

Intercity Transit Fare Change Process

- **What are the local requirements?**
- **Are there any Federal Requirements?**
- **Are there future Federal Requirement considerations?**
- **Title VI Program**
- **Recommended process.**

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Intercity Transit Bylaws:

V. MEETINGS

5.4 Public Hearings. Public hearings may be scheduled by the Authority at such times and at such places as the Authority determines to be appropriate to specifically solicit public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare;
- a substantial change in transit service;
- presentation of the annual budget;
- Federal Transit Administration grant applications;
- Transportation Improvement Program;
- American's With Disabilities Act Plan Update;
- updates on the six year Transit Development Plan;
- environmental impact reviews.

Public notice shall be given at least two weeks in advance, unless otherwise required by Federal or State regulations. (Res. 2-93; Res. 1-96)

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- **Are there any Federal Requirements:**

No. Not currently.

A fare equity analysis is a requirement of FTA for any **large urban system** and would apply to all fare changes regardless of amount and regardless of an increase or decrease. So the good news is that Intercity Transit currently (as a small urban system with a population under 200,000) is not subject to the requirements of a fare equity analysis.

Interesting note: A fare reduction or change (even if intended to be temporary) that is in place for more than six months would be considered by FTA to be permanent.

- A fare equity analysis – when required – is submitted to FTA as part of the Title VI program.
- Intercity Transit will likely be subject to the large urban requirements following the next Census tabulation (2022-2023)

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- **Are there future Federal Requirement Considerations:**

Yes.

As noted, it is likely our change from a **small urban** designation to a **large urban** designation will be formalized in the next three years. In addition to fare changes, a “large urban” designation will result in a number of new requirements including a more comprehensive review of all future proposed fare and service changes, as well as new criteria being used to determine our formula funds (apportionment) that come directly to Intercity Transit.

- **Note:** We expect to have many discussions with the Authority about how the large urban designation change will impact how we plan, analyze, and implement service changes **and** communicate those changes with the community and FTA through our Title VI program. More to come on this later!

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- **Intercity Transit's Title VI Program:**

Do we need to do anything specific? “Yes” and “sort of”

Intercity Transit's Title VI Program:

Inclusive Public Participation Practices

Focused on a broad social, ethnic, age and economic spectrum which makes up the population of our service area. IT routinely uses a variety of communication tools that:

- a) include a direct reference to the agency's adherence to Title VI requirements; and
- b) by their nature and means of dissemination are intended not only to reach a broad social and economic spectrum of our service area population and the market place for vendor product and services, but also are tools which are intentionally non-exclusionary in any way.

IT maximizes public engagement in the following ways:

- Website
- Public Comment forms at Board meetings
- Transit Guides
- Rider News and Alerts
- Customer Comment Opportunities at OTC, the IT business office, online, by phone, and through email.
- GovDelivery

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- **Recommended Process:**

- Staff has recommended that we add a separate Public Hearing (November 20th) as part of our consideration of the “Zero-Fare” demonstration as it related to “a change to our fares”.
- There is no specific FTA requirements outside of our “inclusive communications practices” -from a Title VI perspective- but we are doing extensive outreach using all the channels typically noted in our Title VI Program including formal (legal) notice as well as direct communications with our community and riders.
- Staff will present a Resolution for Authority consideration as part of the formal process of establishing the **five year zero fare demonstration project**. The Resolution provides an opportunity to highlight the public process, analysis to date, and reserve the existing underlying fare structure in the event the Authority wants to reconsider. The Resolution can also prescribe periodic review of the demonstration project (via Strategic Plan) to confirm the projects goals.
- Adoption will be scheduled, in order, with the separate but related approval of the 2020 budget and the 2020 Strategic Plan, which addresses specifically the Zero Fare demonstration project.