



## THE FIRM

Transit Capital Support Services, LLC (Transit Capital), established in 2003, is a transit consulting firm known for successful preparation of Federal Formula and Discretionary transit grant applications, policies, and report documents. The firm utilizes a pro-active approach tailored to identify and address system reporting issues for each FTA grant program. Transit Capital sorts through the myriad of Federal statutes, code regulations and agency circulars, and then prepares submission-ready, compliant Federal reports and supporting documents to provide the greatest return of FTA funds for your transit agency.

Transit Capital is an expert provider of strategic transit planning and federal funding solutions to local transit operations. Our services are organized in four areas: FTA Grant development; National Transit Database management; Federal Triennial Review; and Short Range Transit Plan preparation. Our clients praise work deliverables, prompt attentive responses and established late office hours for West Coast clients.

As a State recognized Disadvantaged Business Enterprise (DBE) and federally certified 8(a) small business, Transit Capital is committed to excellence through innovative and flexible solutions for Federal fund recipient clients. Our national experience and knowledge of current industry policies and best practices provides Transit Capital with a unique perspective in the development of successful and compliant reports, including the requirements of the Federal Transit laws codified at 40 U.S.C. Chapter 53, in accordance with FTA Circulars, including 9030.1D and 5010.1C.

## WHAT SETS TRANSIT CAPITAL APART FROM THE OTHER CONSULTING FIRMS?

- Focused transit-only project work experience
- Performance based processes and detailed project reports
- Integrated funding solutions/complex transit projects
- Enhanced Client relationship
- Strategic mix of technology and transit approach

## NAICS/SIC CODES

- 541614/8742 — Transportation Management Consulting Services
- 541611/8742 — Planning and Management Consulting Services
- 561410/7338 — Document Preparation Services

## SERVICE SOLUTIONS

Our experienced transit experts and business professionals analyze, research, and implement solutions in the areas of:

- Transit Grants — operations and capital investment funding
- National Transit Database
- Federal Triennial Reviews
- Short Range Transit Plans

**CLIENTS**

- California Vanpool Authority
- First Transit Incorporated, Inc.
- Gastonia Transit
- Georgia Department of Transportation
- Greenville Transit
- Kings County Area Public Transit Agency
- San Joaquin Regional Transit District
- Bus Line Service of Turlock

**GRANT PREPARATION\***

- Research and verify local planning approvals
- Identify funding sources eligible, appropriate for grant program
- Assign and prepare environmental clearances\*
- Identify project milestones and fleet ratios
- Identify allowable costs with FSR
- Develop cost allocation plans as required
- Prepare quarterly reports based on ECHO information
- Maintain and report project milestones and adjust as needed
- Prepare grant amendment and budget revisions as needed
- Representation with all governmental inquiries and certification of work performed

*\*Work tasks not limited to list shown. Actual work shall include all necessary tasks for report completion unless specified in service contract.*

**NATIONAL TRANSIT DATABASE\***

- Prepare appropriate data waiver with NTD contractor
- Prepare report module setup: Basic, Financial, Service, and Resource
- Identify correct service disbursements of Federal Funding Allocations
- Provide mandatory sampling calculations and reports\*\*
- Address report issues of NTD Contract staff analyst
- Prepare monthly Ridership and Safety/Security reports
- Maintain sampling and report archive for future audits

*\*Work tasks not limited to list shown. Actual work shall include all necessary tasks for report completion unless specified in service contract.*

*\*\*Transit Capital is a survey distribution/collection firm. Sample data collection is the responsibility of the client. Transit Capital cannot guarantee statistician's approval for sampling methodology other than those stated in FTA Circular 2710.1A and 2710.2A.*

## **FEDERAL TRIENNIAL REVIEW\***

- Prepare Federal pre-review compliance assessment
- Address identified issues prior to actual review
- Support Client compliance
- Prepare omitted policies and programs
- Conduct pre-review site visit of facilities and equipment
- Address staff question prior to review
- Coordinate with Private Transit Provider on drug testing document
- Participate with Federal Review
- Prepare response to Federal Review findings
- Provide administrative support

*\*Work tasks not limited to list shown. Actual work shall include all necessary tasks for report completion unless specified in service contract.*

## **SHORT RANGE TRANSIT PLAN\***

- Operation and capital assessment
- Community service area assessment
- Passenger survey and evaluation
- Technology transfer and enhancements
- Forecast service improvements and support systems
- Prepare Capital and Financial Plan
- Technology transfer and improvement
- Future transit enhancements

*\*Work tasks not limited to list shown. Actual work shall include all necessary tasks for report completion unless specified in service contract.*

## **SERVICE PLANS**

Transit Capital has completed project specific contract tasks for clients. However, a majority of clients opt for an all-inclusive, annual contract for completion of all federal program requirements. The annual service plan contract is based on three essential elements of your operation: fleet size, number of modes, and required work deliverables. Fleet size and number of modes will determine the amount and frequency of required forms and other documents for submission to FTA for review. For example, agencies with less than 30 vehicles operating one mode may opt for a data waiver, will file fewer reports, less frequently, than agencies operating multiple modes in excess of 30 vehicles. In addition, some very small operators are exempt from certain reports entirely. With this in mind, and to ensure you the highest quality report, the Project Manager's workload will never exceed four agencies. Some Manager's may have fewer than four clients depending on an agency's size and complexity of the work assignment.

## Whitepaper Overview

SAMPLE ANNUAL CONTRACT	
Two (2) FTA Grant Applications	\$10,000
Two (2) FTA Grant Amendment	4,500
Eight (8) Financial — Milestone Reports	5,000
Twelve (12) NTD Monthly Reports	4,000
One (1) NTD Annual Report	8,000
Four (4) Project Status Reports	3,500
Triennial Review Preparation/Meeting	9,500
Policy Development and Project Administration	2,000
<b>Total Contract</b>	<b>\$46,500</b>
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Quarterly invoiced payment	\$11,625
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Bi-monthly invoiced payment	\$7,750

### QUARTERLY OR BI-MONTHLY INVOICING

The Federal government has established a quarterly requirement for many project reports and oversight management documents. Transit Capital has adopted a similar policy for contract invoicing to coincide with this requirement. We will submit to the client a quarterly or bi-monthly invoice for project work completed, along with accompanying submission-ready documents completed at time of invoice.

Our annual service contracts offer no hourly billing rate with annual service contracts. We feel this allows additional time in the completion of your project without concern with billable hours invoiced, avoids empty expense reporting, and reduces project time spent on routine invoice preparation that do not directly contribute to the client's final product. Transit Capital will submit along with every invoice a chronological listing of detailed performance by day, time, and hour(s) spent on each specific task in completion of your project. Invoice payment terms are consistent with the FTA's DBE requirement, net 30 days of invoice.

### CONTACT US:

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