

**To: Finance Committee**

**From: Leanne P. Redden, Executive Director**

**Date: May 9, 2019**

**Re: Ordinance Approving the 2020 Budget Call for the Annual Budget, Two-Year Financial Plan, and Five-Year Capital Program**



**Regional  
Transportation  
Authority**

175 W. Jackson Blvd,  
Suite 1650  
Chicago, IL 60604  
312-913-3200  
[rtachicago.org](http://rtachicago.org)

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The proposed ordinance approves and releases the 2020 Budget and Capital Program Call (the “Budget Call”). The Budget Call defines the schedule and information requirements that the Service Boards must follow for the development of the 2020 Budget, which includes the 2020 Operating Budget, 2021-2022 Two-Year Financial Plan, and 2020-2024 Five-Year Capital Program. These requirements focus on ensuring that the RTA has sufficient information to adequately evaluate the Service Boards’ budgets, coordinate resource allocation, and ultimately recommend adoption of the consolidated regional budget and capital program as outlined by the RTA Act.

The Budget Call contains an overview of the current economic environment and outlook, and includes a budget calendar that identifies key milestones and due dates. It also contains financial schedules and tables that are representative of the information necessary for the Service Boards to include in developing their budgets for submittal to the RTA.

### **What’s New for 2020**

- The Service Boards should provide any revisions to the Transit Asset Management (TAM) plan developed and submitted to the FTA last year.

### **Budget Development Process and Budget Calendar**

For 2020, we are recommending a process similar to the one followed for 2019. We intend to present funding levels to the RTA Board in August for consideration and adoption, a month prior to the statutory September 15<sup>th</sup> deadline. Consideration of the funding levels in August gives Board members an earlier opportunity to understand the issues involved in the current year’s proposal and provides the Service Board finance teams with more time to prepare their budgets before the RTA’s submission deadline of October 11<sup>th</sup>.

Following the submission of the Service Boards’ proposed budgets, the RTA will assemble a consolidated regional budget while the Service Boards conduct their public hearing process.

After consideration of input from the public, the Service Boards will present their budgets and capital programs to their Boards for review and adoption in November, and then submit the adopted budgets to the RTA by November 15<sup>th</sup>. Following the process initiated with the 2018 budget, the RTA's public hearings and County Board presentations will be held after the Service Boards submit their adopted budgets and capital programs to the RTA. Budget information will be posted on the RTA website well in advance of the RTA public hearings in order to provide opportunity for public review and input.

Review of the budgets at a special RTA Finance Committee meeting in late November has again been included as part of the budget approval process. This year's calendar also continues to include opportunities for public participation in the capital program development process through presentations to the CMAP Transportation Committee and postings on the RTA website. These steps will allow the RTA to inform and receive input from the public as the capital program is developed, as required by state and federal law. Finally, the budget and capital program will be considered for adoption by the RTA Board at its December 19<sup>th</sup> Board meeting.

### **Information Requirements**

Information requirements for the budget include operating, capital program, long-term debt, and performance measurement data, as well as providing audited results, estimates, and projections when applicable. The Service Boards are expected to identify the underlying assumptions used to formulate any projections they provide. In order for the RTA to effectively evaluate the financial implications of operations, the Service Boards must also submit the service plans used to develop their budgets, and must highlight any material changes to the existing baseline service levels along with the rationale for such changes.

Consistent with the criteria outlined in the RTA Act, the RTA will assess the Service Board budgets both from a financial and operational perspective, seeking to verify that they demonstrate financial viability, operational efficiency, and program effectiveness on both a short- and long-term basis.

The RTA requires detailed information on both potential capital projects and potential revenue sources available for the Five-Year Capital Program. This information will support the development of preliminary Five-Year Capital Program funding amounts to be considered for adoption by the RTA Board in August, as well as the Five-Year Capital Program to be adopted in December. The capital program will continue to be reviewed and programmed in relation to its ability to address the State of Good Repair backlog of the Service Boards' assets. In addition to the five-year capital program, each Service Board will be required to provide an updated set of "Ten-Year Unfunded Priorities" (also known as the [Priority Projects](#) as part of "Invest in Transit") that reflects the Agency's top capital funding priorities.

### **Next Steps**

The objective of the RTA in the budget development process is to determine the allocation of resources that will enable the transit system to best provide service to the region, thus satisfying the RTA's accountability to constituents. The 2020 budget process will again focus on collaborative and active communication with the Service Boards throughout the planning period to ensure comprehensive budgets will be ready for review by the RTA Board in December.

Prepared by: Finance, Innovation, and Technology  
Capital Programming, Planning, and Performance

LPR/BRH/JL/WDL/LN/TJ/DKA  
Attachments.

## **ORDINANCE NO.**

**WHEREAS**, the Regional Transportation Authority Act (the “RTA Act”) requires the Regional Transportation Authority (the “RTA”) to subject the operating and capital plans and expenditures of the Service Boards in the metropolitan region with regard to public transportation to continuing review so that the RTA may budget and expend its funds with maximum effectiveness and efficiency;

**WHEREAS**, Section 4.01 of the RTA Act (i) authorizes the RTA to establish forms and schedules to be used and information required to be provided in the development of operating and capital budgets by the Service Boards, (ii) requires the Service Boards to furnish to the RTA such information as may be required by the RTA, and (iii) authorizes the RTA to develop financial practices to be followed by the Service Boards in the budgeting and expenditure of public funds, and assumptions and projections that the Service Boards must follow in preparing their operating and capital budgets; and

**WHEREAS**, the RTA has developed the 2020 Budget and Capital Program Call (the “Budget Call”), which establishes guidelines and instructions regarding information that the RTA requires from the Service Boards in order to execute its responsibilities and authority under the RTA Act.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE REGIONAL TRANSPORTATION AUTHORITY that:**

- 1) The RTA adopts and authorizes the release of the 2020 Budget and Capital Program Call, substantially in the form attached hereto.
- 2) The Executive Director is authorized and directed to transmit the 2020 Budget and Capital Program Call to the Service Boards.
- 3) The Executive Director is authorized and directed to take such other actions as may be needed to implement and enforce this ordinance and the 2020 Budget and Capital Program Call.

# 2020 Budget and Capital Program Call

Instructions / Requirements  
For CTA / Metra / Pace

## Overview

This document defines the items that the Service Boards should use to develop the 2020 Budget and Capital Program (hereafter referred to as the “Budget Call”), which includes the 2020 Operating Budget, Two-Year (2021-2022) Financial Plan, Five-Year (2020-2024) Capital Program, and Ten-Year (2020-2029) Unfunded Capital Priorities. These requirements focus on ensuring that the RTA has sufficient information to adequately evaluate the Service Boards’ budgets, financial plans, and capital programs, coordinate resource allocation, and ultimately recommend adoption of the consolidated regional budget, as outlined in the RTA Act. The objective of this process is to determine the allocation of resources so that the transit system can best provide service to the region, for both its customers and the taxpayers. To achieve this end, the RTA will again focus on a collaborative budget development process with the Service Boards.

The RTA and Service Boards will continue to conduct analyses that review the proposed capital program in relation to its ability to address the State of Good Repair (SGR) needs of the region. The requirements for the Capital Program are described in Sections 4 and 5, below. The budget calendar includes additional opportunities for public input to the capital program development process in conformance with federal and state law. The 2020 Budget Call requests submission of actual 2018 revenue and ridership information to allow the on-going update of the Regional Fare Model developed jointly by the Service Boards and the RTA. The complete Budget Call process is outlined in the paragraphs below.

Exhibit A (Budget Calendar) provides a comprehensive timeline for the annual planning process that identifies key milestone activities and due dates. One of the critical dates in Exhibit A is October 11th, the deadline for the Service Boards to submit their proposed budgets and capital programs to the RTA. In the event that a Service Board is unable to provide a proposed budget by this date, it must submit a draft budget, which will enable the RTA to prepare a consolidated regional budget for review by the RTA Board and for presentation to the public in advance of public hearings.

Exhibits B – F in the Budget Call are financial schedules and tables that identify the information necessary for the Service Boards to include in developing their budgets. The intent of the exhibits is to present the information requirements; however, the Service Boards can submit the information outlined in these exhibits in the formats they currently use to develop their own budgets. The Service Boards’ budget submission to the RTA should include the formal budget documents submitted to their Boards and released to the public, as well as supporting information and any relevant underlying assumptions. Pace will be required to prepare separate plans for Suburban Service and ADA Paratransit service.

Exhibit G requests project and financing information **only** for new projects to be added to the 2020-2024 capital program. Exhibit H requests 10-year unfunded priority project and financing information **only** for submitting new unfunded priority projects, for modifying the levels of prior-year unfunded projects, or for removing a project that was previously submitted. Exhibit I requests project and financing information on the Service Boards’ proposed use(s) of ICE funding for 2020-2022. Exhibit J requests financing plan information, which includes information about the Service Boards’ proposed long-term debt issuances or other financing agreements. Exhibit K is a submission checklist that the Service Boards may use in

conjunction with the Budget Call to ensure that they have provided all of the information that the RTA has requested.

## **Economic Outlook**

Growth in national Gross Domestic Product (GDP), the value of all goods and services produced in the United States, was 2.9% in 2018, compared to 2.2% in 2017. The Congressional Budget Office (CBO) projects real economic growth at 2.7% in 2019 and 1.9% in 2020.

Sound GDP growth resulted in the national unemployment rate reaching 3.7% in December 2018, down from 4.1% at the end of 2017. The national unemployment rate is expected to fall to 3.5% in 2019 and then rise to 3.7% in 2020 according to the CBO's January 2019 projections. March 2019 results from the Bureau of Labor Statistics (BLS) show the national unemployment rate at 3.8%, down from 4.0% in March 2018. The BLS also reports that the national underemployment rate, a statistic that includes part-time workers who prefer a full-time position and people working in jobs that don't match their skills, reached 7.7% in March 2019, down from 8.1% in March 2018.

The unemployment rate in the RTA region decreased in 2018 to 3.9%, down from 4.9% in 2017. The unemployment rate for the State of Illinois was higher as of February 2019, at 4.3%. The regional and state unemployment rates continue to track slightly higher than the national rate. The regional labor force decreased by about 16,000 over the course of 2018, consistent with ongoing population loss, while the number of regional jobs held steady at about 3.6 million.

The average price of gasoline in the region was \$2.73 per gallon in March 2019, down 6 cents from March 2018. Regional gas prices have remained below \$3.20 per gallon since late 2014. The U.S. Energy Information Administration (EIA) expects the national average price to be \$2.71 per gallon in 2019, compared to the 2018 average price of \$2.81 per gallon. The forecast of lower gasoline prices is primarily the result of lower forecast crude oil prices. Lower gas prices contributed to system ridership losses in 2015 through 2018, but also had the favorable effect of reducing the Service Boards' total operating expenses. Each Service Board assumed higher fuel prices in their 2019 budgets than they experienced in 2018,

According to the National Association of Realtors (NAR), pending home sales in February 2019 decreased by 1.0% nationally from the prior month, and decreased by 4.9% versus February 2018. This decline, prompted by insufficient inventory on the market, restricted overall housing activity compared to a year ago. The NAR notes that key variables to watch include steady housing prices (up 2.7% in 2018), and monetary policy, which may help mortgage rates stay at attractive levels. In the RTA Region, revenue from the City of Chicago's Real Estate Transfer Tax (RETT) has performed well in recent years as the Chicago housing and commercial real estate markets have been strong; however, ongoing population decline in the City and region is a concern over the long-term.

Illinois was second in the nation for population loss in 2018, as the population of the Chicago metro area declined by 84,000. The New York and Los Angeles metro areas also lost population, as the Sun Belt metro areas such as Dallas and Phoenix continued to grow. Population decline negatively impacts system ridership and revenue and may also explain why sales tax growth has weakened in recent years. The RTA will continue to monitor these conditions closely, as should the Service Boards when developing their budgets and capital programs for the planning years.

## Funding Outlook

The RTA region finished 2018 within budgeted operating deficit levels. Operating revenue lagged budget due to uncertainty in the level of State funding for reduced fare and free rides. However, all three Service Boards effectively controlled expenses during the year.

Due to inconsistent sales tax growth, population loss, the 1.5% administrative sales tax surcharge, and the uncertainty about the 5% PTF cut being removed, the RTA is cautious heading into the 2020 budget season. Following six consecutive years of 4% or greater growth, RTA sales tax receipts grew by just 1.4% in 2016 and 1.3% in 2017, but increased to 4.1% in 2018. Custom forecasts prepared for the RTA project that sales tax revenue will grow by only about 1% in 2019 before rebounding to around 2% in 2020 and 2021.

The economic recovery period of the last few years may be cooling off as State and local fiscal challenges put sizeable pressure on the region's economy. Structural hurdles such as fiscal pressures and subpar demographic trends will keep disposable incomes and sales tax collections in the region growing below potential. The last State capital bill was passed in 2009. A number of bills that would provide transit capital funding have been introduced and are under discussion in the current legislative session. The General Assembly is scheduled to adjourn May 31.

RTA 2016 budget ordinance 2015-55 rescinded the RTA's Fund Balance and Fund to Budget policies and instead made each Service Board responsible for maintaining its own fund balance and reserve plan to cover unforeseen shortfalls in revenue or increases in expenses until service levels and fares can be adjusted. Ordinance 2015-55 further required that each Service Board provide an annual update to its fund balance and reserve plan as a part of its budget submission, due by October 11<sup>th</sup>, 2019. The RTA will continue to be responsible for managing delays in State payments for operating funding and debt service, borrowing within its statutory limit as necessary to keep operating funding flowing to the Service Boards in a timely manner.

## Service Board Information Requirements

- 1. Environmental Outlook.** Each Service Board will submit a narrative regarding the environmental outlook for the budget year. The environmental outlook is to address items such as the Service Board's transportation market, service delivery (including service plan information outlined below), and fare policies. The narrative should identify, describe, and quantify any assumptions, risks and opportunities associated with the 2020 Budget, 2021-2022 Two-Year Financial Plan, and the Five-Year (2020-2024) Capital Program. Each Service Board's response to the Budget Call should also identify any projects or programs that the agency is advancing to address the goals of the Regional Transit Strategic Plan adopted by the RTA Board in January 2018:
  - Deliver value on our investment – strategies that maximize our collective investment through diversifying funding sources, setting clear priorities and contribute to economic strength and competitiveness.
  - Build on the strengths of our network – strategies which prioritize in six key market areas, influence roadway design for transit and pedestrian treatments, seek innovative opportunities, facilitate seamless connections and tailor services to meet travel needs.

- Stay competitive – strategies which improve bus speed and reliability, advance bus priority, invest in technology, pursue regulation of private mobility services where appropriate, invest in continued Ventra mobile app development, conduct research, survey and data transfer, and improve amenities.

**2. Service Plans.** As part of the Budget Call, the RTA is requesting service plan information from each Service Board to:

- Ensure that revenue and expense projections are consistent with service levels;
- Communicate to the general public the amount of service that will be provided on a year-over-year basis;
- Be able to coordinate with Service Board staff across the region in case of needed service reductions, service cuts, and service coordination in advance of public notification.

To meet these requirements, we are requesting information from each Service Board that answers the following questions:

- a. Does the Service Board anticipate needing to adjust levels of service that are of a magnitude beyond routine service adjustments, or result in route changes (cuts or additions) that occur over an extended period of time due to regional construction or other efforts? If no, confirm that current-year service will remain as the baseline for developing your 2020 budget.
- b. If your agency anticipates needing to implement service cuts, provide a description of the type of service reductions that will be implemented, the reason for the line or route cuts, potential impacts on other Service Boards, any efforts to reduce ridership loss, and the rationale for that approach.
- c. If a Service Board anticipates introducing new service, what are the parameters of the new service and what is its source of funding? If new service will be implemented as a result of receiving grant funding, identify the grant program, the amount awarded, and provide a description of the service (can be taken from the grant proposal).
- d. If service is either increased or decreased, what is the estimated impact on operating revenues and expenses in the 2020 budget and 2021-2022 financial planning years?

**3. Financial Statements, Recovery Ratio Calculation, Staffing Levels, Operating Statistics, Energy Consumption, and Fare Revenue Data.** The following information is to be submitted to the RTA:

- a. A detailed Schedule of Revenues and Expenses: These statements request actual operating results for 2018, an estimate for 2019, a proposed 2020 budget, and 2021-2022 plan. These schedules will allow the RTA to develop the consolidated regional budget. Revenue and expense categories presented in the budget should be consistent with the categories provided to the RTA in the Service Boards' monthly and annual financial reports. The Service Boards must demonstrate that in the budget and plan years the balance among system generated revenues, authorized credits, and expenses is adequate to achieve the Service Board's recovery ratio requirement. The Service Boards should

detail these plans in Exhibits B and C. The RTA requests that the Service Boards provide a detailed public funding section in their response to the Budget Call. Within the public funding section, the Service Boards should identify all operating grants from local, state, and federal authorities, including those funds provided and estimated by the adopted RTA funding amounts. Local Dial-a-Ride reimbursements and Public/Municipal contracted services reimbursements may continue to be classified as operating revenues. Reduced fare reimbursement from the State should also be classified as operating revenue. Further details can be found in Exhibit B.

- b. All figures used to calculate the recovery ratio on a budgetary basis for each Service Board: Exhibit C provides each recovery ratio credit available to the Service Boards. The Service Boards should use Exhibit C of the Budget Call to develop their projected recovery ratios. Consistent with the RTA Act, Pace must prepare the recovery ratio calculation on separate schedules for Pace Suburban Service and Regional ADA Paratransit service. ADA Paratransit will be excluded from other operating services in calculating the statutory regional recovery ratio. In the event it does not intend to use an available credit, the Service Board should explicitly inform the RTA in their response to the Budget Call.
  - c. Staffing levels summarized by department (Exhibit D): This schedule should be detailed in a format that is consistent with the Service Board's Organizational Chart and includes both the number of employees and Full Time Equivalents (FTE). When actual numbers are not available, the Service Board should provide their best estimate for the 2018 actual, 2019 estimate, 2020 budget, and 2021-2022 financial planning years.
  - d. Operating, Service Plan, and Energy Consumption data (Exhibit E): Operating statistics and energy consumption data should be provided by mode. The statistics should be consistent with budgeted financial trends and the agency's service plan. Each Service Board should provide operating statistics for the 2018 actual, 2019 estimate, 2020 budget, and 2021-2022 financial planning years.
  - e. Fare revenue and ridership by fare type (Exhibit F): As part of the RTA's on-going coordination mission, the RTA would like to better understand how changes in fares and/or fare structures implemented at one Service Board potentially impact revenue and ridership at other Service Boards. Accordingly, the RTA is requesting each Service Board provide its ridership and revenue data by major fare products for calendar year 2018. See Exhibit F for a sample template for this request. The RTA intends to use this data to update the Regional Fare Model base year.
- 4. Five-Year Capital Program:** The capital program for each Service Board should identify capital projects to be undertaken in the 2020-2024 program period within the projected funding levels. Funding levels should correspond to RTA Board adopted levels. The RTA requests that the Service Boards provide a preliminary estimate of additional funding from Service Board/local revenues including Service Board bond proceeds, anticipated federal flexible/discretionary funds, RTA ICE funds and any debt repayment amounts. It is requested that preliminary funding estimates be submitted by July 17, 2019 for inclusion in the funding amounts for RTA Board adoption.

In addition, please provide the following items in your budget submission:

- A. Submit all projects to be included in the 2020-2024 Capital Program. Service Boards can submit project information that was submitted for (Service Board) Board approval in the format(s) they currently use for their own 2020-2024 Capital Program development.
  - B. For new projects only, submit Exhibit G for each project. General guidance on elements of Exhibit G are below:
    - For each project provide the geographic location of the assets included using identifiers such as milepost, street intersection, station or bridge names, garage name, or rail line. The RTA will use this information to populate the RTAMS database.
    - Categorize projects as maintenance, enhancement, and/or expansion. Maintenance is defined as protecting the existing regional transit services and keeping the system operating in good repair to maintain current service levels. Enhancement is defined as improvements to the existing system, such as additional rail or bus routes, and paratransit services resulting in a more efficient, responsive, and user-friendly system. Expansion is defined as major new capital investments of regional impact, including upgrades and expansions of the rail network and Bus Rapid Transit.
    - Complete a project scope for all projects and include a complete description showing all significant elements of the project including goals, deliverables, tasks, and timeframe. For rolling stock projects, identify vehicles to be replaced and/or a description of new services, the number of vehicles being purchased, the vehicle size, and whether the vehicles incorporate alternative fuel technology. For RTA or state funded bond projects, please be as specific as possible in regards to what asset(s) is being purchased with these funds and the location of the project. For example, if you are going to purchase 75 buses, but only 11 are to be funded with RTA bonds, please reflect this.
    - Provide a project justification that includes the purpose of the project and the qualitative and quantifiable impacts of completing the project including significant impacts related to the evaluation criteria identified (i.e. ridership growth, travel time savings, SGR backlog reductions, safety improvements etc.). Describe specific benefits of the project to Service Board operations, passengers, community residents, and public stakeholders. Include the impact of the completed project on the operating budget. Particular attention should be given to progression toward achieving a SGR.
  - C. The Service Boards must articulate their methodology for analyzing priorities and selecting projects to be funded in the 2020-2024 Capital Program. Each Service Board should provide any revisions to their TAM Plans and reaffirm that the processes outlined in the TAM Plan were used to identify the projects in their capital program. RTA will use this to understand each Service Board's approach to TAM, and to inform RTA's Strategic Asset Management (SAM) activities that will commence in the 2020-21 budget cycle.
- 5. Ten-Year Unfunded Priorities 2020-2029:** Each Service Board is required to provide an updated set of 10-year unfunded priority projects that reflects the Agency's top capital funding priorities. Submit an Exhibit H, or spreadsheet with the same information as Exhibit H, for each

project. This information will be used to update the RTA's list of capital needs and understanding of progress toward the Invest in Transit Priority Projects.

6. **ICE Projects:** Complete Exhibit I for each proposed ICE project. Explain how the project meets the requirements of the ICE program to advance the goals and objectives of the Regional Transit Strategic Plan and enhance the coordination and integration of public transportation and develop and implement innovations to improve the quality and delivery of public transportation.
7. **Financing Plan:** The following information regarding proposed financing plans should be added to the Service Boards' proposed budget or submitted separately to the RTA as part of the response to the Budget Call (Exhibit J):

Proposed Financing Plan

If a Service Board has issued new debt since the adoption of the 2019 Budget or is planning to issue debt or enter into other financing agreements (e.g. TIFIA or RIFF loans, vendor financing) as part of their 2020 Budget, Two-Year Financial Plan, or Five-Year Capital Program, the following three items should be added to their response to the Budget Call.

- a. A description of each new or proposed long-term debt instrument to be used in the Budget, Two-Year Financial Plan, and/or Five-Year Capital Program. Provide a description of the purpose of the debt instrument, the value of the proposed issuance (at par), the interest rate(s), the issuance date, the date of the first principal payment, and the maturity date. Estimates can be used if actual values are not currently known. The Service Board should also provide a brief description of any debt limitations imposed on the funds being used to secure the debt instrument in question. If a debt instrument will be financed by utilizing a variable rate, includes balloon payments, uses credit enhancements, capitalizes interest, and/or defers principal payments, then the Service Board should identify this in their response to the Budget Call. If a Service Board intends to capitalize interest, the amount and period should be disclosed. If a new issuance intends to refund outstanding debt, the gain or loss from the refunding should also be disclosed.
- b. If a debt instrument is secured by funds appropriated by the RTA, then a schedule of the annual principal and interest payments projected to be made through the financial planning years should be provided. The Service Board should identify the expense category from which the principal and interest payments will be made for the 2020 Budget and 2021-2022 Financial Planning years. If interest is capitalized on any such debt instruments, the amount and period should be disclosed.
- c. If a debt instrument is secured by federally appropriated funds (e.g. Grant Anticipation Revenue Vehicles), then a description on the impact to federal capital funds should be provided. This description should take into consideration debt limits imposed by the RTA in Ordinance 2008-82 and amended in Ordinance 2010-120, which defines a debt limit on the amount of federal funding a Service Board may use in any given year for debt service. Provide an estimate of the principal and interest payments through the five-year capital program for each proposed bond issuance using federal capital funds. The total use of federal capital funds for debt service should also be clearly identified in the schedules of the Service Board's Five-Year Capital Program.

8. **Transfers to Operations:** RTA Ordinance 2007-48, adopted on September 14, 2007, stipulates that any use of capital funds for operations must not have a materially adverse impact on the State of Good Repair of the Service Board's capital assets. The Service Boards must provide the RTA justifications for any request in the 2020-2024 Capital Plan to use federal formula capital funds for operations.

2020 Proposed Budget and Capital Program Calendar

Date (2019)	Requirements
16-May	<b>Budget and Capital Program Call Released:</b> RTA releases the requirements that the Service Boards use to develop the 2020 Budget and Capital Program, which includes the Annual Budget, Two-Year (2021-2022) Financial Plan, and Five-Year (2020-2024) Capital Program. The 2020 Budget and Capital Program Call focuses on ensuring that the RTA has sufficient information to adequately evaluate the Service Boards' budgets and capital programs, coordinate resource allocation, and ultimately recommend adoption of the consolidated regional 2020 budget. RTA Board action required.
1-Jun	<b>Preliminary Federal Funding:</b> Preliminary federal funds for region as a whole posted on RTA website.
7-Jun	<b>Capital Program Process Presentation:</b> RTA Capital Programming staff presents Capital Program Development Process before Chicago Metropolitan Agency for Planning (CMAP) Transportation Committee.
early July	<b>Preparatory Funding Amounts Released:</b> The RTA provides preliminary estimates to each of the Service Boards which include the operating funding amounts for the budget for the upcoming year and the financial plan for the subsequent two years, the budgetary recovery ratio for the upcoming year, and the preliminary capital program amounts for the upcoming five years.
July	<b>Preparatory Funding Amounts Working Session(s):</b> RTA Staff will convene with the Service Boards to advance the baseline estimates established in the preparatory funding amounts.
17-Jul	<b>Preliminary Capital Funding Amounts:</b> Service Boards submit estimates of capital funds to be used in support of their capital programs including federal, state, local and bond proceeds.
1-Aug	<b>Preliminary Capital Funding Amounts Released:</b> Preliminary capital funding amounts released and posted on RTA website.
22-Aug	<b>Funding Amounts Presentation:</b> RTA staff presents to the RTA Board the proposed funding amounts and recovery ratios to be used by each Service Board in developing their operating budget, financial plan, and capital program. If adopted, posted on RTA website, otherwise deferred to September Board meeting.
15-Sep	<b>Statutorily Required Date for Adoption of Funding Amounts and Recovery Ratios:</b> RTA Board will consider adoption of funding amounts and recovery ratios at September Board meeting, if not adopted in August. Adopted funding amounts and recovery ratios posted on RTA website, if not previously posted. The Service Boards and RTA will also exchange language and requirements for noticing of public hearings at this time.
11-Oct	<b>Service Board Proposed Budget Submittal and Public Hearing Schedule:</b> Service Boards provide their proposed Budgets, Reserve Plan, and information requirements to the RTA. <i>If proposed Budgets are not complete, a draft Budget should be provided that includes all available information and estimates of unavailable information.</i> The Service Boards also provide a proposed public hearing schedule at this time. If dates are not final, provide a proposed time frame in which public hearings will be conducted.
Oct - Nov	<b>Service Board Budget and Capital Program Public Presentations:</b> Service Boards release their proposed Budgets to the public. The Service Boards hold public hearings on their proposed Budget, Two-Year Financial Plan, and Five-Year Capital Programs, and present these proposals to the County Boards in the region.
15-Nov	<b>Statutorily Required Date for Service Board Adopted Budget Submissions:</b> Service Board Budgets, Two-year Financial Plans, and Five-Year Capital Program proposals are submitted to the RTA after being formally adopted by their Boards.
mid-Nov	<b>Consolidated Budget Summary:</b> RTA produces a summary of the consolidated proposed regional operating budget, financial plan, and capital program and posts it to the RTA website five days prior to the first scheduled RTA public hearing.
Nov-Dec	<b>RTA Budget and Capital Program Public Presentations:</b> The RTA holds public hearings on the proposed regional Budget, Two-Year Financial Plan, and Five-Year Capital Program, and presents the proposed regional budget to the County Boards in the region.
21-Nov	<b>RTA Finance Committee Review:</b> Service Boards present budgets at a special meeting of the RTA Finance Committee and discuss critical issues and key assumptions with the RTA Board.
21-Nov	<b>RTA Public Hearings:</b> RTA staff holds a public hearing on the consolidated regional budget, financial plan, and capital program at the RTA offices. Hearing will be live-streamed to RTA-staffed locations in Suburban Cook County and the Collar Counties.
19-Dec	<b>2020 Budget Adoption:</b> RTA Board meets to consider adoption of the regional Budget, Financial Plan, and Five-Year Capital Program.
March 2020	<b>Regional Input on Capital Program Development:</b> Service Boards present overview of their capital programs before Chicago Metropolitan Agency for Planning (CMAP) Transportation Committee and invite input regarding development of next year's program.
30-Apr-20	<b>Ten-Year Financial Plan:</b> The RTA produces a consolidated ten-year financial plan based on the adopted 2020 Budget. The Service Boards and RTA work collaboratively to produce a coordinated, regional financial plan.

**Instructions:**

- (1) The Schedule of Revenue and Expenses should include 2018 actual results, the current year (2019) estimate, the upcoming budget year (2020), and Two-Year Financial Plan (2021-2022) by revenue and expense class.
- (2) Include all operating grants provided by Local, State and Federal governments that the RTA does not provide in the funding amounts. Local contributions for directly operated services can continue to be classified as operating revenues.
- (3) Expense categories should be consistent with what is reported to the RTA in the Service Boards' monthly and annual financial reports, with greater detail provided as demonstrated below. Include a separate schedule if necessary.
- (4) Each Service Board should provide a beginning and ending Fund Balance.

<b>Service Board Schedule of Revenue and Expense (1)</b>					
<b>Summary by Class</b>					
(dollars in thousands)					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Plan</b>	<b>Plan</b>
<b>Operating Revenue</b>					
Fare Revenue					
Reduced Fare Reimbursement					
All Other Revenue					
Advertisement					
Concessions					
Lease and Rentals					
Local Reimbursements for Service					
Investment Income					
<b>Total Operating Revenue</b>					
<b>Public Funding (2)</b>					
Adopted RTA Sales Tax and PTF amounts					
City of Chicago Real Estate Transfer Tax					
Non-RTA Operating Grants					
Homeland Security Grants					
CMAQ/JARC/New Freedom Grants					
<b>Total Revenues</b>					

**Service Board Schedule of Revenue and Expense (1)**

**Summary by Class**

(dollars in thousands)

**Expenses (3)**

Labor				
Base Salary				
Overtime				
Fringe Benefits				
Material				
Fuel				
Power				
Security				
Risk Management (I & D/Ins & Claims)				
Legal Fees				
Insurance/Claims				
Purchased Transportation Service				
All Other Expenses				
Debt Service - Pension Bonds				
Debt Service - Other				
Leases and Rentals				
Contract Services				
Miscellaneous				
<b>Total Expenses</b>				
<b>Beginning Fund Balance (4)</b>				
<b>Ending Fund Balance</b>				

**Instructions:**

- (1) Local funding and reimbursements for directly operated services can continue to be classified as operating revenues.
- (2) Includes Capital Farebox Revenue.

<b>Budgetary Recovery Ratio Calculation Worksheet</b>					
(in thousands)					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Plan</b>	<b>Plan</b>
<b><u>CTA</u></b>					
Fare Revenue					
Reduced Fare Reimbursement					
Other (1)					
<b>Total Operating Revenue</b>					
Add: Senior/Disabled Ride Free Credit					
Add: In-Kind Revenue					
<b>Total Revenue for Budgetary Recovery Ratio Calculation</b>					
<b>Operating Expenses</b>					
Add: In-Kind Expenses					
Less: Pension Obligation Bond (POB) Debt Service					
Less: ICE-Funded Operating Expenses					
Less: Depreciation Expense					
Less: Security Exclusion					
<b>Total Expenses for Budgetary Recovery Ratio Calculation</b>					
<b>CTA Budgetary Basis Recovery Ratio</b>					
<b><u>Metra</u></b>					
Fare Revenue (2)					
Reduced Fare Reimbursement					
Other (1)					
<b>Operating Revenue</b>					
Add: Senior/Disabled Ride Free Credit					
<b>Total Revenue for Budgetary Recovery Ratio Calculation</b>					
<b>Operating Expenses</b>					
Less: Security Exemption					
Less: Depreciation Expense					
Less: Transportation Facility Leases					
Less: ICE-Funded Operating Expenses					
Less: Debt service on bond issuances					
Less: Pension expense in excess of actual contributions					
<b>Total Expenses for Metra Budgetary Recovery Ratio Calculation</b>					
<b>Metra Budgetary Basis Recovery Ratio</b>					

**Budgetary Recovery Ratio Calculation Worksheet**  
(in thousands)

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Plan</b>	<b>Plan</b>
<b><u>Pace Suburban Service</u></b>					
Fare Revenue					
Reduced Fare Reimbursement					
Other (1)					
<b>Operating Revenue</b>					
Add: Senior/Disabled Ride Free Credit					
Add: In-kind Revenue					
<b>Total Revenue for Pace Budgetary Recovery Ratio Calculation</b>					
<b>Operating Expenses</b>					
Add: In-kind Expenses					
Less: ICE-Funded Operating Expenses					
Less: SSJA-Funded Operating Expenses					
Less: Debt service on bond issuances					
Less: Pension expense in excess of actual contributions					
<b>Total Expenses for Pace Budgetary Recovery Ratio Calculation</b>					
<b>Pace Budgetary Basis Recovery Ratio</b>					
<b><u>ADA Paratransit Services</u></b>					
ADA Services Revenue					
Other (1)					
<b>Total Revenue for Pace ADA Budgetary Recovery Ratio Calculation</b>					
<b>Operating Expenses</b>					
Less: Capital Cost of Contracting					
<b>Total Expenses for Pace ADA Budgetary Recovery Ratio Calculation</b>					

**Instructions:** Provide both the number of FTE's and the number of employees. The detail should be consistent with the Service Boards' Organizational Chart, best estimates should be provided when exact numbers are not available.

<b># of Full Time Equivalent (FTE) and Employees</b>					
<b>By Department (Example)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Plan</b>	<b>Plan</b>
Executive Office					
Labor Relations					
Finance					
Marketing					
Bus Operations					
Bus Heavy Maintenance					
Rail Operations					
Rail Maintenance					
<b>Service Board Total</b>					

**Instructions:**

Operating Statistics should be provided by mode and should be consistent with financial schedules and service level estimates.

**Schedule of Operating Statistics and Energy Consumption**

(in thousands)

<u>Operating Information Detail</u>	2018	2019	2020	2021	2022
	Actual	Estimate	Budget	Plan	Plan
Ridership (unlinked)					
Passenger Miles					
Vehicle Revenue Miles					
Vehicle Revenue Hours					
Vehicle Deadhead Miles					
Gallons of Fuel Consumed - Revenue Service					
Kilowatt Hours Consumed - Revenue Service					

**Instructions:**

1. Please provide the requested data for each cell that is applicable to your Service Board.
2. For Joint Fare products we request revenue and ridership for your Service Board only.

2018 ACTUALS (January 1, 2018 through December 31, 2018)	Single Agency				Inter-Agency (All revenue associated with all inter-agency trips)			
	Revenues	Ridership			Revenues	Ridership		
		CTA	Metra	Pace		CTA	Metra	Pace
Fare Type								
<b>CTA Fare products</b>								
CTA Cash on Bus (Full Fare)	CTA data requested	CTA data requested						
CTA Cash on Bus (Reduced Fare)	CTA data requested	CTA data requested						
Pay-As-You-Go (Open payment option using contactless credit/debit cards directly at fare turnstiles and/or bus readers)	CTA data requested	CTA data requested						
Single Ride Ventra Ticket	CTA data requested	CTA data requested						
<b>CTA Pay-per-Use Products (Stored Value)</b>								
Full Fare Farecard	CTA data requested	CTA data requested						
Reduced Fare Farecard	CTA data requested	CTA data requested						
Full Fare Chicago Card/Chicago Card Plus	CTA data requested	CTA data requested						
Reduced Fare Chicago Card/Chicago Card Plus	CTA data requested	CTA data requested						
Full Fare Ventra	CTA data requested	CTA data requested						
Reduced Fare Ventra	CTA data requested	CTA data requested						
<b>CTA Only Passes</b>								
CTA 1-Day Pass	CTA data requested	CTA data requested						
CTA 3-Day Pass	CTA data requested	CTA data requested						
CTA 7-Day Pass	CTA data requested	CTA data requested						
U-Pass	CTA data requested	CTA data requested						
CTA Free Rides	CTA data requested	CTA data requested						
CTA Rail-to-Rail Cross platform Transfers	CTA data requested	CTA data requested						
<b>Pace Fare products</b>								
Pace Full Fare Cash (include transfers)	Pace data requested			Pace Data Requested				
Pace Reduced Fare Cash (include transfers)	Pace data requested			Pace Data Requested				
Pay-As-You-Go (Open payment option using contactless credit/debit cards directly at bus readers)	Pace data requested			Pace data requested				
<b>Pace Pay-per-Use Products (Stored Value)</b>								
Full Fare Farecard used on Pace	Pace data requested			Pace Data Requested				
Reduced Fare Farecard used on Pace	Pace data requested			Pace Data Requested				
Full Fare Chicago Card/Chicago Card Plus used on Pace (Full Fare Initial Use plus transfers)	Pace data requested			Pace Data Requested				
Reduced Fare Chicago Card/Chicago Card Plus used on Pace (Reduced Fare Initial Use plus transfers)	Pace data requested			Pace Data Requested				
Full Fare Ventra Stored Value	Pace data requested			Pace Data Requested				
Reduced Fare Ventra Stored Value	Pace data requested			Pace Data Requested				
<b>Pace Only Passes</b>								
Pace 10-Ride	Pace data requested			Pace Data Requested				
Full Fare Pace only 30-Day Pass	Pace data requested			Pace Data Requested				
Reduced Fare Pace only 30-Day Pass	Pace data requested			Pace Data Requested				
Plus Bus (Revenue and Ridership associated with Pace use only)	Pace data requested			Pace Data Requested				
Pace Free Rides	Pace data requested			Pace Data Requested				
<b>Joint Fare products</b>								
CTA/Pace 7-Day (Revenue and Ridership associated with CTA use only)					CTA data requested	CTA data requested		
Link-Up (Pace Revenue and Ridership associated with Link-Up)					Pace data requested			Pace Data Requested
<b>Metra Fare products</b>								
Metra One-Way (Full Fare)	Metra data requested		Metra data requested					
Metra One-Way (Reduced Fare)	Metra data requested		Metra data requested					
Metra Ten-Ride (Full Fare)	Metra data requested		Metra data requested					
Metra Ten-Ride (Reduced Fare)	Metra data requested		Metra data requested					
<b>Metra Only Passes</b>								
Metra Monthly (Full Fare)	Metra data requested		Metra data requested					
Metra Monthly (Reduced Fare)	Metra data requested		Metra data requested					
Metra Monthly (Metra Monthly Revenue and Ridership associated with Plus Bus program)	Metra data requested		Metra data requested					
Metra Monthly (Metra Monthly Revenue and Ridership associated with Link-Up program)	Metra data requested		Metra data requested					
Metra Weekend	Metra data requested		Metra data requested					
Metra Free Rides	Metra data requested		Metra data requested					



**Please Select Service Board  
TEN-YEAR UNFUNDED PRIORITIES 2020-2029**

**Submit this form for all priority projects that reflect your Agency's top capital funding priorities.**

Project Name and Description			
Project Priority Status:	<input type="checkbox"/> New Priority Project	<input type="checkbox"/> Previous Priority - Unchanged	<input type="checkbox"/> Previous Priority - Modified
Project Number (if known):			
Mode:	Please Select Mode:		
Asset Category:	Please Select Asset Category:		
Project Classification:	Please Select Project Classification:		
System Impact (Select all that apply):	<input type="checkbox"/> Safety and Security	<input type="checkbox"/> State of Good Repair	<input type="checkbox"/> Operating Budget
	<input type="checkbox"/> Ridership	<input type="checkbox"/> Capacity Requirements	<input type="checkbox"/> Service Reliability
	<input type="checkbox"/> Travel Time Improvements	<input type="checkbox"/> Enhance Customer Amenities	<input type="checkbox"/> Innovation and Technology
	<input type="checkbox"/> Environ./Community	<input type="checkbox"/> Legislative Requirements	<input type="checkbox"/> Modernize the System
	<input type="checkbox"/> Address growing markets		
Project Description:			
Project Justification:			
Project Funding:	Total Funded/Programmed Amount:		
	Total Unfunded (2020-2029) Amount:		

**Please Select your Service Board  
2020 ICE Project Submittal**

Project Name and Description					
Capital vs. Operating	Please Select Capital or Operating				
<b>Capital Only</b>					
Project Location:					
Project Number:					
Related Project Numbers:					
Mode:	Please Select Mode:				
Asset Category:	Please Select Asset Category:				
Useful Life :					
Project Classification:	Please Select Project Classification:				
<b>All Projects</b>					
Evaluation Criteria (Please Select All that Apply):	<input type="checkbox"/> Safety and Security <input type="checkbox"/> State of Good Repair <input type="checkbox"/> Operating Budget Impacts <input type="checkbox"/> Ridership <input type="checkbox"/> Capacity Requirements <input type="checkbox"/> Service Reliability <input type="checkbox"/> Travel Time Improvements <input type="checkbox"/> Passenger Comfort and Convenience <input type="checkbox"/> Innovation and Technology <input type="checkbox"/> Environ./Community Impacts <input type="checkbox"/> Legislative Requirements <input type="checkbox"/> Cost Benefit Analysis <input type="checkbox"/> Project Readiness, Coninuity with Existing Capital Program				
Scope: (Specific activities associated with this budget)					
Justification (Explain how it is an Innovation,Coordination, or Enhancement project . Include a description of project impacts and benefits.)					
Relation to the RTA Strategic Plan (Check all that apply):	<input type="checkbox"/> Deliver Value on our Investment <input type="checkbox"/> Build on the Strengths of our Network <input type="checkbox"/> Stay Competitive				
Explain how the project supports the Strategic Plan goal area(s) that are checked.					
<b>Funding:</b>	Funding Source	2020	2021	2022	
	ICE Funding:				
	2020-2022 ICE Funding Total	\$	-		

## Exhibit J SAMPLE GUIDE

**Instructions:** If a Service Board intends to issue debt or enter into other financing agreements (e.g. TIFIA or RIFF loans, vendor financing) in their proposed Budget, Two-year Financial Plan, or Five-Year Capital Program, fill out Exhibit J in accordance with items 7 a-c in the Budget and Capital Program Call. Best estimates may be used.

### Proposed Bond Issuance or Other Financing Agreements

Total value of proposed debt instrument (at par):	\$
Estimated interest rate(s):	%
Estimated date of issuance:	mm/dd/yyyy
Date of first principal payment:	mm/dd/yyyy
Total value of first principal payment:	\$
Date of first interest payment:	mm/dd/yyyy
Total value of first interest payment:	\$
Date of maturity:	mm/dd/yyyy
Total capitalized interest (if any):	\$

Funding Source(s) and Purpose:

Description of debt limitations on the proposed funding source (i.e. RTA Ordinance 2008-82, or Additional Bonds Test):

A description of the financing technique (i.e. fixed-rate, variable-rate, balloon payment, and/or capitalized interest).

.....  
If applicable, as described in items 7-b or 7-c of the Budget and Capital Program Call, provide the following:

Operating expense impact	2020 Budget	2021 Plan	2022 Plan
Expense Category (i.e. other expenses)			
Principal	\$	\$	\$
Interest	\$	\$	\$

Federal Capital funds impact	2020 Budget	2021 Plan	2022 Plan	2023	2024
Principal	\$	\$	\$	\$	\$
Interest	\$	\$	\$	\$	\$

**2020 Budget and Capital Program: Submission Checklist**

The RTA staff will evaluate each of the Service Boards' Proposed Operating Budget, Two-Year Financial Plans, and their Five-Year Capital Program in accordance with the RTA Act. Primarily, the evaluations will focus on ensuring that the Service Boards:

1. achieve a balanced budget between revenues and expenses,
2. include a fare policy that allows each Service Board to meet its required recovery ratio,
3. use reasonable assumptions in the development of their budget,
4. are consistent with the Strategic Plan, and
5. respond to the Budget and Capital Program Call requirements and processes, including use of RTA Board-approved funding amounts.

**Information Requirements**

In order to further clarify the information requested in the 2020 Budget and Capital Program Call and ensure consistency in data between the Service Boards, the following questions were developed by staff. The Service Boards should review these questions before submitting their response documents.

**Complete**  
**Incomplete**  
**Missing**  
**Not Applicable**

**1. Environmental Outlook**

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Do the documents submitted provide a qualitative and quantitative summary of the regional economy?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Does the environmental outlook identify risks or opportunities in the current economic climate?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Does the environmental outlook clearly identify the relevant assumptions on which the Operating Budget, Two-Year Financial Plan, and Five-Year Capital Program were developed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Does the environmental outlook address one or more of the bulleted strategic planning issues identified in the Environmental outlook section of the Budget Call?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**2. Service Plans**

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Do the documents provided clearly identify whether service levels will be increased, decreased, or remain the same?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. If a Service Board intends to increase service, does it clearly identify the sources of the Operating and/or Capital funds needed to do so?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. If a Service Board intends to decrease service, are the type of service reductions described, including a rationale for the approach followed?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. If the Service Board intends to increase or decrease service, are the estimates of the impact on operating revenue and expenses included?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. If a Service Board intends to adjust service levels due to major construction during the budget year, are financial impacts identified?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. If a Service Board is adjusting service levels, have they considered and identified potential impacts on the other Service Boards where adjustments will take place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**3. Financial Statement, Recovery Ratio Calculations, Staffing Levels, Operating Statistics, Energy Consumption Information, and Fare Revenue and Use Data.**

- |  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Are the schedules of revenues and expenses, recovery ratio calculations, staffing levels, and operating statistics presented for the actual, current, budget, and financial planning years?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Does the Service Board provide documentation of all non-RTA local, state, and federal government contributions and grants?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Does the Service Board provide a recovery ratio calculation document that identifies each of the same expense exclusions, revenue inclusions, and in-kind revenue and expenses as demonstrated in Exhibit C of the Budget Call? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. If a Service Board does not intend to use a credit in their recovery ratio calculation, did the Service Board exclude it from their recovery ratio calculation schedule?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Does the Service Board summarize their staffing levels by department and include both FTEs and the number of employees?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Does the Service Board provide an updated organizational chart?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Are the departmental staffing schedules consistent with organizational chart of the Service Board?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

	Complete	Incomplete	Missing	Not Applicable
<b>3. (Continued) Financial Statement, Recovery Ratio Calculations, Staffing Levels, Operating Statistics, Energy Consumption Information, and Fare Revenue and Use Data.</b>				
H. Are the operating statistics and energy consumption data presented by mode?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Are increases and decreases in the operating statistics and energy consumption data consistent with increases and decreases in revenues, expenses, and service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Does the Service Board provide its revenue and ridership data for 2018?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Does the Service Board provide an updated fund balance and reserve plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Five-Year Capital Program</b>				
A. Does the Service Board properly identify all projects and funding changes to existing projects in the Five-Year Capital Program? This can be on forms or spreadsheets submitted by the Service Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Does the Service Board identify and properly categorize all federal, state, and local funding (i.e. federal grants, state bonds, SB or RTA bond proceeds, and local funds) to be applied toward the Five-Year Capital Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Did the Service Board submit Exhibit G for each <b>new</b> project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. For each Exhibit G submitted, is the form complete? If not, what sections of the form were not completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Does the Service Board articulate clearly their methodology for prioritization of capital projects? Did they provide a draft of their TAM plan and a narrative on efforts underway to meet Federal requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Does the Service Board provide an update on its progress toward achieving a State of Good Repair, by asset category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Ten-Year Unfunded Priorities 2020-2029:</b>				
A. Does the Service Board submit an Exhibit H for each new, modified, or deleted project? Alternatively, this information can be submitted on a spreadsheet by the Service Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. For each Exhibit H submitted, is the form complete? If not, what sections of the form were not completed? If a spreadsheet was submitted does it contain all the information requested on Exhibit H?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. ICE Projects</b>				
A. Does the Service Board submit Exhibit I for each proposed ICE project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. For each Exhibit I submitted, is the form complete? If not, what sections of the form were not completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. For each Exhibit I submitted, does the Service Board explain how the project advances the goals and objectives of the Regional Transit Strategic Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Financing Plan</b>				
A. Does the Service Board describe each of the proposed bond issuances or other financing agreements (e.g. TIFIA or RIFF loans, vendor financing) in accordance with item 7-a of the Budget Call?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. If a Service Board intends to use RTA allocated funds (i.e. sales tax and PTF) to secure debt, are estimated principal and interest payments identified for the Budget and Two-Year Financial Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. If the Service Board plans to use RTA funds to secure debt, does the Service Board identify the operating expense category the debt service payments will come from?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. If the Service Board is planning to use federally appropriated funds to secure debt, are estimated principal and interest payments for that debt instrument identified for each year of the Five-Year Capital Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. If a Service Board intends to refund outstanding debt with a proposed debt instrument, is the potential gain or loss described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Transfers to Operations</b>				
A. If the Service Board intends to transfer funds from capital to operations, do they provide a justification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. If the Service Board intends to transfer funds from capital to operations in the Operating Budget, Two-Year Financial Plan, or Five-Year Capital Program, have they shown qualitatively and quantitatively that it will not have a material impact on the State of Good Repair of the Service Board's capital assets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>