

NATIONAL COOPERATIVE HIGHWAY RESEARCH PROGRAM
SYNTHESIS OF HIGHWAY PRACTICE

74

STATE TRANSIT-MANAGEMENT ASSISTANCE TO LOCAL COMMUNITIES

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STATE TRANSIT-MANAGEMENT ASSISTANCE TO LOCAL COMMUNITIES

RESEARCH SPONSORED BY THE AMERICAN
ASSOCIATION OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS IN COOPERATION
WITH THE FEDERAL HIGHWAY ADMINISTRATION

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NATIONAL COOPERATIVE HIGHWAY RESEARCH PROGRAM

Systematic, well-designed research provides the most effective approach to the solution of many problems facing highway administrators and engineers. Often, highway problems are of local interest and can best be studied by highway departments individually or in cooperation with their state universities and others. However, the accelerating growth of highway transportation develops increasingly complex problems of wide interest to highway authorities. These problems are best studied through a coordinated program of cooperative research.

In recognition of these needs, the highway administrators of the American Association of State Highway and Transportation Officials initiated in 1962 an objective national highway research program employing modern scientific techniques. This program is supported on a continuing basis by funds from participating member states of the Association and it receives the full cooperation and support of the Federal Highway Administration, United States Department of Transportation.

The Transportation Research Board of the National Research Council was requested by the Association to administer the research program because of the Board's recognized objectivity and understanding of modern research practices. The Board is uniquely suited for this purpose as: it maintains an extensive committee structure from which authorities on any highway transportation subject may be drawn; it possesses avenues of communications and cooperation with federal, state, and local governmental agencies, universities, and industry; its relationship to its parent organization, the National Academy of Sciences, a private, nonprofit institution, is an insurance of objectivity; it maintains a full-time research correlation staff of specialists in highway transportation matters to bring the findings of research directly to those who are in a position to use them.

The program is developed on the basis of research needs identified by chief administrators of the highway and transportation departments and by committees of AASHTO. Each year, specific areas of research needs to be included in the program are proposed to the Academy and the Board by the American Association of State Highway and Transportation Officials. Research projects to fulfill these needs are defined by the Board, and qualified research agencies are selected from those that have submitted proposals. Administration and surveillance of research contracts are the responsibilities of the Academy and its Transportation Research Board.

The needs for highway research are many, and the National Cooperative Highway Research Program can make significant contributions to the solution of highway transportation problems of mutual concern to many responsible groups. The program, however, is intended to complement rather than to substitute for or duplicate other highway research programs.

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The members of the technical committee selected to monitor this project and to review this report were chosen for recognized scholarly competence and with due consideration for the balance of disciplines appropriate to the project. The opinions and conclusions expressed or implied are those of the research agency that performed the research, and, while they have been accepted as appropriate by the technical committee, they are not necessarily those of the Transportation Research Board, the National Research Council, the National Academy of Sciences, or the program sponsors.

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The Transportation Research Board evolved from the 54-year-old Highway Research Board. The TRB incorporates all former HRB activities and also performs additional functions under a broader scope involving all modes of transportation and the interactions of transportation with society.

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PREFACE

There exists a vast storehouse of information relating to nearly every subject of concern to highway administrators and engineers. Much of it resulted from research and much from successful application of the engineering ideas of men faced with problems in their day-to-day work. Because there has been a lack of systematic means for bringing such useful information together and making it available to the entire highway fraternity, the American Association of State Highway and Transportation Officials has, through the mechanism of the National Cooperative Highway Research Program, authorized the Transportation Research Board to undertake a continuing project to search out and synthesize the useful knowledge from all possible sources and to prepare documented reports on current practices in the subject areas of concern.

This synthesis series attempts to report on the various practices, making specific recommendations where appropriate but without the detailed directions usually found in handbooks or design manuals. Nonetheless, these documents can serve similar purposes, for each is a compendium of the best knowledge available on those measures found to be the most successful in resolving specific problems. The extent to which they are utilized in this fashion will quite logically be tempered by the breadth of the user's knowledge in the particular problem area.

FOREWORD

*By Staff
Transportation
Research Board*

This synthesis will be of special interest and usefulness to transportation administrators and others concerned with financial, managerial, and technical assistance provided to operators of local public transit by state transportation agencies.

Administrators, engineers, and researchers are faced continually with many highway problems on which much information already exists either in documented form or in terms of undocumented experience and practice. Unfortunately, this information often is fragmented, scattered, and unevaluated. As a consequence, full information on what has been learned about a problem frequently is not assembled in seeking a solution. Costly research findings may go unused, valuable experience may be overlooked, and due consideration may not be given to recommended practices for solving or alleviating the problem. In an effort to correct this situation, a continuing NCHRP project, carried out by the Transportation Research Board as the research agency, has the objective of synthesizing and reporting on common highway problems. Syntheses from this endeavor constitute an NCHRP report series that collects and assembles the various forms of information into single concise documents pertaining to specific highway problems or sets of closely related problems.

An increasing number of states now provide technical assistance to managers

of local passenger transportation. This assistance may take the form of financial aid, information exchange, or aid in the management of finances, personnel, operations, maintenance, and marketing. This report of the Transportation Research Board documents these activities, identifies practices that appear to have been successful, and recommends a comprehensive state-aid program including the donation of technical aid or staff time to local transit managers.

To develop this synthesis in a comprehensive manner and to ensure inclusion of significant knowledge, the Board analyzed available information assembled from numerous sources, including a large number of state highway and transportation departments. A topic panel of experts in the subject area was established to guide the researcher in organizing and evaluating the collected data, and to review the final synthesis report.

This synthesis is an immediately useful document that records practices that were acceptable within the limitations of the knowledge available at the time of its preparation. As the processes of advancement continue, new knowledge can be expected to be added to that now at hand.

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Urban Mass Transportation Administration; Donn Fichter, Associate Research Analyst (Transportation), New York State Department of Transportation; Richard H. Henderson, Administrator, Bureau of Public Transportation, Ohio Department of Transportation; Gary E. Maring, Chief, Transportation System Management Branch, Office of Highway Planning, Federal Highway Administration; and Dennis Moore, Administrator of Public Transit Division, Oregon Department of Transportation.

Campbell Graeb, Engineer of Public Transportation, Transportation Research Board, assisted the Special Projects Staff and the Topic Panel.

Information on current practice was provided by many highway and transportation agencies. Their cooperation and assistance were most helpful.

STATE TRANSIT-MANAGEMENT ASSISTANCE TO LOCAL COMMUNITIES

SUMMARY

The decline of the transit industry after World War II eventually led to a full program of federal financial aid for transit. Because communities were unable to take advantage of federal programs, the states began to provide part (or even all) of the matching funds required to obtain federal aid. Some states also began to provide aid to local communities in addition to matching the aid from federal programs.

Along with a lack of funds, the lack of skilled management staff is often a major problem for small transit systems. Without sufficient staff, it is difficult or impossible to obtain needed federal grants; and day-to-day operation is also likely to be inefficient. Many state governments are in a position to give needed management assistance to public transportation systems. This assistance can be provided in many areas.

The state can assist local systems in preparing grant applications by explaining federal requirements, aiding with documentation, determining appropriate federal officials to contact for advice, and providing examples of successful grant applications. The state can establish an information clearinghouse to share information about federal programs, maintenance techniques, labor agreements, and other relevant items. This exchange of information can be accomplished by telephone, newsletters, conferences, and workshops.

Other areas in which states can assist local communities include management performance audits, handbooks for day-to-day operations, personnel recruitment and training, maintenance, equipment selection and purchase, insurance, and marketing.

An effective, strong state management and technical assistance program not only contributes to improved local transit, but also enables state transit goals and objectives to be pursued with greater success.

PART I

INTRODUCTION

The general decline of the U.S. transit industry after World War II resulted in discontinued transit service in many small cities during the 1950's. States were generally reluctant to provide aid to public transportation; most state governments did little more than offer enabling legislation to permit public ownership of transit. Some states offered relief from fuel taxes paid by transit operators. This kind of action by most states in public transportation during the first 2 postwar decades did little to slow the decline in transit service and the number of riders.

In 1961 the federal government took the first modest step in an aid program for transit. By the mid-1970's, federal aid had evolved into a full spectrum of transit assistance programs, and by 1980 several billion dollars was made available annually for transit by Congress.

Despite this federal aid, ownership and replacement of old transportation equipment and obsolete facilities created fiscal pressures on city budgets. Inflation and the increased cost of improved service continued to add to local problems. Many cities failed to obtain federal aid simply because they could not match the available federal funds, and city officials began to pressure their state legislatures for help with matching funds. As a result, some states allowed cities to collect more revenues by means of additional local taxes. For example, Georgia aided Atlanta in the funding of city transit improvements, including a rapid transit system, by permitting, if approved by local referendum, an additional sales tax in Atlanta metropolitan area counties. Other states provided all or part of the nonfederal share required for federal grant programs.

Some states with large urban areas needing assistance in meeting local transit needs implemented their own programs before major federal mass transportation programs were introduced. In some instances, special institutions were created within the state to provide transportation services. New York, for example, established the Metropolitan Transit Authority to resolve some of the difficulties in public transportation in the New York City area. In the early days of the federal programs in public transportation, Pennsylvania also took steps that were largely independent of federal efforts. Maryland created a transportation trust fund and assumed operation of transit service in Baltimore. These and other efforts were responses by the states to transportation needs in specific local jurisdictions. As federal programs were expanded in the 1970's, many other states began similar programs.

PURPOSE OF SYNTHESIS

The purpose of this synthesis is to provide information on the various management-related activities and services that the states are providing for local public transit, and to identify those practices that appear to be useful in providing effective and efficient transit service consistent with the goals and objectives of state and local governments. The term "public transit" is used in this synthesis to refer to local passenger transportation—by bus, rapid transit, streetcar, commuter rail, etc.

It is obvious that individual states employ different approaches to transit assistance. The information on which this synthesis is based was gathered from interviews with state transportation officials, from responses to a questionnaire sent to each state, and also from additional material volunteered by various states. The state practices that appeared to be most effective were selected for detailed description.

General information on the types of aid that states are making available for local transit is presented. Because much of this aid is related to federal aid, a brief description of the federal law is given in the following section (see Table 1). Details on specific state assistance programs are also included. Tables 2 and 3 (in the section on Management Assistance) present summaries of the various state programs. Details of financial and technical assistance to local communities by the states are presented in Appendix A. Appendix B lists state government contacts for information on transit assistance.

URBAN MASS TRANSPORTATION ACT

The Urban Mass Transportation Act of 1964 (as amended) provides for capital improvements, operating assistance, technical assistance, planning, management training, research, development and demonstration, and university research and training programs. See Table 1 for a summary of these programs. The programs are also described in more detail in the following sections.

SECTION 3

Section 3 provides for capital assistance for fixed guideway systems; introduction of new technology; projects that enhance the effectiveness of mass transportation; and acquisition, construction, and improvement of bus and rail facilities and equipment (buses and related equipment and facilities are eligible only if they cannot be funded under Section 5). Distribution of funds under Section 3 is discretionary.

To be eligible for funds under Section 3, a project must be part of a program of projects that takes into consideration long-range land-use plans and social, economic, environmental, and energy conservation goals. The process must be continuing, cooperative, and comprehensive. In urbanized areas, the process must be carried out by local officials acting through a metropolitan planning organization (MPO) in cooperation with the state.

SECTION 5

For urbanized areas, Section 5 provides money for construction and operating projects and for the purchase of buses. Funds are distributed by means of a formula; eligibility is determined as described above for Section 3.

Recipients of Section 5 funds are designated jointly by the governor, local officials, and operators of publicly owned transit. Funds not expended by the designated recipient are made available for distribution by the governor.

SECTION 6

Research, development, and demonstration projects authorized under Section 6 may be performed by the U.S. Department of Transportation or by grant or contract.

TABLE 1

SUMMARY OF FEDERAL MASS TRANSPORTATION AID PROGRAMS

Urban Mass Transportation Act	Program Purpose	Matching Requirements		Type of Program	Application
		Type	Percentage		
Section 3	Capital improvements	Federal Nonfederal	80 20	Discretionary	Any area
Section 5	Operating assistance and capital improvements	Operating Federal Nonfederal Capital Federal Nonfederal	50 50 80 20	Formula	Urbanized areas
Section 6	Research, development, and demonstration	Federal	100 max.	Discretionary	
Section 8	Technical studies	Federal Nonfederal	80 20	Discretionary	Any area
Section 10	Management training	Federal Nonfederal	75 25	Discretionary	Any area
Section 11	University research and training	Federal Nonfederal	50 50	Discretionary	Any area
Section 16(b)(2)	Capital aid to private, nonprofit corporations and associations	Federal Nonfederal	80 20	Discretionary	Any area
Section 18	Capital and operating aid to nonurbanized areas	Capital Federal Nonfederal Operating Federal Nonfederal	80 20 50 50*	Formula to states	Nonurbanized areas

*Up to one-half of the local share may come from other federal funds.

These projects include development, testing, and demonstration of new facilities, equipment, and methods in all areas of urban mass transportation.

SECTION 8

Section 8 authorizes grants to states and local agencies for planning, engineering, designing, and evaluating public transportation projects. Assistance is provided to activities such as studies relating to management, operations, capital requirements, and economic feasibility; preparation of engineering and architectural surveys, plans, and specifications; and evaluation of previously funded projects.

SECTION 10

Fellowships of up to 1 yr for training of personnel employed in managerial, technical, and professional positions in public transportation are available under Section 10.

SECTION 11

Section 11 authorizes grants to colleges and universities for research and training with respect to transportation in urban areas. In addition, grants are authorized for establishing and operating transportation centers at colleges and universities.

SECTION 16

Grants and loans for transportation services that meet the needs of the elderly and handicapped are available to states and local agencies [Section 16(b)(1)] and to private, nonprofit organizations [Section 16(b)(2)].

SECTION 18

Funds for public transportation in areas other than urbanized areas are available under Section 18. The money is apportioned to each state and distributed by the governor of the state for any type of public transportation that is appropriate for a nonurbanized area. Up to 15 percent of the funds may be used by the state for administration and for technical assistance to recipients. Such technical assistance may include planning, management development, coordination of programs, and research. A unique feature of Section 18 is that up to half of the local share of the costs may come from other sources of federal funds.

FINANCIAL AID

Various types of state financial-aid programs, which represent the broad spectrum of aid that is available, are described in this section. See Table 2 (in the section on Management Assistance) for a summary of financial assistance activities conducted by the individual states as of July 1, 1979.

MATCHING GRANT PROGRAMS

Under a matching grant program, the state provides funds to assist local governments in matching federal grants. State aid can vary from a minor portion of the required nonfederal match to as much as 75 percent. In some cases, the state will provide the entire nonfederal share. Such programs obviously can give significant leverage to local funds. For example, if the state provides half of the nonfederal share of a federal capital grant, a city with a \$1 million capital improvement project need only contribute \$100,000; the state contributes \$100,000, whereas the federal government provides \$800,000. The higher the allowable state share of the nonfederal match, the greater the leverage of local funds and the greater the probability that local transit improvements will be completed.

A state can use matching grant programs to further its own goals and objectives by imposing conditions on grant recipients that must be met before the funds are made available. For instance, the state may need special data that must be collected at the local level or it may ask all transit agencies to put forth special marketing efforts to help stimulate public transit use. The state can guarantee compliance by withholding grants until such requirements are met. These conditions set forth by the state usually reflect established state goals, such as reducing air pollution, in which transit plays a definite role.

OTHER STATE FINANCIAL AID PROGRAMS

Some states provide capital and operating aid directly to local transit agencies in addition to federal matching grant programs. Florida pays 50 percent of the capital costs of a project not receiving federal aid. Michigan provides the entire capital cost and operating costs for the first year of dial-a-ride service in small cities; after the first year, the state provides up to one-third of the operating costs.

A state may also sponsor demonstrations of transit programs considered important enough to warrant testing. Wisconsin sponsored a number of demonstration programs that had no connection to federal transportation demonstration programs. Minnesota now offers such programs

for both regular route service and paratransit. By sponsoring a variety of programs, the state provides transit agencies with more flexibility than that provided by federally funded projects alone.

Some states use federal programs and state funds to purchase equipment that is then made available to transit agencies throughout the state. In this way, the states can comply with the rule that private transit firms can receive federal aid only through a public agency. Under such programs, operators have access to new buses, usually at a modest annual fee. The state can also use state funds to contract for service beyond that provided in federal programs. New Jersey has been a leader in this approach to state aid.

Through the state's role in the Section 16(b)(2) program, it may be possible to coordinate more effectively the transportation provided by human services agencies. Also, economies may be realized by joint agency purchases of vans and other vehicles using Section 16(b)(2) funds.

MANAGEMENT ASSISTANCE

GOALS AND OBJECTIVES

Establishing Goals

The first step needed to be taken by a state in developing a public transportation policy is to establish goals and objectives. The goals should represent the basic ends the state wishes to achieve through public transportation policy. Goals set the general aim of transportation policy and the framework for action. However, it is necessary to establish workable objectives to carry out a program of action and to achieve these general goals.

Establishing Objectives

Workable objectives are specific, observable, and attainable. They are established to ensure the attainment of the goals of a transportation policy. Firm objectives enable a state to determine its current position, to map out various strategies for attaining the objectives within the time constraints, and to determine the cost of the various means of reaching the objectives. Objectives lend themselves to quantification, measurement, or the establishment of standards. A truly workable objective also includes a target date for its completion and establishes responsibility for its achievement.

Workable objectives that might be established by a state for public transportation include the following:

- Public transportation service will be available within 5 yr to all state residents of cities with a population of more than 20,000.
- Within 2 yr, the maximum headway on any public transportation route in the state will be no more than 30 min.
- Within 2 yr, the average age of buses in any transit system will be no more than 7 yr.

The more specific the objectives, the easier it is to establish policy and to develop programs to reach the desired end. The more stringent the objectives, the more precise the policy that can be established to reach them and the easier it will be to move forward.

Once the goals have been established, the objectives selected will help determine the cost of the projects to be accomplished. For example, if the state decides that the average age of the bus and railcar fleet serving the state is to be reduced quickly, it may be found that sufficient local matching funds, or perhaps even federal funds, to complete the job by the target date are not available. In attempting to reach its transportation objectives, the state may then wish to implement its own funding program, either to permit local areas to match additional federal funds or to go beyond the limits provided by federal aid.

In developing policy, a review of the financial aspects of meeting original objectives may cause the state to modify an objective or perhaps to increase the time period allowed for reaching it. After a careful review of objectives, the state may decide that its most prudent approach is to provide an environment in which cities are helped to take maximum advantage of federal funds; or the state may choose to start a funding program of its own to implement changes and increase the quality of transit in a shorter period of time.

Goals and Objectives of Local Transit Systems

State officials can help local transit systems establish their own goals and objectives. It is important for state officials to be involved to ensure that local goals and objectives are consistent with those of the state.

Often, smaller systems do not have goals or objectives and thus cannot be evaluated systematically. State officials should work with the local governing body and the transit system staff to establish goals and objectives to provide direction for transportation policy in the community.

NEEDS OF LOCAL TRANSIT SYSTEMS

Small transit agencies, generally in cities and rural areas of less than 50,000 population, often face severe problems. However, many of the same problems can be found in cities with populations as large as 200,000. There is little local

money available for transit in small cities, and there is a lack of awareness of, and uncertainty about, federal and state programs. As a result, the quality of local transit service and equipment is often poor. State management assistance can bring the potential benefits of public transportation to the attention of local government officials and thus increase financial support.

Insufficient funds for transit agencies in small cities often result in inadequate staff at the local level. In addition to daily public transportation operation, other tasks, such as planning, market research, determining the needs of the public, and preparing applications for aid from the state and federal governments, are necessary. Local budgets may not be sufficient to hire the staff needed to perform these functions.

Money is not the only problem. Small cities are often plagued by rapid turnover of transit management and staff; these cities often appear unattractive to talented people seeking careers in transit planning and management. Although small cities can occasionally afford to employ qualified transit people, they often do not retain first-rate personnel because opportunities are perceived to be limited, responsibilities are great, and salaries are relatively low.

Inexperienced management often results in inferior service and inefficient use of tax money and other scarce resources. Other problems can arise when a local transportation official must manage the transit system in addition to other duties. Often, this person is either unfamiliar with transit or cannot devote much time to the transit system, which will virtually guarantee poor results. Clearly, assistance is needed in a variety of functions basic to good transit service beyond the supervision of operations. Even the best manager will be seriously strapped without staff assistance.

THE STATE ROLE

In many states, the state government is in a position to give needed management assistance to public transportation systems in medium-sized and small cities and rural areas. At the state level, officials can guide the systems in improving their services. Local systems can be aided in meeting community goals and thereby in meeting state goals.

The state government is in an excellent position to offer technical assistance. State personnel are close to the local scene and are likely to understand the problems and peculiarities of transit in the small cities and rural areas. A state technical assistance team would also be familiar with the various state laws and programs affecting transit. The close relationship that can develop as a result of frequent contact may provide state transit officials with a greater awareness of local needs and increase their sensitivity to local problems and potential.

The state can provide local technical assistance in different ways. According to a survey made for this synthesis, there are primarily three methods by which technical assistance is currently being given. In some states (e.g., California, New York, and Texas), the staff of the state agency responsible for public transportation provides

needed technical assistance. In Illinois, most of the technical assistance is offered through consultants. In Indiana, much of the technical assistance is performed by state university personnel.

An important reason for having the staff-aid function performed by a state is the continuity provided by the presence of the agency or group giving the assistance. Consulting firms do excellent work in many kinds of activities; however, they are usually involved only for a specific time and for specific tasks. When consultants are employed to provide technical assistance services, a long-term contract would probably be most successful. It is necessary that local transit personnel be given help that is available on a long-term basis from a source familiar with their situation.

States use state or federal funds or both in undertaking technical assistance programs. This assistance may be confined only to the steps taken in local areas to acquire federal funds. However, in some states, the technical assistance function plays a much larger role; for example, in supplementing the local transit staff. A small team of state personnel who are knowledgeable in transit can provide assistance at the local level and can ensure the best use of the resources available from federal, state, and local governments.

ELEMENTS OF STATE ASSISTANCE PROGRAMS

Preparation of Grants

Preparing a proper grant application is an essential task of any public transit system. State officials can help small systems, which are often isolated from the "grapevine of informal communication" about grants and grant procedures. State personnel are in frequent communication with federal officials responsible for the various programs and can greatly simplify the grant-writing process by sharing information with the applicants. For example, the Oregon Public Transit Division makes staff members available to local groups to aid in the preparation of a capital grant.

States also assist local transit agencies by helping them to prepare the necessary documentation needed to seek federal funds. Occasionally, the state will help local applicants in contacting the appropriate UMTA official for advice on grant application procedures and to clarify matters that, if handled improperly, might delay the receipt of a grant.

Also, successful grants can serve as models for applications. By working with the applicants from the beginning of the preparation of grants, officials can reduce complications and speed up the process. Nearly every state surveyed provided some type of basic assistance in grant writing.

Exchange of Information

Exchanging information about federal programs, new regulations, maintenance techniques, and planning can save local transit personnel time and prevent unnecessary problems. The state staff should know as much about the

federal programs as do the federal staff members. State officials can collect information to pass on to local transit officials.

California is an example of how a state agency can help transit operators by means of an information exchange program. State officials, recognizing the need to provide information on current labor agreements in California, established a file of all the current labor agreements in the state. A transit system can contact the state transit office to determine the wages, benefits, etc., provided by all transit systems within the state.

Many states rely on telephone calls, periodic newsletters, conferences, and workshops to provide information to public officials, transit operators, planners, and others involved in transit.

Telephone

Often, one of the best means of disseminating information is by telephone. It is important for local transit agencies to be able to obtain assistance by telephone.

Newsletters

Newsletters and bulletins are inexpensive but effective ways of providing timely information to a specific audience. Newsletters can cover a variety of topics—from federal legislation to current practices of state transit systems. A balance between in-depth features, such as the use of part-time labor or new federal regulations, and news from around the state will give operators a better understanding of current practices beyond the boundaries of their own cities.

Newsletters written so that they can be easily understood by nontechnical readers can broaden the understanding and support of local and state officials. They can be important educational tools for decision-makers at all levels of government.

California publishes a newsletter every 2 months, which features individual transit systems, summarizes current transit literature, and highlights recent legislation. Special bulletins are issued from time to time to provide information on new state or federal programs or new rules and regulations.

Conferences

Many states have reported success in spreading information through conferences. Annual conferences for those concerned with public transit provide a forum for presenting, discussing, and sharing ideas among all members of the transit community. Probably the most important outcome of conferences is to bring together people from all areas of the state; sharing successes (and failures) benefits all. As in any profession, it is important for transit operators, state officials, planners, local officials, and others in public transit to feel that they are working toward

the same goals. Also, it costs less and is easier for people to attend conferences in their own states. Few of the small systems can afford to send people to out-of-state conferences.

Conferences also increase public transit exposure throughout the state. Well-qualified speakers attract the news media to conferences. This type of publicity is free and increases public awareness and understanding of transit.

Workshops

Short workshops, geared to a specific purpose, can aid in the exchange of necessary information. For example, successful workshops have been held in several states to bring together federal grant applicants with federal officials responsible for the programs. At these workshops, applicants can ask questions and get immediate answers. Thus problems can be resolved while applications are still in the draft stage.

Management Performance Audits

A recent development in public transportation agencies is the management performance audit or evaluation. Communities are increasingly concerned with getting the most for their tax dollars. Management performance evaluations provide a means for a community to be certain its goals are being met.

California, Indiana, Ohio, and other states are conducting evaluations of the efficiency and effectiveness of the management of their systems. Through an evaluation, the public can learn about the transit system; the governing body can be informed of the successes and failures of the system; and the management of the system can be made aware of its strengths and weaknesses.

Management Handbooks

For managers of small city and rural systems, management handbooks offer a "how to" approach and can be used effectively as reference material. Michigan has a small bus program management handbook that is a day-to-day guide concerning personnel relations, operations, management, marketing, and funding. West Virginia is currently working on a management handbook that will focus on the following areas: general management, financial management, personnel, operations, maintenance, marketing, legal aid, equipment-selection aid, and grant writing. New York will distribute a similar handbook in the near future. Pennsylvania and California have produced handbooks on marketing. Indiana will soon have available a handbook for small-city transit operations; the state has also compiled a handbook on conducting management performance audits.

Personnel

State officials can greatly improve transit systems by assisting in recruiting, selecting, and training of personnel. The state can sponsor seminars, workshops, etc., for management, operations, and planning personnel.

Tennessee, for instance, has been actively training all levels of personnel in transit systems throughout the state. A few years ago, the California Department of Transportation held a series of state-of-the-art conferences to inform highway personnel about public transportation. Iowa offers training manuals for transit maintenance and service personnel and for operators and dispatchers.

Operations

The state can play an essential role in operations. As stated previously, small systems are often severely limited in personnel and expertise. The state can provide assistance to these systems in operations planning, demand forecasting, routing, and scheduling, using either state officials trained in these areas or consultants. California and Michigan offer another approach: personnel who are highly skilled in operations in the larger systems are placed in smaller systems for a specific time period. This program has been highly successful, and other states are now starting to use this approach.

Maintenance

Proper maintenance is essential for every public transportation system—large or small. The state can assist local groups in establishing servicing procedures, and routine and preventive maintenance programs. Many states with large vehicle fleets purchased with funds from the Section 16(b)(2) program are working closely with the private, nonprofit agencies to upgrade maintenance programs.

Equipment Selection

A common need in small cities and rural areas is for assistance in preparing equipment and other capital improvement specifications. Many states meet this need by offering general specifications for such items as vans purchased with funds from the Section 16(b)(2) program and maintenance facilities.

Several states (e.g., North Carolina and Oregon) buy vans under the 16(b)(2) program and then pass them on to those agencies that have successfully applied for them. This procedure helps to eliminate problems that inexperienced groups encounter in obtaining vehicles.

New York provides general specifications for vehicles purchased under the 16(b)(2) program and for bus-stop waiting shelters; and offers technical guidance relating to specifications and plans for such items as transit buses, radio systems, and bus garages.

Insurance Programs

Insuring transit vehicles is a complex process. The states can assist in this process by taking an active role.

The Illinois DOT has completed a thorough study of purchasing insurance and is currently implementing its recommendations. New York has succeeded in reclassifying human-services vehicles. Vehicles that have the operating characteristics of 16(b)(2) vans are now classified in the "buses not otherwise classified" category, which substantially reduces insurance premiums. New York has further reduced premiums for vehicles carrying fewer than 20 passengers. Oregon and New Mexico also have done extensive work in the insurance area.

Marketing and Public Information

Public information is a crucial, yet often neglected, responsibility of transit systems. Unfortunately, many people view the cost of providing public information as an unnecessary and inappropriate expense for small city and rural transit systems. However, an informed public is important not only for attracting riders, but also for gaining support.

The state can assist transit systems in traditional marketing programs and can help produce advertising layouts and public service spots on radio and television to increase public awareness of community transit. However, a system can promote itself effectively only when it is providing dependable service.

In addition to providing information on the transit system to the public, state staff members can be an active resource for representatives of the media and for communities. The success of public transit lies in making the community aware that transit is an important and integral part of that community.

A strong outreach program is necessary. States can produce films, slide shows, and educational programs to be used by the media, in community group meetings, and in public schools. Iowa, Wisconsin, and other states have developed audiovisual programs to increase public awareness of the role of transit. Texas has produced films designed to be shown at meetings and public gatherings. Iowa and California have developed excellent educational programs for elementary students. Massachusetts and Virginia have recently completed a survey of educational programs and are now developing their own programs.

SUMMARY TABLES OF STATE PROGRAMS

Tables 2 and 3, which were compiled from responses to questionnaires sent to state transportation officials in all 50 states, present summaries of state technical assistance. The tables list only the activities performed by the states as of July 1, 1979; they do not reveal the quality of the efforts.

TABLE 2
SUMMARY OF STATEWIDE ASSISTANCE PROGRAMS

State	State Assistance	Financial Assistance				Statewide Technical Assistance (nonsite specific)					
		Capital Improvements	Planning	Operating	Demonstration	Information Resource Center	Information Exchange	Statewide Inventories	Joint Insurance Purchase	Joint Vehicle Purchase	Other
Alabama	No										
Alaska	Yes		x		x						
Arizona	Yes		x			x	x	x			
Arkansas	Yes							x			
California	Yes	x	x	x	x	x	x	x		x ¹	
Colorado	Yes					x	x	x	x	x	
Connecticut	Yes	x	x	x	x	x		x	x	x	
Delaware	Yes	x	x	x		x					
Florida	Yes	x	x		x	x	x		x ¹		
Georgia	Yes	x	x		x						
Hawaii	Yes		x		x	x					
Idaho	Yes					x	x	x			
Illinois	Yes	x	x	x					x	x	
Indiana	Yes	x	x	x		x	x	x			
Iowa	Yes	x	x	x	x	x	x			x	
Kansas	Yes					x		x			
Kentucky	Yes	x	x			x	x	x		x	
Louisiana	Yes			x		x		x			
Maine	Yes					x	x	x			
Maryland	Yes	x	x	x		x		x			
Massachusetts	Yes	x		x	x		x				
Michigan	Yes	x	x	x			x	x			
Minnesota	Yes	x ²	x	x	x	x	x	x			
Mississippi	Yes					x	x	x			
Missouri	Yes	x ¹		x ¹		x	x	x			

TABLE 2 (continued)

State	State Assistance	Financial Assistance				Statewide Technical Assistance (nonsite specific)						
		Capital Improvements	Planning	Operating	Demonstration	Information Resource Center	Information Exchange	Statewide Inventories	Joint Insurance Purchase	Joint Vehicle Purchase	Other	
Montana	Yes			x		x	x	x				
Nebraska	Yes			x		x	x	x				
Nevada	Yes	x	x			x		x				
New Hampshire	Yes					x				x		
New Jersey	Yes	x	x	x	x					x		
New Mexico	Yes		x									
New York	Yes	x	x	x						x ¹		
North Carolina	Yes						x	x				
North Dakota	Yes					x	x	x				
Ohio	Yes	x		x	x			x		x ¹	x ³	
Oklahoma	Yes					x	x	x				
Oregon	Yes	x		x	x	x	x	x	x	x ¹		
Pennsylvania	Yes	x	x	x	x		x	x		x ¹	x ⁴	
Rhode Island	Yes	x	x	x	x	x	x	x		x		
South Carolina	Yes	x	x		x	x		x	x			
South Dakota	No											
Tennessee	Yes	x	x	x	x	x	x	x		x		
Texas	Yes	x	x			x	x	x				
Utah	Yes						x	x				
Vermont	Yes						x					
Virginia	Yes							x				
Washington	Yes			x	x		x	x				
West Virginia	Yes					x	x			x		
Wisconsin	Yes		x	x		x	x	x		x ¹		
Wyoming	No											

¹16(b)2.²Demonstration.³Elderly fare reduction.⁴Promotion and advertising.

TABLE 3
SUMMARY OF LOCAL TECHNICAL-ASSISTANCE PROGRAMS

State	Management	Financial Management	Personnel	Operations	Maintenance	Marketing	Service Evaluation	Grant Writing	Assisting Local Officials	Equipment Selection	Other
Alabama											
Alaska	x	x		x			x	x			
Arizona	x			x		x			x		
Arkansas											
California	x	x	x	x	x	x		x	x		
Colorado	x	x		x	x	x	x		x	x	
Connecticut	x	x		x	x	x	x	x	x	x	
Delaware				x			x	x		x	
Florida		x		x	x	x	x	x	x	x	
Georgia	x	x		x		x		x	x	x	
Hawaii	x			x			x	x			
Idaho	x	x		x	x	x	x	x	x	x	
Illinois				x	x	x	x	x		x	
Indiana	x	x	x	x	x	x	x	x	x	x	
Iowa	x	x	x	x	x	x	x	x	x	x	
Kansas				x	x	x		x	x	x	x ¹
Kentucky	x			x	x	x	x	x	x	x	
Louisiana	x						x	x	x		
Maine	x	x	x	x	x	x	x	x	x	x	
Maryland	x	x		x	x	x		x	x	x	
Massachusetts	x	x	x	x		x	x	x	x	x	
Michigan	x	x		x	x	x	x	x	x	x	
Minnesota	x	x		x		x	x	x	x	x	
Mississippi									x	x	
Missouri	x	x		x	x	x	x	x	x	x	

TABLE 3 (continued)

State	Management	Financial Management	Personnel	Operations	Maintenance	Marketing	Service Evaluation	Grant Writing	Assisting Local Officials	Equipment Selection	Other
Montana								x	x		
Nebraska	x	x		x	x	x	x	x	x	x	
Nevada											
New Hampshire								x			
New Jersey				x							
New Mexico				x				x			
New York	x			x			x	x	x	x	
North Carolina				x	x	x	x			x	
North Dakota								x	x		
Ohio	x			x			x	x	x	x	x ³
Oklahoma				x							
Oregon	x	x		x		x	x	x	x	x	
Pennsylvania	x	x		x		x	x			x	
Rhode Island	x	x		x	x	x	x	x	x	x	
South Carolina	x	x	x	x	x			x		x	x ²
South Dakota											
Tennessee	x	x		x		x	x	x		x	
Texas						x		x	x		
Utah					x			x	x	x	
Vermont		x							x		
Virginia											
Washington				x		x	x		x		
West Virginia	x	x	x	x	x	x	x	x		x	
Wisconsin	x	x		x		x	x	x	x		
Wyoming											

¹ TDP's.² General purchasing.³ Passenger assistance techniques training.

Table 2 indicates whether or not a state is providing assistance and, if so, what statewide or nonsite-specific activities are being conducted. Table 3 indicates site-specific activities, i.e. assistance that is being provided to individual transit systems.

CONCLUSIONS

The availability and use of public transportation have increased dramatically in recent years. Because of the financial and management difficulties of the local transit operators, there has been increasing involvement by state governments in what was previously considered a local program. Local operators often lack the management skills necessary to achieve efficient operation. Moreover, their size makes it difficult to recruit and retain qualified

managers, even when they can afford to do so. Thus the management and technical assistance provided by state governments to local transit agencies is essential.

Management assistance is necessary for the small communities that do not possess the skills needed to obtain available funds. Probably the most effective way for a state to assist local public transit is to provide (at no cost) technical aid and/or staff to transit managers within a comprehensive state aid program. An informed and well-qualified state staff can help communities qualify for the federal money for which they are eligible. In many cases, the only state assistance necessary is the education of local staff in methods of presenting their proposals in conformance with federal requirements and format.

A strong, effective state management and technical assistance program not only contributes to good local transit, but it also enables state transit goals and objectives to be pursued with greater success. These goals include not only local objectives, but such national goals as energy conservation, transit equality for the elderly and handicapped, and reduced congestion and air pollution, all of which necessitate growth and improvement in public transit nationwide.

PART II

APPENDIX A

STATE ASSISTANCE PROGRAMS¹

ALABAMA

Financial Assistance

None.

Technical Assistance

The state assists cities in applying for UMTA grants. An information exchange is conducted among local communities interested in transit through a statewide mass transportation newsletter, an annual transit data report, and a statewide passenger transportation inventory. The state provides technical assistance to local communities by reviewing and commenting on transit-related reports produced at the local or substate level, and by distributing federal transit reports, regulations, and information materials to these communities. The state also administers a nonurbanized area public transportation program.

ALASKA

Financial Assistance

The state will provide capital assistance for transit in the amount of \$8.8 million for FY 1982. Additional capital assistance may be provided beginning in FY 1983. Operational assistance is provided indirectly through the Department of Community and Regional Affairs under the state revenue-sharing program, which provides discretionary grants to municipalities and villages organized under the Alaska Native Claims Settlement Act. These funds may be

¹ Summaries of the financial and technical efforts of the 50 states in providing assistance to public transit systems are presented. These summaries first appeared in *Small City Transit: Summary of State Aid Programs* (UMTA-MA-06-0049-76-15), a 1976 report by the Transportation Systems Center. For this synthesis, state transportation agencies were asked to correct the 1976 information and provide any new information; the information is correct as of November 1980.

Additional information on state assistance to rural communities can be found in *State Technical Assistance Programs and Manuals on Rural Public Transportation*, 2nd Edition, a report by the Technology Sharing Program, U.S. Department of Transportation, October 1980.

used to subsidize transit operations or for any other purpose selected by the local public body. Assistance under Sections 5 and 8 programs is provided directly to Anchorage; assistance under Sections 8 and 18 programs is provided through the Department of Transportation and Public Facilities (DOT/PF) to various nonurbanized communities throughout the state. A Section 6 grant is currently being utilized by the state to study the feasibility of operating air-cushion vehicles in Bethel and surrounding communities on the Lower Kuskokwim River.

Technical Assistance

The DOT/PF assists in securing federal grants. The DOT/PF is now sponsoring a statewide transit study through the Alaska Municipal League (league of cities). This study includes the dissemination of transit information to local communities, technical assistance workshops for local transit personnel, and assistance to local transit providers in the formation of an Alaska Transit Operations Association. The functions of this association include information exchange, mutual problem-solving, lobbying, and related tasks. The association, if successful, may eventually assume many of the technical assistance tasks now undertaken by DOT/PF staff, thereby reducing the pressure to increase staff at the state level. The DOT/PF now provides technical assistance to local communities utilizing state staff. This technical assistance includes planning assistance, grant administration, marketing, design, and related activities.

ARIZONA

Financial Assistance

Currently, no state funds are appropriated for the direct support of local transit, planning operations, or capital purchases. A limited appropriation of state general funds is available for matching Section 8 grants for purposes of performing statewide transit planning. As part of the statewide effort, some local assistance is provided as capability and funding will allow. The Arizona Department of Transportation (ADOT) passes Section 18 admin-

istrative funds to the four nonmetropolitan councils of government for support of regional and local transit planning, programming, and coordination.

Technical Assistance

Planning

ADOT provides staff for long-range transit planning to MPO's in Phoenix and Tucson. Short-range planning is conducted by the local transit staff and MPO's. ADOT provides planning and management assistance, on request, to the small urban and rural communities, provided staff and funds are available. ADOT assists in developing system and management plans under contract with local communities. There are no state planning grants available to local agencies for purposes of funding this work. Local funds or Section 8 grants are used to underwrite these planning functions. Since the cutback of Section 8 funds to the state and the nonmetropolitan areas, these local projects are in jeopardy.

Legal

The state will provide guidance, sample materials, and review of contracts, but will not draw up or interpret contracts for local agencies.

Marketing/Management

ADOT assists the metropolitan areas through the two MPO transportation planning offices by providing surveys; data collection, processing and analysis; computer services; and transportation system management programs. On request, ADOT will assist local transit systems in nonmetropolitan areas in developing management plans, and will provide research capabilities and limited technical assistance. ADOT provides the nonmetropolitan councils of government with federal pass-through funding to perform research, data collection, coordination, and management advisory services on a continuing basis.

ARKANSAS

Financial Assistance

None.

Technical Assistance

Planning

Generally, the Public Transportation Section (PTS) acts in an advisory capacity. Urban areas (Ft. Smith, Hot Springs, Little Rock, Pine Bluff, Texarkana) hire con-

sultants for system planning. PTS reviews applications for Sections 3, 5, and 18 grants. PTS provides technical assistance under Section 18 to 14 counties and local communities. On request, PTS will assist urban areas in system planning.

Legal

A staff lawyer is available to answer a community's questions concerning a contract. However, communities generally engage their own counsel.

CALIFORNIA

Financial Assistance

Capital and/or operating expenses (within specified limits) can be paid with sales tax funds (0.25 percent) as provided by the state's Transportation Development Act of 1971. SB 620 provides a variety of funds over a 3-yr period for transportation purposes, including operating assistance for transit.

Technical Assistance

Planning

The California Department of Transportation (Caltrans) provides direct technical assistance in management and operations to small and medium transit systems. Caltrans will perform a preliminary feasibility study in transit system options. This preliminary analysis helps to develop the information used by communities in deciding to either hire consultants or contract for additional studies for detailed planning. Caltrans provides assistance in preparing grant applications.

Legal

Caltrans maintains a file of transit labor agreements, which contains information on wage rates, fringe benefits, etc. Local transit systems can contact Caltrans to get information on the labor agreements of other systems within in the state. Caltrans maintains an inventory of taxicabs statewide, and a public transit operator inventory.

Marketing and Public Information

Caltrans provides a marketing guide for small transit systems. Caltrans has also developed an information package that provides guidance on achieving improved communication between the transit system and the passengers. The state publishes a newsletter every 2 months, which features an individual transit system, summarizes current transit literature, and highlights recent legislation. The

state also maintains a transit film library. Caltrans provides direct marketing assistance for transit systems. Staff members develop marketing plans, do research, and make recommendations for implementing new marketing techniques. The state transit-management assistance program conducts technical assistance workshops 4 times per year on subjects of interest to small transit operators.

Management

Caltrans sponsors state-of-the-art workshops for transit managers and other professionals. A 5-day, 3-part course on design of a small urban or rural transit system was conducted by the state; a small-system design guide for use by local agencies was developed as a result of this course and is currently being revised. Caltrans worked with UMTA and local operators to establish the Bay Area Urban Transit Institute. This 1-week technical institute is conducted annually; participants are given tours of area transit systems and attend courses taught by transit personnel. The state has recently purchased 25 automatic passenger counters. Caltrans staff members developed a program to schedule the use of the counters by operators and to assist in the use of the counters.

COLORADO

State officials believe that the most effective state assistance is the coordination and integration of the many specialized transport systems and services in order to provide a consolidated service available to all. A town may have a number of subsidized services providing transport to highly specialized and limited segments of the population, and consolidation could provide the nucleus for a generalized system using free, reduced-fare, and full-fare revenue structures.

Financial Assistance

None.

Technical Assistance

State personnel help nonurbanized areas to prepare transit development programs, provide management assistance, and help local areas to apply for federal capital and operating grants.

CONNECTICUT

Financial Assistance

Capital

Capital assistance is provided from bond issues and

general fund revenues. The state provides the full local share of all capital grants. All areas may exercise local option on Town Aid Funds and use funds for transit instead of for roads.

Operating

The Department of Transportation is the major designated recipient for Section 5 funds. State assistance is provided from general revenues. Several transit districts have been designated as co-recipients for Section 5 funds in order to subsidize community-run elderly and handicapped paratransit service. The local share is provided by the communities. Operating assistance is based on the "60-40 Rule": the state pays the deficit if the fare-box revenue covers 60 percent of operating costs; if the fare-box revenue covers less than 60 percent of operating costs, the state pays 40 percent of the costs, and the state and the community split the remaining deficit. About 2 percent of state-supported operating costs is devoted to marketing.

Planning

The state pays 50 percent of the nonfederal share of Section 8 funds, which encourages regional transit studies.

Technical Assistance

State regional transit managers provide advice on marketing and management to local operators. The Mass Transit Planning Division has performed supplementary service studies for communities and provides technical assistance for the development of transit improvements.

DELAWARE

The state has one urban county (New Castle) and two rural counties. Fixed-route public transit in New Castle County is provided by the Delaware Administration for Regional Transit (DART). The Delaware Administration for Specialized Transportation (DAST) provides statewide demand-responsive transportation for elderly and handicapped. Both operators are wholly owned subsidiary corporations of the Department of Transportation. The city of Dover (Kent County) provides service directly to elderly and handicapped city residents. In addition, taxi companies participate in an elderly and handicapped user side subsidy program, which is financed by the state.

Financial Assistance

Excess turnpike revenues are the primary source of funds for state financial assistance to local governments.

General funds and general obligation bond funds are also sources of financial assistance.

Capital

The state provides 100 percent of the nonfederal funds required for DART and DAST. Assistance is also being given to local governments on a case-by-case basis.

Operating

Local funds for DART and DAST are provided entirely by the state. The state also provides funds to the South-eastern Pennsylvania Transportation Authority, the cities of Newark and Dover, and SCAT (taxi user side subsidy).

Technical Assistance

The state provides technical assistance to local governments in the form of staff support, and the employment, financing, and management of technical consultants.

FLORIDA

The state does not differentiate between urbanized and nonurbanized areas insofar as state responses to local needs. Small areas are reluctant to initiate service when operational subsidies are not available on a continuing basis.

Financial Assistance

Capital

The source of funds for capital assistance is the gas tax fund. The state provides 50 percent of the nonfederal share; for a nonfederal project the state provides 50 percent of the total cost.

Operating

None.

Service Development Projects

For service improvements that do not receive federal aid, such as route extensions, the state may pay up to 100 percent of the cost for service development or demonstration projects having statewide scope and impact. State participation for service development or demonstration projects having only local scope and impact may be funded up to 50 percent. State funding is for a limited period (never over 2 yr) with the recipient responsible for any costs incurred in excess of the state participation and with

the expectation that the service will be continued by the recipient after the state grant period.

Technical Assistance

In 1979, statutory authority to foster coordination of social service transportation programs for the transportation disadvantaged was assigned to a council composed of state agency heads and lay citizens. This council reviews and coordinates programs financed with federal and state funds. No transportation-disadvantaged funds may be expended without approval of the council. Coordination plans are developed by local county officials with guidance and assistance provided by affected state agencies. The state has a Section 16(b)(2) grant. The Department of Administration administers the program, buys vehicles, etc.; communities must put up the match. Under Section 8 grants, the state either conducts or participates in studies. The Department of Transportation offers operational and technical assistance and advises on marketing strategies.

GEORGIA

The Department of Transportation has been involved in public transportation since the 1972 Reorganization Act. The responsibility for the public transportation program is delegated to the Bureau of Public Transportation. The scope of the bureau's work includes the planning, programming, implementation, and monitoring of public transportation projects, and ongoing technical and management assistance.

Financial Assistance

Capital

The source of funds for capital assistance is general revenues; gasoline taxes cannot be spent on public transit. For urbanized areas, all projects for which state funding is requested must be included in the area's Transportation Improvement Program and Transportation Systems Management Program. The state will provide 50 percent of local match for Sections 5, 16, and 18 capital grants.

Operating

None.

Technical and Marketing

The state provides 50 percent of the local match for UMTA Technical grants. For technical and marketing projects for which UMTA funding is not available, the state will provide 50 percent of total project cost.

Technical Assistance

The Bureau of Public Transportation is currently providing short-range transit planning by assisting local areas, excluding Atlanta, in the update of their Transit Development Programs. The Department of Transportation also has a program of long-range transit planning as part of the transportation planning study. The Bureau of Public Transportation prepares an annual Transit Data Fact Book that contains current information on all transit operations within the state. The bureau also conducts annual transit on-board surveys that provide information on ridership, effectiveness of route schedules, and trip characteristics for the transit systems of Albany, Athens, Augusta, Columbus, Macon, Rome, and Savannah.

Fiscal Accounting Reporting Elements-Management Information System (FARE-MIS)—The Bureau of Public Transportation provides Section 15 FARE reports to areas with populations under 200,000. The bureau also provides a common data base for transit operators to index management efficiency of the transit operators.

Assistance to Local Areas

The Bureau of Public Transportation provides assistance to local areas through technical expertise in the development of various capital, operating, and technical assistance grant applications.

HAWAII

Financial Assistance

None.

Technical Assistance

The Department of Transportation acts in an advisory capacity for planning and is project manager for Section 16(b)(2) capital grants to private nonprofit organizations. The DOT also manages the Section 18 grants to transit operators for the development of public transit services in nonurbanized areas. The state also assists counties with transit development plans through the Section 8 program.

IDAHO

The Bureau of Public Transportation under the Department of Transportation operates in the context of a rural state. Only 15 cities have populations greater than 5,000; Boise is currently the only city with a population of more than 50,000. Boise has received Sections 3 and 5 funds.

Financial Assistance

The Department of Transportation has received a Section 8 grant to aid communities in planning for public transit. The state puts up the local share (20 percent), using funds from the gasoline tax.

Technical Assistance

A Section 8 grant is used to hire one planner and one assistant planner who assist communities in all phases of transit planning, including preparing the Transportation Development Plan and providing legal and marketing advice.

ILLINOIS

Financial Assistance

Capital

A bond issue was passed as part of a new transportation package to be used for capital assistance. The state is now responsible for the entire 20 percent local match in Chicago area capital projects.

Operating

The Regional Transportation Authority (RTA) in the Chicago area has authority to levy taxes. There is no state operating assistance in the Chicago area. Downstate, the state will finance one-third of operating expenses.

Planning

The state is grant recipient of Section 8 funds and manages the projects for nonurban areas, providing one-half of the nonfederal share. The state participates in project formulation and management, and provides one-half of the nonfederal share.

Technical Assistance

Special technical studies include marketing, an elderly and handicapped needs study for downstate urban areas, a transit management assistance study, an insurance study, and transit information. The Division of Public Transportation provides, on request, technical assistance to all state carriers. The most frequently provided assistance includes: accounting procedures; preparation of grant applications and reimbursement forms; and establishing work programs for TDP and TIP.

INDIANA

The Division of Public Transportation of the State Planning Services Agency has the responsibility for conducting statewide transportation planning, administering federal and state grant programs, and providing technical assistance.

Financial Assistance

Assistance is provided by dedicated funds from 0.95 percent of the general sales tax. The funds are used to match up to two-thirds of the nonfederal share of an approved grant under the Urban Mass Transportation Act of 1964 (as amended). The state allocates the funds annually on the basis of the distribution of urban area and small city population. A set-aside is provided for new starts not included in the urban area allocation. The Chicago South Shore and South Bend Railroad commuter operation of the Northern Indiana Commuter Transportation District received special appropriations in 1975 for capital improvements. The 1978 Indiana General Assembly authorized a property tax on rolling stock to be designed for commuter rail service operating funds.

Technical Assistance

The state provides assistance to small areas in planning new systems, completing grant applications, and meeting contractual obligations under Sections 16(b)(2) and 18. The state also assists small properties in improving management practices. In addition, using the management performance audits as a base, the state assists large systems by providing a program of follow-up assistance to address specific problems. The state also publishes *Indiana Transit*, a monthly newsletter, that is distributed to operators, planners, local and state officials, the news media, and others throughout the state. A public transportation conference is sponsored annually by the state as a forum for discussing strategies and opportunities for improving public transit.

IOWA

Financial Assistance

The Public Transit Division (PTD) of the Department of Transportation assists the state's 33 public transportation systems by means of a discretionary fund available each year since FY 1977. This fund is mainly used as a management incentive program. The public transportation systems apply for state monies to fund improvement projects. The fund is used for capital, operating, and innovative projects. The Public Transit Division and the Public Transit Association are planning to institute changes in the distribution method.

Technical Assistance

The PTD offers assistance in accounting, marketing, driver and mechanic training, purchasing, specifications, inventory control, vehicle maintenance, scheduling, etc. The PTD has developed several management assistance modules, and offers manuals on dispatching, contracting services, establishing goals and objectives, marketing, etc. The PTD has also developed an audiovisual presentation on the state's program of coordination and consolidation of transportation services as well as a presentation on marketing. A statewide ride-sharing program (rural and urban areas) has been implemented by the PTD. This program is also used to determine possible demand for vanpool projects and bus commuter routes.

KANSAS

Financial Assistance

The Department of Transportation received Section 16(b)(2) funds, which were used to purchase 116 vehicles and related equipment.

Transit Planning and Technical Assistance

The state received Section 8 grants, which have been used for transit planning, preparation of transit development programs (TDP's), the technical assistance to transit operators and interested individuals, organizations, and local officials. Funds were passed through to two small cities for employing consultants to prepare TDP's. The state assists in the preparation of Section 5 applications. Two projects have been accomplished under FHWA Section 147: (a) to provide public transportation in a five-county area; and (b) to inventory existing public transportation systems and to investigate critical issues throughout the state. The Department of Transportation assists in the preparation of applications, provides administration of projects, and investigates critical issues. Section 147 funds are being used by implementing organizations throughout the state. Section 18 funds are being used for transit planning and technical assistance in nonurban areas and for capital and operating funds for public transportation systems in these communities.

KENTUCKY

Financial Assistance

Capital

The state provides half the local share.

Operating

None.

Technical Assistance

The state's mass transit budget is available for planning, technical assistance, demonstration projects, and capital assistance. Aid is provided either through direct staff assistance or through the funding of transportation consultants or local planning bodies, and is available to all areas of the state regardless of population.

LOUISIANA**Financial Assistance***Capital*

The Department of Transportation and Development (DOTD) administers the Section 16(b)(2) capital grant program for special transportation services for the elderly and handicapped (local, private, nonprofit agencies). The DOTD also administers the Section 18 formula grant program for public transportation projects in nonurban areas.

Operating

The DOTD is the designated recipient for the Section 5 program for the four cities with populations under 200,000 and is the applicant/grantee for the New Orleans urbanized area. The DOTD administers the State Transit Subsidy Program, created by the state legislature in 1978 to assist the state's seven cities in meeting their transit deficits. A total of \$6.2 million was appropriated for FY 1979 to be used to meet 50 percent of the eligible transit operating deficit as defined by Section 5 regulations.

Technical Assistance

Under the Section 8 program, the DOTD offers technical advisory services to communities with populations under 50,000.

MAINE

The state participated in the Rural Public Transit Demonstration Program, which aroused much interest and effort; however, only two projects were funded by FHWA. The state has administered the Section 16(b)(2) program, which has provided federal funds statewide for capital equipment for private nonprofit agencies providing transportation to the elderly and handicapped.

Financial Assistance

The state provides up to 10 percent of project costs for both capital and operating assistance. State funding is related to federal funding and requires a local match for all projects.

Technical Assistance

The state has a continuing program to encourage and assist small towns and rural areas in cooperating with Regional Planning Commissions (RPC's). The state provides guidance and assistance through RPC's for studies and the preparation of grant applications. The state is also updating its Statewide Transportation Needs Study, which was completed in 1976. This study includes a comprehensive inventory of existing transportation and a statement of present and future needs. The state participates in the Section 18 program; 18 projects have been authorized under the combined state and Section 18 program. The Department of Transportation has worked with the State Health and Welfare Department to improve coordination and efficiency of specialized human services transportation by establishing regional, private, nonprofit transportation providers. The state hopes to improve and expand these services to provide general public transportation service.

MARYLAND

The Department of Transportation operates public transit in the Baltimore area and supports the Maryland operations of the Washington Metropolitan Area Transit Authority. Assistance to nonurbanized areas is described below.

Financial Assistance*Capital*

The state provides 75 percent of the local share of UMTA/FHWA capital grants.

Operating

State funds may be granted up to 50 percent of the remaining net deficit after federal funds are used, but not to exceed the apportionment of state funds available to the jurisdiction. The remaining project costs are the responsibility of the local government.

Planning

The state receives UMTA Technical Studies Block Grants and passes through funds to eligible local jurisdiction.

tions, while providing 75 percent of the local share in state funds. Fifteen eligible nonurbanized area counties have received planning funds.

Technical Assistance

The state assists communities in obtaining UMTA capital grants and other federal grants for transportation purposes. The state also administers Section 16(b)(2) aid. Technical and management assistance to public transportation operations is provided by the state.

MASSACHUSETTS

State financial aid for the nonfederal share of capital and operating subsidies is provided only to Regional Transit Authorities (RTA's) (not directly to cities and towns).

Financial Assistance

Capital

The state provides 50 percent of the matching funds for Section 3 capital grants to RTA's outside the Massachusetts Bay Transportation Authority (MBTA) area. Bond issues provide funds for the MBTA area.

Operating

The state provides 50 percent of the nonfederal share of operating deficits to RTA's outside the MBTA area. The source of funds for this aid is the state general fund. The legislature votes on allocation for the MBTA area.

Planning

There is no state financial aid for planning. Regional Planning Agencies (RPA's) provide the match for Section 9 planning grants either through in-kind services to the RTA or in cash. In some instances, the major central city in the RTA provides funds.

Technical Assistance

A professional planning staff in the Executive Office of Transportation and Construction provides services to the smaller and newer RTA's. These services include reviews of contracts, marketing advice, and guidelines for operating standards. In the Boston region, a state-regional inter-agency, the Metropolitan Area Planning Council, is the transportation planning organization. The central Transportation Planning Staff provides comprehensive transpor-

tation plans for the region and provides transit planning services to the smaller communities within the planning area.

MICHIGAN

The state legislature voted to support public transportation by increasing the gas, diesel, and weight taxes, as the key element of a transportation package designed for road and transit development, improvement, and promotion.

Financial Assistance

Statutory Operating

Operating assistance funds are made available to all eligible public transit systems on a formula basis of population and vehicle miles operated. Fifty percent of the total amount appropriated by the legislature is distributed to each eligible authority or agency in monthly payments on the basis of the percent share of the total eligible population. The remaining 50 percent is distributed in monthly payments on the basis of the percent share of the total vehicle miles. The total distribution made from the formula funds to any one authority or agency is limited to one-third of the eligible costs for that year. Authorities and agencies that are not eligible for Section 5 or 18 funds may receive up to one-half of the eligible costs.

Supplemental Operating

Supplemental operating assistance, based on performance standards, and emergency grants and loans, based on exceptional needs, are provided by the state. A portion of these funds are distributed on an incentive grants formula by which each system is rewarded for improving its own performance. The balance of these funds is available for distribution as emergency loans or grants for transit systems facing exceptional situations, such as inability to maintain the present level of service or financial constraints due to the timing of local millage elections. Ridership as a percent of total population is the most important factor in this distribution.

Bus Capital

The state makes capital grants available to established transit systems. These grants provide the 20 percent local match for federal grants. Urbanized area projects with a total cost of \$15,000 or less are eligible for 100 percent state funding. Urban areas with a population of less than 50,000 are eligible for 100 percent state funding, since these areas generally do not have sufficient staff to meet the UMTA capital grant application requirements. At-

tempts are made by the Bureau of Urban and Public Transportation to secure federal funding when appropriate.

Services Development

Operating and capital assistance is provided by the state for use in the development of new transit systems, particularly for the County Incentive Program, and for special programs that encourage all transit systems to undertake service improvements. The County Incentive Program provides 100 percent state-funded vehicles and equipment for a system implementing countywide public transit services. The program also provides 100 percent of expenses (less fare-box revenue) for the first and second years of operations, and 75 percent of the total operating costs or the amount of operating costs not covered by revenues, whichever is less, for the third year. After the third year, the system is eligible for funding under the Statutory and Supplemental Operating Assistance Program. Other programs covered by these funds are service improvement programs, such as management, salary, supplemental, and marketing assistance.

Elderly and Handicapped (E&H)

The state's E&H Program provides vehicles and operating grants to local units of government to provide transportation services in areas where public transportation services are nonexistent. The state provides the nonfederal share of the Section 16(b)(2) program. State operating grants are also available through local governments to 16(b)(2) projects. A local unit that received vehicles under the E&H Program before October 1, 1979, is eligible to receive E&H operating assistance of \$5,000 per vehicle for a period of up to 4 yr from the date the vehicles were placed in service. Operating assistance for the fifth year may be provided if the county in which the system is located has applied or is applying for countywide public transportation services.

Technical Assistance

The Bus Transit Division is divided into four sections: an administrative section and three geographic sections. The geographic sections provide technical assistance to their regions, including: planning and implementing new bus systems, training local personnel in running the systems, and helping the systems to solve their problems. The administrative unit provides assistance that includes setting up accounting systems for new systems or suggesting improvements for current systems, writing contracts, preparing all application instructions, establishing rules and regulations for the various programs, and monitoring to ensure that the programs are being implemented correctly in the field.

MINNESOTA

Financial Assistance

The source of funds for all financial assistance is general revenues. The funds are distributed as follows: performance funding (41 percent), social fares (18 percent), private operators (Metro) (3 percent), outstate regular route (10 percent), regular route improvement (2 percent), project mobility (12 percent), MTC paratransit (2 percent), statewide paratransit (ongoing) (11 percent), and capital grants (1 percent). Formulas for the distribution of the funds vary from 50 percent state/50 percent local to 100 percent state, depending on distribution category. The nonfederal share of Section 18 funds is divided equally by the state and local area for capital programs and two-thirds state/one-third local for operating expenses.

Planning

The state will pass through Section 8 planning grants to communities and Regional Development Commissions, and will provide the nonfederal share.

Marketing

The state pays \$0.25 per passenger per year for advertising and promotion in each transit system.

Technical Assistance

The Department of Transportation assists in drafting applications, preparing demonstration projects, etc.

MISSISSIPPI

Financial Assistance

The state has received Section 8 grants to assist local areas in planning.

Technical Assistance

Federal grants are coordinated at the state level. The state assists in the preparation of applications. The state will aid in the development of transit feasibility studies for small cities by providing financial assistance and helping to select consultants if needed.

MISSOURI

The state legislature permits the state's two largest urban areas to collect a 0.5 percent sales tax for transportation

purposes upon approval of the city or county governing body. Other cities and towns can enact the tax, but only by vote of the residents.

Financial Assistance

No assistance is given to public transit. Assistance is given to not-for-profit organizations that transport the elderly and handicapped.

Technical Assistance

The state Department of Transportation participates in transportation planning in all five urban areas with populations over 50,000 through authorized planning agencies. The state is also directly involved in planning for urban areas with populations of less than 50,000. Federal programs are coordinated by the state. The state assists in preparation of federal grant applications. The state administers Sections 5, 16(b)(2), and 18; no money is provided by the state. The state will prepare or fund local transit plans at no cost to local areas. Extensive technical and management assistance to transit operations is offered by the state.

MONTANA

The state conducts an annual inventory of all public transportation, including specialized projects such as Section 16(b)(2). The Division of Planning is designated to manage the 16(b)(2) program, Rural Transit Demonstrations, the State Technical Assistance grants, and Section 18 grants.

Financial Assistance

Capital

None.

Operating

Assistance is allocated using a formula by which subsidy cannot exceed 50 percent of operating deficit based on population and local need; this aid does not depend on federal funding.

Technical Assistance

Assistance to date has been largely limited to nonprofit organizations for elderly and handicapped funded under Section 16(b)(2), preparations of applications for grants,

and some planning in specific communities. No assistance in management, operations, or marketing is currently given. The state has completed a study on providing insurance for public transit.

NEBRASKA

Financial Assistance

Capital

None.

Operating

The source for operating assistance is state general revenues. The maximum grant is 50 percent of the local share if the system has UMTA grant; otherwise it is 50 percent of the deficit. Approximately 50 systems are expected to apply for assistance, 34 of which are Older Americans Act (or handicapped) Handibus systems.

Technical Assistance

Planning assistance is advisory only. The state coordinates transit planning and will advise communities on planning transit systems.

NEVADA

The state began receiving Section 8 funds in late 1977. The Department of Highways (now DOT) conducted a statewide assessment of elderly and handicapped needs in small urban and rural areas, and is now updating this effort. A short-range transit plan for Carson City (population 36,000) was completed in 1979. All towns except for those in Clark (Las Vegas) and Washoe (Reno) Counties have shown limited interest in the Section 16(b)(2) program; one county (Lincoln) has expressed interest in the Section 18 program. Sixty-four vehicles (vans) operate under Section 16(b)(2) and three vehicles operate under the Section 147 program.

Technical Assistance

The DOT processes grants for Sections 16(b)(2) and 18. Las Vegas and Reno have the only transit systems in the state. The Las Vegas system is one of the few remaining privately owned and managed systems in the U.S. The Reno system is publicly owned; the DOT passes through UMTA funds to the Regional Transportation Commission in Washoe County.

NEW HAMPSHIRE**Financial Assistance**

None.

Technical Assistance

The state is the recipient of Sections 3, 5, 16(b)(2), and 18 funds. The state processes grant applications and disburses funds to communities but does not put up matching funds. Two urban areas and the state receive Section 8 funds. The state contributes matching funds. State assistance is presently provided only for demand studies and grant applications. Planning assistance will be expanded, and operation, management, marketing, and contract assistance under the Section 18 program will be implemented. The state conducts a specialized program inventory and coordinates specialized programs. The state Office of Comprehensive Planning is the recipient of a Section 8 grant, which is shared with the New Hampshire Transportation Authority. The grant is used for the purposes listed above.

NEW JERSEY**Financial Assistance***Capital*

The source of funds for financial assistance is limited to general funds or bond issues by the state constitution and by statute. General revenues are the source of funds for capital assistance. The state (NJ Transit) owns the commuter rail fleet and much of the bus fleet, and also purchases and leases buses to private carriers at the rate of \$1.00 per yr.

Operating

There are only two publicly owned county bus systems; the majority of service is provided by NJ Transit and by private carriers. NJ Transit provides about 62 percent of all service; 56 small companies or operating groups provide the rest. Seventeen of these groups receive operating assistance. The state legislature makes annual appropriations. Operating assistance is not allocated by formula but is based on the difference between revenue and cost.

Planning

In some cases, the state contributes part of the local share for Section 8 grants or FHWA planning grants.

Technical Assistance

The state will provide planning assistance on request. This assistance comprises the in-kind match for part of the local share of Section 8 funds. The state assists subregional planning efforts.

NEW MEXICO**Financial Assistance**

None.

Technical Assistance*Planning*

The State Highway Department (SHD) will provide advice on request. The SHD includes transit planning as a component of the statewide transportation plan. The SHD has completed transit plans for 18 small communities (7,000 to 45,000 population) through a Section 8 grant. This planning is to assist counties and small communities in qualifying for Section 16(b)(2) funds. Technical assistance is available on request.

Legal

Legal advice is provided on request.

NEW YORK**Financial Assistance***Capital*

The source of funds for financial assistance is general revenues and funds resulting from bond issues approved in 1967, 1974, and 1979. State aid is contingent upon a local community receiving a federal grant. The state pays the total cost of UMTA grants and 20 percent of the total cost for Federal and Urban System (FAUS) projects.

Operating

Funds are distributed by one of the following two formulas (a two-thirds local match is generally required).

1. \$0.014 per passenger plus \$0.09 per vehicle mile plus \$0.10 per urban resident (public systems only).
2. \$0.032 per passenger plus \$0.12 per bus mile.

In order for local systems to receive full state assistance,

the Commissioner of Transportation must certify that operators are economical, efficient, and effective, and that private operators will not receive more than a fair return on investment. Failure to meet these criteria could reduce the state payments by up to one-third.

Management Assistance

The recently established Transit Management Assistance Bureau will oversee the conduct of all transit studies and provide technical and management assistance to bus systems. The bureau is supervising a major consultant management study of the Metropolitan Transit Authority (MTA) bus, subway, commuter rail, and airport operations in the New York City area. Additionally, management studies have been initiated for other public transit authorities.

Nonurbanized Areas

For transit systems in small urban areas, the bureau is guiding a consultant study to develop a management manual based on technical and management assistance needs identified in the study. In the past, DOT staff have assisted local managers and public sponsors. Emergency assistance has been made available in special situations.

Technical Assistance

Planning

The state has provided assistance in the development of transit-service plans that address short-range capital and operation needs. The Department of Transportation publishes an annual report on operators participating in the state-assistance program. This report contains considerable data and performance indicators on each system for the previous fiscal year. In urbanized areas, the DOT is one of the participants in the MPO activities related to transit planning. The MPO's have been encouraged to take a more active role in transit-service planning. Related assistance on energy and air-quality issues is also provided.

In small urban and rural areas, when expert knowledge has not been available locally, the DOT has both hired consultants and used internal staff for area transit studies.

Legal

The DOT reviews contracts and grant agreements, and is also active in initiating state-level legislation to address general needs occurring at the local level.

Administration of Federal Programs

Section 16(b)(2): The DOT is starting the sixth year of administering this program, with more than 350 project applications having been funded to date.

Section 18: The DOT is administering this program. A total of 94 eligible counties, cities, and Indian Reservations have been invited to participate.

NORTH CAROLINA

Financial Assistance

Capital and Planning

The source of funds for capital and planning financial assistance is general revenues. To be eligible for assistance, projects must meet UMTA requirements. The formula by which financial aid is provided is the matching of UMTA grants, including a 10 percent match for Section 18 capital projects.

Operating

None at the present time (assistance is being requested from the 1981 General Assembly).

Demonstration Projects

Assistance is provided for service development, university research and training, rural coordination projects, and marketing.

Technical Assistance

The state provides planning and management assistance.

NORTH DAKOTA

Under the Sections 18 and 16(b)(2) programs, the state provides technical and financial transit assistance to cities, counties, private operators, and Indian Reservations. Only three of the state's 13 major cities have city bus service (Minot, Grand Forks, and Fargo).

Financial Assistance

No state funds are available for transit. Financial assistance available through the state is provided under the federal transit assistance programs, and includes funds for

operation, capital purchases, administration, and planning activities. Funding and regulations are dependent on federal transportation legislation.

Technical Assistance

The state receives federal support to provide planning and technical assistance to all local bodies. Such assistance is provided for transit needs studies, needs surveys, transit system development and operation, and grant application development for submittal to UMTA. In addition, transit information and resource material are provided on request. An inventory of all public transportation services in the state has been completed for use in statewide transit planning activities.

OHIO

The state has initiated coordination of special transportation programs now provided by diverse agencies through an ad hoc transportation committee composed of representatives from 12 major state agencies. The committee has been effective in assisting in the exchange of information concerning a variety of transportation-related issues.

Financial Assistance

Capital and Operating

Funds are distributed on a formula basis by which the state provides one-half of the local share to match federal grants, and up to 15 percent of the eligible operating expenses to match federal operating grants provided this amount does not exceed 50 percent of the federal share. For state-approved demonstration projects, the full local share may be provided. Funds for capital and operating grants are allocated to transit systems on a formula based on five factors: population of service area, vehicle-miles of transit travel, ridership, capital needs, and operating needs. This distribution is used to match Sections 3, 5, 6, and 18 grants.

Fare Assistance

The state currently provides fare assistance to elderly and handicapped transit riders. Nearly 50 regional transit authorities, cities, and counties are participating in this program, which reduces the fare by half for all elderly and handicapped riders.

Technical Assistance

The Department of Transportation assists rural and small urban communities in planning and developing transit

systems to meet community needs. About 30 communities received assistance in 1979. A program of management evaluations for small systems was recently initiated. Marketing assistance will be available in the near future. The DOT also assists Section 18 projects in the development of the required Section 504 Transition Plans. In many cases, this involves the actual writing of the plan for the local jurisdiction. MPO planning for transit in urbanized areas is monitored. The DOT also administers the Section 16(b)(2) program. Within urbanized areas, the MPO's assist by evaluating and assigning priorities to the individual organization/agency applications. The DOT, through its own staff instructors, offers a 12-hr training assist by evaluating and assigning priorities to the incapacitated transit passengers. This course is available to personnel from both the public transit systems and the human service agencies that provide transportation to the elderly and handicapped.

OKLAHOMA

Financial Assistance

Neither capital assistance nor operating assistance are presently offered by the state. The Department of Transportation administers the Sections 5 and 18 programs.

Technical Assistance

Advisory assistance includes having Department of Transportation staff serve on MPO technical committees and provide advice to rural and small urban areas on request. Direct planning assistance is being provided by the preparation of a Public Transportation Plan by the state.

OREGON

Financial Assistance

Urbanized Area Transit Assistance (areas with populations of over 50,000)

Capital. The 1979-1981 budget contains general funds for improvements to the public transportation systems in Eugene and Portland. These funds will provide the state's share of the 80-10-10 federal-state-local matching ratio for grants to buy buses, shelters, and facilities. The budget establishes a light-rail construction fund and provides funds to match federal grants for the Banfield light-rail project during the 1979-1981 biennium. The Department of General Services will provide aid to the Salem Transit System to purchase buses.

Urban-Rural Transit Assistance (areas with populations under 50,000)

Capital. General funds have been approved to meet the capital needs of small city and rural transit systems. These funds will provide the state's share of the 80-10-10 federal-state-local matching ratio.

Operating. General funds help to meet the operating expenses of 11 transit systems in small cities and rural areas. In addition, federal funds will be allocated to areas currently without a transit system supported by the Public Transit Division. These funds will support up to one-half of the operating deficit of a transit system.

Supporting Programs. Federal funds will be used to finance marketing and initial start-up costs for transit demonstration service.

Intercity Transit Assistance

The program administered by the Public Transit Division for intercity bus passengers funds shelters and signs at intercity bus stations and the publication of an intercity ticket jacket. In addition, the program provides assistance to local governments for the purchase of improved service from intercity carriers and has supported the Willamette Valley Rail Study Committee. The Division has a 403B contract with Amtrak to provide two daily round trips between Portland and Eugene.

Elderly and Handicapped Capital Equipment Grants

The Public Transit Division administers the federal funds that provide 80 percent of the cost of buses, vans, and equipment purchased by private nonprofit organizations to provide transportation services to the elderly and handicapped. The Division's budget also includes an unlimited other-funds account to handle the local match required by this program.

Section 5 Operating Assistance

The Public Transit Division disburses federal funds for operating assistance allocated to the city of Salem and the Lane County Transit District.

Technical Assistance

Planning

The Department of Transportation offers advice on federal grant applications, technical studies, and consultant selection on request. Planning assistance is provided by

the state's Technical Resources Program, which is funded by a Section 8 grant.

Marketing

A marketing program for small city transit systems is under way. The program will provide funds for schedule design, graphics, and printing costs.

PENNSYLVANIA

State assistance is available to both public transit authorities and private transit operators. Public transit authorities apply directly to the Pennsylvania Department of Transportation (PennDOT) for funds. Private transit operators must be sponsored by a local government unit (borough, city, county, township) or instrumentality of the Commonwealth, which applies to PennDOT on behalf of the operator. Funding is primarily for regularly scheduled, fixed-route transit. Recent legislation authorizes funding of non-fixed-route services.

Financial Assistance

Capital

The source of funds for capital assistance is general obligations bonds. Assistance is provided to programs for the development of a coordinated transportation system. The formula by which funds are distributed is one-sixth of the total cost, or 50 percent if no UMTA grant is received. Capital projects are approved by separate legislation.

Other

Applications for grants under the Mass Transportation Assistance Program (excluding capital) are submitted to PennDOT at the beginning of each fiscal year for funding consideration and approval on the basis of the grant determination formula specified through legislation (Act

FORMULAS USED FOR FUNDING:

	Federal	State	Local
Operating	a. None	66⅔% of deficit	33⅓% of deficit
	b. Up to 50%	66⅔% of nonfederal deficit ^a	66⅔% of nonfederal deficit
Studies and R&D	a. None	Up to 80%	20% or more
	b. 80%	10%	10%

^a Basic state subsidy is 66⅔% of an agency's constrained deficit. By improving system performance, an agency can qualify for bonus points, which could result in maximum subsidy of 75%.

101 of 1980). The source of funds is state general revenues. Funds are used to cover operating deficits, for transit studies including feasibility studies and plans, and for research and demonstration.

County Shared-Ride Demand-Responsive Service for Senior Citizens

This program is not yet formalized, but is expected to be operational early in 1981. During FY 1981 and FY 1982, all counties (except Allegheny and Philadelphia) may apply for grant entitlements to provide free or reduced-fare shared-ride demand-responsive transportation service to senior citizens (65 years of age and older). After FY 1982, the program grants (not entitlements) may also be made directly to other applicants, such as public transit authorities. The State Lottery Fund is the source of funds for this program. The free-fare service is funded by a formula by which the state provides 75 percent of the cost of the service and the county provides the remaining 25 percent. For the reduced-fare service, the state funds 75 percent of the cost of each trip or the difference between the minimum fare of 25 cents and the cost of the trip, whichever is less. The rider pays a fare equal to 25 percent of the cost of the trip or 25 cents, whichever is greater.

Technical Assistance

Planning assistance for urbanized areas is available through PennDOT's Bureau of Advance Planning. The Bureau of Public Transit and Goods Movement Systems works with small urban area communities (with the exception of communities in the area of the Delaware Valley Regional Planning Commission and the Southwestern Pennsylvania Regional Planning Commission). Guidelines and standards have been issued to be used by transit agencies for self-evaluation; these guidelines and standards are also used by PennDOT in considering requests for financial assistance. A transit questionnaire has been distributed annually since 1973 in order to obtain comparable statistical data on all public transportation agencies in Pennsylvania. PennDOT uses these data (which include fares, schedules, peak and off-peak seating capacity, accessibility of facilities, passenger-miles, bus-miles, operating efficiencies, effectiveness of advertising and promotion activities, etc.) in implementing and enforcing the guidelines and standards, identifying problem areas, and indicating changes conducive to improving service. A procedural guide has been issued to assist transit agencies in applying for financial aid.

RHODE ISLAND

Local public transit, with a few minor exceptions, is provided by the Rhode Island Public Transit Authority

(RIPTA), a quasi-public agency. The RIPTA provides transit in 35 of the state's 39 cities and towns.

Financial Assistance

Capital

The RIPTA receives UMTA capital funding. The local share is provided by the state. The funds are supplied by bond issues that must be submitted to the voters for approval approximately every 2 yr.

Operating

The RIPTA receives UMTA operating grants. The state pays the local match from general revenues.

Planning

The Statewide Planning Office receives a Section 8 grant, which is matched by state funds; some of the grant is passed on to the RIPTA. The Department of Transportation also receives Section 8 money, which is matched through the general revenues.

Technical Assistance

Planning

RIPTA planning is a cooperative effort by the RIPTA, the DOT, and the Statewide Planning Office. The RIPTA is concerned with short-term, day-to-day operations planning; the DOT is concerned with short-term planning for all transportation programs, including coordination with RIPTA operations, preparation of federal grant applications, and implementation of TSM-type strategies; policy issues; and the Statewide Planning Office is concerned with land-use issues, the Unified Work Programs, and preparation of the State Guide Plan, which addresses long-range policy issues. The RIPTA has a Director of Planning and Marketing whose assignments include planning liaison in addition to the development and implementation of marketing programs.

Legal

The RIPTA retains its own counsel.

SOUTH CAROLINA

The Public Transit Division (PTD) of the Department of Highways and Public Transportation is attempting to

consolidate the state's general transportation programs. The state legislature has funded a 2-yr demonstration program for one area to consolidate the human services transportation and general transit through one provider. The provider deals only with the Interagency Council on Public Transportation (ICPT) instead of all the other state agencies currently involved in public transportation. The ICPT is an advising group of the PTD and provides technical assistance to this provider and others around the state.

Financial Assistance

Other than the demonstration program, the state offers no financial assistance to public transportation systems.

Technical Assistance

The Governor's Office and the Department of Highways and Public Transportation provide assistance in the preparation of federal grant applications and other general assistance.

SOUTH DAKOTA

Six planning and development districts were created by Executive Order of the Governor; some of these districts have developed transportation planning staffs. The state has a network of privately owned common carriers, which provide transportation services and taxi, minibus, HHS, HUD, UMTA, and other services.

Financial

The Department of Transportation depends predominantly on dedicated highway funds to date, which cannot normally be used for nonhighway purposes. The DOT operating budget is subject to legislative review and approval. The DOT presently makes use of highway funds to match only the UMTA grant allowance for administration of the 16(b)(2) program. The DOT administers the Section 16(b)(2) program to provide capital assistance for transportation of the elderly and handicapped. Private nonprofit organizations have received approval of 16(b)(2) applications for capital grants under the state-administered program. The DOT administers the Section 18 program to provide capital and/or operating assistance for public transportation in nonurbanized areas.

Technical Assistance

The DOT prepared a draft of the Statewide Public Transportation Planning Process under an UMTA Tech-

nical Studies grant, which will be finalized using Section 18 administration funds. This process requires that all transportation services within a service area be coordinated to avoid duplication of services. The DOT provides on-site assistance, if requested, to all eligible applicants under Sections 16(b)(2) and 18 programs.

TENNESSEE

The state has three cities with populations between 50,000 and 200,000: Knoxville, Clarksville, and Kingsport. Only Knoxville has a publicly owned transit system. Four communities with populations of slightly less than 50,000, Jackson, Bristol, Gatlinburg, and Johnson City, have publicly owned systems. There are also four multi-county rural public transportation systems.

Financial Assistance

Capital

The source of funds for capital assistance is highway user revenues. The amount is budgeted annually. Funds are allocated by the Department of Transportation, usually for 50 percent of the nonfederal share.

Operating

The source of funds for operating assistance is highway user revenues. The state will fund up to one-third of the nonfederal share.

Planning

The state provides 100 percent of the local share of UMTA Section 8 grants. Three cities with populations under 200,000 received Section 8 money in FY 1979.

Technical Assistance

The Department of Transportation conducts seminars and workshops, publishes a quarterly newsletter and periodic information papers, sponsors an annual conference, and provides special assistance on request (route and schedule analysis, marketing, accounting, etc.).

Special Transportation

The state has three projects under Section 147, which are being continued with Section 18 funds. A total of 220 vehicles were purchased with Section 16(b)(2) funds. The

state writes bids, buys vehicles, and administers the program. The state also sponsors service development and demonstration projects.

TEXAS

Financial Assistance

Capital

Cities with populations over 200,000 receive 60 percent of total appropriation less administrative costs; population and density are considered.

Discretionary funds: Small cities receive 40 percent of total appropriation less administrative costs; funds are disbursed on a first-come, first-served basis.

The state will pay 65% of the local share for federal grants for public transportation capital improvements (includes Sections 3 and 5 and FHWA urban systems transfer). If federal funds are not available, communities may apply to the state for a 50-50 matching grant.

Any formula or discretionary funds available for a fiscal year but not obligated within 180 days after the close of the fiscal year are placed in a "secondary discretionary fund" to be made available to either large or small cities.

Operating

None.

Technical Assistance

Planning

The primary role of the state is advisory; the state will assist communities in securing federal grants. There is no direct technical assistance except for the Statewide Comprehensive Master Plan.

Legal

Contracts will be reviewed upon request.

Marketing

One element of the Transit Development Program is the creation of a prototypical marketing package to be used throughout the state. Site-specific advice is available on request.

UTAH

The three urbanized areas within the state are represented by two MPO's; the rest of the state consists of small town and rural areas that are divided into seven Multi-County Planning Districts (MCPD). An eighth area, recognized for planning purposes, represents two large Indian nations (Ute and Navajo). Transit planning for the districts is conducted by MCPD staff and coordinated through the Utah Department of Transportation (UDOT).

Financial Assistance

State funds are available to assist MCPD's in matching UMTA pass-through funds for regional planning and to match the UMTA inventory/technical assistance grant to UDOT. Gasoline taxes currently cannot be used for transit. The state has legislated local option for an additional 0.25 percent general sales tax to raise funds dedicated to mass transit. These funds are used by the metropolitan areas of Salt Lake City and Ogden; Salt Lake, Weber, and Davis Counties; and Park City, a rural community in Summit County.

Technical Assistance

The state is currently completing a transit inventory. Rural transit development programs have been prepared and, as working documents, provide the framework for a statewide transit plan. Assistance to MCPD's is currently limited to (a) providing advice on federal programs and fund sources, and (b) acting as the lead agency on issues for the statewide rural transportation planning committee, which consists of members from UDOT and each MCPD, and both Indian tribes. The state encourages, through MCPD's, the integration and consolidation of existing operations, where and when feasible, into systems providing transit for both specialized needs and general public use.

VERMONT

Financial Assistance

None at present. Legislation is being prepared for the state to pay up to one-half of the nonfederal share for transit providers that are common carriers.

Technical Assistance

The state coordinates FHWA demonstration programs and Sections 8 and 18 programs.

VIRGINIA

The Public Transportation Division of the Department of Highways and Transportation, as legislated by the Virginia General Assembly, is charged with the following responsibilities:

1. Determine present and future needs for and economic feasibility of providing public transportation facilities and services in the Commonwealth.
2. Formulate and implement plans and programs for the improvement, development, and coordination of public transportation facilities and services in the Commonwealth.
3. Develop criteria for the evaluation of public transportation plans and programs.
4. Investigate matters affecting the economic and efficient operation of public transportation activities.
5. Develop appropriate data on public transportation activities in the Commonwealth and such other information as may be required to improve the economy or efficiency of public operations in the Commonwealth.
6. Maintain liaison with state, local, district, and federal agencies or other entities, private and public, having responsibilities for public transportation programs.
7. Administer grants from the Urban Mass Transportation Administration and other agencies of the federal government for public transportation purposes with approval of the Commission and in compliance with all conditions attendant thereto.
8. Administer state grants for public transportation purposes with approval of the Commission.

Financial Assistance

State funds have been appropriated by the Virginia General Assembly for FY 1981 and FY 1982 to be made available to any local governing body or transportation district commission for the following purposes:

1. To provide up to 50 percent of the local share of the costs of the administration of transportation services;
2. To provide up to 19 percent of the total project costs for equipment, facilities, and the associated costs of approved federal capital grants; and
3. To provide up to 95 percent of the total project costs for equipment, facilities, and the associated costs of approved projects where the total project costs are covered exclusively by state and local funds.

State funds have also been appropriated by the Virginia General Assembly for FY 1981 and FY 1982 to be made available to any local governing body or transportation district commission, or to be used directly by the Virginia Department of Highways and Transportation to provide financial incentives for improvements to public transportation services. These funds may be used to:

1. Finance up to 100 percent of the capital costs related

to the development, implementation, and promotion of experimental mass transportation and ride-sharing projects;

2. Finance up to 100 percent of the operating costs of experimental mass transportation and ride-sharing projects for a period of time not to exceed 12 months; and

3. Finance the development and implementation of any other project whose purpose is to enhance the provision and use of mass transportation services.

As of July 1, 1980, local governing bodies may use funds allocated for urban highways or secondary roads within their jurisdictions to aid in the purchase of equipment and facilities to be used in public mass transportation. State funds have been appropriated by the Virginia General Assembly for FY 1981 and FY 1982 to be made available to any local governing body to assist in financing approved federal transportation planning grant projects. These funds are to be used to provide 95 percent of the local share of approved federal planning grants for cities and 100 percent of the local share for counties.

WASHINGTON

Financial Assistance

The state levies a 2 percent motor vehicle excise tax (MVET) on the fair value of automobiles. If approved by the residents, a community can receive up to half of the excise taxes collected within the community, which may be applied to capital or operating costs. The community must match MVET receipts dollar for dollar from sources other than the fare box. This program was initiated in 1969. Communities may choose to levy the following taxes and apply the proceeds to public transit. All of the following except the sales tax may be used to match the MVET.

1. Household tax—maximum \$1.00 per household per month on municipally supplied utilities.
2. Head tax on employees.
3. Business and occupation tax on gross receipts of business (there is no corporate income tax in Washington).
4. Sales tax—the community may levy a sales tax of 0.1, 0.2, or 0.3 percent. For metropolitan municipal corporations within Class AA counties (currently Seattle Metro only), the rate may extend to 0.4, 0.5, or 0.6 percent. This tax will be collected in addition to state sales tax.

The following institutions may receive state transit funds and levy the above taxes: cities, counties, and metropolitan municipalities; countywide transportation authorities; and public transportation benefit areas, created to serve parts of a county and/or unincorporated areas. Cities may not use the sales tax to match receipts from the state MVET; however, the other agencies may do so.

Technical Assistance

Planning

Under a Section 8 grant, a technical advisory group, which includes transit operators, has been established to advise and make on-site visits.

Legal

Legal assistance includes informal opinions only. Formal advice is available only on request by the county prosecuting attorney to the state attorney general.

WEST VIRGINIA

All matters related to rural and small urban area public transportation are the responsibility of the Public Transportation Division of the Department of Finance and Administration. Since early 1979, the Division has been in the process of preparing a statewide transit development program (TDP) update based on the original document prepared in 1974. In preparing the TDP, the Division obtained a pledge of cooperation from all 11 Regional Planning and Development Councils and the MPO's associated with five of the Councils. As of October 1979, the Division has employed six full-time professional staff members with expertise in managerial accounting, management, and government affairs. The planning function was deemphasized from the Division's responsibilities at this time. The Division has conducted all of its project work in-house. The use of private consultants is discouraged.

Financial Assistance

The FHWA statewide transit development/user side subsidy program, which was initiated in 1973 and expired on June 30, 1979, was known as the Transportation Remuneration Incentive Program (TRIP). As of FY 1980, the state operates on a monthly reimbursement schedule. Two other funding sources administered by the Division include Sections 6 and 18. No other funding grants are being sought at this time. The user side subsidy program is being administered by the Department of Welfare.

Technical Assistance

Assistance is provided in the areas of procurement, workshops, accounting, and limited marketing.

WISCONSIN

The state provides technical and financial assistance to both public and specialized transit systems and services. State financial assistance for urban mass transit was initiated in 1973. In addition to operating assistance, a new state capital grant program was enacted in 1979. The source of funds for the state transit aid programs is the State Transportation Fund, and all programs are administered by the Department of Transportation.

Financial Assistance

Capital

Those cities and counties that are eligible for state operating assistance may also apply for state grants to pay 50 percent of the costs of acquiring buses. State grants may be made on 50-50 state/local matching basis or for paying one-half of the local share of a federal capital grant. Capital projects, however, are limited to the purchase of buses only. No state funds are available for other capital projects, such as the construction of new maintenance and administrative buildings, passenger shelters, etc.

Operating

The state operating assistance program provides eligible applicants with up to 72 percent of the nonfederal share of annual operating losses. Eligible applicants are limited to cities or counties in urban areas with populations of 5,000 or more. The state makes no distinction between an urbanized and a nonurbanized area. In addition, the state definition of mass transit "includes shared-ride taxicabs." The distribution of state aid among recipients is based on a complex statutory formula.

Specialized Transit

In addition to the two state aid programs for urban mass transit, the state has created two aid programs for "specialized" transit, i.e., transportation services for the elderly and the handicapped. Under the first program, state aid is made available to each county in the state based on the county's share of the state's total elderly and handicapped population. Counties may use the funds to support specialized transportation services. Eligible projects include user subsidies, operating assistance, capital acquisitions, and technical studies. The state allocation to a county must be matched by a local share equal to 10 percent of the allocation. The second state aid program for specialized transit is designed to supplement the Section 16(b)(2)

capital grant program for private nonprofit corporations. The state will pay the 20 percent nonfederal share of Section 16(b)(2) grants. State aid may also be used to provide 100 percent capital grants to those private nonprofit corporations that qualify for Section 16(b)(2) assistance after federal funds are exhausted. Both the federal and state grants are awarded on an annual, state-wide competitive basis, using ranking criteria developed by the Department of Transportation.

Technical Assistance

The state provides technical assistance to individual transit systems and initiates special transit studies that are beneficial to all transit systems in the state. Since 1974, the state has received six technical study grants from UMTA. These grants have provided 80 percent of the funds necessary to carry out this program. Technical assistance projects supported by the state have included the preparation of numerous transit development programs and transit feasibility studies. Studies addressing special transit for the handicapped as well as transit marketing,

risk management, accounting, and management practices have been conducted.

WYOMING

The State Highway Department is active under two programs: (a) UMTA assistance to elderly/handicapped under Section 16(b)(2); and (b) FHWA assistance to small urban/rural areas under Section 147.

Financial Assistance

None.

Technical Assistance

The State Highway Department offers technical assistance in preparation of grant applications to the limit of administrative funds.

APPENDIX B

STATE TRANSPORTATION CONTACTS FOR
INFORMATION ON TRANSIT ASSISTANCE¹

AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS-STANDING COMMITTEE ON PUBLIC TRANSPORTATION							
STATE	COMMITTEE MEMBER	TITLE	DEPARTMENT	STREET ADDRESS	CITY	ZIP	TELEPHONE
ALABAMA	Jerry L. Peters	Urban Planning Engineer	Highway Department	11 South Union St	Montgomery	36130	205-832-5412
ALASKA	John Bates	Dep Comm, Facil Plng & Res	Dept of Transp & Pub Facil	Pouch 2 Simpson Bldg	Juneau	99811	907-465-3900
ARIZONA	Louis A. Schmitt	Dep Asst Dir, Planning	Dept of Transportation	206 South 17th Ave	Phoenix	85007	602-261-7433
ARKANSAS	Jimmie D. Head	State Transit Administrator	Highway & Transp Dept	PO Box 2261	Little Rock	72203	501-569-2288
	A. E. Johnson, Jr.	Asst Ch Eng, Plng & Devel	Highway & Transp Dept	PO Box 2261	Little Rock	72203	501-569-2248
CALIFORNIA	George E. Gray	Dir, Research & Dev	Dept of Transportation	PO Box 1139	Sacramento	95805	916-445-3175
COLORADO	Richard A. Evans	Division of Planning	Department of Highways	4201 E. Arkansas Ave	Denver	80222	303-757-9266
CONNECTICUT	John J. Spaulding	Dir Oper, Bu of Pub Transp	Dept of Transportation	24 Wolcott Hill Road	Wethersfield	06109	203-566-4680
DELAWARE	J. B. Wallace	State Transportation Auth	Dept of Transportation	PO Box 778	Dover	19901	302-676-4306
DIST OF COLUMBIA	Anthony Rachal III	Asst Dir, Off of Mass Transp	Dept of Transportation	415 12th Street NW	Washington DC	20004	202-629-3492
FLORIDA	Wm. W. Miller, Jr.	Dir, Div Pub Transp Oper	Dept of Transportation	605 Suwannee Street	Tallahassee	32304	904-486-6261
	Emmett L. Owens	Chief, Bu Surface Transit	Dept of Transportation	605 Suwannee Street	Tallahassee	32304	904-486-7774
GEORGIA	James L. Stanley	Chief, Bu Public Transp	Dept of Transportation	2 Capitol Square	Atlanta	30334	404-656-6000
HAWAII	Ah Leong Kam	Transportation Planner	Dept of Transportation	869 Punchbowl Street	Honolulu	96813	808-546-6526
IDAH0	Stuart Gwin	Pub Transp Supervisor	Transportation Department	3483 Rickenbacker St	Boise	83705	203-364-3163
ILLINOIS	Stephen Schindel	Acting Dir Div Pub Transp	Dept of Transportation	300 North State St	Chicago	60610	312-793-2111
INDIANA	W. H. Frick	Asst Ch Eng for Hwy Devel	Highway Commission	100 North Senate Ave	Indianapolis	46204	317-232-8908
	Dr. George Smerk	Director	Institute for Urban Transp	809 East 9th Street	Bloomington	47405	612-337-5358
	John Parsons	Adm, Div of Pub Transp	State Plng Services Agency	143 W. Market Street	Indianapolis	46204	317-232-2380
IOWA	Joanne Short	Dir, Pub Transit Division	Dept of Transportation	5268 NW Second Ave	Des Moines	50313	515-261-4297
KANSAS	James V. Bush	Dir of Plng & Development	Dept of Transportation	State Office Bldg	Topeka	66612	913-296-3566
KENTUCKY	James W. Fehr	Transp Planning Engineer	Dept of Transportation	St Off Bldg, High St	Frankfort	40601	502-564-3563
	Bruce S. Siria	Dir, Div Urban & Reg Plng	Dept of Transportation	St Off Bldg, High St	Frankfort	40601	502-564-7700
LOUISIANA	David L. Blackshear	Asst Sec, Off Aviation & PT	Dept Transp & Development	State Office Bldg	Baton Rouge	70804	504-342-7504
	Harry D. Reed, III	Pub Tr Assoc, Off Av & PT	Dept Transp & Development	PO Box 44245, Cap Sta	Baton Rouge	70804	504-342-7793
MAINE	Patrick R. Pickens	Director of Planning	Dept Transp & Development	State Office Bldg	Baton Rouge	70804	504-342-7629
MARYLAND	William F. Fernald	Dir, Transp Services Div	Dept of Transportation	State Office Bldg	Augusta	04330	207-289-2841
MASSACHUSETTS	Clyde E. Pyers	Dir, Div of Sys Plng & Devel	Dept of Transportation	BWI Airport, Box 8755	Baltimore	21240	301-787-7333
	Barry M. Locke	Secretary	Exec Off Transp & Constrn	One Ashburton Place	Boston	02108	617-727-7880
	Mary Lynn Kiley	Assistant Secretary	Exec Off Transp & Constrn	One Ashburton Place	Boston	02108	617-727-8954
MICHIGAN	Frank DeRose	Adm, Bus Transport Div	Dept of Transportation	PO Box 30050	Lansing	48909	517-374-9186
MINNESOTA	Richard Braun	Commissioner	Dept of Transportation	John Ireland Blvd	St. Paul	55155	612-296-3000
	Sherri Alston	Asst Comm for Pub Transp	Dept of Transportation	John Ireland Blvd	St. Paul	55155	612-296-8047
	Robert M. Works	Dir, Transit Administration	Dept of Transportation	John Ireland Blvd	St. Paul	55155	612-296-2533
MISSISSIPPI	Lowell T. Livingston	Transp Planning Engineer	Highway Department	Woolfolk St Off Bldg	Jackson	39205	601-354-7172
MISSOURI	Wilbur G. Ball	Executive Director	Dept of Energy & Transp	Watkins Building	Jackson	39202	601-961-4733
	Leland D. Fletcher	Asst to Ch Eng, Plng & Design	Highway & Transp Department	PO Box 270	Jefferson City	65101	314-751-2551
	C. Philip Richeson	Director of Transit	Highway & Transp Department	PO Box 270	Jefferson City	65102	314-751-2523
	Robert Hunter	Chief Engineer	Highway & Transp Department	PO Box 270	Jefferson City	65102	314-751-4622
MONTANA	James W. Mahr	Ch, Plng & Research Bureau	Department of Highways	Mustard Center	Helena	59601	406-449-2564
NEBRASKA	Derald S. Kohles	Engineer, Planning Division	Department of Roads	US Rt 77 & St Rt 2	Lincoln	68509	402-473-4519
	Dalyce Ronnau	Asst Planning Engineer	Department of Roads	US Rt 77 & St Rt 2	Lincoln	68509	402-473-4519
NEVADA	Dennis O. Barry	Asst Director, Planning	Dept of Transportation	1263 S. Stewart St	Carson City	89712	702-885-5440
NEW HAMPSHIRE	John T. Flanders	Assistant Commissioner	Dept of Pub Works & Hwys	85 Loudon Road	Concord	03301	603-271-3738
NEW JERSEY	Louis J. Gambaccini	Commissioner	Dept of Transportation	1035 Parkway Avenue	Trenton	08625	609-292-3535
NEW MEXICO	Larry Filler	Dir, Off of Policy Anal	Dept of Transportation	1035 Parkway Avenue	Trenton	08625	609-292-4161
	Carl Serna	Dir, Proj Devel Div	Highway Department	1120 Cerrillos Road	Santa Fe	87503	505-983-0343
	Antonio W. Gonzales	Planning Director	Highway Department	1120 Cerrillos Road	Santa Fe	87503	505-983-0301
NEW YORK	Kenneth W. Schlatte	Dir, Development Division	Dept of Transportation	1220 Washington Ave	Albany	12232	518-457-7664
NORTH CAROLINA	David King	Dir, Pub Transp Division	Dept of Transportation	PO Box 25201	Raleigh	27611	919-733-4713
NORTH DAKOTA	Alice D. Garland	Special Asst for Policy	Dept of Transportation	PO Box 25201	Raleigh	27611	919-733-2520
OHIO	Bill Welmer	Dir, Transp Services Div	Highway Department	Capitol Grounds	Bismarck	58505	701-224-2512
	Richard Boden	Bu of Transp Planning	Dept of Transportation	25 South Front St	Columbus	43215	614-466-8955
	Richard Henderson	Adm, Bureau of Pub Transp	Dept of Transportation	25 South Front St	Columbus	43215	614-466-8955
OKLAHOMA	Monty Murphy	Asst Dir, Plng & Research	Dept of Transportation	200 NE 21st Street	Oklahoma City	73105	405-521-2704
OREGON	Robert Dafforn	Engineer, Transp Plng Div	Dept of Transportation	200 NE 21st Street	Oklahoma City	73105	405-521-2584
PENNSYLVANIA	Dennis H. Moore	Adm, Public Transit Div	Dept of Transportation	Transportation Bldg	Salem	97301	503-576-6201
	Don Bryan	Dep Sec, Local Area Transp	Dept of Transportation	1220 Transp & Sfty B	Harrisburg	17120	717-767-8197
	Wm C. Underwood	Dir, Bu of Mass Transit Sys	Dept of Transportation	1220 Transp & Sfty B	Harrisburg	17120	717-767-7540
PUERTO RICO	William Vivoni, Jr.	Dir, Rapid Transit Area	Dept of Transp & Pub Works	PO Box 8218	San Juan	00910	809-726-6767
RHODE ISLAND	John J. Donaldson	Supervising Planner	Dept of Transportation	State Office Bldg	Providence	02903	401-277-2694
SOUTH CAROLINA	Chas. H. Moorefield	Plng & Programming Engineer	Dept of Hwys & Pub Transp	Box 191	Columbia	29202	803-758-2715
	Jerome Noble	Executive Assistant	Interagency Council	PO Box 191	Columbia	29202	803-758-2572
SOUTH DAKOTA	Wallace Larsen	Transportation Planning Eng	Dept of Transportation	Transportation Bldg	Pierre	57501	605-224-3155
TENNESSEE	Malcolm Baird	Dir, Bureau of Mass Transit	Dept of Transportation	812 Highway Building	Nashville	37219	615-741-3227
TEXAS	Phillip L. Wilson	State Planning Eng, Transp	Dept of Hwys and Pub Transp	PO Box 5051	Austin	78763	512-475-7346
UTAH	W. Ron Dells	Transp Planning Engineer	Dept of Transportation	405 South Main St	Salt Lake City	84111	804-533-5987
VERMONT	Robert L. Merchant	Director of Operations	Agency of Transportation	133 State Street	Montpelier	05602	802-626-2828
VIRGINIA	Michael D. Kidd	Public Transp Coordinator	Dept of Highways & Transp	1221 East Broad St	Richmond	23219	804-786-8135
WASHINGTON	Robert S. Nielson	Asst Sec, Pub Transp & Plng	Dept of Transportation	Highway Adm Bldg	Olympia	98504	206-753-6101
WEST VIRGINIA	Paul Wilkinson	Div Dir, Systems Planning	Department of Highways	1900 Washington St E	Charleston	25305	304-346-3156
WISCONSIN	John M. Hartz	Dir, Bureau of Transit	Dept of Transportation	PO Box 7913	Madison	53707	608-266-0656
WYOMING	George H. Bell	Dir, Planning & Programming	Highway Department	PO Box 1706	Cheyenne	82001	307-777-7473

¹ From *A Directory of Regularly Scheduled, Fixed Route, Local Public Transportation Service in Urbanized Areas over 50,000 Population*, published by the Urban Mass Transportation Administration (August 1980). For periodic, updated listings of the AASHTO Standing Committee on Public Transportation, contact the Transit Industry Liaison (UPM-40), UMTA Office of Transportation Management, 400 7th St., S.W., Room 6432, Washington, D.C. 20590.

PUBLISHED SYNTHESES

No.	Title, Pages, Price	No.	Title, Pages, Price
1.	Traffic Control for Freeway Maintenance (1969) 47 pp., \$2.20	37.	Lime-Fly Ash-Stabilized Bases and Subbases (1976) 66 pp., \$4.80
2.	Bridge Approach Design and Construction Practices (1969) 30 pp., \$2.00	38.	Statistically Oriented End-Result Specifications (1976) 40 pp., \$4.00
3.	Traffic-Safe and Hydraulically Efficient Drainage Practice (1969) 38 pp. (out of print)*	39.	Transportation Requirements for the Handicapped, Elderly, and Economically Disadvantaged (1976) 54 pp., \$4.40
4.	Concrete Bridge Deck Durability (1970) 28 pp. (out of print)*	40.	Staffing and Management for Social, Economic, and Environmental Impact Assessment (1977) 43 pp., \$4.00
5.	Scour at Bridge Waterways (1970) 37 pp. (out of print)*	41.	Bridge Bearings (1977) 62 pp., \$4.80
6.	Principles of Project Scheduling and Monitoring (1970) 43 pp., \$2.40	42.	Design of Pile Foundations (1977) 68 pp., \$4.80
7.	Motorist Aid Systems (1971) 28 pp., \$2.40	43.	Energy Effects, Efficiencies, and Prospects for Various Modes of Transportation (1977) 57 pp., \$4.80
8.	Construction of Embankments (1971) 38 pp. (out of print)*	44.	Consolidation of Concrete for Pavements, Bridge Decks, and Overlays (1977) 61 pp., \$4.80
9.	Pavement Rehabilitation - Materials and Techniques (1972) 41 pp., \$2.80	45.	Rapid-Setting Materials for Patching of Concrete (1977) 13 pp., \$2.40
10.	Recruiting, Training, and Retaining Maintenance and Equipment Personnel (1972) 35 pp., \$2.80	46.	Recording and Reporting Methods for Highway Maintenance Expenditures (1977) 35 pp., \$3.60
11.	Development of Management Capability (1972) 50 pp., \$3.20	47.	Effect of Weather on Highway Construction (1978) 29 pp., \$3.20
12.	Telecommunications Systems for Highway Administration and Operations (1972) 39 pp., \$2.80	48.	Priority Programming and Project Selection (1978) 31 pp., \$3.20
13.	Radio Spectrum Frequency Management (1972) 32 pp., \$2.80	49.	Open-Graded Friction Courses for Highways (1978) 50 pp., \$4.00
14.	Skid Resistance (1972) 66 pp., \$4.00	50.	Durability of Drainage Pipe (1978) 37 pp., \$3.60
15.	Statewide Transportation Planning - Needs and Requirements (1973) 41 pp. (out of print)*	51.	Construction Contract Staffing (1978) 62 pp., \$6.00
16.	Continuously Reinforced Concrete Pavement (1973) 23 pp., \$2.80	52.	Management and Selection Systems for Highway Maintenance Equipment (1978) 17 pp., \$4.40
17.	Pavement Traffic Marking - Materials and Application Affecting Serviceability (1973) 44 pp., \$3.60	53.	Precast Concrete Elements for Transportation Facilities (1978) 48 pp., \$5.60
18.	Erosion Control on Highway Construction (1973) 52 pp., \$4.00	54.	Recycling Materials for Highways (1978) 53 pp., \$5.60
19.	Design, Construction, and Maintenance of PCC Pavement Joints (1973) 40 pp., \$3.60	55.	State Highway and Transportation Data Storage and Retrieval Systems (1978) 30 pp., \$4.80
20.	Rest Areas (1973) 38 pp., \$3.60	56.	Joint-Related Distress in PCC Pavement—Cause, Prevention and Rehabilitation (1979) 36 pp., \$5.20
21.	Highway Location Reference Methods (1974) 30 pp., \$3.20	57.	Durability of Concrete Bridge Decks (1979) 61 pp., \$6.00
22.	Maintenance Management of Traffic Signal Equipment and Systems (1974) 41 pp. (out of print)*	58.	Consequences of Deferred Maintenance (1979) 24 pp., \$4.40
23.	Getting Research Findings Into Practice (1974) 24 pp., \$3.20	59.	Relationship of Asphalt Cement Properties to Pavement Durability (1979) 43 pp., \$5.60
24.	Minimizing Deicing Chemical Use (1974) 58 pp., \$4.00	60.	Failure and Repair of Continuously Reinforced Concrete Pavement (1979) 42 pp., \$5.60
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