



TEXOMA AREA PARATRANSIT SYSTEM, INC.
AGENDA
BOARD OF DIRECTORS MEETING

Notice is hereby given that a regular meeting of the Board of Directors of the Texoma Area Paratransit System will be held **May 15, 2024 @ 2:00pm** at 6104 Texoma Parkway, Sherman or **virtually at:**

Meeting ID: 380 756 940 084; Passcode: Mv7hNJ; [Download Teams](#) | [Join on the web](#)

Agenda as follows:

- I. Establish Quorum, Call to Order and Invocation
- II. Public Comments - Citizens may speak on items listed on this agenda. A “Request to Speak Card” should be completed and returned to the Board Secretary before the Board meeting convenes. Citizen comments are limited to three (3) minutes.
- III. Approval of Board Minutes – Minutes from the February 21, 2024, meeting is attached and submitted for review and consideration of approval.
- IV. TAPS Fiscal Year 2024 Certifications and Assurances – The Federal Transit Administration requires grantees to execute an agreement providing Certifications and Assurances to program requirements prior to awarding grant funds. Staff requests the Board’s review and authorization for the Chairperson to execute the required agreement.
- V. Review and Adopt Updated Disadvantaged Business Enterprise Program and Goal – Staff requests the Board review, and consider adoption of DBE program update and goal for TAPS. Update is required every three years.
- VI. TAPS 2024 Triennial Review – Staff to update Board on current Triennial Review
- VII. New Transit Building Update – Staff to discuss and answer questions regarding progress and next steps of TAPS building project.
- VIII. Other Capital Projects – Staff will update the Board on planned capital projects.
- IX. Monthly Financial Update – Staff have provided financial reports and will answer any questions Board has regarding reports.
- X. Operational Update – Staff provide operational reports and will answer any questions the Board has regarding reports.
- XI. Schedule next Board meeting – Next Board meeting to be tentatively scheduled for August 21, 2024 at 2pm.
- XII. Comments by TAPS Board of Directors
- XIII. Adjournment

BOARD MINUTES



**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
February 21, 2024**

MEMBERS PRESENT: Pamela Howeth Chairperson, Matt Sicking, Doug Kopf, Mike Campbell, J.D Clark, Art Arthur, and James Thorne.

MEMBERS MISSING: Kevin Benton and H.L. Compton.

STAFF PRESENT: Shellie White, Scott Parten, Bill Null, Joe Penson, Eddie Brunk, and Karen Kemp.

GUESTS PRESENT: Michelle Treschwig, and Clay Barnett

- I. **CALL TO ORDER:** Chairperson Pamela Howeth declared a quorum, calling the meeting to order at 2:00 P.M
- II. **INVOCATION:** James Thorne provided an invocation.
- III. **PUBLIC COMMENTS:** Citizens may speak on items listed on the agenda as Public Hearings. A "Request to Speak Card" should be completed and returned to the Board Secretary before the Board considers the item listed under Public Hearings. Citizen Comments on public hearings are limited to three (3) minutes.

There were no speakers.

- IV. **APPROVAL OF BOARD MINUTES:** Board member Matt Sicking presented the minutes from the November 15, 2023, Board Meeting for approval. Chairperson Pam Howeth made a motion to approve the board minutes as presented. Board member James Thorne seconded the motion. The motion was passed unanimously.
- V. **TAPS (Texoma Area Paratransit) FISCAL YEAR 2023 FINANICL AUDIT REPORT:** Michelle Treschwig presented the 2023 Financial Audit report. Copies were sent to the Board Members prior to the meeting for review. Auditors' opinion was a clean opinion or an unmodified opinion, the best opinion you can get. Board member Doug Kopf made a motion to approve, and Board member Art Aurthur seconded the motion. The motion was passed unanimously.
- VI. **NEW TRANSIT BUILDING UPDATE:** Clay Barnett of Huitt Zollars gave an update on the progress of the new Building. Clay Barnett of Huitt Zollars discussed the need for a Termination of Access Easement and asked the Board if they had any questions. With no questions or concerns from the Board. Board member Matt Sicking made a motion to approve

the Termination of Access Easement. Chairperson Pam Howeth seconded the motion. The motion was passed unanimously.

- VII. **MONTHLY FINANCIAL UPDATE:** Shellie White gave the Board the Financial update for the budget variance and monthly bank detail for the Months of November, December, and January. With no question or concerns from the Board

- VIII. **CAPITAL PROJECTS:** General Manger Shellie White gave the Board an update on the Capital projects. The design from Huitt Zollars has been completed and submitted to the City of Sherman for approval. Rolling Stock, money has been requested from the FTA for new buses which they approved. The buses have been ordered and are arriving soon. Part of the funds from the 5307 will be used for a new security system for the Maintenance Facility. In March, the new roof for the Maintenance Facility will be installed. Shellie has also requested money from TXDOT (Texas Department of Transportation) for an updated website. With no question or concern from the Board.

- IX. **OPERATIONAL UPDATE:** Shellie White discussed the Quarterly Management & Compliance Report which consists of monthly Maintenance information (road calls, fleet miles, PM (Preventative Maintenance) inspection, etc.)

She also covered the drug and alcohol information (pre-employments, randoms, post accidents, etc.), safety information including accidents and injuries, and any Civil Rights complaints (Americans with Disabilities Act (ADA) and Title VI).

Operations Manager Karen Kemp gave the Board an update on operations (scheduled trips, miles, hours, denials, etc.).

- X. **SCHEDULE NEXT BOARD MEETING:** Next Board meeting will be May 15, 2024. At 2pm

- XI. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Board Member Doug Kopf is considering moving his office Fannin County Precinct 4 further out of town, which may affect the TAPS office there he will keep TAPS updated.

- XII. **ADJOURNMENT:** Meeting adjourned at 2:50 pm.

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.

Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("Uniform Act") (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
 - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
 - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

1.6. American Rescue Plan Act Funding.

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA's state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).

This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.

This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.

§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT

Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**7.1. Rolling Stock Buy America Reviews.**

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA") (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, "Public Transportation Safety Certification Training Program"; and
- (b) Compliant with the requirements of 49 CFR Part 674, "State Safety Oversight".

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost

- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
- (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),
 - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 09 (Formula Grants for Rural Areas),
 - (5) Category 15 (Alcohol and Controlled Substances Testing), and
 - (6) Category 17 (Demand Responsive Service).

CATEGORY 21. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Texoma Area Paratransit System, Inc.

The Applicant certifies to the applicable provisions of all categories: (check here) X.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

13 State of Good Repair Grants

14 Infrastructure Finance Programs

15 Alcohol and Controlled Substances Testing

16 Rail Safety Training and Oversight

17 Demand Responsive Service

18 Interest and Financing Costs

19 Cybersecurity Certification for Rail Rolling Stock and Operations

20 Tribal Transit Programs

21 Emergency Relief Program

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: Texoma Area Paratransit System, Inc.

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature Pamela L. Howeth Date: 3/7/2024

Name Pamela Howeth Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

TAPS does not currently have an attorney.

822

TxDOT FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES

U.S. DEPARTMENT OF LABOR SPECIAL SECTION 5333(b) WARRANTY CERTIFICATION

The following language shall be made part of the contract of assistance with the State or other public body charged with allocation and administration of funds provided under 49 U.S.C. 5333(b):

A. General Application

The Public Body agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project ("Recipient"), and the transportation related employees of any other surface public transportation providers in the transportation service area of the Project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 5311 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

- (1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project," as used herein, shall not be limited to the particular facility, service or operation assisted by Federal funds, but shall include any changes, whether organizational, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

- (2)(a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect.
- (2)(b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days' notice of intended actions which may result in displacements or dismissals or rearrangements of the working

TXDOT FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES

forces. In the case of employees represented by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient's employment available to be filled by such affected employees.

- (2)(c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees negotiations for the purposes of reaching agreement with respect to the applications of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.
- (3) For the purpose of providing the statutory required protections including those specifically mandated by 49 U.S.C. Section 5333(b)¹, the public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below², provided that other comparable arrangements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.
- (4) Any dispute or controversy arising regarding the application, interpretation, or enforcement of any of the provisions of this arrangement which cannot be settled by and between the parties at interest within thirty (30) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedure, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and any other jointly incurred expenses, shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove that factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee.

- (5) The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee, may file claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (18) months of the date his position with respect to his employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim.
- (6) Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights or any union or of any represented employee derived from any other agreement or provision of federal, state or local law.

TxDOT FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES

- (7) In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or reemployment to fill any vacant position within the control of the Recipient for which he is, or by training or retraining within a reasonable period, can become qualified. In the event training or retraining is required by such employment or reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide or provide for such training or retraining at no cost to the employee.
- (8) The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under 49 U.S.C. Chapter 53 and has agreed to comply with the provisions of 49 U.S.C. Section 5333(b). This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration, and enforcement of these arrangements and to the proper determination of any claims arising thereunder.
- (9) Any labor organization which is the collective bargaining representative of employees covered by these arrangements, may become a party to these arrangements by serving written notice of its desire to do so upon the Recipient and the Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organization shall participate shall be determined by the Secretary of Labor.
- (10) In the event the Project is approved for assistance under 49 U.S.C. Chapter 53, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

As part of the grant approval process, either the Recipient or other legally responsible party designated by the Public Body may in writing seek from the Secretary of Labor a waiver of the statutory required protections. The Secretary will waive these protections in cases, where at the time of the requested waiver, the Secretary determines that there are no employees of the Recipient or of any other surface public transportation providers in the transportation service area who could be potentially affected by the Project. A 30-day notice of proposed waiver will be given by the Department of Labor and in the absence of timely objection, the waiver will become final at the end of the 30-day notice period. In the event of timely objection, the Department of Labor will review the matter and determine whether a waiver shall be granted. In the absence of waiver, these protections shall apply to the Project.

- ¹ Such protective arrangements shall include, without being limited to, such provisions as may be necessary for (1) the preservation of rights, privileges, and benefits (including continuation of pension rights and benefits) under existing collective bargaining agreements or otherwise; (2) the continuation of collective bargaining rights; (3) the protection of individual employees against a worsening of their positions with respect to their employment; (4) assurances of employment to employees of acquired mass transportation systems and priority of reemployment of employees terminated or laid off; and (5) paid training and retraining programs. Such arrangements shall include provisions protecting individual employees against a worsening of their positions with respect to their employments which shall in no event provide benefits less than those established pursuant to 49 U.S.C. Section 11347 [the codified citation of Section 5(2)(f) of the Act of February 4, 1887 (24 Stat. 379), as amended].
- ² For purposes of this warranty agreement, paragraphs (1); (2); (5); (15); (22); (23); (24); (26); (27); (28); and (29) of the Model Section 5333(b) Agreement, executed July 23, 1975 are to be omitted.

TxDOT FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES

49 U.S.C 5333(b) (also known as Section 13C of the Federal Transit)

STATE SUBRECIPIENT SERVICE AREA INFORMATION	
Subrecipient Name: <i>Texoma Area Paratransit System, Inc</i>	
Contact Name: <i>Shellie White</i>	Date: <i>3/26/24</i>
Area Code & Phone Number: <i>580-775-8734</i>	Email Address: <i>shellie.white@transdev.com</i>
Provide a description of subrecipient's service area: <input type="checkbox"/> NA, Planning Agency	
<i>TAPS provides demand response services for six counties; Clay, Cooke, Fannin, Grayson, Montague and Wise.</i>	
Are the Recipient's Transit Employees Private or Public? <input checked="" type="checkbox"/> Private or <input type="checkbox"/> Public	
Identify the Labor Organization(s) which represent the Recipient's or its Contractor's Employees <i>NA, no unions.</i> <input checked="" type="checkbox"/>	
List OTHER Public Transit Providers in the service area of the subrecipient (commuter, paratransit, fixed route...etc.) and their associated labor organization(s) or NA, no other service providers in the subrecipient's area. <input checked="" type="checkbox"/>	

Printed Name: *Pamela Hewitt*

Signature: *Pamela L. Hewitt*

TxDOT FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES

LOBBYING CERTIFICATION

For

Grants, Contracts, Loans, and Interagency Cooperation Contracts

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Pamela L. Hewitt
Signature

Board of Directors Chair
Title

Texas Area Paratransit System
Agency

3/26/24
Date

TxDOT FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

OMB Control Number: 4040-0013
Expiration Date: 2/28/2025

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <u>TEXOMA AREA PASSENGER TRANSIT SYSTEM INC</u> * Street 1: <u>11001 TEXOMA PARKWAY</u> Street 2: _____ * City: <u>Sherman</u> State: <u>TX</u> Zip: <u>75090</u> Congressional District, if known: _____		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency: _____	7. * Federal Program Name/Description: _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant: Prefix _____ * First Name _____ Middle Name _____ * Last Name _____ Suffix _____ * Street 1 _____ Street 2 _____ * City _____ State _____ Zip _____		
b. Individual Performing Services (including address if different from No. 10a) Prefix _____ * First Name _____ Middle Name _____ * Last Name _____ Suffix _____ * Street 1 _____ Street 2 _____ * City _____ State _____ Zip _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: <u>Pamela L. Howeth</u> * Name: Prefix _____ * First Name <u>Pamela</u> Middle Name _____ * Last Name <u>Howeth</u> Suffix _____ Title: <u>Board of Directors Chair</u> Telephone No.: _____ Date: <u>3/24/24</u>		
Federal Use Only:		STANDARD FORM 111 (REV. 7/1997) Authorized for Local Reproduction

TxDOT FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES

DEBARMENT AND SUSPENSION (NONPROCUREMENT)

(TxDOT requires this form to be completed by all Applicants)

Applicability to Contracts

2 CFR Part 180 and Part 1200, prohibits FTA recipients and sub-recipients from contracting for goods and services from organizations that have been suspended or debarred from receiving Federally-assisted contracts. As part of their applications each year, recipients are required to submit a certification to the effect that they will not enter into contracts \$25,000 and over with suspended or debarred contractors and that they will require their contractors (and their subcontractors) to make the same certification to them.

- (1) The Subrecipient certifies to the best of its knowledge and belief, that it and its principals, including its first tier subrecipients:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction; violation of any Federal or State antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local);
 - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) The Subrecipient certifies that it and its principals, including its first tier subrecipients will assure that each lower tier participant involved in the Project is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from participation in this transaction by any Federal department or agency;
- (3) The Subrecipient certifies that if, later, it or its principals, including any of its first tier subrecipients, become aware of any information contradicting the statements of subparagraphs (1)(2), it will promptly provide any necessary information to FTA;
- (4) Where the Subrecipient is unable to certify to any of the statements in this certification, such Subrecipient shall attach an explanation to this certification.

N/A, no Exceptions

EXCEPTIONS:

Signature of Certifying Official: Daniel L. Haworth

Title: Board Chair

Date: 3/26/24



Internal Compliance Program Certification

BACKGROUND

Title 43 of the Texas Administrative Code requires specific state and federal funds recipients to adopt and enforce an internal ethics and compliance program that satisfies the requirements of 43 Texas Administrative Code §10.51. The department may, at its discretion, request that the entity provide the department with written evidence of the entity's internal ethics and compliance program

MINIMUM REQUIREMENTS SET FORTH IN TITLE 43 TEXAS ADMINISTRATIVE CODE §10.51:

1. High level personnel are responsible for oversight of compliance with the standards and procedures.
 - ◆ *High level personnel shall be knowledgeable about the content and operation of the entity's internal ethics and compliance program and shall promote an organizational culture that encourages ethical conduct and a commitment to compliance with all applicable laws and regulations.*
2. Appropriate care is being taken to avoid the delegation of substantial discretionary authority to individuals whom the entity knows, or should know, have a propensity to engage in illegal activities
 - ◆ *The entity shall have a consistent process to vet the background of current and future employees in high level positions and those involved in the handling of financial and/or highly confidential information.*
3. Ensure that compliance standards and procedures are effectively communicated to all of the entity's employees, including members of the governing board if the entity has a governing board, by requiring them to participate in periodic training in ethics and in the requirements of the program.
 - ◆ *The entity shall ensure that employees and the governing board (if applicable) are made aware of all internal ethics and compliance policies, procedures, and practices by requiring them to participate in periodic ethics and compliance training. A record of those participating in training shall be kept.*
4. Ensure that compliance standards and procedures are effectively communicated to all of the entity's agents
 - ◆ *The entity shall notify and require its partners doing business on its behalf to comply with the entity's internal ethics and compliance policies, procedures, and practices through written or verbal communication.*
5. Ensure that reasonable steps are being taken to achieve compliance with the compliance standards and procedures by using monitoring and auditing systems that are designed to reasonably detect non-compliance and providing and publicizing a system for the entity's employees and agents to report suspected non-compliance without fear of retaliation
 - ◆ *The entity shall have in place a reporting system, which may include mechanisms for anonymity or confidentiality, that allows employees, the governing board and entity agents to report suspected incidents of non-compliances without fear of retaliation.*
 - ◆ *The entity shall have an established process for assessing compliance with its code of conduct as well as policies and procedures adopted to promote adherence with laws and regulations.*
6. Ensure consistent enforcement of compliance standards and procedures is administered through appropriate disciplinary mechanisms
 - ◆ *The entity shall respond to incidents of non-compliance by following an established internal disciplinary process.*

7. Ensure reasonable steps are being taken to respond appropriately to detected offenses and to prevent future similar offenses

- ♦ *The entity shall have established protocols and processes for monitoring and responding to risk that could potentially result in violations.*
- ♦ *The entity shall act appropriately to prevent similar conduct by implementing a plan remedying past non-compliance, preventing future non-compliance and making modifications as necessary to the entity's policies to ensure effective compliance.*

8. Have in place a written employee code of conduct that, at a minimum, addresses record retention, fraud, equal opportunity employment, sexual harassment, conflicts of interest, personal use of the entity's property, and gifts honoraria

- ♦ *The entity shall adopt a code of conduct that, at a minimum, addresses each element of this requirement.*

CERTIFICATION

The undersigned organization would like to be eligible to receive state or federal funds from or through the Texas Department of Transportation.

To comply with the requirements set forth in the Texas Administrative Code, the undersigned entity certifies that:

1. the entity has a written internal ethics and compliance program that provides compliance standards and procedures that are designed to detect and prevent violations of the law, and ethical standards;
2. the entity enforces employee compliance with its internal ethics and compliance program; and
3. the entity's internal ethics and compliance program specifically includes, at a minimum, the items contained in 43 Tex. Admin. Code §10.51.

Any other requirements by any state, federal, or local law, rule, regulation, ordinance or otherwise is not included in these requirements and it is the sole responsibility of the undersigned to comply with such laws. This is not intended to provide legal advice or representation to the undersigned.

The department may, at its discretion, request that the entity provide the department with written evidence of the entity's internal ethics and compliance program (43 Tex. Admin. Code §10.51(c)).

Texoma Area Paratransit System, Inc
Organization Name

Signed by:

Pamela Howeth
Printed Name

Board of Directors Chair
Title

3/26/24
Date

Pamela L. Howeth
Signature

Texoma Area Paratransit System, Inc.

DBE Program

Revised December 2023



**Texoma Area Paratransit
System, Inc.**

*Disadvantaged Business
Enterprise (DBE) Plan*

49 CFR Part 26

POLICY STATEMENT

Section 26.1, 26.23

Objectives/Policy Statement

The Texoma Area Paratransit System, Inc. (TAPS) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. TAPS has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, TAPS has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of TAPS to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The General Manager of TAPS has been delegated as the DBE Liaison Officer (DBELO). In that capacity, the General Manager of TAPS 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 TAPS in its financial assistance agreements with the Department of Transportation.

TAPS has disseminated this policy statement to the TAPS Board of Directors and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. Further a DBE statement is included in all RFP's issued by TAPS, and the DBE Policy Statement is posted on the TAPS website www.tapsbus.com.

TAPS Board Chairman

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

TAPS is the recipient of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II and V of the Teas-21, Publ. L. 105-178. See Attachment 7: Access to 49 CFR Part 26.

Section 26.5 Definitions *Note: additional definitions are provided in 49CFR26*

TAPS will adopt the definitions contained in Section 26.5 for this program (to include those listed below). TAPS will add and include any new/amended definitions as they are provided by USDOT.

Disadvantaged Business Enterprise or DBE means a for-profit small business concern:

1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Socially and economically disadvantaged individual means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is:

1. Any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis.
2. Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - a. "African Americans," which includes persons having origins in any of the black racial groups of Africa;
 - b. "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portugues culture or origin, regardless of race;
 - c. "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts or Native Hawaiians;
 - d. "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kirbati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
 - e. "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
 - f. Women;
 - g. Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

Section 26.7 Non-discrimination Requirements

TAPS will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, TAPS will not, directly or through contractual or other arrangements,

use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Uniform Report of DBE Awards or Commitments and Payments: 26.11(a)

TAPS will report DBE participation to the relevant operating administration, FTA, using the Uniform Report of DBE Awards or Commitments and Payments, found in Attachment B to the DBE regulation.

Reporting to DOT: 26.11(b)

TAPS will report DBE participation to the FTA on a semi-annual basis, using DOT Form 4630. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

Bidders List: 26.11(c)

TAPS will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

TAPS will collect this information in the following ways:

- TAPS will include a contract clause requiring prime bidders to report the names/addresses, and other relevant information of all firms who quote to them on subcontracts.
- TAPS will include a notice in all solicitations to firms quoting on subcontracts to report information directly to the recipient.

Section 26.13 Assurances

TAPS has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Federal Financial Assistance Agreement Assurance: 26.13(a)

TAPS shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the [Recipient] of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13(b)

TAPS will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor 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 the recipient deems appropriate.

This language is to be used verbatim.

SUBPART B – ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since TAPS has received a grant of \$250,000 or more in FTA planning capital, and or operating assistance in a federal fiscal year, we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

TAPS has designated the following individual as our DBE Liaison Officer:

Shellie White, General Manager
TAPS Public Transit
6104 Texoma Parkway
Sherman, TX 75090
Phone: 580-775-8736
e-mail: shellie.white@transdev.com

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that TAPS complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the TAPS Board of Directors concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 1 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of four to assist in the administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes TAPS's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the CEO\governing body on DBE matters and achievement.

9. Chairs the DBE Advisory Committee.
10. Participates in pre-bid meetings.
11. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
12. Plans and participates in DBE training seminars.
13. Certifies DBEs according to the criteria set by DOT and acts as liaison to the Uniform Certification Process in Texas.
14. Provides outreach to DBEs and community organizations to advise them of opportunities.
15. Maintains TAPS's updated directory on certified DBEs.

Section 26.27 DBE Financial Institutions

It is the policy of TAPS to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. We have made the following efforts to identify and use such institutions:

- Minority owned financial institutions are identified by consulting the list maintained by the Federal Reserve at <https://www.federalreserve.gov/releases/mob/> using the September 30, 2017 listing.

We will also re-evaluate the availability of DBE financial institutions every 2 years.

To date we have identified the following such institutions within the TAPS service area

Information on the availability of such institutions can be obtained from the DBE Liaison Officer.

Section 26.29 Prompt Payment Mechanisms

TAPS will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from TAPS. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of TAPS. This clause applies to both DBE and non-DBE subcontracts. Failure to adhere to the above referenced time frame without written approval may result in sanctions including, but not limited to, withholding of future payments, fines, or termination of contract.

Section 26.29 Retainage

The prime contractor agrees to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of TAPS. This clause applies to both DBE and non-DBE subcontracts.

Section 26.37 Monitoring and Enforcement Mechanisms

TAPS will take the following steps in monitoring and enforcement to ensure that prompt payment and return of retainage is in fact occurring in compliance with 49 CRF Part 26.

1. TAPS will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that the DOT can take steps (eg., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under the suspension and debarment or Program Fraud and Civil Penalties rules) provided in Part

26.109.

2. TAPS will consider similar under its own legal authorities, including responsibility determinations in future contracts. Attachment 3 lists the regulation by a participant in our procurement activities.
3. TAPS will provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract is actually performed by the DBEs. This will be accomplished through onsite inspections and interviews with the DBE contractors and subcontractors, and will occur for each contract/project on which DBEs are participating.
4. TAPS will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

Section 26.31 Directory

TAPS relies on the TUCP, which maintains a directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. The TUCP directory is updated on an ongoing basis. The TUCP directory is available at the following website:

<http://www.txdot.gov/inside-txdot/division/civil-rights/tucp.html>

Based on the TUCP information, TAPS also maintains a directory of firms serving its market area which are eligible to participate as DBEs. This directory is updated at least annually. We make the Directory available as follows:

- A link to the directory is available on the TAPS website www.tapsbus.com.
- The directory may be requested in hard copy by contacting the DBELO.

The Directory may be found in Attachment 2 to this program document. NOTE* The directory is reviewed and updated each September.

Section 26.33 Overconcentration

TAPS **has not** identified that overconcentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

TAPS has not established a business development program. We will re-evaluate the need for such a program every September.

Section 26.39 Small Business Participation

TAPS, as an FTA recipient, created this element of the DBE program to increase small business participation in procurements. TAPS propose is to accomplish this through eliminating obstacles to small business participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontracts in direct response to regulatory requirements. In order to facilitate competition by small business concerns. The TAPS SBE Program is for all small business enterprises that meet the eligibility standards regardless of race, color, national origin or gender. The TAPS DBELO is responsible for implementing all aspects of the SBA program.

Certification

TAPS will adhere to the definitions set forth by the Texas Department of Transportation (TXDOT) of what constitutes a small business enterprise (SBE). A SBE refers to a for-profit business that is at least 51% owned by an economically disadvantaged individual and whose company meets the small business concern definition. Economically disadvantaged is to mean that a business owner's personal net worth (PNW),

excluding the primary residence and ownership interest in the applicant business, cannot exceed \$1.32 million in accordance with 49 CFR 26.67. A small business concern is defined pursuant to 13 CFR Part 121 and also does not exceed the cap on average annual gross receipts of \$22.4 million as specified in 49 CFR 26.65 (b). To determine if a contractor is a SBE, TAPS will request state certification from all successful bidders on procurements. TAPS will also check the SBE directory on the TXDOT website when it is made available. TAPS's small business participation program is race-neutral.

For information regarding the certification process interested parties may visit <http://www.txdot.gov/business/partnerships/sbe.html>

Strategy

As a small, partially rural-based demand-response transit service, TAPS rarely awards prime contracts, particularly for potentially bundled capital projects. However, TAPS will monitor future contracting opportunities to set aside portions that SBE's can reasonably compete for and perform. Examples of these types of opportunities include procurement of supplies and components as well as the small miscellaneous professional services contractors TAPS uses for audits, legal services, etc. TAPS will examine these bidding opportunities on a rolling basis as existing contracts expire; beginning immediately upon adoption of this program by the TAPS board.

Goals

TAPS will not establish specific small business goals at this time but will review opportunities for update every 2 years

SBE Directory

TAPS will rely on TXDOT's directory of certified SBE's.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

TAPS **does not** use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

Goal Formulation

In accordance with Section 26.45, TAPS will submit its triennial overall DBE goal to FTA on August 1 of the year specified by the FTA. TAPS will utilize the process established in Section 26.45(c)-(d), whereby it will establish a base figure of the relative availability of DBEs to perform work on DOT-assisted contracts, and then adjust the goal as necessary based on additional market information in our area. The process generally used by TAPS to establish overall DBE goals is as follows:

TAPS's overall goal will be based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses ready, willing and able to participate on DOT-assisted contracts. The goal will therefore reflect TAPS's determination of the level of DBE participation it would expect absent the effects of discrimination.

Step 1. TAPS will begin the goal setting process by determining a base figure for the relative availability of DBEs. Percentage figures derived are considered a basis from which to begin when examining all evidence available in TAPS's jurisdiction.

DBEs

Non-DBEs and DBEs

TAPS chose to utilize the number of DBEs in the TUCP Directory based on services TAPS will need in the next fiscal year to determine the base figure. TAPS counted the number of available firms eligible to perform the services needed. TAPS identified 0 commercial building contractors, 1 electrical contractor and 0 plumbing, heating and air conditioning firms.

TAPS utilized the most recent census bureau data to determine the total number of firms in the Grayson County market area. TAPS identified 92 firms under North American Industry Classification System (NAICS) Codes 236220, 238210 and 238220. Using the data collected, TAPS determined the relation availability of DBEs for public transit contracts in the market is 2%, as indicated below:

$$\frac{1 \text{ DBEs}}{92 \text{ Non-DBEs and DBEs}} = 1\%$$

Table 1: Relative Availability DBEs by Categories of Work

<u>NAICS CODES</u>	<u>CATEGORY OF WORK</u>	<u>CERTIFIED DBEs</u>	<u>Non-DBEs and DBEs</u> <u>Total</u>
236220	Commercial building construction	0	10
238210	Electrical contractors	1	10
238220	Plumbing, heating and air conditioning	0	10

Based on the above analysis, TAPS proposes to establish its FY24-FY26 overall DBE transit goal of 1% to be met through race neutral measures.

The amount of contracts expected for FY24-FY26 is \$500,000. Given this amount, TAPS has set a goal of expending \$5,000 on DBE contracts during FY24-FY26.

See Attachment 4: Overall Goal Calculations.

Step 2. Having calculated a base figure, TAPS will examine all of the evidence available in our jurisdiction to determine what adjustment, if any, is needed to the base figure in order to arrive at our overall goal.

Having determined a percentage figure TAPS will express our overall goal as a percentage of all FTA funds (exclusive of FTA funds to be used for the purchase of transit vehicles) that it will expend in FTA assisted contracts in the forthcoming fiscal year.

Consultation with Others

Before establishing the overall goal each year, TAPS will consult with minority, women and general contractor groups, community organizations, local chambers of commerce, and the Texas Department of Transportation to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and TAPS's efforts to establish a level playing field for the participation of DBEs.

Notice

Following this consultation, TAPS will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at its principal office and on its website for 30 days following the date of the notice, and informing the public that

TAPS and TXDOT will accept comments on the goals for 45 days from the date of the notice. The notice will be provided on the TAPS website and in local newspapers. Normally, TAPS will issue this notice by June 1 of each year. The notice will include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

The TAPS overall goal submission to DOT will include a summary of information and comments received during this public participation process and any TAPS's responses thereto.

The annual overall goal will be effective on October 1 of each year, unless otherwise instructed by DOT. The time frame for use of goals established on a project basis will begin at the time of the first solicitation for a DOT-assisted contract for the project. Our goal will remain effective for the duration of the three-year period established and approved by FTA.

Goal Setting and Accountability

If TAPS's awards and commitments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, we will:

1. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments;
2. Establish and implement a corrective action plan with specific steps and milestones to correct the problems identified in the analysis; and
3. Maintain information/records regarding the analysis and efforts made.

Section 26.49 Transit Vehicle Manufacturers Goals

TAPS purchases its vehicles through state DOT contracts. TAPS will review the state contract for certification with the requirements of this section and maintain such certification on file. Should TAPS purchase vehicles outside of the normal state contract, it may at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of such transit vehicles.

Section 26.51 Overall Goals/Contract Goals

TAPS will meet the maximum feasible portion of its overall goal using race-neutral means of facilitating DBE participation. In order to do so, TAPS will ensure distribution of DOT's DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors.

TAPS will use contract goals to meet any portion of the overall goal TAPS does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of [total amount of a DOT-assisted contract] or [the Federal share of a DOT-assisted contract].

Section 26.53 Good Faith Efforts Procedures

Demonstration of good faith efforts

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Attachment 6.

The General Manager is responsible for determining whether a bidder/offeror has not met the contract goal and has documented sufficient good faith efforts to be regarded as responsive.

We will ensure that all information is complete and accurate and adequately documents the bidder/offer's

good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted

TAPS treats bidder/offers' compliance with good faith efforts requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

- The names and addresses of DBE firms that will participate in the contract;
- A description of the work that each DBE will perform;
- The dollar amount of the participation of each DBE firm participating;
- Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
- Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment; and
- If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration

Within 30 days of being informed by TAPS that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Chairperson
Texoma Area Paratransit System
6104 Texoma Pkwy.
Sherman, Texas 75090

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. TAPS will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is terminated/replaced on a contract

TAPS requires that prime contractors not terminate a DBE subcontractor listed on a bid/contract with a DBE contract goal without TAPS's prior written consent. Prior written consent will only be provided where there is "good cause" for termination of the DBE firm, as established by Section 26.53(f)(3) of the DBE regulation.

Before transmitting to TAPS its request to terminate, the prime contractor must give notice in writing to the DBE of its intent to do so. A copy of this notice must be provided to TAPS prior to consideration of the request to terminate. The DBE will then have five (5) days to respond and advise TAPS of why it objects to the proposed termination. The five day period may be reduced if the matter is one of public necessity e.g., safety.

In those instances where "good cause" exists to terminate a DBE's contract, TAPS will require the prime contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, TAPS will issue an order stopping all or part of payment and/or work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

“The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the [Name of Recipient] to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offers, including those who qualify as a DBE. A DBE contract goal of percent has been established for this contract. The bidder/offers shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 7), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offers will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offers’s commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.”

[Note: When a contract goal is established pursuant to the recipient’s DBE program, the sample bid specification can be used to notify bidders/offers of the requirements to make good faith efforts. The forms found at Attachment 6 can be used to collect information necessary to determine whether the bidder/offers has satisfied these requirements. The sample specification is intended for use in both non-construction and construction contracts for which a contract goal has been established. Thus, it can be included in invitations for bid for construction, in requests for proposals for architectural/engineering and other professional services, and in other covered solicitation documents. A bid specification is required only when a contract goal is established.]

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPARTS D & E- CERTIFICATION

Section 26.61 – 26.73 Certification Process

TAPS is not a certifying entity.

Section 26.81 Unified Certification Programs

TAPS is a member of a Unified Certification Program (UCP) administered by TXDOT. The TUCP meets all of the requirements of the 49 CFR 26. TUCP certifies DBE’s and maintains a listing of certified DBE that includes the company name, address, telephone, contact name and type of work performed. Information on applying for certification, the certification process and the database can be found at the TXDOT website as follows: <https://txdot.txdotcms.com/FrontEnd/VendorSearchPublic.asp>

Section 26.83 Procedures for Certification Decisions: 26.83-26.91

TAPS will follow the certification processes of Subpart E of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. A copy of TXDOT's UCP certification procedures is included in Attachment 2.

For information about the certification process or to apply for certification, firms should contact:

Texas Department of Transportation
Office of Civil Rights
125 East 11th St.
Austin, TX 78701

Any firm or complainant may appeal TXDOT's UCP decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation
Office of Civil Rights Certification Appeals Branch
1200 New Jersey Ave. SE
West Building, 7th Floor
Washington, D.C. 20590

TAPS will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting (e.g., certify a firm if DOT has determined that our denial of its application was erroneous).

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

Information, Confidentiality, Cooperation

TAPS will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. TAPS is a Political Subdivision of the State of Texas and is therefore subject to Texas Open Records Act/ Texas Public Information Act. Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought. Governmental bodies may charge a reasonable fee related to gathering and re-producing the requested information.

Notwithstanding any contrary provisions of state or local law, TAPS will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of TAPS or DOT. This reporting requirement also extends to any certified DBE subcontractor.

TAPS will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

ATTACHMENTS

[List and append; we recommend that a copy of the most current version of Part 26 be attached to the program so that public users to whom we send copies can have it handy; please be sure to update the available version of the regulation each year. Please also note that the list of attachments may include items in addition to those included here, and will likely not include some items included (e.g., goal setting methodology, which will typically be a separate submission.)]

Attachment 1: Organizational Chart

Attachment 2: DBE Directory

Attachment 3: Monitoring and Enforcement Mechanisms/Legal Remedies

Attachment 4: Goal Setting Methodology

Attachment 5: Good Faith Efforts Forms

Attachment 6: Certification Forms

Attachment 7: DBE Regulation, 49 CFR Part 26

Attachment 1

**Organizational
Chart**

Board of Directors



General Manager/DBE Liaison



**Maintenance
Manager**

**Operations
Manager**

**HR
Coordinator**

**Safety
Manager**

Attachment 2

DBE Directory

For a full list of DBEs that are certified in the State of Texas, please visit the following website:

<https://txdot.txdotcms.com/FrontEnd/SearchCertifiedDirectory.asp?XID=3434&TN=txdot>

Attachment 3

Monitoring and Enforcement Mechanisms/Legal Remedies

TAPS has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

- Breach of contract action, pursuant to the terms of the contract;
- Breach of contract action, pursuant to appropriate state laws and federal requirements; and
- Any and all other laws, statutes, regulations, etc. available to enforce the DBE requirements.

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

- Suspension or debarment proceedings pursuant to 49 CFR part 26
- Enforcement action pursuant to 49 CFR part 31
- Prosecution pursuant to 18 USC 1001.

Section 26.45: Overall Goal Calculation

Amount of Goal

1. T A P S ' overall goal for FY 24-FY26__ is the following: 1_% of the Federal Financial assistance we will expend in DOT-assisted contracts. *[FTA recipients add: exclusive of FTA funds to be used for the purchase of transit vehicles.]*

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBE's was calculated as follows:

$$\text{Base figure} = \frac{\text{Ready, willing, and able DBEs}}{\text{All firms ready, willing and able}}$$

The data source or demonstrable evidence used to derive the numerator was:

<https://txdot.txdotcms.com/FrontEnd/SearchCertifiedDirectory.asp?XID=3434&T>

N=txdot

The data source or demonstrable evidence used to derive the denominator was:

<https://data.census.gov/cedsci/table?g=0500000US48181&y=2016&n=N0600.00&tid=CBP2016.CB1600CBP&hidePreview=true>

When we divided the numerator by the denominator we arrived at the base figure for our overall goal and that number was 1%.

Step 2: 26.45(d)

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment was needed to the base figure in order to arrive at the overall goal and determined that no adjustment was needed.

Public Participation

We publish our goal information in these publications:

Local Newspapers and TAPS website.

We open a period for receiving comments from individuals or organizations

and summaries of these comments will be listed on the TAPS website.

Our responses to these comments will be noted on the TAPS website.

Attachment 5

Forms 1 & 2 for Demonstration of Good Faith Efforts

Forms 1 and 2 will be provided by TAPS as part of the solicitation documents.

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____% DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract a submits documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____ Title _____
(Signature)

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$_____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____
(Signature) (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)

Attachment 6

Certification Forms

To view the Texas Unified Certification Program Letter of Agreement, please visit the following website:

<http://www.txdot.gov/inside-txdot/division/civil-rights/tucp.html>

Attachment 7

Regulations: 49 CFR Part 26

For a full listing of regulations for the Disadvantaged Business Enterprise, please visit the following website: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl

CAPITAL PROJECTS

BANK REPORT

TEXOMA AREA PARATRANSIT SYSTEM, INC
BOARD REPORT - BANK DETAIL

End of Month Totals
 February 2024

Landmark Bank Acct # 6968

Balance at 1/31/2024	\$ 115,608.57
Deposits	682,363.47
BANK INTEREST	10.02
Debits	(448,515.30)
Account Balance at 2/28/2024	\$ 349,466.76

Landmark Bank Acct # 9693

Balance at 1/31/2024	\$ 197,817.00
Deposits	
BANK INTEREST	23.51
Debits	
Account Balance at 2/28/2024	\$ 197,840.51

Checks/Debits

Transdev (JAN Invoice)	\$ 243,974.80
Huit-Zollars	\$ 198,045.00
CITY OF SHERMAN	\$ 6,475.50
BANK CHARGES	\$ 20.00

Deposits/Credits

Farebox	\$ 3,300.97
Local Contributions	\$ 62,022.48
TXDOT Reimbursements	\$ 416,201.00
FTA REIMBURSEMENTS	\$ 200,829.00
BANK INTEREST	\$ 10.02

\$ 448,515.30

\$ 682,363.47

TEXOMA AREA PARATRANSIT SYSTEM, INC
BOARD REPORT - BANK DETAIL

End of Month Totals
March 2024

Landmark Bank Acct # 6968

Balance at 2/28/2024	\$ 349,466.76
Deposits	498,338.35
BANK INTERST	18.04
Debits	<u>(268,360.86)</u>
Account Balance at 03/31/2024	<u>\$ 579,462.29</u>

Landmark Bank Acct # 9693

Balance at 2/28/2024	\$ 197,840.51
Deposits BANK INTEREST	25.14
Debits	
Account Balance at 03/31/2024	<u>\$ 197,865.65</u>

Checks/Debits

Transdev (FEB Invoice)	\$ 251,742.86
TRICON	\$ 13,598.00
SPARKLIGHT ADVERTISING	\$ 3,000.00
BANK CHARGES	\$ 20.00

Deposits/Credits

Farebox	\$ 3,811.35
Local Contributions	\$ 50.00
TXDOT Reimbursements	\$ 191,411.96
FTA REIMBURSEMENTS	\$ 303,047.00
INTEREST DEPOSIT	\$ 18.04

\$ 268,360.86

\$ 498,338.35

TEXOMA AREA PARATRANSIT SYSTEM, INC
BOARD REPORT - BANK DETAIL

End of Month Totals
 April 2024

Landmark Bank Acct # 6968

Balance at 3/31/2024	\$ 579,462.29
Deposits	322,220.44
Debits	(560,132.11)
BANK INTEREST	6.33
Account Balance at 04/30/2024	\$ 341,556.95

Landmark Bank Acct # 9693

Balance at 3/31/2024	\$ 197,865.65
Deposits BANK INTEREST	24.33
Debits	
Account Balance at 04/30/2024	\$ 197,889.98

Checks/Debits

Transdev (MARCHInvoice)	\$ 249,307.57
CITY OF SHERMAN PERMITS	\$ 12,523.50
MODEL 1 (BUSES)	\$ 296,013.00
ECOLANE	\$ 2,000.00
PASSENGER REFUND	\$ 4.00
BANK CHARGES (NEW CHECKS)	\$ 284.04
	\$ 560,132.11

Deposits/Credits

Farebox	\$ 2,851.11
Local Contributions	
TXDOT Reimbursements	\$ 214,318.00
FTA REIMBERSEMENTS	\$ 105,045.00
BANK INTEREST	\$ 6.33
	\$ 322,220.44

* Local Contributions from Cooke County United Way

** Deposits were made to the wrong bank account and have been transferred to the correct account.



Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Simply Business 500 Checking		Number of Enclosures	12
Account Number	XXXXXXXXXXXX6968	Statement Dates	2/01/24 thru 2/29/24
Previous Balance	115,608.57	Days in the statement period	29
24 Deposits/Credits	682,363.47	Average Ledger	291,786.60
5 Checks/Debits	448,515.30	Average Collected	291,052.71
Service Charge	.00	Interest Earned	10.02
Interest Paid	10.02	Annual Percentage Yield Earned	0.04%
Current Balance	349,466.76	2024 Interest Paid	12.94

Deposits and Additions

Date	Description	Amount
2/01	INV-PAYMTS TX DEPT OF TRNSP 17521272678004	24,797.00
	ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240130~2110~U~00304~ 000000001~0~P~>\ ST~820~002337172\ BPR~X~24797~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~240201~ VEN\ TRN~1~2337172\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101601262400379~AI~247 97\ REF~43~94761407001\ REF~CR~~20.513 \$24797 ENHANCED MOBILITY OF SENIORS AND INDIV IDUALS WITH DISABILITIES\ SE~11~002337172\ 2/01	37,196.00
	INV-PAYMTS TX DEPT OF TRNSP 17521272678004	
	ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240130~2110~U~00304~ 000000001~0~P~>\	



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	ST~820~002337173\ BPR~X~37196~C~ACH~CTX~01~07110 0269~~~1746000089~~~01~08290043 2~DA~00000000136906968~240201~ VEN\ TRN~1~2337173\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101604262400380~AI~371 96\ REF~43~94761408001\ REF~CR~~20.513 \$37196 ENHANCED MOBILITY OF SENIORS AND INDIV IDUALS WITH DISABILITIES\ SE~11~002337173\ 2/01 INV-PAYMTS TX DEPT OF TRNSP 38,056.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240130~2110~U~00304~ 000000001~0~P~>\	
	ST~820~002337174\ BPR~X~38056~C~ACH~CTX~01~07110 0269~~~1746000089~~~01~08290043 2~DA~00000000136906968~240201~ VEN\ TRN~1~2337174\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5130902262400381~AI~380 56\ REF~43~94761409001\ REF~CR~~OPERATING - 30.09.01\ SE~11~002337174\ 2/01 INV-PAYMTS TX DEPT OF TRNSP 51,505.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240130~2110~U~00304~ 000000001~0~P~>\	
	ST~820~002337171\ BPR~X~51505~C~ACH~CTX~01~07110 0269~~~1746000089~~~01~08290043 2~DA~00000000136906968~240201~ VEN\ TRN~1~2337171\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101803262400378~AI~515 05\ REF~43~94761406001\ REF~CR~~20.509 \$34154 FORMULA GRANTS FOR RURAL AREAS\ SE~11~002337171\ 2/02 INV-PAYMTS TX DEPT OF TRNSP 8,186.00 17521272678004	



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240131~2129~U~00304~ 000000001~0~P~>\ ST~820~002345814\ BPR~X~8186~C~ACH~CTX~01~071100 269~1746000089~01~082900432 ~DA~00000000136906968~240202~V EN\ TRN~1~2345814\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~TE~5124865633\ ENT~1\ RMR~IV~5101804262301493~AI~818 6\ REF~43~94762682001\ REF~CR~PROJECT ADMINISTRATION - 11.79\ SE~11~002345814\ 2/02 INV-PAYMTS TX DEPT OF TRNSP 72,046.00 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240131~2129~U~00304~ 000000001~0~P~>\ ST~820~002345815\ BPR~X~72046~C~ACH~CTX~01~07110 0269~1746000089~01~08290043 2~DA~00000000136906968~240202~ VEN\ TRN~1~2345815\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~TE~5124865633\ ENT~1\ RMR~IV~5121803332301494~AI~720 46\ REF~43~94762683001\ REF~CR~PROJECT ADMINISTRATION - 11.79\ SE~11~002345815\ 2/02 Deposit 624.55 2/02 Deposit 1,074.00 2/07 Deposit 351.00 2/09 AP EFT CITY OF DENISON 7,875.00 VEN02869 2/09 MISC PAY FTA1 TREAS 310 9,342.00 P69950000690800 2/09 MISC PAY FTA1 TREAS 310 13,258.00 P69950000690800 2/09 MISC PAY FTA1 TREAS 310 178,229.00 P69950000690800 2/09 Deposit 361.05 2/16 Deposit 803.50 2/20 Deposit 21,000.00 2/23 Deposit 674.37 2/27 RelationshipRwds Cash Back 20.00 2/27 INV-PAYMTS TX DEPT OF TRNSP 7,766.00 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG	



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	AN CHASE ~240223~2244~U~00304~ 000000001~0~P~>\ ST~820~003163303\ BPR~X~7766~C~ACH~CTX~01~071100 269~~~1746000089~~~01~082900432 ~DA~00000000136906968~240227~V EN\ TRN~1~3163303\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101804262301559~AI~776 6\ REF~43~94799842001\ REF~CR~~PROJECT ADMINISTRATION - 11.79\ SE~11~003163303\ 2/27 INV-PAYMTS TX DEPT OF TRNSP 38,376.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240223~2244~U~00304~ 000000001~0~P~>\ ST~820~003163306\ BPR~X~38376~C~ACH~CTX~01~07110 0269~~~1746000089~~~01~08290043 2~DA~00000000136906968~240227~ VEN\ TRN~1~3163306\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5130902262400485~AI~383 76\ REF~43~94799845001\ REF~CR~~OPERATING - 30.09.01\ SE~11~003163306\ 2/27 INV-PAYMTS TX DEPT OF TRNSP 76,982.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240223~2244~U~00304~ 000000001~0~P~>\ ST~820~003163305\ BPR~X~76982~C~ACH~CTX~01~07110 0269~~~1746000089~~~01~08290043 2~DA~00000000136906968~240227~ VEN\ TRN~1~3163305\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101803262400483~AI~769 82\ REF~43~94799844001\ REF~CR~~PREVENTIVE MAINTENANCE - 11.7A\ SE~11~003163305\ 	



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
2/28	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240226~2112~U~00304~ 000000001~0~P~>\ ST~820~003174155\ BPR~X~18137~C~ACH~CTX~01~07110 0269~~~1746000089~~~01~08290043 2~DA~00000000136906968~240228~ VEN\ TRN~1~3174155\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5121803262400530~AI~181 37\ REF~43~94801879001\ REF~CR~~OPERATING - 30.09.01\ SE~11~003174155\ 43,154.00	18,137.00
2/28	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240226~2112~U~00304~ 000000001~0~P~>\ ST~820~003174140\ BPR~X~43154~C~ACH~CTX~01~07110 0269~~~1746000089~~~01~08290043 2~DA~00000000136906968~240228~ VEN\ TRN~1~3174140\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5121803332301564~AI~431 54\ REF~43~94801864001\ REF~CR~~OPERATING - 30.09.01\ SE~11~003174140\ 32,550.00	43,154.00
2/28	Deposit	32,550.00
2/29	Interest Deposit	10.02

Checks and Withdrawals

Date	Description	Amount
2/05	Account Analysis Charge	20.00-

CHECKS IN NUMBER ORDER

Date	Check No	Amount	Date	Check No	Amount
2/12	1032	243,974.80	2/21	1035	85,819.50
2/16	1034*	112,225.50	2/26	1038*	6,475.50

* Denotes skip in sequential check numbers

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
2/01	267,162.57	2/12	314,514.37	2/26	132,471.74
2/02	349,093.12	2/16	203,092.37	2/27	255,615.74
2/05	349,073.12	2/20	224,092.37	2/28	349,456.74
2/07	349,424.12	2/21	138,272.87	2/29	349,466.76
2/09	558,489.17	2/23	138,947.24		



RELATIONSHIP REWARDS PROGRAM

As of 02/25/2024 This account has earned the Relationship Credit for this statement cycle. This credit will be labeled "RelationshipRwds Cash Back". Thank you for being a valued Simmons Bank customer!

Thank you for banking with Simmons Bank.

***** END OF STATEMENT *****

Simmons Bank. DEPOSIT TICKET
TRAN CODE CASH

SIGN HERE FOR CASH RECEIVED

NAME TAPS

ADDRESS

CITY/STATE

DATE 2/1/24 BY MLK

ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 664.55

5000 0 1 2 1

Deposit Date: 02/02 Amount: \$624.55

Simmons Bank. DEPOSIT TICKET
TRAN CODE CASH

SIGN HERE FOR CASH RECEIVED

NAME TAPS

ADDRESS

CITY/STATE

DATE 2/02/24 BY

ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 1074.00

5000 0 1 2 1

Deposit Date: 02/02 Amount: \$1,074.00

Simmons Bank. DEPOSIT TICKET
TRAN CODE CASH

SIGN HERE FOR CASH RECEIVED

NAME TAPS

ADDRESS

CITY/STATE

DATE 2-7-24 BY MLK

ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 351.00

5000 0 1 2 1

Deposit Date: 02/07 Amount: \$351.00

Simmons Bank. DEPOSIT TICKET
TRAN CODE CASH

SIGN HERE FOR CASH RECEIVED

NAME TAPS

ADDRESS

CITY/STATE

DATE 2/8/24 BY

ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 361.05

5000 0 1 2 1

Deposit Date: 02/09 Amount: \$361.05

Simmons Bank. DEPOSIT TICKET
TRAN CODE CASH

SIGN HERE FOR CASH RECEIVED

NAME TAPS

ADDRESS

CITY/STATE

DATE 2/16/24 BY

ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 803.50

5000 0 1 2 1

Deposit Date: 02/16 Amount: \$803.50

Simmons Bank. DEPOSIT TICKET
TRAN CODE CASH

SIGN HERE FOR CASH RECEIVED

NAME TAPS

ADDRESS

CITY/STATE

DATE 2/20/24 BY

ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 21000.00

5000 0 1 2 1

Deposit Date: 02/20 Amount: \$21,000.00

Simmons Bank. DEPOSIT TICKET
TRAN CODE CASH

SIGN HERE FOR CASH RECEIVED

NAME TAPS

ADDRESS

CITY/STATE

DATE 2/23/24 BY

ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 674.37

5000 0 1 2 1

Deposit Date: 02/23 Amount: \$674.37

Simmons Bank. DEPOSIT TICKET
TRAN CODE CASH

SIGN HERE FOR CASH RECEIVED

NAME TAPS

ADDRESS

CITY/STATE

DATE 2/28/24 BY

ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 32550.00

5000 0 1 2 1

Deposit Date: 02/28 Amount: \$32,550.00

TEXOMA AREA PARATRANSIT SYSTEM INC SIMMONS BANK 1032
PH: 903-893-4601 81-43829 1032
6104 TEXOMA PKWY SHERMAN, TX 75090-2128

***Two Hundred Forty Three Thousand Nine Hundred Seventy Four and 80/100 Dollars

DATE 1/24/2024 AMOUNT \$243,974.80

PAY TRANSDEV SERVICES INC. 4157 COLLECTION CENTER DRIVE CHICAGO, IL 60693 USA

TO THE ORDER OF

Pamela L. Heweth
AUTHORIZED SIGNATURE

00 1032 08 290043 21 36906968

Check 1032 Date: 02/12 Amount: \$243,974.80

TEXOMA AREA PARATRANSIT SYSTEM INC SIMMONS BANK 1034
PH: 903-893-4601 81-43829 1034
6104 TEXOMA PKWY SHERMAN, TX 75090-2128

***One Hundred Twelve Thousand Two Hundred Twenty Five and 50/100 Dollars

DATE 1/24/2024 AMOUNT \$112,225.50

PAY HUITT-ZOLLARS INC 5430 LYNDON B JOHNSON FREEWAY SUITE 1500 DALLAS, TEXAS 75240 USA

TO THE ORDER OF

Pamela L. Heweth
AUTHORIZED SIGNATURE

00 1034 08 290043 21 36906968

Check 1034 Date: 02/16 Amount: \$112,225.50

TEXOMA AREA PARATRANSIT SYSTEM INC SIMMONS BANK 1035
PH: 903-893-4601 81-43829 1035
6104 TEXOMA PKWY SHERMAN, TX 75090-2128

***Eighty Five Thousand Eight Hundred Nineteen and 50/100 Dollars

DATE 2/15/2024 AMOUNT \$85,819.50

PAY HUITT-ZOLLARS INC 5430 LYNDON B JOHNSON FREEWAY SUITE 1500 DALLAS, TEXAS 75240 USA

TO THE ORDER OF

Pamela L. Heweth
AUTHORIZED SIGNATURE

00 1035 08 290043 21 36906968

Check 1035 Date: 02/21 Amount: \$85,819.50

TEXOMA AREA PARATRANSIT SYSTEM INC SIMMONS BANK 1038
PH: 903-893-4601 81-43829 1038
6104 TEXOMA PKWY SHERMAN, TX 75090-2128

***Six Thousand Four Hundred Seventy Five and 50/100 Dollars

DATE 2/15/2024 AMOUNT \$6,475.50

PAY City of Sherman PO Box 1106 Sherman, TX 75091-1106 2728-A

TO THE ORDER OF

Pamela L. Heweth
AUTHORIZED SIGNATURE

00 1038 08 290043 21 36906968

Check 1038 Date: 02/26 Amount: \$6,475.50

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

- (1) Balance now shown in your checking..... \$ _____
- (2) Add interest shown on the statement \$ _____
- (3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... \$ _____
- NEW BALANCE SHOWN
IN YOUR CHECKBOOK..... \$ _____
- (4) Last balance shown on this statement..... \$ _____
- (5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... \$ _____
- SUB-TOTALS \$ _____
- (6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
TOTAL			\$ _____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE \$ _____

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE (CONSUMER ACCOUNTS ONLY)

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009, Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.



Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Money Market Savings Business		Number of Enclosures	0
Account Number	XXXXXXXXXXXX9693	Statement Dates	2/01/24 thru 2/29/24
Previous Balance	197,817.00	Days in the statement period	29
Deposits/Credits	.00	Average Ledger	197,817.00
Checks/Debits	.00	Average Collected	197,817.00
Service Charge	.00	Interest Earned	23.51
Interest Paid	23.51	Annual Percentage Yield Earned	0.15%
Current Balance	197,840.51	2024 Interest Paid	47.41

Deposits and Additions

Date	Description	Amount
2/29	Interest Deposit	23.51

Daily Balance Information

Date	Balance	Date	Balance
2/01	197,817.00	2/29	197,840.51

Thank you for banking with Simmons Bank.

***** END OF STATEMENT *****

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

- (1) Balance now shown in your checking..... \$ _____
- (2) Add interest shown on the statement \$ _____
- (3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... \$ _____
- NEW BALANCE SHOWN
IN YOUR CHECKBOOK..... \$ _____
- (4) Last balance shown on this statement..... \$ _____
- (5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... \$ _____
- SUB-TOTALS \$ _____
- (6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
TOTAL			\$ _____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE \$ _____

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE (CONSUMER ACCOUNTS ONLY)

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009, Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.



Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Simply Business 500 Checking		Number of Enclosures	11
Account Number	XXXXXXXXXXXX6968	Statement Dates	3/01/24 thru 3/31/24
Previous Balance	349,466.76	Days in the statement period	31
18 Deposits/Credits	498,338.35	Average Ledger	431,844.60
4 Checks/Debits	268,360.86	Average Collected	431,833.78
Service Charge	.00	Interest Earned	18.04
Interest Paid	18.04	Annual Percentage Yield Earned	0.05%
Current Balance	579,462.29	2024 Interest Paid	30.98

Deposits and Additions

Date	Description	Amount
3/01	Deposit	578.25
3/08	MISC PAY FTA1 TREAS 310 P69950000690800	18,914.00
3/08	MISC PAY FTA1 TREAS 310 P69950000690800	19,416.00
3/08	MISC PAY FTA1 TREAS 310 P69950000690800	60,196.00
3/08	MISC PAY FTA1 TREAS 310 P69950000690800	204,521.00
3/08	Deposit	672.35
3/14	Deposit	112.00
3/15	Deposit	973.75
3/19	Deposit	37.00
3/21	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240319~2058~U~00304~ 000000001~0~P~>\ ST~820~003980924\ BPR~X~1995~C~ACH~CTX~01~071100 269~::~1746000089~01~082900432 ~DA~00000000136906968~240321~V EN\ TRN~1~3980924\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~TE~5124865633\ ENT~1\ RMR~IV~5121803332301612~AI~199	1,995.00



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	5\ REF~43~94839224001\ REF~CR~~PROJECT ADMINISTRATION - 11.79\ SE~11~003980924\ INV-PAYMTS TX DEPT OF TRNSP 7,981.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240319~2058~U~00304~ 000000001~0~P~>\ ST~820~003980922\ BPR~X~7981~C~ACH~CTX~01~071100 269~~~1746000089~~01~082900432 ~DA~00000000136906968~240321~V EN\ TRN~1~3980922\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101804262301611~AI~798 1\ REF~43~94839222001\ REF~CR~~PROJECT ADMINISTRATION - 11.79\ SE~11~003980922\ INV-PAYMTS TX DEPT OF TRNSP 40,736.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240319~2058~U~00304~ 000000001~0~P~>\ ST~820~003980926\ BPR~X~40736~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~240321~ VEN\ TRN~1~3980926\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5130902262400612~AI~407 36\ REF~43~94839226001\ REF~CR~~OPERATING - 30.09.01\ SE~11~003980926\ INV-PAYMTS TX DEPT OF TRNSP 63,040.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240319~2058~U~00304~ 000000001~0~P~>\ ST~820~003980925\ BPR~X~63040~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~240321~ VEN\ TRN~1~3980925\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ SYSTEM INC~49~17521272678004\ SYSTEM INC~49~17521272678004\	



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
3/21	N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5121803262400611~AI~630 40\ REF~43~94839225001\ REF~CR~~OPERATING - 30.09.01\ SE~11~003980925\ INV~PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240319~2058~U~00304~ 000000001~0~P~>\ ST~820~003980923\ BPR~X~78477~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~240321~ VEN\ TRN~1~3980923\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101803262400610~AI~784 77\ REF~43~94839223001\ REF~CR~~OPERATING - 30.09.01\ SE~11~003980923\ Deposit 578.50	78,477.00
3/21	Deposit	578.50
3/22	Deposit	40.50
3/26	RelationshipRwds Cash Back	20.00
3/27	Deposit	50.00
3/31	Interest Deposit	18.04

Checks and Withdrawals

Date	Description	Amount
3/05	Account Analysis Charge	20.00-

CHECKS IN NUMBER ORDER

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
3/05	1039	251,742.86	3/27	1041*	3,000.00	3/26	1043*	13,598.00

* Denotes skip in sequential check numbers

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
3/01	350,045.01	3/15	403,087.25	3/26	582,394.25
3/05	98,282.15	3/19	403,124.25	3/27	579,444.25
3/08	402,001.50	3/21	595,931.75	3/31	579,462.29
3/14	402,113.50	3/22	595,972.25		

RELATIONSHIP REWARDS PROGRAM

As of 03/25/2024 This account has earned the Relationship Credit for this statement cycle. This credit will be labeled "RelationshipRwds Cash Back". Thank you for being a valued Simmons Bank customer!

Thank you for banking with Simmons Bank.

***** END OF STATEMENT *****

Simmons Bank DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS
 CITY/STATE
 DATE 2/1/24 BY
 ACCOUNT NUMBER
136906968
 NET DEPOSIT \$ 578.50
 573.50
 5.00
 578.25
 500000121

Deposit Date: 03/01 Amount: \$578.25

Simmons Bank DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS
 CITY/STATE
 DATE 2/8/24 BY
 ACCOUNT NUMBER
136906968
 NET DEPOSIT \$ 672.35
 672.10
 500000121

Deposit Date: 03/08 Amount: \$672.35

Simmons Bank DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS
 CITY/STATE
 DATE 3/14/24 BY
 ACCOUNT NUMBER
136906968
 NET DEPOSIT \$ 112.00
 112.00
 500000121

Deposit Date: 03/14 Amount: \$112.00

Simmons Bank DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS
 CITY/STATE
 DATE 3/18/24 BY
 ACCOUNT NUMBER
136906968
 NET DEPOSIT \$ 973.75
 973.75
 500000121

Deposit Date: 03/15 Amount: \$973.75

Simmons Bank DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS
 CITY/STATE
 DATE 3/17/24 BY
 ACCOUNT NUMBER
136906968
 NET DEPOSIT \$ 37.00
 37.00
 500000121

Deposit Date: 03/19 Amount: \$37.00

Simmons Bank DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS
 CITY/STATE
 DATE 3/20/24 BY
 ACCOUNT NUMBER
136906968
 NET DEPOSIT \$ 578.50
 578.50
 500000121

Deposit Date: 03/21 Amount: \$578.50

Simmons Bank DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS
 CITY/STATE
 DATE 3/21/24 BY
 ACCOUNT NUMBER
136906968
 NET DEPOSIT \$ 40.50
 40.50
 500000121

Deposit Date: 03/22 Amount: \$40.50

Simmons Bank DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS
 CITY/STATE
 DATE 3/27/24 BY
 ACCOUNT NUMBER
136906968
 NET DEPOSIT \$ 50.00
 50.00
 500000121

Deposit Date: 03/27 Amount: \$50.00

TEXOMA AREA PARATRANSIT SYSTEM INC SIMMONS BANK 1039
 PH: 903-893-4601 6104 TEXOMA PKWY SHERMAN, TX 75090-2128
 ****Two Hundred Fifty One Thousand Seven Hundred Forty Two and 86/100 Dollars
 DATE 2/27/2024 AMOUNT \$251,742.86
 PAY TO THE ORDER OF TRANSDEV SERVICES INC. 4157 COLLECTION CENTER DRIVE CHICAGO, IL 60693 USA
 AUTHORIZED SIGNATURE Camela L. Howeth
 001039 082900432 136906968

Check 1039 Date: 03/05 Amount: \$251,742.86

TEXOMA AREA PARATRANSIT SYSTEM INC SIMMONS BANK 1041
 PH: 903-893-4601 6104 TEXOMA PKWY SHERMAN, TX 75090-2128
 ****Three Thousand and 00/100 Dollars
 DATE 3/20/2024 AMOUNT \$3,000.00
 PAY TO THE ORDER OF SPARKLIGHT ADVERTISING 6031 N MAIN ST RD #399 WEBB CITY, MO 64870
 AUTHORIZED SIGNATURE Camela L. Howeth
 RR - prepay
 001041 082900432 136906968

Check 1041 Date: 03/27 Amount: \$3,000.00

TEXOMA AREA PARATRANSIT SYSTEM INC SIMMONS BANK 1043
 PH: 903-893-4601 6104 TEXOMA PKWY SHERMAN, TX 75090-2128
 ****Thirteen Thousand Five Hundred Ninety Eight and 00/100 Dollars
 DATE 3/20/2024 AMOUNT \$13,598.00
 PAY TO THE ORDER OF Tricon Sherman 1728 Alpine Drive Sherman, Tex 75092
 AUTHORIZED SIGNATURE Camela L. Howeth
 001043 082900432 136906968

Check 1043 Date: 03/26 Amount: \$13,598.00

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

- (1) Balance now shown in your checking..... \$ _____
- (2) Add interest shown on the statement \$ _____
- (3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... \$ _____
- NEW BALANCE SHOWN
IN YOUR CHECKBOOK..... \$ _____
- (4) Last balance shown on this statement..... \$ _____
- (5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... \$ _____
- SUB-TOTALS \$ _____
- (6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
TOTAL			\$ _____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE \$ _____

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE (CONSUMER ACCOUNTS ONLY)

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009, Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.



Texoma Area Paratransit System Inc
 6104 Texoma Pkwy
 Sherman TX 75090-2128

CHECKING ACCOUNTS

Money Market Savings Business		Number of Enclosures	0
Account Number	XXXXXXXXXXXX9693	Statement Dates	3/01/24 thru 3/31/24
Previous Balance	197,840.51	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	197,840.51
Checks/Debits	.00	Average Collected	197,840.51
Service Charge	.00	Interest Earned	25.14
Interest Paid	25.14	Annual Percentage Yield Earned	0.15%
Current Balance	197,865.65	2024 Interest Paid	72.55

Deposits and Additions

Date	Description	Amount
3/31	Interest Deposit	25.14

Daily Balance Information

Date	Balance	Date	Balance
3/01	197,840.51	3/31	197,865.65

Thank you for banking with Simmons Bank.
 ***** END OF STATEMENT *****

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

- (1) Balance now shown in your checking..... \$ _____
- (2) Add interest shown on the statement \$ _____
- (3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... \$ _____
- NEW BALANCE SHOWN
IN YOUR CHECKBOOK..... \$ _____
- (4) Last balance shown on this statement..... \$ _____
- (5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... \$ _____
- SUB-TOTALS \$ _____
- (6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
TOTAL			\$ _____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE \$ _____

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE (CONSUMER ACCOUNTS ONLY)

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009, Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.



Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Simply Business 500 Checking		Number of Enclosures	14
Account Number	XXXXXXXXXXXX6968	Statement Dates	4/01/24 thru 4/30/24
Previous Balance	579,462.29	Days in the statement period	30
19 Deposits/Credits	322,220.44	Average Ledger	185,152.42
10 Checks/Debits	560,132.11	Average Collected	185,125.97
Service Charge	.00	Interest Earned	6.33
Interest Paid	6.33	Annual Percentage Yield Earned	0.04%
Current Balance	341,556.95	2024 Interest Paid	37.31

Deposits and Additions

Date	Description	Amount
4/04	Deposit	78.50
4/04	Deposit	701.45
4/11	MISC PAY FTA1 TREAS 310 P69950000690800	8,082.00
4/11	MISC PAY FTA1 TREAS 310 P69950000690800	12,524.00
4/11	MISC PAY FTA1 TREAS 310 P69950000690800	36,098.00
4/11	MISC PAY FTA1 TREAS 310 P69950000690800	48,341.00
4/12	Deposit	147.00
4/12	Deposit	550.85
4/19	Deposit	761.89
4/22	INV-PAYMTS TX DEPT OF TRNSP 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240418~2110~U~00304~ 000000001~0~P~>\ ST~820~004356712\ BPR~X~36098~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~240422~ VEN\ TRN~1~4356712\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5130902262400750~AI~360	36,098.00



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	98\ REF~43~94889940001\ REF~CR~~OPERATING - 30.09.01\ SE~11~004356712\ 4/22 INV-PAYMTS TX DEPT OF TRNSP 66,365.00 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240418~2110~U~00304~ 000000001~0~P~>\ ST~820~004356711\ BPR~X~66365~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~240422~ VEN\ TRN~1~4356711\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5121803262400749~AI~663 65\ REF~43~94889939001\ REF~CR~~OPERATING - 30.09.01\ SE~11~004356711\ 4/22 INV-PAYMTS TX DEPT OF TRNSP 82,726.00 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240418~2110~U~00304~ 000000001~0~P~>\ ST~820~004356710\ BPR~X~82726~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~240422~ VEN\ TRN~1~4356710\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101803262400748~AI~827 26\ REF~43~94889938001\ REF~CR~~OPERATING - 30.09.01\ SE~11~004356710\ 4/23 INV-PAYMTS TX DEPT OF TRNSP 3,437.00 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240419~2255~U~00304~ 000000001~0~P~>\ ST~820~004856541\ BPR~X~3437~C~ACH~CTX~01~071100 269~~~1746000089~~01~082900432 ~DA~00000000136906968~240423~V EN\ TRN~1~4856541\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ 	



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	ENT~1\ RMR~IV~5121803332301678~AI~343 7\ REF~43~94890966001\ REF~CR~~PROJECT ADMINISTRATION - 11.79\ SE~11~004856541\ 4/23 INV-PAYMTS TX DEPT OF TRNSP 7,094.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240419~2255~U~00304~ 000000001~0~P~>\ ST~820~004856540\ BPR~X~7094~C~ACH~CTX~01~071100 269~~~1746000089~~01~082900432 ~DA~00000000136906968~240423~V EN\ TRN~1~4856540\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101804262301677~AI~709 4\ REF~43~94890965001\ REF~CR~~PROJECT ADMINISTRATION - 11.79\ SE~11~004856540\ 4/23 INV-PAYMTS TX DEPT OF TRNSP 13,598.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240419~2255~U~00304~ 000000001~0~P~>\ ST~820~004856539\ BPR~X~13598~C~ACH~CTX~01~07110 0269~~~1746000089~~01~08290043 2~DA~00000000136906968~240423~ VEN\ TRN~1~4856539\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEMINC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5101801262301675~AI~135 98\ REF~43~94890964001\ REF~CR~~REHAB RENOV - MAINTENA NCE FACI\ SE~11~004856539\ 4/25 INV-PAYMTS TX DEPT OF TRNSP 2,000.00 17521272678004 ISA~00~0000000000~00~000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240423~2111~U~00304~ 000000001~0~P~>\ ST~820~004876130\ BPR~X~2000~C~ACH~CTX~01~071100 269~~~1746000089~~01~082900432 ~DA~00000000136906968~240425~V	



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Deposits and Additions

Date	Description	Amount
	EN\ TRN~1~4876130\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~51R18015124 00289~AI~20 00\ REF~43~94893131001\ REF~CR~~TUITION REGISTRATION(W COPY O\ SE~11~004876130\ 4/26 RelationshipRwds Cash Back 20.00 4/26 INV-PAYMTS TX DEPT OF TRNSP 3,000.00 17521272678004 ISA~00~0000000000~00~0000000000 0~ZZ~1746000089 ~ZZ~JPMORG AN CHASE ~240424~2059~U~00304~ 000000001~0~P~>\ ST~820~004887437\ BPR~X~3000~C~ACH~CTX~01~071100 269~~~1746000089~~01~082900432 ~DA~00000000136906968~240426~V EN\ TRN~1~4887437\ N1~PE~TEXOMA AREA PARATRANSIT SYSTEM INC~49~17521272678004\ N1~PR~TX DEPT OF TRNSP~75~601\ PER~CN~~TE~5124865633\ ENT~1\ RMR~IV~5100801262400057~AI~300 0\ REF~43~94893155001\ REF~CR~~SHORT RANGE TRANSIT PL ANNING -\ SE~11~004887437\ 4/26 Deposit 597.75 4/30 Interest Deposit 6.33	

Checks and Withdrawals

Date	Description	Amount
4/02	EDI/ACH Deluxe Small Bus 17082000932903 ISA*00* *00* *ZZ*REMITCO *ZZ*USBANK *240401*1856*U*00401* 001686376*0*P*:\ ST*820*0118560677\ BPR*C*264.04*D*ACH*CTX*01*0420 0001*DA*146899182472*A41021680 0**01*082900432*DA*136906968*2 0240330\ NTE*ZZZ* ISA00 00 17091215927 1708290 0432 2404011757U0040100\ NTE*ZZZ*00007330P/GSRA09121592 7082900432202404011757733X0040 10STP820/\ TRN*1*17082000932903\ DTM*097*20240401\ N1*PR*Deluxe Small Business Sa les*1*A41021680\ N1*PE*TEXOMA AREA PARATRANSIT	264.04-



Simply Business 500 Checking XXXXXXXXXXXX6968 (Continued)

Checks and Withdrawals

Date	Description	Amount
4/05	SYSTEM\ SE*9*0118560677\ Account Analysis Charge	20.00-

CHECKS IN NUMBER ORDER

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
4/05	1036	3,994.00	4/02	1044*	2,000.00	4/01	1047	249,307.57
4/05	1040*	350.00	4/04	1045	154,714.00	4/05	1048	8,179.50
4/03	1042*	4.00	4/04	1046	141,299.00			

* Denotes skip in sequential check numbers

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
4/01	330,154.72	4/11	125,155.13	4/25	337,932.87
4/02	327,890.68	4/12	125,852.98	4/26	341,550.62
4/03	327,886.68	4/19	126,614.87	4/30	341,556.95
4/04	32,653.63	4/22	311,803.87		
4/05	20,110.13	4/23	335,932.87		

RELATIONSHIP REWARDS PROGRAM

As of 04/25/2024 This account has earned the Relationship Credit for this statement cycle. This credit will be labeled "RelationshipRwds Cash Back". Thank you for being a valued Simmons Bank customer!

Thank you for banking with Simmons Bank.

***** END OF STATEMENT *****

Simmons Bank

DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS _____
 CITY/STATE _____
 DATE 4/4/24 BY _____
 ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 78.50

136906968

Deposit Date: 04/04 Amount: \$78.50

Simmons Bank

DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS _____
 CITY/STATE _____
 DATE 4/3/24 BY _____
 ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 701.45

136906968

over 10 MK

Deposit Date: 04/04 Amount: \$701.45

Simmons Bank

DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS _____
 CITY/STATE _____
 DATE 4/12/24 BY _____
 ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 147.00

136906968

Deposit Date: 04/12 Amount: \$147.00

Simmons Bank

DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS _____
 CITY/STATE _____
 DATE 4/11/24 BY _____
 ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 550.85

136906968

over \$1.00

Deposit Date: 04/12 Amount: \$550.85

Simmons Bank

DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS _____
 CITY/STATE _____
 DATE 4/17/24 BY _____
 ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 761.89

136906968

Deposit Date: 04/19 Amount: \$761.89

Simmons Bank

DEPOSIT TICKET
 TRAN CODE CASH
 SIGN HERE FOR CASH RECEIVED
 NAME TAPS
 ADDRESS _____
 CITY/STATE _____
 DATE 4/26/24 BY _____
 ACCOUNT NUMBER 136906968

NET DEPOSIT \$ 597.75

136906968

Deposit Date: 04/26 Amount: \$597.75

TEXOMA AREA PARATRANSIT SYSTEM INC

SHERMAN, TX 75090-2128

DATE: 2/15/2024 AMOUNT: \$3,994.00

PAY TO THE ORDER OF: City of Sherman, PO Box 1106, Sherman, TX 75091-1106

Signature: Amela L. Haweth

Check 1036 Date: 04/05 Amount: \$3,994.00

TEXOMA AREA PARATRANSIT SYSTEM INC

SHERMAN, TX 75090-2128

DATE: 3/20/2024 AMOUNT: \$350.00

PAY TO THE ORDER OF: City of Sherman, PO Box 1106, Sherman, TX 75091-1106

Signature: Amela L. Haweth

Check 1040 Date: 04/05 Amount: \$350.00

TEXOMA AREA PARATRANSIT SYSTEM INC

SHERMAN, TX 75090-2128

DATE: 3/20/2024 AMOUNT: \$4.00

PAY TO THE ORDER OF: Marshall Walker, 1009 Windsor Dr, Sherman, Tex 75092

Signature: Amela L. Haweth

Check 1042 Date: 04/03 Amount: \$4.00

TEXOMA AREA PARATRANSIT SYSTEM INC

SHERMAN, TX 75090-2128

DATE: 3/26/2024 AMOUNT: \$2,000.00

PAY TO THE ORDER OF: ECOLANE USA, INC-CID 253, PO BOX 844789, BOSTON, MA 02284

Signature: Amela L. Haweth

Check 1044 Date: 04/02 Amount: \$2,000.00

TEXOMA AREA PARATRANSIT SYSTEM INC

SHERMAN, TX 75090-2128

DATE: 3/26/2024 AMOUNT: \$154,714.00

PAY TO THE ORDER OF: MODEL 1 COMMERCIAL VEHICLES INC, CHICAGO, IL 60677

Signature: Amela L. Haweth

Check 1045 Date: 04/04 Amount: \$154,714.00

TEXOMA AREA PARATRANSIT SYSTEM INC



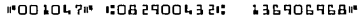
SHERMAN, TX 75090-2128

DATE: 3/26/2024 AMOUNT: \$141,299.00

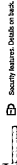

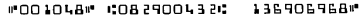
PAY TO THE ORDER OF: MODEL 1 COMMERCIAL VEHICLES INC, CHICAGO, IL 60677

Signature: Amela L. Haweth

Check 1046 Date: 04/04 Amount: \$141,299.00

TEXOMA AREA PARATRANSIT SYSTEM INC PH. 803-893-4601 6104 TEXOMA PKWY SHERMAN, TX 75090-2128		SIMMONS BANK 81-43/829	1047 1047
****Two Hundred Forty Nine Thousand Three Hundred Seven and 57/100 Dollars		DATE	AMOUNT
		3/26/2024	\$249,307.57
PAY	TRANSDEV SERVICES INC. 4157 COLLECTION CENTER DRIVE CHICAGO, IL 60693 ORDER OF USA	  AUTHORIZED SIGNATURE	
			

Check 1047 Date: 04/01 Amount: \$249,307.57

TEXOMA AREA PARATRANSIT SYSTEM INC PH. 803-893-4601 6104 TEXOMA PKWY SHERMAN, TX 75090-2128		SIMMONS BANK 81-43/829	1048 1048
****Eight Thousand One Hundred Seventy Nine and 50/100 Dollars		DATE	AMOUNT
		3/27/2024	\$8,179.50
PAY	City of Sherman PO Box 1106 ORDER OF Sherman, TX 75091-1106	  AUTHORIZED SIGNATURE	
			

Check 1048 Date: 04/05 Amount: \$8,179.50

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

- (1) Balance now shown in your checking..... \$ _____
- (2) Add interest shown on the statement \$ _____
- (3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... \$ _____
- NEW BALANCE SHOWN
IN YOUR CHECKBOOK..... \$ _____
- (4) Last balance shown on this statement..... \$ _____
- (5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... \$ _____
- SUB-TOTALS \$ _____
- (6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
TOTAL			\$ _____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE \$ _____

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE (CONSUMER ACCOUNTS ONLY)

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009, Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.



Texoma Area Paratransit System Inc
6104 Texoma Pkwy
Sherman TX 75090-2128

CHECKING ACCOUNTS

Money Market Savings Business		Number of Enclosures	0
Account Number	XXXXXXXXXXXX9693	Statement Dates	4/01/24 thru 4/30/24
Previous Balance	197,865.65	Days in the statement period	30
Deposits/Credits	.00	Average Ledger	197,865.65
Checks/Debits	.00	Average Collected	197,865.65
Service Charge	.00	Interest Earned	24.33
Interest Paid	24.33	Annual Percentage Yield Earned	0.15%
Current Balance	197,889.98	2024 Interest Paid	96.88

Deposits and Additions

Date	Description	Amount
4/30	Interest Deposit	24.33

Daily Balance Information

Date	Balance	Date	Balance
4/01	197,865.65	4/30	197,889.98

Thank you for banking with Simmons Bank.

***** END OF STATEMENT *****

ADDRESS OR NAME CHANGES – You are responsible for notifying us of any change in your address or your name. Unless we agree otherwise, change of address or name must be made in writing by at least one of the account holders. Informing us of your address or name change on a check reorder form is not sufficient. We will attempt to communicate with you only by use of the most recent address you have provided to us. If we receive returned mail, we may impose a service fee.

IF YOUR ADDRESS IS INCORRECT, MARK THROUGH THE ADDRESS SHOWN ON THE FRONT OF THIS STATEMENT. COMPLETE THE FORM AT THE RIGHT, DETACH AND MAIL TO P. O. BOX 7009, PINE BLUFF, AR 71603-7009.

PLEASE CHANGE MY ADDRESS TO:		
STREET		
CITY	STATE	ZIP CODE
EFFECTIVE DATE	SIGNATURE	

PLEASE CHANGE MY ADDRESS ON FOLLOWING ACCOUNTS.

List all accounts you want changed. We will change only the accounts you indicate since some customers prefer to maintain separate account addresses.

TYPE OF ACCOUNT	CHECKING	SAVINGS	LOAN	CD	ATM / DEBIT CARD	OTHER
ACCOUNT NUMBER						
ACCOUNT NUMBER						

PLEASE EXAMINE YOUR STATEMENT PROMPTLY AND NOTIFY US OF ANY ERRORS

RECONCILEMENT INFORMATION

- (1) Balance now shown in your checking..... \$ _____
- (2) Add interest shown on the statement \$ _____
- (3) Subtract bank charges included in this statement. (be sure to enter any Bank charges and unrecorded checks in your checkbook)..... \$ _____
- NEW BALANCE SHOWN
IN YOUR CHECKBOOK..... \$ _____
- (4) Last balance shown on this statement..... \$ _____
- (5) Add total of those deposits which have been made and shown in your checkbook, but not yet shown on this statement..... \$ _____
- SUB-TOTALS \$ _____
- (6) List outstanding checks below (checks which are shown in your checkbook, but not yet paid by the bank.)

These 6 Fast, Easy Steps Will Reconcile The Balance Shown On This Statement With The Balance Shown In Your Checkbook

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
TOTAL			\$ _____

THESE TWO FIGURES SHOULD BE THE SAME

If they are not the same, recheck your figures. If still not the same, please call Customer Service.

1-866 246 2400 Toll Free

SUBTRACT THIS TOTAL OF OUTSTANDING CHECKS FROM SUB-TOTAL ABOVE \$ _____

ELECTRONIC TRANSFER ERROR RESOLUTION NOTICE (CONSUMER ACCOUNTS ONLY)

In case of Errors or Questions about your Electronic Transfer, call us at 1-866-246-2400 or write to us at P. O. Box 7009, Pine Bluff, AR 71611-7009, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on a statement or a receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared .

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

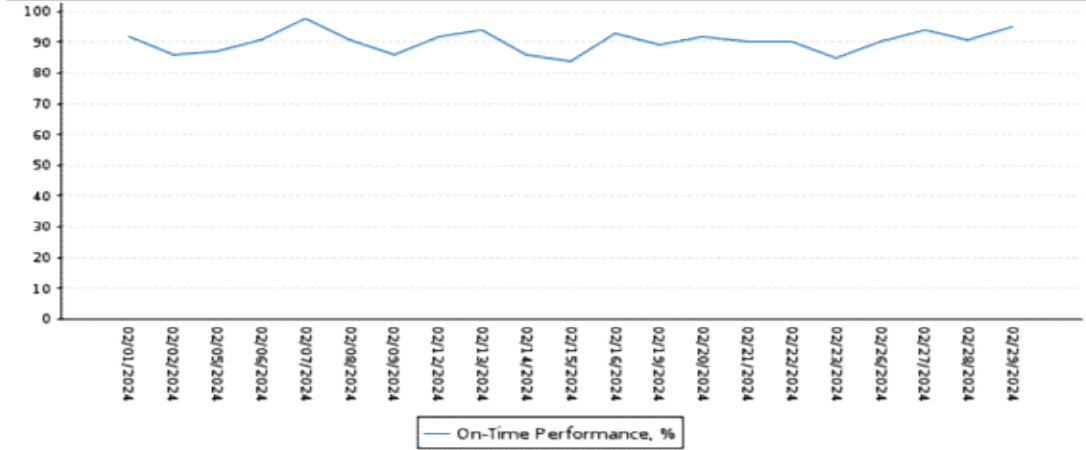
FINANCE REPORT

OPERATIONS UPDATE

	Scheduled Trips	Actual Trips	% Taken	Denied Trip Request	Miles	Hours	Trips/ Hour	Miles/ Trip	Direct Op Cost	Cost/ Trip	MPH
Apr-23	2,845	2,724	96%	1	36,652	1,879	1.45	13.46	\$ 79,500	\$ 29.19	19.51
May-23	3,163	3,022	96%	31	41,192	2,087	1.45	13.63	\$ 88,322	\$ 29.23	19.74
Jun-23	3,171	3,004	95%	33	40,648	1,902	1.58	13.53	\$ 80,479	\$ 26.79	21.37
Jul-23	2,900	2,747	95%	65	34,343	1,782	1.70	12.50	\$ 75,400	\$ 27.45	19.28
Aug-23	3,409	3,250	95%	286	38,945	2,029	1.60	11.98	\$ 85,858	\$ 26.42	19.20
Sep-23	3,314	3,133	95%	176	37,024	2,035	1.54	11.82	\$ 86,123	\$ 27.49	18.19
Oct-23	3,845	3,657	95%	84	45,543	2,617	1.40	12.45	\$ 110,754	\$ 30.29	17.40
Nov-23	3,547	3,321	94%	57	41,611	2,287	1.45	12.53	\$ 96,796	\$ 29.15	18.19
Dec-23	3,424	3,177	93%	29	38,127	1,967	1.62	12.00	\$ 83,237	\$ 26.20	19.39
Jan-24	3,493	3,209	92%	25	38,543	2,104	1.52	12.01	\$ 89,054	\$ 27.75	18.32
Feb-24	3,572	3,343	94%	78	41,307	2,054	1.63	12.36	\$ 207,472	\$ 62.06	20.11
Mar-24	3,509	3,294	94%	34	37,122	1,953	1.69	11.27	\$ 197,264	\$ 59.89	19.01
Apr-24	3,262	3,115	95%	255	34,312	1,818	1.71	11.02	\$ 183,647	\$ 58.96	18.87
Average	3,343	3,154	94%	89	38,875	2,039.47	1.55	12.33	\$ 79,500	\$ 35.45	19.12

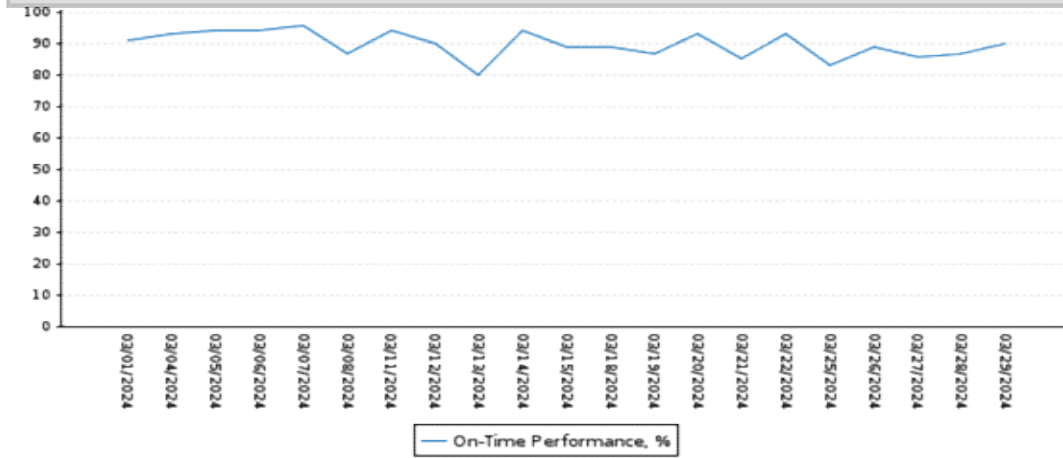
	Totals		% taken	miles	hours	Trips/ hour	Miles/ trip	Direct Op Cost	Cost/trip	% of trip	% of hrs	MPH	Trip Denials
	Feb-24	Scheduled Actual											
Grayson	2310	2163	94%	21834.17	1,195.39	1.81	10.09	120,734.39	55.82	65%	58%	18.27	61
Grayson Urban	1637	1528	93%	12267.7	711.77	2.15	8.03	71,888.77	47.05	46%	35%	17.24	47
Grayson Rural	673	635	94%	9566.47	483.62	1.31	15.07	48,845.62	76.92	19%	24%	19.78	14
Fannin	180	167	93%	3359.31	105.59	1.58	20.12	10,664.59	63.86	5%	5%	31.81	1
Cooke	426	410	96%	4058.55	257.05	1.60	9.90	25,962.05	63.32	12%	13%	15.79	8
Wise	564	515	91%	9147.55	382.00	1.35	17.76	38,582.00	74.92	15%	19%	23.95	8
Clay	6	6	100%	176.8	6.06	0.99	29.47	612.06	102.01	0%	0%	29.17	0
Montague	86	82	95%	2730.74	108.09	0.76	33.30	10,917.09	133.14	2%	5%	25.26	0
Monthly Total	3572	3343	94%	41307.12	2,054.18	1.63	12.36	207,472.18	62.06	100%	100%	20.11	78

Summary:	3572	0	229	3572	3237	335	90.62%
----------	------	---	-----	------	------	-----	--------



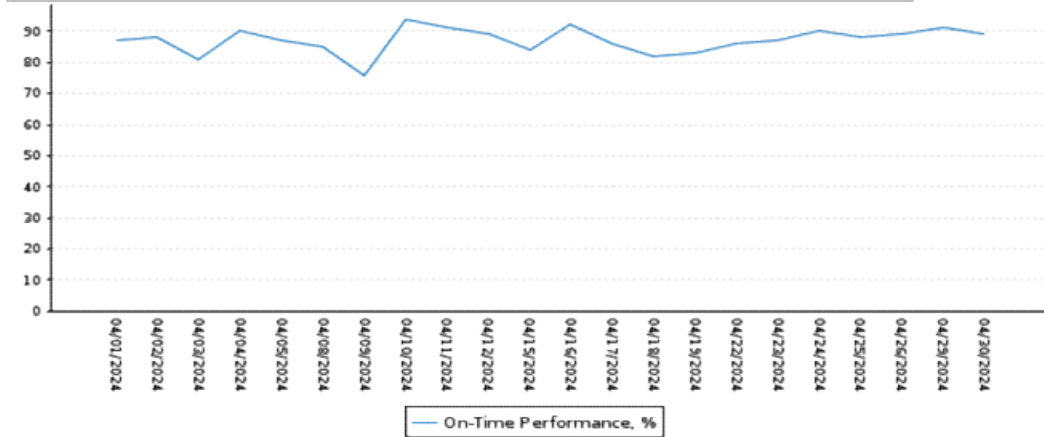
	Totals						Trips/ hour	Miles/ trip	Direct Op Cost	Cost/trip	% of trip	% of hrs	MPH	Trip Denials
	Mar-24	Scheduled	Actual	% taken	miles	hours								
Grayson	2201	2070	94%	19642.8	1,149.62	1.80	9.49	116,111.62	56.09	63%	59%	17.09	25	
Grayson Urban	1607	1507	94%	11637.19	730.58	2.06	7.72	73,788.58	48.96	46%	37%	15.93	13	
Grayson Rural	594	563	95%	8005.61	419.04	1.34	14.22	42,323.04	75.17	17%	21%	19.10	12	
Fannin	187	164	88%	3274.22	101.70	1.61	19.96	10,271.70	62.63	5%	5%	32.19	0	
Cooke	443	423	95%	3254.18	214.84	1.97	7.69	21,698.84	51.30	13%	11%	15.15	3	
Wise	581	551	95%	8247.14	378.14	1.46	14.97	38,192.14	69.31	17%	19%	21.81	5	
Clay	4	4	100%	178.45	6.40	0.63	44.61	646.40	161.60	0%	0%	27.88	0	
Montague	93	82	88%	2525.17	102.41	0.80	30.79	10,343.41	126.14	2%	5%	24.66	1	
Monthly Total	3509	3294	94%	37121.96	1,953.11	1.69	11.27	197,264.11	59.89	100%	100%	19.01	34	

Summary:	3509	0	215	3509	3164	345	90.17%
----------	------	---	-----	------	------	-----	--------



	Totals		% taken	miles	hours	Trips/ hour	Miles/ trip	Direct Op Cost	Cost/trip	% of trip	% of hrs	MPH	Trip Denials
	Apr-24	Scheduled Actual											
Grayson	2097	1995	95%	18519.33	1,085.39	1.84	9.28	109,624.39	54.95	64%	60%	17.06	124
Grayson Urban	1515	1429	94%	11110.1	693.09	2.06	7.77	70,002.09	48.99	46%	38%	16.03	98
Grayson Rural	582	566	97%	7409.23	392.30	1.44	13.09	39,622.30	70.00	18%	22%	18.89	26
Fannin	197	193	98%	4252.68	129.14	1.49	22.03	13,043.14	67.58	6%	7%	32.93	0
Cooke	415	394	95%	2919.55	211.74	1.86	7.41	21,385.74	54.28	13%	12%	13.79	30
Wise	553	533	96%	8620.65	392.02	1.36	16.17	39,594.02	74.29	17%	22%	21.99	36
Clay	0	0	0%	0	-	-	-	-	#DIV/0!	0%	0%	-	0
Montague	0	0	0%	0	-	-	-	-	#DIV/0!	0%	0%	-	65
Monthly Total	3262	3115	95%	34312.21	1,818.29	1.71	11.02	183,647.29	58.96	100%	100%	18.87	255

Summary: 3013 2636 377 87.49%



Taps Maintenance Dept

Compliance Review Period

02/1/2024 - 02/29/2024

Section 1	Total number of PMIs completed			28
PM A's	Target Miles	5000	3	
PM B's	Target Miles	10000	6	
PM C's	Target Miles	30000	0	
PM E's	Target Miles	60000	0	
PM Z's (disinfecting)	Target Days	31	19	
Buses completed	PM Type	Miles From previous PM	On time	Late
323	Z	28	X	
341	B/Z	5000/35	X	X
344	Z	27	X	
345	Z	24	X	
346	Z	31	X	
347	Z	22	X	
348	Z	27	X	
349	Z	29	X	
351				
354	B/Z	5000/31	X	
355	B/Z	5000/27	X	
356	Z	25	X	
357	B/Z	5000/31	X	
358	Z	35		X
359	A/Z	5000/26	X	
361	B/Z	5000/26		

Buses completed	PM Type	Miles From previous PM	On time	Late
362	A/Z	5000/25	X	
363	B/Z	5000/31	X	
364	A/Z	5000/27	X	
365	Z	26	x	

Accessible equipment in PMs YES
Copies of PMs available YES

SECTION 2 Major Maintenance Projects

Major Maintenance Projects completed ? No

Notes

SECTION 3: Records Retention

Current List of TAPS Vehicles YES
 Daily Vehicle Checklists YES
 Preventative Maintenance Checklists YES
 Warranty Claims NO

SECTION 4: Facilities / Equipment Condition

Maintenance Facilities in Good Condition ? Yes / No

Notes
Checklist completed 2 /3/2024

Equipment in Good Condition ?

Notes
checklist completed 2/27/2024

Reviewers Signature

Date

Taps Maintenance Dept

Compliance Review Period

03/1/2024 - 3/31/2024

Section 1	Total number of PMIs completed			34
PM A's	Target Miles	5000	4	
PM B's	Target Miles	10000	4	
PM C's	Target Miles	30000	0	
PM E's	Target Miles	60000	1	
PM Z's (disinfecting)	Target Days	31	25	
Buses completed	PM Type	Miles From previous PM	On time	Late
218	Z	30	X	
325	Z	31	X	
341	Z	30	X	
343	Z	30	X	
344	Z	30	X	
345	A/Z	4948/26	X	
346	B/Z	5000/32	X	X
347	Z	27	X	
348	A/Z	5000/26	X	
349	Z	26	X	
351	Z	28	X	
352	B/Z	5000/28	X	
353	B/Z	5000/27	X	
354	Z	28	X	
355	Z	27	X	
356	B/Z	5000/27	X	
357	Z	27	X	
358	A/Z	5000/19	X	
359	Z	24	X	
360	A/Z	5000/30	X	
361	Z	28	X	

Buses completed	PM Type	Miles From previous PM	On time	Late
362	Z	29	X	
363	Z	29	X	
364	E/Z	4985/31	X	
365	Z	27	x	

Accessible equipment in PMs
Copies of PMs available

YES
YES

SECTION 2 Major Maintenance Projects

Major Maintenance Projects completed ? No

Notes	

SECTION 3: Records Retention

Current List of TAPS Vehicles YES
Daily Vehicle Checklists YES
Preventative Maintenance Checklists YES
Warranty Claims NO

SECTION 4: Facilities / Equipment Condition

Maintenance Facilities in Good Condition ? Yes / No

Notes	
	Checklist completed 3 /4/2024
	Equipment in Good Condition ?
Notes	
	checklist completed 2/29/2024

Reviewers Signature

Date

Taps Maintenance Dept

Compliance Review Period

04/1/2024 - 4/30/2024

Section 1	Total number of PMIs completed			29
PM A's	Target Miles	5000	5	
PM B's	Target Miles	10000	3	
PM C's	Target Miles	30000	0	
PM E's	Target Miles	60000	0	
PM Z's (disinfecting)	Target Days	31	21	
Buses completed	PM Type	Miles From previous PM	On time	Late
323	Z	28	X	
325	Z	31	X	
341	A/Z	5000/27	X	
343	Z	31	X	
344	Z	28	X	
345	Z	24	X	
346	Z	25	X	
347	Z	27	X	
348	Z	30	X	
349	Z	26	X	
351	B/Z	5000/27	X	
354	A/Z	5047/28	X	X
356	Z	28	X	
357	A/Z	5000/Z	X	
358	Z	33		X
359	B/Z	5009/28	X	X
361	A/Z	5000/27	X	

Buses completed	PM Type	Miles From previous PM	On time	Late
362	Z	28	X	
363	Z	28	X	
364	A/Z	4985/28	X	
365	B/Z	5000/25	x	

Accessible equipment in PMs YES
Copies of PMs available YES

SECTION 2 Major Maintenance Projects

Major Maintenance Projects completed ? No

Notes	

SECTION 3: Records Retention

Current List of TAPS Vehicles YES
 Daily Vehicle Checklists YES
 Preventative Maintenance Checklists YES
 Warranty Claims NO

SECTION 4: Facilities / Equipment Condition

Maintenance Facilities in Good Condition ? Yes / No

Notes	
	Checklist completed 4 /2/2024
	Equipment in Good Condition ?
Notes	
	checklist completed 4/29/2024

Reviewers Signature

Date

Quarterly Management & Compliance Report

FY 2024

Drug & Alcohol	Feb	March	April
Pre-employment	1	3	0
Employees in test pool	19	22	22
Random	2	1	0
Post Accident	0	0	0
Reasonable Suspicion	0	0	0
Positive Results	0	0	0
Drug Lab Certification	YES	YES	YES

Safety	Feb	March	April
Preventable incidents	1	0	0
Total incidents	1	0	0
Preventable Injuries	0	1	0
Total Injuries	0	1	0
Safety Meetings	1	1	1

Complaints	Feb	March	April
Americans with Disabilities Act (ADA)	0	0	0
Title VI	0	0	0
General	0	0	0

TAPS Quarterly Analysis

Analysis of August through October, 2022

Reviewer: _____ Date: _____

Drug & Alcohol Monitoring

Section 1

Pool size for this quarter

22

Drug Test Type	Total # Test Results	Negative Results	Positive Results	Refusals to Test	Cancelled Tests	Random Rate Exceeds FTA
Pre-Employment	4	4	0	0	0	n/a
Random	3	3	0	0	0	yes
Post Accident	0	0	0	0	0	n/a
Reasonable Suspicion	0	0	0	0	0	n/a
Return-to-Duty	0	0	0	0	0	n/a
Follow-Up	0	0	0	0	0	n/a
Total (Drug)	7	7	0	0	0	n/a
Alcohol Type						
Pre-Employment	0	0	0	0	0	n/a
Random	2	2	0	0	0	yes
Post Accident	0	0	0	0	0	n/a
Reasonable Suspicion	0	0	0	0	0	n/a
Return-to-Duty	0	0	0	0	0	n/a
Follow-Up	0	0	0	0	0	n/a
Total (Alcohol)	2	2	0	0	0	

*Random drug testing requirements: Must equal $T = (0.50 * (D/P))$

*Random alcohol testing requirements: Must equal $T = (0.1 * (D/P))$

where D = size of pool, and P = number of testing periods per year

Section 2

Review of Certifications:

Are current certifications for Medical Review Officer, Breath Alcohol Technician, and Substance Abuse Professional on file?

Y / N

Section 3

Records Maintenance:

Retention time frames clearly marked on each file

One Year: Records of negative drug/alcohol test results

Two Years: Records related to the collection process and employee training

Five Years: Records of verified positive drug/alcohol test results, refusals to take required drug/alcohol tests, employee referrals to the SAP, and copies of annual MIS reports

Records are stored in locked cabinet/room with only program manager and his/her designee(s) having access

Policy clearly states to whom and under what circumstances drug/alcohol records will be released

Initials

--

--

--

Section 4

Collection Clinic Audits

Has Transdev conducted a clinic audit within the past 6 months?

Are these records of this clinic audit on file?

Y / N
Y / N

Section 5

Drug & Alcohol Training

New employees and employee transfers to safety-sensitive positions have received a one-time 60-minute training session on the effects and consequences of drug and alcohol use

Newly hired or promoted supervisors who make reasonable suspicion determinations have received a one-time 60-minute training session on the physical, behavioral, speech and performance indicators of probable drug and alcohol use (total of 120 minutes)

Initials

--

Section 6

Safety Meetings

Y / N

Section 7

Educational Materials Available

Y / N

Reviewer's Signature

Date
