



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

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Los Angeles, CA 90012-2952

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**August 25, 2011**

**TO: BOARD OF DIRECTORS**

**THROUGH: ARTHUR T. LEAHY** *ATL*  
**CHIEF EXECUTIVE OFFICER**

**FROM: MARTHA WELBORNE, FAIA** *MW*  
**EXECUTIVE DIRECTOR, COUNTYWIDE PLANNING**

**SUBJECT: FTA FY 2011 TRIENNIAL REVIEW OF LACMTA**

### ISSUE

The Federal Transit Administration (FTA) is conducting a Triennial Review of the Los Angeles County Metropolitan Transportation Authority (LACMTA). The Review will determine if LACMTA is a responsible grantee that is administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, federal transit law provisions. The Review will assess grantee management practices and program implementation of the Urbanized Area Formula Program (U.S.C. 5307), Capital Investment Program (49 U.S.C. 5309), Job Access and Reverse Commute Program (49 U.S.C. 5316), New Freedom Program (49 U.S.C. 5317), and American Recovery and Reinvestment Act of 2009 (ARRA) to ensure that the programs are administered according to FTA requirements and are meeting program objectives.

### BACKGROUND

As a recipient of FTA grants, LACMTA must comply with the requirements that the U.S. Department of Transportation (USDOT) has established and specified in the grant Master Agreement, grant contracts, cooperative agreements, and the annual Assurances and Certifications. The FTA Triennial Review will examine 24 areas of compliance that involve essentially every aspect of our organization, including our legal authority to receive federal funds; how we manage our projects; how we maintain our assets; and how we procure contracts. The Review also will assess our compliance with civil rights, safety and security, drug and alcohol, grants management and reporting, planning and programming, and service and fare changes. This year, the Review also will include an assessment of our compliance with the American

Reinvestment and Recovery Act funds (ARRA). The last Triennial Review conducted in 2008 identified three deficiencies in the areas of technical, maintenance, and sub-recipient drug and alcohol compliance. These deficiencies were later corrected and closed.

Reid Consulting, LLC will assist FTA staff in conducting the review. In preparing for the site visit, we have been gathering documents and information that FTA and Reid have requested be sent to them by August 26, 2011. We anticipate a complete package will be sent to the reviewers by the deadline.

### **NEXT STEPS**

We will be coordinating the on-site visit with the FTA Review Team and LACMTA staff. The entrance conference will be held at 9:00 AM on September 26, 2011 to discuss the on-site schedule. The exit conference is scheduled for 11:00 AM on September 29, 2011. When the review is completed, the FTA will issue a draft document with their findings and recommendations for any corrective actions, as appropriate. Should FTA make any findings and recommendations for corrective actions, we will coordinate with appropriate LACMTA staff to prepare a written response for the FTA, monitor the implementation of any corrective actions and report the completion of such actions to the FTA as required.

### **ATTACHMENT**

1. FTA On-Site Triennial Review Schedule

# SITE VISIT SCHEDULE

The areas to be discussed during the site visit will be determined after the completed package has been received and reviewed. The following schedule shows some of the areas that are likely to be included and the approximate time frame for discussing them. The exact schedule showing the final list of areas to be discussed will be provided approximately one to two weeks before the site visit.

## MONDAY, SEPTEMBER 26, 2011

John Clare (FTA)

Sharon Ahmad (FTA)

9:00 - 9:30

### **KICK OFF MEETING**

One Gateway Building  
(Highland Conference Room – 25<sup>th</sup> Floor)

9:30 - 12:00

### **AREA REVIEW**

One Gateway Building  
(Conference Room TBD)

- Financial
- Technical
- Satisfactory Continuing Control
- Charter Bus
- School Bus
- ITS

### **BUS DIVISION REVIEW**

**Division 1**  
Equipment Maintenance

Facility Maintenance

12:00 - 1:30

Lunch break

1:30 - 5:00

### **AREA REVIEW**

One Gateway Building  
(Pasadena Room – 22<sup>nd</sup> Floor)

- Procurement
- Buy America
- Suspension /Debarment
- Lobbying
- DBE

### **BUS DIVISION REVIEW**

**Division 3**  
Equipment Maintenance

Facility Maintenance

## TUESDAY, SEPTEMBER 27, 2011

Tarzana Room -18<sup>th</sup> Floor

9:00 - 12:00 **AREA REVIEW**

Tarzana Room -18<sup>th</sup> Floor

- ADA
- Safety and Security
- Drug Free Workplace
- Drug and Alcohol Program
- Fare Increases and Service Reductions
- Half Fare

**RAIL DIVISION AND ROW REVIEW**

**Metro Green Line Rail Division**

12:00 - 1:00 Lunch

1:00 - 4:00

- Planning & Program of Projects  
**REVIEW**
- Title VI
- National Transit Data Base  
Maintenance
- EEO
- ARRA

**RAIL DIVISION AND ROW**

**Metro Red Line Rail Division**

Maintenance, Equipment

Facility Maintenance

## WEDNESDAY, SEPTEMBER 28, 2011

Tarzana Room -18<sup>th</sup> Floor

8:30 - 12:00 **CONTRACTOR REVIEW**

12:00 - 1:00 Lunch

1:00 - 4:30 **SUBRECIPIENT REVIEW**

## THURSDAY, SEPTEMBER 29, 2011

9:00 - 11:00 WRAP UP

11:00 - 12:00 **EXIT CONFERENCE**

One Gateway Building

(Highland conference Room – 25<sup>th</sup> Floor)