

FINAL REPORT

FY 2003 TRIENNIAL REVIEW

of the

**Metropolitan Transit Authority
of Harris County, Texas
Houston, Texas**

Desk Review: December 3, 2002

Site Visit: February 18-20, 2003

March 2003

**Prepared for the
Federal Transit Administration
Region VI
Fort Worth, Texas**

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I. TRIENNIAL REVIEW BACKGROUND

The United States Code, Chapter 53 of Title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i):

- (2) At least once every three years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements and the extent to which actual program activities are consistent with the activities proposed under subsection (d) of this section and the planning process required under sections 5303-5306 of this title.
- (3) The Secretary may take appropriate action consistent with the review, audit and evaluation under this subsection, including making an appropriate adjustment in the amount of a grant or withdrawing the grant.

The Triennial Review includes a review of the grantee's compliance in 23 different areas. The basic requirements for each of these areas are summarized below.

This report presents the findings from the Triennial Review of the Metropolitan Transit Authority of Harris County, Texas (METRO). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993) and included preliminary reviews of documents on file at the Region VI Office, Fort Worth, Texas, and on-site discussions and review of the procedures, practices, and records of METRO, as deemed necessary. The review concentrated primarily on procedures and practices employed during the past three years, however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. During the visit, administrative and statutory requirements were discussed, documents were reviewed, and facilities were toured. Specific documents examined during the Triennial Review are available in FTA's and METRO's files.

II. REVIEW PROCESS

The desk review was conducted in the Region VI Office on December 3, 2002. Following the desk review, an agenda package was sent to METRO advising it of the site visit and indicating additional information that would be needed and issues that would be discussed.

The site visit to METRO occurred on February 18-20, 2003. The individuals participating in the review are listed in Section VII of this report.

At the entrance conference, the purpose of the Triennial Review and the review process were discussed. During the site visit, urbanized area formula grant program administrative and statutory requirements were discussed and documents were reviewed. Two of METRO's bus

maintenance facilities were toured, West BOF and Polk BOF, as were the following park and ride facilities: West Bellfort, Northwest Station, West Little York and the site of the future Barker Cypress park and ride facility, to provide an overview of activities related to FTA-funded projects. A sample of METRO's vehicles was inspected during the site visit.

On completion of the review, an exit conference was held with METRO staff to discuss findings as well as corrective actions and schedules. This information is summarized in the table in Section V of this report. A draft copy of this report was provided to METRO at the exit conference.

III. DESCRIPTION OF THE GRANTEE

The Metropolitan Transit Authority of Harris County, Texas (known as METRO) is an independent regional transit authority established by the Texas State Legislature in 1979. METRO provides transit service throughout the Cities of Houston, Bellaire, Bunker Hill Village, El Lago, Hedwig Village, Hilshire Village, Humble, Hunters Creek Village, Katy, Missouri City, Piney Point Village, Southside Place, Spring Valley, Taylor Lake Village, West University Place and certain portions of unincorporated Harris County. The population of the service area is 2,632,241 and covers over 1,281 square miles.

METRO is currently an all bus operation. It directly operates 121 fixed routes on weekdays, 73 Saturday routes and 59 Sunday routes. METRO contracts with First Transit, Inc. to operate 24 fixed routes on weekdays, 21 Saturday routes and 14 Sunday routes. In addition, First Transit operates all of the scheduled van paratransit service. Several local taxicab companies (Yellow Cab, United Cab Company, Fiesta Cab, and Square Deal Cab) operate scheduled and/or on-demand paratransit service. METRO bus service is available 24 hours per day, seven days per week. Scheduled paratransit service is available from 5:00 a.m. to 11:00 p.m. on weekdays, 7:00 a.m. to 12 Midnight on Saturdays and 7:00 a.m. to 11:00 p.m. on Sundays. On-Demand paratransit service is available 24 hours per day, as needed.

The adult base fare for bus service is \$1.00. A reduced fare of \$0.40 is offered to the elderly, persons with disabilities, and Medicare cardholders. METRO's fares range from \$1.50 to \$3.50 in four distance based commuter fare zones.

METRO currently operates from an administrative office building, known as Louisiana Place located at 1201 Louisiana. METRO has six bus garages, a mid-day storage lot, a central warehouse, a field service center for support vehicle maintenance and Houston TranStar, a multi-agency traffic and emergency management center. METRO has 15 transit centers, located throughout the metropolitan area, providing bus transfers; some transit centers also have parking facilities. METRO also operates 25 park and ride lots that provide parking for METRO passengers and vanpool and carpool riders.

METRO reported the following NTD statistics for services operated during 2001:

	Fixed Route (Directly Operated)	Fixed Route (Purchased)	Paratransit	Total
Unlinked Passengers	87,602,151	11,580,702	1,222,233	100,405,086
Revenue Hours	26,95,547	364,715	587,332	1,047,620
Revenue Miles	38,352,867	5,656,257	11,187,390	55,196,514
Operating Expenses	\$167,214,953	\$2,162,258	\$24,390,173	\$193,767,384.00

During the past three years, METRO has completed the following major projects:

- Acquisition of 486 40-foot New Flyer buses
- Acquisition of 139 45-foot MCI suburban buses
- Acquisition of 118 METROLift paratransit vans
- Completion of several Regional Bus Plan projects, including: Greenway Plaza Ramp, Katy/CBD Ramp, Northwest Station Park & Ride third expansion, Eastex HOV Ramp at Quitman, Townsen Park & Ride, West Loop Park & Ride Modifications and Southeast Transit Center Modifications
- Northline Transit Center
- Downtown to Dome Major Investment Study

The following FTA funded projects are on-going:

- Regional Computerized Traffic Signal System
- Downtown/Midtown Transit Streets
- Texas Medical Center Transit Center
- Downtown Transit Center/Administrative Office Building
- Integrated Vehicle Operations Management System
- Eastex HOV Lane Segment II
- 2025 System Planning
- Kingsland and West Bellfort Park & Ride lot expansions
- Barker Cypress and Clear Lake Park & Ride lots
- Southwest Freeway HOV Lane Segment V

METRO is also currently constructing a 7.5-mile light rail line with local funds. The service, to be known as METRORail, is scheduled to begin revenue service in January 2004.

IV. RESULTS OF THE REVIEW

The Triennial Review focused on METRO's compliance in 22 different areas. This review did not examine the Procurement area because FTA has scheduled a separate Procurement System Review to be conducted in FY 2003. This section provides a discussion of the basic requirements and findings in each area. At the time of the site visit, no deficiencies were found with the FTA requirements in 17 of the 22 areas. Deficiencies were found in the following five areas: Satisfactory Continuing Control, Maintenance, Title VI, ADA, and School Bus. Following the site visit, METRO submitted documentation to close deficiencies in Satisfactory Continuing Control and Title VI. Deficiencies remain in three areas: Maintenance, ADA, and School Bus.

1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take all necessary action and responsibility on behalf of the grantee must be properly delegated and executed.

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

2. Financial

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, to cover cost overruns, to cover operating deficits through long-term stable and reliable sources of revenue, to maintain and operate federally funded facilities and equipment, and to conduct an annual independent organization-wide audit in accordance with the provisions of OMB C A-133.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Financial.

3. Technical

Basic Requirement: The grantee must be able to implement the Urbanized Area Formula Grant Program of Projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Technical.

4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities and equipment and ensure that they are used in transit service.

Findings: During this Triennial Review of METRO, deficiencies were found with the FTA requirements for Satisfactory Continuing Control. METRO's Fixed Asset Grant Reconciliation Schedule does not show vested title, location, use and condition or disposition action. METRO staff stated that these equipment records were available, however the complete records for two buses, #4238 and 3474, were not available during the site visit. It appeared that the equipment records for the bus operated by First Transit, Inc., a private contractor (33474), had to be retrieved from First Transit. Maintenance and upkeep of FTA funded equipment records are the responsibility of METRO not the private operator. Further, it could not be determined how the physical inventory is conducted since the information on each asset is not centralized. Additionally, it does not appear that use and condition is noted during the physical inventory, but on a day to day basis.

The review team was unable to verify METRO's spare ratio calculation during the site visit. The information provided at the site visit showed a spare ratio for service directly operated by METRO but did not provide documentation on the number of peak buses operated by First Transit. This information was provided immediately prior to the exit conference but the review team did not have time to review the data prior to the exit conference.

Following the site visit, METRO submitted a description of its process for conducting the biennial inventory; and documentation that equipment records contain all the required information, including vested title, location, use and condition and disposition action. A review of the peak vehicle utilization for First Transit verified METRO's calculation of spare ratio.

There are no outstanding deficiencies identified in this area.

5. Maintenance

Basic Requirement: The grantee must keep federally funded equipment and facilities in good operating order.

Findings: During this Triennial Review of METRO, deficiencies were found with the FTA requirements for Maintenance. A review of facility maintenance records for the paint booth and air compressors at the Polk Bus Operating Facility (BOF) and HVAC equipment at West Belfort, Northwest Station and West Little York park and ride facilities showed that preventive maintenance inspections were not performed in accordance with the monthly and quarterly intervals prescribed in METRO's Facility Maintenance Plan. PM inspections on lifts and the air compressors at the West BOF were conducted on time 79% of the time.

The plan calls for monthly paint boot inspections and records show that inspections occurred only twice in 2002 and three times in 2001. Air Compressors are to be inspected quarterly and records for #PAC2A showed that inspections occurred only twice in 2002 and three times in 2001. Records for quarterly HVAC inspections for showed that inspections occurred only twice at West Belfort, four times at West Little York (but not at quarterly intervals) and six times at Northwest Station.

Corrective Action and Schedule: On a quarterly basis, beginning with the period ending March 31, 2003, METRO must submit to the FTA Region VI Office a summary of facility and equipment inspections scheduled and performed during the quarter. METRO must continue to submit this report until it has achieved 80% on-time PM inspections for three consecutive quarters.

6. Procurement

Basic Requirement: FTA grantees will use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and that the procedures conform to applicable federal law including 49 CFR Part 18, specifically Section 18.36 and FTA C 4220.1D, "Third Party Contracting Requirements." Grantees will maintain a contract administration system that ensures that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders.

Findings: During this Triennial Review of METRO, this area was not reviewed because FTA has scheduled a separated Procurement System Review to be conducted in FY 2003.

7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with the policy of USDOT that DBEs, as defined in 49 CFR Part 26, are ensured nondiscrimination in the award and administration of USDOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts; ensure that only firms that fully meet eligibility standards are permitted to participate as DBEs; help remove barriers to the participation of DBEs; and assist the development of firms that can compete successfully in the marketplace outside the DBE program.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Disadvantaged Business Enterprise.

8. Buy America

Basic Requirement: Per Buy America law, federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless FTA has granted a waiver, or the product is subject to a general waiver. Rolling stock must be manufactured in the United States and have a 60 percent domestic content.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Buy America.

9. Suspension/Debarment

Basic Requirement: To prevent fraud, waste, and abuse in federal transactions, persons or entities, which by defined events or behavior, potentially threaten the integrity of federally administered programs are excluded from participating in FTA-assisted programs. FTA grantees are required to certify that they are not excluded from federally assisted transactions. Grantees also are required to ensure that none of the grantee's "principals" (as defined in the governing regulation 49 CFR Part 29), subrecipients, and third-party contractors and subcontractors is debarred, suspended, ineligible or voluntarily excluded from participation in federally assisted transactions.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Suspension/Debarment.

10. Lobbying

Basic Requirement: Recipients of federal grants and contracts exceeding \$100,000 must certify compliance with P.L. 101-121, Section 319, Restrictions on Lobbying, before they can receive funds. In addition, grantees are required to impose the lobbying restriction provisions on their contractors.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Lobbying.

11. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements. Each recipient of a grant shall have complied with the public participation requirements of Section 5307(c)(1) through (7). Each recipient is required to develop, publish, afford an opportunity for a public hearing on, and submit for approval a Program of Projects (POP).

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Planning/Program of Projects.

12. Title VI

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participating in, or denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. The grantee must ensure that federally supported transit service and related benefits are distributed in an equitable manner.

Findings: During this Triennial Review of METRO, deficiencies were found with the FTA requirements for Title VI. At the time of the site visit, METRO did not have a system in place for conducting periodic assessments of Title VI compliance to assure that transit service and related benefits are provided in an equitable manner. During the site visit, METRO provided a copy of a draft effort to conduct an assessment. The assessment was not complete.

Following the site visit, the review team examined the Title VI Assessment completed by METRO. This document was sufficient to correct the deficiency.

There are no outstanding deficiencies identified in this area.

13. Public Comment Process for Fare and Service Changes

Basic Requirement: The grantee must have a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transit service.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Public Comment Process for Fare and Service Changes.

14. Half Fare

Basic Requirement: Grantees must ensure that elderly persons and persons with disabilities, or an individual presenting a Medicare card, will be charged during non-peak hours for transportation using or involving a facility or equipment of a project financed under Section 5307 not more than 50 percent of the peak hour fare.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for Half Fare.

15. ADA

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

Findings: During this Triennial Review of METRO, deficiencies were found with the FTA requirements for ADA. According to METRO's public information material on METROLift service, ADA paratransit service operates during scheduled hours, from 5:00 a.m. until 11:00 p.m. on weekdays; 7:00 a.m. to 12:00 midnight on Saturdays and 7:00 a.m. to 11:00 p.m. on Sundays. According to METRO staff, fixed route service operates for longer periods each day. Additionally, the METROLift brochure states that companions are accepted on a "space available basis". ADA regulations state that service *shall be provided* to one companion of an ADA eligible individual.

Corrective Action and Schedule: Within 90 days, METRO must submit to the FTA Region VI Office documentation that it has revised, published and distributed its METROLift brochure to publicize that ADA paratransit services are available during the same hours as fixed route service and that it will provide service to one companion of an ADA eligible individual.

16. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service except on an incidental basis and when one or more of applicable exceptions for urban areas set forth in the charter service regulation at 49 CFR 604.9 (b) applies.

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

17. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the grantee qualifies under specified exceptions. In no case can federally funded equipment or facilities be used.

Findings: During this Triennial Review of METRO, deficiencies were found with the FTA requirements for School Bus. METRO operates additional service during the school year to satisfy demand for service by students. This added service is not published on the printed schedules. METRO staff indicated that the additional service is available on its web site and through public information. By not including the information on printed schedules, the general public is not made aware of the added service.

Corrective Action and Schedule: Within 90 days, METRO must submit to the FTA Region VI Office documentation that it has revised, published and distributed public timetables for the 16 routes that operate augmented school service.

18. National Transit Database (NTD)

Basic Requirement: The grantee must collect, record, and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and updated with the *National Transit Database (NTD) Reporting Manual* as required by 49 USC 5335(a).

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for National Transit Database (NTD).

19. Safety and Security

Basic Requirement: Any recipient of Urbanized Area Formula Grant Program funds must annually certify that it is spending one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Under the safety authority provisions in the federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard of death or injury especially to patrons of the transit service. However, FTA has no specific requirements for transit safety. States are required to oversee the safety of rail fixed guide way systems through a designated oversight agency.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements Safety and Security. METRO does not expend 1% of Urbanized Area Formula Grant (UAFG) funds for transit security. However, METRO far exceeds the 1% of UAFG funds with local funds as shown in Section VI of this report.

During this Triennial Review of METRO, the security area was not reviewed because FTA conducted a Security Assessment of METRO in FY 2002.

20. Drug-Free Workplace

Basic Requirement: Grantees are required to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program.

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

21. Drug and Alcohol Program

Basic Requirement: Grantees receiving FTA funds under Capital Grant, Urbanized Area Formula Grant, or Non-Urbanized Area Formula Grant Programs must have a drug and alcohol-testing program in place for all safety-sensitive employees.

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

22. Equal Employment Opportunity (EEO)

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, creed, national origin, sex, age, or disability be excluded from participating in, denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving federal financial assistance from the federal transit laws.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for EEO.

23. ITS Architecture

Basic Requirement: Intelligent Transportation Systems (ITS) projects funded by the Highway Trust Fund and the Mass Transit Account must conform to the National ITS Architecture, as well as to U. S. Department of Transportation (DOT) adopted ITS standards.

Findings: During this Triennial Review of METRO, no deficiencies were found with the FTA requirements for ITS Architecture.

V. SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	ND				
4. Satisfactory Continuing Control	D	03: Inadequate equipment records	METRO must submit: --A description of its process for conducting the biennial inventory; --Documentation that equipment records contain all the required information, including vested title, location, use and condition and disposition action	90 Days	02/28/03
		99: Inadequate information to calculate spare ratio	FTA will review information provided at the exit conference		02/20/03
5. Maintenance	D	07: Late facility/equipment preventive maintenance	METRO must submit a summary of facility and equipment inspections scheduled and performed during the quarter. METRO must continue to submit this report until it has achieved 80% on-time PM inspections for three consecutive quarters.	Quarterly, Beginning with the period ending 03/31/03	
6. Procurement	NR				
7. DBE	ND				
8. Buy America	ND				
9. Suspension/Debarment	ND				
10. Lobbying	ND				
11. Planning/POP	ND				
12. Title VI	D	04: No periodic Title VI assessments	METRO must submit to the FTA Region VI Civil Rights Officer a copy of the results of its assessment of Title VI compliance to assure that transit service and related benefits are provided in an equitable manner.	90 Days	02/20/03
13. Public Comment for Fare and Service Changes	ND				
14. Half Fare	ND				

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
15. ADA	D	04: ADA Complementary paratransit service deficiencies	METRO must submit documentation that it has revised, published and distributed its METROLift brochure to publicize that ADA paratransit services are available during the same hours as fixed route service and that it will provide service to one companion of an ADA eligible individual.	90 Days	
16. Charter Bus	ND				
17. School Bus	D	03: School tripper violations	METRO must submit documentation that it has revised, published and distributed public timetables for the 16 routes that operate augmented school service.	90 Days	
18. NTD	ND				
19. Safety and Security	ND/NR				
20. Drug-Free Workplace	ND				
21. Drug and Alcohol Program	ND				
22. Equal Employment Opportunity	ND				
23. ITS Architecture	ND				

Findings: ND = No Deficiencies; D = Deficient; NA = Not Applicable; NR = Not Reviewed; AC = Advisory Comments

VI. TRANSIT SECURITY EXPENDITURES

Does METRO utilize the one percent expenditure of its Urbanized Area Formula Grant funds for transit security?

Yes ___ No **X**

If no, why does City consider such expenditure unnecessary (check all that apply):

___ Existing security measures meet agency needs

___ Level of incidents does not warrant further security expenditures

___ Potential security threats are minimal

X Adequate local and federal (less than one percent) funds are spent on security projects.

Security Projects	Annual Expenditures					
	Year 1		Year 2		Year 3	
	FTA	Local	FTA	Local	FTA	Local
<i>Infrastructure/Capital Improvements:</i>						
Increased Lighting						
Increased Surveillance						
Emergency Comm.						
Other Projects (list)						

Subtotal						
<i>Operating/Personnel Expenditures ⁽¹⁾:</i>						
In-house Security Personnel		\$7,700,000		\$7,100,000		\$8,400,000
Contract Security Personnel						
Other Projects (list)						

Subtotal						
TOTAL		\$7,700,000		\$7,100,000		\$8,400,000
UAFG Funds Received	\$4,300,000		\$4,700,000		\$5,100,000	
Security Percentage	N/A		N/A		N/A	

(1) Federal operating funds available to agencies in areas with populations under 200,000

VII. ATTENDEES

Name	Title/Organization	Phone/ FAX Number	E-mail address
Shirley Delibero	President and CEO, METRO	713-739-4899 713-739-9537	Sdelibero@ridemetro.org
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March 26, 2003

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Houston, Texas 77208-1429

Re: 2003 Triennial Review Final Report

Dear Ms. Delibero:

I am enclosing the Final Report of the Federal Transit Administration (FTA) Triennial Review for Metropolitan Transit Authority of Harris County (MTA), as required by the Federal Transit Laws, 49 U.S.C. 5301 et.seq., requiring the FTA to perform reviews and evaluations of Section 5307 grant activities at least every 3 years. This requirement is contained in Sections 5307(i)(2) and 9(i)(3) of the Transit Laws. Although less exacting than an audit, the Triennial Review is FTA's assessment of grantee compliance with Federal requirements determined by examining management practices and program implementation.

Reflected in the enclosed Final Report are the 23 reviewed items and the finding for each. Each item has a finding of either not deficient, deficient, or advisory comments. A deficient finding is followed by the corrective action(s) MTA must take before the FTA can reassess the finding. On a quarterly basis, MTA must submit to the FTA Region VI office a status report addressing each deficient item and the actions being taken to resolve the finding until the finding is closed.

Please convey our appreciation to all the MTA staff for the assistance and cooperation they provided to the FTA review team.

Sincerely,

Robert C. Patrick
Regional Administrator

Enclosure

cc w/enclosure: Edith Lowery, Director, Grants Programs, MTA

TRO-6:KEMP:3/26/03:O/TRIS/03HoustonFinal