



U.S. Department
of Transportation

**Federal Transit
Administration**

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AUG 22 2018

The Honorable Terry Sinnott
Chairman, Board of Directors
San Diego Association of Governments
401 B Street, Suite 800
San Diego, CA 92101-4231

RE: Federal Transit Administration (FTA)
Fiscal Year 2018 Triennial Review – Final Report

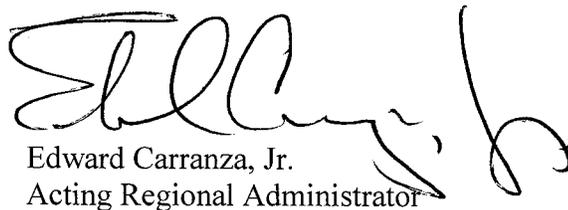
Dear Mr. Sinnott:

The enclosed report documents the Federal Transit Administration's (FTA) Triennial Review of the San Diego Association of Governments (SANDAG) in San Diego, California. This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of SANDAG's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on SANDAG's compliance in 20 areas. No deficiencies were found with the FTA requirements in all 20 areas.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Audrey Bredehoft, Director, Office of Financial Management and Program Oversight at 415-734-9453 or by email at audrey.bredehoft@dot.gov.

Sincerely,



Edward Carranza, Jr.
Acting Regional Administrator

Enclosure

cc: Kim Kawanda, SANDAG

*Kim/SINOTT's
WBK done!*



FINAL REPORT

**FISCAL YEAR 2018
TRIENNIAL REVIEW**

of

**San Diego Association of Governments
(SANDAG)**

**San Diego, California
Recipient ID: 1620**

Performed for:

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

Prepared By:

CDI/DCI Joint Venture

Scoping Meeting Date: February 21, 2018

Site Visit Date: June 28 -29, 2018

Final Report Date: August 22, 2018

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the San Diego Association of Governments (SANDAG) of San Diego, California. The review was performed by CDI/DCI Joint Venture. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. SANDAG's transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on SANDAG's compliance in 20 areas. No deficiencies were found in all 20 areas.

II. Review Process and Background

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.”

The Triennial Review includes a review of the recipient’s compliance in 20 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of SANDAG. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed and referenced in this report are available at FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on site visit to the recipient’s location. A Recipient Information Request (RIR) package was sent to SANDAG advising it of the review and site visit and containing a list of items and questions that the recipient was required to submit to the reviewer. The review scoping meeting was conducted with the Region IX Office on February 21, 2018. Additional files retained by the regional office were sent to the reviewer electronically. A Site Visit Agenda package was sent to SANDAG advising it of the site visit date and indicating information that would be needed and issues that would be discussed. The site visit to SANDAG occurred on June 28 and 29, 2018.

The on site portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewers visited SANDAG’s transit/maintenance facility to provide an overview of activities related to FTA-funded projects.

The reviewers examined a sample of maintenance records for FTA-funded vehicles and equipment. Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to SANDAG at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

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

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization and Services

SANDAG is the regional decision-making agency as well as the technical and informational resource for the San Diego area's eighteen (18) incorporated cities and the county government, which collectively make up the association of governments. SANDAG is governed by a Board of Directors composed of elected officials from each of the nineteen (19) members. Supplementing the voting members are advisory representatives from Imperial County, the U.S. Department of Defense, Caltrans, San Diego Unified Port District, Metropolitan Transit System (MTS), North County Transit District (NCTD), San Diego County Water Authority, Southern California Tribal Chairmen's Association, and Mexico. Policy Advisory Committees assist the Board of Directors in carrying out the agency's work program. The Board of Directors is assisted by a professional staff of planners, engineers, and research specialists.

The agency's planning boundary is the jurisdictional limits of the County of San Diego; however, it works extra-regionally with agencies in Mexico and throughout southern California. The county has a population of more than three (3) million persons. SANDAG was originally created as Comprehensive Planning Organization (CPO) as a long-range planning department within the San Diego County government under a state authorized joint powers agreement. In 1972, local governments established the CPO as an independent Joint Powers Authority (JPA). It adopted its current name in 1980 to better reflect its purpose. In 1987, SANDAG added the responsibilities of administering the *TransNet* program for highway, transit, local roads, and bicycles which was funded by a voter-approved half-cent countywide sales tax. In 2004, Voters extended the *TransNet* sales tax program for 40 years to generate \$14 billion to help fund highway, transit, and local street improvements.

On January 1, 2003, state legislation (SB 1703) was enacted that changed the structure of SANDAG from a JPA to a state-created regional governmental agency, making it a permanent, rather than voluntary, association of local governments with increased responsibilities and powers. SB 1703 consolidated regional transportation planning, development, and implementation functions into SANDAG so that these activities would occur on a multi-modal basis.

The roles and responsibilities of SANDAG, MTS, and NCTD are outlined in a master memorandum of understanding executed on April 23, 2004. SANDAG is the designated recipient for FTA funds for the region and is responsible for establishing regional fare policy. It applies for and manages grants for transit planning, development, and major construction as well as the Enhanced Mobility of Seniors & Individuals with Disabilities - programs. MTS and NCTD are responsible for transit operations, and are direct recipients of FTA funding for preventive maintenance, rolling stock, and other projects through separate agreements with the FTA. MTS and NCTD manage capital projects that support their day-to-day operations.

SANDAG subsidizes private vanpools as part of its iCommute program to reduce traffic congestion. There are no FTA funds in this program. SANDAG contracts with two private vanpool contractors, Enterprise Vanpool and Ride. These contractors own and maintain the vehicles, which are leased to individuals at a subsidized rate.

2. Award and Project Activity

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

Award Number	Award Amount	Year Executed	Description
CA-03-0808	\$21,650,000	2010	5309 New Starts – Mid City Rapid Bus
CA-04-0022	\$7,388,457	2006	5309 Bus and Bus Related
CA-04-0099	\$15,000,000	2008	5309 Vehicle Assist and Automation (VAA)
CA-04-0259	\$2,000,000	2013	5309 Veterans Transportation (VTCLI)
CA-05-0232	\$1,812,200	2008	5309 Rail Modernization
CA-16-X068	\$4,202,046	2015	5310 Enhanced Mobility for Seniors and Individuals with Disabilities
CA-2017-131	\$4,220,253	2017	5310 Enhanced Mobility for Seniors and Individuals with Disabilities
CA-26-0060	\$50,000	2013	5312 Veterans Transportation (VTCLI)
CA-2017-141	160,000	2017	5312 Rides to Wellness
CA-34-0034	\$5,320,588	2015	5339 Oceanside Transit Center
CA-37-X195	\$456,535	2014	5316 Job Access & Reverse Commute (JARC)
CA-57-X103	\$431,310	2014	5317 New Freedom
CA-79-0003	\$14,000,000	2014	TIGER Los Penasquitos Bridge
CA-90-Y756	\$5,717,800	2009	5307 2009 Capital and Planning Projects
CA-90-Y819	\$10,499,767	2011	5307 2010 Capital and Planning Projects
CA-90-Y912	\$8,509,748	2012	5307 2011 Capital and Planning Projects
CA-90-Z008	\$5,885,092	2012	5307 2012 Capital and Planning Projects
CA-90-Z091	\$29,514,417	2014	5307 2013 Capital and Planning Projects
CA-90-Z207	\$12,369,796	2014	5307 2014 Capital and Planning Projects
CA-90-Z282	\$7,115,915	2015	5307 2015 Capital and Planning Projects
CA-90-X129	\$144,121,497	2010	5307 LOSSAN Corridor/Trk Rehab/Renov
CA-2017-090	\$17,674,331	2017	5307 2016-2017 capital and planning projects
CA-2018-043	\$26,810,000	2018	5307 LOSSAN Rail Corridor
CA-2016-074	\$429,635	2016	Pilot Program for Transit Oriented Development (TOD) Planning
CA-2016-021	\$150,000,000	2016	FFGA Mid-Coast

Projects Completed

In the past few years, SANDAG has completed the following noteworthy projects:

- Construction of a bus operations and maintenance facility in El Cajon for the Metropolitan Transit System. (FTA funded)
- Construction on the University Town Center (UTC) Transit Center Project. The transit center is located at the Westfield UTC shopping mall and is adjacent to the last stop on the future Mid-Coast Trolley line.
- Replacement of the roof and upgrading the heating and air conditioning at the Metropolitan Transit System Imperial Avenue bus maintenance facility. (FTA funded)
- Construction of 4.2 miles of double track on the Los Angeles – San Diego – San Luis Obispo Rail Corridor from Camp Pendleton San Onofre to Camp Pendleton Pulgas. (FTA funded)
- Orange and Green Line Fiber Optic Cable Project resulting in the entire Trolley communications network being fiber based. (FTA funded)
- Replacement of four aging wood trestles in Los Penasquitos Lagoon. (FTA funded)
- Construction of Downtown San Diego *Rapid* stations. The stations opened for service in October 2016.
- Construction of I-15 Mira Mesa transit parking structure in partnership with Miramar College to provide parking for the Mira Mesa Transit Center and the I-15 Express Lanes HOV direct access ramps.
- Construction of Blue Line Station rehab that facilitates low floor service to the San Diego Trolley Blue Line. This project also includes enhanced station amenities. Low floor service is now provided on the entire San Diego Trolley network. (FTA funded)
- Reconstruction of Oceanside Transit Center that added an additional commuter rail platform and an additional track through the Transit Center station to facilitate operations. (FTA funded)
- Construction of Sorrento Valley Double Track adding an additional 1.1 miles of second mainline track to facilitate operations. (FTA funded)
- Design of the Batiquitos Lagoon Double Track Project (part of the first phase of the North Coast Corridor Program). The project would replace the wooden trestle bridge and provide nearly a mile of second mainline rail track to accommodate current and future train volumes. (FTA funded)

- Final six bus stations on the Rapid Bus circulator in University City. (FTA funded)
- Construction of BRT: Mid-City Centerline Stations project that added two BRT stations in the median of SR 15.

Ongoing Projects

SANDAG is currently in the process of implementing the following noteworthy projects:

- Poinsettia Station Improvements Project will renovate the Poinsettia Station to improve traveler wait times, provide easier access, reduce train delays, enhance pedestrian safety, and upgrade station amenities. (FTA funded)
- San Elijo Lagoon Double Track. Installation of 1.5 miles of new rail track, replacement of rail bridge and installation of new signals at the San Elijo Lagoon. (FTA funded)
- Elvira to Morena Double Track project converting 2.6 miles of single-track to double-track and installing new signals on the coastal rail corridor from SR 52 to just south of Balboa Avenue. (FTA funded)
- San Diego River Bridge Double Track, adding a second main track from Tecolote Road to just north of the Old Town Transit Center. The project includes double tracking across the San Diego River with a new double-track bridge, construction of associated site improvements, and signal modifications. (FTA funded)
- Mid-Coast LRT Project extending Blue Line Trolley service from Santa Fe Depot in Downtown San Diego to the University City community, serving major activity centers such as Old Town, UC San Diego, and Westfield UTC. (FTA funded)
- South Bay *Rapid*. When completed, this project will include 11 stations along a 21-mile long corridor from the Otay Mesa border area, through Chula Vista, and along the I-805 Corridor and SR 94 Corridor, to Downtown San Diego. (FTA funded)
- New infrastructure on the shoulder of I-805 to implement lane keeping and blind spot warning bus technology to support South Bay *Rapid* operations.

Future Projects

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

- Incorporate the results from the Household Travel Behavior and On-Board Transit Surveys into the transportation planning models to provide key base data for the next Regional Transportation Plan. (FTA funded)

- Implement improved quality control and data maintenance as part of the enhancements to the transportation, land use, demographic, and economic models. Emphasis will be on the completion of an updated demographic and economic forecasting model; and enhancements to the Geographic Information System (GIS) data needed for the agency's suite of models used for regional analysis and decision making. (FTA funded)
- Implementation of San Diego Forward: The Regional Plan (Regional Plan) and its Sustainable Communities Strategy, including identifying potential funding strategies; advancing the regional Transit Oriented Development strategy; continued development of regional Mobility Hubs and construction of Major Corridor projects; and implementation of the regional Complete Streets policy and Active Transportation, such as Safe Routes to Transit (FTA funded)
- *TransNet* Smart Growth Incentive, Active Transportation, Senior and Disabled transit services, and Environmental Mitigation Programs, which provide resources and incentives to member agencies, transit operators, and other organizations. Awards and Calls for Projects accomplished during the review period are represented in the prior table. (FTA funded)
- Habitat conservation, energy and climate planning, and collaborative efforts with member agencies to produce energy efficiency upgrades. (FTA funded)

IV. Results of the Review

1. Legal

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

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

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

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

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

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

4. Technical Capacity – Program Management and Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of SANDAG, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management and Subrecipient Oversight.

5. Technical Capacity – Project Management

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

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

6. Satisfactory Continuing Control

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

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

7. Maintenance

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

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

8. Procurement

Basic Requirement:

States: When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with 2 CFR §200.322 (*Procurement of Recovered Materials*) and ensure that every purchase order or other contract includes any clauses required by section 2 CFR §200.326 (*Contract Provisions*). All other non-Federal entities, including subrecipients of a state, will follow 2 CFR §§200.318 (*General Procurement Standards*) through 200.326 (*Contract Provisions*).

Non-state recipients: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR part 200.

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

9. Disadvantaged Business Enterprise

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

Finding: During this Triennial Review of SANDAG, no deficiencies were found with the U.S. Department of Transportation (US DOT) requirements for DBE.

10. Title VI

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

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

11. Americans With Disabilities Act – General

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

Finding: During this Triennial Review of SANDAG, no deficiencies were found with the US DOT requirements for Americans With Disabilities Act (ADA) – General.

12. Americans With Disabilities Act – Complementary Paratransit

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

This review area only applies to recipients that provide ADA complementary paratransit service. Since SANDAG does not provide ADA complementary paratransit service, the requirements of this review area are not applicable to the review of SANDAG

13. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission’s regulation only identifies/recognizes religion and not creed as one of the protected groups.)

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

14. School Bus

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

This review area only applies to recipients that operate bus service. Since SANDAG does not provide bus service, the requirements of this review area are not applicable to the review of SANDAG.

15. Charter Bus

Basic Requirement: Recipients are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community based charter services excepted under the regulations.

This review area only applies to recipients that operate bus service. Since SANDAG does not provide bus service, the requirements of this review area are not applicable to the review of SANDAG.

16. Drug-Free Workplace Act

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

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

17. Drug and Alcohol Program

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

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

18. Section 5307 Program Requirements

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

Recipients are expected to have a written, locally developed process for soliciting and

considering public comment before raising a fare or carrying out a major transportation service reduction.

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

Recipients must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Recipients must ensure that least one percent of such funds are expended on associated transit enhancement projects.

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

19. Section 5310 Program Requirements

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

Finding: During this Triennial Review of SANDAG, no deficiencies were found with the FTA requirements for the Section 5310 Program.

20. Section 5311 Program Requirements

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

This review area only applies to recipients that receive Section 5311 funds; therefore, the requirements of this review area are not applicable to the review of SANDAG.

V. Summary of Findings

Review Area	Deficiencies		Corrective Action	Response Due Date	Date Closed
	Code	Description			
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Satisfactory Continuing Control	ND				
7. Maintenance	ND				
8. Procurement	ND				
9. Disadvantaged Business Enterprise (DBE)	ND				
10. Title VI	ND				
11. Americans With Disabilities Act (ADA) - General	ND				
12. Americans With Disabilities Act (ADA) – Complementary Paratransit	NA				
13. Equal Employment Opportunity (EEO)	ND				
14. School Bus	NA				
15. Charter Bus	NA				
16. Drug-Free Workplace Act	ND				
17. Drug and Alcohol Policy	ND				
18. Section 5307 Program Requirements	ND				
19. Section 5310 Program Requirements	ND				
20. Section 5311 Program Requirements	NA				

VI. Attendees

Name	Title	Phone Number	E-mail Address
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VII. Appendices

No appendices included in this report.