



NOTICE OF A PUBLIC MEETING
CONCHO VALLEY TRANSIT DISTRICT

3:00 P.M.

WEDNESDAY, APRIL 13, 2016

Concho Valley Regional Conference and Training Center
2801 W. Loop 306, Suite A., San Angelo, TX 76904

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the Council office at 944-9666 at least 24 hours prior to the meeting.

BUSINESS

- (1) **DETERMINATION OF QUORUM AND CALL TO ORDER**
- (2) **INVOCATION & PLEDGE OF ALLEGIENCE**
- (3) **APPROVAL OF MINUTES** of March 16, 2016 meeting (See **Attachment A**)
- (4) **APPROVAL OF CHECKS** over \$2,000 written since last meeting (See **Attachment B**)
- (5) **APPROVAL** of the revised Concho Valley Council of Governments & Concho Valley Transit District Procurement Policy to comply with OMB 2. C.F.R. Part 200 **Resolution 041316A** (See **Attachment C**)
- (6) **REVIEW** Financial Reports/Balance Sheet – January 2016 and February 2016 (See **Attachment D**)
- (7) **CVTD General Manager’s Report** – Vince Huerta
- (8) **OTHER** Discussion Items or Future Agenda Items
- (9) **ADJOURN**

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053, this Wednesday, April 6, 2016.

John Austin Stokes, Executive Director



Concho Valley Transit District (CVTD)

Minutes of Meeting for March 16, 2016

The Concho Valley Transit District met on Wednesday, March 16, 2016 in the Concho Valley Regional Conference and Training Center, 2801 W. Loop 306, Suite A, San Angelo, TX.

Board members present:

Steve Floyd, Tom Green County Judge, Chairman
John Nanny, Irion County Commissioner, Vice Chair
Dwain Morrison, Mayor, City of San Angelo, Secretary
Roy Blair, Coke County Judge
Charlie Bradley, Schleicher County Judge
Richard Cordes, Menard County Judge
Fred Deaton, Crockett County Judge
David Dillard, Concho County Judge
Leslie Mackie, Sterling County Judge
Danny Neal, McCulloch County Judge

Board members not present:

Charlotte Farmer, City of San Angelo Council Member
Larry Isom, Reagan County Judge
Delbert Roberts, Kimble County Judge
Johnny Silvas, City of San Angelo Council Member
Miguel Villanueva, Sutton County Commissioner

Call to Order

Judge Steve Floyd announced the presence of a quorum and called the meeting to order at 2:45 p.m.

Invocation and Pledge of Allegiance

Mayor Dwain Morrison gave the invocation and Judge Steve Floyd led the Pledge of Allegiance.

Approval of Meeting Minutes

Upon a motion by Judge Danny Neal, seconded by Mayor Dwain Morrison, meeting minutes from the March 16, 2016 meeting were unanimously approved.

Approval of the CVTD Annual Audit for Year Ending September 30, 2015 Resolution 031616 A

A representative from Pattillo Brown & Hill, L.L.P., gave a brief report on the CVCOG Annual Audit performed by the firm which includes financial statements and compliance. Pattillo Brown & Hill, L.L.P. reported an unqualified opinion, which means that the financial statements are presented in all material respects in accordance with generally accepted accounting procedures. Upon a motion by Judge Roy Blair, seconded by Judge Richard Cordes, the CVTD Annual Independent Audit for the year ending September 30, 2015 Resolution 031616 A was unanimously approved.

Approval of Checks over \$2,000 written since last meeting

Upon a motion by Commissioner John Nanny, seconded by Judge Fred Deaton, checks written in excess of \$2,000 written since last meeting were unanimously approved.

Approval of Resolution 031616B accepting the CVTD Title VI Program Policy & ADA Para-Transit Plan/Revised 2-2016

Upon a motion by Judge Richard Cordes, seconded by Judge Charlie Bradley, Resolution 031616B accepting the CVTD Title VI Program Policy & ADA Para-Transit Plan/Revised 2-2016 were unanimously approved.

Approval of Resolution 031616C supporting a request to award contract for ADA Compliant Restroom & Kitchen area for the CVTD Multimodal Shell Building

At this time, CVTD Procurement cannot determine this solicitation response to be fair and reasonable. No action was taken.

Approval of Resolution 031616D supporting a request to award contract for a Fire Suppression System for the CVTD Multimodal Shell Building/Not to exceed \$30,000

Upon a motion by Mayor Dwain Morrison, seconded by Commissioner John Nanny, Resolution 031616D supporting a request to award contract for a Fire Suppression System for the CVTD Multimodal Shell Building/Not to exceed \$30,000 was unanimously approved.

Approval of Resolution 031616E supporting a request to award contract for flooring at the CVTD Multimodal Shell Building/Not to exceed \$30,000

Upon a motion by Commissioner John Nanny, seconded by Judge Charlie Bradley, Resolution 031616E supporting a request to award contract for flooring at the CVTD Multimodal Shell Building/Not to exceed \$30,000 was unanimously approved.

Review Financial Reports/Balance Sheet

The board reviewed Financial Reports for December 2015. No action required.

CVTD General Manager's Report

- Vince Huerta presented a PowerPoint reporting the final outcome regarding the fixed route analysis that CVTD has conducted during the past few months.
 - Reroute Route 1 to reach the Southland area and COG, which would require added time and mileage. Cutting service for DPS and multiple neighborhoods to provide added service for the Southland and Bentwood residents would be cost prohibitive and we do not have the data to support this change in service. It would cost an additional \$38,025.00 per year.
 - Adding a portion to the route that reaches inside Goodfellow Air force Base as opposed to stopping at the front gate.
 - The PowerPoint also included a Bus Stop System Implementation Process
 - Develop Comprehensive Plan
 - Work with COSA to repair existing stops and set the locations and number of bus stops
 - Seek funding for signs/benches/shelters

- Mr. Huerta informed the board that CVTD was awarded \$742,000 in TIGER Discretionary Grant funding for the purchase of rural vehicles.

Future Agenda Items

None

Adjournment The meeting was adjourned at 3:32 p.m.

Duly adopted at the meeting of the Concho Valley Transit District of the Concho Valley Council of Governments this 13th day of April 2016.

Judge Steve Floyd - Chairman

Dwain Morrison - Secretary

CVTD
 Check/Voucher Register
 From 2/1/2016 Through 2/29/2016

Document Nu...	Document Date	Name	Transaction Description	Document Amount
16818	2/12/2016	SUMMIT TRUCK GROUP OF...	14-65 Brakes, R&R rotors, new calipers, Labor&Parts	2,803.48
16820	2/12/2016	TML INTERGOVERNMENT...	Jan 2016 Insurance	10,543.66
	2/12/2016	TML INTERGOVERNMENT...	Dec 2015 Insurance	11,043.66
16826	2/19/2016	AT&T MOBILITY	Acct 287237432450 Svc for 11/17-12/16/15	2,413.15
16828	2/19/2016	BROTHERS INDUSTRIAL S...	1860 R&R Head Gasket, Oil Change	2,824.40
16832	2/19/2016	CITY OF SAN ANGELO-ACC...	Fuel Purchase For Transit for Jan. 2016	14,048.24
16838	2/19/2016	G&G AUTOMOTIVE	18-41 Oil Chg, Brakes, RES,PS & Trans Fllush R&R rotor , Cal	2,040.77
16842	2/19/2016	MCDONALD TRANSIT ASS...	Professiona services rendered for CVTD Feb.2016	11,200.00
16848	2/19/2016	SUMMIT TRUCK GROUP OF...	11903 Oil Chg,Fuel Fltr, R&R toggle switch, ck Brakes, R&R	2,001.32
16855	2/26/2016	AT&T MOBILITY	Wireless 287237432450 12/17/15-1/16/16	3,707.35
Report Total				62,626.03

**Concho Valley Transit District
RESOLUTION 041316 A**

WHEREAS, the Concho Valley Transit District (CVTD) is the principal provider of public transportation services to the Concho Valley, and

WHEREAS, the CVTD must have a Procurement Policy and it must be in compliance with the Federal Transit Administration (FTA), and

WHEREAS, the Concho Valley Transit District (CVTD) desires to revise the Policy to comply with OMB 2 C.F.R. Part 200 as implanted by the government on December 26, 2014.

Now therefore be it resolved the Board of Directors of the Concho Valley Transit District approve the following:

- 1. The Concho Valley Transit District Board of Directors does hereby adopt the revised Concho Valley Council of Governments and Concho Valley Transit District Procurement Policy.**

Duly adopted at the meeting of the Board of Directors of the Concho Valley Transit District this 13th day of April 2016.

Judge Steve Floyd, Chairman

Mayor Dwain Morrison, Secretary

Introduction

1. CONTRACTING AND PROCUREMENT AUTHORITY

The Concho Valley Council of Governments (CVCOG), its programs, and Concho Valley Transit District (CVTD) reports to the Concho Valley Council of Governments Executive Director who is appointed by CVCOG Executive Board of Directors. The Executive Director is granted authority by the Executive Board to enter into contracts and agreements in accordance with (IAW) Federal rules, laws, guidelines and regulations as advised and guided by Procurement Policy. In no instance shall a contractual vehicle be executed for more than five years for rolling stock, five years with options not to exceed nine years total for services, and one year for all others in accordance with Federal rules, laws, guidelines, regulations, or FTA (CVTD specific) policies for commodities, utilities or other types of procurements.

1.1. Federal Laws and Regulations

CVCOG must comply with applicable 2 CFR Part 200, Texas Government Code Ch., 2155, Title 45 CFR, Federal Laws and Regulations including, but not limited to, Federal transit laws at 49 U.S.C. Chapter 53, Federal Transit Administration (FTA) regulations, and other Federal laws and regulations that contain requirements applicable to Agency recipients and their federal assisted procurements. FTA regulations and other Federal laws and regulations that contain requirements applicable to FTA recipients and their FTA assisted procurements include specific to CVTD, but are not limited to the following for program specific procurements (CVCOG shall be responsible for complying with all other applicable laws and regulations particular to each program):

- a. Common Grant Rules – The Common Grant Rules for Governmental Recipients that apply to specific programs are stated in “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 2 CFR, 49 CFR Part 18 and 45 CFR Part 75.
- b. Federal Acquisition Regulations (FAR) – The FAR does not apply to federally assisted procurements, absent Federal laws or regulations to the contrary; however, in the case of FTA programs, FAR cost principles in Part 31 apply to grants and cooperative agreements with private for-profit entities. Although the FAR does not apply, CVCOG may review and utilize the FAR for guidance on how to accomplish specific tasks and incorporate language identified in acquisitions or contracts.
- c. Other Federal Requirements – In addition to the Common Grant Rules, CVTD CVCOG must comply with applicable Federal transit laws and implementing regulations not addressed in the Common Grant Rules, and with other Federal cross cutting statutes and regulations that affect what CVTD may acquire.
 - (1) Program FTA Master Agreement – Citations to most Federal requirements are included in the latest edition of FTA’s Master Agreement, typically issued at the

beginning of each Federal fiscal year, which includes comprehensive information about Federal laws and regulations that may apply to an FTA assisted project.

(2) Conflicting Federal Requirements – Requirements of the various Federal agencies that may be involved in the project will sometimes differ, with the result that agencies FTA expect ~~CVTD~~ **CVCOG** to comply with all those differences. If compliance with all applicable Federal requirements is impossible, **CVCOG may seek local Legal Counsel and ~~CVTD~~** should notify the **Program Agency FTA** Chief Counsel for resolution.

d. Waivers – Requests for waivers of Federal requirements should be addressed to the Federal Transit Administrator.

1.2. State and Local Laws and Regulations

In accordance with the Common Grant Rules, **CVCOG and CVTD** will use its own procurement procedures that comply with applicable State and local laws and regulations, and also comply with applicable Federal laws and regulations.

- a. Inadequate State and Local Requirements – If State or local laws or regulations do not adequately address a particular aspect of procurement, the FAR may provide useful guidance.
- b. Conflicts Between Federal Requirements and State or Local Requirements – If Federal requirements conflict with State or local requirements, **CVCOG and/or CVTD** should provide written notification promptly to either the **Agency FTA** Regional Counsel or the **FTA Assistant Chief Counsel for General Law** in the case of projects administered by **FTA headquarters staff**. **FTA Agencies** will then work with ~~CVTD~~ **CVCOG** to make appropriate arrangements to proceed with the project. If unsuccessful, then **Agencies FTA** reserve the right to amend or terminate Federal assistance for the underlying project **or local Legal Counsel as appropriate**.

1.3. Statement of Policy

CVCOG and/or CVTD shall conduct all procurement transactions in a manner that provides full and open competition as determined by **agency applicable guidance FTA, FAR, state procurement law, policies, regulations, processes and/or guidelines**. Full and Open Competition means all responsible contractors have equal opportunity to compete. This starts with publicizing requirements. **Micro purchases up to \$999.99 does not require competition or advertising. Between \$1000.00 and \$2999.99 shall have market research or three quotes. However, if fair and open competition or multiple quotes are not a factor then a determination of “fair and reasonable” shall be required.** All purchases between \$3,000 and \$24,999.99 shall be competed. Above \$25,000 shall be ~~Procurement will~~ advertised in a newspaper of general circulation or a trade journal and or electronic websites **and board approval prior to contract execution required.**

CVCOG shall adopt a written code of standards of conduct which provides that no employee, officer, agent, immediate family member, or Board member of the Recipient shall participate in the selection, award, or administration of a contract supported by **agency FTA** funds if a conflict of interest, real or apparent, would be involved. The recipient defines such a conflict to be when any of the following has a financial or other interest in the firm selected for award:

- a) The employee, officer, agent, or Board member;
- b) Any member of his/her immediate family;
- c) His or her partner; or
- d) An organization that employs, or is about to employ, any of the above.

CVCOG and CVTD's code of conduct also provides that its officers, employees, agents, or board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements and contains penalties, sanctions, or other disciplinary action for violation of such standards by the recipient's officers, employees, or agents, or by contractors or their agents.

1.3.1. Definition of Key Terms Concerning Conflict of Interest

- a. Conflict of Interest – A situation in which an employee, Board Member, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between an employee's private interests and his or her professional obligations to **CVCOG or CVTD** such that an independent observer might reasonably question whether the employee's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.
- b. Immediate Family – Immediate Family includes an employee's spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

1.3.2. Employee Conflict of Interest

- a. Conflict of Interest – It shall be a breach of ethical standards for any **CVCOG** employee who participates directly or indirectly in a procurement when the employee knows:
 - (1) The employee or any member of the employee's immediate family, board member, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
 - (2) A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - (3) Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

- b. Discovery of Actual or Potential Conflict of Interest (Disqualification and Waiver) – Upon discovery of an actual or potential conflict of interest, an employee participating directly or indirectly in a procurement shall:

- (1) Promptly file a written statement of disqualification with the Executive Director; and
- (2) Withdraw from further participation in the procurement.

The employee may, at the same time, request from the Executive Director an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the Executive Director to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate. Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.

1.3.3. Employee Disclosure Requirements

A **CVCOG** employee, who has reason to believe that he/she or his/her immediate family have an interest that may be affected by his/her official acts or actions as a **CVCOG** employee or by the official acts or actions of **CVCOG**, shall disclose the precise nature and value of such interest in a written disclosure statement to the Executive Director. The employee's disclosure statement will be reviewed by the Executive Director and the Executive Director will respond to the employee in writing with an opinion as to the propriety of said interest.

1.3.4. Confidential Information

A **CVCOG** employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with **CVCOG** or CVTD.

1.3.5. Solicitation Provision

- a. **CVCOG** and CVTD procurements shall require the insertion of the following provision in all formal competitive solicitation documents for products and services:
- b. **CVCOG** has adopted Standards of Ethical Conduct for Procurement for all **CVCOG** employees involved in procurement. It is a breach of ethical standards for any **CVCOG** employee to participate directly or indirectly in a procurement when the employee knows:
 - (1) The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;

- (2) A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- (3) Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

In addition, any persons acting as members of the Evaluation Committee for this procurement shall, for the purposes of this procurement, be bound by **CVCOG's** Standards of Ethical Conduct for Procurement. Throughout the bid/proposal evaluation process and subsequent contract negotiations, Offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of the Evaluation Committee, CVTD Board of Trustees, **CVCOG Executive Committee**, or **CVCOG** employees other than the **CVCOG** Procurement Staff.”

1.3.6. Third-Party Contracting Capacity

Revenue Contracts

To ensure fair and equal access to all federally funded or agency **FTA** assisted property and to maximize revenue derived from such property, **CVCOG shall on behalf of all programs** conduct its revenue contracting as follows:

- (a) Limited Contract Opportunities. If there are several potential competitors for a limited opportunity (such as advertising space on the side of a bus), then the recipient should use a competitive process to permit interested parties an equal chance to obtain that limited opportunity.
- (b) Open Contract Opportunities. If, however, one party seeks access to a public transportation asset (such as a utility that might seek cable access in a subway system), and the recipient is willing and able to provide contracts or licenses to other parties similarly situated (since there is room for a substantial number of such cables without interfering with transit operations), then competition would not be necessary because the opportunity to obtain contracts or licenses is open to all similar parties.

CVCOG Procurement must maintain adequate technical capacity to carry out its **agency FTA and federally** funded projects on **behalf of all CVCOG programs** and comply with Federal Common Grant Rules, Circulars, Federal and State Laws, regulations and guidelines. **All** third party contracting capability must be adequate to undertake its procurements effectively and efficiently in compliance with applicable Federal, State, and local requirements. Adequate planning is a key to effective and efficient procurement. **All programs under the purview of CVCOG** will conduct annual planning with its requirement organization in advance of receipt of purchase requests. Annual planning will assist both Procurement staff and program customers in timely contract awards.

CVCOG programs will conduct formal planning for all requirements in excess of \$100,000.00 using Attachment A as a guide.

1.3.6.1. Specific requirements include:

- a. Contract Administration System – **CVCOG Procurement shall** maintain a contract administration system to ensure that it and its third party contractors comply with the terms, conditions, and specifications of their contracts or purchase orders and applicable Federal, State and local requirements **to include policies and procedures.**
- b. Written Procurement Procedures – **CVCOG Procurement Staff shall be responsible to ensure compliance and maintenance of procurement procedures that address the following as determined applicable and appropriate by Procurement Staff:**
 - (1) Solicitations – Requirements for solicitations.
 - (2) Necessity – Requirements related to need for products or services.
 - (3) Lease Versus Purchase – Requirements related to the use of lease or purchase alternatives to achieve an economical and practical procurement.
 - (4) Metric Usage – Requirements related to the acceptance of products and services dimensioned in the metric system of measurement.
 - (5) Environmental and Energy Efficiency Preferences – Requirements related to preference for products and services that conserve natural resources, protect the environment, and are energy efficient.
 - (6) Procurement Methods – Descriptions of procurement methods appropriate and deemed applicable to the acquisition.
 - (7) Legal Restrictions – Descriptions of Federal and State restrictions on.
 - (8) Third Party Contract Provisions – Specific third party contract provisions required for each third party contract and flow down requirements to subcontracts as **determined to be appropriate and applicable for each acquisition.**
 - (9) Sources – Descriptions of the availability and use of various sources of products and services.
 - (10) Resolution of Third Party Contracting Issues – Procedures related to the resolution of third party contracting issues.
- c. Adequate Third Party Contract Provisions – **Procurement Staff shall** include provisions in all of its third party contracts that are adequate to form a sound and complete contract/agreement.
- d. Industry Contracts – **CVCOG shall** not use an industry developed contract or a contract that is provided by a bidder or offeror unless it has first been evaluated and the benefits of the provided contract is determined to be acceptable to CVCOG. **CVCOG shall** ensure that such contracts include all required Federal provisions but do not include terms and conditions that may be unfavorable to any **CVCOG program.**
- e. Record Keeping – **CVCOG must** prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions as well as

other aspects of project implementation. **CVCOG** must maintain these records for seven (7) years (**unless otherwise determined**) after **CVCOG** and its subrecipients, if any, have made final payment and all other pending matters are closed. Specific record keeping requirements include:

- (1) Written Record of Procurement History – **CVCOG Procurement and Finance Departments shall** maintain and make available to **funding agencies**, written records detailing the history of each procurement. For all procurements above the micro-purchase level **Procurement Staff** must maintain records relating to:
 - a. Procurement Method – must provide rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive;
 - b. Contract Type – must state the reasons for selecting the contract type it used;
 - c. Contractor Selection – must state its reasons for contractor selection or rejection;
 - d. Contractor Responsibility – must provide a written determination of responsibility for the successful contractor;
 - e. Cost or Price – must evaluate and state its justification for the contract cost or price; and
 - f. Reasonable Documentation – must retain documentation commensurate with the size and complexity of the procurement.
- (2) Access to Records – **CVCOG** must provide FTA, DOT officials, the Comptroller General, funding agencies, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any agency ~~FTA~~ **or Federally funded** project financed with Federal assistance.
- f. Use of Technology/Electronic Commerce – **CVCOG and subrecipients** may use an Electronic Commerce system to conduct third party procurements. If an Electronic Commerce system used then the following requirements apply:
 - (1) Sufficient System Capacity – system must have sufficient system capacity necessary to accommodate all federal requirements for full and open competition.
 - (2) Written Procedures – Before any solicitation takes place **CVCOG** must establish adequate written procedures to ensure that all information required for project administration is entered into the system and can be made readily available to any entity identified in 1.3.6 as needed.
 - (3) Uses – **CVCOG** may use its system to undertake the following types of third party procurements:
 - a. Standard Bidding and Proposal Procedures. Standard procurement procedures may be implemented through an electronic medium or resource to the extent of the system's capacity.

- b. Electronic Bidding and Reverse Auctions. **CVCOG and subrecipients** may use electronic bidding and reverse auctions.

1.3.7. Determination of Needs

CVCOG must maintain and follow adequate procedures for determining the types and amounts of products and services it needs to acquire. **CVCOG** shall comply with the following requirements when determining the types and amounts of products and services it needs to acquire:

- a. Eligibility – All products and services to be acquired with **Federal, State, Grant, or FTA** funds must be eligible under the Federal or State law authorizing the funding entity or **FTA** assistance award and any regulations there under. All products and services to be acquired with **federal, state, grant, or agency FTA** funds must also be eligible for support within the scope of the underlying grant or cooperative agreement from which the **federal, state, grant, or agency FTA** assistance to be used is derived.
- b. Necessity – **CVCOG** shall adhere to the following standards for avoiding the purchase of duplicative and/or unnecessary products and services it does need.
 - (1) Unnecessary Reserves – **CVCOG** shall limit the acquisition of federally assisted property and services to the amount it needs to support its operations.
 - (2) Acquisition for Assignment Purposes – **CVCOG** shall contract only for its current and reasonably expected public transportation **or other** needs and shall not add quantities or options to third party contracts solely to permit assignment to another party at a later date.
 - a. If **CVCOG** chooses not to exercise all of its contract options for a particular contract, it may assign its unneeded contract authority to another entity that would like to acquire the products or services.
 - b. The general limit on assignments does not preclude **CVCOG or its programs or subrecipients** from participating in joint procurements or purchasing from State Government Purchasing Contracts.
- c. Procurement Size – For every procurement, **CVCOG** shall consider whether to consolidate or break out the procurement to obtain the most economical purchase. Absent efforts to foster greater opportunities for Disadvantaged Business Enterprises (DBEs), small and minority firms and women’s business enterprises, **CVCOG programs or subrecipients** shall not split a larger procurement merely to gain the advantage of micro-purchase or small purchase procedures.
- d. Options – **CVCOG programs or subrecipients** shall justify as needed all option quantities included in every solicitation and contract.
- e. Lease Versus Purchase – **CVCOG** shall review lease versus purchase alternatives for acquiring property and shall prepare or obtain an analysis to determine the most

economical alternative. If **CVCOG** chooses to lease an asset then it must prepare a written comparison of the cost of leasing the asset compared with the cost of purchasing or constructing the asset.

- f. Specifications – **CVCOGs program or subrecipient** specifications shall clearly describe the products or services to be procured and shall state how the proposals will be evaluated. Specifications shall not be exclusionary, discriminatory, unreasonably restrictive or otherwise in violation of Federal or State laws, regulations, or **guidelines**.

1.3.8. Federal Requirements That May Affect Acquisitions

CVTD shall not use FTA assistance to support acquisitions that do not comply with all applicable Federal requirements. For every procurement and contract that is funded with FTA assistance, CVTD shall reference all applicable Federal and State requirements that shall apply to the procurement and contract. CVTD will use FTA C4220.1F, Appendix D, to determine applicability of the specific language of a clause that should be used. **Additionally, the following procurement philosophies and principles may also be applied to CVCOG subrecipient acquisitions if applicable and not contrary to Federal or State Law, guidelines or regulations as determined by Procurement Staff.**

Specific Federal requirements that may apply to procurements and contracts and that are not referenced elsewhere in this Procurement Manual include, but are not limited to, the following:

- a. Administrative Restrictions on the Acquisition of Property and Services – The following Federal laws and regulations impose administrative requirements, many of which will affect specific third party procurements.
 - (1) Federal Cost Principles – The Common Grant Rules require project costs to conform to applicable Federal cost principles for allowable costs. In general, costs must be necessary and reasonable, allocable to the project, authorized or not prohibited by Federal law or regulation, and must comply with Federal cost principles applicable. The Federal cost principles that are applicable are OMB Guidance for Grants and Agreements, “Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87),” [2 CFR Part 225] and FAR Part 31.
 - (2) Payment Provisions – **CVCOG** may use its own funds to finance its contracts; however, **if it is intended** to use Federal assistance, expecting to be reimbursed with Federal assistance, or dedicates its local share funds to support contract costs it has financed, then the following requirements shall apply to its contract payment provisions:
 - a. Agency FTA Support for the Project – **program agency** FTA must indicate its general interest in the project before **CVCOG** may use **agency** FTA assistance to finance or reimburse project costs, or use

local share funds for project costs. **Projects specific to:** FTA expresses its general interest in the project when it has taken one of the following actions:

1. Award Made – FTA has awarded Federal assistance through a grant or cooperative agreement for the underlying project;
 2. Pre-award Authority – FTA has provided pre-award authority for the underlying project through a Federal Register notice;
 3. Letter of No Prejudice – FTA has issued a letter of no prejudice for the underlying project.
- (a) Advance Payments – Advance payments are payments made to a contractor before the contractor incurs contract costs. **CVCOG** may use its local share funds for advance payments; however, if there is no automatic pre-award authority for its project, then advance payments made with local share funds before **Federal** assistance has been awarded, or before a letter of no prejudice has been issued or other pre-award authority has been provided, or before **Federal or FTA** approval for the specific advance payment has been obtained, are ineligible for reimbursement. The following principles and restrictions apply:

1. Use of **Federal, Agency or FTA** Assistance Prohibited – **CVCOG** may not use **Federal or agency FTA** assistance to make payments to a third party contractor before the contractor has incurred the costs for which the payments would be attributable.

2. Exceptions for Sound Business Reasons – **CVCOG** may make an exception to the prohibition against advance payments if it can provide sound business reasons for doing so and has obtained **Federal, Agency or FTA's** advance written concurrence.

- a. Adequate Security – Adequate security for the advance payment is an essential pre-condition to **Federal, Agency or FTA's** concurrence in the use of **Federal, FTA or local share funds**.
- b. Customary Advance Payments – It is recognized that advance payments are typically required for, but are not limited to, public utility connections and services, rent, tuition, insurance premiums, subscriptions to publications, software licenses, construction mobilization costs, transportation, hotel reservations, and conference and convention registrations. Accordingly, **CVCOG** may use **Federal, Agency or FTA** assistance to support or reimburse the costs of such acquisitions. **Specific agency Federal or FTA** concurrence is required only when such advance payment

or payments customarily required in the marketplace exceed \$100,000.

- (b) Progress Payments – Progress payments are payments for contract work that has not been completed. **CVCOG** may use ~~specific agency~~ ~~Federal or FTA~~ assistance to support progress payments provided **CVCOG** obtains adequate security for those payments and has sufficient written documentation to substantiate the work for which payment is requested.
1. Adequate Security for Progress Payments – Adequate security for progress payments may include taking title or obtaining a letter of credit or taking equivalent measures to protect **CVCOG's** financial interest in the progress payment. Adequate security should reflect the practical realities of different procurement scenarios and factual circumstances.
 2. Adequate Documentation – Sufficient documentation is required to demonstrate completion of the amount of work for which progress payments are made.
 3. Percentage of Completion Method – The Common Grant Rules require that any progress payments for construction contracts be made on a percentage of completion method described therein. **CVCOG**, however, may not make progress payments for other than construction contracts based on this percentage method.
1. Protections Against Performance Difficulties – **CVCOG** shall include provisions in its third party contracts that will reduce potential problems that might occur during contract performance. **CVCOG** shall include provisions in its third party contracts that address the following:
- a. Changes – **CVCOG** shall include provisions that address changes and changed conditions in all third party contracts except for routine supply contracts.
 - b. Remedies – **CVCOG** shall include provisions that address remedies in its third party contracts. Provisions related to remedies may include provisions for:
 - (1) Liquidated Damages – **CVCOG** may use liquidated damages if **CVCOG** reasonably expects to suffer damages through delayed contract completion, or if weight requirements are exceeded, and the extent or amount of such damages are uncertain and would be difficult or impossible to determine. Rate and measurement standards must be calculated to reasonably reflect **CVCOG's** costs should the standards not be met, and must be specified in the solicitation and contract. The assessment for damages may be established at a specific rate per day for each day beyond the contract's delivery date or performance period. A measurement other than a day or another period of time, however, may be established if that measurement is appropriate, such as weight requirements in a rolling stock purchase. The

contract file must include a record of the calculation and rationale for the amount of damages established. Any liquidated damages recovered must be credited to the project account involved unless the **specific agency** FTA permits otherwise.

(2) Violation or Breach – Third party contracts exceeding \$100,000 must include administrative, contractual, or legal remedies for violations or breach of the contract by the third party contractor.

(3) Suspension of Work – **CVCOG** may include provisions pertaining to suspension of work in its third party contracts.

(4) Termination – Termination for cause and termination for convenience provisions must be included in third party contracts exceeding \$10,000.

b. Socio-Economic Requirements for the Acquisition of Property and Services – The following Federal laws and regulations imposing socio-economic requirements may affect a specific procurement:

(1) Labor – The following Federal labor protection laws and regulations may affect the types of property and services that may be acquired with FTA assistance:

a. Wage and Hour Requirements – For contracts in excess of \$100,000 that include labor performed by mechanics and/or laborers, **CVCOG** shall include contract provisions related to wage and hour requirements. **CVCOG** shall include provisions in its third party contracts requiring the contractor to compute the wages of every mechanic and laborer based on a standard workweek of 40 hours. Work in excess of the standard workweek is permitted if the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek.

b. Fair Labor Standards – The Fair Labor Standards Act [29 U.S.C. Sections 201 et seq.] applies to employees performing work involving commerce.

c. Rolling Stock–Special Requirements (specific but not limited to CVTD) – The following Federal laws and regulations impose requirements that may affect rolling stock procurements. **CVCOG** will comply with the following requirements when using Federal funds.

- (1) Accessibility – Rolling stock must comply with the accessibility requirements of DOT regulations, “Transportation Services for Individuals with Disabilities (ADA)” [49 CFR Part 37], and Joint ATBCB/DOT regulations, “Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles” [36 CFR Part 1192 and 49 CFR Part 38].
- (2) Transit Vehicle Manufacturer Compliance with DBE Requirements – Before a transit vehicle manufacturer (TVM) may submit a bid or proposal to provide vehicles to be financed with FTA assistance, 49 CFR Section 26.49 requires the TVM to submit a certification that it has complied with FTA’s DBE requirements.
- (3) Minimum Service Life – **CVCOG** shall maintain satisfactory continuing control of **Federal or** FTA assisted property. For buses and certain other vehicles, FTA has established minimum service life policies that may affect the quantity of vehicles that **CVCOG** may acquire.
- (4) Spare Ratios – **CVCOG** shall not acquire an excessive number of spare vehicles not regularly used in public transportation service.
- (5) Air Pollution and Fuel Economy – Each third party contract to acquire rolling stock must include provisions to ensure compliance with applicable Federal air pollution control and fuel economy regulations, such as EPA regulations, “Control of Air Pollution from Mobile Sources” [40 CFR Part 85]; EPA regulations, “Control of Air Pollution from New and In-Use Motor Vehicles and New and In-Use Motor Vehicle Engines” [40 CFR Part 86]; and EPA regulations, “Fuel Economy of Motor Vehicles” [40 CFR Part 600].
- (6) Pre-award and Post Delivery Review – Each third party contract to acquire rolling stock must include provisions to ensure compliance with applicable requirements of 49 U.S.C. Section 5323(m) and FTA regulations, “Pre-Award and Post-Delivery Audits of Rolling Stock Purchases” [49 CFR Part 663], that do not conflict with 49 U.S.C. Section 5323(m).
- (7) Bus Testing – Each third party contract to acquire a new bus model or a bus with significant alterations to an existing model must include provisions to assure compliance with applicable requirements of FTA regulations, “Bus Testing” [49 CFR Part 665].
- (8) In-State Dealers – **CVCOG** may not limit third party bus procurements to in-State dealers [49 U.S.C. Section 5325(i)].
- (9) Basis for Contract Award – As permitted by 49 U.S.C. Section 5325(f), **CVCOG** may award a third party contract for rolling stock based on initial capital costs, or based on performance, standardization, life cycle costs,

and other factors, or by selection through a competitive procurement process.

- (10) Five-Year Limitation – **CVCOG** may enter into a multi-year contract to buy rolling stock with an option not exceeding five (5) years to buy additional rolling stock or replacement parts [49 U.S.C. Section 5325(e)(1)]. **CVCOG** may not exercise that option later than five (5) years after the date of its original contract.

- d. Public Transportation Services—Special Requirements (specific but not limited to CVTD) – Although the Common Grant Rules refer to the following Federal requirements in the context of federally assisted procurements, these requirements will affect how a third party contractor implements its contract to provide public transportation services financed with Federal assistance. Consequently, CVTD must include provisions in its third party contract ensuring compliance with the following requirements, or CVTD must obtain the third party contractor’s agreement in another form, as a matter of contractor responsibility, to ensure compliance with the following:

- (1) Protections for Public Transportation Employees – When CVTD acquires public transportation services from a third party contractor, the terms of CVTD’s DOL certification of public transportation employee protective arrangements will apply to work under the contract provided by those employees covered by the certification, which is required by 49 U.S.C. Section 5333(b) and implementing DOL guidelines, “Section 5333(b), Federal Transit Law” [29 CFR Part 215]. Consequently, the third party contractor must comply with the terms of that DOL certification. The Fair Labor Standards Act [29 U.S.C. Sections 201 et seq.] also applies to public transportation employees performing work involving commerce.
- (2) Drug and Alcohol Testing – A third party contractor providing services involving the performance of safety sensitive activities must comply with 49 U.S.C. Section 5331 and FTA regulations, “Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations” [49 CFR Part 655].
- (3) Accessibility – A third party contractor providing public transportation services must operate its services in compliance with 42 U.S.C. Sections 12101 et seq. and DOT regulations, “Transportation Services for Individuals with Disabilities (ADA),” using facilities and equipment that comply with 49 CFR Part 37; and Joint ATBCB/DOT regulations, “Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles” [36 CFR Part 1192 and 49 CFR Part 38]. Private entities must comply with the requirements of 49 CFR Part 37

applicable to public entities with which they contract to provide public transportation services.

- (4) Protection of Animals – A third party contractor providing services involving the use of animals must comply with the Animal Welfare Act [7 U.S.C. Sections 2131 et seq.] and Department of Agriculture regulations, “Animal Welfare” [9 CFR Subchapter A, Parts 1, 2, 3, and 4].
 - (5) Charter Service Restrictions – A third party contractor performing services using FTA assisted facilities or equipment may not use those facilities or that equipment to support any charter service operations except as permitted by 49 U.S.C. Section 5323(d) and FTA regulations, “Charter Service” [49 CFR Part 604].
 - (6) School Bus Restrictions – A third party contractor performing services using FTA assisted facilities or equipment may not use those facilities or that equipment to support exclusive school bus operations except as permitted by 49 U.S.C. Sections 5323(f) or (g) and FTA regulations, “School Bus Operations” [49 CFR Part 605], to the extent consistent with 49 U.S.C. Sections 5323(f) or (g).
- e. Architectural Engineering (A&E) and Related Services—Special Requirements – Federal laws and regulations impose the following requirements on A&E and related procurements which CVTD will comply with:
- (1) Qualifications-Based Requirements – For projects related to or leading to construction, **CVCOG CVTD** must use the qualifications-based procurement procedures of 40 U.S.C. Chapter 11 (Brooks Act procedures) when contracting for A&E services and other services described in 49 U.S.C. Section 5325(b), which include program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping, or related services.
 - (2) Relation to Construction – The nature of the services to be performed and its relationship to construction, not the nature of the prospective contractor, determines whether qualifications-based procurement procedures may be used.
 - a. Purpose of Services – **CVCOG** FTA interprets 49 U.S.C. Section 5325(b) to authorize the use of qualifications-based procurement procedures only for those services that directly support or are directly connected or related to construction, alteration, or repair of real property.
 - b. Requirements in the Context of a Construction Project – A project involving construction (including an ITS project) does not always require the use of qualifications-based procurement procedures.

Whether qualifications-based procurement procedures may be used depends on the actual services to be performed in connection with the construction project.

- c. Type of Contractor Not Determinative – The nature of the firm performing the services does not determine whether it will be selected through the use of qualifications-based procurement procedures.
- (3) Equivalent State Law – As amended by the SAFETEA-LU Technical Corrections Act, 49 U.S.C. Section 5325(b)(1) requires A&E services to be procured using either Brooks Act procedures or an equivalent qualifications-based requirement adopted by a State before August 10, 2005 when selecting contractors using qualifications-based procurement procedures.
- (4) Special Requirements for Indirect Cost Rates – SAFETEA-LU amended 49 U.S.C. Section 5325 to require the acceptance of FAR indirect cost rates for applicable one-year accounting periods if those rates are not currently in dispute. After the indirect cost rates are accepted as required, CVTD must use those indirect cost rates for contract estimates, negotiation, administration, reporting, and payments, with administrative or de facto ceiling limitations.
- f. Construction--Special Requirements – The following Federal laws and regulations impose requirements that may affect agency~~FTA~~ assisted construction projects:
 - (1) Bonding – The Common Grant Rules require bonds for all construction contracts exceeding the simplified acquisition threshold **unless the funding agency~~FTA~~** determines that other arrangements adequately protect the Federal interest. **CVCOG's~~FTA~~** bonding policies are as follows:
 - a. Bid Guarantee – Both FTA and the Common Grant Rules generally require each bidder to provide a bid guarantee equivalent to five percent (5%) of its bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid to ensure that the bidder will honor its bid upon acceptance.
 - b. Performance Bond – Both FTA and the Common Grant Rules generally require the third party contractor to obtain a performance bond for one hundred percent (100%) of the contract price. A “performance bond” is obtained to ensure completion of the obligations under the third party contract.
 - c. Payment Bond – The Common Grant Rules generally require the third party contractor to obtain a standard payment bond for one

hundred percent (100%) of the contract price. A “payment bond” is obtained to ensure that the contractor will pay all people supplying labor and material for the third party contract as required by law. CVCOG FTA has determined that payment bonds in the following amounts are adequate to protect agency FTA’s interest and will accept a local bonding policy that meets the following minimums:

1. Less Than \$1 Million – Fifty percent (50%) of the contract price if the contract price is not more than \$1 million;
 2. More Than \$1 Million but Less Than \$5 Million – Forty percent (40%) of the contract price if the contract price is more than \$1 million but not more than \$5 million; or
 3. More Than \$5 Million – Two and one half million dollars (\$2,500,000) if the contract price is more than \$5 million (\$5,000,000).
- d. Reduced Bonding – **Specific funding agencies** or FTA will accept a local bonding policy that conforms to the minimums described above. **Agencies may** FTA reserves the right to approve bonding amounts that do not conform to these minimums if the local bonding policy adequately protects the Federal interest. If CVCOG CVTD wishes to adopt less stringent bonding requirements, for a specific class of projects, or for a particular project, it should submit its policy and rationale to the funding agency FTA Regional Administrator.
- (e) Excessive Bonding – Compliance with State and local bonding policies that are greater than agency FTA’s bonding requirements do not require FTA approval; however, if “excessive bonding” requirements would violate the Common Grant Rules as restrictive of competition, FTA will not provide Federal assistance for procurements encumbered by those requirements.
- (2) Seismic Safety – CVTD must include seismic safety provisions in its third party contracts for the construction of new buildings or additions to existing buildings as required by 42 U.S.C. Sections 7701 et seq., and DOT regulations, “Seismic Safety” [49 CFR Part 41 at Sections 41.117 and 41.120].
- (3) Value Engineering – The Common Grant Rule for governmental recipients encourages them to use value engineering provisions in contracts for construction projects, and cautions that value engineering can be a pre-requisite for some Federal assistance awards.

- (4) Equal Employment Opportunity – The Common Grant Rules require that third party construction contracts include provisions ensuring compliance with DOL regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor” [41 CFR Parts 60 et seq.], which implement Executive Order No. 11246, “Equal Employment Opportunity,” September 24, 1965, as amended by Executive Order No. 11375, “Amending Executive Order No. 11246 Relating to Equal Employment Opportunity,” October 13, 1967.
- (5) Prevailing Wages – Under 49 U.S.C. Section 5333(a), Davis-Bacon Act prevailing wage protections apply to laborers and mechanics employed on FTA assisted construction projects. Third party contracts at any tier exceeding \$2,000 must include provisions requiring compliance with the Davis-Bacon Act [40 U.S.C. Sections 3141 et seq.], and implementing DOL regulations, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction” [29 CFR Part 5]. The Davis-Bacon Act requires contractors to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. The Davis-Bacon Act also requires contractors to pay wages not less than once a week. CVTD must include a copy of the current prevailing wage determination issued by DOL in each contract solicitation and must condition contract award upon the acceptance of that wage determination. These requirements are in addition to the separate Wage and Hour Requirements addressed above.
- (6) Anti-Kickback – All third party construction and repair contracts exceeding \$100,000 require provisions for compliance with the Copeland “Anti-Kickback” Act, as amended [18 U.S.C. Section 874], and implementing DOL regulations, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in part by Loans or Grants from the United States” [29 CFR Part 3]. The Copeland Anti-Kickback Act prohibits a contractor from inducing, by any means, any employee, to give up any part of his or her compensation to which he or she is otherwise entitled.
- (7) Construction Safety – All third party construction and repair contracts exceeding \$100,000 require provisions to ensure safety at construction sites so that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous as prohibited by the safety requirements of Section 107 of the Contract Work Hours and Safety Standards Act [40 U.S.C. Section

- 3704], and its implementing DOL regulations, "Safety and Health Regulations for Construction" [29 CFR Part 1926].
- (8) Labor Neutrality – Executive Order No. 13502, "Use of Project Labor Agreements for Federal Construction Projects," February 6, 2009, rescinds Executive Order No 13202, "Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects," February 17, 2001, as amended by Executive Order No. 13208, April 6, 2001, 41 U.S.C. Section 251 note. Consequently, a recipient may now require the use of a project labor agreement (PLA) in its third party contract, and a third party contractor or subcontractor may continue to use a PLA should it choose to do so.
 - (9) Preference for U.S. Property—Buy America – For any FTA assisted third party construction contract exceeding \$100,000, agency FTA's Buy America requirements may require the third party contractor to provide property produced or manufactured in the United States for use in the construction project that CVCOG ~~CVTD~~ acquires, unless the agency FTA has granted a waiver authorized by those regulations.
 - (10) Accessibility – Facilities to be used in public transportation service must comply with 42 U.S.C. Sections 12101 et seq., DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)" [49 CFR Part 37], and Joint ATBCB/DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles" [36 CFR Part 1192 and 49 CFR Part 38].
- g. Research, Development, Demonstration, Deployment and Special Studies--
Special Requirements – Procurements of research-type services can involve circumstances that bring special Federal requirements into effect, including:
- (1) Patent Rights – CVCOG and CVTD's third party contracts require provisions consistent with Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms" [37 CFR Part 401 (implementing 35 U.S.C. Sections 200 et seq.)], unless the Federal Government requires otherwise. Except in the case of an "other agreement" in which the Federal Government has agreed to take more limited rights, the Federal Government is entitled to a non-exclusive royalty free license to use the resulting invention or patent to the invention for Federal Government purposes.
 - (2) Rights in Data – The following conditions shall apply to rights in data requirements for FTA assisted research, development, demonstration, or special studies projects:

- a. Publication Restrictions – Except for its own internal use, neither CVCOG, CVTD nor the third party contractor may publish or reproduce subject data in whole or in part, or in any manner or form, without the advance written consent of the Federal Government, unless the Federal Government has released or approved the release of that data to the public.
 - b. Distribution of Data – Except for contracts for adaptation of automatic data processing equipment or data provided in support of an FTA a capital project, ~~CVTD~~ and third party contractors must agree that, in addition to the rights in data and copyrights that they must provide to CVCOG or funding agencies, FTA, FTA agencies may make available to any FTA recipient, subrecipient, third party contractor, or third party subcontractor, either FTA's license in the copyright to the subject data or a copy of the subject data. If, for any reason, the project is not completed, all data developed under the project is expected to be delivered as the agency FTA may direct. In certain circumstances, however, agencies FTA may determine that it is in the public interest to take only those rights in data identified in the Common Grant Rules.
- (3) Export Control – If data developed in the course of a third party contract is subject directly or indirectly to U.S. Export Control regulations, that data may not be exported to any countries or any foreign persons, without first obtaining the necessary Federal license or licenses and complying with any applicable Department of Commerce, Export Administration Regulations [15 CFR Part 730].
 - (4) Protection of Human Subjects – A third party contractor providing services involving the use of human subjects must comply with 42 U.S.C. Sections 289 et seq., and DOT regulations, "Protection of Human Subjects" [49 CFR Part 11].
 - (5) Protection of Animals – A third party contractor providing services involving the use of animals must comply with the Animal Welfare Act, 7 U.S.C. Sections 2131 et seq., and Department of Agriculture regulations, "Animal Welfare" [9 CFR Subchapter A, Parts 1, 2, 3, and 4].
- h. Audit Services – In general, the procurement procedures in the CVCOG~~CVTD~~ Procurement Manual apply to the acquisition of audit services financed with agency FTA assistance; however, the following considerations are especially important in procurements of audit services:
 - (1) Single Audit Act – Each recipient that spends \$500,000 or more in Federal awards in a single year must obtain an audit as required by the Single

Audit Act of 1984, as amended [31 U.S.C. Sections 7501 et seq.], and must ensure compliance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," as revised.

- a. Organizational Conflicts of Interest – The auditor selected must be independent of the recipient.
 - b. Eligibility of Costs – If programs CVTD spend \$500,000 or more in Federal awards in a single year it may charge the costs for audits required by the Single Audit Act to its project as direct or indirect costs as permitted by applicable Federal Cost Principles.
- (2) Other Project Audits – Before procuring audit services for a specific contract or project, CVTD CVCOG should be aware of the following:
- a. Organizational Conflicts of Interest – In general, CVTD CVCOG must select an auditor that is independent of the third party contractor to be audited.
 - b. Verification of Indirect Costs – Federal verification of a contractor's indirect cost rates, such as provisional overhead (burden) and General & Administrative (G&A) rates, may be required. To the extent possible, relevant information available through undisputed audits of the contractor by other recipients should be used.
 - c. Duplication of Services – To prevent duplication and ensure the eligibility of particular audit services for Federal participation, CVTD CVCOG should contact the funding agency FTA before undertaking an audit. 49 U.S.C. Section 5325(b)(3) requires that FAR Part 31 cost principles be used to audit A&E contracts. In addition, 49 U.S.C. Section 5325(b)(3) requires CVCOG, CVTD and its A&E contractors and subcontractors to accept indirect cost rates established under FAR cost principles if those rates are not under dispute. CVCOGCVTD should not obtain duplicative audits because they are likely to produce disparate indirect cost rates and may be ineligible for Federal assistance. CVCOGCVTD should seek guidance from the cognizant Federal auditor or agency that approved the third party contractor's indirect cost rates before entering into audit contracts.
 - d. Eligibility of Costs – Costs of third party contract audits and proposal evaluations are eligible for reimbursement by funding agencies and programs FTA as a direct or indirect charge as permitted by applicable Federal cost principles. Specific agencies may FTA reserves the right to disallow payments for duplicative audit charges.

2. SOLICITATION, EVALUATION, AND CONTRACT AWARD

2.1.1. Competition Required

As a recipient of Federal assistance, **CVCOG** must use third party procurement procedures that provide full and open competition. Third party contract awards may be made on the basis of:

- a. Solicitation of Competitive Price Quotes, Bids or Proposals – Compliance with the solicitation procedures described below will fulfill requirements for “full and open competition”.
- b. Receipt and Evaluation of Unsolicited Proposals – **CVCOG** may enter into contracts based on an unsolicited proposal when authorized by applicable **Federal or State Law, guidelines, or regulation**. Receipt of an unsolicited proposal does not, by itself, justify contract award without providing for full and open competition. Unless the unsolicited proposal offers a proprietary concept that is essential to contract performance, **CVCOG** must seek competition.
- c. Prequalification – **CVCOG programs or subrecipients** may prequalify bidders, offerors and products for procurement purposes; however, **CVCOG** is not required to do so. The decision of whether to require prequalification for eligibility to participate in a procurement shall be made separately ~~for every procurement~~ and shall be approved by the **Executive Director**.

CVCOG subrecipients may prequalify bidders, offerors and products for procurement purposes if:

- (1) **CVCOG Procurement** ensures that all prequalification lists it uses are current;
- (2) **CVCOG Procurement** ensures that all prequalification lists it uses include enough qualified sources to provide maximum full and open competition; and
- (3) **CVCOG** permits potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date). **CVCOG and its subrecipients or programs are** not required to hold a particular solicitation open to accommodate a potential supplier that submits products for approval before or during that solicitation nor must **CVCOG** expedite or shorten prequalification evaluations of bidders, offerors, or products presented for review during the solicitation period.

2.1.2. Independent Cost Estimate (ICE)

For every procurement a written independent estimate of cost prior to receiving price quotes, bids, or proposals must be submitted. If the item or service to be procured is a commercial product, **requiring activities** can develop an ICE based upon catalog or advertised prices. If purchasing vehicles, **requiring activities** can gather pricing information from other recipients to develop an ICE. For construction projects, the development engineers should provide the ICE for the project. To develop an ICE for an A&E contract, **subrecipients or programs** may need to obtain or acquire the ability to build up a cost proposal similar to that which will be proposed by the A&E.

2.2. Sources of Acquisition

CVCOG subrecipients or programs may acquire products and services from the following sources:

- a. Open Market – The open market shall be the primary source of acquisition. Methods of procurement for acquisition of products and services from the open market are specified below.
- b. State Government Purchasing Contracts – **CVCOG subrecipients or programs** may acquire products and services from state contracts that have been established for the purpose of consolidating volume purchases for products and services. **Subrecipients** may acquire those products and services in lieu of competitively procuring such products and services after assuring the state contracts comply with the requirements of **federal and state laws, guidelines, regulations, and/or** FTA C4220.1F. (FTA does not require the recipient to purchase from state contracts.) When obtaining products and services from State contracts, **CVCOG Procurement** is responsible for ensuring compliance with all federal requirements and inclusion of all required clauses and certifications, whether in the Master State Contract or **in purchase documents**. Evaluation of other state contract vendors shall be required where applicable to determine cost or price fair and reasonable.
- c. Shared Use – **CVCOG** may enter into agreements for shared use of products and services with other entities. If **CVCOG** shares the use of products and services acquired with Federal assistance then **CVCOG** shall be responsible for ensuring that the agreement complies with all Federal requirements and that the solicitation document and contract for the products and services includes all required clauses and certifications.
- d. Joint Procurements – **CVCOG subrecipients or programs** may participate in joint procurements whereby one or more other entities agree from the outset to use a single solicitation document and enter into a single contract with a vendor for delivery of products or services. The following requirements apply to participation in joint procurements:

- (1) Solicitation documents may not be drafted for the purpose of accommodating the needs of other parties that may later want to participate in the benefits of the contract.
 - (2) **CVCOG** is responsible for ensuring that the joint procurement solicitation and contract complies with all Federal requirements and that the solicitation document and contract includes all required clauses and certifications.
- e. Existing Contracts – Subrecipients may use existing contract rights as an acquisition source. An “existing contract” means a contract that, when formed, was intended to be limited to the original parties thereto. The following requirements apply to the use of existing contract rights as an acquisition source:
- (1) Permissible Actions – Within the conditions set forth below, **CVTD programs** may use existing contract rights held by another recipient of **agency FTA** assistance and **may be applicable to other recipients as determined:**
 - a. Exercise of Options – **Subrecipients or programs** may use contract options held by another recipient of **FTA agency** assistance with the following limitations:
 1. Consistency with the Underlying Contract – **Subrecipients** must ensure that the terms and conditions of the option it seeks to exercise are substantially similar to the terms and conditions of the option as stated in the original contract at the time it was awarded.
 2. Price – **Subrecipients** may not exercise an option unless it has determined that the option price is better than prices available in the open market, or that when it intends to exercise the option, the option is more advantageous.
 3. Awards Treated as Sole Source Procurements – The following actions constitute sole source awards:
 - (a) Failure to Evaluate Options Before Awarding the Underlying Contract – If a contract has one or more options and those options were not evaluated as part of the original contract award, exercising those options after contract award will result in a sole source award.
 - (b) Negotiating a Lower Option Price – Exercising an option after **CVCOG** has negotiated a lower or higher price will also result in a sole source award unless

that price can be reasonably determined from the terms of the original contract, or that price results from Federal actions that can be reliably measured.

4. Assignment of Contract Rights (“Piggybacking”) – If a recipient of **Federally funded** assistance finds that it has inadvertently acquired contract rights in excess of its needs, it may assign those contract rights to another **subrecipient** if the original contract contains an assignability provision that permits the assignment of all or a portion of the specified deliverables under the terms originally advertised, competed, evaluated, and awarded, or contains other appropriate assignment provisions. **Subrecipients** may use contractual rights through assignment from another recipient of **federally funded** ~~or FTA~~ assistance after first determining the contract price remains fair and reasonable, and the contract provisions are adequate for compliance with all Federal requirements. **CVCOG** need not perform a second price analysis if a price analysis was performed for the original contract; however, **CVCOG** must determine whether the contract price or prices originally established are still fair and reasonable before using those rights. **CVCOG/VTD and its subrecipients or programs** shall be responsible for ensuring the contractor’s compliance with **FTA’s** Buy America requirements and execution of all the required pre-award and post delivery Buy America review certifications. Before proceeding with the assignment, however, **CVCOG/VTD** shall review the original contract to be sure that the quantities the assigning recipient acquired, coupled with the quantities that **the program/VTD** seeks, do not exceed the amounts available under the assigning recipient’s contract.

- (2) Impermissible Actions – **CVCOG** may not use Federal assistance to finance:

- a. Improper Contract Expansion – A contract has been improperly expanded when it includes a larger scope, greater quantities, or options beyond the recipient’s reasonably anticipated needs. A contract has also been improperly expanded when excess capacity has been added primarily to permit assignment of those contract rights to another entity.

- b. Cardinal Changes – A significant change in contract work that causes a major deviation from the original purpose of the work or the intended method of achievement, or causes a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract, is a cardinal change or “tag-on”. A change within the scope of the contract is not a cardinal change or “tag-on”.

2.3. Solicitation Requirements and Restrictions

Every procurement solicitation issued above the micro-purchase level must include the following information and be advertised in local/state publication papers or electronic advertisement websites for all procurements in excess of \$25,000 when not procured from state contracts:

- a. Description of the Property or Services - The solicitation and the contract awarded thereunder must include a clear and accurate description of technical requirements for the products or services to be acquired in a manner that provides for full and open competition.
 - (1) Requirements should be described in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards. Detailed product specifications should be avoided if at all possible; however, there is no prohibition against their use when appropriate.
 - (2) Additional quantities or options above stated needs at the time of acquisition may not be added to contracts solely to allow assignment of those quantities or options at a later date.
 - (3) When it is impractical or uneconomical to provide a clear and accurate description of the technical requirements of the property to be acquired, a “brand name or equal” description may be used to define the functional and physical salient characteristics of a specific type of property. The salient characteristics of the named brand that bidders or offerors must provide must be identified.
 - (4) Solicitations with requirements that contain features that unduly restrict competition may not be used. Such features include:
 - a. Excessive Qualifications – Imposing unreasonable business requirements for bidders or offerors.
 - b. Unnecessary Experience – Imposing unnecessary experience requirements for bidders and offerors.

- c. Improper Prequalification – Using prequalification procedures that conflict with the prequalification standards described above (see 2.1).
- d. Retainer Contracts – Making a noncompetitive award to any person or firm on a retainer contract with CVCOG or specific programs if that award is not for the property or services specified for delivery under the retainer contract.
- e. Excessive Bonding – Imposing unreasonable restrictive bonding requirements on bidders and offerors in excess of federal, agency and state requirements.
- f. Brand Name Only – Specifying only a “brand name” product without allowing offers of an “equal” product, or allowing an “equal” product without listing the functional and physical salient characteristics that the “equal” product must meet to be acceptable for award.
- g. In-State or Local Geographic Restrictions – Specifying in-state or local geographical preferences, or evaluating bids or proposals in light of in-state or local geographic preferences, even if those preferences are imposed by state or local laws or regulations, **shall be taken into consideration based on established federal or state provisions, rules, or regulations.** Geographic location may be a selection criterion in the procurement of A&E services if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.
- h. Organizational Conflicts of Interest – Engaging in practices that result in organizational conflicts of interest. An organizational conflict of interest occurs when any of the following circumstances arise:
 - (1) Lack of Impartiality or Impaired Objectivity – When the bidder or offeror is unable, or potentially unable, to provide impartial and objective assistance or advice due to other activities, relationships, contracts, or circumstances.
 - (2) Unequal Access to Information – When the bidder or offeror has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
 - (3) Biased Ground Rules – When during the conduct of an earlier procurement, the bidder or offeror has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

- i. Remedies - **CVCOG shall** analyze each planned acquisition in order to identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible, and avoid, neutralize, or mitigate potential conflicts before contract award. One way to mitigate potential organizational conflict of interest is to include a clause similar to Attachment C in the solicitation and resultant contract.
- j. Urgent and Compelling - **CVCOG** may upon determination, necessity and documentation of file proceed with an acquisition be it for goods or services above the micro-purchase threshold should the need arise based on mission and/or task. **CVCOG Procurement** shall use guidelines from the FAR, FTA, Federal and State Law and DOT on how to proceed.

b. Evaluation Factors –The solicitation must identify all factors to be used in evaluating bids or proposals and their relative order of importance. CVCOG Procurement shall conduct a public bid opening for all sealed bids. Contracts shall be awarded to the lowest, responsive and responsible bidder considering price and other price-related factors set forth in the solicitation.

-Responsible Bidder (The term responsible refers to a bidder's financial resources, judgment, skill, integrity, and ability to fulfill successfully the requirements of the contract) the five principal criteria used to determine a bidder's responsibility are the following:

- Technical status as a manufacturer, supplier or construction contractor
- Financial resources and status (use Dunn and Bradstreet Report)
- Skill, experience, and staffing levels
- Prior conduct and performance of a contract
- Contractor integrity and compliance with public policy

(CVCOG Procurement shall make the determination as to whether or not a bidder is considered responsible.)

c. Contract Type Specified – The solicitation must state the type of contract that will be awarded. **CVCOG** may review the Federal Acquisition Regulation (FAR) Part 16 to determine the best type of contract for a specific requirement. The following contract types are prohibited or restricted:

- (1) Cost plus Percentage of Cost type contracts are prohibited.
- (2) Time and Materials type contracts may be used only after a written determination is made that no other contract type is suitable. In addition, the contract between **CVCOG** and the Contractor must specify a ceiling price that the Contractor may not exceed except at its own risk.

- d. Other Federal Requirements Affecting the Property or Services to be Acquired – The solicitation and resulting contract must identify those Federal requirements that will affect contract scope and performance.
- e. Other Federal Requirements Affecting the Bidder or Offeror and the Contractor – The solicitation and resulting contract must identify all Federal requirements that a bidder or offeror must fulfill before and during contract performance.
- f. Reservation of Right to Award to Other Than the Low Bidder or Offeror – The solicitation must specifically reserve **CVCOG or CVTDs** right to award a contract to other than the low bidder or offeror.
- g. Reservation of Right to Reject All Bids or Offers – The solicitation must specifically reserve **CVCOG or CVTD's** right to reject all bids or offers.

2.4. Evaluation Requirements

The following standards shall apply to all evaluations of bids or proposals conducted by CVCOG:

- a. General - When evaluating bids or proposals received in response to a solicitation, **CVCOG** shall consider all evaluation factors specified in the solicitation documents and shall evaluate the bids, offers or proposals only on the evaluation factors included in those solicitation documents. **CVCOG** may not modify its evaluation factors after bids or proposals have been received without re-opening the solicitation.
- b. Options – The following standards shall apply when awarding contracts that include options:
 - (1) Evaluation Required - In general, ~~CVTD must~~ evaluate bids or offers for any option quantities or periods contained in a solicitation if it intends to exercise those options after the contract is awarded.
 - (2) Evaluation Not Required – ~~CVTD need not~~ **It is not necessary to** evaluate bids or offers for any option quantities when ~~CVTD does it is not~~ intended to exercise those options after the contract is awarded or if it determines and documents that evaluation would not otherwise be in its best interests.

2.5. Contract Award Requirements

The following standards shall apply to all contract award decisions made ~~by CVTD~~:

- a. Award to Other Than the Lowest Bidder or Offeror – ~~CVTD CVCOG~~ may award a contract to other than the lowest bidder if the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency

and lower long-term costs. Further, award of a contract to other than the offeror whose price proposal is lowest, when stated in the evaluation factors of the solicitation. In both cases, a statement shall be included in solicitation documents reserving the right to award the contract to other than the low bidder or offeror.

- b. Award Only to a Responsible Bidder or Offeror – ~~CVTD may~~ Only award contracts to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract and who demonstrate that its proposed subcontractors also qualify as responsible. ~~CVTD must~~ Consider such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources when making a determination of contractor responsibility. ~~CVTD must~~ Also ensure that the contractor is not listed as a debarred or suspended contractor in the System for Award Management (SAM), which is maintained by the General Services Administration (GSA), at the time of contract award. Entities that are listed as debarred or suspended contractors on the EPLS may not be determined to be responsible contractors ~~by CVTD~~.
- c. Rejection of Bids and Proposals – ~~CVTD CVCOG~~ may reject all bids or proposals submitted in response to an Invitation for Bids or Request for Proposals. ~~CVTD must include~~ A statement shall be included in solicitation documents reserving the right to reject all bids or proposals.
- d. Extent and Limits of Contract Award – The selection of a contractor to participate in one aspect of a project does not, by itself, constitute a sole source selection of the contractor’s wholly owned affiliates to perform other work in connection with the project.
- e. Approval of Contracts – All contracts must be signed by the Executive Director, ~~CVTD~~ or designated representative(s). Designee shall have a limit of \$10,000, contract vehicles above the \$10,000 threshold shall then fall upon the Chairman of the Board, ~~CVCOG CVTD~~ in the Executive Directors absence. All administrative actions to include administrative modification shall fall upon Procurement.

3. METHODS OF PROCUREMENT

3.1. Micro-Purchases

- a. Definition – Micro-purchases are those purchases of products and services that cost \$2,999.99 or less.
- b. Approval Authority – Micro-purchases must be approved in writing by one of the following ~~CVTD staff members~~:

Up to \$999.99	Program Director
\$1000 - \$2999.99	Executive Director

- c. Required Competition – None. Programs may acquire products and services valued at less than \$1000 without obtaining competitive quotations. Micro-purchases should be

- distributed equitably among qualified suppliers. Purchases between \$500 and \$3000 shall have documentation from a minimum of three vendors for price justification.
- d. Prohibited Divisions – The size or dollar value of procurements may not be divided or reduced merely to come within the micro-purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBE and/or HUB Zone entities, small and minority firms and women’s business enterprises in CVTD’s federally assisted procurements.
 - e. Documentation – Every micro-purchase above \$999.99 must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made if not competed.
 - f. Special Considerations
 - (1) Micro-purchases are exempt from FTA’s Buy America requirements.
 - (2) Davis-Bacon Act and prevailing wage requirements shall apply to construction contracts or projects exceeding \$2,000, even when micro-purchase procurement procedures are used to acquire construction services (unless otherwise amended by the Department of Labor).

3.2. Small Purchases

- a. Definition – Small purchases are those purchases of products and services, including construction services that cost greater than \$3,000 but not more than \$100,000. Public advertisement of procurements (if not acquired from state contracts) shall be required in excess of \$25,000, documented and kept on file.
- b. Approval Authority – Shall lie with

\$3,000.00 - \$24,999.99	Executive Director or Chairman of the Board
\$25,000 and above	Approved by the Board of Directors and executed by Director or Chairman of the Board (or Executive Directors designated signatory authority)
- c. Required Competition – Price or rate quotations must be requested from an adequate number of qualified sources. For small purchases 3 price quotes are optimal, however, in the event a suitable number of Contractors are not available CVTD is unable to obtain 3 quotes, a price fair and reasonable determination shall be obtained and the file documented.
- d. Prohibited Divisions – The size or dollar value of procurements may not be divided or reduced merely to come within the small purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBE, small and minority firms and women’s business enterprises in CVTD’s federally assisted procurements.

- e. Documentation – Small purchases must be accompanied by the following.
 - (1) For purchases of goods and services that cost greater than \$3,000 but not more than \$15,000, 3 price quotes (written or summarized verbal quotes) shall be adequate documentation.
 - (2) For purchases of products and services that cost greater than \$15,000 but not more than \$100,000, three (3) written price quotes shall be adequate documentation.
- f. Special Considerations
 - (1) ~~CVTD may acquire~~ Products and services **may be acquired** directly from State contract vendors in lieu of competitively procuring such products and services itself through the small purchase method of procurement. However, a price fair and reasonable determination shall be included in the contract file.
 - (2) Small purchases are exempt from **FTA's** Buy America requirements. **However Buy America Act shall be reviewed to ensure compliance.**

3.3. Large Purchases

- a. Procurement Methods – There are two primary methods of procurement for large purchases of products and services:
 - (1) Sealed Bid method; and
 - (2) Competitive Proposal method.
- b. Required Competition – Formal bids and competitive proposals must be publicly advertised.
 - (1) For large purchases by the sealed bid method of procurement, two or more responsible bidders must be willing and able to compete effectively for the business.
 - (2) For large purchases by the competitive proposal method of procurement, more than one source should be willing and able to submit an offer or proposal.
- c. Documentation – Every large purchase must, at a minimum, be accompanied by a written independent cost estimate, formal bids or proposals, a written cost or price analysis as appropriate, a written justification and detailed rationale for contractor selection (including application of evaluation criteria) and a written determination of the responsibility of the contractor. Additional documentation requirements are dependent upon the formal procurement method that is utilized to make the purchase.
- d. Special Considerations
 - (1) ~~CVTD may acquire~~ Products and services **may be acquired** directly from State contract vendors in lieu of competitively procuring such products and services itself through the sealed bid and competitive proposal methods of procurement. However, a price fair and reasonable determination shall accompany the contract file.

3.4. Sealed Bids

- a. Definition – The sealed bid method of procurement is a formal method in which bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the Invitation for Bids, is lowest in price. The vehicle through which bids are solicited is an Invitation for Bids (IFB). The IFB document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a bid, and the forms on which bids must be submitted.
- b. When Appropriate – The sealed bid method of procurement is the preferred method for acquiring products and services, including construction services that cost greater than \$100,000. The sealed bid method of procurement may also be used for small purchases if it is determined to be appropriate. The sealed bid method of procurement is appropriate if the following conditions apply:
 - (1) Precise Specifications – A complete, adequate, precise, and realistic specification or purchase description is available.
 - (2) Adequate Sources – Two or more responsible bidders are willing and able to compete effectively for the business.
 - (3) Fixed Price Contract – The procurement generally lends itself to a firm fixed price contract.
 - (4) Price Determinative – The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken. Apart from responsibility determinations, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
 - (5) Discussions Unnecessary – Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.
- c. Requirements for Sealed Bids – The following requirements apply to the sealed bid method of procurement:
 - (1) Publicity – The Invitation for Bids must be publicly advertised.
 - (2) Adequate Sources – Bids must be solicited from an adequate number of known suppliers.
 - (3) Adequate Specifications – The Invitation for Bids, including any specifications and pertinent attachments, must describe the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.
 - (4) Sufficient Time – Bidders must be allowed sufficient time to prepare bids before the date of bid opening.
 - (5) Public Opening – All bids must be publicly opened at the time and place prescribed in the Invitation for Bids.

- (6) Fixed Price Contract – A firm fixed price contract must be awarded in writing to the lowest responsive and responsible bidder unless the Invitation for Bids specifically allowed for award of a fixed price incentive contract or the inclusion of an economic price adjustment provision.
- (7) Rejection of Bids – Any or all bids may be rejected if there is a sound, documented business reason.

3.5. Competitive Proposals

- a. Definition – The competitive proposal method of procurement is a formal method in which written proposals are publicly solicited and a contract is awarded to the responsible offeror whose proposal, taking into consideration price and other factors, is considered to be the most advantageous ~~to CVTD~~ or that is considered to be the “best value” ~~to CVTD~~. The vehicle through which proposals are solicited is Request for Proposals (RFP). The RFP document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a proposal and the forms on which proposals must be submitted, if applicable.
- b. When Appropriate – The competitive proposal method of procurement is appropriate for the acquisition of products and services that cost greater than \$100,000 when the nature of the procurement does not lend itself to sealed bidding and ~~CVTD~~ it is expected that more than one source will be willing and able to submit a proposal. The competitive proposal method of procurement may also be used for small purchases if it is determined to be appropriate. The competitive proposal method of procurement is appropriate when any of the following circumstances are present:
 - (1) Type of Specifications – The products or services to be acquired are described in a performance or functional specification, or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing contract award on factors other than price alone are present.
 - (2) Uncertain Number of Sources – Uncertainty about whether more than one bid will be submitted in response to an Invitation for Bids.
 - (3) Price Alone Not Determinative – Due to the nature of the procurement, contract award need not be based exclusively on price or price-related factors.
 - (4) Discussions Expected – Separate discussions with individual offerors are expected to be necessary after they have submitted their proposals.
- c. Requirements for Competitive Proposals – The following requirements apply to the competitive proposal method of procurement:
 - (1) Publicity – The Request for Proposals must be publicly advertised.
 - (2) Evaluation Factors – All evaluation factors and their relative importance must be specified in the solicitation, but numerical or percentage ratings or weights need not be disclosed.

- (3) Adequate Sources – Proposals must be solicited from an adequate number of qualified sources.
- (4) Evaluation Method – A specific method must be established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror.
- (5) Price and Other Factors – An award should be made to the responsible offeror whose proposal is most advantageous ~~to CVTD~~ or that represents the “best value” ~~to CVTD~~ with price and other factors considered.
- (6) Best Value – ~~CVTD may~~ Award may be made ~~a contract~~ to the offeror whose proposal provides the greatest value to CVCOG ~~CVTD~~. To do so, the solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. ~~CVTD must base its~~ Determination shall be base on which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors ~~and shall be documented in the file.~~

3.6. Two-Step Procurements

~~CVTD may use~~ Two-step procurement procedures **may be used** in both sealed bid and competitive proposal procurements, provided the opportunity for full and open competition is retained.

- a. Review of Technical Qualifications and Approach – The first step is a review of the prospective contractors’ technical approach to ~~CVTD’s~~ requests and their technical qualifications to carry out that approach followed by the establishment of a competitive range consisting of prospective contractors that demonstrate a technically satisfactory approach and have satisfactory qualifications. Technical discussions are conducted with prospective contractors in the competitive range. Guard against addressing cost/price issues during this phase.
- b. Review of Bids and Proposals Submitted by Qualified Prospective Contractors – The second step consists of soliciting and reviewing complete bids or proposals, including price, submitted by each prospective contractor determined to be qualified. Absent exceptional circumstances, bids or proposals must be solicited from at least three qualified prospective contractors. Bids and proposals shall be evaluated in accordance with the requirements of **Sections 3.4 or 3.5** above respectively.

3.7. Architectural and Engineering (A&E) Services and Other Services

- a. Qualifications-Based Procurement Procedures Required – ~~CVTD~~ **CVCOG** must use qualifications-based procurement procedures to acquire architectural and engineering (A&E) services as well as certain other services that are directly in support of, directly

connected to, directly related to, or lead to construction, alteration, or repair of real property. In addition to A&E services, other services that must be procured by qualifications-based procurement procedures include: program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping and related services. The nature of the work to be performed and its relationship to construction, not the nature of the prospective contractor, determine whether qualifications-based procurement procedures may be used.

- b. Qualifications-Based Procurement Procedures Prohibited – Unless FTA determines otherwise in writing, qualifications-based procurement procedures may not be used to acquire other types of services if those services are not directly in support of, directly connected to, directly related to, or do not lead to construction, alteration, or repair of real property. Qualifications-based procurement procedures may not be used for actual construction, alteration or repair to real property.
- c. Audits – Third party contracts and subcontracts for services procured using qualifications-based procurement procedures must be performed and audited in compliance with FAR Part 31 cost principles.

3.8 Construction Projects – Design-Bid-Build Method

- a. Definition – Procurement method for construction projects requiring separate contracts for design services and for construction services.
- b. Design Services – For design services, ~~CVTD must use~~ qualifications-based procurement procedures described above in compliance with applicable Federal and State law and regulation **shall be used**.
- c. Construction – Depending on the estimated dollar value of the construction contract, ~~CVTD must use~~ either the sealed bid method of procurement or small purchase procedures to procure construction services or the RFP process **shall be used**.

3.9. Construction Projects – Design-Build Method

- a. Definition – Procurement method consisting of contracting for design and construction simultaneously with contract award to a single contractor, consortium, joint venture, team, or partnership that will be responsible for both the project's design and construction.
- b. Procurement Method Determined by Value – Because both design and construction are included in a single procurement, ~~CVTD~~ CVCOG must use the procurement method appropriate for the services having the greatest cost for the entire procurement, even though other necessary services would not typically be procured by that method. If construction costs are predominant then ~~CVTD must use either~~ the sealed bid or competitive method of procurement to select the contractor. If design costs are

predominant then ~~CVTD must~~ use qualifications-based procurement procedures to select the contractor.

- c. Selection Processes – ~~CVTD may structure the~~ Design-build procurement using a single step or the two-step procurement method may be structured.

3.10. Architect and Engineering.

Definition – Professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide those services or nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property. Those other professional services of an architectural or engineering nature, or incidental services, that members of the architectural and engineering professions (and individuals in their employ) may logically or justifiable perform, including studies, investigations, surveying and mapping, tests evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating maintenance manuals, and other related services.

- a. Procurement Method – ~~CVTD shall~~ negotiate a contract with the highest qualified firm for architectural and engineering services at compensation which is determined to be fair and reasonable to the Government. In making such determination, ~~CVTD shall~~ take into account the estimated value of the services to be rendered, the scope, complexity, and professional nature thereof.
 - (1) Should ~~CVTD CVCOG~~ be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price determined to be fair and reasonable, negotiations with that firm should be formally terminated; ~~CVTD should~~ then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, ~~CVTD CVCOG~~ should then undertake negotiations with the third most qualified firm.
 - (2) Should ~~CVTD CVCOG~~ be unable to negotiate a satisfactory contract with any of the selected firms, ~~CVTD shall~~ select additional firms in order of their competence and qualification and continue negotiations in accordance with the Brooks Act until an agreement is reached.

3.11. Procurement by Other than Full and Open Competition

- a. When Appropriate – Noncompetitive procurement procedures may only be used when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals, and at least one of the following circumstances is present:

- (1) Competition Adequacy – After soliciting several sources and receiving an inadequate response, ~~CVTD shall review its~~ specifications ~~shall be reviewed~~ to determine if they are unduly restrictive or if changes can be made to encourage submission of more price quotes, bids or proposals. If ~~CVTD~~ it is determined the specifications are not unduly restrictive and changes cannot be made to encourage greater competition, ~~CVTD may determine~~ the original competition may be determined to be adequate and complete the purchase from among the sources that submitted a price quote, bid or proposal. A cost analysis must be performed in lieu of a price analysis when this situation occurs.
- (2) Sole Source – When ~~CVTD requires~~ products or services available from only one responsible source, and no other products or services will satisfy its requirements, ~~CVTD may make~~ a sole source award may be made ~~after the requiring activity submits a sole source justification~~. In addition, when ~~CVTD requires~~ an existing contractor ~~to~~ makes a change to its contract that is beyond the scope of that contract, ~~CVTD has made~~ a sole source award ~~that~~ must be justified. Sole source awards are only appropriate when one of the following conditions apply:
- a. Unique Capability or Availability – The products or services are available from only one source if one of the conditions described below is present:
 - (1) Unique or Innovative Concept – The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available ~~to CVTD~~ only from one source and has not in the ~~past~~ been available ~~to CVTD~~ from another source.
 - (2) Patents or Restricted Data Rights – Patent or data rights restrictions preclude competition.
 - (3) Substantial Duplication Costs – In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
 - (4) Unacceptable Delay – In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it

is likely that award to another contractor would result in unacceptable delays in fulfilling CVTD's needs.

- b. Single Bid or Proposal – Upon receiving a single bid or proposal in response to a solicitation, ~~CVTD should~~ a determination of adequate competition shall be included in the file. ~~e-if competition was adequate~~. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.
 - (1) Adequate Competition – Competition is adequate when the reasons for a single response were caused by conditions beyond ~~CVTD's requiring activities~~ control.
 - (2) Inadequate Competition – Competition is inadequate when the reasons for a single response were caused by conditions within ~~CVTD's requiring activities~~ control.
 - (3) Unusual (Urgent) and Compelling Urgency – ~~CVTD CVCOG~~ may limit the number of sources from which it solicits bids or proposals when ~~CVTD has~~ such an unusual and urgent need for the products or services that ~~CVTD CVCOG~~ would be seriously injured unless it were permitted to limit the solicitation. ~~CVTD CVCOG~~ may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from full and open competitive solicitation for the products or services.
 - (4) Authorized by FTA – ~~CVTD CVCOG~~ may request permission from FTA to allow it to use noncompetitive proposals for a particular procurement.
- b. When Prohibited – Less than full and open competition is not justified based on:
- (1) Failure to Plan – ~~CVTD's~~ lack of advance planning, or
 - (2) Limited Availability of Federal Assistance – Concerns about the amount of Federal assistance available to support the procurement.
- c. Procurement Procedures – The following requirements apply with ~~when CVTD completes~~ a procurement utilizing less than full and open competition:
- (1) Potential Sources – ~~CVTD must~~ Solicit offers from as many potential sources as is practicable under the circumstances.
 - (2) Sole Source Justification – ~~CVTD Requiring activities~~ must justify all sole source procurements in writing. Sole source procurement justifications must describe the reasons ~~for~~ why a sole source procurement is appropriate, state which of the

authorized justifications listed in FTA 4220.1F, Chapter VI, is applicable for FTA funded procurements, include a cost analysis, be approved by Procurement and signed by the Executive Director. If CVTD the decision decides to solicit an offer from only one source, CVTD it must be justified its decision in writing. The written justification must include the same elements as a sole source justification.

- (3) Cost Analysis – CVTD must Prepare or obtain a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits. A price analysis shall not be adequate to justify a sole source purchase.
- (4) Pre-award Review – CVTD must Submit the written justification for the proposed sole source procurement to FTA for pre-award review if FTA so requests for FTA funded procurements.

- d. Exception for Procurement Activities Using Non-FTA Funds for Transit Related Activities – When it is determined by the Executive Director to be in the best interest -, noncompetitive procurement procedures may be utilized to acquire professional or other transportation-related services that do not involve the use of FTA financial assistance. Any such determination must be made in writing and signed by the Executive Director.

4. COST AND PRICE ANALYSIS

DEFINITIONS

Cost Analysis – A cost analysis entails the review and evaluation of the separate cost elements and the proposed profit of an offeror's cost or pricing data and the judgmental factors applied in estimating the costs. A cost analysis is generally conducted to form an opinion on the degree to which the proposed cost, including profit, represents what the performance of the contract should cost, assuming reasonable economy and efficiency.

Price Analysis – A price analysis involves examining and evaluating a proposed price without evaluating its separate cost and profit elements Price analysis is based essentially on data that is verifiable independently from the offeror's data.

4.1. Independent Cost Estimate and Cost and Price Analysis

- a. Independent Cost Estimate – CVTD should make a written independent estimate of cost prior to receiving price quotes, bids or proposals. In the event commercial products or goods are sought, identification of commercial off the shelf items is acceptable through electronic means and shall be identified by the requiring activity.
- b. Cost or Price Analysis – CVTD shall perform a cost or price analysis in connection with every procurement action above the micro-purchase level, including contract modifications shall be required to support justification. For micro-purchase, a determination must be made that the price is fair and reasonable and how this determination was derived.

- (1) Price Analysis – If **CVTD** it is determined that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.
- (2) Cost Analysis – **CVTD Procurement** must perform or obtain a cost analysis when:
 - a. A price analysis will not provide sufficient information to determine the reasonableness of the contract cost;
 - b. When the offeror submits elements of the estimated cost;
 - c. When only a sole source is available, even if the procurement is a contract modification; or
 - d. In the event of a change order.

4.2. Contract Administration Requirements and Considerations

- a. CVTD Staff Responsibilities – **CVTD** Staff responsibilities for the administration of third party contracts shall include:
 - (1) CVTD Procurement – Prior to execution of third party contracts, **CVTD EVOG** shall designate a Project Manager to serve as **CVTD's** principal contact with the contractor and as the primary administrator of the contract. The designated Project Manager for each contract shall have responsibility for overseeing the work performed by the contractor; reviewing and approving deliverables and invoices from the contractor; determining percentage of contract completion for progress payments (if applicable); making recommendations on the exercise of contract options (if applicable); recommending contract changes; preparing justifications for contract changes; performing independent cost estimates and assisting in preparing cost or price analyses for contract changes; making recommendations on approval or rejection of subcontractors; assisting with the resolution of contract disputes; making recommendations on contract termination or other contractor disciplinary actions; reporting on contract status to **CVTD Procurement**; maintaining complete contract files in **coordination**/conjunction with the Procurement/Purchasing Office; and other contract administration duties that may be necessary.
 - (2) Contracts and Compliance Office – ~~The Procurement Office Contracts and Compliance Officer~~ shall have responsibility for assisting the **CVTD** Project Manager with contract administration duties as needed; ensuring contractor compliance with insurance requirements; preparing contract modification documents upon recommendation by **CVTD** Project Manager; assisting in negotiating contract modifications with contractors;

securing review and approval of contract modifications by ~~legal and finance staff~~ Procurement and the Executive Director; assisting the ~~CVTD Contracting~~ Procurement Officer in contract disputes; terminating contracts; enforcing contractor disciplinary actions; securing title to partially completed work products before partial payment (if applicable); maintaining complete contract files in ~~coordination~~/conjunction with the ~~CVTD~~ Project Manager; performing contract close-out; and other contract administration duties that may be necessary.

- (3) DBE Compliance Officer – The DBE Compliance Officer shall have responsibility for monitoring and reporting participation in the contract by certified DBE firms; assisting contractor with identifying certified DBE firms to serve as subcontractors; approving replacement DBE subcontractors; maintaining records related to DBE participation in the contract; and other contract administration duties related to DBE compliance that may be necessary.
- (4) Other CVTD Staff – Other CVTD staff that may have responsibilities related to contract administration to include, but are not limited to: Executive Director, Chief Counsel, Directors of Finance and Administration and Accounts Payable staff.

b. Period of Performance – ~~CVTD~~ It is expected to use sound business judgment and be judicious in establishing and extending the period of performance for contracts. ~~CVTD shall specify~~ Periods of performance **shall be specified**, including start and completion or delivery dates, in every third party contract.

- (1) General Standards – The period of performance generally should not exceed the time necessary to accomplish the purpose of the contract.
- (2) Federal Restrictions – Except for procurements of rolling stock and replacement part contracts, which are limited by law to five (5) years, ~~CVTD's~~ other third party contracts are not encumbered by Federal requirements restricting the maximum periods of performance. Nevertheless, the duration of contracts shall be reasonable and in accordance with CVCOG policies and procedures. ~~CVTD's other contracts must be reasonable. CVTD shall not generally enter into any third party contracts with a period of performance exceeding five (5) years with a maximum of four (4) one year options.~~
- (3) Time Extensions – Consistent with the general tone of FTA Circular 4220.1F **for transit and other laws, regulations, and policies for other**

CVCOG programs, contract time extensions shall be considered in light of whether they are permissible changes or impermissible cardinal changes. Once **CVTD awards** a third party contract is awarded, an extension of the contract term length that amounts to a cardinal change will require Justification and Authorization documentation.

(4) Authority to Extend – ~~The CVTD Contracting/Purchasing Procurement~~ shall make recommendations and provide documentation to the Executive Director on the execution of contract modifications **based on documentation provided by the requiring activity and information obtained.**

c. Contents of Complete Contract Files – The following documents shall comprise the contents of a complete contract file for procurements above \$25,000 **or the complexity of the project/contract as determined by Procurement for any dollar amount below \$25,000:**

- (1) Written Record of Procurement History – **CVTD** shall maintain written records detailing the history of the procurement, including records relating to:
- a. Procurement Method – **CVTD Procurement** must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive and documents related to solicitation;
 - b. Contract Type – **CVTD Procurement** must state the reasons for selecting the contract type it used;
 - c. Contractor Selection – **CVTD Procurement** must state its reasons for contractor selection or rejection, including written justification **when applicable** and evaluation documents;
 - d. Contractor Responsibility – **CVTD Procurement** must provide a written determination of responsibility for the successful contractor when applicable;
 - e. Cost or Price – **CVTD Procurement** must evaluate and state its justification for the contract cost or price, including the independent cost estimate and cost or price analysis; and
 - f. Reasonable Documentation – **CVTD must** Retain documentation commensurate with the size and complexity of the procurement, including documents related to solicitation, receipt and evaluation of offers, and contract award, negotiation and execution.

- (2) Contract Administration and Close-Out Documents - ~~CVTD~~ **Procurement** shall maintain written records detailing the performance and close-out of the contract, including records relating to:
- a. Contractor Performance – ~~CVTD~~ **CVCOG** must maintain documents related to contractor adherence to budget and schedule, compliance with contract terms and conditions, DBE participation, progress reports, disputes and disciplinary actions;
 - b. Contract Deliverables – ~~CVTD~~ **CVCOG** must maintain copies of all contract deliverables and records relating to approval, rejection and requested modifications of contract deliverables;
 - c. Contract Changes – ~~CVTD~~ **CVCOG** must maintain copies of all contract modifications, including documentation related to the determination of need, written justification and rationale, cost analysis, negotiation and execution;
 - d. Contract Payments – ~~CVTD~~ **CVCOG** must retain documentation of invoices, approval of payments, requests for modifications to invoices, determination of percentage of contract completion for partial payments (if applicable), and ownership of title to partial work products;
 - e. Contract Close-Out – ~~CVTD~~ **CVCOG** must retain documentation related to contractor performance and evaluation, approval of final deliverables and payments, transfer of title to complete work products to CVTD, and contract audit and final reconciliation.

PROTEST PROCEDURES FOR TRANSIT RELATED PROCUREMENTS

(Protest procedures may be modified to accommodate other CVCOG acquisitions)

5.1. Statement of Policy

CVTD is responsible for resolving all contractual and administrative issues, including protests of evaluations and contract awards, arising out of its third party procurements using good administrative practices and sound business judgment.

In general, FTA will not substitute its judgment for that of CVTD unless the matter is primarily a federal concern. Nevertheless, FTA can become involved in CVTD's administrative decisions when a CVTD protest decision is appealed to FTA, or when CVTD seeks to use FTA assistance to support the costs of settlements or other resolutions of protests, disputes, claims or litigation. CVTD shall give timely notification to FTA when it receives a third party procurement protest and will keep FTA informed about the status of any such protest. CVTD shall disclose all information about any third party procurement protest to FTA upon request.

CVTD's procedure for addressing third party procurement protests is described. CVTD shall insert its protest procedure in all solicitation documents for products and services having an estimated value of \$100,000 or greater.

5.1.1. CVTD Staff Responsibilities

- a. CVTD Procurement Officer – Responsibilities include: ensuring that CVTD Protest Procedure is included in all solicitation documents for products and services having an estimated value of \$100,000 or greater; and providing information to and assisting the Executive Director and Chief Counsel with the resolution of protests.
- b. Executive Director – Responsibilities include: receiving and reviewing all procurement protests; and issuing the official CVTD response to all procurement protests and appeals.
- c. Counsel – Responsibilities include: reviewing all procurement protests; and advising and assisting the Executive Director as needed with the resolution of all procurement protests.

5.1.1.1. Solicitation Provision

CVTD/CVCOG shall insert the following provision in all solicitation documents for products and services having an estimated value of \$100,000 or greater:

- a. Pre-Proposal Protests – All protests concerning solicitation specifications, criteria and/or procedures shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the Executive Director as specified below not later than 10 business days prior to the deadline for submission of bids/proposals.

The Executive Director may, within his or her discretion, postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submission of bids/proposals is postponed by the Executive Director as the result of a protest the postponement will be announced through an addendum to the solicitation.

The decision by the Executive Director shall be the final agency decision on the matter but shall be subject to judicial review or review by the funding agency counsel ~~FTA~~ below.

- b. Pre-Award Protests – With respect to protests made after the deadline for submission of bids/proposals but before contract award by CVCOG/CVTD, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, CVCOG's/CVTD's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on

official firm/agency letterhead or by electronic mail) to the Executive Director as specified below not later than five (5) business days after the Recommendation for Contract Award announcement by CVCOGEVTD.

The Executive Director may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that CVCOGEVTD shall announce the contract award.

The decision by the Executive Director shall be the final agency decision on the matter but shall be subject to judicial review or review by agency counselFTA as specified below.

- c. Requirements for Protests – All protests must be submitted to CVCOGEVTD in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor, be signed by the Protestor, and be notarized. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by CVCOGEVTD.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to:

Executive Director, Concho Valley Transit District

c/o CVTD Procurement

2801 W. Loop 306, Suite A or

P.O. Box 60050

San Angelo, TX 76904

San Angelo, TX 76906

- d. Protest Response - The Executive Director shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, CVCOGEVTD will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and/or electronic mail address are indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official CVTD response to the protest and CVCOGEVTD will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.

- e. Review of Protests by AgencyFTA – All protests involving contracts financed with federal assistance shall be disclosed to the funding agencyFTA in accordance with

~~agency directives~~FTA Circular 4220-1F. Protesters shall exhaust all administrative remedies with ~~CVCOG~~CVTD prior to pursuing protests with ~~funding agencies~~FTA. ~~Agencies~~FTA may limit its reviews of protests to: a grantee's failure to have or follow its protest procedures; a grantee's failure to review a complaint or protest when presented an opportunity to do so; or violations of ~~F~~federal ~~or state~~ law or regulation. Appeals to ~~agencies~~FTA must be received by the cognizant ~~funding agency procedures within specified times per agency protocols~~FTA regional or headquarters office within five (5) working days of the date the Protester has received actual or constructive notice of CVTD's final decision or within five (5) working days of the date the Protester has identified other grounds for appeal to FTA.

6. DIVERSITY PARTICIPATION

6.1. Policy

It is the policy of ~~CVTD~~ CVCOG and all associated programs that small businesses and minority-owned businesses have a fair and equal opportunity to participate in purchases. ~~CVTD~~ CVCOG encourages minority-owned businesses to participate in its procurements as both Offerors and subcontractors. ~~CVTD~~ CVCOG further encourages majority-owned businesses to include minority-owned businesses as subcontractors in its bids/proposals when appropriate.

6.2. Participation by Disadvantaged Business Enterprises

CVCOG ~~CVTD~~ has established a Disadvantaged Business Enterprise (DBE) program in accordance Concho Valley Council of Governments procurement policy and regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26 ~~for transit related activities and Uniform Grant Management Standards (UGMS) for other programs~~. As a condition of receiving financial assistance from the Federal Transit Administration (FTA), CVTD has signed an assurance that it will comply with 49 CFR Part 26. It is the policy of ~~CVTD~~ CVCOG to ensure that DBEs, as defined in 49 CFR Part 26 ~~and UGMS~~, have an equal opportunity to receive and participate in federally assisted contracts.

It is also ~~CVTD's~~ policy:

- To ensure nondiscrimination in the award and administration of federally assisted contracts;
- To create a level playing field on which DBEs can compete fairly for federally assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 ~~and UGMS~~ eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in federally assisted contracts;
- To assist the development of firms so that they can compete successfully in the market place outside the DBE Program; and
- To provide appropriate flexibility in establishing and providing opportunities for DBEs.

CVTD CVCOG has a designated DBE Compliance Staff Member(s) who is responsible for implementing all aspects of the DBE Program. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by **CVTD CVCOG** in its financial assistance agreements ~~with the FTA~~. To this end, **CVTD CVCOG** shall not discriminate on the basis of race, age, color, sex or national origin in the award, administration and performance of any federally assisted contract or in the administration of its DBE Program: **CVTD** and shall take all necessary and reasonable steps to ensure nondiscrimination. **CVTD's CVCOG's** third party contractors for federally assisted contracts are also required to carry out applicable requirements of 49 CFR Part 26, **other Federal Laws, regulations, State Laws and UGMS** in the award and administration of subcontracts. Specific DBE related requirements for **CVTD's** third party contractors for federally assisted contracts include:

The contract between **CVCOCVTD** and the Contractor as well as each subcontract the Contractor signs with a subcontractor must include the following assurance (see 49 CFR 26.13(b)):

“The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, or national origin in the performance of this contract. The contractor, sub recipient or subcontractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of contracts. Failure by the contractor, sub recipient or subcontractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as **CVTD CVCOG** deems appropriate.”

- Contractors will be required to report their DBE participation at least quarterly to **CVCOCVTD** throughout the contract term;
- Contractors are required to pay their subcontractor(s) performing work related to their contract with **CVCOCVTD** for satisfactory performance of that work no later than 15 calendar days after the Contractor's receipt of payment for that work from CVTD.
- Contractors may not hold retainage from their subcontractors.
- Contractors must promptly notify **CVCOCVTD**, whenever a DBE subcontractor performing work related to their contract with **CVCOCVTD** is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work.
- Contractors may not terminate any DBE subcontractor and perform that work through their own forces or those of an affiliate without prior written consent of **CVCOCVTD**.

The steps for ensuring maximum utilization of small and minority firms and women's business enterprises identified shall also be used to ensure maximum utilization of DBE firms.

6.3. Participation by Small and Minority Firms and Women's Business Enterprises

~~CVTD shall take~~ All appropriate steps shall be taken to ensure that all programs ~~it~~ use small and minority firms and women's business enterprises to the fullest extent practicable, including:

- a. Notice – ~~CVTD Procurement~~ shall make information available to potentially qualified firms about procurement opportunities. ~~Make reasonable efforts to CVTD will~~ include these contractors on solicitation lists and request their participation when they are potential sources.
- b. Contract Size – To foster greater participation of small and minority firms and women's business enterprises, ~~CVTD~~ CVCOG may divide total requirements into smaller tasks or quantities, when economically feasible.
- c. Delivery Schedule – ~~CVTD Requiring activities~~ will specify delivery schedules that encourage the participation of small and minority firms and women's business enterprises.
- d. Small Business Administration and the Department of Commerce Minority Business Development Agency – ~~CVTD Procurement~~ will use the services and assistance of the Small Business Administration and the Department of Commerce's Minority Business Development Agency to encourage and increase the participation of small and minority firms and women's business enterprises.
- e. Subcontracting Opportunities – ~~CVTD CVCOG~~ will require its prime third party contractors to include the preceding provisions (a-d) in ~~FTA Federally~~ assisted subcontracts.

7. Ratification of Unauthorized Commitments

7.1. "Ratification," as used in this subsection, means the act of approving an unauthorized commitment by an official who has the authority to do so.

7.2. "Unauthorized commitment," as used in this subsection, means an agreement that is not binding solely because the CVCOG representative who made it lacked the authority to enter into that agreement on behalf of CVCOG.

- a. Subject to the limitations in paragraph (c) of this subsection, the Executive Director, unless a higher level official is designated by the agency, may ratify an unauthorized commitment.
- b. Unauthorized commitments that would involve claims subject to resolution under 41 U.S.C. chapter 71, Contract Disputes, should be processed in accordance with established policies and procedures for Disputes and Appeals. In the event of ambiguity the Procurement Officer shall provide the Executive director with guidance from established Laws, regulations, or other instruction.

7.3. Limitations. The authority in paragraph 7.2 (1) of this subsection may be exercised only when—

- a. Supplies or services have been provided to and accepted by CVCOG, or CVCOG otherwise has obtained or will obtain a benefit resulting from performance of the unauthorized commitment;
- b. The ratifying official has the authority to enter into a contractual commitment;
- c. The resulting contract would otherwise have been proper if made by an appropriate authority;
- d. The Procurement Officer reviews the unauthorized commitment and determines the price to be fair and reasonable;
- e. The Procurement Officer recommends payment and/or legal counsel concurs in the recommendation;
- f. Funds are available and were available at the time the unauthorized commitment was made; and
- g. The ratification is in accordance with any other limitations prescribed CVCOG procedures.

7.4. Non-ratifiable commitments - Cases that are not ratifiable under this subsection may be subject to resolution as recommended under claim procedures, or as authorized.

7.5. Duties and Responsibilities

- a. Individual committing unauthorized obligation provides written statement explaining all pertinent facts and circumstances surrounding act with supporting related documents
- b. Program Director shall review individuals statement surrounding facts and circumstances
 1. Program Director completes statement inclusive of chronological history and supporting information for contract file
 2. Program Director shall make recommendations and/or disciplinary action as necessary

3. Program Director shall provide funding if applicable
 - c. Finance shall determine availability of funds
 - d. Procurement shall provide recommendation to Ratifying Official (Executive Director)
 - e. Ratifying Official shall provide written documentation

8. Unusual and Compelling Urgency

8.1. Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat. If a situation arises in which compliance with normal procurement practices is impractical or contrary to the public interest, an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the state.

Notwithstanding the immediate nature of an emergency, all procurements conducted as emergencies should be made as competitive as possible under the circumstances. If an emergency exists, a written determination of the basis for the emergency and for the selection of a particular vendor shall be included in the procurement file accordingly.

8.2. Application -

- a. An unusual and compelling urgency precludes full and open competition, and
- b. Delay in award of a contract would result in serious injury, financial or other to the Government to include verbiage in section 8.1

8.3. Limitations –

- a. Contracts awarded using this authority shall be supported by written justifications and approvals
- b. Agencies shall request offers from as many potential sources as is practicable under the circumstances

9. Appropriations

9.1. Generally grant funds are awarded to an agency for one to five years and shall be identified in awarding documents. Programs shall be responsible for maintaining fiscal responsibility of awarded funds and shall encumber funds accordingly.

9.2. Awarded funds shall be utilized for authorized acquisitions in accordance with proper policies and procedures. Programs shall ensure proper planning to ensure expenditure of funds

10. Payments

10.1. CVCOG shall pay the Contractor, upon the submission of proper invoices, the prices stipulated in the contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided for in contract:

- a. The amount due on the deliveries warrants it; or
- b. The Contractor requests payment based on any other term or condition

10.2. Advanced payments beyond fiscal years shall only be authorized under contract with the written authorization of the Executive Director.

10.3. All other payments shall be based on contract terms and conditions.

11. Electronic Records

11.1. Electronic Commerce (e-commerce) is the buying and selling of goods and services, or the transmitting of funds or data, over an electronic network, primarily the internet. For the purposes of CVCOG these business transactions occur CVCOG/business-to-business.

- a. e-commerce may take place as a critical element in the management of CVCOG, and may be implemented as part of a management framework that may address finance, procurement, human capital, and other challenges to improve the performance of CVCOG.
- b. e-commerce may promote increased opportunities for citizen participation in CVCOG
- c. CVCOG shall in the event of e-commerce ensure the protection of such records in accordance with 2 CFR, 49 CFR, Open Records ACT, Freedom of Information ACT and the requirements of any other grant management or law that may be applicable.
- d. Electronic records if instituted, CVCOG shall be required to ensure security protections commensurate with the requirements for hard (paper) copies unless otherwise directed. In the event direction is not identified

e. Electronic Signatures (e-sign) if used shall be protected and controlled and shall be as legally valid as a traditional signature written in ink on paper

(1) e-sign records shall accurately reflect information contained in applicable contracts, notices or disclosures and remain accessible to all persons who are legally entitled to access for the period required by law in a form that is capable of being accurately reproduced for later reference.

(2) a signature, contract, or other record relating to such transaction may not be denied legal effect, validity, or enforceability solely because it is in electronic form.

(3) a contract relating so such transaction may not be denied legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation.

11.2. Preservation of Rights and Obligations (this section does not)-

a. e-commerce does not limit, alter, or otherwise affect any requirement imposed by a statute, regulation, or rule of law other than a requirement that contracts or other records be in written, signed, or in non-electronic form upon request of the other party.

b. require any person to agree to use or accept electronic records or electronic signatures, other than a governmental agency with respect to a record other than a contract to which it is a party.

ATTACHMENT A PROCUREMENT PLAN

Procurement Planning

Grantees should perform procurement planning and conduct market research for all procurements. The complexity, urgency, and dollar amount of the procurement should determine the extent of the planning required. The planning should integrate the efforts of all stakeholders responsible for the significant aspects of the procurement. The purpose of this planning is to ensure the grantees meets the needs in the most effective, economical, and timely manner.

PROCUREMENT PLAN

1. Procurement background and objectives.

Statement of Need.

Introduce the plan by a brief statement of need. Summarize the technical and contractual history of the procurement. Discuss feasible procurement alternatives, the impact of prior procurements on those alternatives, and any related grantee in-house efforts.

Applicable Conditions.

State all significant conditions affecting the acquisition such as requirements for compatibility with existing or future systems and programs and any known cost, schedule, and capability or performance constraints.

Cost.

Set forth the established cost goals for the acquisition and rationale supporting them. (At this time the estimated cost will be a budget figure, not an "independent cost estimate." (ICE). The ICE would be developed after the final statement of work has been completed and approved.

Capability or Performance.

Specify the required capabilities or performance characteristics of the supplies or performance standards of the services being acquired and state how they are related to the need.

Delivery or Performance-period Requirements.

Describe the basis for establishing delivery or performance-period requirements. Explain and provide reasons for any urgency if it results in concurrency of development and production or constitutes justification for not providing for full and open competition.

Trade-Offs.

Discuss the expected consequences of trade-offs among the various costs, capability, or performance and schedule goals.

Risks.

Discuss technical, cost, and schedule risks and describe what efforts are planned or underway to reduce risk and the consequences of failure to achieve goals. If concurrency of development and production is planned, discuss its effect on cost and schedule risks.

Industry Early Participation.

If the grantees elect to involve industry in the early planning stages of the procurement, make sure all interested parties are provided equal opportunity to participate. Some methods of early participation include using draft solicitations, pre-solicitation conferences, and other means of stimulating industry involvement during design and development in recommending the most appropriate application and tailoring of the contract requirements.

2. Plan of Action

Sources.

Indicate the prospective sources of supplies or services that can meet the need. (A good market survey should provide you with this information.) Grantees are encouraged to utilize state and local governmental agreements for procurement of the use of common goods and services. Grantees are also encouraged to jointly procure goods and services with other grantees.

Competition.

Describe how competition will be sought, promoted, and sustained throughout the course of the procurement. If full and open competition is not contemplated, cite the justification and who has the authority to approve the justification. Describe how competition will be sought, promoted, and sustained for spares and repair parts.

Identify Key Logistic Milestones.

Identify the key logistic milestones, such as technical data, delivery, schedule, and software technical codes. Identify any known barriers to full and open competition and the effect to overcome these barriers when the complexity of the contract action warrants the establishment of milestones

3. Source-selection Procedures.

Discuss the source selection procedures for the procurement; include the timing for submission and evaluation of proposals and the relationship of evaluation factors to the attainment of the procurement objectives.

4. Procurement Considerations.

Discuss contract type selection, including options or other special contacting methods, any special clauses, special solicitation provisions, or FTA directions received, and if sealed bidding or negotiation will be used.

5. Budget and Funding.

Include budget estimates, explain how they were derived, and discuss the schedule for obtaining adequate funds, (i.e., grantees, FTA, state, local) and the time they are required.

6. Product or Service Description.

Explain the choice of product or service description type or specifications to be used in the procurement, (i.e., Functional, Performance, or Design).

7. Management Information Required.

Discuss, as appropriate, what management system will be used by the grantee to monitor the contractor's efforts.

8. Test and Evaluation.

To the extent applicable, describe the test program of the contractor and the grantee. Describe the test program for each major phase of the system procurement. (i.e., bus purchase, rail system, and major construction contracts).

9. Logistic Considerations.

Describe the assumptions to determine contractor or grantee support, both initially and over the life of the procurement, including consideration of the contractor or grantee maintenance and servicing ability. Consider the reliability, maintainability, and quality assurance requirements, including any planned use of warranties. Describe the requirement for contractor data and data rights, their estimated cost, and the use to be made of the data.

10. Grantee-Furnished Property.

Indicate any property to be furnished to contractors, including material and facilities, and discuss any associated considerations, such as its availability or schedule for its acquisition.

11. Grantee-Furnished Information.

Discuss any grantee information, such as manuals, drawings, and test data, to be provided to prospective offeror and contactors. Indicate which information requires additional controls to monitor access and distribution.

12. Environmental and Energy Conservation Objectives.

Discuss all applicable environmental and energy conservation objectives associated with the procurement. Discuss the applicability of an environmental assessment or environmental impact statement, the proposed resolution of environmental issues, and any environment-related requirements to be included in solicitations and contracts.

13. Contract Administration.

Describe how the contract will be administered. In contracts for services, include how inspection and acceptance corresponding to the work statement's performance criteria will be enforced.

14. Milestones for the Procurement Cycle.

Address the following steps and any other appropriate areas.

a. Procurement Plan Approval.

The procurement plan is generally concurred on by all personnel that contributed to the building of the plan before approval by the General Manager or other appropriate approving official.

b. Statement of Work.

Discuss the statement of work preparation and the estimated date of its completion.

c. Specifications.

The specification preparations for major procurements are generally accomplished by a consultant contractor. Discuss when this contract has/will be awarded and the time for completion. Address how the organizational conflict of interest issues will be handled.

d. Data Requirements.

Discuss the need for data and how it will be acquired.

e. Purchase Request.

Indicate the date the purchase request (PR) package will be provided to procurement. This package should include assurances that funds are/will be available when needed. Also, an independent cost estimate (ICE) should be included with the PR and must be submitted before bids or proposals are received.

f. Justification and Approval.

If other than full and open competition procedures will be used, an appropriate grantee official must sign the justification. For major procurements the Board normally will approve the release of the solicitation.

g. Completion of the RFP/IFB.

Indicate the number of workdays required to prepare the solicitation package after receipt of all necessary information.

- h. Issuance of Public Notification.
Most grantees issue their public announcements for 30 days in local newspapers and 45 to 60 days in national publications before the solicitation is released. The more interest the grantee has in their requirements, the more beneficial it is. ~~EVTB~~ CVCOG shall publish a minimum of twice in a local paper seven days apart.
- i. Issuance of the Solicitation.
The solicitation will establish the date when bids or proposals are due. Be sure you allow sufficient time for the bidders or offerors to prepare their bid/proposals. Allow 30 to 45 days for most construction projects and longer (60-plus days) for rail systems. For large, complex construction projects a pre-bid/pre-proposal conference should be held. Leave sufficient time between pre-bid/pre-proposal conferences to allow industry to adjust their bids/proposals before the due date.
- j. Evaluation of Proposals, Audits, and Field Reports.
The negotiated procedure usually requires substantially more time to evaluate and hold discussions, as necessary, than the sealed bidding procedure. Some requirements may require a field report/pre-award survey, so remember to build this extra time into your milestone.
- k. Beginning and Completion of Negotiations.
Depending upon the number of responses to your RFP and the complexity of the negotiations, more than one round of discussions may be required. After discussions are complete, you need to establish a due date for revised final proposals/BAFOs. Take this into consideration when establishing your milestone.
- l. Contract Preparation, Review, and Board approval.
Contract preparation, staff review, legal review, and Board approval need to be addressed when establishing your milestones.
- m. Contract Award.
Once the contract has been awarded, the contractor must be given time to provide insurance documents, bonds, etc. before the Notice to Proceed (NTP) issued when necessary. Some requirements may necessitate a substantial mobilization period which also needs to be considered when establishing a milestone chart.
- n. Stakeholders' signatures and the Approval Authority.
When your acquisition plan is completed, the Stakeholders should have their signatures on the acquisition plan along with that of the final approving authority, including the date of their signature. This is shown in the example below,
- o. Milestone Chart. List Approval/Action. Appendix A Stakeholders Signature and Date•

(i.e. Procurement, DBE, Executive Staff)
Approval and Date

Executive Director

Appendix A
Milestone Chart (Sample)

	Planned Date	Actual Date	Running Date
Statement of need:			
Market Survey:			
List of Sources:			
Product or Service Description (SOW):			
Independent Cost Estimated:			
Source Selection Procedures:			
Evaluation Factors Established:			
Source Selection Plan:			
Contract Administration Plan:			
Procurement Plan Approved:			
Purchase Request Provided to Procurement:			
RFP/IFB:			
Issuance of Public Notification:			
Issuance of Solicitation:			
Pre-bid/Pre-proposal Conference:			
RFP/IFB Due Date:			
Evaluation of Bids I Proposals:			
Negotiation:			
Contractor Selected:			
Contract Preparation, Review, and Approval:			
Board Approval (if necessary):			
Contract Award:			
Debriefing of Offerors:			
Notice to Proceed:			

SCHEDULE OF REVENUES BY SOURCE
September 1, 2015 - January 31, 2016
CV Transit District

Grant No	Grant Name	Federal	State Administered Federal	State	Program Income	Transit Charter	Transit Medical	Aging Vendor	Local Revenue	Toll Credits	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes
566	FTA TX04-0046-00	-	-	-	-	-	-	-	-	-	-	-	-	
656	Urban FY 14-15	-	-	-	-	-	2,276.11	-	-	-	2,276.11	2,276.11	-	
657	Rural FY 14-15	-	-	-	-	-	729.15	-	-	-	729.15	729.15	-	
661	ED1502(07)15 - Rural	-	21,735.12	-	-	-	0.08	-	-	4,346.70	26,081.90	26,081.90	-	
662	ED1502(07)15 - Urban	-	5,761.07	-	-	-	7.34	-	-	1,152.48	6,920.89	6,920.89	-	
669	VCR 1402(07)03 - Rural	-	41,684.81	-	-	-	-	-	-	8,336.96	50,021.77	50,021.77	-	
670	VCR 1403(07)03 - Urban	-	150,398.00	-	-	-	-	-	-	35,925.13	186,323.13	253,148.80	(66,825.67)	Waiting on PGA Amendment
671	FTA TX-04-0115 Buses	56,286.00	-	-	-	-	1,092.82	-	-	11,257.15	68,635.97	68,635.96	0.01	rounding variance
681	Urban FY 15-16	548,025.00	-	241,360.26	64,346.67	12,950.00	20,129.18	3,606.00	421,727.70	-	1,312,144.81	1,021,704.69	290,440.12	Excess funds, use through year
682	Rural FY 15-16	-	234,778.98	272,239.74	7,200.65	-	-	7,616.00	229,188.66	-	751,024.03	642,024.25	108,999.78	Excess funds, use through year
683	Regional Planning FY 15-16	-	-	-	-	-	-	-	-	-	-	5,656.51	(5,656.51)	Will bill with deliverables
		<u>604,311.00</u>	<u>454,357.98</u>	<u>513,600.00</u>	<u>71,547.32</u>	<u>12,950.00</u>	<u>24,234.68</u>	<u>11,222.00</u>	<u>650,916.36</u>	<u>61,018.42</u>	<u>2,404,157.76</u>	<u>2,077,200.03</u>	<u>326,957.73</u>	

CVTD
Balance Sheet - Balance Sheet
As of 1/31/2016

	Current Period Balance	
Assets		
Wells Fargo CVTD Bank Acct	658,849.01	1117
ED 1502(07)15 Urban & Rural	6,846.63	1236
Grant 671 FTA TX-04-0115	56,286.00	1238
Grant 681, CVTD Urban FY 15-16	367,081.82	1241
Grant 682, CVTD Rural FY15-16	256,127.54	1242
Grant 669, VCR 1402(07)(03) Rural	41,684.81	1243
Account Receivable-Medical Transportation	14,394.80	1300
Coke County	2,980.67	1370
Crockett County	11,143.68	1372
Irion County	1,583.01	1373
Kimble County	1,512.67	1374
McCulloch County	4,762.68	1375
Menard County	15,324.23	1376
Reagan County	5,006.35	1377
Schleicher County	6,859.36	1378
Sterling County	1,139.93	1379
Daily Bread Soup Kitchen (WTCG)	75.00	1381
Workforce Solutions (Arbor ET)	120.00	1382
Christians In Action	20.00	1383
Sutton County	3,141.33	1384
Meals on Wheels - Kimble County	472.25	1388
Accounts Receivable	1,867.25	1391
Other Assets - Project Equipment	5,337,273.69	1811
Other Assets - Land	353,098.80	1812
Other Assets - Building	<u>4,577,332.79</u>	1813
Total Assets	<u>11,724,984.30</u>	
Liabilities		
AP	71,785.66	2111
AP Owed to CVCOG	119,474.89	2112
Deferred Income - Insurance Vehicle Repair	43,773.08	2915
Deferred Income-Medical Transportation	<u>121,533.52</u>	2919
Total Liabilities	<u>356,567.15</u>	
Fund Balance		
Unassigned General Fund	773,754.14	3101
Investment - Capital Assets	<u>10,267,705.28</u>	3110
Total Fund Balance	<u>11,041,459.42</u>	
Excess Revenue over Expenditures FY 15-16	<u>326,957.73</u>	
Total Liabilities and Fund Balance	<u>11,724,984.30</u>	

CVTD
Reconcile Cash Accounts

Summary

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 01/31/2016
Reconciliation Date: 1/31/2016
Status: Open

Bank Balance	703,444.12
Less Outstanding Checks/Vouchers	44,595.11
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	658,849.01
Balance Per Books	<u>658,849.01</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

**CVTD
Reconcile Cash Accounts**

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct

Reconciliation ID: Reconciliation 01/31/2016

Reconciliation Date: 1/31/2016

Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16621	10/27/2015	System Generated Check/Voucher	85.00	DOUBLE D MUFFLER
16662	11/19/2015	System Generated Check/Voucher	25.00	DOUBLE D MUFFLER
16774	1/21/2016	System Generated Check/Voucher	2,451.42	ENGINE PRO MACHINE LLC
16783	1/29/2016	System Generated Check/Voucher	1,335.76	ANGELO TIRE AND ALIGNMENT LLC
16784	1/29/2016	System Generated Check/Voucher	76.88	CITYOF SAN ANGELO UTILITY BILLING
16785	1/29/2016	System Generated Check/Voucher	313.47	CITYOF SAN ANGELO UTILITY BILLING
16786	1/29/2016	System Generated Check/Voucher	15,497.06	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
16787	1/29/2016	System Generated Check/Voucher	56.00	COMMERCIAL BILLING SERVICE
16788	1/29/2016	System Generated Check/Voucher	316.19	CONSTANCIO TIRE SERVICE
16789	1/29/2016	System Generated Check/Voucher	1,624.00	ENGINE PRO MACHINE LLC
16790	1/29/2016	System Generated Check/Voucher	13,891.54	G&G AUTOMOTIVE
16791	1/29/2016	System Generated Check/Voucher	1,118.21	HUDSON ENERGY
16792	1/29/2016	System Generated Check/Voucher	180.21	INTELLICORP RECORDS, INC
16793	1/29/2016	System Generated Check/Voucher	59.95	KAY GEE, INC.
16794	1/29/2016	System Generated Check/Voucher	1,404.00	SANSING ELECTRIC CO
16795	1/29/2016	System Generated Check/Voucher	19.64	SHELL FLEET NAVIGATOR
16796	1/29/2016	System Generated Check/Voucher	2,814.49	SHELL FLEET PLUS
16797	1/29/2016	System Generated Check/Voucher	570.41	STERICYCLE COMMUNICATION SOLUTIONS
16798	1/29/2016	System Generated Check/Voucher	893.85	SUNOCO ENERGY SERVICE
16799	1/29/2016	System Generated Check/Voucher	635.00	SUPERIOR SERVICES
16800	1/29/2016	System Generated Check/Voucher	15.00	TEXAN TRUCK WASH, LLC
16801	1/29/2016	System Generated Check/Voucher	52.81	VERIZON SOUTHWEST
16802	1/29/2016	System Generated Check/Voucher	367.95	WEST CENTRAL WIRELESS
16803	1/29/2016	System Generated Check/Voucher	300.00	WEST TEXAS REHABILITATION CENTER

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 01/31/2016
Reconciliation Date: 1/31/2016
Status: Open

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
16804	1/29/2016	System Generated Check/Voucher	491.27	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX
Outstanding Checks/Vouchers			44,595.11	

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct

Reconciliation ID: Reconciliation 01/31/2016

Reconciliation Date: 1/31/2016

Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
16596	10/21/2015	System Generated Check/Voucher	14.98	LUCIA GUAJARDO
16647	11/4/2015	System Generated Check/Voucher	9,125.67	CALVERT COLLISION CENTER
16714	12/18/2015	System Generated Check/Voucher	195.00	COMMUNICATIONS ETC., INC.
16737	1/7/2016	System Generated Check/Voucher	98.00	ANGELO RO EXPRESS, LLC
16738	1/7/2016	System Generated Check/Voucher	1,075.89	ANGELO TIRE AND ALIGNMENT LLC
16739	1/7/2016	System Generated Check/Voucher	2,847.14	BRUCKNER TRUCK SERVICE
16740	1/7/2016	System Generated Check/Voucher	50.00	BUG EXPRESS
16741	1/7/2016	System Generated Check/Voucher	68.08	COMMERCIAL BILLING SERVICE
16742	1/7/2016	System Generated Check/Voucher	210.12	CONSTANCIO TIRE SERVICE
16743	1/7/2016	System Generated Check/Voucher	1,112.92	ENGINE PRO MACHINE LLC
16744	1/7/2016	System Generated Check/Voucher	280.93	FLEET SERVICES
16745	1/7/2016	System Generated Check/Voucher	402.98	FLORES TIRE & AUTO
16746	1/7/2016	System Generated Check/Voucher	3,407.66	G&G AUTOMOTIVE
16747	1/7/2016	System Generated Check/Voucher	325.90	JIM BASS FORD, INC.
16748	1/7/2016	System Generated Check/Voucher	59.95	KAY GEE, INC.
16749	1/7/2016	System Generated Check/Voucher	22,400.00	MCDONALD TRANSIT ASSOCIATES, INC
16750	1/7/2016	System Generated Check/Voucher	809.07	O'REILLY'S AUTO PARTS, INC.
16751	1/7/2016	System Generated Check/Voucher	10,000.00	PATTILLO, BROWN & HILL, L.L.P.
16752	1/7/2016	System Generated Check/Voucher	150.00	Q's PRINTING & DESIGN, INC.
16753	1/7/2016	System Generated Check/Voucher	1,599.76	REEDER DISTRIBUTORS, INC.
16754	1/7/2016	System Generated Check/Voucher	758.00	SHANNON CLINIC CENTRAL BILLING
16755	1/7/2016	System Generated Check/Voucher	3,282.95	SHELL FLEET PLUS
16756	1/7/2016	System Generated Check/Voucher	15,694.00	SILSBEE FORD INC
16757	1/7/2016	System Generated Check/Voucher	407.65	STERICYCLE COMMUNICATION SOLUTIONS
16758	1/7/2016	System Generated Check/Voucher	106.48	SUMMIT TRUCK GROUP OF SAN ANGELO

**CVTD
Reconcile Cash Accounts**

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct

Reconciliation ID: Reconciliation 01/31/2016

Reconciliation Date: 1/31/2016

Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16759	1/7/2016	System Generated Check/Voucher	1,030.64	SUPERIOR SERVICES
16760	1/7/2016	System Generated Check/Voucher	30.00	TEXAN TRUCK WASH, LLC
16761	1/7/2016	System Generated Check/Voucher	429.89	TEXAS COMMUNICATIONS, INC.
16762	1/7/2016	System Generated Check/Voucher	808.25	TURNER SIGN PAINTING
16763	1/7/2016	System Generated Check/Voucher	187.37	VERIZON SOUTHWEST
16764	1/7/2016	System Generated Check/Voucher	113.11	VERIZON SOUTHWEST
16765	1/7/2016	System Generated Check/Voucher	1,920.00	WES-TEX PRESSURE WASHING
16766	1/7/2016	System Generated Check/Voucher	150.81	WEST TEXAS FIRE EXTINGUISHER INC
16767	1/21/2016	System Generated Check/Voucher	2,399.21	ANGELO TIRE AND ALIGNMENT LLC
16768	1/21/2016	System Generated Check/Voucher	17.70	ATMOS ENERGY
16769	1/21/2016	System Generated Check/Voucher	120,000.00	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
16770	1/21/2016	System Generated Check/Voucher	7.00	COMMERCIAL BILLING SERVICE
16771	1/21/2016	System Generated Check/Voucher	195.00	COMMUNICATIONS ETC., INC.
16772	1/21/2016	System Generated Check/Voucher	50.00	CONSTANCIO TIRE SERVICE
16773	1/21/2016	System Generated Check/Voucher	283.99	CROCKETT COUNTY
16775	1/21/2016	System Generated Check/Voucher	84.75	INTELLICORP RECORDS, INC
16776	1/21/2016	System Generated Check/Voucher	325.90	JIM BASS FORD, INC.
16777	1/21/2016	System Generated Check/Voucher	11,200.00	MCDONALD TRANSIT ASSOCIATES, INC
16778	1/21/2016	System Generated Check/Voucher	126.41	REPUBLIC SERVICES #691
16779	1/21/2016	System Generated Check/Voucher	429.89	TEXAS COMMUNICATIONS, INC.
16780	1/21/2016	System Generated Check/Voucher	188.83	VERIZON SOUTHWEST
16781	1/21/2016	System Generated Check/Voucher	113.92	VERIZON SOUTHWEST
16782	1/21/2016	System Generated Check/Voucher	112.91	VERIZON SOUTHWEST
16776	1/27/2016	System Generated Check/Voucher	(325.90)	JIM BASS FORD, INC.
Cleared Checks/Vouchers			214,362.81	

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 01/31/2016
Reconciliation Date: 1/31/2016
Status: Open

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CRT10711835	1/5/2016	Bus Fares 1-5-2016 FR	899.29
	CRT10711836	1/6/2016	Bus Fares 1-6-2016	848.86
	CRT10711837	1/7/2016	Bus Fares 1-7-2016	502.60
	CRT11041149	1/7/2016	state comptroller pymnt 4346106	71,463.01
	CRT11041150	1/7/2016	state comptroller pymnt 4346103	57,668.27
	CRT11041151	1/7/2016	state comptroller pymnt 4346116	60,244.23
	CRT11041152	1/7/2016	AMR pymnt EMSC010616A2CA	8,195.40
	CRT10711829	1/8/2016	E-Deposit 1-8-16 5 items	4,424.00
	CRT10711839	1/8/2016	Bus Fares 1-8-2016 FR	489.00
	CRT11721016	1/8/2016	CVTD Bus Fares 01-08-2016	25.00
	CRT10711840	1/11/2016	Bus Fares 1-11-2016 FR	567.45
	CRT10711863	1/12/2016	CVTD Bus Fares 1-12-16 FR	255.41
	CRT10711864	1/12/2016	CVTD Bus Fares 1-12-16	68.00
	CRT10711865	1/12/2016	CVTD Bus Fares 1-12-16 FR	331.80
	CRT10711866	1/13/2016	CVTD Bus Fares 1-13-16 DR	16.00
	CRT10711867	1/13/2016	CVTD Bus Fares 1-13-16	517.08
	CRT10711901	1/14/2016	CVTD Bus Fares 1-14-16 FR	448.88
	CRT10711906	1/14/2016	CVTD Bus Fares 1-14-16	28.50
	CRT10711910	1/14/2016	CVTD Bus Fares 1-14-16	164.00
	CRT10711862	1/15/2016	E-Deposit 1-15-16 3 items	8,000.95
	CRT10711902	1/15/2016	CVTD Bus Fares 1-15-16	330.00
	CRT10711907	1/15/2016	CVTD Bus Fares 1-15-16	4.50
	CRT10711911	1/15/2016	CVTD Bus Fares 1-15-16	229.31
	CRT10711868	1/19/2016	Deposit 1-19-16 COSA pymnt cks611439 611438 and 61	385,391.00
	CRT10711912	1/19/2016	CVTD Bus Fares 1-19-16	223.47
	CRT10711913	1/19/2016	CVTD Bus Fares 1-19-16	65.00
	CRT10711914	1/19/2016	CVTD Bus Fares 1-19-16	37.00
	CRT10711915	1/19/2016	CVTD Bus Fares 1-19-16	26.00
	CRT10711870	1/20/2016	Bus Fares 1-20-16 FR	656.89
	CRT10711869	1/21/2016	AMR EMSC012016A2CA Jan-16	13,309.20
	CRT10711871	1/22/2016	E-Deposit 1-22-16 6 items	2,799.98
	CRT10711904	1/22/2016	CVTD Bus Fares 1-22-16	530.55
	CRT10711905	1/22/2016	CVTD Bus Fares 1-22-16	427.96
	CRT10711908	1/22/2016	CVTD Bus Fares 1-22-16	30.40
	CRT10711909	1/22/2016	CVTD Bus Fares 1-22-16	33.50
	CRT10711916	1/25/2016	CVTD Bus Fares 1-25-16	235.49
	CRT10711917	1/25/2016	CVTD Bus Fares 1-25-16	135.00
	CRT10711922	1/26/2016	CVTD Bus Fares 1-26-16	797.21
	CRT10711903	1/27/2016	CVTD Bus Fares 1-27-16	50.00
	CRT10711918	1/27/2016	CVTD Bus Fares 1-27-16	253.05
	CRT10711919	1/27/2016	CVTD Bus Fares 1-27-16	152.00
	CRT10711886	1/28/2016	AMR EMSC 012716MTAC	21,876.60
	CRT10711920	1/28/2016	CVTD Bus Fares 1-28-16	527.97
	CRT10711921	1/29/2016	CVTD Bus Fares 1-29-16	373.92
	CRT10711924	1/29/2016	E-Deposit 1-29-16	30,768.10
	CRT10711923	1/30/2016	CVTD Bus Fares 1-30-16	361.66

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 01/31/2016
Reconciliation Date: 1/31/2016
Status: Open

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
Cleared Deposits				674,783.49

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct

Reconciliation ID: Reconciliation 01/31/2016

Reconciliation Date: 1/31/2016

Status: Open

Cleared Other Cash Items

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT10714063	1/12/2016	Record transfer of funds to CVCOG Jan-16	(126,222.76)
JVT10714106	1/21/2016	Record transfer of funds to COG Jan-16	(94,125.96)
JVT10714163	1/29/2016	Record transfer of funds to CVCOG Jan-16	(113,540.38)
JVT11721004	1/30/2016	Reverse CRT 10711923 Posted in wrong month	(361.66)
Cleared Other Cash Items			<u>(334,250.76)</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Grant 661, ED 1502(07)15 Urban
Account 1236

Description	Amount
Dec '15 and Jan '16 billing submitted 3/10/16	6,846.63
	-
Total	<u>6,846.63</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Grant 671 FTA TX-04-0115
Account 1238

Description	Amount
Dec 15 request submitted 1/29/16	14,601.00 paid 2/2/16
Dec 15 request submitted 2/29/16	41,685.00 paid 3/1/16
Total	<u>56,286.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Grant 681, CVTD Urban FY 15-16
Account 1241

Description	Amount
Dec 2015 billing requested 2/29/16	30,101.00 paid 3/1/16
Jan 2016 billing requested 3/10/16	235,795.00 paid 3/14/16
	-
	-
Sub-total FTA TX-90-Y141	<u>265,896.00</u>
Dec 2015 billing requested 2/29/16	16,175.82 paid 3/14/16
	-
	-
Sub-total State	<u>16,175.82</u>
Dec 2015 billing requested 2/29/16	44,123.00 paid 3/1/16
Jan 2016 billing requested 3/10/16	40,887.00 paid 3/14/16
	-
	-
Sub-total FTA TX-90-Y123	<u>85,010.00</u>
Grand Total	<u>367,081.82</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Grant 682, CVTD Rural FY 15-16
Account 1242

Description	Amount
Jan 2016 request submitted 3/10/16	71,591.53
Dec 2015 request submitted 2/29/16	67,078.18 paid 3/14/16
	-
Total State	<u>138,669.71</u>
Dec 2015 request submitted 2/29/16	49,002.93 paid 3/14/16
Jan 2016 request submitted 3/10/16	68,454.90
	-
Total State Federal	<u>117,457.83</u>
Grand Total	<u><u>256,127.54</u></u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Grant 669, VCR 1402(07)(03) Rural
Account 1243

Description	Amount
Nov 2015 request submitted 2/29/16	41,684.81
	-
	-
	-
Total	<u>41,684.81</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Accounts Receivable Medical Transportation
Account 1300

Description	Amount
January 2016 Medicaid Trips - AMR	14,370.60 paid 2/25/16
January 2016 Medicaid Trips - AMR	24.20 paid 3/3/16
	-
	-
Total	<u>14,394.80</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Coke County
Account 1370

Description	Amount
Record Membership Dues	2,980.67 JV11721014 paid 2/26/16
Total	<u>2,980.67</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Crockett County
Account 1372

Description	Amount		
Record Membership Dues	3,714.56	JVT10713931	paid 2/12/16
Record Membership Dues	3,714.56	JVT10714093	
Record Membership Dues	3,714.56	JVT11721013	
Total	<u>11,143.68</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Irion County
Account 1373

Description	Amount	
Record Membership Dues	1,583.01	JVT11721020 paid 2/26/16
Total	<u>1,583.01</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Kimble County
Account 1374

Description	Amount
Record Membership Dues	1,512.67 JVT11721011

Total	<u>1,512.67</u>
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Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

McCulloch County
Account 1375

Description	Amount
Record Membership Dues	4,762.68 JV11721010

Total	<u>4,762.68</u>
-------	-----------------

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Menard County
Account 1376

Description	Amount
Record Annual Membership Dues	<u>15,324.23</u> JVT10713634
Total	<u>15,324.23</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Reagan County
Account 1377

Description	Amount	
Record Membership Dues	5,006.35	JVT11721009 paid 2/26/16
	-	
	-	
Total	<u>5,006.35</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Schleicher County
Account 1378

Description	Amount		
Record Membership Dues-Dec	3,429.73	JVT10714091	paid 2/26/16
Record Membership Dues-Jan	3,429.73	JVT11721008	
	-		
	-		
Total	<u>6,859.46</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Sterling County
Account 1379

Description	Amount
Record Membership Dues	1,139.93 JV11721007

Total	<u>1,139.93</u>
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Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Daily Bread Soup Kitchen (West Texas Counseling & Guidance)
Account 1381

Description	Amount
Accrue Bus Pass Invoice JVT10714097	30.00 paid 2/12/16
Accrue Bus Pass Invoice JVT11041377	30.00
Accrue Bus Pass Invoice JVT11721002	15.00 paid 2/19/16
Total	<u>75.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Workforce Solutions (Arbor ET)
Account 1382

Description	Amount
Accrue Bus Pass Invoice JVT11721003	120.00 paid 2/12/16
	-
Total	<u>120.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Christians In Action
Account 1383

Description	Amount
Accrue Bus Pass Invoice JVT11721001	20.00 paid 2/12/16
	-
	-
Total	<u>20.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Sutton County
Account 1384

Description	Amount
Record Membership Dues	3,141.33 JVT11721006
Total	<u>3,141.33</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Meals on Wheels - Kimble County
Account 1388

Description	Amount
Record Bus Fares Earned	908.00 JVT11332182
Payment	(435.75) CRT10711678
Total	<u>472.25</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Account Receivable
Account 1391

Description	Amount
Jude Richard Travel Advance to be reimbursed	195.25
Disability Connection	200.00 JVT11041329
Foster Grandparent	470.00 JVT11721016
Senior Companion	282.00 JVT11721016
St. Angela Fraternity	20.00 JVT11721042
Caprock Home Health Services	400.00 JVT11041404
Educare Community Living 012816-ECL	300.00 JVT10714135
	-
	-
	-
	-
Total	<u>1,867.25</u>

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2015 Through 1/31/2016

Aging Date -
9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Angelo Auto Glass	ANGELO AUTO GLASS	1/22/2016	I050704	<u>311.16</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>311.16</u>
Total Angelo Auto Glass	ANGELO AUTO GLASS			311.16	0.00	0.00	0.00	0.00	311.16
Angelo Tire and Alig	ANGELO TIRE AND ALIGNMENT LLC	6/4/2015	76616-1	0.00	0.00	0.00	691.88	0.00	691.88
		12/12/2015	80573	461.42	0.00	0.00	0.00	0.00	461.42
		1/20/2016	81153	113.22	0.00	0.00	0.00	0.00	113.22
		1/22/2016	81199	113.20	0.00	0.00	0.00	0.00	113.20
		1/28/2016	81287	15.00	0.00	0.00	0.00	0.00	15.00
		1/29/2016	81303	<u>188.70</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>188.70</u>
Total Angelo Tire and Alig	ANGELO TIRE AND ALIGNMENT LLC			891.54	0.00	0.00	691.88	0.00	1,583.42
AT & T Mobility	AT&T MOBILITY	2/11/2016	287237432450X012416	3,707.35	0.00	0.00	0.00	0.00	3,707.35
		12/15/2015	287237432450X1	<u>2,413.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,413.15</u>
Total AT & T Mobility	AT&T MOBILITY			6,120.50	0.00	0.00	0.00	0.00	6,120.50
ATMOS ENERGY-MO	ATMOS ENERGY	2/5/2016	3043372857 01-16	<u>212.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>212.50</u>
Total ATMOS ENERGY-MO	ATMOS ENERGY			212.50	0.00	0.00	0.00	0.00	212.50
BROTHERS INDUSTRIAL	BROTHERS INDUSTRIAL SERVICES LLC	1/20/2016	2124	877.60	0.00	0.00	0.00	0.00	877.60
		1/21/2016	2127	<u>1,383.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,383.50</u>
Total BROTHERS INDUSTRIAL	BROTHERS INDUSTRIAL SERVICES LLC			2,261.10	0.00	0.00	0.00	0.00	2,261.10
BRUCKNER TRUCK SERVI	BRUCKNER TRUCK SERVICE	1/29/2016	12040JS	<u>916.35</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>916.35</u>
Total BRUCKNER TRUCK SERVI	BRUCKNER TRUCK SERVICE			916.35	0.00	0.00	0.00	0.00	916.35
BUG EXPRESS	BUG EXPRESS	1/25/2016	1443936	<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>
Total BUG EXPRESS	BUG EXPRESS			50.00	0.00	0.00	0.00	0.00	50.00

CVTD
Aged Payables by Due Date - Outstanding AP
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Aging Date -
9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
City of San Angelo U	CITYOF SAN ANGELO UTILITY BILLING	2/8/2016	178813-197384 01-16	76.88	0.00	0.00	0.00	0.00	76.88
		2/8/2016	178815-48822 01-16	231.08	0.00	0.00	0.00	0.00	231.08
Total City of San Angelo U	CITYOF SAN ANGELO UTILITY BILLING			307.96	0.00	0.00	0.00	0.00	307.96
CITY OF SAN ANGELO.A	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE	1/31/2016	43108	14,048.24	0.00	0.00	0.00	0.00	14,048.24
Total CITY OF SAN ANGELO.A	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE			14,048.24	0.00	0.00	0.00	0.00	14,048.24
Commercial Billing S	COMMERCIAL BILLING SERVICE	12/29/2015	SS420054274-01	68.08	0.00	0.00	0.00	0.00	68.08
		1/29/2016	SS420054585-01	7.00	0.00	0.00	0.00	0.00	7.00
		1/25/2016	SS420054587-01	7.00	0.00	0.00	0.00	0.00	7.00
		1/29/2016	SS420054588-01	7.00	0.00	0.00	0.00	0.00	7.00
		1/29/2016	SS420054606-01	7.00	0.00	0.00	0.00	0.00	7.00
		1/26/2016	SS420054620	7.00	0.00	0.00	0.00	0.00	7.00
		1/26/2016	SS420054622	7.00	0.00	0.00	0.00	0.00	7.00
		1/26/2016	SS420054626	7.00	0.00	0.00	0.00	0.00	7.00
		1/28/2016	SS420054657	7.00	0.00	0.00	0.00	0.00	7.00
		1/29/2016	SS420054673-01	7.00	0.00	0.00	0.00	0.00	7.00
		2/1/2016	SS420054686-01	7.00	0.00	0.00	0.00	0.00	7.00
Total Commercial Billing S	COMMERCIAL BILLING SERVICE			138.08	0.00	0.00	0.00	0.00	138.08
CONSTANCIO TIRE SERV	CONSTANCIO TIRE SERVICE	1/6/2016	132416	25.00	0.00	0.00	0.00	0.00	25.00
		1/6/2016	132418	210.12	0.00	0.00	0.00	0.00	210.12
		1/7/2016	132420	420.24	0.00	0.00	0.00	0.00	420.24
		1/11/2016	132423	420.24	0.00	0.00	0.00	0.00	420.24
		10/26/2015	681673	373.82	0.00	0.00	0.00	0.00	373.82
		1/21/2016	859194	25.00	0.00	0.00	0.00	0.00	25.00
Total CONSTANCIO TIRE SERV	CONSTANCIO TIRE SERVICE			1,474.42	0.00	0.00	0.00	0.00	1,474.42
ENGINE PRO MACHINE L	ENGINE PRO MACHINE LLC	12/23/2015	10801	830.60	0.00	0.00	0.00	0.00	830.60
		12/30/2015	10811	196.08	0.00	0.00	0.00	0.00	196.08
		12/30/2015	10812	717.81	0.00	0.00	0.00	0.00	717.81
		12/31/2015	10814	675.41	0.00	0.00	0.00	0.00	675.41

CVTD
Aged Payables by Due Date - Outstanding AP
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Aging Date -
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		1/18/2016	10852	294.99	0.00	0.00	0.00	0.00	294.99
		1/20/2016	10858	197.46	0.00	0.00	0.00	0.00	197.46
		1/27/2016	10872	197.46	0.00	0.00	0.00	0.00	197.46
		2/2/2016	10884	<u>1,056.43</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,056.43</u>
Total ENGINE PRO MACHINE L	ENGINE PRO MACHINE LLC			4,166.24	0.00	0.00	0.00	0.00	4,166.24
Evins Temporaries	EVINS TEMPORARIES	1/20/2016	1209227	420.00	0.00	0.00	0.00	0.00	420.00
		1/27/2016	1209416	<u>512.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>512.00</u>
Total Evins Temporaries	EVINS TEMPORARIES			932.00	0.00	0.00	0.00	0.00	932.00
Fleet Services	FLEET SERVICES	1/16/2016	43745748	<u>106.83</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106.83</u>
Total Fleet Services	FLEET SERVICES			106.83	0.00	0.00	0.00	0.00	106.83
G&G Automotive	G&G AUTOMOTIVE	1/28/2016	43569	<u>179.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>179.31</u>
Total G&G Automotive	G&G AUTOMOTIVE			179.31	0.00	0.00	0.00	0.00	179.31
Home Motors	HOME MOTORS, INC.	11/6/2015	085784	155.00	0.00	0.00	0.00	0.00	155.00
		11/18/2015	086099	155.00	0.00	0.00	0.00	0.00	155.00
		11/19/2015	086123	210.00	0.00	0.00	0.00	0.00	210.00
		11/28/2015	086375	155.00	0.00	0.00	0.00	0.00	155.00
		12/3/2015	086515	193.50	0.00	0.00	0.00	0.00	193.50
		12/9/2015	086697	155.00	0.00	0.00	0.00	0.00	155.00
		12/10/2015	086702	155.00	0.00	0.00	0.00	0.00	155.00
		12/10/2015	086703	155.00	0.00	0.00	0.00	0.00	155.00
		12/11/2015	086725	155.00	0.00	0.00	0.00	0.00	155.00
		12/16/2015	086881	155.00	0.00	0.00	0.00	0.00	155.00
		12/18/2015	086927	155.00	0.00	0.00	0.00	0.00	155.00
		12/23/2015	087048	155.00	0.00	0.00	0.00	0.00	155.00
		12/30/2015	087205	155.00	0.00	0.00	0.00	0.00	155.00
		1/4/2016	087308	155.00	0.00	0.00	0.00	0.00	155.00
		1/11/2016	087450	155.00	0.00	0.00	0.00	0.00	155.00
		1/11/2016	087466	155.00	0.00	0.00	0.00	0.00	155.00
		1/13/2016	087544	291.80	0.00	0.00	0.00	0.00	291.80
		1/15/2016	087580	155.00	0.00	0.00	0.00	0.00	155.00
		12/30/2015	087720	<u>298.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>298.00</u>
Total Home Motors	HOME MOTORS, INC.			3,318.30	0.00	0.00	0.00	0.00	3,318.30
HUDSON ENERGY	HUDSON ENERGY	2/9/2016	12396172	<u>993.78</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>993.78</u>

CVTD
Aged Payables by Due Date - Outstanding AP
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9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total HUDSON ENERGY	HUDSON ENERGY			993.78	0.00	0.00	0.00	0.00	993.78
HUERTA, VINCE	VINCE HUERTA	1/26/2016	VHTVL 1-26-16	<u>216.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>216.50</u>
Total HUERTA, VINCE	VINCE HUERTA			216.50	0.00	0.00	0.00	0.00	216.50
INTELLICORP RECORDS	INTELLICORP RECORDS, INC	1/14/2016	H1142016229167 94	18.14	0.00	0.00	0.00	0.00	18.14
		1/14/2016	H1142016229168	18.14	0.00	0.00	0.00	0.00	18.14
		1/14/2016	H1142016229170	18.14	0.00	0.00	0.00	0.00	18.14
		1/14/2016	H1142016229170	18.14	0.00	0.00	0.00	0.00	18.14
		1/15/2016	H1152016229221	18.14	0.00	0.00	0.00	0.00	18.14
		1/15/2016	H1152016229221	18.14	0.00	0.00	0.00	0.00	18.14
		1/15/2016	H1152016229223	18.14	0.00	0.00	0.00	0.00	18.14
		1/15/2016	H1152016229223	18.14	0.00	0.00	0.00	0.00	18.14
		1/15/2016	H1152016229224	18.14	0.00	0.00	0.00	0.00	18.14
		1/20/2016	H1202016229382	18.14	0.00	0.00	0.00	0.00	18.14
		1/20/2016	H1202016229383	18.14	0.00	0.00	0.00	0.00	18.14
		1/26/2016	H1202016229384	18.14	0.00	0.00	0.00	0.00	18.14
		1/20/2016	H1202016229392	18.14	0.00	0.00	0.00	0.00	18.14
		1/20/2016	H1202016229400	18.14	0.00	0.00	0.00	0.00	18.14
		1/20/2016	H1202016229400	18.14	0.00	0.00	0.00	0.00	18.14
		1/22/2016	H1222016229532	18.14	0.00	0.00	0.00	0.00	18.14
		1/22/2016	H1222016229534	18.14	0.00	0.00	0.00	0.00	18.14
		1/22/2016	H1222016229535	18.14	0.00	0.00	0.00	0.00	18.14
		1/26/2016	H1262016229683	18.14	0.00	0.00	0.00	0.00	18.14
		1/28/2016	H1282016229897	<u>18.14</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18.14</u>
Total INTELLICORP RECORDS	INTELLICORP RECORDS, INC			362.80	0.00	0.00	0.00	0.00	362.80
Jim Bass Ford, Inc.	JIM BASS FORD, INC.	1/27/2016	3206017 1	283.72	0.00	0.00	0.00	0.00	283.72
		1/28/2016	3206133-1	<u>58.66</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58.66</u>
Total Jim Bass Ford, Inc.	JIM BASS FORD, INC.			342.38	0.00	0.00	0.00	0.00	342.38
O'REILLY'S	O'REILLY'S AUTO PARTS, INC.	12/22/2015	1613-192771	(89.99)	0.00	0.00	0.00	0.00	(89.99)
		12/22/2015	1613-192776	33.99	0.00	0.00	0.00	0.00	33.99
		1/8/2016	1613-196274	113.94	0.00	0.00	0.00	0.00	113.94
		1/21/2016	1613-199752	62.61	0.00	0.00	0.00	0.00	62.61
		1/23/2016	1613-200243	5.38	0.00	0.00	0.00	0.00	5.38
		1/26/2016	1613-200873	45.97	0.00	0.00	0.00	0.00	45.97
		1/27/2016	1613-201182	<u>9.29</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9.29</u>

CVTD
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Total O'REILLY'S	O'REILLY'S AUTO PARTS, INC.			181.19	0.00	0.00	0.00	0.00	181.19
REEDER DISTRIBUTORS	REEDER DISTRIBUTORS, INC.	12/21/2015	1043739	1,072.30	0.00	0.00	0.00	0.00	1,072.30
		1/26/2016	1048932	<u>955.71</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>955.71</u>
Total REEDER DISTRIBUTORS	REEDER DISTRIBUTORS, INC.			2,028.01	0.00	0.00	0.00	0.00	2,028.01
SANSING ELECTRIC CO	SANSING ELECTRIC CO	1/20/2016	902	<u>278.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>278.00</u>
Total SANSING ELECTRIC CO	SANSING ELECTRIC CO			278.00	0.00	0.00	0.00	0.00	278.00
Sav-A-Life Skills	JOYCE GRAY, SAV-A-LIFE SKILLS	1/21/2016	1212016	<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>
Total Sav-A-Life Skills	JOYCE GRAY, SAV-A-LIFE SKILLS			50.00	0.00	0.00	0.00	0.00	50.00
SHELL FLEET NAVIG	SHELL FLEET NAVIGATOR	1/1/2016	PS303-1-16	<u>105.45</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>105.45</u>
Total SHELL FLEET NAVIG	SHELL FLEET NAVIGATOR			105.45	0.00	0.00	0.00	0.00	105.45
SUMMIT TRUCK GROUP	SUMMIT TRUCK GROUP OF SAN ANGELO	10/29/2015	404203459	2,001.32	0.00	0.00	0.00	0.00	2,001.32
		1/11/2016	404204072	<u>2,803.48</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,803.48</u>
Total SUMMIT TRUCK GROUP	SUMMIT TRUCK GROUP OF SAN ANGELO			4,804.80	0.00	0.00	0.00	0.00	4,804.80
SUNOCO ENERGY SERVIC	SUNOCO ENERGY SERVICE	1/31/2015	TC 3830 01-16	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,496.13</u>	<u>1,496.13</u>
Total SUNOCO ENERGY SERVIC	SUNOCO ENERGY SERVICE			0.00	0.00	0.00	0.00	1,496.13	1,496.13
Texan Truck Wash	TEXAN TRUCK WASH, LLC	1/18/2016	9761	30.00	0.00	0.00	0.00	0.00	30.00
		1/18/2016	9762	30.00	0.00	0.00	0.00	0.00	30.00
		1/18/2016	9764	<u>30.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30.00</u>

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Total Texan Truck Wash	TEXAN TRUCK WASH, LLC			90.00	0.00	0.00	0.00	0.00	90.00
TML Intergovernmental	TML INTERGOVERNMENTAL RISK POOL	2/1/2016	1479 01-16	10,543.66	0.00	0.00	0.00	0.00	10,543.66
		1/1/2016	1479 12-15	11,043.66	0.00	0.00	0.00	0.00	11,043.66
Total TML Intergovernmental	TML INTERGOVERNMENTAL RISK POOL			21,587.32	0.00	0.00	0.00	0.00	21,587.32
Verizon SW	VERIZON SOUTHWEST	1/13/2016	3259478286 1-15	53.04	0.00	0.00	0.00	0.00	53.04
Total Verizon SW	VERIZON SOUTHWEST			53.04	0.00	0.00	0.00	0.00	53.04
WES-TEX PRESSURE WAS	WES-TEX PRESSURE WASHING	1/10/2016	2613	520.00	0.00	0.00	0.00	0.00	520.00
		2/2/2016	2625	560.00	0.00	0.00	0.00	0.00	560.00
Total WES-TEX PRESSURE WAS	WES-TEX PRESSURE WASHING			1,080.00	0.00	0.00	0.00	0.00	1,080.00
West Central Wireles	WEST CENTRAL WIRELESS	1/16/2016	40500117	222.22	0.00	0.00	0.00	0.00	222.22
Total West Central Wireles	WEST CENTRAL WIRELESS			222.22	0.00	0.00	0.00	0.00	222.22
West Texas Rehab	WEST TEXAS REHABILITATION CENTER	1/30/2016	24423	120.00	0.00	0.00	0.00	0.00	120.00
Total West Texas Rehab	WEST TEXAS REHABILITATION CENTER			120.00	0.00	0.00	0.00	0.00	120.00
WESTERN PETROLEUM LL	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX	12/15/2015	1669162	704.74	0.00	0.00	0.00	0.00	704.74
		1/15/2016	1671282	453.45	0.00	0.00	0.00	0.00	453.45
		1/31/2016	1672339	489.44	0.00	0.00	0.00	0.00	489.44
Total WESTERN PETROLEUM LL	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX			1,647.63	0.00	0.00	0.00	0.00	1,647.63

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2015 Through 1/31/2016

Aging Date -
9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Report Total				<u>69,597.65</u>	<u>0.00</u>	<u>0.00</u>	<u>691.88</u>	<u>1,496.13</u>	<u>71,785.66</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

AP Owed to CVCOG
Account 2112

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
1/1/2016	Beginning Balance	220,348.72
1/12/2016	Payment received	(126,222.76)
1/21/2016	Payment received	(94,125.96)
1/29/2016	Payment received	(113,540.38)
	AT&T Mobility-Admin Director	(315.08)
	Grant 681-Expenses paid by CVCOG	141,948.23
	Grant 682-Expenses paid by CVCOG	89,602.05
	Grant 690-Expenses paid by CVCOG	1,780.07
	Total Amount owed to CVCOG	<u>119,474.89</u>

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Deferred Income - Insurance Vehicle Repair
Account 2915

Description	Amount	Date	Asset #	VIN #	Post Date
TML Claim AU000000010848	8,418.55	7/22/2015	13-06	5907	
TML Claim AU000000016590	8,711.17	7/17/2015	13-09	5913	
TML Claim AU0000000019152	1,617.00	8/28/2015	14-65	5348	
TML Claim AU0000000020111	874.86	10/9/2015	14-97	2299	
TML Claim AU0000000008439	265.51	8/13/2015	18-47	7739	
TML Claim AU0000000009590	10,940.21	8/8/2015	18-52	7744	
TML Claim AU0000000013534	154.50	10/1/2015	18-44	7740	
TML Claim AU00000000215146	406.72	10/1/2015	18-44	7740	
TML Claim AU0000000023476	7,655.50	12/11/2015	18-50	7738	
TML Property Claim	929.06	1/22/2016			
TML Claim AU0000000023476	3,800.00	1/8/2016	18-50	7737	
Total	<u>43,773.08</u>				

Note: Funds held until vehicle repair completed.

Concho Valley Transit District
Balance Sheet Reconciliation
January 31, 2016

Deferred Medical Transportation
Account 2919

Description	Amount
Funds received September 2015	14,277.60
Funds received September 2015	17,189.60
Funds billed October 2015	16,794.80
Funds billed October 2015	16,270.00
Funds Billed November 2015	10,677.20
Funds Billed November 2015	20,978.40
Funds Billed December 2015	11,626.20
Funds Billed December 2015	13,309.20
Funds Billed January 2016	10,250.40
Funds Billed January 2016	14,394.80
Recognize funds October	(7.34) Grant 662
Recognize funds October	(11,489.18) Grant 681
Recognize funds October	(256.32) Grant 656
Recognize funds October	(334.23) Grant 657
Recognize funds November	(8,640.00) Grant 681
Recognize funds December	(1,092.82) Grant 671
Recognize funds January 2016	(2,019.79) Grant 656
Recognize funds January 2016	(394.92) Grant 657
Recognize funds January 2016	(0.08) Grant 661

Total 121,533.52

CONCHO VALLEY TRANSIT DISTRICT
September 2015 through August 2016

URBAN PROGRAM		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
TOTAL EXPENSE		165,112.12	178,696.53	177,471.15	171,624.88	331,076.12	-	-	-	-	-	-	-	1,023,980.80		2,785,658.30	1,761,677.50
Urban - 5307	Grant 681																
URB 1601 (07)	STATE	Period 9/1/15 thru 8/31/16															
Preventative Maint		1,694.99	1,339.25	3,365.20	5,655.82	-	-	-	-	-	-	-	-	12,055.26	-	25,359.00	13,303.74
Third Party Contract		-	-	4,480.00	10,520.00	-	-	-	-	-	-	-	-	15,000.00	-	15,000.00	-
Operating		79,011.45	82,894.52	52,399.03	-	-	-	-	-	-	-	-	-	214,305.00	-	214,305.00	-
TOTAL		80,706.44	84,233.77	60,244.23	16,175.82	-	-	-	-	-	-	-	-	241,360.26	-	254,664.00	13,303.74
FTA TX-90-Y141	Grant 681																
Operations 30.09.01	FED	-	-	-	29,056.00	-	-	-	-	-	-	-	-	29,056.00	-	765,637.00	736,581.00
ADA 11.7C.00		-	-	-	-	137,585.00	-	-	-	-	-	-	-	137,585.00	-	137,585.00	-
Prev Maint 11-7A.00		-	-	-	-	2,035.00	-	-	-	-	-	-	-	2,035.00	-	362,907.00	360,872.00
Cap Lease 11.46.01		-	-	-	-	175.00	-	-	-	-	-	-	-	175.00	-	6,518.00	6,343.00
Employee Training 11.7D.02		-	392.00	-	271.00	-	-	-	-	-	-	-	-	663.00	-	3,200.00	2,537.00
Lease Yards 11.46.05		-	-	-	-	96,000.00	-	-	-	-	-	-	-	96,000.00	-	96,000.00	-
Prg Suprt Admin 44.21.00		-	1,732.00	454.00	774.00	-	-	-	-	-	-	-	-	2,960.00	-	4,000.00	1,040.00
TOTAL	CFDA 20.507	-	2,124.00	454.00	30,101.00	235,795.00	-	-	-	-	-	-	-	268,474.00	-	1,375,847.00	1,107,373.00
FTA TX-90-Y123	Grant 656, 681																
Operations 30.09.01	FED	59,091.00	49,546.00	163,983.00	35,060.00	-	-	-	-	-	-	-	-	307,680.00	583,276.00	890,956.00	-
ADA 11.7C.00		-	-	-	-	-	-	-	-	-	-	-	-	-	137,817.00	137,817.00	-
Prev Maint 11-7A.00		-	-	(79,493.00)	8,888.00	40,887.00	-	-	-	-	-	-	-	(29,718.00)	166,084.00	218,196.00	81,830.00
Cap Lease 11.46.01		620.00	619.00	175.00	175.00	-	-	-	-	-	-	-	-	1,589.00	6,752.00	8,371.00	30.00
Lease Yards 11.46.05		-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
Short Range Planning 44.24.00		-	-	-	-	-	-	-	-	-	-	-	-	-	894.00	26,830.00	25,936.00
TOTAL	CFDA 20.507	59,711.00	50,165.00	84,665.00	44,123.00	40,887.00	-	-	-	-	-	-	-	279,551.00	990,823.00	1,378,170.00	107,796.00
Total Government Funding		140,417.44	136,522.77	145,363.23	90,399.82	276,682.00	-	-	-	-	-	-	-	789,385.26	990,823.00	3,008,681.00	1,228,472.74
OTHER REVENUE																	
Program Revenue		13,827.17	12,617.97	12,629.17	15,185.02	10,087.34	-	-	-	-	-	-	-	64,346.67		150,000.00	85,653.33
Aging		838.00	842.00	-	1,174.00	752.00	-	-	-	-	-	-	-	3,606.00		30,000.00	26,394.00
COSA Funds		-	-	385,391.00	-	-	-	-	-	-	-	-	-	385,391.00		533,260.52	147,869.52
Sale of Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-		-	-
Ram Tram		2,169.17	3,367.63	8,379.00	6,336.40	-	-	-	-	-	-	-	-	20,252.20		40,000.00	19,747.80
Lease		863.00	13,678.00	539.00	156.00	539.00	-	-	-	-	-	-	-	15,775.00		21,988.00	6,213.00
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-		25,000.00	25,000.00
Chamber of Commerce		-	-	-	-	-	-	-	-	-	-	-	-	-		3,500.00	3,500.00
Medical		-	11,745.50	8,640.00	-	2,019.79	-	-	-	-	-	-	-	22,405.29		131,321.38	108,916.09
City of Bronte		-	-	-	-	-	-	-	-	-	-	-	-	-		12,600.00	12,600.00
Adult Enrichment		-	-	-	-	-	-	-	-	-	-	-	-	-		16,320.00	16,320.00
Charter		3,660.00	3,260.00	1,610.00	4,160.00	260.00	-	-	-	-	-	-	-	12,950.00		20,000.00	7,050.00
Other Local		-	-	241.25	-	68.25	-	-	-	-	-	-	-	309.50		-	(309.50)
TOTAL OTHER REVENUE		21,357.34	45,511.10	417,429.42	27,011.42	13,726.38	-	-	-	-	-	-	-	525,035.66		983,989.90	458,954.24
Total Urban Excess/(Shortage)		(3,337.34)	3,337.34	385,321.50	(54,213.64)	(40,667.74)	-	-	-	-	-	-	-	290,440.12		216,189.60	

RURAL PROGRAM														Less Previous		
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request	BUDGET	Variance
TOTAL EXPENSE	123,444.88	118,485.17	132,914.83	126,227.89	141,680.63	-	-	-	-	-	-	-	642,753.40	-	2,026,610.54	1,383,857.14
Rural 5311																
RPT1504(07)39																
Administrative	SAF	Period: 04/07/15-08/31/16														
Grant 657, 682	619.84	619.84	174.72	174.72	174.72	-	-	-	-	-	-	-	1,763.84	79,363.60	81,149.00	21.56
Operating	30,312.19	28,101.01	57,493.55	48,828.21	68,280.18	-	-	-	-	-	-	-	233,015.14	195,005.51	430,762.00	2,741.35
TOTAL	CFDA 20.509	30,932.03	28,720.85	57,668.27	49,002.93	68,454.90	-	-	-	-	-	-	234,778.98	274,369.11	511,911.00	2,762.91
Rural 5311																
Administrative	SAF	Award usually received in April														
Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.509	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rural 5311																
RUR 1601 (07)	Grant 682	Period: 09/1/15 thru 08/31/16														
STATE	1,199.00	1,879.75	9,287.16	5,306.12	2,976.98	-	-	-	-	-	-	-	20,649.01	-	25,359.00	4,709.99
Preventative Maint	-	-	4,480.00	10,520.00	-	-	-	-	-	-	-	-	15,000.00	-	15,000.00	-
Third Party Contract	29,491.31	29,536.96	57,695.85	51,252.06	68,614.55	-	-	-	-	-	-	-	236,590.73	-	347,414.00	110,823.27
Operating	29,491.31	29,536.96	57,695.85	51,252.06	68,614.55	-	-	-	-	-	-	-	236,590.73	-	347,414.00	110,823.27
TOTAL	30,690.31	31,416.71	71,463.01	67,078.18	71,591.53	-	-	-	-	-	-	-	272,239.74	-	387,773.00	115,533.26
Total Government Funding	61,622.34	60,137.56	129,131.28	116,081.11	140,046.43	-	-	-	-	-	-	-	507,018.72	274,369.11	899,684.00	118,296.17
OTHER REVENUE																
Program Revenue	471.85	758.25	454.10	4,847.70	668.75	-	-	-	-	-	-	-	7,200.65	-	20,000.00	12,799.35
Aging	-	-	-	7,616.00	-	-	-	-	-	-	-	-	7,616.00	-	20,000.00	12,384.00
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Local	-	-	2,351.13	-	-	-	-	-	-	-	-	-	2,351.13	-	-	(2,351.13)
Medicaid	-	334.23	-	-	394.92	-	-	-	-	-	-	-	729.15	-	218,678.62	217,949.47
County Cash Match	117,753.81	27,270.93	27,270.93	27,270.93	27,270.93	-	-	-	-	-	-	-	226,837.53	-	418,247.92	191,410.39
InKind	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER REVENUE	118,225.66	28,363.41	30,076.16	39,734.63	28,334.60	-	-	-	-	-	-	-	244,734.46	-	676,926.54	432,192.08
Total Rural Excess/(Shortage)	56,403.12	(29,984.20)	26,292.61	29,587.85	26,700.40	-	-	-	-	-	-	-	108,999.78	-	(724,369.11)	

PLANNING PROJECTS		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
5304		Unable to bill, waiting on approval from TXDOT															
Regional Planning	Grant 690	Period: 09/11/2015 thru 8/31/2016															
REG 1601 (24)	SAF	-	-	1,427.28	1,884.58	1,533.22	-	-	-	-	-	-	-	4,845.08	-	13,489.00	8,643.92
Regional Planning		-	-	27.02	-	-	-	-	-	-	-	-	-	27.02	-	2,109.00	2,081.98
Procurement Specialist		-	-	-	-	-	-	-	-	-	-	-	-	-	-	139.00	139.00
Supplies		-	-	-	-	-	-	-	-	-	-	-	-	-	-	512.00	512.00
Travel		-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,193.00	11,193.00
Contractual		-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,558.00	1,773.59
Indirect		-	-	234.15	303.41	246.85	-	-	-	-	-	-	-	784.41	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.515	-	-	1,688.45	2,187.99	1,780.07	-	-	-	-	-	-	-	5,656.51	-	30,000.00	24,343.49

Note: Local Funds used for expenses not authorized in budget

CAPITAL PROJECTS

		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
Rural	5339 Grant 669	Period: 07/08/2014 thru 03/31/2016															
VCR 1402(07)03	Buses																
Capital Expenses	SAF	-	-	41,684.81	-	-	-	-	-	-	-	-	-	41,684.81	-	42,877.00	1,192.19
TD Credits	TDCs	-	-	8,336.96	-	-	-	-	-	-	-	-	-	8,336.96	-	8,576.00	239.04
TOTAL	CFDA 20.526	-	-	50,021.77	-	-	-	-	-	-	-	-	-	50,021.77	-	51,453.00	1,431.23
																0.20	
Urban	5339 Grant 670	Unable to bill, waiting on amendment															
VCR 1403(07)03	Buses	Period: 07/08/2014 thru 03/31/2016															
Capital Expenses	SAF	150,398.00	-	66,825.67	-	-	-	-	-	-	-	-	-	217,223.67	-	679,370.00	462,146.33
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,250.00	24,250.00
TD Credits	TDCs	22,560.00	-	13,365.13	-	-	-	-	-	-	-	-	-	35,925.13	-	111,624.00	75,698.87
TOTAL	CFDA 20.526	172,958.00	-	80,190.80	-	-	-	-	-	-	-	-	-	253,148.80	-	815,244.00	562,095.20
VCR 1603(07)18	5339 Grant 697	Period: 10/26/2015 thru 08/31/2017															
Capital - Vehicle	Urban	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,217.00	250,217.00
Capital - Facility		-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,362.00	42,362.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	58,517.00	58,517.00
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	351,096.00	351,096.00
VCR 1602(07)18	5339 Grant 698	Period: 10/26/2015 thru 08/31/2017															
Capital - Vehicle	Rural	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,905.00	41,905.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,381.00	8,381.00
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,286.00	50,286.00
FTA TX-04-0115-00	5309 Grant 671	TDCs expire January 31, 2016															
Capital Expenses	Buses	ACCOUNT CLOSED															
	FED	-	-	-	56,286.00	-	-	-	-	-	-	-	-	56,286.00	804,199.00	860,800.00	315.00
TDC 1301(07)	TDCs	-	-	-	11,257.15	-	-	-	-	-	-	-	-	11,257.15	160,839.85	172,160.00	63.00
Medical Funds		-	-	-	1,092.82	-	-	-	-	-	-	-	-	1,092.82	0.25	-	(1,093.07)
TOTAL	CFDA 20.500	-	-	-	68,635.97	-	-	-	-	-	-	-	-	68,635.97	965,039.10	1,032,960.00	(715.07)
Terminal	FTA																
FTA TX-04-0046-00	Grant 566	Period: 10/26/2015 thru 08/31/2017															
Capital Expenses	FED	-	-	-	-	-	-	-	-	-	-	-	-	-	571,085.45	732,500.00	161,414.55
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000.00	50,000.00	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	0.50	-	(0.50)
LONP-COSA		-	-	-	-	-	-	-	-	-	-	-	-	-	120,625.00	120,625.00	-
TOTAL	CFDA 20.500	-	-	-	-	-	-	-	-	-	-	-	-	-	741,710.95	903,125.00	161,414.05
ED1601 (07) 30	5310 Grant 699	Period: 10/26/15 thru 12/31/16															
CVTD PM	SAF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,823.00	38,823.00
Operating		-	-	-	-	-	-	-	-	-	-	-	-	-	-	36,608.00	36,608.00
Capital - Vehicle		-	-	-	-	-	-	-	-	-	-	-	-	-	-	118,000.00	118,000.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,366.00	31,366.00
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.513	-	-	-	-	-	-	-	-	-	-	-	-	-	-	224,797.00	224,797.00
Urban	5310 Grant 661	Period: 09/1/14 thru 4/30/16															
CVTD PM	SAF	12,374.51	2,513.98	-	20.00	6,826.63	-	-	-	-	-	-	-	21,735.12	92,897.88	114,633.00	-
Communications		-	-	-	-	-	-	-	-	-	-	-	-	-	-	49,000.00	49,000.00
TD Credits	TDCs	2,474.90	502.80	-	4.00	1,365.33	-	-	-	-	-	-	-	4,347.03	18,579.49	32,727.00	9,800.48
Medical Funds	PM	-	-	-	-	0.08	-	-	-	-	-	-	-	0.08	-	-	(0.08)
TOTAL	CFDA 20.513	14,849.41	3,016.78	-	24.00	8,192.04	-	-	-	-	-	-	-	26,082.23	111,477.37	196,360.00	58,800.40
Rural	5310 Grant 662	Period: 09/1/14 thru 12/31/15															
CVTD PM	SAF	3,456.05	2,305.02	-	-	-	-	-	-	-	-	-	-	5,761.07	54,953.93	60,715.00	-
TD Credits	TDCs	691.21	461.27	-	-	-	-	-	-	-	-	-	-	1,152.48	10,990.52	12,143.00	-
Medical Funds	PM	-	7.34	-	-	-	-	-	-	-	-	-	-	7.34	-	-	(7.34)
TOTAL	CFDA 20.513	4,147.26	2,773.63	-	-	-	-	-	-	-	-	-	-	6,920.89	65,944.45	72,858.00	(7.34)

CVTD
Balance Sheet - Balance Sheet
As of 2/29/2016

	<u>Current Period Balance</u>	
Assets		
Wells Fargo CVTD Bank Acct	504,281.71	1117
ED 1502(07)15 Urban & Rural	6,846.63	1236
Grant 671 FTA TX-04-0115	41,685.00	1238
Grant 681, CVTD Urban FY 15-16	463,328.56	1241
Grant 682, CVTD Rural FY15-16	310,484.40	1242
Grant 669, VCR 1402(07)(03) Rural	41,684.81	1243
Grant 690, Regional Planning FY 15-16	6,991.06	1245
Account Receivable-Medical Transportation	28,181.00	1300
Coke County	2,980.67	1370
Crockett County	11,143.68	1372
Irion County	1,583.01	1373
Kimble County	3,025.34	1374
McCulloch County	9,525.36	1375
Menard County	15,324.23	1376
Reagan County	6,630.82	1377
Schleicher County	6,859.36	1378
Sterling County	2,279.86	1379
Daily Bread Soup Kitchen (WTCG)	75.00	1381
Workforce Solutions (Arbor ET)	80.00	1382
Christians In Action	20.00	1383
Sutton County	6,282.66	1384
Angelo State University-Ram Tram	7,063.00	1387
Meals on Wheels - Kimble County	472.25	1388
Accounts Receivable	1,130.30	1391
Other Assets - Project Equipment	5,337,273.69	1811
Other Assets - Land	353,098.80	1812
Other Assets - Building	<u>4,577,332.79</u>	1813
Total Assets	<u>11,745,663.99</u>	
Liabilities		
AP	87,426.39	2111
AP Owed to CVCOG	241,911.45	2112
Deferred Income - Insurance Vehicle Repair	47,023.79	2915
Deferred Income-Medical Transportation	<u>149,641.16</u>	2919
Total Liabilities	<u>526,002.79</u>	
Fund Balance		
Unassigned General Fund	773,754.14	3101
Investment - Capital Assets	<u>10,267,705.28</u>	3110
Total Fund Balance	<u>11,041,459.42</u>	
 Excess Revenue over Expenditures FY 15-16	 <u>178,201.78</u>	
 Total Liabilities and Fund Balance	 <u>11,745,663.99</u>	

CVTD
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures
From 9/1/2015 Through 2/29/2016

	<u>Current Period Actual</u>	
Revenue		
FTA TX-90-Y123 Urban	279,551.00	4135
Grant 671, FTA TX-04-0115 Buses	56,286.00	4136
Grant 681, CVTD Urban FY 15-16	351,417.00	4137
ED 1502(07)15 Urban & Rural	27,496.19	4234
Grant 682, CVTD Rural FY 15-16	237,541.89	4238
Grant 669, VCR 1402(07)(03) Rural	41,684.81	4239
Grant 670, VCR 1403(07)(03) Urban	150,398.00	4240
Grant 690, Regional Planning FY 15-16	6,991.06	4242
Grant 681, CVTD Urban FY 15-16	254,664.00	4316
Grant 682, CVTD Rural FY 15-16	323,833.69	4317
Transportation Toll Credits	61,018.42	4412
Program Income	85,483.43	4522
Local Revenue	35,158.30	4523
Transit Charter Fees	15,310.00	4525
Revenue County Cash Match	254,108.46	4756
COSA Funds	398,147.00	4758
TDH Med Tnsp Rev Transit Dist	24,283.84	4759
Transp Aging Vendor Cont	<u>11,954.00</u>	4763
Total Revenue	<u>2,615,327.09</u>	

Expenditures		
Salaries	106,576.69	5110
Transit Oper Mgmt Salaries	30,717.80	5111
General Overtime Wages	599.77	5118
Leave Time Benefits	140,514.60	5150
Medicare Tax	10,566.61	5151
Workers Comp Insurance	21,708.37	5172
SUTA	349.42	5173
Health Insurance Benefit	173,545.71	5174
Dental Insurance Benefit	7,667.13	5175
Life Insurance Benefits	6,537.00	5176
Retirement	84,983.78	5181
Indirect Costs	189,744.00	5199
Driver Wages	489,800.00	5210
Customer Service Wages	35,511.20	5213
Dispatchers Wages	20,553.98	5217
Driver Overtime Wages	44,134.87	5218
Dispatcher Overtime Wages	14.43	5219
Customer Service Overtime Wages	82.06	5220
Driver Double Time	4,345.67	5222
Customer Service Double Time	386.80	5224
Audit & Legal	13,500.00	5231
Contract Services	5,640.75	5291
Management Service Fees	67,200.00	5292
Travel-In Region	1,745.59	5309
Travel-Out of Region	2,914.24	5310
Meals	524.37	5312
Fuel	129,344.83	5351

CVTD
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures
From 9/1/2015 Through 2/29/2016

	Current Period Actual	
Expenditures cont...		
Lubricant	907.97	5352
Accident/Vandalism Vehicle Repair	3,353.17	5360
Unscheduled Vehicle Maintenance	92,967.09	5361
Scheduled Preventative Maintenance	34,245.67	5362
Tires	14,865.32	5363
Rent	4,846.40	5411
Shop & Yard Space	120,000.00	5414
Utilities	492.97	5431
Bldg Maintenance	759.89	5451
Supplies	4,724.12	5510
Supplies - Bus/Service Vehicles	1,842.55	5516
Parts Supplies	727.24	5520
Computers/Software	1,799.70	5622
Capital Equipment	379,620.40	5623
Insurance	49,697.28	5711
Communications - Bus	13,299.73	5712
Cell Phones	4,454.99	5713
Internet	386.10	5714
Printing	2,562.13	5721
Ads & Promotions	1,300.00	5722
Publications	681.50	5723
Repeater Rental	2,501.31	5732
Radio Maintenance	213.80	5733
Training	551.53	5751
Dues and fees	1,124.37	5753
Communications	4,557.85	5761
Postage/freight	2,249.70	5762
Coffee Expense	401.64	5792
Physicals	1,867.00	5793
Anti Drug Program	1,480.00	5795
Safety	3,189.15	5796
Multi-Modal Supplies	2,305.34	5810
Multi-Modal Insurance	3,088.92	5811
Multi-Modal Internet	9,971.67	5814
Multi-Modal Utilities	8,834.16	5831
Multi-Modal Building Maintenance	7,338.90	5851
Multi-Modal Communications	3,687.66	5861
Transportation Toll Credits	<u>61,018.42</u>	6999
Total Expenditures	<u>2,437,125.31</u>	
Excess Revenue over Expenditures	<u>178,201.78</u>	

CVTD
Reconcile Cash Accounts

Summary

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open

Bank Balance	516,083.42
Less Outstanding Checks/Vouchers	11,801.71
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	504,281.71
Balance Per Books	<u>504,281.71</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
16854	2/26/2016	System Generated Check/Voucher	1,065.27	ANGELO TIRE AND ALIGNMENT LLC
16855	2/26/2016	System Generated Check/Voucher	3,707.35	AT&T MOBILITY
16857	2/26/2016	System Generated Check/Voucher	335.12	CONSTANCIO TIRE AND FLEET
16858	2/26/2016	System Generated Check/Voucher	60.00	CONSTANCIO TIRE SERVICE
16859	2/26/2016	System Generated Check/Voucher	2,072.42	ENGINE PRO MACHINE LLC
16860	2/26/2016	System Generated Check/Voucher	640.00	EVINS TEMPORARIES
16861	2/26/2016	System Generated Check/Voucher	911.80	HOME MOTORS, INC.
16862	2/26/2016	System Generated Check/Voucher	993.78	HUDSON ENERGY
16863	2/26/2016	System Generated Check/Voucher	250.00	KAY GEE, INC.
16864	2/26/2016	System Generated Check/Voucher	226.35	O'REILLY'S AUTO PARTS, INC.
16865	2/26/2016	System Generated Check/Voucher	120.00	JOYCE GRAY, SAV-A-LIFE SKILLS
16866	2/26/2016	System Generated Check/Voucher	532.00	SHANNON CLINIC CENTRAL BILLING
16867	2/26/2016	System Generated Check/Voucher	88.00	STANDARD TIMES
16868	2/26/2016	System Generated Check/Voucher	538.90	STERICYCLE COMMUNICATION SOLUTIONS
16870	2/26/2016	System Generated Check/Voucher	30.00	TEXAN TRUCK WASH, LLC
16871	2/26/2016	System Generated Check/Voucher	222.22	WEST CENTRAL WIRELESS
16872	2/26/2016	System Generated Check/Voucher	8.50	WEST TEXAS FIRE EXTINGUISHER INC
Outstanding Checks/Vouchers			<u>11,801.71</u>	

**CVTD
Reconcile Cash Accounts**

Detail

**Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open**

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16621	10/27/2015	System Generated Check/Voucher	85.00	DOUBLE D MUFFLER
16662	11/19/2015	System Generated Check/Voucher	25.00	DOUBLE D MUFFLER
16774	1/21/2016	System Generated Check/Voucher	2,451.42	ENGINE PRO MACHINE LLC
16783	1/29/2016	System Generated Check/Voucher	1,335.76	ANGELO TIRE AND ALIGNMENT LLC
16784	1/29/2016	System Generated Check/Voucher	76.88	CITYOF SAN ANGELO UTILITY BILLING
16785	1/29/2016	System Generated Check/Voucher	313.47	CITYOF SAN ANGELO UTILITY BILLING
16786	1/29/2016	System Generated Check/Voucher	15,497.06	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
16787	1/29/2016	System Generated Check/Voucher	56.00	COMMERCIAL BILLING SERVICE
16788	1/29/2016	System Generated Check/Voucher	316.19	CONSTANCIO TIRE SERVICE
16789	1/29/2016	System Generated Check/Voucher	1,624.00	ENGINE PRO MACHINE LLC
16790	1/29/2016	System Generated Check/Voucher	13,891.54	G&G AUTOMOTIVE
16791	1/29/2016	System Generated Check/Voucher	1,118.21	HUDSON ENERGY
16792	1/29/2016	System Generated Check/Voucher	180.21	INTELLICORP RECORDS, INC
16793	1/29/2016	System Generated Check/Voucher	59.95	KAY GEE, INC.
16794	1/29/2016	System Generated Check/Voucher	1,404.00	SANSING ELECTRIC CO
16795	1/29/2016	System Generated Check/Voucher	19.64	SHELL FLEET NAVIGATOR
16796	1/29/2016	System Generated Check/Voucher	2,814.49	SHELL FLEET PLUS
16797	1/29/2016	System Generated Check/Voucher	570.41	STERICYCLE COMMUNICATION SOLUTIONS
16798	1/29/2016	System Generated Check/Voucher	893.85	SUNOCO ENERGY SERVICE
16799	1/29/2016	System Generated Check/Voucher	635.00	SUPERIOR SERVICES
16800	1/29/2016	System Generated Check/Voucher	15.00	TEXAN TRUCK WASH, LLC
16801	1/29/2016	System Generated Check/Voucher	52.81	VERIZON SOUTHWEST
16802	1/29/2016	System Generated Check/Voucher	367.95	WEST CENTRAL WIRELESS
16803	1/29/2016	System Generated Check/Voucher	300.00	WEST TEXAS REHABILITATION CENTER

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16804	1/29/2016	System Generated Check/Voucher	491.27	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX
16805	2/12/2016	System Generated Check/Voucher	311.16	ANGELO AUTO GLASS
16806	2/12/2016	System Generated Check/Voucher	226.42	ANGELO TIRE AND ALIGNMENT LLC
16807	2/12/2016	System Generated Check/Voucher	2,261.10	BROTHERS INDUSTRIAL SERVICES LLC
16808	2/12/2016	System Generated Check/Voucher	50.00	BUG EXPRESS
16809	2/12/2016	System Generated Check/Voucher	68.08	COMMERCIAL BILLING SERVICE
16810	2/12/2016	System Generated Check/Voucher	195.00	COMMUNICATIONS ETC., INC.
16811	2/12/2016	System Generated Check/Voucher	1,474.42	CONSTANCIO TIRE SERVICE
16812	2/12/2016	System Generated Check/Voucher	2,714.89	ENGINE PRO MACHINE LLC
16813	2/12/2016	System Generated Check/Voucher	420.00	EVINS TEMPORARIES
16814	2/12/2016	System Generated Check/Voucher	106.83	FLEET SERVICES
16815	2/12/2016	System Generated Check/Voucher	701.50	HOME MOTORS, INC.
16816	2/12/2016	System Generated Check/Voucher	362.80	INTELLICORP RECORDS, INC
16817	2/12/2016	System Generated Check/Voucher	276.52	O'REILLY'S AUTO PARTS, INC.
16818	2/12/2016	System Generated Check/Voucher	2,803.48	SUMMIT TRUCK GROUP OF SAN ANGELO
16819	2/12/2016	System Generated Check/Voucher	60.00	TEXAN TRUCK WASH, LLC
16820	2/12/2016	System Generated Check/Voucher	21,587.32	TML INTERGOVERNMENTAL RISK POOL
16821	2/12/2016	System Generated Check/Voucher	53.04	VERIZON SOUTHWEST
16822	2/12/2016	System Generated Check/Voucher	1,080.00	WES-TEX PRESSURE WASHING
16823	2/12/2016	System Generated Check/Voucher	1,158.19	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX
16824	2/19/2016	System Generated Check/Voucher	284.36	ANGELO AUTO GLASS
16825	2/19/2016	System Generated Check/Voucher	2,765.74	ANGELO TIRE AND ALIGNMENT LLC
16826	2/19/2016	System Generated Check/Voucher	2,413.15	AT&T MOBILITY
16827	2/19/2016	System Generated Check/Voucher	212.50	ATMOS ENERGY
16828	2/19/2016	System Generated Check/Voucher	2,824.40	BROTHERS INDUSTRIAL SERVICES LLC

**CVTD
Reconcile Cash Accounts**

Detail

**Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open**

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16829	2/19/2016	System Generated Check/Voucher	916.35	BRUCKNER TRUCK SERVICE
16830	2/19/2016	System Generated Check/Voucher	76.88	CITYOF SAN ANGELO UTILITY BILLING
16831	2/19/2016	System Generated Check/Voucher	231.08	CITYOF SAN ANGELO UTILITY BILLING
16832	2/19/2016	System Generated Check/Voucher	14,048.24	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
16833	2/19/2016	System Generated Check/Voucher	49.00	COMMERCIAL BILLING SERVICE
16834	2/19/2016	System Generated Check/Voucher	135.00	CONSTANCIO TIRE SERVICE
16834	2/19/2016	System Generated Check/Voucher	(135.00)	CONSTANCIO TIRE SERVICE
16835	2/19/2016	System Generated Check/Voucher	3,281.35	ENGINE PRO MACHINE LLC
16836	2/19/2016	System Generated Check/Voucher	102.00	BAYLEA EVANS
16837	2/19/2016	System Generated Check/Voucher	1,182.00	EVINS TEMPORARIES
16838	2/19/2016	System Generated Check/Voucher	4,734.23	G&G AUTOMOTIVE
16839	2/19/2016	System Generated Check/Voucher	1,705.00	HOME MOTORS, INC.
16840	2/19/2016	System Generated Check/Voucher	216.50	VINCE HUERTA
16841	2/19/2016	System Generated Check/Voucher	398.37	JIM BASS FORD, INC.
16842	2/19/2016	System Generated Check/Voucher	11,200.00	MCDONALD TRANSIT ASSOCIATES, INC
16843	2/19/2016	System Generated Check/Voucher	2,028.01	REEDER DISTRIBUTORS, INC.
16844	2/19/2016	System Generated Check/Voucher	126.41	REPUBLIC SERVICES #691
16845	2/19/2016	System Generated Check/Voucher	278.00	SANSING ELECTRIC CO
16846	2/19/2016	System Generated Check/Voucher	110.00	JOYCE GRAY, SAV-A-LIFE SKILLS
16847	2/19/2016	System Generated Check/Voucher	105.45	SHELL FLEET NAVIGATOR
16848	2/19/2016	System Generated Check/Voucher	2,001.32	SUMMIT TRUCK GROUP OF SAN ANGELO
16849	2/19/2016	System Generated Check/Voucher	30.00	TEXAN TRUCK WASH, LLC
16850	2/19/2016	System Generated Check/Voucher	429.89	TEXAS COMMUNICATIONS, INC.
16851	2/19/2016	System Generated Check/Voucher	189.84	VERIZON SOUTHWEST
16852	2/19/2016	System Generated Check/Voucher	113.59	VERIZON SOUTHWEST

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
16853	2/19/2016	System Generated Check/Voucher	120.00	WEST TEXAS REHABILITATION CENTER
16856	2/26/2016	System Generated Check/Voucher	28.00	COMMERCIAL BILLING SERVICE
16869	2/26/2016	System Generated Check/Voucher	1,496.13	SUNOCO ENERGY SERVICE
16873	2/26/2016	System Generated Check/Voucher	489.44	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX
Cleared Checks/Vouchers			134,693.09	

**CVTD
Reconcile Cash Accounts**

Detail

**Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open**

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CRT10711925	2/1/2016	CVTD Bus Fares 2-1-16	47.75
	CRT11721007	2/2/2016	CVTD Bus Fares 02-02-2016	268.38
	CRT11721008	2/2/2016	CVTD Bus Fares 02-02-2016	25.00
	CRT11721009	2/2/2016	CVTD Bus Fares 02-02-2016	229.00
	CRT11721010	2/2/2016	CVTD Bus Fares 02-02-2016	529.51
	CRT11721013	2/2/2016	FTA Payment 02-02-2016	14,601.00
	CRT10711927	2/3/2016	CVTD Bus Fares 2-3-16	61.00
	CRT10711928	2/3/2016	CVTD Bus Fares 2-3-16	634.15
	CRT11721001	2/4/2016	CVTD Bus Fares 02-04-2016	62.50
	CRT11721002	2/4/2016	CVTD Bus Fares 02-04-2016	582.72
	CRT11721003	2/4/2016	CVTD Bus Fares 02-04-2016	97.00
	CRT11721004	2/5/2016	CVTD Bus Fares 02-05-2016	618.70
	CRT11721005	2/5/2016	CVTD Bus Fares 02-05-2016	12.00
	CRT11721014	2/5/2016	Total Deposit	4,123.46
	CRT11721006	2/8/2016	CVTD Bus Fares 02-08-2016	557.09
	CRT11721018	2/9/2016	CVTD Bus Fares 02-09-2016	295.87
	CRT11721019	2/9/2016	CVTD Bus Fares 02-09-2016	52.00
	CRT11721023	2/9/2016	CVTD Bus Fares 02-09-2016	618.04
	CRT11721047	2/9/2016	CVTD Bus Fares 02-09-2016	52.00
	CRT11721048	2/9/2016	CVTD Bus Fares 02-09-2016	48.00
	CRT11721049	2/9/2016	CVTD Bus Fares 02-09-2016	150.00
	CRT11721050	2/9/2016	CVTD Bus Fares 02-09-2016	193.00
	CRT11721051	2/9/2016	CVTD Bus Fares 02-09-2016	247.87
	CRT11721052	2/9/2016	CVTD Bus Fares 02-09-2016	275.04
	CRT11721053	2/9/2016	CVTD Bus Fares 02-09-2016	60.40
	CRT11721020	2/10/2016	CVTD Bus Fares 02-10-2016	60.40
	CRT11721025	2/10/2016	CVTD Bus Fares 02-10-2016	558.30
	CRT11721054	2/10/2016	CVTD Bus Fares 02-10-2016	144.00
	CRT11721055	2/10/2016	CVTD Bus Fares 02-10-2016	154.00
	CRT11721056	2/10/2016	CVTD Bus Fares 02-10-2016	260.30
	CRT11721030	2/11/2016	CVTD Bus Fares 02-11-2016	16.00
	CRT11721040	2/11/2016	CVTD Bus Fares 02-11-2016	566.55
	CRT11721024	2/12/2016	County of Crockett Ck 78244	4,184.56
	CRT11721041	2/12/2016	CVTD Bus Fares 02-12-2016	624.85
	CRT11721029	2/16/2016	CVTD Bus Fares 02-16-2016	25.50
	CRT11721042	2/16/2016	CVTD Bus Fares 02-16-2016	511.59
	CRT11721028	2/17/2016	CVTD Bus Fares 02-17-2016	63.00
	CRT11721043	2/17/2016	CVTD Bus Fares 02-17-2016	122.00
	CRT11721045	2/18/2016	CVTD Bus Fares 02-18-2016	51.75
	CRT11721046	2/18/2016	CVTD Bus Fares 02-18-2016	497.67
	CRT11721044	2/19/2016	San Angelo Support for Veterans Ck 153	2,327.25
	CRT11721057	2/19/2016	CVTD Bus Fares 02-19-2016	232.69
	CRT11721058	2/19/2016	CVTD Bus Fares 02-19-2016	251.00
	CRT11721059	2/19/2016	CVTD Bus Fares 02-19-2016	10.00
	CRT11721060	2/19/2016	CVTD Bus Fares 02-19-2016	14.50
	CRT11721061	2/22/2016	CVTD Bus Fares 02-22-2016	240.75
	CRT11721063	2/22/2016	CVTD Bus Fares 02-22-2016	46.50
	CRT11721064	2/22/2016	CVTD Bus Fares 02-22-2016	42.25
	CRT11721066	2/22/2016	CVTD Bus Fares 02-22-2016	627.92
	CRT11721067	2/22/2016	CVTD Bus Fares 02-22-2016	251.30
	CRT11721068	2/22/2016	CVTD Bus Fares 02-22-2016	433.55

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CRT11721071	2/23/2016	CVTD Bus Fares 02-23-2016	422.68
	CRT11721072	2/23/2016	CVTD Bus Fares 02-23-2016	13.25
	CRT11721073	2/23/2016	CVTD Bus Fares 02-23-2016	284.50
	CRT11721074	2/24/2016	CVTD Bus Fares 02-24-2016	155.00
	CRT11721075	2/24/2016	CVTD Bus Fares 02-24-2016	403.75
	CRT11721069	2/25/2016	AMR EMSC 022416MTAC	14,370.60
	CRT11721070	2/26/2016	County of Reagan Ck 050469 membership	14,563.46
	CRT11721076	2/26/2016	CVTD Bus Fares 02-26-2016	22.75
	CRT11721077	2/26/2016	CVTD Bus Fares 02-26-2016	29.60
	CRT11721078	2/26/2016	CVTD Bus Fares 02-26-2016	45.00
	CRT11721079	2/26/2016	CVTD Bus Fares 02-26-2016	134.00
	CRT11721080	2/26/2016	CVTD Bus Fares 02-26-2016	187.00
	CRT11721081	2/26/2016	CVTD Bus Fares 02-26-2016	217.75
	CRT11721082	2/26/2016	CVTD Bus Fares 02-26-2016	239.49
	CRT11721084	2/29/2016	CVTD Bus Fares 02-29-2016	92.50
	CRT11721085	2/29/2016	CVTD Bus Fares 02-29-2016	45.00
	CRT11721086	2/29/2016	CVTD Bus Fares 02-29-2016	110.00
	CRT11721087	2/29/2016	CVTD Bus Fares 02-29-2016	212.40
Cleared Deposits				68,308.39

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 02/29/2016
Reconciliation Date: 2/29/2016
Status: Open

Cleared Other Cash Items

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
JVT11721005	2/1/2016	Post CRT 10711923 to correct month 02-01-2016	361.66
JVT11721097	2/9/2016	Reverse CRT 11721018	(295.87)
JVT11721098	2/9/2016	Reverse CRT 11721019	(52.00)
JVT11721099	2/9/2016	Reverse CRT 11721023	(618.04)
JVT11721100	2/9/2016	Reverse CRT 11721053 duplicate	(60.40)
JVT11721096	2/10/2016	Reverse CRT 11721025 duplicate	(558.30)
JVT11721021	2/23/2016	Record funds transferred to CVCOG	(119,753.05)
Cleared Other Cash Items			(120,976.00)

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Grant 661, ED 1502(07)15 Urban
Account 1236

Description	Amount
Dec '15 and Jan '16 billing submitted 3/10/16	6,846.63
	-
Total	<u>6,846.63</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Grant 671 FTA TX-04-0115
Account 1238

Description	Amount
Dec 15 request submitted 2/29/16	41,685.00 paid 3/1/16
Total	<u>41,685.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Grant 681, CVTD Urban FY 15-16
Account 1241

Description	Amount
Dec 2015 billing requested 2/29/16	30,101.00 paid 3/1/16
Jan 2016 billing requested 3/10/16	235,795.00 paid 3/14/16
Feb 2016 billing requested 3/17/16	82,943.00
	-
Sub-total FTA TX-90-Y141	<u>348,839.00</u>
Dec 2015 billing requested 2/29/16	16,175.82 paid 3/14/16
Jan & Feb 2016 billing requested 3/18/16	13,303.74
	-
Sub-total State	<u>29,479.56</u>
Dec 2015 billing requested 2/29/16	44,123.00 paid 3/1/16
Jan 2016 billing requested 3/10/16	40,887.00 paid 3/14/16
	-
	-
Sub-total FTA TX-90-Y123	<u>85,010.00</u>
Grand Total	<u>463,328.56</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Grant 682, CVTD Rural FY 15-16
Account 1242

Description	Amount
Jan 2016 request submitted 3/10/16	71,591.53
Feb 2016 request submitted 3/21/16	51,593.95
Dec 2015 request submitted 2/29/16	67,078.18 paid 3/14/16
	-
Total State	<u>190,263.66</u>
Dec 2015 request submitted 2/29/16	49,002.93 paid 3/14/16
Jan 2016 request submitted 3/10/16	68,454.90
Feb 2016 request submitted 3/21/16	2,762.91
	-
Total State Federal	<u>120,220.74</u>
Grand Total	<u><u>310,484.40</u></u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Grant 669, VCR 1402(07)(03) Rural
Account 1243

Description	Amount
Nov 2015 request submitted 2/29/16	41,684.81
	-
	-
	-
Total	<u>41,684.81</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Accounts Receivable, Grant 690 Regional Planning
Account 1245

Description	Amount
Billing 1, Deliverables 1&2, submitted 3/21/16	6,991.06
	-
	-
	-
Total	<u>6,991.06</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Accounts Receivable Medical Transportation
Account 1300

Description	Amount
February 2016 Medicaid Trips - AMR	14,927.40 paid 3/10/16
February 2016 Medicaid Trips - AMR	54.00 paid 3/17/16
February 2016 Medicaid Trips - AMR	13,175.40
January 2016 Medicaid Trips - AMR	24.20 paid 3/3/16
	-
	-
Total	<u>28,181.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Coke County
Account 1370

Description	Amount
Record Membership Dues	2,980.67 JVT11721125
Total	<u>2,980.67</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Crockett County
Account 1372

Description	Amount		
Record Membership Dues	3,714.56	JVT10713931	paid 2/12/16
Record Membership Dues	3,714.56	JVT10714093	paid 3/18/16
Record Membership Dues	3,714.56	JVT11721013	paid 3/18/16
Record Membership Dues	3,714.56	JVT11721125	paid 3/18/16
Total	<u>14,858.24</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Irion County
Account 1373

Description	Amount
Record Membership Dues	1,583.01 JV11721125
Total	<u>1,583.01</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Kimble County
Account 1374

Description	Amount		
Record Membership Dues	1,512.67	JVT11721011	paid 3/11/16
Record Membership Dues	1,512.67		
Total	<u>3,025.34</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

McCulloch County
Account 1375

Description	Amount		
Record Membership Dues	4,762.68	JVT11721010	paid 3/18/16
Record Membership Dues	4,762.68	JVT11721125	
Total	<u>9,525.36</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Menard County
Account 1376

Description	Amount		
Record Annual Membership Dues	<u>15,324.23</u>	JVT10713634	paid 3/18/16
Total	<u>15,324.23</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Reagan County
Account 1377

Description	Amount		
Record Membership Dues	5,006.35	JVT11721125	paid 3/18/16
Driver overage	1,624.47	JVT11721083	
	-		
Total	<u>6,630.82</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Schleicher County
Account 1378

Description	Amount		
Record Membership Dues-Feb	3,429.73	JVT11721125	
Record Membership Dues-Jan	3,429.73	JVT11721008	paid 3/18/16
	-		
	-		
Total	<u>6,859.46</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Sterling County
Account 1379

Description	Amount		
Record Membership Dues-Jan	1,139.93	JVT11721007	paid 3/18/16
Record Membership Dues-Feb	1,139.93	JVT11721125	
Total	<u>2,279.86</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Daily Bread Soup Kitchen (West Texas Counseling & Guidance)
Account 1381

Description	Amount
Accrue Bus Pass Invoice JVT11721062	45.00
Accrue Bus Pass Invoice JVT11041377	30.00
	-
Total	<u>75.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Workforce Solutions (Arbor ET)
Account 1382

Description	Amount
Accrue Bus Pass Invoice JVT11721061	80.00
	-
Total	<u>80.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Christians In Action
Account 1383

Description	Amount
Accrue Bus Pass Invoice JVT11721063	20.00 paid 3/18/16
	-
	-
Total	<u>20.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Sutton County
Account 1384

Description	Amount		
Record Membership Dues-Jan	3,141.33	JVT11721006	paid 3/18/16
Record Membership Dues-Feb	3,141.33	JVT11721125	paid 3/18/16
Total	<u>6,282.66</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Angelo State University - Ram Tram
Account 1387

Description	Amount	
January Invoice	4,411.40	JVT11721113
February Invoice	2,651.60	JVT11721139
	-	
Total	<u>7,063.00</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Meals on Wheels - Kimble County
Account 1388

Description	Amount
Record Bus Fares Earned	908.00 JVT11332182
Payment	(435.75) CRT10711678
Total	<u>472.25</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Account Receivable
Account 1391

Description	Amount
Disability Connection	200.00 JVT11041329
Foster Grandparent	540.00 JVT11721111
Senior Companion	192.00 JVT11721114
Caprock Home Health Services	400.00 JVT11041404
Educare Community Living	300.00 JVT11721017
Division for Blind Services 02012016-DARS	30.00 JVT11721064
Gallo Business Media CK 3409	(551.70) CRT11721070
St. Angelo Fraternity	20.00 JVT11721018
	-
Total	<u>1,130.30</u>

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2015 Through 2/29/2016

Aging Date -
9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Angelo Auto Glass	ANGELO AUTO GLASS	2/25/2016	1051063	<u>270.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>270.96</u>
Total Angelo Auto Glass	ANGELO AUTO GLASS			270.96	0.00	0.00	0.00	0.00	270.96
Angelo Tire and Alig	ANGELO TIRE AND ALIGNMENT LLC	2/17/2016	81605	251.07	0.00	0.00	0.00	0.00	251.07
		2/19/2016	81651	637.88	0.00	0.00	0.00	0.00	637.88
		2/20/2016	81658	394.70	0.00	0.00	0.00	0.00	394.70
		2/24/2016	81708	931.74	0.00	0.00	0.00	0.00	931.74
		2/24/2016	81724	184.83	0.00	0.00	0.00	0.00	184.83
		2/25/2016	81741	185.76	0.00	0.00	0.00	0.00	185.76
		2/25/2016	81755	<u>141.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>141.53</u>
Total Angelo Tire and Alig	ANGELO TIRE AND ALIGNMENT LLC			2,727.51	0.00	0.00	0.00	0.00	2,727.51
AT & T Mobility	AT&T MOBILITY	2/29/2016	287237432450X0 22416	<u>3,829.59</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,829.59</u>
Total AT & T Mobility	AT&T MOBILITY			3,829.59	0.00	0.00	0.00	0.00	3,829.59
BROTHERS INDUSTRIAL	BROTHERS INDUSTRIAL SERVICES LLC	2/8/2016	2149	<u>1,813.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,813.64</u>
Total BROTHERS INDUSTRIAL	BROTHERS INDUSTRIAL SERVICES LLC			1,813.64	0.00	0.00	0.00	0.00	1,813.64
BUG EXPRESS	BUG EXPRESS	2/22/2016	1445276	<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>
Total BUG EXPRESS	BUG EXPRESS			50.00	0.00	0.00	0.00	0.00	50.00
CALVERT COLLISION CE	CALVERT COLLISION CENTER	3/4/2016	AU26882	<u>3,250.71</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,250.71</u>
Total CALVERT COLLISION CE	CALVERT COLLISION CENTER			3,250.71	0.00	0.00	0.00	0.00	3,250.71
Commercial Billing S	COMMERCIAL BILLING SERVICE	2/22/2016	SS420054786-01	7.00	0.00	0.00	0.00	0.00	7.00
		2/22/2016	SS420054790-01	7.00	0.00	0.00	0.00	0.00	7.00
		2/22/2016	SS420054828-01	<u>7.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7.00</u>
Total Commercial Billing S	COMMERCIAL BILLING SERVICE			21.00	0.00	0.00	0.00	0.00	21.00

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2015 Through 2/29/2016

Aging Date -
9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
CONSTANCIO TIRE AND	CONSTANCIO TIRE AND FLEET	2/23/2016	563929	<u>420.24</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>420.24</u>
Total CONSTANCIO TIRE AND	CONSTANCIO TIRE AND FLEET			420.24	0.00	0.00	0.00	0.00	420.24
ENGINE PRO MACHINE L	ENGINE PRO MACHINE LLC	2/16/2016	10921	197.46	0.00	0.00	0.00	0.00	197.46
		2/29/2016	10951	197.46	0.00	0.00	0.00	0.00	197.46
		2/29/2016	10953	<u>197.46</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>197.46</u>
Total ENGINE PRO MACHINE L	ENGINE PRO MACHINE LLC			592.38	0.00	0.00	0.00	0.00	592.38
EVANS, BAYLEA	BAYLEA EVANS	2/22/2016	BETVL 2-22-16	<u>66.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66.00</u>
Total EVANS, BAYLEA	BAYLEA EVANS			66.00	0.00	0.00	0.00	0.00	66.00
Evins Temporaries	EVINS TEMPORARIES	2/17/2016	1210148	624.00	0.00	0.00	0.00	0.00	624.00
		2/24/2016	1210457	584.00	0.00	0.00	0.00	0.00	584.00
		3/2/2016	1210690	<u>512.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>512.00</u>
Total Evins Temporaries	EVINS TEMPORARIES			1,720.00	0.00	0.00	0.00	0.00	1,720.00
Fleet Services	FLEET SERVICES	2/16/2016	44104824	<u>152.17</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>152.17</u>
Total Fleet Services	FLEET SERVICES			152.17	0.00	0.00	0.00	0.00	152.17
G&G Automotive	G&G AUTOMOTIVE	2/26/2016	43851	201.36	0.00	0.00	0.00	0.00	201.36
		2/24/2016	43860	<u>343.33</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>343.33</u>
Total G&G Automotive	G&G AUTOMOTIVE			544.69	0.00	0.00	0.00	0.00	544.69
Home Motors	HOME MOTORS, INC.	2/9/2016	088164	155.00	0.00	0.00	0.00	0.00	155.00
		2/19/2016	088486	155.00	0.00	0.00	0.00	0.00	155.00
		2/23/2016	088573	155.00	0.00	0.00	0.00	0.00	155.00
		2/26/2016	088687	<u>155.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>155.00</u>
Total Home Motors	HOME MOTORS, INC.			620.00	0.00	0.00	0.00	0.00	620.00
INTELLICORP RECORDS	INTELLICORP RECORDS, INC	2/25/2016	H2252016231295 55	18.14	0.00	0.00	0.00	0.00	18.14

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2015 Through 2/29/2016

Aging Date -
9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
		2/25/2016	H2252016231296	<u>18.14</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18.14</u>
Total	INTELLICORP RECORDS, INC			36.28	0.00	0.00	0.00	0.00	36.28
Jim Bass Ford, Inc.	JIM BASS FORD, INC.	2/26/2016	3207315-2	140.70	0.00	0.00	0.00	0.00	140.70
		2/19/2016	3207317-1	<u>241.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>241.92</u>
Total Jim Bass Ford, Inc.	JIM BASS FORD, INC.			382.62	0.00	0.00	0.00	0.00	382.62
KAY GEE, INC.	KAY GEE, INC.	2/20/2016	39117	<u>59.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>59.95</u>
Total KAY GEE, INC.	KAY GEE, INC.			59.95	0.00	0.00	0.00	0.00	59.95
O'REILLY'S	O'REILLY'S AUTO PARTS, INC.	12/22/2015	1613-192774	271.56	0.00	0.00	0.00	0.00	271.56
		1/9/2016	1613-196572	103.94	0.00	0.00	0.00	0.00	103.94
		1/13/2016	1613-197584	81.63	0.00	0.00	0.00	0.00	81.63
		2/19/2016	1613-207791	79.95	0.00	0.00	0.00	0.00	79.95
		2/20/2016	1613-208042	59.02	0.00	0.00	0.00	0.00	59.02
		2/23/2016	1613-208958	<u>47.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>47.88</u>
Total O'REILLY'S	O'REILLY'S AUTO PARTS, INC.			643.98	0.00	0.00	0.00	0.00	643.98
REEDER DISTRIBUTORS	REEDER DISTRIBUTORS, INC.	3/1/2016	1054552	<u>963.94</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>963.94</u>
Total REEDER DISTRIBUTORS	REEDER DISTRIBUTORS, INC.			963.94	0.00	0.00	0.00	0.00	963.94
SCHWAB, ROBERT P.	ROBERT P. SCHWAB	2/19/2016	RS 2-19-16	<u>1,678.75</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,678.75</u>
Total SCHWAB, ROBERT P.	ROBERT P. SCHWAB			1,678.75	0.00	0.00	0.00	0.00	1,678.75
Shell Fleet Plus	SHELL FLEET PLUS	2/4/2016	8126500589602	<u>2,375.56</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,375.56</u>
Total Shell Fleet Plus	SHELL FLEET PLUS			2,375.56	0.00	0.00	0.00	0.00	2,375.56
SILSBEE FORD INC	SILSBEE FORD INC	1/11/2016	18904F	21,648.30	0.00	0.00	0.00	0.00	21,648.30
		12/30/2015	26425F	<u>41,684.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>41,684.81</u>

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2015 Through 2/29/2016

Aging Date -
9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total SILSBEE FORD INC	SILSBEE FORD INC			63,333.11	0.00	0.00	0.00	0.00	63,333.11
STANDARD TIMES DAL	STANDARD TIMES	1/30/2016	915426	<u>144.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>144.00</u>
Total STANDARD TIMES-DAL	STANDARD TIMES			144.00	0.00	0.00	0.00	0.00	144.00
Texas Auto Sales	TEXAS AUTO SALES	2/29/2016	d-17884	<u>42.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>42.50</u>
Total Texas Auto Sales	TEXAS AUTO SALES			42.50	0.00	0.00	0.00	0.00	42.50
Verizon SW	VERIZON SOUTHWEST	2/13/2016	325-947-8286-2- 16	53.04	0.00	0.00	0.00	0.00	53.04
		2/4/2016	3258532422 02- 16	113.92	0.00	0.00	0.00	0.00	113.92
		2/28/2016	3258698020 03- 16	<u>64.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>64.96</u>
Total Verizon SW	VERIZON SOUTHWEST			231.92	0.00	0.00	0.00	0.00	231.92
WES-TEX PRESSURE WAS	WES-TEX PRESSURE WASHING	2/13/2016	2626	<u>580.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>580.00</u>
Total WES-TEX PRESSURE WAS	WES-TEX PRESSURE WASHING			580.00	0.00	0.00	0.00	0.00	580.00
West Central Wireles	WEST CENTRAL WIRELESS	2/16/2016	40509978a	<u>401.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>401.40</u>
Total West Central Wireles	WEST CENTRAL WIRELESS			401.40	0.00	0.00	0.00	0.00	401.40
West Texas Fire Exti	WEST TEXAS FIRE EXTINGUISHER INC	2/26/2015	0136001	0.00	0.00	0.00	0.00	176.13	176.13
		2/26/2016	0136006	<u>141.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>141.99</u>
Total West Texas Fire Exti	WEST TEXAS FIRE EXTINGUISHER INC			141.99	0.00	0.00	0.00	176.13	318.12
WESTERN PETROLEUM LL	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX	2/15/2016	1673425	84.87	0.00	0.00	0.00	0.00	84.87
		2/29/2016	1674428	<u>70.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>70.50</u>

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2015 Through 2/29/2016

Aging Date -
9/1/2015

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total WESTERN PETROLEUM LL	WESTERN PETROLEUM LLC-UNITED FUELS CARD LOCKBOX			<u>155.37</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>155.37</u>
Report Total				<u>87,250.26</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>176.13</u>	<u>87,426.39</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

AP Owed to CVCOG
Account 2112

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
2/1/2016	Beginning Balance	119,474.89
2/23/2016	Payment received	(119,753.05)
	AT&T Mobility-billed to CVCOG	(157.85)
	Grant 681-Expenses paid by CVCOG	163,015.43
	Grant 682-Expenses paid by CVCOG	77,948.32
	Grant 690-Expenses paid by CVCOG	1,383.71
	Total Amount owed to CVCOG	<u>241,911.45</u>

Concho Valley Transit District
Balance Sheet Reconciliation
February 29, 2016

Deferred Income - Insurance Vehicle Repair
Account 2915

Description	Amount	Date	Asset #	VIN #	Post Date
TML Claim AU0000000010848	8,418.55	7/22/2015	13-06	5907	
TML Claim AU0000000016590	8,711.17	7/17/2015	13-09	5913	
TML Claim AU0000000019152	1,617.00	8/28/2015	14-65	5348	
TML Claim AU0000000020111	874.86	10/9/2015	14-97	2299	
TML Claim AU0000000008439	265.51	8/13/2015	18-47	7739	
TML Claim AU0000000009590	10,940.21	8/8/2015	18-52	7744	
TML Claim AU0000000013534	154.50	10/1/2015	18-44	7740	
TML Claim AU00000000215146	406.72	10/1/2015	18-44	7740	
TML Claim AU0000000023476	7,655.50	12/11/2015	18-50	7738	
TML Property Claim	929.06	1/22/2016			
TML Claim AU0000000023476	3,800.00	1/8/2016	18-50	7737	
TML Claim AU0000000026882	3,250.71	2/5/2016	13-03	5948	
Total	<u>47,023.79</u>				

Note: Funds held until vehicle repair completed.

Concho Valley Transit District
 Balance Sheet Reconciliation
 February 29, 2016

Deferred Medical Transportation
 Account 2919

Description	Amount
Funds received September 2015	14,277.60
Funds received September 2015	17,189.60
Funds billed October 2015	16,794.80
Funds billed October 2015	16,270.00
Funds Billed November 2015	10,677.20
Funds Billed November 2015	20,978.40
Funds Billed December 2015	11,626.20
Funds Billed December 2015	13,309.20
Funds Billed January 2016	10,250.40
Funds Billed January 2016	14,394.80
Funds Billed February 2016	14,981.40
Funds Billed February 2016	13,175.40
Recognize funds October	(7.34) Grant 662
Recognize funds October	(11,489.18) Grant 681
Recognize funds October	(256.32) Grant 656
Recognize funds October	(334.23) Grant 657
Recognize funds November	(8,640.00) Grant 681
Recognize funds December	(1,092.82) Grant 671
Recognize funds January 2016	(2,019.79) Grant 656
Recognize funds January 2016	(394.92) Grant 657
Recognize funds January 2016	(0.08) Grant 661
Recognize funds February 2016	(49.16) Grant 690
	-
Total	<u>149,641.16</u>

SCHEDULE OF REVENUES BY SOURCE
September 1, 2015 - February 29, 2016
CV Transit District

Grant No	Grant Name	Federal	State Administered Federal	State	Program Income	Transit Charter	Transit Medical	Aging Vendor	Local Revenue	Toll Credits	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes
566	FTA TX04-0046-00	-	-	-	-	-	-	-	-	-	-	-	-	
656	Urban FY 14-15	-	-	-	-	-	2,276.11	-	-	-	2,276.11	2,276.11	-	
657	Rural FY 14-15	-	-	-	-	-	729.15	-	-	-	729.15	729.15	-	
661	ED1502(07)15 - Rural	-	21,735.12	-	-	-	0.08	-	-	4,346.70	26,081.90	26,081.90	-	
662	ED1502(07)15 - Urban	-	5,761.07	-	-	-	7.34	-	-	1,152.48	6,920.89	6,920.89	-	
669	VCR 1402(07)03 - Rural	-	41,684.81	-	-	-	-	-	-	8,336.96	50,021.77	50,021.77	-	
670	VCR 1403(07)03 - Urban	-	150,398.00	-	-	-	-	-	-	35,925.13	186,323.13	316,481.91	(130,158.78)	Waiting on PGA Amendment
671	FTA TX-04-0115 Buses	56,286.00	-	-	-	-	1,092.82	-	-	11,257.15	68,635.97	68,635.96	0.01	rounding variance
681	Urban FY 15-16	630,968.00	-	254,664.00	76,988.13	15,310.00	20,129.18	4,338.00	429,329.70	-	1,431,727.01	1,216,301.43	215,425.58	Excess funds, use through year
682	Rural FY 15-16	-	237,541.89	323,833.69	8,495.30	-	-	7,616.00	258,084.06	-	835,570.94	742,635.97	92,934.97	Excess funds, use through year
683	Regional Planning FY 15-16	-	6,991.06	-	-	-	49.16	-	-	-	7,040.22	7,040.22	-	
		<u>687,254.00</u>	<u>464,111.95</u>	<u>578,497.69</u>	<u>85,483.43</u>	<u>15,310.00</u>	<u>24,283.84</u>	<u>11,954.00</u>	<u>687,413.76</u>	<u>61,018.42</u>	<u>2,615,327.09</u>	<u>2,437,125.31</u>	<u>178,201.78</u>	

CONCHO VALLEY TRANSIT DISTRICT
September 2015 through August 2016

URBAN PROGRAM		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
TOTAL EXPENSE		165,112.12	178,696.53	177,471.15	171,624.88	331,076.12	194,596.74	-	-	-	-	-	-	1,218,577.54		2,785,658.30	1,567,080.76
Urban - 5307	Grant 681																
URB 1601 (07)	STATE	Period 9/1/15 thru 8/31/16															
Preventative Maint		1,694.99	1,339.25	3,365.20	5,655.82	-	13,303.74	-	-	-	-	-	-	25,359.00	-	25,359.00	-
Third Party Contract		-	-	4,480.00	10,520.00	-	-	-	-	-	-	-	-	15,000.00	-	15,000.00	-
Operating		79,011.45	82,894.52	52,399.03	-	-	-	-	-	-	-	-	-	214,305.00	-	214,305.00	-
TOTAL		80,706.44	84,233.77	60,244.23	16,175.82	-	13,303.74	-	-	-	-	-	-	254,664.00	-	254,664.00	-
FTA TX-90-Y141	Grant 681																
Operations 30.09.01	FED	-	-	-	29,056.00	-	81,528.00	-	-	-	-	-	-	110,584.00	-	765,637.00	655,053.00
ADA 11.7C.00		-	-	-	-	137,585.00	-	-	-	-	-	-	-	137,585.00	-	137,585.00	-
Prev Maint 11-7A.00		-	-	-	-	2,035.00	1,241.00	-	-	-	-	-	-	3,276.00	-	362,907.00	359,631.00
Cap Lease 11.46.01		-	-	-	-	175.00	174.00	-	-	-	-	-	-	349.00	-	6,518.00	6,169.00
Employee Training 11.7D.02		-	392.00	-	271.00	-	-	-	-	-	-	-	-	663.00	-	3,200.00	2,537.00
Lease Yards 11.46.05		-	-	-	-	96,000.00	-	-	-	-	-	-	-	96,000.00	-	96,000.00	-
Prg Suprt Admin 44.21.00		-	1,732.00	454.00	774.00	-	-	-	-	-	-	-	-	2,960.00	-	4,000.00	1,040.00
TOTAL	CFDA 20.507	-	2,124.00	454.00	30,101.00	235,795.00	82,943.00	-	-	-	-	-	-	351,417.00	-	1,375,847.00	1,024,430.00
FTA TX-90-Y123	Grant 656, 681																
Operations 30.09.01	FED	59,091.00	49,546.00	163,983.00	35,060.00	-	-	-	-	-	-	-	-	307,680.00	583,276.00	890,956.00	-
ADA 11.7C.00		-	-	-	-	-	-	-	-	-	-	-	-	-	137,817.00	137,817.00	-
Prev Maint 11-7A.00		-	-	(79,493.00)	8,888.00	40,887.00	-	-	-	-	-	-	-	(29,718.00)	166,084.00	218,196.00	81,830.00
Cap Lease 11.46.01		620.00	619.00	175.00	175.00	-	-	-	-	-	-	-	-	1,589.00	6,752.00	8,371.00	30.00
Lease Yards 11.46.05		-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
Short Range Planning 44.24.00		-	-	-	-	-	-	-	-	-	-	-	-	-	894.00	26,830.00	25,936.00
TOTAL	CFDA 20.507	59,711.00	50,165.00	84,665.00	44,123.00	40,887.00	-	-	-	-	-	-	-	279,551.00	990,823.00	1,378,170.00	107,796.00
Total Government Funding		140,417.44	136,522.77	145,363.23	90,399.82	276,682.00	96,246.74	-	-	-	-	-	-	885,632.00	990,823.00	3,008,681.00	1,132,226.00
OTHER REVENUE																	
Program Revenue		13,827.17	12,617.97	12,629.17	15,185.02	10,087.34	12,641.46	-	-	-	-	-	-	76,988.13		150,000.00	73,011.87
Aging		838.00	842.00	-	1,174.00	752.00	732.00	-	-	-	-	-	-	4,338.00		30,000.00	25,662.00
COSA Funds		-	-	385,391.00	-	-	-	-	-	-	-	-	-	385,391.00		385,391.00	-
Sale of Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-		-	-
Ram Tram		2,169.17	3,367.63	8,379.00	6,336.40	-	7,063.00	-	-	-	-	-	-	27,315.20		40,000.00	12,684.80
Lease		863.00	13,678.00	539.00	156.00	539.00	539.00	-	-	-	-	-	-	16,314.00		21,988.00	5,674.00
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-		25,000.00	25,000.00
Chamber of Commerce		-	-	-	-	-	-	-	-	-	-	-	-	-		3,500.00	3,500.00
Medical		-	11,745.50	8,640.00	-	2,019.79	-	-	-	-	-	-	-	22,405.29		131,321.38	108,916.09
City of Bronte		-	-	-	-	-	-	-	-	-	-	-	-	-		-	-
Adult Enrichment		-	-	-	-	-	-	-	-	-	-	-	-	-		16,164.00	16,164.00
Charter		3,660.00	3,260.00	1,610.00	4,160.00	260.00	2,360.00	-	-	-	-	-	-	15,310.00		20,000.00	4,690.00
Other Local		-	-	241.25	-	68.25	-	-	-	-	-	-	-	309.50		-	(309.50)
TOTAL OTHER REVENUE		21,357.34	45,511.10	417,429.42	27,011.42	13,726.38	23,335.46	-	-	-	-	-	-	548,371.12		823,364.38	274,993.26
Total Urban Excess/(Shortage)		(3,337.34)	3,337.34	385,321.50	(54,213.64)	(40,667.74)	(75,014.54)	-	-	-	-	-	-	215,425.58		55,564.08	

RURAL PROGRAM														Less Previous		
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request	BUDGET	Variance
TOTAL EXPENSE	123,444.88	118,485.17	132,914.83	126,227.89	141,680.63	100,611.72	-	-	-	-	-	-	743,365.12	-	2,026,610.54	1,283,245.42
Rural 5311 RPT1504(07)39	SAF Period: 04/07/15-08/31/16															
Administrative	Grant 657, 682	619.84	619.84	174.72	174.72	174.72	21.56	-	-	-	-	-	1,785.40	79,363.60	81,149.00	-
Operating		30,312.19	28,101.01	57,493.55	48,828.21	68,280.18	2,741.35	-	-	-	-	-	235,756.49	195,005.51	430,762.00	-
TOTAL	CFDA 20.509	30,932.03	28,720.85	57,668.27	49,002.93	68,454.90	2,762.91	-	-	-	-	-	237,541.89	274,369.11	511,911.00	-
Rural 5311	SAF Award usually received in April															
Administrative		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.509	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rural 5311 RUR 1601 (07)	Grant 682 STATE Period: 09/1/15 thru 08/31/16															
Preventative Maint		1,199.00	1,879.75	9,287.16	5,306.12	2,976.98	4,709.99	-	-	-	-	-	25,359.00	-	25,359.00	-
Third Party Contract		-	-	4,480.00	10,520.00	-	-	-	-	-	-	-	15,000.00	-	15,000.00	-
Operating		29,491.31	29,536.96	57,695.85	51,252.06	68,614.55	46,883.96	-	-	-	-	-	283,474.69	-	347,414.00	63,939.31
TOTAL		30,690.31	31,416.71	71,463.01	67,078.18	71,591.53	51,593.95	-	-	-	-	-	323,833.69	-	387,773.00	63,939.31
Total Government Funding	61,622.34	60,137.56	129,131.28	116,081.11	140,046.43	54,356.86	-	-	-	-	-	-	561,375.58	274,369.11	899,684.00	63,939.31
OTHER REVENUE																
Program Revenue		471.85	758.25	454.10	4,847.70	668.75	1,294.65	-	-	-	-	-	8,495.30	-	20,000.00	11,504.70
Aging		-	-	-	7,616.00	-	-	-	-	-	-	-	7,616.00	-	20,000.00	12,384.00
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Local		-	-	2,351.13	-	-	1,624.47	-	-	-	-	-	3,975.60	-	9,500.00	5,524.40
Medicaid		-	334.23	-	-	394.92	-	-	-	-	-	-	729.15	-	218,678.62	217,949.47
County Cash Match		117,753.81	27,270.93	27,270.93	27,270.93	27,270.93	27,270.93	-	-	-	-	-	254,108.46	-	418,247.92	164,139.46
InKind		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER REVENUE		118,225.66	28,363.41	30,076.16	39,734.63	28,334.60	30,190.05	-	-	-	-	-	274,924.51	-	686,426.54	411,502.03
Total Rural Excess/(Shortage)	56,403.12	(29,984.20)	26,292.61	29,587.85	26,700.40	(16,064.81)	-	-	-	-	-	-	92,934.97	-	(714,869.11)	-

PLANNING PROJECTS	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
5304 Regional Planning REG 1601 (24)	Grant 690 SAF	Period: 09/11/2015 thru 8/31/2016														
Regional Planning			1,427.28	1,884.58	1,533.22	1,149.49	-	-	-	-	-	-	5,994.57	-	23,562.00	17,567.43
Procurement Specialist			27.02	-	-	-	-	-	-	-	-	-	27.02	-	2,109.00	2,081.98
Supplies			-	-	-	-	-	-	-	-	-	-	-	-	119.00	119.00
Contractual			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Indirect			234.15	303.41	246.85	185.06	-	-	-	-	-	-	969.47	-	4,210.00	3,240.53
Medical Funds			-	-	-	49.16	-	-	-	-	-	-	49.16	-	-	(49.16)
TOTAL	CFDA 20.515		1,688.45	2,187.99	1,780.07	1,383.71	-	-	-	-	-	-	7,040.22	-	30,000.00	22,959.78

Note: Local Funds used for expenses not authorized in budget such as In-Region Travel

CAPITAL PROJECTS

		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance	
Rural	5339 Grant 669	Period: 07/08/2014 thru 03/31/2016																
VCR 1402(07)03	Buses																	
Capital Expenses	SAF	-	-	41,684.81	-	-	-	-	-	-	-	-	-	41,684.81	-	42,877.00	1,192.19	
TD Credits	TDCs	-	-	8,336.96	-	-	-	-	-	-	-	-	-	8,336.96	-	8,576.00	239.04	
TOTAL	CFDA 20.526	-	-	50,021.77	-	-	-	-	-	-	-	-	-	50,021.77	-	51,453.00	1,431.23	
																0.20		
Urban	5339 Grant 670	Unable to bill, waiting on amendment																
VCR 1403(07)03	Buses	Period: 07/08/2014 thru 03/31/2016																
Capital Expenses	SAF	150,398.00	-	66,825.67	-	-	63,333.11	-	-	-	-	-	-	280,556.78	-	679,370.00	398,813.22	
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,250.00	24,250.00	
TD Credits	TDCs	22,560.00	-	13,365.13	-	-	12,666.62	-	-	-	-	-	-	48,591.76	-	111,624.00	63,032.24	
TOTAL	CFDA 20.526	172,958.00	-	80,190.80	-	-	75,999.73	-	-	-	-	-	-	329,148.54	-	815,244.00	486,095.46	
VCR 1603(07)18	5339 Grant 697	Period: 10/26/2015 thru 08/31/2017																
Capital - Vehicle	Urban SAF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,217.00	250,217.00	
Capital - Facility		-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,362.00	42,362.00	
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	58,517.00	58,517.00	
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	351,096.00	351,096.00	
VCR 1602(07)18	5339 Grant 698	Period: 10/26/2015 thru 08/31/2017																
Capital - Vehicle	Rural SAF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,905.00	41,905.00	
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,381.00	8,381.00	
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,286.00	50,286.00	
FTA TX-04-0115-00	5309 Grant 671	TDCs expire January 31, 2016																
Capital Expenses	Buses FED	-	-	-	56,286.00	-	-	-	-	-	-	-	-	56,286.00	804,199.00	860,800.00	315.00	
TDC 1301(07)	TDCs	-	-	-	11,257.15	-	-	-	-	-	-	-	-	11,257.15	160,839.85	172,160.00	63.00	
Medical Funds		-	-	-	1,092.82	-	-	-	-	-	-	-	-	1,092.82	0.25	-	(1,093.07)	
TOTAL	CFDA 20.500	-	-	-	68,635.97	-	-	-	-	-	-	-	-	68,635.97	965,039.10	1,032,960.00	(715.07)	
Terminal	FTA Grant 566	Period: 09/1/14 thru 4/30/16																
Capital Expenses	FED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	571,085.45	732,500.00	161,414.55
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000.00	50,000.00	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.50	-	(0.50)
LONP-COSA		-	-	-	-	-	-	-	-	-	-	-	-	-	-	120,625.00	120,625.00	-
TOTAL	CFDA 20.500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	741,710.95	903,125.00	161,414.05
ED1601 (07) 30	5310 Grant 699	Period: 10/26/15 thru 12/31/16																
CVTD PM	SAF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,823.00	38,823.00	
Operating		-	-	-	-	-	-	-	-	-	-	-	-	-	-	36,608.00	36,608.00	
Capital - Vehicle		-	-	-	-	-	-	-	-	-	-	-	-	-	-	118,000.00	118,000.00	
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,366.00	31,366.00	
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	CFDA 20.513	-	-	-	-	-	-	-	-	-	-	-	-	-	-	224,797.00	224,797.00	
Urban	5310 Grant 661	Period: 09/1/14 thru 4/30/16																
CVTD PM	SAF	12,374.51	2,513.98	-	20.00	6,826.63	-	-	-	-	-	-	-	21,735.12	92,897.88	114,633.00	-	
Communications		-	-	-	-	-	-	-	-	-	-	-	-	-	-	49,000.00	49,000.00	
TD Credits	TDCs	2,474.90	502.80	-	4.00	1,365.33	-	-	-	-	-	-	-	4,347.03	18,579.49	32,727.00	9,800.48	
Medical Funds	PM	-	-	-	-	0.08	-	-	-	-	-	-	-	0.08	-	-	(0.08)	
TOTAL	CFDA 20.513	14,849.41	3,016.78	-	24.00	8,192.04	-	-	-	-	-	-	-	26,082.23	111,477.37	196,360.00	58,800.40	
Rural	5310 Grant 662	Period: 09/1/14 thru 12/31/15																
CVTD PM	SAF	3,456.05	2,305.02	-	-	-	-	-	-	-	-	-	-	5,761.07	54,953.93	60,715.00	-	
TD Credits	TDCs	691.21	461.27	-	-	-	-	-	-	-	-	-	-	1,152.48	10,990.52	12,143.00	-	
Medical Funds	PM	-	7.34	-	-	-	-	-	-	-	-	-	-	7.34	-	-	(7.34)	
TOTAL	CFDA 20.513	4,147.26	2,773.63	-	-	-	-	-	-	-	-	-	-	6,920.89	65,944.45	72,858.00	(7.34)	