



**LANTA Finance & Administration Committee
Agenda
March 7, 2023**

1. Call to Order
 2. Public Comment
 3. Review and Recommendation – Financial Statements January 2023 subject to audit
 4. Procurements
 - A. Status Update – Printing Services
 - B. Status Update – Fare Collection System Upgrade
 - C. Status Update – Legal Services
 5. Actions
 - A. Review and Recommendation – Title VI Plan Submission
 - B. Review and Recommendation – Title VI Definitions
 6. Other Items
 - A. Pension Contribution Adjustments
 7. Adjournment
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Lehigh and Northampton Transportation Authority

TO: Owen O'Neil, Executive Director and Authority Members
FROM: Nicole L. Ozoa, Director of Finance
DATE: March 6, 2023
SUBJECT: Unaudited January 2023 Financial Statement

Attached for your review are the unaudited financial statements for the period ended January 31, 2023, for LANtaBus, LANtaVan and Carbon Transit.

Items of Interest:

- LANTA's portion of the Line of Credit Balance as of February 28th stands at \$0 of an available \$6,000,000. The balance in the combined LANTA general checking account stands at \$164K. State ACT 89 funds due to LANTA for FY 22/23 are current. The balance in the ACT 44 checking account stands at \$19,043,421. The account is currently underfunded by approximately \$1.2M. In addition, approximately \$1.9M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
 - State Shared Ride/PWD - \$724,741 (THRU 1/31/2023)
 - Lehigh County MATP - \$310,871 (THRU 1/31/2023)
 - Northampton County MATP - \$181,237 (THRU 1/31/2023)
 - Federal Capital/Ops Funding - \$1,804,388 (THRU 1/31/2023)
 - State Capital Funding - \$698,549 (THRU 1/31/2023)
- The balance in the Carbon's general checking account stands at approximately \$193K. The balance in the Carbon's Act 44 checking account stands at \$124K. The account is currently overfunded by approximately \$124K. State ACT 89 funds due to Carbon for FY 22/23 are current. In addition, approximately \$729K are currently owed to CT from the following sources:
 - State Shared Ride/PWD - \$125,808 (THRU 1/31/2023)
 - Carbon County MATP - \$603,690 (THRU 1/31/2023)
- Fulton Financial ACT 72 Letter for period ended 1/31/2023 has been received and all bank accounts are in compliance.
- 2023/2024 Preliminary Budget data is being prepared. Departmental meetings will be conducted over the next two weeks to assist in the completion of LANTA 2023/2024 Budgets.

LANTA's Health Insurance expense is currently the single largest expense outside of salary and wages. MTD & YTD Health Insurance expense:

	MTD Actual	Fiscal YTD Actual	Fiscal YTD Budget
Net Health Insurance	\$182,179	\$3,374,856	\$3,585,812

The current health insurance participation census stands at 104 Employee Only; 76 Employee Plus 1; 38 Employee Plus 2; 32 Employee Plus 3 and 28 Employee Plus 4 or more.

LANtaVan Accounts Receivable Aged Invoice Report - January 31, 2023							
	Total	Current	30 Days	60 Days	90 Days	120 Days +	
Lehigh County MATP	\$ 167,935	\$ 90,973	\$ (48,648)	\$ 5,411	\$ 14,945	\$ 105,255	
Northampton County MATP	\$ 85,777	\$ 34,542	\$ 714	\$ 13,166	\$ -	\$ 37,354	
Other(PaDOT Shared Ride;PwD)	\$ 572,104	\$ 351,919	\$ 190,264	\$ 21,563	\$ 402	\$ 7,956	
Total AR December 31, 2022	\$ 825,815	\$ 477,435	\$ 142,330	\$ 40,139	\$ 15,347	\$ 150,564	
	100%	57.81%	17.24%	4.86%	1.86%	18.23%	
Total AR December 31, 2022	\$ 484,066	\$ 278,016	\$ 40,139	\$ 15,347	\$ 39,392	\$ 111,172	
	100%	57.43%	8.29%	3.17%	8.14%	22.97%	
AR Change	\$ 341,749	\$ 199,419	\$ 102,191	\$ 24,792	\$ (24,045)	\$ 39,392	
	70.60%	71.73%	254.59%	161.54%	-61.04%	35.43%	

Accounts Payable Aged Invoice Report - January 31, 2023							
	Total	Current	30 Days	60 Days	90 Days	120 Days +	
LANtaBus	\$ 1,656,651	\$ 1,505,071	\$ 84,917	\$ 13,353	\$ 1,800	\$ 51,511	
LANtaVan	\$ 338,672	\$ 317,952	\$ 2,626	\$ 9,157	\$ 861	\$ 8,076	
CCCT	\$ 144,087	\$ 141,736	\$ 759	\$ 1,494	\$ 98	\$ -	

LANtaBus

Year-to-date revenues for the fixed route division totals \$1,135,667. This represents a 24.87 percent increase from the current year budget projection of \$909,487. Fare collection revenue is currently running above budget projections by approximately \$168K, a 27.81 percent increase from the budget projection of \$603,330. The Other Revenue section, which includes Advertising Revenue, is below the current year budget projection by approximately \$4K. This is due to the increase in the contract amount for 2023. The budget amount for advertising revenue reflects the guaranteed contract amount. The amount of recognized revenue reflects the final amount of guaranteed revenue for the closeout of the contract year for 2022.

Year-to-date expenses for the fixed route division totals \$25,102,286. This represents a 9.0 percent increase from the current year budget projection of \$23,030,025. As of the current fiscal period, Labor & Fringe Benefits, Materials and Supplies, Utilities and Services are the top expense variables contributing to the budget variances. These categories, as well as all variables, will be continually monitored with further investigation occurring as required. The first area to be examined in detail is the area of Labor and Fringe Benefits. Sick and vacation accruals were reset as of January 1, 2023, and actual expense aligns with budget with little variance. Actual wages are above budgeted amounts by approximately \$587K. Collectively, total Labor and Fringe Benefits is above current budget projections by \$167K, resulting in a 0.97 percent negative budget variance. Health Insurance expense is currently running approximately \$211K below budget. A total of \$477,271 in stop loss reimbursements has been received through January 31st. The second area of variance to be detailed is Materials and Supplies. Materials and Supplies is continuing above budget projections by approximately \$1.1M. This continues to be attributed to the current year budget projection, allocation, and costs incurred for the Vehicle Overhaul Program. Current year expense for both Physical Damage and Liability and Property Damage insurance is running approximately \$18K above budget. Approximately \$55K of insurance recoveries were received YTD which helped reduce costs further. Insurance recoveries are booked when received and are not budgeted. The next area to be detailed are the Utilities. Utilities are running above current budget projections by approximately \$86K. Currently the Utilities section is compiled by not only the utilities for the Allentown and Easton facilities but also the Allentown, Bethlehem, and Easton Transit Centers. All overhead costs for each transit center are recorded under the Utilities section. The Authority anticipates this trend to continue due to the increase in all utility costs. Service costs are currently running above budget projection by approximately \$220K. This can be attributed to current year budget allocation as well as an increase in building maintenance services.

Year-to-date deficit recorded on the fixed route division totals \$23,966,619. This represents an 8.35 percent increase from the current budget projection. Current total subsidies equal the deficit and include the following sources:

Federal ARPA Funds - \$10,221,993
Federal Subsidy - \$4,706,646
State Subsidy - \$8,284,507
Local Subsidy - \$753,473

LANtaVan

Year-to-date revenues for LANtaVan totals \$5,332,206. This represents a 1.86 percent decrease from the current year budget projection of \$5,433,491. Total YTD completed revenue trips have increased approximately 9% from the prior year period, with ADA, GPB, Lottery and MATP experiencing the largest increases. Local revenues, which includes the ADA program, are currently \$75K above budget, a 4.98 percent increase. State revenues, which represent Lottery and PWD programs, are currently \$96K below budget, a 7.28 percent decrease from current budget projections. MATP revenue is currently \$39K below budget, a 1.72 percent increase from current budget projections. MATP YTD revenue has been recorded based on actual costs of the program.

Year-to-date expenses for LANtaVan totals \$6,975,793. This represents a 10.89 percent increase from the current year budget projection of \$6,290,531. The majority of the deviation continues to reside in the Purchased Transportation area. The variance within the purchased transportation area continues to relate to the decreased ridership levels and an increase in costs. The net result is approximately \$307K, which represents a 6.92 percent negative budget variance. Fuel costs are above budget projections by approximately \$147K, resulting in a 31.18 percent negative budget variance. Labor and Fringe Benefits are above current budget projections, collectively by approximately \$10K. Remaining expense variances will continue to be monitored and investigated as warranted.

Year-to-date deficit recorded on LANtaVan totals \$1,643,587. This represents a 91.77 percent increase from the current year budget projection. Current total subsidies equal the deficit and include the following sources:

State Subsidy - \$1,643,587

Carbon Transit

Year-to-date revenues for Carbon Transit totals \$808,800. This represents a 43.57 percent increase from the current year budget projection of \$563,350. MATP revenue continues above budget projections by approximately \$262K, which represents a 79.22% increase. Revenue ridership has increased approximately 18% from the prior year with ADA, MATP and PWD continuing with the largest increases.

Year-to-date expenses for Carbon Transit totals \$1,458,372. This represents a 36.36 percent increase from the current year budget projection of \$1,069,533. The main deviation of approximately \$291K pertains to the Purchased Transportation area and relates to the continued decreased ridership levels and increase in contract costs. Fuel costs are above budget projections by approximately \$19K, resulting in a 19.37 percent negative budget variance. Labor and fringes are above current year budget projections by 26.24 percent, collectively. Utilities are currently running approximately \$4K above budget due to actual telephone and IVR costs that are greater than projected. All other variances are smaller in individual value but continue to be monitored and analyzed to ensure correct coding and valid expense.

Year-to-date deficit recorded on Carbon Transit totals \$649,572. This represents a 28.33 percent increase from the current year budget projection. Current total subsidies equal the deficit and include the following sources:

Federal Subsidy - \$341,550
State Subsidy - \$280,640
Local Subsidy - \$27,383

LANTaBus
Income Statement Summary
For the Period Ending January 31, 2023

	Fiscal Year 2023				YTD Budget Variance	
	PTD Actual	Budget	YTD Actual	Budget	Favorable (Unfavorable) Amount	Percent
Revenue						
Passenger Fares	106,781	95,823	771,097	603,330	1,223,523	167,767 27.81%
Special Transit Fares	63,000	-	94,974	33,008	100,000	61,966 187.73%
Auxiliary Transportation Revenue	35,417	39,583	247,917	252,085	450,000	(4,169) -1.65%
NonTransportation Revenue	3,495	3,000	21,680	21,064	36,000	616 2.92%
Total Revenue	208,693	138,406	1,135,667	909,487	1,809,523	226,180 24.87%
Expenses						
Labor	1,414,924	1,458,323	9,825,341	9,238,353	13,783,690	(586,988) -6.35%
Fringe Benefits	2,162,215	2,268,741	7,588,051	8,008,101	12,141,847	420,050 5.25%
Total Labor and Fringe Benefits	3,577,139	3,727,064	17,413,392	17,246,454	25,925,537	(166,938) -0.97%
Services	174,959	168,222	1,262,433	1,041,967	2,213,294	(220,466) -21.16%
Fuel	163,503	131,333	1,027,518	943,377	1,575,379	(84,142) -8.92%
Tires & Tubes	13,949	10,959	79,955	74,222	123,017	(5,733) -7.72%
Materials & Supplies	342,663	203,998	1,913,558	789,214	1,264,323	(1,124,344) -142.46%
Utilities	150,085	99,982	558,962	472,936	781,700	(86,026) -18.19%
Casualty & Liability	179,281	130,138	548,092	529,969	994,000	(18,124) -3.42%
Taxes	132	65	2,185	1,776	3,715	(408) -22.99%
Purchase of Transportation Service	146,161	262,885	2,078,875	1,790,527	3,053,353	(288,348) -16.10%
Miscellaneous	34,279	25,111	158,121	104,712	220,249	(53,409) -51.01%
Interest	2,095	56	4,967	862	1,000	(4,105) -476.23%
Leases & Rentals	6,758	-	54,227	34,009	34,009	(20,218) -59.45%
Total Expenses	4,791,003	4,759,813	25,102,286	23,030,025	36,189,576	(2,072,262) -9.00%
Gross Surplus (Deficit)	(4,582,310)	(4,621,407)	(23,966,619)	(22,120,537)	(34,380,053)	(1,846,082) -8.35%
Subsidy						
Local Subsidy	114,986	101,163	753,473	716,160	1,221,973	(37,313) -5.21%
State Subsidy	3,886,238	3,982,929	8,284,507	7,517,862	12,321,724	(766,645) -10.20%
Federal Subsidy	581,087	537,315	4,706,646	3,664,522	6,351,100	(1,042,124) -28.44%
Federal Subsidy - CRRSAA	-	-	-	-	4,263,263	- #DIV/0!
Federal Subsidy - ARPA	-	-	10,221,993	10,221,993	10,221,993	- 0.00%
Total Subsidy	4,582,310	4,621,407	23,966,619	22,120,537	34,380,053	(1,846,082) -8.35%
Surplus (Deficit)	0	0	(0)	(0)	-	0.00%

LANtaBus
Statement of Net Assets
January 31, 2023

CURRENT ASSETS		
Cash	\$	455,848
Accounts Receivable		929,331
Interdivisional Receivable		512,887
Inventories		615,208
Prepaid Expenses		14,069,268
Grants Receivable		2,502,937
Total Current Assets		19,085,479
RESTRICTED ASSETS		
Cash		20,524,915
CAPITAL ASSETS		
Capital Assets Not Being Depreciated		147,970
Capital Assets Being Depreciated - Net		47,242,020
Total Capital Assets		47,389,990
TOTAL ASSETS	\$	87,000,384
CURRENT LIABILITIES		
Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		-
Accounts Payable		1,765,323
Accrued Expenses:		-
Wages		2,363,475
Professional Fees		12,448
Other		294,053
Deferred Other Funding		26,691,644
Due To Commonwealth of PA		20,237,007
Deferred Local Grant Funding		528,080
Total Current Liabilities		51,892,031
NET ASSETS		
Invested In Capital Assets		47,392,754
Unrestricted Equity		(12,367,401)
Restricted Equity		83,000
Total Net Assets		35,108,353
TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	87,000,384

LANTA Van
Income Statement Summary
For the Period Ending January 31, 2023

	Fiscal Year 2023				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
Revenue						
Passenger Fares	37,478	52,943	260,563	301,741	560,512	(41,178)
Non-Transportation Revenues	-	-	-	-	-	-13.65%
Local Special Fare Assistance	135,962	251,099	1,590,832	1,515,333	2,801,841	75,499
State Reimbursements	183,040	207,496	1,224,422	1,320,564	2,386,330	(96,142)
State Special Fare Assistance	238,396	352,319	2,256,389	2,295,853	4,210,545	(39,464)
Total Revenue	594,875	863,857	5,332,206	5,433,491	9,959,228	(101,285)
Expenses						
Labor	107,907	52,096	432,398	430,528	713,852	(1,870)
Fringe Benefits	90,998	45,328	364,641	356,661	601,991	(7,980)
Total Labor and Fringe Benefits	198,905	97,424	797,039	787,189	1,315,843	(9,850)
Services	9,323	5,061	102,171	45,860	75,500	(56,311)
Fuel	79,690	58,254	619,914	472,550	759,801	(147,364)
Tires & Tubes	-	-	-	-	-	-
Materials & Supplies	4,302	1,429	58,767	26,447	39,330	(32,320)
Utilities	13,863	7,476	114,967	63,045	102,798	(51,922)
Casualty & Liability	1,083	1,084	7,583	7,588	13,000	5
Taxes	-	-	-	-	-	-
Purchase of Transportation Service	679,256	742,663	4,747,210	4,440,125	8,191,324	(307,085)
Miscellaneous	38,594	375	51,470	1,827	4,000	(49,643)
Interest	-	-	-	-	-	-
Rent	70,961	63,700	476,671	445,900	764,408	(30,771)
Total Expenses	1,095,977	977,466	6,975,793	6,290,531	11,266,004	(685,262)
Gross Surplus (Deficit)	(501,102)	(113,609)	(1,643,587)	(857,040)	(1,306,776)	(786,547)
Subsidy						
Local Subsidy	-	-	-	-	-	-
State Subsidy	437,563	113,609	1,643,587	857,040	1,306,776	(786,547)
Federal Subsidy	-	-	-	-	-	-
Total Subsidy	437,563	113,609	1,643,587	857,040	1,306,776	(786,547)
Surplus (Deficit)	(63,539)	-	-	-	-	#DIV/0!

LANTaVan
Statement of Net Assets
January 31, 2023

CURRENT ASSETS

Cash	\$	(13,003)
Accounts Receivable		127,452
Interdivisional Receivable		
Inventories		
Prepaid Expenses		192,765
Grants Receivable		1,216,849
Total Current Assets		1,524,063

TOTAL ASSETS

\$ 1,524,063

CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		512,887
Accounts Payable		400,773
Accrued Expenses:		678,748
Deferred Revenue		(68,346)
Total Current Liabilities		1,524,063

NET ASSETS

Unrestricted Equity		-
Restricted Equity		-
Total Net Assets		-

TOTAL CURRENT LIABILITIES AND NET ASSETS

\$ 1,524,063

Carbon Transit
Income Statement Summary
For the Period Ending January 31, 2023

	Fiscal Year 2023				YTD Budget Variance		
	PTD Actual	PTD Budget	YTD Actual	YTD Budget	Annual Budget	Favorable (Unfavorable) Amount	Percent
Revenue							
Passenger Fares	2,320	3,077	16,517	17,449	30,417	(932)	-5.34%
Non-Transportation Revenues	-	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	2,155	2,162	15,373	15,882	28,747	(509)	-3.20%
State Reimbursements	26,217	30,516	183,943	199,165	363,063	(15,222)	-7.64%
State Special Fare Assistance	102,452	50,102	592,967	330,855	617,771	262,112	79.22%
Total Revenue	133,143	85,857	808,800	563,350	1,039,998	245,449	43.57%
Expenses							
Labor	10,467	9,852	101,853	81,911	132,827	(19,942)	-24.35%
Fringe Benefits	9,106	7,571	88,612	68,961	112,013	(19,651)	-28.50%
Total Labor and Fringe Benefits	19,573	17,423	190,465	150,872	244,840	(39,593)	-26.24%
Services	1,922	1,426	17,644	9,638	16,962	(8,006)	-83.07%
Fuel	18,360	12,988	119,216	99,871	165,309	(19,346)	-19.37%
Tires & Tubes	-	-	-	-	-	-	0.00%
Materials & Supplies	538	1,248	10,585	9,007	17,000	(1,578)	-17.53%
Utilities	5,105	2,306	21,395	17,409	26,800	(3,985)	-22.89%
Casualty & Liability	-	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	-	0.00%
Purchase of Transportation Service	153,297	97,275	1,066,510	775,968	1,265,633	(290,542)	-37.44%
Miscellaneous	21	400	103	1,135	2,500	1,032	90.89%
Interest	-	288	-	1,133	2,400	1,133	100.00%
Leases & Rentals	4,636	-	32,453	4,500	-	(27,953)	-621.17%
Total Expenses	203,451	133,354	1,458,372	1,069,533	1,741,444	(388,839)	-36.36%
Gross Surplus (Deficit)	(70,308)	(47,497)	(649,572)	(506,183)	(701,446)	(143,390)	-28.33%
Subsidy							
Local Subsidy	3,911	3,911	27,383	27,377	46,943	(6)	-0.02%
State Subsidy	66,397	26,079	280,640	182,553	312,953	(98,087)	-53.73%
Federal Subsidy	-	17,507	341,550	296,253	341,550	(45,297)	-15.29%
Total Subsidy	70,308	47,497	649,572	506,183	701,446	(143,389)	-28.33%
Surplus (Deficit)	-	-	-	0	-	(0)	-100.00%

Carbon County Community Transportation
Statement of Net Assets
January 31, 2023

CURRENT ASSETS

Cash	\$	402,531
Accounts Receivable		1,922
Interdivisional Receivable		-
Due From Carbon County		(19,560)
Prepaid Expenses		4,760
Grants Receivable		681,277
Total Current Assets		1,070,930

TOTAL ASSETS	\$	1,070,930
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CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		995,447
Due to the Commonwealth		6
Accounts Payable		144,153
Accrued Expenses		154,593
Deferred Revenue		28,768
Total Current Liabilities		1,322,967

NET ASSETS

Unrestricted Equity		(252,037)
Restricted Equity		-
Total Net Assets		(252,037)

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	1,070,930
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MEMORANDUM

To: LANTA Board of Directors Finance & Administration Committee
Fr: Sean Hastings, Procurement Coordinator
Re: Printing Services Contracts
Date: March 7, 2023

The Lehigh and Northampton Transportation Authority (LANTA) released a Request for Proposal (RFP) to procure a vendor(s) for Printing Services. The RFP was published on January 6, 2023, and was due on Pennbid on February 6, 2023.

Staff posted a notice of the RFP on LANTA's website and advertised the RFP in a local newspaper. The proposal was made available via PENNBID.

In total six (6) companies submitted proposals for the printing services contract. The six (6) firms submitting proposals included:

- Express Business Center
- Allegra Lehigh Valley
- MJJM dba Prestige Color
- Triangle Press, Inc.
- AlphaGraphics Lehigh Valley
- Courier Printing Corp

After a thorough, comprehensive, and exhaustive review of merits of all proposals by the internal review committee, Allegra Lehigh Valley and AlphaGraphics Lehigh Valley were rated highest among the proposals deemed to be responsive. Staff recommends awarding two (2) contracts for a period of three years commencing March 1, 2023 through February 28, 2026 with two (2) additional optional one-year contract extensions, renewable annually at LANTA's option extending the life of the contract beyond February 28, 2026 to Allegra Lehigh Valley and AlphaGraphics Lehigh Valley for printing services.



MEMORANDUM

Date: March 14, 2023
To: LANTA Board of Directors
From: Owen O'Neil, Executive Director
Subject: Title VI Program

The Title VI Program is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

LANTA's last Title VI was submitted on August 26th, 2019.

In compliance with FTA circular 4702.1B Chapter IV Section 3-a-2-d, LANTA is seeking Board approval of the Title VI program for submission for March 2023.

The noted circular specifies elements that must be included in the Title VI Plan submission. The elements are described in the following sections.

1. Public Notices, Communications and Opportunities for Participation

- A. Title VI Notice and Availability
- B. Title VI Complaint Form and Filing Instructions
- C. List of Title VI Related Complaints Filed
- D. Public Participation Plan
- E. LEP Analysis and Efforts
- F. Description of Decision-Making Bodies
- G. Information Regarding Facility Projects

Key Findings from Section:

- There were no significant changes to policy documents from previous plan document.
- There have been no civil rights, Title VI complaints and or investigations in this reporting period. Additionally, there has been no fixed route fare changes, except a deeply

discounted temporary 31-day pass. This change does not meet the requirements for a fare equity analysis.

- LANTA's LEP Analysis continued to recommend the translation of certain documents into Spanish regardless of any requests received. The analysis continued to recommend the translation of documents in Arabic, Chinese, and Vietnamese upon request.
- In compliance with FTA circular 4702.1B Chapter III Section 4-a-(8) & Section 13 (a-c) (Information regarding facility projects and policy for determination of site or location of facilities), LANTA had no projects to report on.

2. Service and Performance Guidelines

- A. FTA requires transit authorities to have an adopted set of Service and Performance Guidelines that establish guideline for:
 - a. Vehicle Load
 - b. Vehicle Headway / Frequency of Service
 - c. Reliability
 - d. Service Availability
 - e. Distribution of Passenger Amenities
 - f. Assignment of Vehicles / Vehicle Cleanliness

Key Findings from Section:

- LANTA's adopted Service and Performance Guidelines include all required elements.

3. Demographic Analysis of Service Area

- A. FTA requires an analysis of the service area to identify the average minority population of the service area and sub areas where minority populations exceed that average. This analysis is also used to establish which LANTA bus routes are designated as minority routes for the purposes of the monitoring review.

Key Findings from Section:

- LANTA completed the required analysis.

4. Customer Demographics and Travel Patterns

- A. FTA requires the collection of demographic and socioeconomic data regarding riders to establish demographic profiles and to identify fare payment practices and travel patterns (i.e., riding frequency, trip purpose, need for transfers) by non-minority and minority population groups.

Key Findings from Section:

- LANTA completed the required analysis.

5. Results of Monitoring Review

- A. FTA requires transit authorities to analyze their performance versus their own Service and Performance Guidelines (as described in Section 2 above) and identify any discrepancies in which performance is worse in areas with minority populations higher than the service area average, or on bus routes designated as minority routes.

Key Findings from Section:

- LANTA used various data sources to complete the required analysis for each element of the Service and Performance Guidelines and found no noteworthy discrepancy between areas with higher than average minority population and those without, or between minority routes and non-minority routes.

6. Evaluation of Service and Fare Changes

- A. FTA requires the establishment of key definitions to allow for and guide equity analyses for major service or fare changes.
- B. Transit authorities must also report on instances in the review period that met these definitions and provide documentation that any required equity analyses were performed.

Key Findings from Section:

- Required definitions for the plan period will be presented to the Board in a separate memo.
- Based on definitions from last plan period, LANTA had 2 service changes that has met the threshold of a “Major Service Change.” Service equity analysis have been completed. The results show none of these have had a disparate impact.



Definition of Major Service Change and Disparate Impact / Disproportionate Burden for the purposes of Title VI compliance

LANTA is currently preparing the 2023 triennial update of its *Title VI Assessment* in accordance with FTA Circular 4702.1B.

The FTA Circular recommends that FTA grantees adopt a definition of “major service change”. It is proposed that the 2023 triennial update will include the definition that the threshold for “major service change” be any change resulting in an impact of twenty-five percent (25%) or more of the revenue service hours of any route.

The major service change threshold excludes any change to service that are caused by the following:

- Service Replacement – The service being reduced on a particular route is being replaced by another route resulting in an impact of less than 25% of revenue service hours along the route alignment.
- Initiation/Discontinuance of Temporary, Demonstration, or Third Party Supported Services - The initiation or discontinuance of a temporary transit service that has been or will be in effect for less than one year; demonstration services or service that is being financially supported by specific grant or other third party financial support.
- Initiation/Discontinuance of any Promotional Services or Fares.
- Natural or Catastrophic Disasters - Forces of nature such as flooding, hurricanes, or other natural disasters or human-caused catastrophic disasters that may force the suspension of transit service for extended periods of time.
- Temporary Route Detours – A short-term change to a route caused by road construction, routine road maintenance, road closures, bridge restrictions, or other uncontrollable factors.

In addition, in accordance with FTA Circular 4702.1B, it is proposed that LANTA’s triennial update of its Title VI Assessment will include a definition for disparate impact as an impact which affects any racial minority group at a rate of more than (15%) higher than non-minorities. This represents the average size of minority classifications from the most recent rider survey. Survey data shows that 43.6% of riders are minorities.

Survey data showed 89.71% of LANTA riders would be considered low income by the US Department of Housing and Urban Developments (HUD) definition of low income. 80% of area median income (AMI) which would be an annual household income of \$50,750. Extremely low income is a figure of 30% or an annual household income of \$19,050. For the purposes of defining a disproportionate burden, the threshold of extremely low-income households will be used; and it is proposed that a definition for disproportionate burden will be an impact which affects extremely low-income populations at a rate of more than (15%) higher than the non-extremely low-income populations. This is consistent with the disparate impact definition.

The disparate impact and disparate burden thresholds exclude any changes to fares that are caused by the following:

- Initiation/Discontinuance of any Promotional Services or Fares.

Comments or questions regarding these proposed definitions can be submitted for consideration until Friday March 24, 2023. Comments can be submitted in writing by mail to LANTA, Customer Service, 1060 Lehigh Street, Allentown, PA 18103 or by email at customerservice@lantabus-pa.gov. Comments can also be submitted by phone at 610-776-7433.



**RESOLUTION BY BOARD OF DIRECTORS APPROVING
2023 TITLE VI PLAN AND REQUIRED DEFINITIONS.**

THE UNDERSIGNED, being the duly authorized Chair of the municipal authority known as Lehigh and Northampton Transportation Authority (LANTA), and existing under the laws of the state of Pennsylvania, hereby certifies that the following Resolution was passed by the governing body of said corporation at a meeting of the corporation duly called and convened on March 14, 2023:

RESOLVED, the LANTA Board of Directors approves and adopts the required definitions as part of the 2023 LANTA Title VI Plan submission as presented in the attached memo. The

RESOLVED, the LANTA Board of Directors approves the LANTA 2023 Title VI Plan and authorizes staff to submit the Plan as presented to the Federal Transit Administration.

Date

Matthew B. Malozi
Chair of the Authority