

ECN: [REDACTED]

Message No: 1248153784

Req. No: 2

Recipient Name: [REDACTED]

Requestor: [REDACTED]

Phone No: [REDACTED]

Approving Official: [REDACTED]

Request Date/Time 02/02/2021 14:56:24

Request Total: \$1,746,717.00

TrAMS Grant: [REDACTED]

Project Number: [REDACTED]

PO Number	Scope	Suffix	Request Amount	Return Amount
[REDACTED]	300	A1	\$1,746,717.00	\$0.00

To: [REDACTED], General Manager
From: [REDACTED], Finance Manager
Date: February 01, 2021
Subject: ECHO Draw Down of Funds

Attached is a form that requires your signature, the form authorizes me to request reimbursement from the Federal Transit Administration (FTA) via their ECHO system. I am requesting reimbursement of \$1,746,717 of federal operating assistance ([REDACTED] [REDACTED]) for fiscal year 2020-21 quarter 1. This drawdown will partially utilize funds on the FTA [REDACTED] Section 5307 CARES Act Operating Assistance grant.

FTA
ECHO PAYMENT REQUEST FORM

ECHO CONTROL NUMBER: [REDACTED] DATE: 02/01/21
REQUEST NO: 2 B.O.H.: \$ 15,568,402
RECIPIENT'S NAME: [REDACTED] TEL. NO.: [REDACTED]
APPROVING OFFICIAL: [REDACTED] CONTACT: [REDACTED]

TOTAL AMOUNT CLAIMED: \$ 1,746,717

PROJECT NO.	AMOUNT	MARK (X) IF CREDIT	PROJECT NO.	AMOUNT	MARK (X) IF CREDIT
[REDACTED]	\$ 1,746,717	—			—
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[REDACTED SIGNATURE]

Signature of Authorizing Official

2/1/21
Date

CFDA	Federal Award ID Number	Beginning Grant Total	Drawdowns to Date	Remaining Balance	Current Drawdown	New Grant Balance	Year
	GL-2018-321-00	\$6,084,394	\$3,876,542	\$2,207,852	\$0	\$2,207,852	2018
	GL-2020-123-00	\$16,390,496	\$1,283,229	\$15,107,267	\$1,746,717	\$13,360,550	2020
Totals:		33,915,384	\$16,600,265	\$17,315,119	1,746,717	15,568,402	
						Cross Chec	\$0

1. Enter current drawdown figure

2. Enter blue figure on ECHO Form in "Balance on Hand (BOH)" spac

3. Enter green figure on ECHO Form in "TOTAL AMOUNT CLAIMED" spac

Cross Checks Should Equal: \$0

(Available - (Unobligated + Unliquidated))
\$0

Drawdowns to Date + Current Drawdown
\$0

Updated & Reconciled to TEAM and/or ECHO:

Grant #	Project Description	Awarded	Drawdowns (All)	Available	Unobligated	Unliquidated	Project Status	ALI #	Comments
GL-2018-321-00	(13) Replacement 40ft Buses - 9 Diesel, 4 Electric	\$5,652,500	\$3,461,053	\$2,191,447	\$0	\$2,191,447	Active	11.12.01	Section 5339(b)
	Mechanic technical training for the replacement buses	\$28,405	\$12,000	\$16,405	\$0	\$16,405	Active	11.71.11	Section 5339(b)
	(1) Replacement 40ft Buses - Diesel	\$403,489	\$403,489	\$0	\$0	\$0	Complete	11.12.01	Section 5339(a)
	Sub Total (GL-2018-321-00)	\$6,084,394	\$3,876,542	\$2,207,852	\$0	\$2,207,852			
GL-2020-123-00	Section 5307 CARES Act Operating Assistance	\$16,390,496	\$3,029,946	\$13,360,550	\$0	\$13,360,550	Active	30.09.08	Section 5307 Current Drawdown
Grand Total:		\$33,915,384	\$18,346,982	\$15,568,402	\$0	\$15,568,402			

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Income Statement

For September 2020 Actual and Budget vs. September 2019 Actuals, For Account Group: OLDSTYLE
Level of Detail: Account Number, Sorted by Account Number, Include Zero Balance Accounts

	Actual for 03/2021	Budget: FY21 For 03/2021	Actual for 03/2020
SALES			
----- Operating Revenue -----			
Regular Cash Fares	0.00	0.00	527,533.31
One Day Pass Fares	12.00	0.00	1,347.99
Adult Ten Ride Pass Fares	1,863.00	0.00	157,313.60
Youth Ten Ride Pass Fares	0.00	0.00	65,371.38
Senior Ten Ride Pass Fares	0.00	0.00	24,059.48
Mobility 10-Ride Pass Fares	0.00	0.00	6,672.41
Regular Fares - Tokens	0.00	0.00	5,147.36
Adult 30 Days Passports	52.00	0.00	155,659.64
Youth 30 Days Passports	0.00	0.00	55,733.02
Senior 30 Days Passports	0.00	0.00	30,161.14
Mobility 30 Days Passports	0.00	0.00	29,589.54
██████████ Contract Fares	0.00	0.00	126,901.45
██████████ Shuttle Contract Fares	5.00	0.00	299,055.50
██████████ Program Contract Fares	0.00	0.00	7,610.75
██████████ Contract Revenue	0.00	0.00	161,094.00
██████████ Amtrak Contract Revenue	0.00	0.00	9,880.00
Special Event Fares	0.00	0.00	4,767.04
Total Operating Revenue	\$1,932.00	\$0.00	\$1,667,897.61
----- Non-Operating Revenue -----			
Advertising On Buses	68,420.70	57,816.00	104,998.40
Interest On Investments	19,299.68	46,247.00	62,449.49
Asset Sales	0.00	6,253.00	17,728.53
Miscellaneous Revenue	733.34	2,503.00	518,610.29
Overpass Property Revenue	546.14	0.00	28,121.29
Total Non-Operating Revenue	\$88,999.86	\$112,819.00	\$731,908.00
----- Property Tax Revenue -----			
Property Tax Revenue	0.00	0.00	0.00
Total Property Tax Revenue	\$0.00	\$0.00	\$0.00
----- State & Local Assistance -----			
██████████ Operating Assistance	2,143,033.25	1,240,306.00	2,142,152.01
██████████ Operating Assistance	0.00	0.00	150,000.00
██████████ Operating Assistance	596,781.92	328,325.00	585,406.69
Local Operating Assistance	106,593.00	440,088.00	398,179.06
██████████ Operating Assistance	0.00	0.00	7,122.00
Total State & Local Assistance	\$2,846,408.17	\$2,008,719.00	\$3,282,859.76
----- Federal Assistance -----			
FTA - Operating Assistance	1,479,177.00	1,479,178.00	1,187,503.00
FTA CMAQ Operating Assistance	0.00	0.00	44,472.00

[REDACTED]
Income Statement

For September 2020 Actual and Budget vs. September 2019 Actuals, For Account Group: OLDSTYLE

Level of Detail: Account Number, Sorted by Account Number, Include Zero Balance Accounts

	Actual for 03/2021	Budget: FY21 For 03/2021	Actual for 03/2020
Total Federal Assistance	\$1,479,177.00	\$1,479,178.00	\$1,231,975.00
Total SALES	\$4,416,517.03	\$3,600,716.00	\$6,914,640.37
Gross Margin	\$4,416,517.03	\$3,600,716.00	\$6,914,640.37
EXPENSES			
----- Labor Expenses -----			
Scheduled	1,491,096.97	1,525,017.00	1,745,494.70
Scheduled OT	80,102.71	117,010.00	138,645.96
Unscheduled	31,536.12	62,891.00	47,901.45
Driver Light Duty	0.00	2,215.00	0.00
Supervisors - Dispatch & Supervision	64,414.89	58,918.00	83,873.51
Staff - Dispatch & Supervision	51,550.32	46,156.00	48,277.83
Staff - Hiring & Training	10,400.25	9,815.00	9,331.53
Student Drivers	41,516.18	32,386.00	30,004.97
Existing Driver/Super Training	11,646.87	31,105.00	21,402.62
Staff - Risk & Safety	39,030.92	39,322.00	22,039.30
Supervisors - Risk & Safety	79,081.18	77,686.00	85,924.29
Driver Accident Pay	255.48	480.00	565.29
Mechanics	151,974.39	165,115.00	178,765.71
Less Mechanic Capital Labor	(14,537.89)	(6,238.00)	(15,689.91)
Mechanics-Overtime	22,197.21	9,776.00	16,040.04
Service Workers	104,110.49	129,460.00	109,855.68
Staff - Maintenance Supervision	118,490.45	118,803.00	124,406.48
Supervisors - Passengers Facilities	38,946.93	40,063.00	43,834.56
TC Advisors	26,271.83	28,649.00	27,135.39
Staff - Bus Stop Maintenance	12,043.44	10,383.00	11,612.70
Staff - Transit Development	59,269.44	56,546.00	44,678.65
Staff - Marketing & Communications	14,230.33	25,624.00	22,339.54
Staff - Fare Revenue Collection	30,090.68	32,135.00	31,868.95
Staff - Accounting	77,730.58	74,402.00	82,306.87
Staff - Personnel	31,776.08	49,338.00	28,759.61
Staff - Operating Facilities	16,353.12	15,378.00	15,924.15
Staff - District Administration	173,591.94	169,944.00	144,772.43
Bus Ad Revenue Placement	0.00	0.00	0.00
Total Labor Expenses	\$2,763,170.91	\$2,922,379.00	\$3,100,072.30
----- Fringe Benefits -----			
FICA - Drivers	138,446.91	148,881.00	162,939.36
FICA - Dispatch & Supervision	9,020.25	9,514.00	10,192.34
FICA - Hiring & Training	3,489.13	5,872.00	2,931.71
FICA - Risk & Safety	10,986.34	10,121.00	8,898.45
FICA - Mechanics	14,892.00	15,138.00	16,197.02
FICA - Service Workers	8,930.13	11,406.00	9,398.68

[REDACTED]

Income Statement

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Level of Detail: Account Number, Sorted by Account Number, Include Zero Balance Accounts

	Actual for 03/2021	Budget: FY21 For 03/2021	Actual for 03/2020
Liability CY Reserves	1,500.00	25,003.00	1,300.00
Liability PY Payouts	0.00	6,253.00	4,849.29
Liability PY Reserve Change	0.00	(6,253.00)	(14,000.00)
WC Professional Services (RO)	84,652.58	75,431.00	68,531.42
WC Insurance (RO)	29,989.08	44,918.00	17,830.78
WC CY Incident Payouts (RO)	(8.82)	14,808.00	0.00
WC CY Incident Reserves (RO)	0.00	100,003.00	0.00
WC PY Incidents Payouts (RO)	90,945.99	100,003.00	163,400.17
WC PY Reserve Change (RO)	4,289.76	(49,997.00)	329,244.17
WC Insurance (VM)	1,578.33	2,365.00	939.00
WC CY Payouts (VM)	0.00	2,503.00	0.00
WC CY Incident Reserves (VM)	0.00	6,253.00	0.00
WC PY Incidents Payouts (VM)	6,709.54	12,497.00	4,561.31
WC PY Reserve Change (VM)	29,801.78	(6,253.00)	(14,517.19)
Bus Tire Mounting	3,255.51	2,280.00	2,548.74
Vendor Vandalism Repairs	436.19	1,247.00	1,588.66
Vendor Components Repairs	0.00	0.00	0.00
Vendor Accident Repairs	424.17	1,247.00	111.39
Less Accident Reimbursements	(1,648.95)	(3,750.00)	(14,350.56)
Vendor Bus Repairs	17,513.43	12,497.00	10,698.51
Service Vehicle Parts & Repairs	8,590.29	3,750.00	5,031.48
Contract Maint-PF	22,168.57	24,553.00	12,039.11
Bus Stop Maintenance	0.00	0.00	0.00
Contract Maint-OF	22,625.45	70,123.00	24,348.75
Office Machine Maintenance	42,637.21	53,747.00	50,710.82
Building, Grounds, and Equip. Repair & Maint.	0.00	0.00	0.00
Planning Studies & Surveys	0.00	1,247.00	0.00
Ad Mounting	0.00	0.00	0.00
Employment Ads	3,666.86	2,503.00	3,702.48
Media Ad Placement	0.00	4,003.00	6,998.68
Brochures & Publications	0.00	2,503.00	0.00
Market Research	30.00	1,247.00	105.00
Promotional Giveaways	0.00	2,503.00	2,090.78
Bus Decorations	0.00	375.00	0.00
Other Promotions	2,317.50	18,750.00	7,801.71
Route Schedules & Information	18,102.47	38,500.00	32,003.10
Tickets and Transfers	0.00	3,750.00	0.00
Ad Sales Promotion	0.00	0.00	0.00
Paratransit Subsidy	250,389.99	250,389.00	242,908.50
Paratransit Capital Subsidy	0.00	0.00	0.00
B&G Repairs & Supplies (PF)	2,036.60	1,247.00	1,275.10
Bus Stop Repairs & Supplies	699.57	1,247.00	559.72
B&G Repairs & Supplies (OF)	18,516.30	25,003.00	22,549.99
Training, Travel & Meetings (RO)	0.00	1,247.00	1,212.08
Miscellaneous Risk & Safety	3,156.59	4,997.00	6,004.87

[REDACTED]
Income Statement

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Level of Detail: Account Number, Sorted by Account Number, Include Zero Balance Accounts

	Actual for 03/2021	Budget: FY21 For 03/2021	Actual for 03/2020
Training, Travel & Meetings (VM)	0.00	3,750.00	5,064.75
Training, Travel & Meetings (TD)	190.00	750.00	415.00
Training, Travel & Meetings (PI)	0.00	750.00	43.50
Miscellaneous Services	14,686.51	30,000.00	132,479.78
Training, Conferences & Meetings	390.00	3,750.00	4,349.62
Bus Ad Revenue Program	0.00	0.00	2,768.00
Mandated Fees and Permits	5,562.67	10,003.00	9,917.64
Overpass Site Maintenance	1,915.56	2,503.00	3,503.53
Total Services	\$935,388.69	\$1,141,824.00	\$1,372,597.12
----- Materials -----			
Fuel - Buses	356,330.89	394,532.00	453,110.97
Lubes - Buses	36,115.54	32,191.00	43,902.60
Electric Bus Power	6,550.92	5,940.00	17,590.99
Fuel - Services Vehicles	11,363.71	12,497.00	16,559.27
Lease Cost - Tires Buses	22,039.62	39,518.00	43,812.71
Vehicle Parts - Buses	156,247.38	126,825.00	143,040.44
Obsolete Bus Parts Write-Off	0.00	0.00	0.00
Farebox Parts & Repairs	73.59	4,997.00	1,613.18
Fare Processing	13,245.96	13,753.00	19,075.56
Vehicle Parts - Service Vehicles	0.00	0.00	0.00
Shop Supplies	18,112.02	19,308.00	17,801.17
Bus Cleaning Supplies	3,971.90	3,858.00	1,388.98
Hazmat Disposal/Tank Tests	5,416.46	5,147.00	11,283.82
Office & Computer Supplies	5,693.33	12,497.00	10,022.37
Ad Materials	0.00	0.00	0.00
Dues & Subscriptions	9,725.02	13,753.00	14,415.00
Employee Relations	231.54	3,000.00	2,951.55
Misc. Expenses & Losses	7,141.91	7,500.00	1,160.52
Environmental Cleanup Costs	0.00	0.00	0.00
Bad Debts	0.00	2,503.00	0.00
COVID-19 Expenses	65,409.12	0.00	0.00
Total Materials	\$717,668.91	\$697,819.00	\$797,729.13
----- Utilities -----			
Telephone & Data Communication	28,256.74	19,997.00	25,200.10
Power, Water, and Trash	41,513.04	40,003.00	45,393.16
Two-Way Radios	1,736.55	2,503.00	2,186.42
Total Utilities	\$71,506.33	\$62,503.00	\$72,779.68
Total EXPENSES	\$6,163,234.88	\$6,690,160.00	\$7,072,844.96
Net Income from Operations	(\$1,746,717.85)	(\$3,089,444.00)	(\$158,204.59)
Net Income after taxes	(\$1,746,717.85)	(\$3,089,444.00)	(\$158,204.59)

NOTE - Deficit of \$1,746,717.85 will be funded by FTA Cares Act funding but ECHO requests must be in whole dollars.

Practice is to round down, so ECHO request will be for \$1,746,717.