none"> A revised and approved public comment policy that includes CCRTA's definition of a major service reduction and how CCRTA will consider the results of any hearings or meetings held in the process of changing fares and service. 	October 29, 2019	
20. Section 5310 Program Requirements	ND				
21. Section 5311 Program Requirements	NA				

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Corpus Christi Regional Transportation Authority</i>			
Thomas Jimenez	Facilities Building	361-688-9928	Tjimenez@ccrta.org
John Garcia	Assistant Director Maintenance	361-228-0499	jgarcia@ccrta.org
Bryan Garner	Director Maintenance	361-500-9527	bgarner@ccrta.org
Jennifer Fehribach	Manager Director Operations	361-903-3484	jfehribach@ccrta.org
Jorge Cruz-Aedo	CEO	361-883-2287	jcruz-aedo@ccrta.org
Marco Gonzalez	Facility Maintenance Lead Technician	361-445-9371	mgonzalez@ccrta.org
Robert M. Saldana	Managing Director Administration	361-903-3490	rsaldana@ccrta.org
Christina Perez	DBE/EEO Compliance	361-903-3461	cperez@ccrta.org
Melanie Gomez	Eligibility Coordinator	361-903-3464	melgomez@ccrta.org
Susan Teltschik	C.S. Administrator	361-903-3404	steltschik@ccrta.org
Oscar Vargas	Senior Transit Planner	361-903-3553	ovargas@ccrta.org
Laura Yaunk	DBE Certification Specialist	361-903-3521	lyaunk@ccrta.org
Sandy Rodtel	Director Finance	361-903-3470	mrodtel@ccrta.org
Gordon Robinson	Director Planning	361-903-3403	grobison@ccrta.org
Shannon Dial	Dispatch Op. Administrator	361-903-3536	sdial@ccrta.org
Derrick Majchszak	Director Transportation	361-903-3482	dmajchszak@ccrta.org
Sharon Montez	Managing Director Capital Projects	361-903-3531	Smontez@ccrta.org
Annie Hinojosa	Director Procurement	361-903-3550	ahinojosa@ccrta.org
David Chapn	IT Director	361-249-6113	dchapn@ccrta.org
Angelina Gaitan	Director HR	361-903-3513	aolivares@ccrta.org
JoAnna Serna	HR Administrator	361-903-3528	jserna@ccrta.org
<i>MV Transportation, Inc.</i>			
Dana Smith	MV Fleet Maintenance	361-299-4403	danasmith@mvtransit.com
Benjamin Schmit	General Manager	512-621-6498	Benjamin.Schmit@mvtransit.com

<i>Coastal Bend Center for Independent Living</i>			
Monica Garcia	Mobility Coordinator	361-883-8461	monicag@cbcil.org
Christina Butler	Independent Living & Mobility Options Program	361-883-8461	christinab@cbcil.org
Marisa Telge-Masar	Fiscal Director	361-334-1206	marisat@cbcil.org
Judy Telge	Director Development	361-883-8461	judyt@cbcil.org
Linda Fallwell Stour	ED	361-883-8461	lindaf@cbcil.org
<i>FTA</i>			
Chris MacNeith	Civil Rights Officer	206-220-4462	christopher.macneith@dot.gov
Sharon Coats	Transportation Program Specialist	817-978-0552	Sharon.Coats@dot.gov
<i>Calyptus Consulting Group, Inc.</i>			
Francisco Morales	Reviewer	617-577-0041	fmorales@calyptusgroup.com

VII. Appendices

No appendices included in this report.

