

Finance Committee

May 6, 2026 | 3:00 pm – 4:30 pm



Onsite:

Greater Portland Transit District
114 Valley Street, Conference Room A | Portland, ME 04102

Remote:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83746486913?pwd=WWplCvksYLOkbafCTmn5gImQQlyHpP.1>

Passcode: 190105 | Webinar ID: 837 4648 6913

Phone: (646) 931-3860 | Telephone participants: *9 to raise hand, *6 to unmute

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (3:00)	Josh Remy, Committee Chair	N/A
2. Public Comment (3:00-3:05) The Finance Committee welcomes public comment. For items NOT listed on this agenda, the chair will recognize speakers at this point on the agenda. For items on the agenda, the chair will recognize public comment following the staff presentation. There is a 3-minute time limit per speaker.	Josh Remy, Committee Chair	Information
3. Approval of Meeting Minutes (3:00-3:05) The committee will be asked to approve minutes from the February 4, 2026 meeting of the Finance Committee.	Josh Remy, Committee Chair	ACTION
4. PACTS Transit Funding Formula (3:05 – 3:25) Andrew Clark, Transit Program Manager at GPCOG will present an overview of the PACTS Transit Funding Formula.	Andrew Clark, GPCOG Staff	Information
5. Fare Policy Analysis (3:25 – 3:55) Staff will present on the recently completed public outreach regarding Metro’s proposed fare policy changes and provide a follow-up to the preliminary recommendations for adjustment to the regional fare policy, including estimated impacts on ridership and revenue.	Mike Tremblay, Director of Transit Development	Information
6. Future Agenda Items (3:55 – 4:00) Committee members may request future agenda items. <ul style="list-style-type: none">• 2025 Financial Audit- June	Josh Remy, Committee Chair	Information

<ul style="list-style-type: none"> • Scarborough Pilot Service Budget Approval- June • Long Range Financial Forecasting- August • Funding Strategy for CIP- August • Fleet Replacement Schedule- August • Audit Services RFP Selection- August/September • Facility Funding Strategy Follow up- September • 2026 FTA Triennial Review- October/November • Review Financial Policies- October/November 		
<p>7. Upcoming Meetings (3:55 – 4:00)</p> <ul style="list-style-type: none"> • Plan/Ops Committee – May 20, 2026 at 10:30 am • Mkt/Coms Committee – May 20, 2026 at 3:30 pm • Advocacy Committee – May 21, 2026 at 3:00 pm • Executive Committee – May 27, 2026 at 3:30 pm 	<p>Josh Reny, Committee Chair</p>	<p>Information</p>
<p>8. Adjournment (4:00)</p>	<p>Josh Reny, Committee Chair</p>	<p>ACTION</p>

As of November 9, 2022 Greater Portland METRO is holding meetings of the Board of Directors (and its committees) in hybrid format, both in person at METRO’s offices and via webinar. The remote portions of all meetings are conducted in accordance with the requirements of [METRO’s Remote Participation Policy](#) (adopted August 25, 2022) as well as LD 1772, PL 2022 Ch. 666, and 1 MRSA Chapter 13, Subchapter 1.



Greater Portland Metro Finance Committee
Wednesday, February 4, 2026 at 3:00 pm
DRAFT Meeting Minutes:

Member:	Municipality:	Role:	Status:
Josh Reny	South Portland	Chair	Present
Paul Bradbury	Portland	Vice Chair	Present
Merrill Barter	Falmouth	Member	Present
Tom Poirier	Gorham	Member	Present
Ed Suslovic	Portland	Non-voting Attendee	Present

Staff Present	Identified Members of the Public
Shelly Brooks – Chief Financial Officer Glenn Fenton – Executive Director Chad Heid – Chief Transportation Officer Mike Tremblay- Director of Transit Planning Megan Hannan- Director of Gov Affairs & Comm Engagement	None

- I. **With a Quorum in place, this meeting was called to Order By:** Josh Reny at: 3:01 pm
- II. **Public Comment:**
 No members of public were present.
- III. **Approval of February 4, 2026 Draft Meeting Minutes:**
 Paul Bradbury motioned, seconded by Merrill Barter to approve the February 4, 2026 meeting minutes. After a roll call vote, the motion passed unanimously of those present.
- IV. **Financial Management Best Practices**
 Shelly Brooks presented Financial Management Best Practices developed to support the agency’s goal of maintaining clean audit opinions with no material weaknesses or significant deficiencies. The committee expressed interest in a refined Best Practices document that was less narrowly focused and provided detailed key performance indicators of transit industry metrics. Staff will work to revise the best practices document and bring back to the committee for further review.

V. Fare Policy Analysis:

Glenn Fenton presented the preliminary recommendations for adjustment to the regional fare policy, including estimated impacts on ridership and revenue. Staff estimate that the implementation of open fare payments will supplement some of the estimated revenue shortfall presented. The committee requested a cost analysis of both closed fare payments and open fare payments (when implemented).

VI. Facility Funding Strategy:

Megan Hannan reviewed the funding considerations Metro is evaluating for acquisition and construction of the new facility. Glenn discussed the importance of Maine Department of Transportation support for acquisition and construction of the new facility. Megan Hannah discussed Metro's application in February 2026 for the BUILD grant for planning and design related activities. Metro staff are preparing to submit applications for any and all federal NOFO that are applicable to the project.

The committee discussed additional considerations regarding the tolerable level of debt for the member municipalities with the project. Additionally, developing a plan for building a capital reserve to help soften the impact of the bond payments.

VII. Future Agenda Items Timeline:

Shelly Brooks reviewed the committee's future agenda timeline as requested at the February meeting.

- Fare Increase Analysis- May
- 2025 Financial Audit- May
- PACTS Transit Funding Formula- May
- Scarborough Pilot Service Budget Approval- May
- Board of Directors Meeting (No Committee Meetings)- June
- Summer Break- (No Board or Committee Meetings)- July
- Long Range Financial Forecasting- August
- Funding Strategy for CIP- August
- Fleet Replacement Schedule- August
- 2027 Budget Kick-Off- August
- 2027 Budget Review- September
- 2027 Budget Review/Approval- October (Possibly 2 Meetings)
- 2026 FTA Triennial Review- November
- 2027 TAN Financing Approval- November
- Procurement Policy Review- November
- Board of Directors Meeting- (No Committee Meetings)- December
- Facility Funding Strategy Follow-up- TBD

The committee and staff had a discussion and determined that the Facility Funding Strategy Follow-up item should come back for committee updates in September.

Future Agenda Items:

- Fare Increase Analysis- May
- 2025 Financial Audit- May
- PACTS Transit Funding Formula- May
- Scarborough Pilot Service Budget Approval- May
- Long Range Financial Forecasting- August
- Funding Strategy for CIP- August
- Fleet Replacement Schedule- August
- 2026 FTA Triennial Review- October/November
- Review Financial Policies- October/November
- Facility Funding Strategy Follow-up- TBD

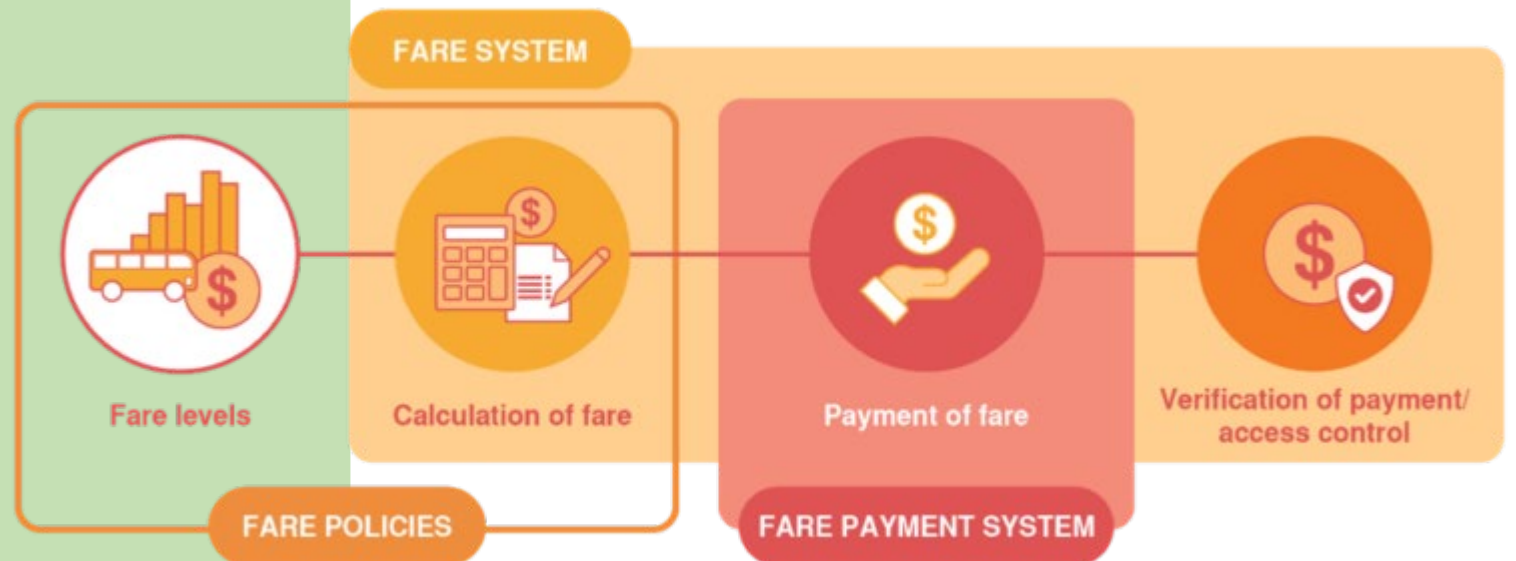
VIII. Upcoming Meetings:

- Mkt/Coms Committee – April 8, 2026 at 3:30 pm
- Plan/Ops Committee – April 15, 2026 at 10:30 am
- Advocacy Committee – April 16, 2026 at 3:00 pm
- Executive Committee – April 22, 2026 at 3:30 pm

IX. Adjournment: Paul Bradbury motioned, Tom Poirier seconded. Josh Reny adjourned the meeting at 4:15 pm.

GREATER PORTLAND METRO

Fare Policy Analysis Update



Fare Policy Analysis

Plan/Timeline

Timeline for evaluation

- Post RFP for consultant assistance (Nov 2025)
- Award contract for services (Dec 2025)
- Initial consult/data collection (Jan-Feb 2026)
- Draft recommendations (Mar-Apr 2026)
- Public Comment Period (Apr-May 2026)
- Final recommendation (May 2026)
- Implement approved changes (Jun-Jul 2026)

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Fare Policy Analysis

Project Update

Consultant: Four Nines Technologies

Tasks for Analysis

- Conduct Fare Analysis and Peer Review
- Make Fare Policy Recommendations
- Advise on Open Fare Payment Strategies
- Assess Addition of a Low-Income Reduced Fare Category



Fare Policy Analysis

Peer Agency Review

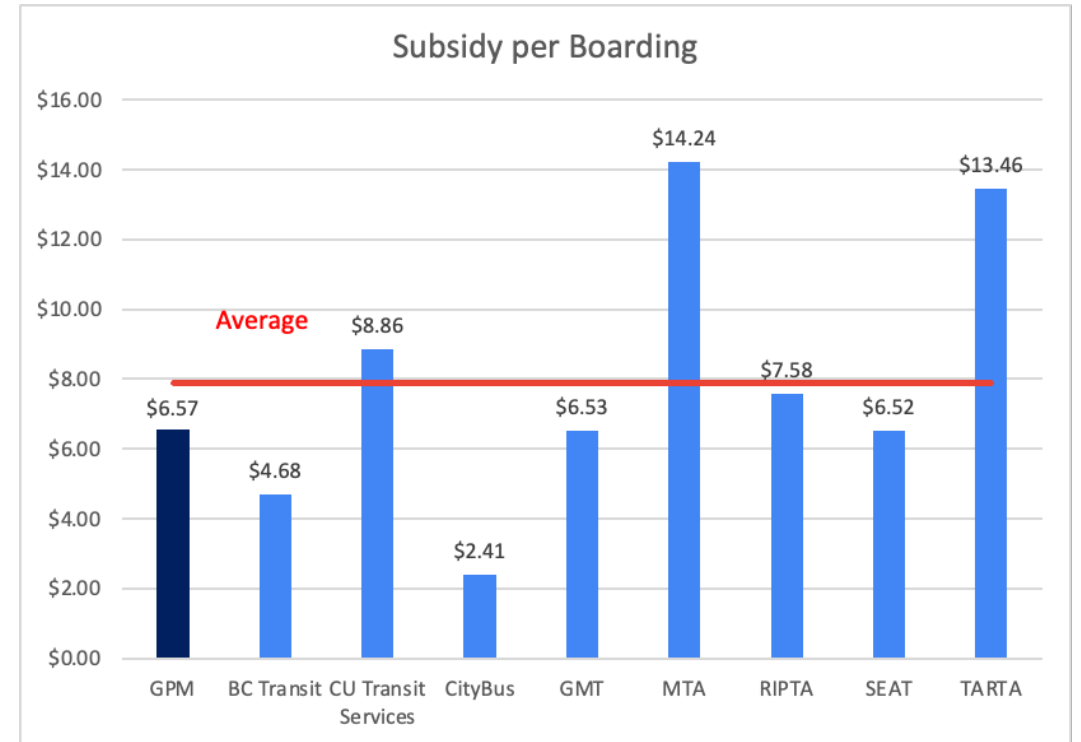
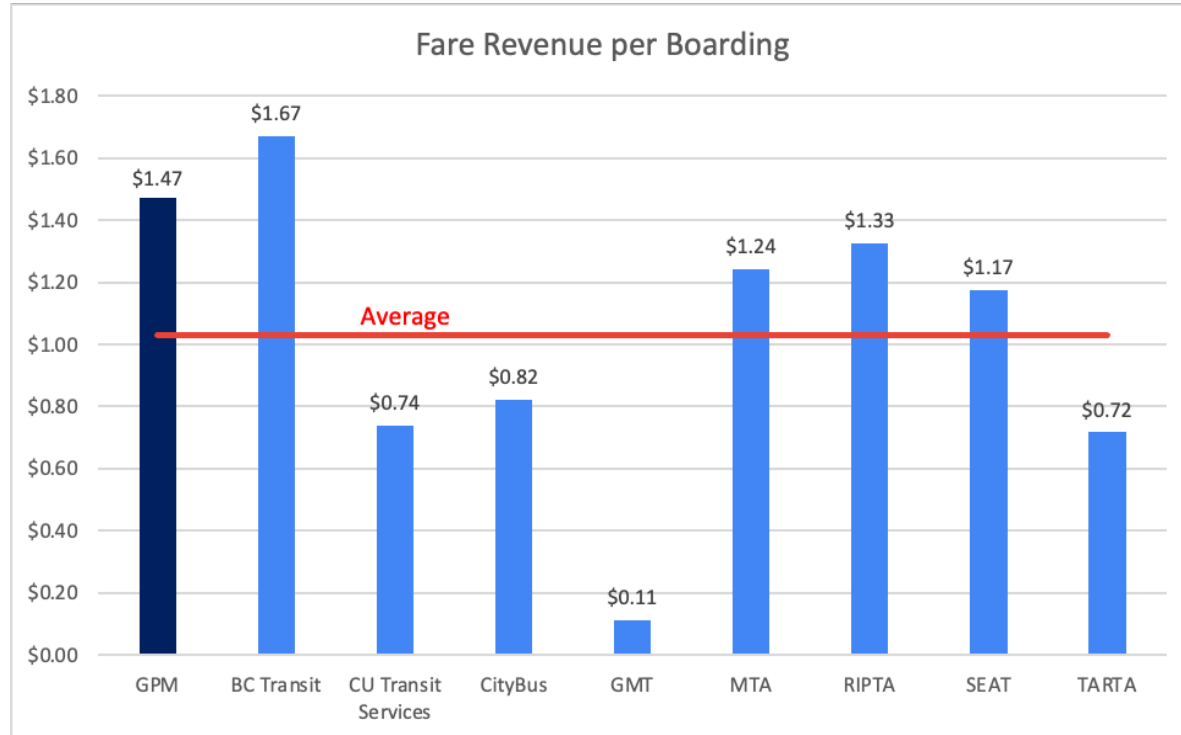
Peer Agencies:

<u>Region</u>	<u>Agency</u>	<u>Location</u>
New England	GMT (Green Mountain Transit)	Burlington, VT
New England	MTA (Manchester Transit Authority)	Manchester, NH
New England	RIPTA (Rhode Island Public Transit)	Providence, RI
New England	SEAT (Southeast Area Transit)	Preston, CT
Mid-Atlantic	BC Transit (Broome County)	Binghamton, NY
Midwest	CityBus (Greater Lafayette)	Lafayette, IN
Midwest	TARTA (Toledo Area Regional Transit)	Toledo, OH
Midwest	CU Transit (City of Springfield)	Springfield, MO

Fare Policy Analysis

Peer Agency Review

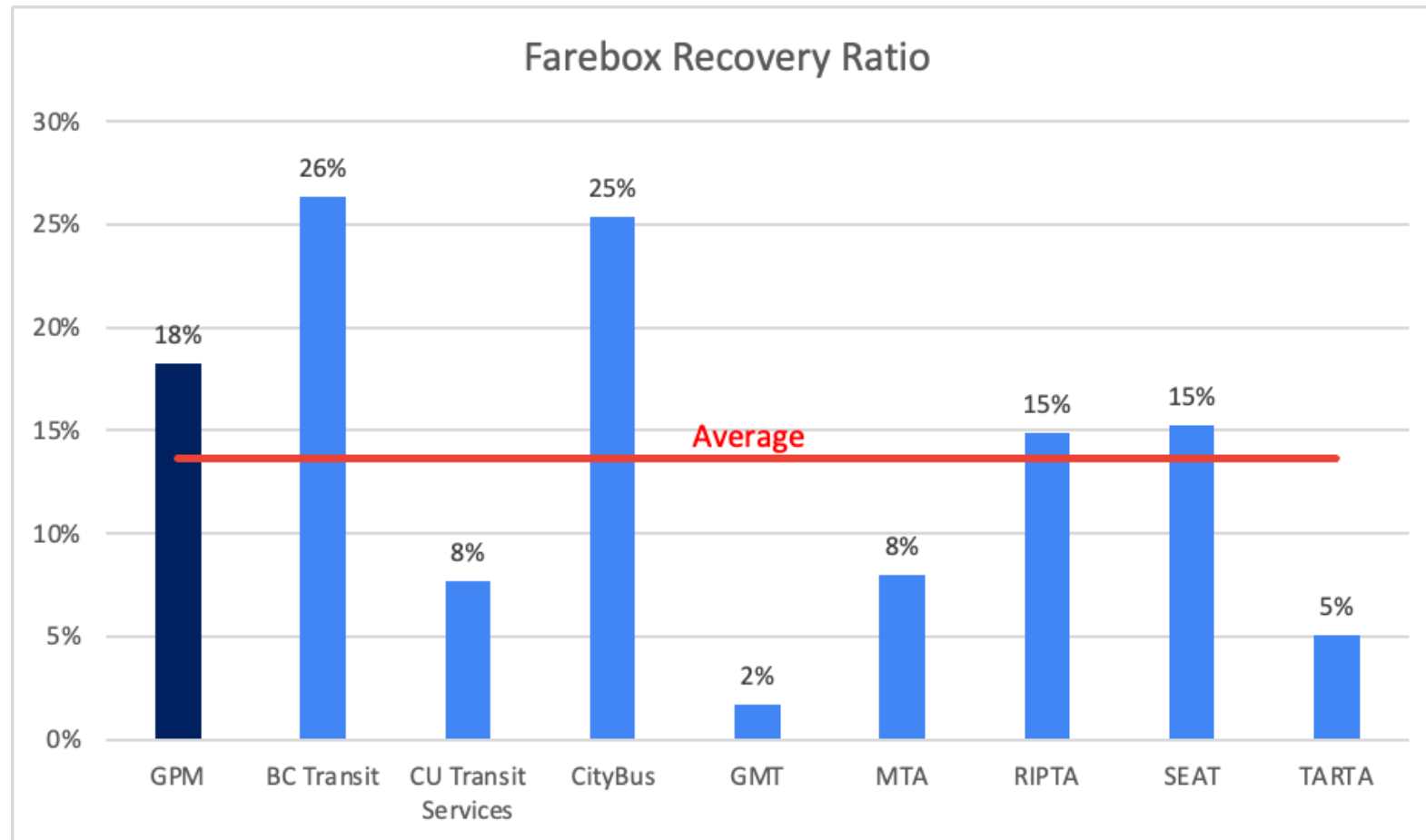
Per boarding comparison:



Fare Policy Analysis

Peer Agency Review

Fare recovery comparison:



Fare Policy Analysis

Peer Agency Review

Fare Comparison:

Agency	Location	Full Fare Single-Ride Fare	Transfers
Greater Portland Metro	Portland, ME	\$2.00	Free transfers within 90 mins (no transfers with cash on board)
Broome County	Binghamton, NY	\$2.00	Free transfers for a one-way trip
City of Springfield	Springfield, MO	\$1.00	\$0.25
Greater Lafayette Public Transportation	Lafayette, IN	\$2.00	Free transfers within 2 hours
Green Mountain Transit Authority	Burlington, VT	\$2.00	No transfers
Manchester Transit Authority	Manchester, NH	\$2.00	No transfers
Rhode Island Public Transit Authority	Providence, RI	\$2.00	Free transfers within 1 hour (no transfers with cash on board)
Southeast Area Transit District	Preston, CT	\$1.75	Free transfers for a one-way trip
Toledo Area Regional Transit Authority	Toledo, OH	\$1.50	Free transfers within 2 hours
Average		\$1.81	-

Fare Policy Analysis

Peer Agency Review

Key Findings:

- GPM's farebox recovery is above average, with high fare revenue per passenger and low subsidy per passenger compared to peers.
- GPM's single ride fare is at the top of the range amongst peers. The majority of GPM's peers also have a \$2.00 adult single ride fare on local routes, yet most of the agencies with a \$2.00 fare allow free transfers with the single ride fare.
- Three of the eight peers have implemented a fare change since 2020.
- GPM's fare structure matches peer agencies with single ride, day, and monthly passes/caps. A small number (3 including GPM) offer multi-ride tickets. GPM and four peer agencies also offer fare capping matching their pass product structure.
- GPM's discounts for youth, seniors and people with disabilities are in line with those offered by the peer agencies. GPM also offers a discount for veterans; only Broome County and TARTA do this. RIPTA is the only peer agency which offers a discount based on income level.
- Most peer agencies offer a university or college pass program while fewer peer agencies offer an employer pass program.

Fare Policy Analysis

Recommendations

Seek public comment on these proposed changes to Metro's fare policy:

Fare Adjustments

Base Fare: Raise base fare from \$2.00 to \$2.25 for full-fare riders (a 12.5% increase).

Reduced Fare: Raise the reduced fare from \$1.00 to \$1.10 for eligible riders (a 10% increase).

Fare Caps

Monthly Fare Cap (Full Fare): Increase the monthly cap to \$65 (currently \$60).

Daily Fare Cap (Full Fare): Increase the daily cap to \$6.50 (currently \$6.00).

To safeguard vulnerable populations, staff suggest keeping the Reduced Fare caps at their current levels: \$3.00 (Daily) and \$30.00 (Monthly).

Passes

Discontinue the ten-ride pass and enable passback for riders using fare-capping.

Fare Policy Analysis

Revenue/Ridership Estimates

- Fare revenue increase estimated to be 10% (\$110k for 2026).
- Ridership decrease estimated to be -1.8% (-13,200 for 2026).
- Metro's 2026 budget includes \$256k increase in fare revenue vs 2025 actuals.
- Current estimated fare revenue shortfall **\$146k** for 2026.

Note: Additional refinement of data is needed to confirm estimates based on contract timing and other factors.

Fare Policy Analysis

Next Steps

- Virtual/In-person Public Meetings – (April 2026)
- Planning/Operations Committee Review – (April 15)
- Draft Recommendations to Executive Committee – (April 22)
- Public Comment Period Ends (Week of May 4)
- Finance Committee Second Review – (May 6)
- Final Recommended Fare Policy to Executive Committee – (May 28)
- Board Final Approval (June 25)
- Implementation (July-August)



Finance Committee

AGENDA ITEM 4

DATE

May 6, 2026

SUBJECT

PACTS Regional Transit Funding Policy

PURPOSE

Inform the Finance Committee on the way the federal funding is distributed to transit providers in the PACTS region.

BACKGROUND/ANALYSIS

Annually FTA apportionments for transit funding are provided for each urbanized area. FTA regulations requires that the MPO for each urbanized area (UZA) develop a process for distributing FTA funding to eligible transit agencies.

In November 2024 PACTS Policy Board approved a Regional Transit Funding Policy that specifies how funding in the PACTS region will be distributed. This new “formula” replaced the previous method which involved a less structured process called the Five Year Capital Operating Plan (FYCOP).

Since Metro receives more than 40% of its revenue from FTA funding, the way that funding is distributed through the PACTS process can have a major impact on Metro’s ability to fund operations and capital projects.

Andrew Clark, is the Transit Program Manager for GPCOG and the primary staff person tasked with facilitating the Regional Transit Funding Policy. He will present on how the policy was developed and the inputs to the formula that impact the amount of funding that each agency receives.

FISCAL IMPACT

For 2026 Metro will receive 100% of its budgeted federal funding. This includes; 5307 formula funding, set-aside discretionary funding and an inter-agency funding transfer.

RECOMMENDATION

Information only.

ATTACHMENTS

Attachment A – PACTS Regional Transit Funding Policy

CONTACT

Glenn Fenton

Executive Director

(207) 517-3025

gfenton@gpmetro.org

PACTS Regional Transit Funding Policy

This policy describes the methodology for suballocating regional transit funding for the Portland, Maine urbanized area among the region's transit agencies. This policy was cooperatively developed by the region's transit agencies and PACTS' Transit Task Force, Regional Transportation Advisory Committee (RTAC), and Policy Board; and adopted by the Policy Board at its November 2024 meeting. This document is available at gpcog.org/548/Transit-Funding.

The policy is applicable to the following regional transit funding sources:

- **Section 5307**—Urbanized Area Formula Grants
- **Section 5310**—Enhanced Mobility of Seniors and Individuals with Disabilities Formula Grants
- **Section 5337**—State of Good Repair Formula Grants
- **Section 5339(a)**—Bus and Bus Facilities Formula Grants

The amounts for each source to be suballocated are as apportioned by the Federal Transit Administration (FTA) as published at transit.dot.gov/funding/apportionments.

Eligible agencies include any eligible recipient of the above regional transit funding sources providing service to and/or within the PACTS region.

Section 5307

Transit System Enhancement Set-Aside

Annually, 12 percent of the region's Section 5307 apportionment is available to be awarded to projects through a competitive application process in accordance with PACTS' Transit System Enhancement set-aside policy.

Any unawarded balance in the Transit System Enhancement set-aside is carried forward and made available under the next call for projects. Optionally, the Transit Task Force may recommend to RTAC and the Policy Board for consideration and approval that this unawarded balance or a portion thereof be suballocated through the regional Section 5307 formula as described below.

Regional Section 5307 Formula

Annually, 88 percent of the region's Section 5307 apportionment is suballocated through a formula based on the following four metrics as described below:

Ridership

Forty percent of the funding suballocated through the regional Section 5307 formula is suballocated based on ridership.

For the purpose of this policy, "ridership" is defined as an agency's allocation of unlinked passenger trips to the Portland, Maine urbanized area as reported by the agency to FTA's National Transit Database (NTD) on Form FFA-10 and as published by NTD in its Federal Funding Allocation annual database (for example, see transit.dot.gov/ntd/data-product/2022-annual-database-federal-funding-allocation).¹

In the event of a discrepancy between ridership data as reported by the agency to NTD on Form FFA-10 and as published by NTD in its Federal Funding Allocation annual database, the data as published by NTD shall take precedence.

This funding is suballocated based on three years of ridership data: the two most recent years available as published in NTD's Federal Funding Allocation annual database, corresponding to two and three years prior to the year being suballocated; and the most recent year as self-reported by each agency and consistent with what has been or can be reasonably expected to be submitted to NTD, corresponding to one year prior to the year being suballocated.

This funding is suballocated proportionally to each agency according to each agency's three-year average percentage of the total regional ridership.

- ***Special policy for FFY 2025:*** *In suballocating the region's FFY 2025 transit funding, this funding will be suballocated proportionally to each agency according to each agency's 2023–2024 two-year average percentage of the total regional ridership.*

Vehicle Revenue Hours

Twenty percent of the funding suballocated through the regional Section 5307 formula is suballocated based on vehicle revenue hours.

For the purpose of this policy, "vehicle revenue hours" is defined as an agency's allocation of vehicle revenue hours to the Portland, Maine urbanized area as reported by the agency to NTD on Form FFA-10 and as published by NTD in its Federal Funding Allocation annual database.¹

¹ This figure may not reflect an agency's total ridership, vehicle revenue hours, directional route miles, or vehicle revenue miles as that agency may provide additional service beyond the Portland, Maine urbanized area.

In the event of a discrepancy between vehicle revenue hours data as reported by the agency to NTD on Form FFA-10 and as published by NTD in its Federal Funding Allocation annual database, the data as published by NTD shall take precedence.

This funding is suballocated based on three years of vehicle revenue hours data: the two most recent years available as published in NTD's Federal Funding Allocation annual database, corresponding to two and three years prior to the year being suballocated; and the most recent year as self-reported by each agency and consistent with what has been or can be reasonably expected to be submitted to NTD, corresponding to one year prior to the year being suballocated.

This funding is suballocated proportionally to each agency according to each agency's three-year average percentage of the total regional vehicle revenue hours.

- **Special policy for FFY 2025:** *In suballocating the region's FFY 2025 transit funding, this funding will be suballocated proportionally to each agency according to each agency's 2023–2024 two-year average percentage of the total regional vehicle revenue hours.*

Population and Jobs Near Transit Stops and Stations

Twenty percent of the funding suballocated through the regional Section 5307 formula is suballocated based on population and jobs near transit stops and stations.

For the purpose of this policy, "population" is defined as the number of people living near transit stops and stations, and is determined by census block group as published by the Five-Year American Community Survey (ACS) from the US Census Bureau.

For the purpose of this policy, "jobs" is defined as the number of jobs by workplace address near transit stops and stations, and is determined by census block group as published by the LEHD Origin-Destination Employment Statistics (LODES) Dataset from the US Census Bureau.

For the purpose of this policy, "near" is defined as within a 0.25-mile buffer of bus service stops and stations, and within a 0.5-mile buffer of fixed-guideway service stops and stations.

For the purpose of this policy, "transit stops and stations" are those published by each agency in its GTFS feed and located within the PACTS region.

This funding is suballocated based on the three most recent years of demographic data as published by the US Census Bureau and GTFS data as published by each agency, and as presented by the Remix transit planning platform, corresponding to one to three years prior to the year being suballocated. Data are retrieved on July 1 annually.

This funding is suballocated proportionally to each agency according to each agency's three-year average percentage of the total regional population and jobs near transit stops and stations.

- **Special policy for FFY 2025:** *In suballocating the region's FFY 2025 transit funding, this funding will be suballocated proportionally to each agency according to each agency's 2023–2024 two-year average percentage of the total regional population and jobs near transit stops and stations.*

Low-Income Population Near Transit Stops and Stations

Twenty percent of the funding suballocated through the regional Section 5307 formula is suballocated based on low-income population near transit stops and stations.

For the purpose of this policy, "low-income population" is defined as the number of people living near transit stops and stations and falling below the poverty threshold, and is determined by census block group as published by the Five-Year American Community Survey (ACS) from the US Census Bureau.

For the purpose of this policy, "near" is defined as within a 0.25-mile buffer of bus service stops and stations, and within a 0.5-mile buffer of fixed-guideway service stops and stations.

For the purpose of this policy, "transit stops and stations" are those published by each agency in its GTFS feed and located within the PACTS region.

This funding is suballocated based on the three most recent years of demographic data as published by the US Census Bureau and GTFS data as published by each agency, and as presented by the Remix transit planning platform, corresponding to one to three years prior to the year being suballocated. Data are retrieved on July 1 annually.

This funding is suballocated proportionally to each agency according to each agency's three-year average percentage of the total regional low-income population near transit stops and stations.

- **Special policy for FFY 2025:** *In suballocating the region's FFY 2025 transit funding, this funding will be suballocated proportionally to each agency according to each agency's 2023–2024 two-year average percentage of the total regional low-income population near transit stops and stations.*

Section 5310

The region's Section 5310 funding is awarded to projects based on the discussion and recommendation of the Transit Task Force. This discussion and recommendation is informed by eligible projects as identified and proposed by GPCOG's [Community Transportation Leaders](#) and the Transit Task Force.

Section 5337

Regional Section 5337 Formula

Annually, 100 percent of the region's Section 5337 apportionment is suballocated through a formula based on the following two metrics as described below:

Directional Route Miles

Forty percent of the funding suballocated through the regional Section 5337 formula is suballocated based on directional route miles.

For the purpose of this policy, "directional route miles" is defined as an agency's allocation of directional route miles for fixed guideway greater than or equal to seven years old for the Portland, Maine urbanized area as reported by the agency to FTA's National Transit Database (NTD) on Form FFA-10 and as published by NTD in its Federal Funding Allocation annual database.¹

In the event of a discrepancy between directional route miles data as reported by the agency to NTD on Form FFA-10 and as published by NTD in its Federal Funding Allocation annual database, the data as published by NTD shall take precedence.

This funding is suballocated based on one year of directional route miles data: the most recent year available as published in NTD's Federal Funding Allocation annual database, corresponding to two years prior to the year being suballocated.

This funding is suballocated proportionally to each agency according to each agency's one-year percentage of the total regional directional route miles.

Vehicle Revenue Miles

Sixty percent of the funding suballocated through the regional Section 5337 formula is suballocated based on vehicle revenue miles.

For the purpose of this policy, "vehicle revenue miles" is defined as an agency's allocation of vehicle revenue miles for fixed guideway greater than or equal to 7 years old for the Portland, Maine urbanized area as reported by the agency to FTA's National Transit Database (NTD) on Form FFA-10 and as published by NTD in its Federal Funding Allocation annual database.¹

In the event of a discrepancy between vehicle revenue miles data as reported by the agency to NTD on Form FFA-10 and as published by NTD in its Federal Funding Allocation annual database, the data as published by NTD shall take precedence.

This funding is suballocated based on one year of vehicle revenue miles data: the most recent year available as published in NTD’s Federal Funding Allocation annual database, corresponding to two years prior to the year being suballocated.

This funding is suballocated proportionally to each agency according to each agency’s one-year percentage of the total regional vehicle revenue miles.

Section 5339(a)

The region's Section 5339(a) funding is awarded to projects based on the discussion and recommendation of the Transit Task Force. This discussion and recommendation is informed by eligible projects as identified and proposed by GPCOG's Community Transportation Leaders and the Transit Task Force.

Review and Adjustment of Preliminary Suballocations

The outputs of the regional Section 5307 and Section 5337 formulas are considered preliminary and are subject to review, discussion, and adjustment by the Transit Task Force prior to submitting draft suballocations to RTAC and the Policy Board for review and approval.

The projects identified and proposed for Section 5310 and Section 5339(a) are considered preliminary and are subject to review, discussion, and recommendation by the Transit Task Force prior to submitting draft suballocations to RTAC and the Policy Board for review and approval.

Preliminary suballocations are adjusted according to the following steps:

1. Adjustment of Section 5307 and Section 5337 Funding due to Insufficient Local Match

If the output of the regional Section 5307 and/or Section 5337 formulas exceeds or is equal to the maximum federal funding amount that agency is able to receive due to insufficient local match, that agency shall indicate the maximum federal funding amount it is able to receive, and the excess funding is redistributed to the remaining agencies according to the regional Section 5307 and/or Section 5337 formulas.

2. Cross-Agency Transfer of Section 5307 and Section 5337 Funding due to Insufficient Federal Funding

An agency may request a cross-agency transfer of Section 5307 and/or Section 5337 funding. The requesting agency shall document the funding amount requested and the reason for the request.

Another agency may agree to participate in the requested cross-agency transfer of Section 5307 and/or Section 5337 funding, subject to it being eligible and willing to do so.

3. Redistribution of Section 5310 and Section 5339(a) Funding due to Residual Funding Available

Any residual Section 5310 and/or Section 5339(a) funding remaining after the Transit Task Force discusses and recommends projects for funding is redistributed among the agencies eligible and willing to receive Section 5310 and/or Section 5339(a) funding, proportional to each agency's share of the preliminary output of the regional Section 5307 formula relative to the total preliminary output of the regional Section 5307 formula of those agencies eligible and willing to receive Section 5310 and/or Section 5339(a) funding.

Projections

To help monitor anticipated performance trends and estimate Section 5307 and Section 5337 funding levels, for planning purposes only the metrics utilized in the regional Section 5307 and Section 5337 formulas are projected as described below:

- Agencies submit future-year *ridership* and *vehicle revenue hours* projections.
- Staff assume a constant level in projecting *population and jobs near transit stops and stations* and *low-income population near transit stop and stations*.
- Staff assume a constant level in projecting *directional route miles* and *vehicle revenue miles*.

These projections are used for planning purposes only, and therefore are not used to determine funding for the year being suballocated.

Split Letter

Accompanying each annual submission of draft suballocations to RTAC and the Policy Board for review and approval, staff will submit a draft letter documenting the split of Section 5307, Section 5310, Section 5337, and Section 5339(a) funding for the Portland, Maine urbanized area among the designated recipients.

Upon review and approval by RTAC and the Policy Board, staff will distribute the split letter for signature by each designated recipient and submit it to FTA.

Monitoring Funding Trends and Patterns

Accompanying each annual submission of draft suballocations to RTAC and the Policy Board for review and approval, staff will submit a summary of the following: trends in the region's total apportionment, trends of each agency's performance in the metrics utilized in the regional Section 5307 and Section 5337 formulas, preliminary outputs of the regional Section 5307 and Section 5337 formulas, availability of local match, cross-agency transfers, and progress toward regional goals.

This information is intended to inform discussions at the Transit Task Force, RTAC, and Policy Board levels regarding the efficacy of this policy.

Review and Amendment

This policy shall, to the extent practicable, be held in alignment with the goals and priorities of the region's long-range transportation plan and other major regional transit planning efforts. This policy shall be reviewed for amendment upon the adoption of a new long-range transportation plan or other major regional transit planning effort, to include a discussion by the Transit Task Force and an update to RTAC and the Policy Board. This policy may then be amended at the recommendation of the Transit Task Force, RTAC, or Policy Board, subject to discussion by the Transit Task Force and review and approval by RTAC and the Policy Board.

This policy shall be reviewed for amendment upon the change in an agency's status as an FTA designated recipient, to include a discussion by the Transit Task Force and an update to RTAC and the Policy Board. This policy may then be amended at the recommendation of the Transit Task Force, RTAC, or Policy Board, subject to discussion by the Transit Task Force and review and approval by RTAC and the Policy Board.

This policy shall not be reviewed for amendment prior to September 2026, except as otherwise permitted by some other provision of this section. Thereafter, this policy may be amended from time to time at the recommendation of the Transit Task Force, RTAC, or Policy Board, subject to discussion by the Transit Task Force and review and approval by RTAC and the Policy Board.

Annual Timeline

This policy is operationalized according to the following annual timeline:

<p>September RTAC</p>	<p><i>At least two weeks before the meeting:</i></p> <ul style="list-style-type: none"> • Transit agencies submit their Transit Projects Catalogs—documenting Section 5307 and Section 5337-funded projects for inclusion in the draft TIP, based on projected future-year suballocations—to staff. • Staff compile agency submissions into the draft Regional Transit Projects Catalog and incorporate Section 5310 and Section 5339(a) funding. <p>• RTAC reviews the draft Regional Transit Projects Catalog.</p> <p>• RTAC recommends the above to Policy Board for approval.</p>
<p>September Policy Board</p>	<ul style="list-style-type: none"> • Policy Board approves the Regional Transit Projects Catalog. <p><i>No later than one week after the meeting:</i></p> <ul style="list-style-type: none"> • Staff submit the Regional Transit Projects Catalog to MaineDOT for inclusion in the Work Plan and STIP.
<p>January Transit Task Force</p>	<ul style="list-style-type: none"> • Staff request ridership and VRH data (current-year data and future-year projections) from agencies. • Staff request agencies begin to identify projects for Section 5310 and 5339(a) funding.
<p>March RTAC</p>	<ul style="list-style-type: none"> • RTAC reviews draft TIP. • RTAC recommends the above to Policy Board for approval.
<p>March Transit Task Force</p>	<p><i>At least two weeks before the meeting:</i></p> <ul style="list-style-type: none"> • Transit agencies submit ridership and VRH data to staff. • Staff compile data from NTD, Remix, and agencies; projects from agencies; and apportionment amounts from FTA to determine preliminary suballocations. <p>• Transit Task Force recommends Section 5310 and Section 5339(a) projects for funding.</p> <p>• Transit Task Force reviews preliminary suballocations and adjusts, if necessary:</p> <ul style="list-style-type: none"> - Adjustment of Section 5307 and/or Section 5337 funding due to insufficient local match - Cross-agency transfer of Section 5307 and/or Section 5337 funding due to insufficient federal funding (Another agency may agree to participate in the requested transfer during or after the meeting.) - Redistribution of Section 5310 and/or Section 5339(a) funding due to residual funding available <p>• Transit Task Force considers suballocating TSE set-aside balance (or portion thereof) through the regional Section 5307 formula (subject to review and approval by RTAC and the Policy Board).</p>

<p>March Policy Board</p>	<ul style="list-style-type: none"> • Policy Board approves TIP.
<p>April Transit Task Force</p>	<p><i>No later than two weeks before the meeting:</i></p> <ul style="list-style-type: none"> • Transit agencies submit cross-agency transfer agreements to staff.
	<ul style="list-style-type: none"> • Transit Task Force reviews and agrees to draft suballocations. <p><i>No later than one week after the meeting:</i></p> <ul style="list-style-type: none"> • Staff draft a split letter documenting the draft suballocations. • Staff determine whether TIP amendments or modifications, if any, are necessary.
<p>May RTAC</p>	<ul style="list-style-type: none"> • RTAC reviews draft suballocations and draft split letter. • RTAC reviews TIP amendments, if necessary. • RTAC recommends the above to Policy Board for approval.
<p>May Policy Board</p>	<ul style="list-style-type: none"> • Policy Board approves final suballocations and draft split letter. • Policy Board approves TIP amendments, if necessary.
<p>June</p>	<ul style="list-style-type: none"> • Transit agencies submit their revised Transit Projects Catalog—based on final suballocations—to staff. • Staff and MaineDOT make administrative modifications to TIP and STIP. • Staff distributes the split letter for signature and submits it to FTA.
<p>July</p>	<ul style="list-style-type: none"> • Transit agencies and MaineDOT set up grants in TrAMS.