



Alexandria Transit Company Board of Directors Meeting



March 9, 2022 @ 5:30pm
Meeting Held Electronically - Livestream on ZOOM and Facebook Live

ITEM	DESCRIPTION	PAGE #	PRESENTER
Public Hearing	- Public Hearing – Draft Transit Development Plan (TDP)	N/A	
#1	Public Meeting Call to Order, Welcome, and Public Comment	N/A	Mr. Kaplan
#2	Consideration of Approval Meeting Minutes a) ATC Board of Directors Meeting – February 9, 2022	2-5	All
#3	Board Member Announcements, Reports & Business Items a) Chair's Report b) T&ES Report c) Slate of Officers d) Others	6-8	Mr. Kaplan Ms. Orr Mr. Klejst All
#4	General Manager's Reports a) Customer Service Updates b) Budget and Fiscal Affairs Advisory Committee FY 2023 Memorandum to City Council c) City Manager's Budget d) City-ATC MOU for FTA Compliance	9-14	Mr. Baker
#5	Financial Reports a) Financial Report b) Balance Sheet c) Summary Income Statement d) Budget vs. Actual	15-18	Mr. Ryder
#6	Planning Reports a) Ridership Update b) Adoption of Title VI Service Standards & Policies c) FY 2028-29 SmartScale Grant Memorandum and Resolution d) FY 2023 Draft Transit Development Plan (TDP)	19-26	Mr. Barna
#7	Executive Session Consideration of Convening an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia	27	All
#8	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, April 13, 2022	28	All

ATC Board Agenda Detail

Item #: 2
Item Title: Meeting Minutes
Contact: Beth Reveles, Secretary to the Board
Board Action: Consideration of Approval



Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES February 9, 2022

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, February 9, 2022, on Zoom due to the COVID-19 outbreak. The meeting was held pursuant to Virginia Code Section 2.2-3708.2(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020, to undertake essential business. All the members of the Board and staff participated from remote locations through the Zoom meeting. A recording of the meeting was made and is available upon request.

Board members present: David Kaplan, Linda Bailey, Matt Harris, Steve Klejst, Hillary Orr, Kendel Taylor, Ajashu Thomas

Board members absent: Brandi Collins

Staff members attending: Josh Baker, Raymond Mui, Martin Barna, Whitney Code, Kaitlyn Beisel, Beth Reveles, Natalie Harris, James Owens, Swinda Carcamo, Edward Ryder, Corey Black, Courtney Wynn, Stephanie Salzone, Alex Tilahun, Brian Robey

Other attendees: Bob Gronenberg, Ross Simons, Steve Banashek, Angela Rios

Board Meeting Agenda Item #1

#1 – Call to Order, Welcome and Public Comment

Chair Kaplan welcomed everyone and called the meeting to order. The meeting began with the electronic reading of the required public notice for virtual board meetings.

The Chair asked for the Calling of the Role.

The Chair asked if anyone had registered for public comment. Marketing and Communications Manager Whitney Code responded that there were two written submissions; the first was from Nardy S who was not on the Zoom call. Ms. Code read aloud the comment:

I would like to know when you guys will have more routes from N. Beauregard especially on weekdays. We have to catch three buses in order to get to City Hall—is really frustrating. Please add a straight bus from Van Dorn to Braddock Metro even if we have to pay. Just put back the fares and more frequent times like 5:30 am, 6:00 am, 6:15 am, 6:30 am, 6:45 am, 7:00 am, 7:15 am, 7:30 am, 7:45 am, 8:00 am, 8:30 am, 8:45 am, 9:00 am.

The Chair asked if Staff would be in contact with the individual to provide them with the various transit options available. Ms. Code responded that Staff would contact Nardy S via email.

Ms. Code stated that Mary James was the second person to leave a comment and was not on the Zoom call. Ms. Code explained that Ms. James had asked when DASH would be returning to regular service. The Chair stated that we would be addressing that question during tonight's meeting.

As there were no further submissions or speakers, the Chair closed public comment.

Agenda Item #2 – Consideration of Approval of Meeting Minutes

#2a – ATC Board of Directors Meeting – January 12, 2022

The Chair called for a motion to approve the January minutes and asked if there were any corrections, revisions, or amendments. A motion was made by Steve Klejst and seconded by Matt Harris to approve the minutes. There was no further discussion, and the motion carried unanimously.

Agenda Item #3 – Board Member Announcements, Reports & Business Items

#3a – Chair's Report & Appointment of Sub-committee to Fill Current Board Vacancy

The Chair announced that the Stockholders meeting with City Council was held last night. He thanked those Board members who attended. He continued that Council members had several questions concerning electrification and ridership, especially among students. There were also suggestions concerning areas we should consider servicing as well as improving bus stop amenities, especially regarding lighting.

The Chair mentioned that he and General Manager Josh Baker were able to meet the new City Manager, and a meeting between them to discuss DASH's needs would be forthcoming.

The Chair announced that all ATC Board of Directors were reelected for another one-year term, and he thanked them for their continued service. He stated that Jim Kapsis and Larry Chambers had asked to step down from their Board positions. He reminded the Board that Ian Greaves had been the City finance designee, but the new City Manager reassigned the Board seat to the Director of Finance Kendel Taylor. Ms. Taylor then introduced herself to the Board.

The Chair announced that we now have an eight-member Board, and based on the ATC by-laws, the Board must consist of a minimum of nine members. As such, the Board will need to recruit one citizen member. Hillary Orr will be the City staff designee on the recruitment sub-committee. Steve Klejst and Ajashu Thomas volunteered to serve on the recruitment sub-committee with Ms. Orr. The sub-committee will be entirely responsible for the recruitment process to include approval of the recruitment plan; vetting, rating, and ranking the applicants; and conducting the interviews. The full ATC Board will not interview the applicants but will take whatever recommendation the sub-committee puts forth.

The Chair asked the recruitment sub-committee to also bring forward the slate of officers for the corporation and the Board. The corporate officers are spelled out in the ATC by-laws, but they will need to nominate a Chair and Vice-Chair.

The Chair reminded the Board that Larry Chambers had been an ATC representative on the Transportation Commission; therefore, the Board will need to appoint a new member to take his place. At one point, Steve Klejst had served as Chair of the Transportation Commission, and he provided a brief overview of the Commission. The Chair asked that the Board, within the next week or two, to let him know if they would be interested in serving on the Commission. If none are interested or able, the Board vacancy announcement will need to stipulate that the new Board member must concurrently serve as a designee on the Commission.

#3b – T&ES Report

Transportation Division Director Hillary Orr provided a review of her written report which was shared with the Board in advance of the meeting.

#3c – Others

The Chair asked if there were any other announcements from the Board. Hearing none, he moved on to the General Manager's report.

Agenda Item #4 – General Manager’s Report

#4a – Manager Updates

General Manager Josh Baker reviewed his report which was shared with the Board in advance of the meeting.

To address the Public Comment question concerning when DASH would return to regular service, the GM explained that DASH is continuing to operate on an enhanced Saturday schedule, and at this time, there is no end date.

#4b – Battery Electric Bus Training Presentation

Assistant General Manager Raymond Mui provided information on battery electric bus training and an overview and update on the DASH electric bus program.

Mr. Mui provided an overview of the DASH maintenance department:

- Services the entire revenue fleet (115 buses) along with support vehicles
- Operates 24/7 since implementation of the NDN
- Maintenance department is made up of two areas: maintenance functions and service functions
- Outlined functions handled in-house and those that are outsourced
- Training requirements for electric battery buses
- As part of bus procurements and purchases, battery electric bus training is provided from the manufacturers

Agenda Item #5 – Financial Reports

#5a – Financial Report

Director of Finance & Administration Edward Ryder provided a review of his report which was shared with the Board in advance of the meeting.

#5b – Balance Sheet

Mr. Ryder reviewed this portion of the report which was shared with the Board in advance of the meeting.

#5c – Summary Income Statement

Mr. Ryder reviewed this portion of the report which was shared with the Board in advance of the meeting.

#5d – Budget vs. Actual

Mr. Ryder reviewed this portion of the report which was shared with the Board in advance of the meeting.

Agenda Item #6 – Planning Reports

#6a –Ridership Update

Director of Planning & Marketing Martin Barna reviewed this portion of his report which was shared with the Board in advance of the meeting.

#6b –DASH Title VI Policies & Standards--Draft

Mr. Barna reviewed the DASH Title VI policies & standards draft which was shared with the Board in advance of the meeting.

Matt Harris suggested that DASH have a hotline that riders could call in the event they feel there has been a Title

VI violation. He also suggested that the policy ensures that riders are not discriminated against based on their dress or appearance. Mr. Barna responded that the City does have a hotline number that riders may call. DASH is working with the City to ensure such calls are relayed to DASH's customer service department.

Ajashu Thomas asked if interpretation would be provided at the upcoming community meetings. Mr. Barna explained that DASH is in the process of translating information on its website in both Spanish and Amharic, and translators will be attending the community meetings.

Agenda Item #7– Next Meeting Date & Adjournment

A final motion to adjourn the meeting was made by Linda Bailey and seconded by Steve Klejst. A vote was called, and the motion was approved unanimously.

The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for March 9, 2022, at 5:30pm via Zoom/Facebook Live.

Minutes respectfully submitted by:
Beth Reveles
Secretary to the Board
Alexandria Transit Company

ATC Board Agenda Detail

Item #: 3b
Item Title: T&ES Report
Contact: Hillary Orr, Deputy Director, Transportation
Board Action: FYI



Smart Scale Projects

In 2014, HB2 was signed into law, and in June 2016, the program was renamed SMART SCALE. SMART stands for **S**ystem **M**anagement **A**llocation of **R**esources for **T**ransportation and SCALE stands for the six-road project scoring attributes: **S**afety, **C**ongestion mitigation, **A**ccessibility, **L**and use, **E**nvironmental and economic development. The state law assigns different weights to factors based on a project's location within a region of the state. Within Northern Virginia, congestion mitigation is the highest weighted factor at 45%; land use at 20%; accessibility at 15%, environmental quality at 10%, and safety and economic development at 5% each. The goal of SMART SCALE is to ensure the state invests limited tax dollars into projects that meet critical transportation needs. The state will make awards in June 2023 for projects scheduled for implementation in FY 2028 - FY 2029.

To date, the City has been awarded nearly \$185,000,000 in SMART SCALE funding from projects.

For Round 5 (FY28 funding), the City will be applying for 3 projects:

- **I-395 Exit Ramp Improvements at Duke St: Up to \$14 million** – This project was identified as part of the Landmark Mall site redevelopment process. In coordination with INOVA Hospital, the City agreed to modify the I-395 exit at Duke Street to allow for direct vehicle access into the West End Alexandria site. Currently, all vehicular traffic on I-395 must turn left on to Duke Street and then make another left at one of several intersections. The ramp will improve safety and access to the site.
- **Duke St and Van Dorn St Intersection Improvements: Up to \$20 million** – During the Landmark/Van Dorn Small Area Planning process, improvements were identified at the interchange of Duke Street and Van Dorn Street. While developers are implementing some improvements, safety upgrades at the new at grade crossings are not fully funded. The proposed project would include design and construction of interchange ramp realignments, crossing improvements, and a new sidewalk on Duke Street where none exists. The proposed sidewalk was identified as a priority project in the Alexandria Mobility Plan. Duke Street has also been identified as a high-crash corridor, and this project would support the City's Vision Zero Action Plan by improving safety for all road users. Finally, this project would enhance mobility, access, safety, and comfort for people walking to, from, or adjacent to the future West End Alexandria mixed-use development complex.
- **Metroway Extension: Up to \$10 million** – This project will include right-of-way and construction for an extension of Metroway north of Glebe Road to Evans Lane to provide access to the new Potomac Yard Metrorail Station and the Virginia Tech Innovation Campus. The transit corridor will connect into Arlington from Potomac Avenue. The project will include signalization upgrades, stormwater management, and electric vehicle charging infrastructure to support electric buses. The project was identified in the Potomac Yard North Small Area Plan and the Alexandria Mobility Plan as essential to the buildout of the Route 1 Transit Corridor

RAISE Grant

In 2021, Congress passed the Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act), and in 2022, among other infrastructure funding programs, funded \$1.5 billion for the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program. RAISE discretionary grants, which was formerly known as TIGER grants, funds various large and small infrastructure projects for communities.

The City plans to apply for up to \$6 million for improvements to the King Street and N. Beauregard Street intersection. After reevaluation of an earlier design for this intersection, the proposed improvements include crossing improvements, pedestrian refuge islands, and curb ramps to enhance safety at this location. The medians will be widened to narrow travel lanes to slow traffic and will include green elements to improve stormwater management on the site. The intersection will ultimately include West End Transitway stops. City Council will consider this application on April 5.

Duke Street Transitway Ad-Hoc Advisory Group

City Council is considering the establishment of an Ad-Hoc Advisory Group that will provide feedback throughout the upcoming development and refinement of the conceptual design options and adoption of the preferred alternative. The primary charge of the committee will be to perform the following tasks:

Adopt the project's Vision and Guiding Principles:

- A. Provide comments and recommendations for corridor design alternatives;
- B. Recommend to Council to either adopt or amend the recommendation from the 2012 Transit Corridors Feasibility Plan; and
- C. Provide an endorsement of a preferred alternative for City Council consideration.

Staff proposed that the Advisory Group be comprised of nine (9) members who represent a diversity of interests along the Duke Street corridor:

- Transportation Commission member (1)
- Planning Commission member (1)
- Alexandria Commission on Persons with Disabilities member or designee (1)
- DASH Bus Riders Group member or designee (1)
- Federation of Civic Association member or designee (1)
- At-large community representatives (3)
- Representative of the development community (1)

The City Manager will appoint the at-large and development community representatives with members that represent interests unique to this project, such as students, renters, businesses, minority communities, adjacent neighborhoods, and non-driving households. There will be a public call for applications following Council approval of the final group composition.

Staff will provide an update at the Board meeting regarding the outcome of City Council action.

King Street Metro Station Project

The King Street Metro Station Project is nearly complete. The final punch list items will likely be complete this month.

ATC Board Agenda Detail

Item #: 3c
Item Title: Slate of Officers
Contact: Steve Klejst
Board Action: Consideration of Approval



Alexandria Transit Company
3000 Business Center Drive
Alexandria, VA 22314
703-746-3274

ATC BOARD OF DIRECTORS' NOMINATING COMMITTEE REQUIREMENTS & GUIDANCE

By Laws, Page 6:

Article III, Section 1 – Nominating Committee

The Chairperson, after the election of Directors each year, shall appoint two or more of the Directors as a Nominating Committee, which shall present a slate of officers for election.

OFFICERS POSITIONS

Chair	Nominee Required: David Kaplan <i>Incumbent: David Kaplan</i>
Vice Chair	Nominee Required: Steve Klejst <i>Incumbent: Steve Klejst</i>
President	No Action Required <i>By-Laws defaults to General Manager unless otherwise directed by the Board</i>
Vice President	Nominee Required: Hillary Orr <i>(Typically, T&ES Director)</i>
Secretary	Nominee Required: Beth Reveles <i>Typically, Staff Executive Assistant to the General Manager</i>
Treasurer	Nominee Required: Edward Ryder <i>(Typically, City Treasurer)</i> <i>Recommend: Staff Director of Finance/CFO</i>
General Counsel	Nominee Required: Lonnie Rich <i>Incumbent: Lonnie Rich</i>

ATC Board Agenda Detail

Item #: 4a
Item Title: Manager Updates
Contact: Josh Baker, General Manager
Board Action: FYI

**February Board meeting public comment/concern and staff follow-up summary:**

CUSTOMER NAME	REQUEST/INQUIRY	ACTION TAKEN
Nardy S.	Customer inquired if DASH would be adding additional routes from N. Beauregard. Specifically on weekdays to City Hall. Customer asked for a direct bus, with more frequent service, from Van Dorn to Braddock Metro.	<p>Staff contacted the customer and informed them that there are three DASH buses and two Metrobuses that connect from parts of N. Beauregard St. and Old Town. Two of the DASH routes, Line 30 and 31, provide a direct one-seat ride from N. Beauregard St. to City Hall and the Braddock Road Metro.</p> <p>They were also informed that DASH is seeking additional funding in the City's ongoing FY23 budget process so that Lines 30 and 31 can run more frequently into Old Town and City Hall instead of half of their trips stopping at King Street Metro and requiring a transfer. The customer was told of the public outreach period beginning in March where members of the Alexandria community can provide feedback on these potential improvements.</p>

ATC Board Agenda Detail**Item #:** 4b**Item Title:** Budget and Fiscal Affairs Advisory Committee FY 2023 Memorandum to City Council**Contact:** Josh Baker, General Manager**Board Action:** FYI

On November 16, 2021, the General Manager met with the Budget and Fiscal Affairs Committee (BFAAC). He presented information about DASH projects and budget matters. The committee engaged with some follow-up questions which were answered accordingly. The Committee submitted a memorandum to council on January 18, 2022, which is included as **Attachment I**.

No Board action is required for this, it is provided as an FYI.

ATC Board Agenda Detail

Item #: 4c
Item Title: City Manager's Budget
Contact: Josh Baker, General Manager
Board Action: FYI

**FY 2023 Budget**

The City Manager has released his FY 2023 budget proposal following several months of development. In October of 2021, the DASH Board of Directors sent a letter to the City Manager outlining priorities which included:

1. Maintaining current service levels, accounting for substantial and unavoidable increased fiscal burdens resulting from mandated wage adjustments, staffing and direct operational costs associated with current DASH services.
2. Maintaining a fare free service structure.
3. Expansion of the Alexandria Transit Vision Plan (ATV) network – increasing investment in portions of the ATV which remain unfunded. These include service enhancements for the Duke Street corridor (Line 30) and supplemental increases for evening and weekend service levels throughout the City.

Additionally, in November of 2021, the ATC Board of Directors approved the General Manager's proposed budget along with designated Supplementals and Reductions.

The following table is provided to illustrate what was requested and approved by the Board versus what was funded in the City Managers budget.

Request	Funding in GM's Budget	Actual Funding in CM's Budget	Difference
Current Services FY 2023 (City Subsidy General Fund) (DASH)	\$25,458,140 ¹	\$22,939,459 ²	(\$2,518,681)
Current Services FY 2023 (City Subsidy General Fund) (TROLLEY)	\$1,085,000	\$1,085,000 ³	\$0
TRIP Revenue	\$0	\$2,829,644	\$2,829,644
Advertising Revenue	\$250,000	\$336,400	\$86,400
TOTAL FUNDING	\$26,793,140	\$27,190,503	\$397,363

¹ The General Manager's Current Services request did not include any anticipated TRIP Funding at the time it was presented. TRIP funding was awarded after the October 2021 meeting and amounts to a total of \$2,829,644

² General fund contribution from City for regular fixed route DASH services

³ General fund contribution from City for King Street Trolley services

The following table is provided to illustrate the submitted versus approved (or selected) Supplementals and Reductions proposed in the City Manager's Budget

Supplementals (+) and Reductions (-)	Amount Proposed	Amount Funded (+) or Taken (-)	Difference
Supplemental #1 (Staffing)	\$766,300	\$350,000	(\$416,300)
Supplemental #2 (Service Reliability)	\$870,000	\$0	(\$870,000)
Supplemental #3 (ATV Improvements)	\$2,590,000	\$0	(\$2,590,000)
Supplemental #4 (Duke Street Improvements)	\$1,770,000	\$0	(\$1,770,000)
Exterior Advertising Expansion (+REVENUE+)	\$86,400	\$86,400	(+) \$86,400
Administrative Cuts (-REDUCTIONS-) Cuts in education, training, employee recognition and utilities.	(\$54,352)	(\$54,352)	(-) \$54,352

Executive Summary

(GM's Evaluation of the City Manager's Proposed Budget)

City financial support of DASH increases by \$3,490,685 in FY 2023. Approximately \$1.60 million of this increase is due to the removal of CARES funds which had supported DASH operations during the pandemic. An additional \$350,000 is added to create additional training, maintenance, IT, and operations positions, offset by some administrative savings and increased advertising revenue.

Offsetting the increase to the City subsidy is increased grant funding. In FY 2022, the City was awarded \$7,236,171 in TRIP grant funding from DRPT. This funding, spread over three years, requires a four-year commitment to DASH's fare free program. Anticipated FY 2023 revenue from the TRIP grant is \$2,829,664.

The King Street Trolley increases due to the restoration of two months of service which had been reduced in FY 2022 due to the pandemic and the expected level of summer tourists. Because of an earlier recovery, funding was approved in the FY2021 carryover process to reinstate Trolley service in the summer of 2021.

In evaluating the City Manager's proposed budget, staff have identified the following key characteristics:

- The current services "ask" is fully funded, leveraging the ~\$2.8m in new TRIP funding (it is important to remember that this is a limited time grant)
- A reduced supplemental is provided at a total of \$350k towards increased staffing
 - This is estimated to fund approximately 3-4 FTE's out of the proposed 8 FTE's requested by the General Manager (inclusive of all wages and benefit costs)
- The City Manager's budget projects Advertising Revenues to increase by 60%
 - In FY22 DASH is expecting advertising to underperform, netting a projected minimum of \$100,000.
 - It is prudent to assume that Advertising Revenue may increase, but by a lesser amount.
 - This underperformance of Advertising prospectively consumes nearly two-thirds of the staffing supplemental.
- No supplementals related to the implementation of the New DASH Network (as prescribed by the Alexandria Transit Vision Plan) are proposed.
 - Alarming, reductions are proposed at a total of \$54,352 which are most likely to affect employee recognition/motivation programs and staff training opportunities.

Conclusions:

Board priorities have consistently been to avoid reductions before funding any supplementals. Thusly, averting the City Managers proposed reductions and accounting for the current more realistic advertising revenue projections, DASH is conservatively projected to net an approximate \$60k supplemental increase. This is insufficient to fund any additional positions or expanded service.

Recommendation:

The General Manager recommends that the DASH Board of Directors re-visit supplemental priorities and determine a desired path for staff to work with City leadership and the City Council to advocate for additional supplementals. Further, the Board may wish to consider a position on these supplementals and communicate as such to City Leadership and City Council.

A new prioritization is recommended that the Board consider supplementals associated with the ATV New DASH Network expansion and additional staffing resources, while discarding Supplemental Priority #2 originally titled as "Service Reliability" (See table on Page 12).

ATC Board Agenda Detail

Item #: 4d
Item Title: City—ATC MOU for Federal Transit Administration Compliance
Contact: Josh Baker, General Manager
Board Action: Consideration of Approval



At the February 2022 Board of Directors meeting it was explained that DASH must enter into an MOU (in this case an "Interlocal Agreement") to pursue Federal Transit Administration discretionary grant funds.

A team of City and DASH staff have worked together along with a hired consultant to draft the included Interlocal Agreement. Further, this agreement was reviewed by Lonnie Rich (ATC Counsel).

This final memorandum is included as **Attachment II**.

This is a Board action item, the Board is asked to consider approval of this Interlocal Agreement so that it may be submitted to City Council for approval.

ATC Board Agenda Detail

Item #: 5a
Item Title: Financial Report
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI, Discussion



Financial Results for the Month Ended January 31, 2022 & FY 2022 Projection

January 2022 Results

In January, ATC experienced a monthly year to date deficit of (\$2,982,917).

Reimbursements for the I-395 Commuter Choice grants have been processed and are pending approval and will be applied against wage related costs in March. These reimbursements will be applied primarily against operations wages, offsetting some of the year-to-date overages.

There is a substantial and rapidly growing issue with overtime attributable to the effects of the ongoing pandemic, Omicron Variant, significant recruitment issues, and restoration of a full weekday service profile.

- DASH has a normally planned overtime budget of: \$1,033,500
- Actual projected overtime is coming in at: \$2,278,633
 - Netting a new projected year end projected deficit of: **(\$842,693)**

Additional observations for December and the rest of FY22:

- **Operations overtime** remains a significant issue. Year-end projections have been adjusted to reflect current overtime trends. A continued shortage in operators is a contributing factor to overtime, this is not exclusive to DASH and is an issue being experienced by transit agencies across the region. Our collective bargaining agreement also stipulates that our most senior operators (highest base pay) have priority in selecting overtime shifts, which is another major contributing factor in the high overtime costs.
- **Recruitment Efforts:** To recruit more operators, ATC is evaluating a sign-on bonus to attract more applicants, is reviewing hiring practices, and increasing advertising. At present, considering the budget situation we are attempting to exhaust all cost-neutral methods as much as possible.
- **Advertising Revenue** continues to be slow to materialize. Advertising revenue is received quarterly. The forecasted revenue of \$180,000 is unlikely to materialize, based on conversations with the vendor interest has been slow to materialize, further, the effects of the pandemic have greatly reduced demand for on bus advertising. Our vendor is contractually obligated to payment of a minimum of \$100,000 for FY22. Year-end projections have been adjusted to reflect this contractual minimum as it is the most likely scenario.

At this time all eyes and efforts are on the continuing recruitment issues which are further compounding the issues contributing to the budget deficit. Conversations around supplemental appropriations and the methods for tackling this deficit are in progress. It is likely that DASH will need to request additional budget authority and a supplemental appropriation at the June supplemental appropriation meeting with City Council. Staff will continue to work with City leadership to identify the proper course forward and will report further information at the April Board meeting.

ATC Board Agenda Detail

Item #: 5b
Item Title: Balance Sheet
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI, Discussion



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of January 31, 2022

ASSETS

Cash - City of Alexandria Pooled	\$ (4,732,508)
Cash - Payroll Account	234,369
Due from Other Governments	183,907
Receivables	356,381
Prepaid Expenditures	269,271
Parts and Supplies Inventory	849,047
Capital Assets	59,780,931
Less: Accumulated Depreciation	(26,242,025)
TOTAL ASSETS	<u>\$ 30,699,373</u>

LIABILITIES

Accounts Payable	\$ (1,441,754)
Payroll Liabilities	146,704
Accrued Vacation	1,240,225
Deferred Revenue (CARES Act)	531,738
Total Liabilities	<u>\$ 476,913</u>

NET POSITION

Net Investment in Capital Assets	\$ 33,538,906
Unrestricted	(3,316,446)
Total Net Position	<u>\$ 30,222,460</u>

TOTAL LIABILITIES AND NET POSITION	<u>\$ 30,699,373</u>
---	-----------------------------

This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

ATC Board Agenda Detail**Item #:** 5c**Item Title:** Summary Income Statement**Contact:** Edward Ryder, Director of Finance & Administration**Board Action:** FYI, Discussion

ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Month Ended January 31, 2021

	Actual	Budget	Variance	FY2022 Projected	FY2022 Annual Budget
REVENUES:				-	-
City Contribution - King Street Trolley	524,811	647,311	(122,500)	1,109,072	1,109,672
Passenger Revenue	487,298	327,831	159,467	485,211	562,000
102X Mark Center Charter	353,552	500,808	(147,256)	355,636	858,524
Other Charter Revenue	34,064	35,000	(936)	34,580	60,000
Advertising Revenue	11,276	105,000	(93,724)	100,000	180,000
Miscellaneous Revenue	24,411	32,081	(7,670)	46,211	55,000
Total Operating Revenue	1,435,412	1,648,031	(212,619)	2,130,710	2,825,196
Virginia TRIP Funding				-	-
CARES/CRRSAA Transit Funds	1,553,824	1,687,161	(133,337)	2,623,930	2,623,930
City Contribution - Regular Subsidy	10,591,284	10,357,956	233,328	2,624,013	2,892,277
Total Revenue	13,580,520	13,693,148	(112,628)	25,135,150	26,097,900
EXPENDITURES:					
Operations	10,400,827	8,111,327	(2,289,500)	15,102,933	13,905,250
Maintenance	3,381,233	3,065,083	(316,150)	6,062,071	5,254,380
Administration	2,752,855	2,683,919	(68,936)	4,784,316	4,600,977
Capital Outlay	28,522	127,477	98,955	28,522	218,522
Total Expenditures	16,563,437	13,987,806	(2,575,631)	25,977,844	23,979,129
Net Surplus (Deficit)	(2,982,917)	(294,658)	(2,688,259)	(842,693)	2,118,771

This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

ATC Board Agenda Detail

Item #: 5d

Item Title: Budget vs. Actual

Contact: Edward Ryder, Director of Finance & Administration

Board Action: FYI, Discussion



Budget vs. Actual Report for the Month Ended January 31, 2021

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2022 Projected	FY2022 Annual Budget	Projected Year End Variance
REVENUE									
City Contribution - King Street Trolley	74,973	92,473	(17,500)	524,811	647,311	(122,500)	1,109,072	1,109,672	(600)
Passenger Revenue	(215)	46,833	(47,048)	487,298	327,831	159,467	485,211	562,000	(76,789)
102X Mark Center Charter	71,544	71,544	-	353,552	500,808	(147,256)	355,636	858,524	(502,888)
Other Charter Revenue	(69,789)	5,000	(74,789)	34,064	35,000	(936)	34,580	60,000	(25,420)
Advertising Revenue	-	15,000	(15,000)	11,276	105,000	(93,724)	100,000	180,000	(80,000)
Miscellaneous Revenue	16,363	4,583	11,780	24,411	32,081	(7,670)	46,211	55,000	(8,789)
TOTAL OPERATING REVENUE	92,876	235,433	(142,557)	1,435,412	1,648,031	(212,619)	2,130,710	2,825,196	(694,486)
Virginia TRIP Program									
CARES/CRRSSA Transit Funds	241,023	241,023	-	1,553,824	1,687,161	(133,337)	2,624,013	2,892,277	(268,264)
City Contribution - Regular Subsidy	1,513,040	1,479,708	33,332	10,591,284	10,357,956	233,328	17,756,497	17,756,497	-
TOTAL REVENUE	1,846,939	1,956,164	(109,225)	13,580,520	13,693,148	(112,628)	25,135,150	26,097,900	(962,750)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	1,155,125	863,231	(291,894)	7,821,522	6,042,617	(1,778,905)	11,469,383	10,358,900	(1,110,483)
Fringe Benefits - O	249,202	158,091	(91,111)	1,324,113	1,106,637	(217,476)	1,869,022	1,897,100	28,078
Payroll Taxes - O	86,739	63,167	(23,572)	588,246	442,169	(146,077)	804,752	758,000	(46,752)
Retirement Contributions - O	91,828	64,250	(27,578)	616,721	449,750	(166,971)	844,741	771,000	(73,741)
Total Operations Personnel	1,582,894	1,148,739	(434,155)	10,350,602	8,041,173	(2,309,429)	14,987,898	13,785,000	(1,202,898)
Operating Materials and Supplies	3,897	3,167	(730)	16,622	22,169	5,547	38,000	38,000	-
Operator Training	2,541	2,916	375	16,940	20,412	3,472	35,000	35,000	-
Training and Travel - O	(177)	3,939	4,116	16,663	27,573	10,910	42,035	47,250	5,215
TOTAL OPERATIONS EXPENDITURES	1,589,155	1,158,761	(430,394)	10,400,827	8,111,327	(2,289,500)	15,102,933	13,905,250	(1,197,683)
MAINTENANCE									
Wages - M	182,737	188,468	5,731	1,275,630	1,319,276	43,646	2,487,918	2,261,600	(226,318)
Fringe Benefits - M	24,095	26,492	2,397	178,236	185,444	7,208	323,360	317,900	(5,460)
Payroll Taxes - M	13,798	14,242	444	96,310	99,694	3,384	181,091	170,900	(10,191)
Retirement Contributions - M	13,616	14,892	1,276	96,828	104,244	7,416	185,619	178,700	(6,919)
Total Maintenance Personnel	234,246	244,094	9,848	1,647,004	1,708,658	61,654	3,177,989	2,929,100	(248,889)
Fuel & Lubricants	137,508	93,500	(44,008)	883,010	654,500	(228,510)	1,486,997	1,122,000	(364,997)
Repair Parts & Supplies	59,437	57,461	(1,976)	490,021	402,227	(87,794)	795,615	689,525	(106,090)
Maintenance Services	11,053	14,706	3,653	121,449	102,942	(18,507)	218,934	176,469	(42,465)
Building Maintenance	27,980	27,024	(956)	238,420	189,168	(49,252)	370,036	324,286	(45,750)
Training and Travel - M	-	1,084	1,084	1,329	7,588	6,259	12,500	13,000	500
TOTAL MAINTENANCE EXPENDITURES	470,224	437,869	(32,355)	3,381,233	3,065,083	(316,150)	6,062,071	5,254,380	(807,691)
ADMINISTRATION									
Wages - A	138,384	146,141	7,757	954,636	1,022,987	68,351	1,865,555	1,753,700	(111,855)
Fringe Benefits - A	17,008	18,575	1,567	134,752	130,025	(4,727)	236,616	222,900	(13,716)
Payroll Taxes - A	10,402	11,192	790	69,351	78,344	8,993	134,530	134,300	(230)
Retirement Contributions - A	9,889	10,600	711	71,148	74,200	3,052	134,511	127,200	(7,311)
Total Administrative Personnel	175,683	186,508	10,825	1,229,887	1,305,556	75,669	2,371,212	2,238,100	(133,112)
Insurance	70,665	71,250	585	432,076	498,750	66,674	767,076	855,000	87,924
Professional Services	79,318	71,373	(7,945)	686,585	499,611	(186,974)	978,324	856,490	(121,834)
Utilities	32,373	20,292	(12,081)	165,457	142,044	(23,413)	271,657	243,500	(28,157)
Telecommunications	8,647	8,960	313	63,527	62,720	(807)	107,527	107,520	(7)
Printing & Advertising	3,155	5,875	2,720	66,568	41,125	(25,443)	70,500	70,500	-
Training, Travel, Events	538	4,750	4,212	20,796	33,250	12,454	27,000	57,000	30,000
Office Equipment and Supplies	1,123	5,375	4,252	66,846	37,625	(29,221)	65,877	64,467	(1,410)
Employee Recognition	3,872	1,667	(2,205)	10,508	11,669	1,161	26,276	20,000	(6,276)
Dues and Subscriptions	669	1,492	823	10,605	10,444	(161)	21,668	17,900	(3,768)
Grant Local Match	-	5,875	5,875	-	41,125	41,125	77,200	70,500	(6,700)
TOTAL ADMINISTRATIVE EXPENDITURES	376,043	383,417	7,374	2,752,855	2,683,919	(68,936)	4,784,316	4,600,977	(183,339)
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	-	-	-	-	-	-	-	-
Maintenance Equipment	-	14,044	14,044	28,522	98,308	69,786	28,522	168,522	140,000
Other Equipment Investments	-	4,167	4,167	-	29,169	29,169	-	50,000	50,000
TOTAL CAPITAL OUTLAYS (non-CIP)	-	18,211	18,211	28,522	127,477	98,955	28,522	218,522	190,000
TOTAL OPERATING EXPENDITURES	2,435,422	1,998,258	(437,164)	16,563,437	13,987,806	(2,575,631)	25,977,844	23,979,129	(1,998,715)
NET SURPLUS (DEFICIT)	(588,483)	(42,094)	(546,389)	(2,982,917)	(294,658)	(2,688,259)	(842,693)	2,118,771	(2,961,464)

ATC Board Agenda Detail

Item #: 6a

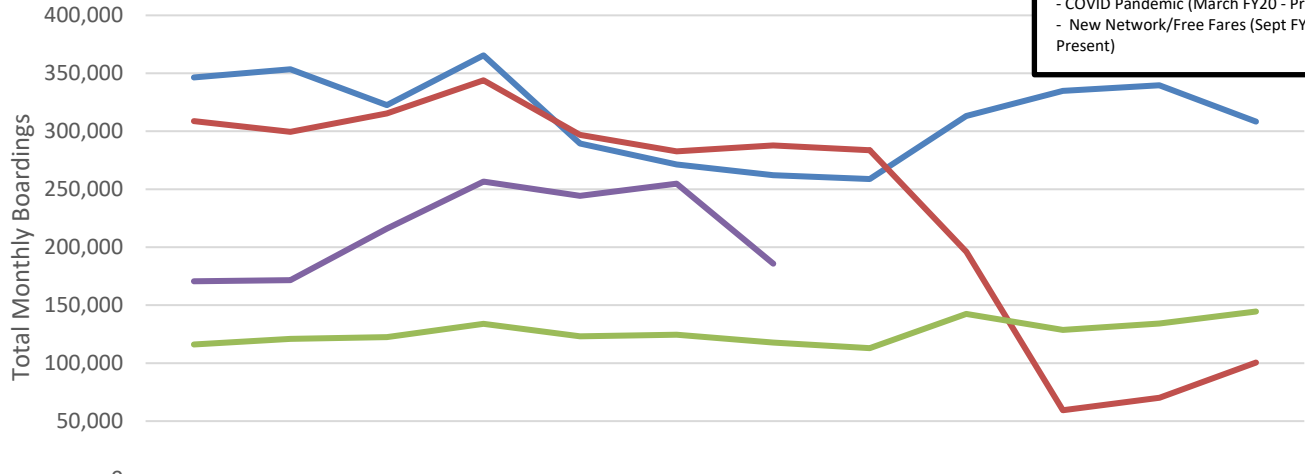
Item Title: Ridership Update

Contact: Martin Barna, Director of Planning & Marketing

Board Action: FYI, Discussion



DASH Total Monthly Ridership (FY2019-FY2022)

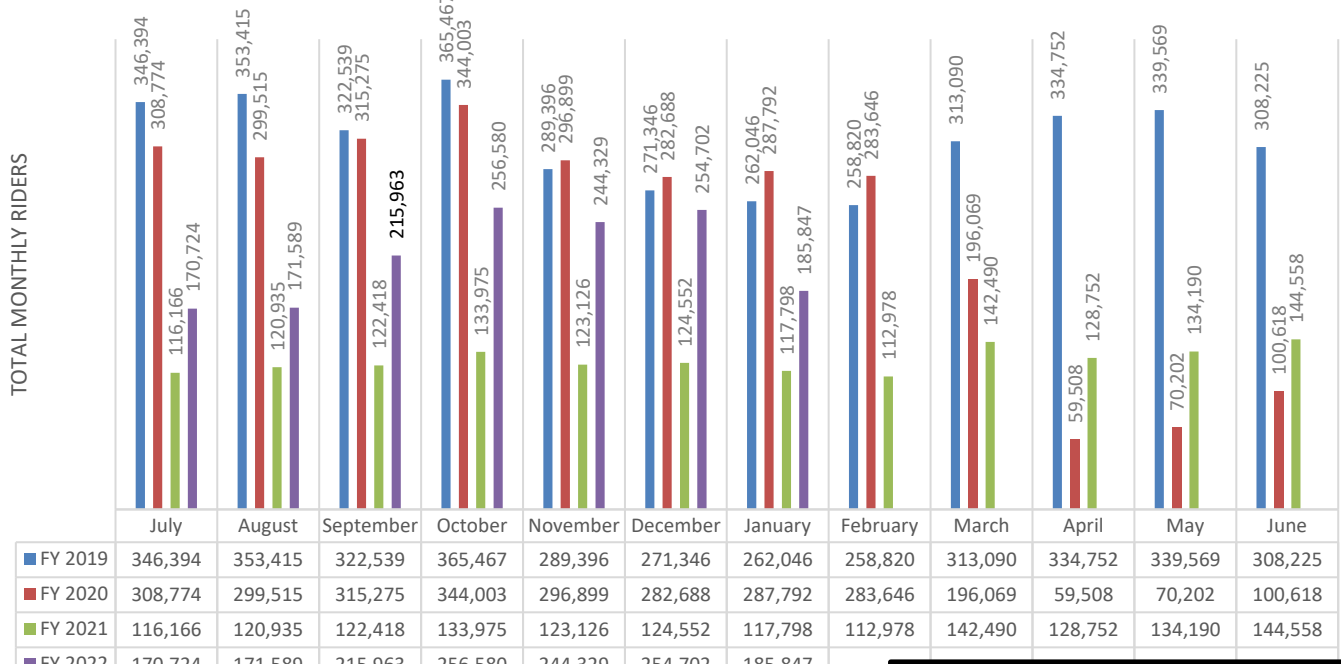


SERVICE NOTES:

- WMATA Shutdown (May FY19 - Sept FY20)
- COVID Pandemic (March FY20 - Present)
- New Network/Free Fares (Sept FY22 - Present)

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2019	346,394	353,415	322,539	365,467	289,396	271,346	262,046	258,820	313,090	334,752	339,569	308,225
FY 2020	308,774	299,515	315,275	344,003	296,899	282,688	287,792	283,646	196,069	59,508	70,202	100,618
FY 2021	116,166	120,935	122,418	133,975	123,126	124,552	117,798	112,978	142,490	128,752	134,190	144,558
FY 2022	170,724	171,589	215,963	256,580	244,329	254,702	185,847					

DASH TOTAL MONTHLY RIDERSHIP (FY2019-FY2022)



	July	August	September	October	November	December	January	February	March	April	May	June
FY 2019	346,394	353,415	322,539	365,467	289,396	271,346	262,046	258,820	313,090	334,752	339,569	308,225
FY 2020	308,774	299,515	315,275	344,003	296,899	282,688	287,792	283,646	196,069	59,508	70,202	100,618
FY 2021	116,166	120,935	122,418	133,975	123,126	124,552	117,798	112,978	142,490	128,752	134,190	144,558
FY 2022	170,724	171,589	215,963	256,580	244,329	254,702	185,847					

SERVICE NOTES:

- WMATA Shutdown (May FY19 - Sept FY20)
- COVID Pandemic (March FY20 - Present)
- New Network/Free Fares (Sept FY22 - Present)

ATC Board Agenda Detail

Item #: 6b
Item Title: Final Title VI Service Standards & Policies
Contact: Martin Barna, Director of Planning & Marketing
Board Action: Consideration of Approval



MEMORANDUM

DATE: March 2, 2022
TO: ATC Board of Directors
FROM: Martin Barna, Director of Planning & Marketing
SUBJECT: Consideration of New DASH Title VI Policies for Board Adoption

Introduction/Background

As outlined in Title VI Circular 4702.1B and Environmental Justice Circular 4703.1, all transit agencies that receive federal funds must establish Title VI policies and standards that outline the policies and procedures that the agency will follow to ensure the fair and equitable provision of transit service and passenger amenities.

These policies must be subjected to a public outreach process and approved by the agency's Board of Directors.

Action Requested

The ATC Board of Directors is asked to consider for adoption two (2) new DASH Title VI Policies that were previously presented to the Board during the February 9, 2022 board meeting. The two policies are listed below and attached to this memorandum as Attachments A and B.

- 1. DASH Title VI Service Standards & Policies**
- 2. DASH Title VI Service Equity Analysis Policies**
 - a. Major Service Change Policy*
 - b. Disparate Impact Policy*
 - c. Disproportionate Burden Policy*

A memorandum providing the initial service monitoring findings based on the proposed Title VI Service Standards & Policies document is included as Attachment C.

Title VI Outreach Summary

The draft DASH Title VI policy documents listed above were presented to the ATC Board of Directors in February 2022 and a public outreach process has been conducted over the last four weeks. A summary of the public outreach process is provided below:

- **Virtual Community Meeting.** A virtual community meeting was conducted on Wednesday, February 23rd at 6:00 PM in which staff presented the proposed Title VI policies to the public, answered questions and collected feedback. The meeting had 11 virtual attendees, and the recording of the meeting that was posted on Facebook has been viewed 54 times. Spanish- and Amharic-speaking translators were included as part of the meeting introduction with on-screen text, shown at right (Video - www.facebook.com/dashbus).
- **Virtual Public Hearing.** DASH is conducting a virtual public hearing as part of the March 9, 2022 Board of Directors meeting. This public hearing will be an opportunity for any members of the public to provide feedback on the Final DASH Title VI policies prior to Board consideration for adoption.
- **DASH Title VI Website (Spanish/Amharic).** DASH created a special "Title VI" website that serves as the central location for all policies and information relating to Title VI (www.dashbus.com/titlevi). The website has been used during public outreach but will also serve as a resource center for any individuals who want to learn more about the City/DASH Title VI program or submit a Title VI complaint.

In addition to the English version, DASH also created alternate versions of the Title VI website with information in Spanish (www.dashbus.com/titlevi/spanish) and Amharic (www.dashbus.com/titlevi/amharic). During the public outreach period, the DASH Title VI websites received a combined total of 66 unique visits.

- **Bus Posters/Flyers.** DASH posted flyers onboard all DASH buses that notified customers about the proposed Title VI policies and the ways in which interested parties could learn more or provide input. An example of the poster is shown in the picture, at right. The posters were also translated into Spanish and Amharic to promote engagement among non-native English speakers.
- **Community Group Outreach.** In addition to sending several e-mail blasts to the DASH email subscription list, DASH also sent personalized outreach emails to 35 individuals representing over 30 different community groups and civic associations. These groups included Casa Chirilagua, the Ethiopian Community Development Council (ECDC), the Senior Services of Alexandria's Senior Ambassadors, and dozens of other civic associations.



Public Feedback

In the last two weeks, staff compiled and reviewed the public feedback that was received on the Title VI programs. A summary of the most relevant questions and feedback are included below.

Feedback Received during ATC Board Meeting (2/9/2022)

1. Add text to explicitly prohibit discrimination based on “dress or appearance”
2. Replace reference to “Public Works” with “T&ES” on page 9 of Title VI Service Standards & Policies.
3. Be sure to reach out to Senior Ambassadors for outreach opportunities.
4. Emphasize the availability of Spanish/Amharic translators at community meetings on website and all related outreach materials

Feedback Received During Virtual Community Meeting (2/23/2022)

5. Attendee suggests adding text about reviewing demographic statistics related to mobility impairments when looking at bus stop improvements and accessibility to the “Title VI Service Standards & Policies” document; attendee notes that minority groups tend to have a higher percentage of persons with disabilities.
6. Additional questions from Meeting Attendees (2/23):
 - a. How do you define “minority route”?
 - b. What service does DASH provide to/from schools for students?
7. Several attendees were members of the Alexandria Public Health Advisory Commission that developed Community Health Improvement Plan (CHIP). The CHIP seeks to promote public transit and DASH staff will be coordinating with these individuals to learn more about CHIP and
8. Facebook Comment: “It seems like you really are working on my problem. Sorry I missed most, there were no show on some buses coming home tonight.”

Based on input received from the ATC Board and the Alexandria community, the Title VI Service Standards & Policies and the DASH Title VI Service Equity Analysis Policies have been revised to incorporate the first, second, and fifth suggestions listed above. Staff also followed the Board guidance on the third and fourth items by emphasizing the translator availability and reaching out to Senior Services of Alexandria.

The final, approved DASH Title VI policies are included below as Attachments A and B, and will be posted on www.dashbus.com/titlevi. The staff memorandum summarizing the initial results of the new Title VI Service Standards & Policies monitoring process is also included as Attachment C. This memorandum includes several maps depicting the service area demographics and the distribution of service and passenger amenities.

The final DASH Title VI policy documents are included as Attachment III to this packet for Board review and consideration of adoption.

ATC Board Agenda Detail

Item #: 6c

Item Title: FY 2028-29 SmartScale Grant Memorandum and Resolution for Facility Expansion

Contact: Martin Barna, Director of Planning & Marketing

Board Action: Consideration of Approval



MEMORANDUM

DATE: March 4, 2022
TO: ATC Board of Directors
FROM: Martin Barna, Director of Planning & Marketing
SUBJECT: FY28-FY29 DASH SmartScale Grant Resolution

Item Summary

DASH is planning to apply for grant funding through the Virginia Department of Rail and Public Transportation's FY 2028 – FY 2029 SmartScale program. This grant would provide up to \$12 million in capital funding for the second phase of the DASH Facility Expansion & Electrification project.

Board Action Requested:

Staff is requesting board adoption of the attached resolution in support of the FY 2028 – FY 2029 DASH SmartScale application for "DASH Expansion & Electrification (Phase II)" project.

Project Description:

The second phase of the DASH Facility Expansion & Electrification project builds upon the first phase of the project to reach the full buildout and configuration of the Facility Expansion as recommended by the recent DASH Zero-Emission Bus (ZEB) Implementation Study.

Phase II will increase the total charge points of the Electric Bus yard from 20 dispensers to 40 dispensers, which enables DASH to continue its fleet transition to entirely 100% zero emissions buses. It will also provide funding to enclose the structure of the Phase I facility to protect the buses from extreme temperatures, and facilitate temperature pre-conditioning of the Zero Emissions buses, which are critical for maintaining battery capacity and maximizing battery range. Phase II will also introduce dynamic charging capabilities, energy banking, and potentials for renewable energy generation to further optimize the energy and cost efficiencies of a full battery electric fleet.

Grant Funding Request:

DASH is requesting up to \$12 million for Phase II for the DASH Facility Expansion & Electrification. The exact amount will be determined by the final grant scope which is still being finalized prior to application submittal. No local match is required by the Smart Scale program.



**Resolution Authorizing the Application for
State Aid to Public Transportation**

***RESOLUTION # 22-03
FY28–FY29 Smart Scale Grant for DASH Facility Expansion & Electrification (Phase II)***

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Joshua Baker, General Manager/CEO is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance through the FY 2028 – FY 2029 Smart Scale grant program in the amount of up to \$12,000,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Joshua Baker, General Manager/CEO to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chair of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Ninth day of March 2022.

David Kaplan, Chair
Alexandria Transit Company

ATTEST:

Beth Reveles, Secretary of the Board
Alexandria Transit Company
03/09/2022

ATC Board Agenda Detail

Item #: 6d
Item Title: FY 2023 Draft Transit Development Plan
Contact: Martin Barna, Director of Planning & Marketing
Board Action: FYI



DASH is seeking public input on potential service changes for its FY 2023 – FY 2028 Transit Development Plan (TDP). The TDP is an annual plan that summarizes any proposed or service changes for the following fiscal year. The draft TDP and budget are typically presented to the Board of Directors in March with a public hearing in April and final consideration for adoption in May.

Potential DASH service changes for FY 2023 include:

1. Route realignments on Lines 33, 34 and 36A/B to provide direct bus connections to the new Potomac Yard Metro station.
2. Realignment of Line 34 from N. Fairfax Street to N. Pitt Street for better bus service coverage in Old Town.
3. Potential ***unfunded*** service improvements to Lines 30 and 31 for better connectivity between West Alexandria and Old Town.
4. Potential ***unfunded*** weekend service improvements to Lines 32, 33 and 34.

The full DRAFT FY 2023 – FY 2028 ATC Transit Development Plan (TDP) is provided as Attachment IV to this packet.

For more information on the potential service improvements, please visit www.dashbus.com/TDP.

FY 2023 PROPOSED SERVICE IMPROVEMENTS - UNFUNDED				DASH Service Planning Decision Framework (1)				
				Ridership	Equity (2)		Impact/Alternatives	Cost Efficiency
Priority	Line #	Areas Served	Proposed Improvement	Net Change in Annual Boardings (Projected)	Low Income Residents within 1/4 mile (Avg = 10.3%)	Minority Residents within 1/4 mile (Avg = 48.1%)	Description of Benefit / Cost of Not Improving	Annual Cost Per Add'l Boarding (Lower = More Cost Efficient)
Proposed FY 2023 Service Improvements (UNFUNDED)								
1	Line 30	Van Dorn Metro, Landmark Mall, Duke Street, Old Town	Weekday peak service improved in Old Town to run every 10 minutes instead of every 20 minutes; extend weekend short trips from Landmark to Van Dorn Metro for 30 minute service on entire route (+5 peak buses).	144,000	14%	50%	More one-seat trips from Duke St to Old Town; better connections to West End; more frequent OTC	\$7.92
2	Line 31	NVCC, King Street, Old Town	Extend offpeak/weekend short trips from King Street Metro to Braddock Road Metro for 15 minute service in Old Town; extend weekday evening hours.	47,000	11%	31%	More one-seat trips from King St to Old Town; better connections to West End; more frequent OTC	\$16.81
3	Line 33	Del Ray, Arlandria, Potomac Yard	Sunday service improved to run every 30 minutes instead of every 60 minutes to provide better connectivity to Potomac Yard Metro	11,000	7%	38%	Shorter waits for buses on Sundays in Del Ray, Arlandria; better Sunday service to new PY Metro	\$10.00
4	Line 34	Old Town North, City Hall, Lee Center	Route realigned from Braddock Road Metro to new Potomac Yard Metro and from N. Fairfax St. to N. Pitt St; Sunday service improved to run every 30 minutes instead of hourly	7,000	7%	39%	Shorter waits for buses on Sundays in Old Town; better Sunday service to new PY Metro	\$15.71
5	Line 32	Eisenhower Valley, Landmark Mall, Van Dorn Metro, Carlyle	Improve midday, evening and weekend service from every 60 minutes to every 30 minutes.	26,000	10%	56%	Shorter waits for buses on Eisenhower Avenue during middays, evenings and weekends.	\$16.92
Total Proposed FY 2023 Service Improvements (UNFUNDED)				235,000	10%	45%		\$11.02

ATC Board Agenda Detail

Item #: 7
Item Title: Executive Session
Board Action: Discussion/Approval



Consideration of Convening an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia

ATC Board Agenda Detail

Item #: 8
Item Title: Next Meeting Date & Adjournment
Board Action: Discussion/Approval



The next regular meeting is scheduled for Wednesday, April 13, 2022, at 5:30pm

Consider Adjournment



Alexandria Transit Company

Board of Directors Docket Attachments

Attachments:

- I. Budget and Fiscal Affairs Advisory Committee FY 2023 Memorandum to City Council**
- II. City-ATC MOU for FTA Compliance**
- III. Final Title VI Service Standards & Policies**
- IV. Draft TDP**
- V. Stockholders Meeting Minutes**



Attachment I

Budget and Fiscal Affairs Advisory Committee
FY 2023 Memorandum to City Council

City of Alexandria, Virginia

MEMORANDUM

Date: JANUARY 18, 2022

TO: THE HONORABLE MAYOR AND THE MEMBERS OF THE CITY COUNCIL

FROM: BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE (BFAAC)

SUBJECT: FY 2023 MEMO #5 – DASH FARE-FREE POLICY

In November, Josh Baker, General Manager of Alexandria Transit Company (“DASH”) joined BFAAC for a discussion of DASH’s new fare-free policy. Mr. Baker outlined the Fare-Free Framework, approved by the DASH Board of Directors, shared the basics of how operations will be funded over the next several years, and answered BFAAC’s questions. This memo provides a summary of the fare-free policy, the questions and answers from BFAAC’s session with DASH, and recommendations for Council based on these discussions.

FARE FREE POLICY FRAMEWORK SUMMARY

The following is a summary of the DASH Fare Free Framework policy document, dated November 10, 2021, and is attached to this memo for reference.

- Purpose and Goals
 - Reduce barriers to transit use, increase overall usage by new riders and existing riders, reduce costs of fare collection, and increase operational efficiency and service reliability by keeping buses moving.
- Funding
 - The program needs to be funded by the City or through grants or other non-City sources.
 - The City funded the first 10 months of operation, or \$1,470,000 and an additional \$670,000 is needed in the immediate term (FY 2022).
 - DASH applied for the DRPT Transit Ridership Incentive Program grant up to \$8M payable over 4 years to help cover the revenue gap in the short term and expects to win the award.

- DASH anticipates the following revenue gaps for FY 2023-2025:

Fiscal Year	Foregone Passenger Revenue
FY 2023	\$4,716,107
FY 2024	\$5,093,078
FY 2025	\$5,512,309

- Program Conditions
 - DASH will continue the program as long as sufficient funding is available.
 - If funding becomes unavailable or reduced, DASH will conduct public outreach to discuss options.
 - DASH will continue to maintain fare collection equipment for at least one year and will decommission after the year only if it is determined that fares will not be collected for at least 3 more years and DASH has installed automated passenger counter equipment on over 90% of the active fleet in order to collect ridership data.
 - If fare collection is reinstated, it will take 2 years and \$4M to install next generation “SmarTrip” compatible fareboxes and associated equipment needed to collect fares.
- Program Equipment
 - Operating fare-free will allow DASH to disinvest from fare collection equipment over the long term.
- Program Outreach
 - DASH will advertise the free fares through normal channels and some additional community outreach and paid advertising.
 - DASH will conduct regular surveys to gauge effectiveness, satisfaction, and potential improvements.
 - DASH will conduct community outreach if any significant changes are considered.
- Program Analysis
 - DASH will conduct an annual review at the end of each fiscal year & present to DASH Board of Directors each fall.
 - Potential metrics include ridership, ridership demographics, customer survey responses, operator feedback, and fare collection cost savings.
 - New service changes should not be considered until 12-18 months after implementation.

BFAAC/DASH Q&A

The following is a summary of the questions answered in a FAQ format that BFAAC thought might be most useful for Council & the general public. DASH’s responses have been paraphrased or edited for length.

BFAAC: Was an intermediate step between standard fares and the 100% fare-free policy considered? For example, Arlington’s ART implemented a fare-free policy for students in certain geographic locations and existing Health & Human Services clients, but not for all riders.

DASH: DASH and the Executive Board felt strongly that the fare-free policy should be implemented for all riders as transit is an essential service and encouraging increased ridership is a priority. Additionally, from an operational perspective, it would be more challenging and potentially costly to implement a varied cost structure given the technological limitations of DASH’s existing facilities.

BFAAC notes that Budget Question #26 dated April 6, 2021¹ in response to the request for the 10-month subsidy increase of \$1.47M included an analysis a range of fare elimination options, including full fare elimination, off-peak fare elimination, and free or reduced fares for low-income riders. The findings are summarized below:

Scenario	FY22 12-Month Fiscal Impact	FY22 10-Month Fiscal Impact (implement Sept)	Ridership Impact
1. Free Fares for all DASH passengers	\$1,758,000	\$1,470,000	+493,000 (+23.2%)
2. Free Fares for DASH during off-peaks	\$1,220,000	\$1,020,000	+172,000 (+10.7%)
3. Free DASH Fares for all eligible low-income passengers	\$770,000	\$650,000	+131,000 (+5.7%)
4. Reduced DASH fares and passes for all eligible low-income riders	\$365,000	\$315,000	+79,000 (+3.4%)

BFAAC: Can DASH provide a quantitative analysis of the DASH Fare-Free policy in terms of economic and environmental impacts?

DASH: Based on the Virginia Transit Association (VTA) transit benefit methodology (<https://vatransit.com/transitimpacts>) and ridership projections from the recent Metropolitan Washington Council of Governments (MWCOC) “City of Alexandria Low Income Fare Pass Assessment” study, the transition to free fares is expected to have a significant economic and environmental impact on the City.

Based on a DASH ridership increase of 23% from regular pre-pandemic levels, the following benefits would be accrued:

- 865,000 additional bus boardings per year.

¹ <https://www.alexandriava.gov/budget/info/default.aspx?id=120771>

- \$24.4 million in additional annual economic benefit for the City.
- 23,000 fewer gallons of fuel consumption per year as compared to SOV trips
- 200 fewer metric tons of carbon emissions per year.

BFAAC: What if the fare-free policy is wildly successful and ridership increases dramatically? Will increases to service or fleet vehicles be required?

DASH: This would be a great outcome and there is capacity to support increased ridership above pre-pandemic figures.

BFAAC: With the 100% fare-free policy, how much revenue from SmartBenefits (employer subsidies) will be foregone?

DASH: Based on SmartBenefits usage data from 2019, roughly 16% of DASH passenger fare revenues came from customers who were participating in SmartBenefits programs. This equates to just over \$560K in annual DASH revenues, the vast majority of which came from federal employees. For FY21, there was only \$22,000 in DASH revenues from the SmartBenefits program due to the COVID pandemic. For FY22, DASH recorded a monthly average of \$8,000 in SmartBenefits revenues prior to the transition to fare-free operations in September. This translates to about \$100,000 in projected annual revenues from SmartBenefits users.

BFAAC: The City is proposing restructuring the existing Transportation Management Plan (TMP) Policy². How much does DASH receive currently from TMPs and has DASH discussed the amount of funding could be achieved via TMPs if the proposed reforms are approved?

DASH/T&ES: The City currently recovers only minimal funding from TMPs as only a few small developments are paying into the program. TMP reform could lead to more funding, but specific allocation of those funds is currently under discussion. As of now, transit operations are not being considered for use of these funds.

DRPT TRIP Grant

DASH applied for a multi-year grant from the Commonwealth which will cover foregone revenue from the fare-free policy this fall. Implementation of a fare-free policy was not required prior to the grant award. DASH is anticipating signing an agreement with VA Department of Rail & Public Transportation (DRPT) later this month, with funds disbursed over the next few years as follows:

Year 1 (FY 2022)	\$2,623,930
Year 2 (FY 2023)	\$2,829,664

²“A Transportation Management Plan (TMP) is a site-specific plan of Transportation Demand Management strategies to encourage residents and employees to take public transportation, walk, bike or share a ride, as opposed to driving alone. The TMP is required by ordinance through the City's development review process, depending on the size of the development.” (<https://www.alexandriava.gov/tes/info/default.aspx?id=6556>)

Year 3 (FY 2024)	\$1,782,577
Year 4 (FY 2025)	-

This leaves the following funding gaps for fiscal years 2023-2025 per DASH's projected foregone revenue.

Fiscal Year	Projected Foregone Revenue	DRPT Grant Funds	Annual Funding Gap
FY 2023	\$4,716,107	\$2,829,664	\$1,886,443
FY 2024	\$5,093,078	\$1,782,577	\$3,310,501
FY 2025	\$5,512,309	\$0	\$5,512,309

BFAAC recommends that for budget purposes Council assume that full coverage of the annual funding gap for FY 2023-24 will be required, and full coverage of projected foregone revenues with the expiration of the DRPT TRIP funding.

BFAAC OBSERVATIONS & RECOMMENDATIONS

Based on the discussions and review of the fare-free framework, BFAAC is supportive of the City's endorsement of DASH in its novel approach to increasing transit use. However, BFAAC observed that the ramifications of the policy on the budget may not have been fully considered given the expediency of the decision and implementation of the fare-free policy prior to the grant award.

BFAAC suggests the following recommendations to Council as it continues to evaluate the policy and its impacts on the City's budget.

- BFAAC recommends Council continue to encourage DASH to find other state and federal subsidy sources to cover the revenue gap and reduce the impact to the general fund.
- BFAAC recommends Council encourage DASH to continue to explore ways to recapture foregone SmartBenefits revenues to the extent it is administratively feasible and cost-effective.
- BFAAC recommends Council encourage City staff to consider transit operations as a potential recipient of TMP funding with TMP reform.
- BFAAC recommends that for budget purposes, Council assume that full coverage of the annual funding gap for FY 2023-24 will be required, and full coverage of projected foregone revenues will be required with the expiration of the DRPT TRIP funding.
- BFAAC recommends Council request DASH present its annual review findings to Council around the same time as it is presented to the DASH Board of Directors.
- BFAAC recommends Council request DASH include in its annual review a quantitative analysis of economic and environmental benefits of the fare-free policy, including particular analysis of benefits accrued to low-income communities & to service industry businesses in the City, which may require some non-quantitative analysis.



Attachment II

City-ATC MOU for FTA Compliance

**INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF ALEXANDRIA AND
THE ALEXANDRIA TRANSIT COMPANY**

This Interlocal Agreement ("Agreement") is entered into as of [●] ("Effective Date"), by and between the City of Alexandria, a municipal corporation of the Commonwealth of Virginia (the "City"), and the Alexandria Transit Company, an independent public service corporation wholly owned by the City ("DASH"; together with the City, the "Parties"), with reference to the following facts:

A. The City intends to pursue discretionary funding from the Federal Transit Administration ("FTA") to support public transportation for the City's residents.

B. DASH operates fixed-route public transportation bus service within the City limits and between the City limits and key regional employment centers.

C. The City has determined that the most efficient means of accomplishing these goals is for the City to serve as the direct recipient of FTA funds and for DASH to assist in administering those FTA funds.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the sufficiency of which is acknowledged, the Parties agree as follows:

SECTION 1. FUNDING

1.1 The City will use funds received from FTA consistent with the proposed use for and requirements associated with such funds. As determined by the City, DASH will assist in administering projects sponsored with such funds in consistence with the terms of each applicable FTA grant agreement.

1.2 The Parties agree to work collaboratively to identify potential sources and uses of FTA funding. DASH will assist the City in preparing any relevant applications for FTA funding.

1.3 The Parties acknowledge and agree that any reference to FTA funds in this Agreement shall mean potential funds. The Parties also acknowledge and agree that an amendment to this Agreement will be necessary to address particular requirements relevant to each potential FTA grant award.

SECTION 2. TERM

The term of this Agreement is from the Effective Date to December 31, 2037, unless earlier terminated or extended.

SECTION 3. DASH OBLIGATIONS

3.1 Compliance with Applicable Law. DASH shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, and the orders and decrees of any courts of administrative bodies or tribunals in any matter affecting the performance of this Agreement, each as may be amended or revised from time to time.

3.2 FTA Master Agreement. The terms of the FTA Master Agreement, FTA MA(28), issued February 9, 2021, as may be amended or revised from time to time ("FTA Master Agreement") are incorporated herein by reference. DASH agrees to comply with all applicable provisions included therein as if DASH is the "Third Party Participant," the "Third Party Contractor," or if the provision stipulates that it must be included in a "third party agreement." DASH agrees to apply such provisions to any lower-tier participants, as applicable. DASH acknowledges that the FTA Master Agreement requires the City, as the direct recipient of federal funds, to ensure that DASH, as a third party participant assisting in the administration of such funds, complies with all applicable federal laws, regulations, requirements and guidance, unless as FTA determines otherwise in writing. DASH acknowledges that the FTA may take enforcement action if DASH violates an applicable federal law, regulation or requirement or does not follow applicable federal guidance. A non-exhaustive list of FTA Master Agreement provisions with which DASH shall comply is set forth in Appendix 1 (Federal Requirements).

3.3 FTA Certifications and Assurances. The terms of the FTA Certifications and Assurances for fiscal year 2021, as may be amended or revised from time to time ("FTA Certifications and Assurances") are incorporated herein by reference. DASH acknowledges that the FTA Certifications and Assurances requires certain ongoing compliance and reporting requirements as a condition of FTA grant funding and agrees to comply with all applicable provisions included therein as if DASH is the "recipient" or "applicant."

3.4 Access to Records. DASH agrees to provide:

(a) The U.S. Secretary of Transportation and the Comptroller General of the United States, the state, or their duly authorized representatives, access to all third party contract records (at any tier) as required under 49 U.S.C. § 5325(g); and

(b) Sufficient access to all third party contract records (at any tier) as needed for compliance with applicable federal laws, regulations, and requirements or to assure proper management of Underlying Agreement as determined by FTA.

3.5 General Obligations. DASH agrees to comply with the following obligations:

(a) To comply with its respective roles and responsibilities denoted in the compliance matrix set forth in Appendix 2 (Compliance Responsibility Matrix);

(b) To provide the City quarterly reports on the status of each project for which the funds received in accordance with this Agreement are used;

(c) To cooperate with the City in the administration of federal funding by timely provision of documents, records, plans and procedures as requested;

(d) To cooperate with the City in monitoring for, and preparation of, reviews mandated by FTA;

(e) To produce information as directed by the City in electronic format and/or hard copy for submission to the FTA or for the City's use in any media or community outreach efforts;

(f) To comply with any changes to federal law, regulation, requirements or guidance which may occur during the term of this Agreement;

(g) To allow federal and City administrators access to DASH's records, and to allow federal and City administrators to audit DASH's accounting documents, records, payroll, and accounts for the purpose of verifying compliance with the requirements of federal funding;

(h) To account and separately track all eligible expenditures for each project for which the funds received in accordance with this Agreement are used; and

(i) To comply with generally accepted accounting principles.

SECTION 4. CITY OBLIGATIONS

4.1 FTA Certifications and Assurances. The City agrees to execute the FTA Certifications and Assurances, as necessary from time to time, in order to remain eligible as a Direct Recipient.

4.2 Compliance. The City agrees to comply with its respective roles and responsibilities denoted in the compliance matrix set forth in Appendix 2 (Compliance Responsibility Matrix).

4.3 Coordination. The City agrees to coordinate with DASH in the development of the scope of work, procurement process, and technical details of each project for which the funds received in accordance with this Agreement are used.

4.4 Monitoring and Audit. The City will monitor the progress of each project for which the funds received in accordance with this Agreement are used. Such monitoring will include conducting financial and/or program audits of DASH to verify compliance with the terms of this Agreement.

4.5 General Obligation. The City, by its nature as the direct recipient of FTA grant funding, agrees to perform any actions required by the FTA that cannot be performed by DASH.

SECTION 5. DISPUTES

As a condition precedent to a Party bringing any suit for breach of this Agreement, that Party must first notify the other Party in writing of the nature of the purported breach and seek in good faith to resolve the dispute through negotiation. If the Parties cannot resolve the dispute through negotiation, they may agree to a mutually acceptable method of non-binding alternative dispute resolution with a qualified third party acceptable to the Parties. Each Party shall pay an equal share of any costs for the services provided by such a third party as such costs are incurred. In the event that such alternative dispute resolution efforts do not resolve a dispute, either party may bring action in the courts located in the Commonwealth of Virginia to resolve the remaining dispute. The existence of a dispute shall not excuse the Parties from performance pursuant to this Agreement.

SECTION 6. TERMINATION

Either Party may terminate this Agreement for any reason by giving written notice to the other Party at least 30 days in advance of the effective date of such termination. All obligations related to fulfilling FTA requirements shall survive termination of this Agreement.

SECTION 7. NOTICES

All notices hereunder shall be in writing and (a) delivered personally, (b) sent by certified mail, return receipt requested, (c) sent by a recognized overnight mail or courier service, with delivery receipt requested, or (d) email communication followed by a hard copy and with receipt confirmed by telephone, to the following addresses (or to such other address as may from time to time be specified in writing):

If to the City: [name]
 [title]
 [address]
 [phone number]
 [email address]

Copy to:

[name]
[title]
[address]
[phone number]
[email address]

If to DASH: [name]
 [title]
 [address]
 [phone number]
 [email address]

Copy to:

[name]
[title]
[address]
[phone number]
[email address]

SECTION 8. AMENDMENTS

This writing constitutes the entire understanding of the Parties with respect to the subject matter of this Agreement. This Agreement may be amended only by a written instrument duly executed by the Parties.

SECTION 9. WAIVER

9.1 Neither Party's review, approval, or acceptance of, nor payment for, any of the work required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement by that Party.

9.2 The exercise by a Party of any right or remedy provided under this Agreement shall not waive or preclude any other or further exercise thereof or the exercise of any other right or

remedy. No waiver by any Party of any right or remedy under this Agreement shall be deemed to be a waiver of any other or subsequent right or remedy under this Agreement.

SECTION 10. SUCCESSORS AND ASSIGNS

DASH binds itself, its successors and assigns in respect to all covenants of this Agreement. DASH shall not assign, sublet or transfer their interest in this Agreement without the prior written approval of the City, which will not be unreasonably conditioned, delayed, or denied.

SECTION 11. SECTION HEADINGS

The captions of the sections of this Agreement are for convenience only and shall not be deemed part of this Agreement or considered in construing this Agreement.

SECTION 12. SEVERABILITY

The Parties agree that the provision of FTA grant funds in accordance with this Agreement makes federal statutes, rules, regulations, circulars, and other forms of written guidance controlling over any inconsistent state or local statutes, rules, or regulations. To the extent not covered by any federal statute, rule, regulation, circular, or other written guidance, the Parties agree that if any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

SECTION 13. SURVIVAL

The rights, obligations, and conditions set forth in this Agreement which by their express terms or their inherent character should survive termination or expiration of this Agreement, shall survive the termination or expiration of this Agreement.

IN WITNESS WHEREOF, the Parties have, through their duly authorized representatives, entered into this Agreement. The Parties, having read and understood the foregoing terms of this Agreement, do by their respective signatures dated below agree to the terms thereof.

<p>CITY OF ALEXANDRIA</p> <p>BY: _____ [NAME] [TITLE]</p> <p>DATE: _____</p>	<p>ALEXANDRIA TRANSIT COMPANY</p> <p>BY: _____ [NAME] [TITLE]</p> <p>DATE: _____</p>
---	---

APPENDIX 1

Federal Requirements

FTA Master Agreement	
Section	Provision
<i>Note: See Section 2 of the FTA Master Agreement for defined terms used throughout this Appendix 1.</i>	
Section 4. Ethics, Political Activity, Disqualification, and Certain Criminal Activity.	
4(c)	<p>Lobbying Restrictions. The Recipient agrees that neither it nor any Third Party Participant will use federal assistance to influence any officer or employee of a federal agency, member of Congress or an employee of a member of Congress, or officer or employee of Congress on matters that involve the Underlying Agreement, including any extension or modification, according to the following:</p> <ul style="list-style-type: none"> (1) Laws, Regulations, Requirements, and Guidance. This includes: <ul style="list-style-type: none"> (i) The Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, as amended; (ii) U.S. DOT regulations, “New Restrictions on Lobbying,” 49 CFR Part 20, to the extent consistent with 31 U.S.C. § 1352, as amended; and (iii) Other applicable federal laws, regulations, requirements, and guidance prohibiting the use of federal assistance for any activity concerning legislation or appropriations designed to influence the U.S. Congress or a state legislature; and (2) Exception. If permitted by applicable federal law, regulations, requirements, or guidance, such lobbying activities described above may be undertaken through the Recipient’s or Subrecipient’s proper official channels.
4(g)	<p>Federal Tax Liability and Recent Felony Convictions.</p> <ul style="list-style-type: none"> (1) Transactions Prohibited. <ul style="list-style-type: none"> (i) The Recipient agrees that, prior to entering into any Third Party Agreement with any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the Recipient will obtain from the prospective Third Party Participant a certification that the Third Party Participant— <ul style="list-style-type: none"> (A) Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority

FTA Master Agreement	
Section	Provision
	<p>responsible for collecting the tax liability; and</p> <p>(B) Was not convicted of the felony criminal violation under any Federal law within the preceding 24 months.</p> <p>(ii) If the prospective Third Party Participant cannot so certify, the Recipient agrees to refer the matter to FTA and not to enter into any Third Party Agreement with the Third Party Participant without FTA's written approval.</p> <p>(2) <i>Flow-Down.</i> The Recipient agrees to require all Third Party Participants to flow this requirement down to participants at all lower tiers, without regard to the value of any subagreement.</p>
4(h)	<p><i>Debarment and Suspension.</i> The Recipient agrees to the following:</p> <p>(1) It will comply with the following requirements of 2 CFR Part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 CFR Part 1200.</p> <p>(2) It will not enter into any "covered transaction" (as that phrase is defined at 2 CFR §§ 180.220 and 1200.220) with any Third Party Participant that is, or whose principal is, suspended, debarred, or otherwise excluded from participating in covered transactions, except as authorized by—</p> <p>(i) U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR Part 1200;</p> <p>(ii) U.S. OMB regulatory guidance, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR Part 180; and</p> <p>(iii) Other applicable federal laws, regulations, or requirements regarding participation with debarred or suspended Recipients or Third Party Participants.</p> <p>(3) It will review the U.S. GSA "System for Award Management – Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs," if required by U.S. DOT regulations, 2 CFR Part 1200.</p> <p>(4) It will ensure that its Third Party Agreements contain provisions necessary to flow down these suspension and debarment provisions to all lower tier covered transactions.</p> <p>(5) If the Recipient suspends, debar, or takes any similar action against a Third Party Participant or individual, the Recipient will provide immediate written notice to the:</p>

FTA Master Agreement	
Section	Provision
	<ul style="list-style-type: none"> (i) FTA Regional Counsel for the Region in which the Recipient is located or implements the Underlying Agreement; (ii) FTA Headquarters Manager that administers the Grant or Cooperative Agreement; or (iii) FTA Chief Counsel.
Section 9. Record Retention and Access to Sites of Performance.	
9(a)	<i>Types of Records.</i> The Recipient agrees to retain, and will require its Third Party Participants to retain, complete and readily accessible records related in whole or in part to the Underlying Agreement, including, but not limited to, data, documents, reports, statistics, subagreements, leases, third party contracts, arrangements, other third party agreements of any type, and supporting materials related to those records.
9(c)	<p><i>Access to Recipient and Third Party Participant Records.</i> The Recipient agrees, and assures that each Subrecipient, if any, will agree to:</p> <ul style="list-style-type: none"> (1) Provide, and require its Third Party Participants at each tier to provide, sufficient access to inspect and audit records and information related to its Award, the accompanying Underlying Agreement, and any Amendments thereto to the U.S. Secretary of Transportation or the Secretary's duly authorized representatives, to the Comptroller General of the United States, and the Comptroller General's duly authorized representatives, and to the Recipient and each of its Subrecipients; (2) Permit those individuals listed above to inspect all work and materials related to its Award, and to audit any information related to its Award under the control of the Recipient or Third Party Participant within books, records, accounts, or other locations; and (3) Otherwise comply with 49 U.S.C. § 5325(g), and federal access to records requirements as set forth in the applicable U.S. DOT Common Rules.
9(d)	<i>Access to the Sites of Performance.</i> The Recipient agrees to permit, and to require its Third Party Participants to permit, FTA to have access to the sites of performance of its Award, the accompanying Underlying Agreement, and any Amendments thereto, and to make site visits as needed in compliance with the U.S. DOT Common Rules.
Section 12. Civil Rights.	
12(b)	<p><i>Nondiscrimination in Federal Public Transportation Programs.</i> The Recipient agrees to, and assures that it and each Third Party Participant will:</p> <ul style="list-style-type: none"> (1) Prohibit discrimination based on race, color, religion, national origin, sex (including gender identity), disability, or age. (2) Prohibit the:

FTA Master Agreement	
Section	Provision
	<ul style="list-style-type: none"> (i) Exclusion from participation in employment or a business opportunity for reasons identified in 49 U.S.C. § 5332; (ii) Denial of program benefits in employment or a business opportunity identified in 49 U.S.C. § 5332; or (iii) Discrimination identified in 49 U.S.C. § 5332, including discrimination in employment or a business opportunity identified in 49 U.S.C. § 5332. <p>(3) Follow:</p> <ul style="list-style-type: none"> (i) The most recent edition of FTA Circular 4702.1, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” to the extent consistent with applicable federal laws, regulations, requirements, and guidance; but (ii) FTA does not require an Indian Tribe to comply with FTA program-specific guidelines for Title VI when administering its Underlying Agreement supported with federal assistance under the Tribal Transit Program.
12(c)	<p><i>Nondiscrimination – Title VI of the Civil Rights Act.</i> The Recipient agrees to, and assures that each Third Party Participant will:</p> <ul style="list-style-type: none"> (1) Prohibit discrimination based on race, color, or national origin, (2) Comply with: <ul style="list-style-type: none"> (i) Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, et seq.; (ii) U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964,” 49 CFR Part 21; and (iii) Federal transit law, specifically 49 U.S.C. § 5332; and (3) Follow: <ul style="list-style-type: none"> (i) The most recent edition of FTA Circular 4702.1, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” to the extent consistent with applicable federal laws, regulations, requirements, and guidance; (ii) U.S. DOJ, “Guidelines for the enforcement of Title VI, Civil Rights Act of 1964,” 28 C.F.R. § 50.3; and

FTA Master Agreement	
Section	Provision
	(iii) All other applicable federal guidance that may be issued.
12(d)	<p><i>Equal Employment Opportunity.</i></p> <p>(1) <i>Federal Requirements and Guidance.</i> The Recipient agrees to, and assures that each Third Party Participant will, prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and:</p> <ul style="list-style-type: none"> (i) Comply with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq.; (ii) Facilitate compliance with Executive Order No. 11246, "Equal Employment Opportunity" September 24, 1965 (42 U.S.C. § 2000e note), as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs; (iii) Comply with federal transit law, specifically 49 U.S.C. § 5332, as provided in section 12 of this Master Agreement; (iv) FTA Circular 4704.1 "Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients;" and (v) Follow other federal guidance pertaining to EEO laws, regulations, and requirements, and prohibitions against discrimination on the basis of disability. <p>(2) <i>Specifics.</i> The Recipient agrees to, and assures that each Third Party Participant will:</p> <ul style="list-style-type: none"> (i) Affirmative Action. If required to do so by U.S. DOT regulations (49 CFR Part 21) or U.S. Department of Labor regulations (41 C.F.R. chapter 60), take affirmative action that includes, but is not limited to: <ul style="list-style-type: none"> (A) Recruitment advertising, recruitment, and employment; (B) Rates of pay and other forms of compensation; (C) Selection for training, including apprenticeship, and upgrading; and (D) Transfers, demotions, layoffs, and terminations; but

FTA Master Agreement	
Section	Provision
	<p>(ii) <i>Indian Tribe</i>. Recognize that Title VII of the Civil Rights Act of 1964, as amended, exempts Indian Tribes under the definition of “Employer;” and</p> <p>(3) <i>Equal Employment Opportunity Requirements for Construction Activities</i>. Comply, when undertaking “construction” as recognized by the U.S. Department of Labor (U.S. DOL), with:</p> <p>(i) U.S. DOL regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. chapter 60; and</p> <p>(ii) Executive Order No. 11246, “Equal Employment Opportunity in Federal Employment,” September 24, 1965, 42 U.S.C. § 2000e note (30 Fed. Reg. 12319, 12935), as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note.</p>
12(e)	<p><i>Disadvantaged Business Enterprise</i>. To the extent authorized by applicable federal laws, regulations, or requirements, the Recipient agrees to facilitate, and assures that each Third Party Participant will facilitate, participation by small business concerns owned and controlled by socially and economically disadvantaged individuals, also referred to as “Disadvantaged Business Enterprises” (DBEs), in the Underlying Agreement as follows:</p> <p>(1) <i>Statutory and Regulatory Requirements</i>. The Recipient agrees to comply with:</p> <p>(i) Section 1101(b) of the FAST Act, 23 U.S.C. § 101 note;</p> <p>(ii) U.S. DOT regulations, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs,” 49 CFR Part 26; and</p> <p>(iii) Federal transit law, specifically 49 U.S.C. § 5332, as provided in section 12 of this Master Agreement.</p> <p>(2) <i>DBE Program Requirements</i>. A Recipient that receives planning, capital and/or operating assistance and that will award prime third party contracts exceeding \$250,000 in a federal fiscal year must have a DBE program that is approved by FTA and meets the requirements of 49 CFR Part 26.</p> <p>(3) <i>Special Requirements for a Transit Vehicle Manufacturer (TVM)</i>. The Recipient agrees that:</p> <p>(i) <i>TVM Certification</i>. Each TVM, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, must certify that it has</p>

FTA Master Agreement	
Section	Provision
	<p>complied with the requirements of 49 CFR Part 26; and</p> <p>(ii) <i>Reporting TVM Awards.</i> Within 30 days of any third party contract award for a vehicle purchase, the Recipient must submit to FTA the name of the T\TM contractor and the total dollar value of the third party contract, and notify FTA that this information has been attached in TrAMS. The Recipient must also submit additional notifications if options are exercised in subsequent years to ensure that the T\TM is still in good standing.</p> <p>(4) <i>Assurance.</i> As required by 49 C.F.R. § 26.13(a):</p> <p>(i) <i>Recipient Assurance.</i> The Recipient agrees and assures that:</p> <p>(A) It must not discriminate based on race, color, national origin, or sex in the award and performance of any FTA or U.S. DOT-assisted contract, or in the administration of its DBE program or the requirements of 49 CFR Part 26;</p> <p>(B) It must take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of U.S. DOT-assisted contracts;</p> <p>(C) Its DBE program, as required under 49 CFR Part 26 and as approved by U.S. DOT, is incorporated by reference and made part of the Underlying Agreement; and</p> <p>(D) Implementation of its DBE program approved by U.S. DOT is a legal obligation and failure to carry out its terms shall be treated as a violation of this Master Agreement.</p> <p>(ii) <i>Subrecipient/Third Party Contractor/Third Party Subcontractor Assurance.</i> The Recipient agrees and assures that it will include the following assurance in each subagreement and third party contract it signs with a Subrecipient or Third Party Contractor and agrees to obtain the agreement of each of its Subrecipients, Third Party Contractors, and Third Party Subcontractors to include the following assurance in every subagreement and third party contract it signs:</p>

FTA Master Agreement	
Section	Provision
	<p>(A) The Subrecipient, each Third Party Contractor, and each Third Party Subcontractor must not discriminate based on race, color, national origin, or sex in the award and performance of any FTA or U.S. DOT-assisted subagreement, third party contract, and third party subcontract, as applicable, and the administration of its DBE program or the requirements of 49 CFR Part 26;</p> <p>(B) The Subrecipient, each Third Party Contractor, and each Third Party Subcontractor must take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of U.S. DOT-assisted subagreements, third party contracts, and third party subcontracts, as applicable;</p> <p>(C) Failure by the Subrecipient and any of its Third Party Contractors or Third Party Subcontractors to carry out the requirements of this subparagraph 12.e(4)(b) is a material breach of this subagreement, third party contract, or third party subcontract, as applicable; and</p> <p>(D) The following remedies, or such other remedy as the Recipient deems appropriate, include, but are not limited to, withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Subrecipient, Third Party Contractor, or Third Party Subcontractor from future bidding as non-responsible.</p> <p>(5) <i>Remedies.</i> Upon notification to the Recipient of its failure to carry out its approved program, FTA or U.S. DOT may impose sanctions as provided for under 49 CFR Part 26, and, in appropriate cases, refer the matter for enforcement under either or both 18 U.S.C. § 1001, and/or the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801, et seq.</p>
Section 16. Procurement.	
16(d)	<p><i>Required Clauses in Third Party Contracts.</i> In addition to other applicable provisions of federal law, regulations, requirements, and guidance, all third party contracts made by the Recipient under the Federal award must contain provisions covering the following, as applicable:</p> <p>(1) <i>Simplified Acquisition Threshold.</i> Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount</p>

FTA Master Agreement	
Section	Provision
	<p>determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. § 1908, or otherwise set by law, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. (Note that the simplified acquisition threshold determines the procurement procedures that must be employed pursuant to 2 C.F.R. §§ 200.317–200.327. The simplified acquisition threshold does not exempt a procurement from other eligibility or processes requirements that may apply. For example, Buy America’s eligibility and process requirements apply to any procurement in excess of \$150,000. 49 U.S.C. § 5323(j)(13).)</p> <p>(2) <i>Termination.</i> All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be effected and the basis for settlement.</p> <p>(3) <i>Equal Employment Opportunity.</i> Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order No. 11246, “Equal Employment Opportunity,” 42 U.S.C. § 2000e note (30 Fed. Reg. 12319, 12935, 3 C.F.R. 1964–1965 Comp., p. 339), as amended by Executive Order No. 11375, “Amending Executive Order No. 11246 Relating to Equal Employment Opportunity,” (32 Fed. Reg. 14,303) and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”</p> <p>(4) <i>Davis-Bacon Act, as amended (40 U.S.C. §§ 3141 – 3148).</i> When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141 – 3144, and 3146 – 3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be</p>

FTA Master Agreement	
Section	Provision
	<p>prohibited from inducing, by any means, any person employed in the construction, completion, or repair of a public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.</p> <p>(5) <i>Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701 – 3708).</i> Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.</p> <p>(6) <i>Rights to Inventions Made Under a Contract or Agreement.</i> If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.</p> <p>(7) <i>Clean Air Act (42 U.S.C. §§ 7401 – 7671q.) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 – 1388), as amended.</i> Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401 – 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 – 1388). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).</p> <p>(8) <i>Debarment and Suspension (Executive Orders 12549 and 12689).</i> A covered transaction (see 2 C.F.R. §§ 180.220 and 1200.220) must not be entered into with any party listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB</p>

FTA Master Agreement	
Section	Provision
	<p>guidelines at 2 C.F.R. 180 that implement Executive Orders 12549 (31 U.S.C. § 6101 note, 51 Fed. Reg. 6370,) and 12689 (31 U.S.C. § 6101 note, 54 Fed. Reg. 34131), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Recipient agrees to include, and require each Third Party Participant to include, a similar provision in each lower tier covered transaction, ensuring that each lower tier Third Party Participant:</p> <ul style="list-style-type: none"> (i) Complies with federal debarment and suspension requirements; and (ii) Reviews the SAM at https://www.sam.gov, if necessary to comply with U.S. DOT regulations, 2 CFR Part 1200. <p>(9) <i>Restrictions on Lobbying (31 U.S.C. § 1352).</i> Contractors that apply or bid for an award exceeding \$100,000 must file the certification required by 49 CFR Part 20. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.</p> <p>(10) <i>Solid Wastes.</i> A Recipient that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</p>
Section 20. Transit Asset Management.	
20(b)	<p><i>When Compliance is Required.</i> The Recipient agrees to, and assures that each Third Party Participant will, comply with FTA regulations, “Transit Asset Management; National Transit Database,” 49 CFR Parts 625 and 630, and follow applicable federal guidance.</p>

FTA Master Agreement	
Section	Provision
Section 21. Insurance.	
21(a)	<p><i>Flood Insurance.</i> The Recipient agrees and assures that its Third Party Participants will agree to comply with flood insurance laws and guidance as follows:</p> <ul style="list-style-type: none"> (1) It will have flood insurance as required by the Flood Disaster Protection Act of 1973, 42 U.S.C. § 4012a(a), for any building located in a special flood hazard area (100-year flood zone), before accessing federal assistance to acquire, construct, reconstruct, repair, or improve that building. (2) Each such building and its contents will be covered by flood insurance in an amount at least equal to the federal investment (less estimated land cost) or to the maximum limit of coverage made available with respect to the particular type of property under the National Flood Insurance Act of 1968, 42 U.S.C. § 4001, et seq., whichever is less. (3) It will follow FTA guidance, except to the extent FTA determines otherwise in writing.
Section 24. Employee Protections.	
24(a)	<p><i>Awards Involving Construction.</i> The Recipient agrees to comply and assures that each Third Party Participant will comply with all federal laws, regulations, and requirements providing protections for construction employees involved in each Project or related activities with federal assistance provided through the Underlying Agreement, including the:</p> <ul style="list-style-type: none"> (1) Prevailing Wage Requirements of: <ul style="list-style-type: none"> (i) Federal transit laws, specifically 49 U.S.C. § 5333(a), (FTA's "Davis-Bacon Related Act"); (ii) The Davis-Bacon Act, 40 U.S.C. §§ 3141 – 3144, 3146, and 3147; and (iii) U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 CFR Part 5. (2) Wage and Hour Requirements of: <ul style="list-style-type: none"> (i) Section 102 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 3702, and other relevant parts of that Act, 40 U.S.C. § 3701, et seq.; and (ii) U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction

FTA Master Agreement	
Section	Provision
	<p>Contracts Subject to the Contract Work Hours and Safety Standards Act),” 29 CFR Part 5.</p> <p>(3) “Anti-Kickback” Prohibitions of:</p> <p>(i) Section 1 of the Copeland “Anti-Kickback” Act, as amended, 18 U.S.C. § 874;</p> <p>(ii) Section 2 of the Copeland “Anti-Kickback” Act, as amended, 40 U.S.C. § 3145; and</p> <p>(iii) U.S. DOL regulations, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States,” 29 CFR Part 3.</p> <p>(4) Construction Site Safety of:</p> <p>(i) Section 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 3704, and other relevant parts of that Act, 40 U.S.C. § 3701, et seq.; and</p> <p>(ii) U.S. DOL regulations, “Recording and Reporting Occupational Injuries and Illnesses,” 29 CFR Part 1904; “Occupational Safety and Health Standards,” 29 CFR Part 1910; and “Safety and Health Regulations for Construction,” 29 CFR Part 1926.</p>
24(b)	<p><i>Awards Not Involving Construction.</i> The Recipient agrees to comply and assures that each Third Party Participant will comply with all federal laws, regulations, and requirements providing wage and hour protections for nonconstruction employees, including Section 102 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 3702, and other relevant parts of that Act, 40 U.S.C. § 3701, et seq., and U.S. DOL regulations, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act),” 29 CFR Part 5.</p>
24(c)	<p><i>Awards Involving Commerce.</i> The Recipient agrees to comply and assures that each Third Party Participant will comply with the Fair Labor Standards Act (FLSA), 29 U.S.C. § 201, et seq. to the extent that the FLSA applies to employees performing work with federal assistance provided through the Underlying Agreement involving commerce, and as the Federal Government otherwise determines applicable.</p>
24(d)	<p><i>Public Transportation Employee Protective Arrangements.</i> As a condition of award of federal assistance appropriated or made available for FTA programs involving public transportation operations, the Recipient agrees to comply and assures that each Third Party Participant will comply with the following employee protective arrangements of 49 U.S.C. § 5333(b):</p> <p>(1) <i>U.S. DOL Certification.</i> When its Award, the accompanying Underlying Agreement, or any Amendments thereto involve public</p>

FTA Master Agreement	
Section	Provision
	<p>transportation operations and are supported with federal assistance appropriated or made available for 49 U.S.C. §§ 5307 – 5312, 5316, 5318, 5323(a)(1), 5323(b), 5323(d), 5328, 5337, 5338(b), or 5339, or former 49 U.S.C. §§ 5308, 5309, 5312, or other provisions of law as required by the Federal Government, U.S. DOL must provide a certification of employee protective arrangements before FTA may provide federal assistance for that Award. The Recipient agrees that the certification issued by U.S. DOL is a condition of the Underlying Agreement and that the Recipient must comply with its terms and conditions.</p> <p>(2) <i>Special Warranty.</i> When its Underlying Agreement involves public transportation operations and is supported with federal assistance appropriated or made available for 49 U.S.C. § 5311, U.S. DOL will provide a Special Warranty for its Award, including its Award of federal assistance under the Tribal Transit Program. The Recipient agrees that its U.S. DOL Special Warranty is a condition of the Underlying Agreement and the Recipient must comply with its terms and conditions.</p> <p>(3) <i>Special Arrangements for Underlying Agreements for Federal Assistance Authorized under 49 U.S.C. § 5310.</i> The Recipient agrees, and assures that any Third Party Participant providing public transportation operations will agree, that although pursuant to 49 U.S.C. § 5310, and former 49 U.S.C. §§ 5310 or 5317, FTA has determined that it was not “necessary or appropriate” to apply the conditions of 49 U.S.C. § 5333(b) to any Subrecipient participating in the program to provide public transportation for seniors (elderly individuals) and individuals with disabilities, FTA reserves the right to make case-by-case determinations of the applicability of 49 U.S.C. § 5333(b) for all transfers of funding authorized under title 23, United States Code (flex funds), and make other exceptions as it deems appropriate.</p>
Section 26. Environmental Protections.	
26(a)	<p><i>General.</i> The Recipient agrees to, and assures that its Third Party Participants will, comply with all applicable environmental and resource use laws, regulations, and requirements, and follow applicable guidance, now in effect or that may become effective in the future, including state and local laws, ordinances, regulations, and requirements and follow applicable guidance.</p>
26(b)	<p><i>National Environmental Policy Act.</i> An Award of federal assistance requires the full compliance with applicable environmental laws, regulations, and requirements. Accordingly, the Recipient agrees to, and assures that its Third Party Participants will:</p> <p>(1) Comply and facilitate compliance with federal laws, regulations, and requirements, including, but not limited to:</p> <p>(i) Federal transit laws, such as 49 U.S.C. § 5323(c)(2), and 23 U.S.C. § 139;</p>

FTA Master Agreement	
Section	Provision
	<ul style="list-style-type: none"> (ii) The National Environmental Policy Act of 1969 (NEPA), as amended, 42 U.S.C. §§ 4321, et seq., as limited by 42 U.S.C. § 5159, and CEQ's implementing regulations 40 CFR Part 1500 – 1508; (iii) Joint FHWA and FTA regulations, "Environmental Impact and Related Procedures," 23 CFR Part 771 and 49 CFR Part 622; (iv) Executive Order No. 11514, as amended, "Protection and Enhancement of Environmental Quality," March 5, 1970, 42 U.S.C. § 4321 note (35 Fed. Reg. 4247); and (v) Other federal environmental protection laws, regulations, and requirements applicable to the Recipient or the Award, the accompanying Underlying Agreement, and any Amendments thereto. <p>(2) Follow the federal guidance identified herein to the extent that the guidance is consistent with applicable authorizing legislation:</p> <ul style="list-style-type: none"> (i) Joint FHWA and FTA final guidance, "Interim Guidance on MAP-21 Section 1319, Accelerated Decisionmaking in Environmental Reviews," January 14, 2013; (ii) Joint FHWA and FTA final guidance, "SAFETEA-LU Environmental Review Process (Public Law 109-59)," 71 Fed. Reg. 66576, November 15, 2006; and (iii) Other federal environmental guidance applicable to the Recipient or the Award, the accompanying Underlying Agreement, and any Amendments thereto.
26(c)	<p><i>Environmental Justice.</i> The Recipient agrees to, and assures that its Third Party Participants will, promote environmental justice by following:</p> <ul style="list-style-type: none"> (1) Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," February 11, 1994, 42 U.S.C. § 4321 note, (59 Fed. Reg. 7629, 3 C.F.R. 1994 Comp., p. 859) as well as facilitating compliance with that Executive Order; (2) U.S. DOT Order 5610.2(a), "Department of Transportation Updated Environmental Justice Order," 77 Fed. Reg. 27534, May 10, 2012; and (3) The most recent edition of FTA Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration

FTA Master Agreement	
Section	Provision
	Recipients,” August 15, 2012, to the extent consistent with applicable federal laws, regulations, requirements, and guidance.
26(d)	<i>Other Environmental Federal Laws.</i> The Recipient agrees to comply or facilitate compliance, and assures that its Third Party Participants will comply or facilitate compliance, with all applicable federal laws, regulations, and requirements, and will follow applicable guidance, including, but not limited to, the Clean Air Act, Clean Water Act, Wild and Scenic Rivers Act of 1968, Coastal Zone Management Act of 1972, the Endangered Species Act of 1973, Magnuson Stevens Fishery Conservation and Management Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, Executive Order No. 11990 relating to “Protection of Wetlands,” and Executive Order No. 11988, as amended, “Floodplain Management.”
26(f)	<i>Use of Certain Public Lands.</i> The Recipient agrees to comply, and assures that its Third Party Participants will comply, with U.S. DOT laws, specifically 49 U.S.C. § 303 (often referred to as “section 4(f)”), and joint FHWA and FTA regulations, “Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites,” 23 CFR Part 774, and referenced in 49 CFR Part 622.
26(g)	<p><i>Historic Preservation.</i> The Recipient agrees to, and assures that its Third Party Participants will:</p> <ol style="list-style-type: none"> (1) Comply with U.S. DOT laws, including 49 U.S.C. § 303 (often referred to as “section 4(f)”), which requires certain findings be made before an Award may be undertaken if it involves the use of any land from a historic site that is on or eligible for inclusion on the National Register of Historic Places. (2) Encourage compliance with the federal historic and archaeological preservation requirements of section 106 of the National Historic Preservation Act, as amended, 54 U.S.C. § 306108. (3) Comply with the Archeological and Historic Preservation Act of 1974, as amended, 54 U.S.C. § 312501, et seq. (4) Comply with U.S. Advisory Council on Historic Preservation regulations, “Protection of Historic Properties,” 36 CFR Part 800. (5) Comply with federal requirements and follow federal guidance to avoid or mitigate adverse effects on historic properties.
26(h)	<i>Indian Sacred Sites.</i> The Recipient agrees to, and assures that its Third Party Participants will, facilitate compliance with federal efforts to promote the preservation of places and objects of religious importance to American Indians, Eskimos, Aleuts, and Native Hawaiians, and facilitate compliance with the American Indian Religious Freedom Act, 42 U.S.C. § 1996, and Executive Order No. 13007, “Indian Sacred Sites,” May 24, 1996, 42 U.S.C. § 3161 note (61 Fed. Reg. 26771).
Section 28. Charter Service.	
28(a)	<i>Prohibitions.</i> The Recipient agrees that neither it nor any Third Party Participant involved in the Award will engage in charter service, except as permitted under federal transit laws, specifically 49 U.S.C. § 5323(d), (g), and (r), FTA regulations,

FTA Master Agreement	
Section	Provision
	“Charter Service,” 49 CFR Part 604, any other federal Charter Service regulations, federal requirements, or federal guidance.
28(b)	<p><i>Exceptions.</i> Apart from exceptions to the Charter Service restrictions in FTA’s Charter Service regulations, FTA has established the following additional exceptions to those restrictions:</p> <p>(1) FTA’s Charter Service restrictions do not apply to equipment or facilities supported with federal assistance appropriated or made available for 49 U.S.C. § 5307 to support a Job Access and Reverse Commute (JARC)-type Project or related activities that would have been eligible for assistance under repealed 49 U.S.C. § 5316 in effect in Fiscal Year 2012 or a previous fiscal year, provided that the Recipient uses that federal assistance for FTA program purposes only; and</p> <p>(2) FTA’s Charter Service restrictions do not apply to equipment or facilities supported with the federal assistance appropriated or made available for 49 U.S.C. § 5310 to support a New Freedom-type Project or related activities that would have been eligible for federal assistance under repealed 49 U.S.C. § 5317 in effect in Fiscal Year 2012 or a previous fiscal year, provided the Recipient uses that federal assistance for FTA program purposes only.</p>
28(c)	<p><i>Violations.</i> If it or any Third Party Participant engages in a pattern of violations of FTA’s Charter Service regulations, FTA may require corrective measures and remedies, including withholding an amount of federal assistance as provided in FTA’s Charter Service regulations, 49 CFR Part 604, appendix D, or barring it or the Third Party Participant from receiving federal assistance provided in 49 U.S.C. chapter 53, 23 U.S.C. § 133, or 23 U.S.C. § 142.</p>
Section 29. School Bus Operations.	
29(a)	<p><i>Prohibitions.</i> The Recipient agrees that neither it nor any Third Party Participant that is participating in its Award will engage in school bus operations exclusively for the transportation of students or school personnel in competition with private school bus operators, except as permitted by federal transit laws, 49 U.S.C. § 5323(f) or (g), FTA regulations, “School Bus Operations,” 49 CFR Part 605, and any other applicable federal “School Bus Operations” laws, regulations, requirements, or applicable federal guidance.</p>
29(b)	<p><i>Violations.</i> If a Recipient or any Third Party Participant has operated school bus service in violation of FTA’s School Bus laws, regulations, or requirements, FTA may require the Recipient or Third Party Participant to take such remedial measures as FTA considers appropriate, or bar the Recipient or Third Party Participant from receiving federal transit assistance.</p>
Section 33. Motor Carrier Safety.	
33(a)	<p><i>Financial Responsibility.</i> The Recipient agrees to comply and assures that its Third Party Participants will comply with the economic and insurance registration requirements of the:</p> <p>(1) U.S. Federal Motor Carrier Safety Administration (U.S. FMCSA) regulations, “Minimum Levels of Financial Responsibility for Motor Carriers,”</p>

FTA Master Agreement	
Section	Provision
	<p>49 CFR Part 387, if it is engaged in operations requiring compliance with 49 CFR Part 387, it is engaged in interstate commerce, and it is not within a defined commercial zone; and</p> <p>(2) The provisions of 49 U.S.C. § 31138(e)(4), which supersede inconsistent provisions of 49 CFR Part 387, and reduce the amount of insurance the Recipient must obtain to the highest amount required by any state in which the public transportation provider operates, if it operates within a public transportation service area located in more than one state, and receives federal assistance under 49 U.S.C. §§ 5307, 5310, and 5311.</p>
33(b)	<p><i>U.S. FMCSA Requirements.</i> The Recipient agrees to comply and assures that its Third Party Participants will comply with:</p> <p>(1) The safety requirements of U.S. FMCSA regulations, “Federal Motor Carrier Safety Regulations,” 49 CFR Parts 390 – 397, to the extent applicable; and</p> <p>(2) The driver’s license requirements of U.S. FMCSA regulations, “Commercial Driver’s License Standards, Requirements, and Penalties,” 49 CFR Part 383, and “State Compliance with Commercial Driver’s License,” 49 CFR Part 384, to the extent applicable, with the substance abuse requirements and guidance of U.S. FMCSA’s regulations, “Controlled Substances and Alcohol Use and Testing,” 49 CFR Part 382, and implementing federal guidance, to the extent applicable.</p>
Section 34. Safe Operation of Motor Vehicles.	
34(a)	<p><i>Seat Belt Use.</i> The Recipient agrees to implement Executive Order No. 13043, “Increasing Seat Belt Use in the United States,” April 16, 1997, 23 U.S.C. § 402 note, (62 Fed. Reg. 19217), by:</p> <p>(1) Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles; and</p> <p>(2) Including a “Seat Belt Use” provision in each third party agreement related to the Award.</p>
34(b)	<p><i>Distracted Driving, Including Text Messaging While Driving.</i> The Recipient agrees to comply with:</p> <p>(1) Executive Order No. 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, 23 U.S.C. § 402 note, (74 Fed. Reg. 51225);</p> <p>(2) U.S. DOT Order 3902.10, “Text Messaging While Driving,” December 30, 2009; and</p> <p>(3) The following U.S. DOT Special Provision pertaining to Distracted Driving:</p> <p>(i) <i>Safety.</i> The Recipient agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to</p>

FTA Master Agreement	
Section	Provision
	<p>ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Recipient owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award;</p> <p>(ii) <i>Recipient Size.</i> The Recipient agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving; and</p> <p>(iii) <i>Extension of Provision.</i> The Recipient agrees to include the preceding Special Provision of section 34(b)(3)(i) – (ii) of this Master Agreement in its third party agreements, and encourage its Third Party Participants to comply with this Special Provision, and include this Special Provision in each third party subagreement at each tier supported with federal assistance.</p>
Section 35. Substance Abuse.	
35(b)	<p><i>Alcohol Misuse and Prohibited Drug Use.</i></p> <p>(1) <i>Requirements.</i> The Recipient agrees to comply and assures that its Third Party Participants will comply with:</p> <p>(i) Federal transit laws, specifically 49 U.S.C. § 5331;</p> <p>(ii) FTA regulations, “Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations,” 49 CFR Part 655; and</p> <p>(iii) Applicable provisions of U.S. DOT regulations, “Procedures for Transportation Workplace Drug and Alcohol Testing Programs,” 49 CFR Part 40.</p> <p>(2) <i>Remedies for Non-Compliance.</i> The Recipient agrees that if FTA determines that the Recipient or a Third Party Participant receiving federal assistance under 49 U.S.C. chapter 53 is not in compliance with 49 CFR Part 655, the Federal Transit Administrator may bar that Recipient or Third Party Participant from receiving all or a portion of the federal transit assistance for public transportation it would otherwise receive.</p>

FTA Master Agreement	
Section	Provision
Section 39. Disputes, Breaches, Defaults, and Litigation.	
39(b)	<p><i>Notification to FTA; Flow Down Requirement.</i> If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third Party Agreements and must require each Third Party Participant to include an equivalent provision in its subagreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220.</p> <ol style="list-style-type: none"> (1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason. (2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements. (3) <i>Additional Notice to U.S. DOT Inspector General.</i> The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

APPENDIX 2

Compliance Responsibility Matrix

Compliance Area	City		DASH	
	Role*	Responsibility	Role*	Responsibility
Legal FTA Master Agreement, Section 39	L	Sign FTA Certifications and Assurances Notify FTA of legal matters that involve FTA	S	
Financial Management and Capacity 2 CFR Part 200, FTA Circular 5010.1E	L	Maintain financial management system Single audit/Financial oversight	S	Provide pertinent data as requested by the City
Technical Capacity - Award Management 2 CFR Part 200, FTA Circular 5010.1E	L	FTA award management and reporting	S	Provide pertinent data as requested by the City
Technical Capacity - Project Management FTA Circular 5010.1E	L	Project management and quality control	S	Provide pertinent data as requested by the City
National Transit Database (NTD) Reporting 49 CFR Part 630	L	Preparation and submittal of quarterly and annual reports	S	Provision of required NTD operating and financial data
Transit Asset Management 49 CFR Part 625	O		L	Prepare Transit Asset Management Plan or participation in a group plan
Satisfactory Continuing Control 2 CFR Part 200, FTA Circular 5010.1E	O	Annual asset inventory and reconciliation	L	Maintenance of FTA-funded property in its original, intended use with understanding that DASH will have title to such assets
Maintenance 2 CFR Part 200, FTA Circular 5010.1E,	O		L	Preparation and adherence to Fleet and Facility Maintenance Plans

Compliance Area	City		DASH	
	Role*	Responsibility	Role*	Responsibility
49 CFR Part 37				
Procurement FTA Circular 4220.1F	L	Administer and oversee all FTA-grant assisted procurements	S	Lead preparation of technical details and project scope of work
Disadvantaged Business Enterprise (DBE) 49 CFR Part 26	L	DBE Program and goal development DBE goal monitoring and Reporting Designate DBE Liaison Officer	S	
Title VI FTA Circular 4702.1B	L, O	Adopt and implement FTA Title VI Program Track and investigate Title VI complaints Designate a Title VI Coordinator	L	Adoption and monitoring of Title VI service standards and policies Perform equity analyses, as needed Support FTA Title VI Program updates
ADA – General FTA Circular 4710.1	L	Track and investigate ADA complaints; ensure that city-maintained bus stops adhere to ADA compliance requirements, as appropriate.	S	Maintain accessible vehicles Ensure provisions for accessible service
ADA - Complementary Paratransit FTA Circular 4710.1	L	Provision of ADA Complementary Paratransit Service Perform ADA Eligibility Determinations	S	Notify City of fixed-route service and fare changes
Equal Employment Opportunity (EEO) FTA Circular 4704.1A	L	EEO Program Oversight Designate EEO Officer	S	Prepare and update EEO Program
Private Sector Protections 49 CFR Part 604 49 CFR Part 605	O		L	Ensure FTA-funded assets are not being used for charter or exclusive school bus operations.
Drug Free Workplace and Drug and Alcohol Programs 49 CFR Part 32 49 CFR Part 40 49 CFR Part 655	O		L	Written DFW Policy Written Drug and Alcohol Policy Drug and Alcohol Testing Program Drug and Alcohol Testing Program Reporting

* L = lead; S = support; O = oversight



Attachment III

Final Title VI Service Standards & Policies

Attachment A
Final DASH Title VI Service Standards & Policies



OFFICIAL COMPANY POLICY

ALEXANDRIA TRANSIT COMPANY (ATC)

Policy Name:	DASH Title VI Service Standards & Policies				
Section #:	N/A	Section Title:	N/A	Former Reference ID:	N/A
Approval Authority:	ATC Board of Directors		Adopted:	03/09/2022	Reviewed: 2/9/2022
Responsible Executive:	General Manager		Revised:	N/A	
Responsible Department:	Planning & Marketing		Contact:	Martin Barna	

1. Policy Statement

The Alexandria Transit Company (ATC) prohibits any discrimination in the provision of its fixed-route bus services on the basis of race, color or national origin, as outlined by the Federal Transit Administration's Title VI Circular 4702.1B and Environmental Justice Circular 4703.1. Discrimination based on appearance or dress as it relates to racial identity or cultural practices is also prohibited.

2. Reason for Policy

Title VI (codified at 42 U.S.C. S2000 et seq.) was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

As outlined in Title VI Circular 4702.1B and Environmental Justice Circular 4703.1, the Federal Transit Administration (FTA) requires that all fixed route transit providers establish and monitor a set of service standards and policies that can be used to measure system performance and ensure that transit services are being provided in a fair and equitable manner. The purpose of this document is to establish the new Title VI standards and policies that will be used by the City of Alexandria, Alexandria Transit Company (ATC), and DASH, and submitted to the FTA as part of the triennial Title VI Program.

3. Who Should Read this Policy

These standards and policies apply to all DASH bus service and passenger facilities. General oversight for the policies is performed by the City of Alexandria's Office of Human Rights. The ATC/DASH Department of Planning & Marketing, with support from the City of Alexandria's Department of Transportation & Environmental Services, is responsible for the ongoing implementation and execution of these policies. ATC and the City of Alexandria have drafted a separate Memorandum of Agreement (MOA) that will outline city roles and responsibilities and will be subject to ATC Board review and approval.

4. Resources

[Federal Transit Administration \(FTA\) Title VI Circular](#) (2012)

5. Definitions

ATC: Alexandria Transit Company (DASH)

All policies are subject to amendment at any time. Finalized policies are subject to the approval of the Approval Authority as indicated on Page 1 in the head section.

6. Title VI Service Standards

In accordance with FTA Title VI requirements, ATC/DASH shall regularly monitor the performance of its bus routes relative to system-wide service standards for the following indicators to ensure that minority and non-minority routes are being operated in a fair and equitable manner:

- Vehicle Load;
- Vehicle Headways;
- On-Time Performance; and
- Service Availability

Any significant service deficiencies identified through this process must be evaluated further to determine the extent to which minorities are affected. If the negative effect on minority persons is proportionally higher than the effect on non-minority persons, additional steps may be necessary to address or mitigate any impacts that might result from the discrepancy.

ATC/DASH shall also monitor its vehicle assignments and the distribution of passenger amenities based on the policies outlined in this document to prevent discriminatory practices in the quality of the buses that are being used on different routes or the provision of bus shelters, benches or real-time information displays. Since bus stops, shelters and benches are owned and maintained by the City of Alexandria, ATC/DASH staff will coordinate with City staff on evaluating the distribution of these assets and addressing or mitigating any adverse impacts on minority passengers.

Route Categories

In order to develop appropriate service standards for the different types of routes, each DASH bus line is classified as belonging to one of the four categories listed below. These classifications are used to identify service standards which are specific to and appropriate for each route category.

- **Frequent.** Frequent routes are defined as the routes that operate every 15 minutes or better, all-day, seven days per week. The 15-minute service standard on these routes is maintained from at least 6am to 7pm on weekdays and from 7am to 6pm on weekends. The routes will typically operate earlier in the morning and later in the evening, but with less frequent service.
- **Local.** All other routes that operate seven days per week but do not meet the “frequent” standard are classified as “local routes.”
- **Commuter.** Any bus routes that are primarily intended for passengers who commute during the weekday peak hours are classified as “Commuter” routes. These routes typically do not operate on Saturdays or Sundays.
- **Trolley.** The King Street Trolley is classified with its own route category due to its distinct purpose and unique operating characteristics.

Tables 1 and 2 provide information on route categories for the DASH system and for each bus route.

Minority Routes

As part of the Title VI service monitoring evaluation procedure, each bus line is also designated as either a “minority route” or a “non-minority route”. The FTA definition of a “minority route” is “a route that has at least 1/3 of its revenue mileage in a Census Block or block group, or traffic analysis zone(s) with a percentage of minority population that exceeds the percentage of minority population in the transit service area.”

Based on this “minority route” definition, 5 of the 11 current DASH routes are classified as minority routes. This information is summarized in Table 1 and listed by route in Table 2.

Table 1 – DASH Route Classifications

Route Category	Minority	Non-Minority	Total	Percent
Frequent	2	1	3	27%
Local	2	2	4	36%
Commuter	1	2	3	27%
<u>Trolley</u>	0	1	1	9%
Total	5	6	11	100%
<i>Percent</i>	45%	55%	100%	

Table 2 – DASH Route Classifications by Route

Route	Name	Route Category	Minority Route?
30	Van Dorn Metro - Braddock Road Metro via Duke Street	Local	Minority
31	NVCC-Braddock Road Metro via King Street	Frequent	Non-Minority
32	Landmark Mall - King Street Metro via Eisenhower Avenue	Local	Minority
33	Potomac Yard - King Street Metro via Del Ray	Local	Non-Minority
34	Braddock Road Metro - Lee Center via City Hall	Local	Non-Minority
35	Van Dorn Metro - Pentagon via West End	Frequent	Minority
36A/B	Mark Center - Potomac Yard via Shirlington	Frequent	Minority
102	Mark Center - King Street Metro via Seminary Road	Commuter	Minority
103	Braddock Road Metro - Pentagon via Parkfairfax	Commuter	Non-Minority
104	Braddock Road Metro - Pentagon via Parkfairfax	Commuter	Non-Minority
KST	King Street Trolley	Trolley	Non-Minority

Systemwide Service Standards

The following sections outline the four primary service indicators that will be used to monitor ATC/DASH bus lines. Each standard is set based on the route categories listed above and monitoring will compare the performance of minority routes against those of non-minority routes to ensure that DASH service is being operated in an equitable manner.

The data samples used to compare route performance to these standards should be collected over a representative time period to ensure that they provide an accurate snapshot of each route. To ensure consistency, ATC/DASH typically uses data from March, April, September or October, which represent the busiest months of the year in terms of ridership. These months also serve as good comparison points because schools are in session and few major holidays are observed. Data collection time periods may also fluctuate based on data availability. Weekday peak periods are generally defined as 6:00 – 9:00 AM and 3:00 – 6:00 PM.

Vehicle Loads

The FTA Title VI Circular describes vehicle loads as follows:

Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. A vehicle load standard is generally expressed in terms of peak and off-peak times. Transit providers that operate multiple modes of transit must describe the specific vehicle load standards for peak and off-peak times for each mode of fixed route transit service (i.e., bus, express bus, bus rapid transit, light rail, heavy rail, commuter rail, passenger ferry, etc., as applicable), as the standard may differ by mode.

ATC/DASH service planners monitor load factor data on all routes to prevent overcrowding and determine when additional capacity is needed. The load factor for each route is calculated based on the average maximum load of each trip on a route during the peak, off-peak, and weekend periods.

The following table outlines the vehicle load factor standards, which are based upon historical data, industry practices, and staff analyses. If a route exceeds its respective peak load factor standard, ATC/DASH staff will review the service to determine if additional capacity should be provided. Commuter routes are subject to a reduced load factor standard to ensure passenger safety on routes that operate on highways. The King Street Trolley includes a higher load factor standard due to the lower number of seats on Trolley vehicles, and the shorter average trip lengths.

Table 3 – DASH Peak Load Factor Standards

Route Category	Average Peak Load Factor		
	Weekday (Peak)	Weekday (Off-Peak)	Weekend
Frequent	1.2	1.0	1.0
Local	1.2	1.0	1.0
Commuter	1.0	1.0	-
Trolley*	1.5	1.5	1.5

*Trolley does not typically operate during AM peak periods or on weekends before 11:00 AM.

Vehicle Headways

The FTA Circular describes headways as follows:

Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measured in minutes (e.g., every 15 minutes); service frequency is measured in vehicles per hour (e.g., 4 buses per hour). Headways and frequency of service are general indications of the level of service provided along a route. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination.

As outlined in the 2022/2030 Alexandria Transit Vision Plan, ATC/DASH emphasizes frequent service with short headways of 15 minutes or less as the most important determinant of how useful a bus service will be for the average customer.

Based on changes in ridership levels, headways may be proposed for adjustment during the annual ATC/DASH Transit Development Process (TDP) process, or if needed during regular service changes throughout the year.

ATC/DASH calculates headways as the average length of time between the scheduled arrival times of subsequent vehicles on a specific route. Table 4 outlines the vehicle headway standards by route category and time of day. These standards represent typical headways for each route category.

Table 4 – Vehicle Headway Standards

Route Category	Minimum Headway Standard (minutes)		
	Weekday (Peak)	Weekday (Off-Peak)	Weekend
Frequent	15	15	15
Local	30	60	60
Commuter	30	60	-
Trolley*	15	15	15

*Trolley does not typically operate during AM peak periods or on weekends before 11:00 AM.

On-Time Performance

The FTA Title VI Circular describes on-time performance as follows:

On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be "on time." For example, a transit provider may consider it acceptable if a vehicle completes a scheduled run between zero and five minutes late in comparison to the established schedule. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route. Some transit providers set an on-time performance standard that prohibits vehicles from running early (i.e., ahead of schedule) while others allow vehicles to run early within a specified window of time (e.g., up to five minutes ahead of schedule). An acceptable level of performance must be defined (expressed as a percentage).

ATC/DASH regularly monitors on-time performance to increase service reliability and determine if running time changes are needed. Running times on each route are reviewed on a monthly basis and adjusted as warranted by changing traffic conditions or other operating factors.

ATC/DASH has previously established an on-time performance goal of 85 percent for all routes based on industry-wide standards. A trip is considered to be "on time" when the bus arrives to timepoint no more than one minutes before or five minutes after the scheduled arrival time.

Table 5 – On-Time Performance Standards

Route Category	On-Time Performance (OTP)		
	Weekday (Peak)	Weekday (Off-Peak)	Weekend
Frequent	85%	85%	85%
Local	85%	85%	85%
Commuter	85%	85%	-
Trolley*	85%	85%	85%

*Trolley does not typically operate during AM peak periods or on weekends before 11:00 AM.

Service Availability

The FTA Title VI Circular describes service availability as follows:

Service availability is a general measure of the distribution of routes within a transit provider's service area. For example, a transit provider might set a service standard to distribute routes such that a specified percentage of all residents in the service area are within a one-quarter mile walk of bus service or a one-half mile walk of rail service.

The ATC/DASH approach to service availability is shaped largely by the Alexandria Transit Vision Plan (<https://www.alexandriava.gov/uploadedFiles/tes/Alexandria%20Transit%20Vision%20Final%20Report%202020-02-24.pdf>). One of the key statistics that was used during the development of the Alexandria Transit Vision Plan was the percentages of city residents who live within ¼ mile of a bus stop with “frequent” bus service, and the percentage within ¼ mile of a bus stop with any bus service. This metric was also calculated for percentages of minority residents, low-income residents, senior residents and jobs. These percentages help to measure the availability of bus service to residents, and the availability of useful, frequent, all-day service. These metrics will be calculated for each of these population groups as part of the regular service monitoring process.

The Alexandria Transit Vision Plan, which was adopted by the ATC Board of Directors in 2019, called for a bus network that increases total ridership by providing more useful, frequent bus service in high-ridership transit areas as opposed to providing more infrequent service across a wider geographic area. This approach guided the development of the 2022/2030 Alexandria Transit Vision Plan and the resulting New DASH Network, which provides frequent, all-day bus service in key corridors across the City of Alexandria. This focus on increasing the amount of useful, frequent service in areas where lots of people can use it has proven to be particularly effective at increasing ridership as well as fulfilling the transit needs of the City of Alexandria's minority and low-income populations.

Table 6 – Service Availability Standards

Service Availability	City Residents
Within 1/4 Mile of a Frequent Route	50%
Within 1/4 Mile of Any Route	90%

7. Systemwide Service Policies

These policies are intended to provide guidance and instruction to ensure that vehicle assignment and passenger amenity distribution practices do not result in discrimination on the basis of race, color or national origin.

Vehicle Assignment

The FTA Title VI Circular describes vehicle assignment as follows:

Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system. Policies for vehicle assignment may be based on the age of the vehicle, where age would be a proxy for condition. For example, a transit provider could set a policy to assign vehicles to depots so that the age of the vehicles at each depot does not exceed the system-wide average. The policy could also be based on the type of vehicle. For example, a transit provider may set a policy to assign vehicles with more capacity to routes with higher ridership and/or during peak periods. The policy could also be based on the type of service offered. For example, a transit provider may set a policy to assign specific types of

All policies are subject to amendment at any time. Finalized policies are subject to the approval of the Approval Authority as indicated on Page 1 in the head section.

vehicles to express or commuter service. Transit providers deploying vehicles equipped with technology designed to reduce emissions could choose to set a policy for how these vehicles will be deployed throughout the service area.

The ATC/DASH bus fleet is comprised of roughly 100 buses in active revenue service. The DASH fleet operates out of the DASH William B. Hurd Maintenance & Operations Administration Facility, which is located at 3000 Business Center Drive in Alexandria, Virginia. The current fleet includes a mix of buses of varying lengths and propulsion types, which are shown in Table 7, below:

Table 7 – Active DASH Bus Fleet (2022)

Vehicle ID's	Year	Make	Type	Length	# of Vehicles
200-206	2011	Gillig	Hybrid	35'	7
300-302	2011	Gillig	Hybrid	40'	3
400-404	2011	Gillig (Trolley)	Hybrid	29'	5
207-211	2012	Gillig	Hybrid	35'	5
303-307	2012	Gillig	Hybrid	40'	5
212-216	2014	Gillig	Hybrid	35'	5
308-309	2014	Gillig	Hybrid	40'	2
217-229	2015	Gillig	Hybrid	35'	13
405	2015	Gillig (Trolley)	Hybrid	35'	1
230-233	2017	Gillig	Hybrid	35'	4
310-311	2017	Gillig	Hybrid	40'	2
501-514	2018	Gillig	Clean Diesel	35'	14
515-527	2019	New Flyer	Clean Diesel	35'	13
528-530	2020	New Flyer	Clean Diesel	35'	3
701-705	2020	New Flyer	Clean Diesel	40'	5
801-803	2020	New Flyer	Electric	40'	3
804-806	2021	Proterra	Electric	40'	3
807-810	2021	Proterra	Electric	40'	4
901-904	2021	New Flyer	Electric	60'	4
TOTAL ACTIVE FLEET					101

The majority of the DASH fleet is comprised of 35- and 40-foot low-floor transit buses, however, DASH also has several 60-foot articulated buses. DASH also operates the King Street Trolley on behalf of the City of Alexandria and has several 30- and 35-foot buses that have been equipped with specialized Trolley replica features for this purpose. All DASH buses are handicap-accessible and compliant with the Americans with Disabilities Act (ADA) of 1990.

In terms of vehicle propulsion, most of the DASH fleet consists of either hybrid diesel-electric or clean diesel buses, however, DASH has acquired over a dozen 100% electric buses over the last two years and will continue to transition its fleet to 100% electric over the next decade.

Vehicle Assignment refers to the process by which transit vehicles are assigned to routes for revenue service. A summary of the ATC/DASH Vehicle Assignment Process is included below:

- DASH Operations staff typically assign buses at random, based on fleet availability at the time when a bus is scheduled to pull out. In most instances, whichever bus is most accessible or near the front of the garage is used for pullout.

All policies are subject to amendment at any time. Finalized policies are subject to the approval of the Approval Authority as indicated on Page 1 in the head section.

- DASH employs a significant amount of “interlining”, which is a vehicle blocking strategy whereby a single bus and operator will rotate through multiple routes during the course of the day to maximize operating cost efficiency. In addition to lowering operating costs, this approach also results in buses being rotated through the system in a more fair and equitable manner.
- Exceptions to the vehicle assignment policy described above are employed for several routes with increased ridership or specific operating or branding constraints. Examples include:
 - Dispatchers typically avoid assigning the larger, 40- and 60-foot buses to routes that operate on narrow streets or tight turns, including those on Lines 36A/B, 103 and 104;
 - Dispatchers try to assign these larger buses to routes with higher ridership that may be more susceptible to overcrowding. These high-ridership routes include Lines 30 and 35 in West Alexandria, which has a higher percentage of low income and minority residents than the rest of the service area.
 - DASH has a series of buses that have been specifically wrapped and branded for Line 35 service in West Alexandria. These buses include a mix of 35- and 40-foot vehicles and are used almost exclusively on Line 35.
 - The King Street Trolley service is also operated with a dedicated sub-fleet of six buses that have been equipped with a custom livery package that emulates historic trolley design features. These trolley buses are used exclusively on the King Street Trolley.

ATC/DASH maintains extremely high safety standards and closely monitors the age and condition of its vehicles to determine when repairs are needed and when the buses are due for replacement. Buses are typically replaced at the end of their useful 12-year lifespan in accordance with the ATC/DASH Fleet Replacement Plan. DASH has a comprehensive Preventive Maintenance (PM) program which outlines regular maintenance procedures that are performed on all buses to ensure a high level of vehicle reliability. The oldest vehicles in the active DASH revenue fleet date were manufactured in 2011, while the average age of the fleet is 5.7 years old.

Transit Amenities

The FTA Title VI Circular describes transit amenities as follows:

Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. Transit providers may have different policies for the different modes of service that they provide. Policies in this area address how these amenities are distributed within a transit system, and the manner of their distribution determines whether transit users have equal access to these amenities. This ... is not intended to impact funding decisions for transit amenities. Rather, this ... applies after a transit provider has decided to fund an amenity.

The City of Alexandria provides a wide array of transit amenities such as bus shelters, benches, trash cans, lighting, and real-time bus arrival displays. These amenities are distributed throughout the service area based on ridership data, income/ethnicity/disability status demographics, staff analysis, funding opportunities, development conditions and customer requests. General policies for the distribution of bus shelters, benches, trash cans, lighting fixtures and posted schedule information are outlined below. ATC/DASH and City staff monitor the locations of all transit amenities to ensure that they are equitably distributed to minority and low-income areas.

All policies are subject to amendment at any time. Finalized policies are subject to the approval of the Approval Authority as indicated on Page 1 in the head section.

Bus Shelters

Bus shelters are provided at roughly 60 stops throughout the City of Alexandria. The installation of bus shelters is generally based upon ridership data and staff input, but many shelters have been installed as part of developer agreements on construction projects. Generally, bus shelters are prioritized for bus stops with at least 50 average boardings per weekday.

Benches

Benches are provided at approximately 180 stops throughout the City of Alexandria. The installation of benches is based upon ridership, customer requests and staff input. Stops located near medical and senior facilities are also furnished with benches as much as possible. Generally, bus shelters are prioritized for bus stops with at least 20 average boardings per weekday, however, stops located near significant populations of seniors, the disabled, students, or other special uses (e.g., hospitals, medical offices, tourist attractions) may receive special consideration.

Trash Cans

Trash cans are installed at roughly 150 stops in the City of Alexandria. Trash cans are typically installed at stops where there is a demonstrated issue with littering, but ridership data, customer requests, maintenance trends and staff input are also considered. Trash cans are regularly maintained by the City of Alexandria's Department of Transportation & Environmental Services (T&ES).

Lighting

As part of its focus on passenger safety, the City of Alexandria installs lighting at many of its bus stop locations, including those with bus shelters. The distribution of lighting fixtures is primarily based upon ridership, customer requests, safety considerations, and staff recommendations.

Real-Time Information Displays

ATC/DASH have installed real-time information displays at more than 60 stops across the City of Alexandria. These displays provide customers with information on when the next buses will arrive based on real-time bus locations. Most of the displays are solar-powered tablets mounted on bus stop poles, but several larger TV screens or real-time kiosks have been installed at major transit hubs or transfer locations across the City. Installation decisions on real-time information displays is generally based upon ridership, transfer activity, grant opportunities, developer considerations, operating factors, sunlight exposure, and staff input.

In addition to these real-time information displays, DASH also makes real-time bus arrival information available via the DASH Tracker website, third-party real-time apps, SMS text message, and an interactive voice response (IVR) on the DASH Customer Service telephone hotline. A static display featuring QR Codes with links to the "Schedules" page on the DASH website is also provided at several dozen bus stop locations.

Attachment B
Final DASH Title VI Service Equity Analysis Policies



OFFICIAL COMPANY POLICY

ALEXANDRIA TRANSIT COMPANY (ATC)

Policy Name:	DASH Title VI Service & Fare Equity Analysis Policies				
Section #:	N/A	Section Title:	N/A	Former Reference ID:	N/A
Approval Authority:	ATC Board of Directors		Adopted:	03/09/2022	Reviewed: 2/9/2022
Responsible Executive:	General Manager		Revised:	N/A	
Responsible Department:	Planning & Marketing		Contact:	Martin Barna	

1. Policy Statement

The Alexandria Transit Company (ATC) prohibits any discrimination in the provision of its fixed-route bus services on the basis of race, color or national origin, as outlined by the Federal Transit Administration's Title VI Circular 4702.1B and Environmental Justice Circular 4703.1. Discrimination based on appearance or dress as it relates to racial identity or cultural practices is also prohibited.

2. Reason for Policy

In order to comply with the Federal Transit Administration's (FTA) Title VI Circular 4702.1B and Environmental Justice Circular 4703.1 requirements, the Alexandria Transit Company (ATC) and DASH are required to create and adopt Major Service Change, Disparate Impact, and Disproportionate Burden Policies. These policies are used during the planning process to evaluate the impact of major service and fare changes on minority and low-income passengers.

In the development of these policies, ATC/DASH is also required to seek input from the community including low-income, minority and limited-English proficiency (LEP) populations, which are traditionally under-represented in planning decision-making processes.

The ATC Board of Directors must approve the Major Service Change, Disparate Impact, and Disproportionate Burden policies before they can be incorporated into the Title VI Program and be submitted to the FTA. Any future amendments to the policies are also subject to Board review.

3. Who Should Read this Policy

General oversight for the following Title VI policies is performed by the City of Alexandria's Office of Human Rights. The ATC/DASH Department of Planning & Marketing, with support from the City of Alexandria's Department of Transportation & Environmental Services, is responsible for the ongoing implementation and execution of these policies. ATC and the City of Alexandria have drafted a separate Memorandum of Agreement (MOA) that will outline city roles and responsibilities and will be subject to ATC Board review and approval.

4. Resources

[Federal Transit Administration \(FTA\) Title VI Circular](#) (2012)

5. Definitions

ATC: Alexandria Transit Company (DASH)

All policies are subject to amendment at any time. Finalized policies are subject to the approval of the Approval Authority as indicated on Page 1 in the head section.

6. Title VI Service Equity Analysis Policy

In accordance with FTA Title VI requirements, ATC/DASH shall perform a Service or Fare Equity Analysis to evaluate the positive and negative impacts that all major service changes and fare changes will have on minority and low-income passengers. The Major Service Change policy determines which proposed service changes require equity analyses. The Disparate Impact and Disproportionate Burden policies are intended to provide guidance to staff in their analysis of the equity of the impacts of the proposed changes.

The Disparate Impact and Disproportionate Burden policies apply to all “major” service changes, and to all fare changes, regardless of magnitude, except as specifically defined herein. General oversight for the following Title VI policies is performed by the City of Alexandria’s Office of Human Rights. The ATC/DASH Department of Planning & Marketing, with support from the City of Alexandria’s Department of Transportation & Environmental Services, is responsible for the ongoing implementation and execution of these policies.

Major Service Change Policy

ATC/DASH implements service and fare changes based on the annual ATC Transit Development Plan (TDP), which is adopted by the ATC Board of Directors each spring after an extensive public outreach process. Most ATC/DASH service and fare changes are identified and proposed through this process.

Service Changes

Any proposed “major” service changes must be submitted to the ATC Board of Directors for review and approval. For Title VI purposes, all “major” service changes will require a Service Equity Analysis to identify any disparate impacts they may create on minority passengers, or disproportionate burden that they place on low-income riders.

The following service modifications shall be considered “major” service changes:

- The establishment of a new bus line or service;
- The elimination of a bus line or service;
- A routing change that impacts 25 percent or more of the line’s route mileage;
- A frequency or service span change that increases or decreases the revenue hours of the line by 25 percent or more;
- A series of changes on a single route within a two-year period that cumulatively meet any of the above criteria;
- Proposed changes that are anticipated to be controversial with a particular community or interested parties based on public feedback; and
- A systemwide change that concurrently increases or decreases the total system-wide revenue hours by five (5) percent or more.

The following types of modifications are exempted from the above criteria and shall not be classified as major service changes or be subject to Service Equity Analysis.

- Special Event service;
- Routing changes due to construction, or other road/facility closures;
- Special service operated during emergencies, including but not limited to rail replacement services; and
- Temporary service or route changes that are expected to operate for a period of time that is six months or less.

All policies are subject to amendment at any time. Finalized policies are subject to the approval of the Approval Authority as indicated on Page 1 in the head section.

Service change proposals that do not meet the criteria for “major” service changes are still subject to an appropriate level of public review and comment.

Fare Changes

For the purposes of this policy, a “fare change” is defined as any increase or decrease in a transit provider’s base fare or any fare product or pass with the following exceptions:

- Promotional or pilot fare programs (e.g. “Spare the Air” fare-free promotions) that last for less than six months, per the FTA definition of “permanent” fare changes; and
- Temporary fare reductions that are mitigation measures for other projects or actions such as rail closures or bus re-routes.

Any transition to or from 100% “fare-free” operation would be subject to a Fare Equity analysis.

Disparate Impact Policy

The Disparate Impact Policy establishes a threshold for determining if proposed service or fare changes would result in a fair distribution of positive and negative effects on minority passengers.

As defined by FTA Title VI Circular 4702.1B:

Disparate impact refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would service the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.

The policy shall establish a threshold for determining when adverse effects of fare/service changes are borne · disproportionately by minority populations. The disparate impact threshold defines statistically significant disparity and may be presented as a statistical percentage of impacts borne by minority populations compared to impacts borne by non-minority populations. The disparate impact threshold must be applied uniformly ... and cannot be altered until the next Title VI Program submission.

For Service or Fare Equity Analyses conducted by ATC/DASH, a disparate impact threshold of **10 percent** shall be used to determine if minority riders are more negatively affected - or less positively affected - by the proposed change (s) than DASH riders as a whole. The 10 percent threshold applies to the difference between the aggregate impacts of the proposed change(s) on minority passengers and the aggregate impacts of the proposed change(s) on overall DASH ridership. Analyses shall be based on the most recent DASH passenger survey data but may also use census data if survey data is inadequate or unavailable. Analyses will only compare ridership survey data with ridership survey data, or census data with census data, and will not mix and match different data types.

If ATC/DASH finds that a disparate impact exists with the proposed change(s), it shall analyze alternatives to determine if another alternative could serve the same legitimate objective with less of a disparate impact. If a less discriminatory alternative does not exist and ATC/DASH has substantial legitimate justification that cannot otherwise be accomplished, ATC/DASH shall take steps to mitigate the impact of the change on affected minority riders.

Disproportionate Burden Policy

The Disproportionate Burden Policy establishes a threshold for determining if a given service or fare change would result in a fair distribution of positive and negative effects on low-income riders.

As defined by FTA Title VI Circular 4702.1B:

All policies are subject to amendment at any time. Finalized policies are subject to the approval of the Approval Authority as indicated on Page 1 in the head section.

A disproportionate burden refers to a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. A finding of disproportionate burden requires the recipient to evaluate alternatives and mitigate burdens where practicable.

The policy shall establish a threshold for determining when adverse effects of service changes are borne disproportionately by minority populations. The disparate impact threshold defines statistically significant disparity and may be presented as a statistical percentage of impacts borne by minority populations compared to impacts borne by non-minority populations. The disparate impact threshold must be applied uniformly, regardless of mode, and cannot be altered until the next Title VI Program submission.

For Service or Fare Equity Analyses conducted by ATC/DASH, a disproportionate burden threshold of **10 percent** shall be used to determine if low-income riders are more negatively affected – or less positively affected – by the proposed changes(s) than DASH riders as a whole. The 10 percent threshold applies to the difference in the aggregate impacts of the proposed change(s) on low-income passengers compared to the aggregate impacts of the proposed changes(s) on overall DASH ridership. Analyses shall be based on the most recent DASH survey data but may also use census data if survey data is inadequate or unavailable. Analyses will only compare ridership survey data with ridership survey data, or census data with census data, and will not mix and match different data types.

If ATC/DASH finds that low-income populations will incur a disproportionate burden from proposed change(s), ATC/DASH shall identify alternatives available to affected low-income riders and take steps to avoid, minimize or mitigate impacts where practicable.

Service Equity Analysis Example

As an example, Table 1 below provides the results of a Service Equity Analysis for a proposed service reduction on a fictitious bus route (Line X). For the purposes of this example, staff have already determined that the proposed change to Line X meets at least one of the minimum thresholds to be considered a “Major Service Change”.

For the Disparate Impact and Disproportionate Burden analyses, staff compare the demographic percentage of riders who are negatively impacted by the proposed change with the demographic percentages of DASH riders as a whole. Since the percentage of minority passengers who would be adversely affected by the proposed change is 12 percent higher than the overall percentage of minority passengers across the DASH system, this proposed change would exceed the 10 percent threshold and create a “disparate impact”. The difference between low-income passengers who are affected by this change and the overall DASH systemwide average is less than 10 percent so no “disproportionate burden” would be created by the proposed change.

Table 1 – Service Equity Analysis for Proposed Reduction to Line X
(For demonstration purposes only)

	<u>Minority</u>	<u>Low Income</u>
Adversely-Impacted Riders	60.3%	22.4%
<u>DASH Service Area Average</u>	<u>48.1%</u>	<u>21.3%</u>
<i>Delta</i>	12.2%	1.1%

In this example, staff would be required to conduct further assessments to determine if there are alternatives that would achieve the same objectives without creating a disparate impact, or to mitigate the impact of the proposed change on affected minority riders.

Attachment C
Board Memorandum for Service Monitoring Results



MEMORANDUM

DATE: March 2, 2022
TO: ATC Board of Directors
FROM: Martin Barna, Director of Planning & Marketing
SUBJECT: **FTA Title VI Standards & Monitoring Results**

Introduction

The following memorandum presents the findings of an initial review of ATC/DASH fixed-route bus service and passenger amenities based on the proposed “DASH Title VI Service Standards & Policies”, which were presented to the ATC Board on February 9, 2022 and will be considered for adoption on March 9, 2022. The findings in this memo are intended to provide additional information about the proposed Title VI Service Standards & Policies to help inform any feedback from the ATC Board, community groups, or members of the public.

As outlined in Title VI Circular 4702.1B and Environmental Justice Circular 4703.1, the Federal Transit Administration (FTA) requires that all fixed route transit providers establish and monitor a set of service standards and policies that can be used to measure system performance and ensure that transit services are being provided in a fair and equitable manner. These standards apply to all DASH bus service and passenger facilities.

For a full summary of the monitoring process methodology and data requirements, please review DASH Title VI Service Standards & Policies document.

Based on the findings summarized by this memo, DASH staff finds no instances in which fixed-route services or passenger amenities are being provided in an unfair or inequitable manner.

Title VI Service Standards

In accordance with FTA Title VI requirements, ATC/DASH shall regularly monitor the performance of its bus routes relative to system-wide service standards for the following indicators to ensure that minority and non-minority routes are being operated in a fair and equitable manner:

- Vehicle Load;
- Vehicle Headways;
- On-Time Performance; and
- Service Availability

Any significant service deficiencies identified through this process must be evaluated further to determine the extent to which minorities are affected. If the negative effect on minority persons is proportionally higher than the effect on non-minority persons, additional steps may be necessary to address or mitigate any impacts that might result from the discrepancy.

Route Categories

In order to develop appropriate service standards for the different types of routes, each DASH bus line is classified with a route category and as a “minority” or “non-minority” route. These classifications are used to identify appropriate service standards for each route category and to compare the operating characteristics of “minority” routes to “non-minority” routes to ensure that service is being provided in an equitable manner.

A summary of the route categories and “minority” classifications are provided in Tables 1 and 2 below. Maps depicting the route categories and classifications are included in Appendix A.

Table 1 – DASH Route Classifications

Route Category	Minority	Non-Minority	Total	Percent
Frequent	2	1	3	27%
Local	2	2	4	36%
Commuter	1	2	3	27%
Trolley	0	1	1	9%
Total	5	6	11	100%
<i>Percent</i>	<i>45%</i>	<i>55%</i>	<i>100%</i>	

Table 2 – DASH Route Classifications by Route

w

Route	Name	Route Category	Minority Route?
30	Van Dorn Metro - Braddock Road Metro via Duke Street	Local	Minority
31	NVCC-Braddock Road Metro via King Street	Frequent	Non-Minority
32	Landmark Mall - King Street Metro via Eisenhower Avenue	Local	Minority
33	Potomac Yard - King Street Metro via Del Ray	Local	Non-Minority
34	Braddock Road Metro - Lee Center via City Hall	Local	Non-Minority
35	Van Dorn Metro - Pentagon via West End	Frequent	Minority
36A/B	Mark Center - Potomac Yard via Shirlington	Frequent	Minority
102	Mark Center - King Street Metro via Seminary Road	Commuter	Minority
103	Braddock Road Metro - Pentagon via Parkfairfax	Commuter	Non-Minority
104	Braddock Road Metro - Pentagon via Parkfairfax	Commuter	Non-Minority
KST	King Street Trolley	Trolley	Non-Minority

Systemwide Service Standards

The following sections outline the four primary service indicators that will be used to monitor ATC/DASH bus lines. Each standard is set based on the route categories listed above and compares the performance of minority routes against those of non-minority routes to ensure that DASH service is being operated in an equitable manner.

The ridership, schedule, and on-time performance data included below is based on system performance during November and December 2021. These months were selected as a representative sample of system performance in light of COVID recovery trends and the introduction of the New DASH Network and fare-free operations in September 2021. For purposes of this analysis, weekday “peak” periods are generally defined as 6:00 AM to 9:00 AM and 3:00 PM to 6:00 PM.

For more information on the standards included below and the FTA requirements for monitoring, please review the “DASH Title VI Service Standards & Policies” document.

Vehicle Loads

Vehicle loads are generally shown as a ratio of passengers to the total number of seats on the vehicle. A vehicle load of 0.5 indicates that half of the available seats are occupied. A vehicle load of 1.2 indicates that all available seats are occupied, and that there is an excess of passengers who are likely having to stand in the aisle. Vehicle load factors are typically measured as the maximum or “peak” vehicle load on a given trip and the average of multiple trips on the same route or group of routes.

A full summary of the peak load factors by route category is provided in Table 3 below.

Table 3 – DASH Peak Load Factor by Route Category & Time Period

Route Designations (Line #'s)	Average Peak Load Factor (Max Load/Seated Capacity)		
	Weekday (Peak)	Weekday (Off-Peak)	Weekend
Frequent (Standard)	1.2	1.0	1.0
Minority Routes (35, 36A/B)	0.3	0.2	0.2
Non-Minority Routes (31)	0.2	0.2	0.2
Local (Standard)	1.2	1.0	1.0
Minority Routes (30, 32)	0.2	0.3	0.3
Non-Minority Routes (33, 34)	0.2	0.2	0.2
Commuter (Standard)	1.0	1.0	-
Minority Routes (102)	0.2	0.2	-
Non-Minority Routes (103, 104)	0.1	-	-
Trolley (Standard)*	1.5	1.5	1.5
Minority Routes (N/A)	-	-	-
Non-Minority Routes (KST)*	0.6	0.5	0.7

*Trolley does not typically operate during AM peak periods or on weekends before 11:00 AM.

The peak vehicle load data shows that no routes are operating near the peak load factor standards of 1.0 or above. This is likely due to the reduced ridership that has occurred during the COVID pandemic. In most cases, the “minority” routes have slightly higher peak load factors than the “non-minority” counterparts due to their higher ridership, but none of the minority routes are in danger of frequent overcrowding.

Vehicle Headways

Vehicle headways measure the average amount of time (in minutes) between scheduled trips in the same direction on the same route. For example, the frequent routes shown below are scheduled to run every 15 minutes or better all day, seven days per week.

A full summary of the vehicle headways by route category is provided in Table 4 below.

Table 4 – Vehicle Headways by Route Category & Time Period

Route Designations (Line #'s)	Vehicle Headways (minutes between scheduled trips)		
	Weekday (Peak)	Weekday (Off-Peak)	Weekend
Frequent (Standard)	15	15	15
Minority Routes (35, 36A/B)	10-15	10-15	15
Non-Minority Routes (31)	10	15	15
Local (Standard)	30	60	60
Minority Routes (30, 32)	10-30	30-60	30-60
Non-Minority Routes (33, 34)	30	30-60	30-60
Commuter (Standard)	30	60	-
Minority Routes (102)	30	60	-
Non-Minority Routes (103, 104)	30	-	-
Trolley (Standard)*	15	15	15
Minority Routes (N/A)	-	-	-
Non-Minority Routes (KST)*	15	15	15

*Trolley does not typically operate during AM peak periods or on weekends before 11:00 AM.

The vehicle headway data that is summarized above shows that all routes are currently meeting or exceeding the designated headway standards for their respective route categories. For the “Frequent” and “Local” route categories, the minority routes are operating with equivalent or better headways than the non-minority routes in the same category.

On-Time Performance

On-Time performance measures the percentage of times across an entire trip or route that a bus arrives at a timepoint “on-time”. DASH defines “on-time” as no more than one minute prior to the scheduled arrival time and no more than five minutes late.

A full summary of on-time performance by route category is provided in Table 5 below.

Table 5 – On-Time Performance Standards by Route Category & Time Period

Route Designations (Line #'s)	On-Time Performance (%)		
	Weekday (Peak)	Weekday (Off-Peak)	Weekend
Frequent (Standard)	85.0%	85.0%	85.0%
<i>Minority Routes (35, 36A/B)</i>	83.6%	87.0%	87.4%
<i>Non-Minority Routes (31)</i>	86.4%	86.6%	80.3%
Local (Standard)	85.0%	85.0%	85.0%
<i>Minority Routes (30, 32)</i>	90.3%	94.0%	88.5%
<i>Non-Minority Routes (33, 34)</i>	90.4%	94.1%	89.5%
Commuter (Standard)	85.0%	85.0%	-
<i>Minority Routes (102)</i>	82.8%	93.8%	-
<i>Non-Minority Routes (103, 104)</i>	86.7%	-	-
Trolley (Standard)*	85.0%	85.0%	85.0%
<i>Minority Routes (N/A)</i>	-	-	-
<i>Non-Minority Routes (KST)*</i>	93.0%	95.1%	91.4%

*Trolley does not typically operate during AM peak periods or on weekends before 11:00 AM.

Based on the on-time percentage data provided above, most routes and route categories meet or exceed the 85 percent standard for on-time performance. Several routes fall below the 85 percent threshold for parts of the day, but none are consistently unreliable for the entire weekday or throughout the entire week. Most of the “minority” routes are running on time the same amount of time or more than the “non-minority” routes in their route categories.

The main exception to this is the frequent, minority route category, which has two routes that are only shown to operate “on-time” 84 percent of the time, compared to an 87 percent on-time performance for frequent, non-minority routes. The reason for this is that Line 35, which operates the most service of any route in the DASH system, runs on a “headway management” schedule in which buses do not have a public-facing schedule and are permitted to run early or late, as needed, to maintain consistent 10-minute headways. DASH will also monitor Line 102 on-time performance during weekday peaks to determine if any schedule adjustments are needed to improve reliability.

Service Availability

The ATC/DASH approach to service availability is shaped largely by the Alexandria Transit Vision Plan (www.dashbus.com/transitvision). One of the key statistics that was used during the development of the Alexandria Transit Vision Plan was the percentages of city residents who live within ¼ mile of a bus stop with “frequent” bus service, and the percentage within ¼ mile of a bus stop with any bus service. This metric was also calculated for percentages of minority residents, low-income residents, senior residents and jobs. These percentages help to measure the availability of bus service - and the availability of useful, frequent, all-day service – to city residents.

A summary of Service Availability for each the demographic groups noted above is included as Table 6. Note that these values include both DASH and Metrobus routes within the City of Alexandria to accurately capture the degree to which residents are effectively served by public transit.

Table 6 – Transit Service Availability for the City of Alexandria

	Total within 1/4 mile of frequent bus service	% within 1/4 mile of frequent bus service	Total within 1/4 mile of any bus service	% within 1/4 mile of any bus service
<i>System Standard</i>	-	>50%	-	>90%
All Residents	114,150	73%	148,492	95%
Minority	13,046	81%	15,499	96%
Low Income	55,654	78%	68,389	96%
Seniors (65 years+)	12,252	69%	16,639	94%
Jobs	55,518	73%	71,984	95%

The Service Availability data provided above shows that the City of Alexandria’s bus network does an exceptional job of providing frequent service to a large percentage of the community, particularly minority and low-income households. Nearly 3 out of every 4 city residents lives within close proximity of a bus stop with “frequent” service (15 minutes or better, all-day, seven days per week), while 95 percent of all residents have access to bus service. In terms of low income and minority communities, roughly 4 out of every 5 individuals are served by the frequent bus network, while 96% have access to any bus service. Prior to the launch of the City’s New DASH Network, fewer than 30 percent of residents had access to frequent, all-day service, including less than 25 percent of minority residents. These statistics demonstrate that the new bus network has significantly increased the number of residents with access to frequent, useful bus service while maintaining baseline service availability for the vast majority of city residents.

Systemwide Service Policies

The following section is intended to provide insights into current vehicle assignment and passenger amenity distribution practices to ensure that they are not resulting in discrimination on the basis of race, color or national origin. Based on these maps and analyses, no discriminatory practices have been identified in the assignment of vehicles or the distribution of passenger amenities.

Vehicle Assignment

The ATC/DASH bus fleet is comprised of roughly 100 buses in active revenue service. The DASH fleet operates out of the DASH William B. Hurd Maintenance & Operations Administration Facility, which is located at 3000 Business Center Drive in Alexandria, Virginia. The current fleet includes a mix of buses of varying lengths and propulsion types, which are shown in Table 7.

Table 7 – Active DASH Bus Fleet (2022)

Vehicle ID's	Year	Make	Type	Length	# of Vehicles
200-206	2011	Gillig	Hybrid	35'	7
300-302	2011	Gillig	Hybrid	40'	3
400-404	2011	Gillig (Trolley)	Hybrid	29'	5
207-211	2012	Gillig	Hybrid	35'	5
303-307	2012	Gillig	Hybrid	40'	5
212-216	2014	Gillig	Hybrid	35'	5
308-309	2014	Gillig	Hybrid	40'	2
217-229	2015	Gillig	Hybrid	35'	13
405	2015	Gillig (Trolley)	Hybrid	35'	1
230-233	2017	Gillig	Hybrid	35'	4
310-311	2017	Gillig	Hybrid	40'	2
501-514	2018	Gillig	Clean Diesel	35'	14
515-527	2019	New Flyer	Clean Diesel	35'	13
528-530	2020	New Flyer	Clean Diesel	35'	3
701-705	2020	New Flyer	Clean Diesel	40'	5
801-803	2020	New Flyer	Electric	40'	3
804-806	2021	Proterra	Electric	40'	3
807-810	2021	Proterra	Electric	40'	4
901-904	2021	New Flyer	Electric	60'	4
TOTAL ACTIVE FLEET					101

Vehicle Assignment refers to the process by which transit vehicles are assigned to routes for revenue service. A summary of the ATC/DASH Vehicle Assignment Process is included below:

- DASH Operations staff typically assign buses at random, based on fleet availability at the time when a bus is scheduled to pull out. In most instances, whichever bus is most accessible or near the front of the garage is used for pullout.

- DASH employs a significant amount of “interlining”, which is a vehicle blocking strategy whereby a single bus and operator will rotate through multiple routes during the course of the day to maximize operating cost efficiency. In addition to lowering operating costs, this approach also results in buses being rotated through the system in a more fair and equitable manner.
- Exceptions to these vehicle assignment policies are employed for several routes with increased ridership or specific operating or branding constraints. Examples include:
 - Dispatchers typically avoid assigning the larger, 40- and 60-foot buses to routes that operate on narrow streets or tight turns, including those on Lines 36A/B, 103 and 104;
 - Dispatchers try to assign these larger buses to routes with higher ridership that may be more susceptible to overcrowding. These high-ridership routes include Lines 30 and 35 in West Alexandria, which has a higher percentage of low income and minority residents than the rest of the service area.
 - DASH has a series of buses that have been specifically wrapped and branded for Line 35 service in West Alexandria. These buses include a mix of 35- and 40-foot vehicles and are used almost exclusively on Line 35.
 - The King Street Trolley service is also operated with a dedicated sub-fleet of six buses that have been equipped with a custom livery package that emulates historic trolley design features. These trolley buses are used exclusively on the King Street Trolley.

ATC/DASH maintains extremely high safety standards and closely monitors the age and condition of its vehicles to determine when repairs are needed and when the buses are due for replacement. Buses are typically replaced at the end of their useful 12-year lifespan in accordance with the ATC/DASH Fleet Replacement Plan. DASH has a comprehensive Preventive Maintenance (PM) program which outlines regular maintenance procedures that are performed to ensure a high level of vehicle reliability.

The oldest vehicles in the active DASH revenue fleet date were manufactured in 2011, and the newest were delivered in 2021. The average age of the fleet is 5.7 years old, which is less than half of the typical 12-year lifespan. Based on a random sampling of bus utilization from December 2021, the average age of the buses used on minority routes is 5.5 years, while the average age of the buses used on non-minority routes is 5.8 years. This finding indicates that buses are being used in a fair and a equitable manner.

Transit Amenities

The City of Alexandria provides a wide array of transit amenities such as bus shelters, benches, trash cans, lighting, and real-time bus arrival displays. These amenities are distributed throughout the service area based on ridership data, staff analysis, funding opportunities, development conditions and customer requests. General policies for the distribution of bus shelters, benches, trash cans, lighting fixtures and posted schedule information are outlined below. ATC/DASH and City staff monitor the locations of all transit amenities to ensure that they are distributed equitably.

Table 8 – City of Alexandria Bus Amenities in Minority Areas

	Minority Areas	Non-Minority Areas	Totals	% in Minority Areas
Bus Shelters	49	69	118	42%
Benches	60	98	158	38%
Trash Cans	93	142	235	40%
Real-Time Display	30	32	62	48%
Total Bus Stops	308	525	833	37%

As shown in Table 8, roughly 37 percent of bus stops are in census block groups that are below the citywide average minority percentage. By comparison, 42 percent of bus shelters are located in minority communities. Similarly, 48 percent of real-time information displays have been deployed to areas with higher concentrations of minority populations. Additional maps depicting the locations of passenger amenities are provided in Appendix A. These maps and tables indicate that passenger amenities are distributed in an equitable manner.

Appendix A

Title VI Demographic & Service Profile Maps

Figure A1 – City of Alexandria Bus Service & Passenger Amenities

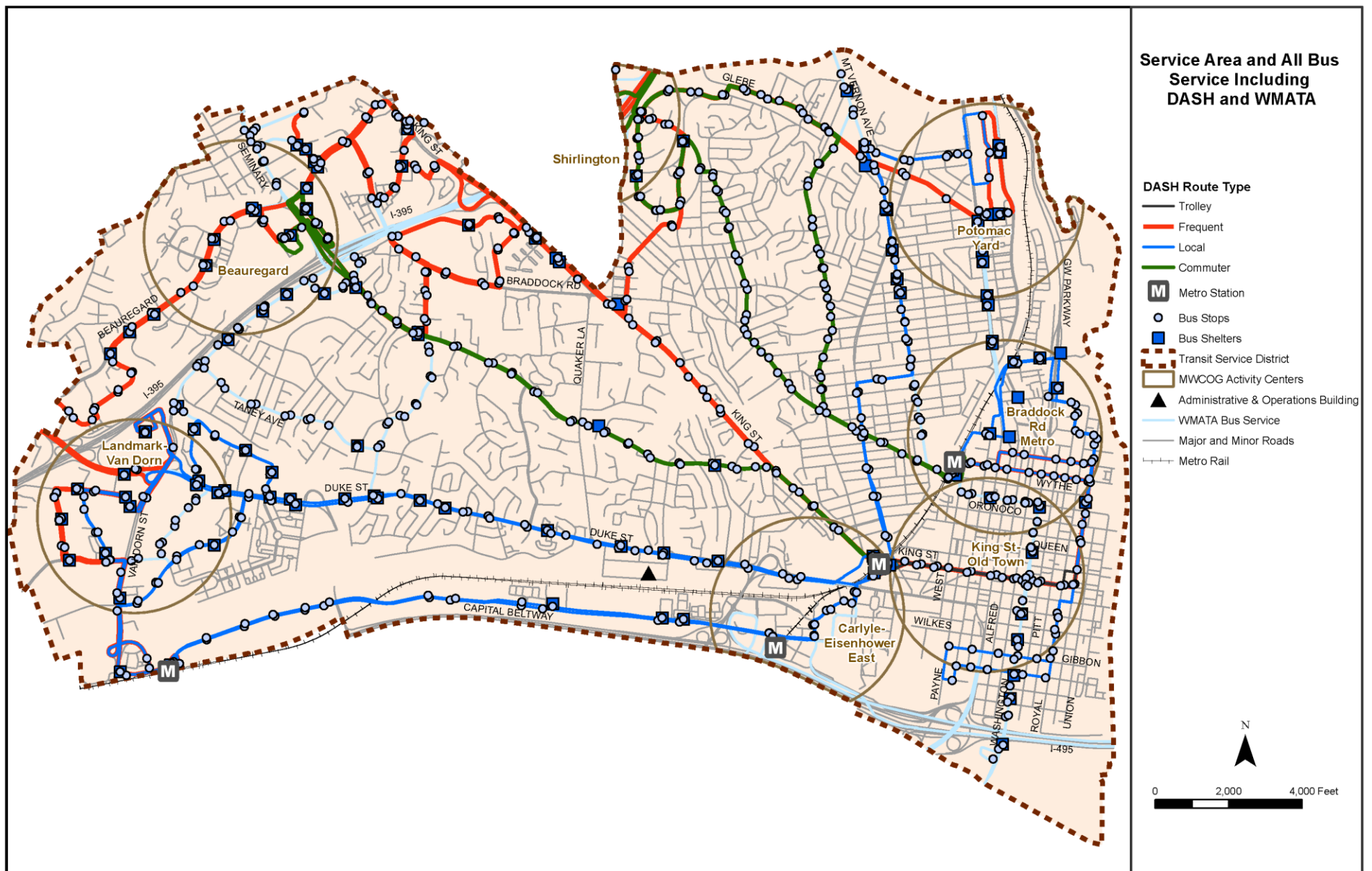


Figure A2 – DASH “Minority” Route Classifications & Minority Populations

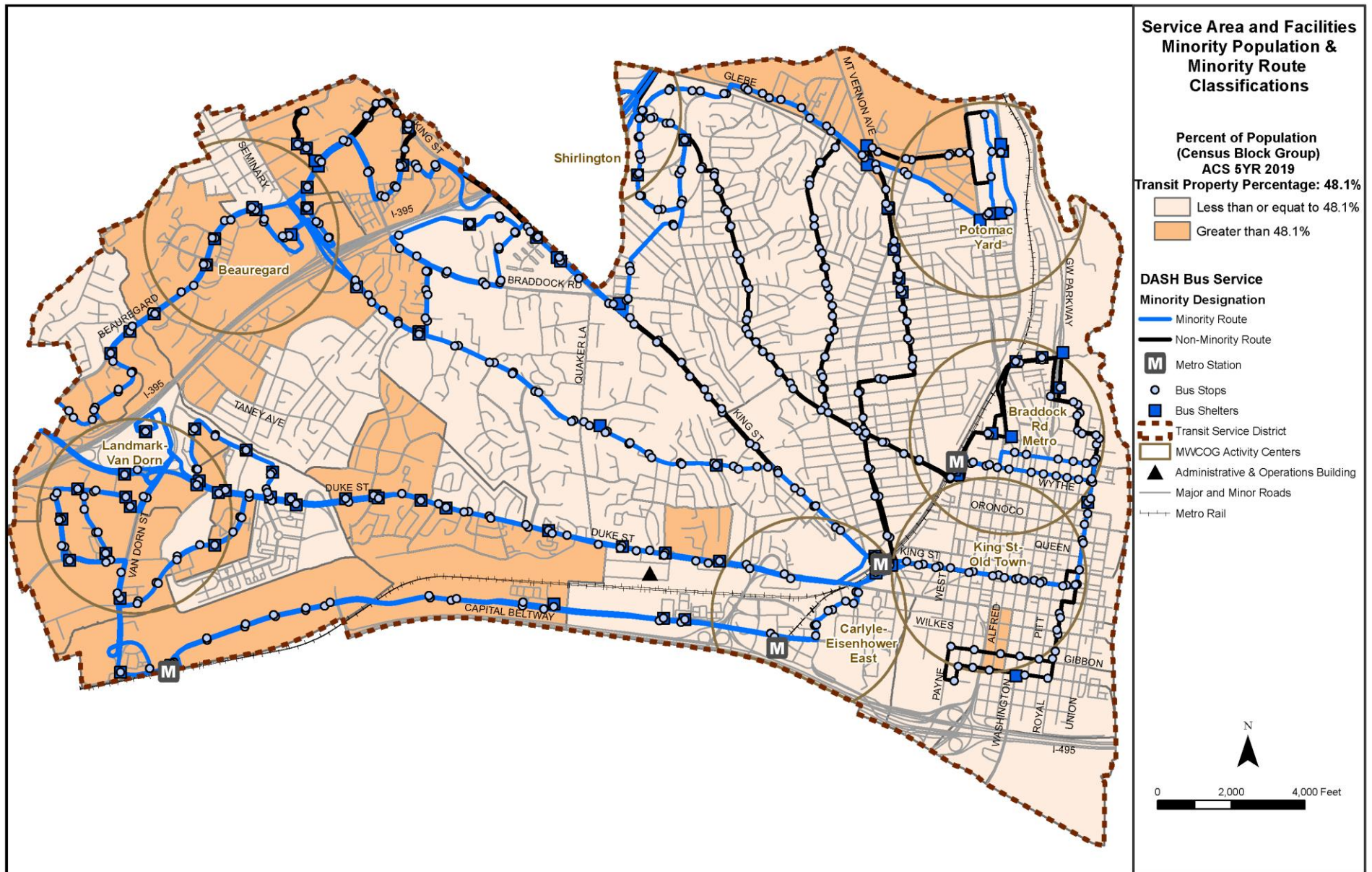


Figure A3 –Low Income Populations & DASH Bus Service

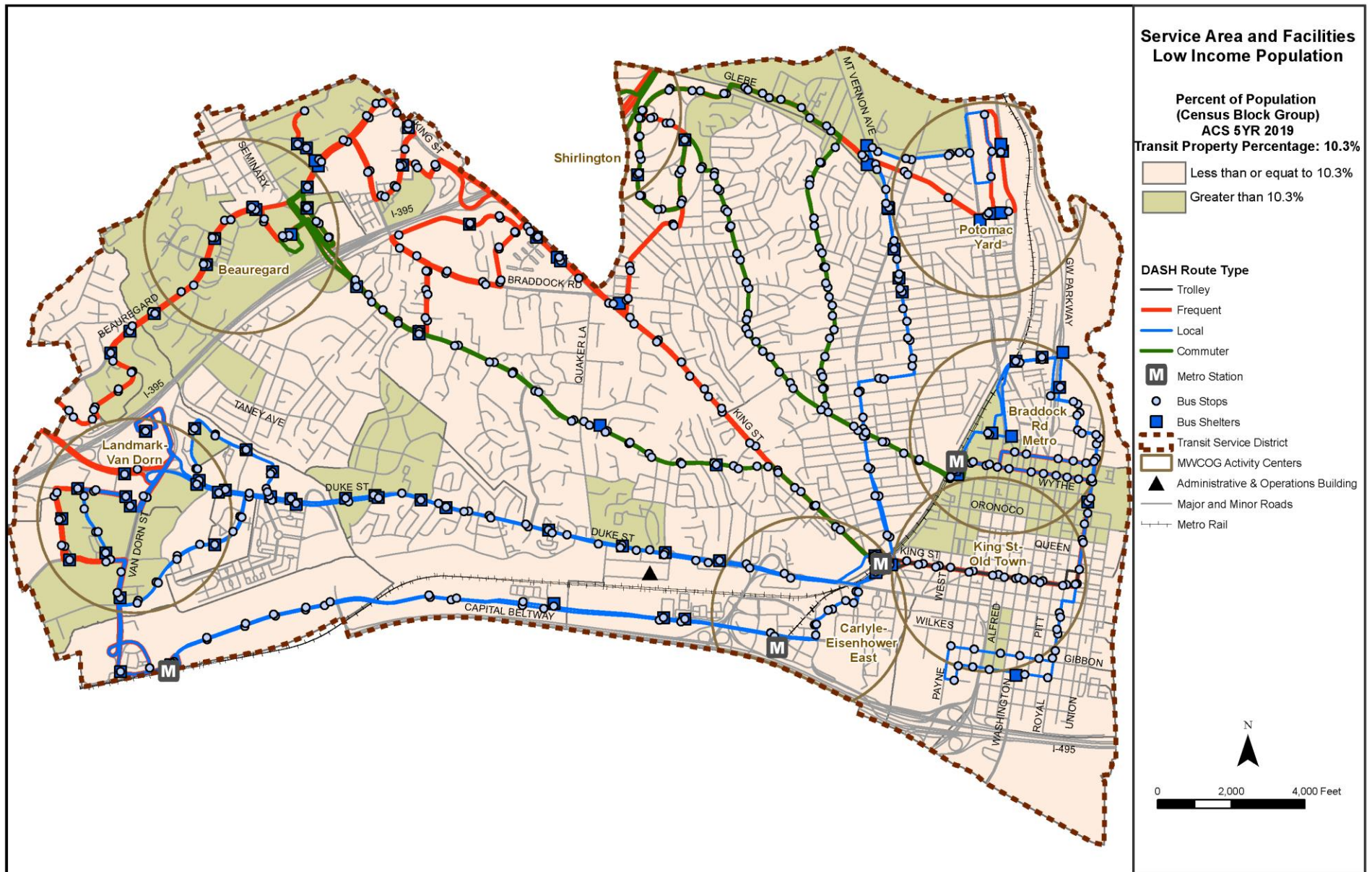


Figure A4 –Limited English Proficiency (LEP) Populations & DASH Bus Service

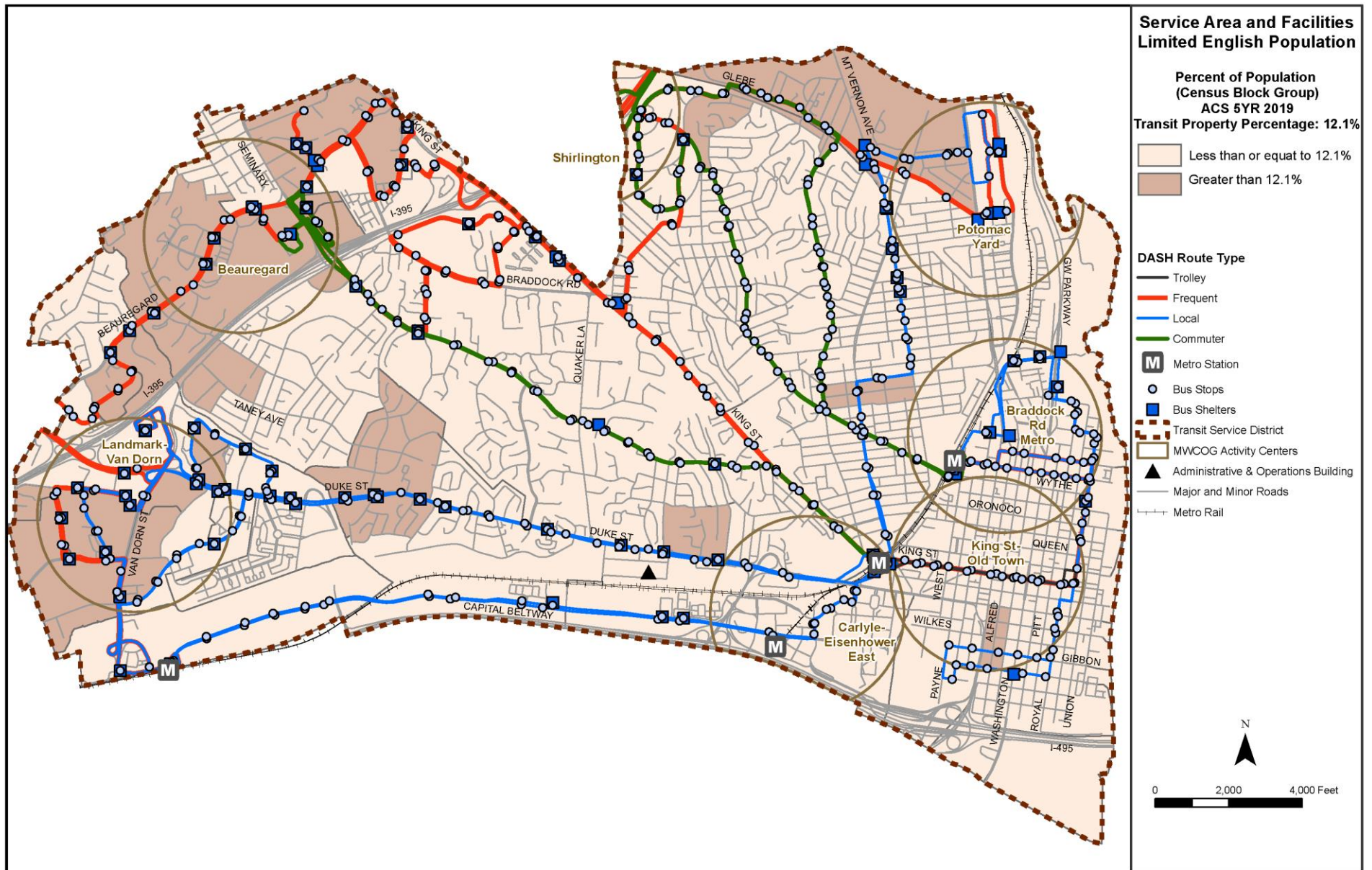


Figure A5 – City of Alexandria Bus Passenger Amenities & Minority Populations

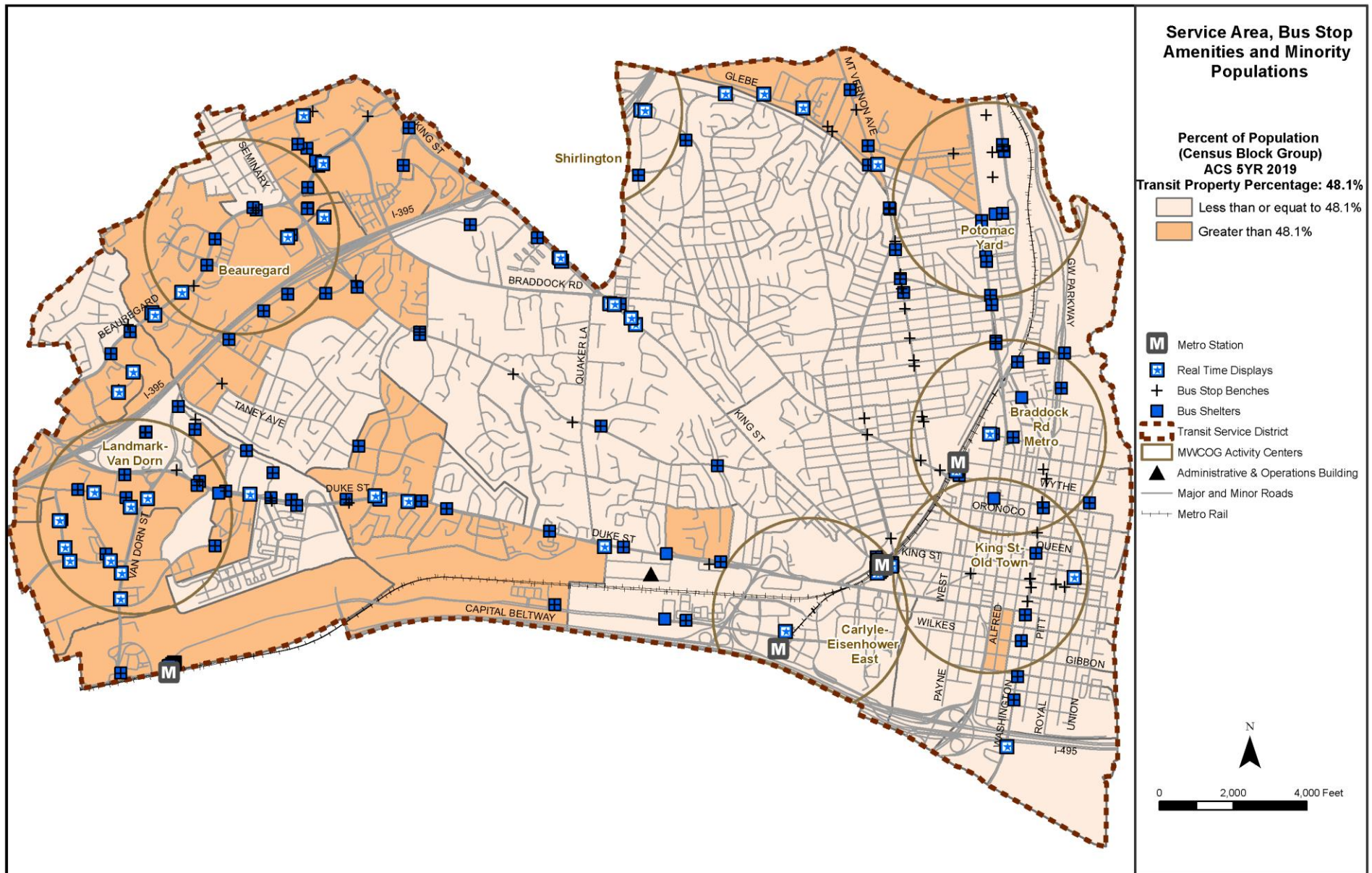
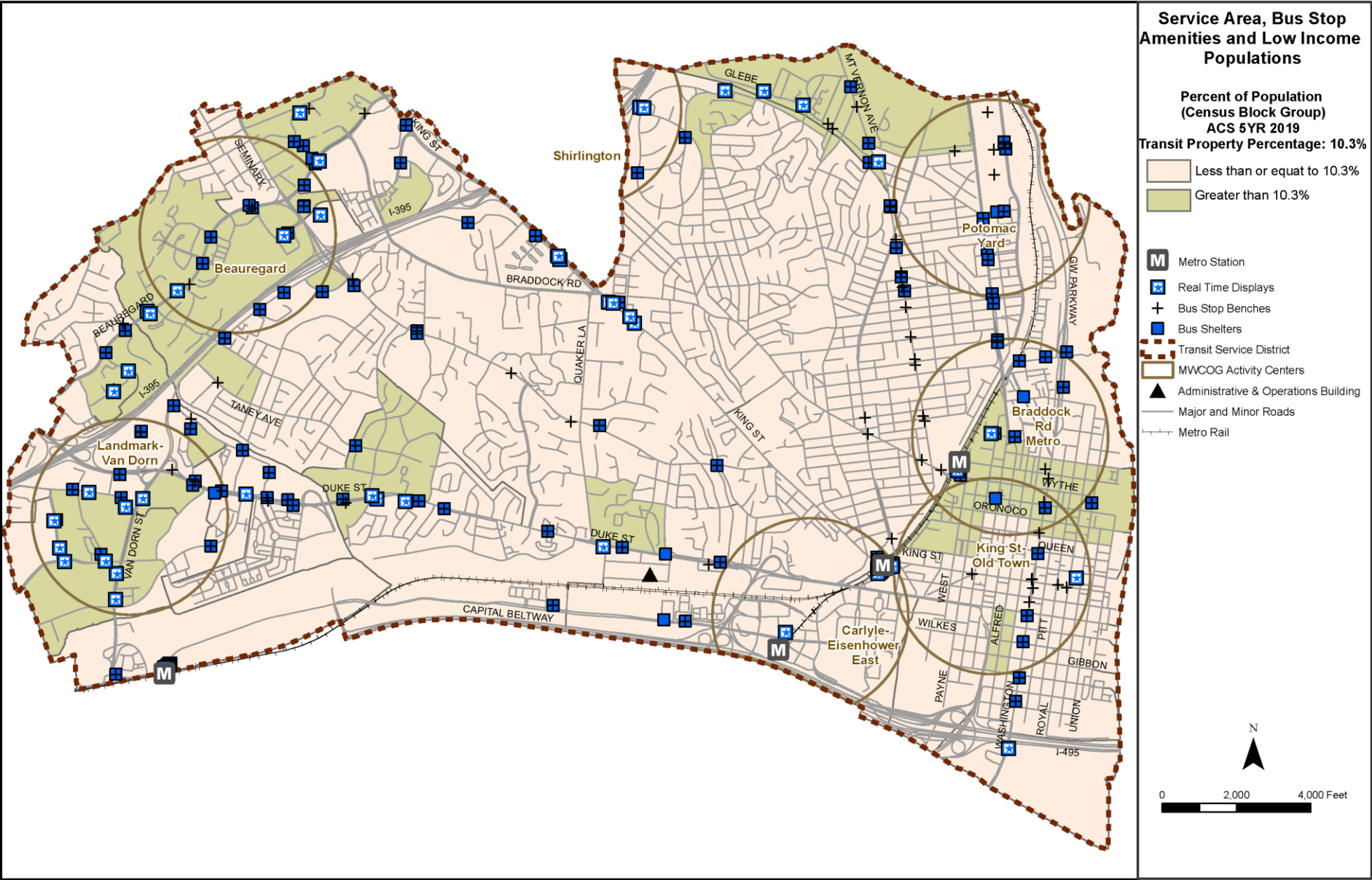


Figure A6 – City of Alexandria Bus Passenger Amenities & Low-Income Populations





Attachment IV

Draft TDP



FY 2023 – FY 2028
ALEXANDRIA TRANSIT COMPANY (DASH)
DRAFT TRANSIT DEVELOPMENT PLAN (TDP)

PRESENTED TO THE ATC BOARD OF DIRECTORS ON MARCH 9, 2022

ALEXANDRIA TRANSIT COMPANY
DASH

703.746.DASH (3274)

DASHBUS.COM

3000 BUSINESS CENTER DR, ALEXANDRIA

TABLE OF CONTENTS

1.0 / Executive Summary	1
1.1 / System Performance	1
1.2 / FY 2023 Service & Fare Change Recommendations	2
1.4 / ATC Capital Program Summary	4
2.0 / TDP Background	5
2.1 / Purpose & Format	5
2.2 / Process & Timeline	5
2.3 / Alexandria Transit Vision Plan	6
3.0 / System Summary	8
3.1 / Service Area	8
3.2 / Routes	8
3.3 / Other Transit Providers	12
3.4 / Passenger Facilities	12
3.5 / Bus Fleet	13
3.6 / Fares	15
3.7 / Funding	15
4.0 / System Performance	16
4.1 / Service Levels	16
4.2 / Systemwide Ridership	17
4.3 / Ridership by Route	17
4.4 / Cost Efficiency	19
4.5 / Service Reliability	20
4.6 / Access & Mobility	22
4.7 / System Performance Summary	27
5.0 / Service & Fare Recommendations	28
5.1 / Service Recommendations (FY 2023)	28
5.2 / Fare Recommendations (FY 2023)	40
5.3 / Service Recommendations (FY 2023 – FY 2028)	40
5.4 / Future Fare Change Recommendations (FY 2023 – FY 2028)	42
6.0 / DASH Capital Budget Program	46
6.1 / FY 2023 – FY 2032 Capital Improvement Plan (CIP)	46

6.2 / <i>Fleet Replacement Plan</i>	46
6.3 / <i>Fleet Expansion</i>	48
6.4 / <i>DASH Electric Bus Program</i>	50
6.5 / <i>DASH Facility Expansion</i>	51
6.6 / <i>Technology Improvements</i>	52
6.7 / <i>Other Capital Outlay Items</i>	53
7.0 / Public Outreach	54



1.0 / Executive Summary

This document represents the FY 2023 – FY 2028 Transit Development Plan (TDP) for the Alexandria Transit Company (ATC). The Alexandria Transit Company is responsible for the management, operation, and maintenance of the DASH bus system in Alexandria, Virginia.

The Transit Development Plan (TDP) provides a comprehensive vision of future service development, fare adjustments, and capital investments based on recommendations from the General Manager, ATC Board of Directors and DASH staff. More specifically, it evaluates current DASH system performance, outlines projected service levels for FY 2023 based on the draft budget, and provides fiscally-unconstrained guidance on future service changes and capital improvements for the remaining five years of the six-year plan cycle (FY 2024 – FY 2028). The TDP is updated each year by DASH staff and is subject to annual review, amendment, and adoption by the ATC Board of Directors. The document also serves as a resource for the City staff as they consider future ATC requests for financial assistance.

The FY 2023 Transit Development Plan addresses the period beginning July 1, 2022 and ending June 30, 2028. The document has been prepared in accordance with board-adopted procedures and is divided into four main sections – System Overview (Section 3), System Performance (Section 4), Service & Fare Change Recommendations (Section 5), and Capital Budget (Section 6).

The key findings and recommendations of these four sections are summarized below:

1.1 / System Performance

- In FY 2021, DASH was budgeted to operate roughly 311,000 platform hours and 2.9 million platform miles of regular DASH service, including I-395 Commuter Choice service. Ultimately, DASH only operated approximately 227,000 platform hours, which was 28 percent lower than planned due to service reductions related to the COVID pandemic.
- DASH recorded just over 1.52 million boardings in FY 2021. This represents a 47 percent decrease from FY 2020, and a 60 percent decrease from pre-pandemic ridership levels in FY 2019.
- DASH On-Time Performance was approximately 88 percent in FY 2021, which represents no change from FY 2020, but is still above the industry OTP standard of 85 percent. Valid customer complaints related to schedule adherence also decreased by 50 percent in FY 2021.

1.2 / FY 2023 Service & Fare Change Recommendations

- The DASH service plan for FY 2023 can be summarized as follows:
 - **FY 2023 Service Levels (Baseline).** Assuming preliminary budget subsidy levels provided by City's Office of Management and Budget and no service level changes, DASH projects that it will operate 311,000 platform hours and roughly 2.9 million annual platform miles in FY 2023, which is roughly equivalent to the annualized amount of service budgeted for FY 2022. These totals include the service enhancements on Line 35 and Line 36A/B that have been funded by the I-395 Commuter Choice Program.
 - **FY 2023 Service Levels (Unfunded ATV Improvements).** DASH has also developed an alternate, unfunded scenario that includes the service improvements from the 2022 Alexandria Transit Vision (ATV) Plan that have not yet been implemented. These additional improvements would increase the annual service totals to roughly 335,000 platform hours and 3.1 million platform miles, which represents an increase of roughly eight (8) percent. These improvements would require \$2.6 million in additional annual operating costs for FY 2023, which has not been included in the preliminary budget.

This unfunded scenario would include improvements on Lines 30, 31, 32, 33 and 34 with an emphasis on connectivity between West Alexandria and Old Town and improving weekend service levels so that all routes run every 30 minutes or better on Saturdays and Sundays. A full description of the FY 2023 "Unfunded ATV Improvements" scenario is included in Section 5.1.

- **Potomac Yard Metrorail Station.** The new infill Metrorail station at Potomac Yard is scheduled to open by the end of 2022. This station will provide an important rail connection for residents of Del Ray, Arlandria, Fairlington, Shirlington, Potomac Yard and Old Town North. As part of this opening, DASH will be implementing the following route changes:
 - **Line 33.** DASH is proposing to realign Line 33 to serve the new Potomac Yard Metrorail station when it opens in late 2022. Line 33 will serve the new bus stops on Potomac Avenue adjacent to the new Metrorail station to provide a convenient Metrorail connection for residents of Del Ray and Arlandria.
 - **Line 34.** DASH is proposing two major realignments of Line 34 that would coincide with the opening of the Potomac Yard Metrorail Station in late 2022. In Old Town, Line 34 would be relocated from North Fairfax Street to North Pitt Street between King Street and 2nd Street to provide better access to bus service for communities and new developments along North Pitt Street. Additionally, Line 34 would no longer serve the Braddock Road Metro and would instead be routed north to the new Potomac Yard Metro via the dedicated bus lanes on Richmond Highway and East Glebe Road.
 - **Line 36A/B.** DASH is proposing to realign Line 36A/B to serve the new Potomac Yard Metrorail station when it opens in late 2022. Line 36A/B will serve the new bus stops on Potomac Avenue adjacent to the new Metrorail station to provide

a frequent, all day bus connection to Metrorail for residents of Del Ray and Arlandria, seven days per week.

- **I-395/95 Commuter Choice Program.** In FY 2022, DASH and the City of Alexandria were awarded funding for two major service enhancements on Lines 35 and 36A/B through the I-395 Commuter Choice grant program, which is managed by the Northern Virginia Transportation Commission (NVTC). The enhanced service on these two routes was launched with the New DASH Network in September 2021 and will continue to operate with grant funding through FY 2023.
- The following DASH fare-related actions are planned for FY 2023:
 - **Free Fares.** DASH will continue as a 100% fare-free operation, as was first introduced in September 2021 with the New DASH Network. The fare-free program will continue through FY 2025 as funded by the Transit Ridership Incentive Program (TRIP) from the Virginia Department of Rail and Public Transportation (DRPT) with local support from the City of Alexandria.

1.3 / FY 2024 – FY 2028 Service & Fare Change Recommendations

- **FY 2024 Service Improvements.** In FY 2024, DASH will propose to implement any remaining improvements from the 2022 Alexandria Transit Vision (ATV) Plan that are not implemented in FY 2023. In addition to these improvements, DASH will propose additional improvements on Line 30, Line 32, Line 103 and Line 104, as outlined in Section 5.3.
- **FY 2025 Service Improvements.** In FY 2025, DASH will propose to implement additional improvements on Line 32, along with the extension of the King Street Trolley from the King Street Metro to Eisenhower Avenue Metro.
- **2030 Alexandria Transit Vision Plan.** DASH will continue to move forward with the implementation of the 2030 Alexandria Transit Vision Plan in FY 2026 and beyond. More information on the 2030 Alexandria Transit Vision Plan can be found in Section 5.3 or on the ATV website (www.dashbus.com/transitvision).
- **West End Transitway.** DASH will continue to work with the City of Alexandria on the planning for the West End Transitway, which will replace Line 35 service in the West End. More information on the West End Transitway can be found in Section 5.3.
- **Duke Street Bus Rapid Transit (BRT).** DASH will continue to work with the City of Alexandria on the planning for the Duke Street Transitway, which is planned between Landmark Mall and the King Street Metro. More information on the Duke Street BRT can be found in Section 5.3.
- **Fare Changes.** No additional fare changes for FY 2024 or beyond are being proposed at this time.

1.4 / ATC Capital Program Summary

- **DASH Fleet.** As of the start of FY 2023, the current DASH bus fleet will include 101 active buses, and six (6) contingency spare buses.
- **Electric Buses.** In FY 2022, DASH purchased and took delivery of eight new 100% electric buses, including four articulated 60-foot New Flyer buses (901-904) and four 40-foot Proterra buses (807-810) to bring the fleetwide total up to 14 electric buses. The eight new buses were purchased with grant funding from the Northern Virginia Transportation Authority (NVTa). In FY 2023, DASH is seeking to purchase up to 18 additional 100% electric buses, including eight replacement buses, five replacement trolleys, and six expansion buses. The six expansion buses would be purchased with funding from the Virginia Department of Transportation (VDOT) SmartScale grant program. DASH and the City are also seeking additional funding for electric buses through several federal grant programs that are sponsored by the Federal Transit Administration (FTA).
- **Fleet Replacement.** The City of Alexandria's FY 2023 – FY 2032 Capital Improvement Plan (CIP) includes substantial funding for DASH replacement buses that will allow DASH to maintain its State of Good Repair (SGR) and continue its transition to electric buses. Based on City budget guidance, the proposed CIP includes funding for eight clean diesel replacement buses in FY 2023, which may be upgraded to 100% electric buses if DASH and the City are able to secure additional FTA funding through the FY 2023 Low/No Emission Vehicle grant program. The total requested funding in the FY 2023 – FY 2032 CIP for replacement bus purchases – including the transition to a zero-emission fleet – is \$105 million.
- **Zero-Emission Fleet Planning.** DASH is continuing to work with a consultant team from WSP, Inc. on its Zero-Emission Bus Implementation Plan. Phase II of the plan is expected to be completed later this year and will guide DASH in its effort to transition the entire bus fleet to 100% electric propulsion by 2037.
- **DASH Facility Expansion Project.** In early 2022, DASH launched the design phase for its major facility expansion project, funded by the state's Smart Scale program. The project will allow DASH to expand its facility onto the existing city impound lot that is located immediately west of the existing DASH garage. The expansion will include capacity for up to 45 additional buses and electric charging equipment and infrastructure in support of a future zero-emission bus fleet. It also includes six expansion buses to be purchased by FY 2024. Construction of the facility expansion project is expected to be completed by 2024.
- **Other Capital Improvement Projects.** Additional FY 2023 – FY 2032 CIP funds are allocated future fleet expansions, hybrid battery and powertrain replacements, on-route electric bus charging stations, and other DASH technology needs.

Finally, DASH has also submitted two applications for the FY 2023 Virginia Department of Rail and Public Transportation (DRPT) grant cycle. These applications would provide funding for DASH promotional activities through the Transit Recovery Marketing grant program, and the continuation of the DASH Public Transit Intern program for FY 2023.

2.0 / TDP Background

The Transit Development Plan is prepared each year to document and present the General Manager's recommendations relating to service, fares and the capital budget for the upcoming fiscal year. The plan also serves as a planning and budgetary road map for the following five years. To this end, the TDP provides an evaluation of the existing DASH bus service and a corresponding outline for future service development and capital investment. The plan aligns with the budgetary assumptions for the upcoming fiscal year (FY 2023) and will be used as a starting point for budget discussions in future fiscal years (FY 2024 – FY 2028).

2.1 / Purpose & Format

The Transit Development Plan (TDP) is designed to provide a comprehensive vision of future service development, fare adjustments, and capital investments based on recommendations from the General Manager, ATC Board of Directors and DASH staff. More specifically, it evaluates current DASH system performance, outlines projected service levels based on the FY 2023 draft budget, and provides fiscally-unconstrained guidance on future service changes and capital improvements for the remaining five years of the six-year plan cycle (FY 2024 – FY 2028). The TDP is updated each year by DASH staff and is subject to annual review, amendment, and adoption by the ATC Board of Directors. The document also serves as a resource for the city staff as they consider future ATC requests for financial assistance

2.2 / Process & Timeline

The TDP approval process is designed to run in parallel with the City of Alexandria's annual budget timeline. As shown in Table 2-1, the basic TDP assumptions are developed by DASH management in the late fall and early winter. A draft of the TDP is typically submitted to the Board of Directors and released for public review in March. This release marks the beginning of the public comment period that culminates with a formal public hearing at the April meeting of the ATC Board. The public comment period includes multiple virtual community meetings, online engagement and the opportunity for comments to be submitted via phone, email, or during the Public Hearing at the Board of Directors meeting in April.

DASH staff reviews all input and modifies the document as needed to incorporate feedback and align with the final city budget. The final ATC Transit Development Plan is then reviewed and adopted by the ATC Board of Directors in May so that the plan may be implemented for the subsequent fiscal year on July 1st.

Table 2 – 1 / Annual ATC Transit Development Plan (TDP) Timeline

	ATC Staff	ATC Board	City Staff/OMB/Council
October	Staff submits current budget to OMB	Draft FY23 budget presented to ATC Board for input	City Manager releases priorities and instructions
November	Staff submit suppl. requests and reductions to OMB	BOARD ACTION to approve or amend proposed budget	Suppl. requests and reductions due to OMB.
December	N/A	N/A	Focus Area Teams meet
January	Staff meet with OMB and City Manager	N/A	City Manager finalizes budget
February	Staff receives subsidy level from OMB, revises budget	N/A	Manager releases proposed budget/CIP to City Council
March	Proposed TDP & Budget completed; outreach begins	Proposed TDP & Budget presented to Board for input	City Council Budget Work Sessions
April	Staff present budget to Council, conduct public outreach	Board holds Public Hearing for Proposed FY23 TDP & Budget	City Council Budget Work Sessions
May	Staff develops final TDP/Budget based on input	BOARD ACTION to adopt revised FY23 TDP and Budget	City Council adopts FY23 Budget and Capital Imp. Program (CIP)
June	Prepare for implementation of any July service/fare changes	N/A	N/A

2.3 / Alexandria Transit Vision Plan

The Alexandria Transit Vision (ATV) Plan is an ambitious bus network redesign study conducted by DASH and the City of Alexandria to take a community-driven approach to re-designing the city's transit network from scratch. The ultimate goal of the ATV – as determined through community outreach – is to create a more useful bus network that encourages more people to go more places at more times using transit. Similar transit network redesigns have been successfully implemented in Houston, Seattle, San Jose, and Richmond.



After three rounds of public engagement and nearly two years of discussion, the final 2022 and 2030 Alexandria Transit Vision Plan networks were adopted by the DASH Board of Directors in December 2019. The networks were designed based on the policy guidance that DASH should dedicate 85 percent of its annual revenue hours to ridership maximization, and 15 percent to coverage-oriented service. The resulting 2022 and 2030 ATV recommendations create a network of frequent, all-day bus routes across the City of Alexandria that provides significant improvements in mobility options for most Alexandria residents and encourage additional transit usage, which benefits the City as a whole. Major improvements to off-peak service during middays, evenings and weekends would also be included.

The first implementation phase of the Alexandria Transit Vision Plan – known as the “New DASH Network” – was launched in September 2021. Due to budget constraints and other major DASH funding

needs, the City was not able to fund the full 2022 ATV Plan recommendations in FY 2022, and they are not currently proposed for FY 2023.

DASH was able to implement a reduced version of its 2022 ATV Plan in September 2021 with the fare-free New DASH Network, and will seek additional funding opportunities in FY 2023 and beyond in the hopes of implementing the full 2022 Alexandria Transit Vision Plan. Additional service change proposals for FY 2024 and beyond would allow DASH to implement the full 2022 and 2030 ATV network plans and are included in Section 5-3.



3.0 / System Summary

DASH currently operates traditional fixed-route bus service on eleven regular bus routes, and the King Street Trolley. The primary DASH service area covers approximately 15 square miles and generally aligns with the jurisdictional boundaries of the City of Alexandria. A map of the DASH bus system is included as Figure 3-1. An inset map depicting bus service in Old Town Alexandria is shown as Figure 3-2.

3.1 / Service Area

The majority of DASH service operates within the City of Alexandria, however, three routes – Lines 35, 103 and 104 – also provide service along Interstate 395 between Alexandria and the Pentagon. As shown in Figures 3-1 and 3-2, the DASH bus system design follows a modified hub-and-spoke network design model with Old Town as the “hub”, and the major east-west arterials (King Street, Seminary Road, Duke Street, and Eisenhower Avenue) serving as the “spokes”. Several “crosstown routes” like Line 36 A/B also provide connections between outlying areas and major trip generators on the West End and northern Alexandria. DASH provides local bus service within the City, but also connects passengers to the Metrorail system, which has four stations within the City of Alexandria, and a fifth station scheduled to open at Potomac Yard in late 2022.

3.2 / Routes

The DASH bus system consists of 10 regular bus routes and the King Street Trolley. The basic characteristics of each route are summarized in Table 3-1. All eleven routes operate on weekdays and nine routes run on Saturdays and Sundays. On most routes, weekday service runs from at least 6:00 AM to 11:00 PM, and weekend service runs from at least 7:00 AM to 10:00 PM. Weekday peak service for most routes runs every 15-30 minutes. Weekday off-peak service typically runs every 30-60 minutes during mid-days and evenings. Of the eight routes that run on Saturdays and Sundays, four run every 15 minutes or better. On Saturdays, only one of the eight routes runs only every 60 minutes, but on Sundays, three of the eight routes only run once every hour. Due to the COVID-19 pandemic, several DASH routes – the AT-3, AT-4 and AT-6 – operated with reduced service during the first eight months of 2021 until the New DASH Network launched in September.

DASH also operates the iconic King Street Trolley, a free tourist-oriented service running between the King Street Metro and City Hall. The trolleys typically run every 15 minutes from 11:00 AM to 11:00 PM, 365 days per year. King Street Trolley service was suspended in March 2020 due to the pandemic, but resumed regular operations in July 2021.

Additional information on the destinations, service levels and operating characteristics for specific DASH routes is provided in Table 3-1.

Figure 3 – 1 / DASH System Map

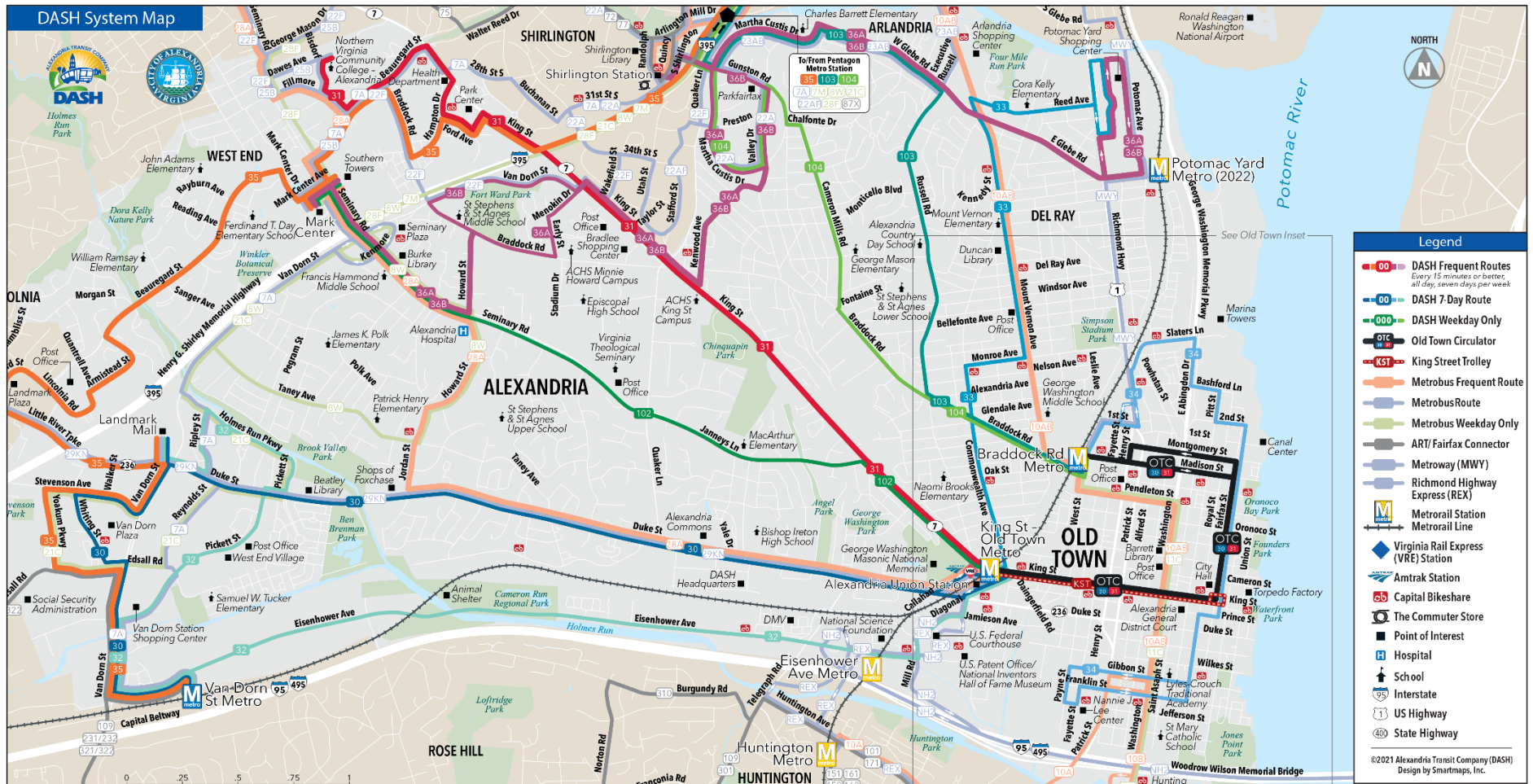


Figure 3-2 / Old Town Alexandria Inset Map



Table 3-1 / DASH Service Characteristics by Route

Route	Description	Span/Frequency							
		Weekday				Saturday		Sunday	
		Span	Peak	Off-Peak	Night	Span	Freq.	Span	Freq.
30	Van Dorn Metro to Braddock Road Metro via Landmark Mall, Van Dorn, King & Old Town	5:00am - 12:00am	10-20	30	30	5:45am - 12:40am	30	5:45am - 11:30pm	30
31	NVCC to Braddock Road Metro via Bradlee Shopping Center, King Street Metro & Old Town	5:00am - 12:30am	10	15-30	30-60	5:45am - 12:30am	15-30	5:45am - 12:30am	15-30
32	Landmark Mall to King Street Metro via Pickett Street, Van Dorn Metro & Eisenhower Metro	5:00am - 10:00pm	30	60	60	7:00am - 10:00pm	60	7:00am - 10:00pm	60
33	King Street Metro to Potomac Yard via Commonwealth, Monroe, Mt. Vernon, & Reed	6:00am - 10:00pm	30	30	60	7:00am - 10:00pm	30	7:30am - 9:30pm	60
34	Lee Center to Braddock Street Metro via S Royal & N Fairfax	5:00am - 10:00pm	30	30	30	7:00am - 10:30pm	30	7:00am - 10:30pm	60
35	Van Dorn Metro to Pentagon Metro via Landmark Mall, Mark Center, and I-395	4:45am - 12:30am	10	10	15-30	5:45am - 3:00am	15	5:45am - 2am	15
36A/B	Mark Center Station to Potomac Yard via Southern Towers, Bradlee Shopping Center, & Glebe	6:00am - 11:00pm	15	15	15	7:00am - 10:45pm	15	7:00am - 10:45pm	15
102	Mark Center Station to King Street Metro via Seminary & King	5:00am - 8:00pm	30	60	-	-	-	-	-
103	Braddock Road Metro to Pentagon Metro via Russel, Glebe, & Parkfairfax	6:00am - 8:00pm	30	-	-	-	-	-	-
104	Braddock Road Metro to Pentagon Metro via Cameron Mills Drive and Parkfairfax	6:15am - 8:15pm	30	-	-	-	-	-	-
KST	King Street Trolley	11:00am - 11:00pm	15	15	15	11:00am - 11:00pm	15	11:00am - 11:00pm	15

3.3 / Other Transit Providers

The DASH bus network in Alexandria provides a local complement to the regional transit network. Regional operators that provide service to/from Alexandria include:

- **Metrorail (WMATA).** Metrorail operates heavy rail service to 91 stations throughout the Washington, DC region, and typically carries over 180 million passengers per year. The City of Alexandria is served by the Blue and Yellow lines at four different Metrorail Stations – Braddock Road, King Street, Eisenhower Avenue, and Van Dorn. These four stations typically draw about 40 million passenger boardings per year. DASH also provides service to the Pentagon Metro Station in Arlington County. The new Potomac Yard Metrorail Station – an in-fill station in northern Alexandria on Potomac Avenue – is slated to open in late 2022.
- **Metrobus (WMATA).** In addition to Metrorail, WMATA also operates a regional bus network that typically carries over 130 million passengers per year. Metrobus runs 24 routes that provide service within the City of Alexandria. This includes the “Metroway” rapid bus service between Pentagon City and Braddock Road Metro, and the Richmond Highway Express (REX), which provides frequent, limited-stop service from Mount Vernon to Old Town via Route 1. Annual Metrobus ridership in Alexandria is typically around 17 million boardings per year. Several Metrobus routes, including the 7A, 25B and 28A, as part of the New DASH Network launch in September 2021.
- **Amtrak/Virginia Railway Express.** Intercity and commuter rail services such as Amtrak and VRE stop at Alexandria Union Station, before crossing the Potomac River into Washington, DC. VRE typically carries up to 5 million passengers per year.
- **Private Shuttles.** Several dozen private shuttles operate within the City of Alexandria to provide connections to Metrorail Stations. Examples include the Carlyle/PTO Shuttle, and the Van Dorn Exchange shuttle, which connects the Van Dorn Exchange apartment complex with the Van Dorn Metro.
- **Accessible Service.** Accessible paratransit options are provided through the City of Alexandria’s DOT program and the WMATA MetroAccess service.

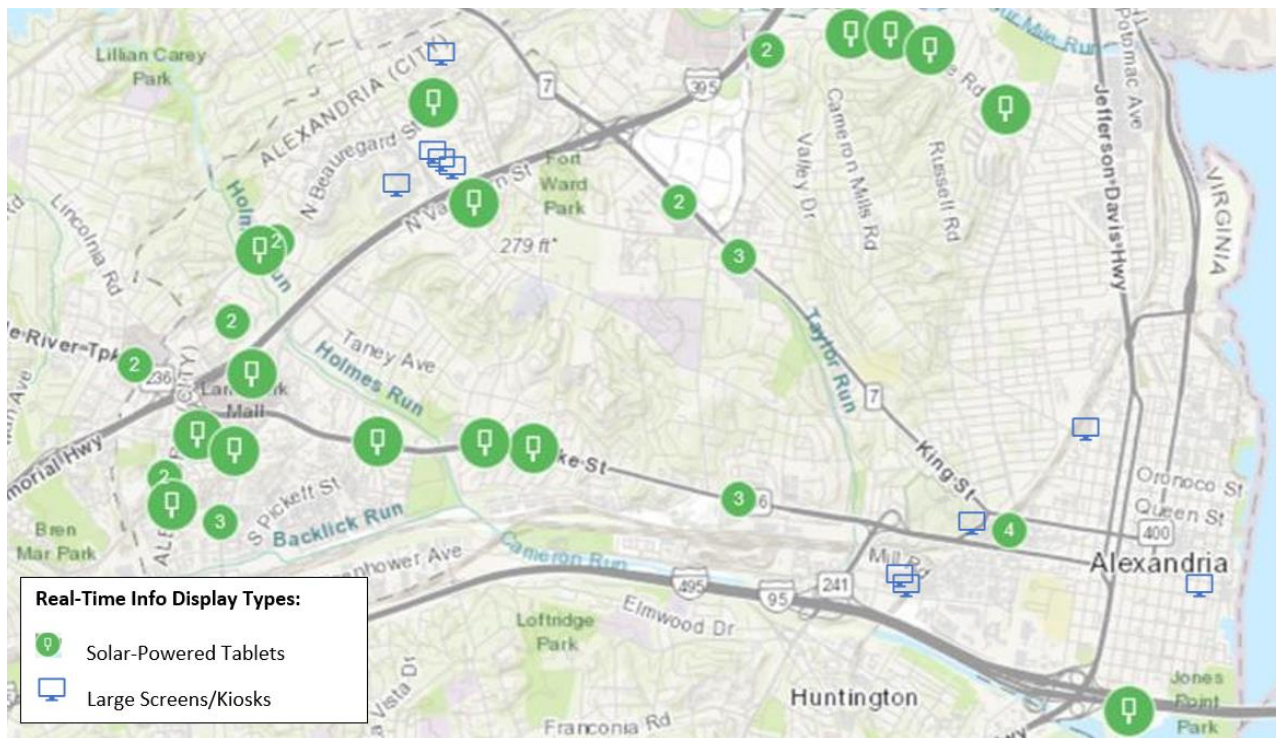
3.4 / Passenger Facilities

DASH buses provide service to five Metrorail Stations (Braddock Road, King Street, Eisenhower Avenue, Van Dorn Avenue and Pentagon), five non-Metrorail transit centers (Landmark Mall, Mark Center, Southern Towers, NVCC-Alexandria and Potomac Yard), and over 500 local bus stops. Roughly 22 percent of these stops are shared by Metrobus or another provider. City staff estimate that roughly 70 DASH bus stops have shelters, while another 200 have amenities such as benches and/or trash cans. The distribution of stop amenities is based primarily upon daily ridership, with shelters, benches and trash cans generally installed at any stop with over 40 daily boardings.

In 2018, DASH began installing real-time bus arrival information kiosks and tablets at various high-ridership locations throughout the city. Major kiosks have been installed at City Hall, Southern Towers, NVCC-Alexandria, King Street Metro, and NSF and other key stop locations. By the end of FY 2022, DASH

will have real-time information displays at over 60 stop locations, which combined account for nearly 50 percent of DASH average weekday ridership.

Figure 3-3 / Real-Time Information Display Locations (2022)



All DASH bus stops that have been installed or updated since 2006 are compliant with ADA design standards for individuals using wheelchair or other mobility devices. DASH also coordinates closely with city staff during the site plan review process to ensure any proposed developments include adequate considerations for existing and future bus stops.

3.5 / Bus Fleet

The DASH bus fleet is currently comprised of 101 buses for use in daily revenue service. The FY 2022 peak service requirement for weekdays is 75 vehicles, so the spare ratio is roughly 34 percent. DASH also has six emergency contingency spare buses, which are not included in the spare ratio calculation. A summary of the active and contingency bus fleets are shown in Table 3-2.

In FY 2022, DASH took delivery of eight additional 100% electric buses with funding from NVTa and installed charging equipment with funding from NVTa. This brought the total DASH electric bus fleet to 14 vehicles which make up 13 percent of the total fleet. More information about the DASH electric bus program in Section 6-5.

In order to maintain State of Good Repair, DASH is required to replace each bus once it reaches the end of its 12-year useful life cycle. A more detailed discussion of bus fleet replacement, expansion plans and the “DASH Capital Budget Program” is included in Section 6 of this document.

Table 3-2 / FY 2023 DASH Bus Fleet Summary

DASH REVENUE BUS FLEET - ACTIVE

Vehicle ID's	Year	Make	Type	Length	# of Vehicles
200-206	2011	Gillig	Hybrid	35'	7
300-302	2011	Gillig	Hybrid	40'	3
400-404	2011	Gillig (Trolley)	Hybrid	29'	5
207-211	2012	Gillig	Hybrid	35'	5
303-307	2012	Gillig	Hybrid	40'	5
212-216	2014	Gillig	Hybrid	35'	5
308-309	2014	Gillig	Hybrid	40'	2
217-229	2015	Gillig	Hybrid	35'	13
405	2015	Gillig (Trolley)	Hybrid	35'	1
230-233	2017	Gillig	Hybrid	35'	4
310-311	2017	Gillig	Hybrid	40'	2
501-514	2018	Gillig	Clean Diesel	35'	14
515-527	2019	New Flyer	Clean Diesel	35'	13
528-530	2020	New Flyer	Clean Diesel	35'	3
701-705	2020	New Flyer	Clean Diesel	40'	5
801-803	2020	New Flyer	Electric	40'	3
804-806	2021	Proterra	Electric	40'	3
807-810	2021	Proterra	Electric	40'	4
901-904	2021	New Flyer	Electric	60'	4
TOTAL ACTIVE FLEET					101

CONTINGENCY BUS FLEET

Vehicle ID's	Year	Make	Type	Length	# of Vehicles
101-102	2007	Gillig	Diesel	35'	2
103-105, 326	2002	MCI	Diesel	40'	4
TOTAL CONTINGENCY FLEET					6
TOTAL FLEET SIZE (ACTIVE + CONTINGENCY)					107

3.6 / Fares

In September 2021, DASH transitioned to 100% fare-free operations on all DASH buses. This change was funded by an increase in the DASH subsidy from the City of Alexandria, and a grant award from the Transit Ridership Incentive Program (TRIP) through the Virginia Department of Rail and Public Transportation (DRPT). DASH continues to maintain fareboxes on all vehicles in its active revenue fleet for ridership data collection purposes but is planning to remove fareboxes by early 2023 once automated passenger counters (APC's) have been installed on the entire fleet.

3.7 / Funding

DASH service is operated by the Alexandria Transit Company (ATC), which is an independent public service corporation that is owned by the City of Alexandria. The City provides extensive input and guidance via the Transportation Planning Division of the city's Department of Transportation & Environmental Services. City staff play an integral role in supporting the DASH annual budget request and managing a wide variety of state and regional grant programs.

The majority of annual DASH operating funds comes from an operating subsidy that is allocated each year from the City of Alexandria's General Fund. The City also provides funding for operations through the Transportation Improvement Program (TIP) and for capital investments through the biennial Capital Improvement Program (CIP) process.

Additional external sources of DASH funding include the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Smart Scale program, the Northern Virginia Transportation Authority (NVTA), and the Northern Virginia Transportation Commission (NVTC) I-395 Commuter Choice Program. DASH and the City of Alexandria are also in the process of establishing compliance with Federal Transit Administration (FTA) regulations which would provide opportunities for additional federal funding programs.

DASH also relies upon subsidies to operate specific services such as the free King Street Trolley for the City of Alexandria. Additional revenue is also generated by bus charters for both public and private events.

Passenger fare revenues typically cover between 20 and 25 percent of the annual DASH operating costs and are used to reduce the DASH operating subsidy from the city. Due to the suspension of fare collection in March 2020, fare revenues covered less than five percent of DASH operating costs for FY 2021.

4.0 / System Performance

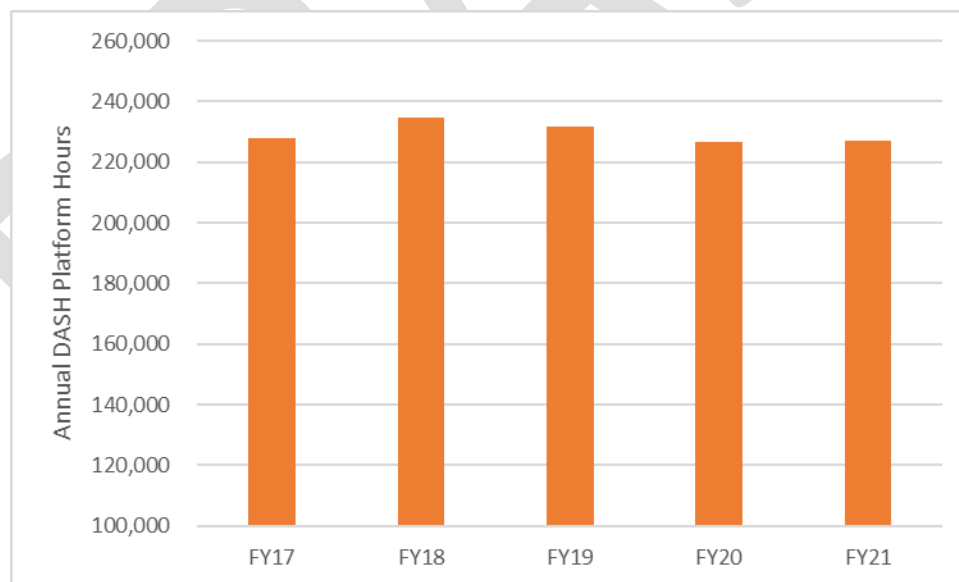
The following section uses FY 2021 system performance data to review DASH service with several key metrics. The overall performance of a bus system is typically measured in terms of service provided (revenue hours), service consumed (ridership), cost efficiency (boardings per revenue hour), and service reliability (on-time performance, missed trips, road calls and customer feedback). Additional metrics such as access and mobility that were highlighted during the ATV Plan are also important in determining how well the transit network is meeting the needs of the community.

The FY 2021 performance data outlined in this section was deeply skewed by the COVID-19 pandemic, which began in March 2020 and has led to sustained ridership losses. DASH service levels were also significantly reduced for most of FY 2021 due to the pandemic and related shutdowns.

4.1 / Service Levels

In FY 2021, DASH operated just over 227,000 platform hours of bus service, which was significantly lower than expected due to reduced service levels resulting from the COVID pandemic. This service total represents a 0.1 percent decrease as compared to FY 2020 service levels. Without these reductions, DASH had anticipated that the service levels would have been significantly higher due to service increases implemented through the I-395 Commuter Choice program. A graph showing the historic trend in DASH annual platform hours for the last five years is shown in Figure 4-1.

Figure 4-1 / DASH Annual Platform Hours (FY 2017 - FY 2021)



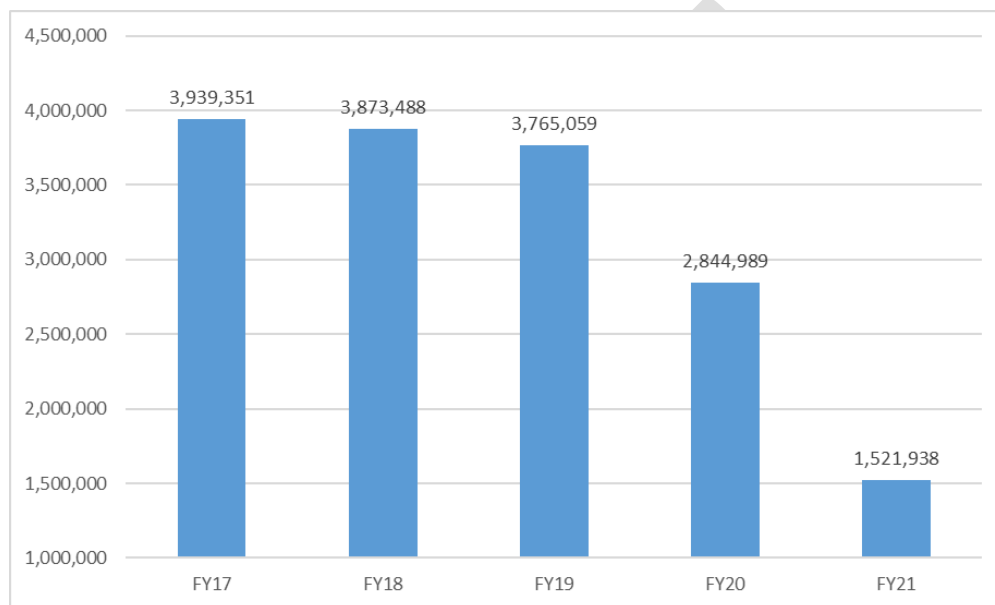
4.2 / System Ridership

As shown in Figure 4-2, annual ridership has decreased over the last five years, with more significant drops in the last two years with the onset of the COVID pandemic. In FY 2021, DASH recorded just over 1.5 million passenger boardings, which was down roughly 47 percent from FY 2020, and down 60

percent from FY 2019. The ridership decrease in FY 2020 and FY 2021 can be largely attributed to the extraordinary ridership decreases resulting from the COVID-19 pandemic.

In terms of average daily boardings in FY 2021, DASH drew an average of 5,000 boardings on weekdays, nearly 2,850 boardings on Saturdays, and approximately 1,850 boardings on Sundays. This translates to an approximately 47 percent decrease in weekday boardings from FY 2020. Average Saturday and Sunday boardings were also down by 45 percent and 48 percent, respectively.

Figure 4 -2 / DASH Annual Ridership (FY 2017 - FY 2021)



4.3 / Ridership by Route

At the route level, Figure 4-3 shows that most DASH routes have declined in weekday ridership over the last three years with larger drop-offs in FY 2020 and FY 2021. For FY 2021, the largest yearly decreases were observed on the AT-2, AT-5, and AT-8. The King Street Trolley did not operate at all in FY 2021 so it did not register any ridership.

Among the routes benefitting from I-395 Commuter Choice service improvements, the AT-1+ fell by only 10 percent in FY 2021, which was the smallest decrease of any DASH route. Similarly, the AT-9 and AT-10 only decreased by 25 and 24 percent, respectively.

Figure 4-4 / Average WEEKDAY Ridership by Route (FY 2019 – FY 2021)

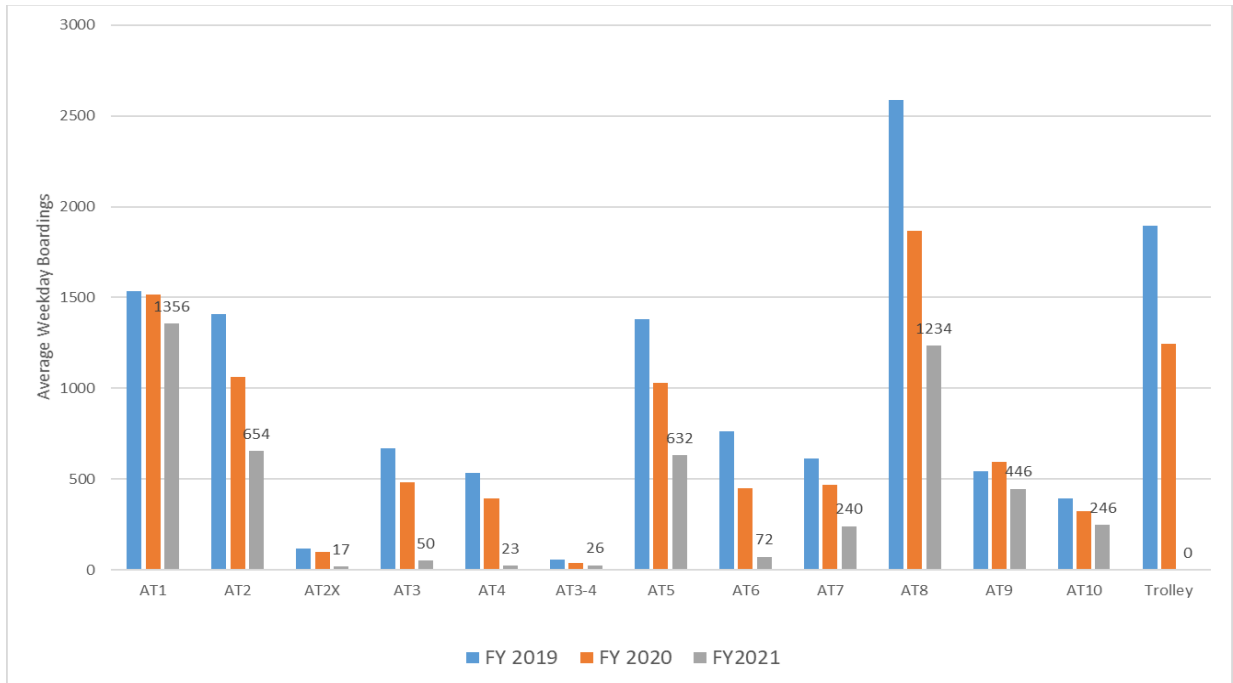


Figure 4-5 / Average SATURDAY Ridership by Route (FY19-FY21)

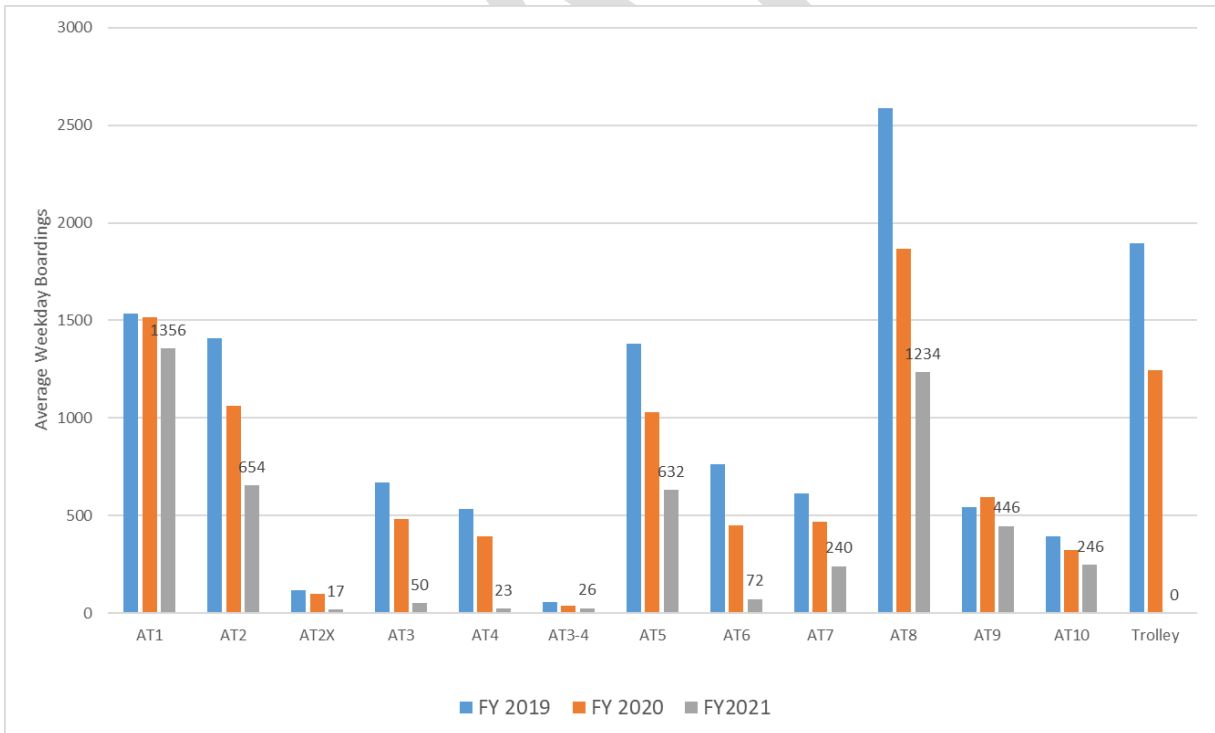
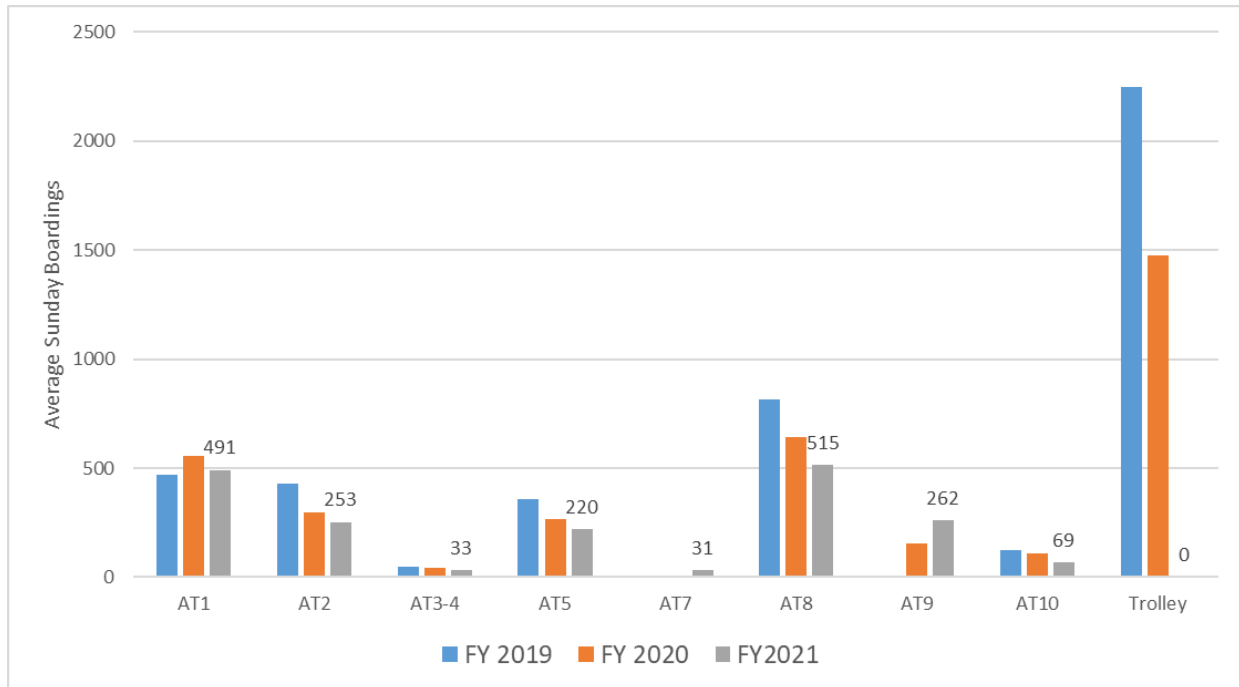


Figure 4-6 / Average SUNDAY Ridership by Route (FY19-FY21)



Weekend ridership has also decreased on most DASH routes since FY 2019, with several exceptions. As shown on Figure 4-5, average Saturday boardings on most DASH routes fell by 10 – 45 percent in FY 2021, however, the AT-1 and AT-9 saw increases of 1 percent and 15 percent, respectively. The biggest decreases for Saturday ridership were recorded on the AT-3/4 and AT-10, as well as the King Street Trolley, which did not run in FY 2021.

As shown on Figure 4-6, Sunday ridership on all regular DASH routes except the AT-9 decreased from FY 2020 to FY 2021. Most routes fell by 10 to 35 percent, however, the AT-9 increased by nearly 70 percent as FY 2020 was the first year that the route had operated on Sundays. The most significant decreases were observed on the AT-3/4 and AT-10, which dropped by 27 percent and 37 percent, respectively.

Seminary Road & Janneys Lane Ridership

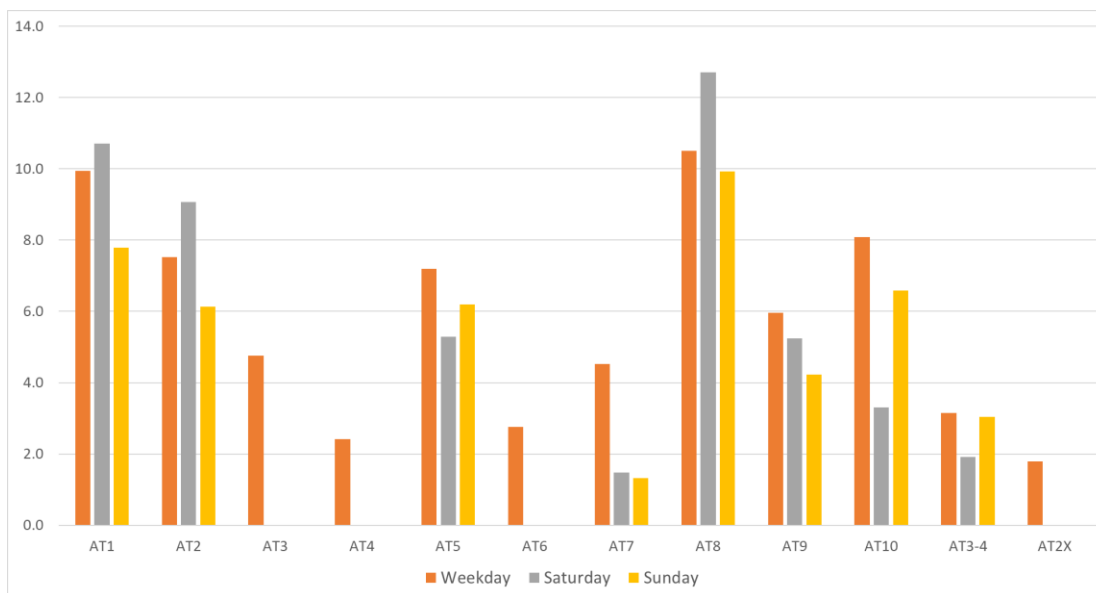
One of the key decisions made by the ATC Board of Directors as part of their decision to adopt the Alexandria Transit Vision Plan in 2019 was to maintain local bus service on Seminary Road and Janneys Lane between Howard Street and King Street. As a condition to this decision, the Board recommended that the average weekday ridership on this corridor should be monitored on an annual basis with a target increase of 20 percent over the following five years to ensure that the service was being sufficiently utilized to warrant its continued operation.

The AT-2 recorded approximately 100 weekday boardings along the segment in FY 2019, so the ridership target of 120 average weekday boardings along the segment will be monitored in each of the next four Transit Development Plan documents. Based on extrapolations of automated passenger counter (APC) data, DASH estimates that an average of less than 20 boardings per weekday were recorded on this segment in FY 2021 due to the pandemic.

4.4 / Cost Efficiency

In order to determine the cost efficiency of the system, ridership numbers must be compared to revenue hours to determine how efficiently the system and its routes are operating. This metric is typically expressed in boardings per revenue hour. In FY 2021, the DASH bus system drew approximately 7.1 boardings per revenue hour. This was a decrease of over 68 percent from the 22.3 boardings per revenue hours that were recorded in FY 2019.

Figure 4-7 / Average Boardings per Revenue Hour by Route and Day (FY 2021)



Route-by-route boardings per revenue hour for weekdays, Saturdays and Sundays in FY 2021 are shown in Figure 4-7. Routes with the highest weekday productivity include the AT-1 and AT-8. The least productive weekday routes are the AT2X, AT3-4 and AT-6 which each drew less than four boardings per revenue hour. On weekends, the AT-1, AT-2 and AT-8 maintain an average productivity at or above 7 boardings per revenue hour. The AT-3/4 and AT-7 were the least productive routes on weekends with less than four boardings per revenue hour on both Saturdays and Sundays.

4.5 / Service Reliability

Service reliability can be measured by on-time performance, missed trip percentage, average miles per road call and customer feedback. It is important to note that service reliability is invariably tied to service frequency since the consequences of a missed trip are far less significant if the next bus is only 10 or 15 minutes away instead of 60 minutes away.

The most common indicator for service reliability is on-time performance (OTP), which measures the percentage of trips that are arriving at each timepoint within five minutes of their scheduled arrival time. In FY 2021, approximately 88 percent of all DASH weekday trips arrived on time. This roughly the same as the weekday on-time percentage for FY 2020, and it is three percent above the industry OTP standard of 85 percent. On weekends, DASH trips arrived on time 85 percent of the time on Saturdays and 88% of the time on Sundays.

A chart showing FY 2021 weekday on-time performance by route is included as Figure 4-9. Most DASH routes are shown to operate at or above the industry standard of 85 percent for most weekday time

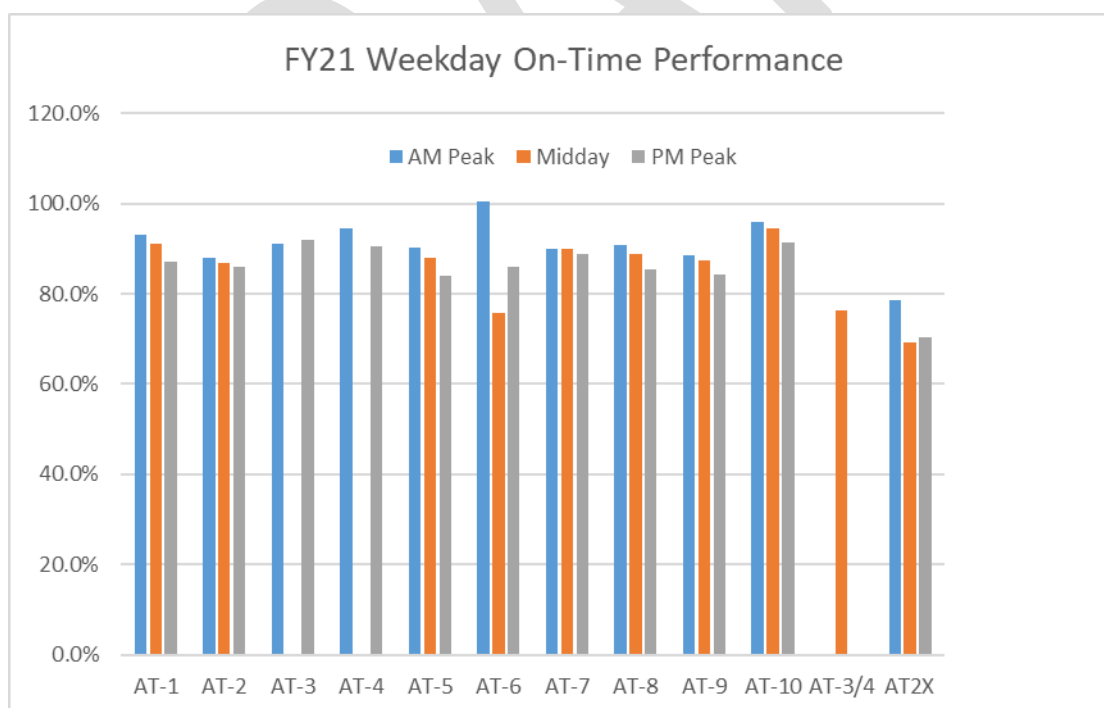
periods. The most reliable routes in the system on weekdays are the AT-10 (94%), AT-4 (92%) AT-1 (90%). The least reliable weekday routes are the AT-3/4 (76%), and AT-2X (74%), which are both no longer in operation as of 2022. On-Time performance appears to have improved across the board in FY 2020 and FY 2021 due to reduced traffic congestion during the COVID pandemic.

The most challenging time of day for on-time performance is the weekday afternoon peak period from 3:00 PM to 6:00 PM. In previous years, overall on-time performance during the weekday PM peak periods has been less than 80 percent, however, in FY 2021, DASH service was on-time 87 percent of the time during the afternoon peak and only one route (AT-2X) was below 83 percent. This improved reliability during the afternoon rush hour is likely due to reduced traffic congestion during the COVID pandemic.

Service reliability is also often impacted by the performance of the DASH maintenance department, which is responsible for ensuring that buses are maintained in good operating shape to minimize the chances for breakdowns and missed trips. In FY 2021, DASH averaged over 18,000 miles between road calls, which was a 34 percent improvement from the previous year, and is well above the industry average of 11,500 miles per road call.

In terms of missed trips, DASH recorded just 0.007 percent missed trips in FY 2021, which was an 83 percent decrease from the previous year. This significant improvement is likely due to the reduced service levels and fewer disruptions due to traffic.

Figure 4-10 / Weekday On-Time Performance by Route and Time Period (FY 2020)



Another, more indirect measure of service reliability is customer feedback. The DASH Customer Service Department is responsible for documenting and categorizing all calls and e-mails that are received from passengers. In FY 2021, DASH received 17 valid complaints relating to “Schedule Adherence” for a bus

not running as scheduled. This represented a 50 percent decrease from the 34 similar complaints that were registered in FY 2020.

4.7 / Access & Mobility

As discussed extensively in the Alexandria Transit Vision Plan, two of the most important performance measures for a bus system are transit access and mobility. These metrics can measure how well a transit system serves the community, and the extent to which transit provides access to opportunities (e.g. jobs, housing, schools, shopping centers, day cares, civic centers, etc).

In order for transit to be effective, it must be accessible to large numbers of residents, jobs and activity centers. It must also be useful and convenient. Figures 4-11 and 4-12 provide a summary of access to the current DASH bus network for all residents, non-white residents, residents in poverty, and jobs in Alexandria. Access is measured by the percentage of each group that are within a quarter-mile walking distance of transit service at 12pm on a weekday, or the baseline off-peak service.

As shown in the figures below, both networks provide access to basic transit for the vast majority of each of the groups identified below, however, the access to frequent all-day transit among these groups was relatively low with the old DASH Network. Figure 4-12 shows the major increases in access to frequent, all-day transit service that are now provided with the New DASH Network.

Figure 4-11 – Public Transit Access in Alexandria

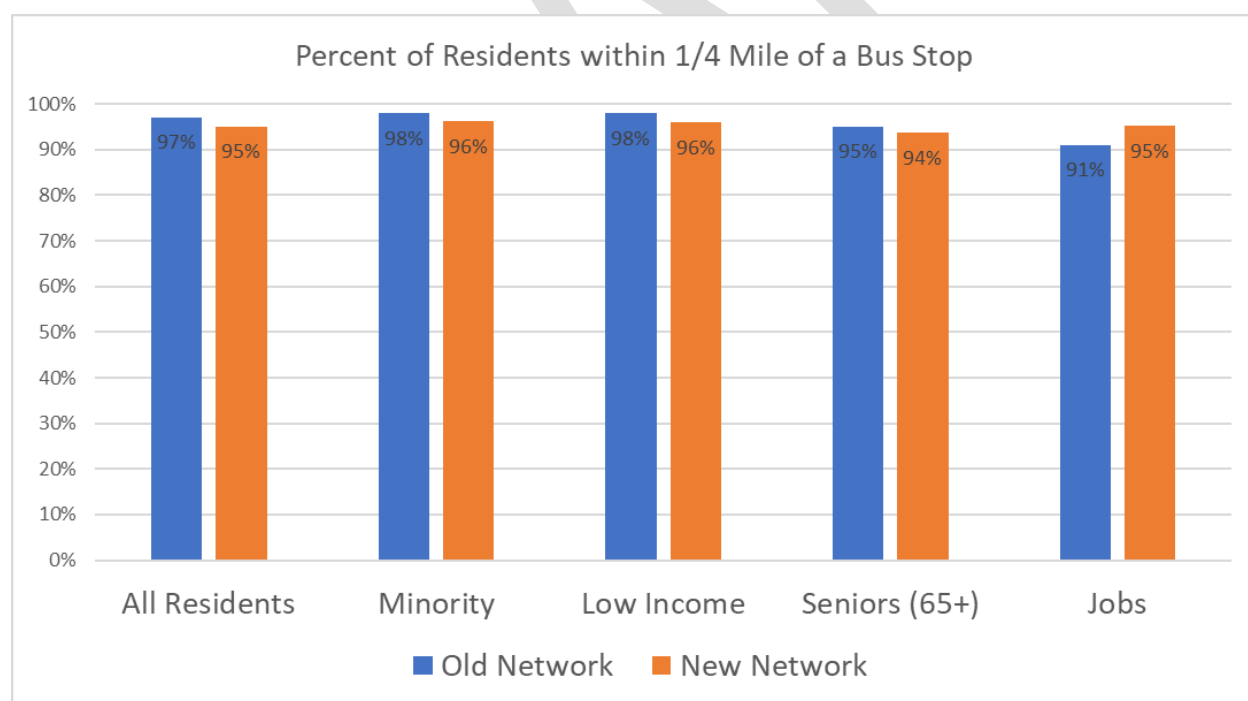
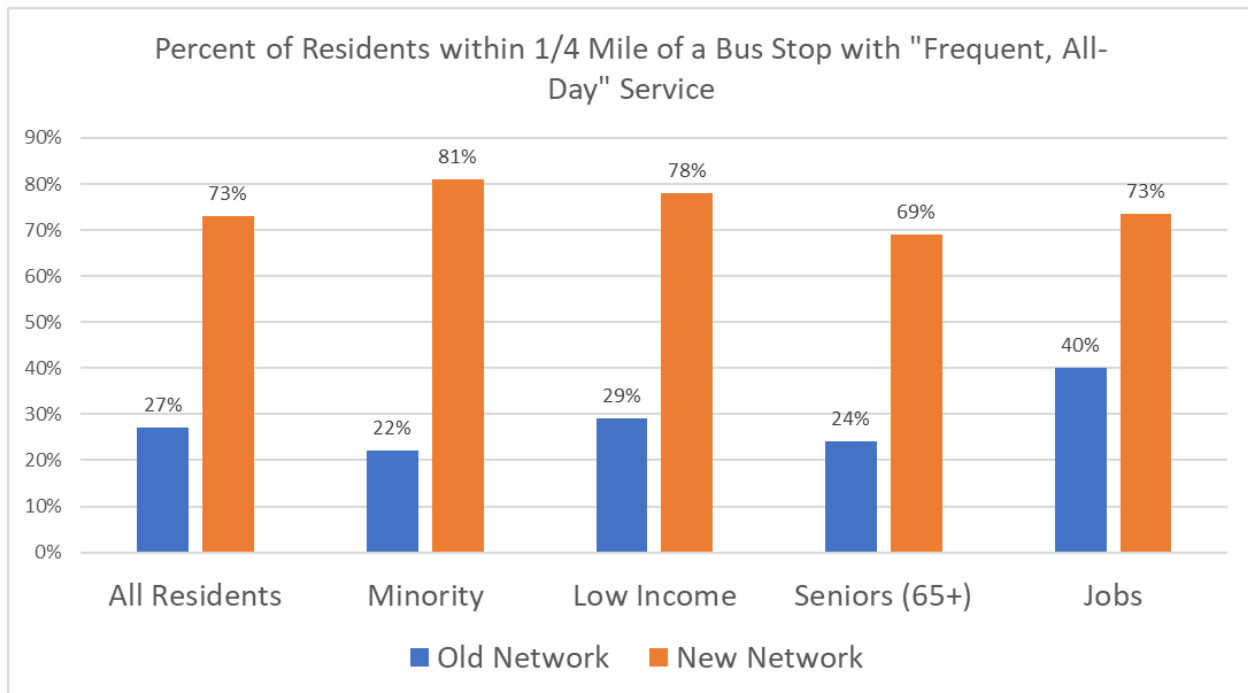


Figure 4-12 – Access to FREQUENT, ALL-DAY Transit Service in Alexandria



The second metric, mobility, can be derived from the isochrone maps that are included as Figures 4-13, through 4-18. Each map assumes that a transit user – represented as a stick figure – is at a selected location at a certain day and time. The colored isochrone shapes represent the approximate area that can be reached from that specified location on the specified day and time using transit or walking based trip times of 15 minutes (dark blue), 30 minutes (medium blue), 45 minutes (light blue), and 60 minutes (red). The trip time calculation accounts for both travel time, and average waiting time based on route frequencies. The larger the isochrone shape, the more access to locations with different types of “opportunities” described above.

As an example, Figure 4-13 shows the mobility of a transit user in Old Town at the intersection of King Street and Washington Street on weekdays during the PM peak period (5:00 PM), while Figure 4-14 shows the mobility from that same location at 12:00 PM on a Sunday. Since the service levels and frequencies are increased during the peak period, passengers at this location can travel further within the 30-minute window during the peak period, and the size of the isochrone shapes in the peak map are larger. In other words, a passenger starting in Old Town could travel to Crystal City within 45 minutes during peak periods, but it would take 60 minutes on a Sunday. The graphs also can be used in reverse to show the areas from which one can get to the location (i.e. Old Town) within 15, 30, 45 and 60 minutes using transit.

While the size of the isochrone shapes illustrate how far a passenger can travel within 30 minutes using transit, the number of opportunities (population, jobs, etc) within the shapes are even more important. This measure more accurately reflects the actual access to opportunities that transit is providing to the community.

Figure 4-13 / Transit Mobility to/from Old Town Alexandria (Weekday, 5:00 PM)

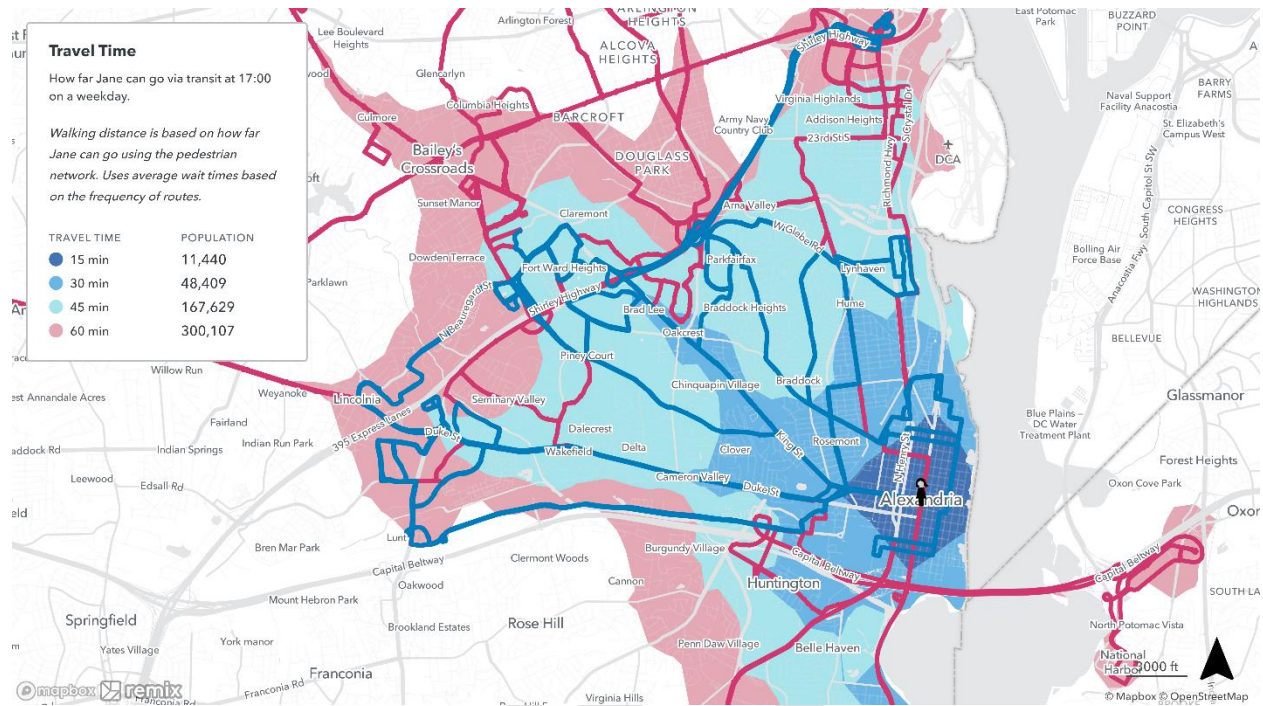


Figure 4-14 / Transit Mobility to/from Old Town Alexandria (Sunday, 12:00 PM)

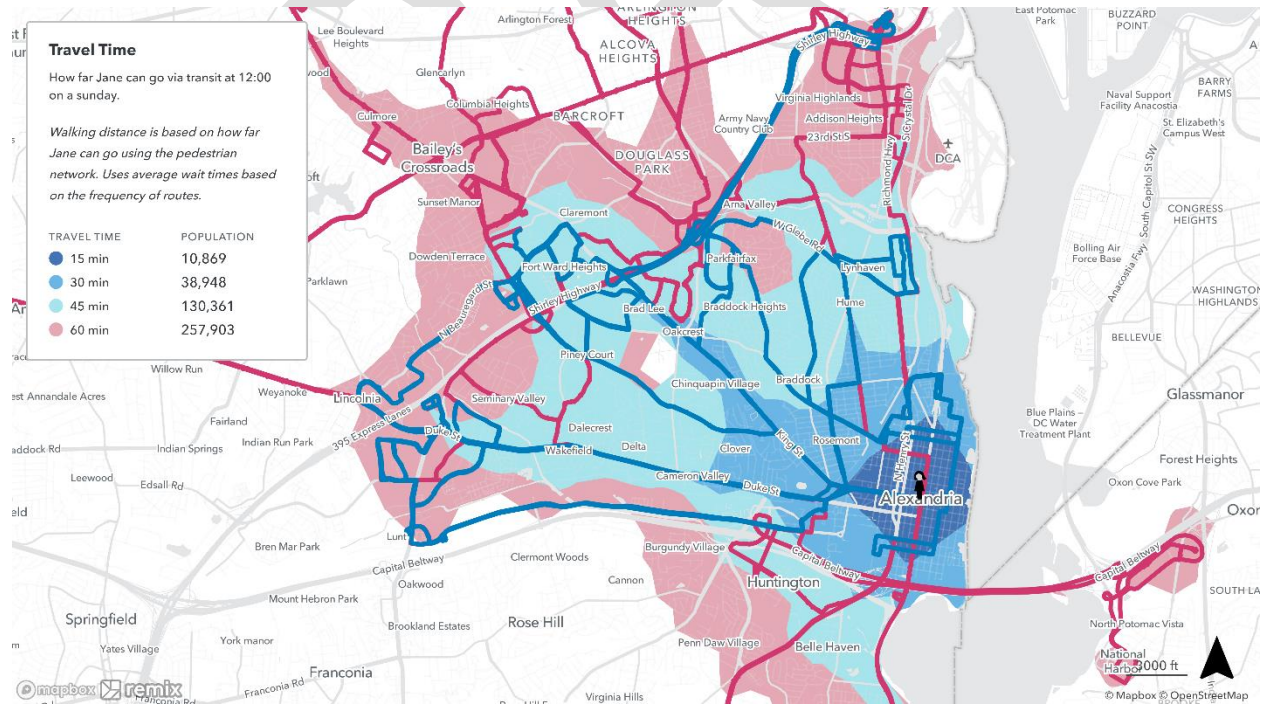


Figure 4-15 / Transit Mobility to/from Southern Towers (Weekday, 5:00 PM)

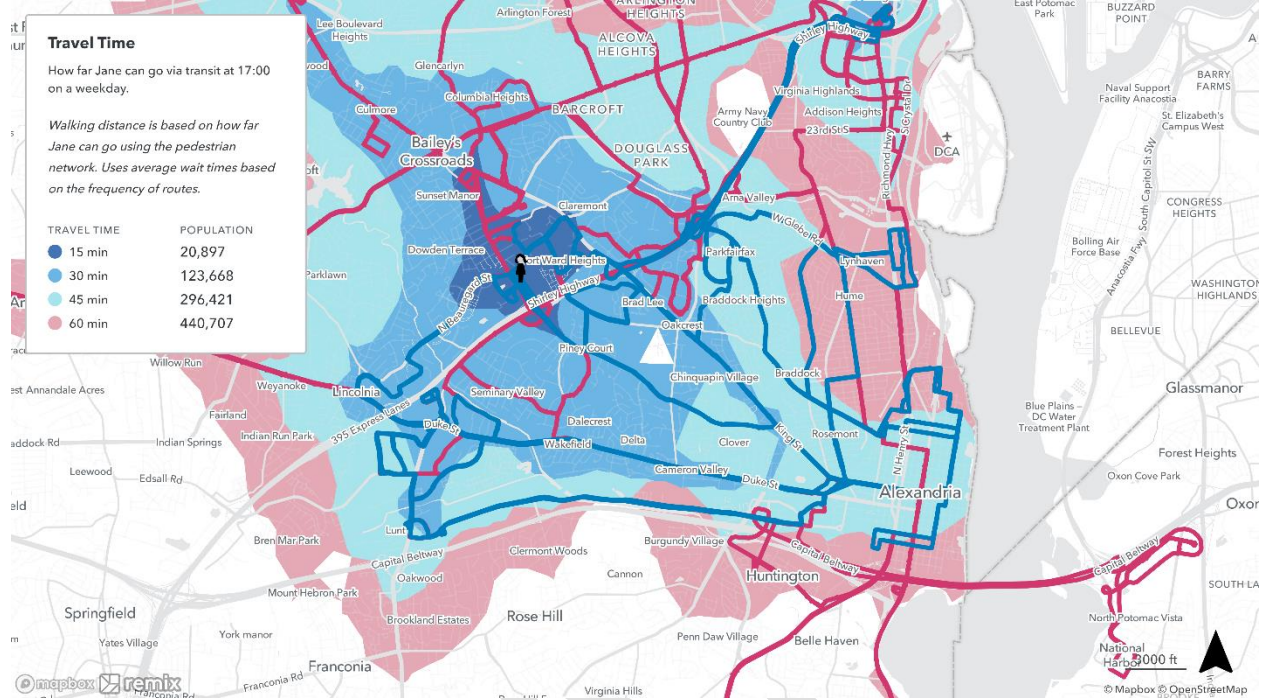


Figure 4-16 / Transit Mobility to/from Southern Towers (Sunday, 12:00 PM)

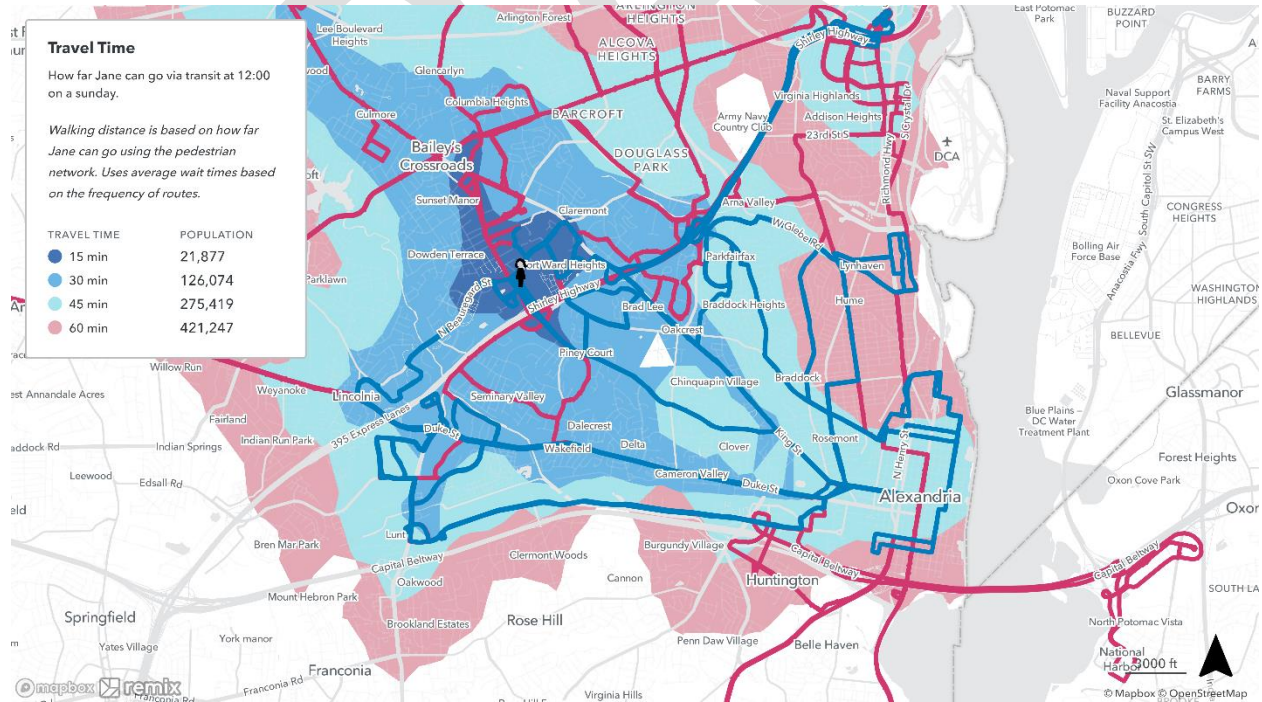


Figure 4-17 / Transit Mobility to/from Arlandria (Weekday, 5:00 PM)

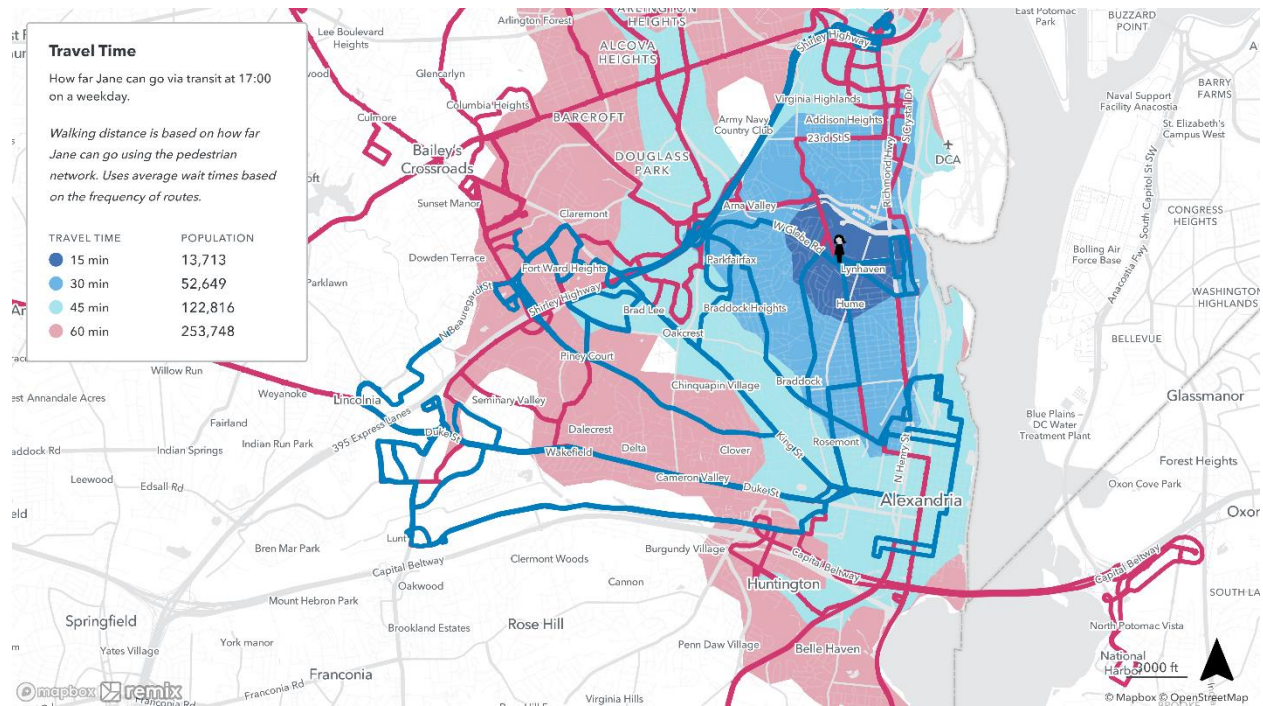
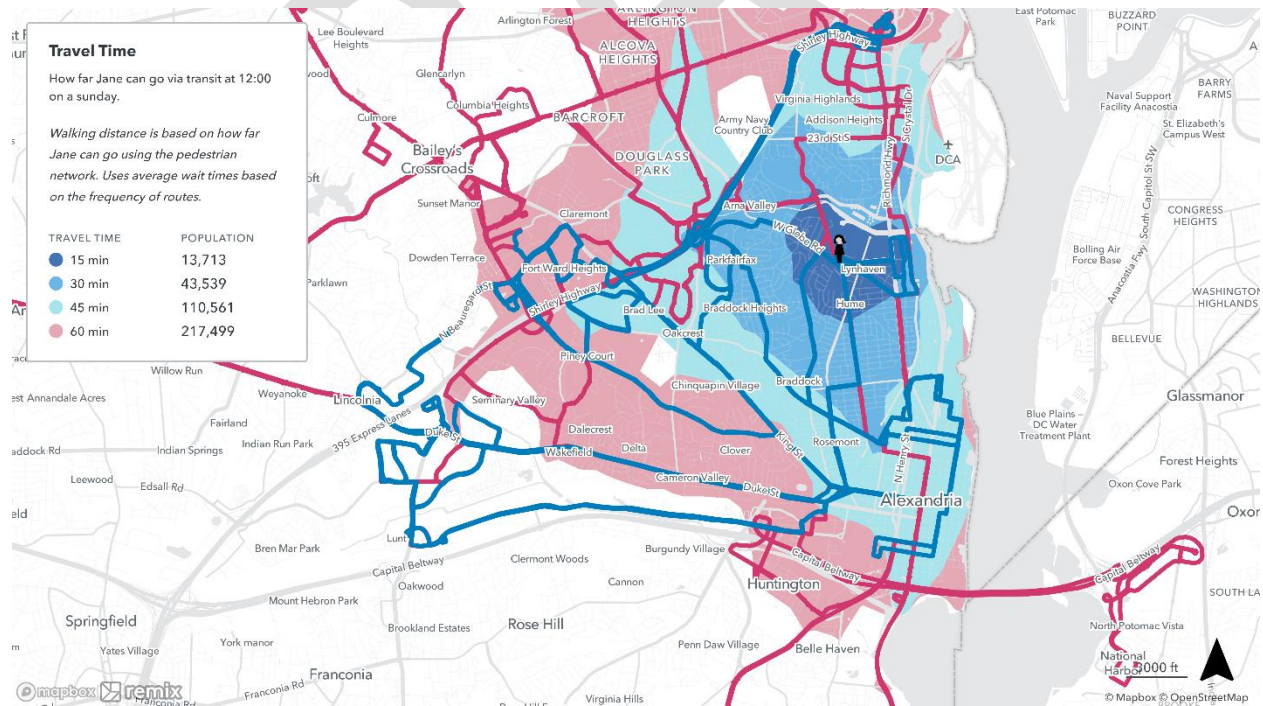


Figure 4-18 / Transit Mobility to/from Arlandria (Sunday, 12:00 PM)



4.9 / System Performance Summary

In FY 2020, DASH experienced a major decrease from projected overall service levels and ridership due to the COVID pandemic. That trend continued in FY 2021 with the ongoing fallout from the COVID pandemic and the shutdowns that resulted from subsequent variants. Peak ridership demand decreased by the largest amount, but service levels and ridership on all routes decreased significantly. As a result, the ridership productivity and cost efficiency of DASH service also declined noticeably.

In terms of another key metric, service reliability, DASH continued to improve across the board. Overall on-time performance remaining above industry standards and on-time performance during weekday afternoon peak hours was 5-10 percent better than it has been in recent years. Customer complaints about schedule adherence decreased dramatically in FY 2020. Lastly, missed trip percentages and distances between road calls also improved significantly in FY 2021, showing continued improvements in service reliability.

Finally, transit access and mobility remained largely unchanged in FY 2021 but has improved dramatically in FY 2022 with the introduction of the New DASH Network which provides more useful, frequent bus service to 60,000 additional residents across the City of Alexandria.

5.0 / Service & Fare Recommendations

The following section provides a series of recommendations for future service improvements and fare adjustments. These recommendations are primarily based on the Alexandria Transit Vision Plan, staff analyses, and guidance from the General Manager and ATC Board of Directors. The recommendations are organized chronologically, beginning with FY 2023.

Service and fare recommendations for the rest of the six-year plan cycle (FY 2024 – FY 2028) are also included later in the section.

5.1 / Service Recommendations (FY 2023)

DASH launched the New DASH Network and transitioned to fare-free operations in September 2021. This transition represented the first phase of the 2022 Alexandria Transit Vision Plan but did not include all of the service improvements that were identified by the 2022 ATV Plan due to budget constraints.

For its FY 2023 service recommendations, this document outlines two scenarios: (1) a “Baseline” scenario which includes no increases or reductions to DASH service and is based on the preliminary FY 2023 budget; and (2) an “Unfunded ATV Improvements” scenario which includes the remaining service improvements that were recommended by the 2022 ATV Plan but have not yet been implemented.

Both scenarios include route changes for Lines 33, 34 and 36A/B, which are being implemented with the opening of the new Potomac Yard Metrorail Station. These changes are outlined in the Baseline Service Scenario and will be implemented to coincide with the station opening in late 2022. Additionally, both scenarios also assume bus stop consolidations and improvements which are also summarized below.

FY 2023 “Baseline” Service Scenario

The FY 2023 Baseline Service Scenario assumes no changes from the FY 2022 baseline service levels that were implemented as part of the New DASH Network. Under this scenario, DASH projects to operate approximately 311,000 platform hours and 2.9 million platform miles in FY 2023. These service totals include the Line 35 and 36A/B service enhancements from the I-395 Commuter Choice program that were implemented with the launch of the New DASH Network.

Potomac Yard Metrorail Station

The new infill Metrorail station at Potomac Yard is scheduled to open by the end of 2022. This station will provide an important rail connection for residents of Del Ray, Arlandria, Fairlington, Shirlington, Potomac Yard and Old Town North. As part of this opening, DASH will be implementing the following route changes:

- **Line 33.** As shown in Figure 5-1, DASH is proposing to realign Line 33 to serve the new Potomac Yard Metrorail station when it opens in late 2022. Line 33 will serve the new bus stops on Potomac Avenue adjacent to the new Metrorail station to provide a convenient Metrorail connection for residents of Del Ray and Arlandria. DASH is working with City staff, and Potomac Yard property owners to determine the exact Line 33 routing and bus stop locations, which are subject to change.

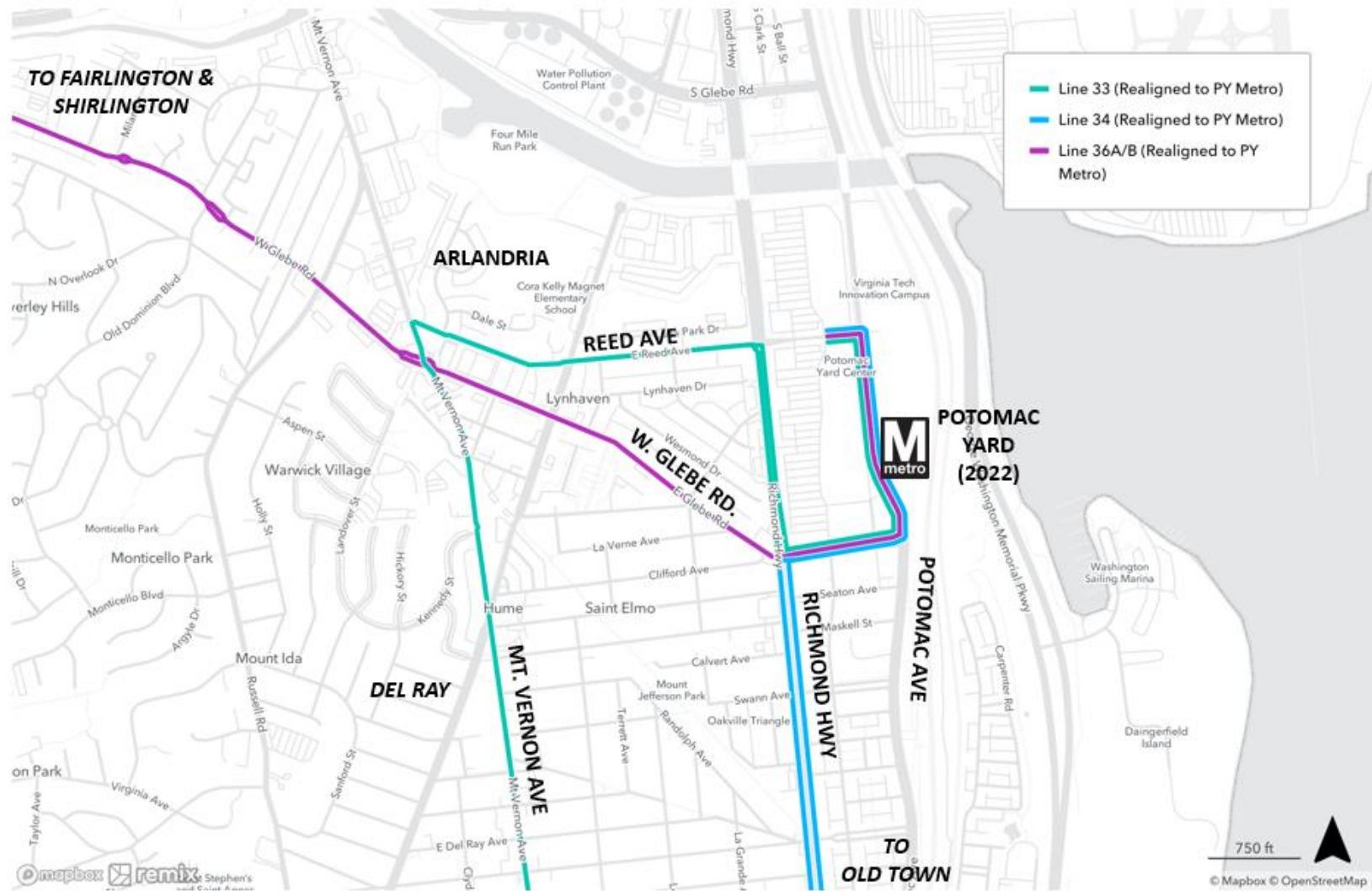
- **Line 34.** DASH is proposing two major realignments of Line 34 that would coincide with the opening of the Potomac Yard Metrorail Station. These realignments are shown on Figure 5-2 and 5-3.

In Old Town, Line 34 would be relocated from North Fairfax Street to North Pitt Street between King Street and 2nd Street to provide better access to bus service for communities and new developments along North Pitt Street. North Fairfax Street, south of Montgomery Street, would continue to be served by the Old Town Circulator (Lines 30 & 31) every 15 minutes or better, all day, seven days per week. Line 34 service along North Fairfax Street, north of Montgomery Street, would be discontinued but the new Line 34 alignment would be no more than two blocks away.

Additionally, Line 34 would no longer serve the Braddock Road Metro and would instead be routed north to the new Potomac Yard Metro via the dedicated bus lanes on Richmond Highway and East Glebe Road. This routing change will provide a new transit connection between City Hall and Old Town North and the new Potomac Yard Metro. The change will also allow Line 34 to utilize the dedicated bus lanes along Richmond Highway which are currently being used by the Metroway BRT service. DASH is working with City staff, and Potomac Yard property owners to determine the exact Line 34 routing and bus stop locations, which are subject to change. Parts of North Patrick Street, North Henry Street, and First Street would no longer be served by Line 34 under the planned realignment, however, First Street would continue to be served by Metroway and North Patrick Street and North Henry Street are a short walk away from the Old Town Circulator (Lines 30 & 31) to the south, and Line 34 on Slaters Lane to the north.

- **Line 36A/B.** DASH is proposing to realign Line 36A/B to serve the new Potomac Yard Metrorail station, as shown in Figure 5-1. Line 36A/B will serve the new bus stops on Potomac Avenue adjacent to the new Metrorail station to provide a frequent, all day bus connection to Metrorail for residents of Del Ray and Arlandria, seven days per week. DASH is working with City staff, and Potomac Yard property owners to determine the exact Line 36A/B routing and bus stop locations, which are subject to change.

Figure 5-1 / Proposed Line 33, 34 & 36A/B Realignments to Potomac Yard Metro



[illegible][illegible]

FY 2023 Bus Stop Consolidations & Improvements

DASH is planning to work with City staff to consolidate bus stops in numerous locations through the service area and to implement stop improvements on the remaining stops. In many locations in Old Town and throughout the City, DASH bus stops are currently spaced extremely close together – often within one block or less – which can increase overall travel times and make the service less useful to the average rider. DASH will review ridership data collected since the launch of the New Network to identify potential stops for potential consolidation. If a bus stop is identified for potential consolidation or removal, any affected passengers will be notified at least two weeks in advance and will be provided an opportunity to provide feedback.

In conjunction with the bus stop consolidation project, DASH will work with the City of Alexandria to identify bus stop improvements at consolidated stops, high ridership stops, stops with poor pedestrian accessibility, and stops that lack amenities. Potential improvements include shelter/bench installations, parking space removals, and passenger pad or “bulb out” construction. Several “bulb out” stops will need to be constructed on N. Pitt Street as part of the proposed Line 34 realignment in FY 2023.

FY 2023 “Unfunded ATV Improvements” Scenario

The FY 2023 ATV Improvements Scenario includes a series of service increases that were recommended as part of the 2022 Alexandria Transit Vision Plan but could not be implemented in FY 2022 due to funding constraints. These unfunded improvements would represent 24,000 additional annual platform hours and would require an additional \$2.59 million in annual operating funding that is not currently included in the preliminary FY 2023 DASH budget. Under the FY 2023 Unfunded ATV Improvements scenario, DASH would operate approximately 335,000 platform hours and 3.1 million platform miles in FY 2023. These service totals include the Line 35 and 36A/B service enhancements from the I-395 Commuter Choice program that were implemented previously. These totals represent an eight (8) percent increase from the baseline FY 2023 scenario.

The FY 2023 ATV Improvements Scenario includes all of the proposed service changes relating to the Potomac Yard Metrorail Station, and the bus stop consolidations and improvements that were outlined in the previous section.

FY 2023 Unfunded ATV Improvements

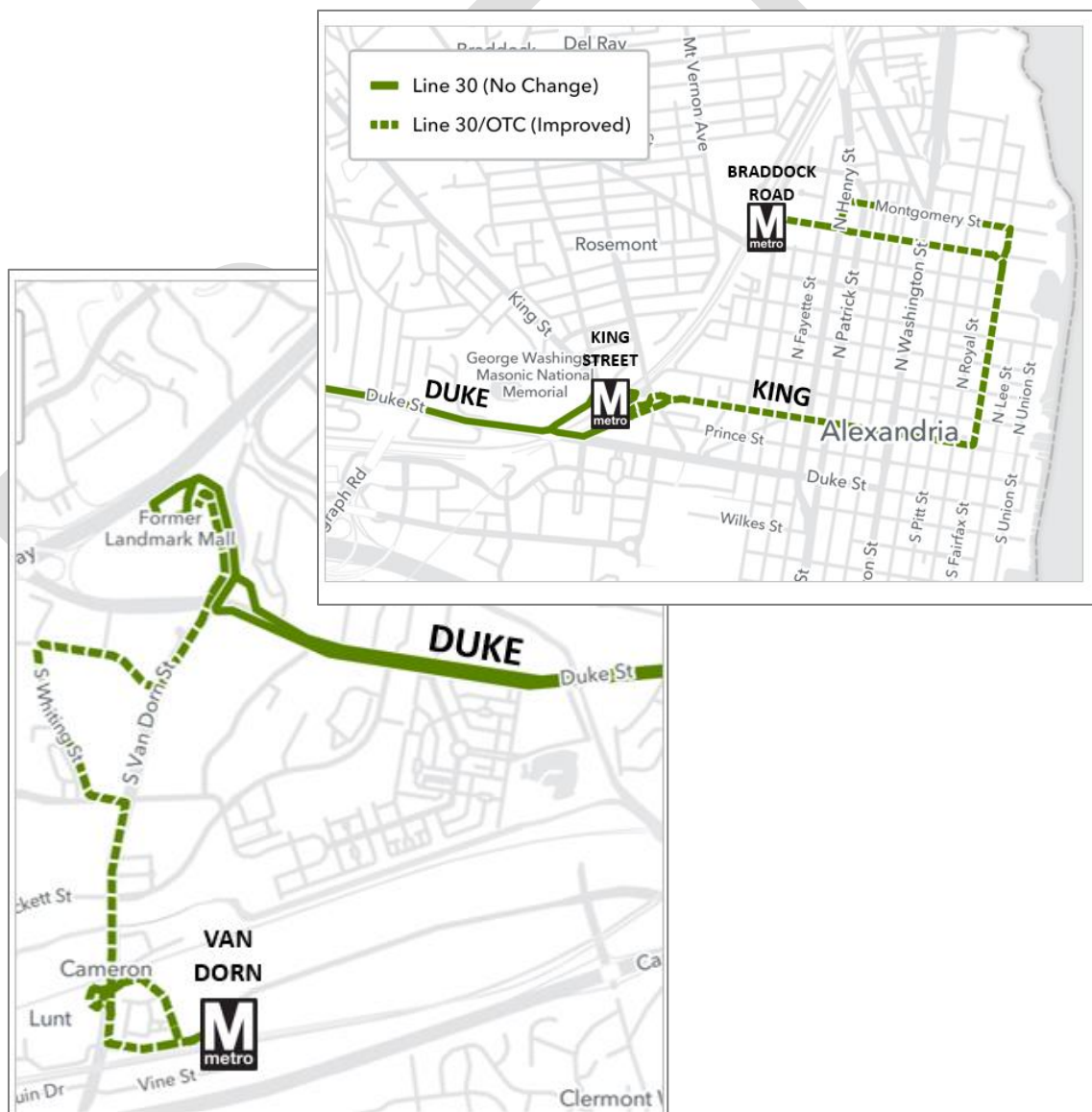
The following unfunded service improvements are included in the 2022 Alexandria Transit Vision Plan that was adopted by the ATC Board of Directors in 2019, but have not yet been implemented. DASH is proposing to implement the following service improvements in FY 2023 if additional funding is identified and made available. These improvements are shown in order of priority in Table 5-1 and as maps in Figures 5-4 through 5-8.

1. **Improve service frequency on Line 30 during peak periods and weekends.** With additional funding, the top priority for DASH would be to improve service levels on Line 30, which provides service from Van Dorn Metro to Braddock Road Metro via Landmark Mall, Duke Street and Old Town. This route provides a key east-west connection between the West End and Old Town.

As shown in Figure 5-4, the service improvements on Line 30 would extend all weekday peak trips from King Street Metro to Braddock Road Metro via City Hall; and extend all weekend trips from Landmark Mall to Van Dorn Metro along South Van Dorn Street. These changes would simplify the service with fewer “short” trips that create additional transfers for passengers traveling from between the Duke Street corridor and Old Town. As a result of these improvements, Line 30 would operate with 10-minute service during peak periods from Landmark Mall to Braddock Road Metro, and 30-minute service on weekends along the full length of the route from Van Dorn Metro to Braddock Road Metro.

These service increases would be a significant improvement over the current Line 30, which only runs every 10 minutes during weekday peaks from Landmark Mall to King Street Metro, and only once per hour on weekends from Landmark Mall to Van Dorn Metro.

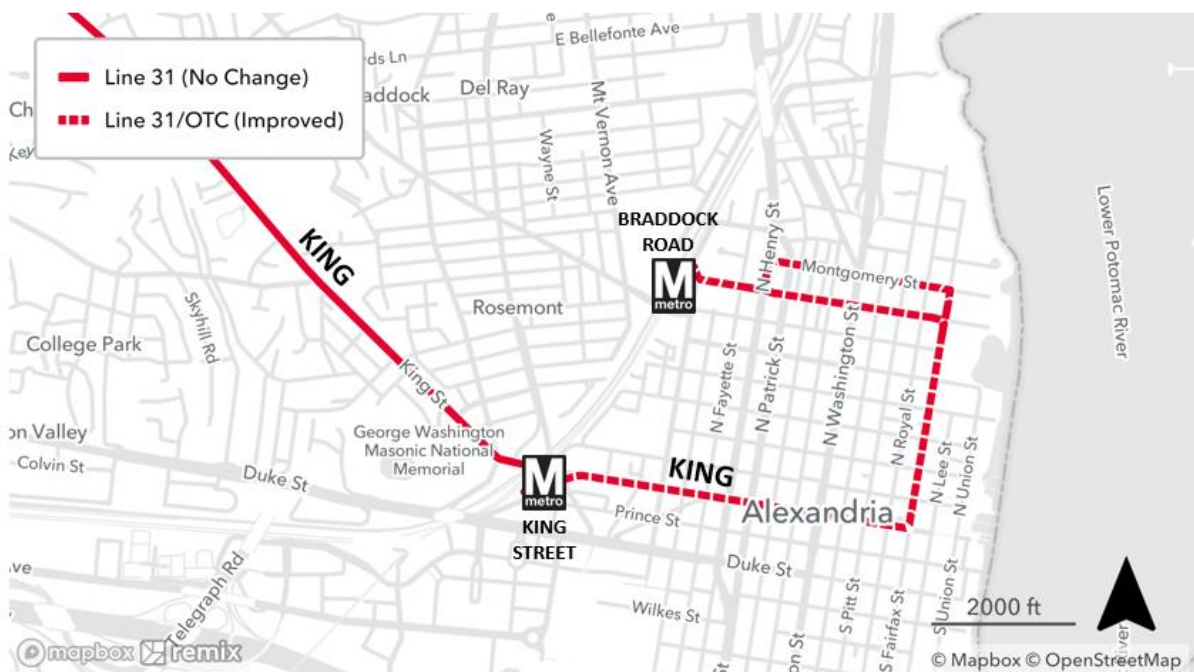
Figure 5-4 / Proposed Line 30 Improvements (UNFUNDED)



2. **Improve off-peak service frequency on Line 31.** The second-highest unfunded priority for DASH would be to improve service levels on Line 31. Line 31 runs east-west from NVCC-Alexandria to Braddock Road Metro via King Street and Old Town, as shown in Figure 5-5. This route is another critical east-west connection between West Alexandria, Central Alexandria and Old Town.

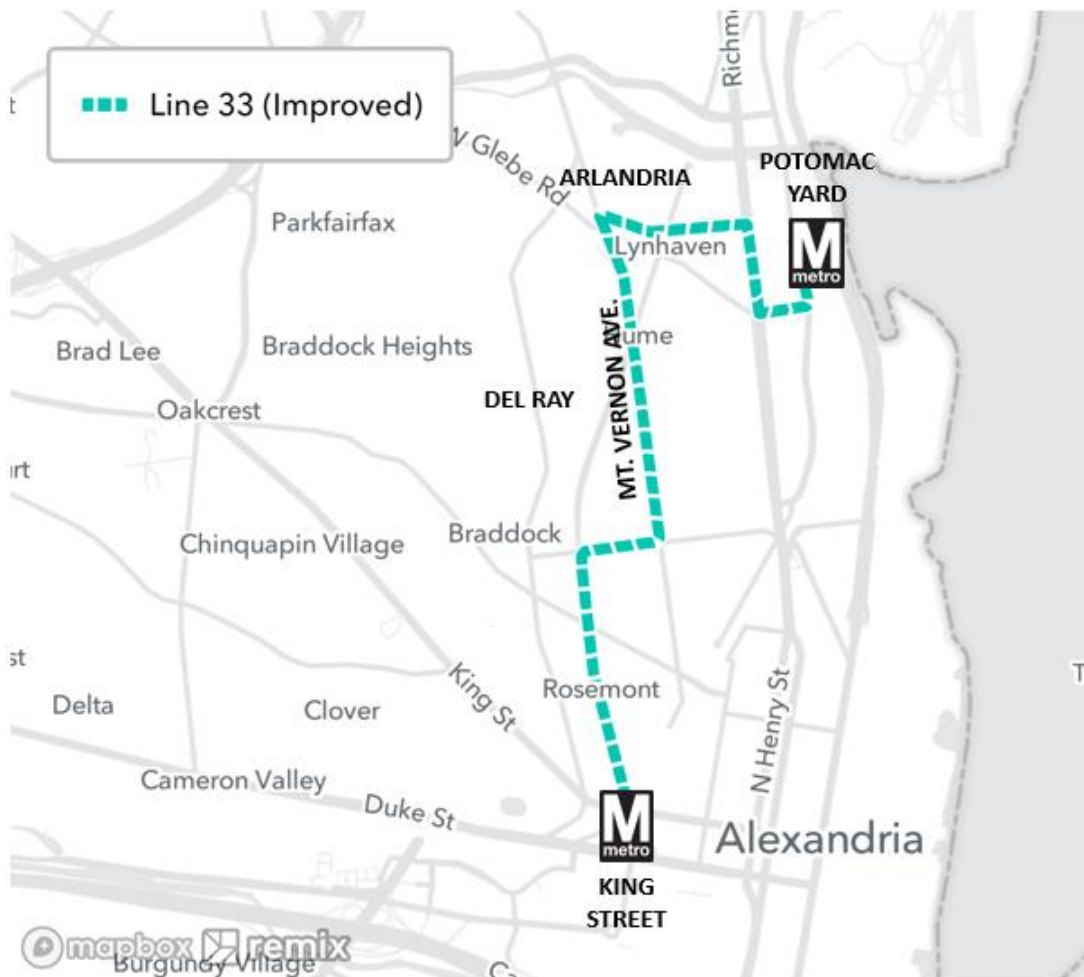
DASH proposes to improve extend all off-peak Line 31 trips from King Street Metro to Braddock Road Metro via City Hall to enhance the Old Town Circulator (OTC) service and provide better connectivity and more one-seat rides from West Alexandria into Old Town. Currently, Line 30 runs every 15 minutes during middays and weekends from NVCC to King Street Metro, but only every 30 minutes from the King Street Metro to Braddock Road Metro in Old Town. The proposed improvements would extend all off-peak Line 31 trips to Braddock Road Metro to provide trips every 10-15 minutes along the entire route for all trips, seven days per week.

Figure 5-5 / Proposed Line 31 Improvements (UNFUNDED)



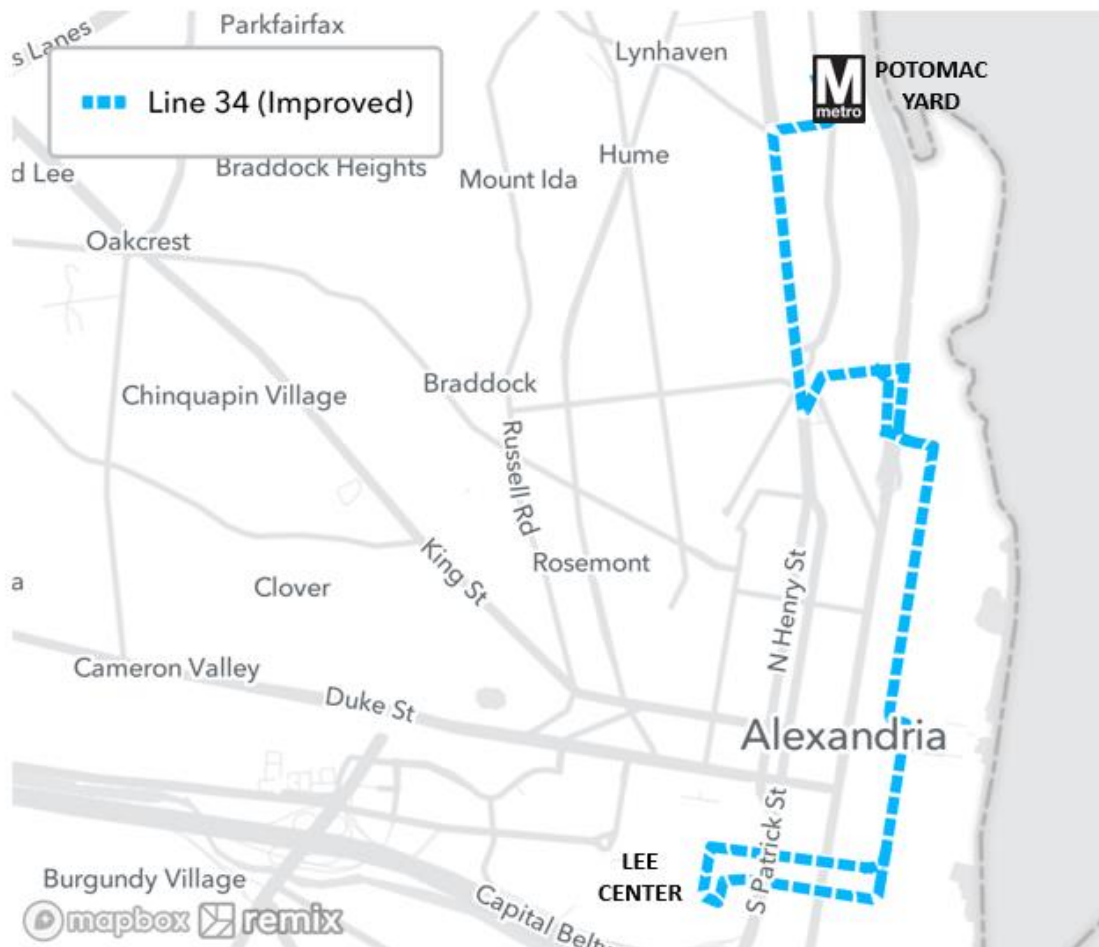
3. **Increase Sunday service on Line 33 to every 30 minutes.** Line 33 runs every 30 minutes between King Street Metro and Potomac Yard via Del Ray and Arlandria all day on weekdays and Saturdays. As shown in Figure 5-6, DASH is proposing to increase Sunday service on Line 33 to run every 30 minutes instead of the current schedule that runs once per hour. This improvement would provide a more consistent schedule, seven days per week, and would provide a more useful connection from Del Ray and Arlandria to the new Potomac Yard Metrorail station on Sundays.

Figure 5-6 / Proposed Line 33 Improvements (UNFUNDED)



4. **Increase Sunday service on Line 34 to every 30 minutes.** In addition the alignment changes that are planned for Line 34 to provide better service to the new Potomac Yard Metrorail station, DASH also proposes that Line 34 should run every 30 minutes on Sundays instead of the current hourly schedule. This improvement would provide a more consistent schedule, seven days per week, and would provide a more useful connection from Old Town and Old Town North to the new Potomac Yard Metrorail station on Sundays. A map of this improvement is included as Figure 5-7.

Figure 5-7 / Proposed Line 34 Improvements (UNFUNDED)



5. **Increase weekday midday, evening and Sunday service on Line 32.** Line 32 runs east-west from Landmark Mall to King Street Metro via Eisenhower Avenue, as shown in Figure 5-8. The current service runs every 30 minutes during weekday peaks, but only once per hour during weekday middays, evenings and weekends. DASH proposes to add more trips on Line 32 so that it runs every 30 minutes, all-day, seven days per week. These improvements will provide more useful, consistent DASH service for communities along North Ripley Street, Holmes Run Parkway, South Pickett Street, and many of the new developments in the Eisenhower Valley and near the Eisenhower Metrorail Station.

Figure 5-8 / Proposed Line 32 Improvements (UNFUNDED)



A summary table of the proposed improvements that would be included in the FY 2023 Unfunded ATV Improvements scenario is included as Tables 5-1A and 5-1B. These improvements are listed in priority order in the event that some additional funding is available but not enough for all of the service increases to be implemented.

Table 5-1A / FY 2023 Unfunded ATV Improvement Scenario

<u>Priority</u>	<u>Line #</u>	<u>Areas Served</u>	<u>Proposed Improvement</u>	<u>Net Annual Platform Hours</u>	<u>Net Annual Cost</u>
Proposed FY 2023 Service Improvements (UNFUNDED)					
1	Line 30	Van Dorn Metro, Landmark Mall, Duke Street, Old Town	Weekday peak service improved in Old Town to run every 10 minutes instead of every 20 minutes; extend weekend short trips from Landmark to Van Dorn Metro for 30 minute service on entire route (+5 peak buses) .	10,402	\$1,140,000
2	Line 31	NVCC, King Street, Old Town	Extend offpeak/weekend short trips from King Street Metro to Braddock Road Metro for 15 minute service in Old Town; extend weekday evening hours.	7,196	\$790,000
3	Line 33	Del Ray, Arlandria, Potomac Yard	Sunday service improved to run every 30 minutes instead of every 60 minutes to provide better connectivity to Potomac Yard Metro	945	\$110,000
4	Line 34	Old Town North, City Hall, Lee Center	Route realigned from Braddock Road Metro to new Potomac Yard Metro and from N. Fairfax St. to N. Pitt St; Sunday service improved to run every 30 minutes instead of hourly	963	\$110,000
5	Line 32	Eisenhower Valley, Landmark Mall, Van Dorn Metro, Carlyle	Improve midday, evening and weekend service from every 60 minutes to every 30 minutes.	<u>3,989</u>	<u>\$440,000</u>
Total Proposed FY 2023 Service Improvements (UNFUNDED)				23,495	\$2,590,000

Table 5-1B / FY 2023 Unfunded ATV Improvement Scenario

FY 2023 PROPOSED SERVICE IMPROVEMENTS - UNFUNDED				DASH Service Planning Decision Framework (1)				
Priority	Line #	Areas Served	Proposed Improvement	Ridership	Equity (2)		Impact/Alternatives	Cost Efficiency
				Net Change in Annual Boardings (Projected)	Low Income Residents within 1/4 mile (Avg = 10.3%)	Minority Residents within 1/4 mile (Avg = 48.1%)	Description of Benefit / Cost of Not Improving	Annual Cost Per Add'l Boarding (Lower = More Cost Efficient)
Proposed FY 2023 Service Improvements (UNFUNDED)								
1	Line 30	Van Dorn Metro, Landmark Mall, Duke Street, Old Town	Weekday peak service improved in Old Town to run every 10 minutes instead of every 20 minutes; extend weekend short trips from Landmark to Van Dorn Metro for 30 minute service on entire route (+5 peak buses).	144,000	14%	50%	More one-seat trips from Duke St to Old Town; better connections to West End; more frequent OTC	\$7.92
2	Line 31	NVCC, King Street, Old Town	Extend offpeak/weekend short trips from King Street Metro to Braddock Road Metro for 15 minute service in Old Town; extend weekday evening hours.	47,000	11%	31%	More one-seat trips from King St to Old Town; better connections to West End; more frequent OTC	\$16.81
3	Line 33	Del Ray, Arlandria, Potomac Yard	Sunday service improved to run every 30 minutes instead of every 60 minutes to provide better connectivity to Potomac Yard Metro	11,000	7%	38%	Shorter waits for buses on Sundays in Del Ray, Arlandria; better Sunday service to new PY Metro	\$10.00
4	Line 34	Old Town North, City Hall, Lee Center	Route realigned from Braddock Road Metro to new Potomac Yard Metro and from N. Fairfax St. to N. Pitt St; Sunday service improved to run every 30 minutes instead of hourly	7,000	7%	39%	Shorter waits for buses on Sundays in Old Town; better Sunday service to new PY Metro	\$15.71
5	Line 32	Eisenhower Valley, Landmark Mall, Van Dorn Metro, Carlyle	Improve midday, evening and weekend service from every 60 minutes to every 30 minutes.	26,000	10%	56%	Shorter waits for buses on Eisenhower Avenue during middays, evenings and weekends.	\$16.92
Total Proposed FY 2023 Service Improvements (UNFUNDED)				235,000	10%	45%		\$11.02

Notes:

- (1) DASH Service Planning Decision Framework includes a list of factors that inform service planning decisions, in order of their importance. The framework is based on the goals defined by the Alexandria Transit Vision Plan, and was adopted by the ATC Board in January 2022
- (2) Equity analysis uses census block data to determine the minority and low income percentages of the groups that would be affected by proposed changes, per DASH Title VI Service Equity Analysis policy. Aggregate impact of changes should be +/- 10% of service area aver

5.2 / Fare Recommendations (FY 2023)

As part of the FY 2023 budget, the following fare recommendations are proposed for both the “Baseline” and “ATV Improvements” scenarios:

- **Free Fares.** DASH will continue as a 100% fare-free operation, as was first introduced in September 2021 with the New DASH Network. The fare-free program will continue through FY 2025 as funded by the Transit Ridership Incentive Program (TRIP) from the Virginia Department of Rail and Public Transportation (DRPT) with local support from the City of Alexandria.

5.3 / Service Recommendations (FY 2024 – FY 2028)

For FY 2024 – FY 2028, DASH will continue to implement the recommendations of the Alexandria Transit Vision Plan, including any improvements from the 2022 ATV Plan that could not be implemented in earlier years. Ultimately, DASH will be seeking to fully realize the 2030 ATV Plan that was approved by the ATC Board of Directors in 2019. Additional information on the Alexandria Transit Vision Plan project, process, outcomes, and final report can be found at the ATV project website: www.dashbus.com/transitvision.

The full list of proposed FY 2024 DASH service changes includes:

- **Line 30.** Line 30 operates from Van Dorn Metro and Landmark Mall to Braddock Road via Duke Street and Old Town. In FY 2024, DASH is planning to implement major off-peak service enhancements on the routes so that it would run every 15 minutes during weekday middays, evenings and weekends. This is a major improvement over the existing off-peak service that operates every 30 minutes along one of the more productive transit corridors in the City.
- **Line 32.** In the New DASH Network, DASH introduced Line 32 service along Eisenhower Avenue, but due to budget constraints it was only be able to operate from Landmark Mall to King Street Metro. In FY 2024, DASH proposes to extend Line 32 from King Street Metro to Braddock Road Metro and combine it with Lines 30 and 31 to increase the frequency of the Old Town Circulator. Along with the previous Line 32 service improvements proposed in FY 2023, these changes will provide better service to the new developments in Eisenhower East and Carlyle.
- **Line 103.** Line 103 is a weekday peak service running every 30 minutes between Braddock Road Metro and the Pentagon Metro via Arlandria. In FY 2024, the service headways are proposed to be improved to run every 20 minutes, similar to AT-3 peak service prior to the COVID pandemic.
- **Line 104.** Line 104 is a weekday peak service running every 30 minutes between Braddock Road Metro and the Pentagon Metro. In FY 2024, the headways are proposed to be improved to run every 20 minutes, similar to AT-4 peak service prior to the COVID pandemic.

For FY 2025, DASH proposes the following additional service changes, which begin to incorporate parts of the 2030 Alexandria Transit Vision Plan:

- **Line 32.** In FY 2025, DASH proposes to increase weekday peak service on Line 32 from every 30 minutes to every 15 minutes. This will improve connectivity along the Eisenhower Avenue

Corridor, including major new developments at Landmark Mall, South Van Dorn Street, Eisenhower Valley, Eisenhower East and Carlyle. Contingent upon the King Street Trolley extension outlined below, the route alignment of Line 32 would also be adjusted in the Carlyle area so that it runs via Duke Street, John Carlyle Street, and Eisenhower Avenue.

- **King Street Trolley.** For FY 2025, DASH proposes to extend the King Street Trolley from the King Street Metro to the Eisenhower Metro via Dulaney Street, Jamieson Avenue, Mill Road and Stovall Street. This route extension will require three additional Trolley vehicles, which will be 100% electric as part of the larger effort to transition the Trolley fleet to electric buses. DASH will also seek to expand morning service hours for the Trolley and to find ways to integrate it more fully with the Old Town Circulator service. These trolley changes and any further changes to Trolley service or fare policies will require additional coordination with city leadership.

For FY 2026, FY 2027, and FY 2028, additional service change proposals will be made to advance the implementation of the 2030 Alexandria Transit Vision Plan network based on available funding. An overview of the 2030 ATV Plan network is provided below. Additional potential service improvements related to the West End Transitway and Duke Street BRT are described at the end of this section.

2030 Alexandria Transit Vision Plan

The 2030 ATV Network represents the ultimate vision for the new ridership-oriented bus network while providing frequent, all-day bus service across most of the city. Many of the routes in the 2030 network are similar to the routes from the 2022 New DASH Network, but with additional frequency improvements. Figures 5-9 and 5-10 show the new 2030 network during peak and midday time periods, respectively, while Figure 5-11 shows the service frequencies and hours of operations for all DASH and WMATA routes.

The 2030 ATV Network was designed to be implemented by 2030, however, some of the improvements could be introduced during the latter part of the FY 2023 – FY 2028 period covered by this TDP if funding is available. One major component of the 2030 ATV Network that may be implemented earlier than 2030 is the West End Transitway. The capital improvements for the West End Transitway could be completed as early as 2025, in which case, the new “N9” West End Transitway route could be implemented at time, as well as the the corresponding changes to the “N8”, “N10” and “N11” routes.

The 2030 ATV Plan will provide the following major benefits:

- Expansion of the citywide network of frequent, all-day bus service, seven days per week.
- Access to frequent, all-day transit for nearly 120,000 city residents (vs. 40,000 today).
- 91% of low-income residents will have access to frequent, all-day transit (vs. 29% today).
- 89% of minority residents will have access to frequent, all-day transit (vs. 22% today).
- 78% of seniors will have access to frequent, all-day transit (vs. 23% today).
- Maintains bus service coverage to the extent that 99.5 percent of existing DASH and WMATA boardings will still be within 1/8 mile of a bus stop under the 2022 ATV Network.
- Significant expansion of evening and weekend service, including a 50% increase in weekend service that will benefit non-traditional commuters and off-peak transit users.

Full information about the 2030 ATV Plan can be found at www.dashbus.com/transitvision.

Additional projects that will be relevant to the implementation of the 2030 ATV Plan are noted below:

- **West End Transitway.** The City of Alexandria is planning to build the West End Transitway, a high-capacity BRT service that would operate along the I-395 corridor between Alexandria and the Pentagon. The original route began at the Van Dorn Metro with stops at Landmark, Mark Center, Southern Towers and Shirlington Transit Center before reaching the Pentagon. The West End Transitway would effectively replace the DASH Line 35 with a modified routing pattern, more service during weekday peak periods, and more investment in bus prioritization and stop amenities. Additional route adjustments to the New DASH Network structure along Beauregard Street near Lincolnia and King Street will be required in conjunction with the start of West End Transitway service, which is expected to begin no later than FY 2027.

Although a specific transit provider has not been identified to operate this service, DASH is well-positioned for this opportunity due to its other nearby services and cost efficiency. Operating funds for this service have not yet been identified, but the I-395 Commuter Choice program and other state and regional funding sources will be actively pursued.

- **Duke Street Bus Rapid Transit (BRT).** The City of Alexandria was recently recommended to receive \$75 million in NVTA grant funding for the design and construction of the first phase of the Duke Street BRT, which is scheduled for completion by 2027. This project could provide dedicated transit lanes, bus prioritization, and other capital improvements that will increase bus speeds, reliability and convenience between Landmark Mall and King Street Metro. These improvements could greatly benefit the future operations of the DASH and Metrobus service along this corridor.

DASH and City staff are currently working on developing a service plan and timeline for how future bus service along this corridor will be designed and what the timeline for the service improvements will be.

5.4 / Future Fare Change Recommendations (FY 2024 – FY 2028)

- **Future Fare Changes.** No future changes are proposed or planned for FY 2024 to FY 2028 at this time; however, fare policy changes decisions are typically not made more than one year in advance.

Figure 5-9 / 2030 Alexandria Transit Vision Network – Peak Service

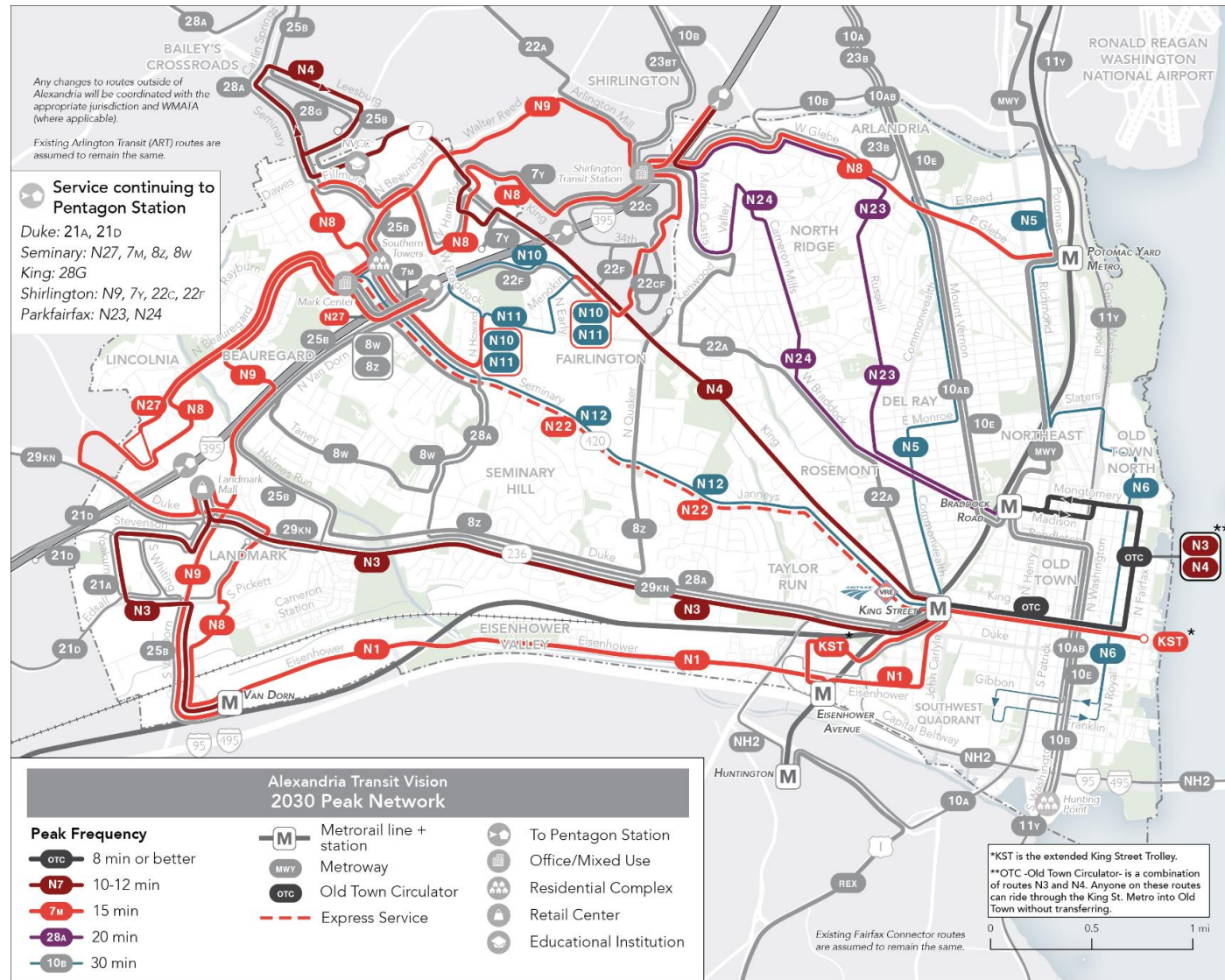


Figure 5-10 / 2030 Alexandria Transit Vision Network – Midday Service

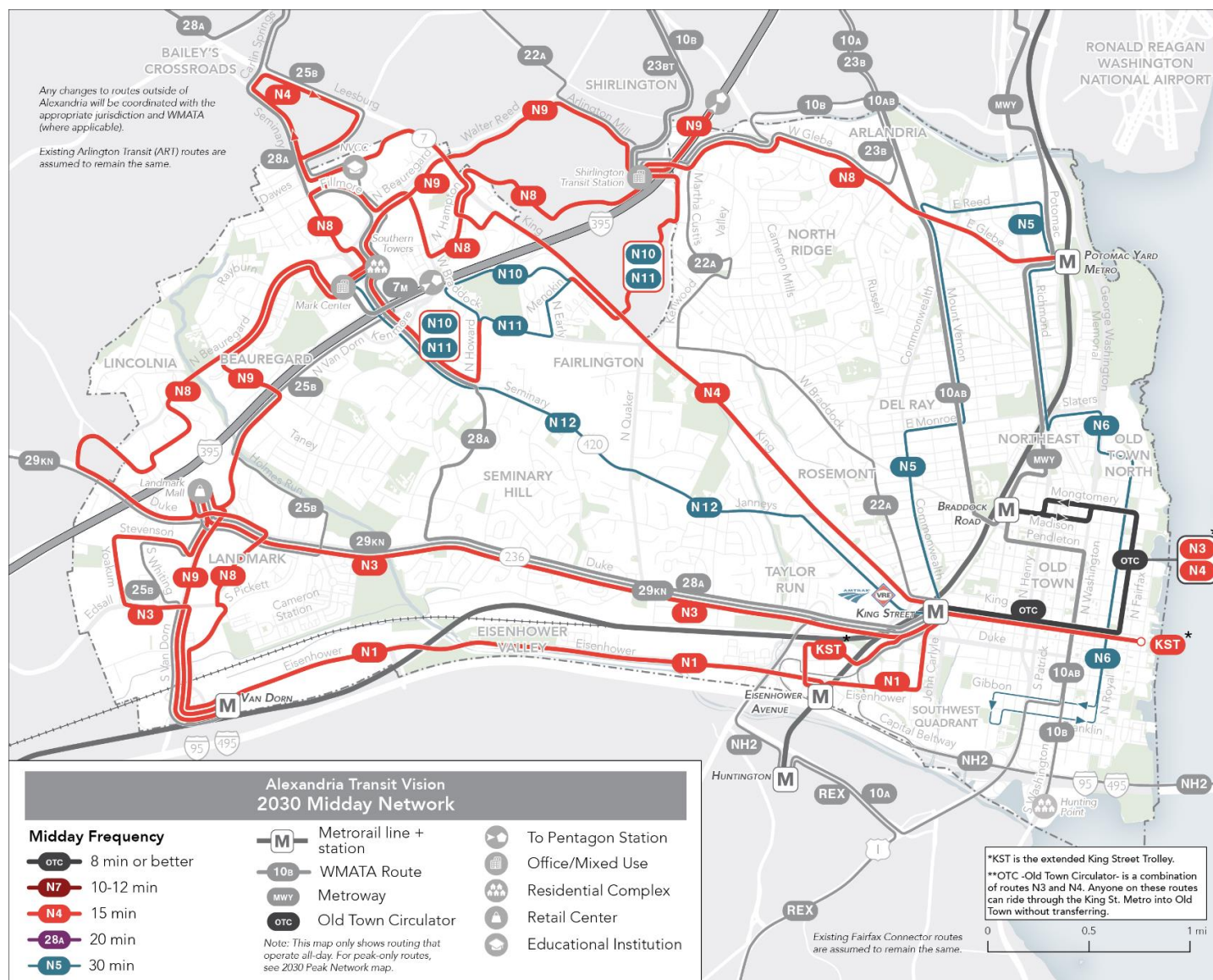
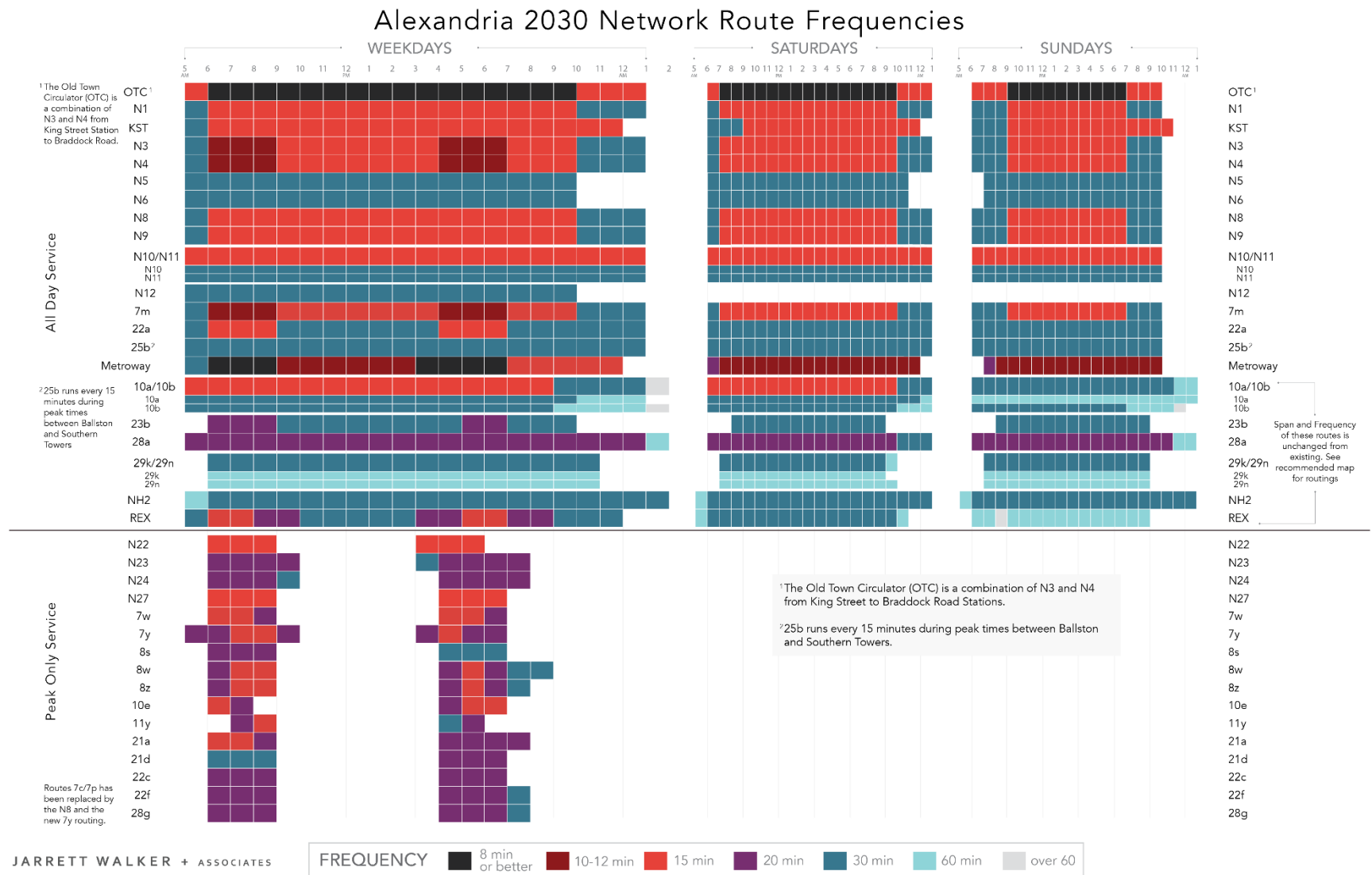


Figure 5-11 / 2030 Alexandria Transit Vision Network – Frequency Table



6.0 / DASH Capital Budget Program

This section outlines the capital improvements that are planned to support the long-term viability and growth of the DASH bus system. The primary source of capital funding for DASH is the City of Alexandria's Capital Improvement Program (CIP), however, ATC capital improvements are also funded by other state and regional sources, such as the Virginia Department of Rail and Public Transportation (VDRPT) and the Northern Virginia Transportation Authority (NVTA). DASH and the City of Alexandria are also in the process of establishing compliance with Federal Transit Administration (FTA) regulations which would provide opportunities for additional federal funding programs.

6.1 / FY 2023 – FY 2032 Capital Improvement Plan (CIP)

DASH relies upon capital funding from the City of Alexandria and regional funds from NVTA to pay for replacement buses, facility improvements, technology systems and a wide range of other capital projects. The City of Alexandria's Capital Improvement Program covers a ten-year period and operates on two-year cycles with the current FY 2023 cycle representing a full plan update.

Based on the proposed FY 2023 – FY 2032 CIP, DASH is requesting \$6.2 million in FY 2023 for fleet replacements and DASH technology projects, and a total of nearly \$145 million for five different ATC capital projects across the next ten years. These five projects include fleet replacements, fleet expansion, facility expansion, on-route charging for electric buses, and DASH technology projects.

Table 6-1 depicts a summary of the proposed FY 2023 CIP project funding requests and overall funding levels for the entire FY 2023 – FY 2032 CIP life cycle.

6.2 / Fleet Replacement Plan

A detailed summary of the current Fleet Replacement Plan is included in Table 6-2. This table shows the proposed replacement schedule for each of the active sub-fleets of buses, based on a useful life cycle of 12 years. In order to maintain a State of Good Repair and ensure that service is provided in a safe and reliable manner, DASH must replace all buses that are more than 12 years old. Any buses that are replaced within the yellow portion of the table are buses that are being kept in service beyond their useful life, which represents a failure to maintain State of Good Repair.

As shown in Table 6-2, DASH purchased six 100% electric buses in 2020 through the VW Environmental Mitigation Trust program. Based on these replacements, DASH was able to retire the last of its old high-floor, traditional diesel buses, which were previously operating beyond their useful 12-year life cycle. The proposed transition to electric buses is outlined in the fleet replacement plan shown in Table 6-2. Additional information on DASH Zero-Emission Bus fleet planning is included in Section 6.5.

As outlined in Figure 6-1, DASH requesting \$5.8 million in CIP funding for FY 2023 for bus replacements, which will fund the replacement of eight of the ten Gillig hybrid electric buses that were purchased in 2011. DASH and the City are seeking additional federal funding through the FY 2023 FTA Low/No Emissions Vehicle grant program, which could upgrade the eight replacement buses from clean diesel to 100% electric, and fund seven additional bus replacements, including the five trolley buses that were also purchased in 2011.

Table 6-1 / FY 2023 – FY 2032 Capital Improvement Plan (CIP) Summary

Item	Project Description	FY 2023 CIP Funding Request	FY 2023-2032 Total CIP Funding Request
1	Bus Fleet Replacement. DASH is responsible for the planning, procurement, purchase, testing, acceptance and maintenance of its active bus fleet. This program provides funding for the purchase of replacement transit buses that enable DASH to operate fixed-route bus service throughout the City of Alexandria. It also includes funding for repairs and replacements related to vehicle batteries, and powertrain components. DASH will be working with City staff and other stakeholders to coordinate the procurement, purchase and delivery of the replacement buses that are funded by this project.	\$5,888,600	\$105,005,300
2	DASH Fleet Expansion. This project provides for additional buses that are needed to maintain and expand bus service levels, consistent with the Alexandria Transit Vision Plan and the Alexandria Mobility Plan.	\$0	\$29,190,300
3	DASH Facility Expansion. The current DASH Facility has reached its maximum bus capacity and cannot accommodate future fleet expansion. DASH has secured funding from multiple state and regional sources for a staged implementation of expanded bus storage capacity, which will be integrated with facility and utility upgrades to support a zero-emission subfleet. The City's temporary parking arrangement for its overflow impound lot, currently housed on the adjacent DASH bus expansion land, will ultimately need to be relocated. (Note: Most of the funding appropriated for this project is from prior years).	\$0	\$4,209,000
4	DASH Electric Bus On-Route Charging. This project will provide funding for "on-route" bus charging stations that will support the DASH electric bus fleet. On-route charging stations are installed at strategic bus terminals across the service area for shorter charging sessions that can be performed between trips during layover periods without returning to the garage. These stations are critical for extending the battery range of electric buses so that they can operate for longer periods of time without returning to the garage depot.	\$0	\$4,849,600
5	DASH Technology. This project funds future technology initiatives that allow DASH to incorporate new innovations into their day-to-day operations to improve ridership, cost efficiency and customer satisfaction. Such technologies include onboard equipment, transit signal prioritization, facility security technology upgrades, service planning analysis software tools, enhanced onboard video monitoring systems, advanced bus maintenance diagnostic systems, or other elements to improve operations and customer experience.	\$350,000	\$3,229,100
	TOTALS	\$6,238,600	\$146,483,300

6.3 / Fleet Expansion

In order to maintain appropriate urban service levels for the City of Alexandria, increase service frequency on productive existing routes, add new service in developing areas, and achieve an industry-standard spare ratio, DASH must periodically increase its active bus fleet size. The current fleet includes 101 active vehicles. With a planned peak pull-out requirement of 80 buses in FY 2023, DASH will be able to maintain its spare ratio at 26 percent, which is above the industry standard of 20 percent.

DASH is planning the following fleet expansions over the next few years:

- **FY 2018-2023 NVTA Six Year Plan Funding.** In 2018, DASH was awarded \$11.9 million to be used for facility upgrades and for the purchase of eight zero-emission buses. A portion of this funding has been used for infrastructure upgrades needed to support the first six electric bus charging stations and the eight expansion buses were delivered in late 2021. With the remaining \$2 million, DASH will install additional utility upgrades to support additional electric bus chargers in the facility expansion.
- **FY 2023 – FY 2023 Smart Scale Funding.** DASH secured roughly \$11.1 million in state funding through the Smart Scale program. Most of the funding for this project will be used towards the facility expansion project described in Section 6.6, but the funds will also cover the purchase of six expansion buses to be used towards improved DASH bus service in major development corridors throughout the city. Though these buses are currently scoped as clean diesel buses, DASH is planning to apply for addition funding through the FTA Low/No Emission Vehicles grant program to upgrade the buses to 100% electric propulsion. These six expansion buses are scheduled for FY 2025 delivery and will support the service expansions described in Section 5.3.
- **FY 2024 – FY 2025 Smart Scale Funding.** DASH was also able to secure \$12 million in additional Smart Scale funding for the purchase of 12 additional zero-emission expansion buses. These buses are scheduled for purchase in FY 2024 and delivery by FY 2025.
- **Additional Fleet Expansions.** To allow further service expansion and better service reliability, DASH is also requesting eight additional expansion buses by FY 2026, including three expansion electric trolley buses that will allow the King Street Trolley to be extended from King Street Metro to the Eisenhower Avenue Metro. Funding for these expansion buses has not yet been identified, but all regional, state and federal grant programs will be pursued.

With these planned expansions, DASH will be increasing its active fleet size from 101 buses to roughly 127 buses over the next five years. The corresponding facility expansion that is needed to accommodate the growing DASH bus fleet is summarized in Section 6.6.

Lastly, the “Fleet Replacement” CIP project also includes funding to cover the cost of hybrid bus powertrain repair and replacement. DASH has recently changed its approach from mandatory mid-life hybrid battery replacements to only perform battery pack replacements on an as-needed basis. As a result of this change and appropriations from previous years, no additional funds are needed for hybrid battery and powertrain replacements in FY 2023.

Table 6-2 / Fleet Replacement Schedule.

Funding Year	Type	Quantity	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Delivery Year			FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
2011 Gilligs	Hybrid	10	8	2								
2011 Gilligs (Trolley)	Hybrid	5	5									
2012 Gilligs	Hybrid	10		10								
2014 Gilligs	Hybrid	7				7						
2015 Gilligs	Hybrid	13					13					
2015 Gillig (Trolley)	Hybrid	1					1					
2017 Gilligs	Hybrid	6						6				
2018 Gilligs	Clean Diesel	14								14		
2019 New Flyers (13)	Clean Diesel	13									13	
2019 New Flyers (8)	Clean Diesel	8									8	
2021 Electric Buses (VW)	Electric	6										
2024 Replacement Buses	CD/Electric	15										
2025 Replacement Buses	CD/Electric	10										
2027 Replacement Buses	Electric	7										
2028 Replacement Buses	Electric	14										
2030 Replacement Buses	Electric	6										
2031 Replacement Buses	Electric	14										
2032 Replacement Buses	Electric	21										
Total Retirements			13	12	0	7	14	0	6	14	21	0
Replacement Buses (Clean Diesel)			8	7	0	0	0	0	0	0	0	0
Replacement Buses (Electric)			5	5	0	7	14	0	6	14	21	0
Total Replacement Buses			13	12	0	7	14	0	6	14	21	0
Expansion Buses (Clean Diesel)			0	0	4	0	0	0	0	0	0	0
Expansion Buses (Electric)			0	9	12	4	0	0	0	0	0	0
Total Expansion Buses			0	9	16	4	0	0	0	0	0	0

Note: Dashed line indicates the point at which each subfleet will reach the end of its useful life cycle (12 years). Buses must be replaced before the end of their useful life cycle in order to maintain State of Good Repair (SGR) status. Numbers in yellow cells are representative of buses that will be kept beyond the end of their useful life cycle.

6.4 / DASH Electric Bus Program

In 2020, DASH became the first transit agency in Northern Virginia to operate electric buses when it took delivery of three New Flyer electric buses as part of the state's VW Mitigation Trust. This marked the culmination of both a two-year exploration of zero-emission bus technology and the first step toward transitioning the DASH bus fleet to 100% electric by 2037.

The transition continued in 2021 with the arrival of three Proterra electric buses in January, and eight more electric buses through the NVTa grant. These recent additions bring the total DASH electric bus fleet size to 14 buses, which represents 14 percent of the active bus fleet. With additional plan to increase the electric bus fleet, DASH expects that more than one-third of its bus fleet will be 100% electric by FY 2025.

This movement towards zero-emission buses is supported by the City of Alexandria's 2021 Alexandria Mobility Plan, and Eco-City Alexandria, which both seek to improve quality of life and sustainable transportation options.

Other DASH efforts towards a zero-emission fleet have included:

- DASH has modified its most recent Capital Improvement Program (CIP) funding requests to the City of Alexandria to include funding for electric replacement buses as early as FY 2023. The request assumes that the electric bus purchases would increase each year until FY 2026, at which point all DASH replacement buses would be electric buses;
- DASH has been awarded multiple regional and state grant funding opportunities through Virginia Smart Scale and NVTa (70% Funds) that will help cover the cost of facility expansions, upgrades, infrastructure improvements, and additional electric buses, bus chargers, and maintenance equipment over the next five years;
- DASH worked with the Center for Transportation and the Environment (CTE) to complete a Zero-Emission Bus Feasibility Review in 2020 that determined that DASH and the City of Alexandria were well-suited for electric bus technology; and
- In 2021, DASH completed the first phase of a consultant-led Zero-Emission Fleet Implementation Plan to develop a plan for how the facility can be upgraded to accommodate a larger zero-emission fleet. The second phase of this study will focus on the fleet transition is expected to be completed by Fall 2022 with support from consultants at WSP, Inc.
- DASH is working with the City of Alexandria and local developers to identify future locations for on-route bus charging stations that will allow DASH to operate a 100% electric bus fleet in the future. Potential locations for on-route chargers include Landmark Mall, Potomac Yard Metro, Eisenhower Avenue Metro, Braddock Road Metro, Van Dorn Metro, Mark Center and NVCC Alexandria.
- DASH and the City of Alexandria have worked over the last six months to develop policies and programs that establish the City of Alexandria as an eligible Federal Transit Administration (FTA) recipient for discretionary federal grant programs like "Low/No Emission Vehicles" and "Bus &

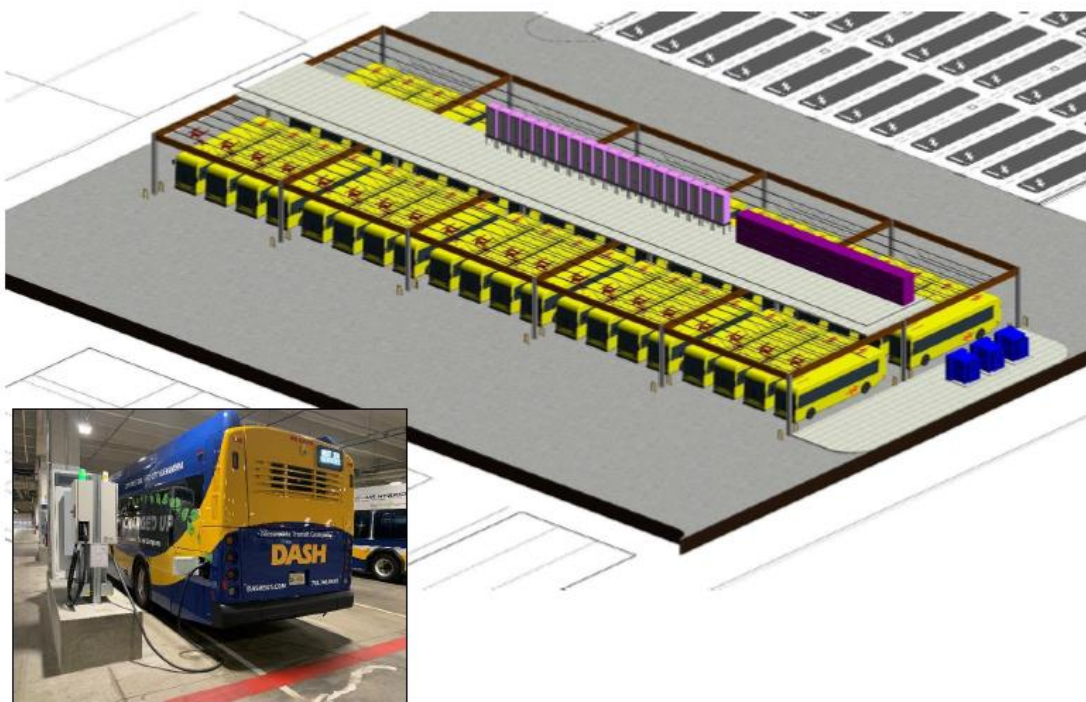
Bus Facilities”. These programs provide funding opportunities for transit agencies like DASH that are seeking to transition to electric buses and could help to accelerate the transformation.

6.5 / DASH Facility Expansion

As part of the \$11 million Smart Scale project mentioned above, DASH has secured funding to expand its existing garage facility to increase vehicle capacity from roughly 90 buses to 135 buses to meet anticipated service demand in the coming decades. The existing William B. Hurd Transit Facility was opened in 2009 but has since reached its maximum bus capacity.

In preparation for future expansion, the City of Alexandria secured the rights to the parcel of land immediately west of the existing DASH facility. This parcel, which is currently occupied by a temporary impound lot, will be regraded and integrated into the existing facility. The design process for the facility expansion began in late 2021 and is expected to be completed by late 2022. As outlined by the Zero-Emission Bus Implementation Plan (Phase 1), the facility expansion is expected to include up to 40 electric bus chargers.

Construction is scheduled to begin as early as FY 2023, and the new expanded facility would likely open by FY 2025.



Source: DASH Zero Emission Fleet Implementation Phase I – June 2021.

6.6 / Technology Improvements

Over the last few years, DASH has continued to improve its customer experience, enhance passenger safety, and internal efficiencies through the use of new transit technologies. Recent projects have included Transit Signal Prioritization (TSP), Smartyard, Real-Time info displays, Mobileye Pedestrian Detection Systems, TMS Daily Operations, Disruption Management, and MobileCAD.

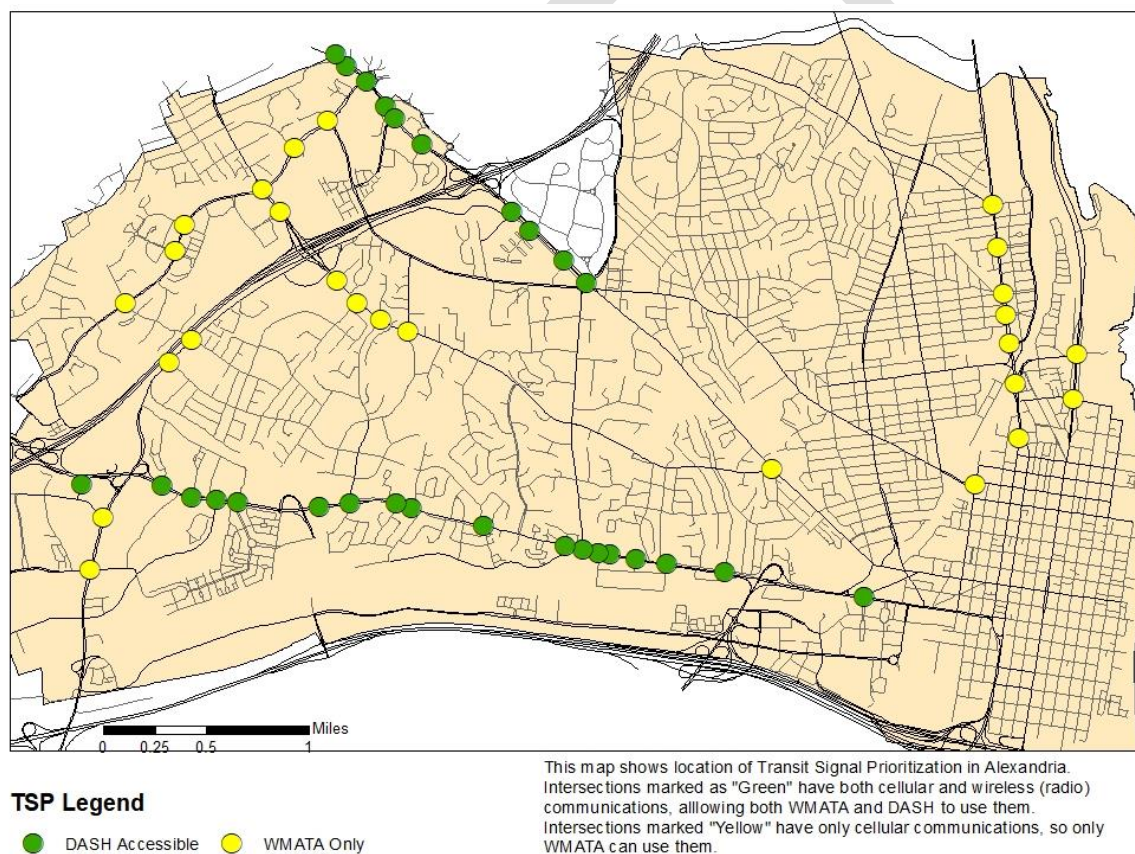
- **Automated Passenger Counters.** DASH was awarded over \$200,000 in FY 2019 to retrofit its current fleet with more accurate optical APC equipment and is preparing to publish a solicitation for the work. With these installations, 100% of the DASH fleet will be equipped with optical APC's and much more detailed ridership data will be available for service planning decision-making and NTD reporting. Due to procurement delays associated with the COVID-19 pandemic, this project is scheduled for completion by mid-2022. In three related efforts, DASH is validating APC data to ensure accuracy, seeking National Transit Database (NTD) certification for annual reporting purposes, and deploying a new ridership data analysis tool that will allow staff to make better use of APC ridership data for service planning.
- **Scheduling Software.** DASH has identified a major need for new, upgraded scheduling software. The current system that we are using is designed for smaller agencies with less complexity to their route networks and labor rules. With the launch of the new Alexandria Transit Vision (ATV) Network in 2021 and the more complex labor rules from the new Collective Bargaining Agreement, DASH needs a more advanced software solution that is easier to use and more reliable. Although CIP funding for scheduling software is included in FY 2023, DASH and City staff have worked together to identify capital funding that will be available in 2021 to address this immediate need. Procurement for this project is ongoing and the new platform is expected to be implemented by late 2022.
- **Real-Time Information Enhancements.** DASH continues its work to provide comprehensive, accurate real-time bus information to all customers. Some of these efforts include:
 - DASH will continue to make real-time information available to customers via text message (SMS) and telephone (IVR) as part of the follow-up to the New DASH Network in September 2021. Beginning in 2022, new bus stop signs will include the specific Stop ID number for each stop and instructions on how to call or text to get information about upcoming bus arrival times at that specific bus stop. This system will help individuals without smartphones and those with disabilities that prevent them from using other real-time platforms.
 - In 2020, DASH launched an upgraded version of its BusTracker, which is now available on the DASH website. The new version is more user-friendly, mobile-compatible, and include better route and stop information. It is also compatible with the WMATA bus tracking platform for added convenience for shared customers.
- **Transit Signal Prioritization.** DASH and the City of Alexandria T&ES staff have been working over the last three years to install Transit Signal Prioritization (TSP) technology at key intersections on transit corridors throughout the City. This technology enables traffic signals to sense when a bus is approaching so that it can extend the green phase to allow the bus to move

through more quickly. This leads to increased bus speeds and greater service reliability, particularly for bus routes that operate on more congested corridors.

To date, the City of Alexandria has installed TSP technology at 54 intersections and has plans to expand to most intersections used by Metrobus or DASH buses by 2026. DASH buses are currently benefiting from TSP at 28 intersections, including 18 on the Duke Street corridor and 10 on the King Street Corridor. By the end of 2022, 5-10 additional intersections along Beauregard Street and Van Dorn Street are anticipated to be available for DASH buses. A map of TSP locations is included as Figure 6-1.

Over half of the of the DASH revenue fleet (59 buses) are currently equipped with TSP, including all new DASH buses purchased since 2018, and all 40-foot buses. All new bus builds will include TSP equipment, and additional retrofits will be completed as funding becomes available.

Figure 6-1 / Transit Signal Prioritization (TSP) Location in City of Alexandria



6.7 / Other Capital Outlay Items

The FY 2023 ATC proposed operating budget also includes capital funding for regular equipment replacement. This funding will be used for the replacement and repair of items such as heavy-duty maintenance equipment, support vehicles, building security and surveillance systems, and network equipment.

7.0 / Public Outreach & Feedback

DASH will be conducting public outreach in support of the FY 2023 – FY 2028 Transit Development Plan. This outreach will include community meetings, public hearings, pop-up events, operator outreach, community group engagement, bus posters, stop flyers, onboard announcements, social media posts, e-mail blasts, and website updates.

For more information on upcoming outreach opportunities and updates, please visit www.dashbus.com.

A full summary of outreach activities and all of the public feedback that DASH receives will be provided in the final version of this document. Any changes that are made to the original proposals based on public feedback will also be highlighted in the final version of this section.





Attachment V

Stockholders Meeting Minutes



Alexandria Transit Company



ANNUAL STOCKHOLDERS MEETING MINUTES

February 8, 2022

The Annual Meeting of the stockholders of the Alexandria Transit Company (ATC) was held on Tuesday, February 8, 2022, at 6:00 pm. The meeting was held in the Council Chamber (301 King Street, Alexandria, Virginia, 22314) and electronically. The meeting was held pursuant to Virginia Code Section 2.2-3708.2(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020, to undertake essential business. Members of City Council, the ATC Board and staff are participating either in person or from a remote location through a video conference call on Zoom.

Board members present: David Kaplan, Steve Klejst, Kendel Taylor, Ajashu Thomas

Staff members present: Josh Baker, Beth Reveles

Stockholders present: Mayor Justin Wilson, Vice Mayor Amy Jackson, Councilman Canek Aguirre, Councilmember Sarah Bagley, Councilman John Taylor Chapman, Councilwoman Alyia Gaskins, Councilman R. Kirk McPike

Others present: Bryan Smith, Shawn Lassiter, Ian Greaves, Abdi Barre, Diane Ruggiero, Yemisrach Demeke, Karl Bach, Laura Leussing, Leonard Kaplan, Alexandria Carroll, Corey Smedley, Laura Triggs, William Patterson, Angie Maniglia-Turner, Daria Johnson

Meeting Minutes

Mayor Justin Wilson explained that the ATC Stockholders meeting would commence, and he turned the meeting over to the ATC Chair David Kaplan.

Agenda Item #1 – Chair's Welcome and Introductions

Chair Kaplan called the meeting to order and gave a brief background on the ATC and the purpose of the Stockholders meeting.

Agenda Item #2 – Slate of Directors (*Consideration of Approval*)

The Chair stated the first order of business was the slate of the Board of Directors, and that there is a minimum of nine members on the Board consisting of six citizen volunteers/riders and three City staff. He explained that the Board serves one-year renewable terms so each year the Stockholders must vote on the slate of directors. He continued that the Board currently has one vacancy and that the Board will be recruiting for the open position this spring. The Board will then be returning to Council for a brief Stockholders meeting once a candidate is selected to fill that seat.

The Chair asked if there was a motion to approve the Slate of Directors. Councilman Aguirre recused himself from the vote. A motion was made by Mayor Wilson and seconded by Councilmember Bagley. There was no further discussion, and the motion passed with six voting yes and one recusal.

Agenda Item #3 – Amendment to By-laws (*Consideration of Approval*)

The Chair requested an amendment to the ATC by-laws of the corporation concerning the composition of the Board. Currently, there is a requirement that one of the citizen members has financial experience. The Chair is requesting that requirement be removed, which was unanimously approved by the Board. He continued that there are two reasons for this request. Firstly, there is a requirement that the City's Chief Financial Officer or designee

must hold a seat on the Board; therefore, the Board will already have a member with financial expertise. Secondly, the Board does not want to limit possible candidates by requiring a citizen member to have financial experience.

The Chair asked if there was a motion to approve the amendment. A motion was made by Councilman Aguirre and seconded by Councilman McPike. There was no further discussion, and the motion passed seven to zero.

Item #4 – Outside Auditor (*Consideration of Approval*)

The Chair introduced the final order of business which was consideration of approval of the outside auditor. He explained that the ATC uses the same auditor as the City. He asked if there was a motion to adopt the outside auditor. A motion was made by Vice Mayor Jackson and seconded by Mayor Wilson. There was no further discussion, and the motion passed seven to zero.

The Chairman then recognized the General Manager & CEO of the Alexandria Transit Company to present his report.

Item #5 – General Manager's Annual Report

ATC General Manager Josh Baker began his report by explaining that DASH has had a successful and busy yet challenging year while operating during the COVID-19 pandemic. He outlined some of DASH's accomplishments throughout the past year:

- COVID-19 Response: ~93% workforce vaccination rate
- New DASH Network Launched Sept 5, 2021
- Free Fares Launched Sept 5, 2021
 - TRIP Grant Award: \$7.1m
- Ridership: Increased ~50% Aug-Oct
 - Sept/Oct/Nov – highest ridership since start of pandemic
- King Street Trolley: Reinstated July 2021 following 18-month suspension

Mr. Baker continued that DASH had made progress on the following items:

- King Street Metro: New Bus Loop opened June 2021
- Fleet Electrification:
 - Eight (8) additional buses delivered (fleet of 14 in service)
 - Seeking funding for electrification of replacement buses
 - Existing funding for expansion buses (18) is pending facility project

Mr. Baker provided a list of upcoming goals and projects:

- Restoration of Full Service (*post COVID*)
- Continued implementation of the Alexandria Transit Vision Plan (ATV) - New DASH Network
- Continued implementation of 24/7/365 support of service operations
- Facility Expansion
(Parking and Charging Infrastructure)
- Potential Role in Duke Street and West End Transitways
- Pursuing Federal Grant opportunities for Capital Projects related to Electrification

Councilmember Bagley asked about DASH's expected challenges with full electrification of the fleet and expansion of the facility. Mr. Baker explained that the technology is very new and although DASH has seen signs that the technology performs well, DASH has experienced charging issues and adverse effects from the cold weather; the heating demands during cooler weather significantly drains the battery power. There are fiscal challenges as well in that a diesel engine bus costs around \$575, 000 whereas an equivalent electric bus costs \$900,000. He stated that the cost for electric buses is coming down and feels that the increased implementation of electric buses throughout the country, along with the current administration's priorities for electrification, will help with reducing costs. We need to see the technology continue to progress and we need to address the charging infrastructure. DASH is also looking at ways, throughout the City, to install equipment

that will allow buses to be charged enroute rather than having to return to the DASH facility for recharging. That is key to ensuring a fully sustainable electric fleet by the year 2035.

Councilman Aguirre asked if DASH was looking into an electrification infrastructure on a regional level, e.g., partnering with Arlington or Fairfax Counties. Mr. Baker agreed that regional coordination was important but has its challenges and continued dialogue will be necessary as different jurisdictions move at different paces.

Councilman Aguirre shared the following feedback he has received from City residents:

- Concern regarding inadequate lighting at some of the bus stops, e.g., the stop at the hospital with overgrown trees around the streetlamp.
- Recommendation for placing at least one bus stop on Line 35 at the far end of the loop near Reading and Rayburn.
- Recommendation for a bus route along Mount Vernon Avenue through the Chirilagua neighborhood.

Mr. Baker explained that the Board secretary was recording the comments. The ATC/DASH Board would be reviewing the Transit Development Plan in the next couple of Board meetings, and Councilman Aguirre's feedback would be taken into consideration.

Item #6 – Other Business

The Chair thanked Council for the opportunity to speak with them and welcomed new or existing Board members to tour the DASH facility.

The Chair asked if there was a motion to adjourn the meeting. A motion was made by Mayor Wilson and seconded by Vice Mayor Jackson. A vote was called, and the motion passed unanimously.

Minutes respectfully submitted by:
Beth Reveles
Secretary to the Board
Alexandria Transit Company