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# KDOT Regional Transit Business Model Implementation

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Guidelines for Transitioning to  
the New CTD Boundaries

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KDOT Office of Public Transportation - 2015

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## **Introduction**

The purpose of the KDOT Regional Transit Business Model Implementation project is to develop strategies for the provision of transit services throughout rural Kansas that make the most efficient use of additional transit funding made available by the state legislature as part of the Transportation Works for Kansas (T-WORKS) transportation program, which was signed into law in May of 2010. This additional funding support is intended to improve the efficiency and availability of rural transit service throughout the state, making transit more accessible and more useful to the state's rural residents.

The first task in the regionalization process was defining the regional boundaries. The initial approach to dividing the entire state into transit regions began with analyzing Longitudinal Employer Household Dynamics (LEHD) data using the U.S. Census's On The Map website. The results of this analysis led to the division of regions based on commuter trips. Also included in this analysis was an in-depth look at what trips rural transit providers are currently providing and unmet transit demand. Understanding what common trips were being provided throughout the state allowed for an understanding of and grouping of intraregional trips. The counties within the state were split into regions based on these travel patterns.

In order to confirm the state was divided in the most logical way and fit what trips the transit providers of the state were providing, KDOT and the study team held meetings to gather input from transit providers and stakeholders. The result of this approach was confirmation from the stakeholders that these regions do in fact make logical sense in terms of service provision and coordination.

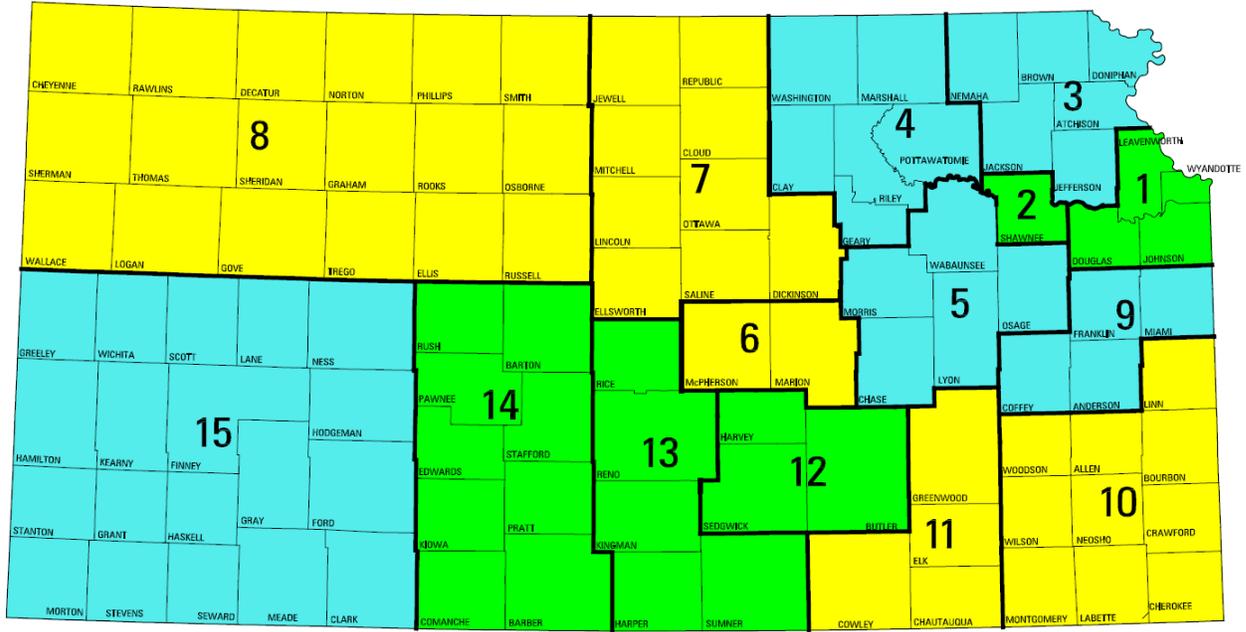
While some Coordinated Transit Districts (CTDs) will realize a significant geographical difference with the aforementioned boundary changes, administratively the changes are minimal. The goal of this process is to have the boundary change in effect on July 1, 2015. The only administrative change that will effect reporting and reimbursements through KDOT will be who the CTD administrator is (who collects the monthly reports) as well as a potential new meeting location which can be agreed upon by the CTD members.

The following sections illustrate the reorganization of CTD boundaries and region specific details for how to transition into the new CTD format. This information should assist in the one-time process of converting the current CTD structures into the new regionalized CTD structure.

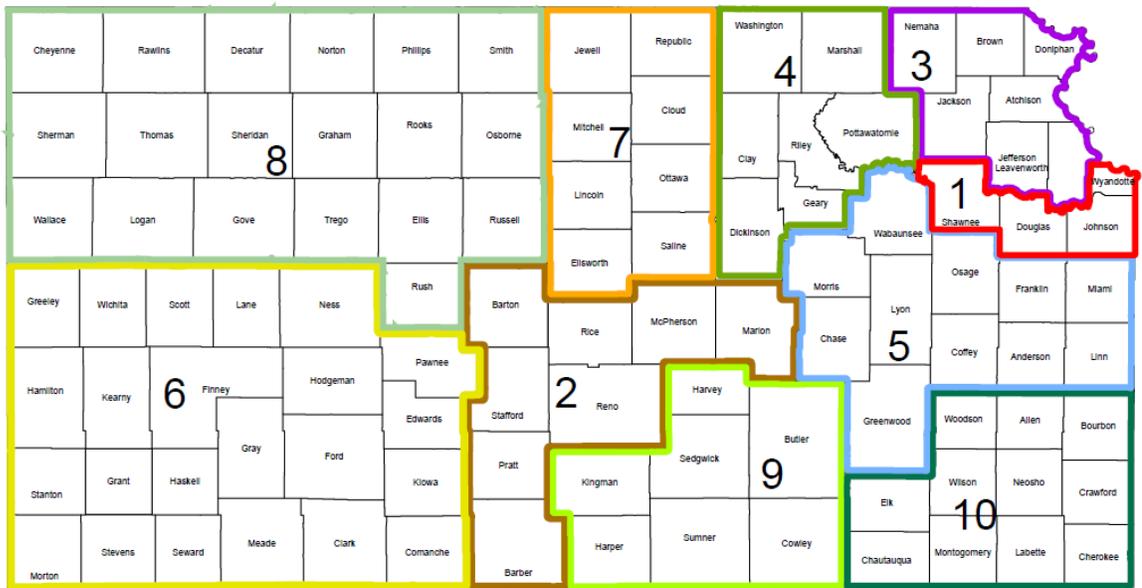
## **CTD Boundary Reorganization**

The revision of CTD boundaries statewide resulted in 10 CTDs as compared to the original 15. The two maps on the following page represent both the existing CTD boundaries and the CTD boundaries that were identified as a part of the regionalization process. The second map, representing the new CTD boundaries, directly correlates with the remainder of this document. The CTD numbers in the Region Specific Guidelines section relate to the new CTD structure.

### Coordinated Transit Districts – Current (April 8, 2015)



### Coordinated Transit Districts - Beginning July 1, 2015



- Legend**
- CTD 1 - Urban Corridor
  - CTD 2 - Central
  - CTD 3 - Northeast
  - CTD 4 - Flint Hills
  - CTD 5 - East Central
  - CTD 6 - Southwest
  - CTD 7 - North Central
  - CTD 8 - Northwest
  - CTD 9 - South Central
  - CTD 10 - Southeast

## Region Specific Guidelines

The following sections will outline the change in CTD structure from the existing boundaries to the new boundaries identified in the regionalization process. Given that each transition is unique, each CTD is represented.

### CTD #1 – Urban Corridor

CTD 2 members will now combine with the current CTD 1 members to form a CTD consisting of the “urban corridor.” Along with the combination of CTDs 1 and 2, the providers in Leavenworth County will be associated with CTD 3, and will no longer be a part of CTD 1. The following outlines the process that needs to take place to successfully merge the two existing CTDs and correctly dissolve the appropriate entity. In this case, CTD 1 will remain as the not-for-profit and function as the CTD to meet the requirements of the KDOT transit programs and serve as the financial agent for operating and capital funds. The not-for-profit function as CTD 2 will be dissolved.

#### PROCESS:

- Change name from TRI-COUNTY PARATRANSIT COUNCIL to Urban Corridor Coordinated Transit Council
- Dissolve TOPEKA/SHAWNEE COUNTY PARATRANSIT COUNCIL
- Update/Merge by-laws
- Elect new officers to fill voids due to the subtraction of members
- Update information with KDOT, the Secretary of State, and SAM/DUNS

The table below represents the CTD boundary change in regard to each providers current CTD Administrator and their new CTD Administrator effective July 1, 2015.

<b>JULY 1, 2015 CTD CHANGE</b>			
<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
Papan’s Landing	CRC	McCullough	Urban
ETSC	CRC	McCullough	Urban
Brewster	CRC	McCullough	Urban
FSGC	CRC	McCullough	Urban
Sheltered Living	CRC	McCullough	Urban
TARC	CRC	McCullough	Urban
LULAC	CRC	McCullough	Urban

### CTD #2 – Central Region

The new CTD #2 will consist of providers from the original CTDs 6, 13, and 14. The merger of providers from three existing CTDs will require the dissolution of two existing CTDs. The existing CTD 14 structure and status as a not-for-profit will become the structure for the new CTD 2. The following outlines the

process that needs to take place to successfully merge the existing CTDs and correctly dissolve the appropriate entities.

**PROCESS:**

- Change name from WEST CENTRAL KANSAS COORDINATED TRANSIT DISTRICT to Central KS Coordinated Transit Council
- Dissolve MID-KANSAS TRANSIT DISTRICT
- Dissolve MARION/MCPHERSON COORDINATED TRANSIT DISTRICT
- Update/Merge by-laws
- Elect new officers to fill voids due to the subtraction of members
- Update information with KDOT, the Secretary of State, and SAM/DUNS
- 

<b>JULY 1, 2015 CTD CHANGE</b>			
<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
McPherson County COA	Bolte	Krom	Central
MCDS	Bolte	Krom	Central
Disability Supports (McPherson)	Bolte	Krom	Central
RCAT	McCartney	Krom	Central
Rice County COA	McCartney	Krom	Central
Buhler Sunshine Home	McCartney	Krom	Central
Disability Supports (Hutchinson)	McCartney	Krom	Central
Training and Evaluation Center of Hutchinson	McCartney	Krom	Central
Good Samaritan Society - Lyons	McCartney	Krom	Central

**CTD #3 – Northeast Region**

CTD #3 will realize minimal change with the new regional boundaries. The only change that will occur is the addition of Leavenworth County to the existing CTD structure. The table below represents the providers that are currently operating in Leavenworth County. These providers will now be a part of CTD 3 and will need to be incorporated into the existing CTD process. The following outlines the process that needs to take place to successfully alter the current CTD structure to fall in line with the new regional boundaries.

**PROCESS:**

- Change name from NORTHEAST KANSAS TRANSIT COUNCIL to Northeast KS Coordinated Transit Council
- Incorporate providers from Leavenworth County into the existing CTD
- Revise by-laws if necessary
- Update information with KDOT, the Secretary of State, and SAM/DUNS

<b>JULY 1, 2015 CTD CHANGE</b>			
<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
The Guidance Center	McCullough	Whittaker	Northeast
Riverside Resources	McCullough	Whittaker	Northeast
Leavenworth County COA	McCullough	Whittaker	Northeast

**CTD #4 – Flint Hills Region**

CTD #4 will realize minimal change with the new regional boundaries. The only change that will occur is the addition of Dickinson County to the existing CTD structure. The table below represents the providers that are currently operating in Dickinson County. These providers will now be a part of CTD 4 and will need to be incorporated into the existing CTD process. The following outlines the process that needs to take place to successfully alter the current CTD structure to fall in line with the new regional boundaries.

**PROCESS:**

- Change name from TWO LAKES COORDINATED TRANSIT ALLIANCE to Flint Hills Coordinated Transit Council
- Incorporate providers from Dickinson County into the existing CTD
- Revise by-laws if necessary
- Update information with KDOT, the Secretary of State, and SAM/DUNS

<b>JULY 1, 2015 CTD CHANGE</b>			
<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
City of Abilene	Kriley	Smith	Flint Hills
City of Herington	Kriley	Smith	Flint Hills

**CTD #5 – East Central Region**

The new CTD #5 is essentially a combination of former CTD 5 and CTD 9, with two additional counties to be incorporated into the CTD. In order to simplify the process, the current CTD 5 structure will be utilized to serve as the not-for-profit structure to facilitate CTD activities. As a result of this, the existing CTD 9 (Kansas Area Transit District) will need to be dissolved as a not-for-profit. The table below represents the providers that will become a part of a different CTD. Along with the combination of CTD 5 and 9, both Linn County and Greenwood County will need to be incorporated into the existing CTD process. The following outlines the process that needs to take place to successfully alter the current CTD structure to fall in line with the new regional boundaries.

**PROCESS:**

- Change name from FLINT HILLS TRANSIT COUNCIL to East Central KS Coordinated Transit Council
- Dissolve KANSAS AREA TRANSIT DISTRICT

- Update/Merge by-laws
- Elect new officers
- Update information with KDOT, the Secretary of State, and SAM/DUNS

<b>JULY 1, 2015 CTD CHANGE</b>			
<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
Anderson County COA	Haley	Haden	East Central
Coffey County Transportation	Haley	Haden	East Central
Franklin County Services for the Elderly	Haley	Haden	East Central
Elizabeth Layton Center	Haley	Haden	East Central
COF Training Services	Haley	Haden	East Central
Community Senior Service Center	Haley	Haden	East Central
City of Paola	Haley	Haden	East Central
Paola Senior Citizens	Haley	Haden	East Central
Paola Association for Church Action	Haley	Haden	East Central
Linn County Transportation	Reddick	Haden	East Central
Greenwood County COA	Bruce	Haden	East Central

### **CTD #6 – Southwest Region**

CTD #6 will realize minimal change with the new regional boundaries. The only change that will occur is the addition of Pawnee, Edwards, Kiowa, and Comanche Counties to the existing CTD structure. The table below represents the providers that are currently operating in those counties; currently only 1 provider will transition into the new CTD. Pawnee County COA will now be a part of CTD 6 and will need to be incorporated into the existing CTD process. The following outlines the process that needs to take place to successfully alter the current CTD structure to fall in line with the new regional boundaries.

**PROCESS:**

- Change name from SOUTHWEST KANSAS REGIONAL TRANSPORTATION COUNCIL to Southwest KS Coordinated Transit Council
- Incorporate Pawnee County Council on Aging into the existing CTD
- Revise by-laws if necessary
- Update information with KDOT, the Secretary of State, and SAM/DUNS

<b>JULY 1, 2015 CTD CHANGE</b>			
<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
Pawnee County COA	Krom	Bazan	Southwest

### CTD #7 – North Central Region

CTD #7 will realize minimal change with the new regional boundaries. The only change that will occur is the subtraction of Dickinson County from the existing CTD structure. The following outlines the process that needs to take place to successfully alter the current CTD structure to fall in line with the new regional boundaries.

**PROCESS:**

- Change name from NORTH CENTRAL KANSAS TRANSIT COUNCIL to North Central KS Coordinated Transit Council
- Revise by-laws if necessary
- Elect new officers to fill voids left by the subtraction of Dickinson County
- Update information with KDOT, the Secretary of State, and SAM/DUNS

### CTD #8 – Northwest Region

CTD #8 will realize minimal change with the new regional boundaries. The only change that will occur is the addition of Rush County to the existing CTD structure. The table below represents the provider that is currently operating in Rush County; currently only 1 provider will transition into the new CTD. Rush County Transportation will now be a part of CTD 8 and will need to be incorporated into the existing CTD process. The following outlines the process that needs to take place to successfully alter the current CTD structure to fall in line with the new regional boundaries.

**PROCESS:**

- Change name from NORTHWEST KANSAS AREA TRANSIT COORDINATING COUNCIL to Northwest KS Coordinated Transit Council
- Incorporate Rush County into the existing CTD
- Revise by-laws if necessary
- Update information with KDOT, the Secretary of State, and SAM/DUNS

<b>JULY 1, 2015 CTD CHANGE</b>			
<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
Rush County Transportation	Krom	Findley	Northwest

### CTD #9 – South Central Region

The new CTD #9 is a combination of former CTD 12 with the addition of four counties from the existing CTD 11 and 13. In order to simplify the process, the current CTD 12 structure will be utilized to serve as the not-for-profit structure to facilitate CTD activities. The table below represents the providers that will become a part of a different CTD. The following outlines the process that needs to take place to successfully alter the current CTD structure to fall in line with the new regional boundaries.

**PROCESS:**

- Change name from CENTRAL PLAINS COORDINATED TRANSIT DISTRICT to South Central KS Coordinated Transit Council
- Incorporate Kingman, Harper, Sumner, and Cowley Counties into the existing CTD
- Revise/Merge by-laws
- Elect new officers
- Update information with KDOT, the Secretary of State, and SAM/DUNS

<b>JULY 1, 2015 CTD CHANGE</b>			
<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
Cowley County COA	Bruce	Bonnesen	South Central
Twin Rivers Developmental Supports	Bruce	Bonnesen	South Central
Creative Community Living	Bruce	Bonnesen	South Central
Mosaic	Bruce	Bonnesen	South Central
Harper County DOA	McCartney	Bonnesen	South Central
City of Kingman	McCartney	Bonnesen	South Central
Kingman County COA	McCartney	Bonnesen	South Central
Futures Unlimited	McCartney	Bonnesen	South Central

**CTD#10 – Southeast Region**

CTD #10 will realize minimal change with the new regional boundaries. The only change that will occur is the addition of Elk County and Chautauqua County to the existing CTD structure. The table below represents the only provider that is currently operating in these counties, Elk County COA. Elk County COA will now be a part of CTD 10 and will need to be incorporated into the existing CTD process. The following outlines the process that needs to take place to successfully alter the current CTD structure to fall in line with the new regional boundaries.

**PROCESS:**

- Change name from SE KS AREA TRANSIT COORDINATING COUNCIL to Southeast KS Coordinated Transit Council
- Dissolve SOUTH CENTRAL KANSAS TRANSIT COUNCIL
- Incorporate Elk and Chautauqua Counties into existing CTD
- Revise by-laws and elect new officers if necessary
- Update information with KDOT, the Secretary of State, and SAM/DUNS

<b>PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR</b>			
<b>Provider</b>	<b>Current Administrator</b>	<b>New Administrator</b>	<b>Region</b>
Elk County COA	Bruce	Reddick	Southeast

## Additional Processes

### Dissolution

Dissolution of the CTDs will need to occur for the CTDs that will no longer serve as the financial agent for funding transit programs. The dissolution of these entities will not waive requirements to submit documentation to the IRS (990 Form) and the Secretary of State (Not-for-profit forms). Given that the boundary change will occur as the fiscal year changes and the CTD has operated in the current calendar year, the requirements will not differ from what is required in the previous years. Once all requirements are met, the entity can be dissolved.

### Audits

The existing CTD structure will need to remain intact until the annual audit requirements are met. This will include the ability to procure services to meet the audit requirements. The audit requirement will also necessitate the storage of existing documents. Given that the current CTD structure will have to remain in place until the dissolution of the business entity the current holder of this information should continue to store the required information.

### Bank Accounts

As a result of the dissolution of the five CTDs that will no longer be in operation, the existing bank accounts will need to be either transferred to the new CTD structure in cases where CTDs are combining or refunded to agencies in cases where the initial CTD is no longer intact. Each CTD will need to determine the best process for their financial dissolution.

### Bonding

The following paragraph is pulled directly from the KDOT Policies for Public Transportation Program Grantees. These requirements will remain in effect after the CTD boundary change. The proper adjustments should be made to meet these requirements as changes are made to the CTD structure.

**CTD Bonding Insurance:** The KDOT Office of Public Transportation requires bonding insurance. All board members that have their names on the banking accounts for the CTD must be bonded. KDOT requests the bonding amount be at least three months' worth of reimbursements. If an individual is bonded through a city or county government or other agency or organization and they handle the CTD money they must still be bonded specifically for the CTD.

### KDOT Information

Once the changes have been made for each CTD, as laid out in this guidance, KDOT will need to be made aware of all progress. KDOT will need information regarding the elected officers for each CTD, the chosen CTD Administrator and as the name of the entity is changed KDOT will need a completed W-9 form sent to our office for use in contracting and fiscal matters.

The following page lists resources that will assist in the transition process.

## Resources

The links below are resources that can be used for changing the name or dissolving the business entity with the Secretary of State. The first link is a form that needs to be utilized when the CTDs are being dissolved. <https://www.kssos.org/other/dissolutions.html>

The five CTDs that will need this link are as follows:

- TOPEKA/SHAWNEE COUNTY PARATRANSIT COUNCIL
- MARION/MCPHERSON COORDINATED TRANSIT DISTRICT
- KANSAS AREA TRANSIT DISTRICT
- SOUTH CENTRAL KANSAS TRANSIT COUNCIL
- MID-KANSAS TRANSIT DISTRICT

The second link below leads to the business entity database search. From this point you can search and access the CTD within the database and access the name changing process.

<https://www.kansas.gov/bess/flow/main?execution=e1s3>

The links below serve as a guide for updating the CTD information in SAM for FTA purposes.

<https://www.fws.gov/international/pdf/sam-duns-registration-instructions.pdf>

[https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Updating\\_or\\_Renewing\\_CCR-SAM\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Updating_or_Renewing_CCR-SAM_Registrations.pdf)

## Timeline

The goal is to have this switch completed for the start of the next fiscal year; July 1, 2015.



## Expenses

Any expenses associated with this transition can be included on the reimbursement request for CTD administration.

## Questions

Please contact Cory Davis if you need further assistance with this transition.

785-296-7984 or [coryd@ksdot.org](mailto:coryd@ksdot.org)

## Appendix

JULY 1, 2015 CTD CHANGE			
PROVIDERS THAT WILL HAVE A DIFFERENT CTD ADMINISTRATOR			
Provider	Current Administrator	New Administrator	Region
Papans Landing	CRC	McCullough	Urban
ETSC	CRC	McCullough	Urban
Brewster	CRC	McCullough	Urban
FSGC	CRC	McCullough	Urban
Sheltered Living	CRC	McCullough	Urban
TARC	CRC	McCullough	Urban
LULAC	CRC	McCullough	Urban
The Guidance Center	McCullough	Whitaker	Northeast
Riverside Resources	McCullough	Whitaker	Northeast
Leavenworth County COA	McCullough	Whitaker	Northeast
Pawnee County COA	Krom	Bazan	Southwest
City of Abilene	Kriley	Smith	Flint Hills
City of Herington	Kriley	Smith	Flint Hills
Anderson County COA	Haley	Haden	East Central
Coffey County Transportation	Haley	Haden	East Central
Franklin County Services for the Elderly	Haley	Haden	East Central
Elizabeth Layton Center	Haley	Haden	East Central
COF Training Services	Haley	Haden	East Central
Community Senior Service Center	Haley	Haden	East Central
City of Paola	Haley	Haden	East Central
Paola Senior Citizens	Haley	Haden	East Central
Paola Association for Church Action	Haley	Haden	East Central
Linn County Transportation	Reddick	Haden	East Central
Greenwood County COA	Bruce	Haden	East Central
McPherson County COA	Bolte	Krom	Central
MCDS	Bolte	Krom	Central
Disability Supports	Bolte	Krom	Central
Rush County Transportation	Krom	Findley	Northwest
Cowley County Mental Health	Bruce	Bonnesen	South Central
Cowley County COA	Bruce	Bonnesen	South Central
Twin Rivers Developmental Supports	Bruce	Bonnesen	South Central
Creative Community Living	Bruce	Bonnesen	South Central
Mosaic	Bruce	Bonnesen	South Central
Harper County DOA	McCartney	Bonnesen	South Central
City of Kingman	McCartney	Bonnesen	South Central
Kingman County COA	McCartney	Bonnesen	South Central
Futures Unlimited	McCartney	Bonnesen	South Central
Elk County COA	Bruce	Reddick	Southeast
RCAT	McCartney	Krom	Central
Rice County COA	McCartney	Krom	Central
Buhler Sunshine Home	McCartney	Krom	Central
Disability Supports of the Great Plains	McCartney	Krom	Central
Training and Evaluation Center of Hutchinson	McCartney	Krom	Central
Good Samaritan Society - Lyons	McCartney	Krom	Central

CTD BOUNDARY CHANGES					
Old CTD	Changes	New CTD	CURRENT NON-PROFIT ORGS TO KEEP	NEW NAME	DISSOLVE
CTD 1	Combined with CTD 2, exclude Leavenworth	1	TRI-COUNTY PARATransit COUNCIL	Urban Corridor Coordinated Transit Council	TOPEKA/SHAWNEE COUNTY PARATransit COUNCIL
CTD 2	Combined with CTD 1	1			
CTD 3	Add Leavenworth County	3	NORTHEAST KANSAS TRANSIT COUNCIL	Northeast KS Coordinated Transit Council	
CTD 4	Add Dickinson County	4	TWO LAKES COORDINATED TRANSIT ALLIANCE	Flint Hills Coordinated Transit Council	
CTD 5	Add Greenwood, Coffey, Anderson, Linn, Miami, Franklin	5	FLINT HILLS TRANSIT COUNCIL	East Central KS Coordinated Transit Council	
CTD 6	Included with new CTD 2	2			
CTD 7	Exclude Dickinson	7	NORTH CENTRAL KANSAS TRANSIT COUNCIL	North Central KS Coordinated Transit Council	MARION/MCPHERSON COORDINATED TRANSIT DISTRICT
CTD 8	Add Rush County	8	NORTHWEST KANSAS AREA TRANSIT COORDINATING COUNCIL	Northwest KS Coordinated Transit Council	
CTD 9	Include with CTD 5	5			KANSAS AREA TRANSIT DISTRICT
CTD 10	Add Elk and Chataqua	10	SE KS AREA TRANSIT COORDINATING COUNCIL	Southeast KS Coordinated Transit Council	
CTD 11	Merge with 10	10			SOUTH CENTRAL KANSAS TRANSIT COUNCIL
CTD 12	Included with new CTD 9	9	CENTRAL PLAINS COORDINATED TRANSIT DISTRICT	South Central KS Coordinated Transit Council	
CTD 13	Include with new CTD 2	2			MID-KANSAS TRANSIT DISTRICT
CTD 14	Split between New CTD 2/6	2 or 6	WEST CENTRAL KANSAS COORDINATED TRANSIT DISTRICT	Central KS Coordinated Transit Council	
CTD 15	New CTD 6 - Add Pawnee, Edwards, Kiowa, Comanche	6	SOUTHWEST KANSAS REGIONAL TRANSPORTATION COUNCIL	Southwest KS Coordinated Transit Council	