

NTD and State of Michigan Reporting Analysis and Review

Scope of Work

Task 1 – Review of existing NTD reporting process data & responses from FTA on NTD reports

- Financial reports
- Service reports
- Miles/ hours
- Maintenance
- Employee allocation
- Sampling for ridership
- Review and understand current data sources and techniques
- Review FTA NTD responses to initial submittals and CATA responses.

Task 2 – Review of State Of Michigan Financial Reports

- Quarterly reports
- Annual Reports
- Delineation of rural and urban service by costs, hours, overhead, etc.
- Compare other Michigan Systems reports and analyze differences

Task 3 – Peer analysis

- Develop methodology for selecting up to 10 peer systems & other urban Michigan Systems
- Conduct Peer Analysis using NTD data and key financial areas as determined with CATA
- Compare Reporting practices by category of NTD reporting
- Performance Measures – Pass/Mile, Pass/ Hour, Cost/pass, Cost/Mile, Cost/Hr, Cost/Recovery
- Determine what drives these measures at CATA compared to Peer Systems
- System Characteristics – Size of service area, size of fleet, ridership, operator labor cost, size of administrative staff, allocation of admin staff by department
- Identify cost difference in key

Task 4 – Review of Cost allocation plans – NTD and State

- Current plan was developed many years ago.
 - Are the allocations being assigned correctly?
 - Determine what the primary driver is of the allocation?
 - Do they meet the State and NTD requirements?
 - What sources of data are used for cost allocation plan?

Task 5 – Recommendations for future NTD data sources and Reporting procedures

- Consider new data sources available at CATA
- Determine where NTD data should be collected from
- Develop a clear definition on what should be included in the data.
- Deliver a procedure for each data source and explain why this is the way to report this number.
- Train staff preparing the data on what is driving the data outcomes from a business perspective. Help staff answer the question “why did this data change?”

Task 6 – Recommend future data sources for state reporting

- Consider new data sources available at CATA
- Determine where NTD data should be collected from
- Clear definition on what should be included in the data.
- Deliver a procedure for each data source and explain why this is the way to report this number.

Task 7 - Develop new cost allocation plans for NTD and State as required

- If it is determined that changes are need in the cost allocation plans, provide task order request detailing the costs to create new cost allocation plans that correct for these changes, delivering a template that allows for the totals to be entered and the template calculates the cost allocation by the various service types, and training staff on use of template and provide documentation on processes for using template. Cost allocation plans must be approved by Michigan Dept of Transportation before being finalized.

Task 8 - Help staff understand what FTA/NTD uses to evaluate our reported numbers and how to correct variances.

- Train staff on what NTD is expecting to see and what might cause CATA’s report to be outside the expected norm. If available, provide NTD expected ranges by category.

Task 9 – Assist CATA in understanding what sets us apart on various performance measurements

- Look deep into the data to determine where CATA should focus its attention in improving our performance and efficiency.
- Report other systems best practices in each area of improvement.
- Report why CATA's performance measures are unique compare to peer systems (i.e. highly productive routes with fewer miles). Are there system structure characteristics that drive costs, mile or hours that should be altered?

Task 10 – Final Deliverables

- Include analysis, results and recommendations from Tasks 1 – 9 in a clearly written report.
- Make various presentations to CATA staff on all tasks from the project and explain findings.
- Deliver written procedures and electronic templates developed during the project.