

FINAL REPORT

**FISCAL YEAR 2023
TRIENNIAL REVIEW**

of

**Greater Bridgeport Transit
(GBT)
Bridgeport, Connecticut
ID: 1752**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION I**

Prepared By:

**Advanced Systems Technology & Management, Inc.
under subcontract to Qi Tech, LLC**

**Scoping Meeting Date: February 24 & 27, 2023
Virtual Site Visit Entrance Conference Date: March 28, 2023
Virtual Site Visit Exit Conference Date: May 18, 2023
Final Report Date: July 11, 2023**

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Greater Bridgeport Transit (GBT) of Bridgeport, Connecticut. The FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Advanced Systems Technology & Management, Inc. under subcontract to Qi Tech, LLC. During the virtual site visit, the reviewer discussed the administrative and statutory requirements and reviewed recipient documents.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the FTA conducted a virtual site visit for this Triennial Review. In addition, the FTA expanded the review to address GBT's compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021. The FTA also requested the GBT share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The FY2023 Triennial Review focused on GBT's compliance in 23 areas. Deficiencies related to the COVID-19 Relief funds have been clearly identified as part of the deficiency description in the respective review area. There were no repeat deficiencies from the FY 2019 Triennial Review.

Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Procurement	P12-2	Lobbying certifications not included in procurement solicitations or signed by bidders
Disadvantaged Business Enterprise	DBE11-1	Unreported transit vehicle purchases
ADA – Complementary Paratransit	ADA-CPT6-5	Limits or capacity constraints on ADA complementary paratransit service

II. Review Background and Process

1. Background

The Triennial Review includes a review of the recipient's compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV. The FTA contracts with experienced reviewers to lead and conduct the Triennial Reviews, in partnership with the staff of the regional office.

This report presents the findings from the Triennial Review of the recipient. The review concentrated on procedures and practices employed since the recipient's previous Triennial Review in 2019; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA's Region 1 office or the recipient's office.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a site visit to the recipient's location. Due to the COVID-19 Public Health Emergency, a virtual site visit was conducted of each recipient. In addition, the review was expanded to address the recipient's compliance with the administrative relief and flexibilities FTA granted and the requirements of the COVID-19 relief funds received through the CARES Act, CRRSAA of 2021, and the ARP Act of 2021. The FTA also requested that the recipient share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The fiscal year (FY) 2023 process began with the regional office transmitting a notification of the review and a Recipient Information Request (RIR) to the recipient on November 23, 2022, indicating a review would be conducted. While the recipient prepared its response to the RIR, the regional office and review team conducted the scoping meeting on February 24 and 27, 2023. Regional office staff provided electronic files as necessary to the reviewers who also accessed recipient information in the FTA electronic award management (TrAMS) and oversight (OTrak) systems. Following the desk review and scoping meeting, the reviewer and the recipient corresponded and exchanged information and documentation in preparation for the virtual site visit. Prior to the virtual site visit, the reviewer sent to the recipient on April 10, 2023 an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted.

The virtual site visit portion of the review began with an entrance conference on March 28, 2023, at which the reviewers and regional staff discussed the purpose of the Triennial Review and the review process. The reviewers conducted additional interviews and reviewed documentation to evidence the recipient's compliance with FTA requirements.

The operations/management contractor MV Transportation was reviewed virtually to provide an overview of activities related to the FTA-funded project. The reviewer also examined a sample of procurement files during this review.

Upon completion of the virtual site visit, the reviewers and the FTA regional office staff provided a summary of preliminary findings to the recipient at the exit conference on May 18, 2023. Section VI of this report lists the individuals participating in the site visit.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

The Greater Bridgeport Transit Authority (GBT) serves the City of Bridgeport and the towns of Trumbull, Fairfield, and Stratford. GBT also provides interregional services to Westport and Norwalk, south of the core service area, and to Milford, east of the core service area. Limited services are also provided to Monroe and to Shelton and Derby in the Central Naugatuck Valley. GBT operates fixed-route and paratransit services in these communities. GBT directly operates the fixed-route service and contracts with MV Transportation for paratransit services. The population of the core service area served is approximately 354,000.

GBT is located in a large UZA. GBT was eligible to receive operating assistance for the first time using COVID-19 relief funds.

The 161 direct employees at GBT and its paratransit operating contractor are overseen by a Board of Commissioners appointed by the Chief Elected Officials of the member municipalities. GBT's current Board has ten representatives.

GBT operates fixed-route and paratransit bus services throughout the Greater Bridgeport Region in Connecticut. While GBT's core service covers its municipal members, GBT provides local and interregional services in other municipalities. These include peak period express service to Monroe, local and express services to Shelton and Derby, and service along the southwestern coast of Connecticut (The Coastal Link) from Milford to Norwalk, including service to Westport. It is noteworthy that GBT operates the Coastal Link (CL) service in partnership with Milford Transit District and Norwalk Transit District.

Fixed-route service is operated 365 days per year, with operations extending from approximately 4:45 a.m. to 11:15p.m. Service levels are reduced on Saturdays, Sundays, and holidays. A fleet of 57 FTA-funded fixed-route buses is used in this service. GBT also operates complementary paratransit service providing the requisite transportation under the Americans with Disabilities Act (ADA). This service is not operated directly and is contracted to MV Transportation through a competitive process that is renewed every three to five years. GBT's paratransit service is provided through a fleet of 30 FTA-funded minibuses housed and maintained at GBT's FTA-funded maintenance facility at Cross Street.

Nearly all of GBT's services originate from the FTA-funded Bus Station at the Downtown Bridgeport Intermodal Center, which also provides access to interstate bus services, Metro North and Amtrak rail services, taxis, and the Bridgeport-Port Jefferson Ferry. GBT's bus terminal portion of the intermodal facility includes 17 bus bays, a 10,000-square foot passenger ticketing and waiting facility, and a raised pedestrian bridge to the adjacent rail platforms, along with real-time information.

2. Award and Project Activity

Below is a list of GBT's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
CT-90-X526	\$12,286,840	2015	2015 - Multiple Capital Projects
CT-95-X013	\$640,000	2013	Regional TOD Pilot Program
CT-2021-002	\$1,750,400	2020	Multiple Capital Projects: Fare Collection System Replacement, Intermodal Facility Repairs and Improvements, Maintenance and Administrative Facility Improvements, Administrative and Misc. Support Equipment
CT-90-X512	\$121,274	2013	Transit Amenity Improvement Projects
CT-04-0015	\$1,971,860	2009	GBT Bus Maintenance Facility Rehab
CT-2021-011	\$2,760,230	2021	Facility Improvements, Supplemental Fire Suppression, Rolling Stock, Public Station Improvements and Support Equipment
CT-2018-004	\$1,450,000	2018	Connecticut Low-No Pilot Project
CT-2018-003	\$3,880,000	2018	Multiple Capital Projects Facility Improvements, Administrative Support, Shop Tools and Equipment
CT-2022-008	\$5,700,000	2022	GBT American Recovery Plan Act Funding
CT-2020-009	\$12,100,000	2021	GBT CARES Act Grant
CT-90-X455	\$5,665,600	2010	Facilities, shelters, vehicles, farebox
CT-2017-001	\$4,655,600	2017	Multiple Capital Projects: Facility Improvements, Administrative Support, Facility Design
CT-2020-021	\$472,000	2020	Multiple Capital Projects: Intermodal Facility Repairs and Improvements, Maintenance and Administrative Facility Improvements, Administrative and Misc. Support Equipment
CT-2019-002	\$2,408,040	2019	Multiple Capital Projects: Fixed Route Bus Midlife Overhauls, Facility Improvements, Administrative Support, Shop Tools and Equipment

GBT received Supplemental Cares and ARP Funds for operating assistance in award numbers CT-2022-008 and CT-2020-009. This is GBT's first time receiving operating assistance from the FTA.

Projects Completed

In the past few years, GBT completed the following noteworthy projects:

- Pavement and Canopy Rehabilitation at 710 Water Street in Bridgeport
- Purchased five Battery Electric Buses (BEBs) for the fixed-route fleet.

Ongoing Projects

GBT is currently implementing the following noteworthy projects:

- Installing supplemental fire suppression in the maintenance facility associated with the incorporation of BEBs into the fleet
- Performing rehabilitation of select areas of the maintenance and administrative facilities including the dispatch center, driver reporting area, the parts department, and the foreman's office areas.

Future Projects

GBT plans to pursue the following noteworthy projects in the next three to five years:

- Repowering a portion of GBT's hybrid fixed-route fleet
- Demolishing and replacing GBT's storage facility located at Cross Street in Bridgeport
- Identifying additional properties for satellite charging locations as part of the transition to a zero-emission fleet.

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the USDOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

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

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR Part 200, and provide financial oversight of subrecipients.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the Federal Transit Administration (FTA) and close awards timely.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity - Program Management & Subrecipient Oversight

Basic Requirement: States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Sections 5310, 5311, and 5339 funds must develop and submit a State Management/Program Management Plan to the FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards, and ensure subrecipients comply with the terms of the award.

This section only applies to recipients that have subrecipients; therefore, the related requirements are not applicable to the Triennial Review of GBT.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement the FTA-funded projects in accordance with the award application, the FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Transit Asset Management.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

8. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Maintenance.

9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, the FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of GBT, a deficiency was found with the FTA requirements for Procurement.

Deficiency Description:

Lobbying certifications not included in procurement solicitations or signed by bidders (P12-2)

Per Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, and (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the non-Federal award.

The procurement file with Overhead Door Company dated September 28, 2021, was missing the Lobbying clause and the signed Lobbying certification.

Corrective Actions and Schedule: For the deficiency *Lobbying certifications not included in procurement solicitations or signed by bidders (P12-2)*, by September 25, 2023, GBT must upload into OTrak procedures for obtaining signed lobbying certifications, when applicable, from bidders. GBT must also upload into OTrak a copy of the signed lobbying certification with its next applicable procurement. GBT shall notify the FTA regional office via email once the corrective action documentation has been uploaded into OTrak.

10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts.

Finding: During this Triennial Review of GBT, a deficiency was found with the US DOT requirements for DBE.

Deficiency Description:

Unreported transit vehicle purchases (DBE11-1)

The DBE regulations at 49 CFR 26.49 (a) (4) state that FTA recipients are required to submit within 30 days of making an award the name of the successful bidder and the total dollar value of the contract. This notification should be submitted by using the online Transit Vehicle Award Reporting Form located on FTA's Civil Rights DBE Webpage. During the review period, GBT awarded a contract for buses to Coach and Equipment on 12/1/2021 and reported it on 3/9/2022. Another contract was awarded to Proterra on 12/21/2021 and was not reported until 3/8/2022. Both awards were reported late.

Corrective Action and Schedule: For the deficiency *Unreported transit vehicle purchases (DBEII-1)*, by September 25, 2023, GBT must upload into OTrak an implemented process to ensure that future awards of FTA-funded transit vehicle purchases are reported timely to the FTA Office of Civil Rights (TCR). GBT shall notify TCR and the regional office once the corrective action documentation has been uploaded into OTrak.

NOTE: Please see Section VII Appendices at the end of this report for the FTA TCR email address.

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Title VI.

12. Americans with Disabilities Act (ADA) – General

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

Finding: During this Triennial Review of GBT, no deficiencies were found with the US DOT requirements for ADA – General.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of GBT, a deficiency was found with US DOT requirements for ADA – Complementary Paratransit.

Deficiency Description:

Limits or capacity constraints on ADA complementary paratransit service (ADA-CPT6-5)

As found in 49 CFR 37.131, recipients shall not limit the availability of complementary paratransit service to ADA paratransit eligible individuals. In other words, recipients may not have any capacity constraints in the provision of ADA complementary paratransit service.

A review of GBT's Operational Report and Management Dashboard documentation revealed capacity constraints in 2022. The report showed 1,332 denied/missed trips and less than a 50% on-time performance. During the follow up meeting, GBT explained that they experienced a severe shortage of qualified operators during and in the immediate post-pandemic period, which led to problems with capacity constraint metrics. It is also noted that GBT changed contractors in November 2021 to MV Transportation. Further analysis indicates that they have made progress through the establishment of a new position, the Director of Mobility on Demand, who is providing greater oversight of the contractor. GBT has also provided additional funding to enable MV Transportation to offer hiring bonuses and referral incentives. During a virtual meeting with MV Transportation, they reported that they are now fully staffed, and service constraints and indicators have improved.

Corrective Actions and Schedule: For the deficiency *Limits or capacity constraints on ADA complementary paratransit service (ADA-CPT6-5)*, by September 25, 2023, GBT must upload into OTrak a plan to eliminate its ADA complementary paratransit capacity constraints. This plan must describe how GBT will improve its on-time performance and reduce the denied and missed trips for its ADA complementary paratransit service.

In addition, by October 23, 2023, GBT must upload into OTrak a monthly status report signed by the chief executive officer or other senior management designee regarding its on-time performance and denied and missed trips until such time as the data indicates that there is no pattern or practice of capacity constraints.

For both deficiencies, GBT shall notify the FTA TCR and the regional office once the corrective action documentation has been uploaded into OTrak.

NOTE: Please see Section VII Appendices at the end of this report for the FTA TCR email address.

14. Equal Employment Opportunity

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

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally-funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for School Bus.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using the FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipient may operate charter only when the service meets a specified exception defined in rule.

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

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug free awareness program.

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

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

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

19. Section 5307 Program Requirements

Basic Requirement: The recipient must participate in the transportation planning process in accordance with FTA requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all subrecipient leases of Section 5310-funded vehicles. Leases of Section 5310-funded vehicles must include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable to the Triennial Review of GBT.

21. Section 5311 Program Requirements

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the Triennial Review of GBT.

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP).

Finding: During this Triennial Review of GBT, no deficiencies were found with the FTA requirements for PTASP Requirements.

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019).

This section only applies to recipients that operate rail fixed guideway public transportation systems; therefore, the related requirements are not applicable to the Triennial Review of GBT.

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	NA				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	D	P12-2: Lobbying certifications not included in procurement solicitations or signed by bidders	GBT must upload into OTrak procedures for obtaining signed lobbying certifications, when applicable, from bidders. GBT must also upload into OTrak a copy of the signed lobbying certification with its next applicable procurement. GBT shall notify the FTA regional office via email once the corrective action documentation has been uploaded into OTrak.	September 25, 2023	
10. Disadvantaged Business Enterprise	D	DBE11-1: Unreported transit vehicle purchases	GBT must upload into OTrak an implemented process to ensure that future awards of FTA funded transit vehicle purchases are reported timely to the FTA Office of Civil Rights (TCR). GBT shall notify the FTA TCR and the regional office once the corrective action documentation has been uploaded into OTrak.	September 25, 2023	
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) - General	ND				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
13. ADA – Complementary Paratransit	D	ADA-CPT6-5: Limits or capacity constraints on ADA complementary paratransit service	<p>GBT must upload into OTrak a plan to eliminate its ADA complementary paratransit capacity constraints. This plan must describe how GBT will improve its on-time performance and reduce the denied and missed trips for its ADA complementary paratransit service.</p> <p>In addition, GBT must upload into OTrak a monthly status report signed by the chief executive officer or other senior management designee regarding its on-time performance and denied and missed trips until such time as the data indicates that there is no pattern or practice of capacity constraints.</p> <p>For both deficiencies, GBT shall notify FTA TCR and the regional office once the corrective action documentation has been uploaded into OTrak.</p>	<p>September 25, 2023</p> <p>October 23, 2023</p>	
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug Free Workplace Act	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	NA				
21. Section 5311 Program Requirements	NA				
22. Public Transportation Agency Safety Plan	ND				
23. Cybersecurity	NA				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Greater Bridgeport Transit</i>			
Doug Holcomb	Chief Executive Officer/GM	203-366-7070	dholcomb@gogbt.com
Adrienne Belanger	Chief Financial Officer	203-366-7070	abelanger@gogbt.com
Linda DeLallo	Manager of Mobility on Demand	203-366-7070	ldelallo@gogbt.com
Tom Gorman	Chief Operating Officer	203-366-7070	tgorman@gogbt.com
Ken Seckas	Manager of Grants and Procurement	203-366-7070	kseckas@gogbt.com
Steven DeMichele	Planning and Service Development Officer	203-366-7070	sdemichele@gogbt.com
Bernie Bausch	Manager of Transportation Operations	203-366-7070	bbausch@gogbt.com
Scott Standley	Manager of Maintenance Operations	203-366-7070	sstandley@gogbt.com
Christine Michaels	Special Assistant to the CEO Clerk of the Board	203-366-7070	cmichaels@gogbt.com
<i>MV Transportation</i>			
Leon Hastings	Interim General Manager	718-872-8494	leon.hastings@mvtransit.com
Smirlys Perez	Assistant General Manager	203-638-8013	smirlys.perez@mvtransit.com
<i>FTA</i>			
Peter Butler	Regional Administrator	617-494-2739	peter.butler@dot.gov
Michelle Muhlander	Deputy Regional Administrator	617-494-2630	michelle.muhlander@dot.gov
Peggy Griffin	Regional Civil Rights Officer	617-494-2397	margaret.griffin@dot.gov
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Keith Carlson	Reviewer	608-780-8141	keith.carlson@adstm.com

VII. Appendices

Please notify the FTA Office of Civil Rights (TCR) once you have uploaded the corrective action documentation for the DBE and ADA – Complementary Paratransit deficiencies into OTrak. Send an email to Mr. Nicholas Sun, Division Chief, Civil Rights Oversight. His email address is nicholas.sun@dot.gov. Please copy the regional office when you email Mr. Sun.