

AGENDA  
**CONROE-THE WOODLANDS URBANIZED AREA**  
**MOBILITY COMMITTEE MEETING**

The Woodlands Township  
via Video Conference

May 19, 2019 – 10:30 A.M. to 12:00 P.M.

1. <b>CALL MEETING TO ORDER</b> (2 minutes) a. Call Roll of Committee Members	2
2. <b>PUBLIC COMMENT</b> (3 minutes per comment) <i>See below for call in directions</i>	3
3. <b>ACTION ITEM</b> – Approval of Meeting Summary from September 9, 2019 (2 minutes)	5
4. <b>ACTION ITEM</b> – Consider and approve Resolution in support of awarding FY18, FY19, & FY20 Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities Funds – (10 minutes)	17
5. <b>ACTION ITEM</b> – Consider and approve the FY2020 Conroe-The Woodlands UZA FTA Urbanized Area Formula Sub-Appportionments for Sections 5307 and 5339 Programs (15 minutes)	44
6. <b>ACTION ITEM</b> – Advise and provide recommendation on FY2020 Coronavirus Aid, Relief, and Economic Security Act (CARES Act) FTA Urbanized Area Formula Program Sub-Appportionments (15 minutes)	58
7. <b>INFORMATIONAL ITEM</b> – Vacancy of Alternate Representative position for The Woodlands Township due to retirement of Don Norrell (5 minutes)	63
8. <b>ADJOURN</b>	

**Next Meeting**

Host: City of Conroe

Tentative Date: October 13, 2020

Tentative Location: City of Conroe Council Chambers, 300 West Davis St., Conroe, TX 77301

***To call in to the meeting to provide public comment, you may call any of the numbers listed below. For the best quality audio, it is recommended to use one of the local numbers:***

- (346) 248-7799
- (669) 900-6833
- (253) 215-8782
- (929) 205-6099
- (301) 715-8592
- (312) 626-6799
- (888) 788-0099 (Toll Free)
- (877) 853-5247 (Toll Free)

*Once you have connected, you will need to enter ID: 835 4824 9879, then enter the pound sign “#” on your telephone keypad. These call in numbers are active for the May 19, 2020 Committee meeting scheduled for 10:30 a.m. only.*

<b>Agenda Item 1</b>
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<b>1. CALL MEETING TO ORDER</b>
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- |   |
|---|
| a. Roll call of Committee Members – (2 minutes) |
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## **Background**

In accordance with the Mobility Committee Bylaws, one Committee member and alternate was appointed by each of the following interests.

### **The Woodlands Township**

- Hon. Gordy Bunch, Chairman
- Alternate - Mr. Don Norrell, President/General Manager

### **The City of Conroe**

- Hon. Seth Gibson, City Council Member, Vice Chairman
- Alternate - Mr. Paul Virgadamo, City Administrator

### **Montgomery County**

- Commissioner James Metts, Montgomery County, Precinct 4
- Alternate - Vacant

**Other Providers** (As defined in the ILA, this member is a single representative for the small cities in the UZA)

- Mayor Ritch Wheeler, City of Shenandoah
- Alternate - Kathie Reyer, City Administrator, City of Shenandoah

## **Purpose**

To establish quorum and introduce Mobility Committee Members and attendees.

# MEMORANDUM

TO: **CONROE-THE WOODLANDS URBANIZED AREA MOBILITY COMMITTEE MEMBERS**  
**OTHER INTERESTED PARTIES**

FROM: Ruthanne Haut, The Woodlands Township – Designated meeting coordinator

RE: **May 19, 2020 C-TW UZA Mobility Committee Meeting**

DATE: May 12, 2020

Attached are meeting materials for a meeting of the Conroe-The Woodlands Urbanized Area Mobility Committee meeting on Tuesday, May 19, 2020, at 10:30 a.m. Due to COVID-19 related healthcare guidance, the meeting will be held online through video conference. The Woodlands Township's Townhall building is closed, please do not attempt to attend the meeting in person.

The agenda packet and public comment call in process will be posted on the Township's website at:  
<https://www.thewoodlandstownship-tx.gov/1145/Transit-Projects>.

Due to limited capacity on the conference system, only Primary and Alternate members and presenters will be receiving instructions to register and join the meeting through online and/or phone system. Members will receive a separate email to register. All other interested parties and public can watch the meeting available through livestream at <https://www.thewoodlandstownship-tx.gov/778/Meeting-Videos>. Please click on the "Live" tab to access the livestream video during the meeting. Once complete, the meeting will be archived on this webpage.

## **Instructions for COMMITTEE MEMBERS:**

We will begin our meeting with a roll call of all members to establish the presence of a quorum. When your name is read, please unmute and indicate your presence. After speaking, please return to "mute" setting.

The Chairman will invite questions and comments from members following presentation of agenda item. When he has done so, please unmute and request to speak. Similarly, the Chairman will request and recognize members to make a motion on any action item. When a motion is ready for action, please unmute to verbally cast your vote. If there is a need for greater clarity, the Chairman may request a roll call vote where every member's vote can be recorded. Please address any comments and/or questions regarding the Mobility Committee to Ruthanne Haut, Deputy Director- Community Services for The Woodlands Township, by phone at (281) 210-2019 or by email to [rhaut@thewoodlandstownship-tx.gov](mailto:rhaut@thewoodlandstownship-tx.gov).

**All documents requiring signature will be routed via DocuSign after Committee approval.**

## **Instructions for PUBLIC COMMENTS:**

On March 16, 2020, Texas Governor Greg Abbott temporarily suspended certain requirements within the Texas Open Meetings Act (TOMA) to help reduce the potential transmission of COVID-19. These provisions relate to the public health pandemic emergency and the following guidelines will be used to allow the public to provide public comment in accordance with the Open Meetings Act and have been modified for the purpose of the Conroe-Woodlands Urbanized Area Mobility Committee Meeting held by videoconference.

Participation by members of the public in the Committee Meeting is welcomed and encouraged. To produce the most efficient and effective process for allowing constituents to address the Committee, the Committee accepts public comments in accordance with State Law and the following Guidelines for Participating in Public Meetings, which have been adjusted due to the use of videoconferencing during the COVID-19 pandemic emergency:

- Each person wishing to address the Committee must call in via phone prior to the conclusion of the “public comments” agenda item (agenda item 2). The phone number will be included on the posted agenda.
- Individuals will be limited to a total of three (3) minutes regardless of the number of topics, and individuals who provide and utilize a translator will be limited to a total of six (6) minutes.
- Speakers will be taken in the order in which they call in.
- State Law prohibits the Committee from formally acting on a specific item or public comment unless it appears on the posted agenda. Therefore, any Committee discussion of items not included on the posted agenda is limited to questions for clarification and whether or not the item should be placed on a future agenda.
- Speakers may express their opinions or viewpoints on an issue, but are not permitted to participate in the debate on an issue.
- Speakers will not use profanity.
- Comments from speakers can be made to the Committee as a whole or to an individual member(s).
- Consistent with in-person meetings, public comment will only be taken during the “public comments” agenda item.

**Additional notes for those wishing to call in for Public Comment:**

- When calling in, you will be placed in a queue, and you will be called upon in the order in which your call was received, and only during the “public comments” agenda item.
- If you receive a busy signal when calling in and the “public comments” period has not concluded, please hang up and call back. The Committee will make every effort to ensure that all callers have an opportunity to speak.
- If you are watching the video of the meeting when you are called upon to speak, please mute the volume on your computer before speaking to avoid audio feedback for members. There is a brief lag between the audio and video feeds.
- After you have been called upon, you may disconnect from the phone call and continue to watch through the live stream broadcast at <http://www.thewoodlandstowship-tx.gov/778/Meeting-Videos>.

**To call in to the May 19, 2020 Mobility Committee meeting to provide public comment, you may call any of the numbers listed below. For the best quality audio, it is recommended to use one of the local numbers:**

- (346) 248-7799
- (669) 900-6833
- (253) 215-8782
- (929) 205-6099
- (301) 715-8592
- (312) 626-6799
- (888) 788-0099 (Toll Free)
- (877) 853-5247 (Toll Free)

Once you have connected, you will need to enter ID: 835 4824 9879, then enter the pound sign “#” on your telephone keypad. These call-in numbers are active for the May 19, 2020 Committee meeting scheduled for 10:30 a.m. only.

## Conroe-The Woodlands Urbanized Area

### Mobility Committee Meeting Summary

City of Conroe, Council Chambers, 300 West Davis Street, Conroe, Texas 77301

The Mobility Committee Meeting commenced at 10:30 a.m. on Tuesday, September 3, 2019.

The next meeting was set for Tuesday, May 19, 2020 in The Woodlands, Texas.

Attendees: See attached sign-in sheet.

#### 1. Introduction of Committee Members and Meeting Attendees

*Discussion:* The meeting began with an introduction of committee members and attendees. A quorum was established by the presence of Committee Chair from The Woodlands Township, Chairman of the Board of Directors for The Woodlands Township, Gordy Bunch; Vice Chair of the Committee from the City of Conroe, City Council Member Seth Gibson; and Alternate Committee Member - Other Providers from the City of Shenandoah, City Administrator Kathie Reyer. Other attendees (sign-in sheet attached) were invited to introduce themselves and their organizations. No representative was in attendance from Montgomery County.

*Action:* No formal action needed.

#### 2. Consider an Update Regarding Progress for Appointing the Committee and Alternate Representatives for "Other Providers" – **Action Item** (3 minutes)

*Discussion:* Ms. Ruthanne Haut, The Woodlands Township, gave a briefing on this matter. The Mobility Committee nominated Mayor Ritch Wheeler of the City of Shenandoah as the committee member and City Administrator Kathie Reyer of the City of Shenandoah as the alternate committee member for Other Providers. Resolutions of support have been received from City of Shenandoah, City of Willis, and the City of Oak Ridge North. Concurrence is pending from City of Panorama Village, City of Cut and Shoot, and the Town of Woodloch. With a 50/50 split, Ms. Haut recommended that the Committee accept the appointees nominated.

County Engineer Mark Mooney, alternate to Commissioner James Metts for Montgomery County, recently retired from Montgomery County. Mr. Gordy Bunch advised that the replacement of the Alternate for the County Commissioner be someone that is willing to attend the Mobility Committee. As a voting member of the Houston-Galveston Area Council, it is important that the Commissioner and/or his staff is informed of ongoing mobility efforts in the area. Mr. Robert McHaney, The Goodman Corporation, will reach out to Montgomery County to coordinate the nomination of an alternate to Commissioner James Metts. Said nomination will be brought back to the next Mobility Committee meeting.

*Action:* Appointees nominated for committee member and alternate committee member for Other Providers were approved by Motion carried.

<p><b>3. Consider Meeting Minutes from June 4, 2019 for Approval</b></p> <p><i>Discussion:</i> The Committee was invited to discuss the previous Mobility Committee Meeting Minutes from June 4, 2019.</p> <p><i>Action:</i> Meeting summaries were approved as presented.</p>
<p><b>4. Public Comment – Limited to Items on the Agenda (3 minutes per citizen)</b></p> <p><i>Discussion:</i> No public comments were made.</p> <p>English and Spanish language public notices were published on the City of Conroe's and The Woodlands Township's web sites at least one week prior to the quarterly meeting.</p> <p><i>Action:</i> No formal action needed.</p>
<p><b>5. Consider a Discussion to Establish Dates for future Conroe-The Woodlands UZA Mobility Committee Semi-Annual Meetings</b></p> <p><i>Discussion:</i> Mr. Robert McHaney, The Goodman Corporation, presented recommendation to change Conroe-The Woodlands UZA Mobility Committee quarterly meetings into semi-annual meetings. Mr. McHaney recommended to meet on May 19, 2020. A November 2020 meeting will not be scheduled due no actions required; however, a meeting date could be scheduled for December or January if there are any action items pending.</p> <p><i>Action:</i> Recommendation that the Conroe-The Woodlands UZA Mobility Committee meets semi-annually instead of quarterly and next meeting's date (May 19, 2020) were approved as presented.</p>
<p><b>6. Consider Discussion and a Resolution of Support to Revise the Program Management Plan for Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities</b></p> <p><i>Discussion:</i> Ms. Susan Maclay, The Goodman Corporation, provided a briefing about the revision of the Program Management Plan for Conroe-The Woodlands UZA FTA Section 5310 Program that would allow City of Conroe to award funds at their discretion if criteria is met instead of having to go through a call-for-project or competitive process. Per Federal Transit Administration guidance, the City can award funds at their discretion as long as the recipient meets 3 criteria: 1) adherence to Title VI, 2) program is reflected in regional coordination plan, and 3) the service is not a duplication of services. The revision to the PMP would be permanent, though it is anticipated that a competitive process will be held for FY2018, FY2019, and FY2020 funds.</p> <p><i>Action:</i> Resolution No. 2019-07 in support of revising the Program Management Plan for Conroe-The Woodlands UZA FTA Section 5310 Program approved by motion carried.</p>

**7. Consider Presentation, Public Comment and a Resolution of Support for the City of Conroe to Execute a Contract with Meals On Wheels of Montgomery County for FY2017 Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities, Funding**

**Discussion:** Ms. Maclay, provided a briefing about the recommendation to award FY2017 Conroe-The Woodlands UZA FTA Section 5310 Program funds (\$155,364) to Meals on Wheels of Montgomery County. Ten percent of funds (roughly \$17,000) will be programmed for the City of Conroe to administer the program. Like the previous grants, funds will be used for purchase of services (taxi voucher program) and for preventative maintenance of vehicles.

No public comments were made

**Action:** Resolution No. 2019-08 in support for the City of Conroe to execute a contract with Meals on Wheels of Montgomery County for FY2017 Conroe-The Woodlands UZA FTA Section 5310 Program approved by motion carried.

**8. Consider a Presentation Regarding the Use of the Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities Funds**

**Discussion:** Ms. Maclay, The Goodman Corporation, presented report regarding the Use of the Conroe-The Woodlands UZA FTA Section 5310 Program grant funds for FY2015 and FY2016. A call for projects is anticipated for Spring 2020. Transportation Development Credits (TDCs) will be requested to H-GAC in order to support applicants with limited funds.

**Action:** No formal action needed.

**9. Consider Presentations Regarding Quarterly Transit Reports:**

**Discussion:** a. City of Conroe: Ms. Shawn Johnson, City of Conroe, presented the Conroe Connection Ridership Summary for the Third Quarter Federal FY2019 (April 1, 2019 through June 30, 2019). Regarding the Conroe Commuter Connection (new Park and Ride service), ridership has been steadily increasing. Currently, City of Conroe is heavily marketing the service in order to increase passenger load to the fifty percent goal.

b. The Woodlands Township: Ms. Ruthanne Haut, The Woodlands Township, presented the Woodlands Quarterly Ridership Report for the Second Quarter Calendar Year 2019 (1 April 2019 – 30 June 2019). User adoption of the mobile ticketing application for The Woodlands Express and Town Center Trolley is growing. Other improvements to the Trolley service include the installation of stop annunciators and the trolley tracker app.

c. Meals On Wheels Montgomery County: Ms. Elizabeth Barlow, Meals on Wheels Montgomery County, presented the report for the Senior Rides. A drop in unlinked passenger trips was noticeable from the third quarter FY 2018 to third quarter of FY 2019.

<i>Action:</i> No formal action needed.	
<b>10. Consider Announcements Regarding Other Regional Transportation Planning Activities – Discussion</b>	
<i>Discussion:</i>	There were no announcements.
<i>Action:</i>	No formal action needed.
<b>11. Adjourn</b>	The meeting was adjourned by Motion carried at 11:00 a.m.

Efforts have been made to streamline the meeting summary document for readability, while maintaining the essence of discussions and actions.

Where *Action* indicates a Motion was carried, the Chairman called on the committee members to make the motion, one Committee member first made the motion, another Committee member ‘seconded’ the motion, then the Chairman called for members in favor to say ‘aye’ or opposed to say ‘no’.



**MOBILITY COMMITTEE MEETING  
CONROE-WOODLANDS URBANIZED AREA**

AGENDA ITEM #3

05/19/2020

*Please Sign In*

Name	Organization	E-mail Address	Mailing Address and/or Phone Number (Optional)
Shawn Johnson	City of Conroe	Sjohnson@cityofconroe.org	
Robert J. McHaneey	The Goodman Corp.	rmchaneey@thegoodmancorp.com	
SUSAN MACLAY	THE GOODMAN CORP.	smacley@thegoodmancorp.com	
Joseph Bolletino	City of Conroe	JBolletino@cityofconroe.org	
Eva Faber	Tri-County	EvaR@TCBHC.org	
Kathie Reyer	City of Shenandoah	Kreyer@shenandoah.tx.us	
Elizabeth Barlow	MOWMC	elizabeth@mowmc.org	
SETH GIBSON	City of Conroe	sgibson@cityofconroe.org	
Ruthanne Haut	The Woodlands Township	rhaut@thewoodlandstownship.tx.gov	
Sarah Coulter	The Woodlands Township	scoulter@thewoodlandstownship.tx.gov	
Alan Rodenstien	H-GAC	alan.rodenstien@h-gac.com	
Mariana R	TGC	mraschke@thegoodmancorp.com	on file

September 3, 2019

**MOBILITY COMMITTEE MEETING  
CONROE-WOODLANDS URBANIZED AREA**

AGENDA ITEM #3  
05/19/2020

*Please Sign In*

Name	Organization	E-mail Address	Mailing Address and/or Phone Number (Optional)
Holly Mayer	InterParth of The Woodland	hmayer@woodlandsinterparth.org	832-615-8200
Summer Day	Mealson Wheels	Summer@maame.org	
Scott Bank	HDR		
Wendy Needon	KIL	wendy@ktd.org	979.778.0607
Matt Kouns	The Woodlands Township	mkouns@thewoodlandstownship-tx.gov	

September 3, 2019

Name	Agenda Item	E-mail Address	Home ZIP Code

**Guidelines for Participating:**

- Each person wishing to address the committee must first sign in on the Public Comment Participants form;
- Individuals will have an opportunity to address the committee under the “public comment” agenda item and/or any agenda item with a stated public comment;
- Speakers will be taken in the order in which they sign up; and
- Speakers will be limited to three (3) minutes.

**RESOLUTION NO. 2019-07**

**A RESOLUTION OF THE MOBILITY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA IN SUPPORT OF THE DESIGNATED RECIPIENTS REVISION TO THE CONROE-THE WOODLANDS UZA FEDERAL TRANSIT ADMINISTRATION SECTION 5310 ENHANCED MOBILITY FOR SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM MANAGEMENT PLAN.**

**WHEREAS**, the City of Conroe (City) and The Woodlands Township have been designated as a new large urbanized area pursuant to the 2010 U.S. Census; and

**WHEREAS**, it is the stated goal of the Mobility Committee to support improved and expanded public transportation throughout the Large Urban Area and Montgomery County; and

**WHEREAS**, the City is the Conroe-The Woodlands Urbanized Area (UZA) Designated Recipient for the FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program; and

**WHEREAS**, the City is responsible for administering the FTA Section 5310 Program for the Conroe-The Woodlands UZA; and

**WHEREAS**, the City developed a Program Management Plan (PMP) to administer the FTA Section 5310 Program; and

**WHEREAS**, the City is responsible for reviewing and revising the FTA Section 5310 PMP; and

**WHEREAS**, the City plans to revise section VII. Project Selection Criteria and Method of Distributing Funds by adding a discretionary selection process consistent with FTA Circular 9070.1G, Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE MOBILITY COMMITTEE OF THE CONROE-THEWOODLANDS UZA:**

That the Committee approves a resolution in support of the Designated Recipient's Revision to the Conroe-The Woodlands UZA Federal Transit

Administration Section 5310 Enhanced Mobility for Seniors and  
Individuals with Disabilities Program Management Plan.

**PASSED** and **APPROVED** this the 3rd day of September, 2019.

  
\_\_\_\_\_  
Gordy Bunch  
Chairman, Mobility Committee

ATTEST:

  
\_\_\_\_\_  
Seth Gibson  
Vice Chairman, Mobility Committee

**RESOLUTION NO. 2019-08**

**A RESOLUTION OF THE MOBILITY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA IN SUPPORT OF THE DESIGNATED RECIPIENTS PROPOSED CONTRACT WITH MEALS ON WHEELS OF MONTGOMERY COUNTY FOR FY 2017 FEDERAL TRANSIT ADMINISTRATION SECTION 5310 ENHANCED MOBILITY FOR SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM.**

**WHEREAS**, the City of Conroe and The Woodlands Township have been designated as a new large urbanized area pursuant to the 2010 U.S. Census; and

**WHEREAS**, it is the stated goal of the Mobility Committee to support improved and expanded public transportation throughout the Large Urban Area and Montgomery County; and

**WHEREAS**, the City of Conroe is the Conroe-The Woodlands Urbanized Area (UZA) Designated Recipient for the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program; and

**WHEREAS**, the FTA has apportioned \$172,626 for FY 2017 to the Conroe-The Woodlands Section 5310 Program; and

**WHEREAS**, the Designated Recipient received a request from Meals On Wheels of Montgomery County for \$155,364 (federal) from the Conroe-The Woodlands Section 5310 Program for purchase of service and preventative maintenance; and

**WHEREAS**, the Designated Recipient has determined that the project submitted by Meals On Wheels of Montgomery County is characterized as capital; and

**WHEREAS**, Meals On Wheels of Montgomery County has an approved Title VI of the Civil Rights of 1964 policy; and

**WHEREAS**, Meals On Wheels of Montgomery County's project is included in the Gulf Coast Region Updated and approved Regional Coordinated Transportation Plan and serves a documented public transportation need; and

**WHEREAS**, the Designated Recipient has posted a public notice and requested public comment including an opportunity to comment during the Conroe-The Woodlands UZA Mobility Committee meeting; and

**WHEREAS**, the Designated Recipient proposes to execute a contract with Meals On Wheels of Montgomery County for purchase of service and



preventative maintenances in the amount of \$155,364 from the Conroe-The Woodlands Section 5310 Program.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE MOBILITY COMMITTEE OF THE CONROE-THEWOODLANDS UZA:**

That the Committee approves a resolution in support of the Designated Recipient's proposed contract with Meals On Wheels of Montgomery County for FY 2017 Federal Transit Administration Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program.

**PASSED and APPROVED** this the 3rd day of September, 2019.



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Gordy Bunch  
Chairman, Mobility Committee

ATTEST:



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Seth Gordon  
Vice Chairman, Mobility Committee

June 3rd, 2019 Meeting Summary  
**APPROVED** this the 3<sup>rd</sup> day of September, 2019.



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Gordy Bunch  
Chair, Mobility Committee

ATTEST:



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Seth Gibson  
Vice Chair, Mobility Committee



**Agenda Item 4**

**ACTION ITEM** – Consider and approve Resolution in support of awarding FY18, FY19, & FY20 Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities Funds – (10 minutes)

**Background**

The City of Conroe (City) is the Designated Recipient (Administrator) for Conroe-The Woodlands UZA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities. The Federal Transit Administration (FTA) apportions approximately \$170,000 per Fiscal Year to the UZA.

The Designated Recipient (DR) is responsible for choosing the method for project selection. The DR may use a formula for allocation, impose its own limitations on use of the funds, use a competitive project selection process, or use an entirely discretionary selection process. The City issued a call-for-projects on March 12 and held virtual public meetings on March 18 and March 19 to take comment on the needs of seniors and individuals with disabilities, discuss the funding program, and the application process. There were two members of the public that attended these meetings: a staff member from Meals on Wheels Montgomery County and Dr. Brenda LeVar from NAMI Greater Houston. The DR also received a notification of interest from Bridgewood Farms (Enid Goodman) but did not to submit an application.

**Applications**

The DR received an application from Meals On Wheels of Montgomery County for \$360,000 (federal) from the Conroe-The Woodlands Section 5310 Program funds for purchase of service (\$180,000) and preventative maintenance (\$180,000) (Attachment 1), which was characterized by the DR as a capital project and an eligible expense under Section 5310. The project also:

- (1) Assures equity of distribution of benefits among eligible groups within the UZA, as required by Title VI of the Civil Rights Act of 1964, and as demonstrated by Meals On Wheels of Montgomery County's Title VI policy; and
- (2) Is included in a locally developed and approved coordinated plan, which included seniors and persons with disabilities, as demonstrated in the Gulf Coast Region Regional Coordinated Transportation Plan (RTCP).

**Public Comments**

The City will notify the public about the proposed award in the Conroe Courier and on the City's web site. The City will open the public comment period on May 18, 2020, with the publication in the Courier (Attachment 2). The comment period will close on June 11, 2020. The City will consider all comments received during the comment period and publish any changes to the award in the Conroe Courier and on the City's web site. The public notice in the Conroe Courier and on the City's web site also notified the public about the opportunity for public comment during the June 11 Conroe City Council meeting.

**Action Requested**

Approve a resolution in support for the City of Conroe to Execute a Contract with Meals On Wheels of Montgomery County for \$360,000 from the Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities Program.

**Attachments:**

1. Application from Meals On Wheels of Montgomery County for FY 2018, FY 2019, and FY 2020 Conroe-The Woodlands Section 5310 Program Funds and City of Conroe Application Score sheet.
2. Copy of draft notice for publication in the Conroe Courier, May 2020.
3. Resolution in Support.

**Notice of Public Transportation Project Award and Public Comment**

The City of Conroe proposes to award Conroe-The Woodlands Urbanized Area FY 2018, FY 2019, and FY2020 FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities, funding (\$360,000) to Meals On Wheels of Montgomery County. The proposed capital project will be funded with grant support from the United States Department of Transportation.

Members of the public have until June 10, 2020, to submit written comments. Comments may be given in writing or via e-mail.

Comments in writing can be addressed to:  
Shawn Johnson, Transportation Manager  
City of Conroe  
202 Avenue A  
Conroe, Texas 77301

Comments via e-mail can be addressed to: [sjohnson@cityofconroe.org](mailto:sjohnson@cityofconroe.org).

Members of the public may provide verbal comments at the June 11, 2020, Conroe City Council Meeting. For more information, please contact: Shawn Johnson, Transportation Manager (936) 522-3526, or [sjohnson@cityofconroe.org](mailto:sjohnson@cityofconroe.org).

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Funding Period: FY18 – FY20

Date Received: April 10, 2020

Evaluator Name and Position:

Date of Evaluation:

Applicant: Meals on Wheel Montgomery County \_

Score: %

Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_ Deny

Comments:

Checklist (Mark all documents/information attached and complete)

\_\_\_\_\_ Organization and Contract Information

\_\_\_\_\_ Section 5310 General Program Information

\_\_\_\_\_ Section 1: Project Description (Limit 1 page, 0 points)

\_\_\_\_\_ Section 2: Project Performance (Limit 1 page, 25 points)

a. Part 1 Description (for Traditional Projects) \_\_\_\_\_ Yes \_\_\_\_\_ No

b. Part 2 FTA Performance Measures \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Section 3: Demonstrated Need for Capital Equipment or Cost Effectiveness (Limit 1 page, 25 points)

\_\_\_\_\_ Section 4: Project Management and Oversight (Limit 1 page, 25 points)

\_\_\_\_\_ Section 5: Local Support and Coordination (Limit 1 page, 25 points)

c. Letters of Support Included \_\_\_\_\_ Yes \_\_\_\_\_ No

d. Letter(s) of Financial Commitment Included \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Project Budget

\_\_\_\_\_ Obligation Certification

Comments:

### Project and Applicant Eligibility

1. Is the primary focus of the project seniors and individuals with disabilities? ☐ Yes ☐ No
2. Does the project represent a duplication of an existing service? ☐ Yes ☐ No
3. Requirement for Coordination: All projects must be derived from or included within the Houston-Galveston Area Council Gulf Coast Region Updated Regionally Coordinated Transportation Plan.
  - a. Is project included in the H-GAC RCTP?
  - b. ☐ Yes (Include Pages 71) ☐ No
4. Project Type: All projects must fit the definition of an Eligible Traditional Capital Project or an Other Operating or Capital project.
  - a. ☐ Eligible Capital Project (See page 2 of Application)
    - i. Is the applicant an eligible applicant for a Traditional Capital Project?
      1. ☐ A private non-profit organization with the capacity to provide transportation services in C-TW UZA
      2. ☐ A State of Texas or local government authority approved by the State to coordinate services for seniors and individuals with disabilities
  - b. ☐ Eligible Other Project (See page 3 of Application)
    - i. Is the applicant an eligible applicant for an Other Project?
      1. ☐ State of Texas or local government authority
      2. ☐ A private non-profit organization
      3. ☐ An operator of public transportation
      4. ☐ A private operator of public transportation offering shared-ride service

### Comments

### Local Share Requirements

1. Is the source of the local share identified ☐ Yes ☐ No
2. Is there a letter(s) of financial commitment ☐ Yes ☐ No
3. Is the local share calculated correctly? (see page 4 of Application) ☐ Yes ☐ No

### Comments:

For Requests for Traditional Capital Assistance:

- Performance (25%): The project application describes how the capital will address the FTA Section 5310 Performance Measures “Gaps in Service Filled;” “Ridership;” and/or “Accessibility Improvements,” as described in the Application materials (page 6).

Points Awarded (Up to 25): \_\_\_\_\_

Comments:

- Demonstrated Need for Capital Equipment (25%): The application must describe how the capital equipment will serve a demonstrated need to maintain, expand, or improve service. Examples of items that may be used to demonstrate need includes a needs assessment study that documents the demand for new services; a vehicle inventory that establishes the need for replacement of older equipment; dispatcher logs that document an unmet need for service; and purchase of service contracts that document the need for additional vehicles.

Points Awarded (Up to 25): \_\_\_\_\_

Comments:

- Project Oversight and Management (25%): The project application describes the financial, management, and maintenance capability to operate and maintain the capital equipment. Project sponsors requesting funding for services by a third-party contractor should explain the policies and procedures for oversight to ensure that program is federally compliant. Project sponsors requesting funding for capital improvements should address their methods for construction management. Sponsors requesting funding for vehicles or vehicle maintenance should demonstrate capacity and/or method to maintain vehicles and the process to ensure that vehicles are properly maintained to specification. The project sponsor is encouraged to submit documentation to demonstrate financial and management capacity, such as audited financial statements and review letters from other grantor agencies.

Points Awarded (Up to 25): \_\_\_\_\_

Comments:

- Local Support and Coordination (25%): The application must identify and provide evidence of support from project stakeholders. The project applicant is encouraged to pursue and identify financial partnerships with local stakeholders to provide the local funding match. The application should describe the method(s) used to keep stakeholders involved and informed of the project's activities and must describe its efforts to ensure that services supported by the capital equipment are coordinated and not duplicated. The application must reference the section of the RCTP from which its project is derived.

Points Awarded (Up to 25): \_\_\_\_\_

Comments:

For Requests for Operational Assistance: NA

- Performance (25%): The application describes project performance in terms of the FTA Section 5310 Performance Measures “Gaps in Service Filled” and “Ridership,” as outlined in the Application materials (page 7).

Points Awarded (Up to 25): NA

Comments: NA

- Cost Effectiveness (25%): The project application gives the number of trips, hours of service and/or other units of service provided with the requested funds, and describes a credible, methodology used to calculate the estimate.

Points Awarded (Up to 25): NA

Comments: NA

- Project Oversight and Management (25%): The project application includes a well-defined service plan, steps to implementation, and a project schedule. Project sponsor must demonstrate experience and capability to deliver the service described in the application and experience coordinating with other transportation providers and/or health and human service agencies. Project sponsor is encouraged to provide examples and metrics demonstrating service and cost effectiveness for similar types of projects. Project sponsor is encouraged to provide resumes or summary of experience for key personnel and the role of these personnel in the project. Project sponsor is encouraged to submit documentation to demonstrate financial and management capacity, such as audited financial statements and review letters from other grantor agencies. Organizations receiving more than \$500,000 in federal financial assistance have attached results of their single audit (A-133)

Points Awarded (Up to 25): NA

Comments: NA



- Local Support and Coordination (25%): The application must identify and provide evidence of support from project stakeholders. The project applicant is encouraged to pursue and identify financial partnerships with local stakeholders to provide the local funding match. The application should describe the method(s) used to keep stakeholders involved and informed of the project's activities and must describe efforts to ensure that services are coordinated and not duplicated. The application must reference the section of the RCTP from which its project is derived. Examples of items that demonstrate local support include resolutions by governing bodies and endorsement letters from other organizations and/or individuals. Examples of items that demonstrate coordination efforts include contracts that outline purchase of service agreements, shared maintenance or dispatch functions, and joint training initiatives.

Points Awarded (Up to 25): NA

Comments: NA



**MEALS *on* WHEELS**  
**MONTGOMERY COUNTY**

*Nourished Senior. Nourished Community.*

Tuesday, April 21, 2020

Attn: Ms. Shawn Johnson  
202 Avenue A  
Conroe, Texas 77301

**RE: CONROE – THE WOODLANDS SECTION 5310 APPLICATION  
IN LIEU OF CASH MATCH**

Ms. Shawn Johnson

Please find enclosed the Conroe- the Woodlands Section 5310 application we are kindly requesting the TDC's in Lieu of cash match. If you have any questions or need any additional information to process, please let me know and I will provide it to you ASAP.

Thank you in advance for your assistance, it is greatly appreciated

Jillian Lennon  
*Director of Compliance*  
T: 936.  
F: 936.539.2981

The City of Conroe

Ms. Shawn Johnson

Conroe Transit Manager

202 Avenue A

Conroe, TX 77301

**Conroe- The Woodlands Section 5310 Application**

1. Organization Information
2. Section 5310 Program Information Form
3. Responses to Project Evaluation Criteria
4. Project Budget and Letter of Financial Commitment
5. Obligation Certification

CITY OF CONROE TRANSIT DEPARTMENT  
SECTION 5310 PROGRAM

## ORGANIZATION AND CONTACT INFORMATION

Project Name: Senior Rides Transportation

Type of Organization (Check all that apply.)

☐ Urban Transit District☐ Rural Transit District☒ Private Non-Profit Organization☐ Private For-Profit OrganizationApplicant Name (Legal Organization Name): Meals on Wheels on Montgomery CountyPhysical Address (Street, City, State, Zip): 111 South 2nd Street Conroe , TX 77301Applicant's D-U-N-S Number: 10-263-6875Website Address: www.mowmc.orgEmail Address: jilian@mowmc.org

## Point of Contact

Name: Jilian LennonEmail: Jilian@mowmc.orgPhone Number: 936-756-5862 ext. 5862

## Second Point of Contact

Name: Tu DuongEmail: Tu @mowmc.orgPhone Number: 936-756-5890 ext. 5890

05/19/2020

CITY OF CONROE TRANSIT DEPARTMENT  
SECTION 5310 PROGRAM

**SECTION 5310 GENERAL PROGRAM INFORMATION**

**Name of Applicant (Legal Organization Name):** Meals on Wheels of Montgomery County

**Name of Project:** Senior Rides Transportation

**Type of Project:**    ☐ Operating                      ☒ Capital

**Brief Description of Project:** Senior Rides Transportation is a demand response curb to curb service for Individuals who are 65 and above  
and disabled individuals of any age who resided in Montgomery County TX. This service is free of charge .

Project is referenced in the Gulf Coast Region Updated Regional Coordinated Transportation Plan

☒ Yes (Please indicated page number) ☐ No (Please explain: \_\_\_\_\_)

**Previous Year Annual Ridership (Number of Trips):** 15,089

**Projected Annual Ridership (Number of Trips):** 16,800

**Target Population Demographics:** An applicant that cannot provide demographic information may be have their application for Section 5310 funding rejected.

**Please report the percentage of riders for each category. Should equal 100%**

43 % Senior is defined as an individual age 65 years or older.

33 % Individual with Disability is defined as an individual who, because of illness, injury, age, congenital malfunction, or other incapacity, or temporary or permanent disability, cannot use effectively, without special facilities, planning or design, public transportation service or a public transportation facility.

24 % Senior with disabilities

0 % Other

CITY OF CONROE TRANSIT DEPARTMENT  
SECTION 5310 PROGRAM

Estimated Percentage of Passengers for the following groups (A passenger is only counted once. Total should be 100%. National origin information is not evaluated. It is collected and reported to the FTA.)

14 % Black or African American

4 % Hispanic or Latino

0 % Asian or Pacific Islander

0 % American Indian or Alaska Native

82 % All Other

CITY OF CONROE TRANSPORTATION DEPARTMENT  
SECTION 5310 PROGRAM

**SECTION 1 -PROJECT DESCRIPTION**

Meals on Wheels of Montgomery County. Senior Rides is the only non-profit 501(c) 3 in Montgomery County that is solely dedicated to promoting health and independence for aging adults that face physical challenges with transportation and food services.

The Transportation program is operated with a fleet of 5 vehicles, all of which are wheelchair accessible. The organization provides an average of 1,250 trips per month across the county, which includes travel to and from medical appointments, activity centers, grocery stores, essential errand destinations, such as pharmacies or the social security office. Many of the clients served are solely reliant on this service because they do not have the income necessary to pay for private transportation or have available family members to help them get to these critical appointments and life-enhancing activities.

The agency has a long history of sustained service and works every year to further diversify funding sources and increase local support for long term sustainability. The agency operates extremely efficiently and was recognized as the most efficient provider for demand-response service by the newly created Conroe- Woodlands Urbanized Area Designated dual-recipients. Senior Rides per trip cost is also several dollars less than the national average for Demand & Response providers, as reported by the National Transit Database.

The program is constantly seeking new opportunities to partner and innovate to increase transportation in the county, and thus has a wide network of support in the county, both politically and financially, partnering with local government entities, elected officials, business leaders, social service agencies, and for-profit transportation providers.

Senior Rides benefits from a diverse funding portfolio which includes many local sources that will allow the agency to best leverage FTA 5310 funds, including: The City of Conroe, The Woodlands Township, Montgomery County United Way, Montgomery County Community Development Block Grant, Houston-Galveston Area Council Area Agency on Aging, Montgomery County and several private and corporate donors.

CITY OF CONROE TRANSPORTATION DEPARTMENT  
SECTION 5310 PROGRAM

**SECTION 2 - PROJECT PERFORMANCE**

**PART I:**

Senior Rides is requesting 2 eligible capital purchases with the available 5310 funds: Preventative Maintenance and Purchase of Service. These are critical funding requests in order to maintain current services, improve service quality, and plan for continuation of service.

Preventative maintenance funding allows the agency to ensure that it is properly managing its rolling stock and getting the best use of these federally funded assets. The agency has an excellent relationship with several maintenance vendors, who offers excellent pricing for quality service to keep the fleet on the road in good repair.

Purchase of Service funding allows the agency to improve efficiency by using smaller vehicles subcontracted by a third party to complete some of the trips in the outlying areas of the UZA, thereby enabling Senior Rides to maintain better levels of services within the UZA. It also allows the agency to offer more subscription type trips, such as dialysis three times a week, than it could perform with just the fleet of buses alone.

**PART II:**

**Gaps in Service Filled:** Within the UZA boundaries, Senior Rides is the only Demand & Response service available for seniors and individuals with disabilities. In January 2015, the City of Conroe launched Conroe Connection, which is its first local public transportation fixed route. This addition to the county is useful for seniors and people with disabilities to get to their most frequently needed destinations and compliments Senior Rides Transportation service. The transportation program is an essential community service that is relied upon heavily by the people it serves, who are isolated and homebound without it, even within the Urbanized Area.

**Ridership:** The agency expects to provide approximately 16,800 trips in the UZA in the next fiscal year, with the addition of the Purchase of Service funds requested. Senior Rides prides itself on its ability to work efficiently with the limited resources it has to meet as much demand as possible.



CITY OF CONROE TRANSPORTATION DEPARTMENT  
SECTION 5310 PROGRAM

**SECTION 3-DEMONSTRATED NEED FOR CAPITAL ASSISTANCE**

The agency continues to operate an aging fleet for several years now, the maintenance on which continues to rise with each passing year. Over the past few years, the agency has partnered with new maintenance vendors who provides us with excellent reliable service, low cost pricing and great customer service. Our current average monthly repair and maintenance cost is \$2,500 compared to last year's cost of \$3,000.

Preventative Maintenance funding is vital to extending the, life of the current vehicles as long as possible, which is a critical component to providing long-term, reliable, and consistent service to seniors and individuals with disabilities. Preventative Maintenance ensures issues are caught preemptively and prior to developing into a safety hazard.

The Purchase of Service funding allows Senior Rides to be in more places at one time. Currently, we are at capacity for subscription trips, which are weekly reoccurring reservations. The Purchase of Service contract is an economically efficient way to expand our services and fleet to accommodate for more trips in the area.

The dispatch office receives between 50 and 60 new client requests from people who have never used the service each month. Currently, referrals to our service are based on word of mouth from the other social service agencies in the county. Declined trips are between 20-30 trips each month, however that only reflects trips the agency turns down from clients already being served. Based on population estimates Senior Rides is only scratching the surface of the potential riders in the area. The agency is more than willing to plan for expansion of services in the long term, because the need is there and Senior Rides is the largest Demand & Response provider in the area. However, the first priority for the agency is to get its fleet healthy, and then plan for a gradual and sustainable expansion to meet more of the rapidly growing demand.

CITY OF CONROE TRANSPORTATION DEPARTMENT  
SECTION 5310 PROGRAM

**SECTION 4-PROJECT OVERSIGHT AND MANAGEMENT**

Senior Rides is the provider of the greatest number of demand-response trips for senior adult and disabled residents of Montgomery County. As such, the agency is experienced in managing an efficient transportation program. Senior Rides continuously updates program policies and practices to ensure best practices are used. The agency's Dispatch Supervisor and Compliance Director trains agency drivers on customer service, safety standards, and elderly and disabled client sensitivity. Senior Rides has developed a close working relationship with its new maintenance vendors, who are aware of Senior Rides maintenance plan and works with the agency to ensure proper maintenance is completed at the lowest possible competitive price. Senior Rides maintenance plan is included in this application as an attachment.

As the only organization dedicated to serving senior adults in Montgomery County, Senior Rides manages a diverse funding portfolio for each agency program. Since 1973, the agency has professionally and responsibly administered services using local, state, and federal grant funding, serving as a good steward of awarded funds.

In response to changes in the availability of federal and state funding, Senior Rides has focused on the further- diversification of funding in order to maintain program availability. The agency has also increased community outreach to ensure county residents are informed of the service availability. This outreach has resulted in additional individual funding support for the Transportation Program. In May 2015, the agency finalized its rebranding effects changing the name to Meals on Wheels Montgomery County - Senior Rides. The goal of these efforts is to gradually reduce reliance on state and federal funding for program operation.

Senior Rides benefits from an experienced staff leadership team, Board of Directors, and Finance Committee comprised of a diverse group of professional community members who provide oversight and their expertise concerning financial and programmatic matters. This network of support serves as a secondary assurance to funders that grant guidelines and program goals are closely followed.

CITY OF CONROE TRANSPORTATION DEPARTMENT  
SECTION 5310 PROGRAM

**SECTION 5 - LOCAL SUPPORT AND COORDINATION**

Senior Rides is entering its eighth year of a successful financial partnership and contract agreement with each of the Conroe-The Woodlands UZA Designated Recipients to provide limited eligibility Demand & Response transportation service. The agency provides the Designated Recipients a quarterly report on its services including trip numbers, hours of service, revenue miles, and detailed trip data that includes passenger type, trip purpose, origin and destination, service complaints, and vehicle breakdowns. At each quarterly public meeting of the UZA Transit Advisory Committee, the agency provides a quarterly update on the service and answers any questions from the Committee members and members of the public.

The agency participates in the Regional Transportation Coordination Subcommittee in an effort to coordinate its services with the region at large. Locally, the agency works with many different social service providers to ensure better access to the transportation program and to eliminate potential duplication of services.

The Montgomery County Transit Plan states "seniors, disabled and low income individuals that live within Montgomery County are mobility limited. They have very few viable travel options...Parts of the county are urbanizing very quickly, while other parts are retaining their rural character...A significant population exists in the County who by reason of age, income, and/ or physical disabilities require additional transportation options for daily life needs such as medical, education, grocery and shopping. Senior Rides provides efficient transportation services county wide, despite this extreme duality between the urban and rural nature of the program's service area.

CITY OF CONROE TRANSPORTATION DEPARTMENT  
SECTION 5310 PROGRAM

**PROJECT BUDGET**

Purchase of Service - \$180,000

Preventative Maintenance- \$180,000

Total amount of \$360,000

## BUDGET WORKSHEET

<b>Applicant Name:</b>	<b>MOWMC - Senior Rides</b>
<b>Federal Program:</b>	5310 Enhanced Mobility of Seniors and Individuals with Disabilities

Fiscal Year:

2018 - 2020

## CAPITAL COSTS

Description	ALI Code	Cost (Per Unit if Applicable)	Units (if Applicable)	Total
Preventative Maintenance	11.7A.00	\$180,000		\$180,000
Purchase of Service	11.7I.13	\$180,000		\$180,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Capital Subtotal</b>				<b>\$360,000</b>

Requested Federal Funds	Fed %	Match	Match %	TDC Yes/No	Fuel Type
	0%			yes	
	0%			yes	
\$0	0%	\$0			

### OPERATING COSTS

[illegible]

Requested Federal Funds	Fed %	Match	Match %
\$0		\$0	
\$0		\$0	
\$0		\$0	

<b>Budget</b>	<b>Total</b>
<b>Totals:</b>	<b>\$360,000</b>

Requested Federal Funds	\$0
-------------------------	-----

Match	Score
1	100
2	100
3	100
4	100
5	100
6	100
7	100
8	100
9	100
10	100
11	100
12	100
13	100
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### Summary of Matching Funds

**Note:** Include all state and local funds that will be used to match the federal funds.

[illegible]

Total of Above Match Funds	\$0	
Total of Match Budget Totals	\$0	
Difference	\$0	Agency has enough match funds.

Percentage of Budget - Federal Funds Only		
Capital Cost	\$0	
Operating Cost	\$0	
Total	\$0	

**SECTION 5 - EVIDENCE OF SUPPORT**

Letters of support from Community Stakeholders





**CHARLIE RILEY**  
Commissioner Precinct 2  
Montgomery County, Texas

19110 Unity Park Dr.  
Magnolia, TX 77353

Office: (281) 259-6492  
Fax: (936) 760-6954

April 7, 2020

Ms. Shawn Johnson  
Conroe Transit Manager  
City of Conroe  
202 Ave A, Conroe TX 77301

Dear Ms. Johnson:

Please accept this letter in support of Senior Rides' Section 5310 Grant. These critical dollars allow them to provide services not only within city limits, but also to our most vulnerable citizens in the rural areas across Montgomery County. Transportation is one of the greatest needs for seniors and people with disabilities at this time in Montgomery County. Senior Rides critical transportation service, free of charge, to senior adults and people with disabilities residing in Montgomery County.

At this time, Senior Rides is the only non-profit agency in Montgomery County with a robust transportation program that provides thousands of trips each month for these underserved populations. Without their service, many of our older and disabled residents would not be able to make these very important trips to their preventative health appointments, go grocery shopping, and enjoy recreational field trips and activities to enhance their quality of life.

Awarding 5310 funds to support Senior Rides transportation service is a cost-effective, wise investment of the limited federal dollars. The Senior Rides continues to improve their service with new technology, striving to become more efficient while maintaining quality customer service for the clients they serve. The senior adults and the disabled population of Montgomery County depend greatly on this service. I urge you to seriously consider the grant application submitted by Senior Rides.

Sincerely,

Commissioner Charlie Riley  
Montgomery County Precinct 2

05/19/2020

# Family Promise

of Montgomery County

April 6, 2020

Ms. Shawn Johnson  
Conroe Transit Manager  
City of Conroe  
202 Ave A  
Conroe, TX 77301

Dear Ms Johnson,

On behalf of Family Promise of Montgomery County, I am submitting our letter of support for Meals on Wheel transportation funding through the Senior Rides Program Section 5310 grant. These critical dollars allow them to provide services not only within the city limits, but also to our most vulnerable citizen in the rural areas across Montgomery County. For many in our community, Senior Rides is the only means to the grocery store or even critical doctor appointments. I appreciate you support securing funding for Senior Rides.

Best regards,



Marilyn Kasmiersky  
Executive Director.



05/19/2020



**MIKE MEADOR  
COMMISSIONER PRECINCT 1**

Address:  
P.O. Box 587  
Willis, Texas 77378

510 Hwy. 75 N.  
WILLIS, TEXAS 77378

Conroe: (936) 539-7815  
Metro: (936) 442-7716  
commissioner.pct1@mctx.org

April 8, 2020

City of Conroe  
Transportation Manager  
Great Conroe EDC  
505 W. Davis Street  
Conroe, Texas 77301

Dear Mrs. Johnson,

I am writing this letter in support of Senior Rides' Section 5310 grant application for the Conroe-The Woodlands Urbanized Area. Transportation is one of the greatest needs for seniors and people with disabilities at this time in Montgomery County. Senior Rides critical transportation service, free of charge, to senior adults and people with disabilities residing in Montgomery County.

At this time, Senior Rides is the only non-profit agency in Montgomery County with a robust transportation program that provides thousands of trips each month for these underserved populations. Without their service, many of our senior and disabled residents would not be able to make these very important trips to their preventative health appointments, go grocery shopping, and enjoy recreational field trips and activities to enhance their quality of life.

Awarding 5310 funds to support Senior Rides transportation service is a cost-effective, wise investment of the limited federal dollars. The Senior Rides continues to improve their services with new technology, striving to become more efficient while maintaining quality customer services for the clients they serve. The senior adults and the disabled population of Montgomery County depends greatly on this service. I urge you to seriously consider the grant application submitted by Senior Rides.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Meador", is written over a horizontal line.

Mike Meador  
Commissioner Precinct 1  
Montgomery County

05/19/2020



**COMMISSIONER JAMES METTS**  
**MONTGOMERY COUNTY PRECINCT 4**  
23628 Roberts Road • New Caney, TX 77357  
P. O. Box 84 • New Caney, TX 77357

April 9, 2020

Ms. Shawn Johnson  
Conroe Transit Manager  
City of Conroe  
202 Ave. A  
Conroe, Texas 77301


Dear Ms. Johnson:

I am writing this letter in support of Senior Rides' Section 5310 grant application for the East Montgomery County Area. This transportation is in great need for the seniors and people with disabilities at this time in Montgomery County. Senior Rides is critical transportation service, free of charge to senior adults and people with disabilities residing in East Montgomery County.

At this time, Senior Rides is the only non-profit agency in Montgomery County that provides thousands of trips each month for our seniors and disabled residents that would not be able to make very important trips to their health appointments, go to the grocery store, and to enjoy recreational field trips and activities to enhance their quality of life.

Awarding these funds to support Senior Rides transportation service is a cost effective, worthwhile investment of the limited federal dollars. The Senior Rides continue to improve their service with new technology, and become more efficient while they maintain continuous quality customer service for the clients they serve. The seniors and disabled adults in our community of Montgomery County depend greatly on this service and I urge you to seriously consider the grant application submitted by Senior Rides.

Sincerely,

  
Commissioner James Metts  
Montgomery County Precinct 4

CITY OF CONROE TRANSIT DEPARTMENT  
SECTION 5310 PROGRAM

## OBLIGATION CERTIFICATION

As an authorized official of the Meals on Wheels Montgomery County

I certify the following:

1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatement or misrepresented the facts.
3. The organization has the resources and technical capacity to carry out the project.
4. The organization has identified resources to provide the required local match.
5. The organization uses Generally Accepted Accounting Principles for its financial recordkeeping functions.
6. The organization will participate in compliance and reporting activities, including:
  - a. On-site monitoring
  - b. Timely submission of required reports
  - c. Timely notification of events that will affect the outcome of the project.
7. The organization will comply with all applicable federal, state, and local laws and regulations.  
This includes but is not limited to:
  - a. Annual Certifications and Assurances
  - b. Master Grant Agreements
  - c. Project Grant Agreements
  - d. The Section 5310 Program Circular and associated federal guidance.

Signature: S. Day

Print Name and Title: Summer Day President & CEO

Date: April 9, 2020

**Agenda Item 5**

**ACTION ITEM** – Consider and approve the FY2020 Conroe-The Woodlands UZA FTA Urbanized Area Formula Sub-apportionments for Section 5307 and 5339 Programs (15 minutes).

**Background**

On June 4th, 2019, The House of Representatives approved the fiscal year 2020 Consolidated Omnibus Appropriations bill, the legislation that provides discretionary funding for the federal government for the current fiscal year. The bill provides \$12.7 billion in total budgetary resources for the Federal Transit Administration (FTA). Subsequently, the FTA published the apportionments for FY 2020 for the Conroe-The Woodlands Urbanized Area.

The FTA full year apportionment of Section 5307 and Section 5339 funds enable Conroe and The Woodlands to accurately sub-apportion FY 2020 funds based on a formula comprising of population, population density, and transit system performance. The full year sub-apportionments are shown in Table 1 and 2 with previous years apportionments for comparison.

**Section 5307:** The FY 2020 Section 5307 Apportionment is approximately \$60,877 more than the FY 2019 apportionment (Table 1).

Table 1: Five-Year Section 5307 Sub-Apportionment History

	<b>TOTAL</b>	<b>Conroe</b>	<b>The Woodlands</b>
FY 2015	\$3,404,709	\$660,514	\$2,744,195
FY 2016	\$3,018,098	\$651,050	\$2,367,048
FY 2017	\$3,573,680	\$603,311	\$2,970,369
FY 2018	\$3,171,795	\$559,453	\$2,612,342
FY 2019	\$3,306,293	\$568,911	\$2,737,382
FY 2020	\$3,367,170	\$589,713	\$2,777,457

**Section 5339:** The estimated FY 2020 Section 5339 Apportionment is \$416,673 and is approximately \$14,291 more than FY 2019 apportionment (Table 2). The net decrease is due to lower data unit values.

Table 2: Five-Year Section 5339 Sub-Apportionment History

	<b>Total</b>	<b>Conroe</b>	<b>The Woodlands</b>
FY 2015	\$382,537	\$66,561	\$315,976
FY 2016	\$301,767	\$60,223	\$241,526
FY 2017	\$366,941	\$55,371	\$311,570
FY 2018	\$426,088	\$65,964	\$360,124
FY 2019	\$402,382	\$60,850	\$341,532
FY2020	\$416,673	\$64,291	\$352,382

The City and Township have agreed to determine on an annual basis, the proportionate share of FTA Section 5307 formula funding which can be used to support 80% of eligible ADA paratransit operating costs in accordance with FTA provisions. For FY 2020 the City and Township agreed that the City may use up to \$336,717 which is a 100 percent of the available cap under FY 2020 FTA Section 5307 funding, to support up to 80% of the City's cost to provide ADA paratransit service.

Table 3: Proposed FY 2020 Subarea Allocation of FTA Section 5307 for ADA Paratransit Service

<b>UZA Cap</b>	<b>Conroe Subarea Allocation</b>	<b>Conroe Subarea Allocation</b>	<b>Township Subarea Allocation</b>	<b>Township Subarea Allocation</b>
\$336,717	\$336,717	100%	\$0	0%

**Action Requested**

1. Consider and approve FY2020 sub-apportionments for Section 5307 and 5339 Programs.
2. Consider and approve Memorandum of Understanding for the FY2020 subarea allocation of FTA Section 5307 for ADA Paratransit Service.

**Attachments**

1. Letter from City of Conroe and The Woodlands Township to FTA regarding funding sub apportionment.
2. Apportionment Memo
3. Memorandum of Understanding for the FY2020 subarea allocation of FTA Section 5307 for ADA Paratransit Service.
4. ADA Paratransit Sub apportionment Memo

**Conroe-The Woodlands Urbanized Area**

To: Gail Lyssy, Regional Administrator for Region VI, Federal Transit Administration  
From: Paul Virgadamo, City Administrator, City of Conroe  
Don Norrell, President and General Manager, The Woodlands Township  
Date: May 21, 2020  
Re: FY 2020 Split Letter for Conroe-The Woodlands Urbanized Area – Sections 5307 and 5339 Apportionments

Dear Ms. Lyssy,

As you know the City of Conroe and The Woodlands Township are Dual-Designated Recipients and the sole transit providers for the Conroe-The Woodlands Urbanized Area (UZA). In accordance with an interlocal agreement between the City and The Woodlands, the undersigned representatives, with signature authority for the Designated Recipients, are informing you of the split of FTA Section 5307 and 5339 funding apportioned by FTA to the UZA for FY 2020. The results of the sub-allocation process are shown in the table below.

*Table: FY 2020 Conroe-The Woodlands UZA Sub-Allocations*

<u><b>Designated Recipient</b></u>	<u><b>5307</b></u>	<u><b>Share</b></u>	<u><b>5339</b></u>	<u><b>Share</b></u>
Conroe	\$589,713	17.5%	\$64,291	15.4%
The Woodlands	\$2,777,457	82.5%	\$352,382	84.6%
Total	\$3,367,170	100.0%	\$416,673	100.0%

Additionally, The Woodlands Township understands that up to \$336,717.0 of FY 2020 5307 funding will be utilized by the City of Conroe at the capital project 80/20 federal/local share ratio to pay for complementary Americans with Disabilities Act (ADA) paratransit service. Please direct any questions regarding the sub-allocation to the undersigned representatives at [pvirgadamo@cityofconroe.org](mailto:pvirgadamo@cityofconroe.org) for Paul Virgadamo and [dnorrell@thewoodlandstowship-tx.gov](mailto:dnorrell@thewoodlandstowship-tx.gov) for Don Norrell.

Respectfully,

---

Paul Virgadamo  
City Administrator  
City of Conroe

---

Don Norrell  
President and General Manager  
The Woodlands Township

cc:

Donald Koski, Director of Planning and Program Development, FTA Region VI  
Alan Clark, Director of Transportation Planning, Houston-Galveston Area Council  
Shawn Johnson, Transportation Manager, The City of Conroe  
Sarah Coulter, Transit Planner, The Woodlands Township  
Ruthanne Haut, Deputy Director-Community Services, The Woodlands Township  
Robert McHaney, The Goodman Corporation  
Wendy O'Brian, The Goodman Corporation

**To:** Shawn Johnson, City of Conroe, Transportation Manager and Sarah Coulter, The Woodlands Township, Transit Planner

**Cc:** Jim Webb, TGC CEO

**From:** Robert McHaney, TGC Program Manager

**Date:** March 18<sup>th</sup>, 2020

**Re:** FY 2020 Section 5307, Urbanized Area Formula Program, Section 5339, Bus and Bus Facilities Program, and 5310, Enhance Mobility of Seniors and Persons with Disabilities Program, Full Year Apportionment

This memo reviews the FY 2020 Section 5307, Section 5339 and Section 5310 full year apportionments, estimated sub-apportionments, previous apportionments and supporting data. The amounts in this memo are documented in an Excel spreadsheet. The spreadsheet will be transmitted electronically with this memo.

**Section 5307:** The FY 2020 Section 5307 Apportionment is approximately \$60,877 more than the FY 2019 apportionment (Table 1).

Table 1: Five-Year Section 5307 Sub-Apportionment History			
	Total	Conroe	The Woodlands
FY 2015	\$3,404,709	\$660,514	\$2,744,195
FY 2016	\$3,018,098	\$651,050	\$2,367,048
FY 2017	\$3,573,680	\$603,311	\$2,970,369
FY 2018	\$3,171,795	\$559,453	\$2,612,342
FY 2019	\$3,306,293	\$568,911	\$2,737,382
FY 2020	\$3,367,170	\$589,713	\$2,777,457

Population and Population Density: All data unit values increased In FY 2020 for Section 5307 (Table 2). The unit values are adjusted every fiscal year for the actual appropriation and changes to the reported bus revenue miles and bus incentive.



Table 2: FTA Section 5307 Data Apportionment Values			
	FY 2018	FY 2019	FY 2020
Population	\$2.83355830	\$2.88425164	\$2.94654876
Population x Density	\$0.00128759	\$0.00131063	\$0.00133894
Bus Revenue Vehicle Mile	\$0.53237317	\$0.53537318	\$0.54547928
Bus Incentive (Bus PM X Bus PM/Operating Cost)	\$0.01201924	\$0.01401597	\$0.01572452
Low Income Individuals	\$2.26875909	\$2.35308338	\$2.46158392

**Section 5339:** The estimated FY 2020 Section 5339 Apportionment is \$416,673 and is approximately \$14,291 more than FY 2019 apportionment (Table 3). The net decrease is due to lower data unit values.

Table 3: Five-Year Section 5339 Sub-Apportionment History			
	Total	Conroe	The Woodlands
FY 2015	\$382,537	\$66,561	\$315,976
FY 2016	\$301,767	\$60,223	\$241,526
FY 2017	\$366,941	\$55,371	\$311,570
FY 2018	\$426,088	\$65,964	\$360,124
FY 2019	\$402,382	\$60,850	\$341,532
FY2020	\$416,673	\$64,291	\$352,382

**Section 5310:** The City and The Woodlands do not split the 5310 apportionment. The apportionment is awarded to eligible recipients for capital expenses related to the provision of enhanced service for seniors and persons with disabilities. The estimated FY 2020 Section 5310 Apportionment is \$190,276, which is approximately \$7,436 higher than FY 2019 apportionment (Table 4).

Table 4: Five-Year Section 5310 Apportionment History	
	Total
FY 2015	\$156,082
FY 2016	\$164,840
FY 2017	\$172,626
FY 2018	\$176,193
FY 2019	\$182,840
FY 2020	\$190,276

**Recommendations:** There are slight margins of error of less than \$1.00 in both the Section 5307 and 5339 sub-apportionments due to length of the data apportionment values. As a result, The Goodman

Corporation recommends the benefit of the rounding for Section 5307 be credited to The Woodlands Township and the benefit of the rounding for Section 5339 be credited to the City of Conroe, as shown in Table 1 and Table 3 above. Please refer to the electronically provided spreadsheet for the margins of error.

**Attachment:** Excel Spreadsheet, filename FY2020\_Apportionment.xlsx, transmitted electronically.

**STATE OF TEXAS**  
**KNOW ALL MEN BY THESE PRESENTS**  
**COUNTY OF MONTGOMERY**

**MEMORANDUM OF UNDERSTANDING**

**BY AND BETWEEN**

**CITY OF CONROE**

**AND**

**THEWOODLANDS TOWNSHIP**

This Memorandum of Understanding (MOU) is entered into between the City of Conroe (the "City"), Texas, a home rule municipality, and The Woodlands Township (the "Township"), a political subdivision of the State of Texas duly created and operating pursuant to Chapter 289, Acts of the 73<sup>rd</sup> Texas Legislature, Regular Session, 1993, as amended, for the purpose of continuing, facilitating and enhancing public transit programs and services ("Transit Programs") within the Conroe – The Woodlands Urbanized Area ("UZA") and, more specifically the subarea allocation of FY 2019 Section 5307, Urbanized Area Formula Program, for ADA complementary paratransit service.

**WITNESSETH**

**WHEREAS**, the City and Township are dual "designated recipients" for the receipt of federal formula funding for the Conroe – The Woodlands Urbanized (UZA) area; and,

**WHEREAS**, on October 1, 2012, the City and the Township entered into an Interlocal Agreement ("Original Agreement") regarding ongoing federal and state funded Transit Programs that became part of the UZA; and

**WHEREAS**, on October 23, 2017, the City and the Township entered into a First Amendment to extend the expiration date of the Original Agreement to October 1, 2022; and

**WHEREAS**, on May 19<sup>th</sup>, 2020, the City and Township entered into a Second Amendment regarding the ADA Subarea Allocation of up to ten (10) percent of the annual apportionment of FTA Section 5307 formula funding approved for the Conroe – The Woodlands UZA; and,

**WHEREAS**, FTA Circular 9030.1E, Urbanized Area Formula Program: Program Guidance and Application Instructions, states recipients operating fixed route systems may use up to ten (10) percent of their annual formula apportionment under FTA Section 5307, at the capital project 80/20 federal/local share ratio, to pay for ADA complementary paratransit services in accordance with 49 CFR part 37, Subpart F, for grant recipients that are in compliance with U.S. DOT regulations at 49 CFR parts 27, 37, and 38 implementing the transportation provisions of the Americans with Disabilities Act of 1990 (ADA); and

**WHEREAS**, the allocation may be based on the proportionate share of ADA operating expense for the City and the Township, the proportionate split of FTA Section 5307 and/or as negotiated between the City and the Township, which must be agreed to in writing between the City and the Township by separate instrument; and,

**WHEREAS**, the City proposes a subarea allocation of the ten (10) percent of available FY 2020 Section 5307 federal formula funding in accordance with **Table 1** attached as Exhibit A to this MOU.

#### **ARTICLE 1**

##### **FY 2020 SUBAREA ALLOCATION OF FTA SECTION 5307 FOR ADA PARATRANSIT SERVICE**

The City and Township have agreed to determine on an annual basis, the proportionate share of FTA Section 5307 formula funding which can be used to support 80% of eligible ADA paratransit operating costs in accordance with FTA provisions. For FY 2020 the City and Township agree that the City may use up to \$336,717 which is a 100 percent of the available cap under FY 2020 FTA Section 5307 funding, to support up to 80% of the City's Cost to provide ADA paratransit service.

#### **ARTICLE 2**

##### **REPORTING**

The City agrees to report operating cost, revenue, revenue miles and unlinked passenger trips for its' FY 2020 ADA paratransit service to the Township report within forty-five (45) days following the start of FY 2021. This data can be used to determine the subarea allocation of FY 2021 FTA Section 5307 for ADA paratransit service.

#### **ARTICLE 3**

##### **NOTIFICATION TO FTA**

The City and Township agree that it will be the responsibility of the City to notify the FTA of the subarea allocation of FY 2020 Section 5307 for ADA complementary paratransit service.

**ARTICLE 4**  
**TERM OF MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding will be in effect for thirty-six (36) months from the date of execution by the City and the Township, and may be extended by mutual written agreement of the parties by providing sixty (60) day notice of one party to the other of the intention to extend the agreement.

**ARTICLE 5**  
**LIABILITY AND INDEMNIFICATION**

The Parties agree that no individual Party will be liable to the other for any acts of negligence of the employees, agents, or subcontractors engaged to support completion of the activities described within this MOU; and, the parties agree that they will mutually indemnify each other for the actions of their employees, agents, or subcontractors engaged to support completion of the activities described within this MOU, to the extent permitted under the laws of the State of Texas.

The parties agree that their respective employees shall continue to be their own, and no party will claim that an employee of one entity has acted as a borrowed servant of the other.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020

APPROVED

CITY OF CONROE

\_\_\_\_\_  
CITY Administrator

Dated: \_\_\_\_\_

THE WOODLANDS TOWNSHIP

\_\_\_\_\_  
PRESIDENT

Dated: \_\_\_\_\_

EXHIBIT A

Table 1: Proposed FY 2020 Subarea Allocation of FTA Section 5307 for ADA Paratransit Service

<b>UZA Cap</b>	<b>Conroe Subarea Allocation</b>	<b>Conroe Subarea Allocation</b>	<b>Township Subarea Allocation</b>	<b>Township Subarea Allocation</b>
\$336,717	\$336,717	100%	\$0	0%

05/19/2020

# MEMO

**HOUSTON:**

3200 Travis Street  
Suite 200  
Houston, TX 77006  
(713) 951-7951

THEGOODMANCORP.COM

**AUSTIN:**

911 W. Anderson Lane  
Suite 200  
Austin, TX 78757  
(512) 236-8002

**To:** Shawn Johnson, City of Conroe, Transportation Manager and Sarah Coulter, The Woodlands Township, Transit Planner

**Cc:** Jim Webb, TGC CEO

**From:** Robert McHaney, TGC Program Manager

**Date:** February 14, 2020

**Re:** Policy regarding use of Capital Rate Reimbursement for Americans with Disabilities Act Complementary Paratransit Service

This memo reviews the FTA policy allowing recipients to reimburse themselves at the 80 percent capital rate for Americans with Disabilities Act (ADA) complementary paratransit (paratransit) operating expense; and the application of that policy within the Conroe-The Woodlands UZA. The UZA is limited by the FTA to program ten (10) percent of its apportionment for complementary paratransit service to be reimbursed at the 80 percent capital rate (Attachment A: FTA Policy on use of Capital Rate of Reimbursement for Complementary Paratransit Service Operating Expense).

The City initiated ADA complementary paratransit service in January 2015. The City initially reimbursed itself for ADA service with Job Access Reverse Commute Funds and the Section 5307 provision for Capital Cost of Contracting. Beginning with the FY 2015 Section 5307 sub-apportionment, the City programmed funds under the ADA complementary paratransit capital rate provision (Table 1). As the ADA complementary paratransit service expands, the City projects an increasing use of the capital rate provision.

Table 1: Historical and Projected Use of ADA complementary paratransit Cap by City of Conroe

Year	UZA ADA Paratransit Cap	Conroe ADA Paratransit Op Expense	Conroe ADA Federally Eligible Paratransit Op Expense	Balance of Cap
FY 2014	\$352,165	\$0	\$0	\$352,165
FY 2015 (1)	\$340,471	\$63,940	\$31,652	\$253,309
FY 2016 (2)	\$301,810	\$147,104	\$47,073 (2)	\$236,119
FY 2017	\$357,368	\$159,468	\$125,780	\$232,739
FY2018	\$317,180	\$170,398	\$130,740	\$216,689
FY2019	\$330,629	\$214,441	\$165,175	\$88,569
FY2020	\$336,717	\$363,630(3)	\$280,904 (4)	\$55,813

(1) Service from January 2015 to September 2015; Program reimbursed under Job Access Reverse Commute

(2) Programmed and reimbursed under general Capital Cost of Contracting provisions

(3) Maximum fiscal year cost

(4) Estimated federal reimbursement (not yet programed)

Recommendation: Coordinate the programming of the ADA complementary paratransit cap based on the maximum ADA Paratransit operating expense for City of Conroe.



**Attachment A:** FTA Policy on Use of Capital Rate of Reimbursement for Complementary Paratransit Service Operating Expense

Reference: FTA Circular 9030.1E, Urbanized Area Formula Program: Program Guidance and Application Instructions, Part IV, Eligible Projects and Requirements, Section 2 Capital Projects, Subsection n. ADA Complementary Paratransit Service (page IV-9)

Excerpt:

n. ADA Complementary Paratransit Service. Recipients operating fixed route systems may use up to 10 percent of their annual formula apportionment (the 10 percent applies to annual formula apportionments under Sections 5307 and 5311), at the capital project 80/20 federal/local share ratio, to pay for complementary paratransit services in accordance with 49 CFR part 37, Subpart F, for grant recipients that are in compliance with U.S. DOT regulations at 49 CFR parts 27, 37, and 38 implementing the transportation provisions of the Americans with Disabilities Act of 1990 (ADA). IV-10 FTA C 9030.1E  
DATE 1/16/2014

(1) ADA Compliance: Eligibility for using this expanded definition of capital depends on compliance with ADA requirements. FTA recipients must certify compliance with the ADA annually, and are subject to compliance review activities conducted by FTA to monitor compliance and correct deficiencies. Entities whose compliance is in question, due to volume of complaints, compliance review findings, or triennial review findings, will be subject to review and approval prior to using capital funds to operate ADA paratransit service.

(2) UZAs with More than One Recipient: When a UZA has more than one recipient, it is the designated recipient's responsibility to work with public transportation operators to allocate the 10 percent of the UZA's apportionment that may be used for ADA paratransit purposes. Recipients' subarea allocation documentation should include language regarding the use of the ADA paratransit provision.

**Agenda Item 6**

**INFORMATIONAL ITEM** – Update on the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Conroe-The Woodlands UZA FTA Section 5307 Urbanized Area Formula Program Sub apportionment.

**Background**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by President Trump on March 27, 2020. The bill allocates \$25 billion for “Transit Infrastructure Grants to prevent, prepare for, and respond to coronavirus. The funds are appropriated...as if such funds were provided under section 5307 of title 49, USC...in the same ratio as funds were provided in the fiscal year 2020 appropriations.” This means that relative to the nationwide allocation, using the FY20 5307 formula results in the Conroe – The Woodlands Urbanized Area receiving \$9,538,252.

These funds, generally referred to by the Federal Transit Administration (FTA) as “CARES Act funds,” are provided over and above the annual and regularly anticipated federal formula apportionments authorized by the FAST Act, are sourced from the general fund, and are made available as an emergency requirement, pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985. There are several special conditions related to the expenditure of the CARES Act funds which make them unique from standard FTA 5307 formula funding; these conditions include, but are not limited to the following:

- Funds remain available until expended.
- No local match requirement (funds are 100% federal).
- Federal planning requirements (POP/STIP/TIP) are waived for certain expenditures

The Interlocal Agreement between the City of Conroe and The Woodlands Township allows for a separate written agreement to determine how these funds are allocated, otherwise known as a “split” letter, which is independent to the CARES Act Transit Infrastructure Grant funds. This split letter must be submitted to the FTA for either agency to apply for, receive, and disburse grant funds. This funding split will be determined by the designated recipients, with advice and consultation from the Mobility Committee.

**Action Requested**

Advise on proposed funding split for FY2020 CARES Act funding.

**Attachments**

1. H. R. 748—319 - FY 2020 CARES Act Section 5307 Urbanized Area Apportionments
2. FTA Table 2 – FY 2020 CARES Act Section 5307 Urbanized Area Sub-apportionments

H. R. 748—319

America's Surface Transportation Act (division A of Public Law 114–94): *Provided*, That a State shall not be required to pay the National Railroad Passenger Corporation more than 80 percent of the amount paid in fiscal year 2019 under section 209 of the Passenger Rail Investment and Improvement Act of 2008 (Public Law 110–432) and that not less than \$239,000,000 of the amounts made available under this heading in this Act shall be made available for use in lieu of any increase in a State's payment: *Provided further*, That amounts made available under this heading in this Act may be transferred to and merged with “Northeast Corridor Grants to the National Railroad Passenger Corporation” to prevent, prepare for, and respond to coronavirus: *Provided further*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

FEDERAL TRANSIT ADMINISTRATION

TRANSIT INFRASTRUCTURE GRANTS

For an additional amount for “Transit Infrastructure Grants”, \$25,000,000,000, to remain available until expended, to prevent, prepare for, and respond to coronavirus: *Provided*, That the Secretary of Transportation shall provide funds appropriated under this heading in this Act as if such funds were provided under section 5307 of title 49, United States Code, and section 5311 of title 49, United States Code and apportion such funds in accordance with section 5336 of such title (other than subsections (h)(1) and (h)(4)), section 5311 (other than subsection (b)(3) and (c)(1)(A)), section 5337 and section 5340 of title 49, United States Code, and apportion such funds in accordance with such sections except that funds apportioned under section 5337 shall be added to funds apportioned under 5307 for administration under 5307: *Provided further*, That the Secretary shall allocate the amounts provided in the preceding proviso under sections 5307, 5311, 5337, and 5340 of title 49, United States Code, among such sections in the same ratio as funds were provided in the fiscal year 2020 appropriations: *Provided further*, That funds apportioned under this heading in this Act shall be apportioned not later than 7 days after the date of enactment of this Act: *Provided further*, That funds shall be apportioned using the fiscal year 2020 apportionment formulas: *Provided further*, That not more than three-quarters of 1 percent, but not to exceed \$75,000,000, of the funds for transit infrastructure grants provided under this heading in this Act shall be available for administrative expenses and ongoing program management oversight as authorized under sections 5334 and 5338(f)(2) of title 49, United States Code, and shall be in addition to any other appropriations for such purpose: *Provided further*, That notwithstanding subsection (a)(1) or (b) of section 5307 of title 49, United States Code, funds provided under this heading are available for the operating expenses of transit agencies related to the response to a coronavirus public health emergency as described in section 319 of the Public Health Service Act, including, beginning on January 20, 2020, reimbursement for operating costs to maintain service and lost revenue due to the coronavirus public health emergency, including the purchase of personal protective equipment, and paying the administrative leave of operations personnel due

H. R. 748—320

to reductions in service: *Provided further*, That such operating expenses are not required to be included in a transportation improvement program, long-range transportation, statewide transportation plan, or a statewide transportation improvement program: *Provided further*, That the Secretary shall not waive the requirements of section 5333 of title 49, United States Code, for funds appropriated under this heading in this Act or for funds previously made available under section 5307 of title 49, United States Code, or sections 5311, 5337, or 5340 of such title as a result of the coronavirus: *Provided further*, That unless otherwise specified, applicable requirements under chapter 53 of title 49, United States Code, shall apply to funding made available under this heading in this Act, except that the Federal share of the costs for which any grant is made under this heading in this Act shall be, at the option of the recipient, up to 100 percent: *Provided further*, That the amount made available under this heading in this Act shall be derived from the general fund and shall not be subject to any limitation on obligations for transit programs set forth in any Act: *Provided further*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

MARITIME ADMINISTRATION

OPERATIONS AND TRAINING

For an additional amount for “Operations and Training”, \$3,134,000, to remain available until September 30, 2021, to prevent, prepare for, and respond to coronavirus: *Provided*, That of the amounts made available under this heading in this Act, \$1,000,000 shall be for the operations of the United States Merchant Marine Academy: *Provided further*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

STATE MARITIME ACADEMY OPERATIONS

For an additional amount for “State Maritime Academy Operations”, \$1,000,000, to remain available until September 30, 2021, to prevent, prepare for, and respond to coronavirus: *Provided*, That amounts made available under this heading in this Act shall be for direct payments for State Maritime Academies: *Provided further*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

OFFICE OF INSPECTOR GENERAL

SALARIES AND EXPENSES

For an additional amount for “Office of Inspector General”, \$5,000,000, to remain available until expended, to prevent, prepare for, and respond to coronavirus: *Provided*, That the funding made available under this heading in this Act shall be used for conducting audits and investigations of projects and activities carried out with

## FEDERAL TRANSIT ADMINISTRATION

## TABLE 2

**FY 2020 CARES ACT SECTION 5307 URBANIZED AREA APPORTIONMENTS**  
**(including funds apportioned under 5337 and 5340)<sup>1</sup>**

*The total available amount for a program is based on the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), (Pub. L. 116-136, Mar 27, 2020).*

*Note: This table shows the amounts attributable to each State of a Multi-State Urbanized Area over 200,000 in population. **Designated recipients shall continue to sub-allocate funds allocated to an urbanized area based on a locally determined process, consistent with Section 5307 statutory requirements.** Each State's share of a multi-state urbanized area was calculated on the basis of the percentage of population attributable to the States in the UZA, as determined by the 2010 Census.*

<b>Conroe-The Woodlands, TX</b>	<b><u>\$9,538,252</u></b>
<b>Corpus Christi, TX</b>	<b><u>\$16,359,362</u></b>
<b>Davenport, IA-IL</b>	<b><u>\$13,056,770</u></b>
Iowa	\$6,922,569
Illinois	\$6,134,201
<b>Dayton, OH</b>	<b><u>\$81,351,601</u></b>
<b>Denton-Lewisville, TX</b>	<b><u>\$23,461,867</u></b>
<b>Des Moines, IA</b>	<b><u>\$19,259,409</u></b>
<b>Durham, NC</b>	<b><u>\$23,160,264</u></b>
<b>El Paso, TX-NM</b>	<b><u>\$40,781,532</u></b>
Texas	\$39,238,031
New Mexico	\$1,543,501
<b>Eugene, OR</b>	<b><u>\$25,533,427</u></b>
<b>Evansville, IN-KY</b>	<b><u>\$7,559,446</u></b>
Indiana	\$6,618,244
Kentucky	\$941,202
<b>Fayetteville, NC</b>	<b><u>\$9,857,732</u></b>
<b>Fayetteville-Springdale-Rogers, AR-MO</b>	<b><u>\$7,731,764</u></b>
Arkansas	\$7,731,712
Missouri	\$52
<b>Flint, MI</b>	<b><u>\$19,049,485</u></b>
<b>Fort Collins, CO</b>	<b><u>\$12,787,733</u></b>
<b>Fort Wayne, IN</b>	<b><u>\$9,131,459</u></b>
<b>Fresno, CA</b>	<b><u>\$32,479,792</u></b>
<b>Grand Rapids, MI</b>	<b><u>\$28,359,064</u></b>
<b>Green Bay, WI</b>	<b><u>\$6,415,260</u></b>
<b>Greensboro, NC</b>	<b><u>\$14,211,786</u></b>
<b>Greenville, SC</b>	<b><u>\$9,713,049</u></b>
<b>Gulfport, MS</b>	<b><u>\$6,178,669</u></b>
<b>Harrisburg, PA</b>	<b><u>\$27,341,803</u></b>
<b>Hartford, CT</b>	<b><u>\$78,765,542</u></b>
<b>Hickory, NC</b>	<b><u>\$4,944,146</u></b>
<b>Huntington, WV-KY-OH</b>	<b><u>\$6,479,939</u></b>
West Virginia	\$3,578,542
Kentucky	\$1,818,432
Ohio	\$1,082,965
<b>Huntsville, AL</b>	<b><u>\$6,830,268</u></b>
<b>Indio-Cathedral City, CA</b>	<b><u>\$16,055,891</u></b>
<b>Jackson, MS</b>	<b><u>\$8,183,321</u></b>
<b>Kalamazoo, MI</b>	<b><u>\$9,074,494</u></b>
<b>Kennewick-Pasco, WA</b>	<b><u>\$18,973,077</u></b>
<b>Killeen, TX</b>	<b><u>\$6,203,424</u></b>

FEDERAL TRANSIT ADMINISTRATION	
TABLE 2	
FY 2020 CARES ACT SECTION 5307 URBANIZED AREA APPORTIONMENTS (including funds apportioned under 5337 and 5340) <sup>1</sup>	
The total available amount for a program is based on the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), (Pub. L. 116-136, Mar 27, 2020).	
Note: This table shows the amounts attributable to each State of a Multi-State Urbanized Area over 200,000 in population. Designated recipients shall continue to sub-allocate funds allocated to an urbanized area based on a locally determined process, consistent with Section 5307 statutory requirements. Each State's share of a multi-state urbanized area was calculated on the basis of the percentage of population attributable to the States in the UZA, as determined by the 2010 Census.	
URBANIZED AREA/STATE	APPORTIONMENT
1,000,000 or more in Population	\$17,508,584,615
200,000 - 999,999 in Population	\$3,417,548,617
50,000 - 199,999 in Population	\$1,770,158,432
National Total	\$22,696,291,664
<i>Amounts Apportioned to Urbanized Areas 200,000 to 1 million in Population:</i>	
<b>Conroe-The Woodlands, TX</b>	<b><u>\$9,538,252</u></b>
<sup>1</sup> The CARES Act provides supplemental funding to the Section 5307 Urbanized Area Formula Grant program through the formulas identified in Section 5336, Section 5337 - State of Good Repair, and Section 5340 Growing States and High Density Formula Factors. These amounts are combined to show a single amount. An area's apportionment amount includes regular Section 5307 funds, Small Transit Intensive Cities funds, Section 5337 State of Good Repair, and Section 5340 Growing States and High Density States formula funds, as appropriate.	

**Agenda Item 7**

**INFORMATIONAL ITEM** –Process for Filling the Alternate Representative position for The Woodlands Township due to retirement of Don Norrell

**Background**

According to the adopted Bylaws of the UZA Mobility Committee:

***“MEMBERSHIP AND TERMS OF OFFICE:** Appointments shall be approved by a body of elected officials representing each interest, such as city council, governing board or commissioners’ court. There is no limitation on the number of terms each appointee may serve, however the body of elected officials must appoint their Advisory Committee members annually except for the initial appointment, which will expire December 31, 2014. The primary appointees must be an elected official of the entity he or she represents. **The alternate appointee may be an elected official or an employee of the entity.** If a member of the Committee chooses to resign, **the represented entity shall appoint a new representative to the Committee in a timely manner.** A Committee member cannot be removed by the Committee before the end of a scheduled term; however, changes of Committee members by the appointing body of elected officials may be made at any time. One Committee member shall be appointed by each of the following interests.*

- The Woodlands Township
- City of Conroe
- Montgomery County
- Other Providers

*Each Advisory Committee member may have a designated alternate member who may serve at any Committee meeting in the regular member's absence. **Alternate members must be appointed in the same manner as the regular member.** Appointed alternate members will have the voting rights and privileges of regular members when serving in the absence of the regular member.”*

**Current Situation**

Alternate Committee Member Don Norrell, President/General Manager of The Woodlands Township has announced his retirement. As a result, The Woodlands Township will need to appointment a new alternate representative, effective for the November 2020 UZA Mobility Committee meeting.

**Action Requested**

Informational item only.