



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

NOTICE AND AGENDA OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS FOR THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Yuma County Intergovernmental Public Transportation Authority ("YCIPTA") and to the general public that the Board of Directors will hold a meeting on:

Friday, May 30, 2025 – 4:00 PM

Join Zoom Meeting

<https://us06web.zoom.us/j/82983056657>

Meeting ID: 829 8305 6657

One tap mobile

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Yuma County Intergovernmental Public Transportation Authority Board Of Directors

Brian Golding Sr. – Chairman – Quechan Tribe, Louie Galaviz – Vice Chairman – City of Somerton

Arturo Durazo, Sr.- Sec/Treas – Cocopah Tribe, Jay Simonton – City of Yuma,

Ian McGaughey – Yuma County, Czarina Gallegos– Arizona Western College,

Richard Marsh – Town of Wellton, Lizeth Servin – City of San Luis

Shelly Kreger, Transit Director

Pursuant to A.R.S. § 38-431.05, notice is hereby given to the members of the Yuma County Intergovernmental Transportation Authority (YCIPTA) and to the general public that YCIPTA as part of its regular meeting will hold a meeting open to the public as noted above.

Unless otherwise noted, meetings held at the above location are open to the public.

The Board of Directors may vote to go into executive session during the noticed meeting concerning any of the agenda items mentioned below. If authorized by the requisite vote of the Directors, the executive session will be held immediately after the vote and will not be open to the public. The executive session, if held, will be at the same meeting location set forth above. The discussion may relate to confidential matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). The Chairman or other presiding officer shall instruct the persons present at the executive session regarding the confidentiality requirements of the Open Meeting Laws.

Pursuant to the Americans with Disabilities Act, reasonable accommodation requests may be made by contacting the Transit Director at 928-539-7076, ext 101 (TTY/TDD - Arizona Relay Service 711). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CALL TO PUBLIC: The public is invited to speak on any item or any area of concern that is within the jurisdiction of the YCIPTA Board of Directors. The Board is prohibited by the Arizona Open Meeting Law from discussing, considering, or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

RATIFICATION OF ITEMS PRESENTED AT 05/27/2025 MEETING:

1. Motion to ratify the approval of the Draft FY2025-2026 Exhibit A Eastern Imperial County Transit Services (EICTS) Business Plan and the Draft EICTS MOU 10th Extension and Amendment. Action required.
2. Motion to ratify the approval of the Exhibit A Amendment 15 to the YCIPTA/Quechan MOU for FY 2025-2026. Action Required.

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3. Motion to ratify the approval of the DRAFT YCIPTA FY2025-2026 Operating Budget. Possible action required
4. Motion to ratify the approval of the FY2025-2026 YCIPTA Member Entity Dues Increase Request. Action required.
5. Motion to ratify the approval of the Extension of Contract Term to the Agreement for the Provision of General Public Fixed-Route and Demand Response Services with RATP Dev. This is to extend the contracted period of services through the end of FY2025/2026. Action required.
6. Motion to ratify the approval of the existing Disadvantaged Business Enterprise (DBE) Program Plan for FY2023-2025. Action required.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

June 23, 2025

ADJOURNMENT

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Brian Golding Sr. – Chairman – Quechan Tribe, Louie Galaviz – Vice Chairman – City of Somerton
Arturo Durazo, Sr.- Sec/Treas – Cocopah Tribe, Jay Simonton – City of Yuma,
Ian McGaughey – Yuma County, Czarina Gallegos – Arizona Western College,
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May 27, 2025

Discussion and Action Item 1

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: David Garcia, Transit Operations Manager
Subject: Discussion and or action regarding the Draft FY25-26 Exhibit A
Eastern Imperial County Transit Services (EICTA) Business Plan and
the Draft EICTS MOU 10th Extension and Amendment.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approves the Draft FY25-26 Exhibit A Eastern Imperial County Transit Services (EICTA) Business Plan and the Draft EICTS MOU 10th Extension and Amendment.

Background and Summary: Each year the YCIPTA/Quechan MOU Exhibit A and B, EICTS MOU and the Eastern Imperial County Services Operations and Implementation Business Plan is amended to reflect the new contribution amounts based on the revised cost per revenue hour and the amount contributed by Imperial County Transportation Commission, Quechan Indian Tribe and YCIPTA for the operation of the Turquoise Route 10 and the Blue Route 5.

Fiscal Impact: YCIPTA contribution \$232,225.74. (See page 10 of the Business Plan)

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve Draft FY25-26 Exhibit A Eastern Imperial County Transit Services (EICTA) Business Plan and the Draft EICTS MOU 10th Extension and Amendment

Legal Counsel Review: N/A

Attachments: Draft FY25-26 Exhibit A Eastern Imperial County Transit Services (EICTA) Business Plan and the Draft EICTS MOU 10th Extension and Amendment

For information on this staff report, please contact Shelly Kreger, Transit Director via email at skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission

A handwritten signature in black ink, appearing to read 'Shelly Kreger', written in a cursive style.

Shelly Kreger, Transit Director

TENTH EXTENSION AND AMENDMENT OF MEMORANDUM OF UNDERSTANDING BETWEEN THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY, IMPERIAL COUNTY TRANSPORTATION COMMISSION AND QUECHAN INDIAN TRIBE FOR TRANSIT SERVICES IN EASTERN IMPERIAL COUNTY.

This Extension and Amendment (“Extension and Amendment”) made and entered into effective July 1, 2025, is by and between **Yuma County Intergovernmental Public Transportation Authority**, a political subdivision of the State of Arizona (“YCIPTA”), **Imperial County Transportation Commission**, a regional transportation planning agency and political subdivision of the State of California (“ICTC”), and **Quechan Indian Tribe** (“QUECHAN”). The terms “Party” or “Parties” shall mean the collective or individual participants of this Extension and Amendment.

WITNESSETH:

WHEREAS, YCIPTA, ICTC and QUECHAN entered into that certain Memorandum of Understanding dated October 28, 2015 for Transit Services in Eastern Imperial County (“MOU”) attached hereto and incorporated by reference herein as **Exhibit “1”**; and

WHEREAS, the term of the MOU is set to expire on June 30, 2016 unless the Parties agree in writing to extend the MOU; and

WHEREAS, paragraph VII.A of the MOU provides that the Parties, upon their mutual, written agreement, may extend the MOU on an annual basis, so long as such extension is requested by April 31, and the extension shall be approved and executed by all of the Parties by June 30; and

WHEREAS, paragraph VIII.J of the MOU provides that the Parties may amend the MOU in writing, dated, signed by duly authorized representatives of each Party to the MOU and attached thereto; and

WHEREAS, the Parties did so amend the MOU through the NINTH Extension and Amendment made and entered into effective July 1, 2024, attached hereto and incorporated by reference herein as **Exhibit “2”**; and

WHEREAS, YCIPTA, ICTC and QUECHAN wish to extend the term of the MOU for an additional one year term in accordance with paragraph VII.A of the MOU, and to amend the MOU to specify the payments to YCIPTA during the additional year term in accordance with paragraph VIII.J of the MOU, with no other changes.

NOW THEREFORE, for and in consideration of the promises and payments herein set forth, YCITA, ICTC and QUECHAN have and hereby agree as follows:

1. The MOU shall be extended for an additional one-year term effective July 1, 2025 and shall terminate on June 30, 2026 unless the MOU is further extended in accordance with paragraph VII.A of the MOU.
2. Paragraph III.A of the MOU is deleted and replaced by the following:

“III. Compensation, Reporting and Performance Standards

A. Payments to YCIPTA

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of Two Hundred Forty-Two Thousand, Three Hundred Fifty Dollars and Two Cents (\$242,350.02) to fund Eastern Imperial County Transit Services, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall ICTC be liable to QUECHAN for payments that exceed Two Hundred Forty-Two Thousand, Three Hundred Fifty Dollars and Two Cents (\$242,350.02).

QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of One Hundred Fifty-Eight Thousand, One Hundred Ninety-One Dollars and Ninety-Two Cents (\$158,191.92) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN. Such payments are due within thirty (30) days after receipt of the invoice and supporting documentation from YCIPTA, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall QUECHAN be liable to YCIPTA for payments that exceed One Hundred Fifty-Eight Thousand, One Hundred Ninety-One Dollars and Ninety-Two Cents (\$158,191.92).

In no event shall QUECHAN be liable to YCIPTA for payments to be made by ICTC. In no event shall ICTC be liable to YCIPTA for payments to be made by QUECHAN”.

3. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.

---SIGNATURES ON THE NEXT PAGE---

IN WITNESS WHEREOF, the Parties hereto have executed this Extension and Amendment on the day and year first above written.

YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

By: _____
Shelly Kreger, Transit Director

ATTEST:

By: _____
David Garcia, Transit Operations Manager

APPROVED AS TO FORM:

By: _____
Elizabeth Punpayuk, YCIPTA Legal Counsel

IMPERIAL COUNTY TRANSPORTATION COMMISSION

By: _____
Mike Goodsell, Chairperson, Imperial County Transportation Commission

ATTEST:

By: _____
Cristi Lerma, Secretary to the Commission

APPROVED AS TO FORM:
Adam G. Cook, County Counsel

By: _____
Eric Havens, Deputy County Counsel

QUECHAN INDIAN TRIBE

By: _____
Jonathan E. Koteen, President

APPROVED AS TO FORM:

By: _____
Kent Millward, Tribal Attorney, Rosette, LLP



Eastern Imperial County Transit Services Operations and Implementation Business Plan



**Presented by:
Yuma County Intergovernmental Public Transportation Authority
October 2012**

***Amended October 2013, September 2014, July 2015, April 2016, April 2017,
May 2018, May 2019, May 2020, May 2021, May 2022, May 2023, May 2024 and May 2025***

**Eastern Imperial County
Transit Operations and Implementation Business Plan**

Table of Contents

Section 1	Overview of Routes Statement of Purpose and Need
Section 2	Roles and Responsibilities
Section 3	Overview of Operating Plan & Funding
Section 4	Marketing and Outreach Plan
Section 5	Additional Details of Operating Plan
Exhibits	1. Schedules and Route Maps Effective July 1, 2025

Section 1

Overview of Routes

The Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”), on behalf of the Quechan Indian Tribe (“QUECHAN”), is proposing to operate the following transit services in eastern Imperial County effective July 1, 2025.



Yuma County Area Transit Service Summary – Effective July 1, 2025

Route Number/Name	Type of Route	Number of Stops	Frequency Of Route	Peak Bus Requirement	Service Hours	Where Does Route Go?
Blue Route 5 Quechan Shuttle	Rural Flex Route	43 Stops	60 minutes	1	7:15 am to 7:10 pm – Monday-Friday 9:15 am to 4:10 pm – Saturday	Flex route service in a counterclockwise direction within the Fort Yuma Indian Reservation and Winterhaven from Paradise Casino via Picacho Road and Interstate 8 to Andrade Port of Entry, Downtown Yuma Transit Center, and Quechan Casino Resort.
Turquoise Route 10 Interstate 8/El Centro	Special Service	29 Stops	2 round trips	1	9:15 am to 11:30 am/2:00 pm to 5:30 pm Monday, Wednesday & Friday	Fixed route service from Yuma Palms Regional Center to downtown El Centro via Paradise Casino, Winterhaven, Quechan Casino Resort and Interstate 8 with service to Imperial Valley Mall on request.

The transit routes will not operate on Sundays or major holidays observed by YCIPTA, including New Year’s Day, Dr. Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. However, there will be Saturday service on the day after Thanksgiving, Christmas Eve, and New Year’s Eve. Each route will operate with one bus, allowing for a maximum of two buses to meet peak vehicle demand in eastern Imperial County.

YCIPTA shall oversee and operate these routes in conjunction with the QUECHAN and Imperial County Transportation Commission (“ICTC”).

Blue Route 5 and Turquoise Route 10, now in their 13th and 12th years of operation, respectively, were both exempted from farebox recovery ratio requirements and other performance measures for a certain period under the California Transportation Development Act (TDA) when they were first implemented. Blue Route 5's exemption period expired on June 30, 2016, and it will now be partially funded with TDA funding starting July 1, 2017. Similarly, Turquoise Route 10's exemption

period ended on June 30, 2015, and it will also start using TDA funding provided by ICTC from July 1, 2016.

YCIPTA, QUECHAN, and ICTC initially developed this business plan in October 2012 as the Regional Connector Operations and Implementation Business Plan to coincide with the launch of the Turquoise Route 10 on January 7, 2013. On an annual basis, YCIPTA, QUECHAN, and ICTC review the Business Plan, with the following key amendments:

- October 2013 – reduced to 12% the initial goal of an 18% farebox recovery ratio for the Turquoise Route 10.
- September 2014 – included the Blue Route 5's operations, funding, and performance standards.
- July 2015 – redesignated the Business Plan to address Eastern Imperial County Transit Services
- July 2016 – eliminated Saturday service on the Turquoise Route 10 to improve its prospect of meeting the 12% farebox recovery ratio, since the Route's exemption period ended June 30, 2015.
- April 2017 – implemented use of local funds, as authorized by SB 508, effective January 1, 2016, which were contributed by YCIPTA and counted toward the farebox recovery ratio requirement.
- May 2018 – reintroduced a third day, Friday, to the Turquoise Route 10 to allow more accessibility to Eastern Imperial County.
- May 2020 – reflected higher costs because of a new labor contract affecting YCIPTA's transit operations contractor, as well as suspension of fare collections due to COVID-19 pandemic, despite also reducing operating hours to the Saturday service schedule.
- May 2021 – returned to full and regular schedules and anticipated resumption of fare collections during the year.
- May 2024 – reflected increased cost per hour due to rising costs of fuel and vehicle maintenance during the year.

The plan proposes that the routes identified will extend the Imperial Valley Transit system, replacing the former IVT Route 3 on Wednesdays between Holtville and Winterhaven. Operations in FY 2025-2026 are expected to remain consistent with FY 2024-2025 in frequency and hours of service, with a slight increase in operating costs due to the transit operations contractor's contract and collective bargaining agreement. Steady increases in ridership figures from FY 2024-2025 are anticipated to continue, and gas prices are expected to rise. In March 2024, ridership exceeded pre-pandemic levels.

Statement of Purpose and Need

The purpose of operating transit services in Eastern Imperial County is to provide mobility for Winterhaven and Fort Yuma Indian Reservation residents and visitors within Eastern Imperial County and to Yuma, Arizona. The Blue Route 5 services run six days a week, extending to Andrade Port of Entry and providing access to services in Yuma. The Turquoise Route 10 services run three days a week. They are extended to El Centro to access services at the County Seat and other quality-of-life opportunities not available in Winterhaven.

Regional and local travel needs were identified below:

- Access to California State and Imperial County agencies and services in El Centro (DMV, courts, Imperial County Public Health Department, Imperial County Department of Social Services).
- Access to medical care in El Centro (health specialists, El Centro Regional Medical Center, Pioneer Memorial Hospital).
- Access to medical care in San Diego, Phoenix (Phoenix Indian Medical Center), and Tucson.
- Access to destinations within Winterhaven and the Fort Yuma Indian Reservation.
- Access to medical care, social services, and other destinations in Yuma.

Two studies were conducted in 2008 and 2011 to evaluate the need for improved transit service in the area. The studies recommended a local shuttle connecting the Fort Yuma Indian Reservation with Winterhaven and Yuma and a lifeline service connecting the Reservation with El Centro to improve access to the County Seat for the eastern part of Imperial County.

Section 2 Roles and Responsibilities

YCIPTA - Operating and Contract Authority and Oversight:

YCIPTA has appointed RAPT Dev USA, its transit operations contractor, to operate the Blue Route 5 - Quechan Shuttle and Turquoise Route 10 - Interstate 8/El Centro/Yuma. However, YCIPTA reserves the right to replace the contractor if deemed necessary. YCIPTA will oversee the operating contract and provide legal operating authority and umbrella operating insurance through the contractor. YCIPTA will also receive monthly reports on project operations and program results from the contractor, with the Project Liaison being the primary contact between the contractor, QUECHAN, and ICTC.

YCIPTA Project Liaison - Planning, Contract Management and Marketing:

YCIPTA's Transit Director or designee will be the Project Liaison, responsible for daily interactions with the operations contractor to ensure compliance with contract terms and conditions, receipt and review of required reports, and coordination of marketing and promotional programs for the routes. The Liaison will facilitate developing and implementing programs to maximize ridership

and effectiveness, involving employers, YCIPTA, the contractor, and other partners. Additionally, the Liaison will review, and process monthly subsidy statements provided by the contractor.

ICTC – Supporting Role:

ICTC will support these transit routes by providing recommendations to YCIPTA through technical and policy levels, marketing the service in Imperial County, and contributing up to Two Hundred Forty-Two Thousand, Three Hundred Fifty Dollars and Two Cents (\$242,350.02) of Transportation Development Act Local Transportation Fund (“LTF”) Article 8(c) funds for their continuation.

QUECHAN – Supporting Role:

QUECHAN will support the routes' funding by providing recommendations to YCIPTA at technical and policy levels, marketing the route on the Fort Yuma Indian Reservation, and contributing of One Hundred Fifty-Eight Thousand, One Hundred Ninety-One Dollars and Ninety-Two Cents (\$158,191.92) of Federal Transit Administration (FTA) Section 5311(c) funds, and BIA Tribal Transportation Program funds to operate the routes. YCIPTA will use various funds, including FTA Section 5307 and 5311 funds, match funding, fare revenue, and in-kind revenue from the Quechan Andrade Parking Lot, as well as local funds from non-State and non-Federal sources to cover the remaining costs of operating the routes and meet the farebox recovery ratio requirement.

Section 3 Overview of Operating Plan

Route Plans

The Yuma County Area Transit (YCAT) will operate Blue Route 5 and Turquoise Route 10, covering Yuma, Winterhaven, Fort Yuma Indian Reservation, El Centro, and other areas of Imperial County. The routes and bus stop placement are subject to approval by QUECHAN, the City of El Centro, Imperial County, and the Imperial County Transportation Commission (ICTC). Bus stops in Yuma, and Fort Yuma Indian Reservation will be coordinated through existing encroachment permits. Imperial Valley Transit (IVT) will have priority use of bus stops in the El Centro-Calexico Urbanized Area and other areas of Imperial County. Still, their use shall not interfere unreasonably with YCAT's obligations.

Exhibit 1 includes the route map, bus stop list and schedules effective July 1, 2025.

The Blue Route 5 will travel 23.9 miles one way, in a clockwise loop from Downtown Yuma Transit Center, through Fort Yuma Indian Reservation and Winterhaven, California serving 41 bus stops. The Turquoise Route 10 will travel 69.4 miles one way, between Yuma, Arizona, and El Centro, California, serving 27 bus stops.

Service Hours

The service hours, days and routes are outlined in Section One – Overview of Proposed Routes above.

Fares – Effective January 9, 2012¹

The following fares apply to all routes in YCIPTA's transit system, including Blue Route 5 and Turquoise Route 10. However, effective July 1, 2016, a "cash only-no passes" fare policy will apply to Turquoise Route 10.

Description	Basic <ul style="list-style-type: none">• Ages 19-64 years old• Youth ages 5-18 years old without school ID	Discount <ul style="list-style-type: none">• Seniors aged 65 & older• Persons with Disabilities• Medicare Card Holders• ADA Certified• Student ages 5-18 years old with school ID
One Way	\$2.00	\$1.00
Day YCAT Pass	\$5.00 (valued at 2.5 trips)	\$2.50 (valued at 2.5 trips)
10-Ride YCAT Pass	\$17.50 (\$1.75 per ride)	\$7.50 (\$0.75 per ride)
31-Day YCAT Pass	\$60.00 (\$1.50 per ride/20 days/2 trips each)	\$30.00 (\$0.75 per ride/20 days/2 trips each)

- No transfers – use Day YCAT Pass or pay one-way fares.
- Cocopah Tribe members can ride free by showing their Tribal ID card.
- AWC and UA-Yuma students and employees can ride free by showing their student ID card with the current semester sticker.
- YPIC Charter High School and Aztec High School students and employees can ride free by showing their student or employee ID card with current semester sticker.
- YRMC and ACCT employees can ride free by showing their employee ID card.
- Children under 5 years old ride free – up to four (4) children; five (5) or more children pay a discount fare.
- On Call clients may ride fixed routes for free showing On Call ID upon entering the bus.
- Class Pass - \$45.00 (Up to 5 adults and 40 students @ \$1.00 per ride).
- This fare structure would be applicable on the evening NightCAT service from AWC/NAU/UA.

¹ Fares are subject to change based upon the costs associated with YCIPTA's operation of the route.

Ridership Forecasts

While the two studies identified in Section One did not provide any ridership forecasts, based on historical data regarding Blue Route 5 and Turquoise Route 10, YCIPTA staff initially projected that approximately fifty (50) passengers may ride Blue Route 5 each operating day and that approximately fifteen (15) passengers may ride Turquoise Route 10 each operating day, or 5.87 and 3.00 passengers per hour, respectively.

The following table shows the average annual riders per hour on the Blue Route 5 over the last thirteen years:

12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
3.41	4.82	5.41	5.62	5.45	5.92	6.50	6.56	5.30	3.85
22-23	23-24	24-25							
4.57	5.13	5.16							

The figures indicate steady improvement in ridership except for the large drop in 2020-2021 due to the COVID-19 pandemic.

To determine the forecasted ridership for Turquoise Route 10, several factors were taken into consideration, including the number of passengers boarding from Winterhaven on IVT Route 3/300/350, demographic information from reports on the Winterhaven/Quechan Reservation Rural Connector and Quechan Service Strategies, and data from public workshops held by QUECHAN. Based on data provided by ICTC for FY 2011-2012, IVT Routes 3/300/350 carried around 3.75 passenger trips in the morning and 3.50 in the afternoon/evening on Wednesdays.

The following table shows the average annual riders per hour on the Turquoise Route 10 over the last twelve years:

12-13²	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
2.99	3.41	6.17	3.69	3.34	2.72	2.10	2.97	2.50	1.90
22-23	23-24	24-25							
2.19	2.77	2.96							

The figures also show steady improvement in ridership, with reductions resulting from the elimination of Saturday service in FY 2016-2017. Ridership grew again after initiating Friday service in FY 2018-2019. The COVID-19 pandemic then caused another drop in riders.

Considering the initial forecasts and actual data described above, and with the goal of recovering ridership lost due to the COVID-19 pandemic, the projected ridership for FY 2025-2026 on Blue Route 5 is 5.80 passengers per hour/59.60 per day, while on Turquoise Route 10 it is 3.23 passengers per hour/18.79 per day.

² Amount only reflects the last six months of FY 2012-2013, as service began on January 7, 2013.

Fare Revenue Forecasts

Based on the projected ridership and historical data for each of the two routes and to take a conservative approach, the fare revenue forecast of Fifty-Five Thousand, Two Hundred Seventy-Five Dollars and Fifty Cents (\$55,275.50) for Blue Route 5 and Eighteen Thousand, Five Hundred Thirty-Six Dollars and No Cents (\$18,536.00) for Turquoise Route 10 is projected for FY 2024-2025. It is imperative that a fare structure is established to ensure the maximum farebox recovery in compliance with the TDA. As part of the performance measures, YCIPTA, QUECHAN, and ICTC review the farebox recovery ratio to ensure compliance with TDA requirements. The farebox ratio and route classification requirements are established below:

Route	Proposed Classification	Route	Farebox Recovery Ratio
Blue Route 5	Rural Flex Route		10%
Turquoise Route 10	Special Service		12% (blended rural/urban)

Cost and Subsidy Projections

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of Two Hundred Forty-Two Thousand, Three Hundred Fifty Dollars and Two Cents (\$242,350.02) to fund Eastern Imperial County Transit Services after QUECHAN files a TDA Article 8c claim and supporting documentation with ICTC and QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of One Hundred Fifty-Eight Thousand, One Hundred Ninety-One Dollars and Ninety-Two Cents (\$158,191.92) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN.

For cost and subsidy projections, see the chart on the following page.

FY2025-2026 DRAFT BUDGET				
	1	2	3	
	Routes	Blue Route 5	Turquoise Route 10	
	Days Operating	Monday-Saturday	Mon, Wed, Fri	TOTAL FOR ROUTE 5 & 10
	Fiscal Year 2025/2026	Budget	Budget	Total Budget
a	Fully Allocated Operating Cost (<i>minus ADA paratransit, other YCAT hours, Audit, Vanpool and Greyhound</i>) \$178.02 per hr.	\$552,360.46	\$154,218.73	\$706,579.18
	Local funds	\$40,100.00	\$13,100.00	\$53,200.00
b	Fare Revenue Collected	\$15,175.50	\$5,436.00	\$20,611.50
c	Subsidy Required	\$497,084.96	\$135,682.73	\$632,767.68
d	Quechan Subsidy	\$124,271.24	25.0%	\$33,920.68
e	ICTC Subsidy	\$190,383.54	38.3%	\$51,966.48
f	YCIPTA Subsidy	\$182,430.18	36.7%	\$49,795.56
g	TOTAL SUBSIDY (Over)/Under	\$497,084.96	\$135,682.73	\$632,767.68
h	Total Miles	77,676.00	39,345.00	117021
i	Total Revenue Miles	75,655.00	37,382.00	113037
j	Total Deadhead Miles	2,021.00	1,963.00	3984
k	service days	302	149	451
l	Total Hours	3,234.40	980.50	4214.90
m	Total Revenue Hours	3,102.80	866.30	3969.10
n	Total Deadhead Hours	131.60	114.20	245.80
o	employees	1.49	0.42	1.91
p	Passenger Trips	18,000.0	2,800.0	20,800.0
q	pass/hour	5.80	3.23	9.03
r	pass/day	59.60	18.79	78.39
s	pass/mile	0.24	0.07	0.31
t	cost/pass	\$ 30.69	\$ 55.08	\$85.76
u	sub/pass	\$ 27.62	\$ 48.46	\$76.07
v	cost/mile	\$ 7.30	\$ 4.13	\$11.43
w	cost/hour	\$ 178.02	\$ 178.02	\$356.04
x	farebox ratio	10.01%	12.02%	22%

Performance Standards

Since ICTC would contribute TDA-LTF Article 8(c) funds in support of these routes, the following performance standards apply towards these routes, and YCIPTA will report these figures to ICTC and QUECHAN quarterly. These reports may be reviewed by ICTC's Social Services Transportation Advisory Council.

Newly implemented routes may be exempt from farebox recovery ratio requirements or other performance measures for the current fiscal year and the following two fiscal years under TDA requirements. If the farebox recovery ratio remains below the established standard, efforts must be made to improve the route's performance within three years. Failure to meet the required ratio may reduce TDA funding by the number of required revenues that were not maintained.

Turquoise Route 10 was considered a new route for TDA exemption purposes from January 7, 2013, to June 30, 2015. However, at the end of the exemption period, it only achieved a 6.36% farebox recovery ratio, falling short of the 12% standard. If it failed to meet the standard for FY 2015-2016, it would result in a reduction in TDA funding. Saturday service was eliminated to increase the chances of meeting the 12% farebox ratio performance standard, and a "cash-only, no-passes" fare policy was established for Turquoise Route 10 from July 1, 2016. As of June 30, 2017, Turquoise Route 10 met the 12% farebox recovery ratio performance standard.

Blue Route 5 was considered a new route for TDA funding purposes from July 1, 2014, to June 30, 2016. If it failed to meet the required farebox recovery ratio for FY 2016-2017, it would result in a reduction in TDA funding by the difference between the required and actual farebox revenues based on FY 2017-2018 amounts. As of June 30, 2017, Blue Route 5 met the 10% farebox recovery ratio performance standard.

California Senate Bill 508 (SB 508) was effective on January 1, 2016, and clarified the types of revenues that transit operators can consider in the farebox recovery calculation. If the fare revenues are insufficient to meet the required fare revenues to operating costs ratio, the operator can supplement the fare revenues with "local funds." SB 508 defines local funds as non-federal or non-state grant funds or other revenues generated by, earned by, or distributed to an operator.

Operators can use various local funds, including bus advertising, local county transportation sales taxes, general fund contributions, sales from alternative fuels sold on transit property, and contract revenues from institutions such as local college fare subsidy programs, to cover any shortfall in fare revenue for attaining the required farebox recovery ratio. YCIPTA and QUECHAN began documenting their use of local funds to ensure the attainment of the required farebox recovery ratio for FY 2016-2017 and beyond without including State or Federal funding sources unless authorized. Blue Route 5 and Turquoise Route 10 have met or exceeded their respective farebox recovery ratios at the end of FY 2016-2017 and each year thereafter.

Under the FTA requirements, financial and non-financial data must be collected and reported to the National Transit Database (NTD). YCIPTA is required to report both the miles traveled in the Yuma Urbanized Area (UZA) and El Centro-Calexico UZA.

Fiscal Audits and Triennial Performance Audits

ICTC will make payment of TDA funds to QUECHAN to fund a portion of the Blue Route 5 and Turquoise Route 10. Still, QUECHAN will track its expenses associated with using these funds and list them as a separate line item in the Basic Financial Statements each year, submitting a copy of the report to ICTC before December 31 of the funded year. ICTC will send a triennial performance auditor to audit the service and its performance measures. The initial Triennial Performance Audit (TPA) conducted in September 2017 for FY 2014-2016 made 12 findings, addressed by implementing three recommendations. The first recommendation involved reviewing opportunities for increasing local revenue to boost farebox recovery, and QUECHAN began documenting its use of local funds as required by SB 508. To address the second recommendation, QUECHAN has timely submitted its State Controller Report, and for the third recommendation, it issued monthly flyers to promote the routes and worked with YCIPTA to improve coordination for pass purchasing to increase ridership.

The second TPA for Blue Route 5 and Turquoise Route 10 was completed in May 2020 and examined service provided during FY 2016-2017, FY 2017-2018, and FY 2018-2019. The audit made two findings and recommendations, including continuing to ensure State Controller Reports are submitted promptly and ensuring the State Controller Report is reviewed by someone other than the individual who prepared it to identify any errors in reporting. QUECHAN improved its State Controller Report submission since the late submission for FY 2016-2017, submitting reports on time for FY 2017-2018, FY 2018-2019, and FY 2019-2020, but was a week late for FY 2020-2021. The second recommendation addressed inconsistencies between the operating data reported to the State Controller and that reported on YCAT's monthly performance reports. QUECHAN and YCIPTA worked to compare and review data for accurate reporting.

The third TPA for Blue Route 5 and Turquoise 10 was completed in June 2023. It examined the service provided during the Quechan Tribe's public transit program for FY 2019-2020, FY 2020-2021, and FY 2021-2022. The audit found that the Quechan Tribe complied with the requirements of the Transportation Development Act, noting that the Quechan Tribe generally functions efficiently, effectively, and economically. The audit team presented no findings or recommendations.

Section 4 Marketing and Community Outreach Plan

Branding, Marketing and Community Outreach

YCIPTA will develop marketing collateral and programs with input and assistance from ICTC and QUECHAN, including printed ads, flyers, rack cards, media, and other advertising materials to promote the YCAT routes. The buses will be branded as YCAT routes, and the marketing program will be targeted in Yuma and Imperial Counties. YCIPTA will focus its marketing efforts on Yuma County, while ICTC will focus on Imperial County and QUECHAN on the Fort Yuma Indian Reservation.

The YCAT Rider's Guide will be distributed through YCIPTA's networks in Yuma County, including on YCAT buses, and the routes will be included in all YCAT marketing materials. ICTC will distribute the Imperial Valley Transit Rider's Guide throughout Imperial County, including information on Blue Route 5 and Turquoise Route 10. Signs promoting the routes will be placed on IVT buses. QUECHAN will distribute IVT and YCAT Rider's Guides throughout the Reservation, promote the routes through door-to-door information distribution, and encourage purchasing YCAT bus passes. The marketing program is funded by YCIPTA's administrative budget and is not reflected in the business plan.

Section 5

Additional Details of the Operating Plan

The contractor is responsible for the daily operations of the routes, as described in Section 2, Roles, and Responsibilities, and managed through YCIPTA following the terms of the Operating Contract. The Project Liaison, designated by YCIPTA, is responsible for ensuring that the contractor adheres to all the terms of the Operating Contract. The Project Liaison is also responsible for developing and implementing the Marketing and Outreach Plan with support from YCIPTA, QUECHAN, and ICTC.

1. Transit Service Information

The schedules and route information will be maintained on the www.ycat.az.gov and www.ivtransit.com websites and available via the YCAT telephone information system at 928.783.2235 and the IVT telephone information system at 760.482.2900. Service will be noted as a YCAT service.

2. Dispatch

A dispatcher will be available throughout the service hours of the program to ensure excellent customer service and contingency plans must be made to reasonably accommodate for service delays due to weather, traffic, and vehicle failure by the transit operations contractor. Dispatchers are required to have a communications system in place with their drivers through two-way radios or cell phones, and bus operators must not use the communications system in such a way as to endanger the lives of passengers or violate any laws. YCIPTA intends to use radios from the Yuma Regional Communication System for Blue Route 5 and the San Diego-Imperial County Regional Communication System for Turquoise Route 10.

3. Spare Ratio

YCIPTA would be responsible for providing road support to the YCIPTA vehicle in case of maintenance difficulties and ensure that a replacement vehicle is provided within sixty (60) minutes of determining that a YCAT bus is inoperable. They are also responsible for providing ample comfort, such as water, in the vehicle during extreme temperatures (115 degrees or higher) and extended breakdowns.

4. Bus Operators

Bus Operators are expected to be courteous, friendly, and professional always.

Bus Operators shall be bilingual in English and Spanish to ensure that the distribution of information is available to both languages.

Bus Operator uniforms will be required to be consistent with the branding/marketing of YCIPTA transit services. Uniforms must be kept clean and always ironed for a professional appearance.

Bus Operators are prohibited from smoking in the vehicles. Smoking outside of the vehicles is also prohibited near the door of the vehicle or in the presence of customers. Eating is prohibited in front of customers or while driving.

Bus Operator breaks shall be established with Dispatch according to transit operations contractor policy. Bus Operator breaks should never be allowed to disrupt customer service or routing.

Training shall be given to all Bus Operators so that clear expectations are in place to ensure excellent customer service. Bus Operators will keep the inside of the vehicles neat and tidy, i.e., picking up trash and newspapers left behind.

5. Vehicles

YCIPTA will provide four vehicles up to 40 feet long, carry up to 39 seated passengers, and have up to 4 wheelchair tie-down spaces. The buses will comply with CARB's requirements and are durable for highway travel. YCIPTA has 28 buses, Gillig 34-foot and 40-foot heavy-duty low-floor buses, Arboc 34-foot medium duty low-floor buses, and E350 Starcraft 21-to-26-foot cutaways. The E350 Starcraft buses use gasoline fuel and are exempt from CARB Transit Fleet Rule.

Vehicles used in the program must be kept clean, undergo prompt mechanical and cosmetic repairs, and have a spare vehicle available for use when a primary vehicle is out for maintenance. All YCIPTA vehicles are ADA-compliant and use a low floor ramp for loading/unloading mobility devices.

The recommended vehicle types for the routes are smaller and more maneuverable than larger transit buses, providing more passenger comfort and meeting passenger demand. They are also cost-effective to operate.

All buses used in the program have two bicycle spaces, electronic destination signs, farebox, and security cameras. The exception is the Aerolite buses with manual destination signs and farebox. Pictures of the buses used on these routes are provided below:



35-Foot Arboc Bus



E350 Starcraft Bus



34-Foot Gillig Bus



40-Foot Gillig Bus

Maintenance of the buses will take place at the YCAT bus facility located at 2715 East 14th Street, Yuma, Arizona.

6. Customer Service

The program's success depends on customer service, marketing, and safety. Any service or mechanical failures will be logged and used to maintain quality control and maintenance standards. On-board customer surveys will be conducted to guide route improvements and adjust marketing plans.

7. Schedules

Schedules are defined in Exhibit A and are subject to change. Schedules have been developed to ensure that there are no conflicts between YCAT and IVT buses at all shared bus stops in El Centro.

8. Transfer Agreements

At the present time, passengers transferring to IVT would be required to pay a full fare as if they transferred back to YCAT.

9. Complementary ADA Paratransit Program

Blue Route 5 is exempt from the ADA paratransit requirement as it is a flex route under the Federal Regulations. Turquoise Route 10 has been designated a commuter route under 49 C.F.R. Part 37 of Federal Regulations, and ADA complementary paratransit requirements do not apply. Passengers needing ADA paratransit service would use YCAT OnCall in Yuma County or IVT Access in Imperial County within a $\frac{3}{4}$ mile radius of a non-commuter or flex bus route, and timed connections would be established. Free transfers between YCAT OnCall and YCAT fixed route buses are allowed for these passengers.

10. The Future

In FY 2015-2016, ICTC provided additional funding to cover a significant portion of the costs for Eastern Imperial County Transit Services, resulting in a more active role in transit planning and operation in that area. Tribal Transit funding has been reduced due to federal transportation bills, including MAP-21, FAST Act, and STRA-21. QUECHAN will only be eligible for formula funding unless they apply for competitive capital expenses, excluding preventative maintenance.

The following table shows the variance in FTA Tribal Transit Formula funding apportioned to QUECHAN since FY 2016.

FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
\$45,166	\$28,638	\$36,405	\$35,304	\$46,729	\$29,741	\$34,411
FY 2023	FY 2024	FY 2025				
\$34,573	\$48,685	\$40,944				

For FY 2025-2026, QUECHAN requests a minimum of Two Hundred Forty-Two Thousand, Three Hundred Fifty Dollars and Two Cents (\$242,350.02) from ICTC to continue transit services at the present levels, while the percentage shares contributed by YCIPTA, QUECHAN, and ICTC remained the same.

YCIPTA will continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the reservation in Arizona, YCIPTA-generated match, fare revenue collected from the routes, and Quechan Andrade Parking Lot in-kind revenue to cover the remaining costs required to operate the Blue Route 5 and Turquoise Route 10.

With the diminishment of the coronavirus pandemic, ridership is returning to pre-pandemic levels in the Yuma, Fort Yuma Indian Reservation, Winterhaven, and El Centro communities. Public transit remains essential in connecting workers to jobs and residents to shopping, healthcare, and other services. YCIPTA will prioritize the safety of employees and passengers while increasing and improving ridership to meet community needs and build community confidence in YCAT.

YCIPTA partnered with YMPO and IBI Group to develop a Short-Range Transportation Plan (SRTP) in December 2019. The community survey conducted by IBI Group garnered favorable feedback from passengers, particularly for the Blue Route 5 and Turquoise Route 10. The survey recommended improving transportation and service headway to the Andrade Port of Entry, expanding the reach of fixed route services on the Reservation with PMoD feeder, introducing on-demand subsidized shared ride taxi/TNC service on the Reservation, and increasing the Turquoise Route 10 service to five days per week. However, the implementation of these recommendations would require additional funding.

IBI Group recommended a pilot program for QUECHAN and YCIPTA that involves two or more non-dedicated service providers. The program would enable customers to book trips from their smartphones or through reservation services. This would be a cost-effective option and would enhance the customer experience, particularly for locations not quickly served by fixed-route transit or where gaps exist in the transit network.

In April 2024, the Federal Transit Administration (FTA) awarded QUECHAN a competitive grant to hire a consultant to develop an on-demand first-last mile service implementation plan. This planning effort will be completed in FY 2025-2026.

A review of the routes was conducted in the Spring of 2016 to determine the appropriate level of transit service and population in eastern Imperial County, considering transit needs and specific performance measures. Four additional bus stop shelters will be procured and installed on the Fort Yuma Indian Reservation, and two of them have already been installed. The remaining two shelters will be installed in FY 2025-2026.

To continue transit services beyond June 30, 2025, additional contributions from ICTC will be required. If service reductions occur based on available funding, public hearings for route changes will take place in May 2025, with changes taking effect on July 1, 2025. To determine future service levels and contribution shares for FY 2025-2026, YCIPTA will provide daily ridership data to ICTC by May 17, 2025, allowing for analysis and recommendations for FY 2025-2026.



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycat.az.gov

May 27, 2025

Discussion and Action Item 2

To: Yuma County Intergovernmental Public Transportation Authority Board of Directors
From: David Garcia, Transit Operations Manager
Subject: Discussion and or action regarding Exhibit A Amendment 14 to the YCIPTA/Quechan MOU for FY 2025-2026.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the Exhibit A Amendment 15 to the YCIPTA/Quechan MOU for FY 2025-2026.

Background and Summary: Each fiscal year the Exhibit A is revised according to the next fiscal year's fully allocated transportation costs that the Quechan Indian Tribe contributes to the operational cost for Blue Route 5 and Turquoise Route 10. The fully allocated operating cost went from \$165.49 in FY2024-2025 to \$172.02 per revenue hour.

Blue Route 5 fully allocated operating costs for FY2025-2026 are estimated to be \$552,360.46 of which Quechan will contribute \$124,271.24, an increase of \$8,972.93 from the prior year.

Turquoise Route 10 fully allocated operating cost for FY2025-2026 are estimated to be \$154,218.73 of which Quechan will contribute \$33,920.68, an increase of \$2,898.40.

ICTC will pay Quechan an amount not to exceed \$242,350.02 towards these two routes as provided for in Section II.B.6 of the Business Plan approved at the May 27, 2025 meeting.

Also included in this 14th Amendment is the increase in annual dues of \$11,801.77.

Financial Impacts: N/A

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the Exhibit A Amendment 15 to the YCIPTA/Quechan MOU for FY 2025-2026.

Legal Counsel Review: N/A

Attachments: Quechan Indian Tribe FY 2025-2026 Exhibit A. FY2025-2026 Operating Budget for Blue 5 and Turquoise 10.

For information regarding this agenda item, please contact Shelly Kreger via email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:

A handwritten signature in black ink, appearing to read 'Shelly Kreger', written in a cursive style.

Shelly Kreger, Transit Director

EXHIBIT A
AMENDMENT FOURTEEN FOR THE FORMULA FOR YCIPTA CONTRIBUTION

YCIPTA shall provide the following routes to QUECHAN for 07/01/2025 to 06/30/2026:

Route	Type of Service	Operating Days	Service Hours	Destinations
Blue Route 5 – Quechan Shuttle	Rural Fixed Route	Monday-Saturday	Approximately 7:15 am to 7:10 pm, every 60 minutes, Monday through Friday and from 9:15 am to 4:10 pm, every 60 minutes on Saturday. Weekdays Approx: 9.20 per day Saturday Approx: 5 per day	Fort Yuma Indian Reservation and Paradise Casino to Quechan Casino Resort, Winterhaven and Algodones/Andrade Border Crossing, and Downtown Yuma Transit Center.
Turquoise Route 10 – Interstate 8/El Centro/Yuma	Urban Fixed Route	Monday, Wednesday and Friday	Approximately 9:15 am to 11:30 am/2:00 pm to 5:30 pm on Monday, Wednesday and Friday. Monday/Wednesday/Friday Approx: 6.40 per day	Yuma Palms Regional Center to downtown El Centro and Paradise Casino, Winterhaven, Quechan Casino Resort, and Imperial Valley Mall on request.

QUECHAN shall pay YCIPTA an amount not to exceed \$158,191.92 for the period of July 1, 2025, to June 30, 2026, as a local contribution towards the operation of the Yuma County Area Transit (YCAT) system and the operational costs of the Blue Route 5 – Quechan Shuttle and Turquoise Route 10 – Interstate 8/El Centro/Yuma as defined in this Exhibit.

QUECHAN shall contribute to the fully allocated operating costs of Blue Route 5 and Turquoise Route 10 as defined below for the period of July 1, 2025, to June 30, 2026:

- **Blue Route 5 - From July 1, 2025, to June 30, 2026:** the fully allocated operating costs of Blue Route 5 are estimated to be \$552,360.46 (3,102.80 annual revenue vehicle hours times \$178.02 per revenue vehicle hour). QUECHAN shall contribute an amount that shall not exceed \$124,271.24, the amount related to services to be provided under that portion of the Federal Fiscal Year 2025 Federal Transit Administration (FTA) Section 5311 (c) grant funding, and BIA Tribal Transportation Program Agreement funding received by QUECHAN.
- **Turquoise Route 10 - From July 1, 2025, to June 30, 2026:** the fully allocated operating costs of Turquoise Route 10 are estimated to be \$154,218.73 (866.30 annual revenue vehicle hours times \$178.02 per revenue vehicle hour). QUECHAN shall contribute an amount that shall not exceed \$33,920.68, the amount related to services to be provided under that portion of the Federal Fiscal Year 2025 Federal Transit Administration (FTA) Section 5311 (c) grant funding, and BIA Tribal Transportation Program Agreement funding received by QUECHAN.

- ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of Two Hundred Forty-Two Thousand, Three Hundred Fifty Dollars and Two Cents (\$242,350.02) to fund Eastern Imperial County Transit Services, as provided for in Section II.B.6 and reflected in Exhibit B of the YCIPTA/ICTC/QUECHAN MOU, as extended from time to time.

QUECHAN shall contribute \$11,801.77 as a membership contribution which is based on tribal population as established by the 2020 census divided against the Yuma County population.

For the purposes of this Exhibit and MOU, a revenue vehicle hour is defined as the times during which the vehicle is available to carry passengers, and which includes only those times between the time or scheduled time of the first passenger pick-up and the time or scheduled time of the last passenger drop-off during a period of the vehicle's continuous availability.

This exhibit may be amended each fiscal year as agreed upon by QUECHAN and YCIPTA to reflect the new operational costs for the operation of transit services to QUECHAN or the additional/removal of a fare subsidy for tribal members.

APPROVALS

QUECHAN INDIAN TRIBE

Jonathan E. Koteen
President

YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Shelly Kreger
Transit Director



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycat.az.gov

May 27, 2025

Discussion and Action Item 3

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: David Garcia, Transit Operations Manager
Subject: Discussion and or action regarding DRAFT YCIPTA FY 2025-2026
Operating Budget

Requested Action: Staff is recommending the Yuma County Intergovernmental Public Transportation Authority Board of Directors adopt the FY2025-2026 Operating budget.

Background and Summary: Attached to this staff report is a DRAFT FY2025-2026 Operating Budget showing the estimated expenses and the expected revenues to operate YCIPTA and the transit system for FY2025-2026. Estimated revenues are \$6,642,224 and estimated expenses are \$6,642,224, showing a balanced budget.

The Capital budget will be presented later, as it is still under development.

A DRAFT FY2025-2026 Operating Budget was previously presented at April's board meeting, but had a discrepancy in the employee salary amounts. The finance manager's (Marcela Garcia) salary was mistakenly removed from the FY2024-2025 budget numbers, causing the salary expenses to be much lower than the FY2025-2026 expected salary expenses. This was corrected and the attached DRAFT Operating Budget reflects that change.

Financial Impacts:

Budgeted: Yes

Recommended Motion: Staff is recommending the Yuma County Intergovernmental Public Transportation Authority Board of Directors adopt the FY2025-2026 Operating budget.

Legal Counsel Review: No

Attachments: Yuma County Intergovernmental Public Transportation Authority
DRAFT FY2025-2026 Operating Budget

For information regarding this agenda item, please contact Shelly Kreger via email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:

A handwritten signature in black ink, appearing to read "Shelly Kreger", written over a horizontal line.

Yuma County Intergovernmental Public Transportation Authority													
DRAFT FY 2026 BUDGET													
			FY 2025 Budget	Jul '24 - Mar 25	Annual Budget	AVG Monthly	April-June	Est year end	Potential Savings/loss	Notes	FY2026 Budget	DESCRIPTION	
Ordinary Income/Expense			203,605								441,110		
Income													
40000 · Intergovernmental													
40700 · Miscellaneous Revenues													
40799-3 · Advertising Sales				180,391.72	203,604.72	\$ 32,870.00	\$ 98,610.00	\$ 279,001.72	\$ 75,397.00				
40799-4 · Greyhound Commisions - YCIPTA				4,913.07	18,000.00	\$ 545.90	\$ 1,637.69	\$ 6,550.76	\$ (11,449.24)				
40799-5 · Interest				2,804.78	5,160.00	\$ 311.64	\$ 934.93	\$ 3,739.71	\$ (1,420.29)				
40799-6 · Miscellaneous Revenues			3,780	461.31	3,780.00	\$ 51.26	\$ 153.77	\$ 615.08	\$ (3,164.92)		3,500		
Total 40700 · Miscellaneous Revenues			230,545	188,570.88	230,544.72						452,110		
40900-2 · Local Transit Dues			914,956	1,009,083.81	914,955.84					All was received in beginning of FY. FY26 Budget has a 5% increase in dues	963,605		
40900-4 · Contributions Public Entities				122,190.00	120,459.96					All was received in beginning of FY		200,000	MOU YUHSD Vista, YPIC, Arizona Western College/WACOG
40900-5 · Tribal Route Income				675,549.22	780,453.72	\$ 34,000.00	\$ 102,000.00	\$ 777,549.22	\$ (2,904.50)	Quechan has paid in full/Cocopah will still be paying through FY end		937,233	Cocopah/Quechan Dues/Route
Total 40900 · Local Funding				1,815,870	1,806,823.03	1,815,869.52							2,100,838
41101 · State Grants			1,723,030										
41101-1 · ADOT 5311				695,443.48	1,723,029.60							1,828,200	

Yuma County Intergovernmental Public Transportation Authority												
DRAFT FY 2026 BUDGET												
			FY 2025 Budget	Jul '24 - Mar 25	Annual Budget	AVG Monthly	April-June	Est year end	Potential Savings/loss	Notes	FY2026 Budget	DESCRIPTION
50207 · State Unemployment			0	0.00	0.00	\$ -	\$ -	\$ -	\$ -		-	
50208 · Workers Compensation Ins			1,000	821.00	999.96	\$ 91.22	\$ 273.67	\$ 1,094.67	\$ (94.71)		1,500	
Total 50200 · Fringe Benefits			188,349	121,897.52	188,359.32				\$ 25,829.29		198,263	
50300 · Services												
50301-1 · ADA Paratransit			187,648	170,635.30	187,647.96	\$ 18,959.48	\$ 56,878.43	\$ 227,513.73	\$ (39,865.77)	There are more revenue hours this fiscal year than what RATP Dev cost sheets indicated (3,000)	262,707	5% increase/increase to 4000 hrs. from 3000 hrs
50301-2 · Accounting & Audit			35,000	20,404.50	35,000.00	\$ -	\$ 16,930.00	\$ 37,334.50	\$ (2,334.50)		35,000	
50301-3 · Vanpool Subsidy			126,000	92,941.93	126,000.00	\$ 10,326.88	\$ 30,980.64	\$ 123,922.57	\$ 2,077.43		126,000	\$300 stipend for 35 vehicles \$10500 per month
50302 · Advertising			50,000	27,494.06	50,000.04	\$ 3,054.90	\$ 9,164.69	\$ 36,658.75	\$ 13,341.29		50,000	\$30,000 Big Cat - \$20,000 Advertising
50303-1 · Legal Services			15,000	11,190.00	15,000.00	\$ 1,243.33	\$ 3,730.00	\$ 14,920.00	\$ 80.00		15,000	
50303-2 · Cash Handel/Payroll Processing			2,500	2,344.71	2,499.96	\$ 260.52	\$ 781.57	\$ 3,126.28	\$ (626.32)		2,500	
50303-3 · IT Support/Web Development			25,000	20,226.36	24,999.96	\$ 2,100.00	\$ 6,300.00	\$ 26,526.36	\$ (1,526.40)		25,000	
50305-0 · Bus Contractor			4,181,692	3,039,800.54	4,181,691.96	\$ 366,496.33	\$ 1,099,489.00	\$ 4,139,289.54	\$ 42,402.42		4,390,777	5% increase
50305-1 · Contract Costs			35,000	156,065.75	35,000.04	\$ 2,916.67	\$ 8,750.01	\$ 35,612.45	\$ (612.41)		61,000	Solutions 36k, KJA 25k
50305-2 · Equipment Maintenance			3,000	3,575.00	3,000.00	\$ -	\$ -	\$ 3,575.00	\$ (575.00)		3,000	
50305-3 · Office Equip Repair			1,660	1,145.00	1,659.96	\$ 127.22	\$ 381.67	\$ 1,526.67	\$ 133.29		1,800	

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Yuma County Intergovernmental Public Transportation Authority												
DRAFT FY 2026 BUDGET												
			FY 2025 Budget	Jul '24 - Mar 25	Annual Budget	AVG Monthly	April-June	Est year end	Potential Savings/loss	Notes	FY2026 Budget	DESCRIPTION
50608-1 · Gen Liab Insurance			5,275	5,243.00	5,274.96	\$ -	\$ -	\$ 5,243.00	\$ 31.96	All insurances are paid at the beginning of the fiscal year	7,000	
50608-2 · Prof. Liability Insurance			7,454	7,124.93	7,454.04	\$ -	\$ -	\$ 7,124.93	\$ 329.11		9,500	
50608-3 · Automobile Insurance			6,045	6,280.00	6,044.88	\$ -	\$ -	\$ 6,280.00	\$ (235.12)		9,000	
50608-4 · Property Insurance			600	500.00	600.00	\$ -	\$ -	\$ 500.00	\$ 100.00		600	
Total 50600 · Casualty and Liability Insuranc			19,374	19,147.93	19,373.88				\$ 225.95		26,100	
50900 · Miscellaneous Expenses												
50901 · Memberships/Dues/Subscriptions			15,000	26,586.51	15,000.00	\$ -	\$ -	\$ 26,586.51	\$ (11,586.51)	need move 7975 for QB to software updates and 475 to travel	20,000	
50902 · Travel Expenses			25,000	8,677.92	24,999.96	\$ 964.21	\$ 2,892.64	\$ 11,570.56	\$ 13,429.40	TD did not travel most of the year/staff limited travel also	25,000	
50906 · Finance Charges/Penalties			240	1,429.91	240.00	\$ 158.88	\$ 476.64	\$ 1,906.55	\$ (1,666.55)		240	
50999-1 · License and Permits			300	80.00	300.00	\$ 8.89	\$ 26.67	\$ 106.67	\$ 193.33		100	
50999-2 · Training/Education			8,750	0.00	8,750.04	\$ -	\$ 3,300.00	\$ 3,300.00	\$ 5,450.04	April-June exp for Carol/Adriana/David training CTAA	15,000	Adriana will be completing finance training this coming FY as well as other staff
50999-3 · Other Misc Expense			2,500	3,778.23	2,499.96	\$ 150.00	\$ 450.00	\$ 4,228.23	\$ (1,728.27)		3,500	
50999-5 · Telephone/Internet			12,000	5,996.11	12,000.00	\$ 666.23	\$ 1,998.70	\$ 7,994.81	\$ 4,005.19		5,200	
Total 50900 · Miscellaneous Expenses			63,790	46,548.68	63,789.96				\$ 8,096.63		69,040	
51200 · Leases and Rentals												
51212-1 · Building Lease			52,800	39,600.00	52,800.00	\$ 4,400.00	\$ 13,200.00	\$ 52,800.00	\$ -		52,800	
51212-2 · Leases Rental Equipment			350	211.20	350.04	\$ 23.47	\$ 70.40	\$ 281.60	\$ 68.44		350	

[illegible]



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycat.az.gov

May 27, 2025

Discussion and Action Item 4

To: Yuma County Intergovernmental Public Transportation Authority Board of Directors
From: David Garcia, Transit Operations Manager
Subject: Discussion and or action regarding the increase in Member Entity Dues for FY2025-2026.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the increase in Member Entity Dues for FY2025-2026.

Background and Summary: Staff is requesting Board approval on a 5% increase in member entity dues for FY2025-2026. There is no increase in AWC due to the agreement that enrollment would be reviewed every two years which will be next fiscal year.

Current dues

Governmental Entity	Current Amount of Annual Contributions FY24-25	New dues for FY25/26 (5% increase)	Amount of increase
Yuma County	\$302,605.81	\$317,736.10	\$15,130.29
City of Yuma	\$390,555.87	\$410,083.66	\$19,527.79
Town of Wellton	\$28,316.00	\$29,731.80	\$1,415.80
City of San Luis	\$137,815.96	\$144,706.75	\$6,890.80
City of Somerton	\$58,425.60	\$61,346.88	\$2,921.28
Quechan Indian Tribe	\$11,239.78	\$11,801.77	\$561.99
Cocopah Indian Tribe	\$80,124.79	\$84,131.03	\$4,006.24
AWC	\$78,210.00	\$78,210.00	\$0.00
Total	\$1,087,293.82	\$1,137,748.01	\$50,454.19

Financial Impacts: Total increase of member entity dues of \$50,454.19.

Budgeted: N/A

Recommended Motion: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors to approve the increase in Member Entity Dues for FY2025-2026.

Legal Counsel Review: N/A

Attachments: N/A

For information regarding this agenda item, please contact Shelly Kreger via email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:

A handwritten signature in black ink, appearing to read 'Shelly Kreger', written over a horizontal line.

Shelly Kreger, Transit Director



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycat.az.gov

May 27, 2025

Discussion and Action Item 5

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: David Garcia, Transit Operations Manager
Subject: Discussion and or action regarding the Extension of Contract Term to the Agreement for the Provision of General Public Fixed-Route and Demand Response Services with RATP Dev. This is to extend the contracted period of services through the end of FY2025-2026.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the Extension of Contract Term to the Agreement for the Provision of General Public Fixed-Route and Demand Response Services with RATP Dev. Such an Addendum is to extend the contracted period of services through the end of FY2025-2026.

Background and Summary: Yuma County Intergovernmental Public Transportation Authority (YCIPTA) and RATP Dev Yuma, LLC entered into a contract on May 16, 2018, for a base term of three (3) years commencing on July 1, 2018 through June 30, 2021 with options of seven (7) one-year extensions.

YCIPTA, at its sole discretion, may require the contractor to continue under the terms of this agreement for additional periods of one year. Both YCIPTA and RATP Dev Yuma, LLC mutually agree to continue services for an additional year commencing on July 1, 2025, through June 30, 2026. There will be two (2) additional options after this one.

Currently RATP Dev is requesting a rate increase in the contracted hourly operating costs. The request is for a total of 5% for the annual increase. The contract states that in no case shall the new base compensation exceed the preceding base compensation by 5%.

Financial Impacts: \$4,390,777.00 Fixed Route and Demand Response

Budgeted: (in draft budget)

Recommended Motion Staff recommends that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the Extension of Contract Term to the Agreement for the Provision of General Public Fixed-Route and Demand Response Services with RATP Dev. This is to extend the contracted period of services through the end of FY2025-2026.

Legal Counsel Review: Yes

Attachments: RATP Dev Contract Extension

For information regarding this agenda item, please contact Shelly Kreger via email to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:

A handwritten signature in black ink, appearing to read 'Shelly Kreger', with a stylized, flowing script.

Shelly Kreger
Transit Director

EXTENSION OF CONTRACT TERM

This Extension of Contract Term (“Extension”), is made and entered into this ____ day of June, 2025, by and between **YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY**, a political subdivision of the State of Arizona (“YCIPTA”), and **RATP DEV YUMA, LLC**, an Arizona limited liability company (“CONTRACTOR”).

WITNESSETH:

WHEREAS, YCIPTA and CONTRACTOR entered into that certain Agreement for the Provision of General Public Fixed-Route and Demand Response Services, dated May 16, 2018 (“Agreement”), as amended; and

WHEREAS, Section 4(B) of the Agreement authorizes YCIPTA at YCIPTA’s sole discretion, to elect to extend the Agreement, under the same terms, for additional periods of one year each for the fiscal year ending June 30, 2024, June 30, 2025, June 30, 2026, June 30, 2027, and June 30, 2028;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the mutual promises hereinafter given, YCIPTA and CONTRACTOR agree as follows:

1. YCIPTA hereby elects and notifies CONTRACTOR of an extension of the Agreement for one (1) year beginning July 1, 2025 and ending June 30, 2026 unless otherwise extended.
2. CONTRACTOR accepts YCIPTA’s notice of extension and agrees to the extension of the Agreement for an additional one (1) year.
3. All other terms of the Agreement remain in full force and effect in accordance with its terms. There are no modifications, express or implied, except as herein provided.
4. YCIPTA and CONTRACTOR each represent to the other that (i) the party signing this Extension on behalf thereof is duly authorized to do so, and (ii) this Extension is binding upon such party in accordance with its terms. This Extension may be executed in multiple counterparts and by facsimile signatures with the same effect of an original.

---SIGNATURES ON THE NEXT PAGE---

IN WITNESS WHEREOF, the parties hereto have executed this Addendum for Commencement Date on the day and year first above written.

**YUMA COUNTY INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY**

By: _____
Shelly Kreger, Transit Director

ATTEST:

By: _____
David Garcia, Transit Operations Manager

APPROVED AS TO FORM:

By: _____
Elizabeth A. Punpayuk, YCIPTA Legal Counsel

RATP DEV YUMA, LLC

By: _____
Printed Name: _____
Its: _____



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycat.az.gov

May 27, 2025

Discussion and Action Item 6

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: David Garcia, Transit Operations Manager
Subject: Discussion and or action regarding the Disadvantaged Business
Enterprise (DBE) Program Plan

Requested Action: Staff is recommending that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the DBE Program Plan.

Background and Summary: Attached to this staff report is the Yuma County Intergovernmental Transportation Authority (YCIPTA) DBE Program Plan document.

It was discovered during the FY2023-2025 Federal Transit Administration (FTA) Triennial Review that the DBE Goal is Board-approved, but the DBE Plan had not been presented to the Board. This resulted in a finding. Once approved, the FTA will be notified, and the finding will be cleared.

The YCIPTA Organization Chart within the DBE Program Plan was also updated to reflect the change in the DBE Liaison Officer assignment from Marcela Garcia to Adriana Ortiz.

Financial Impacts: N/A

Budgeted: N/A

Recommended Motion: Staff is recommending that the Yuma County Intergovernmental Public Transportation Authority Board of Directors approve the FY 2023-2025 DBE Program Plan.

Legal Counsel Review: No

Attachments: Yuma County Intergovernmental Public Transportation Authority
FY2023-2025 Disadvantaged Business Enterprise Program Plan

For information regarding this agenda item, please contact Shelly Kreger via email
to: skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for submission:

A handwritten signature in black ink, appearing to read "Shelly Kreger", with a long horizontal flourish extending to the right.



**Disadvantaged Business Enterprise Program Plan
(DBE)
For Projects Funded Through
the Federal Transit Administration (FTA) Program
FY 2023-2024 & 2024-2025**

Prepared by: Yuma County Intergovernmental Public Transportation
Authority

Approved by YCIPTA Board of Directors on May 27, 2025

YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY
UNITED STATES DEPARTMENT OF TRANSPORTATION
DBE PROGRAM – 49 C.F.R. PART 26

POLICY STATEMENT

Objectives/Policy Statement

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) have established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. YCIPTA receives federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, YCIPTA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of YCIPTA to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

For YCIPTA, the Finance Manager has been delegated as the DBE Liaison Officer. In that capacity, the Finance Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by YCIPTA in its financial assistance agreements with the Department of Transportation as it relates to the Federal Transit Administration (FTA) Section 5307 program.

YCIPTA has disseminated this policy statement to all of the relative components of our organization. We have distributed this statement to DBE and non-DBE business

communities that perform, or are anticipated to perform work for our organizations on DOT assisted contracts. This distribution is accomplished through:

1. Adoption of the program by YCIPTA.
2. Publication available to all interested parties via YCIPTA's website
3. Inclusion in all relative competitive bid documents.



YCIPTA Transit Director

03/27/23

Date

GENERAL REQUIREMENTS

Objectives

The objectives are found in the policy statement on the first page of this program.

Applicability

YCIPTA are the recipients of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II, and V of TEA-21, Pub. L. 105-178 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II, and V of SAFETEA-LU, Pub. L. 105-178.

Definitions

YCIPTA will adopt the definitions contained in Section 26.5 for this program.

Non-Discrimination Requirements

YCIPTA never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering their DBE programs, YCIPTA will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Record Keeping Requirements

Reporting to DOT:

YCIPTA will report DBE participation to DOT as follows:

YCIPTA will report DBE participation as required under 49 C.F.R. Part 26 for each entity. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

Bidders List:

YCIPTA will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidder's list approach to calculating overall goals. The bidder list will

include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

YCIPTA will collect this information in the following ways: requiring prime bidders to report the names/addresses and other pertinent data, of all firms who provide quotes to them for sub-contracts, providing notices in solicitations and posting them on YCIPTA website.

Federal Financial Assistance Agreement

YCIPTA have signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance:

YCIPTA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. YCIPTA shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts.

The YCIPTA DBE Programs, as required by 49 CFR part 26 and as approved by DOT, are incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement.

Upon notification to YCIPTA of its failure to carry out their approved programs, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

This language will appear in financial assistance agreements with sub-recipients and sub-contracts.

Contract Assurance:

YCIPTA will ensure that the following clause is placed in every DOT-assisted contract and sub-contract:

The contractor, sub-recipient or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as YCIPTA deems appropriate.

ADMINISTRATIVE REQUIREMENTS

DBE Program Updates

Since YCIPTA may receive \$250,000 or more in federal funds per fiscal year, YCIPTA will carry out this program until all funds from DOT financial assistance have been expended. YCIPTA will update their respective DBE Programs as required under 49 C.F.R. Part 26.

Policy Statement

The Policy Statement is shown at the beginning of this document.

DBE Liaison Officer (DBELO)

YCIPTA has designated the following individual as the DBE Liaison Officer:

Finance Manager
Yuma County Intergovernmental Public Transportation Authority
2715 East 14th Street
Yuma, AZ 85365
928-539-7076 ext 237
www.ycat.az.gov

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that YCIPTA complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Transit Director of YCIPTA concerning DBE program matters.

An organization chart displaying the DBELO's position in the organization is found in Attachment A to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has sole responsibility for administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all components within YCIPTA to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.

5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes YCIPTA 's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Transit Director of YCIPTA on DBE matters and achievement.
9. Participates in pre-bid meetings.
10. Provides DBEs with information and assistance in preparing bids.
11. Plans and participates in DBE training seminars.
12. Acts as liaison to the Uniform Certification Process in Arizona.
13. Provides outreach to DBEs and community organizations to advise them of contracting opportunities.
14. Maintains YCIPTA 's updated directory on certified DBEs that bid on federally funded projects.

DBE Financial Institutions

It is the policy of YCIPTA 's to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. We have made the following efforts to identify and use such institutions: research the credit unions and commercial banks in the community through on site visits and website reviews.

To date we have identified the following such institutions: None

Prompt Payment Mechanisms

YCIPTA will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from YCIPTA . The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of YCIPTA . This clause applies to both DBE and non-DBE subcontracts.

Any failure to comply with this section by the prime contractor shall be considered as a breach of the contract, subject to the provisions of the agreement. In addition, the prime contractor will not be reimbursed for work performed by subcontractors unless

and until the prime contractors ensures that the subcontractors are promptly paid for the work that they have performed.

Directory

The Arizona Department of Transportation (ADOT) maintains a directory identifying all firms eligible to participate as DBEs in the State of Arizona. The directory lists each firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. ADOT regularly maintains the Directory and makes it available online at http://www.azdot.gov/azdbe/DBE_search.aspx.

Further information about Arizona's Uniform Certification Program may be found at <http://www.azdot.gov/azdbe/index.asp>.

Overconcentration

YCIPTA has not identified that overconcentration exists in the types of work that DBEs perform.

Business Development Programs

YCIPTA has not established business development programs.

Monitoring and Enforcement Mechanisms

YCIPTA will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

YCIPTA will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.

YCIPTA will consider similar action under their respective legal authorities, including responsibility determinations in future contracts. Attachment 3 lists the regulation, provisions, and contract remedies available in the event of non-compliance with the DBE regulation by a participant in procurement activities.

YCIPTA will provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished via a reporting mechanism.

YCIPTA will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

Small Business Participation

YCIPTA has incorporated the following non-discriminatory element to its DBE program, in order to facilitate competition on DOT-assisted public projects by small businesses (both DBEs and non-DBE small businesses):

- Vendor searches completed at local level using grass root groups to ensure adequate
- advertisement of opportunity;
- Use of Small Business Center for identification of small business and advertisement
- opportunity;
- Continuous evaluation of contract requirement to minimize and remove unnecessary and unjustified requirements;
- Encouraging bidders on large contracts to identify and create provisions within subcontracts appropriate for small business participation;
- Development of acquisition strategies and structuring procurements to facilitate bids by and awards to small business consortia or joint ventures; and
- Letting prime contract of a size that small businesses can reasonably compete for and
- perform.

GOALS, GOOD FAITH EFFORTS, AND COUNTING

Set-asides or Quotas

YCIPTA does not use quotas in any way in the administration of this DBE program.

Overall Goals

In accordance with Section 26.45, YCIPTA's overall goal for the following time period of 2023-2025 is .70%. Of the Federal financial assistance we will expend in DOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles, .70% of funds will be targeted to DBE/SBE. \$14,539,261 is the dollar amount of DOT-assisted contracts that YCIPTA expects to award during FFY2023-2025. This means that YCIPTA has set a goal of expending \$101,774.83 with DBEs during this fiscal year/project.

In accordance with Section 26.45(f), YCIPTA will submit their overall goals to DOT on August 1 of each year. Before establishing the overall goal each year, YCIPTA will consult with the local Chambers of Commerce, Arizona Department of Transportation, Yuma Metropolitan Planning Organization and the Greater Yuma Economic Development Council to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for

DBEs, and YCIPTA 's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, YCIPTA will publish a notice of the proposed overall goals, informing the public that the proposed goals and their rational are available for inspection during normal business hours at their offices for 30 days following the date of the notice, and informing the public that comments will be accepted on the goals for 45 days from the date of the notice. The notice will be available on YCIPTA or YMPO's website and a local newspaper of general circulation. YCIPTA will issue their respective notices by June 1 of each year. These notices must include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

YCIPTA overall goal submission to DOT will include a summary of information and comments received during this public participation process and responses.

YCIPTA will begin using our overall goal on October 1 of each year, unless YCIPTA have received other instructions from DOT. If YCIPTA establish goals on a project basis, YCIPTA will begin using the goal by the time of the first solicitation for a DOT-assisted contract for the project.

Methodology used to Calculate Overall Goal

Pursuant to Section 49 CFR Part 26, YCIPTA present the following information as it relates to the development of YCIPTA methodology for adopting a DBE contracting goal for FFY 2017 for contracts funded through the Federal Transit Administration (FTA).

STEP 1: Determination of Base Figure for the Relative Availability of DBE Firms

Determination of Relevant Geographical Market Area

To establish the Base Figure of the relative availability of DBEs in relation to all comparable firms available for the FFY 2017 DOT-assisted contracting program, both Census Bureau data and the ADOT DBE Directory were used (filtered to represent only DBE firms within the relevant geographical market area), as follows:

For the numerator: Arizona Department of Transportation (ADOT) DBE Directory
For the denominator: Census Bureau's Business Pattern Database (CBBP).

To derive the Base Figure for the relative availability of DBEs, the number of DBEs available in the ADOT DBE Directory (by NAICS Code), is divided by the number of all comparable CBBP firms (by NAICS Code) available. This ratio is multiplied by the projected FFY 2017 expenditures (by NAICS Code proportions). The resulting ratios are then summed. Application of this formula yields the following baseline information:

49 C.F.R. Part 26 requires that YCIPTA set goals consistent with its own contracting circumstances. To calculate availability, the relevant geographical market area must first

be determined to set overall goals based on demonstrable evidence of the relative availability of ready, willing, and able DBEs. The relevant geographical market area is the area in which the substantial majority of the contractors and subcontractors with which YCIPTA does business with are located and the area in which YCIPTA spends the majority of contracting dollars.

Unique factors affecting the development of the DBE Goal for FY 2023-2025 include:

1. Recognition and local knowledge that as a small urban turnkey transit system, the majority of the FTA 5307 funds have been used over the years for direct operating costs in turn key contracts for which limited opportunities exist for DBE participation.
2. Recognition and local knowledge that there is limited DBE participation in the immediate geographic area, According to the ADOT DBE Database, there are only 8 registered DBE firms in all NAICS categories within Yuma County, which presents a significant limitation on YCIPTA opportunities to contract with DBE firms. Consequently, the relevant market area, for the purposes of this analysis, includes all of the State of Arizona to cast the broadest net possible for inclusion of DBE firms in YCIPTA contracting opportunities. The vast majority of DBE firms in the State of Arizona are in Maricopa County, which includes the Phoenix urbanized area, and Pima County, which includes the Tucson urbanized area.
3. The DBE firms certified by the Arizona Unified Certification Program with the most appropriate NAICS classification code (485113 - Bus and motor vehicle transit systems) are generally charter services who are not ready, willing, or able to bid on public fixed route contracts of this size and complexity.
4. There may exist opportunities for the prime contractor (currently National Express Transit) to utilize outside firms to provide necessary materials, supplies, and services under the prime transit operations and maintenance contract. As a prime contractor, the agreement with National Express Transit requires that good faith efforts be made to sub-contract for materials and supplies for vehicle maintenance.

STEP 2: Adjustment to the Base DBE Relative Availability Figure

Adjustments to the base figure goal may be necessary and justified for a variety of reasons including: lower or higher than expected past participation by DBE firms or additional evidence from disparity studies. Unfortunately, very little data of this sort is currently available to YCIPTA . In past years, FTA funds were spent solely on turnkey operations contracts where there was very limited DBE availability. In addition, no comprehensive disparity study has been or is likely to be conducted in Yuma County.

Consequently, given all of the historic and current data available to YCIPTA and consideration of alternative methodologies for assessing the relative availability of DBE firms, YCIPTA have concluded that there is no reasonable basis upon which to adjust the Step 1 Base Goal of .70 percent.

Goal Setting and Accountability

In accordance with Section 26.47, If the awards and commitments shown on YCIPTA Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall applicable to that fiscal year, we will:

1. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments;
2. Establish specific steps and milestones to correct the problems identified in the analysis

Transit Vehicle Manufacturers (TVM) Goals

YCIPTA will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle for YCIPTA procurements, to certify that it has complied with the requirements of this section. Alternatively, YCIPTA may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

YCIPTA is also to report TVM purchase information to FTA within 30 days of making an award. <https://www.surveymonkey.com/r/vehicleawardreportsurvey>

Public Participation

YCIPTA will publish a notice of the proposed overall goals, informing the public that the proposed goal and YCIPTA's rationale are available for inspection during normal business hours at our main office in Yuma for 30 days following the date of the notice, and informing the public that YCIPTA and DOT will accept comments on the goals for 45 days from the date of the notice. The public notice will be published in the local newspaper as well as distributed to available minority-focus media and posted on our website. Normally, we will issue this notice by July 1 of each year. The notice will include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed. The goal will be adopted after a public hearing in August.

Our overall goal submission to DOT will include: the proposed goal (including the breakout of estimated race-neutral and race-conscious participation, as appropriate); a copy of the DBE Program Plan; a summary of information and comments received during this public participation process and our responses; and proof of publication of the goal in media outlets listed above.

We will begin using our overall goal on October 1 of the specified year, unless we have

received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

Our goal will remain effective for the duration of the three-year period established and approved by FTA.

Breakout of Estimated Race-Neutral & Race-Conscious Participation

YCIPTA are entities located within the Yuma small urbanized area with the majority of their FTA funding used for transit operating and maintenance purposes. YCIPTA will meet the maximum feasible portion of their overall DBE goals by using race-neutral means as required in Section 26.51(a). Planned outreach efforts by YCIPTA are all race/gender neutral, and it is anticipated that YCIPTA will accomplish their DBE goals solely through race/gender neutral means.

YCIPTA will use the following race neutral means to increase DBE participation:

Arranging solicitations, times for the presentations of bids, quantities, specifications and delivery schedules in a manner that facilitate DBE and other small businesses participation, such as unbundling large contracts to make them more accessible and encouraging prime contractors to sub-contract portions of the work effort.

Minimizing bonding requirements while exercising due diligence with public resources.

Providing technical assistance as requested.

Providing information and printed materials in a bilingual format upon request.

Coordinating with resource agencies such as workforce development, small business alliance, chambers of commerce and economic development centers.

In addition, YCIPTA will provide links on their respective web sites to the online training and information resources available from the ADOT Supportive Services Program. The ADOT Supportive Services office provides numerous opportunities for DBE-certified and DBE-eligible firms to learn about contracting opportunities at the state and local levels, and organizes conferences, networking events, presentations, special programs, training, and workshops. Information on these programs is located at

<http://www.adotdbe.com/programs> or
http://azdot.gov/Inside_ADOT/CRO/DBEP_SS.asp .

Contract Goals

YCIPTA may use contract goals to meet any portion of the overall goal that YCIPTA do not forecast being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the overall goal that is not forecast to be met through the use of race-neutral means.

YCIPTA may establish contract goals on DOT-assisted contracts that have sub-contracting possibilities. YCIPTA need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each contract, such as the type and location of work and availability of DBEs to perform the particular type of work.

When contract goals are established, YCIPTA will express contract goals as a percentage of total amount of federal funding in a DOT-assisted contract.

Good Faith Efforts Procedures

Demonstration of Good Faith Efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts to recruit DBE sub-contractors or sub-consultants for federally funded proposals. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are shown in Appendix A to 49 CFR Part 26.

YCIPTA will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before authorizing the bidder/offeror to proceed with the scope of work.

YCIPTA treat bidder/offers' compliance with the good faith effort requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative Reconsideration (26.53(d))

Within 10 days of being informed by YCIPTA that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration.

Bidder/offerors should make this request in writing to the following reconsideration official:

Transit Director
Yuma County Intergovernmental Public Transportation Authority
2715 East 14th Street
Yuma, AZ 85365
928-539-7076 ext 2101
www.ycat.az.gov

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts When a DBE is replaced on a Contract (26.53(f))

YCIPTA will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, YCIPTA will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the [Name of YCIPTA] to

practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of ____ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

Counting DBE Participation

YCIPTA will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

CERTIFICATION STANDARDS

Certification Process

YCIPTA will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

Arizona Department of Transportation
Civil Rights Office
1135 N. 22nd Ave. 2nd Floor
Phoenix, AZ 85009
(602) 712-7761
<http://www.adotdbe.com/>

City of Phoenix
Equal Opportunity Department
Business Relations Division
251 W. Washington St. 7th Floor
Phoenix, AZ 85003
(602) 262-6790 or
(602) 534-1557/TTY

City of Tucson
Equal Opportunity Office
201 North Stone Avenue, 3rd Floor North
P.O. Box 27210
Tucson, AZ 85726-7210
(520) 791-4593

CERTIFICATION PROCEDURES

Unified Certification Programs

YCIPTA has adopted the Arizona Unified Certification Program (AUCP) administered by the Certifying agencies of the AUCP. The AUCP meets all of the requirements of this section. The following is a description of the AUCP, which can be found at http://www.azdot.gov/azdbe/DBE_search.aspx:

The DBE program is intended to remedy past and current discrimination against disadvantaged businesses. It ensures a “level playing field” and fosters equal opportunity in all Department of Transportation assisted contracts that include highway, transit and airport programs.

The Arizona UCP has been established to facilitate statewide DBE certification. The UCP eliminates the need for DBE applicant businesses to obtain certification from multiple agencies, and provides reciprocity within Arizona. The Arizona Department of Transportation, City of Phoenix, and the City of Tucson are members of the Arizona UCP. The official UCP DBE database includes DBE firms certified by these three agencies. Bidders who are meeting goals on FAA and FTA contracts being let by other in-state entities can only use the DBEs certified by the Arizona UCP.

Procedures for Certification Decisions

Re-certifications 26.83(a) & (c)

YCIPTA will review the eligibility of DBEs, to make sure that they will meet the standards of Subpart E of Part 26. YCIPTA will complete this review no later than five years from the most recent certification date of each firm.

For firms that YCIPTA have reviewed and found eligible under 49 C.F.R. Part 26, we will again review their eligibility every five years. These reviews will include the following components: filing out a new application, performing on site visits in YCIPTA local area, and reviewing work history, qualifications and equipment of the firm.

“No Change” Affidavits and Notices of Change (26.83(j))

To the extent as required by the AUCP, YCIPTA require all DBEs to inform us, in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided with the AUCP’s application for certification.

YCIPTA also requires all owners of all DBEs to submit, on the anniversary date of their certification, a “no change” affidavit meeting the requirements of 26.83(j). The test of this affidavit is the following:

I swear (or affirm) that there have been no changes in the circumstances of [name of DBE firm] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR Part 26. There have been no material changes in the information provided with [name of DBE]'s application for certification, except for any changes about which you have provided written notice to YCIPTA under 26.83(j). [Name of firm] meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm's previous three fiscal years do not exceed \$16.6 million.

YCIPTA require DBEs to submit with this affidavit documentation of the firm's size and gross receipts.

YCIPTA will notify all currently certified DBE firms of these obligations. This notification will inform DBEs that to submit the "no change" affidavit, their owners must swear or affirm that they meet all regulatory requirements of Part 26, including personal net worth. Likewise, if a firm's owner knows or should know that he or she, or the firm, fails to meet a Part 26 eligibility requirement (e.g. personal net worth), the obligation to submit a notice of change applies.

Denials of Initial Requests for Certification

If the AUCP denies a firm's application or decertify it, it may not reapply until 12 months have passed from the action.

Removal of a DBE's Eligibility

In the event the AUCP proposes to remove a DBE's certification, YCIPTA will follow procedures consistent with 49 C.F.R., Section 26.87.

Interstate Certification

When ADOT receives a DBE application from a company certified in another state, ADOT may, at its discretion certify that company without further procedures. If an out of state company wants to obtain certification in this manner, the firm must provide to ADOT a copy of its certification notice from the home state. ADOT would be responsible for verifying the validity of the out of state certification.

If ADOT chooses not to accept certification based on the home state evaluation, the applicant firm must provide a complete copy of the application form, all supporting documents and any other information that needs to be submitted. Once ADOT receives all of the necessary information ADOT must request a copy of the home state onsite report within 7 days of receipt of the application.

If ADOT agrees with the home state determination, ADOT must send the applicant firm a notice that it is certified and place the firm on the AZUCP directory of DBE certified

firms within 60 days from the date on which ADOT received all the requested information.

If ADOT has good reason and does not agree with the determination of the home state ADOT must send a notification to the applicant company within 60 days stating the reasons why ADOT is denying certification. This notice must state with particularity the specific reasons why ADOT believes that the firm does not meet the DBE requirements and must offer the applicant firm an opportunity to respond to ADOT with respect to the reasons.

If the applicant firm elects to request an in-person meeting with ADOT's decision maker to discuss ADOT's objections to the firm's eligibility, ADOT must schedule the meeting to take place within 30 days of receiving the firm's request. ADOT must issue a written decision within 30 days of the receipt of the written response from the applicant firm or the meeting with the decision maker, whichever is later. The firm's application for certification is stayed pending the outcome of this process. A decision may be appealed to the Departmental Office of Civil Rights.

When ADOT denies a firm's application, rejects the application of a firm certified in another state, or decertifies a firm, ADOT must make an entry in the Department of Transportation Office of Civil Rights (DOCR's) Ineligibility Determination Online Database. The following information must be submitted:

1. The name of the firm
2. The name of the firm's owner (s)
3. The type and date of this action
4. The reason for the action

ADOT must check the website at least once every month to determine whether any firm that is applying for certification by ADOT, or that ADOT has already certified, is in the database. For any such firm that is in the database, ADOT must promptly request a copy of the listed decision from the UCP that made it. If ADOT receives such a request, ADOT will provide a copy of the decision within 7 days of receiving the request. Notwithstanding any provision of Federal or state law, ADOT must not release any information that may reasonably be construed as confidential business information. This includes application for DBE certification and supporting information. However, ADOT must transmit this information to DOT in any certification appeal proceeding or to any other state to which the individual's firm has applied for certification.

Certification Appeals

Any firm or complainant may appeal the AUCP decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation
Departmental Office of Civil Rights
1200 New Jersey Avenue SE.
Washington, DC 20590-0001

YCIPTA will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for DOT-assisted contracting.

Appeals must be sent to the Department of Transportation within 90 days of the date of YCIPTA's final decision.

COMPLIANCE AND ENFORCEMENT

Information, Confidentiality, Cooperation

YCIPTA will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, YCIPTA will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

YCIPTA will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of YCIPTA or DOT. This reporting requirement also extends to any certified DBE sub-contractor.

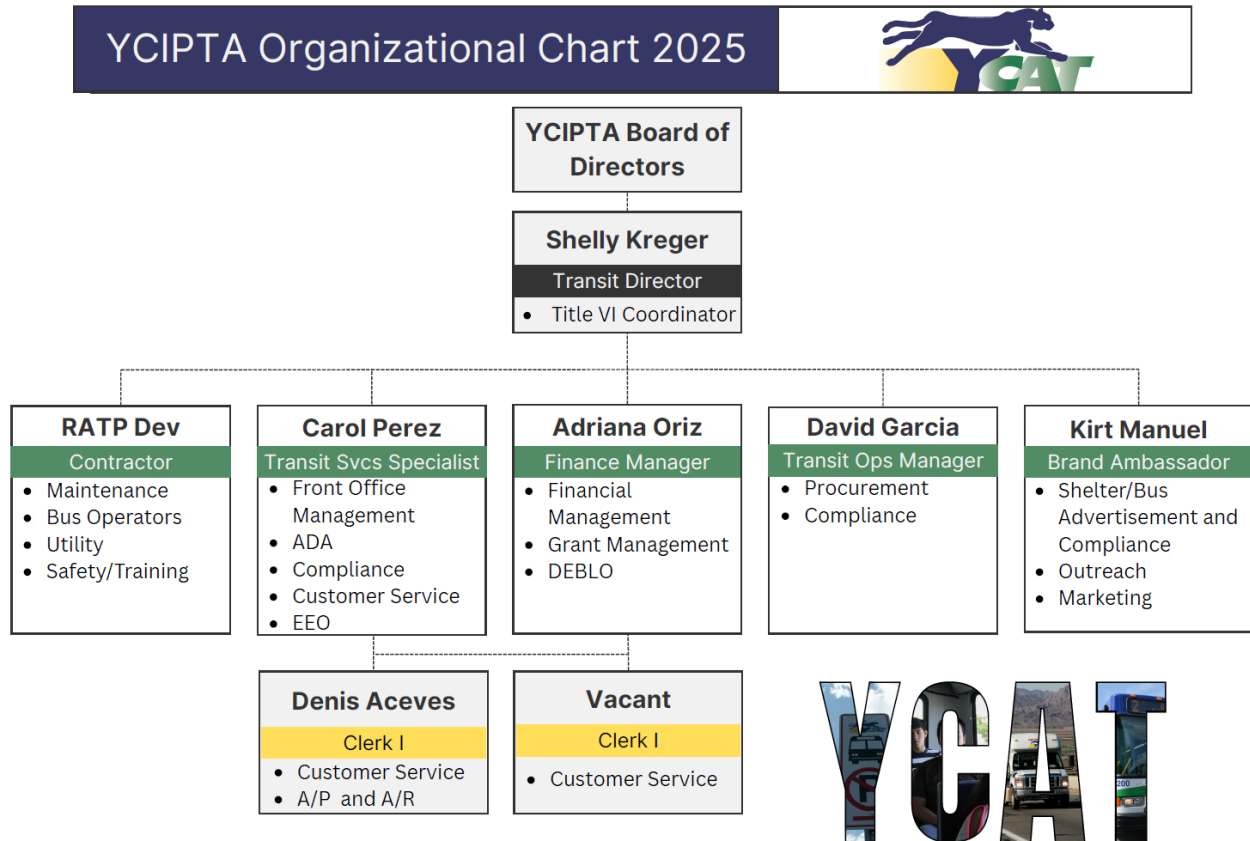
YCIPTA will perform interim audits of contract payments to DBEs. The audit will review payments to DBE sub-contractors to ensure that the actual amount paid to DBE sub-contractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

ATTACHMENTS

Attachment A - Organizational Chart

Attachment B - Monitoring and Enforcement Mechanisms

ATTACHMENT A ORGANIZATIONAL CHART



The Finance Manager has direct access to the Transit Director as the DBELO Officer for YCIPTA.

ATTACHMENT B

MONITORING AND ENFORCEMENT MECHANISMS

YCIPTA have available several remedies to enforce the DBE requirements contained in its contracts, including, but are not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract
2. Breach of contract action pursuant to Arizona Revised Statutes 44-101
3. Any other enforcement mechanism in law or equity allowable in Arizona.

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR part 26
2. Enforcement action pursuant to 49 CFR part 31
3. Prosecution pursuant to 18 USC 1001.