



FEDERAL TRANSIT ADMINISTRATION

Contractors Manual Fiscal Year 2022



U.S. Department of Transportation
Federal Transit Administration

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FOREWORD

OVERVIEW

The Federal Transit Administration's (FTA) Contractors Manual takes a Comprehensive look at recipient management practices as well as compliance with program and administrative requirements across a broad spectrum of topic areas. Areas of review include financial management and capacity, technical capacity, maintenance, procurement, civil rights, and program-specific requirements.

In addition to helping evaluate recipients, these reviews give FTA an opportunity to provide technical assistance on requirements and aid FTA in reporting on FTA programs to the Secretary of Transportation, Congress, other oversight agencies, and the transit community.

Historically, FTA's comprehensive oversight reviews have been split across two programs – the Triennial Review and the State Management Review. As the two reviews address the same cross-cutting requirements, in Federal fiscal year (FY) 2018 FTA combined the separate programs into one Comprehensive Review.

The Triennial Review was mandated by Congress in 1982 for each recipient of Section 5307 funds and is codified in 49 U.S.C. §5307(f)(2), which states:

At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements and the extent to which actual program activities are consistent with the activities proposed...

The State Management Review has typically focused on states receiving Sections 5310 and 5311 funds. These reviews also occur every three years and use a format and process similar to the Triennial Review.

49 U.S.C. §5338 provides the statutory basis for FTA's oversight responsibilities and the funding available to undertake oversight activities. In addition, 49 U.S.C. §5338 authorizes FTA to provide technical assistance to correct deficiencies found during oversight reviews and to promote overall recipient compliance.

Each year, the specific content of the Contractors Manual is modified to reflect any changes in the statutory requirements of funding programs and to FTA policy made over the preceding year. This document, which incorporates those changes, is used by FTA staff and contractors to execute the reviews.

The FY2022 Contractors Manual is the continuation of a "back to basics" effort initiated in FY2018 to identify the minimum compliance requirements that recipients are expected to meet and the optimal methods for assessing compliance with those requirements. Key to that effort is ensuring that all requirements are directly related to specific, citable, written requirements while also maintaining the overall intent of the reviews, and clearly articulating what is expected of recipients and exactly how FTA will go about determining compliance. The FY2022 manual continues that approach and further refines the document based on lessons learned.

The changes in the FY2022 manual are based on a thorough review of the FY2020 manual, the FY2020/FY2021 review cycle experience, and feedback received from our recipients, review contractors, and colleagues. This is part of FTA's ongoing commitment to improve consistency and transparency in its oversight reviews. We anticipate that these changes will result in an even more efficient review process that provides a clearer understanding of what is expected during a Comprehensive Review, how FTA determines compliance, and why a finding of deficiency is made.

SUPPLEMENTAL FUNDING

The FY2020 review cycle was suspended in March of 2020 after the President of the United States declared a public health emergency due to the Coronavirus Disease 2019 (COVID-19) outbreak. At this time, FTA contractors had completed the initial stages of the review process, including desk reviews, recipient training, and regional scoping meetings. A handful of site visits had also been conducted.

Prior to suspending the program, the FTA Acting Administrator issued a Notice of Concurrence with States that declared an emergency, thereby, making recipients' FY2020 apportionments of Section 5307 and Section 5311 funds available for expenses incurred in response to the public health emergency under Section 5324. On March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act granted \$25 billion to recipients receiving urbanized and rural area formula funds to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to the COVID-19 public health emergency. Recipients were allowed to use both the emergency relief and CARES Act funds for eligible expenses incurred on or after January 20, 2020. FTA generally considered all expenses eligible under urbanized or rural area programs that were incurred on or after January 20, 2020 to be in response to economic or other conditions caused by the public health emergency and thus eligible under CARES.

On December 27, 2020, the President of the United States signed into law a second stimulus bill in response to the public health emergency. The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) provided \$14 billion to support the transit industry. Subsequently, on March 11, 2021, the American Rescue Plan (ARP) Act was signed into law. ARP includes \$30.5 billion in Federal funding to support the nation's public transportation systems as they continue to respond to the COVID-19 public health emergency and support the President's call to vaccinate the U.S. population.

Each of the three stimulus packages has its own specific rules and flexibilities which will be called out in each review area of the Contractors Manual under the heading "Flexibilities and Administrative Relief."

Of the 22 areas reviewed in the FY2022 Contractors Manual, FTA granted flexibilities and implemented additional requirements for topics addressed in the comprehensive review in 13 areas. Of those areas, 19 overarching questions required modification to various components: the detailed explanation for reviewer, indicators of compliance, instructions for reviewers, and potential deficiency determinations. Those areas are as follows:

2. Financial Management and Capacity
3. Technical Capacity – Award Management
4. Technical Capacity – Program Management and Subrecipient Oversight
7. Satisfactory and Continuing Control
9. Procurement
10. Disadvantaged Business Enterprise (DBE)
11. Title VI
12. Americans with Disabilities Act (ADA) – General
13. Americans with Disabilities Act (ADA) – Complementary Paratransit
16. Charter Bus

18. Drug and Alcohol Program
19. Section 5307 Program Requirements
21. Section 5311 Program Requirements

In October 2020, FTA resumed its oversight cycle by shifting the FFY2020 reviews to FFY2021 and moving to conduct virtual site visits. The FY2022 review cycle for which the contractor manual is developed will follow this process for virtual site visit.

REVIEW AREAS

The review areas of the FY2022 Contractors Manual continue a realignment of the functional and organizational structure of recipients receiving reviews. Major updates made to the Contractors Manual in the last three years include the below. Other changes made over the past three/four years are captured in the Summary of Changes that follows this section.

- Adding Transit Asset Management (TAM) in FY2019
- Adding Public Transportation Agency Safety Plan (PTASP) in FY2022
- Adding Cybersecurity in FY2022

The FY2022 Comprehensive Review addresses 23 review areas:

1. Legal
2. Financial Management and Capacity
3. Technical Capacity – Award Management
4. Technical Capacity – Program Management and Subrecipient Oversight
5. Technical Capacity – Project Management
6. Transit Asset Management
7. Satisfactory and Continuing Control
8. Maintenance
9. Procurement
10. DBE
11. Title VI
12. ADA – General
13. ADA – Complementary Paratransit
14. EEO
15. School Bus

16. Charter Bus
17. DFWA
18. Drug and Alcohol Program
19. Section 5307 Program Requirements
20. Section 5310 Program Requirements
21. Section 5311 Program Requirements
22. PTASP
23. Cybersecurity

REVIEW AREA AND QUESTION FORMAT

Each review area has the following sections:

- Introductory page that lists the purpose of the review area, questions to be examined, and information needed from the recipient
- Review questions (see the following table below for the overarching structure for determining compliance for each question)
- Issues/areas of concern for FTA awareness
- References and useful weblinks

The questions in each review area consist of the following eight items:

FY2022 Contractors Manual Question Format	
1. Review Area Question	Overarching question to be examined in relation to the basic requirement to determine whether a recipient is not deficient or deficient.
2. Basic Requirement	The minimum requirement to which all applicable recipients are expected to comply. Requirements are written in plain language and are directly tied to a law, regulation, circular, master agreement or other binding guidance.
3. Applicability	Types of recipients to which the requirement applies, which is defined by the stated characteristics for that review area and varies by funding program, type of recipient, number of transit employees, fleet size, modes operated, arrangement with other entities (subrecipients) or other characteristics.

FY2022 Contractors Manual Question Format	
4. Detailed Explanation for Reviewers	FTA's definition and/or guidance to reviewers, in plain language, on how the basic requirement may apply to a recipient's organization.
5. Flexibilities and Administrative Relief	Due to the COVID-19 Public Health Emergency, FTA granted recipients with specific flexibilities to complying with traditional Federal requirements. This section has been added to include the flexibilities afforded to recipients and to provide reviewers with direction on how to assess the potential impact to recipients' procedures and ability to comply with requirements. In addition, FTA issued <i>Frequently Asked Questions from FTA Grantees</i> to capture flexibilities or requirements which are noted in governing directive of the related question.
6. Indicators of Compliance	Question(s) FTA reviewers will answer in order to determine a recipient's compliance with the basic requirement. Indicators identify specific issues to address which may lead to findings of not deficient or deficient and help define the corrective action.
7. Instructions for Reviewer	Specific instructions to FTA reviewers about how to evaluate each indicator of compliance.
8. Potential Deficiency Determinations	<p>Condition(s) under which a recipient could be deficient along with the deficiency code and suggested corrective action.</p> <p>Any deficiencies identified as a result of a recipient not meeting the requirements related to any of the supplemental funding must be specifically identified as:</p> <ul style="list-style-type: none"> • Related to COVID-19 public health emergency funds • Detailed separately in the description, explaining the issue, requirements, and rationales for the deficiency • Confirmed along with corrective action with FTA regional office

FY2022 Contractors Manual Question Format	
9. Governing Directive(s)	<p>Citations from law, regulation, circular, master agreement or other binding guidance that identifies the basis of the requirement and any deficiencies.</p> <p>FTA's Frequently Asked Questions from FTA Grantees that captures flexibilities or required implementation during the COVID-19 public health emergency have been added here, as applicable.</p>

Questions may also include a "Note from FTA." This information is intended to provide further clarification and/or information for use by reviewers.

It should be noted that questions relating to a recipient's oversight of subrecipient, contractor, and lessee compliance appear toward the end in each applicable review area.

SUMMARY OF CHANGES

NOTE TO REVIEWERS:

- A comprehensive update of the FY2022 Contractors Manual was made to reflect the revisions and/or new requirements of the Code of Federal Regulations Title 2, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The updates are reflected in each applicable area in which requirements were either revised or added.
- Of the 23 areas reviewed in the FY2022 Contractors Manual, FTA granted flexibilities and administrative relief and/or implemented additional requirements in response to the public health emergency and the award of COVID-19 relief funds. The related updates were applied to requirements addressed in 13 of the comprehensive review areas. Of those areas, 17 overarching questions required modification to various components: the detailed explanation for reviewer, indicators of compliance, instructions for reviewers, and potential deficiency determinations. (Review areas affected are identified with an asterisk *)
- For all applicable review areas the governing directives and useful web links were updated/added to address the current requirements.

LEGAL

FY2018	FY2019	FY2020	FY2021/2022
1. LEGAL	1. LEGAL	1. LEGAL	1. LEGAL
Removed questions relating to designation status and ensuring documentation of designation on file with the FTA.	No significant changes.	Added a new question: Does the recipient include clauses in its third party and subrecipient agreements that require notification of any legal matter that may affect the Federal government?	Procurement and subgrant agreements were removed from the Recipient Information Request as they are covered under another review area.
Instead of asking questions relating to state/local law pending litigation affecting funding status, revised to inquire about legal matters including major disputes, breaches, defaults, or litigation affecting the Federal government.			Added a new Recipient follow-up item: Documentation of lobbying activities conducted by recipients, contractors, and subcontractors.
Revised question relating to notification of FTA regional counsel, to also include of FTA's Chief Counsel.			Removed question L4 in its entirety. The requirement is addressed in the Procurement area.
Revised lobbying activities and disclosures question into two questions.			
Revised question regarding subrecipients, contractors, and subcontractors lobbying activities and disclosures into two questions.			

FINANCIAL MANAGEMENT AND CAPACITY*

FY2018	FY2019	FY2020	FY2021/2022
2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.	For question F1 regarding financial policies and procedures, eliminated indicators of compliance regarding changes to policies and procedures in response to audit/review findings, significant changes to its organization, software being used, and changes to Federal regulatory requirements.	For question F9 addressing subrecipient oversight, added indicators of compliance regarding oversight of eligible match funds and operating assistance calculations.	Added a new Recipient Information Request item: List of subrecipients that charge indirect cost to the recipient.
<p>For question F1 regarding financial policies and procedures:</p> <ul style="list-style-type: none"> clarified that recipients are only required to have written procedures for allowability of costs and cash management added indicator regarding changes to the recipients policies and procedures based on organizational changes, audits, and/or software added indicator regarding changes to the recipients policies and procedures based on federal regulations 	Eliminated question F8 regarding the eligibility of local match funds by addressing documentation of volunteered services or in-kind contributions in question F4 and eligibility of local match in question F7.		Deficiency Code F2-5 regarding internal checks and balances was removed.

FY2018	FY2019	FY2020	FY2021/2022
2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY
<p>For question F2 regarding financial organizational structure:</p> <ul style="list-style-type: none"> added indicator regarding the authority of all financial duties added indicator regarding financial functions and responsibilities segregated added indicator regarding internal checks and balances 			<p>For question F8 regarding operating assistance:</p> <ul style="list-style-type: none"> eliminated an indicator regarding whether recipient received operating assistance.
<p>For question F3 regarding the financial management system:</p> <ul style="list-style-type: none"> eliminated an indicator related to reconciliation of FTA and recipient award balances eliminated indicator relating to how financial procedures track expenditures by activity line item (ALI) added indicator regarding tracking and generating financial reports added an indicator relating to financial report elements and source documentation 		<p>For question F8 regarding operating assistance, Indicators of compliance previously subsection “a” was eliminated: Does the recipient receive operating assistance from FTA?</p>	<p>For question F9 regarding subrecipient oversight:</p> <ul style="list-style-type: none"> converted indicator b into a table for clarity and the ability to specifically address all elements of the requirements. Indicators of compliance under subsection “f” was updated to include the additional underlined language: How does the recipient ensure that subrecipients seek <u>reimbursement for eligible expenditures, including, but not limited to</u>, calculating the amount eligible for operating assistance in compliance with FTA guidance?

FY2018	FY2019	FY2020	FY2021/2022
2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY
<ul style="list-style-type: none"> added an indicator regarding the accuracy of financial reports 			<ul style="list-style-type: none"> Revised Deficiency code F9-6, corrective action to “The recipient must submit to the FTA regional office procedures for ensuring that subrecipients seek reimbursement for eligible expenditures in compliance with FTA guidance.”
<p>For question F4 regarding the draw down and tracking of federal expenses:</p> <ul style="list-style-type: none"> eliminated indicator relating to the process for receiving and disbursing FTA funds eliminated indicator relating to ECHO drawdown restrictions added indicator regarding ECHO draw supporting documents added indicator relating to FTA notification of drawdown in excess of \$50M and/or \$500M 			
<p>For question F5 regarding charging indirect costs to FTA awards, added indicator regarding the use of the de minimis rate.</p>			

FY2018	FY2019	FY2020	FY2021/2022
2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY	2. FINANCIAL MANAGEMENT AND CAPACITY
<p>For question F6 regarding Single Audits:</p> <ul style="list-style-type: none"> added indicator regarding to what years were singles audits were required to be submitted added indicator regarding whether the audits were submitted on-time 			
For question F7 regarding financial resources, eliminated an indicator related to new/ expansion of transit services			
Consolidated all indicators regarding oversight of subrecipients into question F10.			
Eliminated questions relating to Emergency Relief awards.			

TECHNICAL CAPACITY – AWARD MANAGEMENT*

FY2018	FY2019	FY2020	FY2021/2022
3. TECHNICAL CAPACITY – AWARD MANAGEMENT	3. TECHNICAL CAPACITY – AWARD MANAGEMENT	3. TECHNICAL CAPACITY – AWARD MANAGEMENT	3. TECHNICAL CAPACITY – AWARD MANAGEMENT
Incorporated questions regarding award management into this section.	No significant changes.	No significant changes.	Added language to the Recipient Information Request, regarding award management procedures to be included in this section if not covered under the financial procedures.
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.			<p>For question TC-AM1 regarding Milestone Progress Reports and Federal Financial Reports submissions:</p> <ul style="list-style-type: none"> Revised to address the timeliness of submission of MPRs and FFRs only. The completeness and accuracy of reports are addressed in TC-AM2 and TC-AM3. Included an additional paragraph Detailed Explanation for Reviewer “ <u>If FTA grants an extension to the report or if corrections can only be added outside the 30-day timeframe, the recipient should provide documentation relating to FTA’s approval or instruction and note the change in their comments. Submissions outside the 30-day timeframe may only be</u>

FY2018	FY2019	FY2020	FY2021/2022
3. TECHNICAL CAPACITY – AWARD MANAGEMENT	3. TECHNICAL CAPACITY – AWARD MANAGEMENT	3. TECHNICAL CAPACITY – AWARD MANAGEMENT	3. TECHNICAL CAPACITY – AWARD MANAGEMENT
			<p><u>submitted via a hard copy of the SF-425. These may be found under 'Application Documents' or 'Recipient Documents' in TrAMS."</u></p> <ul style="list-style-type: none"> Revised the MPR and FFR reporting frequency table, is revised to reflect the risk based reporting intervals.
Eliminated questions relating to Emergency Relief awards.			Question TC-AM4 regarding close out of awards, added in the Detailed Explanation for Reviewer the purpose of the report as well as the example POP report found in Appendix B of FTA C. 9040.1.
Moved the questions regarding Associated Transit Improvement Reports to 18. Section 5307 Program Requirements.			
Incorporated risk-based reporting frequencies into question TC-AM1 regarding timely submittal of Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs).			

TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT*

FY2018	PROGRAM FY2019	FY2020	FY2021/2022
4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – MANAGEMENT AND SUBRECIPIENT OVERSIGHT
Incorporated questions regarding program management and subrecipient oversight into this section.	Clarified requirements for development and submission of a state or program management plan in question TC-PgM2.	Revised Purpose of Review Area to more specifically address applicability and topics discussed.	Added deficiency code TC-PjM4-2 regarding subrecipients lobbying certification.
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.		Removed question 5 in Issues/ Areas of Concern for FTA Awareness. The recipient is asked to provide all recipients in response to the RIR.	Revised question TC-PrgM6 regarding reported subaward information to FSRS, to include the updates to 2 CFR part 170 where the OMB raised the reporting threshold for subawards that equal or exceed \$30,000.
Moved questions regarding oversight of financial capacity to Section 2. “Financial Management and Capacity.”			
Eliminated question regarding oversight of subrecipient technical capacity.			
Eliminated question regarding technical assistance to subrecipients.			
Eliminated question regarding state safety oversight.			

FY2018	PROGRAM FY2019	FY2020	FY2021/2022
4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – MANAGEMENT AND SUBRECIPIENT OVERSIGHT
Added question TC-PgM1 regarding transit provider involvement in the development of the long-range transportation plan and the State Transportation Improvement Plan (STIP) (moved from Planning/Program of Projects).			
Expanded question TC-PgM1 to address nonmetropolitan local official involvement in the development of the long-range transportation plan and the STIP.			
In question TC-PgM2 regarding state and program management plans, directed reviewers to review the plans for required elements only when the plans have not been reviewed and approved by FTA.			
Added question TC-PgM3 regarding signed lobbying certifications from subrecipients (moved from Procurement).			
Added question TC-PgM4 regarding suspension and debarment as it relates to			

FY2018	PROGRAM FY2019	FY2020	FY2021/2022
4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT	4. TECHNICAL CAPACITY – MANAGEMENT AND SUBRECIPIENT OVERSIGHT
subrecipients (moved from Procurement).			
Clarified requirements regarding verifying subrecipient suspension and debarment in question TC- PgM4.			

TECHNICAL CAPACITY – PROJECT MANAGEMENT

FY2018	FY2019	FY2020	FY2021/2022
5. TECHNICAL CAPACITY – PROJECT MANAGEMENT	5. TECHNICAL CAPACITY – PROJECT MANAGEMENT	5. TECHNICAL CAPACITY – PROJECT MANAGEMENT	5. TECHNICAL CAPACITY – PROJECT MANAGEMENT
Incorporated questions regarding project management into this section.	No significant changes.	Clarified requirements relating to force account justifications versus force account plans in question TC-PjM2.	Added two new Recipient Information Request items: <ul style="list-style-type: none"> List of projects with significant (33%) delays and/or cost increases List of subrecipient projects with significant (33%) delays and/or cost increases
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.			Removed oversight of contractors and/or lessees and placed it under TC-PrjM1 Indicator of Compliance “f”.
Clarified force account plan requirements in question TC-PjM2.			Removed element regarding subrecipients oversight for question TC-PjM2 as this is covered by question TC-PjM4.
Added language which addressed oversight of subrecipient capital or planning projects in question TC-PjM3.			Added question TC-PjM3 addressing transit management or service contractors oversight.
			Added subrecipient use of force account labor to Indicator of Compliance b in question TC-PjM4.

TRANSIT ASSET MANAGEMENT

FY2018	FY2019	FY2020	FY2021/2022
6. TRANSIT ASSET MANAGEMENT	6. TRANSIT ASSET MANAGEMENT	6. TRANSIT ASSET MANAGEMENT	6. TRANSIT ASSET MANAGEMENT
Section did not exist in 2018.	Added the section.	No significant changes.	Added two new Recipient Information Request items: <ul style="list-style-type: none"> Position and job description for accountable executive. Evidence that the TAM plan was shared with the State and/or MPO that provides funding.
			Clarified the requirement that if a recipient has subrecipients, they must develop a group TAM in question TAM1.
			Clarified that the review of required elements of the TAM plan does not include a determination of whether the plan is sufficient in question TAM2.
			Clarified that Group TAM plans do not require responsibilities be assigned to an Accountable Executive in question TAM3.
			Added a new Deficiency Code TAM5-3.

FY2018	FY2019	FY2020	FY2021/2022
6. TRANSIT ASSET MANAGEMENT	6. TRANSIT ASSET MANAGEMENT	6. TRANSIT ASSET MANAGEMENT	6. TRANSIT ASSET MANAGEMENT
			<p>For question TAM6 addressing performance targets:</p> <ul style="list-style-type: none"> • Changed applicability to recipients that own, operate, or manage capital assets used for providing public transportation and are not a group TAM plan participant. • Added language regarding setting performance targets and the requirement that the accountable executive approve the annual targets to the Detailed Explanation for Reviewer.

7. SATISFACTORY AND CONTINUING CONTROL *

FY2018	FY2019	FY2020	FY2021/2022
7. SATISFACTORY AND CONTINUING CONTROL	7. SATISFACTORY AND CONTINUING CONTROL	7. SATISFACTORY AND CONTINUING CONTROL	7. SATISFACTORY AND CONTINUING CONTROL
Eliminated questions relating to Emergency Relief awards and state useful life standards.	Eliminated question regarding certifications of cost-effectiveness determinations for use of capital assistance to finance leases of transit facilities or equipment.	No significant changes.	Added a new Recipient Information Request item: Deviation request or special dispensation for spare ratio.
Moved all questions relating to Sections 5310 and 5311 requirements to the respective stand-alone review areas.	Removed the deficiency for excess spare ratios for fixed-route fleets of fewer than 50 vehicles.		<p>For question SCC10 regarding spare ratios and contingency fleet:</p> <ul style="list-style-type: none"> Revised indicator a and updated to include the additional underlined language: <u>If the recipient operates 50 or more revenue vehicles in fixed-route urbanized area service, does the spare ratio exceed 20 percent?</u> (For fixed-route fleets of less than 50 vehicles operated in urban service, note if the spare ratio seems reasonable in Issues/Areas of Concern for FTA awareness question 3.) <ul style="list-style-type: none"> <u>If yes, did the recipient submit an award application or receive an award to replace, rebuild, or acquire new vehicles after going above the 20-percent spare ratio threshold?</u> <u>If yes, did the recipient request a short-term</u>

FY2018	FY2019	FY2020	FY2021/2022
7. SATISFACTORY AND CONTINUING CONTROL	7. SATISFACTORY AND CONTINUING CONTROL	7. SATISFACTORY AND CONTINUING CONTROL	7. SATISFACTORY AND CONTINUING CONTROL
			<u>deviation and receive FTA approval for it?</u>
Added question SCC1 regarding an inventory for real property purchased with an award made on or after December 26, 2014.	Refocused Question SCC12 regarding oversight to address subrecipients only as the recipient's procedures for maintaining satisfactory continuing control over its FTA-funded property should also address property used by contractors and lessees. Added indicators regarding excess real property, incidental use, idle facilities, disposition, and flood insurance.		
Added question SCC3 regarding use, lease or disposition of idle FTA-funded real property.			
In questions SCC7 and SCC8, clarified equipment management and disposition requirements as they apply to states.			
Added question SCC11 regarding certifications of cost-effectiveness determinations for use of capital assistance to finance leases of transit facilities or equipment.			

MAINTENANCE

FY2018	FY2019	FY2020	FY2021/2022
8. MAINTENANCE	8. MAINTENANCE	8. MAINTENANCE	8. MAINTENANCE
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.	No significant changes.	No significant changes.	<p>For question M2 regarding preventive maintenance inspections for FTA-funded assets:</p> <ul style="list-style-type: none"> • Clarified Instructions for Reviewer that recipients may track maintenance intervals in hours or miles, or a combination of the two. • Added Instructions for Reviewer adds that reviewers observe an FTA funded asset or facility that appears to be insufficiently maintained, the reviewer may request the maintenance records for that asset or facility on site.
Clarified requirements that apply to states.			Clarified that question M3 addressing maintenance for accessible features, is applicable to all recipients who provide service.
Removed deficiencies regarding incomplete/inadequate/out of date vehicle and facility maintenance plans.			

FY2018	FY2019	FY2020	FY2021/2022
8. MAINTENANCE	8. MAINTENANCE	8. MAINTENANCE	8. MAINTENANCE
Consolidated all indicators regarding oversight of subrecipient, contractors, lessees, into question M5.			
<p>For question M2 regarding preventive maintenance inspections for FTA-funded assets:</p> <ul style="list-style-type: none"> • Removed questions, relating to goals and objectives inclusion in written maintenance plan • Removed questions, relating to on-board security systems requirement for maintenance program • Removed question, relating to mission critical items • Removed question, relating to record retention • Removed question, relating to location of preventive maintenance records 			

FY2018	FY2019	FY2020	FY2021/2022
8. MAINTENANCE	8. MAINTENANCE	8. MAINTENANCE	8. MAINTENANCE
For question M3 regarding vehicle maintenance accessibility features, added indicator relating to maintaining accessibility features for facilities and facility related equipment.			
Consolidated all indicators regarding oversight of subrecipients, contractors, lessees into question M5.			

PROCUREMENT*

FY2018	FY2019	FY2020	FY2021/2022
9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT
Continued to incorporate FAST and 2 CFR Part 200 changes into applicable questions for areas such as thresholds and Buy America.	Overall, noted that flexibility afforded by 2 CFR Part 200 for states should not be misconstrued as absolving a state from Federal requirements. This note was included in the Purpose of the Review Area section and is additionally incorporated in the Applicability and Potential Deficiency Determination sections of each question.	Clarified that FTA Circular 4220.1F has not been updated to incorporate 2 CFR Part 200.	Added two new Recipient follow-up items: <ul style="list-style-type: none"> • Procurement files selected for review • FAIN for procurement files selected
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.	Updated small and micro-purchase thresholds to currently-approved levels.	Removed revenue contracts from type of procurements to sample during the Comprehensive Review.	Added required elements to the list of requirements for procurement procedures for question P1.
Removed questions relating to staffing of procurement function.	Added question regarding the public availability of protest procedures.	Clarified what standards of conduct should address regarding internal conflicts of interest for question P2.	Added Deficiency Code P1-4 regarding recipients following their procurement procedures.
Revised review of procurement policies and procedures to align with the areas noted in 2 CFR Part 200.	Added information in question on A&E services for on-call A&E contracts.	For question P11, added clause for Notice to FTA and USDOT Inspector General of information related to fraud, waste abuse or other legal matters, as well as the corresponding language from FTA Master Agreement for question P11.	Retained Deficiency Code P3-1: Protest procedures not accessible to potential bidders for question P3

FY2018	FY2019	FY2020	FY2021/2022
9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT
Removed separate question relating to organizational conflicts of interest and duplicative or unnecessary procurements; these are now covered in question P1 regarding procurement policies and procedures.	Modified the clauses reviewed in the Comprehensive Review to only those clauses noted specifically in 2 CFR Part 200 and the Master Agreement. If one or more of those applicable clauses is missing, a deficiency is made.	For question P14 regarding change orders, added governing directives from 2 CFR 200 concerning full and open competition.	Added note to Deficiency Code P4-2 regarding the flow down of the suspension/debarment requirement to subcontractors.
Modified question P3 on protest procedures to conform with 2 CFR Part 200 (relating to FTA's involvement).	Revised selection of subrecipient procurement (in oversight question) to focus on procurements that had previously been reviewed by the recipient.	For question P17 regarding assignment of options, revised the basic requirement to include FTA recommendations regarding assignability clauses in piggyback contracts.	<p>For question P7 regarding full and open competition,</p> <ul style="list-style-type: none"> Updated to state the underlined language: Does the recipient ensure that it conducts all procurement transactions in a manner that provides full and open competition and does not unduly restrict competition in its procurement process <u>and as described in its policies and procedures and in compliance with 2 CFR Part 200</u> Removed reference to policies and procedures as these are covered by questions P1 through P3

FY2018	FY2019	FY2020	FY2021/2022
9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT
Removed question on USDOT's pilot program on Contracting Initiatives.		For question P20, revised information on Buy America pre-award and post-delivery certifications to indicate that they have to be completed but not signed.	Removed reference to policies and procedures in question P7 as these are covered by questions P1 through P3.
Changed deficiency determination from only deficient if all clauses were missing to deficiency if one required clause was missing.		Removed question 10 from Issues/Areas of Concern for FTA Awareness, as the question is addressed by questions asked earlier in the section.	
Removed information questions regarding types of procurements conducted or anticipated.			
Removed questions on Brooks Act compliance in on-call type procurements.			

FY2018	FY2019	FY2020	FY2021/2022
9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT
Added FAST Act Buy America domestic content question into piggybacking question.			<p>For question P11 regarding federal clauses in FTA-funded procurements:</p> <ul style="list-style-type: none"> Instructions for Reviewer added the following: Note was added to the citation column regarding procurement awards made after October 2018 <p>Added the following new clause the: <u>Prohibition on certain telecommunications and video surveillance services or equipment</u></p>
Removed question regarding Buy America waiver requests.			Removed in P18its entirety: Did the recipient ensure that appropriate FTA approval was acquired for advance payments and that adequate protection was exercised for progress payments?
Added potential deficiency for the recent requirement for vehicles to receive 'passing' bus-testing report.			Added Exhibit 9.1 Procurement/Agreements Examined
Included increasing domestic content Buy America requirements to pre-award/post-delivery questions.			Added Exhibit 9.2 Required Certifications, Reports, and Forms

FY2018	FY2019	FY2020	FY2021/2022
9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT	9. PROCUREMENT
Removed emergency relief procurement questions.			
Removed procurement oversight question for procurements by contractors.			

DISADVANTAGED BUSINESS ENTERPRISE*

2018	FY2019	FY2020	FY2021/2022
10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.	No significant changes.	Expanded question DBE2 regarding DBELO designation to address adequate resources to implement the program.	Updated question DBE7 to adjust the fiscal years required for the current review period.
Removed question relating to 'timely' submission of DBE program plan.		For question DBE3 regarding DBE goal submissions, added indicator on revising overall goals based on FTA review and comment to submission.	Revised a question DBE8 a to clarify the inclusion of race-neutral measures in the recipient's DBE program.
Removed question relating to loading DBE program plan to EAMS.		For question DBE10, expanded question on TVM project-specific goals to other project-specific goals.	For question DBE9 addressing good faith efforts, the Basic Requirement was revised and clarified to align with Instructions for Reviewers.
Changed question which asked if DBE program was approved by FTA to ask if required revisions noted by FTA were made.		For question DBE12, expanded indicator on monitoring to address commercially useful function of DBEs.	
Removed questions relating to the sufficiency of the overall goal methodology or the goal-setting process.		For question DBE13 regarding certifications and standards: <ul style="list-style-type: none"> added indicator on required training for certification staff added indicator on making in-state and interstate certifications timely 	

2018	FY2019	FY2020	FY2021/2022
10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE
Removed question relating to overall goal of 'zero.'			
Revised DBE Liaison Officer (DBELO) question to focus on vacancy of position and direct and independent access of DBELO to the chief executive officer (CEO).			
Eliminated questions on other staff/resources applied to the DBE program and the sufficiency of resources.			
Removed questions relating to follow-up to FTA's review of shortfall analysis and conciliation agreements.			
Removed question relating to a recipient trying race-conscious if it was not meeting its goal entirely race-neutrally as projected.			
Removed question relating to actions taken by a recipient upon notification from DBE that it was not being paid promptly.			

2018	FY2019	FY2020	FY2021/2022
10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE	10. DISADVANTAGED BUSINESS ENTERPRISE
Added question on DBE termination/substitution process for a race-conscious project.			
Eliminated question on being part of Unified Certification Program (UCP).			
Eliminated question on submission by UCP of annual report to USDOT.			
Removed DBE supplemental section to be asked of all agencies that certify.			
Added/retained questions on certification regarding 1) use of correct application form 2) use of correct personal net worth (PNW) form 3) conduct of site visit for instate initial certifications, and 4) recording of correct NAICS codes in UCP directory.			

TITLE VI*

FY2018	FY2019	FY2020	FY2021/2022
11. TITLE VI	11. TITLE VI	11. TITLE VI	11. TITLE VI
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.	No significant changes.	Added a new indicator to question TVI3: regarding the required elements of the Title VI notice.	Added a new Recipient Information Request item: <u>List of language assistance training for staff.</u>
Consolidated all indicators regarding oversight of subrecipients, contractors, lessees, to TVI6.		Added a new indicator to question TVI8 regarding the recipient's monitoring the amenities it provides in accordance with its Title VI Program.	Revised indicators of compliance under subsection b for question TV13 to state: Does the published and posted Title VI Notice include all three of the required elements?
For question TV1 regarding Title VI Program: added indicator regarding FTA's issued correspondence indicating required revisions to the submitted Title VI Programs.			
Removed question, What steps has the grantee taken to ensure meaningful access to the benefits, services, information, and other important portions of its programs and activities for limited English proficiency (LEP) persons?			
Removed question, How did the results of the four-factor analysis influence the steps taken?			

FY2018	FY2019	FY2020	FY2021/2022
11. TITLE VI	11. TITLE VI	11. TITLE VI	11. TITLE VI
Removed question, How does the grantee train employees to provide timely and reasonable language assistance, even those that may not be apparent from the four-factor analysis?			
Removed question, What processes does the grantee use to evaluate if it is distributing funds in a nondiscriminatory manner?			
Removed question, How does the State DOT analyze the overall allocation of the benefits and burdens of transportation investments in light of Title VI considerations?			
Removed question, What processes does the grantee use to evaluate if it is distributing funds in a nondiscriminatory manner?			
Removed question, How does the State DOT analyze the overall allocation of the benefits and burdens of transportation investments in light of Title VI considerations?			

FY2018	FY2019	FY2020	FY2021/2022
11. TITLE VI	11. TITLE VI	11. TITLE VI	11. TITLE VI
Removed question, How did the grantee collect and analyze demographic data showing the extent to which members of minority groups were beneficiaries of programs receiving FTA financial assistance?			
Remove question, When did the grantee update the required maps prior to proposed service reductions or eliminations?			

AMERICANS WITH DISABILITIES ACT – GENERAL*

FY2018	FY2019	FY2020	FY2021/2022
12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT – GENERAL
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.	For question ADA-GEN1 regarding ADA complaints: <ul style="list-style-type: none"> added indicators regarding the processes for identifying and addressing ADA complaints eliminated discussion regarding contact information for filing a complaint 	For question ADA-GEN1, clarified requirements regarding summaries of complaints.	Added a new Recipient Information Request item: List of new facilities constructed or facilities altered since the last review to the Recipient Information Request.
For question ADA-GEN1 regarding complaints: <ul style="list-style-type: none"> added indicator regarding contact information for filing a complaint clarified when a recipient may use the same process for accepting and investigating ADA and Title VI complaints 	For question ADA-GEN4 regarding the purchase of non-accessible vehicles for demand-response service, clarified certification requirements.	For question ADA-GEN3, added corrective action regarding advance notice for accessible vehicles.	For question ADA-GEN1 regarding ADA-related complaints, added indicator b addressing fee the advertisement of contact information of a designated responsible employee for ADA complaint coordination.
For question ADA-GEN2 regarding accessible new vehicles used in fixed-route service, eliminated the indicator related to accessible spare vehicles.	Added question ADA-GEN5 regarding equivalent service for services provided under contract by a taxi company, transportation network company (TNC), or other private entity.	For question ADA-GEN8, regarding service provisions, eliminated the indicator addressing forward-facing priority seating and associated deficiency.	For question ADA-GEN2 regarding accessibility requirements, added an indicator c addressing the results of an engineering analysis performed for remanufactured vehicles that do not meet accessibility standards under 49 CFR Part 36.

FY2018	FY2019	FY2020	FY2021/2022
12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT – GENERAL
For question ADA-GEN8, moved indicators regarding maintenance of accessibility features to Section 7. "Maintenance."	For question ADA-GEN8 regarding service provision: <ul style="list-style-type: none"> added an indicator regarding service animals added an indicator regarding designation of forward-facing seats as priority seating added an indicator regarding designation of and policy towards securement locations 	For question ADA-GEN8, added indicators that address waivers from wheelchair users and standees who use wheelchair lifts as a condition of service, and associated deficiencies.	For question ADA-GEN3 regarding usage of fixed-route service: <ul style="list-style-type: none"> The question was updated to include the underlined language: <u>Do all</u> vehicles used in fixed-route service provided under contract or other arrangement or relationship, including microtransit and commuter bus service, <u>meet the requirements of 49 CFR Part 38?</u>
For question ADA-GEN9 relating to general public route deviation service, added an indicator regarding equivalent service.		For question ADA-GEN9, added an indicator and associated deficiency code regarding maintenance of accessible paths.	For question ADA-GEN4 regarding vehicles used in demand-response, indicators were revised as follows: <ul style="list-style-type: none"> Indicator b: <u>If inaccessible vehicles are used for demand-responsive service, can the recipient demonstrate that equivalent service is provided?</u> Indicator c: <u>If the recipient transitioned from a fixed-route to demand-responsive service, are all the vehicles used in service accessible?</u>

FY2018	FY2019	FY2020	FY2021/2022
12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT – GENERAL
For question ADA-GEN10 regarding rail service, eliminated the indicator addressing dwell time as it is addressed in the question related to service provision.			For Question ADA-GEN5 regarding taxi company and transportation network company accessible vehicles, updated to include the underlined language: Since the last Comprehensive Review, if the recipient has engaged the services of a taxi company, transportation network company, or other private entity to operate demand-response service, including microtransit, on its behalf or in conjunction with its services, <u>are all vehicles accessible, or can equivalent service be demonstrated?</u>
For question ADA-GEN11 regarding ferry service: <ul style="list-style-type: none"> added an indicator adding requirements for a passenger with a disability to travel with another person eliminated an indicator related to fares and surcharges			For question ADA-GEN9 regarding accessible equipment, added indicator e regarding the usability of accessible paths of travel.
Consolidated all indicators regarding oversight of contractors, lessees, and public entities into question ADA-GEN12.			

FY2018	FY2019	FY2020	FY2021/2022
12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT - GENERAL	12. AMERICANS WITH DISABILITIES ACT – GENERAL
Consolidated all indicators regarding oversight of subrecipients into question ADA-GEN13.			

AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT*

FY2018	FY2019	FY2020	FY2021/2022
13. AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT	13. AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT	13. AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT	13. AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT
Moved Enhanced Review trigger, background and resource questions to issues/areas of concern for FTA.	Added question ADA-CPT1 regarding whether the recipient is a public operator of fixed-route service.	Added an indicator to question ADA-CPT3 regarding the time it takes to process visitor requests.	For question ADA-CPT1 addressing fixed-route service: <ul style="list-style-type: none"> Applicability was revised to state: Public operators of a fixed-route system (other than commuter rail or bus and university transportation systems) Indicators of Compliance was updated to include the underlined language: If the recipient is a public operator of fixed-route service, <u>other than commuter rail or commuter bus, or university transportation service</u>, is complementary paratransit service provided?
Eliminated questions regarding service requirements.	For question ADA-CPT2 regarding eligibility determinations, added indicators that address: <ul style="list-style-type: none"> Inappropriate eligibility determination factors Personal care attendants 	Clarified in question ADA-CPT5 that the Comprehensive Review will find a deficiency for noncompliant no-show policies even when they are not enforced.	

FY2018	FY2019	FY2020	FY2021/2022
13. AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT	13. AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT	13. AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT	13. AMERICANS WITH DISABILITIES ACT – COMPLEMENTARY PARATRANSIT
Eliminated indicators regarding service beyond ADA complementary paratransit requirements.	<ul style="list-style-type: none"> Added question ADA-CPT4 regarding service requirements. 		
For question ADA-CPT4 regarding service availability, added an indicator regarding negotiating trip times during the reservation process.			

EQUAL EMPLOYMENT OPPORTUNITY

FY2018	FY2019	FY2020	FY2021/2022
14. EQUAL EMPLOYMENT OPPORTUNITY	14. EQUAL EMPLOYMENT OPPORTUNITY	14. EQUAL EMPLOYMENT OPPORTUNITY	14. EQUAL EMPLOYMENT OPPORTUNITY
Moved background questions to Issues/Areas of Concern for FTA Awareness.	No significant changes.	No significant changes.	For question EEO1 regarding EEO program, clarified that State DOTs are subject to the same EEO program submissions as other recipients.
Revamped the section to incorporate the requirements of FTA Circular 4704.1A regarding frequency of equal employment opportunity (EEO) program submittals and abbreviated plan requirements. FTA now relies on Comprehensive Reviews to review abbreviated EEO programs.			Added a new Recipient Information Request item: List of any complaints received relating to school bus service.

SCHOOL BUS

FY2018	FY2019	FY2020	FY2021/2022
15. SCHOOL BUS	15. SCHOOL BUS	15. SCHOOL BUS	16. SCHOOL BUS
Expanded oversight questions (SB3 and SB4) to address contractors and lessees.	No significant changes.	No significant changes.	

CHARTER BUS

FY2018	FY2019	FY2020	FY2021/2022
16. CHARTER BUS	16. CHARTER BUS	16. CHARTER BUS	16. CHARTER BUS
Eliminated the question regarding the subrecipient, contractor, or lessee requesting an advisory opinion from the Office of Chief Counsel.	No significant changes.	No significant changes.	Added a new Recipient Information Request item: List of any complaints received relating to charter bus service.
Eliminated the question regarding cease and desist orders.			<p>For question CB1 regarding operation or maintenance of charter bus service</p> <ul style="list-style-type: none"> Detailed explanation for reviewer table (column b 'Notification to Registered Charter Providers) was updated to include underlined language; <u>No (unless the recipient exceeds 80 hours per year and has not petitioned the Administrator for additional charter service hours)</u>
Eliminated the question regarding registered charter provider, or its duly authorized representative, filing a complaint with the Office of the Chief Counsel.			

FY2018	FY2019	FY2020	FY2021/2022
16. CHARTER BUS	16. CHARTER BUS	16. CHARTER BUS	16. CHARTER BUS
Expanded oversight question (CB3) to address contractors and lessees.			
Added question relating to quarterly reporting for Charter service provided			

DRUG FREE WORKPLACE ACT

FY2018	FY2019	FY2020	FY2021/2022
17. DRUG FREE WORKPLACE ACT	17. DRUG FREE WORKPLACE ACT	17. DRUG FREE WORKPLACE ACT	17. DRUG FREE WORKPLACE ACT
No significant changes.	No significant changes.	No significant changes.	Updated the governing directives to include 49 CFR 32.210 for question DFWA1.
			<p>For question DFWA2 regarding on-going drug free awareness program</p> <ul style="list-style-type: none"> Update the instructions for reviewer was updated: <u>Discuss how often the information is updated, refreshed, or presented to employees.</u> Added reference to the governing directives: <i>49 CFR 32.215</i>

DRUG AND ALCOHOL PROGRAM*

FY2018	FY2019	FY2020	FY2021/2022
18. DRUG AND ALCOHOL PROGRAM	18. DRUG AND ALCOHOL PROGRAM	18. DRUG AND ALCOHOL PROGRAM	18. DRUG AND ALCOHOL PROGRAM
Moved background questions to Issues/Areas for FTA Concern.	No significant changes.	No significant changes.	<p>Added two new Recipient Information Request items:</p> <ul style="list-style-type: none"> • Sample drug and alcohol testing record requested from a new hire prior employer • MIS reports for previous three years for recipient, subrecipients and contractors
Eliminated questions regarding the drug and alcohol testing pool, annual Management Information System (MIS) reporting, random testing, and post-accident testing.			<p>For question DA1 addressing board adopted drug and alcohol misuse policy:</p> <ul style="list-style-type: none"> • Added a note to the Detailed Explanation for Reviewer referencing the change to the FTA's drug and alcohol regulation for random testing, at 49 CFR 655.45, which increased the minimum rate of random drug testing from 25 percent to 50 percent of covered employees for employers subject to FTA's drug and alcohol regulation. • Updated the Detailed Explanation for reviewer to include additional information and circumstances that constitute a refusal to take a

FY2018	FY2019	FY2020	FY2021/2022
18. DRUG AND ALCOHOL PROGRAM	18. DRUG AND ALCOHOL PROGRAM	18. DRUG AND ALCOHOL PROGRAM	18. DRUG AND ALCOHOL PROGRAM
			<p>drug and/or alcohol test. See newly added language below:</p> <p>Fail to permit the observation or monitoring of your provision of a specimen, in the case of a directly observed or monitored collection in a drug test.</p>
In question DA1, reduced the number of elements of a drug and alcohol policy reviewed. Added an indicator regarding policy distribution.			
In question DA5, focused the oversight question on qualifications of service agents and MIS reporting.			

SECTION 5307 PROGRAM REQUIREMENTS*

FY2018	FY2019	FY2020	FY2021/2022
19. SECTION 5307 PROGRAM REQUIREMENTS	19. SECTION 5307 PROGRAM REQUIREMENTS	19. SECTION 5307 PROGRAM REQUIREMENTS	19. SECTION 5307 PROGRAM REQUIREMENTS
Incorporated Section 5307 requirements into one section.	No significant changes.	Deleted the question regarding associated transit improvement reports.	Revised the Recipient Information Request and Recipient Follow-Up to specifically indicate which items are applicable to recipients.
Moved background and resource questions to issues/areas of concern for FTA.		Deleted question regarding transit security expenditures.	Revised the recipient follow-up items to include the underlined language: Executive summary of the results of the most recent Planning Certification Review <u>for large urbans in which the MPO agreement was reviewed.</u>
Added question 5307:1 regarding the contents of the written agreement with the MPO.			
Added review of the MPO public involvement plan to 5307:2 regarding public involvement.			
Added an indicator to question 5307:4 regarding the location where an agency-issued half-fare identification card can be obtained.			

SECTION 5310 PROGRAM REQUIREMENTS

FY2018	FY2019	FY2020	FY2021/2022
20. SECTION 5310 PROGRAM REQUIREMENTS	20. SECTION 5310 PROGRAM REQUIREMENTS	20. SECTION 5310 PROGRAM REQUIREMENTS	20. SECTION 5310 PROGRAM REQUIREMENTS
Moved background and resource questions to issues/areas of concern for FTA.	No significant changes.	No significant changes.	Revised question 5310:2 to clarify the applicability of the question to those projects awarded to subrecipients eligible to receive Section 5310 funding.
Eliminated indicator regarding the fair and equitable distribution of funds.			Revised question 5310:3 applicability to specify <u>Designated recipients of Section 5310 funds.</u>
Eliminated indicator regarding cycle and duration of coordinated plans and coordination with MPOs in development of the plans.			
In question 5310:5, added an indicator regarding leases of Section 5310-funded vehicles to private entities.			

SECTION 5311 PROGRAM REQUIREMENTS*

FY2018	FY2019	FY2020	FY2021/2022
21. SECTION 5311 PROGRAM REQUIREMENTS	21. SECTION 5311 PROGRAM REQUIREMENTS	21. SECTION 5311 PROGRAM REQUIREMENTS	21. SECTION 5311 PROGRAM REQUIREMENTS
Moved background and resource questions to issues/areas of concern for FTA.	No significant changes.	No significant changes.	Added two new Recipient follow-up items: <ul style="list-style-type: none"> Records of requests for Section 5311 funding Documentation of consultation that supports requirements outlined in FTA C. 9040.1G for intercity bus
In question 5311:1, added an indicator for eligibility of directly operated service.			For Question 5311:1 regarding public transportation services: <ul style="list-style-type: none"> Added an item to indicator a: iv How does the recipient ensure that subrecipients have a methodology for distributing operating and capital costs to the respective program if the subrecipient also receives Section 5307 funds? Added an item to Indicator b: iv Is there a methodology for distributing costs to the respective program, if the state also receives Section 5307 funds?
In question 5311:2, removed the indicator for the fair and equitable distribution of funds.			For question 5311:3 regarding apportionment on eligible intercity bus projects <ul style="list-style-type: none"> Added indicator b

FY2018	FY2019	FY2020	FY2021/2022
21. SECTION 5311 PROGRAM REQUIREMENTS	21. SECTION 5311 PROGRAM REQUIREMENTS	21. SECTION 5311 PROGRAM REQUIREMENTS	21. SECTION 5311 PROGRAM REQUIREMENTS
			<p>For the four years covered by the review, document the recipient's allocation for expenditures on intercity bus projects:</p> <ul style="list-style-type: none"> Added indicator c <p>If the state programmed less than 15 percent of its apportionment on intercity bus projects, did the governor certify that intercity bus needs are adequately met during the period of availability of the funds?</p>
Eliminated question regarding use of privately provided intercity bus service as in-kind match.			

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)*

22. FY2018	FY2019	FY2020	FY2021/2022
N/A	N/A	N/A	22. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN
Review Section did not exist in FY2018.	Review Section did not exist in FY2019.	Review Section did not exist in FY2020.	An entirely new section was created to review compliance with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP).

CYBERSECURITY

23. FY2018	FY2019	FY2020	FY2021/2022
N/A	N/A	N/A	23. CYBERSECURITY
Review Section did not exist.	Review Section did not exist.	Review Section did not exist.	An entirely new section was created to review compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019), to ensure certification and a written plan for identifying and reducing cybersecurity risks.

1. LEGAL

PURPOSE OF THIS REVIEW AREA

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

QUESTIONS TO BE EXAMINED

1. Since the last Comprehensive Review, did the recipient promptly notify the FTA of any legal matters that may affect the FTA?
2. Since the last Comprehensive Review, did the recipient promptly notify the FTA and US DOT OIG of any instances relating to false claims under the False Claims Act or fraud, waste or abuse?
3. Since the last Comprehensive Review, did the recipient and any subrecipients use only non-appropriated funds for any lobbying activities and did each file the required disclosure form?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- List of litigations, breaches, defaults, disputes or instances where the Federal government was named as a party to litigation or a legal disagreement since the last review
- List of false claims received or criminal violation committed related to Federal assistance since the last review
- List of law enforcement investigations concerning the recipient's federally-funded projects, to the extent known to the recipient

Recipient Follow-up

- Office of Management and Budget (OMB) Standard Form LLL
- Documentation of lobbying activities conducted by subrecipients, contractors, and subcontractors

L1. Since the last Comprehensive Review, did the recipient promptly notify the FTA of any legal matters that may affect the FTA?

BASIC REQUIREMENT

A recipient must promptly notify the FTA of any current or prospective legal matters that may affect the Federal government.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

The recipient is required to promptly notify the FTA Chief Counsel or the FTA Regional Counsel for the region in which the recipient is located of any current or prospective legal matters that may affect the Federal government. The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming of the Federal government as a party to litigation or a legal disagreement in any forum for any reason.

INDICATORS OF COMPLIANCE

- a. *Were there any legal matters including major disputes, breaches, defaults, or litigation where the Federal government was named as a party or FTA-funded assets could be affected? If no, move to the next question.*
- b. *If yes, did the recipient promptly notify the FTA Chief Counsel or its Regional Counsel?*

INSTRUCTIONS FOR REVIEWER

Review information from the recipient and regional office. Conduct an internet search of the recipient for documentation of legal matters including major disputes, breaches, defaults, or litigation where the Federal government was named as a party or FTA-funded assets could be affected since the last Comprehensive Review.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it did not notify the FTA Chief Counsel or Regional Counsel about a major dispute, breach, default, litigation, or any instances when the Federal government was named as a party to litigation or a legal disagreement.

DEFICIENCY CODE L1-1: Failure to notify FTA of potential or pending litigation

SUGGESTED CORRECTIVE ACTION: The recipient must submit documentation to the regional office that it has submitted the applicable information to the FTA Chief Counsel or Regional Counsel along with a process to ensure timely notification in the future.

GOVERNING DIRECTIVE

FTA Master Agreement, Section 39(b)(1)(2)

If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third-Party Agreements and must require each Third-Party Participant to include an equivalent provision in its subagreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220. (1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason. (2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements.

L2. Since the last Comprehensive Review, did the recipient promptly notify the FTA and US DOT OIG of any instances relating to false claims under the False Claims Act or fraud, waste or abuse?

BASIC REQUIREMENT

A recipient must promptly notify the FTA and the US DOT OIG of any instances relating to false claims under the False Claims Act or fraud, waste or abuse.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients must promptly notify the US DOT Inspector General and the FTA Chief Counsel or regional counsel for the region in which the recipient is located if the recipient has knowledge that a principal,

official, employee, agent, or third party participant of the recipient, or other person potentially may have submitted a false claim under the False Claims Act, 31 U.S.C. §3729 et seq., or has committed a criminal or civil violation of law pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Federal assistance.

INDICATORS OF COMPLIANCE

- a. *Since the last Comprehensive Review, did the recipient have evidence that one of its principals, officers, employees, agents, or third-party participants submitted a false claim or committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Federal assistance? If yes, briefly describe the claim or matter. If no, move to the next question.*
- b. *If yes, did the recipient notify the FTA Chief Counsel or its Regional Counsel and the US DOT OIG?*

INSTRUCTIONS FOR REVIEWER

Review information from the recipient and regional office. Conduct an internet search of the recipient for documentation/evidence of false claims or criminal violations related to Federal assistance since the last Comprehensive Review.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it did not notify the FTA Chief Counsel or Regional Counsel and the US DOT OIG about an applicable false claim, civil or criminal crime, fraud, conflict of interest, bribery, gratuity, or similar misconduct related to its Federal assistance.

DEFICIENCY CODE L2-1: False claim, fraud, waste, abuse, or other civil or criminal infraction not reported

SUGGESTED CORRECTIVE ACTION: The recipient must submit documentation to the FTA regional office that it has submitted applicable information to the FTA Chief Counsel or Regional Counsel and the US DOT OIG and a process to ensure timely notification in the future.

GOVERNING DIRECTIVE

FTA Master Agreement, Section 39(b)(3)

The recipient must promptly notify the US DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the recipient is located, if the recipient has knowledge of potential fraud, waste, or abuse occurring on a project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729 et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving Federal assistance. This responsibility occurs whether the project is subject to this agreement or another agreement between the recipient and FTA, or an agreement involving a principal, officer, employee, agent, or third party participant of the recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the recipient, including divisions tasked with law enforcement or investigatory functions.

L3. Since the last Comprehensive Review, did the recipient and any subrecipients use only non-appropriated funds for any lobbying activities and did each file the required disclosure form?

BASIC REQUIREMENT

Recipients and subrecipients are prohibited from using appropriated Federal funds to lobby for Federal funds. If the recipient or subrecipient uses local funds to lobby for transit purposes, recipients and subrecipients must file the OMB Standard Form LLL with the FTA.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

The use of Federal funds for lobbying is prohibited. If lobbying services for transit purposes are procured with non-Federal funds, the recipient is required to submit the disclosure form, OMB Standard Form LLL (Rev.7-97).

Activities that are required to be disclosed include the hiring of any third party (i.e., lobbyist) for the purpose of attempting to influence a covered Federal action. Disclosure is not required for activities performed by the recipient's own regularly employed officers and employees. Covered Federal action means any of the following Federal actions:

- Awarding of any Federal contract or subcontract exceeding \$100,000
- Making of any Federal grant or subgrant exceeding \$100,000
- Making of any Federal loan or loan guarantee exceeding \$150,000
- Entering into any Federal cooperative agreement exceeding \$100,000
- Extension, continuation, renewal, amendment, or modification of any Federal contract, grant, or cooperative agreement exceeding \$100,000 or of a loan or loan guarantee exceeding \$150,000

Updates to OMB Standard Form LLL are required for each calendar quarter in which any event occurs that requires disclosure, or that materially affects the accuracy of the information contained in any disclosure form previously filed by the entity. Those events may include:

- A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a "covered Federal action"
- A change in the person(s) attempting to influence such action
- A change in the officer(s), employee(s), or member(s) contacted to attempt to influence such action

Any subrecipient, contractor, and subcontractor in receipt of an award or contract exceeding \$100,000 is subject to the same disclosure and updating requirements as the recipient. The recipient must obtain an OMB Standard Form LLL or a quarterly report update from a subrecipient, contractor, or subcontractor for an event that should be reported.

INDICATORS OF COMPLIANCE

- a. *Did the recipient pay for lobbying activities since the last Comprehensive Review? If no, move to indicator c.*
- b. *What types of funds were used to pay for lobbying activities? If local funds were used, were the proper disclosures made?*
- c. *How does the recipient ensure that its subrecipients, contractors, and subcontractors comply with the lobbying requirements?*

- d. *If any subrecipient, contractor, or subcontractor confirms lobbying activities, did the recipient obtain the OMB Standard Form LLL and provide it to the FTA?*

INSTRUCTIONS FOR REVIEWER

Recipient lobbying: Confirm with the FTA Office of Chief Counsel if the recipient conducts lobbying activities. Using the list of lobbying activities provided in the Recipient Information Request, select and review a sample of OMB Standard Form LLL to determine if disclosures were made quarterly when required. In preparing the ECHO sample, review payments made for professional services not clearly described in financial reports. Prior to, or during the site visit, discuss the nature of these professional services and any lobbying activities the recipient may have conducted. Determine if Federal funds may have been used for lobbying or if required disclosures were not submitted for local funds used in such lobbying activities it conducted.

Oversight of subrecipient, contractor*, or subcontractor lobbying: On-site, discuss with the recipient its process for obtaining information on lobbying activities conducted by subrecipients, contractors, or subcontractors. For subrecipients and contractors selected for a site visit, review the applicable agreements and contracts to verify required lobbying disclosures and certifications were obtained. During the subrecipient, contractor, and lessee site visits, discuss any lobbying activities the entity may have conducted, whether or not Federal funds were used, and if the required disclosures were made.

***NOTE TO REVIEWERS:** For the scope of the Comprehensive Review, reviewers are to verify implementation of the recipient's oversight program for transit management contractors that will be visited during the site visit.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it used Federal funds to compensate any person to influence or attempt to influence a covered action.

DEFICIENCY CODE L3-1: Federal funds used for lobbying

SUGGESTED CORRECTIVE ACTION: The recipient must work with the FTA Regional Counsel to determine the appropriate corrective action steps to be taken.

The recipient is deficient if it used local funds to compensate any person to influence or attempt to influence a covered Federal action for transit purposes and did not file an initial OMB Standard Form LLL and/or a quarterly update for an event that should have been reported and submitted to the FTA.

DEFICIENCY CODE L3-2: Recipient did not submit OMB Standard Form LLL/quarterly update

SUGGESTED CORRECTIVE ACTION: The recipient must submit a process to the FTA regional office for reporting lobbying activities on OMB Standard Form LLL and any quarterly updates. The recipient must submit an initial OMB Standard Form LLL and/or a report for any quarter in which there was a material change to the FTA Regional Counsel.

The recipient is deficient if it did not obtain an initial OMB Standard Form LLL or a quarterly update from a subrecipient, contractor, subcontractor, or lessee for an event that should have been reported and submitted to the FTA Regional Counsel for the periods in which any related lobbying activities were conducted.

DEFICIENCY CODE L3-3: Subrecipient, contractor, subcontractor, or lessee did not submit OMB Standard Form LLL/quarterly update

SUGGESTED CORRECTIVE ACTION: The recipient must submit a process to the FTA regional office for obtaining the required lobbying information, including reporting lobbying activities on

OMB Standard Form LLL and any quarterly updates, for its subrecipients, contractors, subcontractors, or lessees.

GOVERNING DIRECTIVE

49 CFR 20.100

(a) No appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(c) Each person who requests or receives from an agency a Federal contract, grant, loan, or a cooperative agreement shall file with that agency a disclosure form, set forth in appendix B, if such person has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered Federal action), which would be prohibited under paragraph (a) of this section if paid for with appropriated funds.

49 CFR 20.110

(a) Each person shall file a certification, and a disclosure form, if required, with each submission that initiates agency consideration of such person for: (1) Award of a Federal contract, grant, or cooperative agreement exceeding \$100,000; or (2) An award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

(b) Each person shall file a certification, and a disclosure form, if required, upon receipt by such person of: (1) A Federal contract, grant, or cooperative agreement exceeding \$100,000; or (2) A Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000, unless such person previously filed a certification, and a disclosure form, if required, under paragraph (a) of this section.

(c) Each person shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by such person under paragraphs (a) or (b) of this section. An event that materially affects the accuracy of the information reported includes: (1) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or (2) A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or, (3) A change in the officer(s), employee(s), or member(s) contacted to influence or attempt to influence a covered Federal action.

(d) Any person who requests or receives from a person referred to in paragraphs (a) or (b) of this section: (1) A subcontract exceeding \$100,000 at any tier under a Federal contract; (2) A subgrant, contract, or subcontract exceeding \$100,000 at any tier under a Federal grant; (3) A contract or subcontract exceeding \$100,000 at any tier under a Federal loan exceeding \$150,000; or, (4) A contract or subcontract exceeding \$100,000 at any tier under a Federal cooperative agreement, shall file a certification, and a disclosure form, if required, to the next tier above.

(e) All disclosure forms, but not certifications, shall be forwarded from tier to tier until received by the person referred to in paragraphs (a) or (b) of this section. That person shall forward all disclosure forms to the agency.

2 CFR 200.331 Requirement for pass-through entities

All pass-through entities must: ... (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Did background research or site visit observations reveal any potential legal issues or concerns not covered above?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
3. 49 CFR Part 20, "New Restrictions on Lobbying"
4. FTA Master Agreement

USEFUL WEBLINKS

1. "Disclosure of Lobbying Activities" form (SF LLL)

2. FINANCIAL MANAGEMENT AND CAPACITY

PURPOSE OF THIS REVIEW AREA

The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

QUESTIONS TO BE EXAMINED

1. Does the recipient have financial management policies and procedures in place for managing Federal awards, establishing internal controls, ensuring timely distribution of funds, and determining allowability of costs?
2. Does the recipient's organizational structure clearly define, assign, and delegate appropriate authority for all financial duties and require that those duties are 1) carried out by properly qualified personnel, 2) segregated within the organization, and 3) subject to review to ensure that adequate internal checks and balances exist?
3. Does the recipient's financial management system allow it to prepare reports and trace funds adequately to establish compliance with award terms and conditions?
4. Does the recipient correctly draw down, track the use of Federal funds for eligible expenses, and disburse advance payment funds within three business days?
5. Has the recipient complied with requirements for charging indirect costs to Federal Transit Administration (FTA) awards, including developing annual cost allocation plans, recording indirect costs in awards and reports, and submitting approval documentation?
6. Has the recipient conducted the required Single Audits, submitted the required documentation to the Federal Audit Clearinghouse (FAC) and FTA, and resolved any identified issues?
7. Does the recipient have financial resources to provide the required local share for active awards and to maintain and operate FTA-funded assets?
8. For recipients receiving operating assistance, is the amount eligible for operating assistance calculated in compliance with FTA guidance?
9. Does the recipient adequately ensure financial management systems oversight of its subrecipients?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Financial statements or comprehensive annual financial reports for the past three years
- Internal audits for the past three years prepared by the recipient, if applicable
- List of funds to support transit programs for the last three years and next three years. Identify the following items for each year:
 1. sources of funding (i.e., farebox revenue, toll tax, local share, etc.)
 2. amounts
 3. status (elected, discretionary, by law, etc.)
 4. significant changes that may affect the sources of funding
- Financial management policies and procedures that include determining the allowability of costs and timely distribution of funds
- Cash Management Improvement Act of 1990 (CMIA) agreements (states only)

- Organizational chart for organization as a whole and the financial office(s)
- Position and job descriptions for award-related senior financial and accounting staff with financial duties for managing FTA funds
- Sample resumes of award-related senior financial and accounting staff with financial duties
- Sample record from financial system identifying the following required elements: FTA awards with the Assistance Listing title and number, FAIN (Federal Award Identification Number) and year, name of the awarding Federal agency, and name of the pass-through entity, if any
- Sample financial record including Federal award information, amounts awarded, authorized, encumbered and expended; including income earned
- Most recent variance report(s) demonstrating that budget/actual comparisons are completed for FTA awards
- Sample worksheets used to calculate operating expenses
- Financial plan projecting revenues and expenses for the next three years (or longer), including the assumptions and notes to the financial plan
- Operating and capital budgets for the past three years with comparison to actual results
- Listing of local or state legislation, with sunset provisions, impacting transit funding
- State/Transportation Improvement Program (S/TIP)
- Annual budget to actual reconciliation reports for the entire transit program for the review period
- List of subrecipients that charge indirect cost to the recipient

Recipient Follow-up

- Total Federal (non-FTA) funds expended for the past three years by year
- Documentation of progress towards closing open Single Audit findings
- Approval notification of the Cost Allocation Plan (CAP) or Indirect Cost Rate Proposal (ICRP)
- Approval notification of the central services plan
- Approved CAP or ICRP
- Board meeting minutes for the review period

F1. Does the recipient have financial management policies and procedures in place for managing Federal awards, establishing internal controls, ensuring timely distribution of funds, and determining allowability of costs?

BASIC REQUIREMENT

Recipients must have financial management policies and procedures to ensure effective financial management of FTA awards and establish a system of internal controls to safeguard against waste, loss, and misuse of Federal funds.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients should have detailed financial management policies and procedures for managing FTA funds; outlining the recipient's internal control practices to prevent waste, loss, and misuse of Federal funds; delegating levels of authority; addressing the accounting software being used; providing financial reports; overseeing subrecipients; etc. Procedures must be written for determining allowability of costs and to ensure the timely distribution of funds.

2 CFR Part 200 identifies that recipient's written financial management policies and procedures must allow it to ensure that costs meet the following general criteria in order to be allowable under the Federal award:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- (b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- (c) Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- (d) Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- (e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- (f) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period. See also §200.306 Cost sharing or matching paragraph (b).
- (g) Be adequately documented. See also §§200.300 Statutory and national policy requirements through 200.309 Period of performance of this part.
- (h) Cost must be incurred during the approved budget period.

2 CFR Part 200 also identifies that recipients' written financial management policies and procedures must address *Cash Management and Payment in accordance with 2 CFR 200.305 Federal payment*.

- For states with major Federal programs, payments are governed by Treasury-State Cash Management Improvement Act of 1990 (CMIA) agreements and default procedures codified at 31 CFR Part 205 "Rules and Procedures for Efficient Federal-State Funds Transfers" and the Treasury Financial Manual, Part 4A, Chapter 2000 (TFM 4A-2000) Overall Disbursing Rules for All Federal Agencies.
 - i. The CMIA provides the general rules and procedures for the efficient transfer of funds for Federal financial assistance programs between the Federal government and the states. The CMIA requires an annual Treasury-State Agreement (TSA) between the U.S. Department of the Treasury, Financial Management Service and each of the 50 states, the District of Columbia, and the Territories of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. The objectives of the agreement are (1) To minimize the time between the transfer of funds to the states and the payout for program purposes; (2) To ensure that Federal funds are available when requested; and (3) To assess an interest liability to the Federal government and/or the states to compensate for the lost value of funds. *TSA covers Federal programs that meet the funding threshold established each year and establishes the procedures and requirements for the transfer of funds.* These procedures require the state to calculate Federal and state interest liabilities at the Treasury bill rate for covered programs and to annually report the liabilities to the Federal government. Any interest owed by the state for the preceding fiscal year is due to the Federal government no later than March 31 of the following fiscal year.

For a State entity without a TSA, it is sufficient for the State to refer to the default procedures in 31 CFR 305(a). This is one instance where written procedures are not required, because the default procedures in 31 CFR 305(a) are very prescriptive. It is not necessary for the State to cut and paste the default procedures into their written

materials. Note: This guidance is relevant only to state agencies whose transit program is not covered by the states' TSA and does not apply to non-state recipients.

- ii. TFM 4A-2000 provides guidance to Federal agencies on the overall disbursing rules with the principal objectives of control of disbursements are to ensure that all disbursements are legal, proper, and correct and that all disbursements are accurately recorded, reported, and reconciled in a timely, efficient manner.
- For non-state recipients, financial management policies and procedures must ensure that payment methods minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have written financial management policies and procedures?*
- b. *Do the recipient's written financial management policies and procedures include the two elements required by 2 CFR part 200?*

Required Written Financial Management Policies and Procedures			
Policy/Procedure	CFR Reference	Recipient Written Policy/Procedure and Page Number	Comment/Description of process, if not written
<i>Allowable costs</i>	<p>2 CFR Part 200.302</p> <p>2 CFR Part 200-Subpart E</p>		
<i>Cash Management and Payment</i>	<p>2 CFR Part 200.302</p> <p>2 CFR Part 200.305</p>		

- c. *How do the recipient's financial management policies and procedures address internal control practices to prevent waste, loss, and misuse of Federal funds. Complete the chart below: (if written, cite location; otherwise discuss and document the recipient's process for each)*

Required Financial Management Policies and Procedures Information			
Policy/Procedure	CFR Reference	Recipient Policy and Procedure (Page Number)	Description of Process
<i>Safeguarding of funds</i>	<i>2 CFR Part 200.302</i>		
<i>Recording and identification of assets; including the use of such</i>	<i>2 CFR Part 200.302</i>		
<i>An audit, testing or review program for internal control systems</i>	<i>2 CFR Part 200.303</i>		
<i>Financial oversight of subrecipients, if applicable</i>	<i>2 CFR Part 200.303 2 CFR Part 200.329 2 CFR Part 200.332</i>		
<i>Required financial reporting, review, and approval</i>	<i>2 CFR Part 200.328</i>		
<i>Record retention</i>	<i>2 CFR Part 200.334</i>		
<i>Accounting software being used</i>	<i>2 CFR Part 200.336</i>		
<i>Responsibilities, qualifications, training, supervision, and evaluation of financial staff</i>	<i>FTA Circular 5010.1E Award Management Requirements Chapter VI (2)(f)</i>		

Required Financial Management Policies and Procedures Information			
Policy/Procedure	CFR Reference	Recipient Policy and Procedure (Page Number)	Description of Process
<i>Organizational structure, levels and delegation of authority, access, and segregation of duties</i>	<i>FTA Circular 5010.1E Award Management Requirements Chapter VI (2)(f)</i>		
<i>Financial planning</i>	<i>FTA Circular 5010.1E, Chapter VI, Section 4 Financial Plan</i>		

d. Is the recipient implementing its financial management policies and procedures as written and/or described?

Policy/Procedure	Implementing question (See Instructions for Reviewer)	Implemented		Comments
		Yes	No	
<i>Allowable costs written policies and procedures</i>	<i>Question F4</i>			
<i>Cash Management and Payment written policies and procedures</i>	<i>Question F4</i>			
<i>Safeguarding of funds</i>	<i>Question F4</i>			
<i>Recording and identification of assets; including the use of such</i>	<i>Question F3</i>			
<i>An audit, testing or review program for internal control systems</i>	<i>Question F6</i>			

Policy/Procedure	Implementing question (See Instructions for Reviewer)	Implemented		Comments
		Yes	No	
<i>Financial oversight of subrecipients, if applicable</i>	<i>Question F9</i>			
<i>Required financial reporting, review, and approval</i>	<i>Questions F3 & F4</i>			
<i>Record retention</i>	<i>Question F3</i>			
<i>Accounting software being used</i>	<i>Question F3</i>			
<i>Responsibilities, qualifications, training, supervision, and evaluation of financial staff</i>	<i>Question F2</i>			
<i>Organizational structure, levels and delegation of authority, access, and segregation of duties</i>	<i>Question F2</i>			
<i>Financial planning</i>	<i>Question F7</i>			
<i>Prevention of duplicate and overbilling</i>	<i>Question F4</i>			

INSTRUCTIONS FOR REVIEWER

Obtain and review the recipient's financial management policies and procedures to ensure its procedures for determining allowability of costs and cash management are included. Procedures for determining allowability of costs and cash management must be written. Merely stating or referencing the regulations, is not sufficient to meet these requirements.

For state agencies, access the Treasury-State Cash agreement from the United States Bureau of Fiscal Service. If the agreement has expired, follow up with the recipient to obtain the current agreement. Confirm that the FTA program is one of the programs that is covered by the agreement. If not, follow up with the recipient to obtain its written procedures for cash management and confirm that the procedures references 2 CFR Section 200.305 (a). As these procedures are prescriptive, referencing the section of the CFR is sufficient to meet this requirement.

Obtain and review the recipient's procedures to ascertain how it will ensure that costs:

- (a) Are in accordance with the budget and projects in the award.
- (b) Meets the requirements of the award agreement, i.e., cost, project description, etc.
- (c) Are treated the same for both Federal and non-Federal activities, i.e., cost typically charged as indirect for the Federal activity is charged as indirect for non-Federal activities also.
- (d) Can be assigned to the appropriate funding sources within the recipient's financial management systems.
- (e) Used to match the Federal award are from allowable sources and adequately supported, i.e., in-kind, other DOT or Federal funds, state and local funds, etc.
- (f) Are verified, approved, necessary, and reasonable for the completion of the project.

Obtain and review the recipient's procedures to ascertain how it will ensure that Federal funds are disbursed within three (3) business days between the transfer of funds from the Federal agency and disbursement by the recipient.

Review findings from external and internal audits and oversight reviews conducted since the last Comprehensive Review to determine if deficiencies were noted in the recipient's policies and procedures. Verify the procedures were updated as required.

If not explicitly stated in the financial management policies and procedures, discuss with the recipient and document in the table at indicator c, their process for complying with the requirements.

Substantiate implementation of the recipient's financial management policies and procedures, through the review of the remaining questions in this section, as referenced in the table at indicator d.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have financial management policies and procedures that include written procedures for determining the allowability of costs and ensuring funds are distributed in a timely manner.

DEFICIENCY CODE F1-1: Lacking/missing required written financial management policies and procedures

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office financial management policies and procedures for managing FTA award funds in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. This must include procedures for determining allowability of cost and timely distribution of funds. The recipient must submit documentation that it has trained appropriate staff on the new policies and procedures.

The recipient is deficient if it does not have nor can demonstrate implementation of established policies and procedures for internal financial controls.

DEFICIENCY CODE F1-2: Lacking internal financial controls

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office new policies and procedures for establishing and maintaining effective internal control over the Federal award that provides reasonable assurance that it is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

The recipient must submit documentation that it has trained appropriate staff on the new policies and procedures.

NOTE: This deficiency should be made only if there are multiple and systematic issues identified in the review of this section. Prior to making this deficiency, consult with the regional office.

GOVERNING DIRECTIVE

2 CFR Part 200.302 Financial management

- (a) Each state must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds.
- (b) The financial management system of each non-Federal entity must provide for the following (see also §§200.334, 200.335, 200.336, and 200.337):
 - (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
 - (6) Written procedures to implement the requirements of §200.305.
 - (7) Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

2 CFR Part 200.303 Internal controls

The non-Federal entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

2 CFR Part 200.305 Federal Payment

- (a) For states, payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreements and default procedures codified at 31 CFR part 205 and Treasury Financial Manual (TFM) 4A-2000, “Overall Disbursing Rules for All Federal Agencies”

(b) For non-Federal entities other than states, payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means. See also §200.302(b)(6). Except as noted elsewhere in this part, Federal agencies must require recipients to use only OMB-approved standard government wide information collection requests to request payment.

2 CFR Part 200.403 Factors affecting allowability of costs

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- (b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- (c) Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- (d) Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- (e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- (f) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period. See also §200.306(b).
- (g) Be adequately documented. See also §§200.300 through 200.309 of this part.
- (h) Cost must be incurred during the approved budget period. The Federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to §200.308(e)(3).

FTA Circular 5010.1E Award Management Requirements Chapter VI (2) Internal Controls

(f) Standards of Internal Control and Audit Resolutions.

(1) General

- a) Recipient management policies that govern implementation of the Award must be clearly stated, understood throughout the organization, and conformed to applicable legislative and administrative requirements.
- b) The recipient's formal organization structure must clearly define, assign, and delegate appropriate authority for all duties.
- c) Responsibility for duties and functions must be segregated within the organization to ensure that adequate internal checks and balances exist. Recipients should pay particular attention to authorization, performance, recording, inventory control, and review functions to reduce the opportunity for unauthorized or fraudulent acts.

- d) A system of organizational planning should exist to determine financial, property, and personnel resource needs.
 - e) Written operating procedures must exist and be simply stated, yet meet the recipient's operating, legal, and regulatory requirements. In developing its procedures, the recipient should consider such factors as feasibility, cost, risk of loss or error, and availability of suitable personnel; other important considerations are the prevention of illegal or unauthorized transactions or acts.
 - f) The recipient's information system must reliably provide needed operating and financial data for decision-making and performance review.
 - g) The recipient must provide proper supervision and performance must be subject to review of an effective internal audit program.
 - h) All personnel must be properly qualified for their assigned responsibilities, duties, and functions; education, training, experience, competence, and integrity should be considered in assigning work; all must be held fully accountable for the proper discharge of their assignments.
 - i) Expenditures must be controlled so that construction, equipment, other property, and services are acquired and received as contracted for (as to quality, quantity, price, and time of delivery); authorizations for expenditures must conform to applicable statutes, regulations, and policies.
 - j) All real property, equipment, expendables, and funds must be safeguarded to prevent misuse, misappropriation, waste, or unwarranted deterioration or destruction.
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F2. Does the recipient's organizational structure clearly define, assign, and delegate appropriate authority for all financial duties and require that those duties are 1) carried out by properly qualified personnel, 2) segregated within the organization, and 3) subject to review to ensure that adequate internal checks and balances exist?

BASIC REQUIREMENT

Recipients must have an organizational structure that clearly defines, assigns, and delegates' appropriate authority for all financial duties regarding the management of Federal funds. Those duties must be carried out by properly qualified personnel and be segregated within the organization.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

A recipient's formal organizational structure must clearly define, assign, and delegate appropriate authority for all financial duties. Responsibility for duties and functions must be segregated within the organization to ensure that adequate internal checks and balances exist. Recipients should pay particular attention to authorization, performance, recording, inventory control, and review functions to reduce the opportunity for unauthorized or fraudulent acts.

All personnel must be properly qualified for their assigned responsibilities, duties, and functions; education, training, experience, competence, and integrity should be considered in assigning work. All personnel must be held fully accountable for the proper discharge of their assignments. The recipient must provide proper supervision including an adequate system of internal checks and balances.

INDICATORS OF COMPLIANCE

- a. *Does the recipient's organizational structure define, assign, and delegate authority for all financial duties?*
- b. *What are the recipient's minimum required qualifications for senior financial and accounting staff?*
- c. *Are financial functions and responsibilities segregated?*
- d. *Describe the recipient's process for financial supervision?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's organizational charts to determine lines of authority for financial duties.

Review recipient's job descriptions for its senior financial and accounting staff as listed on the organizational chart. Review sample resumes of senior financial and accounting staff by comparing them to the respective job descriptions to verify that staff experience align with their position.

To verify segregation of duties, during the review of the Electronic Clearinghouse Operation (ECHO) documentation, verify that:

- The approving/authorized official who approved the draw is not the same person who drew the funds.
 - Internal approval for the draw was executed prior to the draw being performed.
 - The approving official designated on the ECHO payment request form actually approved the draw or delegated that authority in writing to the person who approved the draw.
- NOTE: These components do not reflect the entire ECHO verification process, only the elements needed to verify segregation of duties.

On-site, discuss the recipient's process for supervision of financial and accounting personnel. Spot check supervisory approvals of financial reports/documents to verify that the recipient's actual process matches the process described in its financial management policies and procedures.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not segregate financial duties and functions.

DEFICIENCY CODE F2-1: No segregation of financial duties and functions

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office a revised organizational structure demonstrating a segregation of financial duties and functions, including roles and responsibilities, to create an internal system of financial checks and balances.

The recipient is deficient if its minimum required qualifications for senior financial and accounting staff do not align with its staff resumes.

DEFICIENCY CODE F2-2: Minimum financial required qualifications not properly aligned

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office minimum financial/accounting qualifications for senior financial/accounting personnel and/or a training program demonstrating how senior personnel will acquire the necessary qualifications.

The recipient is deficient if its listed individual who is the registered ECHO approving official, or a person to whom this person has delegated the authority in writing, does not approve each ECHO request; the recipient is deficient if its approving/authorizing official draws down funds.

DEFICIENCY CODE F2-3: ECHO draws not properly approved

SUGGESTED CORRECTIVE ACTION: The recipient must develop a process to ensure someone other than the approving official requests ECHO funds. The recipient must submit to the FTA regional office a process documenting that an authorized official approves each ECHO request. The recipient will update the authorizing official in ECHO or have the authorizing official delegate authority in writing to the person approving the requests. The recipient must implement and submit to the regional office documentation of training conducted of the appropriate staff on new policies and procedures.

The recipient is deficient if it does not have a process for supervising financial personnel or the recipient is not following that process.

DEFICIENCY CODE F2-4: Lacking supervision for financial personnel

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA updated financial policies and procedures that define a process for supervising financial personnel and evidence that such a process has been implemented.

GOVERNING DIRECTIVE

2 CFR Part 200.303 Internal Controls

The non-Federal entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in 'Standards for Internal Control in the Federal Government', issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission.
- (b) Comply with the US Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

FTA Circular 5010.1E Award Management Requirements Chapter VI (2) Internal Controls

- (f) Standards of Internal Control and Audit Resolutions.

- (1) General.

- b) The recipient's formal organization structure must clearly define, assign, and delegate appropriate authority for all duties.
- c) Responsibility for duties and functions must be segregated within the organization to ensure that adequate internal checks and balances exist. Recipients should pay particular attention to authorization, performance, recording, inventory control, and review functions to reduce the opportunity for unauthorized or fraudulent acts.
- g) The recipient must provide proper supervision and performance must be subject to review of an effective internal audit program.
- h) All personnel must be properly qualified for their assigned responsibilities, duties, and functions; education, training, experience, competence, and integrity should be considered in assigning work; all must be held fully accountable for the proper discharge of their assignments.

F3. Does the recipient's financial management system allow it to prepare reports and trace funds adequately to establish compliance with award terms and conditions?

BASIC REQUIREMENT

Recipients must have financial management systems in place to accurately account for and report on Federal funds.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

A recipient's financial management system must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program as addressed in the Technical Capacity-Award Management questions TC-AM 2 and TC-AM3.
- (3) Records that identify the source and application of funds for federally-funded activities.
- (4) Effective control over, and accountability for, all funds, property, and other assets.
- (5) Comparison of expenditures with budget amounts for each Federal award. If indirect costs are included in an award, the budgeted amounts should be reviewed for comparison with those costs claimed in the FFR.

INDICATORS OF COMPLIANCE

- a. *How does the recipient track and account for Federal awards and generate required financial reports?*
- b. *Are Federal awards identified with the Assistance Listing title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any?*

- c. *Do records contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest? Are these supported by source documentation?*
- d. *Are required reports accurate and current and do they disclose complete financial results?*
- e. *Are there comparisons of expenditures to budget by Federal award?*

INSTRUCTIONS FOR REVIEWER

Obtain sample records/documents produced by the financial systems to substantiate:

- Federal awards received and expended are identified with the Assistance Listing title and number, Federal Award Identification Number (FAIN) and fiscal year, name of the Federal agency, and name of the pass-through entity, if any
- The amounts generated are accurate, current, and complete at time of publication for the quarterly or annual Federal Financial Report(s)
- Financial records include Federal award information, amounts awarded, authorized, encumbered, and expended; including income earned; and are adequately supported
- Periodic comparison of budget to actual expenditures by Federal award are conducted

In TrAMS, obtain the most recent FFR for one award and compare to the recipient's internal records generated from its financial systems to determine that amounts reported, i.e., expenditures, encumbrances, awards, can be reconciled to the internal systems.

Obtain variance reports completed during the review period to verify that budget to actual comparisons are completed as discussed in procedures and significant variances (as defined by the recipient) are explained and/or reconciled.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if its financial management systems do not permit the preparation of reports required by general and program-specific terms and conditions, or do not allow the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to Federal statutes, regulations, and the terms and conditions of the award agreement. The Program Office may consider payment review or payment suspension to address risk surrounding safeguarding Federal funds until the corrective actions are sufficiently addressed.

DEFICIENCY CODE F3-1: Financial management systems deficiencies

SUGGESTED CORRECTIVE ACTION 1: The recipient must establish financial systems that allow for preparation of required reports and permit the tracking of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes.

SUGGESTED CORRECTIVE ACTION 2: The recipient must develop and submit to the FTA regional office policies and procedures that allow for the preparation of required reports, tracking of award funds, and addressing required elements and provide evidence of implementing financial management systems to accurately account for and report on federal funds.

GOVERNING DIRECTIVE

2 CFR Part 200.302 Financial Management

- a. Each state must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds. In addition, the state's and the other non-Federal entity's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific

terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. See also §200.450.

- b. The financial management system of each non-Federal entity must provide for the following (see also §§200.334, 200.335, 200.336, and 200.337):
 - 1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
 - 2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.328 and 200.329. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.
 - 3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - 4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See §200.303.
 - 5) Comparison of expenditures with budget amounts for each Federal award.

F4. Does the recipient correctly draw down, track the use of Federal funds for eligible expenses, and disburse advance payment funds within three business days?

BASIC REQUIREMENT

Recipients may only request necessary and eligible Federal funds through FTA's ECHO system. Drawdowns must be tracked by activity line item (ALI), fully supported by backup documentation, and for advanced payment, funds must be disbursed within three business days.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients request Federal funds through FTA's ECHO system. The recipient's records must support ECHO requests. The information is based on the approved award budgets and the underlying transactions must be traced back to an invoice for goods or services or internal records, i.e., timesheets, and be supported by information from the recipient's accounting system, as well as allocated to specific awards, if purchased with federal or pass through funding or used as federal match. Requests for reimbursement of in-kind contributions are eligible as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program, and is included in the

net award costs in the award budget.

Recipients may initiate drawdowns only when cash is needed for immediate reimbursement and must disburse the funds within three business days. Disbursement means that the recipient no longer controls the money (e.g., a check has been sent to a vendor). If the funds are not disbursed within three business days, FTA can charge interest beginning on day four. In most cases, recipients request funds on a reimbursement basis (after expenses have been incurred and paid). In some cases, (e.g., large bus procurements), recipients request funds prior to issuing a check. This procedure is acceptable as long as the funds are disbursed within three business days.

Prior to each drawdown the recipient makes in excess of \$50 million, the recipient must notify the FTA regional office. For drawdowns of more than \$50 million but less than \$500 million, the recipient must notify the FTA regional office two business days prior to initiating the drawdown. For drawdowns of more than \$500 million, the recipient must notify the FTA regional office five business days prior to initiating the drawdown. The notification must include the approximate amount(s) and the approximate deposit date(s).

For funds received from disallowed costs, and the Federal Government's proportionate part of any amounts it recovers from third parties or other sources, including refunds due and amounts recovered from third parties or other sources, interest assessed, penalties, and administrative charges, recipients are required to return to the Federal Government any excess Federal payments.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

The impact of the supplemental funds on the comprehensive review process is addressed at Question F8 and in the ECHO Transaction Sampling Procedures at the end of this review area.

INDICATORS OF COMPLIANCE

- a. *Does backup documentation support the amount of the ECHO draw? If the recipient uses volunteered services or in-kind contributions, does it fully document these services?*
- b. *How are drawdowns tied to the award budget? Were any award budget line items overcharged? Are all expenses charged to the award eligible under the award's terms and conditions?*
- c. *Did the recipient notify FTA two business days in advance of any drawdowns in excess of \$50 million or five business days in advance of any drawdowns in excess of \$500 million?*
- d. *Did the recipient return any amounts due to the Federal Government resulting from Federal claims and debts, excess payments, disallowed costs, refunds due, and other amounts or similar transactions?*

INSTRUCTIONS FOR REVIEWER

Review award budgets to determine type of funds and matching requirements and sources. Review progress reports to verify changes in allocated amounts and/or changes in sources of funds used for local match. During discussion with the regional office, inquire if there were any Federal claims and debts, excess payments, disallowed costs, refunds due, and other amounts demanded from the recipient and if such accounts have been returned.

Review the audited financial statements and Single Audit reports to determine if there are ECHO process findings. On-site, review a sample of ECHO drawdowns in accordance with the Records Selection Procedures at the end of this section to ensure that documentation supports the draws. Review documentation to determine if:

- The purpose of the draw was eligible under the award.
- The recipient's records show funds requested are tracked back to the approved award budget, and the recipient has made the appropriate requests for budget amendments or revisions.
- The calculation and documentation were accurate and complete.

- If documentation includes indirect cost, review cost allocation plan to confirm the correct rate was used.
- The funds were disbursed within three business days.
- FTA was timely notified for drawdowns exceeding \$50 million and for drawdowns exceeding \$500 million.
- If any refunds, obtain and review documentation that the recipient returned amounts as demanded.

If the recipient charges in-kind costs, specifically request as part of the ECHO sample a drawdown that includes these charges. On-site, review in-kind charges to the award to determine eligibility, and that the value is documented and supported, and represents a cost that would otherwise be charged.

Complete Table F4 at the end of this section.

POTENTIAL DEFICIENCY DETERMINATIONS

NOTE: The regional office should be alerted to payment-related deficiencies to consider if suggested corrective actions should also include payment review or suspension is required to address the findings and remediate the recipient's non-compliance with federal financial requirements. If included, the requirements to lift these restrictions should be noted in the report or in separate documentation from the regional office.

The recipient is deficient if its records do not support ECHO requests; if the ECHO transaction cannot be properly tracked to the award budget and traced back to an invoice for goods or services or internal records (i.e., timesheets), or the information cannot be supported by the recipient's accounting system.

DEFICIENCY CODE F4-1: ECHO documentation deficient

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for documenting ECHO draws. Discuss with the FTA regional office if it wants to require the recipient to submit ECHO requests for prior approval. The recipient must document and work with the FTA regional office to reimburse FTA for ineligible expenses charged to awards, plus applicable interest*. The recipient must implement and submit to the FTA regional office documentation of training conducted of the appropriate staff on new policies and procedures.

***NOTE TO REVIEWER:** There are two instances when FTA can charge interest:

1. The recipient charged ineligible expenses and FTA (through FTA's Office of Budget and Policy (TBP) declares an official debt and issues a repayment demand letter. At that point, the recipient has a grace period (approximately 30 days) to repay funds. At the end of the 30-day grace period, interest begins to accrue; or
2. The recipient did not disburse funds within three business days of receipt (unless drawing down funds on a reimbursement basis.) In this case, the reviewer is to work with the regional office to determine next steps for this corrective action.

The recipient is deficient if it held FTA funds for four or more business days after FTA funds were received or if the recipient drew more funds than were allowed.

DEFICIENCY CODE F4-2: Funds not disbursed timely

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for disbursing FTA funds within three business days along with documentation to support that funds were disbursed in accordance with FTA requirements until further notice. The recipient must implement and submit to the regional office documentation of training conducted of the appropriate staff on new policies and procedures.

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

The recipient is deficient if it failed to return to FTA funds for federal claims and debts, excess payments, disallowed costs, refunds due, and other amounts owed the Federal Government, including interest.

DEFICIENCY CODE F4-3: Federal funds not returned

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation related to the Federal funds owed and must adhere to the direction provided by the FTA regional office. Discuss with the FTA regional office if it wants to require the recipient to submit ECHO requests for prior approval.

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

GOVERNING DIRECTIVE

2 CFR Part 200.302 (b)(4) Financial Management

The financial management system of each non-Federal entity must provide for the following... (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See §200.303.

2 CFR Part 200.303 Internal Controls

The non-Federal entity must (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government”, issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission.

2 CFR Part 200.306 Cost sharing or matching

(b) For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under Subpart E of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

FTA Circular 5010.1E Chapter VI (2) (f) (3) (b) (7) Cash Management

...Payment received from FTA must be disbursed within three business days...

FTA Circular 5010.1E Chapter VI (9) Payment Procedures (d) Policy for ECHO Payments (2)

Reporting large disbursements to the appropriate FTA regional office in advance of the transaction settlement date. The recipient must provide a minimum notice of two business days for a disbursement totaling \$50 million or more, and a minimum notice of five days when a disbursement of more than \$500 million is anticipated. When specific information has not been finalized, the recipient must inform the FTA Regional Office of approximate amount(s) and approximate deposit date(s). The FTA Headquarters Accounting Payable Division should be notified by the Regional Office due to the requirement that FTA must provide the Treasury 48 hour's notification prior to drawdown of Federal assistance exceeding \$50 million.

FTA Master Agreement Section 10 (c)

Amounts Owed to the Federal Government. The Recipient agrees to return to the Federal Government any excess Federal payments it receives for disallowed costs, and the Federal Government's proportionate part of any amounts it recovers from third parties or other sources, including refunds due and amounts recovered from third parties or other sources, interest assessed, penalties, and administrative charges.

F5. Has the recipient complied with requirements for charging indirect costs to Federal Transit Administration (FTA) awards, including developing annual cost allocation plans, recording indirect costs in awards and reports, and submitting approval documentation?

BASIC REQUIREMENT

To charge indirect costs to an award, a recipient 1) must have an approved CAP or indirect cost rate proposal (ICRP) or 2) may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC).

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Under federally-funded award programs, recipients may incur both direct and indirect costs. A federally approved CAP or ICRP is required to support the distribution of indirect costs to the award program. An organization must seek approval from its Federal cognizant agency as designated in the Uniform Guidance.

A central service CAP is used by a state-wide, local government-wide, or Indian Tribe-wide agency to distribute executive and central level support functions to operating units which benefit from them. An ICRP may be for an entire organization or developed at the operating agency level to distribute administrative support and/or overhead costs of that agency to the programs (and the awards and contracts) that benefit from them.

Effective December 26, 2014, non-Federal entities that have never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to 2 CFR Part 200, "States and Local Government and Indian Tribe Indirect Cost Proposals," paragraph D.1.b (receive below \$35 million in direct Federal funding), may elect to charge a de minimis rate of 10 percent of modified total direct costs which may be used indefinitely. Effective August 13, 2020, the OMB expanded the ability for

recipients that are non-Federal entities (except those described in Appendix VII to 2 CFR Part 200, “States and Local Government and Indian Tribe Indirect Cost Proposals,” paragraph D.1.b) and who’s previously negotiated indirect cost rate has expired, to elect to charge a de minimis rate of 10 percent of modified total direct costs to the Federal award. FTA requires recipients complete a de minimis rate certification indicating they understand the requirements surrounding indirect cost rates and eligibility. Any currently approved agreements must expire before the recipient can apply the de minimis rate.

In situations where the cognizant agency has determined that annual review of the plan or rate is not required, recipient organizations must continue to develop annual plans regarding indirect costs and maintain the proposal and related supporting documentation for audit. Unless required by the cognizant agency or FTA, these governmental units are not required to submit their proposals for review and approval. These organizations should maintain documentation to reflect this decision or policy to support the inclusion of indirect costs in the award.

In addition to the initial submission when it serves as the cognizant agency, FTA requires submission of the CAP under the following circumstances:

- annually, if the recipient is a major local government (local government that receives more than \$100 million in direct Federal awards)
- the recipient has made a change in its organizational structure and its accounting system, that may significantly impact the CAP
- the recipient changes the CAP
- if requested by FTA

FTA requires ICRPs to be submitted in the following circumstances:

- The recipient is working on its first Federal assistance award or has not previously had an ICRP reviewed and accepted (note that such recipients may be eligible for the de minimis rate described above).
- The recipient has made a change in its accounting system that significantly impacts the previously approved ICRP and its basis of application.
- The recipient’s proposed ICRP exceeds the rate(s) last approved by FTA by more than 20 percent. For example, if FTA approved a 20 percent rate in 2016, and the rate increased to 23 percent in 2017, and again to 25 percent in 2018, the 2018 rate would be required to be submitted to FTA for approval as it increased by more than 20 percent.
- The recipient changes the ICRP methodology.
- The recipient is either a local governmental unit that receives more than \$35 million in direct Federal funding or a non-profit entity. In accordance with 2 CFR part 200, these entities must submit their plan annually to their cognizant agency.

The below table shows the respective cognizant agency for the entities listed.

State & Local Airport, Transit Authority or Port Authority	Appendix V – (CAP) Appendix VII – (ICRP)	Department of Transportation (DOT)
State Government	Appendix V – (CAP) Appendix VII – (ICRP)	Department of Health and Human Services (HHS)
State, Local Housing, or Development Districts	Appendix V – (CAP) Appendix VII – (ICRP)	Department of Housing and Urban Development (HUD)

Local Government	Appendix V – (CAP) Appendix VII – (ICRP)	Cognizant Agency of Indirect Costs: Determined by the agency providing the most direct federal funding or special arrangement between the concerned federal agencies.
Tribe	Appendix V	Department of the Interior
University (Institute of Higher Education)	Appendix III	HHS or Department of Defense Office of Naval Research (DOD Navy) based on amount of funding
Non-Profit	Appendix IV	Cognizant Agency for Indirect Costs: Determined by the agency providing the largest funding amount or special arrangement

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Indirect Cost Rates

For recipients whose indirect cost rate expired before June 16, 2020, FTA granted additional flexibilities regarding the use of approved indirect cost rates as follows:

- a. Recipients may continue to use the currently approved indirect cost rates (i.e., predetermined, fixed, or provisional rates) to recover their indirect costs on Federal awards.
- b. FTA may approve recipient's requests for an extension on the use of the current rates for one additional year without submission of an indirect cost rate proposal.
- c. FTA may approve recipient's requests for an extension of the indirect cost rate proposal submission to finalize the current rates and establish future rates.

INDICATORS OF COMPLIANCE

- a. *Does the recipient charge indirect costs to awards? If no, move to next question.*
- b. *Does the recipient charge indirect costs using the de minimis rate? If no, move to next indicator. If yes, obtain the recipient's de minimis rate certification.*
- c. *Does the recipient have an approved CAP and/or ICRP?*
- d. *Was the annual CAP and/or ICRP proposal submitted to the cognizant agency in accordance with the agency's requirements? For recipients with ICRPs due by June 16, 2020, was a revised date for the ICRP submitted to the FTA regional office for approval? If annual submission or approval is not required, is a copy of the annual plan retained for audit?*
- e. *If the recipient's central services costs are included in the indirect cost rate, is there an approved central services plan and are the rates in the plan consistent with the rates charged to the operating agency and included in the operating agency's indirect cost rate proposal?*
- f. *Are indirect costs properly documented in the award and applied in accordance to the agreement with the cognizant agency, including applicable base(s) and reporting?*

INSTRUCTIONS FOR REVIEWER

Review approved award budget(s) and FFRs in TrAMS to determine if the recipient charges indirect costs. Verify the supporting indirect cost documentation for the period(s) under review. This documentation provides information on allowable time periods, bases, exempted items of cost, and other

limitations and requirements. This documentation should be uploaded in the "Recipient Profile" in TrAMS. Documentation typically is an indirect cost rate agreement from the federal cognizant agency or FTA's de minimis rate certification. If the recipient charges the de minimis rate under awards made prior to August 13, 2020, verify that the recipient has not had a prior approved rate and is not a state or local governmental unit that receives more than \$35 million in direct Federal funding. If the recipient charges the de minimis rate under awards made after August 13, 2020, verify that if the recipient had a previously approved rate, it has expired, and the recipient is not a state or local governmental unit that receives more than \$35 million in direct Federal funding. If the recipient is charging other than the de minimis rate, verify if the rate is consistent with the recipient's approved CAP and/or ICRP. Review award applications in TrAMS if different rates are used. In some cases, recipients will have different approved rates for different projects. Discuss unique situations with the regional office staff and to verify if this is the case.

Review the recipient's responses to its prior Comprehensive Review by accessing the review package from OTrak to ascertain if the recipient indicates that it has charged indirect cost in the past. Obtain a copy of the submitted CAP/ICRP from TrAMS. Note whether there was a previously approved CAP and/or ICRP. Compare the amounts in the CAP and/or ICRP to the amounts listed in the FFRs in TrAMS to confirm that the amount charged to the award is the amount approved. Review the financial management section of the OAT to identify if FTA requires/requested a CAP/ICRP. Discuss with the regional office the approval status of the CAP and/or ICRP. If necessary, ask follow-up questions in the review package or interview recipient staff on-site to perform this assessment.

Review the recipient's response to the prior Comprehensive Review by accessing the review package from OTrak. Note if there is a previously approved central services plan. Compare the rate in the central services plan to the rate listed in FFRs in TrAMS to confirm that the rate charged to the award is the amount approved.

Obtain formal approvals from the recipient's cognizant Federal agency for the CAP and/or ICRP. If a formal approval is not available, verify whether the recipient complied with the submission requirements of its cognizant agency.

Review the financial management section of the OAT to identify if FTA expressed concerns about the central services plan or rate. If necessary, ask follow-up questions and interview recipient staff on-site to perform this assessment.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Given the additional administrative relief granted due to the public health emergency, inquire of the regional office if the recipient requested and received an extension of the submission of the indirect cost rate proposal. Confirm that the indirect cost rate proposal was submitted by the required new due date.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it charges indirect costs to FTA awards but does not have an approved CAP or ICRP or incorrectly applies indirect costs to the award and items of cost sought for federal reimbursement.

DEFICIENCY CODE F5-1: Ineligible indirect costs charged to awards

SUGGESTED CORRECTIVE ACTION: Discuss appropriate corrective action with the FTA regional office and regional counsel and take appropriate action based on FTA's written direction.

GOVERNING DIRECTIVE

Appendix III to 2 CFR Part 200, C. 11 A (1) Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), Negotiation and Approval of Indirect (F&A) Rate

Cost negotiation cognizance is assigned to the Department of Health and Human Services (HHS) or the Department of Defense's Office of Naval Research (DOD), normally depending on which of the two

agencies (HHS or DOD) provides more funds to the educational institution for the most recent three years...In cases where neither HHS nor DOD provides Federal funding directly to an educational institution, the cognizant agency for indirect costs assignment must default to HHS.

Appendix IV to 2 CFR Part 200, C. 2.a - c and g, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, Negotiation and Approval of Rates

a. Unless different arrangements are agreed to by the Federal agencies concerned, the Federal agency with the largest dollar value of Federal awards directly funded to an organization will be designated as the cognizant agency for indirect costs for the negotiation and approval of the indirect cost rates and, where necessary, other rates such as fringe benefit and computer charge-out rates. Once an agency is assigned cognizance for a particular non-profit organization, the assignment will not be changed unless there is a shift in the dollar volume of the Federal awards directly funded to the organization for at least three years.... b. Except as otherwise provided in §200.414(f), a nonprofit organization which has not previously established an indirect cost rate with a Federal agency must submit its initial indirect cost proposal immediately after the organization is advised that a Federal award will be made and, in no event, later than three months after the effective date of the Federal award. c. Unless approved by the cognizant agency for indirect costs in accordance with §200.414(g), organizations that have previously established indirect cost rates must submit a new indirect cost proposal to the cognizant agency for indirect costs within six months after the close of each fiscal year. g. The results of each negotiation must be formalized in a written agreement between the cognizant agency for indirect costs and the nonprofit organization. The cognizant agency for indirect costs must make available copies of the agreement to all concerned Federal agencies.

Appendix V to 2 CFR Part 200, D State/Local Government-wide Central Service Cost Allocation Plans, Submission Requirements

1. Each state will submit a plan to the Department of Health and Human Services for each year in which it claims central service costs under Federal awards...2. Each major local government is also required to submit a plan to its cognizant agency for indirect costs annually. 3. All other local governments claiming central service costs must develop a plan in accordance with the requirements described in this Part and maintain the plan and related supporting documentation for audit. These local governments are not required to submit their plans for Federal approval unless they are specifically requested to do so by the cognizant agency for indirect costs. Where a local government only receives funds as a subrecipient, the pass-through entity will be responsible for monitoring the subrecipient's plan. 4. All central service cost allocation plans will be prepared and, when required, submitted within six months prior to the beginning of each of the governmental unit's fiscal years in which it proposes to claim central service costs.

Appendix V to 2 CFR Part 200, F. 1 and 3 State/Local Government-wide Central Service Cost Allocation Plans, Negotiation and Approval of Central Service Plans, Negotiation and Approval of Central Service Plans

1. In general, unless different arrangements are agreed to by the concerned Federal agencies, for central service cost allocation plans, the cognizant agency responsible for review and approval is the Federal agency with the largest dollar value of total Federal awards with a governmental unit. For indirect cost rates and departmental indirect cost allocation plans, the cognizant agency is the Federal agency with the largest dollar value of direct Federal awards with a governmental unit or component, as appropriate. Once designated as the cognizant agency for indirect costs, the Federal agency must remain so for a period of five years. 3. The results of each negotiation must be formalized in a written agreement between the cognizant agency for indirect costs and the governmental unit. This agreement will be subject to re-opening if the agreement is subsequently found to violate a statute or the information upon which the plan was negotiated is later found to be materially incomplete or inaccurate. The results of the negotiation must be made available to all Federal agencies for their use.

Appendix VII to 2 CFR Part 200, D. b. and d States and Local Government and Indian Tribe Indirect Cost Proposals, Submission and Documentation of Proposals

b. A governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs. Other governmental department or agency must develop an indirect cost proposal in accordance with the requirements of this Part and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs. Where a non-Federal entity only receives funds as a subrecipient, the pass-through entity will be responsible for negotiating and/or monitoring the subrecipient's indirect costs... d. Indirect cost proposals must be developed (and, when required, submitted) within six months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs.

2 CFR Part 200.414 (f)

Requirement as stated in 2 CFR prior to August 13, 2020 revisions:

In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200 - States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Requirement as stated in 2 CFR subsequent to August 13, 2020 revisions:

In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to this part, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. As described in §200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

2 CFR Part 200.414 (g)

Any non-Federal entity that has a current federally negotiated indirect cost rate may apply for a one-time extension of the rates in that agreement for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-Federal entity may not request a rate review until the extension period ends. At the end of the 4-year extension, the non-Federal entity must re-apply to negotiate a rate. Subsequent one-time extensions (up to four years) are permitted if a renegotiation is completed between each extension request.

FTA Circular 5010.1E, Appendix F, Cost Allocation Plans, 3. Submission Requirements (d)

When FTA is the cognizant agency, the CAP must be submitted under the following circumstances: (1) for an initial plan, (2) annually for major local governments, (3) for a change in organizational structure and accounting system that may significantly impact the CAP, (4) for a change in CAP methodology, and/or (5) upon request for all other entities. All CAPs must be retained for audit.

FTA Circular 5010.1E, Appendix G, Indirect Cost Rate Proposals, 3. Submission Requirements

When FTA is the cognizant agency for indirect costs, the ICRP should be submitted to the FTA when:

- a. The recipient is working on its first Federal assistance Award or has not previously had an Indirect Cost Rate Proposal reviewed and accepted (note that such recipients may be eligible for the *de minimis* rate described in section 1 above).

- b. The recipient has made a change in its accounting system that significantly impacts the previously approved Indirect Cost Rate Proposal and its basis of application.
- c. The recipient's proposed Indirect Cost Rate Proposal exceeds the rate(s) last approved by FTA by more than 20 percent.

For example, if FTA approved a 20 percent rate in 2013, and the rate increased to 23 percent in 2014, and again to 25 percent in 2015, the 2015 rate would be required to be submitted to FTA for approval as it increased by more than 20 percent.

- d. The recipient changes the Indirect Cost Rate Proposal methodology.
- e. The recipient is either a local governmental unit that receives more than \$35 million in direct Federal funding or a non-profit entity. In accordance with 2 CFR part 200, these entities must submit their plan annually to their cognizant agency.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), AD6

Recipients for whom FTA is the Cognizant Agency may request an extension of a current indirect cost rate for one additional year without submission of an indirect cost rate proposal by submitting documentation with a revised date for the indirect cost rate to their FTA Regional Office for approval. The one-year extension was only available for recipients whose indirect cost rate proposals were due by June 16, 2020.

F6. Has the recipient conducted the required Single Audits, submitted the required documentation to the Federal Audit Clearinghouse (FAC) and FTA, and resolved any identified issues?

BASIC REQUIREMENT

Non-Federal entities that expend \$750,000 or more in Federal awards in their fiscal year are required to conduct an independent Single Audit, submit required documentation timely, and resolve identified issues.

APPLICABILITY

All recipients that expend \$750,000 or more in Federal assistance awards in their fiscal year.

DETAILED EXPLANATION FOR REVIEWER

2 CFR 200 Subpart F requires all non-Federal entities that expend \$750,000 or more in Federal awards in a year to conduct an independent Single Audit. In the case of independent transit authorities, the audit will cover all aspects of that authority. Where the transit provider is a municipal department or part of a larger governmental organization, the audit may cover the entire organization, including the Federal funds used for transit.

Single Audit reports must be completed and data collection form and reporting package (financial statements, summary schedule of prior audit findings, auditor's report, and corrective action plan) must be submitted to the FAC within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period.

Recipients must resolve Single Audit findings promptly and upon discovery of the issue for audits under the Uniform Guidance requirements. The recipient must resolve the deficiencies or opportunities for improvement identified in their audit. The status of outstanding audit findings and recommendations should be monitored and reported by the recipient in quarterly progress reports and, where appropriate,

significant events reported.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Per OMB Memorandum M-20-26, FTA recipients with single audit due dates from March 30, 2020, through June 30, 2020, and for which FTA is the cognizant agency may delay single audit submission by up to six months beyond the due date. Single audits with a due date from July 31, 2020, through September 30, 2020, may delay single audit submission by up to three months. This extension does not require individual recipients and subrecipients to seek approval for the extension from FTA; however, recipients and subrecipients should maintain documentation of the reason for the delayed filing.

Recipients and subrecipients taking advantage of this extension would still qualify as a "low-risk auditee" under the criteria of 2 CFR § 200.520 (a) - *Criteria for a low-risk auditee*.

INDICATORS OF COMPLIANCE

a. *For what years was the recipient required to conduct a Single Audit?*

Fiscal Year	Amount of Federal Funds Expended	Single Audit Conducted? (Y/N)

b. *When were the audits required to be submitted? What are the actual submission dates?*

Audit Year	Required Submission Date	Actual Submission Date

- o *If the recipient delayed submitting its Single Audit reporting package, is there documentation of the reason for the delay?*
- o *For reports due March through June 2020, were reports submitted within six months of the due date?*
- o *For reports due July through September 2020, were reports submitted within three months of the due date?*
- c. *If there were Single Audit findings, what is the status of addressing those that related to FTA or US DOT programs? If there were no audit findings, move to the next question.*
 - o *Does the Single Audit demonstrate that the recipient implemented recommendations related to audit findings made under an FTA or other DOT program?*
 - o *If there are open findings, how is the recipient working to address and/or resolve Single Audit findings?*

INSTRUCTIONS FOR REVIEWER

Review financial and audit information to determine if the recipient expended over \$750,000 in any of the four years covered by the Comprehensive Review to obtain an idea of the amount of Federal funds the recipient expends in one year. Obtain from the recipient a schedule of Federal expenditures during the

review period, by fiscal year, to determine if the \$750,000 threshold was met. If the recipient was not required to conduct a Single Audit, move to the next question.

Review information available from the FAC website via the link provided below to determine if the required Single Audits were conducted and submitted. If the information is not available from FAC, follow-up with the recipient for copies of missing Single Audits. Obtain the audit report to determine the end of the recipient's fiscal year and to review the date the auditor issued the report. Confirm dates the Single Audits were submitted to the FAC on the FAC website and assess if it was submitted within the earliest of 30 calendar days of receipt of the auditor's report or nine months after the end of the recipient's fiscal year. Download a copy of the SF-SAC and each fiscal year's Single Audit from FAC to determine if the auditor identified findings. If not submitted, discuss with the regional office the steps taken to address the non-submission. The recipient's failure to submit a Single Audit package, results in the recipient losing the ability to qualify as a "low-risk auditee" per the Single Audit, which could result in FTA reviewing its oversight efforts.

For prior year findings found in the Schedule of Prior Federal Award Findings of each Single Audit report, determine whether the related corrective action(s) has been implemented and findings resolved and closed based on the Single Auditor's assessment.

Review the current year findings detailed in the Schedule of Findings and Questioned Costs of each Single Audit report. Review progress reports submitted in TrAMS and discuss with FTA regional staff to determine if the recipient has been reporting on its progress in implementing recommendations made by the Single Auditor in the respective report.

If necessary, review the Single Audit module in OTrak to determine the recipient's progress towards addressing audit findings. If findings are unresolved, follow up with the regional office. If necessary, ask follow-up questions or conduct an onsite interview to determine the recipient's progress towards resolution.

FAC website address: <https://harvester.census.gov/facdissem/Main.aspx>.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

For recipients that have delayed single audit submissions, confirm that the single audit, SF-SAC and reporting package was submitted to the FAC by the new due date.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it meets the threshold for conducting a Single Audit but has not done so.

DEFICIENCY CODE F6-1: Annual audit not conducted

SUGGESTED CORRECTIVE ACTION: The recipient must conduct outstanding annual Single Audit(s) in accordance with 2 CFR part 200, subpart F; the recipient must submit documentation to the FTA regional office that it has completed annual Single Audits for all missing years.

The recipient is deficient if it did not resolve annual audit deficiencies by the time the subsequent Single Audit report is submitted.

DEFICIENCY CODE F6-2: Outstanding annual audit deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures and a schedule for resolving Single Audit findings. The recipient must report on the status of addressing audit findings in its progress reports.

The recipient is deficient if it did not submit its Single Audit report, data collection form, and reporting package as required.

DEFICIENCY CODE F6-3: Single Audit submission deficient, including late submission

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures to ensure that the Single Audit report, data collection form, and reporting package are submitted on time.

GOVERNING DIRECTIVE

2 CFR Part 200.501 (a) Audit required

A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

2 CFR Part 200.512 Report submission (a) General

(1) The audit must be completed and the data collection form described in paragraph (b) of this section and reporting package described in paragraph (c) of this section must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day.

2 CFR Part 200.512 Report submission (b) Data Collection

(1) The auditee must submit required data elements described in Appendix X to Part 200, which state whether the audit was completed in accordance with this part and provides information about the auditee, its Federal programs, and the results of the audit. The data must include information available from the audit required by this part that is necessary for Federal agencies to use the audit to ensure integrity for Federal programs. The data elements and format must be approved by OMB, available from the FAC, and include collections of information from the reporting package described in paragraph (c) of this section. A senior level representative of the auditee (e.g., state controller, director of finance, chief executive officer, or chief financial officer) must sign a statement to be included as part of the data collection that says that the auditee complied with the requirements of this part, the data were prepared in accordance with this part (and the instructions accompanying the form), the reporting package does not include protected personally identifiable information, the information included in its entirety is accurate and complete, and that the FAC is authorized to make the reporting package and the form publicly available on a website.

2 CFR Part 200.513 Responsibilities (a)(3) Cognizant agency for audit responsibilities

(vii) Coordinate a management decision for cross-cutting audit findings (see in § 200.1 of this part) that affects the Federal programs of more than one agency when requested by any Federal awarding agency whose awards are included in the audit finding of the auditee.

FTA Circular 5010.1E, Chapter VI, Section 8. Annual Audit (d) Resolution of Audit Findings (3)

The recipient must resolve the deficiencies or opportunities for improvement identified in their audit. The resolution of audits begins with FTA's report to the recipient and continues until the recipient corrects identified deficiencies, implements needed improvements, or demonstrates that the findings or recommendations are not valid or do not warrant management action. The audit cannot be closed until FTA concurs in the documentation of steps taken to implement any needed corrective actions. The status of outstanding audit findings and recommendations should be monitored and reported by the recipient in quarterly progress reports and, where appropriate, significant events reported.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19)

AD19: Can an organization receive an extension to submit its Single Audit Report?

A: Yes. Per the Office of Management and Budget Memorandum M-20-26, FTA recipients with fiscal year end dates through June 30, 2021 may delay the completion and submission of their single audit reporting package to six months beyond the normal due date. Recipients are not required to seek approval for the extension, but should maintain documentation of the reason for the delayed filing.

F7. Does the recipient have financial resources to provide the required local share for active awards and to maintain and operate FTA-funded assets?

BASIC REQUIREMENT

Recipients must have the financial capacity to carry out their proposed program of projects.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Annually, the recipient certifies to FTA (as part of the annual certifications and assurances process) that it has the legal, financial, and technical capacity to carry out its proposed program of projects (POP), including safety and security aspects of the program.

Upon request from FTA, the recipient agrees to provide a financial plan delineating the source of non-Federal share, the amounts applicable to the different sources, and the time frame for acquisition of the non-Federal share. Recipients must have multi-year financial plans (3–5 years) for operating and capital revenues and expenses to implement FTA awards. The financial plans should indicate adequate revenues to maintain and operate the existing system and to complete the annual program of projects (POP).

All local share used to match FTA awards must come from non-US DOT sources, except for Federal Lands Highway Program funds, including Federal Highway Administration (FHWA) Tribal Transportation Program funds. No FTA program funds can be used as a source of local match for other FTA programs, even when the funds are contract revenue. Federal loan programs such as Transportation Infrastructure Finance and Innovation Act (TIFIA) or Railroad Rehabilitation & Improvement Financing (RRIF) count as Federal sources even though they are often repaid with local or state funds. Depending on the award program, FTA permits the use of the following as local share: cash (or in-kind contribution); non-farebox revenues from transit operations (e.g., advertising and concession revenues); amounts received under a service contract with a state, local, or private social service agency or organization; undistributed cash surpluses; replacement or depreciation cash funds; reserves available in cash or new capital; revenue bond proceeds (capital only); transportation development (toll) credits; program income generated from an earlier award; non-US DOT Federal funds if authorized by the originating program to be used for transportation; funds used to purchase vanpool vehicles by private providers of public vanpools (capital match only); and in-kind match for intercity bus service.

A recipient's financial condition, future financial capacity, and ability to match FTA funds could be affected greatly if one or more of its sources of non-FTA funding are affected by pending legislation or "sunset" provisions in current legislation. The recipient's eligible and available non-Federal funds may be diverted from serving as match for an FTA award if there are other Federal awards which are at risk of lapsing. Similarly, when state and/or local sources of funding decrease, the recipient may be unable to meet the non-Federal match requirements for existing FTA awards. This may also result in service reductions and/or fare increases, redirection of funds to meet critical operating and maintenance needs, and/or staff reductions.

INDICATORS OF COMPLIANCE

- a. *For the past three years, what were the amounts and sources of funds to support transit programs? Were all sources eligible? Are any funds in jeopardy?*

Year	Source	Amount	Status (elected, discretionary, by law, etc.)	Eligible?	In jeopardy?

- b. *What are the anticipated amounts and sources for the next three years? Are all sources eligible?*

Year	Source	Amount	Status (elected, discretionary, by law, etc.)	Eligible

- c. *How are expenses, and local and Federal sources of funds budgeted/projected and how are adjustments made to projections, when necessary?*
- d. *What impacts to local funding have occurred since the last Comprehensive Review? Has the organization identified any changes that could impact local funding in the near future? What are the plans for addressing any changes?*
- e. *In the short-term financial plan (next three years) what are the underlying assumptions that could affect the financial condition of the recipient?*
- f. *Has the recipient had deficits, layoffs, service cuts, or deferred or late maintenance since the last Comprehensive Review? If no, does the recipient project any such changes in its operations?*
- g. *Have the recipient's capital funds been used to cover deficits in the operating budget since the last Comprehensive Review? If no, does the recipient project using capital funds for such purpose?*

INSTRUCTIONS FOR REVIEWER

Obtain and review the recipient's financial plan projecting revenues and expenses for the next three years (or longer), and the following documents for the review period: annual audit reports, local or state legislation, the budget and/or financial statements, comprehensive annual financial reports (CAFRs) or S/TIP.

- Review sources of funding (i.e., farebox revenue, toll tax, etc.) to determine if amounts are discretionary, elected, or provided by law.
- Review local sources of funding to determine if they are eligible and for significant changes that may affect the recipient's revenues.

- Compare operating and capital budgets over the six year period (past three years, and projected next three years.) by reviewing revenue and expense categories to compare amounts allocated to determine if there has been any significant change in funds; to ensure that reports are not showing or projecting deficits, layoffs, service cuts, or deferred or late maintenance, and/or ongoing concerns. Determine if there is discussion from management explaining the changes in financial condition and/or service operations from year to year.
- Review the assumptions and notes to the financial plan, the budget and/or financial statements or S/TIP to evaluate:
 - i. Whether the reported amounts for sources of funding are confirmed or there are pending approval actions (i.e., pending legislation or “sunset” provisions in current legislation).
 - ii. How the recipient has addressed or is addressing any changes in local funding.
 - iii. Reason(s) for any projected increase and/or decrease in revenues and/or expenses.
 - iv. Justification for the use of capital funds to cover operating expenses.
- Ensure reports are not projecting deficits and/or ongoing concerns.

Review the recipient's financial policies and procedures for a process to reconcile budget revisions for changes in line item budgets. Request a sampling of annual budget/actual reconciliation reports and review changes in expense categories to ensure revenues and expenses are adjusted based upon reasonable assumptions and do not adversely affect the recipient's financial condition and its ability to maintain the FTA-funded program. Review board meeting minutes for justification of changes in expenses, if required.

Review the recipient's project status subsection of the quarterly/annual milestone progress reports (MPRs) in the reporting module of TrAMS for discussion relating to projects involving FTA funds and whether they are being deferred or have stalled because the non-Federal match is not available. In OTrak, access the finding search results from audits or prior reviews, to determine if there were preventive maintenance findings related to FTA or US DOT programs due to deferred maintenance. Review the maintenance section of the OAT from OTrak, to verify whether FTA has concerns regarding asset impairment.

Request a sampling of annual budget/actual variance reports and review expenditures between operating and capital budgets over the review period and within a review year to ensure there are no indicators that the recipient's capital funds have been used to cover deficits in the operating budget.

If documentation provided is insufficient to address the questions above, ask follow-up questions, and conduct on-site interviews with staff.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if 1) it reports financial deficits or lack of funding is impacting the ability to maintain and operate existing systems or to complete programs of projects, and there is no mitigation plans and/or 2) there is pending legislation that could affect local funding sources negatively, and/or 3) lack of funding is impacting the ability to maintain and operate existing systems or to complete programs of projects.

DEFICIENCY CODE F7-1: Recipient lacks financial capacity to carry out program

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office a plan for reducing expenditures, increasing revenues, or a combination of both to compensate for a budget shortfall.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office a plan for responding to a change in financial circumstances caused by a “sunset” provision in current local funding legislation or pending legislation that will affect local funding negatively.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the FTA regional office a new or revised multi-year financial plan if the recipient fails to demonstrate financial capacity.

The recipient is deficient if it cannot document that the funds used for local match are eligible.

DEFICIENCY CODE F7-2: Ineligible local match

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation that the funds it uses for local match are eligible. If ineligible funds have been used as local match, work with the FTA regional office to develop a corrective action.

GOVERNING DIRECTIVE

49 U.S.C. 5307(d)(1)(a) Grant Recipient Requirements

A recipient may receive a grant in a fiscal year only if...has or will have the legal, financial, and technical capacity to carry out the program, including safety and security aspects of the program.

FTA Circular 5010.1E, Chapter VI, Section 4 Financial Plan

Upon request from FTA, the recipient agrees to provide a financial plan delineating the source of non-Federal share, the amounts applicable to the different sources, and the time frame for acquisition of the non-Federal share. Recipients must have multi-year financial plans (3–5 years) for operating and capital revenues and expenses to implement FTA Awards. The financial plans should indicate adequate revenues to maintain and operate the existing system and to complete the annual program of projects (POP).

2 CFR Part 200.306 Cost sharing or matching

(b) For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under Subpart E of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

F8. For recipients receiving operating assistance, is the amount eligible for operating assistance calculated in compliance with FTA guidance?

BASIC REQUIREMENT

Operating assistance may not cover more than half the recipient's eligible operating expenses net of farebox revenues.

APPLICABILITY

Recipients of FTA operating assistance that provide service

DETAILED EXPLANATION FOR REVIEWER

It is the responsibility of the recipient to calculate net eligible operating costs properly. The amount of funds requested for operating assistance must be no more than half the operating expenses, after fare revenues are credited and ineligible costs (such as costs for charter bus, school bus, sightseeing service and lobbying activities) are deducted to arrive at the net project cost. Interest and other financial costs associated with borrowing to provide working capital for the payment of current operating expenses are eligible operating costs. FTA Circular 9030.1E, Appendix C provides a worksheet for calculating eligible operating expenses.

Recipients may also use FTA funding at the 80/20 match level for ADA paratransit, preventive maintenance, and capital cost of contracting. These funds could increase the total amount of FTA funds the recipient could be eligible to request but would reduce the net project cost eligible for 50/50 operating assistance.

The FTA share of any operating assistance project shall not exceed the lesser of: a) the local match, b) the currently available apportionment to the urbanized area plus any carryover funds available from past years, or c) 50 percent of the net project cost incurred on an accrual basis in the provision of transit services during the period. The remainder must be paid with the recipient's local share.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Coronavirus Aid, Relief, and Economic Security (CARES) Act – These funds provide for 100 percent reimbursement for operating, planning, and capital expenses incurred beginning on January 20, 2020, that are normally eligible under the Sections 5307 and 5311 programs. There is no expiration date for the use of these funds.

FTA generally will consider all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020, to be in response to economic or other conditions caused by COVID-19 and thus eligible under these supplemental funding sources, as applicable.

In addition, all operating expenses (after subtracting fare revenues) are eligible under the Sections 5307 and 5311 programs for all recipients, including the following:

- Provision of transit service, such as driver and other operations worker salaries, fuel, and supplies (including personal protective equipment and cleaning supplies).
- Administrative leave for operations employees (including employees performing maintenance). Administrative leave is an administratively authorized absence from duty without loss of pay or reduction in an employee's available leave. In the context of the COVID-19 public health emergency, administrative leave could include, but is not limited to, leave for an employee who is not required to work due to a reduction in service or leave for a worker who is quarantined after potential exposure to an individual infected with COVID-19.
- Services provided under existing operations and maintenance service contracts awarded prior to January 20, 2020, even if the contract was not procured following Federal requirements.
- Operating costs of essential delivery services, including meal delivery, through January 20, 2022.

- Non-refundable costs incurred for events, travel, or other activities approved in an FTA award that were cancelled due to COVID-19 public health emergency.

Coronavirus Response and the Relief Supplemental Appropriations Act of 2021 (CRRSAA) –

CRRSAA and unobligated CARES Act funding should be directed to the maximum extent possible to payroll and operations of public transit – including payroll and expenses of private providers of public transportation – unless the recipient certifies to FTA that the recipient has not furloughed any employees. Expenses may include capital expenses such as vehicle procurements or facility construction. Operating expenses permitted under previously apportioned Section 5310 (Enhanced Mobility for Seniors & Individuals with Disabilities Formula) Program may be awarded at 100 percent federal share. Operating expenses (after subtracting fare revenues) for all recipients, including large urban areas, are eligible to be funded at 100 percent federal share beginning January 20, 2020, including:

- Administrative leave for operations employees due to reductions in service or leave for a worker who is quarantined after potential exposure to an individual infected with COVID-19
- Vehicle operator salaries
- Fuel
- Items with useful life of less than one year

CRRSAA funds are available until expended. There is no lapse date on these funds. However, recipients are encouraged to use funds expeditiously for operating and payroll expenses.

American Rescue Plan (ARP) Act – ARP funds are available at 100 percent funding for payroll and operating expenses beginning January 20, 2020 (including payroll and expenses of private providers of public transportation). Funds cannot be used for other expenses unless the recipient certifies to FTA that the recipient has not furloughed any employees since March 27, 2020. Eligible expenses include:

- Payroll for public transit providers, including private providers of public transportation.
- Operating costs of public transit during the public health emergency, including the purchase of personal protective equipment, cleaning, and public transportation to vaccination sites.
- Administrative leave for operations or contractor personnel due to reductions in service.
- Operational costs of providing essential services through the incidental use of transit assets. Examples include providing the community with safety and security or access to food, water, shelter, social services/medical care, and communications infrastructure.

ARP funds must be obligated by September 30, 2024 and disbursed by September 30, 2029.

Ineligible expenses: For all of the funding programs listed above, any expenses that are also funded/reimbursed through another Federal source, such as the Federal Emergency Management Agency (FEMA) are ineligible for reimbursement by FTA.

Emergency Relief (ER) Program – Under the authority of U.S.C. Section 5324 Emergency Relief Program, FTA announced that all recipients in large urban, small urban, and rural areas that operate in states that have declared a State of Emergency related to the COVID-19 public health emergency may use their Section 5307 and 5311 funding for both capital and operating expenses related to COVID-19 response at a 100 percent Federal share. Examples of such expenses include, but are not limited to:

- Removal of health and safety hazards, such as cleaning of vehicles and facilities
- Costs associated with shutting down and/or restarting service

- Materials like hand sanitizer, gloves, soap, and cleaners
- Emergency protective gear relevant to the emergency
- Temporary service, that is not part of regular service, provided in response to the emergency
- Administrative leave
- Essential delivery services, such as meal delivery, through January 20, 2022
- Charter service allowance for up to 45 days from the beginning of each state of emergency incident period

Ineligible expenses under the ER program would include operating expenses not related to the COVID-19 public health emergency (e.g., routes that existed prior to January 20, 2020, or new routes not specific to the COVID-19 public health emergency).

INDICATORS OF COMPLIANCE

- a. How does the recipient calculate net operating/project costs?*
- b. Do amounts for which reimbursement is sought exclude ineligible costs?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's operating expenses included in their operating budget for the past three years as depicted in the budget, Single Audit reports, and other available financial documents. Review ECHO requests to re-calculate the requested amounts using FTA Circular 9030.1E, Appendix C, Operating Calculation Worksheet. Ensure ineligible costs, such as ADA complementary paratransit operating costs, are correctly omitted from the reimbursable amounts if the recipient uses capital funds for ADA complementary paratransit service operations or if the recipient is ineligible for operating assistance. Discuss onsite, the recipient's process for calculating net operating costs.

See ECHO Transaction Sampling Procedures at the end of this review area for additional instructions for the reviewer in regards to substantiating the calculation of eligible operating costs.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it's requested funds for operating assistance are more than half the operating expenses after fare revenues are credited and ineligible costs are deducted to arrive at the net project cost.

DEFICIENCY CODE F8-1: Ineligible operating expense calculation

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office procedures for properly calculating net eligible project costs for operating assistance.

SUGGESTED CORRECTIVE ACTION 2: If the recipient has received operating funds in excess of allowable amounts, work with the FTA regional office and regional counsel to determine the appropriate corrective action.

GOVERNING DIRECTIVE

FTA Circular 9030.1E, Ch. IV, Section 4. Operating Assistance

FTA provides funding to eligible recipients for costs incurred in the operation of public transportation service. In general, operating expenses are those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

FTA Circular 9030.1E, Ch. III, Section 8c. Use of Program Income as Local Share

...In a grant application requesting operating assistance, the applicant must deduct farebox revenues from operating costs to arrive at the net project cost of an operating assistance project. See Appendix C, "Operating Assistance Projects," of this circular for assistance in calculating the net project cost of a grant requesting operating assistance...

FTA Circular 9040.1G, Ch. III, Section 4; FTA C. 9070.1G, Ch. III, Section 16 Operating Expenses

The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

FTA Circular 9045.1, Ch. III, Section 12; FTA C. 9050.1, Ch. III, Section 12 Federal and Local Matching Requirements

The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. Recipients may use up to 10 percent of their apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent Federal share.

NOTE TO REVIEWER: The below frequently asked questions excerpt are not all inclusive. A listing of all questions used to inform the changes in this section is listed after the narrative.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA1

The CARES Act and CRRSAA provide funds to prevent, prepare for, and respond to COVID-19; both the CARES Act and CRRSAA provide funds for expenses eligible under Sections 5307 and 5311, but only CRRSAA provides funds for expenses eligible under Section 5310. FTA generally will consider all expenses normally eligible under the Section 5307, 5310 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19 and thus eligible under the CARES Act and CRRSAA, as applicable.

The CRRSAA requires that all CARES Act funds that remain unobligated as of December 27, 2020, as well as all CRRSAA funds shall, to the maximum extent possible, be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation), unless the recipient certifies to FTA that the recipient has not furloughed any employees. Recipients are responsible for ensuring that payments of CARES Act and CRRSAA funds to subrecipients are consistent with this requirement. See also CA32 regarding private provider subrecipients. CARES Act and CRRSAA funds are available for operating expenses for all FTA Section 5307, 5310 and 5311 recipients, including those in large urban areas, and including administrative leave for transit workers.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA2

Funds available under the CARES Act, CRRSAA, and ARP are available for all operating activities (net fare revenues) that occur on or after January 20, 2020. All three Acts provide funds for eligible expenses under Sections 5307 and 5311, but only CRRSAA and ARP provide funds for eligible expenses under Section 5310.

In general, operating expenses are those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year, including personal protective equipment and cleaning supplies. Preventive maintenance is considered an operating expense for the purposes of CARES Act, CRRSAA, and ARP reimbursement. See Chapter IV of the Urbanized Area Formula Program circular, Chapter III of

the Enhanced Mobility of Seniors and Individuals with Disabilities Program circular or Chapter III of the Formula Grants for Rural Areas circular for more information on eligible operating expenses.

CARES Act, CRRSAA, and ARP funding can be used for administrative leave, such as leave for employees due to reductions in service, leave required for a quarantined worker, or and leave for an employee to receive the COVID-19 vaccine, including reasonable time for the employee to recover from potential side effects.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), ER1

Capital and operating activities undertaken in response to COVID-19 are eligible for reimbursement under the Urbanized Area Formula Program (49 U.S.C. 5307) and Formula Grants for Rural Areas Program (49 U.S.C. 5311). FTA Acting Administrator K. Jane Williams has issued a Notice of Concurrence with declarations of emergency issued by Governors that relate to COVID-19. Accordingly, for recipients in states in which the Governor has declared such an emergency (49 U.S.C. 5324), FTA will permit Urbanized Area Formula Program or Formula Grants for Rural Areas Program funding, including such funding appropriated in the Consolidated Appropriations Act, 2021, to be used for COVID-19-related public transportation capital or operating expenses at an 100-percent federal share, regardless of whether operating expenses generally are an eligible expense for a recipient.

Pursuant to FTA's Emergency Relief rule at 49 CFR part 602, eligible activities include emergency protective measures to eliminate or lessen threats to public health and safety, such as performing enhanced cleaning/sanitizing of rolling stock, stations, bus shelters, etc.; placing hand sanitizer dispensers in high-traffic areas; and providing personal protective equipment as appropriate.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), ER2

FTA grantees may use their Urbanized Area Formula Grants (Section 5307) and Formula Grants for Rural Areas (Section 5311) funds to take protective measures to protect health and safety, such as cleaning of rolling stock, which is considered preventive maintenance (a capital expense) and is eligible for an 100-percent federal match. Personal protective equipment (PPE) and other measures are eligible as either a maintenance or operating expense, whichever is appropriate.

FTA COVID-19 FAQs related to this requirement/flexibility include, but are not limited to the following: CA1, CA2, CA5, CA6, CA13, CA17, CA20, CA26, CA27, ER1, ER2, ER3, ER4, ER5, ER7, ER12, CE1, CE2, CE4, CE5, CE6, CE13, CE14, and CE16

F9. Does the recipient adequately ensure financial management systems oversight of its subrecipients?

BASIC REQUIREMENT

The recipient is responsible for ensuring that subrecipients have financial management systems that meet standards for financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management; comply with requirements regarding the use of indirect cost when reimbursement is sought from a Federal award program; and complete annual independent Single Audits if the subrecipients expended \$750,000 or more in Federal awards in a year.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

Annually, the recipient certifies to FTA (as part of the annual certifications and assurance process) that it and its subrecipients have the financial capacity to carry out its proposed program of projects. Some recipients provide financial assistance to support public transit services of its subrecipients. This financial assistance may provide some or all of the non-Federal match. The sources of funding may differ for capital and operating assistance programs. FTA does not require a dedicated funding source. See discussion under *Detailed Explanation For Reviewer* at question F7 for eligible local match.

The recipient is responsible for ensuring that subrecipients have financial management systems that meet standards for financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management. The recipient is not required to monitor the financial management systems of subrecipients that do not receive Federal cash (e.g., subrecipients for which the recipient procures vehicles). Some recipients require applicants, especially first-time applicants, to describe their accounting systems or may perform a pre-award review of accounting systems. Other recipients require subrecipients to maintain separate accounting records for projects. In addition to financial and Single Audits, some recipients require subrecipients to have their auditors certify year-end financial statements or perform a program audit of their transit operations.

The recipient is required to ensure that subrecipients can trace funds to a level of expenditures adequate to establish, that the funds are used for eligible expenditures under the program. Common practices among pass-through entities include but are not limited to:

- Reviewing Single Audits
- Requiring subrecipients to submit supporting documentation periodically
- Requiring new and high-risk recipients to submit supporting documentation with every reimbursement request

INDICATORS OF COMPLIANCE

- a. *How does the recipient ensure that its subrecipients have sufficient financial resources to provide local share for projects and to adequately maintain and operate FTA-funded assets?*
- b. *How does the recipient ensure that subrecipients match funds are eligible?*
- c. *How does the recipient ensure that its subrecipients have sufficient financial controls in place?*
- d. *How does the recipient ensure that subrecipients comply with Federal indirect cost rate requirements?*
- e. *How does the recipient ensure that Single Audits of subrecipients are conducted and FTA program related findings resolved?*
- f. *How does the recipient ensure that subrecipients seek reimbursement for eligible expenditures, including, but not limited to, calculating the amount eligible for operating assistance in compliance with FTA guidance?*

INSTRUCTIONS FOR REVIEWER

Review award applications and their Program of Projects and MPRs in TrAMS to identify:

- Whether the recipient has subrecipients and the type of subrecipients
- The types of projects implemented by subrecipients, amount of funding received, and charges reimbursed from the award, i.e. operating, capital, administrative, etc.

Review the financial capacity, financial management, and awards management subsections of the OAT in OTrak to verify whether FTA has concerns regarding:

- The recipient's financial oversight of subrecipients
- Subrecipient's Single Audit results, corrective action plan status and/or resolution

For each fiscal year, review the Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards and Report on Internal Control Over Compliance sections of the recipient's and/or subrecipient's Single Audit report to verify no material misstatements and/or significant deficiencies were reported relating to:

- Recipient's oversight of its subrecipients
- Subrecipient's financial controls
- Subrecipient's indirect cost rate allocations
- Subrecipient's unresolved findings

Review the recipient's application process to determine if subrecipient's financial resources and capabilities are assessed.

Review the financial policies and procedures, state/program management plans and/or oversight procedures to determine:

- The recipient's process to confirm evidence of financial control of subrecipients
- How the recipient confirms that subrecipients comply with the Federal indirect cost rate and Single Audit requirements
- The frequency of submittals from subrecipients and assessment of compliance (i.e., oversight is performed quarterly, bi-annual/annually etc.)

Review the recipient's subrecipient invoice process to determine if it ensures that subrecipients calculate operating assistance and/or project administration correctly and that amounts submitted for the reimbursement are supported.

Review the recipient's oversight tools (checklists, reports, etc.) to verify implementation of its oversight process (desk review reports, site visits conducted, etc.) and whether the process addressed the subrecipient's:

- Financial controls over award records, assets, and personnel
- Fiscal capabilities

For subrecipients selected for a site visit:

- Review the subrecipient application and oversight program to verify the recipient assessed the financial resources and capabilities of the subrecipient.

- Determine whether documents were reviewed/obtained from subrecipients to:
 - Establish that the correct indirect cost rates are used for eligible expenditures under the program. Documents may include the subrecipient's CAP or approval letter from its cognizant agency of its indirect cost rate; results of sampled invoices reviewed; and follow-up items, if applicable, to assess compliance.
 - Verify whether the subrecipient's expenditures exceeded the \$750,000 Single Audit threshold. Documents may include annual financial statements and/or annual budgets.
 - If subrecipient expenditures exceeded the \$750,000 Single Audit threshold, verify the subrecipient completed the required Single Audit on-time.
 - If there were findings in the Single Audit, review correspondence between the recipient and its subrecipients regarding documentation of corrective action plans and/or closure of findings.
- Verify that reports can be generated by the subrecipient to identify FTA-funded assets, liabilities, revenues, and expenses.
- During the site visit, follow up on items for which documentation is not available in the recipient's office or for which oversight appears insufficient.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not ensure that subrecipients have the financial capacity to carry out its proposed program of projects.

DEFICIENCY CODE F9-1: Insufficient oversight of subrecipient financial capacity

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients have the financial capacity to carry out its proposed program of projects.

The recipient is deficient if it does not ensure that subrecipients use only eligible funds for match.

DEFICIENCY CODE F9-2: Insufficient oversight of subrecipient match funds

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients only use eligible funds for match.

The recipient is deficient if it does not ensure that subrecipients have the financial management systems to carry out the programs and to receive and disburse Federal funds or if the recipient does not ensure that subrecipients can adequately document reimbursement requests.

DEFICIENCY CODE F9-3: Insufficient oversight of subrecipient financial management systems

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients have the financial management systems to carry out the programs, receive and disburse Federal funds, and adequately support reimbursement requests.

The recipient is deficient if it does not review/verify its subrecipients' application of indirect costs to FTA awards for compliance with related requirements.

DEFICIENCY CODE F9-4: Insufficient oversight of subrecipient indirect cost

SUGGESTED CORRECTIVE ACTION: The recipient must submit procedures to the FTA regional office, along with evidence of its implementation, for ensuring that subrecipients that claim indirect costs have and comply with the requirements of their cost allocation plans.

The recipient is deficient if it does not ensure that Single Audits are completed and submitted as required; if the recipient does not review subrecipient audits and ensure that audit findings related to the FTA-funded program are resolved.

DEFICIENCY CODE F9-5: Insufficient oversight of subrecipient audits

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for obtaining and reviewing subrecipients' Single Audits and monitoring the resolution of audit findings.

The recipient is deficient if it does not ensure that recipients seek reimbursement for eligible expenditures in compliance with FTA guidance.

DEFICIENCY CODE F9-6: Insufficient oversight of subrecipient request for reimbursement

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients seek reimbursement for eligible expenditures in compliance with FTA guidance.

GOVERNING DIRECTIVE

2 CFR Part 200.332(d) Requirements for pass-through entities

All pass-through entities must...(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include: (1) Reviewing financial and performance reports required by the pass-through entity. (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward. (3) Issuing a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.

2 CFR Part 200.332(e) Requirements for pass-through entities

All pass-through entities must...(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals: (1) Providing subrecipients with training and technical assistance on program-related matters; (2) Performing on-site reviews of the subrecipient's program operations; and (3) Arranging for agreed-upon-procedures engagements as described in §200.425.

2 CFR Part 200.332(a)(4)(i) Requirements of pass-through entities

All pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information...An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government. If no approved rate exists, the pass-through entity must determine the appropriate rate in collaboration with the subrecipient, which is either: (A) The negotiated indirect cost rate between the pass-through entity and the subrecipient; which can be based on a prior negotiated rate between a different PTE and the same subrecipient. If basing the rate

on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate, but may elect to do so; or (B) The de minimis indirect cost rate.

2 CFR Part 200.332(f) Requirements for pass-through entities

All pass-through entities must...Verify that every subrecipient is audited as required by Subpart F of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. What financial management or capacity concerns are identified in the OAT? How does background research and onsite investigation support the OAT assessment?
2. What was the nature of any Single Audit report findings not reported to FTA that should have been? Is the recipient designated as a “low risk auditee” in the Single Audit report?
3. Were there financial management or capacity deficiencies in the last Comprehensive Review? What is the status of those findings? Were any repeat findings? Did the recipient experience any difficulty closing findings? Can the recipient demonstrate full understanding and implementation of corrective actions?
4. What other financial-related oversight reviews, audits, or investigations has the DOT, OIG, or FTA conducted of the recipient since the last Comprehensive Review (including Financial Management Oversight Reviews, Financial Capacity Assessments, OIG audits, or investigations)? What is the status of those findings? Were any repeat findings? Did the recipient experience any difficulty closing findings? Can the recipient demonstrate full understanding and implementation of corrective actions?
5. If the recipient has had any audit/review findings or significant changes to its organization or software being used, have policies and procedures been updated as necessary?
6. Do the recipient officials routinely review financial reports? Is there coordination between the financial and programmatic offices in preparing financial and milestone progress reports?
7. Has the recipient had numerous ECHO rejections or made numerous credits/refunds in the ECHO system?
8. Has FTA implemented drawdown restrictions due to non-compliance with any award requirements?
9. Has there been any turnover of financial management staff? Are there any openings not filled? What is the impact on the recipient?
10. If new transit service or an expansion of existing service is planned, have those plans been reflected in financial plans?
11. Are there any concerns related to assumptions or projections the recipient has made to demonstrate it has the required financial capacity to execute the FTA program? Are projects delayed due to difficulties with securing local share?
12. Did background research or site visit observations reveal any potential financial management or capacity issues or concerns not already covered in this section?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
3. FTA Circular 5010.1E, "Award Management Requirements"
4. FTA Circular 9030.1E, "Urbanized Area Formula Program: Program Guidance and Application Instructions"
5. FTA Circular 9040.1G, "Formula Grants for Rural Areas: Program Guidance and Application Instructions"
6. FTA Circular 9045.1, "New Freedom Program Guidance and Application Instructions"
7. FTA Circular 9070.1G, "Enhanced Mobility of Senior and Individuals with Disabilities Program Guidance and Application Instructions"

USEFUL WEBLINKS

1. United States Bureau of Fiscal Service
2. Flexible Funds: FHWA and FTA Programs
3. Revenue Bonds
4. Debt Service Reserve Financing
5. Electronic Clearing House Operation (ECHO) Web User Manual for FTA and FAA
6. Federal Audit Clearinghouse (FAC)
7. A Guide for States and Local Government Agencies: Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government
8. Coronavirus Aid, Relief, and Economic Security Act
9. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
10. Notice of Concurrence
11. Emergency Relief rule
12. OMB Memorandum M-20-17, Appendix A
13. OMB Memorandum M-20-26

ECHO TRANSACTION SAMPLING PROCEDURES

Select a sample (minimum of nine) ECHO transactions. To develop this sample:

1. Download TrAMS Data – Prior to the site visit, prepare a list of ECHO transactions for the period from the date of the last site visit to the date of the current site visit
2. Select ECHO Transactions – Select at least three ECHO transactions from each year of the review period. Use the following characteristics as guide for selecting these transactions:

- a. Select from different award programs (i.e., 5307, 5309, 5316, 5317, 5324)
 - b. Select from different financial purpose codes. Common financial purpose codes are:
 - 00 - Capital
 - 01 - Research & Training
 - 02 - Planning
 - 03 - Elderly and Disabled
 - 04 - Operating Assistance
 - 05 - Project Administration
 - 06 - State Administration
 - 07 – Rural Technical Assistance Program
 - 08 - ADA Paratransit
 - 09 - Multiple Types
 - c. Select large capital draws
 - d. Select preventive maintenance
 - e. Select flat dollar amounts such as \$80,000
 - f. Select any unusual credits that appear to be systematic
 - g. If the recipient uses in-kind costs as match, request ECHO drawdown where such costs were used
3. Prior to the site visit, request that the recipient have available the entire ECHO drawdown that contains the ECHO transactions selected, along with supporting documentation.
 4. During the site visit, analyze the selected ECHO transactions to identify the underlying transactions. Underlying transactions consist of checks, invoices, personnel data, in-kind charges, etc.
 5. The following attributes should be tested:
 - a. Ensure that an individual other than the one preparing the drawdown approves the drawdown.
 - b. Ensure that someone other than the approving official draws the funds.
 - c. Ensure that the individual approving ECHO drawdowns is either the registered ECHO approving official or a person to whom this person has delegated the authority in writing. The approving official appears on the print out of the ECHO screen.
 - d. Ensure the sum of the underlying transactions equals the amount of the ECHO transactions selected in Step 2.

- e. For each selected ECHO transaction, select a minimum of one underlying transaction to verify that supporting source documents such as cancelled checks, paid bills, payrolls, time and attendance records, contracts, and subaward documents are maintained to support the underlying transaction(s) selected. If documentation includes indirect cost, review cost allocation plan to confirm the correct rate was used.
- f. Ensure that expenses tested are at the correct Federal share and are reasonable, allowable, and allocable to the award charged.
- g. Ensure that advanced funds drawn down were expended within three business days.

ADDITIONAL SAMPLING PROCEDURES FOR ECHO DRAWS SUPPLEMENTAL FUNDS

In addition to the nine ECHO draws selected for review in accordance with the “ECHO Transaction Sampling Procedures,” use the following procedures for selecting CARES Act, CRRSA, ARP Act, and ER funds drawdowns.

1. The minimum sample size for supplemental funding awards is four
2. Select from more than one award, if available
 - I. Drawdowns for these funds are identifiable by the following Limitation (LIM) Codes relating to the different funding programs, which are included in the Account Class Code section of the disbursement report:
 - a. Cares Act – Appropriation Code 29
 - CV – Urbanized Area and Rural Area
 - AV – Appalachian Development
 - TV- Tribal
 - b. CRRSAA – Appropriation Code 28
 - CR – Urbanized Area and Rural Area
 - TR – Tribal Transit
 - Mobility of Seniors and Individuals with Disabilities:
 - LR – Population of 200K+
 - MR – Population of 50K to 200K
 - SR – States
 - c. ARP – Appropriation Code 32
 - PV – Urbanized Area
 - Mobility of Seniors and Individuals with Disabilities:
 - PL – Population of 200K+
 - PM – Population of 50K to 200K
 - PS – States
 - Rural Area:
 - PR – Rural Area
 - P6 – Rural Transit Assistance Program (RTAP)
 - PI – Intercity Bus
 - PF – Tribal Transit
3. Select different award programs that have overlapping periods of performance
4. Select from different financial purpose codes (00, 02, or 04), if available
5. Select at least one draw for operating expenses
6. Select large draws

7. Select flat dollar amounts such as \$1,000,000
8. Select any credits that appear to be systemic

ASSESSMENT PROCEDURES FOR ECHO DRAWS WITH CARES ACT, CRSSAA, ARP ACT OR ER FUNDS

Follow normal assessment procedures for ECHO draws with modifications noted below for ECHO draws involving CARES Act, CRSSAA, ARP Act, or ER funds.

Eligible Costs

Select a minimum of one underlying transaction to ensure that costs were incurred the earlier of (a) January 20, 2020 and after, or (b) after the recipient's state declared a State of Emergency or major disaster. For ER funds, ensure costs are related to responding to the COVID-19 public health emergency.

1. For each drawdown selected for review, determine whether the recipient calculated operating expenses accurately:
 - a. **Eligible Operating Expense** accumulated for periods (a) after January 20, 2020 or (b) after the recipient's state declared a State of Emergency or major disaster. For ER funds, ensure costs are related to responding to the COVID-19 public health emergency, such as:
 - i. Direct labor, including:
 1. Bonuses and incentive compensation. If any bonuses or incentive compensation included in the payroll expenses, determine whether they appear reasonable and whether supporting documentation indicates that an agreement for these expenses were entered into before the services were rendered.
 2. Administrative leave for operations and maintenance employees.
 - ii. Materials
 - iii. Contracted services
 - iv. Preventive Maintenance (if preventive maintenance is included in operating expenses for COVID-19 relief, review documentation for ongoing urban and rural programs to ensure they are not being charged as capital expenses).
 - v. Operating portion of capital cost of contracting.
 - vi. Indirect costs
 - b. If any **indirect costs** are being drawn down, verify:
 - i. There is an approved ICRP and/or CAP
 - ii. Indirect costs are charged at the approved rate (or at the de minimis rate, if allowed)
 - c. **Eliminations:**
 - i. Farebox Revenues
 - ii. Earned interest
 - iii. Proceeds from the sale of equipment in excess of the depreciated value (gains)
 - iv. Cash discounts and refunds
 - v. Insurance claims

- vi. Reimbursements that directly offset accrued liabilities
 - vii. If applicable, any expenses charged to another federal award (e.g., FEMA, HUD, DOJ, etc.)
- d. Determine whether the types of **unallowable items** listed below were excluded from the draw if incurred during the period:
- i. School bus operations
 - ii. Charter bus operations
 - iii. Entertainment expenses
 - iv. Fines, penalties or charitable donations
 - v. Contingencies
 - vi. Depreciation
 - vii. Interest expense on long-term borrowing and debt retirements
 - viii. Claims for reimbursement of lost revenue

Duplicate Costs

If the recipient disbursed funds from an ER award, obtain from FTA (Office of Program Management) the listing of recipients that have received/requested FEMA funds. If the recipient is on the list, obtain a copy of the FEMA award document to identify what the funds were to be used for. Compare the FEMA and FTA award documents to identify any duplication of cost. Include a drawdown from any ER award that seems duplicative in nature with the FEMA funds in your sample of ECHO draws. Request and review a reimbursement request submitted to FEMA for the same period of activity as covered by the ECHO draw. Compare the costs included in both requests to determine if they appear to be the same. Discuss any similarities with the recipient and with the regional office, as necessary.

For any expenses that were reimbursed by more than one Federal program, discuss with the regional office how to address the issue.

Indirect Costs

If the recipient is charging indirect costs, but the approved rate has expired, contact the FTA regional office to determine if a one-year extension of the use of the currently approved indirect cost rate was granted. Contact the FTA regional office to determine if extensions were provided to the annual Cost Allocation Plan (CAP) and/or Indirect Cost Rate Proposal (ICRP) annual submission. If the CAP and/or ICRP is expired, obtain from the recipient its approved extension request from FTA to continue to use its current plan.

[illegible]

(a) This should be the date the funds leave the recipient's control if not drawn down on a reimbursement basis.

3. TECHNICAL CAPACITY – AWARD MANAGEMENT

PURPOSE OF THIS REVIEW AREA

The recipient must report progress of projects in awards to the Federal Transit Administration (FTA) and close awards timely.

QUESTIONS TO BE EXAMINED

1. Are Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs) submitted to FTA on time?
2. Are FFRs complete and accurate?
3. Are MPRs complete and accurate?
4. Are Program of Projects (POP) Status Reports complete and submitted on time?
5. Does the recipient ensure timely expenditure of funds and close out of awards?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- If written, award management and reporting procedures not included in financial procedures that address:
 - Completing FFRs and MPRs
 - Developing ECHO draws
 - Submitting and managing Single Audits
- Closeout schedule for all open awards

Recipient Follow-up

- Correspondence from FTA regional office regarding reporting issues

TC-AM1. Are Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs) submitted to FTA on time?

BASIC REQUIREMENT

Recipients must report progress to FTA via submittal of timely MPRs and FFRs at the required intervals.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients must submit MPRs and FFRs in the Transit Award Management System (TrAMS) for each open award within 30 days of the end of the reporting period. Reports must be submitted for all active/ executed awards, even if no activity occurred on those awards since the last report.

Recipients are required to submit MPRs and FFRs based on the reporting frequency established by FTA. The reporting frequency depends on award program, award amount, recipient location, project type, and risk. FTA C. 5010.1E *Award Management Requirements* sets the reporting schedule and also permits FTA to adopt a risk-based approach to change the frequency of reporting. Since October 1, 2017, awards of \$2 million or less awarded to recipients located in urbanized areas over 200,000 in population may be reported annually instead of quarterly unless FTA has identified a specific risk. FTA's risk-based approach reduced the frequency of reporting for some recipients.

The following table shows the current reporting frequency for MPRs and FFRs by program. FTA, at its discretion, can require more frequent reporting.

Because submitting late reports is a risk factor, patterns of late or unsubmitted reports may prompt FTA to take remedial action and increase reporting frequency requirements.

MPR and FFR Reporting Frequency		
Recipient/Program	Project	Reporting Frequency
Recipients in large UZAs (>200,000)	Awards >\$2 million	Quarterly
	Awards <\$2 million	Annually
Recipients in small UZAs (<200,000) State-administered programs	Section 5309-funded facility construction projects Section 5329	Quarterly
	All other projects	Annually

If FTA grants an extension to the report or if corrections can only be added outside the 30-day timeframe, the recipient should provide documentation relating to FTA's approval or instruction and note the change in their comments. Submissions outside the 30-day timeframe may only be submitted via a hard copy of the SF-425. These may be found under 'Application Documents' or 'Recipient Documents' in TrAMS.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Per OMB Memorandum M-17, a recipient may delay submission of financial, performance, and other reports up to three (3) months beyond the normal due date. Recipients were permitted to draw down Federal funds without the timely submission of these reports. These reports must be submitted at the end of the postponed period. Therefore, due dates for quarterly MPRs and FFRs for the period ended March 31, 2020, would be extended from April 30, 2020, to July 30, 2020. Reports selected for review that were not submitted within 90 days of the original due date would be considered late. This flexibility expired June 16, 2020 and was rescinded per OMB Memorandum M-20-26.

INDICATORS OF COMPLIANCE

- How often is the recipient required to submit MPRs and FFRs? Has FTA specified a different reporting frequency from the chart above? If yes, what is that frequency?*
- Did the recipient submit all MPRs and FFRs on time? If not, how many reports were missing/late during any reporting period?*

Awards reviewed	
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Late or missing MPRs or FFRs by reporting period due dates								
Year	Quarter 1 (Jan 1 – Jan 30)		Quarter 2 (Apr 1 – Apr 30)		Quarter 3 (July 1 – July 30)		Quarter 4/Annual (Oct 1 – Oct 30)	
	MPR	FFR	MPR	FFR	MPR	FFR	MPR	FFR
FY 20XX	-	-	-	-	-	-	-	-

INSTRUCTIONS FOR REVIEWER

Confirm reporting frequency and discuss with the FTA regional office any changes in the required reporting frequencies based on a risk analysis. For each program, sample at least three awards for the most recent reporting period. If there is a pattern of late or missing reports, discuss the situation with the regional office and recipient. It may be necessary to review additional reports to identify a pattern of late or missing reports.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not submit MPRs and FFRs for each open award, does not submit them at the required intervals or submits them late.

DEFICIENCY CODE TC-AM1-1: Late or unsubmitted MPRs/FFRs

SUGGESTED CORRECTIVE ACTION: The recipient must submit the delinquent report(s) for the most recent reporting period and submit to the FTA regional office procedures for submitting future reports on time. If the recipient is no longer able to submit the reports electronically, it must upload hard copies of the reports to TrAMS and notify the FTA regional office when the delinquent reports are submitted.

GOVERNING DIRECTIVE

2 CFR 200.328 Financial reporting

Unless otherwise approved by OMB (Office of Management and Budget), the Federal awarding agency may solicit only the standard, OMB-approved government wide data elements for collection of financial information (at time of publication the Federal Financial Report or such future collections as may be approved by OMB and listed on the OMB Web site). This information must be collected with the frequency required by the terms and conditions of the Federal award, but no less frequently than annually nor more frequently than quarterly except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes, and preferably in coordination with performance reporting.

2 CFR 200.329 Monitoring and reporting program performance

(b) Non-construction performance reports. The Federal awarding agency must use standard, OMB-approved data elements for collection of performance information (including performance progress reports, Research Performance Progress Report, or such future collections as may be approved by OMB and listed on the OMB Web site).

(1) The non-Federal entity must submit performance reports at the interval required by the Federal awarding agency or pass-through entity to best inform improvements in program outcomes and productivity. Intervals must be no less frequent than annually nor more frequent than quarterly except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes. Annual reports must be due 90 calendar days after the reporting period; quarterly or semiannual reports must be due 30 calendar days after the reporting period. Alternatively, the Federal awarding agency or pass-through entity may require annual reports before the anniversary dates of multiple year Federal awards. The final performance report will be due 90 calendar days after the period of performance end date. If a justified request is submitted by a non-Federal entity, the Federal agency may extend the due date for any performance report.

(c) Construction performance reports. For the most part, onsite technical inspections and certified percentage of completion data are relied on heavily by Federal awarding agencies and pass-through entities to monitor progress under Federal awards and subawards for construction. The Federal awarding agency may require additional performance reports only when considered necessary.

FTA Circular 5010.1E, Chapter. III, Section 3. Reporting Requirements

e. Report Due Dates. For FFRs and MPRs, the following reporting dates apply:

- (1) Recipients located in urbanized areas of 200,000 or more populations. Recipients located in urbanized areas of 200,000 or more populations who receive more than \$1 million in funds from FTA, FFRs and MPRs must be submitted and are due to FTA within 30 days after the end of each quarter, *i.e.*, by January 30, April 30, July 30, and October 30. The FTA regional or metropolitan office may request more frequent reporting or additional reports if circumstances warrant additional reporting.

Recipients located in urbanized areas of 200,000 or more populations who receive less than \$1 million in funds from FTA, FFRs and MPRs must be submitted and are due October 30, one month after the federal fiscal year (FY) ends. The FTA regional or metropolitan office may request more frequent reporting or additional reports if circumstances warrant additional reporting.

- (2) Recipients located in urbanized areas of less than 200,000 populations. FFRs and MPRs must be submitted and are due October 30, one month after the federal fiscal year (FY) ends. The FTA regional or metropolitan office may request more frequent reporting or additional reports if circumstances warrant additional reporting.
- (3) FTA may utilize a risk based approach to change the frequency of reporting requirements for a particular Award or recipient. This will be noted in the Grant Agreement or Cooperative Agreement.

(4) Exceptions:

- (a) Section 5309 Grants: All grant recipients, regardless of location and population area, are required to submit quarterly reports in TrAMS according to the dates in subsection 3.e.(1) above when grants include construction of facility.
- (b) State Departments of Transportation (State DOTs): State DOTs are required to report annually for all state administered programs; this includes Sections 5303, 5304, 5307 (Governor's Apportionment), 5310, 5311, former Section 5316, and former Section 5317 programs. The exception described in the preceding paragraph applies to the State DOTs.
- (c) If the provisions of this FTA Circular 5010.1 differ from the provisions of the applicable FTA Programmatic Circular, the Program Circular takes precedence. FTA at its discretion may always require more stringent reporting or specialized reports. Depending on project complexity, at its discretion, FTA may also request other special reports or quarterly project management meetings."

FTA Dear Colleague Letter on Risk-Based Reporting Policy, October 9, 2017

OMB Memorandum M-20-17, "Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations," March 19, 2020

10. Extension of financial, performance, and other reporting. (2 CFR§ 200.327, 2 CFR§ 200.328) Awarding agencies may allow grantees to delay submission of financial, performance and other reports up to three (3) months beyond the normal due date. If an agency allows such a delay, grantees will continue to draw down Federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the postponed period. In addition, awarding agencies may waive the requirement for recipients to notify the agency of problems, delays or adverse conditions related to COVID-19 on a grant by grant basis (200 CFR 200.328(d)(I)).

OMB Memorandum M-20-26 "Audit Extension" June 18, 2020

Extension of Single Audit Submission from Appendix A, M-20-26:

1. Extension of Single Audit Submission and COVID-19 Emergency Acts Fund Reporting. (2 CFR § 200.512)

Awarding agencies, in their capacity as cognizant or oversight agencies for audit, may allow recipients and subrecipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of March 19, 2020 that have normal due dates from March 30, 2020 through June 30, 2020 to delay the completion and submission of the Single Audit reporting package, as required under Subpart F of 2 CFR § 200.501 -Audit Requirements, up to six (6) months beyond the normal due date. Audits with normal due dates from July 31, 2020 through September 30, 2020 will have an extension up to three (3) months beyond the normal due date. No further action by awarding agencies is required to enact this extension. This extension does not require individual recipients and subrecipients to seek approval for the extension by the cognizant or oversight agency for audit; however, recipients and subrecipients should maintain documentation of the reason for the delayed filing. Recipients and subrecipients taking advantage of this extension would still qualify as a "low-risk auditee" under the criteria of 2 CFR § 200.520 (a) Criteria for a low-risk auditee.

Additionally, in order to provide adequate oversight of the COVID-19 Emergency Acts funding and programs, recipients and subrecipients must separately identify the COVID-19 Emergency Acts expenditures on the Schedules of Expenditures of Federal Awards and audit report findings.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), AD2

Recipients may delay submission by up to 90 days. A recipient's next report, therefore, would be for the quarter ending June 30, 2020, with the report due on July 30, 2020.

TC-AM2. Are FFRs complete and accurate?

BASIC REQUIREMENT

Recipients are required to provide a current, complete, and accurate financial picture of each award through the submission of FFRs.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

The FFR reports on the use of award funds. Reports are submitted electronically using TrAMS. Recipients report the following financial data in FFRs:

- **Federal cash receipts** are the amount of FTA funds received for the period and are reported on a cash basis, i.e., when the funds are actually received.
- **Federal cash disbursements** are the amount of FTA funds disbursed as of the end of the reporting period and are reported on a cash basis, i.e., when the funds are actually disbursed. For recipients that draw funds on a reimbursement basis, Federal funds are reported as disbursed only after they are received.
- **Unliquidated obligations** are binding commitments that have been entered into and for which expenditures have not yet been recorded because goods and services have not been received and are reported on an accrual basis. Examples of these are: a signed contract for bus

purchases for which delivery of vehicles has not yet occurred, a contract for construction services not rendered, open purchase orders, contract retention and unexpended portions of signed subrecipient agreements.

- **Unobligated balance** is the amount of an award that has not been expended and is not covered by a binding commitment (unliquidated obligation) and is reported on an accrual basis.
- **Indirect expense** is the amount of indirect costs charged to an award by the reporting organization and is reported on an accrual basis. The rate must be based on a previously approved cost allocation plan or indirect cost proposal. The recipient must report the total amount of indirect expenses incurred on a cumulative basis. The information should include the type of rate (whether it is provisional, predetermined, final or fixed), the rate approved by the cognizant agency, the total base amount from which the indirect cost rate is determined, the period covered by the approved rate, amount charged to the award, and the Federal share of the indirect expenses charged.
- The recipient must address any **FTA comments** either in a revised or the next report. Addressing inconsistencies may prevent returned reports, complies with FTA's instructions, and may eliminate confusion with FTA's Program Office and oversight reviews.

FFRs must be accurate. Many recipients have program managers that prepare MPRs while financial personnel prepare FFRs. FTA has found frequent instances of data in FFRs not being reflected in MPRs and vice versa. For example, an MPR may indicate that the recipient has awarded a construction contract but the FFR does not report unliquidated obligations.

INDICATOR OF COMPLIANCE

a. *Are FFRs complete and correct?*

Awards reviewed	
Indicator	Comment
1. Are Federal cash receipts and disbursements reported on a cash basis?	-
2. Is cash on hand reported in any FFR examined? If yes, has the recipient provided an explanation? Did the FTA regional office determine the explanation was adequate?	-
3. Does the information in the FFR match the last award budget? Are any identified cost overruns or identified savings explained?	-
4. Does the recipient report outlays and unliquidated obligations on an accrual basis of accounting? Are elements E-U reported correctly?	-

Indicator	Comment
5. How does the recipient calculate unliquidated obligations? Is the calculation consistent with 2 CFR §200.97 Unliquidated Obligations? Are unliquidated obligations reported accurately? Are any not reported?	-
6. If the recipient charges indirect costs to awards, have the correct rates and amounts been entered in the FFR?	-
7. Are there any discrepancies in information or data reported on MPRs and FFRs? If yes, obtain an explanation from the recipient.	-
8. Has the recipient responded to any FTA comments on FFRs?	-

INSTRUCTIONS FOR REVIEWER

For each program, sample at least three awards for the most recent reporting period. Discuss with the FTA regional office what awards to review, as multiple awards may be funding the same project.

- Review financial management procedures for discussion on how the recipient captures and reports information in the progress reports.
- Determine if Federal cash receipts and disbursements are reported on a cash basis and expenses are recorded when earned (received) instead of when paid.
- If cash on hand is reported, determine if an explanation is provided in the remarks and certifications tab. Discuss with the FTA regional office whether the explanation of cash on hand is adequate.
- If a recipient has amended an award(s) to add or delete funds, follow up with the recipient to ensure that it is reporting on the new amount. If it does not, ascertain the reason for the difference.
- Review FFRs, MPRs, and award dates of procurements to determine if unliquidated obligations are not reported and should be. For example, an MPR may indicate that the recipient has awarded a construction contract but the FFR does not report unliquidated obligations. Review financial management and award management procedures for information on how unliquidated obligations are calculated. During the site visit, discuss with the recipient how it calculates unliquidated obligations and confirm the calculation is based on obligations incurred by the non-Federal entity for which an expenditure has not been recorded.
- If indirect costs are charged, confirm the recipient is reporting the approved rate or the de minimis rate, if allowed, by comparing the information in the sample reports to the cost allocation plan or direct cost rate proposal.
- Review FTA comments in TrAMS regarding reports and look for evidence the recipient has addressed the comments. Discuss the adequacy of the recipient's responses with the FTA

regional office. During the site visit, follow up with the recipient on any outstanding FTA comments.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not:

- Use accrual basis of accounting for lines other than b and c
- Properly report Federal cash receipts or disbursements
- Explain Federal cash on hand
- Report unliquidated obligations correctly
- Report indirect costs correctly
- Respond to FTA comments

DEFICIENCY CODE TC-AM2-1: Incorrect FFR reporting

SUGGESTED CORRECTIVE ACTION: The recipient must submit revised reports that include the missing/corrected information and/or address FTA comments and submit to the FTA regional office procedures for including all required information in future reports. If the recipient is no longer able to submit the reports electronically, it must upload hard copies of the reports to TrAMS and notify the regional office when the revised reports are submitted.

The recipient is deficient if data in the FFR do not reflect the data in the MPR.

DEFICIENCY CODE TC-AM2-2: MPR/FFR do not agree

SUGGESTED CORRECTIVE ACTION: The recipient must submit revised reports that address review comments and submit to the FTA regional office procedures for reconciling FFRs and MPRs. The recipient must notify the regional office when the next reports are submitted.

GOVERNING DIRECTIVE

2 CFR 200.328 Financial reporting

Unless otherwise approved by OMB, the Federal awarding agency may solicit only the standard, OMB-approved government wide data elements for collection of financial information (at time of publication the Federal Financial Report or such future collections as may be approved by OMB and listed on the OMB Web site). This information must be collected with the frequency required by the terms and conditions of the Federal award, but no less frequently than annually nor more frequently than quarterly except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes, and preferably in coordination with performance reporting.

2 CFR 200.97 Unliquidated obligations

Unliquidated obligations means, for financial reports prepared on a cash basis, obligations incurred by the non-Federal entity that have not been paid (liquidated). For reports prepared on an accrual expenditure basis, these are obligations incurred by the non-Federal entity for which an expenditure has not been recorded.

FTA Circular 5010.1E, Chapter. III, Section 3. Reporting Requirements

- a. **Federal Financial Report (FFR).** FTA's electronic FFR report is consistent with and includes information identified in OMB's Standard Form FFR (SF FFR). A recipient must

submit an FFR for each active Award. The FFR accompanies the MPR (described below) and is used to monitor the federal assistance awarded. The purpose of the FFR is to provide a current, complete, and accurate financial picture of the Award. This report is submitted electronically through TrAMS. The first 4 items (A-D) are prepared using cash accounting. The remaining report items (E-U) must be prepared on the accrual basis of accounting; that is, income is recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid. These items, (E-U) of the FFR, may not be prepared on the cash basis of accounting, even though a recipient may keep its books on the cash basis during its accounting year. If this is the case, at the submission of the FFR, the recipient must prepare the necessary accruals and submit the FFR on the accrual basis of accounting. (See Appendix B, "Federal Financial Report").

The FFR must contain the following elements:

- (1) All financial facts (e.g., expenditures and obligations) relating to the Award (scope of work and supporting activities); the purpose of each financial report and applicable reporting period should be completely and clearly displayed in the reports.
- (2) Reported financial data should be accurate to the last Award Budget (this may be the initial Award, or last revision to the Award Budget or amendment to the Award) and the reporting period. The requirement for accuracy does not rule out inclusion of reasonable estimates when precise measurement is impractical, uneconomical, unnecessary, or conducive to delay. Financial data reported may reconcile data included in the prior report, and must be explained in the explanation/remarks section of the report.
- (3) Financial reports must be based on the required supporting documentation maintained in the recipient's official financial management system that produces information that objectively discloses financial aspects of events or transactions.
- (4) Financial data reported should be derived from accounts that are maintained on a consistent, periodic basis; material changes in accounting policies or methods and their effect must be clearly explained.
- (5) Reporting terminology used in financial reports to FTA should be consistent with receipt and expense classifications included in the latest Award.
- (6) The recipient is responsible for indicating whether or not it is charging indirect costs to the Award at the time of application. If the recipient is charging indirect costs to the Award, the recipient is responsible for having an approved Indirect Cost Rate Proposal or Cost Allocation Plan approved by the cognizant agency on file, and uploading the documentation into their TrAMS "Recipient Profile." The recipient must report on related indirect expenditures.
- (7) The recipient must provide financial information related to the FFR categories: Federal Cash, Recipient Share, Unliquidated Obligations, and Program Income.

TC-AM3. Are MPRs complete and accurate?

BASIC REQUIREMENT

Recipients are required to submit MPRs that discuss progress toward project objectives and any potential problem areas.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

MPRs are the primary written communication between recipients and FTA on the progress of the projects in an award. 2 CFR part 200 subpart D and FTA C. 5010.1E detail the information that, at a minimum, must be included in these reports. Reporting on operating assistance is limited to the estimated and actual date when funding has been expended.

INDICATOR OF COMPLIANCE

a. Do MPRs address the required topics?

Awards reviewed	
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Topic	Comment
(1) Status of each milestone that has passed during the prior reporting period, including the actual completion dates for any milestones and revised completion dates for any milestones not met	-
(2) Narrative of activity status and any problems encountered in implementation, specification preparation, bid solicitation, resolution of protests, or third-party contract awards	-
(3) Detailed discussion of budget or schedule changes	-
(4) Explanation of why scheduled milestones or completion dates were not met	-
(5) Identification of problem areas and a narrative on how the problems will be solved	-
(6) Discussion of the expected impacts and the efforts to recover from the delays	-
(7) Analysis of each significant project cost variance: completion and acceptance of equipment and construction or other work, breakout of the costs incurred and those costs required to complete the project using quantitative measures, such as hours worked, sections completed, or units delivered.	-
(8) List of outstanding claims exceeding \$100,000 and all claims settled during the reporting period, accompanied by a brief description, estimated costs, and the reasons for the claims	-
(9) A list with a brief description of all potential and executed change orders, and amounts exceeding \$100,000, pending, or settled	-

Topic	Comment
(10) A list of claims or litigation involving third party contracts and potential third-party contacts that have a value exceeding \$100,000; involve a controversial matter irrespective of amount; or involve a highly publicized matter, irrespective of amount	-
(11) A list of real property acquisition actions, including just compensation, property or properties under litigation, administrative settlements, and condemnation for each parcel reported	-
(12) Contract award milestone for all rolling stock activity line items (ALIs)	-
Note: Topic numbers correspond to the paragraph numbers in FTA C. 5010.1E.	

INSTRUCTIONS FOR REVIEWER

For each program, sample at least three awards for the most recent reporting period to determine if MPRs include the required information in the indicators above. Determine if the regional office has any issues with MPRs.

Review project budgets in TrAMS to determine if budget changes were made, verify they were properly included in the correct MPRs, and determine if the recipient is reporting changes prior to them being made.

Review the recipient's list of change orders and verify the MPRs indicated potential and executed change orders, as defined in Circular 4220.1, where amounts exceeded \$100,000. Verify that any additional change orders identified in the Procurement section of the review are included in the appropriate MPRs.

Review all claims or litigation involving third party contracts, potential third-party contacts, or other parties in the Legal section to ensure that any exceeding \$100,000 or involving a controversial matter or highly publicized matter were included in MPRs.

Review the recipient's real property inventory to determine if any real property was acquired in the past three years and verify all actions, including just compensation, property or properties under litigation, administrative settlements, and condemnation for each parcel are included in the MPR during the reporting period.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if progress reports are not complete, fail to highlight progress towards meeting project objectives, or fail to discuss potential problem areas.

DEFICIENCY CODE TC-AM3-1: MPRs lack required information.

SUGGESTED CORRECTIVE ACTION: The recipient must submit revised reports that include the missing information and submit to the FTA regional office procedures for ensuring all required information is included in future reports. If the recipient is no longer able to submit the reports electronically, it must upload hard copies of the reports to TrAMS and notify the regional office when the revised reports are submitted.

GOVERNING DIRECTIVE

2 CFR 200.329 Monitoring and reporting program performance

(a) Monitoring by the non-Federal entity. The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function, or activity. See also § 200.331 Requirements for pass-through entities.

(b) Non-construction performance reports. The Federal awarding agency must use standard, OMB-approved data elements for collection of performance information (including performance progress reports, Research Performance Progress Report, or such future collections as may be approved by OMB and listed on the OMB Web site).

(1) The non-Federal entity must submit performance reports at the interval required by the Federal awarding agency or pass-through entity to best inform improvements in program outcomes and productivity. Intervals must be no less frequent than annually nor more frequent than quarterly except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes. Annual reports must be due 90 calendar days after the reporting period; quarterly or semiannual reports must be due 30 calendar days after the reporting period. Alternatively, the Federal awarding agency or pass-through entity may require annual reports before the anniversary dates of multiple year Federal awards. The final performance report will be due 90 calendar days after the period of performance end date. If a justified request is submitted by a non-Federal entity, the Federal agency may extend the due date for any performance report.

(2) The non-Federal entity must submit performance reports using OMB-approved government wide standard information collections when providing performance information. As appropriate in accordance with above mentioned information collections, these reports will contain, for each Federal award, brief information on the following unless other collections are approved by OMB:

(i) A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal award can be quantified, a computation of the cost (for example, related to units of accomplishment) may be required if that information will be useful. Where performance trend data and analysis would be informative to the Federal awarding agency program, the Federal awarding agency should include this as a performance reporting requirement.

(ii) The reasons why established goals were not met, if appropriate.

(iii) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

(c) Construction performance reports. For the most part, onsite technical inspections and certified percentage of completion data are relied on heavily by Federal awarding agencies and pass-through entities to monitor progress under Federal awards and subawards for construction. The Federal awarding agency may require additional performance reports only when considered necessary.

(d) Significant developments. Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, the non-Federal entity must inform the Federal awarding agency or pass-through entity as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

(2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

(e) The Federal awarding agency may make site visits as warranted by program needs.

(f) The Federal awarding agency may waive any performance report required by this part if not needed.

FTA Circular 5010.1E, Chapter. III, Section 3. Reporting Requirements

- a. Milestone Progress Reports (MPR). The MPRs must be submitted for each active Award. The MPR is the primary written communication between the recipient and FTA. This report must be submitted electronically. If only operating assistance is included in the Award, the reporting requirements are limited to the actual dates when all federal assistance has been expended.

The information provided in MPR reports should be as complete as possible, highlighting progress toward project objectives and any potential problem areas.

Each MPR must include the following data as appropriate:

- (1) The current status, at a minimum, of each milestone that has passed during the prior reporting period, within an active Award. FTA, at its discretion, may request a recipient to update each milestone within an active Award. MPRs should identify:
 - a) The actual completion dates for any milestones completed during the reporting period, and
 - b) Any revised dates when any original (or last revised) completion dates were not met.
 - c) If the milestone date exceeds the Award end date, the recipient should consult the FTA Regional Office to determine if the change to the Award end date will be made through a budget revision or an amendment.
- (2) A narrative of the activity status, any problems encountered in implementation, specification preparation, bid solicitation, resolution of protests, and third-party contract Awards.
- (3) A detailed discussion of all Award Budget or schedule changes.
- (4) An explanation of why scheduled milestones or completion dates were not met.
- (5) Identification of problem areas and a narrative on how the problems will be solved.
- (6) A discussion of the expected impacts and the efforts to recover from the delays.
- (7) An analysis of each significant project cost variance: Completion and acceptance of equipment and construction or other work should be discussed, together with a breakout of the costs incurred and those costs required to complete the project. Use quantitative measures, such as hours worked, sections completed, or units delivered.

- (8) A list of all outstanding claims exceeding \$100,000, and all claims settled during the reporting period. This list should be accompanied by a brief description, estimated costs, and the reasons for the claims.
 - (9) A list of all potential and executed change orders, as defined in Circular 4220.1, and amounts exceeding \$100,000, pending or settled, during the reporting period. This list should be accompanied by a brief description. Identification of change orders does not imply notification, acceptance, or approval of budgetary changes that might be required.
 - (10) A list of claims or litigation involving third-party contracts and potential third-party contracts that:
 - a) Have a value exceeding \$100,000;
 - b) Involve a controversial matter, irrespective of amount; or
 - c) Involve a highly publicized matter, irrespective of amount.
 - (11) A list of all real property acquisition actions, including just compensation, property or properties under litigation, administrative settlements, and condemnation for each parcel during the reporting period.
 - (12) All rolling stock ALIs must include a milestone for Contract Award.
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TC-AM4. Are Program of Projects (POP) Status Reports complete and submitted on time?

BASIC REQUIREMENT

Designated recipients of Sections 5310 and 5311 funds must submit POP Status Reports to FTA on the status of subrecipients' projects.

APPLICABILITY

Designated 5310 and 5311 recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

Designated recipients of Sections 5310 and 5311 funds with subrecipients must submit POP status reports for each open award annually (prior to October 31), except designated 5310 recipients in large urbanized areas with awards exceeding \$2 million which must report quarterly. If the required information is not included in the award budget and the MPRs, these reports should be attached to the recipient's corresponding MPR in TrAMS. The purpose of the report is to ensure that award budgets are updated at least at the required reporting intervals and to ensure that recipients report key information on subrecipient projects. Limiting the reporting to required intervals saves recipients from updating budgets in TrAMS every time subrecipient project budgets change. Some recipients submit updated POPs and budget revisions more frequently. FTA has accepted these POPs in lieu of annual or quarterly submissions.

Reports must include:

1. Updated POP for each approved award that contains active projects reflecting revised project descriptions, changes in projects from one category to another, and adjustments within budget categories. Appendix D in FTA C. 9040.1G and Appendix B in FTA C. 9070.1G present sample POPs.
2. Budget revisions for changes in line item budgets, if required by the regional office.

3. Significant civil rights compliance issues, such as legal action or litigation against the recipient or subrecipients under the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, or Equal Employment Opportunity, or Disadvantaged Business Enterprise (DBE) requirements.
4. Notable accomplishments or problems involving subrecipients.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF Per OMB Memorandum M20-17, a recipient may delay submission of financial, performance, and other reports up to three (3) months beyond the normal due date. Recipients may continue to draw down Federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the postponed period. Therefore, due dates for quarterly MPRs and FFRs for the period ended March 31, 2020, would be extended from April 30, 2020, to July 30, 2020. Reports selected for review that were not submitted within 90 days of the original due date would be considered late. However, this flexibility was not extended beyond June 16, 2020, unless FTA provided an extension.

INDICATORS OF COMPLIANCE

- a. *Did the recipient submit all status reports on time? If not, how many reports were missing/late during any reporting period?*

Awards reviewed	
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Late or missing POP Status Reports by due date					
Year	Quarter 1 (Jan 1 – Jan 30)	Quarter 2 (Apr 1 – Apr 30)	Quarter 3 (July 1 – July 30)	Quarter 4/Annual (Oct 1 – Oct 31)	
	5310	5310	5310	5310	5311
FY 20XX	-	-	-	-	-

- b. *Do status reports include an updated POP for each approved award that contains active projects?*
- c. *Does the updated POP reflect revised project descriptions, changes in projects from one category to another, and adjustments within budget categories?*
- d. *Were any changes to line item budgets for the award submitted as budget revisions?*
- e. *Were any significant civil rights compliance issues addressed?*

INSTRUCTIONS FOR REVIEWER

Sample at least three awards for the most recent reporting period to determine if the recipient submitted reports on time and included the required information for the POP Status Reports as detailed in indicators above. If there is a pattern of late reporting, discuss with the regional office. Ask the regional office if it requires annual budget revisions. Ask the regional office if it only requires recipients to submit POPs only when POPs in TrAMS are outdated.

If changes were made to line item budgets, verify these were submitted as budget revisions.

Discuss with the FTA Regional Civil Rights Officer whether or not the recipient had any significant civil rights compliance issues. If so, verify they were included in the status reports.

During the site visit, discuss any concerns noted.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not submit POP Status Reports or the reports do not include all the required information.

DEFICIENCY CODE TC-AM4-1: POP Status Reports missing or lacking required information

SUGGESTED CORRECTIVE ACTION: The recipient must submit in TrAMS the Annual POP Status Reports for the past year and submit to the FTA regional office procedures for submitting the reports with the required information at the required interval.

GOVERNING DIRECTIVE

FTA Circular 9040.1G, Chapter. V, Section 19. Reporting Requirements

- a. Annual Program of Projects Status Reports. By October 31 each year, the state shall submit to FTA a program status report for each active grant, covering the twelve-month period ending September 30. Status reports are intended to meet minimal program information needs at the regional and national levels. Reports should include an updated program of projects for each approved grant that contains active projects. The updated program of projects should reflect revised project descriptions, changes in projects from one category to another, and adjustments within budget categories. The updated program of projects can be attached in the electronic status report. If revisions to the program of projects result in changes to the line item budget for the grant, these changes should be submitted as budget revisions. Significant civil rights compliance issues occurring during the year (such as Title VI, Equal Employment Opportunity [EEO], or Disadvantaged Business Enterprise [DBE] complaints against the state or subrecipients) should be addressed in the annual status report. In addition, the state may report notable accomplishments or problems involving Section 5311 subrecipients.

FTA Circular 9070.1G, Chapter. VI, Section 23. Reporting Requirements

- a. Annual Program of Projects Status Reports. By October 31 each year, the state or designated recipient should submit to FTA a program status report for each active grant, covering the twelve-month period ending September 30. Designated recipients in large urbanized areas must submit quarterly status reports. The status reports should be submitted electronically and are intended to meet minimal program information needs at the regional and national levels. Reports should include an updated POP for each approved grant that contains active projects. The updated POP should reflect revised project descriptions, changes in projects from one category to another, and adjustments within budget categories, if applicable. The updated POP can be imported as text into the project summary section of the electronic status report.

If revisions to the POP result in changes to the line item budget for the grant, these changes should be submitted as budget revisions. Significant civil rights compliance issues occurring during the year (such as Title VI, Equal Employment Opportunity (EEO), or Disadvantaged Business Enterprise (DBE) complaints against the recipient or subrecipients), should be addressed in the annual status report. In addition, the recipient may report notable accomplishments or problems involving Section 5310 subrecipients.

FTA Dear Colleague Letter on Risk-Based Reporting Policy, October 9, 2017

OMB Memorandum M-20-17, "Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations," March 19, 2020

10. Extension of financial, performance, and other reporting. (2 CFR§ 200.327, 2 CFR§ 200.328)
Awarding agencies may allow grantees to delay submission of financial, performance and other reports up to three (3) months beyond the normal due date. If an agency allows such a delay, grantees will continue to draw down Federal funds without the timely submission of these reports. However, these

reports must be submitted at the end of the postponed period. In addition, awarding agencies may waive the requirement for recipients to notify the agency of problems, delays or adverse conditions related to COVID-19 on a grant by grant basis (200 CPR 200.328(d)(l)).

TC-AM5. Does the recipient ensure timely expenditure of funds and close out of awards?

BASIC REQUIREMENT

The recipient must expend awards timely and close out projects and awards when project activity is completed.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

FTA expects projects to be completed within a reasonable, specified time and as scheduled in the award agreement and updated in progress reports.

For Sections 5305, 5307, 5309, and 5339 projects, a good “rule of thumb” is to complete the project within the period of availability of funds. Once award funds are past the period of availability, the ability to amend the award to change the scope is limited, thus restricting the use of remaining funds to the original scope. For large, complicated construction or technology projects, completing the project and closing the award within the period of availability may not be feasible.

Sections 5310 and 5311 programs of projects should be implemented within two to three years of award approval. Recipients should take into account the status of current awards before awarding a subrecipient an award for a new project.

Funds deobligated within the period of availability are available for re-obligation to a new award. The following table shows the period of availability of funds for selected programs.

Period of Availability of Funds	
Program	MAP-21/FAST Act
5305	Year of apportionment plus 3
5307	Year of apportionment plus 5
5309 discretionary	Year of apportionment plus 4
5310	Year of apportionment plus 2
5311	Year of apportionment plus 2
5329	Year of apportionment plus 2
5337	Year of apportionment plus 3
5339	Year of apportionment plus 3

Recipients may not excessively prolong the life of the award merely for the purpose of expending all award funds. Awards should be closed when the scope of work is completed; if funds remain these should be deobligated as part of the award closeout. Frequently, recipients allow small balances in completed projects to delay closeout. The recipient should have procedures for tracking project funds and reprogramming unused balances to other projects or closing out the award if funds cannot be utilized.

The recipient must initiate award closeout with subrecipients no later than 90 or 120 days after the end of the period of performance or when the award's scope of work is completed. A final FFR, MPR, reconciled budget, and, for Sections 5310 and 5311 awards, POP, are required at the time of closeout. It is not necessary to wait for the single audit or final indirect cost rates before closing an award.

Examples of good award management practices include:

- 1) As part of the annual award development process, identify available funds in existing awards before applying for new funds.
- 2) Unless directed by the region, apply for remaining apportionments in the next year's award instead of amending awards to add apportionment balances. An award may contain multiple years' apportionments.
- 3) Spend oldest funds first for on-going expenses such as program administration (financial purpose code (FPC) 6), operating assistance (FPC 4), ADA complementary paratransit (FPC 8), and preventive maintenance (FPC 0).
- 4) Accumulate program administrative expenses in a generic account and then draw from the oldest award with available program administrative funds instead of charging the expenses directly to awards.
- 5) Set project time limits (less than two years).
- 6) Transfer small remaining balances to new line items.
- 7) Move delayed projects to newer awards and active projects to older awards.
- 8) Deobligate project balances and reapply for funds (if within period of availability and allowed by the FTA regional office).
- 9) Regularly reconcile balances with those in TrAMS.
- 10) Tie third party contracts to projects, then tie projects to award.
- 11) When funding a project out of multiple awards, develop a drawdown plan.
- 12) When funding a project out of multiple awards, charge retainage to the newest award (and report it as an unliquidated obligation) to enable the closing of older awards.

FTA places a priority on closing out awards for which activity has ceased. FTA identifies awards that should be potentially closed out as those that are 100 percent disbursed or those that were obligated more than three years before and have not had a disbursement within the past 12 months.

Awards that have been inactive for a substantial length of time should also be closed unless the recipient has a plan and is likely to resume activity soon. Inactivity may be a result of delays in project implementation or lack of resources.

If an award has been delayed for a substantial period of time and the recipient does not have a reasonable explanation, FTA may determine that the funds should be deobligated and the award closed. Occasionally, a project may be delayed indefinitely because of factors beyond the recipient's control. If

there is no realistic chance of a project going forward, FTA will deobligate the funds and make them available for other projects that are ready to proceed.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Recipients with awards that expired (the period of performance ended) prior to June 16, 2020, may request an extension by submitting written notice to FTA regarding the reporting delay. This delay in submitting closeout reports may not exceed one year after the award expires. (OMB Memorandum M-20-17, Appendix A at 12, which authorized this flexibility, expired June 16, 2020 and was rescinded per OMB Memorandum M-20-26).

INDICATORS OF COMPLIANCE

- a. *As part of the development of award applications, does the recipient look to available funds in existing awards before applying for new funds?*
- b. *Does the recipient take into account the status of current awards before awarding a subrecipient a subaward for a new project?*
- c. *Does the recipient have any delayed or inactive awards that should be closed? If the recipient has any inactive awards that should not be closed, review the recipient's explanation why.*
- d. *Do the recipient's procedures for initiating closeout with subrecipients ensure that the closeout occurs within 90 days after the award end date or when funds are expended/reassigned and all work activities for the project are completed before the end date?*
- e. *Do the recipient's procedures for initiating closeout with subrecipients ensure that the closeout occurs by the time the award is closed with FTA?*
- f. *Does the recipient initiate award closeout with FTA within 90 days of completion of all activity in the POP and/or after the applicable Federal assistance has been expended for all eligible costs?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- g. *Did the recipient experience any delay in submitting closeout reports for awards closed between January 20 and June 16, 2020 due to the COVID-19 public health emergency?*
 - o *If yes, did the recipient submit a written notice to FTA regarding the reporting delay?*
 - o *If yes, did the recipient submit closeout reports within one year after the period of performance for the award?*

INSTRUCTIONS FOR REVIEWER

Review procedures for documentation of award management and closeout processes. Review the projected closeout dates for open awards. For on-going expenses, such as operating assistance, determine whether the recipient draws from the oldest funds first. Identify awards that are old, have small balances remaining, or are more than three years old and have not had disbursement activity within the past 12 months. Review progress reports in TrAMS and other correspondence to identify major delays in projects or, if and when, projects have been completed. Prior to the site visit, discuss the status of awards with FTA regional office staff.

Review state/program management plans and subrecipient agreements for time limits on subawards. Obtain and review a schedule for closing all open awards. During the site visit, discuss award management procedures and the status of any delayed or inactive awards that should be closed.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

For any awards closed between January 20 and June 16, 2020, discuss with the FTA regional office if the recipient experienced any delays in submitting closeout reports. If so, review TrAMS to obtain documentation that the recipient submitted written notice to the FTA regarding the reporting

delay. Confirm that the reporting delay did not exceed one year after the period of performance for the award.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not initiate award closeout timely, has open awards that should be closed or implements procedures that delay award closeout.

DEFICIENCY CODE TC-AM5-1: Inactive award/untimely closeouts

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office an award closeout plan.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office more effective procedures for award management (spending older funds first, tracking project progress, identifying project balances, reprogramming unused project funds to other projects, reassigning older projects to newer awards, or closing out projects) to enable it to close awards more timely.

SUGGESTED CORRECTIVE ACTION 3: The recipient must work with the FTA regional office to revise award budgets to ensure funds can be spent and drawn down in active awards.

SUGGESTED CORRECTIVE ACTION 4: The recipient must work with the FTA regional office to deobligate funds and close awards if funds remain in inactive awards or if projects are indefinitely delayed.

GOVERNING DIRECTIVE

2 CFR 200.344 Closeout

The Federal awarding agency or pass-through entity will close out the Federal award when it determines that all applicable administrative actions and all required work of the Federal award have been completed by the non-Federal entity. If the non-Federal entity fails to complete the requirements, the Federal awarding agency or pass-through entity will proceed to close out the Federal award with the information available. This section specifies the actions the non-Federal entity and Federal awarding agency or pass-through entity must take to complete this process at the end of the period of performance.

(a) The recipient must submit, no later than 120 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. A subrecipient must submit to the pass-through entity, no later than 90 calendar days (or an earlier date as agreed upon by the pass-through entity and subrecipient) after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. The Federal awarding agency or pass-through entity may approve extensions when requested and justified by the non-Federal entity, as applicable.

(b) Unless the Federal awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all financial obligations incurred under the Federal award no later than 120 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.

(c) The Federal awarding agency or pass-through entity must make prompt payments to the non-Federal entity for costs meeting the requirements in Subpart E of this part under the Federal award being closed out.

(d) The non-Federal entity must promptly refund any balances of unobligated cash that the Federal awarding agency or pass-through entity paid in advance or paid and that are not authorized to be retained by the non-Federal entity for use in other projects. See OMB Circular

A-129 and see §200.346, for requirements regarding unreturned amounts that become delinquent debts.

(e) Consistent with the terms and conditions of the Federal award, the Federal awarding agency or pass-through entity must make a settlement for any upward or downward adjustments to the Federal share of costs after closeout reports are received.

(f) The non-Federal entity must account for any real and personal property acquired with Federal funds or received from the Federal Government in accordance with §§200.310 through 200.316 and 200.330.

(g) When a recipient or subrecipient completes all closeout requirements, the Federal awarding agency or pass-through entity must promptly complete all closeout actions for Federal awards. The Federal awarding agency must make every effort to complete closeout actions no later than one year after the end of the period of performance unless otherwise directed by authorizing statutes. Closeout actions include Federal awarding agency actions in the grants management and payment systems.

(h) If the non-Federal entity does not submit all reports in accordance with this section and the terms and conditions of the Federal Award, the Federal awarding agency must proceed to close out with the information available within one year of the period of performance end date.

(i) If the non-Federal entity does not submit all reports in accordance with this section within one year of the period of performance end date, the Federal awarding agency must report the non-Federal entity's material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently FAPIIS). Federal awarding agencies may also pursue other enforcement actions per §200.339.

FTA Circular 5010.1E, Chapter III: Administration of the Award

1. AWARD CLOSEOUT. Closeout, in general, is the term used to signify the process by which the recipient and FTA agree that all activities approved for the Award have been completed and/or the federal assistance awarded has been expended for eligible costs. Recipients are required to close an Award 90 days after the end of the period of performance. FTA, or the recipient, may initiate the closeout process. Closeout, by either party, does not preclude FTA's ability to seek repayment or other remedies for a recipient's breach of the terms and conditions of the Grant or Cooperative Agreement.
 - a. Closeout by Recipient. The recipient is responsible to initiate closeout of the Award, within 90 days after the end of the period of performance, or after all approved activities are completed and/or the applicable federal assistance has been expended for all eligible costs. Any deviation from the approved Award must be documented in the closeout amendment...

FTA Circular 9040.1G, Chapter V Program Management and Administrative Requirements

1. CLOSEOUT. States should initiate project closeout with subrecipients within ninety days after all funds are expended and all work activities for the project are completed. The states should similarly initiate program of project closeout with FTA within ninety days after all work activities for the program of projects are completed. A final federal financial report (SF 424), final budget, and final program of projects must be submitted electronically via the FTA electronic award management system at the time of closeout.

FTA expects grants awarded for a specific program of projects to be completed within a reasonable, specified time frame, generally two to three years. If small amounts of funds remain in an inactive grant, the state should request that the funds be deobligated and the project closed out. If the deobligated funds are still within their period of availability, FTA can

reobligate the funds in a new grant to the state along with other currently available funds. Otherwise, the deobligated funds lapse and are reapportioned by FTA among all the states in a subsequent year.

FTA Circular 9070.1G, Chapter VI Program Management and Administrative Requirements

2. **CLOSEOUT.** Recipients should initiate project closeout with subrecipients within ninety days after all funds are expended and all work activities for the project are completed. Recipients should similarly initiate POP closeout with FTA within ninety days after all work activities for the POP are completed. A final Federal Financial Report, final budget, and final POP must be submitted electronically via the electronic grant management system at the time of closeout.

FTA expects grants awarded for a specific POP to be completed within a reasonable, specified time frame, generally not to exceed two to three years. Although this circular provides recipients with a great deal of flexibility in developing and subsequently revising programs of projects, it is not FTA's intent that grants be continually revised or amended in ways that will excessively prolong the life of the grant, and consequently result in a large number of active Section 5310 grants. If small amounts of funds remain in an inactive grant, the recipient should request that the funds be deobligated and the project closed out. If the deobligated funds are still within their period of availability, FTA can reobligate the funds in a new grant to the recipient along with other currently available funds. Otherwise the deobligated funds lapse and are reapportioned by FTA among states and UZAs in a subsequent year.

OMB Memorandum M-20-17, "Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations," March 19, 2020

12. Extension of closeout. (2 CFR§ 200.343)

Awarding agencies may allow the grantee to delay submission of any pending financial, performance and other reports required by the terms of the award for the closeout of expired projects, provided that proper notice about the reporting delay is given by the grantee to the agency. This delay in submitting closeout reports may not exceed one year after the award expires.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), AD7

For grants that closed prior to June 16, 2020, a recipient should submit a written notice to FTA regarding the reporting delay. This delay in submitting closeout reports may not exceed one year after the award expires. OMB Memorandum M-20-17, Appendix A at 12 (expired June 16, 2020 and rescinded per OMB Memorandum M-20-26).

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Were any concerns identified in the recipient's award management procedures in the FTA's Oversight Assessment Tool (OAT)? Did background research and/or onsite observations support these concerns?
2. Are there concerns about the organizational structure, staffing resources and/or turnover, experience, or training to ensure sufficient technical capacity for the administration of FTA award program?
3. Did background research or site visit observations reveal any other potential issues or concerns about the recipient's technical capacity to manage FTA awards not covered previously in this section?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
3. FTA Circular 5010.1E, "Award Management Requirements"
4. FTA Circular 9040.1G, "Formula Grants for Rural Areas: Program Guidance and Application Instructions"
5. FTA Circular 9070.1G "Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions"
6. Coronavirus Aid, Relief, and Economic Security Act
7. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
8. Notice of Concurrence
9. Emergency Relief rule
10. OMB Memorandum M-20-17, Appendix A
11. OMB Memorandum M-20-26

USEFUL WEBLINKS

1. The Federal Financial Report (FFR)
2. FFR Instruction Guide for Recipients
3. State Transit Program Manager's Guide on Administration and Oversight of FTA Grant Programs
4. Coronavirus Aid, Relief, and Economic Security Act
5. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
6. Notice of Concurrence
7. Emergency Relief rule
8. OMB Memorandum M-20-17, Appendix A
9. OMB Memorandum M-20-26

4. TECHNICAL CAPACITY – PROGRAM MANAGEMENT AND SUBRECIPIENT OVERSIGHT

PURPOSE OF THIS REVIEW AREA

States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Sections 5310, 5311, and 5339 funds must develop and submit a State Management/Program Management Plan to the FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards, and ensure subrecipients comply with the terms of the award.

QUESTIONS TO BE EXAMINED

1. Does the state involve transit providers and nonmetropolitan local officials in the development of the long-range statewide transportation plan and the STIP?
2. Does the recipient have an FTA-approved state or program management plan(s) that documents the recipient's policies and procedures for administering the Sections 5310, 5311, and/or 5339 programs?
3. Has the recipient entered into agreements with each subrecipient that includes all the information required by 2 CFR part 200 and FTA?
4. Did the recipient obtain signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000?
5. Did the recipient confirm that its subrecipients were not suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements before entering into agreements exceeding \$25,000?
6. Has the recipient reported subaward information to FSRS for all subawards over \$30,000 timely?
7. Does the recipient's oversight program ensure subrecipient compliance with Federal requirements and performance goals, and provide for evaluation of subrecipient risk of noncompliance with those requirements?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Public involvement process for development of the long-range statewide transportation plan and STIP
- Process for cooperating with nonmetropolitan local officials in the development of the long-range statewide transportation plan and STIP
- Documentation of public involvement activities (sample meeting minutes, publications of activities)
- State/program management plan(s)
- Standard subrecipient application and award document for each program
- List of all subrecipients within the past three years
- Subrecipient oversight schedule for the past three and the next three years
- Oversight procedures including sample reports, oversight checklists/monitoring materials, and training materials/manuals for subrecipients

Recipient Follow-up

- Executed subrecipient award document(s) for subrecipient(s) visited
- Signed lobby certification for subrecipient(s) visited

- Excluded party determination for the subrecipient(s) visited
- FSRS reporting procedures, if written
- Documentation of oversight conducted of subrecipient(s) visited

TC-PrgM1. Does the state involve transit providers and nonmetropolitan local officials in the development of the long-range statewide transportation plan and the STIP?

BASIC REQUIREMENT

The state, as a recipient of Federal funds, must document and follow a public involvement process that provides opportunities for public review and comment during the development of the long-range statewide transportation plan and the STIP. The state must also have a separate and discrete process for cooperating with nonmetropolitan local government officials in the development of these plans.

APPLICABILITY

States

DETAILED EXPLANATION FOR REVIEWER

The planning regulations require cooperation or coordination by the state with transit operators and nonmetropolitan local officials with responsibility for transportation in the development of the long-range statewide transportation plan and the STIP.

INDICATORS OF COMPLIANCE

- Does the state have a documented process for involving the public in development of the long-range statewide transportation plan and the STIP? How does the process involve transit providers?*
- Does the state have a separate and discrete process for cooperating with nonmetropolitan local officials in the development of the long-range statewide transportation plan and the STIP? How does the process provide an opportunity for the participation of nonmetropolitan local officials in the development of these plans?*

INSTRUCTIONS FOR REVIEWER

Review the state's documented public involvement process for developing the long-range statewide transportation plan and the STIP to determine how it involves transit providers. Review the state's website for and/or obtain a sample of documentation of public involvement activities, including meeting minutes, for the development of the long-range statewide transportation plan and the STIP.

Review the state's documented process for cooperating with nonmetropolitan local officials in the development of the long-range statewide transportation plan and the STIP. Review the state's website for documentation and/or a sample of documentation of cooperative efforts with local officials, including meeting minutes, for the development of the long-range statewide transportation plan and the STIP.

POTENTIAL DEFICIENCY DETERMINATION

The state is deficient if it does not involve transit providers and/or nonmetropolitan local officials in the development of the long-range statewide transportation plan or the STIP.

DEFICIENCY CODE TC-PgM1-1: State transportation planning process lacking involvement by transit providers and/or local officials

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office a process for involving public transit providers and/or nonmetropolitan local officials in the development of the long-range statewide transportation program and the STIP.

GOVERNING DIRECTIVE

23 CFR 450.208 Coordination of planning process activities

- (a) In carrying out the statewide transportation planning process, each state shall, at a minimum:
- (4) Cooperate with affected local elected and appointed officials with responsibilities for transportation, or, if applicable, through RTPs [regional transportation planning organizations] described in section 450.210(d) in nonmetropolitan areas;
 - (7) Coordinate data collection and analyses with MPOs and public transportation operators to support statewide transportation planning and programming priorities and decisions.

23 CFR 450.210 Interested parties, participation, and consultation

- (a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the state shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points...
- (b) The state shall provide for nonmetropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The state shall have a documented process(es) for cooperating with nonmetropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this cooperative process(es), the State shall provide copies of the process document(s) to the FHWA and the FTA for informational purposes.

TC-PrgM2. Does the recipient have an FTA-approved state or program management plan(s) that documents the recipient's policies for administering the Sections 5310, 5311, and/or 5339 programs?

BASIC REQUIREMENT

Recipients must develop and submit to FTA for approval a state/program management plan(s) that documents their policies and procedures for administering the Section 5311 program and, under certain circumstances, the Sections 5310 and 5339 programs. Recipients must update plans regularly to incorporate any changes in program management or new requirements.

APPLICABILITY

States for the Sections 5310 and 5311 programs

Designated recipients of Section 5310 funds with subrecipients

Designated recipients of Section 5339 funds, including states, with subrecipients

Insular areas with subrecipients

DETAILED EXPLANATION FOR REVIEWER

State or program management plans are required of the following:

- States for the Sections 5310 and 5311 programs, even when the state does not have subrecipients
- Designated recipients of Section 5310 funds if the entity has subrecipients
- States and designated recipients of Section 5339 funds if the entity has subrecipients
- Insular areas with subrecipients

Recipients must submit the state/program management plan(s) for the program(s) to the FTA regional office and to update it regularly to incorporate any changes in program management or new requirements.

State/program management plans document the recipient's policies and procedures for the program(s). FTA gives the recipient the maximum discretion permitted by law in designing and managing the programs to meet the passengers' needs under those programs. The recipient develops program standards, criteria, procedures and policies. States that provide service directly and have no subrecipients under Sections 5310 or 5311 should develop a state management plan(s) that states that it provides the service directly and addresses how the program is managed and funding decisions are made.

The state/program management plan is intended to facilitate program management and FTA oversight. The plan provides public information on the recipient's administration of the programs and may be used as a program guide for local applicants. The plan should contain sufficient detail to meet these objectives. While FTA does not prescribe a format for the plan, it does require that specific areas be covered for each program.

The state/designated recipient may develop separate plans or a combined plan for the programs. Parallels in the programs make it desirable to consider all resources and plan for their use in a complementary way. Many of the policies and procedures implemented by the state/designated recipient may apply to all programs.

FTA strongly encourages recipients to issue timely revisions to state/program management plans, particularly when information helpful to minority applicants, subrecipients, and third party contractors is involved. The recipient should seek public comment in making significant revisions to a plan. A significant revision is a change in recipient policy, such as a change in how projects and subrecipients are selected for funding. Updates to state/program management plans to reflect changes in FTA policy that do not trigger a change in recipient policy do not require public comment. Opportunity for comment should be given, at a minimum, to potential subrecipients, potential service providers, representatives of other funding sources, and any relevant state association or professional organization. Posting the revised plan(s) on the recipient's website seeking comments on revisions meets the requirement.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

State Management Plan

States and designated recipients have flexibility to allocate CARES Act, CRRSAA, and ARP (Supplemental funding) through a different process than the one described in a previously approved State Management Plan, without prior FTA approval. States should document any deviations in an attachment to the CARES Act or CRRSAA funding application. Requirements for fair and equitable distribution and intercity bus consultation under 49 U.S.C. § 5311(f) apply to CARES Act funds.

INDICATORS OF COMPLIANCE

- a. Does the recipient have an approved plan on file with the FTA regional office?*
- b. If the recipient has an approved plan, what changes has the recipient adopted to the program(s) since FTA approval that would require revisions to the plan(s)? If revisions were made, was the revised plan(s) submitted to FTA?*
- c. If the recipient does not have an approved plan(s), has the recipient submitted the plan(s) to the FTA regional office for review and approval?*
- d. If the plan(s) has been submitted to the FTA regional office since the last Comprehensive Review, did the recipient seek public comment for significant changes to the plan(s)?*
- e. For the plan(s) submitted to the FTA regional office that has not yet received FTA approval, does the state or program management plan(s) address the required topics?*

Topics	Page Number			Comments
	5311	5310	5339	
Program Goals and Objectives	-	-	-	-
Roles and Responsibilities	-	-	-	-
Coordination	-	-	-	-
Eligible Subrecipients	-	-	-	-
Eligible Services and Service Areas	-			-
Eligible Assistance Categories	-			-
Local Share and Local Funding Requirements	-	-	-	-
Project Selection Criteria and Method of Distributing Funds	-	-	-	-
Intercity Bus Transportation				
Annual Program of Projects Development and Approval Process	-	-	-	-
State Administration, Planning, and Technical Assistance	-	-		-
Transfer of Funds	-	-	-	-
State Rural Transportation Assistance Program (RTAP)	-			-
Private Sector Participation	-	-		-
Civil Rights	-	-	-	-
Maintenance (listed in “other provisions” for Sections 5310 and 5339)	-	-		-
Charter Rule	-			-
Section 504 and ADA Reporting	-	-	-	-
National Transit Database (NTD) reporting	-			-

Topics	Page Number			Comments
	5311	5310	5339	
Program Measures		-		-
Program Management	-	-	-	-
Other Provisions	-	-	-	-

- f. Does the plan(s) reflect current policy/process? Does the recipient follow its plan(s)?
- g. Did the state's process for allocating Supplemental funding differ from the process described in the approved State Management Plan?
- o If yes, did the state document any deviations in an attachment to its CARES Act award application?
 - o If no, explain:

INSTRUCTIONS FOR REVIEWER

Obtain the current state/program management plan(s) from the recipient. Verify with the FTA regional office that the current plan(s) matches the plan(s) submitted to and/or approved by FTA. If the plan(s) submitted by the recipient matches the plan(s) approved by FTA and no changes have occurred in the program implementation, do not complete the table above.

For plans received by FTA but not yet approved, determine if the FTA regional office has any concerns or issues with the plans. If directed by the FTA regional office, review plans not yet approved by FTA using the table to ensure that they address the required topics. Discuss any required topics that are missing from the plans with the FTA regional office.

During the site visit, determine if the plans reflect current policy and procedures as the related area is addressed. Discuss with the recipient if any significant changes were made to the plan(s) since the last Comprehensive Review and, if so, whether the recipient obtained public comment. Review the recipient's website, agendas and/or minutes of board meetings, training sessions, and award application sessions for indication that the significant changes were discussed and provided for discussion to the public.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Review the recipient's Supplemental funding award applications to determine if the recipient included an attachment documenting any deviations from its process for allocating funds in the approved state management plan. Discuss with the recipient the process used to allocate Supplemental funding. Obtain a copy of the Supplemental funding programs of projects and discuss with the recipient how they were developed. Confirm that the process is consistent with that documented in the most recent state management plan.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has not submitted the state/program management plan(s) to the FTA regional office or has not updated the plan to reflect current policy.

DEFICIENCY CODE TC-PgM2-1: SMP/PMP missing or out of date

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office an updated state/program management plan(s) that reflects current practice. The recipient must seek

public comment on the revised state/program management plan(s) if significant revisions are required and submit documentation that public comment was sought with the updated plan.

The recipient is deficient if its state/program management plan(s) does not address all required topics.

DEFICIENCY CODE TC-PgM2-2: SMP/PMP incomplete

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a revised state/program management plan(s) that addresses all required topics. If the updated plan includes significant revisions, the recipient must seek public comment on the state/program management plan(s) and submit documentation that public comment was sought with the updated plan(s).

The recipient is deficient if it did not seek public comment for significant revisions to the plan.

DEFICIENCY CODE TC-PgM2-3: No evidence of solicitation of public comment for significant SMP/PMP revisions

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for seeking public comment when significant revisions are made to a state/program management plan. The recipient must seek public comment on the state/program management plan(s) and submit documentation that public comment was sought with the updated plan(s).

The recipient is deficient if, when allocating Supplemental funds, it deviated from its documented process for allocating funding, but it did not include documentation of those deviations.

DEFICIENCY CODE TC-PgM2-4: No documentation of deviations included in its Supplemental funding awards

SUGGESTED CORRECTIVE ACTION: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

GOVERNING DIRECTIVE

FTA Circular 9040.1G, Chapter VI, State Management Plans

GENERAL. The state management plan (SMP) is a document that describes the state's policies and procedures for administering the state-managed portions of FTA's Section 5311, 5310, 5316, 5317, and 5339 programs. Each state is required to have an approved SMP on file with the appropriate FTA regional office and to update it regularly to incorporate any changes in program management or new requirements. The state shall provide an opportunity for review by stakeholders when it develops a new plan or significantly revises an existing plan.

FTA Circular 9070.1G, Chapter VII, State and Program Management Plans

GENERAL. The state management plan (SMP) is a document that describes the state's policies and procedures for administering FTA's Section 5310 and 5311 programs. The program management plan (PMP) is a document that describes the designated recipient's policies and procedures for administering FTA's Section 5310 program in a large urbanized area. The requirements for the PMP are the same as those for the SMP with exception that the PMP is developed by designated recipients in large urbanized areas whereas the SMP is developed by the state.

Each recipient, whether a state or a designated recipient in a large urbanized area, is required to have an approved SMP/PMP on file with the appropriate FTA regional office and to update it regularly to incorporate any changes in program management or new requirements. The recipient shall provide an

opportunity for review by stakeholders when it develops a new plan or significantly revises an existing plan.

FTA Circular 5100.1, Chapter VI, State and Program Management Plans

GENERAL. The State Management Plan (SMP) is a document that describes the state's policies and procedures for administering FTA's Section 5339 program. The Program Management Plan (PMP) is a document that describes the designated recipient's policies and procedures for administering Federal Transit Administration's (FTA) Section 5339 program in a large urbanized area (UZA). A PMP may not be necessary if there is only one designated recipient. The requirements for the PMP are the same as those for the SMP with exception that the PMP is developed by designated recipients in large UZAs whereas the SMP is developed by the state. All recipients may amend an existing or approved SMP/PMP or create a stand-alone section in order to meet the requirement for these documents.

- a. Each recipient, whether a state or a designated recipient in a large UZA, is required to have an approved SMP/PMP on file with the appropriate FTA regional office and to update it regularly to incorporate any changes in program management or new requirements. The recipient shall provide an opportunity for review by stakeholders when it develops a new plan or significantly revises an existing plan.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA7

No. States and designated recipients have flexibility to allocate CARES Act and CRRSAA funding through a different process than the one described in a previously approved State Management Plan, without prior FTA approval. States should document any deviations in an attachment to the CARES Act or CRRSAA funding application. Requirements for fair and equitable distribution and intercity bus consultation under 49 U.S.C. § 5311(f) apply to CARES Act funds. The intercity bus consultation requirement does not apply to CRRSAA funds.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA8

No. A State may develop a program of projects consistent with its documented State Management Plan that has been updated to accommodate CARES Act and CRRSAA funds.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA48

Funding requirements under ARP are the same as those for the CARES Act and CRRSAA, with the following exceptions:

1. All ARP funding administered under Sections 5307, 5310, and 5311 must be obligated in a grant by September 30, 2024 and must be disbursed by September 30, 2029.
2. All ARP funding administered under Sections 5307, 5310, and 5311 should be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation), unless the recipient certifies to the Administrator of the Federal Transit Administration that the recipient has not furloughed any employees since March 27, 2020 (the enactment date of the CARES Act). Please also see new FAQs CA49-CA57.
3. States are required to set aside 15 percent of their Section 5311 ARP apportionment for intercity bus activities unless they certify, after consultation, that intercity bus needs in the state have been met. The \$100 million in ARP funding specifically designated for intercity bus must be used for intercity bus projects unless the State does not have any eligible recipients for intercity bus funds.

In addition, the Rural Transit Assistance Program (RTAP) set-aside of 2 percent of Section 5311 funds applies.

4. Private providers of public transportation are eligible to become subrecipients of CARES Act and CRRSAA funds, but not ARP funding.

Except for the items described above, all FAQs explaining funding and program requirements for CARES Act and CRRSAA funds also apply to ARP funds.

TC-PrgM3. Has the recipient entered into agreements with each subrecipient that includes all the information required by 2 CFR part 200 and FTA?

APPLICABILITY

States

Recipients with subrecipients

BASIC REQUIREMENT

Recipients must enter into an agreement with each subrecipient. Agreements must state the terms and conditions of assistance and include information required by 2 CFR part 200 and FTA.

DETAILED EXPLANATION FOR REVIEWER

The recipient must enter into a written agreement with each subrecipient. The written agreement must include applicable Federal requirements and require the subrecipient to undertake responsibilities for the project usually performed by the recipient. The federally required clauses that the recipient is required to incorporate in agreements (see Procurement section) reference some, but not all, of the basic Federal requirements. Many recipients pass through FTA requirements to subrecipients by incorporating the FTA Master Agreement by reference. Doing so (for subrecipient agreements only) meets the requirement for inclusion of FTA-required clauses.

Recipients must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information required by 2 CFR part 200 at the time of the subaward and, if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the recipient must provide the best information available to describe the Federal award and subaward.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Subrecipient Agreements

For awards in which the State DOT and/or its subrecipients will use the expanded flexibilities afforded in the Emergency Relief program, recipients must complete an award amendment or submit a new application. Award recipients will need to realign funds provided to subrecipients specifically for COVID-19 Response Activities to the "ER" Account Classification Code (ACC), which was set up by the recipient for the increased flexibility.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have written agreement with each subrecipient?*
- b. *Does the subrecipient award documentation include the information required by 2 CFR part 200?*

Required Agreement Information	
Information	Comment
Federal award identification	
Subrecipient name (which must match the name associated with its unique entity identifier)	-
Subrecipient's unique entity identifier (DUNS)	-
Federal award identification number (FAIN)	-
Federal Award Date (see the definition of <i>Federal award date</i> in §200.1 of this part) of award to the recipient by the Federal agency	-
Subaward Period of Performance Start and End Date	-
Subaward Budget Period Start and End Date	-
Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	-
Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	-
Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	-
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	-
Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	-
Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement	-
Identification of whether the award is research and development (R&D) (only required of R&D awards)	-

Required Agreement Information	
Information	Comment
Indirect cost rate for the Federal award (including if the application of the de minimis rate per §200.414 Indirect (F&A) costs)	-
Pass-through Requirements:	
All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award	-
Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports	-
<p>Indirect Costs: An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government. If no approved rate exists, the pass-through entity must determine the appropriate rate in collaboration with the subrecipient, which is either</p> <ul style="list-style-type: none"> • The negotiated indirect cost rate between the pass-through entity and the subrecipient; which can be based on a prior negotiated rate between a different PTE and the same subrecipient. If basing the rate on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate, but may elect to do so; • The de minimis indirect cost rate. • The pass-through entity must not require use of a de minimis indirect cost rate if the subrecipient has a Federally approved rate. Subrecipients can elect to use the cost allocation method to account for indirect costs in accordance with §200.405(d) 	-

Required Agreement Information	
Information	Comment
A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and	-
Appropriate terms and conditions concerning closeout of the subaward.	-

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- c. *Did the recipient pass Supplemental Funding (CARES Act, CRRSAA, ARP Act, and/or ER funds) to subrecipients?*
- *If yes, has the recipient amended/updated or entered into an agreement with subrecipients awarded the Supplemental funds?*
 - *If no, explain:*

INSTRUCTIONS FOR REVIEWER

Using the table and the clause list in the Procurement review area, review the standard subrecipient award document template for each FTA program and the executed subrecipient award document for each subrecipient selected for a site visit to determine if the award documents contain the information required by 2 CFR part 200. Note that when some of the information required by 2 CFR part 200 is not available, the pass-through entity must provide the best information available to describe the federal award and subaward.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have an award document with each subrecipient.

DEFICIENCY CODE TC-PgM3-1: Missing written agreements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for entering into award document with each subrecipient prior to the expenditure of Federal funds on a local project and documentation that it has executed award document with each subrecipient.

The recipient is deficient if the subrecipient award document does not include the required elements.

DEFICIENCY CODE TC-PgM3-2: Written agreements missing required elements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office an amended subrecipient award document template that includes missing FTA requirements. The recipient must submit documentation to the regional office that the amended award document has been used in the next project application cycle.

GOVERNING DIRECTIVE

2 CFR 200.332 Requirements for pass-through entities

All pass-through entities must:

(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal award identification.

- (i) Subrecipient name (which must match the name associated with its unique entity identifier);
- (ii) Subrecipient's unique entity identifier;
- (iii) Federal Award Identification Number (FAIN);
- (iv) Federal Award Date (see the definition of *Federal award date* in §200.1 of this part) of award to the recipient by the Federal agency;
- (v) Subaward Period of Performance Start and End Date;
- (vi) Subaward Budget Period Start and End Date;
- (vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;
- (viii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation;
- (ix) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
- (x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
- (xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;
- (xii) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement;
- (xiii) Identification of whether the award is R&D; and
- (xiv) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per §200.414.

(2) All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award;

(3) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;

(4)(i) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government. If no approved rate exists, the pass-through entity must determine the appropriate rate in collaboration with the subrecipient, which is either:

(A) The negotiated indirect cost rate between the pass-through entity and the subrecipient; which can be based on a prior negotiated rate between a different PTE and the same subrecipient. If basing the rate on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate, but may elect to do so;

(B) The de minimis indirect cost rate.

(ii) The pass-through entity must not require use of a de minimis indirect cost rate if the subrecipient has a Federally approved rate. Subrecipients can elect to use the cost allocation method to account for indirect costs in accordance with §200.405(d).

(5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and

(6) Appropriate terms and conditions concerning closeout of the subaward.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19)

ER11: Does a State DOT need to amend all active operating grants in TrAMS and grant agreements with sub-recipients?

A: Yes, for grants in which the State DOT and/or its subrecipients will use the expanded flexibilities. Active grant award recipients, under programs Section 5307 and 5311, that would like the increased flexibility offered will need to complete an award amendment or submit a new application. Award recipients will need to realign funds provided to sub-recipients specifically for COVID-19 Response Activities to the "ER" Account Classification Code (ACC), which was set up by the recipient for the increased flexibility.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

Please see Procurement review area for the required clauses.

TC-PrgM4. Did the recipient obtain signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000?

BASIC REQUIREMENT

Recipients must obtain signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

Any subrecipient in receipt of an award or contract exceeding \$100,000 is subject to the same disclosure requirements as the recipient (See Legal review area for explanation of lobbying certification requirements). The recipient must obtain an OMB Standard Form LLL or a quarterly report update from a subrecipient for an event that should be reported. Obtaining the certification with annual certifications and assurances from subrecipients with one signature for all the certifications and assurances meets the requirement.

INDICATOR OF COMPLIANCE

- a. *Does the recipient obtain signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000?*

Subaward	Comments
-	-
-	-
-	-
-	-
-	-

INSTRUCTIONS FOR REVIEWER

Review the recipient's standard subrecipient application(s) and agreement(s) templates to see if either contains the lobbying certification. For each subrecipient selected for a site visit, review executed subrecipient agreement to determine if the recipient obtained signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000. Document the review in the table above.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it has not obtained signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000.

DEFICIENCY CODE TC-PgM4-1: Lobbying certifications not signed by subrecipients

SUGGESTED CORRECTIVE ACTION: The recipient must submit a process to the FTA regional office for obtaining signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000.

GOVERNING DIRECTIVE

49 CFR 20.110 Certifications and Disclosures

(a) Each person shall file a certification...if required, with each submission that initiates agency consideration of such person for: (1) Award of a Federal contract, grant, or cooperative agreement exceeding \$100,000...Shall file a certification...to the next tier above.

TC-PrgM5. Did the recipient confirm that its subrecipients were not suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurements before entering into agreements exceeding \$25,000?

BASIC REQUIREMENT

Recipients must ensure that potential subrecipients are not suspended or debarred when entering into agreements exceeding \$25,000.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

Each recipient is required to ensure, to the best of its knowledge and belief, that none of its subrecipients are suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements. For each subrecipient agreement expected to equal or exceed \$25,000, recipients must verify that the subrecipient is not excluded or disqualified by:

- Checking SAM exclusions (at SAM.gov); or
- Collecting a certification; or
- Adding a clause or condition to the covered transaction.

Obtaining the certification with annual certifications and assurances from subrecipients meets the requirement.

FTA notes that affirmative actions, such as checking SAM.gov or including a requirement for a signed certification, are preferred. A best practice is for the recipient to print the screen with the results of the search to include in the award or procurement file, or to have a checklist noting when the SAM.gov was reviewed.

If a recipient becomes aware after the subrecipient award that an excluded party is participating in a covered transaction, it must promptly inform the FTA regional office in writing of this information. The recipient may continue any covered transaction in existence at the time a party was debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded. The recipient is not required to continue the transaction and may consider termination. However, the recipient may not renew or extend the covered transaction (other than through a fully documented no-cost time extension) with the excluded party.

INDICATORS OF COMPLIANCE

- a. *Does the recipient determine and verify that subrecipients are not suspended or debarred?*

Subaward	Comments
-	-
-	-
-	-
-	-
-	-

- b. *How is the determination made?*

- c. *Did the recipient extend or renew an award if it determined the subrecipient became suspended or debarred after the initial award? If yes, did FTA provide an exception?*

INSTRUCTIONS FOR REVIEWER

Review the standard subrecipient application(s) and subrecipient agreement(s) for information on how the recipient determines ineligibility of suspended or debarred subrecipients. For each subrecipient selected for a site visit, review the subrecipient's application, and/or other files to verify how and whether the recipient is making this determination before entering into any subrecipient agreements. Document the review in the table above.

Verify with the FTA regional office if any suspension or debarment exceptions have been provided to the recipient.

Review SAM.gov to determine if any subrecipients selected for site visits are suspended or debarred.

During the site visit, ask the recipient if any of its subrecipients were suspended or debarred after initial award. If so, determine the date the recipient became aware and verify no awards were extended or renewed after that date.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not verify that subrecipients are not suspended or debarred.

DEFICIENCY CODE TC-PgM5-1: No verification that excluded parties are not participating

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for making excluded party determinations before entering into an agreement. For the next application cycle, submit to FTA documentation that the required process was implemented.

The recipient is deficient if it extended or renewed an award to a subrecipient after learning the subrecipient was suspended or debarred.

DEFICIENCY CODE TC-PgM5-2: Excluded parties participating in covered transactions

SUGGESTED CORRECTIVE ACTION: Work with the FTA regional office and FTA Regional Counsel to determine the appropriate corrective action.

GOVERNING DIRECTIVE

2 CFR 180.300 What must I do before I enter into a covered transaction with another person at the next lower tier?

When you enter into a covered transaction with another person at the next lower tier, you must verify that the person with whom you intend to do business is not excluded or disqualified. You do this by:

- (a) Checking SAM Exclusions; or
- (b) Collecting a certification from that person; or
- (c) Adding a clause or condition to the covered transaction with that person.

2 CFR 180.310 What must I do if a Federal agency excludes a person with whom I am already doing business in a covered transaction?

- (a) You as a participant may continue covered transactions with an excluded person if the transactions were in existence when the agency excluded the person. However, you are not required to continue the transactions, and you may consider termination. You should make a decision about whether to terminate and the type of termination action, if any, only after a thorough review to ensure that the action is proper and appropriate.

- (b) You may not renew or extend covered transactions (other than no-cost time extensions) with any excluded person, unless the Federal agency responsible for the transaction grants an exception under §180.135.

TC-PrgM6. Has the recipient reported subaward information to FSRS for all subawards over \$30,000 timely?

BASIC REQUIREMENT

The Federal Funding Accountability and Transparency Act (FFATA) requires recipients to report subaward information to FSRS by the end of the month following the month in which the subaward was made.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

Prior to November 12, 2020, all direct recipients of FTA awards, award amendments, and cooperative agreements over \$25,000 are subject to the requirements of FFATA, that recipients report subaward information to FSRS at www.FSRS.gov by the end of the month after the month in which they make any subaward under the award. The reporting requirement does not include third party contract data at this time.

Recipients must report the information about each first tier subaward over \$25,000 (funds passed through to other public agencies, private nonprofit organizations or, where eligible as subrecipients, private providers of transportation) by the end of the month following the month they make any subaward or obligation (not the month after FTA awarded funds to the recipient). For example, if FTA awarded the fund to the recipient in November and the recipient signed subrecipient agreements in February, the recipient has until March 31 to report the subaward into FSRS. Once the recipient submits an initial report, it can revise it later to add additional subawards as they are made, or to change data previously submitted to reflect adjustments in subawards.

Effective November 12, 2020. OMB revised 2 CFR part 170 to require agencies to report Federal awards that equal or exceed the micro-purchase threshold as set by the FAR at 48 CFR part 2, subpart 2.1. Consistent with the FAR threshold for subcontract reporting, OMB raised the reporting threshold for subawards that equal or exceed \$30,000.

INDICATORS OF COMPLIANCE

- a. *Has the recipient reported subaward information to FSRS for all subawards greater than or equal to \$25,000 (\$30,000 effective November 12, 2020), including subaward amendments making the total award greater than or equal to \$25,000 (\$30,000 effective November 12, 2020)?*
- b. *Were the reports submitted by the end of the month after the month in which the subaward was made?*

(1) FTA Award Number	(2) Subaward Entity	(3) Amount	(4) Award Date	(5) Date Reported to FSRS	(6) Comments
-	-	-	-	-	-
-	-	-	-	-	-

(1) FTA Award Number	(2) Subaward Entity	(3) Amount	(4) Award Date	(5) Date Reported to FSRS	(6) Comments
-	-	-	-	-	-
-	-	-	-	-	-

INSTRUCTIONS FOR REVIEWER

In TrAMS, access the program of projects for an award in each FTA program for which the subrecipients selected for site visits receive funding and complete columns (1), (2), and (3) in the above table. During the site visit, ask the recipient to provide the information needed to complete columns (4) and (5).

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not report subaward information to FSRS or does not do so timely.

DEFICIENCY CODE TC-PgM6-1: FFATA reporting deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must report all missing information to FSRS and notify the FTA regional office when complete. The recipient must also submit to the FTA regional office procedures for reporting future subawards to FSRS timely.

GOVERNING DIRECTIVE

FTA Circular 5010.1E, Chapter III, Section 3.f Federal Funding Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting.

Recipients awarded new federal assistance greater than or equal to \$25,000 as of October 1, 2010, are subject to FFATA subaward and executive compensation reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. These recipients must file an FFATA subaward report by the end of the month following the month in which the recipient awards any subaward greater than or equal to \$25,000. Additionally, all recipients must report the names and compensation of their five most highly compensated officers, and first-tier subrecipients must report the names and compensation of their five most highly compensated officers, if in the preceding fiscal year they received 80 percent or more of their annual gross revenues in federal Awards; and \$25,000 or more in annual gross revenues from federal Awards; and the public does not have access to this information about the compensation of the senior executives of those recipients or subrecipients through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934, 15 U.S.C. § 78m(a), § 78o(d), or section 6104 of the Internal Revenue Code of 1986.

Instructions and the FFATA Subaward Reporting System (FSRS) can be found at: www.fsrs.gov.

2 CFR 170 Appendix A to Part 170 - Award Term

I. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting total compensation of recipient executives for non-Federal entities.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if -

i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR 170.320;

ii. in the preceding fiscal year, you received -

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and,

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if -

i. in the subrecipient's preceding fiscal year, the subrecipient received -

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) and,

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions.*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. Federal Agency means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).

2. Non-Federal *entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization; and,

iv. A domestic or foreign for-profit organization

3. *Executive* means officers, managing partners, or any other employees in management positions.

4. *Subaward:*

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

5. *Subrecipient* means a non-Federal entity or Federal agency that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)).

TC-PrgM7. Does the recipient's oversight program ensure subrecipient compliance with Federal requirements and performance goals, and provide for evaluation of subrecipient risk of noncompliance with those requirements?

BASIC REQUIREMENT

Recipients must 1) evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward, and 2) develop a subrecipient monitoring program to ensure that the subaward is used for authorized purposes in compliance with Federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

Many FTA requirements flow through the recipient to subrecipients. The recipient is responsible for ensuring that these entities are aware of and comply with the requirements. Before expending any FTA funds on projects, the recipient certifies to FTA that it and others operating on its behalf have met all statutory and program requirements. The recipient must have sufficient documentation to support the certifications to FTA.

The recipient must have an ongoing oversight system to ensure that subrecipients adhere to Federal requirements. While FTA does not prescribe specific monitoring activities for ensuring compliance, it does expect the recipient to look behind certifications and assurances, contracts, and agreements. FTA relies on each recipient to develop and implement effective systems for monitoring and ensuring compliance with requirements. A recipient's oversight of its subrecipient should reflect the size and complexity of its program. FTA expects recipients with a significant number of subrecipients to have formal oversight mechanisms.

The issue of monitoring compliance with Federal requirements is a continuing, critical theme throughout the Comprehensive Review. In each review area, the Comprehensive Review examines the specific mechanisms for monitoring compliance with the Federal requirements. The examination under Technical

Capacity takes an overall look at the procedures in place for monitoring compliance with a range of Federal requirements. Appropriate mechanisms may include:

- Applications
- Monthly, quarterly or annual reports
- Meetings
- Site visits, assessments, and performance evaluations
- Vehicle/facility inspections

Once an issue is discovered, FTA expects the recipient to follow up with the subrecipient to ensure that corrective action is taken. Efforts, including the follow-up on deficiencies, should be documented. It is not necessary for the recipient to perform all of its monitoring functions in-house.

FTA provides Rural Transportation Assistance Program (RTAP) funds to assist states in providing technical assistance to transit operators in rural areas. In addition, state/program administrative expenses for the Sections 5310 and 5311 programs can be used for technical assistance. Technical assistance may be provided through orientations, informal conversations, formal correspondence, guides, onsite performance reviews, conferences, etc. Recipients sometimes provide detailed guidance for specific activities, such as vehicle procurement or maintenance. Many recipients sponsor annual conferences, frequently in conjunction with the state transit association, at which training in Federal requirements is provided.

INDICATORS OF COMPLIANCE

- a. *What is the recipient's process for monitoring subrecipients?*
- b. *How does the recipient evaluate subaward and/or subrecipient risk?*
- c. *How are the outcomes of risk assessments incorporated into the oversight process?*
- d. *How does the recipient evaluate subaward performance?*
- e. *What actions has the recipient taken to address identified compliance issues or risk with subrecipients?*

INSTRUCTIONS FOR REVIEWER

Review the state/program management plan(s) for a description of the subrecipient monitoring program, including how the recipient evaluates risk, addresses identified compliance issues, ensures performance goals are met, and addresses issues of subrecipient non-compliance.

Review subrecipient application(s) and monitoring materials, such as performance and progress reports and site visit checklists, to determine how the recipient addresses risks and the review areas overseen. Review the schedule of oversight activities conducted since the last review to determine if the recipient is implementing its procedures. For example, if the oversight program calls for triennial site visits, review the schedule to ensure that the site visits were conducted. If not, discuss the reasons why with the recipient.

Review the recipient website or if not available, obtain documentation of technical assistance, training, or actions offered and conducted for subrecipients in program requirements to address areas of noncompliance.

Onsite, discuss the oversight program with the recipient to ensure that oversight of the FTA program is clearly understood. Discuss any initiatives taken to mitigate risk and reduce the number of potential deficiencies, such as training and technical assistance initiatives. Review the oversight file(s) for the subrecipient(s) to be visited to ensure that the recipient has implemented its oversight program and followed up on identified compliance or risk issues.

Note: The recipient could be found deficient in its monitoring of a specific area but not deficient under Technical Capacity—Program Management. Similarly, it could be found deficient under Technical Capacity—Program Management, but not deficient in a specific area where it is effectively monitoring compliance with Federal requirements or if it does not monitor at all. For example, the recipient's overall oversight program might be sound but oversight in a review area may be lacking or insufficient. In that instance, the recipient would be found deficient in the review area but not Technical Capacity—Program Management. Conversely, if the recipient's procedures to oversee in each review area are adequate but the procedures are not implemented, the recipient can be found deficient in Technical Capacity—Program Management and not in each review area. Consult with the FTA regional office on how deficiencies should be addressed.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it has not evaluated subrecipient's risk of noncompliance, developed a comprehensive oversight program, implemented its oversight program, or does not take actions to address identified compliance issues.

DEFICIENCY CODE TC-PgM7-1: Inadequate oversight of subrecipients

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office procedures for evaluating subrecipient risk and a comprehensive program for monitoring subrecipients for compliance with Federal requirements and performance goals, along with documentation of implementation.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office procedures for taking action to correct issues of subrecipient non-compliance.

GOVERNING DIRECTIVE

2 CFR 200.332 Requirement for pass-through entities

All pass-through entities must:

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

- (1) The subrecipient's prior experience with the same or similar subawards;
- (2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F of this part, and the extent to which the same or similar subaward has been audited as a major program;
- (3) Whether the subrecipient has new personnel or new or substantially changed systems; and
- (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.208.

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports required by the pass-through entity.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

(3) Issuing a management decision for applicable audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.

(4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section §200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

(1) Providing subrecipients with training and technical assistance on program-related matters; and

(2) Performing on-site reviews of the subrecipient's program operations;

(3) Arranging for agreed-upon-procedures engagements as described in §200.425.

(f) Verify that every subrecipient is audited as required by Subpart F of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501.

(g) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

(h) Consider taking enforcement action against noncompliant subrecipients as described in §200.339 of this part and in program regulations.

FTA Circular 5010.1E, Chapter II, Section 3. Roles and Responsibilities of the Management of Awards

Recipients are responsible for the day-to-day management of their Awards that provide assistance for eligible activities or projects.

a. Recipient Role. In addition to FTA's responsibility to monitor FTA Awards and the federally assisted projects thereunder, recipients must monitor federally assisted activities to ensure compliance with applicable Federal requirements. This includes the administration and management of the Award in compliance with Federal regulations, the Grant or Cooperative Agreement, and applicable FTA circulars. A recipient is also responsible for Federal assistance that "passes through" to a subrecipient...

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Is this the first Comprehensive Review for the recipient?
2. Have any oversight reviews, audits, or investigations of the recipient conducted since the last Comprehensive Review (including the most recent Comprehensive Review) identified significant deficiencies, material weaknesses, and/or repeat deficiencies in the area of technical capacity, program management, or subrecipient oversight?
3. Did the recipient experience difficulty resolving or closing any oversight review, investigation, or audit deficiencies or findings? Are any deficiencies or findings currently open?
4. Are any issues related to technical capacity, program management, or subrecipient oversight indicated in the FTA's Oversight Assessment Tool (OAT)?
5. Did background research or site visit observations reveal any other potential issues or concerns about the recipient's technical capacity to manage FTA programs not covered previously in this section?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. P.L. 109-282 Federal Funding Accountability and Transparency Act of 2006
3. Office of Management and Budget (OMB) Open Government Directive - Federal Spending Transparency
4. 2 CFR 180.300 What Must I Do Before I Enter Into A Covered Transaction With Another Person At The Next Lower Tier?
5. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
6. 23 CFR 450.210 Interested parties, participation, and consultation
7. 49 CFR Part 20, "New Restrictions on Lobbying"
8. FTA Circular 5010.1E, "Award Management Requirements"
9. FTA Circular 5100.1, "Bus and Bus Facilities Formula Program: Guidance and Application Instructions"
10. FTA Circular 9040.1G, "Formula Grants for Rural Areas: Program Guidance and Application Instructions"
11. FTA Circular 9070.1G "Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions"

USEFUL WEBLINKS

1. Federal Funding Accountability and Transparency Act Subaward Reporting System
2. www.USASpending.gov/news
3. Office of Management and Budget Open Government Directive - Federal Spending Transparency

4. State Transit Program Manager's Guide on Administration and Oversight of FTA Grant Programs
5. National Cooperative Highway Research Program (NCHRP) Research Results Digest 341: Compliance Monitoring Tools
6. A Guide for States and Local Government Agencies: Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government
7. Coronavirus Aid, Relief, and Economic Security Act
8. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
9. [Notice of Concurrence](#)
10. Emergency Relief rule
11. Emergency Relief docket

5. TECHNICAL CAPACITY – PROJECT MANAGEMENT

PURPOSE OF THIS REVIEW AREA

The recipient must be able to implement Federal Transit Administration (FTA)-funded projects in accordance with the award application, FTA Master Agreement, and applicable laws and regulations using sound management practices.

QUESTIONS TO BE EXAMINED

1. For projects undertaken since the last Comprehensive Review, did the recipient ensure project schedules, budgets, and performance objectives were achieved; provide technical inspection and supervision of all projects in progress; ensure conformity and compliance with all applicable Federal, state, and local regulations; and obtain all necessary approvals prior to incurring costs?
2. Since the last Comprehensive Review, if the recipient used force account labor for an FTA-funded capital project, did it comply with FTA requirements?
3. Do the recipient procedures for managing and overseeing transit management or service contractors and lessees ensure performance objectives are achieved and compliance with FTA requirements?
4. Since the last Comprehensive Review, if a subrecipient(s) implemented a capital or planning project, did the recipient provide technical inspection and supervision of the project(s)?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- List of FTA-funded capital projects undertaken during the past three years. Please include the type of project and total project cost
- Project management plans, if written
- Quality control procedures, if written
- Identify FTA-funded capital projects with significant (33%) delays and/or cost increases
- List of subrecipient projects with significant (33%) delays and/or cost increases
- Procedures for administering and monitoring construction projects, bus procurements, and other capital projects, if written
- List of FTA-funded projects for which the recipient and/or subrecipient used force account labor
- List of transit service contractors and lessees
- Standard transit management or service operator contract and/or lease agreement
- Oversight procedures including sample oversight checklists/monitoring materials for transit management or service contractors/lessees

Recipient Follow-up

- Project management files, including change orders
- Force account work plan(s), for sample project(s)
- Force account work charges
- Documentation of oversight conducted of transit service contractors and/or lessees
- Subrecipient agreement and project management oversight files for a subrecipient undertaking a construction project

TC-PjM1. For projects undertaken since the last Comprehensive Review, did the recipient ensure project schedules, budgets, and performance objectives were achieved; provide technical inspection and supervision of all projects in progress; ensure conformity and compliance with all applicable Federal, state,

and local regulations; and obtain all necessary approvals prior to incurring costs?

BASIC REQUIREMENT

The recipient must ensure project schedules, budgets, and performance objectives are achieved; provide technical inspection and supervision of all projects in progress; ensure conformity and compliance with all applicable Federal, state, and local regulations; and obtain all necessary approvals prior to incurring costs.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

The recipient must ensure continuous management of projects under an award. Recipients are required to have a formal project management plan for all major capital projects. A major capital project is a project that: involves the construction, extension, rehabilitation, or modernization of a fixed guideway; a New Starts project with a total project cost in excess of \$300 million; or a project that has been determined to be a major capital project by the Administrator based on criteria in 49 CFR part 633, as amended September 23, 2020.

A recipients with smaller capital projects, such as construction projects, rolling stock procurements, technology projects, and planning projects, should provide technical oversight of these projects. Even though not required, some recipients may have project management plans, especially for construction projects, and hold regular meetings between the project manager and contractor(s) to review project status.

Many recipients that do not have the technical expertise or internal resources to manage nonroutine or large projects hire an architectural and engineering (A&E) firm or other consultant to serve as project manager or provide technical oversight. Some state departments of transportation rely on district offices to oversee construction projects. A county or city may rely on the county or city engineer to manage a construction project. The transit system's own maintenance and operations directors typically oversee the inspection and acceptance of rolling stock, sometimes with consultant support. A recipient information technology (IT) department may oversee technology projects, sometimes with consultant support.

When projects are implemented by an entity on behalf of a recipient, such as by a management contractor, the recipient is ultimately responsible for, and must ensure technical oversight of, the project. Monitoring mechanisms may include:

- Contracting with a consultant to provide project management oversight
- Reviewing requests for proposals and construction contracts
- Reviewing plans and drawings
- Conducting periodic site inspections
- Requiring progress reports
- Attending project review meetings
- Withholding payment of a portion of the award until final inspection and acceptance of the project

If project delays are the result of inadequate actions by the recipient or of failure in performance by a contractor, there may be deficiencies in the recipient's technical oversight of projects. The recipient organizational structure and actions may contribute to continuing problems with project delays. Note that delays are not unusual in major construction and technology projects. For construction projects, land acquisition, zoning changes, environmental studies, weather, and other factors not under the complete control of the recipient may cause the delay.

INDICATORS OF COMPLIANCE

- a. *How does the recipient provide administrative and management support of project implementation?*

Type of Project	Project Management Procedures
Construction/A&E	-
Revenue rolling stock Bus Rail	-
Technology	-
Planning	-
Design/build/operate/ maintain (DBOM)	-

- b. Do the above procedures provide technical inspection and supervision by qualified professionals of all work in progress?
- c. Do the above procedures ensure conformity to applicable statutes, codes, ordinances, and safety standards? Has the recipient received any fines, cease and desist orders, legal actions, or judgments for permit, zoning, safety, or other violations related to FTA-funded projects?
- d. Has the recipient maintained project work schedules agreed to by FTA and the recipient? If projects are not on schedule, what are the reasons? What are the recovery plans for the schedules?

Delayed Project(s)	Award Number(s)	Comment(s)
-	-	-
-	-	-
-	-	-

- e. Has the recipient kept expenditures within the latest approved award budget? If projects are not on budget, what are the reasons? What are the recovery plans for the budgets?

Project(s) Over Budget	Award Number(s)	Reason(s)/Recovery Plan(s)
-	-	-
-	-	-
-	-	-

- f. For all FTA-funded projects, including those carried out by contractors and/or lessees, has the recipient determined the applicability of, and ensured compliance with, Federal requirements?
- g. Did the recipient obtain all necessary prior approvals and/or waivers before incurring costs or taking any requested actions?

INSTRUCTIONS FOR REVIEWER

Review project management plans and quality control procedures, if written, to determine how the recipient provides directly or by contract, administrative support, technical inspection and supervision of work in progress, and ensures compliance with FTA and Federal requirements. Onsite, review a sample of contracts for delivery and acceptance clauses and determine how the recipient verified that all parties have complied with performance measures. Discuss administrative and technical resources dedicated to overseeing projects. If the recipient contracts for project management services, review the scope of work of these contracts along with progress reports from the contractors to ascertain the recipient's process for overseeing projects. Review project management oversight files for documentation that the recipient has implemented its process and is actively participating in the oversight of projects.

Discuss with the FTA regional office if any projects required prior approval and, if so, whether the approval was granted before the recipient incurred costs. Discuss with the regional office any requested or required waivers. Onsite, determine if the approvals or waivers were received before the recipient incurred costs. Confirm by reviewing backup documentation for initial project ECHO requests. (Use the Exhibit 2. Financial Management and Capacity.)

Discuss with the FTA regional office whether it is aware of any violations of statutes, codes, ordinances, or safety standards and if there are any legal actions or judgments against the recipient for permit, zoning, safety, or other violations. Perform a website search of the recipient for news reports on violations and legal actions or judgments. Discuss with the recipient onsite.

Review Milestone Progress Reports (MPRs) in the Transit Award Management System (TrAMS) for discussions of project status and delays and efforts to recover from the delays, analyses of significant project cost variances, and discussions of costs incurred and required to complete the project(s). Review project management plans and quality control procedures to determine the procedures for maintaining project work schedules and monitoring project budgets, and the process implemented to mitigate the effect of unforeseen delays. Discuss project delays and budget revisions with the FTA regional office.

Onsite, discuss the efforts to maintain project work schedules and to manage the project budgets. Review progress reports from contractors to determine if delays are due to poor performance by contractors and how the recipient has secured the Federal interest. Review change orders and the reason(s) for the change orders to ascertain if they were due to project delays within the recipient's control and if the FTA bore the cost of such. Examine how the recipient managed the delay and tried to improve performance by the contractor.

Project delays that are the result of inadequate actions by the recipient or failure in performance by a contractor may indicate deficiencies in the recipient technical inspection and supervision of projects or inadequate resources or other actions that contribute to continuing problems with project delays. Determine if any of the delays were beyond the recipient's control, e.g., land acquisition, zoning changes, environmental studies, weather, or other factors, and what steps, if any, the recipient took to bring the project back on schedule.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has project delays or budget overruns due to lack of administrative and management support of project implementation, or technical inspection or supervision of a project(s).

DEFICIENCY CODE TC-PJM1-1: Delay/cost overrun due to project implementation

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office a recovery schedule for the delayed projects or a revised budget and cost containment plan and a process for reporting on progress against the schedule or budget in the quarterly MPRs for [list the award numbers].

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office procedures for providing administrative and management support of project implementation and/or technical inspection and supervision by qualified professionals of work in progress.

The recipient is deficient if it did not obtain all necessary permits, approvals and waivers for projects or does not ensure projects conform to Federal, state, and local statutes, codes, ordinances, or safety standards.

DEFICIENCY CODE TC-PJM1-2: Statute, code, ordinance, or safety standard violation

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for obtaining all necessary permits, approvals and waivers; and ensuring projects conform to Federal, state, and local statutes, codes, ordinances, and safety standards. The recipient must submit documentation that such procedures have been implemented on all existing projects, including copies of missing permits, waivers, and/or approvals.

If the recipient has received any fines, cease and desist orders, legal actions, or judgments for permit, zoning, safety, or other violations related to FTA-funded projects, discuss appropriate corrective actions with the FTA regional office and Regional Counsel.

GOVERNING DIRECTIVE

FTA Circular 5010.1E, Chapter II, Section 3. Roles and Responsibilities of the Management of Awards

A recipients is responsible for the day-to-day management of their Awards that provide assistance for eligible activities or projects...

- a. Recipient Role. In addition to FTA's responsibility to monitor FTA Awards and the federally assisted projects thereunder, recipients must monitor federally assisted activities to ensure compliance with applicable Federal requirements. This includes the administration and management of the Award in compliance with Federal regulations, the Grant or Cooperative Agreement, and applicable FTA circulars. A recipient is also responsible for Federal assistance that "passes through" to a subrecipient. In general, submission of the annual Certifications and Assurances stands in lieu of detailed FTA oversight before approval of an Award; however, the results of ongoing or routine FTA oversight activities also will be considered as applicable. Annual, independent, organization-wide audits, 2 CFR part 200, subpart F, "Audits", audits of recipients, and other recurring and specialized reviews provide FTA an opportunity to verify the recipient's Certifications and Assurances (See Chapter V, "Oversight," of this circular). The recipient's responsibilities include, but are not limited to, actions that:
 - (1) Demonstrate the legal, financial, and technical capacity to carry out the program, including safety and security aspects of the program;
 - (2) Provide administrative and management support of project implementation;
 - (3) Provide, directly or by contract, adequate technical inspection and supervision by qualified professionals of all work in progress;
 - (4) Ensure conformity to Grant Agreements and Cooperative Agreements, applicable statutes, codes, ordinances, and safety standards;
 - (5) Maintain project work schedules agreed to by FTA and the recipient and monitor activities under the Award to assure schedules are met and other performance goals are achieved;
 - (6) Keep expenditures within the latest approved Award Budget;
 - (7) Ensure compliance with FTA and Federal requirements by agencies, consultants, contractors, and subcontractors working under approved third-party contracts or inter-agency agreements....

- (8) Request and withdraw federal assistance for eligible activities only in amounts and at times needed to make payments that are due and payable within three (3) business days and retain receipts to substantiate withdrawals;
- (9) Account for project property and maintain property inventory records that contain all the elements required;
- (10) Demonstrate and retain satisfactory continuing control over the use of project property;
- (11) Demonstrate procedures for asset management and adequate maintenance of equipment and facilities;
- (12) Ensure that an annual independent organization-wide audit is conducted in accordance with Office of Management and Budget (OMB) guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 200, which is incorporated by reference in 2 CFR part 1201, Prepare Force Account Plans and Cost Allocation Plans (CAPs) or Indirect Cost Proposals and submit and obtain approval if applicable, before incurring costs;
- (13) Prepare required reports (See Chapter III, Section 3, "Reporting Requirements") for submission to FTA;
- (14) Update and retain FTA required reports and records for availability during audits or oversight reviews;
- (15) Ensure effective control and accountability are maintained for all Grants, Cooperative Agreements, and subagreements, cash, real and personal property, and other assets. Recipients and subrecipients must ensure that resources are properly used and safeguarded, and used solely for authorized purposes;
- (16) Obtain all necessary prior approvals and/or waivers before incurring costs or taking any requested actions; and
- (17) Manage roles and responsibilities of the organization's users in TrAMS.

TC-PjM2. Since the last Comprehensive Review, if the recipient used force account labor for an FTA-funded capital project, did it comply with FTA requirements?

BASIC REQUIREMENT

A recipient using their own labor force on capital improvement projects is required to develop and maintain on file a force account plan and submit to FTA a force account justification prior to incurring costs when the project is greater than \$1,000,000 but less than \$10,000,000. For projects greater than \$10,000,000, the recipient must submit a force account plan and justification to FTA and obtain FTA approval of the force account plan before incurring costs.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Work performed by the recipient labor force on capital projects, other than award administration, that is included in an approved award is "force account" work. Force account work may consist of design, construction, refurbishment, inspection, and construction management activities, if eligible for reimbursement under the award. Incremental labor costs from flagging protection, service diversions, or other activities directly related to a capital award may also be defined as force account work. Force account work does not include preventive maintenance, or award or project administration activities which

are otherwise direct project costs. Force account includes major capital project work on rolling stock. One of four conditions may warrant the use of recipient labor forces: (1) cost savings, (2) exclusive expertise, (3) safety and efficiency of operations, and (4) union agreement.

When the cost of force account work for a project is greater than \$1,000,000 but less than \$10,000,000, the recipient is required to develop and maintain on file a force account plan. A force account justification must be submitted to FTA prior to incurring costs. Prior FTA approval of the plan or justification is not required.

When the cost of force account work to be performed equals \$10,000,000 or more, a justification and plan must be submitted to FTA and prior FTA approval of the plan is required before incurring costs.

Force account plans are prepared at the project level. If a recipient is using multiple awards for the same project, then the recipient should have only one force account plan for the project and distribute the costs among the different awards in a reasonable allocation method documented in the force account plan.

INDICATOR OF COMPLIANCE

a. *Pertaining to force account work initiated since the last Comprehensive Review:*

- i. *If force account work exceeded \$1 million but was less than \$10 million, did the recipient develop a force account plan and submit a force account justification to FTA prior to incurring costs?*

Cost	Date Incurred
-	-
-	-

- ii. *If force account work of \$10 million or more, did FTA approve the plan and the justification prior to the recipient incurring costs?*

Cost	Date Incurred
-	-
-	-

INSTRUCTIONS FOR REVIEWER

Review awards in TrAMS for indications of force account work. Confer with the FTA regional office to ensure that the recipient submitted a force account justification for force account work that exceeds \$1 million. For force account work exceeding \$10 million, determine if the FTA regional office has approved a force account plan and received a justification. Determine if costs were incurred prior to the submittal of the justification or approval of the plan. Onsite, sample a total of five charges across a sample of force account plans to determine if they were incurred after the justification was submitted to or plan approved by FTA.

POTENTIAL DEFICIENCY DETERMINATIONS

For force account work, greater than \$1 million but less than \$10 million, the recipient is deficient if it did not develop a force account plan and submit a justification.

DEFICIENCY CODE TC-PJM2-1: Force account plan not prepared/justification not submitted

SUGGESTED CORRECTIVE ACTION: The recipient must cease incurring costs until a force account plan and justification are submitted to FTA.

For force account work of \$10 million or more, the recipient is deficient if it did not submit the justification for the force account work and receive FTA approval of the force account plan prior to incurring costs.

DEFICIENCY CODE TC-PJM2-2: No approval of force account plan and justification not submitted

SUGGESTED CORRECTIVE ACTION: The recipient must cease incurring costs until a force account plan and justification are approved by FTA.

GOVERNING DIRECTIVE

FTA Circular 5010.1E, Chapter IV, Section 5, Design and Construction of Facilities

- d. Force Account. Force account is the use of a recipient labor force as a capital expense to carry out a capital project. Force account work may consist of design, construction, overhaul, inspection, and construction management activities, if eligible for reimbursement as a capital expense under the Award. Force account work does not include Award or project administration activities that are otherwise direct project costs. Force account also does not include preventive maintenance or other items under the expanded definition of capital (e.g., security drills, mobility management) that are traditionally not a capital expense. Incremental labor costs for flagging protection, service diversions, or other activities under FTA's expanded definition of capital also do not need to be included.

Based on the amount of Force Account work, a recipient may be required to submit a justification to use force account and/or the Force Account Plan for FTA approval.

- (1) Force account work less than \$1,000,000 can be performed without justification or a force account plan.
- (2) Force account work \$1,000,000 or greater but less than \$10,000,000 requires submission of a force account justification prior to Award. A recipient must maintain a force account plan in its files prior to incurring costs.
- (3) Force account work at \$10,000,000 or greater requires submission of a force account justification, as well as prior FTA approval of the force account plan.

Note that a force account plan is prepared at the project level; it, therefore, may cover multiple Grants, Cooperative Agreements, or Amendments thereto. It may be prepared prior to or subsequent to Award, but must be in place before incurring costs.

- (4) Justification of Force Account work. A justification to undertake force account work is required to use the recipient's own labor force greater than \$1,000,000 on a project. One of four conditions may warrant the use of force account work. These are:

- (a) Cost savings.

The justification documentation must include the following information to be justified based on cost savings:

- 1 A comparison of the present worth of the estimated cash drawdown for both the force account and private sector contract options;
- 2 The recipient should use the current interest rate paid on one-year Treasury Bills as the discount rate;
- 3 The recipient should include the cost of preparing documents, cost of administration, and inspection, cost of labor, materials and specialized equipment, cost of overhead, and profit for private contract;

- 4 Unit prices for labor; materials and equipment; overhead; and profit, if applicable for private contract;
- 5 Certification that costs presented are fair and reasonable; and
- 6 The present value calculation based on the midpoint of construction, and if the time for completion of the work differs for force account and a private sector contract, include an estimate of the cost of not using the completed improvement in the present worth calculation. For example, if the work is to replace leased facilities, the cost of continuing the lease until the work is complete should be taken into account in the cost estimate for each option considered.

- (b) Exclusive expertise. The justification documentation must be based on exclusive expertise, and must include documentation equivalent to a sole source justification stating the basis for a determination that no private-sector contractor has the expertise to perform the work.
- (c) Safety and efficiency of operations.

The justification documentation must include the following information to be justified based on safety and efficiency of operations:

- 1 Safety considerations, which may be addressed by a statement of the transit operator's safety officer that performing the work with private-sector contractors would have an adverse effect on employee or public safety;
- 2 Efficiency concerns, which may be addressed by a present worth calculation, including an estimate of the value of lost transit operation efficiency; and
- 3 In emergency situations where the recipient uses its own workforce, the recipient may submit a waiver to the Emergency Relief docket.

- (d) Union Agreement.

The justification documentation must be based on exclusive expertise, and must include documentation equivalent to a sole source justification stating the basis for a determination that no private-sector contractor has the expertise to perform the work.

- (5) Force Account Plans. Prior to incurring costs, a recipient must develop force account plans if it intends to use its own labor force in amounts greater than \$1,000,000 on a project and retain the plan in its files. If the amount is \$10,000,000 or greater, the force account plan must be submitted to FTA for approval, including the following information and must be approved by FTA prior to incurring costs:

- (a) A description of the scope of work;
- (b) A copy of the construction plans and specifications which includes a detailed estimate of costs and a detailed schedule and budget; and
- (c) A copy of the proposed Agreement when another public agency is involved.

Special care must be taken to ensure that requirements of 2 CFR part 200 are followed, especially for charging expendable property to force account projects and making sure that allowable costs are assigned to the correct activity code.

TC-PjM3. Do the recipient procedures for managing and overseeing transit management or service contractors and lessees ensure performance objectives are achieved and compliance with FTA requirements?

BASIC REQUIREMENT

The recipient must provide technical inspection and supervision of management/service contractors and lessees to ensure performance objectives are achieved and compliance with FTA requirements.

APPLICABILITY

All recipients with management or operations contractors and lessees

DETAILED EXPLANATION FOR REVIEWER

The recipient must ensure continuous management of projects under an award and ensure conformity to the FTA Master Agreement. Many FTA requirements flow through the recipient to transit management or service contractors and lessees. The recipient is responsible for ensuring that these entities are aware of and comply with the requirements. Before expending any FTA funds on projects, the recipient certifies to FTA that it and others operating on its behalf have met all statutory and program requirements. The recipient must have sufficient documentation to support the certifications to FTA.

The recipient must have an ongoing system to ensure that transit management or service contractors and lessees adhere to Federal requirements. While FTA does not prescribe specific monitoring activities for ensuring compliance, it does expect the recipient to look behind certifications and assurances, contracts, and agreements. FTA relies on each recipient to develop and implement effective systems for monitoring and ensuring compliance.

The issue of monitoring compliance with Federal requirements is a continuing, critical theme throughout the Comprehensive Review. In each review area, the recipient is asked to provide information on the specific mechanisms in place for monitoring compliance with the Federal requirements in that area. The examination under Project Management takes an overall look at the systems in place for monitoring compliance with a range of Federal requirements. Appropriate systems may include the following:

- Review contract terms and statement of work
- Prepare and review monthly, quarterly or annual reports
- Conduct meetings
- Conduct site visits
- Inspect vehicles/facilities

Once an issue is discovered, FTA expects the recipient to follow up with the transit management or service contractor and lessee to ensure that corrective action is taken. Efforts, including the follow-up on deficiencies, should be documented. It is not necessary for the recipient to perform all of its monitoring functions in-house.

Recipient oversight of its projects should reflect the size and complexity of its program. FTA expects a recipient with a significant number of transit management or service contractors and/or lessees to have formal oversight mechanisms.

INDICATORS OF COMPLIANCE

- a. *How does the recipient administer and manage transit management or service contractors and lessees?*
- b. *Has the recipient determined the applicability of FTA requirements?*
- c. *How does the recipient monitor transit management or service contractors and lessees for compliance with FTA requirements?*

INSTRUCTIONS FOR REVIEWER

Review procedures for oversight of transit management or service contractors and lessees, if written, for the recipient procedures for overseeing such projects. Review site visit checklist(s)/reports, and vehicle and facility checklists to ascertain what FTA requirements each address.

Onsite, discuss the resources the recipient dedicates managing and overseeing management and transit management or service contractors and lessees. Examine documented follow-up of corrective actions on any deficiencies discovered during the monitoring of a transit management or service contractor and lessee to determine how the recipient ensures issues are resolved and mitigated in future projects. Confirm implementation of the oversight provided during the site visits to the transit contractor and/or lessee.

Note: For management of transit management or service contracts and leases, the recipient could be found deficient in its monitoring of a specific area but not deficient under Technical Capacity—Project Management. Similarly, it could be found deficient under Technical Capacity—Project Management, but not deficient in a specific area where it is effectively monitoring compliance with Federal requirements or if it does not monitor at all.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not ensure that transit management contractors and/or lessees comply with Federal requirements.

DEFICIENCY CODE TC-PJM3-1: Inadequate oversight of transit management contractor(s)/ lessee(s)

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that transit management contractors and/or lessees comply with Federal requirements, along with evidence of implementation.

TC-PJM4. Since the last Comprehensive Review, if a subrecipient(s) implemented a capital or planning project, did the recipient provide technical inspection and supervision of the project(s)?

BASIC REQUIREMENT

The recipient must provide technical inspection and supervision of projects undertaken by subrecipients.

APPLICABILITY

All recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

A recipient is responsible for Federal assistance that “passes through” to a subrecipient. The recipient responsibilities include, but are not limited to, providing, directly or by contract, adequate technical inspection and supervision of all subrecipient projects. Monitoring mechanisms may include:

- Contracting with a consultant to provide project management oversight
- Reviewing requests for proposals and contracts
- Reviewing plans and drawings
- Conducting periodic site inspections
- Requiring progress reports

- Attending project review meetings
- Withholding payment of a portion of the award until final inspection and acceptance of the project

A recipient must ensure that subrecipients comply with force account requirements.

INDICATORS OF COMPLIANCE

- How does the recipient ensure technical inspection and supervision of construction projects, bus and revenue rolling stock procurements, technology projects, and planning projects undertaken by subrecipients?*
- Do any subrecipients using force account labor meet the threshold for submission to FTA of a force account justification and, if required, force account plan? If yes, has the recipient submitted the justification to FTA and, if required, received FTA approval for the plan prior to allowing the subrecipient to incur costs?*

INSTRUCTIONS FOR REVIEWER

Review copies of project management plans, quality control procedures, state/program management plan(s) and the subrecipient agreement(s) for procedures for administering and monitoring subrecipient projects.

During the site visit, discuss the recipient quality control procedures for subrecipient projects. Discuss monitoring activities and the resources the recipient dedicates or plans to dedicate to subrecipient project management and how it mitigates/plans to mitigate any projected shortfalls in subrecipient oversight. If the recipient contracts for such services, review the scope of work of these contracts along with progress reports from the contractors to ascertain the recipient process for overseeing subrecipient projects.

For a subrecipient undertaking a construction project:

- Review the subrecipient agreement for the contractual obligations placed upon the subrecipient for compliance with FTA requirements.
- Review project management oversight files for documentation that the recipient has implemented its process and is actively participating in the oversight of projects.

Review awards in TrAMS for indications of force account work by subrecipients. Confer with the FTA regional office to ensure that the recipient submitted the subrecipient's force account justification for work that exceeds \$1 million. For force account work exceeding \$10 million, determine if the FTA regional office has approved the subrecipient force account plan and received a justification for the force account work. Onsite, follow up with the recipient to determine if costs were incurred prior to the submittal of the justification or approval of the plan.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it did not ensure technical inspection and supervision of projects undertaken by subrecipients.

DEFICIENCY CODE TC-PJM4-1: Oversight of subrecipient projects lacking

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office procedures for providing adequate technical oversight of projects undertaken by subrecipients along with evidence of implementation.

The recipient is deficient if it does not ensure the subrecipient submittal of a force account justification and, if required, force account plan for force account labor meeting the threshold for FTA.

DEFICIENCY CODE TC-PJM4-2: Lack of subrecipient force account plan

SUGGESTED CORRECTIVE ACTION 1: The recipient must require the subrecipient to cease incurring costs until a force account plan and justification are submitted and, if necessary,

approved by FTA.

GOVERNING DIRECTIVE

49 CFR 200.332 Requirements for pass-through entities

All pass-through entities must:

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

- (1) Reviewing financial and performance reports required by the pass-through entity.
- (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

FTA Circular 5010.1E, Chapter II Section 3. Roles and Responsibilities of the Management of Awards

A recipient is responsible for the day-to-day management of their Awards that provide assistance for eligible activities or projects.

- a. **Recipient Role.** In addition to FTA responsibility to monitor FTA Awards and the federally assisted projects thereunder, a recipient must monitor federally assisted activities to ensure compliance with applicable Federal requirements. This includes the administration and management of the Award in compliance with Federal regulations, the Grant or Cooperative Agreement, and applicable FTA circulars. A recipient is also responsible for Federal assistance that “passes through” to a subrecipient. In general, submission of the annual Certifications and Assurances stands in lieu of detailed FTA oversight before approval of an Award; however, the results of ongoing or routine FTA oversight activities also will be considered as applicable. Annual, independent, organization-wide audits, 2 CFR part 200, subpart F, “Audits”, audits of recipients, and other recurring and specialized reviews provide FTA an opportunity to verify the recipient’s Certifications and Assurances (See Chapter V, “Oversight,” of this circular). The recipient’s responsibilities include, but are not limited to, actions that:

- (1) Demonstrate the legal, financial, and technical capacity to carry out the program, including safety and security aspects of the program;
- (2) Provide administrative and management support of project implementation;
- (3) Provide, directly or by contract, adequate technical inspection and supervision by qualified professionals of all work in progress;
- (4) Ensure conformity to Grant Agreements and Cooperative Agreements, applicable statutes, codes, ordinances, and safety standards;
- (5) Maintain project work schedules agreed to by FTA and the recipient and monitor activities under the Award to assure schedules are met and other performance goals are achieved;
- (6) Keep expenditures within the latest approved Award Budget;

- (7) Ensure compliance with FTA and Federal requirements by agencies, consultants, contractors, and subcontractors working under approved third-party contracts or inter-agency agreements;
- (8) Request and withdraw federal assistance for eligible activities only in amounts and at times needed to make payments that are due and payable within three (3) business days and retain receipts to substantiate withdrawals;
- (9) Account for project property and maintain property inventory records that contain all the elements required;
- (10) Demonstrate and retain satisfactory continuing control over the use of project property;
- (11) Demonstrate procedures for asset management and adequate maintenance of equipment and facilities;
- (12) Ensure that an annual independent organization-wide audit is conducted in accordance with Office of Management and Budget (OMB) guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 200, which is incorporated by reference in 2 CFR part 1201, Prepare Force Account Plans and Cost Allocation Plans (CAPs) or Indirect Cost Proposals and submit and obtain approval if applicable, before incurring costs;
- (13) Prepare required reports (See Chapter III, Section 3, "Reporting Requirements") for submission to FTA;
- (14) Update and retain FTA required reports and records for availability during audits or oversight reviews;
- (15) Ensure effective control and accountability are maintained for all Grants, Cooperative Agreements, and subagreements, cash, real and personal property, and other assets. Recipients and subrecipients must ensure that resources are properly used and safeguarded, and used solely for authorized purposes;
- (16) Obtain all necessary prior approvals and/or waivers before incurring costs or taking any requested actions; and
- (17) Manage roles and responsibilities of the organization's users in TrAMS.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Are there indications of weakness within the organization, such as patterns of ignoring FTA requests, lack of resources, general poor organization, and lack of documentation?
2. Are there indications in the MPRs (such as a high number of milestone revisions) or from the FTA regional office that FTA-funded projects are not on time or within budget?
3. Do MPRs contain reasonable explanations and/or recovery plans for budget and/or schedule variances?
4. Has the recipient charged expenses to a force account that is not allowed by the force account plan?
5. Has the recipient contracted out project management responsibilities to a third party?
6. Are there concerns about the recipient's oversight of contracted operations or lessees?

7. Did background research or site visit observations reveal any other potential issues or concerns about the recipient's technical capacity to manage projects or oversee subrecipient projects not covered previously in this section?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
3. FTA Circular 5010.1E, "Award Management Requirements"

USEFUL WEBLINKS

1. Construction Project Management Handbook
2. Project and Construction Management Guidelines
3. Quality Management System Guidelines
4. State Transit Program Manager's Guide on Administration and Oversight of FTA Grant Programs
5. National Cooperative Highway Research Program (NCHRP) Research Results Digest 341: Compliance Monitoring Tools
6. Coronavirus Aid, Relief, and Economic Security Act
7. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
8. Notice of Concurrence
9. Emergency Relief rule

6. TRANSIT ASSET MANAGEMENT

PURPOSE OF THIS REVIEW AREA

Recipients must comply with 49 CFR part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

QUESTIONS TO BE EXAMINED

1. Has the recipient developed a TAM plan?
2. Did the recipient develop the appropriate tier plan and does the plan have the required elements?
3. Have TAM responsibilities been assigned to an accountable executive?
4. Has the group plan sponsor fulfilled its obligations in the development of the group TAM plan?
5. Have group plan participants fulfilled their obligations in the development and implementation of the group TAM plan?
6. Has the recipient set performance targets annually?
7. Does the recipient share its TAM plan, any supporting records or documents, performance targets, investment strategies, and annual condition assessment report with the state and/or Metropolitan Planning Organization (MPO) that provides funding?
8. Does the recipient monitor subrecipients for compliance with TAM requirements?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

Recipients with individual TAM plans and group TAM plan sponsors

- TAM plan
- National Transit Database (NTD) target report
- Documentation of performance measures and targets set annually
- Position and job description for accountable executive
- Evidence that the TAM plan was shared with the State and/or MPO that provides funding
- Supporting records or documents of the recipient's TAM plan:
 1. Performance targets
 2. Investment strategies, and
 3. The annual condition assessment report provided to the state(s) and/or MPO that provide the recipient funding

Group TAM plan sponsors

- Documentation of coordination with group plan participants
- Notification from each group plan participant's accountable executive that the participant approves the group plan, i.e. email, memorandum, etc.
- A list of subrecipients that have opted out of a group plan and copies of all group plan opt-out letters
- Documentation of the group plan sponsor making the TAM plan available to all participants in an easily accessible format

Group TAM plan participants

- Evidence that the recipient is participating in a group TAM plan, such as a listing of group plan participants
- Position and job description for accountable executive

Recipients with Tier I subrecipients or Tier II subrecipients who opted out of the group plan and are not direct recipients of FTA funds

- Oversight tools (checklists, site visit questionnaires) relating to TAM plans

Recipient Follow-up

- File documenting the recipient's review of a subrecipient's TAM plan and correspondence with the subrecipient

TAM1. Has the recipient developed a TAM plan?

BASIC REQUIREMENT

Recipients (and subrecipients) that own, operate, or manage public transit service are required to develop a TAM plan. If the recipient is a Tier II provider, it may participate in a group plan.

APPLICABILITY

Recipients that own, operate, or manage capital assets used for providing public transportation
Group plan sponsors

DETAILED EXPLANATION FOR REVIEWER

Recipients (and subrecipients) that own, operate, or manage public transit service must develop a TAM plan or participate in a group TAM plan. Group plan sponsors include entities, such as state departments of transportation and MPOs, that administer (provide funds for) FTA grant programs but do not operate service.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have a written TAM plan?*
 - i. *If yes, move to indicator "b".*
 - ii. *If no, is the recipient a participant in a group plan? If yes, move to question TAM5.*
- b. *If the recipient has subrecipients, has it developed a group TAM plan?*

INSTRUCTIONS FOR REVIEWER

Request and review the TAM plan. If the recipient is a participant in the group plan, review the plan to ensure that the recipient is listed.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it is required to develop a TAM plan and has not developed a plan or is not participating in a group TAM plan.

DEFICIENCY CODE TAM1-1: TAM plan not prepared

SUGGESTED CORRECTIVE ACTION: The recipient must provide to the FTA regional office its TAM plan.

The recipient is deficient if it has subrecipients and has not created a group plan.

DEFICIENCY CODE TAM1-2: Group plan not prepared

SUGGESTED CORRECTIVE ACTION: The recipient must provide to the FTA regional office its group plan.

GOVERNING DIRECTIVE

49 CFR 625.3 Applicability

This part applies to all recipients and subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used for providing public transportation.

49 CFR 625.5 Definitions

Tier I provider means a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II provider means a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

49 CFR 625.25 Transit Asset Management Plan Requirements.

(a) General.

(1) Each Tier I provider must develop and carry out a TAM plan that includes each element under paragraph (b) of this section.

(2) Each Tier II provider must develop its own TAM plan or participate in a group TAM plan. A Tier II provider's TAM plan and a group TAM plan only must include elements under paragraphs (b)(1) through (4) of this section.

TAM2. Did the recipient develop the appropriate tier plan and does the plan have the required elements?

BASIC REQUIREMENT

A recipient's TAM plan must include the required elements listed in 49 CFR 625.25 Transit Asset Management Plan requirements.

APPLICABILITY

Recipients that own, operate, or manage capital assets used for providing public transportation and are not a group plan participant
Group plan sponsors

DETAILED EXPLANATION FOR REVIEWER

Tier I providers are recipients that own, operate, or manage either (1) 101 or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit. Tier I providers must develop their own TAM plan.

Tier II providers are recipients that own, operate, or manage (1) 100 or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe. Tier II providers may develop their own TAM plan or participate in a group plan.

- **Tier II** providers may develop their own TAM plan or participate in a group plan. A Tier II provider may participate in a group plan even if it is not a subrecipient of the group plan sponsor. For example, an urban provider may participate in a state's TAM plan even though it is a direct recipient and does not receive any FTA funds as a subrecipient of the state.
- Recipients with subrecipients must develop a group plan for Tier II subrecipients that do not opt out of the group plan.

All TAM plans must include the following four elements:

- 1) **An inventory of the number and type of capital assets.** The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. An inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects.
- 2) **A condition assessment.** A condition assessment of those inventoried assets for which a provider has direct capital responsibility. A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the investment prioritization.
- 3) **Analytical processes or decision support tools.** The plan must provide a description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization.
- 4) **Project-based prioritization of investments.** The plan must contain the providers project-based prioritization of investments that identifies a provider's programs and projects to improve or manage over the TAM plan horizon period the state of good repair of capital assets for which the provider has direct capital responsibility. A provider must rank projects to improve or manage the state of good repair of capital assets in order of priority and anticipated project year.

Tier 1 TAM plans must include five additional elements:

- 1) The provider's TAM and SGR policy
- 2) The provider's TAM plan implementation strategy
- 3) A description of key TAM activities that a provider intends to engage in over the TAM plan horizon period
- 4) A summary or list of the resources, including personnel, that a provider needs to develop and carry out the TAM plan
- 5) An outline of how a provider will monitor, update, and evaluate, as needed, its TAM plan and related business practices, to ensure the continuous improvement of its TAM practices

Group plans must include a list of plan participants.

INDICATORS OF COMPLIANCE

- a. *What modes does the recipient operate?*
- b. *How many revenue vehicles does the recipient operate in peak revenue service?*
- c. *Which type of plan did the recipient develop?*
- d. *Does the TAM plan contain the appropriate required elements?*

Required Elements	Addressed? (Y/N)	Page Reference	Comments/Notes
All TAM Plans			
An inventory for all assets used in the provision of public transportation, including those owned by third parties	-	-	-
A condition assessment of all assets in the recipient's asset inventory for which it has direct capital responsibility	-	-	-
A description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization	-	-	-
An investment prioritization that:			
<ul style="list-style-type: none"> Ranks projects to improve or manage the state of good repair over the horizon period 	-	-	-
<ul style="list-style-type: none"> Includes all capital assets for which the recipient has direct capital responsibility, not just federally-funded assets. 	-	-	-
<ul style="list-style-type: none"> Is ranked at the asset class level 	-	-	-
Group Plans			
A list of participants in the group plan	-	-	-
Documentation of a TAM and SGR policy	-	-	-
An implementation strategy that outlines a plan to achieve its asset management goals	-	-	-
A written description of the key TAM activities that the recipient intends to engage in over the TAM plan horizon period	-	-	-

Required Elements	Addressed? (Y/N)	Page Reference	Comments/Notes
<i>All TAM Plans</i>			
A summary or list of the resources, including personnel, that the recipient needs to develop and carry out the TAM plan	-	-	-
An outline of how the recipient will monitor, update, and evaluate, as needed, its TAM plan and related business practices, to ensure the continuous improvement of its TAM practices	-	-	-

INSTRUCTIONS FOR REVIEWER

Review the NTD report and Section A: Recipient Profile of the RIR to obtain information (1) on the number of vehicles operated in revenue service during peak regular service across all fixed-route modes (except ferry service) or any non-fixed route mode, (2) to determine if the recipient operates rail service or (3) to determine if the recipient has subrecipients. Using this information, determine if the recipient developed the appropriate plan. Using the table above, review the recipient's TAM plan for the required elements to verify the categories are addressed. This does not include an evaluation for sufficiency.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it did not develop the appropriate TAM plan.

DEFICIENCY CODE TAM2-1: Inappropriate TAM plan developed

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a revised TAM plan that contains all the required elements for its appropriate designation.

The recipient is deficient if its TAM plan does not address all the required elements.

DEFICIENCY CODE TAM2-2: TAM plan elements missing

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a revised TAM plan that addresses all the required elements.

GOVERNING DIRECTIVE

49 CFR 625.5 Definitions

Tier I provider means a recipient that owns, operates, or (1) manages either one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II provider means a recipient that owns, operates, or (1) manages one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

49 CFR 625.25 Transit Asset Management Plan Requirements

(a) General.

(1) Each Tier I provider must develop and carry out a TAM plan that includes each element under subsection (b) of this section.

(2) Each Tier II provider must develop its own TAM plan or participate in a group TAM plan. A Tier II provider's TAM plan and a group TAM plan only must include elements (1)-(4) under subsection (b) of this section.

(3) A provider's Accountable Executive is ultimately responsible for ensuring that a TAM plan is developed and carried out in accordance with this part.

(b) Transit asset management plan elements. Except as provided in subsection (a)(3) of this section, a TAM plan must include the following elements:

(1) An inventory of the number and type of capital assets. The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. An inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects;

(2) A condition assessment of those inventoried assets for which a provider has direct capital responsibility. A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the investment prioritization;

(3) A description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization;

(4) A provider's project-based prioritization of investments, developed in accordance with section 625.33 of this part;

(5) A provider's TAM and SGR policy;

(6) A provider's TAM plan implementation strategy;

(7) A description of key TAM activities that a provider intends to engage in over the TAM plan horizon period;

(8) A summary or list of the resources, including personnel, that a provider needs to develop and carry out the TAM plan;

(9) An outline of how a provider will monitor, update, and evaluate, as needed, its TAM plan and related business practices, to ensure the continuous improvement of its TAM practices.

TAM3. Have TAM responsibilities been assigned to an accountable executive?

BASIC REQUIREMENT

The recipient must designate an accountable executive who is ultimately responsible for ensuring that a TAM plan is developed and carried out in accordance with 49 CFR part 625.

APPLICABILITY

Recipients that own, operate, or manage capital assets used for providing public transportation
This requirement does not apply to group plan sponsors.

DETAILED EXPLANATION FOR REVIEWER

The recipient must designate an accountable executive that is responsible for the TAM plan. The accountable executive is a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out TAM practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's TAM plan, in accordance with 49 U.S.C. 5326. An accountable executive must balance transit asset management, safety, day-to-day operations, and expansion needs in approving and carrying out a TAM plan and a public transportation agency safety plan.

INDICATORS OF COMPLIANCE

- a. *What position has been designated as the accountable executive?*
- b. *Do the accountable executive's responsibilities include ensuring that the TAM plan is developed and/or implemented in accordance with the required elements?*
- c. *Is the accountable executive exercising their responsibilities?*

INSTRUCTIONS FOR REVIEWER

Obtain information from the recipient that identifies the accountable executive. Verify this designation by review of the recipient's organizational chart to identify the accountable executive's level of authority and to ensure that the position is an executive level position. Verify that the accountable executive position and job description align with responsibilities of the accountable executive as described in the regulations. Discuss any differences between the job description and the organizational chart with the recipient and the accountable executive responsibilities. Obtain documentation from the recipient that demonstrates that the accountable executive is exercising its responsibilities, i.e. signs off on the TAM plan, annual performance targets, etc.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has not identified an accountable executive who is responsible for implementation of the TAM plan.

DEFICIENCY CODE TAM3-1: No designation of accountable executive

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has designated an accountable executive that is responsible for the implementation of the TAM plan.

The recipient is deficient if the recipient was unable to demonstrate that the accountable executive is exercising its responsibilities.

DEFICIENCY CODE TAM3-2: Accountable executive responsibilities not implemented

SUGGESTED CORRECTIVE ACTION: The recipient must submit evidence to the FTA regional office that the responsibilities of the accountable executive have been implemented.

GOVERNING DIRECTIVE

49 CFR 625.5 Definitions

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

49 CFR 625.25 Transit Asset Management Plan Requirements

(a) General.

(3) A provider's Accountable Executive is ultimately responsible for ensuring that a TAM plan is developed and carried out in accordance with this part.

TAM4. Has the group plan sponsor fulfilled its obligations in the development of the group TAM plan?

BASIC REQUIREMENT

Recipients must develop a group TAM plan that, at a minimum, includes all Tier II subrecipients that do not opt out of the group plan.

APPLICABILITY

Group plan sponsors

DETAILED EXPLANATION FOR REVIEWER

A group plan sponsor must develop a group TAM plan for its Tier II provider subrecipients. A group plan sponsor may, but is not required to, include 1) its Tier II provider subrecipients that are also direct recipients of Section 5307 funds, or 2) any Tier II provider direct recipients of Section 5307 funds (even if they are not subrecipients of the sponsor), in its group TAM plan. Tier II provider subrecipients include Section 5311 subrecipients and Section 5310 subrecipients providing public transportation (also referred to as "open door" service) that do not opt out of the group plan. For those Tier II subrecipients that opted out of the plan, the group sponsor must obtain opt-out letters.

The recipient must ensure that each plan participant has designated an accountable executive responsible for implementation of the TAM plan locally and coordinate with them in the development of the group plan. The group plan sponsor must make the plan available to participants.

INDICATORS OF COMPLIANCE

- a. *Does the plan include all Tier II subrecipients as defined above that have not opted out of the plan?*
- b. *For any Tier II subrecipient that opted out of the group TAM plan, did the group sponsor obtain an opt-out letter?*
- c. *Has the accountable executive been identified for all plan participants?*
- d. *Did the recipient coordinate with all participants' accountable executives in the development of the group plan?*
- e. *How does the recipient make the group TAM plan available to participants?*

INSTRUCTIONS FOR REVIEWER

Review Section A-Recipient Profile in the RIR to obtain a list of subrecipients. Compare the list of subrecipients against a list of subrecipients that have opted out of a group plan and copies of opt-out letters. If not listed in the plan, obtain a list of the group plan participants' accountable executives. Review the group TAM plan for evidence of coordination with group plan participants, such as participant asset inventories and condition assessments. If coordination was conducted in person or over the phone, meeting agendas and attendance lists would fulfil this requirement. Determine how the group plan sponsor has made the TAM plan available to all participants, such as posting the plan to the sponsor's website.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if (1) all Tier II subrecipients that have not opted out of the plan are not included in the group plan; or (2) the recipient did not obtain opt-out letters from those Tier II subrecipients that have opted out of the plan.

DEFICIENCY CODE TAM4-1: Group plan missing Tier II subrecipients/No opt-out letter

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office a revised group TAM plan that includes all Tier II subrecipients that have not opted out of the plan.

SUGGESTED CORRECTIVE ACTION 2: The recipient must obtain and submit to the FTA regional office opt-out letters from those Tier II subrecipients that have opted out of the plan.

The recipient is deficient if group plan participants have not identified an accountable executive who is responsible for implementation of the TAM plan.

DEFICIENCY CODE TAM4-2: No designation of accountable executive by group plan participants

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that each group plan participant has designated an accountable executive.

The recipient is deficient if it did not coordinate with group plan participants in the development of the plan.

DEFICIENCY CODE TAM4-3: Group plan development lacked coordination with participants

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has coordinated with plan participants to review the plan or to obtain additional information required for the plan.

The recipient is deficient if it has not made the group plan available to plan participants.

DEFICIENCY CODE TAM4-4: Group plan not available to plan participants

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has made the group TAM plan available to plan participants.

GOVERNING DIRECTIVE

49 CFR 625.5 Definitions

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Tier II provider means a recipient that owns, operates, or (1) manages one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

49 CFR 625.27 Group plans for transit asset management

(a) Responsibilities of a group TAM plan sponsor.

(1) A sponsor must develop a group TAM plan for its Tier II provider subrecipients, except those subrecipients that are also direct recipients under the 49 U.S.C. 5307 Urbanized Area Formula Grant Program. The group TAM plan must include a list of those subrecipients that are participating in the plan.

(2) A sponsor must comply with the requirements of this part for a TAM plan when developing a group TAM plan.

(3) A sponsor must coordinate the development of a group TAM plan with each participant's Accountable Executive.

(4) A sponsor must make the completed group TAM plan available to all participants in a format that is easily accessible.

(b) Responsibilities of a group TAM plan participant.

(1) A tier II provider may participate in only one group TAM plan.

(2) A tier II provider must provide written notification to a sponsor if it chooses to opt-out of a group TAM plan. A provider that opts-out of a group TAM plan must either develop its own TAM plan or participate in another sponsor's group TAM plan.

(3) A participant must provide a sponsor with any information that is necessary and relevant to the development of a group TAM plan.

TAM5. Have group plan participants fulfilled their obligations in the development and implementation of the group TAM plan?

BASIC REQUIREMENT

Group plan participants must participate in only one group plan and provide the necessary and relevant information for the development of the group plan.

APPLICABILITY

Group plan participants

DETAILED EXPLANATION FOR REVIEWER

Recipients can participate in only one group plan. Group plan participants must provide the necessary and relevant information for the development of the group plan.

INDICATORS OF COMPLIANCE

- a. *What position has been designated as the accountable executive?*
 - i. *Do the accountable executive's responsibilities include ensuring that the TAM plan is developed and/or implemented in accordance with the required elements?*
 - ii. *Is the accountable executive exercising its responsibilities?*
 - iii. *Did the accountable executive approve annual performance targets?*
- b. *Is the recipient participating in only one group TAM plan?*
- c. *Did the recipient provide the necessary and relevant information for the development of the group TAM plan?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's organizational chart to identify the accountable executive's level of authority and to ensure that the position is an executive level position. Verify that the accountable executive position and job description align with responsibilities of the accountable executive as described in the regulations. Discuss any with the recipient any differences between the job description and the organizational chart and the accountable executive responsibilities. Obtain documentation from the recipient that demonstrates that the accountable executive is exercising its responsibilities, i.e. signs off on the TAM plan, approves the annual performance targets, etc.

Obtain a copy of the group plan in which the recipient is participating. Confirm with the recipient that it is participating in only the one group plan. Obtain information provided to the group plan sponsor for inclusion in the group plan such as asset inventories and condition assessments, identification of the accountable executive, approval of annual performance targets, description of analytical processes or decision-support tools, financial estimates for the horizon years, etc.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it is participating in more than one TAM plan.

DEFICIENCY CODE TAM5-1: Participating in more than one group TAM plan

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office the group plan that it is participating in and the group plan from which it was removed.

The recipient is deficient if it did not provide the necessary and relevant information for the development of the group TAM plan.

DEFICIENCY CODE TAM5-2: Information not provided by group plan participant

SUGGESTED CORRECTIVE ACTION: The recipient must submit evidence to the FTA regional office evidence that it has submitted required information to the group TAM plan sponsor.

The recipient is deficient if it is participating in a group plan and has not identified an accountable executive who is responsible for implementation of the TAM plan; and/or was unable to demonstrate that the accountable executive is exercising its responsibilities, including approval of the annual performance targets.

DEFICIENCY CODE TAM5-3: Participant accountable executive not designated/responsibilities not implemented

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office evidence that it has designated an accountable executive that is responsible for the implementation of the TAM plan.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit evidence to the FTA regional office that the responsibilities of the accountable executive have been implemented.

GOVERNING DIRECTIVE

49 CFR 625.5 Definitions

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

49 CFR 625.25 Transit Asset Management Plan Requirements

(A) General.

(3) A provider's Accountable Executive is ultimately responsible for ensuring that a TAM plan is developed and carried out in accordance with this part.

49 CFR 625.27 Group plans for transit asset management

(b) Responsibilities of a group TAM plan participant.

(1) A Tier II provider may participate in only one group TAM plan.

(2) A Tier II provider must provide written notification to a sponsor if it chooses to opt-out of a group TAM plan. A provider that opts-out of a group TAM plan must either develop its own TAM plan or participate in another sponsor's group TAM plan.

(3) A participant must provide a sponsor with any information that is necessary and relevant to the development of a group TAM plan.

TAM6. Has the recipient set performance targets annually?

BASIC REQUIREMENT

A recipient must set one or more performance targets for each applicable performance measure.

APPLICABILITY

Recipients that own, operate, or manage capital assets used for providing public transportation and are not a group TAM plan participant (Note: This requirement applies even if the recipient is a limited or reduced reporter to the National Transit Database (NTD).)

DETAILED EXPLANATION FOR REVIEWER

A recipient must set one or more performance targets to define the state of good repair goals in the following asset categories: equipment, rolling stock, infrastructure, and facilities. A recipient must set performance targets based on realistic expectations; up-to-date data; and financial resources from all sources that can be reasonably expected to be available during the TAM plan horizon period. The group plan sponsor is responsible for performance measures and targets for all assets in a group TAM plan environment. Recipients must set performance targets at least once every fiscal year for the following fiscal year. A recipient's accountable executive must approve each annual performance target.

The recipient may adopt FTA default useful life benchmarks (ULBs) or develop customized ULBs based on analysis of their data. Default ULBs represent maximum useful life based on the Transit Economic Requirements Model (TERM).

The NTD collects current year performance data as well as any updated goals for the TAM plan horizon.

The TAM rule requires agencies to submit a TAM narrative report to the NTD annually. The report describes conditions in the prior year that led to target attainment status, as well as decision tools and prioritization methods to assist in setting and attaining future performance measures.

The following data must be reported to NTD starting in report year 2018. Reporting was optional in report year 2017.

- Rolling stock: Targets are set for each asset class a recipient or subrecipient has in its inventory. Targets must be set using the FTA provided default ULBs or customized ULBs based on agency data.

- **Equipment:** Only three classes of non-revenue service vehicles are collected and used for target setting: 1) automobiles, 2) other rubber tire vehicles, and 3) other steel wheel vehicles. Targets must be set using the FTA provided default ULBs or customized ULBs based on agency data.
- **Facilities:** Four types of facilities are reported to NTD. The four types of facilities are combined into two groups used for target setting: 1) administrative and maintenance and 2) passenger and parking. The targets for facilities are set based upon the TERM condition codes calculated using the FTA methodology.
- **Infrastructure:** The NTD lists nine types of rail modes and collects data by mode for track and other infrastructure assets. The infrastructure performance measures are based on performance of the current assets (i.e., a percentage of track segments with performance restrictions). Bus rapid transit (BRT) and ferry are NTD fixed guideway modes but are not included in TAM targets.

INDICATORS OF COMPLIANCE

- Does the recipient have calculations for the following performance targets?*
 - *Equipment (non-revenue service vehicles, support-service and maintenance vehicles equipment): the percentage of those vehicles that have either met or exceeded their ULB for all assets for which it has direct capital responsibility.*
 - *Rolling stock: the percentage of revenue vehicles by vehicle type that have either met or exceeded their ULB for all assets for which it has direct capital responsibility.*
 - *Infrastructure (rail fixed-guideway, track, signals, and systems): the percentage of track segments with performance restrictions for all assets for which it has direct capital responsibility.*
 - *Facilities: the percentage of facilities within an asset group rated below condition 3 on the TERM scale for all assets for which the recipient has direct capital responsibility.*
- Does the recipient set performance targets annually to define the state of good repair goals for the following fiscal year for equipment, rolling stock, infrastructure, and facilities?*
- Did the accountable executive approve annual performance targets?*

INSTRUCTIONS FOR REVIEWER

Obtain a copy of the performance measures being applied to the recipient's assets. Compare the performance measures with the ULBs or condition assessment to verify that performance has been measured for all assets included in the TAM plan. The performance measures must include all assets for which the recipient has direct capital responsibility. The NTD target report can also be used to verify for which assets a provider has direct capital responsibility.

Obtain documentation of the recipient's performance targets, including when they were set. Review these targets to ensure that they address each applicable performance measure and cover all assets for which the recipient has direct capital responsibility. The performance targets submitted to NTD for the current year and previous years can be used to verify that the appropriate targets have been set. Obtain documentation from the recipient that demonstrates that the accountable executive approved each annual performance target set during the review period. The regulations do not prescribe a format for this approval.

Obtain documentation from the group plan sponsor that all necessary and relevant information has been obtained from plan participants, including asset inventories and condition assessments from each participant.

Discuss with the recipient's accountable executive their process for coordination with all participating accountable executives to develop performance targets. This can be as little information as an email thread. If coordination was conducted in-person or over the phone, meeting agendas and attendance lists would fulfil this requirement.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if its TAM plan does not include targets for all applicable performance measures.

DEFICIENCY CODE TAM6-1: No calculations for performance targets

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office its methodology and calculation for performance targets.

The recipient is deficient if its TAM plan does not demonstrate that performance targets are set annually.

DEFICIENCY CODE TAM6-2: Performance targets not set annually

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a revised TAM plan that includes performance targets for the following fiscal year.

The recipient is deficient if its accountable executive did not approve the annual performance targets.

DEFICIENCY CODE TAM6-3: Performance targets not approved by the accountable executive

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that the accountable executive approved the current year's performance targets.

GOVERNING DIRECTIVE

49 CFR 625.5 Definitions

Equipment means an article of nonexpendable, tangible property having a useful life of at least one year.

Facility means a building or structure that is used in providing public transportation.

Infrastructure means the underlying framework or structures that support a public transportation system.

Rolling stock means a revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

49 CFR 625.45 Setting performance targets for capital assets

(a) General.

(1) A provider must set one or more performance targets for each applicable performance measure.

(2) A provider must set a performance target based on realistic expectations, and both the most recent data available and the financial resources from all sources that the provider reasonably expects will be available during the TAM plan horizon period.

(b) Timeline for target setting.

(1) Within three months after the effective date of this part, a provider must set performance targets for the following fiscal year for each asset class included in its TAM plan.

(2) At least once every fiscal year after initial targets are set, a provider must set performance targets for the following fiscal year.

(c) Role of the accountable executive. A provider's Accountable Executive must approve each annual performance target.

(d) Setting performance targets for group plan participants.

(1) A Sponsor must set one or more unified performance targets for each asset class reflected in the group TAM plan in accordance with subsections (a)(2) and (b) of this section.

(2) To the extent practicable, a Sponsor must coordinate its unified performance targets with each participant's Accountable Executive.

TAM7. Does the recipient share its TAM plan, any supporting records or documents, performance targets, investment strategies, and annual condition assessment report with the state and/or Metropolitan Planning Organization (MPO) that provides funding?

BASIC REQUIREMENT

Recipients must make its TAM plan and related information available to a state agency and MPO that provides funding to the provider.

APPLICABILITY

Recipients that own, operate, or manage capital assets used for providing public transportation and are not a group TAM plan participant
Group plan sponsors

DETAILED EXPLANATION FOR REVIEWER

A provider must make its TAM plan, any supporting records or documents, performance targets, investment strategies, and the annual condition assessment report available to a state and MPO that provides funding to the provider to aid in the planning process.

INDICATOR OF COMPLIANCE

a. *How has the recipient shared its TAM plan with MPOs and states?*

INSTRUCTIONS FOR REVIEWER

Obtain documentation of the recipient's communication with the state and/or MPO regarding the recipient's TAM planning activities.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not have a record of providing its TAM plan, any supporting records or documents, performance targets, investment strategies, and the annual condition assessment report to the state(s) or MPO(s) that provide the recipient funding.

DEFICIENCY CODE TAM7-1: Information was not shared with state and/or MPO

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for making available to the state(s) and MPO(s) the TAM plan, any supporting documents, performance targets, investment strategies, and the annual condition report and evidence of its implementation.

GOVERNING DIRECTIVE

49 CFR 625.53 Recordkeeping for transit asset management

(b) A provider must make its TAM plan, any supporting records or documents performance targets, investment strategies, and the annual condition assessment report available to a State and Metropolitan Planning Organization that provides funding to the provider to aid in the planning process.

TAM8. Does the recipient monitor subrecipients for compliance with TAM requirements?

BASIC REQUIREMENT

Recipients must ensure that subrecipients' TAM plans comply with FTA requirements.

APPLICABILITY

Recipients with subrecipients that have opted out of the group plan

DETAILED EXPLANATION FOR REVIEWER

Recipients with subrecipients that are not direct recipients of FTA and have developed their own TAM plan must ensure that the subrecipients comply with FTA TAM plan requirements. At a minimum, the recipient must review the plans to ensure that they address the required elements and an accountable executive has been designated. It must also obtain the TAM plans, any supporting records or documents pertaining to performance targets, investment strategies, and the annual condition assessment report to aid in the planning process.

INDICATORS OF COMPLIANCE

- a. *How does the recipient monitor subrecipients that are:*
 - i. *Not direct recipients of FTA funds and are Tier II providers who have opted out of the group plan, or*
 - ii. *Tier I providers who have to comply with FTA TAM requirements?*
- b. *Has the recipient reviewed the TAM plans for the required elements?*
- c. *Has the recipient ensured that the subrecipients have designated an accountable executive who is ultimately responsible for ensuring that a TAM plan is developed and carried out?*
- d. *Does the recipient obtain from the subrecipients the TAM plans, any supporting records or documents, performance targets, investment strategies, and the annual condition assessment report to aid in its planning process?*

INSTRUCTIONS FOR REVIEWER

Review oversight materials, including checklists and other evidence that the recipient is monitoring subrecipients who have opted out of the group plan or are Tier I providers. During the site visit, review the file for one such subrecipient to ensure that the recipient has reviewed the plan for the required elements and the designation of an accountable executive. For the same subrecipient, review evidence that the recipient has obtained any supporting records or documents, performance targets, investment strategies, and the annual condition assessment report.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not ensure subrecipients that are not direct recipients of FTA funds and are Tier II providers that have opted out of the group plan or are Tier I providers comply with TAM requirements.

DEFICIENCY CODE TAM8-1: Insufficient oversight of subrecipients for TAM requirements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients comply with TAM requirements and evidence of implementation.

GOVERNING DIRECTIVE

2 CFR 200.332 Requirements for pass-through entities

All pass-through entities must:

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports required by the pass-through entity.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

(3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 Management decision.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Is the accountable executive someone other than the general manager or chief executive officer?
2. Did site/visual observations alert you of any concerns of the recipient TAM plan implementation to share with FTA?

REFERENCES

1. 49 CFR 625, Transit Asset Management
2. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

USEFUL WEBLINKS

FTA Transit Asset Management Plans

7. SATISFACTORY CONTINUING CONTROL

PURPOSE OF THIS REVIEW AREA

The recipient must ensure that Federal Transit Administration (FTA)-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

QUESTIONS TO BE EXAMINED

1. For FTA-funded real property purchased under an award made on or after December 26, 2014, does the recipient maintain adequate records on the status of real property and submit required reports to FTA?
2. For FTA-funded excess real property purchased under an award made before December 26, 2014, did the recipient prepare and update an excess property inventory and utilization plan?
3. Did the recipient follow FTA requirements for incidental use of real property?
4. Has the recipient made appropriate efforts to use, lease, or dispose of idle facilities?
5. Is FTA-funded real property used solely for its originally authorized purpose?
6. If the recipient disposed of FTA-funded real property since the last Comprehensive Review, were FTA requirements followed?
7. Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968?
8. Does the recipient maintain control over FTA-funded equipment?
9. Was equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?
10. Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets?
11. Does the rail fleet management plan meet FTA requirements?
12. Does the recipient maintain control over FTA-funded property and ensure that subrecipients use FTA-funded property for project purposes?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Property management procedures, if written
- A listing of FTA-funded real property purchased under an award made before December 26, 2014 and/or an FTA-funded real property inventory for purchases under an award made on or after December 26, 2014, that:
 1. Has an incidental use
 2. Is operated/managed by contractors or lessees
 3. Is owned/managed by subrecipients
 4. Was constructed or renovated since the last review
 5. Is idle for more than one year
- Excess FTA-funded real property plan
 1. Include property removed from service during the review period

- Sample real property incidental use agreements
- List of FTA-funded facilities planned to be constructed or renovated. For each facility, include:
 1. Projected and actual start date
 2. Projected and actual completion date
 3. FTA portion and total project cost
- Procedures to determine which federally assisted buildings and/or building content are located in a special flood hazard area
- Procedures for determining sufficient levels of insurance
- Evidence of flood insurance
- Equipment management procedures addressing (if separate from state management plan):
 1. Inventory control
 2. Loss prevention
 3. Insurance requirements
 4. Disposition requirements
- Documentation of last physical inventory conducted along with documentation that an inventory reconciliation was completed
- List of vehicles identified as:
 1. Active, contingency or awaiting disposal
 2. FTA or locally funded
 3. FTA program under which was funded (Section 5307, Section 5310, etc.)
 4. Leased or directly operated (identify lessee or operator)
 5. Third party maintained (identify maintenance contractor)
 6. Under warranty
 7. With incidental use
- List of FTA funded equipment disposed of within past three years identifying
 1. Useful life remaining
 2. Value at disposition
 3. How proceeds were utilized
- Documentation of peak fixed-route bus service requirements, such as rolling stock roster, documentation from scheduling software or other dispatch records documenting the peak
- Deviation request or special dispensation for spare ratio
- Contingency fleet plan
- Rail fleet management plan
- Sample lease agreement with private operator, if applicable

Recipient Follow-up

- Notification to FTA for the real property removed from the service originally intended at the time of award approval or put to additional or substitute use
- FTA approval of incidental use of FTA-funded equipment
- Disposition request/approval correspondence
- Proof of funds reimbursed to FTA (sale records or financial reports), if required
- Request/approval correspondence between the recipient and FTA
- Sample pull-out logs or fueling logs

SCC1. For FTA-funded real property purchased under an award made on or after December 26, 2014, does the recipient maintain adequate records on the status of real property and submit required reports to FTA?

BASIC REQUIREMENT

For Awards and Cooperative Agreements (and funding increments to existing Awards and Cooperative Agreements) awarded on or after December 26, 2014, recipients must maintain adequate property records and submit reports on the status of real property in which the Federal Government retains an interest.

APPLICABILITY

Recipients with FTA-funded real property and with subrecipients with FTA-funded real property

DETAILED EXPLANATION FOR REVIEWER

For Awards and Cooperative Agreements (and funding increments to existing Awards and Cooperative Agreements) awarded on or after December 26, 2014, FTA requires that recipients maintain a real property inventory of and submit reports on the status of real property in which the Federal government retains an interest. Real property includes land, affixed land improvements, structures, and appurtenances. FTA has an interest in real property when FTA funds were used to purchase, construct, improve, or repair the property. The inventory and reports must address the FTA-funded real property of the recipient and subrecipients.

A real property inventory must include: property location/physical address; use and condition; summary of conditions on the title; brief description of improvements, expansions, and retrofits; corresponding useful life for the assets; date placed in service; original acquisition cost; sources of funding; Federal and non-Federal participation ratios; award identification number; appraised value and date; anticipated disposition or action proposed; date of disposal; and sale price of the property. If the property is excess, the recipient must identify the reasons for having excess property, such as purchase to a logical boundary. This inventory is necessary in order to accurately account for assets and determine an equitable valuation of Federal interest retained in the property.

Reports must be submitted annually. In those instances where the Federal interest extends for a period of 15 years or more, FTA may require the non-Federal entity to report at various multi-year frequencies not to exceed five years. FTA requires recipients to upload the reports to the Transit Award Management System (TrAMS) under recipient documents and email the regional office when the report has been uploaded.

INDICATORS OF COMPLIANCE

- a. *Does the recipient maintain a real property inventory?*

Real Property Inventory Required Elements	Comment
Property location/physical address	-
Use and condition of the property	-
Summary of conditions on the title	-
Brief description of improvements, expansions, and retrofits	-
Corresponding useful life for the assets	-
Date placed in service	-
Original acquisition cost	-

Real Property Inventory Required Elements	Comment
Sources of funding	-
Federal and non-Federal participation ratios	-
Federal Award Information Number (FAIN)	-
Appraised value and date	-
Anticipated disposition or action proposed	-
Date of disposal	-
Sale price	-
Reason for excess property	-

b. Do the inventory and/or reports include real property owned by subrecipients?

c. Has the recipient submitted real property reports at the required intervals?

INSTRUCTIONS FOR REVIEWER

Confer with the regional office to determine if the recipient is required to submit a real property report, and when and how submission is required. Review TrAMS to determine if the recipient submitted the real property report. If not submitted, obtain the report from the recipient and review it to determine if it addresses the required elements.

Obtain and review the recipient's excess real property inventory and excess real property utilization plan to confirm it contains the required elements. Discuss with the recipient whether the plan is current.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if the real property inventory does not contain all of the required information including reasons for having excess real property.

DEFICIENCY CODE SCC1-1: Property records missing information

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA regional office updated real property reports with all missing information.

The recipient is deficient if real property inventory does not include real property owned by subrecipients.

DEFICIENCY CODE SCC 1-2: Property records missing subrecipient information

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA regional office updated real property reports with all missing information.

The recipient is deficient if it has not submitted the required property report as required.

DEFICIENCY CODE SCC 1-3: Property reports not submitted as required

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA regional office real property reports along with procedures for preparing and submitting such reports timely.

GOVERNING DIRECTIVE

2 CFR 200.311 Real property

(b) *Use.* Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose, during which time the non-Federal entity must not dispose of or encumber its title or other interests.

2 CFR 200.330 Reporting on real property

The Federal awarding agency or pass-through entity must require a non-Federal entity to submit reports at least annually on the status of real property in which the Federal government retains an interest, unless the Federal interest in the real property extends 15 years or longer. In those instances where the Federal interest attached is for a period of 15 years or more, the Federal awarding agency or pass-through entity, at its option, may require the non-Federal entity to report at various multi-year frequencies (e.g., every two years or every three years, not to exceed a five-year reporting period; or a Federal awarding agency or pass-through entity may require annual reporting for the first three years of a Federal award and thereafter require reporting every five years).

FTA Circular 5010.1E Ch. IV, Section 2. Real Property, (i) Property Management (2)-(6)(a)3a-e

(2) *Use.* Real property must be used for the originally authorized purpose as long as needed for that purpose. Recipients must not dispose of, modify the use of, or encumber its title or other interests in the Federally assisted site and facilities without prior FTA written approval. Recipients are required to use Federally assisted property continuously and appropriately throughout the useful life of the property. Recipients may be required to return the entire amount of Federal assistance spent on the Award or Federally assisted property thereunder if, during the useful life, the recipient has unreasonably delayed or failed to use the Federally assisted property for its originally intended purpose. Recipients are also required to notify FTA before property is removed from the service originally intended at the time of approval of the Award and if property is put to additional or substitute uses.

(3) *Maintenance.* Real property must be appropriately maintained. A description of the improvements, expansions, retrofits, and maintenance of real property must be properly documented in the facility inventory along with parcel address or location, useful life, date placed in service, original acquisition cost and Federal percentage of cost in order to accurately determine an equitable valuation of Federal interest at the time of early disposition of the asset.

(5) *Reporting on Real Property.* Recipients must maintain adequate records on the status of real property in which the Federal Government retains an interest. FTA requires that recipients maintain a real property inventory on file for review upon request by FTA to satisfy the requirements of 2 CFR § 200.329, which requires recipients to submit reports on an annual basis for real property in which the Federal Government retains an interest. In instances where the Federal interest in the real property will extend for a period of 15 years or more, a recipient may request FTA's permission to report at multi-year frequencies, not to exceed a five-year reporting period. A Real Property Inventory must include: property location/physical address; use and condition of the property; summary of conditions on the title; brief description of improvements, expansions, and retrofits; corresponding useful life for the assets; date placed in service; original acquisition cost; sources of funding; Federal and non-Federal participation ratios; Federal award identification number; appraised value and date; anticipated disposition or action

proposed; date of disposal; and sale price of the property. If the property is excess, identify the reasons for having excess property, such as purchase to a logical boundary. This inventory is necessary in order to accurately account for assets, and determine an equitable valuation of Federal interest retained in the property. The Excess Real Property Inventory and Utilization Plan requirement applies only to Grants or Cooperative Agreements awarded before December 26, 2014. The Real Property Reporting requirement (Real Property Inventory) replaces the Excess Real Property Inventory and Utilization Plan requirement for Grants and Cooperative Agreements (and funding increments to existing Grants and Cooperative Agreements) awarded on or after December 26, 2014.

SCC2. For FTA-funded excess real property purchased under an award made before December 26, 2014, did the recipient prepare and update an excess property inventory and utilization plan?

BASIC REQUIREMENT

For Awards and Cooperative Agreements (and funding increments to existing Awards and Cooperative Agreements) awarded before December 26, 2014, recipients are required to prepare and maintain an inventory and utilization plan for all property that is no longer needed to carry out any transit program.

APPLICABILITY

Recipients with FTA-funded real property

DETAILED EXPLANATION FOR REVIEWERS

For Awards and Cooperative Agreements awarded before December 26, 2014, if FTA-funded real property is no longer needed for any transit purpose, the recipient is required to prepare or update an excess real property inventory and utilization plan. Real property includes land, affixed land improvements, structures, and appurtenances. The plan should identify and explain the reason for excess real property. The inventory list should include such things as location, summary of any conditions on the title, original acquisition cost, Federal participation ratio, FTA award number, appraised value and date, brief description of improvements, current use, and the anticipated disposition or action proposed. Unless FTA and the recipient agree otherwise, the excess real property inventory and updated excess property utilization plan should be retained by the recipient and made available upon request and during an FTA review.

INDICATORS OF COMPLIANCE

- a. *Was an excess real property inventory and utilization plan prepared or updated?*

Does the excess real property inventory and utilization plan address the required elements?

Excess Real Property Inventory and Utilization Plan Required Elements	Comments
Location	-
Summary of any conditions on the title	-
Original acquisition cost	-
Federal participation ratio	-

Excess Real Property Inventory and Utilization Plan Required Elements	Comments
FTA award number	-
Appraised value and date	-
Brief description of improvements	-
Current use	-
Anticipated disposition or action proposed	-

INSTRUCTIONS FOR REVIEWER

Obtain and review the recipient's excess real property inventory and utilization plan to confirm it contains the required elements. Discuss with the recipient whether the plan is current.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it has not prepared an excess real property inventory and unitization plan, if the plan does not address all the required elements, or if the plan is out-of-date.

DEFICIENCY CODE SCC2-1: Lacking excess real property utilization inventory/plan out-of-date

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a written excess real property utilization plan, which includes all required elements, or an update to the existing plan.

GOVERNING DIRECTIVE

2 CFR 200.311 Real property

(b) *Use.* Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose, during which time the non-Federal entity must not dispose of or encumber its title or other interests.

FTA Circular 5010.1E, Ch. I, Section

Excess Real Property Inventory and Utilization Plan (Real Property Inventory): Excess real property inventory and utilization plan means the document that lists each real estate parcel acquired with participation of federal assistance that is no longer needed for purposes of the Grant or Cooperative Agreement, and that states how the recipient plans to use or dispose of the excess real property. The Excess Real Property Inventory and Utilization Plan requirement applies only to Grants or Cooperative Agreements awarded before December 26, 2014.

The Real Property Reporting requirement (Real Property Inventory) replaces the Excess Real Property Inventory and Utilization Plan requirement for Grants and Cooperative Agreements (and funding increments to existing Grants and Cooperative Agreements) awarded on or after December 26, 2014.

FTA Circular 5010.1D, Ch. IV, Section 2. Real Property, (j) Disposition (1)

(1) Excess Real Property Inventory and Utilization Plan. The grantee shall prepare and keep up to date an excess property inventory and utilization plan for all property that is no longer needed to carry out any transit purpose. The inventory list should include such things as property location; summary of any

conditions on the title, original acquisition cost, and the Federal participation ratio; FTA grant number, appraised value, and date; a brief description of improvements; current use of the property; and the anticipated disposition or action proposed.

SCC3. Did the recipient follow FTA requirements for incidental use of real property?

BASIC REQUIREMENT

Incidental uses of FTA-funded real property must be compatible with the approved purposes of the award and not interfere with either the intended uses of the property or the recipient's ability to maintain satisfactory continuing control. Real property includes land, affixed land improvements, structures, and appurtenances. Income generated from incidental use may only be used for eligible capital or operating expenses or as part of the non-Federal share of an eligible award.

APPLICABILITY

Recipients with FTA-funded real property

DETAILED EXPLANATION FOR REVIEWER

Incidental use is defined as the authorized use of real property acquired or improved with FTA funds for purposes of transit, but which also has limited non-transit purposes due to transit operating circumstances. Real property includes land, affixed land improvements, structures, and appurtenances. Examples of incidental use include the leasing of space in a station for a newspaper stand or coffee shop and the lease of air rights over transit facilities. (Note that licenses and leases of air rights are treated as incidental uses, not disposition of excess property.) Such use must be compatible with the approved purposes of the project, must not interfere with intended public transportation uses of project assets, must not in any way interfere with the recipient's continuing control over the use of the property, and must not compromise safety. FTA encourages recipients to make incidental use of FTA-funded real property when it can raise additional revenues for the transit system or, at a reasonable cost, enhance system ridership. While FTA is particularly interested in encouraging incidental use as a means of supplementing transit revenue, non-profit uses are permitted, under certain circumstances. The recipient should consult with FTA before continuing incidental use.

Though not required, proceeds should be based on competitive market rents and rates of return based on the appraised fair market value. Income received from the authorized incidental or joint development uses may be retained by the recipient (without returning the Federal share) if the income is used for eligible transit capital and operating expenses. This income cannot be used as part of the local share of the award from which it was derived. However, it may be used as part of the local share of another FTA award.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have incidental uses of any FTA-funded real property? If no, move to the next question.*
- b. *Is the incidental use compatible with the original purpose of the award?*
- c. *Does the recipient maintain continuing control over the property?*
- d. *Are proceeds used for eligible transit capital or operating expenses or as the non-Federal share of an eligible award?*

INSTRUCTIONS FOR REVIEWER

If in TrAMS, review the original award application to determine the proposed uses. Review the listing of real property used for incidental uses obtained from the recipient to determine that they align with the information provided by the regional office.

Obtain any property management procedures used by the recipient to understand how it maintains control over project property. If no such procedures are available, discuss with the recipient during the site visit.

Review financial records obtained in the Financial Management and Capacity area to determine if the recipient recorded income from project property. Review income statements to ensure that income obtained from project property is used to offset cost associated with the FTA-funded service.

During the site visit, tour the FTA-funded facility (or facilities) to confirm current uses of FTA-funded real property to ensure that they are used for authorized purposes and not unauthorized incidental uses.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if the incidental use affects a property's transit capacity or use.

DEFICIENCY CODE SCC3-1: Incidental use affects transit capacity or use

SUGGESTED CORRECTIVE ACTION: The recipient must submit documentation to the FTA regional office that it has ceased incidental uses of real property that interfere with transit purposes.

The recipient is deficient if the incidental use interferes with its continuing control over project property.

DEFICIENCY CODE SCC3-2: Incidental use interferes with property control

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for maintaining satisfactory continuing control over real property used for incidental purposes.

The recipient is deficient if the incidental use income is not used for eligible transit capital or operating expenses.

DEFICIENCY CODE SCC3-3: Incidental use income not used for eligible expenses

SUGGESTED CORRECTIVE ACTION: The recipient must submit documentation to the FTA regional office that it has applied incidental use income to transit purposes.

GOVERNING DIRECTIVE

2 CFR 200.311 Real property

(b) *Use.* Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose, during which time the non-Federal entity must not dispose of or encumber its title or other interests.

FTA Circular 5010.1E, Ch. IV, Section 2. Real Property, (i) Property Management (2)-(6)(a)3a-e

(6) Non-Transit Uses of FTA Assisted Real Property. FTA's policy is to permit recipients maximum flexibility in determining the best and most cost-effective use of Federally-assisted property. To this end, FTA encourages non-transit uses of real property that can raise additional revenues for the transit system or, at a reasonable cost, enhance system ridership. These non-transit uses are by one of three means: incidental use, joint development, or shared use.

(a) Incidental Use. Incidental uses must be compatible with the approved purposes of the Award and may not interfere with either the intended uses of the property or the recipient's ability to maintain satisfactory continuing control. The recipient should consult with FTA before continuing with incidental use. An incidental use may not affect a property's transit capacity or use. Alterations to accommodate an incidental use should have no negative impact on the transit service

or activity. FTA continues to monitor the incidental use after the Award is closed and the recipient is required to keep an inventory of the use. FTA reviews the inventory during the triennial review process.

1 Examples of incidental use include:

- a. Temporary use of transit property as a staging area for nearby construction;
- b. Allowing nearby theaters and restaurants to use transit parking spaces during the transit system's off-hours;
- c. Leasing of space in a station for a newspaper stand or coffee shop when the additional use does not interfere with the original purpose authorized in the Award; and
- d. The lease of air rights over transit facilities or utilities associated with transit facilities (such as spare capacity in general utilities and fiber optics communications utilities) that do not impact the structural configuration of the transit facility.

2 Revocation. An incidental use agreement should permit revocation by the recipient.

3 Limits. The recipient agrees that any incidental use of federally assisted property will not exceed that permitted under applicable Federal requirements and Federal guidance. The recipient may permit non-transit public entities and private entities to have incidental use of its federally assisted facilities and equipment, including alternative fueling facilities and associated equipment, subject to the following considerations:

- a. Needed Property. This policy applies only to property that continues to be needed and used for an FTA Award. It is FTA's intention to assist only in the purchase of property that is needed for an FTA Award.
- b. Purpose & Activity. The use must not compromise the safe conduct of the intended purpose and activity of the initial public transit activity under the Award.
- c. Continuing Control. The use must not in any way interfere with the recipient's continuing control over the use of the property or the recipient's continued ability to carry out the Award.
- d. No-Income Use. While FTA is particularly interested in encouraging incidental use as a means of supplementing transit revenues, no-income uses are also permitted under certain circumstances:

For example, a no-income use could include a private, for-profit transit operator offered queue space, or loading space, at an intermodal facility for the purpose of generating rides, providing a consolidated transit option for the public, and a seamless transit transfer opportunity at no cost. The no-income use shows that the value of having the private operator: 1) benefits transit, as a whole; 2) expands upon the local transportation alternatives; and 3) allows the public to transfer seamlessly.

- e. Income. Proceeds from incidental use including licensing and leasing of air rights or leasing of other real property interest should be based on competitive market rents and rates of return based on the appraised fair market value. Income received from the authorized incidental uses including the use of air rights may be retained by the recipients (without returning the Federal share) if the income is used for eligible transit capital, or operating expenses. This income cannot be used as part of the non-Federal share of the Award from which it was derived. However, it may be used as part of the non-Federal share of another FTA Award.

SCC4. Has the recipient made appropriate efforts to use, lease, or dispose of idle facilities?

BASIC REQUIREMENT

Recipients are required to use federally assisted property continuously and appropriately throughout the useful life of the property.

APPLICABILITY

Recipients with FTA-funded real property

DETAILED EXPLANATION FOR REVIEWER

All FTA-funded real property, including facilities, is expected to be used for the originally authorized purpose throughout the useful life of the property as long as needed for that purpose. Idle facilities are those facilities that are completely unused and excess to the recipient's current needs. This is different from idle capacity which is the unused capacity of partially used facilities. Cost of idle facilities such as maintenance, repair, housing, rent, and other related costs including insurance and depreciation are unallowable, except to the extent that:

- (1) they are necessary to meet workload requirements which may fluctuate and they are allocated appropriately to all programs; or
- (2) it can be shown that the costs were necessary when acquired and are now idle because of changes in program requirements, efforts to achieve more economical operations, reorganization, termination or other causes which could not have been reasonably foreseen. Under this exception, costs of idle facilities are allowable for a reasonable period of time, ordinarily not to exceed one year, depending on the initiative taken to use, lease, or dispose of the facilities and the justification provided by the recipient for FTA review and approval.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have any FTA-funded facilities that have been idle? If no, move to the next question.*
- b. *What efforts have been made to use, lease, or dispose of idle facilities?*
- c. *If the recipient charged costs incurred for idle facilities for more than one year to an FTA award, did it provide a justification for FTA **prior** review and approval?*

Reasons for Idle Facilities	Comments
The idle facility is necessary to meet workload requirements which may fluctuate	-
Costs were necessary when acquired and the facility is now idle because of changes in program requirements	-
Efforts to achieve more economical operations, reorganization, termination were implemented	-
There are other causes which could not have been reasonably foreseen	-

INSTRUCTIONS FOR REVIEWER

Confer with the regional office on whether it is aware of any idle facilities. Onsite discuss with the recipient why facilities are idle.

For facilities that have been idle for more than a year, discuss steps planned or taken to use, lease, or dispose of the facilities. Obtain and review costs charged for the idle facility during the review period to determine that charges were not assessed against an FTA award for more than one year.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has idle facilities and does not have plans or has not taken steps to use, lease, or dispose of the facilities.

DEFICIENCY CODE SCC4-1: Lacking plans for idle facilities

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a plan for using, leasing, or disposing of idle facilities.

The recipient is deficient if it charged costs incurred for idle facilities for more than one year to an FTA award and did not submit a justification for prior FTA review and approval.

DEFICIENCY CODE SCC4-2: Idle facility cost charged to an award

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a justification for charging the costs for an idle facility for more than one year for FTA review and approval and procedures for periodically reviewing property records, identifying idle facility cost, and limiting reimbursement of such cost from an FTA award to no more than one year.

GOVERNING DIRECTIVE

FTA Circular 5010.1E, Ch. IV, Section 2. Real Property, (i) Property Management

(2) Use. Real property must be used for the originally authorized purpose as long as needed for that purpose. Recipients must not dispose of, modify the use of, or encumber its title or other interests in the federally assisted site and facilities without prior FTA written approval. Recipients are required to use federally assisted property continuously and appropriately throughout the useful life of the property. Recipients may be required to return the entire amount of Federal assistance spent on the Award or federally assisted property thereunder if, during the useful life, the recipient has unreasonably delayed or failed to use the federally assisted property for its originally intended purpose. Recipients are also required to notify FTA before property is removed from the service originally intended at the time of approval of the Award and if property is put to additional or substitute uses.

(4) Idle Facilities and Idle Capacity

(a) Idle facility means completely unused facilities that are excess to the recipient's current needs. Idle capacity means the unused capacity of partially used facilities. Idle capacity is the difference between that which a facility could achieve under 100 percent operating time, on a one-shift basis, less operating interruptions resulting from time lost for repairs, setups, unsatisfactory materials, and other normal delays and the extent to which the facility was actually used to meet demands during the accounting period.

(b) Costs of Idle Facilities or Idle Capacity. Cost of idle facilities or idle capacity means costs such as maintenance, repair, housing, rent, and other related costs including insurance and depreciation. The costs of idle facilities are unallowable except to the extent that they are necessary to meet workload requirements which may fluctuate and are allocated appropriately to all programs or it can be shown that the costs were necessary when acquired and are now idle because of changes in program requirements, efforts to achieve more economical operations, reorganization, termination or other causes which could not have been reasonably foreseen. Under the exception previously stated, costs of idle facilities are allowable for a reasonable period of time, ordinarily not to exceed one year, depending on the initiative taken to use, lease, or dispose of the facilities and the justification provided by the recipient for FTA review and approval.

SCC5. Is FTA-funded real property used solely for its originally authorized purpose?

BASIC REQUIREMENT

Recipients must use real property for project purposes.

APPLICABILITY

Recipients with FTA-funded real property

DETAILED EXPLANATION FOR REVIEWER

FTA-funded real property is expected to be used for the originally authorized purpose as long as needed for that purpose. Real property includes land, affixed land improvements, structures, and appurtenances. FTA has an interest in real property when FTA funds were used to purchase, construct, improve, or repair the property. During that time, the recipient must not dispose of or encumber its title or other interests in the real property. Recipients are required to notify FTA when property is removed from the service originally intended at award approval or if property is put to additional or substitute uses.

INDICATORS OF COMPLIANCE

- a. *Has any real property been removed from the service originally intended at the time of award approval or put to additional or substitute uses since the last Comprehensive Review?*
- b. *If yes, was FTA notified?*

INSTRUCTIONS FOR REVIEWER

Obtain notification of property put to additional or substitute uses since the last Comprehensive Review from the regional office. Obtain and review the recipient's real property inventory to ascertain if any property is identified as being used for a purpose other than originally approved, removed from service or put to additional or substitute use and determine if FTA was appropriately notified. Obtain any property management procedures used by the recipient to understand how it maintains control over real property. If no such procedures are available, discuss with the recipient during the site visit. During the site visit, tour the FTA-funded facility (or facilities) to confirm current uses of FTA-funded real property to ensure that they are used for authorized purposes and not unauthorized incidental uses.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it did not notify FTA when real property was removed from the service originally intended at the time of award approval or put to additional or substitute use.

DEFICIENCY CODE SCC5-1: Real property not used for authorized purposes

SUGGESTED CORRECTIVE ACTION: The recipient must inform the FTA regional office of real property that has been removed from service or put to additional or substitute uses without FTA approval and must submit to the FTA regional office procedures for notifying FTA when FTA-funded real property has been removed from service or put to additional or substitute uses.

GOVERNING DIRECTIVE

2 CFR 200.311 Real property

(b) *Use.* Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose, during which time the non-Federal entity must not dispose of or encumber its title or other interests.

FTA Circular 5010.1E, Ch. IV, Section 2. Real Property, (i) Property Management (2)-(6)(a)3a-e

(2) *Use.* Real property must be used for the originally authorized purpose as long as needed for that purpose. Recipients must not dispose of, modify the use of, or encumber its title or other interests in the federally assisted site and facilities without prior FTA written approval. Recipients are required to use

federally assisted property continuously and appropriately throughout the useful life of the property. Recipients may be required to return the entire amount of Federal assistance spent on the Award or federally assisted property thereunder if, during the useful life, the recipient has unreasonably delayed or failed to use the federally assisted property for its originally intended purpose. Recipients are also required to notify FTA before property is removed from the service originally intended at the time of approval of the Award and if property is put to additional or substitute uses.

SCC6. If the recipient disposed of FTA-funded real property since the last Comprehensive Review, were FTA requirements followed?

BASIC REQUIREMENT

Recipients must follow FTA requirements for disposition of real property.

APPLICABILITY

Recipients with FTA-funded real property

DETAILED EXPLANATION FOR REVIEWER

When real property is no longer needed for any transit purpose, the recipient must request and follow disposition instructions from FTA. Real property includes land, affixed land improvements, structures, and appurtenances. The instructions must provide for one of the following alternatives:

1. Retain title after compensating FTA
2. Sell the property and compensate FTA
3. Transfer title to the Federal awarding agency or to a third party designated/approved by the FTA

INDICATORS OF COMPLIANCE

- a. *Was prior approval obtained from FTA with the method of disposition for real property?*
- b. *If required, was FTA reimbursed for its share of disposition proceeds?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's real property disposal request for FTA's approval of the disposition method. Review FTA's approval to verify the approved disposition method, along with FTA's instructions on disposition proceeds. Obtain and review the recipient's disposition records to confirm that the approved disposition method was used. Review records documenting how fair market value was arrived at for any real property not sold competitively. Obtain documentation of proceeds received and verify that it was used as approved by FTA. Confirm with FTA, receipt of funds, as applicable.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it did not obtain prior FTA approval for the method of disposition of FTA-funded real property.

DEFICIENCY CODE SCC6-1: Failure to obtain FTA approval for real property disposal

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office information on the method of disposition of real property for which it did not obtain prior FTA approval along with procedures for obtaining FTA approval on the method of any future disposition of FTA-funded real property.

The recipient is deficient if it did not reimburse FTA for its share of disposition proceeds.

DEFICIENCY CODE SCC6-2: Failure to reimburse FTA after disposal of real property

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

GOVERNING DIRECTIVE

2 CFR 200.311 Real property

(c) *Disposition*. When real property is no longer needed for the originally authorized purpose, the non-Federal entity must obtain disposition instructions from the Federal awarding agency or pass-through entity. The instructions must provide for one of the following alternatives:

(1) Retain title after compensating the Federal awarding agency. The amount paid to the Federal awarding agency will be computed by applying the Federal awarding agency's percentage of participation in the cost of the original purchase (and costs of any improvements) to the fair market value of the property. However, in those situations where the non-Federal entity is disposing of real property acquired or improved with a Federal award and acquiring replacement real property under the same Federal award, the net proceeds from the disposition may be used as an offset to the cost of the replacement property.

(2) Sell the property and compensate the Federal awarding agency. The amount due to the Federal awarding agency will be calculated by applying the Federal awarding agency's percentage of participation in the cost of the original purchase (and cost of any improvements) to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses. If the Federal award has not been closed out, the net proceeds from sale may be offset against the original cost of the property. When the non-Federal entity is directed to sell property, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.

(3) Transfer title to the Federal awarding agency or to a third party designated/approved by the Federal awarding agency. The non-Federal entity is entitled to be paid an amount calculated by applying the non-Federal entity's percentage of participation in the purchase of the real property (and cost of any improvements) to the current fair market value of the property.

FTA Circular 5010.1E, Ch. IV, Section 2. Real Property, (j) Real Estate Disposition, (2) Disposition

(b) Disposition Methods. "When real property is no longer needed for any transit purpose, the recipient will request disposition instructions from FTA. The allowable disposition methods are as follows:

1 Sell and Reimburse FTA. Competitively market and sell the property and pay FTA the greater of its share of the fair market value of the property or the straight line depreciated value of the improvements plus land value. FTA's share of the fair market value is the percentage of FTA participation in the original Award multiplied by the best obtainable price, minus reasonable sales costs. If the property has never been used for the appropriate purposes of the Award, the recipient shall sell the property and pay FTA the greater of FTA's share of the fair market value or the entire amount of Federal assistance spent on that property.

2 Offset. Sell the property and apply the net proceeds from the sale to the cost of replacement property under the same program. Return any excess proceeds to FTA in accordance with 2 CFR § 200.311.

3 Sell and Use Proceeds for Other Capital Projects Under an Award. Sell the property and use the proceeds to reduce the gross cost of another FTA eligible capital transit project under an Award. See 49 U.S.C. § 5334(h)(4). The recipient is expected to record the receipt of the proceeds in the recipient's accounting system, showing that the funds are restricted for use in a subsequent capital project, and

reduce the amount of those restricted funds as those proceeds are applied to one or more FTA approved capital projects under Awards. FTA must approve the application of the proceeds to a subsequent capital Award, which should clearly show that the gross cost of the Award has been reduced with proceeds from the earlier transaction. Examples of future FTA eligible capital transit projects include: the acquisition of buses, facilities, and equipment.

4 Sell and Keep Proceeds in an Open Award. If the Award is still open, the recipient may sell the excess property and apply the proceeds to the original cost of the total real property purchased for that Award. This may reduce the Federal share of the Award.

5 Transfer to Public Agency for Non-Transit Use. Follow procedures for publication in the Federal Register to transfer property (land or equipment) to a public agency with no repayment to FTA. This is a competitive process, and there is no guarantee that a particular public agency will be awarded the excess property. See 49 U.S.C. § 5334(h)(1) – (h)(3).

6 Transfer to Another Award. Transfer the property to another FTA eligible Award. The Federal interest continues.

7 Retain Title with Buyout. Compensate FTA by computing the percentage of FTA participation in the original cost. Multiply the current fair market value of the property by this percentage. The recipient must document the basis for value determination; typically, this documentation is an appraisal or market survey. Alternatively, the recipient may pay FTA the straight-line depreciated value of improvements plus land value, if this is greater than FTA's share of the fair market value.

8 Sales Procedure. Sales procedures shall be followed that provide for competition to the extent practicable and result in the highest possible return or at least payment of appraised fair market value.

SCC7. Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968?

BASIC REQUIREMENT

Recipients must have flood insurance under the National Flood Insurance Act of 1968 for federally-funded buildings located in areas that have been identified as having special flood hazards.

APPLICABILITY

Recipients with real property located in a flood zone

DETAILED EXPLANATION FOR REVIEWER

Section 102 of the Flood Disaster Protection Act of 1973 (FDPA) prohibits the Federal government from providing funds for acquisition or construction of buildings located in a special flood hazard area (100-year flood zone) unless the owner of the property first has obtained flood insurance. Specifically, Federal agencies may not provide any financial assistance for the acquisition, construction, reconstruction, repair, or improvement of a building unless the recipient has first acquired flood insurance under FDPA to cover the buildings constructed or repaired with Federal funds. The Federal Emergency Management Agency (FEMA) has defined "building" in its regulations implementing the National Flood Insurance Program (NFIP) as "a building with two or more outside rigid walls and a fully secured roof that is affixed to a permanent site." In addition, where structures are both above and below ground, the flood insurance requirement applies where at least 51 percent of the cash value of the structure, less land value, is above ground.

Section 401a of the FDPA of 1973 states flood insurance shall not be required on any state-owned property that is covered under a state policy of self-insurance satisfactory to the Director of the Federal Emergency Management Agency. The following states have submitted applications and adequate supporting documentation and have been determined by the Federal Insurance Administrator to be exempt from the requirement of flood insurance on state-owned structures and their contents because they have in effect adequate state plans of self-insurance: Florida, Georgia, Iowa, Kentucky, Maine, New Jersey, New York, North Carolina, Oregon, Pennsylvania, South Carolina, Tennessee, and Vermont.

Self-insurance may not be used to satisfy flood insurance requirements for non-state entities or states that have not been exempted from the requirements by the Federal Insurance Administrator.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have procedures for identifying which federally assisted buildings are located in a special flood hazard area and determining sufficient levels of insurance?*
- b. *Does the recipient have procedures for identifying and determining sufficient levels of insurance for federally assisted equipment located in non-federally assisted buildings that are located in a special flood hazard area?*
- c. *Does the recipient have any plans to or did it use Federal funds to construct buildings or purchase equipment for a building located in an area that has been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968?*
- d. *Has the recipient complied with the flood insurance purchase provisions of section 102(a) of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C §4012a (a), with respect to any project involving construction, or an acquisition?*

INSTRUCTIONS FOR REVIEWER

Obtain and review evidence from the recipient that it has procedures to determine which federally assisted buildings are located in a special flood hazard area and procedures for determining sufficient levels of insurance. The recipient's procedures do not have to be written. Obtain and review evidence of flood insurance to verify that the recipient purchased the required insurance for any property it or the region identified as needing such. Obtain information on the value of the property to determine that the coverage is in an amount at least equal to the Federal investment (less estimated land cost) or equal to the maximum limit of coverage made available with respect to the particular type of property under the National Flood Insurance Act of 1968. If the property is covered under a group plan or a statewide insurance pool, review to verify what property of the recipient is specifically covered. If property is covered by a blanket flood insurance policy that does not identify specific buildings and building contents, obtain flood insurance purchase methodology from the recipient that demonstrates that they have adequate coverage for all buildings and contents located in special flood hazard areas.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not have, or has inadequate, flood insurance for any FTA-funded facility in a special flood hazard area.

DEFICIENCY CODE SCC7-1: Insufficient flood insurance

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation of adequate flood insurance protection.

The recipient is deficient if it does not have adequate procedures for identifying which federally assisted buildings are located in a special flood hazard area and for determining sufficient levels of insurance.

DEFICIENCY CODE SCC7-2: Inadequate procedures for identifying federally assisted buildings in special flood hazard area and for determining sufficient levels of insurance.

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office procedures to identify federally-assisted buildings that are located in a special flood hazard area. In addition, the recipient must submit to the FTA regional office, a list of those federally-assisted buildings that are located in a special flood hazard area, along with documentation of adequate insurance protection.

GOVERNING DIRECTIVE

U.S.C. §4012a (a) Amount and term of coverage

After the expiration of sixty days following December 31, 1973, no Federal officer or agency shall approve any financial assistance for acquisition or construction purposes for use in any area that has been identified by the Administrator as an area having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968 [42 U.S.C. 4001 et seq.], unless the building or mobile home and any personal property to which such financial assistance relates is covered by flood insurance in an amount at least equal to its development or project cost (less estimated land cost) or to the maximum limit of coverage made available with respect to the particular type of property under the National Flood Insurance Act of 1968, whichever is less: Provided, That if the financial assistance provided is in the form of a loan or an insurance or guaranty of a loan, the amount of flood insurance required need not exceed the outstanding principal balance of the loan and need not be required beyond the term of the loan. The requirement of maintaining flood insurance shall apply during the life of the property, regardless of transfer of ownership of such property.

FTA Circular 5010.1E, Ch IV, Section 4.p. Insurance

(1) Flood Insurance. The Recipient agrees to have flood insurance as required by the Flood Disaster Protection Act of 1973, 42 U.S.C. §4012a (a), for any building located in a special flood hazard area (100-year flood zone), before receiving Federal assistance to acquire, construct, reconstruct, repair, or improve that building. Additionally, the building and its contents must be covered by flood insurance in an amount at least equal to the Federal investment (less estimated land cost) or equal to the maximum limit of coverage made available with respect to the particular type of property under the National Flood Insurance Act of 1968. Current limits are \$500,000 per building and \$500,000 for the contents of each building.

FTA has defined building and contents coverage in its Emergency Relief rule, 49 CFR part 602, as follows:

- (a) Building. For insurance purposes, a structure with two or more outside rigid walls and a fully secured roof, that is affixed to a permanent site. This includes manufactured or modular office trailers that are built on a permanent chassis, transported to a site in one or more sections, and affixed to a permanent foundation.
- (b) Contents coverage. For insurance purposes, contents are personal property within a building, including fixtures, machinery, equipment, and supplies. In addition to the costs to repair or replace, contents insurance coverage shall include the cost of debris removal and the reasonable cost of removal of contents to minimize damage.

National Flood Insurance Act of 1968 and the Flood Disaster Protection Act of 1973

- (1) State-owned property. Notwithstanding the other provisions of this section, flood insurance shall not be required on any State-owned property that is covered under an adequate State policy of self-

insurance satisfactory to the Director. The Director shall publish and periodically revise the list of States to which this subsection applies.

Flood Disaster Protection Act of 1973, Section 3(a)(4)

Financial assistance for acquisition or construction purposes" means any form of financial assistance which is intended in whole or in part for the acquisition, construction, reconstruction, repair, or improvement of any publicly or privately owned building or mobile home, and for any machinery, equipment, fixtures, and furnishings contained or to be contained therein...

49 CFR 75.14, – State exempt under this part

The following States have submitted applications and adequate supporting documentation and have been determined by the Federal Insurance Administrator to be exempt from the requirement of flood insurance on State-owned structures and their contents because they have in effect adequate State plans of self-insurance: Florida, Georgia, Iowa, Kentucky, Maine, New Jersey, New York, North Carolina, Oregon, Pennsylvania, South Carolina, Tennessee, and Vermont.

SCC8. Does the recipient maintain control over FTA-funded equipment?

BASIC REQUIREMENT

Recipients must maintain control over FTA-funded equipment in accordance with 2 CFR 200 and FTA requirements.

APPLICABILITY

Recipients that operate or lease FTA-funded equipment

DETAILED EXPLANATION FOR REVIEWER

Equipment means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$5,000. Equipment includes rolling stock, computing devices, information technology systems, and all other such property used in the provision of public transit service.

State recipients may use, manage, and dispose of equipment acquired under an FTA award according to state law and procedures. States are free to adopt the procedures established in 2 CFR part 200 or use them as a guide in developing state procedures for equipment use, management, and disposition, but they are not required to do so. However, FTA requires that the procedures must be sufficient to maintain continuing control over FTA-funded equipment.

Non-state recipients are required to follow the equipment management requirements of 2 CFR 200.313 Equipment, including maintaining property records, conducting and reconciling a physical inventory, and developing an adequate property control system.

Equipment use for non-federally assisted programs or projects is permissible in some cases. Non-transit use of FTA assisted property is acceptable so long as it is incidental, does not interfere with transit use (transit has priority), all costs are accounted for, and income generated is retained by the recipient for transit use.

Recipients may lease FTA-funded assets to others for use in transit service. Prior FTA concurrence is required. If the lease is described in the award application, FTA approval of the award constitutes approval of the lease. When FTA-funded assets are leased to a private operator, the lease should contain certain provisions.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Biennial Inventory

A recipient should notify its FTA Regional Office of any delays in conducting a physical inventory of its federally funded assets due to local public health emergency conditions, including stay-at-home restrictions. If the physical inventory could not be carried out in compliance with local public health restrictions, the recipient should have documented the reason for the delay in its files. The recipient should have conducted the physical inventory once permissible under local public health restrictions and deemed safe to do so, and have notified the FTA Regional Office once it was completed.

INDICATORS OF COMPLIANCE

For state recipients, answer indicators (a), (e), (f) and (g). For all other recipients, answer indicators (b)-(g).

- a. *How does the state maintain control over FTA-funded equipment for services it operates or leases?*
- b. *Do non-state recipient equipment records provide the required information?*

Equipment Inventory Required Data Elements	Comment
Description	-
Identification number or serial number	-
Title holder	-
Federal Award Information Number (FAIN)	-
Acquisition date	-
Acquisition cost	-
Federal participation percentage	-
Location	-
Useful life	-
Use and condition	-
Disposition data, including date of disposal and sale price, or method used to determine fair market value	-

- c. *When did the non-state recipient conduct physical inventories?*
 - i. *Were the inventories performed at least every two years?*
 - ii. *If not, did the recipient delay conducting its biennial physical inventory due to the COVID-19 public health emergency?*
 1. *If yes, did the recipient notify FTA and document the reason for the delay in its files?*

2. *If yes, did the recipient notify FTA once its biennial physical inventory was completed?*
 - iii. *Was there a reconciliation of the results?*
- d. *What procedures and systems does the non-state recipient have in place to prevent loss, damage, or theft of FTA-funded equipment?*
- e. *Does the recipient have incidental use of any FTA-funded equipment? If yes,*
 - i. *Was FTA prior approval obtained?*
 - ii. *Does the incidental use interfere with public transit operations?*
 - iii. *Are costs related to the incidental use fully accounted for?*
 - iv. *Are revenues used to support public transportation?*
- f. *Has the recipient received written approval from FTA for leases of FTA-funded assets to private operators? (Does not include transit operating contractors.)*
- g. *Do the leases to private operators contain the required provisions? (Does not include transit operating contractors.)*

Required Lease Provisions	Comments
The lease must be subject to and incorporate by reference the terms and conditions of the Grant or Cooperative Agreement.	-
The federally assisted property shall be operated by the lessee to serve the best interests and welfare of the recipient, lessor, and the public; the terms and conditions for operation of service imposed by the recipient shall be evidenced in a service agreement.	-
The lessee shall maintain the federally assisted property at a high level of cleanliness, safety, and mechanical soundness under maintenance procedures outlined by the recipient; the recipient, lessor, and/or FTA shall have the right to conduct periodic maintenance inspections for the purpose of confirming the existence, condition, and the proper maintenance of the federally assisted property.	-
The lease needs to cross reference a service agreement. A default under the lease is a default under the service agreement and vice versa.	-

INSTRUCTIONS FOR REVIEWER

For states: Review the state's procedures for maintaining control over FTA-funded equipment to understand how it manages, uses, and disposes of it. Potential procedures include: equipment inventories, physical inventories, insurance, disposition procedures, and security measures. Note data elements tracked in an equipment inventory, if maintained. Note frequency of physical inventories, if conducted. Review insurance or self-insurance on FTA-funded equipment to confirm that the Federal interest is protected. Review security procedures to ascertain how the state stores, tracks, and secures the FTA-funded assets to deter against the loss and/or damage of such assets. Review procedures for equipment disposition to ensure that equipment is not disposed of before the end of useful life, the Federal interest is protected, and the maximum return is sought. Obtain and review equipment records to determine that the state is following its procedures in using, managing, and disposing of the FTA-funded assets.

For recipients that are not states: Obtain from the recipient equipment records that provide the required data elements. Review the records to verify that the required data elements listed in the table in indicator "b" are identified for each FTA-funded asset. It is acceptable if no single report shows all the required data as long as the recipient can demonstrate that the records are complete.

Obtain and review the recipient's inventory control procedures, if written, to determine how the recipient tracks inventory and reconciles to its equipment records. Onsite obtain and review the recipient's annual or biennial inventory to ensure the inventory was completed and the results were reconciled to the equipment records. In a tour of facilities, sample an item purchased prior to when the physical inventory was conducted to confirm that it is listed in the equipment records. Using each fiscal year's single audit obtained from the Federal Audit Clearinghouse (FAC) in the Financial Management and Capacity area, ascertain if there are any findings related to the recipient's compliance with the inventory control and if they were resolved.

Review the recipient's equipment management and security procedures to ascertain how the recipient stores, tracks, and secures the FTA-funded assets to deter against the loss and/or damage of such assets. Review insurance coverage to confirm that the Federal interest is protected. During the site visit, discuss any losses to FTA-funded equipment and how the losses were investigated or documented. Tour facilities to ascertain how the recipient has implemented its control procedures to secure the FTA-funded asset to prevent loss, damage, or theft.

Consult with the FTA regional office regarding any approvals for incidental use of FTA-funded equipment. Review single audits for evidence of revenue resulting from incidental use. During the site visit, confirm with the recipient any incidental uses of FTA-funded equipment. If incidental use occurs, confirm with the recipient how it ensures that the incidental use does not interfere with public transportation services, costs associated with incidental uses are fully accounted for, and that revenues are used for public transportation. Review a sample of three incidences of incidental use to determine the time and date of the uses and whether the uses potentially interfered with public transportation services. For those three incidents, review accounting records documenting that costs associated with incidental uses are fully accounted for and that revenues are used for public transportation.

For all recipients: Confer with the FTA regional office on whether it has approved any leases between the recipient and private operators. Obtain FTA approvals for the leases. Obtain a listing of private operators that lease federally-funded equipment. Compare the list of private operators who lease federally-funded equipment with the approvals obtained from the regional office. For any discrepancies between the FTA record of approval and the recipient's records, follow up with the recipient for documentation of approval. For any lease not approved by FTA, review to ensure that it includes the required provisions.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Inquire of the FTA regional office if the recipient notified it that it would not be able to meet the biennial inventory requirement. If such notification was made, request if the recipient also notified the FTA regional office once the biennial inventory was completed. If no information is available from FTA, and

the recipient had not conducted the biennial inventory as required, discuss with the recipient if the delay was due to the COVID-19 public health emergency. If there was, confirm that the recipient notified the FTA regional office and documented the reason for the delay. If the recipient was able to eventually conduct the physical inventory, inquire if it notified the FTA regional office when it was completed.

POTENTIAL DEFICIENCY DETERMINATIONS

The **state recipient** is deficient if it does not have procedures for using, managing, and disposing of FTA-funded equipment.

DEFICIENCY CODE SCC8-1: No state procedures for FTA-funded equipment

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office evidence that state procedures for maintaining control over FTA-funded equipment.

The **state recipient** is deficient if it does not follow its procedures for using, managing, and disposing of FTA-funded equipment.

DEFICIENCY CODE SCC8-2: State equipment procedures not followed

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office evidence that it is implementing its procedures for maintaining control over FTA-funded equipment.

The **non-state recipient** is deficient if its FTA-funded equipment records are missing required data elements.

DEFICIENCY CODE SCC8-3: Inadequate equipment records

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office updated equipment records which include all of the required information.

The **non-state recipient** is deficient if it does not inventory equipment biennially or reconcile the results.

DEFICIENCY CODE SCC8-4: No evidence of physical inventory or reconciliation

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has performed the physical inventory of FTA-funded equipment and has reconciled them to records, along with procedures for doing so.

The **non-state recipient** is deficient if it has not investigated and documented any loss, damage, or theft of FTA-funded equipment.

DEFICIENCY CODE SCC8-5: Inadequate property control system

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office an adequate control system to prevent future loss, damage, or theft of FTA-funded equipment.

The recipient is deficient if it does not have FTA concurrence for leasing FTA-funded assets to private operators.

DEFICIENCY CODE SCC8-6: No FTA concurrence for leases

SUGGESTED CORRECTIVE ACTION: The recipient must obtain approval for leases of FTA-funded assets to private operators and submit to the FTA regional office procedures for obtaining FTA approval before leasing FTA-funded assets to private operators.

The recipient is deficient if the lease for FTA-funded assets to private operators does not include the required provisions.

DEFICIENCY CODE SCC8-7: Lease missing required provisions

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office amended leases of FTA-funded assets to private operators that include the required terms and conditions, along with procedures for including the terms and conditions in future leases.

The recipient is deficient if has incidental use of FTA-funded equipment but did not receive prior FTA approval; the incidental use interferes with public transit operations; costs related to incidental use are not fully accounted for; or revenue are not used to support public transportation.

DEFICIENCY CODE SCC8-8: Incidental use of FTA-funded equipment deficiencies

SUGGESTED CORRECTIVE ACTION 1: The recipient must obtain permission from the FTA regional office for the incidental use of the FTA-funded equipment.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office procedures for ensuring that the incidental use of the FTA-funded equipment does not interfere with public transportation services.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the FTA regional office procedures for fully accounting for costs associated with the incidental use of FTA-funded equipment.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the FTA regional office procedures for using revenues gained from incidental use of FTA-funded equipment for public transportation.

GOVERNING DIRECTIVE

2 CFR 200.313 Equipment

(b) *General.* A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures. Other non-Federal entities must follow paragraphs (c) through (e) of this section.

(d) *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

FTA Circular 5010.1E, Ch. IV, Section 4e(3). Incidental Use

Incidental Use. Any incidental use of federally assisted property will not exceed that permitted under applicable federal laws, regulations, and directives. Incidental use requires prior FTA approval except when it involves coordinated public transit human services transportation. Consult your FTA regional or metropolitan office prior to incorporating incidental use activities in projects. See section 2 of this chapter, above, for further information related to incidental use for real property whose principles apply to equipment. Incidental use will be permitted if:

- a) The incidental use does not interfere with the recipient's project or public transportation operations;
- b) The recipient fully recaptures all costs related to the incidental use from the non- transit public entity or private entity, including all applicable excise taxes on fuel for fueling facilities and wear and tear to capital improvements;
- c) The recipient uses revenues received from the incidental use for capital and/or operating expenses that were or will be incurred to provide the public transportation; and
- d) Private entities pay all applicable excise taxes on fuel.

FTA Circular 5010.1E, Ch. IV, Section 4l(4) – (5). Leases

(4) The Recipient as Lessor. In all instances in which the recipient is a lessor (the party leasing an asset to another), the recipient must obtain FTA's written concurrence before leasing federally assisted assets to others. In addition, for equipment leasing, recipients must comply with FTA's Charter Service regulations, School Bus Operations regulations, and with requirements below:

(5) Leasing FTA Assisted Assets to Others for Transit Service. The recipient may enter into a contract for leasing its federally assisted property to a private operator (the lessee). The lease must be subject to and incorporate by reference the terms and conditions of the Grant or Cooperative Agreement. Under this arrangement, the recipient (the lessor) should include the following provisions in the proposed lease agreement:

- 1 The federally assisted property shall be operated by the lessee to serve the best interests and welfare of the recipient, lessor, and the public; the terms and conditions for operation of service imposed by the recipient shall be evidenced in a service agreement;
- 2 The lessee shall maintain the federally assisted property at a high level of cleanliness, safety, and mechanical soundness under maintenance procedures outlined by the recipient; the recipient, lessor, and/or FTA shall have the right to conduct periodic maintenance inspections for the purpose of confirming the existence, condition, and the proper maintenance of the federally assisted property; and
- 3 The lease needs to cross reference a service agreement. A default under the lease is a default under the service agreement and vice versa.

Frequently Asked Questions (FAQ) from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19) AD20

A recipient should notify its FTA Regional Office of any delays in conducting a physical inventory of its federally funded assets due to local public health emergency conditions, including stay-at-home restrictions. If the physical inventory cannot be carried out in compliance with local public health restrictions, the recipient should document the reason for the delay in its files. The recipient should conduct the physical inventory once permissible under local public health restrictions and deemed safe to do so, and notify the FTA Regional Office upon completion.

SCC9. Was equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?

BASIC REQUIREMENT

Recipients must use and dispose of FTA-funded equipment in accordance with 2 CFR 200 and FTA requirements.

APPLICABILITY

Non-state recipients

DETAILED EXPLANATION FOR REVIEWER

The recipient must notify FTA immediately when any project property is withdrawn from project use prior to the end of its useful life or when any project property is used in a manner substantially different from the representations the recipient made in the award agreement or cooperative agreement for the project.

Disposition of equipment before the end of useful life requires prior FTA approval. A rolling stock status report, an example of which is provided in FTA C. 5010.1E Appendix E, must accompany the request. Service life for rolling stock and facilities is defined at the end of this section. The useful life in years refers to total time in service, not time spent otherwise unavailable for regular transit use. The recipient should have a mechanism to adjust the service life of any FTA-funded vehicle for significant time (i.e., six months) or mileage not spent in regular transit use.

Even after the equipment's useful life is expended, FTA is entitled to its share of the remaining Federal interest (subject to the next paragraph). The Federal interest is the greater of the FTA share of the straight-line depreciated value (based on years or miles for rolling stock) or the sale price. The recipient may elect to use the trade-in value or the sales proceeds from a bus or rail vehicle to acquire a replacement vehicle of like kind, subject to FTA approval.

Equipment with a unit market value of \$5,000 or less that has reached the end of its useful life requires no FTA reimbursement. Equipment that has reached the end of its useful life and for which the unit market value exceeds \$5,000 requires reimbursement to FTA of the proportionate share of the fair market value or the net proceeds of the sale. Net proceeds are the amount realized from the sale of property no longer needed for transit purposes less allowable deductions for selling and handling expenses (i.e., the recipient may deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses).

With prior FTA approval, the recipient can use sale proceeds to reduce the gross project cost of future FTA eligible capital transit awards. The recipient is expected to record the receipt of the proceeds in its accounting system, showing that the funds are restricted for use in a subsequent capital award, and reduce the liability as the proceeds are applied to one or more FTA-approved capital awards. The subsequent capital award application should contain information showing FTA that the gross project cost has been reduced with proceeds from the earlier transaction.

For the disposition of supplies for which there is no transit use with a total aggregate fair market value that exceeds \$5,000, the recipient must compensate FTA for its share or transfer the sales proceeds to reduce the gross project cost of another capital project.

If the recipient or a subrecipient receives insurance proceeds when project property has been lost or damaged by fire, casualty, or natural disaster, the recipient must:

- Apply those proceeds to the cost of replacing the damaged or destroyed project property taken out of service, or
- Return to FTA an amount equal to the remaining Federal interest in the lost, damaged, or destroyed project property.

The Federal interest is not dependent on the extent of insurance coverage or on the insurance adjustment received.

INDICATORS OF COMPLIANCE

- a. *Was FTA notified when equipment with remaining useful life was withdrawn from project use or applied to a different use?*
- b. *Did the recipient obtain prior FTA approval for disposition of equipment removed from service before the end of its useful life?*
- c. *Did the recipient dispose of equipment with a unit market value over \$5,000 or sell equipment in which the net proceeds of the sale were over \$5,000? If yes, proceed to Indicator d. If no, skip to Indicator e.*
- d. *Was FTA reimbursed for its share of proceeds, if required? Were retained proceeds applied to reduce the project's eligible cost?*
- e. *Were insurance proceeds applied to the cost of replacing any damaged or destroyed project equipment or rolling stock?*

INSTRUCTIONS FOR REVIEWER

Confer with the regional office regarding requests for disposition of equipment, returned proceeds, and like-kind exchanges since the last Comprehensive Review. Obtain notifications to FTA regarding equipment withdrawn from project use or applied to a different use. Obtain requests to FTA for disposition instructions for equipment removed from service before the end of useful life. Obtain and review the recipient's disposition records to confirm that the approved disposition method was used. Obtain verification of proceeds transferred back to FTA (i.e., sale records and financial reports). Review records documenting how fair market value was arrived at for any equipment not sold competitively. Review the recipient's accounting system to verify the sale proceeds are restricted for use in subsequent capital awards. Review TrAMS to ensure that in any subsequent capital award the application/awards contain information showing FTA that the gross project cost has been reduced by the amount of the proceeds.

The following table defines the useful life of several typical FTA-funded items based on FTA Circular 5010.1E. For items not listed by FTA in the table below, useful life definitions may be obtained from other reasonable sources, including the Department of Defense (DOD) and Internal Revenue Service (IRS), based on acceptable accounting principles. It should be noted that the Altoona bus test reports for individual bus models do not define the useful life of rolling stock.

Vehicle	FTA-Defined Useful Life
35'-40' heavy duty bus and articulated transit buses	12 years or 500,000 miles
30' heavy duty transit bus	10 years or 350,000 miles
30' medium-duty transit bus (body on chassis)	7 years or 200,000 miles
25'-35' light duty transit bus (body on chassis vehicles)	5 years or 150,000 miles
Other vehicles (small buses, vans, sedans)	4 years or 100,000 miles
Rail vehicles	25 years
Fixed guideway steel-wheeled trolley	25 years

Vehicle	FTA-Defined Useful Life
Fixed guideway electric trolleybus	15 years
Passenger ferry	25 years
Other ferries without refurbishment	30 years
Other ferries with refurbishment	60 years
Note: A heavy duty transit bus is built as a bus whereas a medium duty bus is built on a truck chassis.	

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it did not notify FTA of equipment prematurely removed from service.

DEFICIENCY CODE SCC9-1: Failure to notify FTA of equipment removed from service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a list of equipment prematurely removed from service and procedures for notifying FTA of any premature removal of equipment from service.

The recipient is deficient if it did not reimburse FTA for disposition proceeds or obtain FTA permission to apply the proceeds to another capital project.

DEFICIENCY CODE SCC9-2: Non-permitted use of equipment disposal proceeds

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office reimbursement of FTA's share of proceeds from disposed property or obtain approval for retaining the proceeds to apply to another capital project. The recipient must submit to the FTA regional office procedures for reimbursing FTA for disposition proceeds or applying the proceeds to another capital project.

The recipient is deficient if it did not obtain FTA approval for applying insurance proceeds to replacement property, or did not return to FTA an amount equivalent to the remaining Federal interest in lost, damaged, or destroyed project property.

DEFICIENCY CODE SCC9-3: Non-permitted use of insurance proceeds

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for addressing insurance proceeds.

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

GOVERNING DIRECTIVE

2 CFR 200.313 Equipment

(b) *General.* A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures. Other non-Federal entities must follow paragraphs (c) through (e) of this section.

(c) *Use.*

(1) Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the non-Federal entity must not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:

(i) Activities under a Federal award from the Federal awarding agency which funded the original program or project, then

(ii) Activities under Federal awards from other Federal awarding agencies. This includes consolidated equipment for information technology systems.

(2) During the time that equipment is used on the project or program for which it was acquired, the non-Federal entity must also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by Federal awarding agency that financed the equipment and second preference must be given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-Federally-funded programs or projects is also permissible. User fees should be considered if appropriate.

(3) Notwithstanding the encouragement in §200.307 Program income to earn program income, the non-Federal entity must not use equipment acquired with the Federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal Government retains an interest in the equipment.

(4) When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property....

(e) *Disposition.* When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

(1) Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency.

(2) Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

(3) The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.

(4) In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition actions.

FTA Circular 5010.1E, Ch. IV, Section 4. Equipment and Supplies (Including Rolling Stock)

o. Disposition of Equipment and Supplies. Disposition requirements apply to equipment that has met its useful life, as well as equipment that is prematurely withdrawn from service before its useful life has been ended. FTA retains financial interest in equipment with a unit value exceeding \$5000, and supplies with an aggregate value exceeding \$5000, even if useful life has been met. State recipients must dispose of federally assisted property acquired under an Award by the state in accordance with state laws and procedures. Subrecipients of states will follow such policies and procedures allowed by the state with respect to disposition of equipment acquired under an FTA Award.

(3) Disposition or Inappropriate Use Before the End of the Asset's Useful Life: Any disposition of Federally assisted property before the end of its useful life requires prior FTA approval. FTA is entitled to its share of the remaining Federal interest.

(c) Insurance Proceeds. If the grantee receives insurance proceeds when project property has been lost or damaged by fire, casualty, or natural disaster, the grantee agrees to:

1 Apply those proceeds to the cost of replacing the Federally assisted property that is damaged or destroyed or taken out of service, or

2 Return to FTA an amount equal to the remaining Federal interest in the Federally assisted property that is lost, damaged, or destroyed project property.

The Federal interest does not depend on the extent of insurance coverage or on the insurance adjustment received.

(d) Like-Kind Exchange Policy. With prior FTA approval, equipment may be disposed of before the end of its minimum useful life. In lieu of returning the Federal share to FTA, a recipient may elect to transfer the remaining Federal interest to replacement equipment of like kind. "Like-Kind" is defined as a bus for a bus with a similar useful life and a rail vehicle for a rail vehicle. Under the Like-Kind Exchange Policy, proceeds from the Federal share of the vehicle disposition are not returned to FTA; instead, all proceeds are reinvested in acquisition of the like-kind replacement vehicle. If the disposition proceeds are less than the amount of the Federal interest in the vehicle at the time it is being replaced, the recipient is responsible for providing the difference, along with the recipient's share of the cost of the replacement vehicle. If sales proceeds are greater than the amount of the Federal interest in the vehicle traded in or sold, the investment of all proceeds in acquisition of the like-kind replacement vehicle results in a reduction of the gross project cost.

(4) Disposition or Use of Assets for Other Than Purposes of the Award after the End of Their Useful Life.

(a) Retain and Use Elsewhere. After the minimum useful life of federally assisted property is reached or the property is no longer needed for the original Award, it may be used by the recipient for other transit projects or programs. FTA prior approval of this alternative is not required. FTA retains its interest in the federally assisted property if its fair market value exceeds \$5,000.

(b) Disposition of Property with a Fair Market Value of More Than \$5,000. After the useful life of federally assisted property is reached, or the property is no longer needed for the original Award, rolling stock and equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$5,000, may be retained or sold. FTA is entitled to an amount calculated by multiplying the current market value, or proceeds from sale, by FTA's percentage of participation in the cost of the original purchase. Rolling stock and equipment that is sold may have the

amount due FTA reduced by an amount of \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

(c) Sell and Use the Proceeds for Other Capital Awards, 49 U.S.C. § 5334(h)(4). After the useful life is met, or the property is no longer needed, and with prior FTA approval, the recipient may sell its federally assisted property for which there is no longer any public transportation purposes and use the proceeds to reduce the gross project cost of other future FTA eligible capital transit Awards. The recipient is expected to record the receipt of the proceeds in the recipient's accounting system, showing that the funds are restricted for use in a future capital Award, and reduce the liability as the proceeds are applied to one or more FTA approved capital Awards. If new applications are not immediately anticipated, the recipient must inform the appropriate FTA contact of the disposition within a reasonable amount of time. Otherwise, the subsequent capital application should contain information showing FTA that the gross project cost has been reduced with proceeds from the earlier transaction. The proceeds cannot retroactively be applied to an existing Award or project unless the Award is still open.

(d) Disposition of Property with a Fair Market Value of \$5,000 or Less Value. After the useful life of its federally assisted property is reached, rolling stock and equipment with a unit market value of \$5,000 or less, or supplies with a total aggregate market value of \$5,000 or less, may be retained, sold, or otherwise disposed of with no obligation to reimburse FTA. Records of this action must be retained. FTA approval of this action is not required.

SCC10. Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets?

BASIC REQUIREMENT

Recipients must manage bus fleets in accordance with FTA requirements.

APPLICABILITY

Recipients providing urban fixed-route bus service

DETAILED EXPLANATION FOR REVIEWER

FTA's spare ratio policy helps to ensure that buses are not acquired until they are needed. Notably, the policy does not require recipients to dispose of vehicles prior to the end of the useful life in order to keep the spare ratio at or below 20 percent. Rather, the policy provides that recipients with a spare ratio higher than 20 percent justify the reason for acquisition of new vehicles at the time they submit an award application as specified in FTA Circular 5010.

If applying for a new award, recipients may seek a short-term deviation from the spare ratio requirements for small deviations by preparing a brief justification explaining the reason for the deviation, a date by which the fleet spare ratio will come into compliance with the general requirements, and the recipient's plans to come into compliance. The deviation will generally be granted for no more than two years and must be approved by the regional administrator either in writing or by approval of the award. Recipients must promptly inform the regional office of any significant changes related to spare ratios, including plans for disposition or acquisition of vehicles and changes in vehicle needs.

INDICATORS OF COMPLIANCE

- a. *If the recipient operates 50 or more revenue vehicles in fixed-route urbanized area service, does the spare ratio exceed 20 percent? (For fixed-route fleets of less than 50 vehicles operated in urban service, note if the spare ratio seems reasonable in Issues/Areas of Concern for FTA awareness question 3.)*

Spare Ratio Calculation (Complete for all recipients providing urban fixed-route bus service.)	
a. Total number of revenue vehicles	-
b. Number of vehicles required for maximum service	-
c. Number of spare vehicles (a minus b)	-
d. Spare ratio (c divided by b)	-

i. *If yes, did the recipient submit an award application or receive an award to replace, rebuild, or acquire new vehicles after going above the 20-percent spare ratio threshold?*

1. *If yes, did the recipient request a short-term deviation and receive FTA approval for it?*

b. *Is there a bus contingency fleet? If yes, is the contingency plan up-to-date and does it include the required elements?*

Contingency Fleet Required Elements	Comment
List of buses showing year placed into service, year and mileage removed from service, and useful life in years and mileage	-
Where buses are stored and how protected	-
Maintenance activity	-

INSTRUCTIONS FOR REVIEWER

Check TrAMS to see if fleet status is available to calculate the spare ratio submitted with the most recent award application. Determine if the recipient's spare ratio exceeds the guideline or appears excessive and note the date of the award submission and/or execution. Discuss the results of the analysis with the FTA regional office to determine if any deviation requests were submitted and approvals granted for exceeding the 20-percent spare ratio requirement or there is special dispensation for the recipient, i.e., operates in rough terrain, etc.

Obtain a list of revenue vehicles and compare the number of vehicles to what is reported in TrAMS. Make updates to the spare ratio calculation. Obtain documentation from the recipient of peak requirements, such as rolling stock roster, documentation from the scheduling software or other dispatch records documenting the peak of the peak (Note the date of the records provided). Onsite obtain and check sample pull-out logs or fueling logs to verify peak hour requirements and buses in service at the time of the site visit. Confirm when the maximum number of vehicles is required and how often. Update the spare ratio calculation. If the spare ratio is more than 20 percent, review TrAMS to determine if the recipient submitted/received award applications for projects to replace, rebuild or acquire new vehicles since the date the spare ratio surpassed the 20 percent threshold. Discuss with the recipient if it submitted any deviation requests or obtained approval through an award or received written approval from FTA for the excess.

If no application award was submitted/received in TrAMS since the recipient exceeded the 20 percent spare ratio requirement, ask the recipient to explain the reasons for the excess rolling stock, such as

overall age of the fleet, different types of technologies, unique weather operating conditions, etc. Determine if buses in the fleet exceed the useful life benchmark. Determine whether and how often the recipient is able to meet pullout.

For recipients with contingency fleets review the contingency fleet plan to determine if the plan addresses the required elements. Review the recipient's equipment records to confirm the vehicles listed in the contingency fleet have met their useful lives. Ensure that the plan addresses the current contingency fleet.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if its spare ratio for fleets of 50 or more buses is higher than 20 percent, it submitted/received an award application in TrAMS for projects to replace, rebuild, or acquire new vehicles, and it did not request nor receive a deviation approval, or special dispensation from FTA.

DEFICIENCY CODE SCC10-1: Excessive fixed-route bus spare ratio

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a plan for reducing the spare ratio to 20 percent for fleets of 50 or more buses. The plan should include a spreadsheet listing for each bus type, the number of buses, and, for each year until the spare ratio reaches 20 percent, the number of buses to be disposed of, the number of buses to be added, the projected peak requirement, and the projected spare ratio. The plan should include detailed justifications for years in which spare ratios exceed 20 percent. If the plan cannot be completed within 90 days, the recipient must report progress in quarterly/annual reports.

NOTE: Consult with the FTA regional office if the recipient's spare ratio exceeds 20 percent and it did not submit nor receive an award for projects to replace, rebuild, or acquire new vehicles.

The recipient is deficient if it does not have a contingency fleet plan for vehicles designated as contingency or if the contingency plan does not address all required topics.

DEFICIENCY CODE SCC10-2: Lacking contingency plan/plan out of date

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office a contingency fleet plan for its contingency fleet.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office a revised contingency fleet plan that addresses all the required topics.

GOVERNING DIRECTIVE

FTA Circular 5010.1E, Ch. IV, Section 4. Equipment and Supplies (Including Rolling Stock)

k. Rolling Stock Spare Ratio Policies. Spare ratios will be taken into account in the review of Award proposed to replace, rebuild, or acquire additional vehicles. Spare ratio is defined as the total number of spare vehicles available for fixed-route service (regardless of type) divided by the total number of fixed-route vehicles required for annual maximum service (regardless of type). Spare ratio is usually expressed as a percentage, e.g., 100 vehicles required for maximum fixed-route service and 20 spare vehicles is a 20 percent spare ratio. Spare ratios are calculated for the transit system as a whole, not by vehicle type.

For purposes of the spare ratio calculation, "vehicles operated in maximum fixed-route service" is defined as the total number of revenue vehicles operated to meet the annual maximum service requirement. This is the revenue vehicle count during the peak week, day, and hours maximum service is provided. It excludes atypical days and special events.

- (1) Bus Fleet. The basis for determining a reasonable spare bus ratio takes local circumstances into account. The number of spare buses in the active fleet for recipients operating 50 or more

fixed-route revenue vehicles should not exceed 20 percent of the number of vehicles operated in maximum fixed-route service. FTA does not set a specific spare ratio for smaller operators, but expects the number of spare buses to be reasonable, taking into account the number of vehicles and variety of vehicle types and sizes.

Buses delivered for future expansion and buses that have been replaced, but are in the process of being disposed of, are not included in the calculation of spare ratio.

For each application identified to acquire vehicles, the applicant should address the subjects of current spare ratio, the spare ratio anticipated at the time the new vehicles are introduced into service, disposition of vehicles to be replaced including information on age and mileage, and the applicant's conformance with FTA's spare ratio guideline. An applicant is required to notify FTA if the spare ratio computation on which the application is based is significantly altered before the Award is made...

- (3) Spare Ratio Deviation. Recipients of buses recently procured may temporarily exceed their spare ratio thresholds. In those cases, recipients may seek a short-term deviation from the spare ratio requirements for small deviations. Recipients should prepare a brief justification explaining the reason for the deviation, a date by which the fleet spare ratio will come into compliance with the general requirements, and the recipient's plans to come into compliance. The deviation will generally be granted for no more than two (2) years and must be approved by the regional administrator either in writing or by approval of the Award.

Recipients must promptly inform the Regional Office of any significant changes related to spare ratios, including plans for disposition or acquisition of vehicles and changes in vehicle needs.

FTA Circular 5010.1E, Ch. IV, Section 4. Equipment and Supplies (Including Rolling Stock), k. Rolling Stock Spare Ratio Policies

(4) Contingency Fleet. FTA recognizes two types of vehicles—active and contingency. Revenue rolling stock stockpiled in a contingency fleet in preparation for emergencies must have met their minimum useful life requirements and must be properly stored, maintained, and documented in a contingency plan. FTA will also permit agencies to include vehicles that have met their minimum useful life in their contingency fleet if an agency is introducing zero emission vehicles into its fleet. These vehicles are not included in the calculation of spare ratio. Contingency plans are subject to review during triennial reviews and other FTA oversight reviews. Any rolling stock not supported by a contingency plan will be considered part of the active fleet.

Contingency fleet means inactive rolling stock reserved or retained for emergencies or other unforeseen and justified activities. These activities could include the evacuation of people during an emergency, use as crowd control or traffic barriers, loaners to other transit agencies during a justified need, temporary replacements for buses in the active fleet during major active fleet overhauls or bus maintenance activities and other activities that take a portion of the active fleet temporarily out of service.

The recipient should keep a record of information that demonstrates the need for the contingency fleet activation, the justification for activation and the period of time of activation. The contingency fleet plan should demonstrate that the bus has met its useful life by identifying the year the bus was placed in service, the year, and mileage when removed from service and the useful life of the bus in years and miles. The plan should identify where the buses will be stored, how they will be protected and list the maintenance activities performed on the bus to ensure they maintain their contingency bus fleet status.

SCC11. Does the rail fleet management plan meet FTA requirements?

BASIC REQUIREMENT

Recipients must manage rail fleets in accordance with FTA requirements.

APPLICABILITY

Recipients providing rail service

DETAILED EXPLANATION FOR REVIEWER

Because rail transit operations tend to be distinct from recipient to recipient, FTA requires rail operators to develop rail fleet management plans. The plans must discuss:

- Operating policies
- Peak requirements
- Maintenance/overhaul program
- System and service expansions
- Railcar procurements/schedules
- Spare ratio justification

The spare ratio justification should consider the average number of cars out of service for scheduled maintenance, unscheduled maintenance, and overhaul programs. It should account for historical variations in ridership and ridership changes that affect car needs due to system or service expansions. The justification should account for contingency needs due to destroyed cars and procurement schedules for fleet replacement and expansion. Cars delivered for future expansion and cars that have been replaced but are in the process of being disposed of should be identified and separated from other spares so as not to inflate the spare ratio. FTA has defined peak vehicle requirement to include “standby” trains that are scheduled, ready for service, and have a designated crew.

INDICATORS OF COMPLIANCE

- a. *Does the rail fleet management plan include the required elements?*

Rail Fleet Management Plan Required Elements	Comment
Operating policies	-
Peak requirements	-
Maintenance/overhaul program	-
System and service expansions	-
Railcar procurements/vehicles	-
Spare ratio justification	-

- b. *Does the rail fleet management plan reflect the current operating environment?*

INSTRUCTIONS FOR REVIEWER

Review the recipient documents in TrAMS for the rail fleet management plan. If not in TrAMS, confer with the FTA regional office to determine if the rail fleet management plan was requested and is on file. If it is not on file, request the plan from the recipient. Review the plan to ensure that it contains the required elements detailed in the table above. Follow up with the recipient to ensure that the plan is current and reflects the current operating environment, i.e., addresses the current fleet, operating policies, etc.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it has not prepared a rail fleet management plan, or the plan is missing required elements or is out-of-date, or the plan does not reflect current operations.

DEFICIENCY CODE SCC11-1: Lacking rail fleet management plan/plan out of date

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office a rail fleet management plan.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office an updated rail fleet management plan that includes all required elements or reflects current operations.

GOVERNING DIRECTIVE

FTA Circular 5010.1E, Ch. IV, Section 4. Equipment and Supplies (Including Rolling Stock), k. Rolling Stock Spare Ratio Policies

(2) **Rail Fleet.** “Because rail transit operations tend to be highly individualized, FTA has not established a specific number to serve as an acceptable spare ratio for rail transit operations. Nevertheless, rail operators should be aware that the recipient’s rail vehicle spare ratio and the rationale underlying that spare ratio will be examined during the triennial review whenever FTA assistance is used to purchase or rebuild rail vehicles.

The following guidance should be used to support an operator’s proposed rail vehicle spare ratio when the spare ratio is under review by FTA:

(a) An operator of a rail system should have in its file available upon request by FTA a rail fleet management plan that addresses operating policies (level of service requirements; train failure definitions, and actions); peak vehicle requirements (service period and make-up, e.g., standby trains); maintenance and overhaul programs (scheduled, unscheduled, and overhaul); system and service expansions; railcar procurements and related schedules; and spare ratio justifications.

(b) The spare ratio justification should consider the average number of railcars out of service for scheduled maintenance, the unscheduled maintenance and overhaul program, the allowance for ridership variation (historical data), ridership changes that affect railcar needs caused by expansion of the system or services, the contingency for destroyed railcars, and railcar procurements for replacements and system expansions.

(c) Railcars delivered for future expansion and railcars that have been replaced, but are in the process of being disposed of, should not be included in the calculation of spare ratio.

(d) Peak Vehicle Requirements include “standby” trains that are scheduled, ready for service, and have a designated crew.

(e) Factors that may influence spare ratios are the type of equipment (locomotive hauled trains; married pair units or single railcars, equipment design, reliability, and age), environmental conditions (weather, above ground or underground operation, loading and track layout), operational policies (standby trains, load factors, headways), maintenance policies (conditions for removing railcars from service, maintenance during nights and weekends, and labor agreement conditions), and maintenance facilities and staff capabilities.

SCC12. Does the recipient maintain control over FTA-funded property and ensure that subrecipients use FTA-funded property for project purposes?

BASIC REQUIREMENT

The recipient is responsible for ensuring that subrecipients use FTA-funded property for project purposes.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWERS

FTA requires recipients to exercise control over FTA-funded property provided to subrecipients, and to ensure that it is used for project purposes. For indicators of compliance a through f, see preceding questions for a more detailed explanation of each requirement.

State recipients may use, manage, and dispose of equipment acquired under an FTA award according to state law and procedures. States are free to adopt the procedures established in 2 CFR part 200 or use them as a guide in developing state procedures for equipment use, management, and disposition, but they are not required to do so. However, FTA requires that the procedures must be sufficient to maintain continuing control over FTA-funded equipment.

Non-state recipient: For any equipment provided to subrecipients the recipient must:

- Include the FTA-funded equipment in its records
- Conduct (or cause to be conducted) a biennial physical inventory of FTA-funded equipment
- Reconcile (or ensure reconciliation of) the results of the physical inventory of FTA-funded equipment to the equipment records
- Ensure that a system is in place to prevent loss, damage, or theft of FTA-funded equipment
- Ensure that FTA-funded equipment is used for project purposes
- Follow FTA requirements for return or use of disposition proceeds

Other potential control measures include vehicle use certifications, vehicle use reports, retention of or liens on titles, insurance requirements, disposition requirements, and site visits.

INDICATORS OF COMPLIANCE

- a. *For FTA-funded excess real property purchased under an award made before December 26, 2014, how does the recipient ensure that subrecipients prepare and update excess property inventory and utilization plans that address the required elements?*
- b. *How does the recipient ensure that subrecipients follow FTA incidental use requirements for FTA-funded real property?*
- c. *How does the recipient ensure that subrecipients use, lease, or dispose of idle FTA-funded facilities?*
- d. *How does the recipient ensure that subrecipients use FTA-funded real property for project purposes?*
- e. *If a subrecipient disposed of FTA-funded real property, did the recipient obtain prior approval from FTA and reimburse FTA for its share of disposition proceeds?*
- f. *Does the recipient ensure their subrecipients have a process to identify FTA-funded buildings located in areas that have been identified as having special flood hazards and that they purchase adequate flood insurance made available under the National Flood Insurance Act of 1968?*

- g. How does the **state** recipient maintain control over and monitor use of FTA-funded equipment awarded to subrecipients?
- h. Do the procedures for the **non-state** recipient to maintain control over and monitor use of FTA-funded equipment awarded to subrecipients include the following requirements?

Non-state Equipment Oversight Requirements	Comment
Include the FTA-funded equipment in its records	-
Conduct (or cause to be conducted) a biennial physical inventory of FTA-funded equipment	-
Reconcile (or ensure reconciliation of) the results of the physical inventory of FTA-funded equipment to the equipment records	-
Ensure that a system is in place to prevent loss, damage, or theft of FTA-funded equipment	-
Ensure that FTA-funded equipment is used for project purposes	-
Follow FTA requirements for return or use of disposition proceeds	-

INSTRUCTIONS FOR REVIEWER

Review a listing of subrecipients that have FTA-funded real property (land and improvements thereon).

For states: Review the state management plan and the state's oversight procedures and related oversight materials.

For recipients that are not states: Review the program management plan(s) and the recipient's oversight procedures and related sample oversight materials.

For all recipients: Obtain subrecipient excess real property inventory and utilization plans and evidence that the recipient has reviewed the plans to ensure that they are up-to-date and address the required elements. Review the recipient's procedures for ensuring that subrecipients comply with requirements related to incidental use of real property and idle facilities.

If a subrecipient selected for a site visit has FTA-funded real property, review the subrecipient agreement for the requirements imposed on the use of FTA-funded real property. During the subrecipient site visit, discuss and confirm whether the subrecipients comply with the FTA-funded real property requirements. If the oversight files for the subrecipients to be visited identified non-compliance issues, follow up with the recipient to determine how the issues were resolved.

POTENTIAL DEFICIENCY DETERMINATIONS

For FTA-funded excess real property purchased under an award made before December 26, 2014, the recipient is deficient if it does not or does not ensure that subrecipients prepare and maintain an excess real property inventory and utilization plan that addresses the required elements.

DEFICIENCY CODE SCC12-1: Inadequate oversight of subrecipient excess real property

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a written excess real property utilization plan for its subrecipients that includes all required elements, or an update to the existing plan and procedures for ensuring that subrecipients comply with excess real property requirements.

The recipient is deficient if it does not ensure that subrecipients follow FTA incidental use requirements for FTA-funded real property.

DEFICIENCY CODE SCC12-2: Inadequate oversight of subrecipient incidental use of real property

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients comply with real property incidental use requirements.

The recipient is deficient if it does not ensure that subrecipients use FTA-funded real property for project purposes.

DEFICIENCY CODE SCC12-3: Inadequate control of subrecipient real property

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for monitoring the use of FTA-funded real property by subrecipients, contractors, or lessees.

The recipient is deficient if it did not obtain FTA prior approval for FTA-funded real property disposed of by a subrecipient or reimburse FTA for its share of disposition proceeds.

DEFICIENCY CODE SCC12-4: Inadequate oversight of subrecipient incidental use

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients comply with real property incidental use requirements.

The recipient is deficient if it is unable to demonstrate procedures to manage and maintain continuing control over FTA-funded subrecipient equipment, along with ensuring the equipment is used for project purposes.

DEFICIENCY CODE SCC12-5: Inadequate control of subrecipient equipment

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office revised procedures for control of equipment operated by subrecipients.

GOVERNING DIRECTIVE

2 CFR 200.311 Real property

(b) *Use.* Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose, during which time the non-Federal entity must not dispose of or encumber its title or other interests.

2 CFR 200.318(b)

Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2 CFR 200.332 Requirement for pass-through entities

All pass-through entities must:

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports required by the pass-through entity.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward. (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

(1) Providing subrecipients with training and technical assistance on program-related matters;

(2) Performing on-site reviews of the subrecipient's program operations; and

(3) Arranging for agreed-upon-procedures engagements as described in §200.425 Audit services.

FTA Circular 5010.1E, Ch. II, Section 3.a.(2)-(4), (7) Roles and Responsibilities of the Management of Awards

Recipients are responsible for the day-to-day management of their Awards that provide assistance for eligible activities or projects. FTA monitors Awards and the federally assisted projects thereunder to confirm that recipients establish and follow procedures that comply with Federal requirements and the terms and conditions outlined. Chapter III of this circular describes the mechanics and requirements for administration of FTA Awards, Chapter IV describes the requirements for managing FTA Awards and Projects, and Chapter VI describes the requirements for the financial management of FTA Awards and Projects.

a. **Recipient Role.** In addition to FTA's responsibility to monitor FTA Awards and the federally assisted projects thereunder, recipients must monitor federally assisted activities to ensure compliance with applicable Federal requirements. This includes the administration and management of the Award in compliance with Federal regulations, the Grant or Cooperative Agreement, and applicable FTA circulars. A recipient is also responsible for Federal assistance that "passes through" to a subrecipient. In general, submission of the annual Certifications and Assurances stands in lieu of detailed FTA oversight before approval of an Award; however, the results of ongoing or routine FTA oversight activities also will be considered as applicable. Annual, independent, organization-wide audits, 2 CFR part 200, subpart F, "Audits", audits of recipients, and other recurring and specialized reviews provide FTA an opportunity to verify the recipient's Certifications and Assurances (See Chapter V, "Oversight," of this circular).

The recipient's responsibilities include, but are not limited to, actions that:

- (1) Demonstrate the legal, financial, and technical capacity to carry out the program, including safety and security aspects of the program;
- (2) Provide administrative and management support of project implementation;
- (3) Provide, directly or by contract, adequate technical inspection and supervision by qualified professionals of all work in progress;
- (4) Ensure conformity to Grant Agreements and Cooperative Agreements, applicable statutes, codes, ordinances, and safety standards;
- (5) Maintain project work schedules agreed to by FTA and the recipient and monitor activities under the Award to assure schedules are met and other performance goals are achieved;
- (6) Keep expenditures within the latest approved Award Budget;
- (7) Ensure compliance with FTA and Federal requirements by agencies, consultants, contractors, and subcontractors working under approved third-party contracts or inter-agency agreements; ...

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Did background research or site visit observations reveal any potential satisfactory continuing control issues or concerns not covered above?
2. Did the recipient consult with FTA about the incidental use of FTA-funded real property?
3. For fixed-route bus fleets of fewer than 50 buses operated in urban service, does the spare ratio appear reasonable? Why not?
4. Does the rail fleet management plan adequately address the required topics?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
3. FTA Circular 5010.1E, "Award Management Requirements"
4. Flood Disaster Protection Act of 1973
5. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019.

8. MAINTENANCE

PURPOSE OF THIS REVIEW AREA

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

QUESTIONS TO BE EXAMINED

1. Does the recipient have a written maintenance plan(s) for Federal Transit Administration (FTA)-funded assets (including vehicles/vessels, facilities, and equipment)?
2. Is the recipient following its program for preventive maintenance inspections for FTA-funded assets?
3. Does the recipient's vehicle maintenance program address maintenance procedures for wheelchair lifts and other accessibility features?
4. Does the recipient have a system for tracking warranty issues and does the recipient actively pursue warranty claims?
5. Do recipients have an effective mechanism for monitoring subrecipients', contractors', and lessees' maintenance activities?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Written vehicle (including vessels) and equipment maintenance plans
- Written facility maintenance plan

Recipient Follow-up

- Management reports used for monitoring preventive maintenance inspections
- Maintenance records for vehicles, equipment, and facilities

M1. Does the recipient have a written maintenance plan(s) for Federal Transit Administration (FTA)-funded assets (including vehicles/vessels, facilities, and equipment)?

BASIC REQUIREMENT

Recipients that control FTA-funded assets must have maintenance plans for those assets.

APPLICABILITY

Recipients with direct control over (does not include oversight of) FTA-funded assets
(For recipients with oversight responsibilities, see question M5)

DETAILED EXPLANATION FOR REVIEWER

Public transit requires a considerable investment in buildings, equipment, and machinery. Proper maintenance of assets is key to protecting the FTA investment and prolonging the useful life of assets.

All recipients with direct control over FTA-funded assets must:

- Have a written maintenance plan(s) for FTA-funded assets; and
- The plan(s) must describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals. Note: It is sufficient if the recipient's system is maintained digitally in its maintenance management information system, instead of in the physical maintenance plan(s).

For Section 5307-funded assets, the written maintenance plans should identify the goals and objectives of a maintenance program, which may include, for example, vehicle life, frequency of road calls, and maintenance costs compared to total operating costs and establish how the recipient will meet such goals and objectives. Plans should be updated with the purchase of new rolling stock to account for new technology and/or new manufacturer's recommended maintenance intervals and programs, and incorporate actions to maintain each vehicle type and model on a specific cycle. These actions will help ensure proper care and maximize vehicle longevity.

For vehicles under warranty, the recipient typically must perform a series of preventive maintenance actions if the warranty is to remain valid. If the recipient either does not perform these required maintenance routines, or performs them at greater intervals than the manufacturer's maximum intervals, the recipient runs the risk of invalidating vehicle warranty provisions. Some operators have relied on oil analysis to extend the interval between oil changes beyond the engine manufacturer's recommended interval. This is acceptable provided the recipient has a letter from the manufacturer of the vehicles' engines stating that this practice will not void the engine warranty.

FTA requires that rail operators purchasing vehicles with FTA funds have a rail fleet management plan that has been reviewed by FTA. FTA has extended this requirement to "new start" bus operations. These plans make brief mention of maintenance procedures. Normally, rail operators rely on more extensive written maintenance policies and procedures than those included in its rail fleet management plan.

The maintenance plan(s) should also address specific mission critical and safety items, which include, but are not limited to:

- Buildings
- Elevators
- Escalators
- Passenger stations/shelters
- Parking lots
- Right-of-way (guideway, track, ballast, etc.)
- Electric distribution and control equipment
- Plumbing systems
- Overhead doors
- Vehicle maintenance lifts
- Vehicle washers and wash water recycling systems
- Heating and/or air conditioning units
- Power substations, etc.
- Security equipment

In the case of rail systems, FTA's investment often involves the construction of passenger stations, rights-of-way, signals, and other related facilities and equipment. While Federal Railroad Administration (FRA) regulates commuter rail systems and has detailed maintenance requirements for rolling stock, signals, and right-of-way that it enforces with a frequent inspection program, proper maintenance is needed by recipients for those components of the rail system not subject to FRA maintenance requirements, such as passenger stations, maintenance facilities, buildings, and equipment.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have a written maintenance plan(s) for FTA-funded:*
 - i. *Vehicles?*
 - ii. *Facilities?*
 - iii. *Equipment?*
- b. *Does the written maintenance plan(s), or maintenance management information system, identify a system of periodic inspections and preventive maintenance for:*
 - i. *Vehicles?*

ii. *Facilities?*

iii. *Equipment?*

INSTRUCTIONS FOR REVIEWER

For recipients with subrecipients, first verify which entity has responsibility for (this is different from oversight of) maintaining the FTA-funded assets, the recipient or its subrecipient(s). Where the subrecipient has responsibility for maintaining the FTA-funded assets, move to Question 5.

Obtain and review the recipient's maintenance plans for FTA-funded vehicles, facilities, and equipment to ascertain how the recipient's procedures provide for maintenance of current FTA-funded assets. If the recipient is a rail operator with FTA-funded vehicles, the recipient must have a rail fleet management plan that addresses rail fleet maintenance as reviewed in the Satisfactory Continuing Control area. Compare maintenance plans with the asset listing obtained in the Satisfactory Continuing Control area to verify that the plan addresses maintenance of the recipient's current fleet. If any assets are under warranty, obtain the manufacturers' minimum maintenance requirements to confirm that the recipient's maintenance plan follows the manufacturers' minimum recommendations. Review the maintenance plans to ensure they describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have a written maintenance plan(s) for FTA-funded vehicles/vessels.

DEFICIENCY CODE M1-1: No written vehicle/vessel maintenance plan

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a written maintenance plan for FTA-funded vehicles.

For rail operations, this deficiency should be recorded in the Satisfactory Continuing Control area under deficiency code SCC11-1: Lacking rail fleet management plan/plan out of date.

The recipient is deficient if it does not have a written maintenance plan(s) for FTA-funded facilities or equipment.

DEFICIENCY CODE M1-2: No written facility/equipment maintenance plan

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a written maintenance plan for FTA-funded facilities and/or equipment.

The recipient is deficient if the vehicle/vessel maintenance plan, or maintenance management information system, does not describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals.

DEFICIENCY CODE M1-3: No system of periodic inspections and preventive maintenance identified in vehicle/vessel maintenance plan

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a new or revised vehicle/vessel maintenance plan that identifies a system of periodic inspections and preventive maintenance performed at certain defined intervals.

The recipient is deficient if the facility or equipment maintenance plan(s), or maintenance management information system, does not describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals.

DEFICIENCY CODE M1-4: No system of periodic inspections and preventive maintenance identified in facility or equipment maintenance plan

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a

new or revised facility and/or equipment maintenance plan that identifies a system of periodic inspections and preventive maintenance performed at certain defined intervals.

GOVERNING DIRECTIVE

2 CFR 200.313 Equipment

(b) *General.* A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures. Other non-Federal entities must follow paragraphs (c) through (e) of this section.

(d) *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, at a minimum, meet the following requirements...(4) Adequate maintenance procedures must be developed to keep the property in good condition.

FTA Circular 5010.1E, Ch. IV Management of the Award, Section 4n(4). Equipment and Supplies (Including Rolling Stock)

n. Management of Federally-Assisted Property.

(4) Maintenance and Warranty.

a. Maintenance. Adequate maintenance procedures must be developed and implemented to keep the federally-assisted property in good condition. Recipients must maintain federally-assisted property in good operating order and in compliance with any applicable federal regulations that may be issued and follow applicable guidance that may be issued, except to the extent that FTA determines otherwise in writing. Recipients must have a written vehicle maintenance plan and a facility/equipment maintenance plan. These plans should describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals.

FTA Circular 9030.1E, Ch. VI Program Management and Administrative Requirements, Section 1 Certifications Required by 49 U.S.C. 5307

a 1.(5) Maintenance. According to 49 U.S.C. 5307(d)(1)(C), a recipient must certify that it will maintain its federally-assisted facilities and equipment.

The recipient must keep equipment and facilities acquired with Federal assistance in good operating order. This includes maintenance of rolling stock (revenue and nonrevenue), machinery and equipment, and facilities. Every recipient of Section 5307 program funds must have in its files a maintenance plan. The maintenance plan should identify the goals and objectives of a maintenance program, which may include, for example, vehicle life, frequency of road calls, and maintenance costs compared to total operating costs. The maintenance plan should establish the means by which the grantee will meet such goals and objectives.

M2. Is the recipient following its program for preventive maintenance inspections for FTA-funded assets?

BASIC REQUIREMENT

Recipients that use FTA assistance to purchase assets must keep those assets in good condition and good operating order.

APPLICABILITY

Recipients with direct control over (does not include oversight of) FTA-funded assets
(For recipients with oversight responsibilities, see question M5)

DETAILED EXPLANATION FOR REVIEWER

The recipient must follow its maintenance program for FTA-funded assets. If preventive maintenance

inspections are not scheduled or performed as planned, it is probable that other aspects of the vehicle, facility, and equipment maintenance programs are lacking as well and the recipient is putting FTA's investments and its warranties at risk. Actual maintenance practices should be consistent with the recipient's maintenance program.

Fleet deterioration takes a long time to occur and even longer time to correct (or may even be irreversible) once deterioration has begun. Both the deterioration and the correction take a toll on the recipient's resources and put FTA's investments at risk.

A sound preventive maintenance program will reduce the incidence of unscheduled repairs and extend vehicles' useful life.

INDICATORS OF COMPLIANCE

- a. *For vehicles/vessels, are the recipient's actual maintenance practices consistent with the plan/program? (Complete the information below for each vehicle/vessel sampled for a 12-month period.)*

Vehicle/Vessel Identification Number	Mode Operated	Plan Identified Maintenance Interval	Actual Interval between PM Inspections	PM conducted on time? Y/N
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

PERCENT (%) ON-TIME INSPECTIONS PERFORMED? ____%

- b. *For facilities and equipment, are the recipient's actual maintenance practices consistent with the written plan? (Complete the information below for each facility/equipment item sampled for a 12-month period.)*

Facility/Equipment Description and Identification Number	Maintenance Interval	Date of PM	Actual Interval between PM Inspections	PM conducted on time? Y/N
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

PERCENT (%) ON-TIME INSPECTIONS PERFORMED? ____%

INSTRUCTIONS FOR REVIEWER

For vehicles/vessels: Review the vehicle/vessel maintenance plan(s)/program(s) for the interval (miles or operated hours) between preventive maintenance inspections. Check preventive maintenance inspection intervals by reviewing management reports used by the recipient for monitoring preventive maintenance inspections and by reviewing records for a selected sample of FTA-funded vehicles in accordance with the sampling procedures below. Determine the maintenance interval for each mode operated. In some cases, intervals also may vary by sub-fleet. Examine preventive maintenance records (manual or electronic) while on-site to determine whether the recipient is performing inspections according to its maintenance plan.

Most recipients schedule preventive maintenance inspections based on relative miles (e.g., 6,000 miles since the last inspection) or hours of service. Others schedule based on absolute miles or hours. Recipients may choose either method, or a combination of the two, if warranted (e.g., recipients whose fleets operate very few miles annually, or recipients that operate seasonal fleets).

FTA allows recipients discretion in determining the appropriate intervals for preventive maintenance inspections to accommodate such things as specific manufacturer recommendations, vehicle/vessel age, unique site and operating conditions, etc. FTA expects recipients to follow their program for preventive maintenance but understands that circumstances may prevent inspections being completed exactly at the interval specified. To account for this, FTA allows a 10 percent deviation from the scheduled interval as being considered on time. Review the sample preventive maintenance history to determine if fewer than 80 percent of the inspections for any mode or operation occurred on time.

For each vehicle/vessel chosen, examine the preventive maintenance history for the preceding 12 months. Using the table above, note the date when each inspection was accomplished and record the vehicle mileage (or hours) at the time of each inspection.

For commuter rail locomotives and cars, in lieu of selecting a sample of preventive maintenance records, examine Federal Railroad Administration (FRA) inspection records to determine if FRA compliance letters indicate that the recipient does not meet the FRA scheduled maintenance intervals. If the recipient is unable to provide a compliance letter from FRA, sample the commuter rail fleet.

In addition, if during the facility tour an FTA-funded asset is observed that does not appear to be sufficiently maintained, request and review the preventive maintenance records for that item.

For facilities and equipment: Review the recipient's preventive maintenance inspection intervals by reviewing management reports used by the recipient for monitoring preventive maintenance inspections and by reviewing a sample of facility and equipment maintenance records in accordance with the sampling procedures below. For each item in the sample, examine the facility/equipment maintenance history for the preceding 12 months. Using the table above, note the date when each inspection was accomplished and record the interval from the previous inspection. Compare the interval with the recipient's definition of an "on-time" inspection to determine if the inspection was in accordance with the recipient's facility and equipment maintenance plan.

Maintenance record selection procedures for vehicles

For modes that do not include federally-funded vehicles, limit the examination to preventive maintenance of ADA accessibility features.

For all modes with FTA-funded vehicles, select a minimum of three vehicles up to a total of one percent of the FTA-funded fleet for each mode (whichever is greater). Modes are classified per National Transit Database definitions as follows:

Non-Rail Modes	Rail Modes
Motorbus – DO	Light Rail
Motorbus – PT	Heavy Rail
Demand Response – DO	Commuter Rail

Non-Rail Modes	Rail Modes
Demand Response – PT	Cable Car
Trolleybus	Automated Guideway
Ferryboat	Monorail
Vanpool	Inclined Plane
Jitney	Aerial Tramway
Público	

For directly operated service (DO), obtain a sample across all garages/yards. For recipients that use a combination of directly operated (DO) and purchased transportation (PT), treat the DO and PT portions as separate modes. For larger recipients that use multiple contractors, treat each contractor visited as a mode. For recipients with subrecipients, treat the subrecipients visited as a mode. Consult with the regional office in selecting the garages, contractors, and subrecipients to visit. To the extent practical, distribute the sample of vehicles selected by age and subfleet in each mode.

The following example illustrates this process for a recipient that operates the following:

Mode	Fleet Size	Sample Size
Motorbus-DO	400	4 vehicles
Motorbus-PT	250	3 vehicles
Paratransit-PT	120	3 vehicles
Light Rail	55	3 vehicles

Maintenance record selection procedures for facilities and equipment

If the recipient operates a commuter railroad, ask the recipient to identify those FTA-funded items that are not regulated by the FRA. Select a sample of three facility and three equipment items to examine for each mode. Sample critical items, such as fire suppression systems, hoists, lifts, emergency generators, power substations, rail right of way, and catenary, and ADA accessibility features, such as elevators, escalators, and lifts. In addition, if during the facility tour an FTA-funded asset is observed that does not appear to be sufficiently maintained, request and review the preventive maintenance records for that item.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if examination and analysis of vehicle/vessel preventive maintenance records show that the recipient is not performing on time preventive maintenance in accordance with its program at least 80 percent of the time.

DEFICIENCY CODE M2-1: Late vehicle/vessel preventive maintenance

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office:

- procedures for completing preventive maintenance inspections on time.
- a monthly report signed by the chief executive officer or other senior management designee on preventive maintenance results until the data demonstrate the recipient has conducted 80 percent of its preventive maintenance on time for three consecutive months. For each vehicle/vessel that received a preventive maintenance inspection during the month, the recipient must include with the submittal to the FTA regional office:

- a report that lists the vehicle/vessel number, date of the inspection, mileage of the current inspection, mileage of the previous inspection, and the mileage interval between the two inspections for each vehicle/vessel that received a preventive maintenance inspection during the month. List the percentage of the inspections performed on time.
- back-up documentation for each vehicle/vessel (e.g., copy of work order, printout from the maintenance management system) documenting the date and mileage of the inspection.

NOTE: If a repeat deficiency from the prior review, the recipient must submit to the FTA regional office, the above information monthly until the data demonstrates the recipient has conducted 80 percent of its preventive maintenance on time for 12 consecutive months.

The recipient is deficient if examination and analysis of facility and/or equipment preventive maintenance records show that the recipient is not performing on time preventive maintenance in accordance with its program at least 80 percent of the time.

DEFICIENCY CODE M2-2: Late facility/equipment preventive maintenance

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office:

- procedures for completing preventive maintenance inspections on time
- a monthly report signed by the chief executive officer or other senior management designee on the preventive maintenance results of the item(s) examined during the review until the data demonstrates the recipient has conducted 80 percent of its preventive maintenance on time for three consecutive months. For each asset that received a preventive maintenance inspection during the month, the recipient must include with the submittal to the FTA regional office:
 - a report listing the items, the dates the inspections are due, and the dates of the actual inspections. List the percentage of the inspections performed on time.
 - back-up documentation for each item (e.g., copy of work order, printout from the maintenance management system) documenting the date of the inspection.

NOTE: If a repeat deficiency from the prior review, the recipient must submit to the FTA regional office, the above information monthly until the data demonstrates the recipient has conducted 80 percent of its preventive maintenance on time for 12 consecutive months.

GOVERNING DIRECTIVE

2 CFR 200.313, Equipment

(b) *General.* A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures.

FTA Circular 5010.1E, Ch. IV Management of the Award, Section 4. Equipment and Supplies (Including Rolling Stock)

n. Management of Federally-Assisted Property

(4) Maintenance and Warranty

(a) Recipients must maintain federally-assisted property in good operating order and in compliance with any applicable Federal regulations that may be issued and follow applicable guidance that may be issued, except to the extent that FTA determines otherwise in writing.

- (b) Recipients must keep satisfactory records pertaining to the use of federally-assisted property, and submit to FTA upon request such information as may be required to assure compliance with Federal requirements.

FTA Circular 5010.1E, Ch. IV 4(n)(4), Maintenance and Warranty

- (a) Recipients must maintain federally-assisted property in good operating order and in compliance with any applicable federal regulations that may be issued and follow applicable guidance that may be issued, except to the extent that FTA determines otherwise in writing.
- (b) Recipients must keep satisfactory records pertaining to the use of federally-assisted property, and submit to FTA upon request such information as may be required to assure compliance with Federal requirements.

M3. Does the recipient's vehicle maintenance program address maintenance procedures for wheelchair lifts and other accessibility features?

BASIC REQUIREMENT

The U.S. Department of Transportation (US DOT) ADA regulations require all vehicle accessibility features be maintained and operational.

APPLICABILITY

Recipients who provide service

DETAILED EXPLANATION FOR REVIEWER

The US DOT ADA regulations require all vehicle and facility accessibility features, such as wheelchair lifts and elevators in the recipient's facilities, be maintained and operational. The accessibility features must be promptly repaired if they are damaged or out of order. When the equipment is not working, the recipient must take reasonable steps to accommodate persons with disabilities who would otherwise use it. The ADA maintenance elements may be incorporated into the regular maintenance program or addressed separately with specific checklists. At a minimum, the recipient must show that accessibility features are checked regularly for proper operation and receive periodic maintenance. These requirements apply to both FTA and non-FTA-funded facilities.

INDICATORS OF COMPLIANCE

- a. *Do the recipient's vehicle maintenance records indicate regular and periodic maintenance checks for wheelchair lifts and ramps?*
- b. *Do the recipient's vehicle maintenance records indicate that other accessibility features (e.g., kneelers, public address systems, voice annunciation systems, etc.) are maintained in operational condition?*
- c. *Does the recipient have a program to maintain accessibility features for its facilities and facility-related equipment?*

INSTRUCTIONS FOR REVIEWER

For vehicles: Review the recipient's vehicle preventive maintenance procedures and checklists for the entire fleet to determine if maintenance elements for wheelchair lifts, ramps, and other ADA equipment are incorporated or addressed separately with specific checklists.

As part of the record sample selected for preventive maintenance review, review sample maintenance records for the entire fleet to determine if regular and periodic maintenance checks are being performed for wheelchair lifts and ramps, and accessibility features are checked regularly for proper operation and maintained in operational condition.

Note whether the recipient has and is following maintenance procedures for wheelchair lifts, ramps, and other accessibility equipment.

For facilities: Review the recipient's maintenance program and the maintenance checklists to determine if maintenance elements for accessibility features for its facilities and facility-related equipment are addressed. As part of the record sample selected for preventive maintenance review, sample facility maintenance records, ensuring that accessibility features are maintained regularly and repaired promptly if out of order.

Note whether the recipient has and is following maintenance procedures for facility-related accessibility features. Review reports on elevator and escalator availability, if available, for evidence of repairs made.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if its preventive maintenance program does not address accessibility features.

DEFICIENCY CODE M3-1: Accessible features not addressed in preventive maintenance program

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional civil rights officer (RCRO) a preventive maintenance program for ADA accessibility equipment.

The recipient is deficient if it does not follow its program for the preventive maintenance of accessibility features.

DEFICIENCY CODE M3-2: Preventive maintenance program for accessible features not followed

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence that its preventive maintenance program for ADA accessibility features is being implemented.

The recipient is deficient if it does not maintain accessibility features in operational condition.

DEFICIENCY CODE M3-3: Accessibility features not maintained

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for maintaining accessible features promptly and evidence of implementation.

GOVERNING DIRECTIVE

49 CFR 37.161, Maintenance of Accessible Features – General

(a) Public and private entities providing transportation services shall maintain in operative condition those features of facilities and vehicles that are required to make the vehicles and facilities readily accessible to and usable by individuals with disabilities. These features include, but are not limited to, lifts and other means of access to vehicles, securement devices, elevators, signage, and systems to facilitate communications with persons with impaired vision or hearing.

(b) Accessibility features shall be repaired promptly if they are damaged or out of order. When an accessibility feature is out of order, the entity shall take reasonable steps to accommodate individuals with disabilities who would otherwise use the feature.

(c) This section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.

49 CFR 37.163 - Keeping vehicle lifts in operative condition: Public entities

(a) This section applies only to public entities with respect to lifts in non-rail vehicles.

(b) The entity shall establish a system of regular and frequent maintenance checks of lifts sufficient to determine if they are operative.

FTA Circular 5010.1E, Ch. IV (4)(n)(4)(b), Maintenance and Warranty

Recipients must keep satisfactory records pertaining to the use of federally-assisted property, and submit to FTA upon request such information as may be required to assure compliance with Federal requirements.

M4. Does the recipient have a system for tracking warranty issues and does the recipient actively pursue warranty claims?

BASIC REQUIREMENT

Recipients must establish procedures for adequately recording, tracking, and pursuing warranty claims.

APPLICABILITY

Non-state recipients with direct control over FTA-funded assets

DETAILED EXPLANATION FOR REVIEWER

FTA requires that the recipient have a system for identifying warranty claims, recording claims, and enforcing claims against manufacturers. An aggressive warranty recovery program ensures that the cost of defects is borne properly by the equipment manufacturer and not the recipient and FTA. There should be clear procedures to identify warranty repairs, record the warranty claim, submit the claim to the manufacturer, and follow up on unpaid claims.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have any FTA-funded assets under warranty? If no, move to Question 5.*
- b. *What is the recipient's system for identifying and tracking warranty issues and recovering warranty claims for FTA-funded assets?*
- c. *Are warranty claims for FTA-funded assets pursued?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's inventory records of FTA-funded equipment under warranty. Obtain the recipient's procedures for identifying, recording, and enforcing warranty claims against manufacturers.

Review and/or discuss on-site the recipient's warranty recovery procedures to ensure they are clear on identifying warranty repairs, recording the warranty claim, submitting the warranty claim to the manufacturer, and following-up on unpaid warranty claims. Review the recipient's warranty claim records and files to learn how timely and aggressively the recipient has been in pursuing and collecting warranty claims. Compare the records of claims submitted with claims settled.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have a warranty recovery system.

DEFICIENCY CODE M4-1: No warranty recovery system

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a written system for identifying and recording warranty claims with a plan for implementation.

The recipient is deficient if it does not document that warranty claims are pursued or is not pursuing warranty claims diligently.

DEFICIENCY CODE M4-2: Warranty claims not pursued

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a plan for documenting resolution of warranty claims. The recipient must report monthly to the FTA regional office on the pursuit of warranty claims for three months to demonstrate it is diligently pursuing claims.

GOVERNING DIRECTIVE

FTA Circular 5010.1E, Ch. IV 4(n)(4)(c), Warranties

Recipients are responsible for:

- 1 Establishing and maintaining a system for recording warranty claims; this system should provide information needed by the recipient on the extent and provisions of coverage and on claims processing procedures; and
- 2 Identifying and diligently enforcing the system for recording warranty claims.

M5. Do recipients have an effective mechanism for monitoring subrecipients', contractors', and lessees' maintenance activities?

BASIC REQUIREMENT

States must develop maintenance requirements for subrecipients, contractors, and lessees for FTA-funded vehicles/vessels. Other recipients must require that subrecipients, contractors, and lessees meet FTA maintenance requirements.

APPLICABILITY

Recipients with subrecipients, contractors, and lessees with FTA-funded assets

DETAILED EXPLANATION FOR REVIEWER

State recipients must develop maintenance requirements for subrecipients, contractors, and lessees for FTA-funded vehicles/vessels and equipment that are adequate to protect the Federal interest and to ensure that the equipment is maintained in good operating order. States must require subrecipients, contractors, and lessees to meet FTA requirements and follow acceptable maintenance standards and have written maintenance plans for FTA-funded facilities. For the Sections 5310, 5311, and 5339 programs, these requirements are normally included in the State Management Plan and/or referenced in the subrecipient agreements.

Other recipients must require that subrecipients, contractors, and lessees meet FTA requirements and follow acceptable maintenance standards for FTA-funded assets and require or have a written maintenance plan. For the Sections 5310 and 5339 programs, these requirements are normally included in the recipient's program management plan and/or referenced in the subrecipient agreements, contracts, or lease.

Additionally, if assets are under warranty, FTA requires that there be a system for identifying warranty claims, recording claims, and enforcing claims against the manufacturers. An aggressive warranty recovery program ensures that the cost of defects is borne properly by the equipment manufacturer and not the subrecipient, contractor, lessee, recipient, and FTA. There should be clear procedures to identify warranty repairs, record the warranty claim, submit the claim to the manufacturer, and follow up on unpaid claims. It is the FTA recipient's responsibility to ensure subrecipients, contractors, and lessees comply with this requirement.

All recipients must have an effective mechanism for monitoring subrecipients', contractors', and lessees' maintenance of FTA-funded assets. An acceptable program would consist of periodic written reports on maintenance activities submitted to the recipient, review of maintenance records, or periodic inspections of the FTA-funded assets.

INDICATORS OF COMPLIANCE

- a. *For recipients that are states, what are the requirements for subrecipients, contractors, or lessees for the maintenance of FTA-funded vehicles and equipment?*
- b. *For non-states, does the recipient have or require that its subrecipients, contractors, or lessees have a written maintenance plan that meets FTA requirements for FTA-funded vehicles and equipment?*

- c. *Do all recipients have or require that its subrecipients, contractors, or lessees have a written maintenance plan that meets the FTA requirements for FTA-funded facilities?*
- d. *How do all recipients ensure that subrecipients, contractors, and lessees maintain FTA-funded vehicles, facilities, and equipment?*
- e. *For non-states, how does the recipient ensure that subrecipients, contractors, and lessees pursue warranty claims for FTA-funded vehicles?*
- f. *How do all recipients ensure that subrecipients, contractors, and lessees pursue warranty claims for FTA-funded facilities?*

INSTRUCTIONS FOR REVIEWER

Review all of the following as applicable for the maintenance and warranty recovery requirements the recipient places on subrecipients, contractors, or lessees for FTA-funded assets:

- State/program management plans
- Technical assistance manuals
- Recipient oversight procedures
- Subrecipient application packages and agreements
- Third-party contracts/leases. Obtain and review the maintenance plans for the subrecipient/contractor/lessee to be visited to ensure they address FTA requirements.

For each subrecipient, contractor, and lessee selected for a site visit, review the recipient's oversight records and reports to determine how the recipient is actively monitoring the activities of subrecipients, contractors, and lessees. If the recipient's files cannot document maintenance oversight activities, during the site visit to the subrecipients, contractors, and lessee review maintenance plans and maintenance files.

POTENTIAL DEFICIENCY DETERMINATION

The state recipient is deficient if it:

- Has not established maintenance requirements for FTA-funded vehicles for subrecipients, contractors, or lessees;
- Does not have or has not ensured that subrecipients, contractors or lessees have written maintenance plans for FTA-funded facilities; or
- Does not ensure that subrecipients, contractors, or lessees maintain FTA-funded vehicles, facilities, or equipment.

The non-state recipient is deficient if it:

- Does not have or require a written maintenance plan for its subrecipients, contractors or lessees for FTA-funded vehicles, facilities and equipment;
- Does not ensure vehicles, facilities or equipment are maintained in good operating order;
- Does not ensure that subrecipients, contractors, or lessees establish and maintain a warranty program.

DEFICIENCY CODE M5-1: Inadequate oversight of subrecipient, contractor or lessee maintenance activities

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office an updated state/program management plan(s) or subrecipient/contractor/lessee agreements with maintenance requirements for third parties, along with evidence of its overseeing the

implementation.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office oversight procedures, along with evidence of its implementation such as, an amended subrecipient agreement, contract, or lease incorporating the requirement for a written maintenance plan that includes maintenance standards compatible with FTA requirements, performance measures for timely maintenance and/or procedures for pursuing warranty claims.

GOVERNING DIRECTIVE

2 CFR 200.313, Equipment

(b) *General.* A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures. Other non-Federal entities must follow paragraphs (c) through (e) of this section.

(d) *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements...(4) Adequate maintenance procedures must be developed to keep the property in good condition.

2 CFR 200.318(b)

Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2 CFR 200.332 Requirement for pass-through entities

All pass-through entities must:

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

- (1) Reviewing financial and performance reports required by the pass-through entity.
- (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward. (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- (1) Providing subrecipients with training and technical assistance on program-related matters;
- (2) Performing on-site reviews of the subrecipient's program operations; and
- (3) Arranging for agreed-upon-procedures engagements as described in §200.425 Audit services.

- (a) Recipients must maintain federally-assisted property in good operating order and in compliance with any applicable Federal regulations that may be issued and follow applicable guidance that may be issued, except to the extent that FTA determines otherwise in writing
 - (b) Recipients must keep satisfactory records pertaining to the use of federally-assisted property, and submit to FTA upon request such information as may be required to assure compliance with Federal requirements
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ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

- 1. Have any oversight reviews, audits, or investigations of the recipient conducted since the last triennial review (including Financial Management Oversight Reviews (FMOs) and the most recent Comprehensive Review) identified significant deficiencies, material weaknesses and/or repeat deficiencies in the area of maintenance? Are any such reviews scheduled during this Federal fiscal year?
- 2. Did the recipient experience difficulty resolving or closing any oversight review, investigation, or audit deficiencies or findings related to maintenance? Are any deficiencies or findings currently open?
- 3. Are any issues related to maintenance indicated in the recipient Oversight Assessment Tool (OAT)? Does background research and/or site investigation support these concerns?
- 4. For Section 5307-funded assets, does the maintenance plan(s) address goals and objectives?
- 5. Are there patterns of service interruptions due to inadequate maintenance?
- 6. Have there been safety incidents related to maintenance?
- 7. Have there been early retirements and/or mid-life overhauls of FTA-funded assets due to maintenance?
- 8. Does the recipient appear to have adequate resources (organizational structure, staffing levels, training, experience, etc.) assigned to maintenance of FTA-funded assets?
- 9. Do employees assigned to assess subrecipient, contractor, or lessee maintenance performance have a maintenance background?
- 10. Do preventive maintenance records appear to be accurate?
- 11. Do facility and equipment maintenance plans address mission critical items and security equipment?
- 12. Does the recipient have a maintenance management reporting system in place to track vehicle, equipment, and facility preventive maintenance? Does the system include evaluative performance criteria?
- 13. What performance reports inform senior management about maintenance activities?
- 14. How long are the records for FTA-funded facilities and equipment kept?
- 15. Did background research or site visit observations reveal any potential issues or concerns about the recipient's maintenance program or its implementation not covered previously in this section?

REFERENCES

- 1. 49 U.S.C. Chapter 53, Federal Transit Laws

2. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements", Cost Principles, and Audit Requirements for Federal Awards"
3. 49 CFR Part 37, "Transportation Services for Individuals with Disabilities (ADA)"
4. FTA Master Agreement
5. FTA Circular 5010.1E, "Award Management Requirements"

USEFUL WEBLINKS

1. FTA State of Good Repair and Asset Management Website

9. PROCUREMENT

PURPOSE OF THIS REVIEW AREA

The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, FTA does not require each State DOT to have policies and procedures separate from the state education department.

Please note that FTA Circular 4220.1F has not been updated to incorporate the provisions of the Uniform Administrative Requirements, 2 CFR Part 200. Until that update is issued, when there is a conflict between guidance contained in Circular 4220.1F and the Uniform Administrative Requirements, the Uniform Administrative Requirements supersede FTA C. 4220.1F.

Information on procurement thresholds for federally-funded procurements:

- Micro-purchase threshold is \$3,500 or less if awarded prior to June 20, 2018, or \$10,000 or less for contracts awarded after June 20, 2018.
- Simplified Acquisition (small purchase) threshold is \$150,000 or less, if awarded prior to June 20, 2018, or \$250,000 or less for procurements awarded after June 20, 2018. Procurements funded by awards issued on or before December 25, 2014, are subject to the previous simplified acquisition threshold of \$100,000.
- State or local law or recipient procurement policies/procedures may set micro-purchase or small purchase thresholds lower than the Federal threshold. In such cases, recipients must follow state or local law. However, if the state or local small purchase threshold is higher than the Federal simplified acquisition threshold, the recipient is constrained by the Federal threshold for FTA-funded contracts.

NOTE TO REVIEWER: For procurements reviewed that contain deficiencies related to statutory or regulatory requirements that may deem the procurements ineligible for Federal funding, discuss the appropriate corrective action with the FTA regional office and regional counsel.

QUESTIONS TO BE EXAMINED

1. Does the recipient have written procurement policies and procedures that include required state, local, and Federal provisions?
2. Does the recipient maintain written standards of conduct for its representatives engaged in the selection, award, and administration of FTA-funded contracts?
3. Does the recipient have and follow written procurement protest procedures?
4. Does the recipient make awards only to responsible contractors as described in its policies and procedures and in compliance with the requirements of 49 U.S.C. 5325(j) and 2 CFR 200.18(k)?
5. Does the recipient maintain records sufficient to detail the history of each procurement as described in its policies and procedures and in compliance with 2 CFR Part 200?
6. Does the recipient ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders in its policies and procedures and in compliance with 2 CFR Part 200?

7. Does the recipient ensure that it conducts all procurement transactions in a manner that provides full and open competition and does not unduly restrict competition in its procurement process and as described in its policies and procedures and in compliance with 2 CFR Part 200?
8. Did the recipient appropriately use each method of procurement as described in its policies and procedures and in compliance with 2 CFR Part 200?
9. Does the recipient procure Architectural Engineering (A&E) Services in accordance with 49 U.S.C. 5325(b)?
10. Does the recipient develop independent cost estimates and conduct cost and/or price analysis as described in its policies and procedures for each procurement action above the Federal Simplified Acquisition Threshold?
11. Did the recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000?
12. Did the recipient include required certifications in solicitations and receive signed certifications from bidders as part of their bid or proposal, as applicable?
13. If the recipient included liquidated damages in its procurements, did it do so appropriately?
14. Did the recipient approve, evaluate, and document change orders to procurements as described in its policies and procedures?
15. If the recipient included options in an FTA-funded procurement, did it base the number of options on its reasonably foreseeable need and evaluate the option price prior to awarding the contract?
16. If the recipient procured bus or rail rolling stock or replacement parts with FTA funds, did it adhere to the time limitations on placing orders against the contracts?
17. If the recipient purchased FTA-funded assets through an assignment of options (a/k/a “piggyback”), did the underlying contract comply with applicable Federal requirements regarding excessive options, inclusion of Federal requirements, assignability, price, and no cardinal changes?
18. Question removed from the FY22 Contractors Manual.
19. If the recipient procured buses with FTA funds, did it comply with requirements for bus testing reports?
20. If the recipient procured rolling stock with FTA funds, did it comply with the requirements of 49 CFR part 663, including pre-award and post-delivery Buy America audit requirements, resident inspector requirements, and purchaser’s certifications?
21. Does the recipient perform oversight of its subrecipients’ FTA-funded procurement activities as described in its policies and procedures?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Current procurement policies and procedures
- State statute regarding A&E (qualifications-based) procurements (States only)
- Procurement standards of conduct
- Procurement protest procedures
- List of FTA-funded procurements awarded since the last review. Identify the following items for each award:

- Date
- Dollar value
- Type (professional service, architectural & engineering, operations management services, rolling stock, construction, materials and supplies)
- Method: (invitation for bid, request for proposal, pre-qualified bidders, sole source, single bid, brand name, award-to-other-than-low-bidder, piggyback, joint procurements, options)
- New Start or Small Start-related procurement
- Awarded by contractors or subrecipients
- Change order(s), if applicable
- Disadvantaged Business Enterprise (DBE) goal, if applicable
- Liquidated damages claimed or recovered
- Status of contract (open (percent complete) or completed)
- List of change orders executed over \$250,000 since last review
- List of protests received or decided since last review
- List of capital leases awarded since the last review
- List of claims

Recipient Follow-Up

- Procurement files selected for review
- FAIN for procurement files selected

P1. Does the recipient have written procurement policies and procedures that include required state, local, and Federal provisions?

BASIC REQUIREMENT

All recipients must have written procurement policies and procedures.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

All recipients must have written procurement policies and procedures.

Policies and procedures must explain how the recipient will ensure compliance with the standards and requirements identified in 2 CFR 200.318 (General Procurement Standards) through 200.327 (Contract Provisions) including:

General procurement standards

- Contract oversight: Recipients must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- Standards of conduct: Recipients must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. If the recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the recipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the recipient

is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

- Unnecessary or duplicative items: The recipient's procedures must avoid the acquisition of unnecessary or duplicative items.
- Award to responsible contractors: The recipient must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.
- Procurement history: The recipient must maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- Time and Material contracts: The recipient may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Since this contract type generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the recipient awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- Contract dispute resolution: The recipient alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.

Competition

- Full and open competition: All procurement transactions must be conducted in a manner that provides full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
 - Placing unreasonable requirements on firms in order for them to qualify to do business;
 - Requiring unnecessary experience and excessive bonding;
 - Noncompetitive pricing practices between firms or between affiliated companies;
 - Noncompetitive contracts to consultants that are on retainer contracts;
 - Organizational conflicts of interest;
 - Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
 - Any arbitrary action in the procurement process.

- Geographic Preference: The recipient must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in 2 CFR Part 200 preempts state licensing laws. When contracting for A&E services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- Procedures for procurement transactions: The recipient must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors must be clearly stated; and
 - Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- Prequalification: The recipient must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum full and open competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

Methods of procurement

- Allowed methods of procurement: Recipients must use one of the following methods of procurement: (1) micro-purchases; (2) small purchase procedures; (3) sealed bid; (4) competitive proposals; or (5) non-competitive proposals.

Contract cost and price

- Cost or price analysis: Recipients must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- Profit: Recipients must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where a cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- Estimated costs: Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the recipient under 2 CFR Part 200 Subpart E—Cost Principles. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

- Cost plus percentage of cost: The cost plus a percentage of cost and percentage of construction cost methods of contracting may not be used.

Bonding requirements

- Bonding requirements: For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, FTA may accept the bonding policy and requirements of the non-Federal entity provided that FTA has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be applied as follows:
 - A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
 - A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract provisions

- Contract provisions: Recipient's contracts must contain the applicable provisions described in Appendix II to 2 CFR Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards, and any other provisions required under Federal law.

Other requirements

- Exclusionary or discriminatory specification: Federal funds may not be used to support a procurement that uses an exclusionary or discriminatory specification.
- Buy America: Recipient's procurements must comply with Buy America requirements in 49 U.S.C 5323(j) and 49 CFR Parts 661 and 663.

INDICATORS OF COMPLIANCE

- Does the recipient have written procurement policies and procedures?*
- Do the recipient's written procurement policies and procedures include the two elements required by 2 CFR 200?*

Required Written Procurement Policies and Procedures			
Policy/Procedure	CFR Reference	Recipient Written Policy/Procedure and Page or Section Number	Comment
<i>Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.</i>	2 CFR Part 200.319(d)(1)	-	-
<i>Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</i>	2 CFR Part 200.319(d)(2)	-	-

- c. Does the recipient have procurement procedures that include the elements in the chart below? If written, cite location; otherwise discuss and document the recipient's process for each.

Procurement Policies and Procedures Information		
Requirements	Recipient Policy and Procedure (Page or Section Number)	Description of Process
Maintenance of contract oversight (Contract Administration System)	-	-
Maintenance of written standards of conduct	-	-
Avoidance of unnecessary or duplicative items	-	-
Contracting with responsible contractors	-	-
Maintenance of written procurement history	-	-
Use of time and material contracts	-	-
Procedures for contract dispute resolution	-	-
Promotion of full and open competition	-	-

Procurement Policies and Procedures Information		
Requirements	Recipient Policy and Procedure (Page or Section Number)	Description of Process
Prohibition on geographic preference	-	-
Procedures for procurement transactions	-	-
Use and maintenance of prequalification lists, if permitted	-	-
Allowed methods of procurement:		
(1) micro-purchases; <i>(if this method is used, include in this table the threshold used)</i>	-	-
(2) small purchases; <i>(if this method is used, include in this table the threshold used)</i>	-	-
(3) sealed bid;	-	-
(4) competitive proposals; or	-	-
(5) non-competitive proposals	-	-
Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms	-	-
Procurement of recovered materials	-	-
Cost or price analysis	-	-
Negotiation of contractor profit	-	-
Use of independent cost estimates	-	-
Use of estimated costs	-	-
Prohibition of cost plus percentage of cost contracts	-	-
Contract provisions	-	-
Inclusion of required contract provisions	-	-

Procurement Policies and Procedures Information		
Requirements	Recipient Policy and Procedure (Page or Section Number)	Description of Process
Bonding requirements for construction or facility improvement contracts	-	-
Contract provisions	-	-
Other requirements	-	-
Prohibition of exclusionary or discriminatory specifications	-	-
Compliance with Buy America	-	-

- d. *Does the recipient have procurement policies and procedures that are contrary, to 2 CFR 200.318 (General Procurement Standards) through 200.327 (Contract Provisions)?*
- e. *If, in the recipient's policies and procedures, micro- and small purchase thresholds are more restrictive because of a state or local law/regulation, does a review of these types of procurements demonstrate that the recipient is following its policies and procedures?*

INSTRUCTIONS FOR REVIEWER

Request and review the recipient's procurement policies and procedures. Through review of the policies and procedures, interviews with recipient personnel, and examination of procurements selected, determine if:

- The recipient has written policies and procedures that include the two written elements required by 2 CFR 200.
- The recipient has policies and procedures in place and/or it can demonstrate how it ensures compliance with the standards and requirements identified in 2 CFR 200.318 through 200.327. If written, cite the location of the policy in the chart above; otherwise discuss and document the recipient's process for each.
- Based on a review of elements in the chart above, the recipient has policies and/or procedures that are contrary to the requirements identified in 2 CFR 200.318 through 200.327. For example, if the recipient is using micro-purchase procedures for procurements over \$10,000, this is contrary to 2 CFR 200.320(a). Recipients can be more, but not less, restrictive than the Federal requirements.
- The recipient follows its procurement policies and procedures. Note that the determination for this element is made after a review of procurement files. If the recipient has a state or local law or regulation regarding procurement methods to be followed in its procurement policies and procedures for certain monetary thresholds that are more restrictive than Federal requirements, those procedures are to be followed.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have written procurement policies and procedures.

DEFICIENCY CODE P1-1: Procurement policies and procedures not evident

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office procurement policies that include all required provisions.

The recipient is deficient if it does not have written procedures for procurement transactions to ensure that all procurements 1) incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured, and 2) identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

DEFICIENCY CODE P1-2: Procurement transaction procedures missing or incomplete

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office procurement transaction procedures that include all required provisions.

The recipient is deficient if procurement policies and procedures contain provisions that are contrary to the provisions outlined above.

DEFICIENCY CODE P1-3: Procurement policies and procedures

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office revised procurement policies that are not contrary to 2 CFR 200.318 through 200.327.

The recipient is deficient if it does not follow its procurement policies and procedures regarding procurement methods for distinct monetary purchase thresholds if their policies are more stringent than Federal thresholds.

DEFICIENCY CODE P1-4: Procurement policies and procedures not followed

SUGGESTED CORRECTIVE ACTION: The recipient must provide evidence that it is implementing its procurement policies and procedures.

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

GOVERNING DIRECTIVE

2 CFR 200.317 Procurements by states

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.

2 CFR 200.318 General procurement standards

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c) (1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

2 CFR 200.319 Competition

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with § 200.320(c).

2 CFR 200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) Micro-purchases -

(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with

the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) Small purchases -(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

(c) Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

2 CFR 200.323 Procurement of recovered materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

2 CFR 200.324 Contract cost and price

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the

non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

2 CFR 200.325 Federal awarding agency or pass-through entity review

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

2 CFR 200.326 Bonding requirements

For construction or facility improvement contracts or sub contracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and

requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

2 CFR 200.327 Contract provisions

The non-Federal entity's contracts must contain the applicable provisions described in appendix II to this part.

P2. Does the recipient maintain written standards of conduct for its representatives engaged in the selection, award, and administration of FTA-funded contracts?

BASIC REQUIREMENT

The recipient must have and implement written standards of conduct for those involved in its procurement and contract administration actions.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to maintain written standards of conduct governing the performance of their employees engaged in the award and administration of contracts supported by Federal funds. The standards must:

- Preclude any employee, officer, or agent from participating in the selection, award, or administration of a contract supported with FTA assistance if he or she has any real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing has a financial or other interest or a tangible personal benefit from a firm considered for a contract.
- Include a restriction that the recipient's officers, employees, or agents may neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The recipient may set minimum rules when the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- Provide for disciplinary action for violation of such standards by the recipient's officers, employees, or agents.

If the recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the recipient must also maintain written standards of conduct covering organizational

conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have written standards of conduct?*
- b. *Do the recipient's standards of conduct include all required elements?*

INSTRUCTIONS FOR REVIEWER

Request and review the recipient's standards of conduct for procurement-related actions. These may be contained in the recipient's policies and procedures, in a separate document(s), or different documents for employees and governing board members. Please note that state and/or local laws may have requirements that are more restrictive than the Federal requirements below. Recipients must adhere to those state and local requirements.

Review standards of conduct to ensure that, at a minimum, they:

- Preclude any employee, officer, or agent from participating in the selection, award, or administration of a contract supported with FTA assistance if he or she has any real or apparent conflict of interest.
- Include a restriction that the recipient's officers, employees, or agents may neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- Provide for disciplinary action for conflict of interest violations by the recipient's officers, employees, or agents.
- If the recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, verify the written standards of conduct cover organizational conflicts of interest.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have written standards of conduct.

DEFICIENCY CODE P2-1: No written standards of conduct

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office written standards of conduct that include all required provisions.

The recipient is deficient if its written standards of conduct do not contain all required elements.

DEFICIENCY CODE P2-2: Incomplete standards of conduct

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office written standards of conduct that include all missing provisions.

GOVERNING DIRECTIVE
2 CFR 200.318 (c)(1) & (2)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

FTA Master Agreement (28), Section 4

(a) Standards of Conduct. At a minimum, the Recipient agrees to, and assures that its Subrecipients will, establish and maintain written Standards of Conduct covering conflicts of interest that:

(1) Apply to the following individuals who have a present or potential financial interest, or other significant interest, such as a present or potential employment interest in the selection, award, or administration of a third party contract or subcontract:

(i) The Recipient or its Subrecipients' officers, employees, board members, or agents engaged in the selection, award, or administration of any third party agreement;

(ii) The immediate family members or partners of those listed above in section 4(a)(1)(i) of this Master Agreement; and

(iii) An entity or organization that employs or is about to employ any person that has a relationship with the Recipient or its Subrecipient listed above in sections 4(a)(1)(i) and (ii) of this Master Agreement;

(2) Prohibit those individuals listed above in section 4(a)(1) from:

(i) Engaging in any activities involving the Recipient's or any of its Subrecipients' present or potential Third Party Participants at any tier, including selection, award, or administration of a third party agreement in which the individual has a present or potential financial or other significant interest; and

(ii) Accepting a gratuity, favor, or anything of monetary value from a present or potential Third Party Participant in the Recipient's Underlying Agreement, unless the gift is unsolicited and has an

insubstantial financial or nominal intrinsic value; and

(3) Establish penalties, sanctions, or other disciplinary actions for violations, as permitted by state or local law or regulations, that apply to those individuals listed above in section 4(a)(1) and the Recipient's or Subrecipient's Third Party Participants

P3. Does the recipient have and follow written procurement protest procedures?

BASIC REQUIREMENT

The recipient must have and follow written protest procedures in compliance with all applicable Federal, state, and local laws and regulations.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients must have written procedures that allow bidders to protest a procurement action.

FTA recipients are responsible for resolving all contractual and administrative issues arising out of their third party procurements, including source evaluation and selection, protests of awards, disputes, and claims using good administrative practices and sound business judgment.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligible Operations or Maintenance Expenses

Under the authority of the Emergency Relief program to set the necessary terms and conditions of an award (49 USC 5324 (d)(1), FTA permits funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. The procurement of any new contracts would need to follow all Federal requirements.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have written protest procedures?*
- b. *Has the recipient received any procurement protests since the last Comprehensive Review? If yes, did it follow its protest procedures?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, request and review the recipient's written protest procedures. Protest procedures may be contained in the recipient's policies and procedures or in a separate document.

Review milestone progress reports in TrAMS for protests noted. Onsite, ask the recipient for any bid protests received, granted, or denied. If there have been any protests during the review period, review related documentation to determine if the recipient followed its written protest procedures.

POTENTIAL DEFICIENCY DETERMINATIONS

This deficiency code is retired.

DEFICIENCY CODE P3-1: Protest procedures not accessible to potential bidders

The recipient is deficient if it does not have written protest procedures.

DEFICIENCY CODE P3-2: No written protest procedures

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office with a copy its written protest procedures.

The recipient is deficient if it has written protest procedures and received protests, but did not follow its procedures.

DEFICIENCY CODE P3-3: Protest procedures not followed

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation of implemented procedures or documentation of the process that will be followed to ensure that its protest procedures are followed.

GOVERNING DIRECTIVE

2 CFR 200.318(k)

The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

FTA Master Agreement (28), Section 16(w)

Bid Protests. The Recipient agrees to provide FTA, as part of the annual or quarterly Milestone Progress Report, with a list of all bid protests and appeals for solicitations or contracts in excess of \$500,000. The Recipient also should be mindful of the requirement in Section 39, Disputes, that the Recipient must promptly notify the FTA Chief Counsel, or FTA Regional Counsel for the Region in which the Recipient is located, of significant current or prospective legal matters that may affect the Federal Government.

Guidance note regarding notifying FTA of Protests and Appeals to FTA

FTA's involvement in bid protests is limited. The Uniform Guidance, as adopted by DOT, no longer includes the language in 49 C.F.R. §18.36(b)(12) that provided for a direct appeal to FTA of a recipient's final decision on a bid protest. The Uniform Guidance provides that:

“The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.” – 2 C.F.R. § 200.318(k)

Thus, the FTA's role is limited to considering matters that are “primarily a Federal concern.” Accordingly, Section (1)(b)(2)(a) of Chapter VII of FTA Circular 4220.1F, which provides for direct appeals to FTA, is no longer applicable.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE2

Under the authority of the Emergency Relief program to set the necessary terms and conditions of a grant (49 USC 5324 (d)(1), FTA will permit funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. Any new contracts would need to follow all federal requirements.

P4. Does the recipient make awards only to responsible contractors as described in its policies and procedures and in compliance with the requirements of 49 U.S.C. 5325(j) and 2 CFR 200.318(k)?

APPLICABILITY

All recipients

BASIC REQUIREMENT

The recipient must only contract with responsible firms.

DETAILED EXPLANATION FOR REVIEWER

49 U.S.C. Section 5325 (j) requires recipients to make FTA-assisted contract awards only to “responsible” contractors possessing the ability to successfully perform under the terms and conditions of a proposed procurement. Before making an award to a contractor, a recipient shall consider the integrity of the contractor; the contractor’s compliance with public policy; the contractor’s past performance; and the contractor’s financial and technical resources. Responsibility is determined by the recipient after receiving bids or proposals and before making contract award.

Recipients also are required to ensure before entering into a covered contract that the potential contractor and its principals are not suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements. This applies to any contract, regardless of tier, that is awarded by a contractor, subcontractor, supplier, consultant, or its agent or representative in any transaction, if the contract is to be funded or provided by the Department of Transportation. For each third party contract expected to equal or exceed \$25,000, recipients must verify that the bidder is not excluded or disqualified by:

- Checking System for Award Management (SAM) Exclusions (at SAM.gov); or
- Collecting a certification; or
- Adding a clause or condition to the covered transaction

FTA notes that affirmative actions, such as checking SAM.gov or including a requirement for a signed certification, are preferred. A best practice is for the recipient to print the screen with the results of the search to include in the award or procurement file, or to have a checklist noting when the SAM was reviewed.

2 CFR 180.995 defines a principal, in part, as an officer, director, owner, partner, principal investigator, or other person with management or supervisory responsibilities related to a covered transaction; or a consultant or other person, whether or not employed by the contractor or paid with Federal funds, who is in a position to handle federal funds, influence or control the use of those funds, or who occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

In the event that a recipient becomes aware that an excluded party is participating in a covered transaction, it must promptly inform the FTA regional office in writing of this information. The recipient may continue any covered transaction in existence at the time a party is excluded. The recipient is not required to continue the transaction and may consider termination. However, the recipient may not renew or extend the covered transaction (other than through a fully documented no-cost time extension) with the excluded party.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligible Operations or Maintenance Expenses

Under the authority of the Emergency Relief program to set the necessary terms and conditions of an award (49 USC 5324 (d)(1), FTA permits funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. The procurement of any new contracts would need to follow all Federal requirements.

INDICATORS OF COMPLIANCE

- a. Do procurement files contain documentation that the recipient made written responsibility determinations prior to award, considering all required information?*

- b. *Prior to award, does the recipient have documentation that third party contractors are not suspended or debarred?*
- c. *How does the recipient ensure that prime contractors flow the suspension/debarment requirement down to their lower tier subcontractors?*
- d. *Did the recipient extend a contract with a contractor after it determined that the contractor had been suspended or debarred?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's policies and procedures for its process of conducting and documenting responsibility determinations and ensuring it does not award contracts to debarred or suspended contractors or individuals. Review procurements over the micro-purchase threshold for responsibility determinations and procurements of \$25,000 or more for the suspension and debarment requirements.

During the site visit, examine selected procurement files, in accordance with records sampling procedures, to determine if the recipient makes responsibility determinations prior to awarding contracts.

Examine responsibility determinations to verify that a written responsibility determination was made for each successful bidder prior to award and that consideration was given to matters such as:

- contractor integrity,
- compliance with public policy,
- record of past performance, and
- financial and technical resources

Review contract and subrecipient files to verify if the recipient or subrecipient is determining that bidders were not excluded or disqualified before entering into any third party contracts. Document that the recipient makes this verification by:

- checking SAM Exclusions (at SAM.gov), or
- collecting a certification, or
- adding a clause or condition to the covered transaction

Discuss with the recipient if it has become aware of any situation in which an excluded party is participating in a covered transaction. For the procurements reviewed, check SAM.gov to determine if the contractors are suspended or debarred. Determine if the recipient received FTA approval to extend (other than a no-cost extension) or renew a contract with a suspended or debarred contractor prior to taking those actions.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not make written responsibility determinations that include the required elements prior to award.

DEFICIENCY CODE P4-1: Responsibility determination deficiencies

SUGGESTED CORRECTIVE ACTION: For any contracts where the recipient was found to have failed to verify that the contractor was responsible, the recipient must verify the responsibility of contractors. The recipient must submit to the FTA regional office documentation of an implemented process to make adequate responsibility determinations prior to award of a contract. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if it has not verified that excluded parties are not participating prior to applicable awards or actions or does not require prime contractors to flow down exclusion requirements to lower tiers.

DEFICIENCY CODE P4-2: No verification that excluded parties are not participating/ no requirement for prime contractor to flow down exclusion requirements to lower tiers

SUGGESTED CORRECTIVE ACTION 1: For any contracts where the recipient was found to have failed to verify that the contractor was in compliance with suspension/debarment requirements, the recipient must either amend the contract with the appropriate clause, obtain the applicable certification from the third-party contractor(s), or verify that the contractor is not suspended or debarred based on a review of SAM.gov. The recipient must submit to the FTA regional office procedures for making excluded party determinations before entering into applicable transactions. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

SUGGESTED CORRECTIVE ACTION 2: In cases where the recipient has not required its prime contractor to flow down exclusion requirements, the recipient must submit to the FTA regional office procedures for so requiring. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if it extended (other than a no-cost time extension) or renewed a contract with a contractor subsequent to it becoming suspended or debarred, unless approved by FTA.

DEFICIENCY CODE P4-3: Excluded parties participating in covered transactions

SUGGESTED CORRECTIVE ACTION: The recipient must confer with the FTA regional office for any contract that was extended or renewed with a suspended or debarred contractor. The recipient must submit to the FTA regional office procedures for making excluded party determinations before entering into applicable transactions.

GOVERNING DIRECTIVE

49 U.S.C 5325(j) AWARDS TO RESPONSIBLE CONTRACTORS

(1) IN GENERAL. Federal financial assistance under this chapter may be provided for contracts only if a recipient awards such contracts to responsible contractors possessing the ability to successfully perform under the terms and conditions of a proposed procurement.

(2) CRITERIA. Before making an award to a contractor under paragraph (1), a recipient shall consider:

- A. the integrity of the contractor;
- B. the contractor's compliance with public policy;
- C. the contractor's past performance, including the performance reported in the Contractor Performance Assessment Reports required under section 5309(l)(2); and
- D. the contractor's financial and technical resources.

2 CFR 180.300 What must I do before I enter into a covered transaction with another person at the next lower tier?

When you enter into a covered transaction with another person at the next lower tier, you must verify that the person with whom you intend to do business is not excluded or disqualified. You do this by: (a) Checking SAM Exclusions; or (b) Collecting a certification from that person; or (c) Adding a clause or condition to the covered transaction with that person.

2 CFR 180.310 What must I do if a Federal agency excludes a person with whom I am already doing business in a covered transaction?

(a) You as a participant may continue covered transactions with an excluded person if the transactions were in existence when the agency excluded the person. However, you are not required to continue the transactions, and you may consider termination. You should make a decision about whether to terminate and the type of termination action, if any, only after a thorough review to ensure that the action is proper and appropriate. (b) You may not renew or extend covered transactions (other than no-cost time extensions) with any excluded person, unless the Federal agency responsible for the transaction grants an exception under §180.135.

2 CFR 1200.220 What contracts and subcontracts, in addition to those listed in 2 CFR 180.220, are covered transactions?

In addition to the contracts covered under 2 CFR 180.220(b) of the OMB guidance, this part applies to any contract, regardless of tier, that is awarded by a contractor, subcontractor, supplier, consultant, or its agent or representative in any transaction, if the contract is to be funded or provided by the Department of Transportation under a covered nonprocurement transaction and the amount of the contract is expected to equal or exceed \$25,000. This extends the coverage of the Department of Transportation nonprocurement suspension and debarment requirements to all lower tiers of subcontracts under covered nonprocurement transactions, as permitted under the OMB guidance at 2 CFR 180.220(c) (see optional lower-tier coverage in the figure in the appendix to 2 CFR part 180).

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE2

Under the authority of the Emergency Relief program to set the necessary terms and conditions of a grant (49 USC 5324 (d)(1), FTA will permit funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. Any new contracts would need to follow all federal requirements.

P5. Does the recipient maintain records sufficient to detail the history of each procurement as described in its policies and procedures and in compliance with 2 CFR Part 200?

BASIC REQUIREMENT

The recipient must maintain a written history of each procurement.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients must maintain records sufficient to detail the significant history of a procurement. At a minimum, such records must include:

- Rationale for the method of procurement (i.e., request for proposals, invitation for bids, sole source)
- Selection of contract type (i.e., fixed price, cost reimbursement)
- Reason for contractor selection or rejection
- Basis for the contract price (i.e., cost/price analysis)

The extent of documentation should be reasonable. Documents included in a procurement history should be commensurate with the size and complexity of the procurement itself. FTA recognizes that these written records may vary greatly for different procurements or procurement methods.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligible Operations or Maintenance Expenses

Under the authority of the Emergency Relief program to set the necessary terms and conditions of an award (49 USC 5324 (d)(1), FTA permits funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. The procurement of any new contracts would need to follow all Federal requirements.

INDICATOR OF COMPLIANCE

- a. *Do procurement files reviewed include required historical information?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's policies and/or procedures for documenting procurement files. During the site visit, examine selected procurement files, in accordance with records sampling procedures, to determine if procurement records include the minimum information listed below:

- Rationale for the method of procurement (i.e., request for proposals, invitation for bids, sole source)
- Selection of contract type (i.e., fixed price, cost reimbursement)
- Reason for contractor selection or rejection
- Basis for the contract price (i.e., cost/price analysis)

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if, for any procurement examined, procurement records do not contain the minimum documentation required.

DEFICIENCY CODE P5-1: Incomplete written documentation of procurement history

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that the deficiencies identified in its record-keeping process have been corrected and that procurement staff have been trained on documenting procurement history.

GOVERNING DIRECTIVE

2 CFR 200.318(i)

The non-Federal entity must maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE2

Under the authority of the Emergency Relief program to set the necessary terms and conditions of a grant (49 USC 5324 (d)(1), FTA will permit funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. Any new contracts would need to follow all federal requirements.

P6. Does the recipient ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders in its policies and procedures and in compliance with 2 CFR Part 200?

BASIC REQUIREMENT

Recipients must have oversight mechanisms to ensure that contractors perform in accordance with the terms of their contracts.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to have mechanisms in place to ensure that contractors perform in accordance with the terms, conditions, and specifications contained in their contracts or purchase orders. 2 CFR part 200 assigns responsibility to the recipient for resolving all contractual and administrative issues arising out of its third party procurements, including protests of awards, disputes, and claims using good administrative practices and sound business judgment. Neither FTA nor 2 CFR part 200 relieves the recipient of any contractual responsibility under its contracts.

Many FTA recipients assign contracting duties to technical, financial, or management personnel. If the recipient lacks qualified personnel within its organization to undertake the various procurement tasks, such as drafting specifications, evaluating contracts, or performing internal audits for the recipient, FTA expects the recipient to acquire the necessary services from sources outside the recipient's organization. When using outside sources, the recipient should take appropriate steps to prevent or mitigate organizational conflicts of interest that would result in conflicting roles that might bias a contractor's judgment or would result in unfair competitive advantage.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligible Operations or Maintenance Expenses

Under the authority of the Emergency Relief program to set the necessary terms and conditions of an award (49 USC 5324 (d)(1), FTA permits funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. The procurement of any new contracts would need to follow all Federal requirements.

INDICATOR OF COMPLIANCE

- a. Does the recipient conduct oversight of third party contractors to ensure performance in accordance with contract terms?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review milestone progress reports in TrAMS and information provided by the recipient to determine if there were any contracts noted as having issues with the contractor not performing in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Review information in TrAMS and those received from the recipient on the resolution of disputes or claims. Ask the regional office if there are any procurements that should be reviewed for contractor performance issues. Prior to the site visit, request and review the recipient's policies and procedures, which should include procedures to ensure contract performance and to resolve third party contracting issues, for any described contract administration processes and responsibilities.

Onsite, during review of selected procurements, determine if contract administration and oversight procedures are being implemented as described in policies and procedures. Determine if the recipient is monitoring the contractor's on-time delivery of products or services as detailed in any contractual milestones. Determine if the recipient is analyzing the cause of cost overruns, scope changes, or slippages in delivery schedules or milestone dates.

For any procurements examined for which enforcement of contract administration remedies appeared to be warranted (i.e. liquidated damages, remedies related to milestone or delivery dates or performance standards), determine if appropriate actions were taken. In accordance with 2 CFR §200.318(j)(2), recipients must assert a high degree of oversight for time and materials type contracts in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if the recipient does not have documentation evidencing contract oversight pursuant to its internal policies and/or procedures. For example, the recipient is deficient if non-performance of contractors is a persistent problem, with contractors either not performing in accordance

with the terms and conditions of their contracts, or issues remain unresolved for a substantial length of time, or the recipient cannot demonstrate that it has taken remedial action in accordance with its policies and procedures.

DEFICIENCY CODE P6-1: Contract administration system lacking

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office revised procurement procedures that include oversight procedures and remedies for non-performance, along with evidence of implementation.

GOVERNING DIRECTIVE

2 CFR 200.318(b)

Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE2

Under the authority of the Emergency Relief program to set the necessary terms and conditions of a grant (49 USC 5324 (d)(1), FTA will permit funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. Any new contracts would need to follow all federal requirements.

P7. Does the recipient ensure that it conducts all procurement transactions in a manner that provides full and open competition and does not unduly restrict competition in its procurement process and as described in its policies and procedures and in compliance with 2 CFR Part 200?

BASIC REQUIREMENT

Procurement transactions must be non-restrictive.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Restricting Competition:

Recipients must conduct procurement transactions in a manner providing full and open competition. Recipients are prohibited from restricting competition in federally supported procurement transactions.

Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and/or excessive bonding;
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement;
- Having overly burdensome requirements for approval of an equal product;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest; and
- Any arbitrary action in the procurement process.

Geographic Preference:

Recipients are prohibited from specifying in-state or local geographic preferences, or evaluating bids or proposals in light of in-state or local geographic preferences, even if those preferences are imposed by

state or local laws or regulations. In particular, 49 U.S.C. Section 5325(i) prohibits an FTA recipient from limiting its bus purchases to in-state dealers.

Exceptions expressly mandated or encouraged by law include the following:

- **A&E Services.** Geographic location may be a selection criterion if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project. Although geographic preferences are permissible in procurements for A&E services, the reviewer should ensure that their use does not restrict competition (i.e., the use of geographic preference leaves only one or two qualified firms to bid on the contract).
- **Licensing.** A state may enforce its licensing requirements, provided that those requirements do not conflict with Federal law.

Major Disaster or Emergency Relief. Federal assistance awarded under the Stafford Act, 42 U.S.C. Section 5150, to support contracts and agreements for debris clearance, distribution of supplies, reconstruction, and other major disaster or emergency assistance activities permits a preference, to the extent feasible and practicable, for organizations, firms, and individuals residing or doing business primarily in an area affected by a major disaster or emergency.

Section 418 of the fiscal year (FY) 2015 Appropriations Act and Section 415 of the Consolidated Appropriations Act, 2016, Public Law 114-113 (FY 2016 Appropriations Act) prohibit FTA from using FY2015 or FY2016 funds to implement, administer, or enforce the prohibition of geographic preferences under 49 CFR 18.36(c)(2) (now 2 CFR 200.319(b)) for construction hiring purposes. "Construction hiring purposes" means hiring of the construction labor workforce for a construction project. Section 418 applies to all FTA awards, including awards funded under the Hurricane Sandy Emergency Relief and Transportation Investment Generating Economic Recovery (TIGER) programs. Recipients are asked to provide the FTA Regional Office notice of using local hiring preferences on construction projects.

The Department of Transportation Appropriations Act, 2019, Pub. L. 116-6, §191, allows geographic, economic, and other hiring preferences if the recipient makes certain certifications regarding available unemployed workforce, displacement of workers, and added costs of using preferences.

Prequalification Lists:

Except for small and micro purchases, proposals and/or bids must be publicly solicited from an adequate number of sources. Recipients are prohibited from restricting competition in federally supported procurement transactions. Recipients are not required to prequalify potential bidders. However, recipients that place such a requirement on potential bidders must adhere to FTA's requirements. If a recipient requires prospective bidders to prequalify, it must ensure that all lists of prequalified persons, firms, or products that are used in acquiring goods and services are current and include enough sources to ensure full and open competition. Recipients must permit potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date). Prequalification should not be confused with reviews of technical qualifications that are an essential process in two-step and qualifications-based procurements.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligible Operations or Maintenance Expenses

Under the authority of the Emergency Relief program to set the necessary terms and conditions of an award (49 USC 5324 (d)(1), FTA permits funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. The procurement of any new contracts would need to follow all Federal requirements.

Full and Open Competition

There are some flexibilities permitted under OMB Memo M-20-17 to allow recipients to waive the procurement requirements regarding geographical preferences [2 CFR 200.319(c)] and contracting small and minority businesses, women's business enterprises, and labor surplus area firms [200.321]. FTA recipients should document any procurement decisions made in response to the COVID-19 public health

emergency and may be asked to provide that information in the future. This flexibility is for procurement activity from March 1, 2020 through March 1, 2021. As required under 2 CFR part 200, when procuring property and services under a federal award, states must follow the same policies and procedures it uses for procurements from its non-federal funds, including any provisions for emergency situations.

INDICATORS OF COMPLIANCE

- a. *Does the recipient restrict competition by applying unreasonable requirements, requiring unnecessary experience or excessive bonding, by specifying brand names only, or by not reviewing planned procurements for organization conflicts of interest?*
- b. *Does the recipient include prohibited geographic preferences in procurements?*
- c. *If the recipient uses prequalification lists for any of its procurements, does it do so properly?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, request and review the recipient's written procurement policies for discussion of the requirements in the above indicators. Obtain and review the listing of FTA-funded procurements.

During the site visit:

- Review procurement files, particularly legal notices and solicitation documents, to determine whether procurements were unreasonably restrictive. If a procurement only received one or two responses, did the specifications include non-essential requirements that only a single manufacturer can meet? Did potential bidders submit pre-submission questions regarding compliance with the specifications or other contract requirements? Examine any bid protests and any questions and answers to solicitations to determine if there are any perceived restrictions from potential bidders.
- When using outside sources, the recipient should take appropriate steps to prevent or mitigate organizational conflicts of interest that would result in conflicting roles that might bias a contractor's judgment or would result in unfair competitive advantage. Through review of procurement procedures and interviews with the recipient, determine if there is a process to mitigate organizational conflicts of interest. Review selected procurement files to determine if there were any potential organizational conflicts of interest and how the recipient mitigated the conflict.
- Review procurement files for use of geographic preferences outside of the allowable exceptions. Examine any bid protests and any questions and answers to solicitations to determine if there are any potential geographic preference issues. These may include bid/evaluation preferences for, or restricting competition to, in-state or local firms. In-state licensing requirements do not constitute geographic preference. When contracting for A&E services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- Review procurement files, particularly legal notices and solicitation documents, to determine whether responses to procurements are limited to pre-qualified firms. If a recipient requires prospective bidders to prequalify, determine if it has documented that it has ensured that all prequalification lists include enough sources to ensure full and open competition. Determine if the recipient permitted potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date).

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Discuss with the recipient if it has used geographic preferences in procurements due to the COVID-19 public health emergency. If yes, determine if the transaction occurred within the allowed time period of March 1, 2020, through March 1, 2021.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has conducted a procurement without providing for full and open competition. Examples of failure to provide for full and open competition include impermissible or unnecessary restrictive requirements in specifications or on prospective bidders in any of the procurement files reviewed, or unmitigated organizational conflicts of interest.

DEFICIENCY CODE P7-1: Lacking full and open competition for one or more methods of procurement

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procurement procedures that ensure full and open competition in all procurement transactions. Recipient must provide training to its procurement staff on its procedures for ensuring full and open competition in all procurements.

The recipient is deficient if it has improperly included geographic preferences in its procurements.

DEFICIENCY CODE P7-2: Improper use of geographic preferences

SUGGESTED CORRECTIVE ACTION: The recipient must cease using inappropriate geographic preferences in FTA-funded procurements and submit to the FTA regional office documentation of a revised procurement process that prohibits the improper use of geographic preferences. For the next procurement, the recipient must submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if its prequalification lists do not include enough qualified sources to ensure maximum full and open competition or it has precluded potential bidders from qualifying during the solicitation process.

DEFICIENCY CODE P7-3: Inadequate prequalification criteria

SUGGESTED CORRECTIVE ACTION: The recipient must provide the FTA regional office documentation demonstrating that deficiencies identified in its prequalification process have been corrected. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

GOVERNING DIRECTIVE

49 U.S.C. 5325(a) Contract requirements

(a) Competition. Recipients of assistance under this chapter shall conduct all procurement transactions in a manner that provides full and open competition as determined by the Secretary.

49 U.S.C. 5325(h) Contract requirements

(h) Grant prohibition. A grant awarded under this chapter or the Federal Public Transportation Act of 2015 may not be used to support a procurement that uses an exclusionary or discriminatory specification.

2 CFR 200.319 Competition

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or

requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE2

Under the authority of the Emergency Relief program to set the necessary terms and conditions of a grant (49 USC 5324 (d)(1), FTA will permit funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. Any new contracts would need to follow all federal requirements.

Office of Management and Budget Memorandum M-20-17, March 19, 2020

Awarding agencies may waive the procurement requirements contained in 2 CFR§ 200.319(c) regarding geographical preferences and 2 CFR§ 200.321 regarding contracting small and minority businesses, women's business enterprises, and labor surplus area firms.

P8. Did the recipient appropriately use each method of procurement as described in its policies and procedures and in compliance with 2 CFR Part 200?

BASIC REQUIREMENT

The non-Federal entity must appropriately use one of the following methods of procurement: micro-purchase, small purchase, sealed bid, competitive proposals or non-competitive proposals.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Micro-purchases may be made without obtaining competitive quotations if the recipient determines that the price to be paid is fair and reasonable. These purchases must be distributed equitably among qualified suppliers to the extent practicable, and must not be split to avoid the requirements for competition above the micro-purchase threshold.

Small purchase procedures require that price or rate quotations be obtained from an adequate number of qualified sources (at least two). The solicitations and quotations may be either oral or written, but must be evidenced in the recipient's records.

For procurements exceeding the Federal simplified acquisition threshold (currently \$250,000), sealed bids or competitive proposals are generally required.

- Sealed Bids/IFB – Bids are publicly solicited and the award is made to the lowest (best price), responsive (meets all specifications), and responsible (is qualified to perform the work) bidder.
- Competitive Proposals/RFP – Proposals are publicly solicited from an adequate number of sources and the award is made to the responsive and responsible proposer whose offer is most advantageous to the recipient, with price and other factors considered. Recipients must identify their evaluation factors and indicate the relative importance that each has towards the award.

Non-competitive proposals: When the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient may make a sole-source award. In the case of a sole-source award, the recipient should prepare a written cost analysis and justification. The property or services are available from one source if one of the conditions described below is present:

- Unique or Innovative Concept. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and in the past, has not been available from another source.
- Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
- Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.

- Unacceptable Delay. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient's needs.

While professional services can be procured on a sole-source basis if justified, in general, a competitive environment does exist for professional services and the recipient needs to provide for competition when FTA funds are used to pay for these services.

With a single bid, the documentation should include a cost analysis, as well as an explanation as to why a single bid was obtained. Upon receiving a single bid or proposal in response to a competitive solicitation, the recipient should determine if its solicitation was unduly restrictive. This could include actions such as a review of the specifications for undue restrictiveness, a survey of potential sources that chose not to submit a bid or proposal, or other actions.

Time-and-materials contracts are a restricted type of procurement. They are contracts in which the contractor charges a single rate that includes overhead and profit for labor, and materials are billed at cost. Generally, the total value of a time and materials type contract is an indeterminate amount. As such, recipients are not permitted to use FTA funds for time-and-materials type contracts unless it determines that no other type of contract is suitable for the procurement. If time-and-materials type contracts are used, recipients must specify a ceiling price that the contractor shall not exceed, except at its own risk.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligible Operations or Maintenance Expenses

Under the authority of the Emergency Relief program to set the necessary terms and conditions of an award (49 USC 5324 (d)(1), FTA permits funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. The procurement of any new contracts would need to follow all Federal requirements.

Methods of Procurement

Federal procurement standards established in 2 CFR part 220.318-329 permit the use of a noncompetitive (sole source) procurement when the circumstances of an emergency (or public exigency) would not permit a delay resulting from competitive solicitation.

INDICATORS OF COMPLIANCE

- If the recipient used micro-purchase procedures, was it done in accordance with requirements?*
- If the recipient used small purchase procedures, was it done in accordance with requirements?*
- If the recipient used sealed bid procedures, was it done in accordance with requirements?*
- If the recipient used competitive proposal procedures, was it done in accordance with requirements?*
- Did the recipient include written justification of any non-competitive or sole source procurements in the procurement file?*
- If the recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source?*
- If the recipient awarded any time-and-materials type contracts during the review period, did it determine that it was the only method suitable and was a ceiling price identified?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's policies and procedures for dollar thresholds and procedures for micro-purchase, small purchase, sealed bid, competitive proposals or non-competitive proposals/sole source procurements, as applicable.

Review the list of FTA-funded procurements to determine which types of procurements were used.

Micro-purchase: Review selected procurements to determine if:

- this method was only used for procurements \$3,500 or less awarded prior to June 20, 2018, or \$10,000 or less for contracts awarded after June 20, 2018,
- the procurements were distributed equitably if there was more than one qualified supplier,
- the recipient documented its determination that the price was reasonable with a description of how that determination was made, and
- there is no evidence that procurements were split to avoid procurement requirements for purchases above the micro-purchase threshold (such as repeated purchases of the same item(s)).

NOTE TO REVIEWER: State or local law or recipient policies/procedures may set a micro-purchase threshold lower than the federal threshold. In such cases, recipients must follow state or local law. However, if the state or local micro-purchase threshold is higher than the Federal threshold, the recipient is constrained by the Federal threshold for FTA-funded contracts.

Small purchase: Review selected procurements to determine if:

- this method was only used for procurements of \$150,000 or less, awarded prior to June 20, 2018, or \$250,000 or less for procurements awarded after June 20, 2018. Procurements funded by awards issued on or before December 25, 2014, are subject to the previous simplified acquisition threshold of \$100,000.
- price or rate quotations were obtained from an adequate (at least two) number of qualified sources, and
- there was no evidence that procurements were split to avoid procurement requirements for purchases above the small purchase threshold (such as repeated purchases of the same item(s)).

NOTE TO REVIEWER: State or local law or recipient policies/procedures may set a small purchase threshold lower than the Federal threshold. In such cases, recipients must follow state or local law. However, if the state or local small purchase threshold is higher than the Federal simplified acquisition threshold, the recipient is constrained by the Federal threshold for FTA-funded contracts.

Sealed bid: Review selected procurements to determine if:

- bids were solicited from an adequate number of known suppliers,
- if the recipient is a local or tribal government, the invitation for bids was publicly advertised,
- the invitation for bids defined the items or services in order for the bidder to properly respond,
- bids were opened at the time and place prescribed in the invitation for bids, and, if the recipient is a local or tribal government, the bids were opened publicly,
- a firm fixed price contract (lump sum or unit price) was awarded to the lowest responsive and responsible bidder, and

- any or all bids were rejected only if there was a sound, documented reason.

Competitive proposal: Review selected procurements to determine if:

- requests for proposals were publicly advertised in accordance with State and local laws,
- evaluation criteria and their relative importance were identified,
- proposals were solicited from an adequate number of qualified sources,
- there was a written method for conducting technical evaluations of the proposals received and for selecting recipients, and
- contracts were awarded to the responsive and responsible firm whose proposal is most advantageous, with price and other factors considered.

For A&E procurements, the recipient must use qualifications-based procurement methods. These procurements are reviewed in the following question.

Non-competitive procurement: Review selected procurements to determine if one of the following conditions was met:

- The recipient appropriately determined that the item was available from only a single source. Commonly, property or services are available from one source when one of the conditions described below is present:
 - *Unique or Innovative Concept.* Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and in the past, has not been available from another source.
 - *Patents or Restricted Data Rights.* Patent or data rights restrictions preclude competition.
 - *Substantial Duplication Costs.* In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
 - *Unacceptable Delay.* In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient's needs.
- There was a public exigency or emergency for the requirement which would not permit a delay resulting from competitive solicitation. When relying on this provision, recipients may use a non-competitive procurement method only for its reasonable needs to address the exigency or emergency. For example, a recipient's facility receives an unprecedented 24 inches of snow in 24 hours in October and it does not have a snow removal contract in place. The recipient may enter into a non-competitive snow removal contract to clear the snow. However, the recipient may not use this emergency to justify entering into a non-competitive snow removal contract for the entire winter season.
- FTA expressly authorized noncompetitive proposals in response to a written request from the recipient.

Determine if the recipient included a written sole source justification in its procurement file.

Single bidder: Ask the recipient to provide information on state or local requirements for advertisement/dissemination of solicitation. Review any advertisement/dissemination procedures in the recipient's procurement policies. Review selected procurements to determine if the procurement files include an explanation as to why a single bid was obtained and if the recipient's determination of adequate competition included a review of the specifications for undue restrictiveness. Reviewing a solicitation for undue restrictiveness may include a survey of potential sources that chose not to submit a bid or proposal, and a review of whether the solicitation was adequately advertised and open for a sufficient period of time given the complexity of the project.

Time and materials: Prior to the site visit, examine the procurement listing provided by the recipient to determine if any time-and-materials type contracts were awarded during the review period. If so, during the site visit, examine at least one time-and-materials procurement file to determine if there was information noting that this was the only suitable type of procurement and that a ceiling price was included.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Discuss with the recipient if it used Supplemental funds to reimburse expenses for any operations or maintenance contracts. Ascertain whether the contracts met all Federal requirements. If not, advise the recipient that any new contract for operations or maintenance for which it will use Federal funds to reimburse expenses, must meet Federal requirements, including, but not limited to, procuring the services through full and open competition, confirming vendor responsibility, incorporating the required clauses, and obtaining signed certifications.

Discuss with the recipient if it used the non-competitive (sole source) procurement method as a result of the COVID-19 public health emergency. If it did, review the sole source justification to ensure it meets the requirements.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it made any procurements reviewed using micro-purchase procedures but used this method for procurements over \$3,500 for contracts awarded prior to June 20, 2018, or \$10,000 for contracts awarded after June 20, 2018, did not make reasonable price determinations, did not distribute purchases equitably if applicable, and/or if there was evidence of splitting procurements to be within the micro-purchase threshold.

DEFICIENCY CODE P8-1: Improper micro-purchase procedures used

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has updated its procurement process to correctly implement micro-purchase procedures. For the next micro-purchase, submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if it made any procurements reviewed using small purchase procedures for procurements over \$150,000 or less, for contracts awarded prior to June 20, 2018, or \$250,000 or less, for contracts awarded after June 20, 2018, price or rate quotations were not obtained from an adequate number of qualified sources, and/or if there is evidence of splitting procurements to be within the small purchase threshold.

DEFICIENCY CODE P8-2: Improper small purchase procedures used

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has updated its procurement process to correctly implement small purchase procedures. For the next small purchase, submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if it made any procurements reviewed using sealed bid procedures but bids were not adequately solicited or publicly advertised, items or services were not defined, bids were not publicly opened, a fixed price contract was not awarded to the lowest responsive and responsible bidder, and/or sound reasons were not documented for rejected bids.

DEFICIENCY CODE P8-3: Improper sealed bid procedures used

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has updated its procurement process to correctly implement sealed bid procedures. For the next sealed bid, submit to the FTA regional office documentation that the required procedures were followed.

The recipient is deficient if it made any procurements reviewed using competitive proposal procedures but requests for proposals were not publicly advertised and solicited, evaluation criteria and their relative importance were not identified in the solicitation documents, there was no written method for conducting technical evaluations, and/or price and other factors were not considered in the award.

DEFICIENCY CODE P8-4: Improper competitive proposal procedures used

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has updated its procurement process to correctly implement competitive proposal procedures. For the next competitive proposal, submit to the FTA regional office documentation that the required procedures were followed.

The recipient is deficient if, for any procurements reviewed, it made sole source procurements but does not have a sole-source justification in its procurement files, and/or if its justification does not include at least one of the conditions permitting the use of a sole source procurement.

DEFICIENCY CODE P8-5: Lacking required justification(s) and documentation for sole-source award(s)

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence of an implemented policy to ensure that future sole source procurements are properly conducted and documented. Where contracts are ongoing, confer with the FTA regional office to determine if the recipient should be directed not to exercise any options. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if it does not have the appropriate justification for any single-bid awards reviewed.

DEFICIENCY CODE P8-6: Lacking required justification(s) and documentation for single-bid award(s)

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence of an implemented policy to ensure that future single bid procurements are properly documented. For the next applicable procurement, submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if FTA funds were used for any time-and-materials contract reviewed and the files do not support the recipient's decision or the contract does not specify a ceiling price.

DEFICIENCY CODE P8-7: Improper time-and-materials contract

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has updated its procurement process to include procedures for the proper use of FTA-assisted time-and-materials contracts. The recipient must obtain prior FTA regional office approval before entering into the next time-and-materials contract.

GOVERNING DIRECTIVE

2 CFR 200.318 (j)

(j)(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

2 CFR 200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) Micro-purchases -

(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) Small purchases -

(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

FTA 4220.1F Chapter VI 3. a. (2) (b) Prohibited Divisions

The recipient may not divide or reduce the size of its procurement to avoid the additional procurement requirements applicable to larger acquisitions.

FTA 4220.1F Chapter VI 3. a. (2) (c) Documentation

FTA's only documentation requirement for micro-purchases is a determination that the price is fair and reasonable and a description of how the recipient made its determination. FTA does not require the recipient to provide its rationale for the procurement method used, selection of contract type, or reasons for contractor selection or rejection.

FTA Circular 4220.1F Chapter VI 3. i. (1) (b) 2. Single Bid or Single Proposal

Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal. a. Adequate Competition. FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award. b. Inadequate Competition. FTA acknowledges competition to be inadequate when, caused by conditions within the recipient's control. For example, if the specifications used were within the recipient's control and those specifications were unduly restrictive, competition will be inadequate.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE2

Under the authority of the Emergency Relief program to set the necessary terms and conditions of a grant (49 USC 5324 (d)(1), FTA will permit funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. Any new contracts would need to follow all federal requirements.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE9

FTA has established an Emergency Relief docket (docket number FTA-2021-0001) that allows recipients in states in which the Governor has declared an emergency related to COVID-19 to request temporary relief from federal requirements under 49 U.S.C. Chapter 53 as well as the provisions of any non-statutory FTA requirements. The ER docket should only be used to request a waiver of FTA requirements.

Some federal requirements include specific provisions related to emergencies, and therefore, no FTA waiver is necessary. For example, federal procurement standards established in 2 CFR part 220.317-326 permit the use of a noncompetitive (sole source) procurement when the circumstances of an emergency (or public exigency) would not permit a delay resulting from competitive solicitation.

P9. Does the recipient procure Architectural Engineering (A&E) Services in accordance with 49 U.S.C. 5325(b)?

BASIC REQUIREMENT

If the recipient procures services for program management, architectural, engineering, construction management, a feasibility study, and preliminary engineering, design, architectural, engineering, surveying, mapping, or related services (collectively referred to as “A&E services”) for an FTA-funded project, it must use a qualifications-based method. This method is not to be used for procuring services other than A&E.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

A&E services include program management, architectural engineering, construction management, a feasibility study, and preliminary engineering, design, architectural, engineering, surveying, mapping, or related services. FTA guidance suggests that 49 U.S.C. Section 5325(b) authorizes the use of qualifications-based procurement procedures only for services that directly relate or lead to construction, alteration, or repair of real property. A recipient may not use qualifications-based procurement procedures to acquire non-A&E services, even if those non-A&E services will be or could be provided by an A&E firm. For design/build procurements, FTA expects the recipient to use the procurement method appropriate for the services having the greater cost, even though the other necessary services would not typically be procured by that method.

When using FTA assistance to contract for A&E services, recipients, including states, are required to use competitive proposal procedures based on the Brooks Act or an equivalent qualifications-based requirement of a State adopted before August 10, 2005.

For qualifications-based procurements under the Brooks Act, price must not be considered during the selection phase of the most qualified offeror. Offerors’ qualifications are evaluated to determine the most qualified offeror. Price is then negotiated with the most qualified firm. If an agreement cannot be reached, then the recipient may negotiate with the next most qualified firm and so on until an agreement is reached on a price that the recipient determines is fair and reasonable.

Recipients may make multiple awards to cover needs for various disciplines under an “on-call” type of contract. Under this type of contract, the recipient must select the most qualified firm for each discipline (e.g., architect, seismic engineer, etc.). When the recipient has a project that needs an A&E firm, the recipient negotiates price with the most qualified firm only. On-call contracts may be suited for smaller jobs that would be too expensive (administratively) to compete individually. The Brooks Act does not permit a recipient to enter into a contract with multiple “qualified” A&E firms with work assignments to be distributed among the various firms based on price or some other selection method. An on-call A&E contract means that the recipient has identified the most qualified firm and has entered into a contract with that firm for future A&E work, as needed.

Solicitations for on-call awards must describe how the work will be assigned, and not leave the process undefined. For example, if company A is initially evaluated as being the best for geothermal work, then all such work should be given to that company as tasks are defined, assuming the company can perform within the timeframes required for the task. The procurement officials should not leave it to someone's judgment later to withhold work from company A and give it to company B based on a subjective judgment that B would be better than A for this job even though A was evaluated first initially. The selected companies also should not be allowed to update their qualifications during the term of the contract and so be rated higher than they were initially. There should be a finite period for these contract awards, after which a new round of qualifications-based awards would be made.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have and follow a State statute prescribing a formal procedure for the procurement of A&E services, adopted prior to August 10, 2005 that it is an equivalent-qualifications-based requirement- to the Brooks Act?*

- b. *If the recipient does not have an applicable State statute, does it use competitive proposals based on the Brooks Act when procuring A&E services?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review State statutes, the state management plan, and other documentation of procurement procedures for contracting A&E services through qualifications-based requirements. Review the list of procurements provided in advance of the review to identify procurements that would likely require Brooks method procurement procedures.

On site, discuss with the recipient, and evaluate procurement files to determine if A&E services were procured using a qualifications-based process in accordance with the Brooks Act, where firms are ranked based only on their qualifications and price is then negotiated with the most qualified firm. Review all “on-call” contracts for A&E services to determine if they comply with the Brooks Act.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient, including states, is deficient if it is in a State with a policy for A&E procurements adopted prior to August 10, 2005 but it is not following it or it is not following the Brooks Act, when procuring applicable services. The recipient also is deficient if it is using a qualifications-based method for procuring non-A&E services.

DEFICIENCY CODE P9-1: Recipient has A&E procurement deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a list of all active A&E contracts procured with a method other than the qualifications-based method. The FTA regional office will advise the recipient as to whether those contracts must be terminated and resolicited. The recipient must provide the FTA regional office procedures for implementing qualifications-based procurement when using FTA assistance to contract for A&E services. For the next procurement, the recipient must submit to the FTA regional office documentation that the required process was implemented.

GOVERNING DIRECTIVE

49 U.S.C. 5325 (b) Architectural, Engineering, and Design Contracts

(1) Procedures for awarding contract. A contract or requirement for program management, architectural engineering, construction management, a feasibility study, and preliminary engineering, design, architectural, engineering, surveying, mapping, or related services for a project for which Federal assistance is provided under this chapter shall be awarded in the same way as a contract for architectural and engineering services is negotiated under chapter 11 of title 40 [aka “Brooks Act”] or an equivalent qualifications-based requirement of a State adopted before August 10, 2005.

40 U.S.C. 1101-1104 (“Brooks Act”)

§1101: The policy of the Federal Government is to publicly announce all requirements for architectural and engineering services and to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.

§1104(b): Order of Negotiation. The agency head shall attempt to negotiate a contract, as provided in subsection (a), with the most highly qualified firm selected under section 1103 of this title. If the agency head is unable to negotiate a satisfactory contract with the firm, the agency head shall formally terminate negotiations and then undertake negotiations with the next most qualified of the selected firms, continuing the process until an agreement is reached. If the agency head is unable to negotiate a satisfactory contract with any of the selected firms, the agency head shall select additional firms in order of their competence and qualification and continue negotiations in accordance with this section until an agreement is reached.

2 CFR 200.320(b)(2)(iv4)

The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

FTA Circular 4220.1F, Chapter IV 2, h(2)(a)

FTA has long administered the requirement for using qualifications-based procurement procedures for selection of contractors that perform A&E services, generally associated with the construction, alteration, or repair of real property. FTA interprets 49 U.S.C. Section 5325(b) to authorize the use of qualifications-based procurement procedures only for those services that directly support or are directly connected or related to construction, alteration, or repair of real property. FTA's interpretation of 49 U.S.C. Section 5325(b) is consistent with typical Federal policies implementing the "Brooks Act," 40 U.S.C. Section 1102, which limits qualifications-based procurement procedures to research, planning, development, design, construction, alteration, or repair of real property. Thus, if services, such as program management, feasibility studies, or mapping, are not directly in support of, directly connected to, or directly related to, or lead to construction, alteration, or repair of real property, then the recipient may not use qualifications-based procurement procedures to select the contractor that will perform those services.

P10. Does the recipient develop independent cost estimates and conduct cost and/or price analysis as described in its policies and procedures and for each procurement action above the Federal Simplified Acquisition Threshold?

BASIC REQUIREMENT

Recipients must perform a cost or price analysis in connection with every procurement action in excess of the Federal Simplified Acquisition Threshold. As a starting point, the recipient must make independent estimates before receiving bids or proposals.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients must perform cost or price analyses in connection with every procurement exceeding the Federal Simplified Acquisition Threshold, including contract modifications, after receiving bids, but before awarding a contract. Note that effective June 20, 2018, the Federal Simplified Acquisition Threshold increased from \$150,000 to \$250,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the recipient must make independent estimates before receiving bids or proposals. Generally a cost analysis must be performed for: (1) procurements which require that offerors submit detailed elements of direct and indirect costs; (2) procurements where adequate price competition is lacking; and/or (3) sole-source procurements, unless price reasonableness can be established based on market prices. Price analysis (i.e., using catalog or market prices) may be performed for all other procurements.

The independent cost estimate (ICE) is a tool to assist in determining the reasonableness of the bid or proposal being evaluated; that is, to assist in performing the cost or price analysis. An ICE is the starting point for conducting a cost or price analysis. It is required for all procurements exceeding the Federal simplified acquisition threshold. An ICE is completed prior to receipt of bids or proposals. It can range from a simple budgetary estimate to a complex estimate based on items like drawings, specifications, and information from previous procurements. The word "independent" means that the estimate is prepared

without the influence of persons who have a financial interest in or will be considered for the resulting award. It does not imply that it is performed by someone other than the recipient. This could be the case, however, if the recipient does not have the expertise for a large complex procurement.

The ICE is especially critical whenever there is no price competition, or where offerors are submitting price proposals for goods or services that are not exactly comparable (e.g., for procurements of high-technology items or professional services). It is also useful in competitive procurements to alert the recipient when all competitors are submitting unexpectedly high or low-cost proposals.

INDICATORS OF COMPLIANCE

- a. *Did the recipient develop an ICE prior to the receipt of bids and proposals for procurements above the Federal Simplified Acquisition Threshold?*
- b. *Did the recipient conduct a cost analysis or price analysis for every procurement action above the Federal Simplified Acquisition Threshold?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, examine the recipient's policies and procedures. Onsite, review selected procurements to determine if the recipient developed an ICE prior to receipt of bids or proposals for procurements above the Federal Simplified Acquisition Threshold.

Determine if a cost analysis was performed in accordance with the recipient's policies and procedures for: (1) procurements which require that offerors submit detailed elements of direct and indirect costs; (2) procurements where adequate price competition is lacking; and/or (3) sole-source procurements.

Determine if the recipient documented a price analysis when a cost analysis was not required.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has not conducted independent cost estimates for any procurement reviewed above the Federal Simplified Acquisition Threshold.

DEFICIENCY CODE P10-1: Lacking independent cost estimate

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation that it has updated its procurement procedures to include development of independent cost estimates prior to receipt of bids or proposals. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if it did not conduct a cost analysis or price analysis, as applicable, for any procurement reviewed above the Federal Simplified Acquisition Threshold.

DEFICIENCY CODE P10-2: Lacking required cost or price analysis

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation that it has updated its procurement procedures to include performing applicable cost or price analysis for procurements above the Federal Simplified Acquisition Threshold. For the next applicable procurement, submit to FTA regional office documentation that the required analysis was implemented.

GOVERNING DIRECTIVE

2 CFR 200.324 Contract cost and price

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a

starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

FTA Circular 4220.1F Chapter VI 6. a. Cost Analysis

The recipient must obtain a cost analysis when a price analysis will not provide sufficient information to determine the reasonableness of the contract cost. The recipient must obtain a cost analysis when the offeror submits elements (that is, labor hours, overhead, materials, and so forth) of the estimated cost, (such as professional consulting and A&E contracts, and so forth). The recipient is also expected to obtain a cost analysis when price competition is inadequate, when only a sole source is available, even if the procurement is a contract modification, or in the event of a change order. The recipient, however, need not obtain a cost analysis if it can justify price reasonableness of the proposed contract based on a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.

FTA Circular 4220.1F Chapter VI 6. b. Price Analysis

If the recipient determines that competition was adequate, a price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

P11. Did the recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000?

APPLICABILITY

All recipients

BASIC REQUIREMENT

Recipients must include and implement required clauses in its procurements.

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to include specific required clauses in FTA-funded procurements, intergovernmental agreements (e.g., those involving states and other public entities), and subrecipient agreements. FTA Master Agreement identifies certain clauses that apply to third party contracts. 2 CFR 200.324 and Appendix II to 2 CFR Part 200 identify contract provisions for non-Federal contracts under a Federal award. FTA C. 4220.1F discusses Federal requirements that affect a recipient's acquisitions.

Additional guidance is provided through FTA's Third Party Procurement Frequently Asked Questions website. Through the National Rural Transportation Assistance Program (RTAP), FTA developed

ProcurementPRO, an on-line procurement tool that assists recipients in developing procurement packages. Using ProcurementPRO, can assist a recipient in developing a procurement package that includes federally required clauses.

Generally, recipients may not modify an existing contract to include Federal clauses and so make it eligible for reimbursement with Federal funds. A recipient may, however, include Federal clauses in a purchase order made against its state's General Services Administration (GSA)-type contracts.

Not all clauses apply to every contract. The applicability of clauses depends on the size and type of contract as is described in the exhibit shown in Instructions for Reviewer below. Contracts must include all applicable FTA clauses. Incorporation of a clause by reference is permitted, however a general reference to FTA guidelines or clauses is not sufficient to incorporate a clause. A checklist of required clauses is provided in the Instructions for Reviewer. The checklist provides a citation for each required clause.

INDICATOR OF COMPLIANCE

- a. *Did the recipient include applicable required clauses in FTA-funded procurements?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, examine the recipient's policies and procedures. During the site visit, examine procurement files for inclusion of required clauses as detailed in the table shown below. A deficiency determination should be made if the recipient did not include all of the required, applicable clauses in any of the procurement files reviewed.

Clause	Threshold	Citation
<p>Bonding</p> <p>(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.</p> <p>(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.</p> <p>(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to</p>	<p>For construction or facility improvement contracts or subcontracts exceeding the Federal Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected.</p>	<p>2 CFR 200.326</p>

Clause	Threshold	Citation
assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.		
Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate	For procurements over the Federal Simplified Acquisition threshold	Appendix II to Part 200
Termination for cause and for convenience including the manner by which it will be effected and the basis for settlement	For procurements over \$10,000	Appendix II to Part 200
Equal Employment Opportunity	All contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3	Appendix II to Part 200
Davis-Bacon Act	All prime construction contracts in excess of \$2,000	Appendix II to Part 200
Contract Work Hours and Safety Standards Act	All contracts in excess of \$100,000 that involve the employment of mechanics or laborers	Appendix II to Part 200
Rights to Inventions Made Under a Contract or Agreement	Contracts that meet the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,"	Appendix II to Part 200

Clause	Threshold	Citation
Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1381)	Contracts in excess of \$150,000	Appendix II to Part 200
6002 of the Solid Waste Disposal Act When procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition Procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines	For non-Federal entity that is a state agency or agency of a political subdivision of a state, contracts with purchase price that exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000	2 CFR 200.323
Notice to FTA and U.S. DOT Inspector General of information related to fraud, waste, abuse, or other legal matters	Applies to all contracts at all tiers expected to equal or exceed \$25,000. The recipient must require a prime contractor to “flow-down” the requirement to subcontractors.	FTA Master Agreement §39(b) Note: This requirement only applies to procurements awarded after October 2018.
Prohibition on certain telecommunications and video surveillance services or equipment	All contracts made by the non-Federal entity under the Federal award	2 CFR 200.216

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if did not include all applicable required clauses in FTA-funded procurements reviewed.

DEFICIENCY CODE P11-1: Missing FTA clauses

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office revised procurement procedures that address inclusion of all FTA-required third party contract clauses through use of a clause checklist or other mechanism. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

GOVERNING DIRECTIVE

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of

supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials—A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

FTA Master Agreement (28), Section 16.d.

Required Clauses in Third Party Contracts. In addition to other applicable provisions of federal law, regulations, requirements, and guidance, all third party contracts made by the Recipient under the Federal award must contain provisions covering the following, as applicable:

(1) Simplified Acquisition Threshold. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. § 1908, or otherwise set by law, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. (Note that the simplified acquisition threshold determines the procurement procedures that must be employed pursuant to 2 C.F.R. §§ 200.317–200.327. The simplified acquisition threshold does not exempt a procurement from other eligibility or processes requirements that may apply. For example, Buy America's eligibility and process requirements apply to any procurement in excess of \$150,000. 49 U.S.C. § 5323(j)(13).)

(2) Termination. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be effected and the basis for settlement.

(3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order No. 11246, “Equal Employment Opportunity,” 42 U.S.C. § 2000e note (30 Fed. Reg. 12319, 12935, 3 C.F.R. 1964–1965 Comp., p. 339), as amended by Executive Order No. 11375, “Amending Executive Order No. 11246 Relating to Equal Employment Opportunity,” (32 Fed. Reg. 14,303) and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(4) Davis-Bacon Act, as amended (40 U.S.C. §§ 3141 – 3148). When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141 – 3144, and 3146 – 3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of a public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.

(5) Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701 – 3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(6) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(7) Clean Air Act (42 U.S.C. §§ 7401 – 7671q.) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 – 1388), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401 – 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 – 1388). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(8) Debarment and Suspension (Executive Orders 12549 and 12689). A covered transaction (see 2 C.F.R. §§ 180.220 and 1200.220) must not be entered into with any party listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. 180 that implement Executive Orders 12549 (31 U.S.C. § 6101 note, 51 Fed. Reg. 6370,) and 12689 (31 U.S.C. § 6101 note, 54 Fed. Reg. 34131), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Recipient agrees to include, and require each Third Party Participant to include, a similar provision in each lower tier covered transaction, ensuring that each lower tier Third Party Participant:

(i) Complies with federal debarment and suspension requirements; and

(ii) Reviews the SAM at <https://www.sam.gov>, if necessary to comply with U.S. DOT regulations, 2 CFR Part 1200.

(9) Restrictions on Lobbying (31 U.S.C. § 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the certification required by 49 CFR Part 20. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

(10) Solid Wastes. A Recipient that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

FTA Master Agreement (28) Section 39(b).

Notification to FTA; Flow Down Requirement. If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third Party Agreements and must require each Third Party Participant to include an equivalent provision in its subagreements at every tier, for any agreement that is a "covered transaction" according to 2 C.F.R. §§ 180.220 and 1200.220.

(1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government's interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government's administration or enforcement of federal laws, regulations, and requirements.

(3) Additional Notice to U.S. DOT Inspector General. The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have

submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

P12. Did the recipient include required certifications in solicitations and receive signed certifications from bidders as part of their bid or proposal, as applicable?

BASIC REQUIREMENT

Recipients must include required certifications in its procurements and receive signed certifications from bidders.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Transit Vehicle Manufacturer (TVM) Certification: As part of their DBE program, all recipients must require that each TVM, as a condition of being authorized to bid on transit vehicle procurements funded by FTA, certify that it has complied with the requirements of 49 CFR 26.49. Only those TVMs listed on FTA’s certified list or that have submitted a goal methodology to FTA that has been approved or has not been disapproved at the time of solicitation are eligible to bid. The recipient is required to include a provision in its bid specifications requiring the TVM certification as a condition of permission to bid. The certification should reference 49 CFR Part 26 (not Part 23).

A list of certified TVMs is available at the FTA website: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eligible-transit-vehicle-manufacturers>. Prior to award, evidence that this website has been checked or evidence of communication with FTA’s Office of Civil Rights to validate TVM certification, must be documented.

The TVM definition is codified at 49 CFR 26.5. Note that producers of vehicles that receive post-production alterations or retro-fitting to be used for public transportation purposes (e.g., so-called cutaway vehicles, vans customized for service to people with disabilities) are also considered to be TVMs. Further, to the extent to which a vehicle remanufacturer is responding to a solicitation for new or remanufactured vehicles with a vehicle to which the remanufacturer has provided post-production alterations or retro-fitting, that remanufacturer is considered a TVM. Businesses that manufacture, mass-produce, or distribute vehicles solely for personal use and for sale “off the lot” are not considered TVMs.

Lobbying Certification: Recipients are required to include a lobbying certification in agreements, contracts, and subcontracts exceeding \$100,000. Signed certifications regarding lobbying must be obtained by the recipient from potential contractors with the contractors’ bids. This requirement flows down. The recipient must require its prime contractors to obtain certifications from bidders for subcontracts in excess of \$100,000, and so on for all contracting tiers. Lobbying certifications are retained at the contracting tier to which they are submitted, and are not forwarded to higher contracting tiers.

Buy America Certification: Buy America regulations require that all steel, iron, and manufactured products used in the project are produced in the United States. Solicitations for steel, iron, and manufactured products must contain a Buy America certification, unless the procurement is subject to a general waiver or the small purchase waiver. Buy America requirements also apply to capital leases for rolling stock and related equipment. Buy America requirements applicable to rolling stock procurements are discussed in more detail in question P20.

The small purchase waiver is now included in 49 U.S.C 5323(j)(13) and provides that the term “small purchase” means a purchase of not more than \$150,000. On September 16, 2016, the FTA Chief Counsel issued a Dear Colleague Letter regarding the small purchase waiver. The statutory language is clear that the small purchase waiver applies to purchases of \$150,000 or less, regardless of the size of the project. Therefore, purchases made with FTA financial assistance, including capital, planning, or operating assistance, are subject to the waiver. The waiver applies both to purchases made directly by recipients or subrecipients and to purchases made by third-party contractors on behalf of the recipient or subrecipient. This provision of the Fixing America’s Surface Transportation (FAST) Act applies to all purchases made after October 1, 2015. The \$150,000 contract value is based on the total contract amount, including labor and options, and not just the value of the goods purchased. Also, recipients are not permitted to break up procurements in order to stay under the \$150,000 threshold. Finally, if a solicitation may result in bids near \$150,000, recipients should include the Buy America certifications in the solicitation, with a note clarifying that if the bid is more than \$150,000, the bidder must certify per the Buy America requirements, but if the bid is \$150,000 or less, no certification will be necessary. Buy America statute applies to:

- All purchases of steel, iron, and manufactured products greater than \$150,000, regardless of whether they involve capital, operating, or planning funds,
- Contractors and subcontractors if the contract or subcontract is more than \$150,000, including labor and options,
- Purchases made using an intergovernmental agreement and jointly purchased manufactured products, and
- Purchases of used items.

For all procurements more than \$150,000, the recipient shall include in its bid or request for proposal an appropriate notice of the Buy America provision. Such specifications shall require, as a condition of responsiveness, that the bidder or offeror submit with the bid or offer a completed Buy America certificate in accordance with 49 CFR 661.6 or 661.12 of this part, as appropriate. Recipients should include only the applicable Buy America certification. Inclusion of both certifications for both rolling stock and non-rolling stock procurements is discouraged and may result in confusion on the part of the contractor as to the applicable Buy America requirements.

Recipients may not obtain signed Buy America certifications after contract award for its own contracts or contracts of other recipients to make the contracts eligible for Federal funding. Recipients may, however, obtain signed Buy America certifications before buying off state GSA-type contracts to make them eligible for Federal funding. The recipient should consider the full GSA-type contract amount, not the amount of its purchase, when determining whether Buy America requirements apply to those purchases.

If a bidder or offeror cannot certify compliance with Buy America requirements, the recipient must seek a waiver of the Buy America statute before it may award the contract to the bidder or offeror. Buy America waivers are available on one of the following grounds: applying Buy America requirements would be inconsistent with the public interest; the materials produced in the United States are not produced in a sufficient and reasonably available quantity or are not of a satisfactory quality (i.e., non-availability waiver); or including domestic material will increase the cost of the overall project by more than 25 percent.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligible Operations or Maintenance Expenses

Under the authority of the Emergency Relief program to set the necessary terms and conditions of an award (49 USC 5324 (d)(1), FTA permits funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. The procurement of any new contracts would need to follow all Federal requirements.

INDICATORS OF COMPLIANCE

- a. *For FTA-funded vehicle procurements including procurements of remanufactured vehicles, did the recipient include the required DBE TVM certifications in solicitations and receive and verify signed certifications as part of bid responsiveness?*
- b. *Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000?*
- c. *Did the recipient include required Buy America provisions and certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in applicable procurements over \$150,000 that included iron, steel or manufactured products?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, examine the recipient's policies and procedures. During the site visit, examine procurement files for inclusion of the following required certifications and receipt of signed certifications from bidders at the time of submitting bids or proposals:

- DBE TVM certifications;
- Lobbying certifications; and
- Buy America certifications.

For transit vehicle purchases, determine if, prior to award, the recipient documented that it verified TVM certifications received by either consulting FTA's Office of Civil Rights TVM website or contacting the Office of Civil Rights directly. If the bidder is not listed on the website, confirm that recipient contacted FTA's Office of Civil Rights to verify bidder's or proposer's eligibility to bid at the time the bid or proposal was submitted.

Examine procurement files for inclusion of required Lobbying certifications in solicitations and receipt of signed certifications from bidders in agreements, contracts, and subcontracts exceeding \$100,000.

Examine procurement files for inclusion of required Buy America certifications in solicitations and receipt of signed certifications from bidders for all purchases of steel, iron, and manufactured products greater than \$150,000 inclusive of labor and options.

If a bidder or offeror did not certify compliance with Buy America requirements, document if the recipient received a waiver of the Buy America statute before it awarded the contract to the bidder or offeror.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not include, where applicable, a provision in its bid specifications requiring TVM certifications, or if the files do not contain TVM certifications from successful bidders. The recipient is deficient if it cannot provide evidence that it ensured that the manufacturer was an eligible TVM at the time it submitted its bid or proposal.

DEFICIENCY CODE P12-1: No TVM certification

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO procedures for obtaining signed TVM certifications and for ensuring that manufacturers are eligible TVMs at

the time of bid or proposal submission. The recipient must submit to the RCRO an updated TVM certification template to be used in future transit vehicle procurements. The recipient must submit to the FTA regional office a copy of the signed form with the next applicable rolling stock procurement.

The recipient is deficient if it has not included the lobbying certification in its procurement solicitations that exceed \$100,000 or if it has not obtained the proper certifications from contractors awarded contracts that exceed \$100,000.

DEFICIENCY CODE P12-2: Lobbying certifications not included in procurement solicitations or signed by bidders

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for obtaining signed lobbying certifications. The recipient must submit to the FTA regional office a copy of the signed lobbying certification with the next applicable procurement.

The recipient is deficient if it did not include applicable Buy America provisions in its solicitation documents.

DEFICIENCY CODE P12-3: Buy America provisions not in solicitation and/or contract

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office revised procurement procedures that require the recipient to include Buy America provisions in solicitation documents and to obtain signed certifications from vendors when procuring steel, iron, or manufactured products not subject to a general waiver. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

For procurements for which a Buy America certification was not obtained, the recipient must provide the FTA regional office information documenting that the procurement complies with the Buy America provisions.

For procurements in progress for which bids have not been received, the recipient must submit to the FTA regional office documentation that it included, via an addendum, Buy America requirements in the solicitation.

The recipient must submit to the FTA regional office a copy of the signed Buy America certification before awarding the contract for the next procurement subject to Buy America requirements.

The recipient is deficient if it did not obtain signed Buy America certifications from vendors as part of the vendor's bid or proposal.

DEFICIENCY CODE P12-4: Contract files lacking signed Buy America certifications

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office revised procurement procedures that require the recipient to obtain signed certifications from vendors when procuring steel, iron, or manufactured products not subject to a general waiver. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

For procurements for which a Buy America certification was not obtained, the recipient must submit to the FTA regional office information documenting that the procurement complies with the Buy America provisions.

For procurements in progress for which bids have not been received, the recipient must submit to the FTA regional office documentation that it included, via an addendum, Buy America requirements in the solicitation.

The recipient must submit to the FTA regional office a copy of the signed Buy America certification before awarding the contract for the next procurement subject to Buy America requirements.

The recipient is deficient if it awarded the contract to a contractor who certified non-compliance with Buy America and did not obtain a waiver from FTA or it awarded the contract to a contractor who certified both compliance and non-compliance.

DEFICIENCY CODE P12-5: Contract awarded without Buy America waiver

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office revised procurement procedures that require obtain signed certifications from vendors when procuring steel, iron, or manufactured products not subject to a general waiver. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

The recipient must submit to the FTA regional office a copy of the signed Buy America certification before awarding the contract for the next procurement subject to Buy America requirements.

GOVERNING DIRECTIVE

49 CFR 26.49 (a)

If you are an FTA recipient, you must require in your DBE program that each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, certify that it has complied with the requirements of this section.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

49 CFR 661.6

Certification requirements for procurement of steel or manufactured products. If steel, iron, or manufactured products (as defined in §§661.3 and 661.5 of this part) are being procured, the appropriate certificate as set forth below shall be completed and submitted by each bidder or offeror in accordance with the requirement contained in §661.13(b) of this part.

49 CFR 661.12

Certification requirement for procurement of buses, other rolling stock and associated equipment. If buses or other rolling stock (including train control, communication, and traction power equipment) are being procured, the appropriate certificate as set forth below shall be completed and submitted by each bidder in accordance with the requirement contained in §661.13(b) of this part.

FTA Circular 9030.1E Chapter V 11.

- h. The recipient is obligated to determine, by checking the TVM listing on FTA's website or by checking with FTA's Office of Civil Rights at the time of bid opening, that the manufacturer likely to receive the contract is in compliance with 49 CFR Part 26.

P13. If the recipient included liquidated damages in its procurements, did it do so appropriately?

BASIC REQUIREMENT

If recipients include liquidated damages in procurements, any recovered damages should be credited back to the project account.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients are allowed to use liquidated damage clauses when there is a reasonable expectation of damages (increased costs on the project involved) from late completion or if requirements are exceeded and the extent or amount of such damages would be difficult or impossible to determine. Liquidated damage clauses may not be punitive. They may not be used to impose a penalty or limit or restrict competition, or used in situations where delayed performance will not affect the recipient adversely. The rate and measurement of liquidated damages must be specified in the solicitation and contract. Any liquidated damages recovered should be credited to the project account involved unless FTA permits otherwise.

Liquidated damages should not be utilized as a substitute for other contract performance requirements. Recipients are required to maintain a contract administration system to ensure that they and their third party contractors comply with the terms, conditions, and specifications of their contracts or purchase orders. There are methods that may be more appropriate than liquidated damages to incentivize or enforce contractor performance.

INDICATORS OF COMPLIANCE

- a. *If the recipient included liquidated damages in its procurements, did it specify the rate in the contract?*
- b. *If the recipient recovered liquidated damages in its FTA-funded procurements, did it appropriately account for those damages with FTA?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, examine the recipient's policies and procedures to determine how the recipient determines if it will use liquidated damages in contracts.

During the site visit, examine selected contract files, in accordance with records sampling procedures, for liquidated damage clause(s). Determine if the dollar value of liquidated damages was documented in the procurement file and presented in the solicitation documents as a specific rate. Examine selected contract files and correspondence in TrAMS to determine if any liquidated damages recovered were

credited to the project account involved or if FTA allowed the recipient to handle the recovered damages in a different manner.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it assessed liquidated damages, but did not credit these funds back to the project account or account for them as directed by FTA.

DEFICIENCY CODE P13-1: Improper accounting for recovered liquidated damages

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for appropriately accounting for recovered liquidated damages. For liquidated damages collected, submit to the FTA regional office an accounting of those funds retained/collected so that FTA can provide appropriate instructions.

GOVERNING DIRECTIVE

Master Agreement, Section 39(c)

Federal Interest in Recovery. The Federal Government retains the right to a proportionate share of any proceeds recovered from any third party, based on the percentage of the federal share for the Underlying Agreement. Notwithstanding the preceding sentence, the Recipient may return all liquidated damages it receives to its Award Budget for its Underlying Agreement rather than return the federal share of those liquidated damages to the Federal Government, provided that the Recipient receives FTA's prior written concurrence.

P14. Did the recipient approve, evaluate, and document change orders to procurements as described in its policies and procedures?

BASIC REQUIREMENT

The recipient is responsible for issuing, evaluating, and making necessary decisions involving any change to its third party contracts, and any change orders, or modifications it may issue.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law, including 2 CFR Part 200, and FTA Circular 4220.1F, "Third Party Contracting Guidance."

A change order is an order authorized by the recipient directing the contractor to make changes, pursuant to contract provisions for such changes, with or without the consent of the contractor. Because change orders may require competition if they go beyond the original scope of a contract, or cause a contract to exceed dollar thresholds at which different Federal requirements are triggered, FTA recommends that change orders be approved only by authorized recipient officials. If project managers can approve change orders with minimal or no oversight, outside of normal procurement channels, potential problems may arise.

Recipients must develop an ICE and perform a cost or price analysis in connection with every contract modification or change order over the Simplified Acquisitions Threshold. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligible Operations or Maintenance Expenses

Under the authority of the Emergency Relief program to set the necessary terms and conditions of an award (49 USC 5324 (d)(1), FTA permits funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. The procurement of any new contracts would need to follow all Federal requirements.

Modification of Third Party Contracts

Recipients may modify a third-party contract to require the payment of administrative leave as administrative leave is an eligible expense for operations and maintenance personnel whether those personnel are in-house or employed by contractors. In addition, recipients may modify contracts to pay for eligible operating/maintenance expenses required to retain readiness or eligible fixed operations/maintenance expenses such as rent, even if service is reduced.

INDICATORS OF COMPLIANCE

- a. *Did the recipient ensure that executed change orders were within the scope of the original contract?*
- b. *Did the recipient evaluate and document change orders?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, receive and review the recipient's policies and procedures to determine how the recipient describes:

1. Management of change orders;
2. Evaluations of change orders; and
3. Thresholds and responsibilities for change order approvals.

During the site visit, examine selected contract files, in accordance with records sampling procedures, for contracts that had significant change orders issued.

Determine if selected change orders were within the scope of the recipient's original award and reasonable for the completion of the project scope. A change to a contract that is beyond the scope of that contract, is a new non-competitive or sole source award that must be justified under the provisions for non-competitive procurements.

Determine if documentation for selected change orders included a cost justification, if above the Federal Simplified Acquisition Threshold.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Discuss with the recipient if it modified a third-party contract to require the payment of administrative leave for operations and maintenance personnel, to pay for eligible operating/maintenance expenses required to retain readiness or eligible fixed operations/maintenance expenses.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it executed change orders to contracts that were not within the scope of the original contract, or did not evaluate the cost of the change, if required.

DEFICIENCY CODE P14-1: Insufficient documentation to support change orders

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office compliant change order procedures. For the next change order, submit to the FTA regional office documentation that the required process was implemented.

GOVERNING DIRECTIVE

2 CFR 200.319

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

2 CFR 200.324(a)

The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

FTA Circular 4220.1F Chapter VI 3. i. (1) (b)

When the recipient requires an existing contractor to make a change to its contract that is beyond the scope of that contract, the recipient has made a sole source award that must be justified.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CE2

Under the authority of the Emergency Relief program to set the necessary terms and conditions of a grant (49 USC 5324 (d)(1), FTA will permit funds to be used for operations and maintenance expenses incurred after January 20, 2020, even if the original contract did not meet all Federal requirements. Any new contracts would need to follow all federal requirements.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CA16

Administrative leave is an eligible expense for operations and maintenance personnel whether those personnel are in-house or employed by contractors. Recipients may also modify contracts to pay for eligible operating/maintenance expenses required to retain readiness or eligible fixed operations/maintenance expenses such as rent, even if service is reduced.

P15. If the recipient included options in an FTA-funded procurement, did it base the number of options on its reasonably foreseeable need and evaluate the option price prior to awarding the contract?

BASIC REQUIREMENT

Recipients that include options in FTA-funded contracts must ensure that options reflect their reasonably foreseeable need and are evaluated prior to contract award.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients may include options in contracts that reflect reasonably foreseeable needs. If a recipient chooses to use options, the option quantities or periods in the bid must be evaluated in order to determine contract award. The price associated with exercising the option needs to be defined at the outset, either as a specific price, or as a percentage increase of the base price, or some other calculable method. If the

options were not evaluated as part of the award, the exercise of the options is considered a sole-source procurement.

If the option quantities on a rolling stock or replacement parts purchase exceed the recipient's reasonably foreseeable needs, the recipient may not assign those options to other recipients.

INDICATORS OF COMPLIANCE

- a. *Did the recipient base the quantity or amount of options on its reasonably foreseeable need?*
- b. *Did the recipient evaluate option prices included in solicitations prior to contract award?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, examine the recipient's policies and procedures to determine if the recipient describes the use of options. During the site visit, examine selected contract files, in accordance with records sampling procedures, for contracts that included options. Determine if the recipient documented that the inclusion of options in the solicitation represented its foreseeable need. If the documentation does not appear to be sufficient, provide this information to the FTA regional office for their further review and action.

During the site visit, examine selected contract files, in accordance with records sampling procedures, for contracts that included options. Determine if the recipient documented its evaluation of the option prices prior to contract award if it intended to exercise the option(s) at a later date.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if the contract quantities were not based on the recipient's foreseeable needs.

DEFICIENCY CODE P15-1: Contract quantities not based on need

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office procedures for complying with FTA requirements when including options in solicitations.

The recipient is deficient if it exercised options that were not evaluated with the initial bid.

DEFICIENCY CODE P15-2: Options exercised not evaluated

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA regional office procedures for complying with FTA requirements when evaluating contracts which included options and for exercising options. For the next applicable procurement, the recipient must submit to the FTA regional office documentation that the required process was implemented.

The recipient must submit to the FTA regional office a written assurance that it will not exercise the options unless FTA approval is granted for instances where the options that may violate the requirements have not been exercised. The recipient may not assign the options to any other FTA recipients.

GOVERNING DIRECTIVE

2 CFR 200.318(d)

The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

FTA Circular 4220.1F Chapter IV. 1.b. Necessity

.... requires the recipient to establish procedures to avoid the purchase of unnecessary property and services (including duplicative items and quantities or options it does not intend to use or whose use is unlikely).

FTA Circular 4220.1F Chapter VI 7. b. (1). Evaluation Required

In general, FTA expects the recipient to evaluate bids or offers for any option quantities or periods contained in a solicitation if it intends to exercise those options after the contract is awarded.

P16. If the recipient procured bus or rail rolling stock or replacement parts with FTA funds, did it adhere to the time limitations on placing orders against the contracts?

BASIC REQUIREMENT

Contracts, including options, for the procurement of buses or replacement parts must not extend for more than five years after the date of the original contract or seven years for rail rolling stock. For cooperative procurement contracts, the contract duration can be for no more than a two-year initial term, with no more than three optional extensions of not more than one year each.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients must not enter into contracts for revenue rolling stock and replacement parts with a period of performance exceeding five years for bus procurements inclusive of options, extensions, or renewals, and seven years for rail procurements. The five- and seven-year rules do not mean the recipient must obtain delivery, acceptance, or even fabrication in five or seven years. The recipient, may not exercise the option to acquire buses or replacement parts later than five years (bus) or seven years (rail) after the date of its original contract. However, the maximum quantity specified in such multi-year contracts must represent the recipient's reasonably foreseeable need.

For cooperative procurement contracts, the contract duration can be for no more than a two-year initial term, with no more than three optional extensions of not more than one year each. A cooperative procurement contract means a contract between a state or an eligible nonprofit entity and one or more vendors under which the vendors agree to provide an option to purchase rolling stock and related equipment to multiple recipient participants.

INDICATOR OF COMPLIANCE

- a. *If the recipient procured bus or rail rolling stock or replacement parts did it ensure that the contracts met the contract term restriction?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, examine the recipient's policies and procedures to determine if the recipient describes management of options in light of contract terms for rolling stock purchases. During the site visit, examine selected rolling stock and replacement part contracts to ensure that these met the contract term restriction. Confirm that the recipient has not exercised the option to acquire buses or replacement parts later than five years (bus) or seven years (rail) after the date of its original contract.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it exercised rolling stock options outside of the five- or seven-year period.

DEFICIENCY CODE P16-1: Contract(s) period of performance exceeds limitation

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office revised procurement procedures that include appropriate contract term restrictions on the period of performance for rolling stock and replacement part contracts supported with FTA funds. The recipient must submit to the FTA regional office an assurance that unexecuted options will not be executed on an existing contract that exceeds contract term restrictions. For the next procurement, the recipient must submit to the FTA regional office documentation that the required process was implemented.

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

GOVERNING DIRECTIVE

49 USC 5325(e) Multiyear rolling stock

(1) Contracts. A recipient procuring rolling stock with Government financial assistance under this chapter may make a multiyear contract to buy the rolling stock and replacement parts under which the recipient has an option to buy additional rolling stock or replacement parts for:

(A) not more than 5 years after the date of the original contract for bus procurements; and

(B) not more than 7 years after the date of the original contract for rail procurements, provided that such option does not allow for significant changes or alterations to the rolling stock.

FTA Circular 4220.1F Chapter IV 2. e. (10) Time Limits for Options on Rolling Stock Contracts

MAP-21 amended 49 U.S.C. Section 5325(e)(1) by adding subsections (A) and (B), retaining the five (5) year option for the procurement of buses, while extending the option for rail procurements to seven (7) years. Consequently: (a) Buses. A recipient: 1. May enter into a multi-year contract to acquire buses or replacement parts, with an option not exceeding five (5) years to buy additional buses or replacement parts, 49 U.S.C. Section 5325(e)(1)(A), but 2 May not exercise the option to acquire buses or replacement parts later than five (5) years after the date of its original contract. (b) Rail. A recipient: May enter into a multi-year contract to acquire railcars or replacement parts, with an option not exceeding five (5) years to buy additional railcars or replacement parts, 49 U.S.C. Section 5325(e)(1)(B), but 2. May not exercise the option to acquire railcars or replacement parts later than seven (7) years after the date of its original contract.

FTA interprets these five and seven-year periods as covering the recipient's "material requirements" for rolling stock and replacement needs from the first day when the contract becomes effective to its "material requirements" at the end of the fifth or seventh year, as applicable. In the case of rolling stock, which frequently cannot be delivered expeditiously, FTA recognizes that a recipient's "material requirements" for rolling stock will necessarily precede its actual need to put that rolling stock to use in public transportation service. This means that the contract may not have options for more rolling stock and replacement parts than a recipient's material requirements for the applicable five or seven-year period. This does not mean the recipient must obtain delivery, acceptance, or even fabrication in five or seven years. Instead it means only that FTA limits a contract to purchasing no more than the recipient's material requirements for rolling stock or replacement parts for five or seven years based on the effective date of the contract.

FAST Act, Section 3019 (b)(1)(B)(i)

PROCUREMENT NOT LIMITED TO INTRASTATE PARTICIPANTS. A grantee may participate in a cooperative procurement contract without regard to whether the grantee is located in the same State as the parties to the contract. (ii) **VOLUNTARY PARTICIPATION.** Participation by recipient in a cooperative procurement contract shall be voluntary. (iii) **CONTRACT TERMS.** The lead procurement agency or lead nonprofit entity for a cooperative procurement contract shall develop the terms of the contract. (iv) **DURATION.**—A cooperative procurement contract— (I) subject to subclauses (II) and (III), may be for an

initial term of not more than 2 years; (II) may include not more than 3 optional extensions for terms of not more than 1 year each; and (III) may be in effect for a total period of not more than 5 years, including each extension authorized under subclause (II).

P17. If the recipient purchased FTA-funded assets through an assignment of options (a/k/a “piggyback”), did the underlying contract comply with applicable Federal requirements regarding excessive options, inclusion of Federal requirements, assignability, price, and no cardinal changes?

BASIC REQUIREMENT

Recipients may use another recipient’s contract rights if the original contract was procured in compliance with Federal requirements, contained required Federal provisions, does not contain excessive options, the optioned vehicles do not include cardinal changes to the original vehicles, and the contract price is fair and reasonable. The underlying contract must include an assignability clause clearly describing the assignor-recipient’s right to assign contract rights to the assignee-recipient; or, that the vendor be made a party to the assignment.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

For reasons of economy, FTA permits the assignment of unneeded contract rights or options. This practice is sometimes called “piggybacking.” FTA discourages the assignment of another recipient’s contract rights as a substitute for a stand-alone procurement. Assignments are intended to be used only when a recipient has inadvertently acquired contract rights in excess of its needs due to changed circumstances or honest mistakes.

Intentionally procuring excessive quantities using Federal money is a violation of Federal regulations. Furthermore, to the extent that an improper assignment of contract rights enables an assignee to avoid otherwise required procurement procedures, it also undermines the requirement for full and open competition in federally assisted procurements.

While it has become increasingly popular for recipients to acquire vehicles through this method of procurement, piggybacking can also occur for purchases of services and property. A recipient that obtains contractual rights through assignment may use them after first determining that the contract price remains fair and reasonable, and the contract provisions are adequate for compliance with all Federal requirements. The recipient need not perform a second price analysis if a price analysis was performed for the original contract. However, FTA expects the recipient to determine whether the contract price or prices originally established are still fair and reasonable before using those rights.

FTA expects the recipient seeking the assignment to review the original contract to be sure that the quantities the assigning recipient acquired, coupled with the quantities the acquiring recipient seeks, do not exceed the amounts available under the assigning recipient’s contract. Otherwise, the purchase is a “tag-on” (as defined below) and is considered an improper sole source procurement.

Any changes in the vehicle when assigned must be within the original scope (i.e., no major changes in configuration or design). FTA has not developed a finite list of acceptable contract changes. In the case of rolling stock, a major change in quantity or a substitution of major end items not contemplated when competition for the original award took place would generally be a cardinal change. Another cardinal change includes a change from a high-floor to a low-floor vehicle. Changing an engine might result in a cardinal change depending on the circumstances surrounding the project and whether a compatible replacement could be obtained through competition. FTA, however, considers changes to seating,

fabrics, colors, exterior paint schemes, signage, floor covering, and other similar items to be permissible changes.

For purposes of Buy America, the domestic content of the option vehicles is determined based on the delivery date of the first production option vehicle. If the domestic content percentage is lower than the domestic content percentage requirement the assignee-recipient would be subject to if it conducted a competition in the open market, the options exercised by the assignee-recipient will be ineligible for Federal reimbursement. A manufacturer may not agree to amend the contract to provide for a higher domestic content in order to permit a recipient to piggyback on an existing contract. Such an amendment is considered a cardinal change to the original contract.

Vehicles added to the base or option amounts originally specified are called “tag-ons.” Tag-ons are not permitted. A tag-on is defined as the adding on to the contracted quantities (base or option) as originally advertised, competed, and awarded, whether for the use of the buyer or for others, and then treating the add-on portion as though it met the requirements of competition.

If a recipient is using another recipient’s procurement contract for purchasing revenue vehicles (i.e., “piggybacking”), the purchaser may rely on the pre-award audit completed prior to the original contract. However, the recipient must review the audit and prepare its own certifications to verify compliance with Buy America.

INDICATORS OF COMPLIANCE

- a. *For “piggyback” procurements, did the recipient ensure that the underlying contract was solicited and awarded in accordance with Federal and FTA requirements?*
- b. *For “piggyback” procurements, did the recipient ensure that the original contract contained an assignability clause and that the quantities it used were available?*
- c. *For “piggyback” procurements, did the recipient document that the price of assignments acquired was fair and reasonable?*
- d. *For “piggyback” procurements, did the recipient make cardinal changes to the vehicle ordered under the option (e.g., ordered a different size vehicle, fuel option, etc.)?*
- e. *Did the recipient exercise an assigned option for delivery of vehicles on a contract that was entered into before December 4, 2015? If yes:*
 1. *If the assigned option is exercised for delivery of vehicles in FY2018 or FY2019, did the original contract include a provision for domestic content of more than 65 percent?*
 2. *If the assigned option is exercised for delivery of vehicles in FY2020 and beyond, did the original contract include a provision for domestic content of more than 70 percent?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, examine the recipient’s policies and procedures to determine how the recipient describes compliance with “piggyback” purchases. Examine the recipient’s listing of procurements to identify any piggyback procurements.

During the site visit, examine selected “piggyback” procurement files to:

- Ensure that the recipient files include sufficient documentation that the underlying contract was solicited and awarded in compliance with Federal and FTA requirements and included required contract provisions.
- Determine if the recipient verified that:

- the original contract contained an assignability provision, and
- the quantities acquired, coupled with the quantities already assigned, did not exceed the amounts available under the assigning recipient's contract
- Ensure that the recipient files include sufficient documentation that the original contract price remained fair and reasonable.
- Ensure that the recipient files include sufficient documentation that the vehicle ordered under the option is substantially the same as the original vehicle in the contract.

The FAST Act amendments regarding increasing domestic content do not apply to contracts entered into before October 1, 2015, even if the contract provides for the delivery of the first production vehicle after FY2017. For contracts entered into before October 1, 2015, all vehicles delivered under the original contract base order and any properly exercised options by recipients who are direct parties to the contract may contain a domestic content of more than 60 percent, per the pre-FAST Act requirements. Recipients who are not direct parties to a contract executed before October 1, 2015, however, may not exercise assigned options (a/k/a "piggybacking") on such contracts (e.g. contracts with domestic content of 60 percent). Identify any piggyback procurements entered into after December 4, 2015. Onsite, review the date of the underlying contract on which the recipient is piggybacking and confirm that the exercised option conforms with FTA's September 1, 2016 policy guidance on the implementation of the phased increase in domestic content for rolling stock.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it cannot document that:

- the original award met Federal requirements,
- the original award contained an assignability clause,
- assigned quantities did not exceed contract allowable amounts,
- the price was determined to be fair and reasonable, and
- the option vehicle did not contain a cardinal change to the original vehicle.

DEFICIENCY CODE P17-1: Improper piggyback purchase

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office piggyback procedures that comply with FTA requirements. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if, subsequent to December 4, 2015, it acquired options through piggybacking and the base contract did not have the correct FY2018, FY2019 or FY2020 domestic content requirement.

DEFICIENCY CODE P17-2: Domestic content requirements not met in piggyback purchase

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office piggybacking procedures that comply with FTA requirements. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.

GOVERNING DIRECTIVE

FTA Circular 4220.1F Chapter V (7)(2) Assignment of Contract Rights

...The recipient may assign those contract rights to other recipients if the original contract contains an assignability provision that permits the assignment of all or a portion of the specified deliverables under the terms originally advertised, competed, evaluated, and awarded, or contains other appropriate assignment provisions. Some refer to this process as “piggybacking...” “...A recipient that obtains contractual rights through assignment may use them after first determining that the original contract price remains fair and reasonable, and the original contract provisions are adequate for compliance with all Federal requirements. The recipient need not perform a second price analysis if a price analysis was performed for the original contract. However, FTA expects the recipient to determine whether the contract price or prices originally established are still fair and reasonable before using those rights.

FTA Circular 4220.1F Chapter V 7. a. (1) (b). Exercise of Options

A recipient may use contract options held by another recipient with the following limitations: The recipient may not exercise an option unless it has determined that the option price is better than prices available in the market, or that when it intends to exercise the option, the option is more advantageous.

FTA Circular 4220.1F Chapter V, Section 7. b. (2) (d)

In the case of rolling stock, a major change in quantity or a substitution of major end items not contemplated when competition for the original award took place would generally be a cardinal change. Another cardinal change would, at this time, include a change from a high-floor to a low-floor vehicle. Changing an engine might result in a cardinal change depending on the circumstances surrounding the project and whether a compatible replacement could be obtained through competition. FTA, however, considers changes to seating, fabrics, and colors, exterior paint schemes, signage, and floor covering, and other similar changes to be permissible changes.

Notice of Policy on the Implementation of the Phased Increase in Domestic Content Under the Buy America Waiver for Rolling Stock and Notice of Public Interest Waiver of Buy America Domestic Content Requirements for Rolling Stock Procurement in Limited Circumstances IV, 81 Federal Register 60278 (September 1, 2016)

The right to exercise an option does not create a contractual obligation until that contract is actually signed. Thus, assigning contract options to a third party will result in a new contract between that third party and the transit vehicle manufacturer, negating commenters' concerns that an increase in domestic content might be viewed as a “cardinal change.” Third parties seeking the assignment of procurement options (a/k/a “piggybacking”) have no contractual or statutory right to that option, and FTA considers that procurement to be a “new” contract and therefore subject to the applicable FAST Act standard based upon the scheduled delivery date of the first production vehicle under the new contract.

For contracts entered into before October 1, 2015, all vehicles delivered under the original contract base order and any properly exercised options by recipients who are direct parties to the contract may contain a domestic content of more than 60 percent, per the pre-FAST Act requirements. Recipients who are not direct parties to a contract executed before October 1, 2015, however, may not exercise assigned options (a/k/a “piggybacking”) on such contracts.

Public interest waiver for contracts entered into between October 1, 2015 and December 4, 2015. FTA grants a general public interest waiver for contracts entered into between the FAST Act's effective date and date of enactment (i.e., between October 1, 2015 and December 4, 2015). For these contracts, the increased domestic content requirements for FY2018 and beyond will not apply, regardless of when the first production vehicle is delivered. However, consistent with FTA's policy statement above, parties to the contracts may exercise options under the contract, but recipients will not be permitted to piggyback on the contracts.

Public interest waiver for contracts entered into after December 4, 2015 as a result of solicitations advertised before December 4, 2015. FTA grants a general public interest waiver for contracts entered

into after December 4, 2015 as a result of solicitations for bids or requests for proposals that were advertised (i.e., published or distributed to potential bidders in a manner that constitutes constructive notice) before December 4, 2015. Under these circumstances, the increased domestic content requirements for FY2018 and beyond will not apply, regardless of when the first production vehicle is delivered. However, consistent with FTA's policy statement above, parties to the contracts may exercise options under the contract, but recipients will not be permitted to piggyback on the contracts.

P18. Question removed from the FY22 Contractors Manual.

P19. If the recipient procured buses with FTA funds, did it comply with requirements for bus testing reports?

BASIC REQUIREMENT

For bus procurements, the recipient must have in its possession a copy of the Altoona Bus Testing Report before final acceptance of the first vehicle.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

The recipient must have in its possession a copy of the Altoona Bus Testing Report before final acceptance of the first vehicle. Testing applies to buses and modified vans used in transit service, including, but not limited to, new bus and van models using alternative fuels such as methanol, ethanol, compressed natural gas (CNG), hydrogen, and electricity (if stored and/or generated on-board the vehicle).

FTA does not require a vehicle manufacturer to test its model before bidding. However, recipients of FTA funds acquiring any bus model must certify that an example of that model will have been tested and the recipient will have received a copy of the resulting test report prepared on the bus model before the final acceptance of the first vehicle. Effective October 31, 2016, the effective date of the revision to 49 CFR part 665, recipients must certify that the bus models submitted to Altoona following the effective date received a passing score before FTA funds can be spent on that vehicle.

Bus testing is not required for unmodified mass-produced vans (provided they are only offered to FTA recipients in the 4-year/100,000-mile service life category). Unmodified mass-produced vans are vehicles manufactured as complete, fully assembled vehicles as provided by the original equipment manufacturer (OEM). This category includes vans with raised roofs or wheelchair lifts or ramps that are installed by the OEM or by someone other than the OEM, provided that the installation of these components is completed in strict conformance with the OEM modification guidelines.

INDICATORS OF COMPLIANCE

- a. *Were the bus models that the recipient purchased during the review period tested?*
- b. *Did the recipient obtain the bus testing report showing the bus model met FTA's bus testing requirements prior to acceptance of the first vehicle?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, examine the make and models of all buses procured since the last Comprehensive Review. Review the Altoona Bus Research and Testing Center Database at <http://altoonabustest.psu.edu/> to determine if a bus report has been issued for that model. For bus models tested subsequent to October 31, 2016, determine if the bus model received a passing score.

During the site visit, examine selected bus procurement files to ensure that the recipient had in its possession a copy of the Altoona Bus Testing Report before final acceptance of the first vehicle and that, subsequent to October 31, 2016, any new bus model tested received a passing score.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if the bus model purchased with FTA funds was not tested, or for new bus models tested after October 31, 2016, the bus model did not receive a passing score.

DEFICIENCY CODE P19-1: Deficiency with bus model testing requirements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for only accepting vehicles that were tested and received a passing score. For the next procurement, the recipient must submit to the FTA regional office documentation that the required process was implemented.

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

The recipient is deficient if a copy of the Altoona Bus Test Report is not in the recipient's procurement files.

DEFICIENCY CODE P19-2: Missing documentation of bus model testing

SUGGESTED CORRECTIVE ACTION: The recipient must obtain the Altoona Bus Test Report for the specific make/model purchased and submit a copy of it and procedures for obtaining the report for future bus purchases to the FTA regional office.

GOVERNING DIRECTIVE

49 CFR 665.7 Certification of compliance

(a) In each application to FTA for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components to be acquired or leased with funds obligated by the FTA, the recipient shall certify that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required in this part. The recipient shall receive the appropriate full Bus Testing Report and any applicable partial testing report(s) before final acceptance of the first vehicle.

P20. If the recipient procured rolling stock with FTA funds, did it comply with the requirements of 49 CFR Part 663, including pre-award and post-delivery Buy America audit requirements, resident inspector requirements, and purchaser's certifications?

BASIC REQUIREMENT

A recipient purchasing revenue service rolling stock with Federal funds must conduct pre-award and post-delivery audits verifying compliance with Buy America provisions, purchaser's requirements, resident inspector requirements, and Federal Motor Vehicle Safety Standards (FMVSS).

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

A recipient purchasing revenue service rolling stock with Federal funds must conduct pre-award and post-delivery audits verifying compliance with Buy America provisions, purchaser's requirements, resident inspector requirements, and FMVSS. The recipient is required to keep records, including pre-award and

post-delivery certifications, which show that the regulations have been followed. The audits require the recipient to complete two certifications (Buy America and Purchaser's Requirements) at the pre-award stage and three certifications (Buy America, Purchaser's Requirements, and FMVSS) at the post-delivery stage. The regulations do not require that these five certifications have a human signature to be effective, however the certifications must convey that requirements have been reviewed and met.

Although procurements of rolling stock of \$150,000 or less are not subject to Buy America requirements, these contracts still must comply with the pre-award and post-delivery purchaser's requirements and FMVSS audits required by 49 CFR Part 663.

Pre-Award Audits and Certifications

Recipients may purchase vehicles in several groups over several years using either vehicle procurement contracts with options or multi-year vehicle procurement contracts. FTA requires that each group of vehicles purchased, i.e., each "order" of vehicles, have a pre-award audit before the order is placed. One pre-award audit may suffice, provided that there is no change in vehicle configuration, i.e., no change that is expected to have a significant impact on vehicle handling and stability or structural integrity, between successive deliveries of vehicles.

If a recipient is using another recipient's procurement contract for purchasing revenue vehicles (i.e., "piggybacking") the purchaser may rely on the pre-award audit completed prior to the original contract. However, the recipient must review the audit and prepare its own certification. (Note: This requirement also applies to purchases off a State or GSA-type contract.).

Compliance with purchaser's specifications: The recipient must complete a pre-award purchaser's requirements certification verifying that the manufacturer's bid specifications comply with the recipient's solicitation requirements and that the proposed manufacturer is responsible and capable of building the bus to the solicitation specifications. The pre-award certification may be based on the recipient's determination that the vendor is responsive and responsible. The requirement to conduct an audit for compliance with purchaser's requirements and complete a certification applies to all purchases of revenue rolling stock, even those below the Federal Simplified Acquisition Threshold. The pre-award audit is required before a recipient enters into a formal contract with a supplier.

Compliance with Buy America: If the procurement is more than \$150,000, at the pre-award stage, the recipient must complete:

- A compliance certification verifying that the rolling stock will contain the required minimum percent domestic components, by cost, and that final assembly will take place in the United States; or
- An exemption certification indicating that the recipient has a letter from FTA granting a waiver from the Buy America requirement.

The recipient or an independent third party must conduct the Buy America audit. The audit may be based on information provided by the manufacturer; however, certification by the manufacturer is not adequate.

For rolling stock contracts entered into before October 1, 2015, the domestic content must exceed 60 percent. For rolling stock contracts entered into on or after October 1, 2015, the applicable domestic content percentage under 49 U.S.C. § 5323(j)(2)(C) will be based on the scheduled delivery date of the first production vehicle (i.e., the first vehicle intended to carry passengers in revenue service), final acceptance notwithstanding. Thus, if a recipient or group of recipients as part of a joint procurement enter into a contract for rolling stock on or after October 1, 2015, then the new FAST Act provisions applicable for the date of delivery of the first production vehicle shall apply. Accordingly, if the first production vehicle is delivered in FY2018 or FY2019, the domestic content must be more than 65 percent, and if the first production vehicle is delivered in FY2020 or beyond, the domestic content must be more than 70 percent. If the scheduled delivery date is delayed such that the domestic content

requirement is increased, recipients must comply with FTA's September 1, 2016 policy guidance on the implementation of the phased increase in domestic content.

Compliance with FMVSS: The recipient must receive a certification from the vehicle manufacturer at the pre-award stage that the vehicles being procured comply with FMVSS issued by the National Highway Traffic Safety Administration (49 CFR Part 571).

Post Delivery Audits and Certifications

Compliance with purchaser's specifications: The recipient must complete a post-delivery purchaser's requirements certification verifying that the buses delivered meet the contract specifications. This must be completed before a bus title is transferred to the recipient or before a bus is placed into revenue service, whichever is first. The post-delivery certification is based on the recipient's visual inspections and road tests and, if required, the resident inspector's monitoring of the final assembly process and final report of manufacturing activities. The requirement to conduct an audit for compliance with purchaser's requirements and complete a certification applies to all purchases of revenue rolling stock, even those below the Federal Simplified Acquisition Threshold.

Recipients are required to have a resident inspector during final assembly process if they meet the following criteria:

- Recipient is purchasing any number of rail vehicles.
- Recipient is in an urbanized area with a population of more than 200,000 and is purchasing more than 10 buses.
- Recipient is in an area with a population of 200,000 or less and is purchasing more than 20 buses.

FTA does not require in-plant inspectors for unmodified vans manufactured by the automobile companies. FTA requires only a visual inspection and road test after delivery for such procurements.

In the case of consolidated procurements on behalf of multiple subrecipients, the in-plant inspection requirement is triggered only if any single subrecipient will receive more than 10 or more than 20 vehicles, depending on area size. One in-plant inspector can meet the requirement for multiple recipients. The inspector may not be an agent or employee of the manufacturer. The inspector must prepare a report providing accurate records of all vehicle construction activities and summarize how the construction and operational characteristics of the vehicles met (or did not meet) the contract specifications.

Compliance with Buy America: Required post-delivery certification includes disclosure by the manufacturer of the final assembly location; a listing of the component and subcomponent parts, the cost (actual or percent of total) of such components and subcomponents and the country of origin; a description of final assembly activities; and the cost of final assembly. Final assembly costs are not to be included when calculating the percent of domestic content of the vehicle.

The recipient or an independent third party must conduct the Buy America audits. The audit may be based on information provided by the manufacturer; however, certification by the manufacturer is not adequate.

Compliance with FMVSS: The recipient must complete, at the post-delivery stage, a certification that the recipient has received from the vehicle manufacturer at both the pre-award and post-delivery stages a copy of the manufacturer's self-certification information that the vehicle complies with the FMVSS issued by the National Highway Traffic Safety Administration (49 CFR Part 571). The requirement to conduct an audit for compliance with FMVSS and complete a certification applies to all purchases of revenue rolling stock, even those below the Federal Simplified Acquisition Threshold.

INDICATORS OF COMPLIANCE

- a. *For rolling stock procurements, did the recipient include the appropriate Buy America domestic content requirements in its solicitation?*
- b. *For rolling stock purchases, did the recipient conduct pre-award and post-delivery audits to ensure the manufacturer(s) complied with contract specifications and Buy America?*
- c. *Did the recipient document its pre-award and post-delivery audits by completing and maintaining written certifications?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's list of rolling stock procurements to determine which Buy America domestic content percentage is required. Onsite, review contract documents to ensure that the appropriate domestic content requirements are included.

- For contracts entered into before October 1, 2015, all vehicles delivered under the original contract base order and any properly exercised options by recipients who are direct parties to the contract must contain a domestic content of more than 60 percent.
- The FAST Act amendments regarding increasing domestic content do not apply to contracts entered into before October 1, 2015, even if the contract provides for the delivery of the first production vehicle after FY2017.
- For rolling stock contracts entered into on or after October 1, 2015, the applicable domestic content percentage is based on the scheduled delivery date of the first production vehicle (i.e., the first vehicle intended to carry passengers in revenue service), final acceptance notwithstanding.
- If the first production vehicle is delivered in FY2018 or FY2019, the domestic content must be more than 65 percent, and if the first production vehicle is delivered in FY2020 or beyond, the domestic content must be more than 70 percent.
- If the delivery date of the first production vehicle is delayed such that it will be delivered in a year with a higher domestic content, FTA will address those situations on a case-by-case basis.

Prior to the site visit, examine the recipient's policies and procedures to determine how the recipient describes compliance with pre-award and post-delivery audits and audit certifications for rolling stock purchases. During the site visit, examine selected rolling stock procurement files to ensure that, for each group of vehicles purchased, the recipient conducted the following audits and included in their files the following certifications:

- Pre-award Buy America
- Pre-award Purchaser's Requirements (required even if procurement is below \$150,000)
- Post-delivery Buy America
- Post-delivery Purchaser's Requirements (required even if procurement is below \$150,000)
- Post-delivery FMVSS (required even if procurement is below \$150,000)

Pre-award and post-delivery certifications do not need to be signed to be considered valid certifications. However, a blank certification that does not indicate requirements have been met would not be "complete" and could still result in a deficiency. A blank form without language, a checkbox, a signature, or other indication that requirements are met, could still result in a deficiency (e.g., a form with unchecked boxes for compliance and noncompliance). This differs from the Buy America certification noted in Question 12 of this section, which is to be signed.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it did not include the appropriate Buy America domestic content requirements in its rolling stock procurements.

DEFICIENCY CODE P20-1: Buy America domestic content deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must stop work on the contract until FTA determines the appropriate corrective action for non-compliant vehicles already delivered and paid for under the contract and for future orders of non-compliant vehicles.

The recipient is deficient if it did not conduct all of the required audits for revenue rolling stock procurements. The recipient is deficient if it ordered a group of vehicles from a multi-year procurement before the pre-award audit was conducted.

DEFICIENCY CODE P20-2: Pre-award and/or post-delivery audits not performed

SUGGESTED CORRECTIVE ACTION: If no vehicles have been delivered under the contract, the recipient must conduct within 30 days the equivalent of a Buy America pre-award audit. If the vehicles are in the process of being delivered or have been delivered, the recipient must conduct a Buy America post-delivery audit within 30 days. The recipient must submit to the FTA regional office procedures for pre-award and post-delivery review and inspection. For the next procurement, the recipient must submit to the FTA regional office documentation that the required process was implemented.

The recipient must submit to the FTA regional office procedures for conducting pre-award audits for options and/or multi-year contracts so that future procurements will comply with this requirement. For the next procurement, the recipient must submit to the FTA regional office documentation that the required process was implemented.

The recipient is deficient if its pre-award and/or post-delivery certifications for applicable rolling stock procurements are not complete or in compliance with 49 CFR Part 663.

DEFICIENCY CODE P20-3: Pre-award and/or post-delivery certifications lacking

SUGGESTED CORRECTIVE ACTION: If no vehicles have been delivered under the contract, the recipient must submit a compliant pre-award audit within 30 days. If the vehicles are in the process of being delivered or have been delivered, the recipient must submit to the FTA regional office a compliant pre-award audit and/or post-delivery audit within 30 days. The recipient must submit to the FTA regional office the certifications for the procurement reviewed and procedures for completing the applicable pre-award and post-delivery audits certifications for future revenue rolling stock procurements. If the recipient cannot certify compliance, it must confer with the FTA regional office for the appropriate corrective action. For the next procurement, the recipient must submit to the FTA regional office documentation that the required process was implemented.

For the next revenue rolling stock procurement, the recipient must submit to the FTA regional office pre-award audit information and certifications before awarding the contract and the post-delivery audit information and certifications before drawing FTA funds.

GOVERNING DIRECTIVE

49 U.S.C. 5323(j)

49 CFR 663 Pre-award and Post-delivery Audits of Rolling Stock Purchases “Subpart B—Pre-Award Audits”

49 CFR 663.21 Pre-award audit requirements

A recipient purchasing revenue service rolling stock with FTA funds must ensure that a pre-award audit under this part is complete before the recipient enters into a formal contract for the purchase of such rolling stock.

49 CFR 663.23 Description of pre-award audit

A pre-award audit under this part includes—(a) A Buy America certification as described in §663.25 of this part; (b) A purchaser's requirements certification as described in §663.27 of this part; and (c) Where appropriate, a manufacturer's Federal Motor Vehicle Safety Standards certification information as described in §663.41 or §663.43 of this part.

49 CFR 663.25 Pre-award Buy America certification

For purposes of this part, a pre-award Buy America certification is a certification that the recipient keeps on file that—(a) There is a letter from FTA which grants a waiver to the rolling stock to be purchased from the Buy America requirements under section 165(b)(1), (b)(2), or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended; or (b) The recipient is satisfied that the rolling stock to be purchased meets the requirements of section 165(a) or (b)(3) of the Surface Transportation Assistance Act of 1982, as amended, after having reviewed itself or through an audit prepared by someone other than the manufacturer or its agent documentation provided by the manufacturer which lists—(1) Component and subcomponent parts of the rolling stock to be purchased identified by manufacturer of the parts, their country of origin and costs; and (2) The location of the final assembly point for the rolling stock, including a description of the activities that will take place at the final assembly point and the cost of final assembly.

49 CFR 663.27 Pre-award purchaser's requirements certification

For purposes of this part, a pre-award purchaser's requirements certification is a certification a recipient keeps on file that— (a) The rolling stock the recipient is contracting for is the same product described in the purchaser's solicitation specification; and (b) The proposed manufacturer is a responsible manufacturer with the capability to produce a vehicle that meets the recipient's specification set forth in the recipient's solicitation. Subpart C—Post-Delivery Audits

49 CFR 663.31 Post-delivery audit requirements

A recipient purchasing revenue service rolling stock with FTA funds must ensure that a post-delivery audit under this part is complete before title to the rolling stock is transferred to the recipient.

49 CFR 663.33 Description of post-delivery audit

A post-delivery audit under this part includes—(a) A post-delivery Buy America certification as described in §663.35 of this part; (b) A post-delivery purchaser's requirements certification as described in §663.37 of this part; and (c) When appropriate, a manufacturer's Federal Motor Vehicle Safety Standards self-certification information as described in §663.41 or §663.43 of this part.

49 CFR 663.35 Post-delivery Buy America certification

For purposes of this part, a post-delivery Buy America certification is a certification that the recipient keeps on file that—(a) There is a letter from FTA which grants a waiver to the rolling stock received from the Buy America requirements under sections 165 (b)(1), or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended; or (b) The recipient is satisfied that the rolling stock received meets the requirements of section 165 (a) or (b)(3) of the Surface Transportation Assistance Act of 1982, as amended, after having reviewed itself or by means of an audit prepared by someone other than the manufacturer or its agent documentation provided by the manufacturer which lists—(1) Components and subcomponent parts of the rolling stock identified by manufacturer of the parts, their country of origin and

costs; and (2) The actual location of the final assembly point for the rolling stock including a description of the activities which took place at the final assembly point and the cost of the final assembly.

49 CFR 663.37 Post-delivery purchaser's requirements certification

For purposes of this part, a post-delivery purchaser's requirements certification is a certification that the recipient keeps on file that—(a) Except for procurements covered under paragraph (c) in this section, a resident inspector (other than an agent or employee of the manufacturer) was at the manufacturing site throughout the period of manufacture of the rolling stock to be purchased and monitored and completed a report on the manufacture of such rolling stock. Such a report, at a minimum, shall—(1) Provide accurate records of all vehicle construction activities; and (2) Address how the construction and operation of the vehicles fulfills the contract specifications. (b) After reviewing the report required under paragraph (a) of this section, and visually inspecting and road testing the delivered vehicles, the vehicles meet the contract specifications. (c) For procurements of: (1) Ten or fewer buses; or (2) Procurements of twenty vehicles or fewer serving rural (other than urbanized) areas, or urbanized areas of 200,000 people or fewer; or (3) Any number of primary manufacturer standard production and unmodified vans, after visually inspecting and road testing the vehicles, the vehicles meet the contract specifications.

49 CFR 663.39 Post-delivery audit review

(a) If a recipient cannot complete a post-delivery audit because the recipient or its agent cannot certify Buy America compliance or that the rolling stock meets the purchaser's requirements specified in the contract, the rolling stock may be rejected and final acceptance by the recipient will not be required. The recipient may exercise any legal rights it has under the contract or at law. (b) This provision does not preclude the recipient and manufacturer from agreeing to a conditional acceptance of rolling stock pending manufacturer's correction of deviations within a reasonable period. Subpart D—Certification of Compliance with or Inapplicability of Federal Motor Vehicle Safety Standards.

49 CFR 663.41 Certification of compliance with Federal motor vehicle safety standards

If a vehicle purchased under this part is subject to the Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in part 571 of this title, a recipient shall keep on file its certification that it received, both at the pre-award and post-delivery stage, a copy of the manufacturer's self-certification information that the vehicle complies with relevant Federal Motor Vehicle Safety Standards.

49 CFR 663.43 Certification that Federal motor vehicle standards do not apply

(a) Except for rolling stock subject to paragraph (b) of this section, if a vehicle purchased under this part is not subject to the Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in part 571 of this title, the recipient shall keep on file its certification that it received a statement to that effect from the manufacturer. (b) This subpart shall not apply to rolling stock that is not a motor vehicle.

Notice of Policy on the Implementation of the Phased Increase in Domestic Content Under the Buy America Waiver for Rolling Stock and Notice of Public Interest Waiver of Buy America Domestic Content Requirements for Rolling Stock Procurement in Limited Circumstances IV, 81 Federal Register 60278 (September 1, 2016)

For rolling stock contracts entered into on or after October 1, 2015, i.e., the effective date of the FAST Act, the applicable domestic content percentage under section 5323(j)(2)(C) will be based on the scheduled delivery date of the first production vehicle (i.e., the first vehicle intended to carry passengers in revenue service), final acceptance notwithstanding. Thus, if a recipient or group of recipients as part of a joint procurement entered into a contract for rolling stock on or after October 1, 2015, then the new FAST Act provisions applicable for the date of delivery of the first production vehicle shall apply.

Accordingly, if the first production vehicle is delivered in FY2018 or FY2019, the domestic content must be more than 65 percent, and if the first production vehicle is delivered in FY2020 or beyond, the domestic content must be more than 70 percent. These delivery provisions apply to contracts entered into on or after October 1, 2015, unless a waiver is granted. If the delivery date of the first production vehicle is delayed such that it will be delivered in a year with a higher domestic content, FTA will address those situations on a case-by-case basis. The FAST Act amendments do not apply to contracts entered into before October 1, 2015, even if the contract provides for the delivery of the first production vehicle after FY2017. For contracts entered into before October 1, 2015, all vehicles delivered under the original contract base order and any properly exercised options by recipients who are direct parties to the contract may contain a domestic content of more than 60 percent, per the pre-FAST Act requirements.

FTA is issuing two general public interest waivers to address two categories of recipients and manufacturers: (1) Recipients who entered into contracts or placed purchase orders against State schedules between October 1, 2015 and December 4, 2015; and (2) recipients who have entered into contracts after December 4, 2015, as a result of solicitations for bids or requests for proposals that were advertised before December 4, 2015. In addition, FTA is issuing a third public interest waiver for recipients who solicited contracts on or after December 4, 2015, provided they enter into a contract within 60 days of publication of this Notice.

P21. Does the recipient perform oversight of its subrecipients' FTA-funded procurement activities as described in its policies and procedures?

BASIC REQUIREMENT

The recipient is responsible for ensuring that subrecipients administer FTA-funded procurements in accordance with the requirements in 2 CFR part 200 and FTA Circular 4220.1F.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

When a recipient passes through funding to a subrecipient, procurement requirements apply to the subrecipient. In such circumstances, the procurement process of the subrecipient must meet Federal requirements contained in the Uniform Administrative Requirements and the FTA Master Agreement, including Buy America, debarment and suspension, and lobbying requirements. The recipient needs to have a mechanism to ensure subrecipient compliance.

Some recipients provide written guidelines or standard terms and conditions to subrecipients for direct procurements. Some recipients review subrecipients' direct procurements, particularly for vehicles, equipment, and construction. Such reviews, which generally focus on bid evaluation and selection, may be used to ensure that FTA (and state) requirements are met.

Monitoring of compliance with FTA third party contracting requirements will require a review of procurement procedures, either through site visits or a periodic review of written procurement manuals and transactions. The recipient is not required to review each subrecipient's procurement to ensure compliance with Federal requirements. The recipient may review selected procurements on a periodic basis in conjunction with a site visit or other general review of compliance with Federal requirements.

INDICATORS OF COMPLIANCE

- a. Does the recipient implement oversight procedures of its subrecipients for FTA-funded procurements?*
- b. Do subrecipient procurement files reviewed demonstrate adequate oversight by the recipient?*

INSTRUCTIONS FOR REVIEWER

Request and review the recipient's oversight procedures, State Management Plans, and any procurement requirements that have been included in subrecipient agreements. Discuss with the recipient onsite and determine who monitors the subrecipients' procurement processes. Examine written reports or audit reports of the process to determine if the recipient is monitoring in accordance with its documented procedures. Ensure that the recipient's oversight procedures address the following, either through review of the recipient's procedures or oversight files, or during the subrecipient site visit:

- Confirm that the subrecipient has written procurement policies and procedures that comply with 2 CFR part 200.
- Confirm the subrecipient has written standards of conduct for those involved in its procurement and contract administration actions.
- Select one procurement that has been reviewed by the recipient. If multiple procurements are identified, select the one which presents the most risk (considering factors such as complexity, size, etc.) to FTA.
 - Verify that a written responsibility determination was made for the successful bidder prior to award and that consideration was given to matters such as:
 - Contractor integrity
 - Compliance with public policy
 - Record of past performance
 - Financial and technical resources
 - Verify that the subrecipient is determining that bidders were not excluded or disqualified before entering into any third-party contracts. Document that the subrecipient makes this verification by:
 - Checking System for Award Management (SAM) Exclusions (at SAM.gov); or
 - Collecting a certification; or
 - Adding a clause or condition to the covered transaction.
 - Confirm that the subrecipient maintains records sufficient to detail the history of procurement actions.
 - Confirm that contract administration and oversight procedures are being implemented as described in the subrecipient's procurement policies and procedures.
 - Confirm that the subrecipient is not using geographic preferences or misusing prequalification lists.
 - Verify that the subrecipient used the appropriate method of procurement as described in its policies and procedures and in compliance with 2 CFR part 200.
 - If reviewing an A&E procurement, determine that A&E services were procured using a qualifications-based process in accordance with the Brooks Act, where firms are ranked based only on their qualifications and price is then negotiated with the most qualified firm.
 - Confirm the subrecipient developed an independent estimate prior to receipt of bids or proposals for procurements above the Federal Simplified Acquisition Threshold.

- Confirm that a cost analysis was performed in accordance with the recipient's policies and procedures for: (1) procurements which require that offerors submit detailed elements of direct and indirect costs; (2) procurements where adequate price competition is lacking; and/or (3) sole-source procurements. If a cost analysis was not required, confirm the subrecipient documented a price analysis.
- Verify that the subrecipient included the applicable FTA clauses in its bid documents.
- Confirm the subrecipient included all applicable certifications in its bid documents and received signed certifications from the proposers. These certifications may include:
 - Transit Vehicle Manufacturer (TVM) certification
 - Lobby certification
 - Buy America certification
- Determine that liquidated damages in contracts were administered correctly, if assessed.
- If the reviewed procurement included options, confirm that the subrecipient based the number of options on its reasonably foreseeable need and evaluated the option price prior to awarding the contract.
- If the subrecipient procured bus or rail rolling stock or replacement parts with FTA funds, verify that it adhered to the time limitations on placing orders against the contracts.
- If the subrecipient purchased FTA-funded assets through an assignment of options (a/k/a "piggyback"), confirm the underlying contract complied with applicable Federal requirements regarding excessive options, inclusion of Federal requirements, assignability, and price; and no cardinal changes.
- For bus procurements, ensure the subrecipient complied with bus testing report requirements.
- For rolling stock procurements, determine that the subrecipient complied with pre-award and post-delivery audits verifying compliance with Buy America provisions, purchaser's requirements, resident inspector requirements, and Federal Motor Vehicle Safety Standards (FMVSS).

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if 1) it is not providing oversight of its subrecipients' procurement processes as described in its written documents, 2) it does not monitor subrecipients making direct procurements with FTA assistance for compliance with the requirements, and/or 3) during a review of subrecipient procurements, deficiencies are found.

DEFICIENCY CODE P21-1: Insufficient oversight of subrecipient procurements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation that it has implemented a procurement monitoring program.

NOTE TO REVIEWER: Reviewers should refer to questions P1 – P20 for additional corrective action language, if needed for specific procurements with identified deficiencies.

GOVERNING DIRECTIVE

2 CFR 200.332 Requirement for pass-through entities

All pass-through entities must:

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports required by the pass-through entity.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

(3) Issuing a management decision for applicable audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by § 200.521.

(4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section § 200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Have any oversight reviews/audits, or investigations of the recipient conducted since the last Comprehensive Review (including Procurement System Reviews (PSRs), Buy America audits, Financial Management Oversight Reviews (FMOs), and the most recent Comprehensive Review) identified significant deficiencies, material weaknesses and/or repeat deficiencies in the area of procurement?
2. Are any oversight reviews/audits, or investigations scheduled during this Federal fiscal year?
3. Did the recipient experience difficulty resolving or closing any oversight review, investigation, or audit findings?
4. Are any oversight review, investigation, or audit findings currently open?
5. If a PSR has been requested for the upcoming year, what triggered the review request (e.g., new recipient, known procurement)? (Information on scheduled PSRs can be found in OTrak under the "Review Oversight Activities" quick link.)
6. Are any issues related to procurement indicated in the Oversight Assessment Tool (OAT)?
7. Does the recipient appear to have an appropriate organizational structure, including sufficient staff levels, for procurement? Does the recipient provide technical training to procurement employees?
8. How does the recipient organize and structure procurement functions and personnel to support FTA-funded procurements (e.g., separate department within organization; split responsibility between transit staff and procurement office; etc.)?

9. If the procurement function is decentralized, how does the recipient ensure that FTA-funded procurements are in compliance with FTA requirements?
10. How do procurement personnel collaborate with users in the development of specifications and concur choosing the method for procurement?
11. Did background research or site visit observations reveal any potential issues or concerns about the management or implementation of the procurement process not covered previously in this section?

REFERENCES

Procurement

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. 2 CFR Part 1201, incorporating 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
3. 49 CFR Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"
4. FTA Circular 4220.1F, "Third Party Contracting Guidance"
5. FTA Circular 5010.1E, "Award Management Requirements"
6. FTA Circular 9030.1E, "Urbanized Area Formula Program: Program Guidance and Grant Application Instructions"
7. FTA Master Agreement

Buy America

8. 49 U.S.C 5323(j)
9. 49 CFR Part 661, "Buy America Requirements"
10. 49 CFR Part 663, "Pre-Award and Post-Delivery Audits of Rolling Stock Purchases"
11. FTA September 16, 2016, Chief Counsel issued a Dear Colleague Letter regarding the small purchase waiver

Federal Motor Vehicle Safety Standards

12. 49 CFR Part 571, "Federal Motor Vehicle Safety Standards"

Bus Testing

13. 49 CFR Part 665, "Bus Testing"

Suspension/Debarment

14. 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension"
15. 2 CFR Part 180, "Non-procurement Suspension and Debarment"

Lobbying

16. 49 CFR Part 20, "New Restrictions on Lobbying"

USEFUL WEBLINKS

1. FTA Procurement Frequently Asked Questions

2. FTA Buy America Website
3. Bus Testing Website
4. National RTAP ProcurementPRO
5. System for Award Management
7. Coronavirus Aid, Relief, and Economic Security Act
8. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
9. Notice of Concurrence
10. Emergency Relief rule
11. OMB Memorandum M-20-17, Appendix A
12. OMB Memorandum M-20-26

Exhibit 9.1
Clause Checklist

(duplicate for additional procurements)

Clause	Threshold/Applicability	1	2	3
<p>Bonding</p> <p>(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.</p> <p>(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.</p> <p>(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.</p>	For construction or facility improvement contracts or subcontracts exceeding the Federal Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected.	-	-	-
Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate	For procurements over the Federal Simplified Acquisition Threshold	-	-	-
Termination for cause and for convenience including the manner by which it will be effected and the basis for settlement	For procurements over \$10,000	-	-	-
Equal Employment Opportunity	All contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3	-	-	-
Davis-Bacon Act	All prime construction contracts in excess of \$2,000	-	-	-

Clause	Threshold/Applicability	1	2	3
Contract Work Hours and Safety Standards Act	All contracts in excess of \$100,000 that involve the employment of mechanics or laborers	-	-	-
Rights to Inventions Made Under a Contract or Agreement	Contracts that meet the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,”	-	-	-
Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387)	Contracts in excess of \$150,000	-	-	-
6002 of the Solid Waste Disposal Act When procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition Procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines	For non-Federal entity that is a state agency or agency of a political subdivision of a state, contracts with purchase price that exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000	-	-	-
Notice to FTA and U.S. DOT Inspector General of information related to fraud, waste, abuse, or other legal matters	Applies to all contracts at all tiers expected to equal or exceed \$25,000. The recipient must require a prime contractor to “flow-down” the requirement to subcontractors.	-	-	-
Prohibition on certain telecommunications and video surveillance services or equipment	All contracts made by the non-Federal entity under the Federal award	-	-	-

Exhibit 9.2
CERTIFICATIONS and REPORTS CHECKLIST
(duplicate for additional procurements)

REQUIREMENT	Threshold/Applicability	1	2	3
Lobbying Certification	Procurements > \$100,000	-	-	-
Transit Vehicle Manufacturer Certification	Procurements of railcars or buses and modified mass	-	-	-
Buy America Certification	Projects >\$150,000 that contain steel, iron or manufactured	-	-	-
Bus Testing Report	Procurements of buses and modified mass produced vans	-	-	-
Pre-Award Buy America Audit	Rolling stock procurements>\$150,000	-	-	-
Pre-Award Buy America Certification	Rolling stock procurements>\$150,000	-	-	-
Pre-Award Purchaser's Requirement Certification	Rolling stock procurements	-	-	-
Post-Delivery Audit	Rolling stock procurements>\$150,000	-	-	-
Post-Delivery Buy America Certification	Rolling stock procurements >\$150,000	-	-	-
Post-Delivery Purchaser's Requirement	Rolling stock procurements	-	-	-
On-Site Inspector's Report	Rolling stock procurements for any number of rail vehicles; more than 10 vehicles for areas >200,000 in population and 20 for areas <200,000	-	-	-
Federal Motor Vehicles Safety Standards Pre-Award and Post-Delivery Certification	Non-rail rolling stock procurements	-	-	-

10. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

PURPOSE OF THIS REVIEW AREA

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

NOTE: In 2020 and 2021, USDOT issued guidance documents regarding implementing DBE regulations in light of the impacts of the COVID-19 public health emergency. These documents can be found at <https://www.transportation.gov/mission/civil-rights/covid-19-guidance>. While the majority of DBE requirements remained in effect, USDOT did provide some flexibility in the following areas examined during a Comprehensive Review. These include:

- Use of technology to substitute for or supplement in-person site visits for certification
- Use of technology to substitute in-person hearings related to certification
- Use of electronic transmissions in lieu of certified mail requirements
- Use of technology in lieu of in-person meetings for goal setting consultation meetings
- Ability to request an extension to the overall goal submission deadline of August 1, 2020
- Use of technology for monitoring site visits
- Use of technology in lieu of in-person good faith effort reconsideration meetings
- Use of alternatives for notarization of certification documents

QUESTIONS TO BE EXAMINED

1. Did the recipient submit a current DBE Program for approval?
2. Has the DBE Liaison Officer (DBELO) been designated and given proper resources and authority?
3. Did the recipient submit its latest goal in FTA's Transit Award Management System (TrAMS) by August 1 prior to the beginning of the applicable Federal fiscal year? (NOTE: If the goal was due August 1, 2020, the guidance referenced above extended the deadline to October 1, 2020.)
4. Has the recipient submitted the Uniform Report of DBE Awards or Commitments and Payments semi-annually by the required due dates of June 1 and December 1? (NOTE: If the report was due June 1, 2020, FTA notified recipients via Frequently Asked Question (FAQ) CR17 that FTA will not penalize recipients for failing to meet the deadline "as long as the agency's records document that the report was submitted as soon as practicably possible.")
5. Are the semi-annual Uniform Reports of DBE Awards or Commitments and Payments completed accurately?
6. For each of the past three completed Federal fiscal years, if the recipient's DBE achievements (based on contract awards) were below the overall goal for the applicable year, did the recipient complete the required shortfall analysis and corrective action plan?
7. If the recipient exceeded its overall goal using contract goals in Federal fiscal years 2019 and 2020, did it make appropriate procurement adjustments?

8. Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?
9. When including a DBE goal in a solicitation, is the recipient ensuring that the contract is only awarded to a bidder that meets the goal or makes good faith efforts to meet the goal?
10. If the recipient or a subrecipient set a project-specific DBE goal on a project, or a goal on a transit vehicle procurement, did it receive prior FTA approval?
11. Did the recipient properly report all FTA-funded transit vehicle awards?
12. Does the recipient monitor the performance of contractors and enforce contractual requirements consistent with its approved DBE Program?
13. Does the recipient implement DBE certification standards and procedures in accordance with the DBE regulation?
14. Does the recipient perform oversight of its subrecipients for compliance with the DBE regulation?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Most recent DBE Program, if not uploaded to TrAMS
- Current organizational chart which includes the DBELO
- DBELO job description
- Documentation of implementation of small business element measures
- Shortfall analysis and corrective action plan, if not required to be submitted to FTA
- List of any DBEs terminated/substituted on a project

Recipient Follow-up

- Information demonstrating that the recipient does not meet the threshold for DBE program submission
- Information that demonstrates when and on what subjects the DBELO and Chief Executive Officer (CEO) have direct and independent communications about the DBE program
- Documentation of notification to FTA of transit vehicle award(s)
- Documentation supporting the recipient's assessment that no DBE goal submission was necessary
- Written procedures for compiling/preparing the Uniform Report on DBE Awards, Commitments, and Payments
- Backup documentation for compiling/preparing selected Uniform Reports on DBE Awards, Commitments and Payments
- Missing reports that may not have been uploaded to TrAMS
- Evidence of reduced use of contract goals if DBE contract goals are used and overall agency DBE attainment exceeds overall agency goals
- Documented implementation of race-neutral measures
- Written certifications of monitoring, including onsite monitoring for sample contract files
- Documentation of prompt payment and return of retainage monitoring
- Certification files
- Records of training for certification staff

DBE1. Did the recipient submit a current DBE program for approval?

BASIC REQUIREMENT

Approved DBE programs are required for FTA recipients of planning, capital, and/or operating

assistance that will have contracting opportunities (excluding transit vehicle purchases) with those funds exceeding \$250,000 in a Federal fiscal year.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

Written DBE programs are required for FTA recipients receiving planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases), the cumulative total value of which exceeds \$250,000 in FTA funds in a Federal fiscal year. Contracting opportunities are counted in the aggregate, and include FTA-funded purchase orders, capital projects, professional services, Transportation Infrastructure Finance and Innovation Act (TIFIA) loan-funded projects, and contracting activities of subrecipients. Small and micro-purchases are also counted toward this threshold.

The DBE program is not an annual submission and recipients do not submit regular updates of their DBE programs. However, significant changes to the programs must be submitted to FTA for approval. Recipients (particularly new recipients) that do not meet the threshold are not required to develop a written DBE program. Programs with a submission date prior to November 2014 likely do not reflect regulatory updates implemented at that time.

A recipient that is required to have a written program may be allowed to submit a single plan that has been previously approved by another operating administration to which DBE applies (the Federal Highway Administration (FHWA) or Federal Aviation Administration (FAA)). The recipient still must develop and submit transit-specific overall three-year agency goals to FTA, if the DBE contracting threshold is applicable.

INDICATORS OF COMPLIANCE

- a. *If the recipient meets the DBE threshold, did it submit a DBE program for approval?*
- b. *What is the date of the program the recipient last provided?*
- c. *If the recipient submitted a DBE program and FTA has issued correspondence indicating required revisions, has the recipient made those revisions?*

INSTRUCTIONS FOR REVIEWER

Review the Civil Rights Status screen in TrAMS to determine if the recipient has submitted a DBE program. From the listing of FTA-funded procurements requested in the Procurement area and a review in TrAMS of the recipient's FTA awards and projects, determine if the recipient has met the threshold requiring a DBE program submission. Recipients may have completed a Threshold Questionnaire and uploaded it to TrAMS. If the Threshold Questionnaire is not found in TRAMS, reach out to the RCRO to verify recipient's threshold status.

Transit vehicle purchases do not count towards the threshold. *Transit vehicle manufacturer (TVM)* means any manufacturer whose primary business purpose is to manufacture vehicles specifically built for public mass transportation. Such vehicles include, but are not limited to: buses, rail cars, trolleys, ferries, and vehicles manufactured specifically for paratransit purposes. Producers of vehicles that receive post-production alterations or retrofitting to be used for public transportation purposes (e.g., so-called cutaway vehicles, vans customized for service to people with disabilities) are also considered TVMs.

Businesses that manufacture, mass-produce, or distribute vehicles solely for personal use and for sale "off the lot" are not considered TVMs. FTA funds used to acquire vehicles that were not manufactured by a TVM, even if used by the recipient for transit purposes, should be included in the threshold calculation.

Request and review any correspondence from FTA to the recipient on its submission. If FTA provided the recipient with comments on the submission, review the recipient's current program to verify that noted

revisions or additions were made. This includes revision requests “in review” and “concurrence” letters. Note that even if the program’s status in TrAMS is “Concur,” the concurrence letter could indicate issues to be resolved by the recipient, but that did not require further FTA review. FTA’s review letter advises recipients that verification that corrections have been made and implemented will be conducted, and instructs recipients to retain documentation that demonstrates the noted areas have been addressed.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it had \$250,000 of FTA funds in contracting opportunities in a given Federal fiscal year and a DBE program was not submitted by the time of the site visit.

DEFICIENCY CODE DBE1-1: No approved DBE program

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit its DBE program to TrAMS and notify the FTA Regional Civil Rights Officer (RCRO) once completed.

The recipient is deficient if it received comments from FTA on its DBE program submission but has not made revisions. If the recipient made revisions to its program, but it does not appear that those revisions met the intent of FTA’s comments, do not make a deficiency; instead make the RCRO aware for their follow up.

DEFICIENCY CODE DBE1-2: Revisions to DBE program not made

SUGGESTED CORRECTIVE ACTION: The recipient must revise and submit its DBE program to TrAMS and notify the FTA RCRO once completed.

NOTE TO REVIEWER: If the current DBE Program is dated prior to November 2014, or program revisions noted by FTA were made but do not appear to meet the intent of FTA’s comments note that in this section’s Issues/Areas of Concerns for FTA Awareness for further follow up by FTA.

GOVERNING DIRECTIVE

49 CFR 26.21

(a) If you are in one of these categories and let DOT-assisted contracts, you must have a DBE program meeting the requirements of this part: (2) FTA recipients receiving planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds \$250,000 in FTA funds in a Federal fiscal year;

(b)(1) You must submit a DBE program conforming to this part by August 31, 1999 to the concerned operating administration (OA). Once the OA has approved your program, the approval counts for all of your DOT-assisted programs (except that goals are reviewed by the particular operating administration that provides funding for your DOT-assisted contracts).

DBE2. Has the DBE Liaison Officer (DBELO) been designated and given proper resources and authority?

BASIC REQUIREMENT

For recipients that meet the threshold requiring they have a DBE program, the recipient must designate a DBELO, with direct and independent access to the Chief Executive Officer (CEO) concerning DBE matters. The DBELO is responsible for implementing all aspects of the recipient’s DBE program, and must have adequate resources to administer the DBE program.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

For recipients that meet the threshold requiring that they have a DBE program, the recipient must designate a DBELO with direct and independent access to the CEO concerning DBE matters. The DBELO is responsible for implementing all aspects of the recipient's DBE program and must have adequate resources to administer the DBE program.

Recipients with DBE programs must develop and implement the requirements of the DBE program, including prompt payment, setting DBE goals, monitoring, and proper counting of DBE participation. Adequate staffing levels will vary greatly depending on recipient size and contracting practices and often requires coordinating with other departments such as procurement and legal, as needed, to address issues such as contract-goal setting, race-neutral measures, contract administration, the inclusions of required contract clauses, and monitoring and enforcement of DBE Program requirements. The recipient should ensure sufficient staff are assigned to the DBE program to meet the administrative requirements of the program. Direct and independent access to the CEO does not mean that there has to be a direct reporting relationship. It means that the DBELO must not be required to get anyone's consent or sign-off, or to "go through channels" to talk and write personally to the CEO about DBE program matters. If the DBELO has a "dotted line" reporting relationship (in lieu of a direct reporting relationship) to the CEO for DBE matters, this direct and independent access should be verified through job descriptions, organizational charts, and evidence of direct and independent communication between the two individuals.

INDICATORS OF COMPLIANCE

- a. *Is there currently a DBELO implementing the DBE program?*
- b. *Does the DBELO have direct and independent access to the CEO?*
- c. *Based on the review of the remaining, applicable questions in this section, does it appear that the DBELO has appropriate authority and that adequate resources are dedicated to implementing DBE requirements?*

INSTRUCTIONS FOR REVIEWER

Examine the recipient's DBE program in TrAMS for identification of the DBELO and its position within the agency. The current DBELO should also be listed in the agency's contact information in TrAMS. Request and review the current organizational chart of the agency for the name and reporting relationship of the DBELO. Request and review the job description for the DBELO for responsibilities and reporting relationships.

During the site visit, confirm current staff assignments and reporting relationships, through actions such as interviews with the DBELO, DBE staff, and the CEO. Confirm that the DBELO has direct and independent access and is not required to get anyone's consent or sign-off, or to "go through channels" to talk and write personally to the CEO about DBE program matters. If the DBELO has a "dotted line" reporting relationship (in lieu of a direct reporting relationship) to the CEO for DBE matters, verify direct and independent access through job descriptions, organizational charts, and evidence of direct and independent communication between the two individuals. Based on responses to this question and the remaining questions in this section of the review, confirm that sufficient staff and resources are dedicated to adequately administer the DBE program.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not currently have a DBELO who is responsible for implementing the DBE program or if the DBELO does not have direct and independent access to the CEO.

DEFICIENCY CODE DBE2-1: Inadequate designation of DBE Officer

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence of corrective actions implemented to designate DBE responsibilities properly.

The recipient is deficient if the DBELO does not currently have sufficient authority or resources to administer the DBE program in compliance with 49 CFR 26.

DEFICIENCY CODE DBE2-2: Insufficient resources to administer the DBE program

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA Regional Civil Rights Officer (RCRO) evidence of corrective actions implemented to designate sufficient resources to the DBE program. This corrective action must be signed by the CEO.

NOTE TO REVIEWER: The deficiency DBE2-2 should only be made after the determination that:

- the recipient is deficient with several of the indicators in the DBE section of the review,
- the underlying cause of those deficiencies is determined to be primarily resource-driven, and
- the RCRO concurs.

It should be determined with the RCRO if the result of making this deficiency is that deficiencies are still made in each respective area or if some or all of those would be represented with this one deficiency.

GOVERNING DIRECTIVE

49 CFR 26.25

You must have a DBE liaison officer, who shall have direct, independent access to your Chief Executive Officer concerning DBE program matters. The liaison officer shall be responsible for implementing all aspects of your DBE program. You must also have adequate staff to administer the program in compliance with this part.

DBE3. Did the recipient submit its latest goal in TrAMS by August 1 prior to the beginning of the applicable Federal fiscal year? (See Note on page 10-1 regarding goals due August 1, 2020)

BASIC REQUIREMENT

For recipients that reasonably anticipate awarding (excluding transit vehicle purchases) more than \$250,000 in FTA funds in prime contracts in a Federal fiscal year, an overall three-year goal must be submitted to FTA for review by August 1 preceding the Federal fiscal year in which the goal submission is due. The submittal must include a description of the methodology used to establish the goal and other items detailed in 49 CFR 26.45.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

For recipients that reasonably anticipate awarding (excluding transit vehicle purchases) more than \$250,000 in FTA funds in prime contracts within a Federal fiscal year, an overall three-year goal must be submitted to FTA for review by August 1 preceding the first Federal fiscal year in which the goal will be applied. The submittal must include a description of the methodology used to establish the goal and other items detailed in 49 CFR 26.45. DBE goals must include an assessment of the availability of DBEs or potential DBEs. Recipients are not allowed to simply rely on past participation or past goal methodologies when they establish their goal.

On rare occasions, a recipient may submit a zero percent DBE goal. Such a goal indicates that there are no ready, willing, and able DBEs identified as potential participants on anticipated contracts. It is important for recipients to consider all contracting opportunities funded with its FTA capital, operating, and planning awards during its goal-setting process. The regulation defines a contract as any legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction and professional services) and the buyer to pay for them. For purposes of 49 CFR Part

26, a lease is considered to be a contract.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

DBE Goal Submission

For those recipients with DBE goals due August 1, 2020, FTA extended the due date to October 1, 2020, and TrAMS was updated to reflect the extension. This extension is consistent with a DOT guidance memorandum issued April 1, 2020.

INDICATORS OF COMPLIANCE

- a. *Did the recipient submit its goal methodology on time?*
- b. *If the recipient did not submit its goal, is there evidence to support that no submission was necessary?*
- c. *If the FTA requested revisions to the goal submission, has the recipient made the revisions?*

INSTRUCTIONS FOR REVIEWER

Review the Three Year Goal Setting Submissions Schedule on FTA's website to determine the appropriate fiscal year for the recipient's submission. Review the Civil Rights Status screen in TrAMS to determine if the recipient's latest overall goal was submitted by August 1 preceding the fiscal year in which its goal was due, or by any other due date provided to them by FTA. If the recipient's latest overall goal was due August 1, 2020, review the Civil Rights Status screen in TrAMS to determine if the goal was submitted by October 1, 2020.

Review the recipient's awards in TrAMS to assess past or projected contracting activity. Review the list of awarded FTA-funded procurements submitted as a part of the Procurement section of the review to determine if the recipient awarded contracts, on a cumulative basis, with FTA funds that exceed \$250,000. The FTA-funded procurements of the recipient and its subrecipients should be aggregated to determine if this threshold is met. Transit vehicle purchases do not count towards the threshold. Recipients may have completed a Threshold Questionnaire and uploaded it to TrAMS. If the Threshold Questionnaire is not found in TRAMS, reach out to the RCRO to verify recipient's threshold status.

Request and review any correspondence from FTA to the recipient on its goal submission. If FTA provided the recipient with comments on the submission, review the recipient's current goal to verify that noted revisions or additions were made. This includes revision requests in "in review" and "concur" letters. Even if the submission status in TrAMS is "Concur," the concurrence letter could indicate issues that should be resolved by the recipient, but did not require further FTA review. FTA's review letter advises recipients that the Comprehensive Review will verify corrections have been made and implemented and instructs recipients to retain documentation that demonstrates the noted areas have been addressed.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it did not submit its DBE goal by August 1 preceding the first fiscal year when the triennial goal is applicable (or by some other date designated by FTA).

DEFICIENCY CODE DBE3-1: DBE goal submitted late

SUGGESTED CORRECTIVE ACTION: The recipient must implement a procedure and revise its DBE program to ensure that future goal submissions will be submitted by August 1 of the applicable year (or by some other date designated by FTA). The recipient must upload the revised program to TrAMS and notify the FTA RCRO when completed.

The recipient is deficient if it should have submitted a DBE goal but did not.

DEFICIENCY CODE DBE3-2: DBE goal not submitted

SUGGESTED CORRECTIVE ACTION: The recipient must develop a goal, upload it to TrAMS, and notify the FTA RCRO once completed.

The recipient is deficient if it received comments from FTA on its goal submission but has not made revisions.

DEFICIENCY CODE DBE3-3: Revisions to DBE goal methodology not made

SUGGESTED CORRECTIVE ACTION: The recipient must revise and submit its revised DBE goal methodology in TrAMS and notify the FTA RCRO once completed.

GOVERNING DIRECTIVE

49 CFR 26.45(f)(1)(i)

If you set your overall goal on a fiscal year basis, you must submit it to the applicable DOT operating administration by August 1 at three-year intervals, based on a schedule established by the FHWA, FTA, or FAA, as applicable.

49 CFR 26.45(a)

(1) Except as provided in paragraph (a)(2) of this section, you must set an overall goal for DBE participation in your DOT-assisted contracts.

(2) If you are a FTA or FAA recipient who reasonably anticipates awarding (excluding transit vehicle purchases) \$250,000 or less in FTA or FAA funds in prime contracts in a Federal fiscal year, you are not required to develop overall goals for FTA or FAA respectively for that fiscal year.

49 CFR 26.45(f)

(4) You are not required to obtain prior operating administration concurrence with your overall goal. However, if the operating administration's review suggests that your overall goal has not been correctly calculated or that your method for calculating goals is inadequate, the operating administration may, after consulting with you, adjust your overall goal or require that you do so. The adjusted overall goal is binding on you. In evaluating the adequacy or soundness of the methodology used to derive the overall goal, the operating administration will be guided by goal setting principles and best practices identified by the Department in guidance issued pursuant to §26.9.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CR11

For those recipients with DBE goals due August 1, 2020, FTA is extending the due date to October 1, 2020, and will update TrAMS to reflect the extension. This extension is consistent with a DOT guidance memorandum issued April 1, 2020.

DBE4. Has the recipient submitted the Uniform Report of DBE Awards or Commitments and Payments semi-annually by the required due dates of June 1 and December 1? (NOTE: If the report was due June 1, 2020, FTA notified recipients via Frequently Asked Question (FAQ) CR17 that FTA will not penalize recipients for failing to meet the deadline “as long as the agency’s records document that the report was submitted as soon as practicably possible.”)

BASIC REQUIREMENT

Each recipient that meets the threshold requiring it to have a DBE program and overall goal is required to submit a Uniform Report of DBE Awards or Commitments and Payments semi-annually in TrAMS.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

Each recipient that meets the threshold requiring it to have a DBE program and overall goal is required to submit a Uniform Report of DBE Awards or Commitments and Payments semi-annually in TrAMS. The report addresses the contracting opportunities of the recipient and its subrecipients. Reports are due by June 1 (for the period covering October 1 – March 31) and by December 1 (for the period covering April 1 – September 30). A revised reporting form was provided in the DBE Final Rule, which became effective November 3, 2014. This form is to be used for all reports due June 1, 2015 and after.

DBE reports must be entered in the TrAMS DBE reporting module and comments from FTA on those reports must be addressed. Recipients that no longer meet the threshold requiring a goal, but are completing projects under a previous goal, must continue to submit DBE reports until those contracted projects are completed. Reviewers should expect to see a report completed for each six-month period, as it is rare that an active recipient would not have either FTA funded awards, ongoing payments, or completed projects in a six-month period. TrAMS will not issue a DBE report to recipients with N/A for the DBE goal, so FTA has been retaining a “concur” or “in review” status (with a clarifying comment) for recipients that no longer meet the threshold but still have open FTA-funded contracts applicable under a prior goal.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Uniform Report Submittal

For Uniform Reports due on June 1, 2020, FTA will review the reports once a recipient is able to submit it and will not penalize agencies for reports received after June 1, 2020, as long as the agency's records document that the report was submitted as soon as practicably possible. FTA's Office of Civil Rights similarly notes that December 1, 2020 reports may also have been submitted late due to impacts of the COVID-19 public health emergency. As long as these reports have been submitted by the time of the Comprehensive Review, no finding should be issued.

Tracking and Reporting of Purchases

For the purposes of simplifying reporting and tracking, recipients may count multiple, ongoing purchases with a single vendor as a single contract awarded and completed on Uniform Reports (e.g., fuel, vehicle parts, vehicle servicing, or other purchase orders).

INDICATORS OF COMPLIANCE

- a. *Did the recipient submit semi-annual reports in the TrAMS reporting module on time?*
- b. *If the recipient did not submit one or more semi-annual reports for the past three fiscal years, is there evidence to support that no submission(s) was/were necessary?*

INSTRUCTIONS FOR REVIEWER

Verify that semi-annual reports are submitted in TrAMS by accessing the Disadvantaged Business Enterprise (DBE) Reports from the Reports tab. Verify that reports were submitted by June 1 (for the period covering October 1 – March 31) and December 1 (for the period covering April 1 – September 30). Discuss with the RCRO any issues that have been identified with timely submission of reports.

Review reports that were due on June 1, 2020 and December 1, 2020. Discuss with the recipient the steps it took to submit the reports as soon as practicably possible.

Review the listing of FTA-funded procurements provided for the Procurement section of the review and projects identified in awards in TrAMS to determine if reports were warranted (based on award or completion of procurements) but not submitted.

Review reports that were due after June 1, 2020 and ensure that the recipient understands that it can

count multiple, ongoing purchases with a single vendor as a single contract awarded and completed on its Uniform Reports (e.g., fuel, vehicle parts, vehicle servicing, or other purchase orders).

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it did not submit one or more reports by the due dates of June 1 (for the period covering October 1 – March 31) and December 1 (for the period covering April 1 – September 30).

DEFICIENCY CODE DBE4-1: Semi-annual DBE reports not submitted or not submitted timely

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA Regional Civil Rights Officer (RCRO) an implemented procedure to ensure that future reports are submitted on time. The recipient must upload into TrAMS any missing reports.

GOVERNING DIRECTIVE

49 CFR 26.11(a)

You must transmit the Uniform Report of DBE Awards or Commitments and Payments, found in Appendix B to this part, at the intervals stated on the form.

49 CFR Appendix B 5.

For FHWA and FTA recipients, if this report is due June 1, data should cover October 1-March 31. If this report is due December 1, data should cover April 1 - September 30.

49 CFR 26.21(c)

You are not eligible to receive DOT financial assistance unless DOT has approved your DBE program and you are in compliance with it and this part. You must continue to carry out your program until all funds from DOT financial assistance have been expended.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CR17

FTA understands that recipients might need to submit their Uniform Reports after the June 1 deadline. During COVID-19, agencies may lack access to the files and information needed to complete the reports. Agencies must submit the reports in TrAMS as soon as practicably possible. FTA will review the report once a recipient is able to submit it and will not penalize agencies for reports received after June 1 as long as the agency's records document that the report was submitted as soon as practicably possible. See Uniform Reports Guidance at 49 CFR Part 26, Appendix B.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CR12

Recipients should make use of race-neutral measures, such as small business programs, technical and financial assistance, and unbundling of contracts to increase the ability and capacity of DBEs and other small businesses to perform contracts with CARES Act funding (49 CFR §§ 26.39, 26.51). Direct purchases by the recipient from a supplier or vendor (i.e., those contracts without subcontracting possibilities) always should be race-neutral (i.e., a contract-specific DBE goal is not applied to the purchase and DBE status is not a deciding factor in award or purchase). 49 CFR § 26.51(e)(1). FTA assumes most purchases of items, such as personal protective equipment, would be through direct procurement methods and therefore race-neutral.

The DOT DBE regulations (49 CFR § 26.37(b)) require recipients to have a mechanism to verify that the work committed to DBEs at contract award is actually performed by the DBEs. For the purposes of simplifying reporting and tracking, recipients may count multiple, ongoing purchases with a single vendor as a single contract awarded and completed on Uniform Reports (e.g. fuel, vehicle parts, vehicle servicing, or other purchase orders).

DBE5. Are the semi-annual Uniform Reports of DBE Awards or Commitments and Payments completed accurately?

BASIC REQUIREMENT

Uniform Reports of DBE Awards or Commitments and Payments must include all required information.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

Recipients of FTA funds are expected to keep accurate data regarding contracts awarded and paid with FTA dollars and report on such per the instructions for completing the Uniform Report of DBE Awards or Commitments and Payments. See Appendix B to 49 CFR Part 26.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

DBE Program Development

A new or updated DBE program or goal is not required if CARES Act funds represent a temporary increase in the Federal share of already contracted operations' expenses for the purposes of responding to the COVID-19 public health emergency. Similarly, if CARES Act funds represent temporary adjustments to, or continuations of, existing operations contracts to respond to the COVID-19 public health emergency, a new DBE program or goal is not required. A recipient with an existing DBE program should count Supplemental funds towards the DBE goal as it would all FTA funds.

INDICATOR OF COMPLIANCE

- a. *Does a review of FTA information and selected FTA-funded procurements indicate that the recipient is completing the reports accurately?*

INSTRUCTIONS FOR REVIEWER

Review the DBE reports located in the recipient's Records tab in TrAMS for completed reports. Discuss any issues the FTA RCRO has identified with accuracy of reports. During the site visit, obtain information on the process the recipient uses to ensure that all recipient and subrecipient FTA-funded contracting activities are included in the recipient's reports. Verify that the process includes FTA-funded purchase orders, micro-purchases, capital projects, professional services, TIFIA loan-funded projects, and contracting activities of subrecipients, as applicable by cross-referencing procurement and subrecipient lists provided for other areas of the review.

During the site visit, to verify the recipient's process and the accuracy of reports, select two FTA-funded (non-transit vehicle manufacturer (TVM)) procurements from the procurement listing provided for the Procurement area of the review and obtain a list of procurements from the subrecipients to be visited. Examine report back-up documentation and procedures for the appropriate report submission to demonstrate that DBE reporting information concerning the selected awards (lines 8 and 9) is accurate. Transit vehicle purchases should not be included in these reports.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if its reports do not include applicable FTA-funded contracting activity undertaken by itself and any subrecipients and it cannot demonstrate how these reports reconcile to procurement records for the procurements selected for this section.

DEFICIENCY CODE DBE5-1: DBE uniform reports contain inaccuracies and/or are missing required information

SUGGESTED CORRECTIVE ACTION: The recipient must submit corrected reports to the FTA RCRO, along with implemented procedures for correctly completing Uniform Reports of DBE

Awards or Commitments and Payments. The recipient must submit a revised DBE Program to correctly describe how it will implement accurate reporting.

GOVERNING DIRECTIVE

49 CFR 26.37(c)

This mechanism must provide for a running tally of actual DBE attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments. In your reports of DBE participation to the Department, you must display both commitments and attainments.

49 CFR Part 26 Appendix B "INSTRUCTIONS FOR COMPLETING THE UNIFORM REPORT OF DBE AWARDS/COMMITMENTS AND PAYMENTS"

Recipients of Department of Transportation (DOT) funds are expected to keep accurate data regarding the contracting opportunities available to firms paid with DOT dollars. Failure to submit contracting data relative to the DBE program will result in noncompliance with Part 26. All dollar values listed on this form should represent the DOT share attributable to the Operating Administration (OA): Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) or Federal Transit Administration (FTA) to which this report will be submitted.

1. Indicate the DOT (OA) that provides your Federal financial assistance. If assistance comes from more than one OA, use separate reporting forms for each OA. If you are an FTA recipient, indicate your Vendor Number in the space provided.
2. If you are an FAA recipient, indicate the relevant AIP Numbers covered by this report. If you are an FTA recipient, indicate the Grant/Project numbers covered by this report. If more than, ten vendors attach a separate sheet.
3. Specify the Federal fiscal year (i.e., October 1 - September 30) in which the covered reporting period falls.
4. State the date of submission of this report.
5. Check the appropriate box that indicates the reporting period that the data provided in this report covers. For FHWA and FTA recipients, if this report is due June 1, data should cover October 1 - March 31. If this report is due December 1, data should cover April 1 - September 30. If the report is due to the FAA, data should cover the entire year.
6. Provide the name and address of the recipient.
7. State your overall DBE goal(s) established for the Federal fiscal year of the report being submitted to and approved by the relevant OA. Your overall goal is to be reported as well as the breakdown for specific race-conscious and race-neutral projections (both of which include gender-conscious/neutral projections). The race-conscious projection should be based on measures that focus on and provide benefits only for DBEs. The use of contract goals is a primary example of a race-conscious measure. The race-neutral projection should include measures that, while benefiting DBEs, are not solely focused on DBE firms. For example, a small business outreach program, technical assistance, and prompt payment clauses can assist a wide variety of businesses in addition to helping DBE firms.

Section A: Awards and Commitments Made During This Period

The amounts in items 8(A)-10(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. All

dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.

Line 8: Prime contracts awarded during this period: The items on this line should correspond to the contracts directly between the recipient and a supply or service contractor, with no intermediaries between the two.

- 8(A). Provide the total dollar amount for all prime contracts assisted with DOT funds and awarded during this reporting period. This value should include the entire Federal share of the contracts without removing any amounts associated with resulting subcontracts.
- 8(B). Provide the total number of all prime contracts assisted with DOT funds and awarded during this reporting period.
- 8(C). From the total dollar amount awarded in item 8(A), provide the dollar amount awarded in prime contracts to certified DBE firms during this reporting period. This amount should not include the amounts sub contracted to other firms.
- 8(D). From the total number of prime contracts awarded in item 8(B), specify the number of prime contracts awarded to certified DBE firms during this reporting period.
- 8(E&F). This field is closed for data entry. Except for the very rare case of DBE-set asides permitted under 49 CFR Part 26, all prime contracts awarded to DBEs are regarded as race-neutral.
- 8(G). From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to certified DBEs through the use of race-neutral methods. See the definition of race-neutral in item 7 and the EXPLANATION FOR THE RECIPIENT in item 8 of project types to include.
- 8(H). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through race-neutral methods.
- 8(I). Of all prime contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

Line 9: Subcontracts awarded/committed this period: Items 9(A)-9(I) are derived in the same way as items 8(A)-8(I), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed.

- 9(A). If filling out the form for general reporting, provide the total dollar amount of subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded in prime contracts in 8(A), and therefore should never be greater than the amount awarded in prime contracts. If filling out the form for project reporting, provide the total dollar amount of subcontracts assisted with DOT funds awarded or committed during this period. This value should be a subset of the total dollars awarded or previously in prime contracts in 8(A). The sum of all subcontract amounts in consecutive periods should never exceed the sum of all prime contract amounts awarded in those periods.
- 9(B). Provide the total number of all subcontracts assisted with DOT funds that were awarded or committed during this reporting period.
- 9(C). From the total dollar amount of subcontracts awarded/committed this period in item 9(A), provide the total dollar amount awarded in subcontracts to DBEs.
- 9(D). From the total number of subcontracts awarded or committed in item 9(B), specify the number of subcontracts awarded or committed to DBEs.
- 9(E). From the total dollar amount of subcontracts awarded or committed to DBEs this period, provide the amount in dollars to DBEs using race-conscious measures.
- 9(F). From the total number of subcontracts awarded or committed to DBEs this period, provide the number of subcontracts awarded or committed to DBEs using race-conscious measures.
- 9(G). From the total dollar amount of subcontracts awarded/committed to DBEs this period, provide the amount in dollars to DBEs using race-neutral measures.
- 9(H). From the total number of subcontracts awarded/committed to DBEs this period, provide the number of subcontracts awarded to DBEs using race-neutral measures.

9(I). Of all subcontracts awarded this reporting period, calculate the percentage going to DBEs.

Divide the dollar amount in item 9(C) by the dollar amount in item 9(A) to derive this percentage. Round percentage to the nearest tenth.

Line 10: Total contracts awarded or committed this period. These fields should be used to show the total dollar value and number of contracts awarded to DBEs and to calculate the overall percentage of dollars awarded to DBEs.

10(A)-10(B). These fields are unavailable for data entry.

10(C-H). Combine the total values listed on the prime contracts line (Line 8) with the corresponding values on the subcontracts line (Line 9).

10(I). Of all contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the total dollars awarded to DBEs in item 10(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CR16

The DOT DBE regulations at 49 CFR § 26.21 require FTA recipients to have a DBE program when receiving planning, capital, and/or operating assistance and will award more than \$250,000 in FTA-funded contracts (excluding transit vehicle purchases) in a federal fiscal year. A new or updated DBE program or goal is not required if CARES Act funds represent a temporary increase in the Federal share of already contracted operations expenses for the purposes of responding to COVID-19. Similarly, if CARES Act funds represent temporary adjustments to, or continuations of, existing operations contracts to respond to COVID-19, a new DBE program or goal is not required. A recipient with an existing DBE program should count CARES Act funds towards the DBE goal as it would all FTA funds.

For those recipients that do not already have a DBE program or goal, DOT envisions no added burden to increase the federal share of existing contracts and operating expenses. A recipient is encouraged to consult with FTA if it has specific questions regarding whether CARES Act funding is applicable to existing or new DBE programs or goal submissions. If a recipient needs to develop a new DBE program, it must be submitted to FTA by October 1, 2020. Please remember that, as a condition of receiving financial assistance, all FTA recipients ensure DBE compliance with Federal requirements by self-certification through the FTA Master Agreement. The most recent Master Agreement is dated October 1, 2019. See Section 12 for DBE requirements.

DBE6. For each of the past three completed Federal fiscal years, if the recipient's DBE achievements (based on contract awards) were below the overall goal for the applicable year, did the recipient complete the required shortfall analysis and corrective action plan?

BASIC REQUIREMENT

Each recipient that does not achieve its overall DBE goal at the end of any Federal fiscal year must conduct a shortfall analysis, and develop and implement a corrective action plan.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

If the awards and commitments shown on a recipient's Uniform Report of Awards or Commitments and Payments at the end of any Federal fiscal year are less than the overall goal applicable to that three-year period, the recipient must do the following:

- Analyze in detail the reasons for the difference between the overall goal and the DBE awards and commitments in that fiscal year.
- Establish specific steps and milestones to correct the problems identified in the analysis to enable the recipient to meet the goal for the new fiscal year.

FTA considers goals to the first decimal place in making the determination of shortfall. For example, if the goal is 12 percent, and attainment is 11.8 percent, a shortfall exists. If the recipient did not have any FTA-funded awards in a given Federal fiscal year and experienced a shortfall, an analysis and corrective action plan is still required. The Top 50 transit agencies as determined by the FTA must submit, within 90 days of the end of the Federal fiscal year (December 29), the analysis and corrective actions described above for review. All other recipients must retain the analysis and corrective actions in their records for three years and make it available to FTA upon request for review.

If the shortfall analysis submitted by a recipient is not sufficient, FTA may issue a letter with corrective action plan or a reasonable cause notification. If the latter, the recipient can enter into a conciliation agreement.

INDICATORS OF COMPLIANCE

- Was the recipient required to conduct a shortfall analysis and develop a corrective action plan?*
- If applicable, did the recipient submit shortfall analyses and corrective action plans to FTA on time?*
- If the recipient is not considered to be a Top 50 Recipient by FTA, but was required to conduct a shortfall analysis and develop a corrective action plan, do the analysis and plan contain the required elements?*

INSTRUCTIONS FOR REVIEWER

Using DBE reports found in TrAMS, complete Exhibit 9.1 at the end of this section. To compare the annual DBE achievement of a recipient to its overall applicable goal, review the combined results of both semi-annual reports for each Federal fiscal year (the report due June 1 and the report due Dec 1). The overall goal as stated at the top of the report reflects the recipient's current goal as noted by FTA. If the goal has changed in the last three years, it may be necessary to verify the previous goal which can be found in the DBE Goal module in TrAMS. The annual percentage awarded to DBEs is calculated by dividing the total dollars awarded to DBEs (by adding cell 10C for both reports) by the total prime contract dollars awarded (by adding cell 8A for both reports).

Verify that, if the awards and commitments at the end of any fiscal year were less than the overall goal applicable to that three-year period, a shortfall analysis and corrective action plan was developed.

If there was no shortfall identified, move to the next question.

For recipients needing to conduct a shortfall analysis and develop a corrective action plan, review the Listing of Top 50 Recipients on the DBE section of FTA's website to determine if the recipient is designated as one of the Top 50 Recipients for purposes of the DBE regulation. If on the Top 50 list, review the recipient's documents in TrAMS to ascertain if the shortfall analysis was uploaded and the date of upload. FTA reviews these submissions.

If the recipient is not on the Top 50 list, and had a shortfall, request and review the recipient's most recent shortfall analysis and corrective action plan. Determine if the shortfall analysis analyzed in detail the reasons for the difference between the overall goal and the DBE awards and commitments in that Federal fiscal year and included:

- Details that explain the level of DBE participation for FTA-assisted projects/contracts during the fiscal year.
- The percentage of the goal met through race-neutral and race-conscious measures
- A list of all race-neutral measures used during the Federal fiscal year, an explanation of whether the mechanisms were effective, and a list of specific reasons for the shortfall.

Review the corrective action plans to verify if they included:

- A description of all corrective actions and how those proposed corrective actions will increase DBE participation in the current year.
- A timeline for implementation.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if its DBE achievements were less than its overall goal and it did not conduct a shortfall analysis and develop a corrective action plan.

DEFICIENCY CODE DBE6-1: DBE goal achievement analysis and corrective action plan not completed

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO the required analyses and corrective action plans for the missing year(s), along with a written process to ensure future shortfall analyses are completed.

The recipient is deficient if it was required to submit its shortfall analysis and corrective action plan to FTA by December 29 after the end of the applicable Federal fiscal year(s), but did not or did not submit it on time.

DEFICIENCY CODE DBE6-2: DBE goal achievement analysis and corrective action plan not submitted timely

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO the required analyses and corrective action plan(s) for the missing year(s), along with a written process to ensure future shortfall analyses are completed on time.

The recipient is deficient if it did not include all required elements in its shortfall analysis or corrective action plan.

DEFICIENCY CODE DBE6-3: DBE goal achievement analysis and corrective action plan do not include all required elements

SUGGESTED CORRECTIVE ACTION: The recipient must submit a revised analysis and/or corrective action plan to the FTA RCRO.

GOVERNING DIRECTIVE

49 CFR 26.47(c)

If the awards and commitments shown on your Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, you must do the following in order to be regarded by the Department as implementing your DBE program in good faith: (1) Analyze in detail the reasons for the difference between the overall goal and your awards and commitments in that fiscal year; (2) Establish specific steps and milestones to correct the problems you have identified in your analysis and to enable you to meet fully your goal for the new

fiscal year.

49 CFR 47(c)(3)(i)

If you are a state highway agency; one of the 50 largest transit authorities as determined by the FTA; or an Operational Evolution Partnership Plan airport or other airport designated by the FAA, you must submit, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraphs (c)(1) and (2) of this section to the appropriate operating administration for approval.

49 CFR 26.47(c)(3)(ii)

As a transit authority or airport not meeting the criteria of paragraph (c)(3)(i) of this section, you must retain analysis and corrective actions in your records for three years and make it available to FTA or FAA on request for their review.

DBE7. If the recipient exceeded its overall goal using contract goals in Federal fiscal years 2019 and 2020 did it make appropriate procurement adjustments?

BASIC REQUIREMENT

Recipients that continuously exceed their goal using race-conscious measures must make adjustments in their use of contract goals.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

In order to ensure that its DBE program continues to be narrowly tailored to overcome the effects of discrimination, a recipient must adjust the use of contract goals during the Federal fiscal year to ensure it does not exceed the overall goal. If it obtains DBE participation that exceeds its overall goal in two consecutive years through the use of contract goals (i.e. not through the use of race-neutral means alone), the recipient must reduce the use of contract goals proportionately in the following year.

INDICATOR OF COMPLIANCE

- a. *If the recipient uses race-conscious contract goals and it is exceeding its overall goal, is it making adjustments to new solicitations to reduce the race-conscious portion of its overall DBE goal attainment?*

INSTRUCTIONS FOR REVIEWER

Review DBE reports in TrAMS and Exhibit 9.1 at the end of this section to determine if the recipient is exceeding its overall goal at the end of the last two completed Federal fiscal years. To compare the annual DBE attainment of a recipient to its overall applicable goal, review both semi-annual reports for each Federal fiscal year (the report due June 1 and the report due Dec 1). The overall goal is stated at the top of the report. The annual percentage awarded to DBEs is calculated by dividing the total dollars awarded to DBEs (by adding cell 10C for both reports) by the total prime contract dollars awarded (by adding cell 8A for both reports). To determine the portion of the attainment achieved through race-conscious measures, divide the total amount awarded to DBEs race-consciously (by adding cell 10E for both reports) by the total prime contract dollars awarded (by adding cell 8A for both reports).

If the recipient is exceeding its overall goal and it is using race-conscious contract goals, during onsite interviews and documentation, verify if the recipient can demonstrate how it is adjusting its procurement processes to reduce its use of DBE goals in solicitations (i.e. contract goals).

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it has obtained DBE participation that exceeds its overall goal for the past two consecutive years through the use of contract goals but has not taken action to reduce its use of contract goals.

DEFICIENCY CODE DBE7-1: No proportionate reduction of race-conscious goals

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO a revised goal that includes a proportional adjustment to the race-conscious goals for FY2022 and the remainder of the current triennial goal cycle.

GOVERNING DIRECTIVE

49 CFR 26.51(f)

To ensure that your DBE program continues to be narrowly tailored to overcome the effects of discrimination, you must adjust your use of contract goals as follows: (4) If you obtain DBE participation that exceeds your overall goal in two consecutive years through the use of contract goals (*i.e.*, not through the use of race-neutral means alone), you must reduce your use of contract goals proportionately in the following year.

DBE8. Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?

BASIC REQUIREMENT

Recipients are to meet the maximum feasible portion of their overall goal by using race-neutral means of facilitating DBE participation.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

Recipients are to meet the maximum feasible portion of their overall goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE goal.

Race-neutral means include, but are not limited to, the following:

- Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses.
- Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing).
- Providing technical assistance and other support services.
- Carrying out information and communications programs on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders; ensuring the dissemination to bidders on prime contracts of lists

of potential subcontractors; provision of information in languages other than English, where appropriate).

- Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses.
- Providing services to help DBEs, and other small businesses, improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency.
- Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low.
- Ensuring distribution of the UCP directory to the widest feasible universe of potential prime contractors.
- Assisting DBEs, and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.

Recipients include information on their race-neutral measures in the DBE program plan. Additionally, in their overall goal submission, recipients must include the projection of the portions of the overall goal they expect to meet through race-neutral means and the basis for that projection. If a recipient projects meeting part of their goal through race-neutral means and the remainder through contract goals, they must maintain data separately on DBE achievements in those contracts with and without contract goals, respectively.

By February 28, 2012, recipients were to submit an element to their DBE program for fostering small business participation. This element, required by a February 2011 change to the DBE regulation, must include provisions to structure contracting requirements to facilitate competition by small business (not based on race or gender). Recipients must take all reasonable steps to eliminate obstacles to small business participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

As part of this program element, recipients may include, but are not limited to, the following strategies:

- Establishing a race-neutral small business set-aside for prime contracts under a stated amount (e.g.\$1 million).
- In multi-year design-build contracts or other large contracts (e.g., for “megaprojects”), requiring bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform.
- On prime contracts not having DBE contract goals, requiring the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.
- Identifying alternative acquisition strategies and structuring procurements to facilitate the ability of consortia or joint ventures consisting of small businesses, including DBEs, to compete for and perform prime contracts.
- To meet the race-neutral portion of the overall agency goal, ensuring that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.

INDICATORS OF COMPLIANCE

- a. *Has the recipient implemented the race-neutral measures noted in its DBE program? If the recipient included race-neutral measures in its overall goal methodology and/or any shortfall analyses/corrective action plans, is it implementing these measures?*
- b. *Has the recipient implemented the element in its DBE program for fostering small business participation?*

INSTRUCTIONS FOR REVIEWER

Determine the portion of overall goal attainment that the recipient achieved race-neutrally in the past two completed Federal fiscal years. To determine this, using Exhibit 10.1, divide the total amount awarded to DBEs race-neutrally (add cell 10G from the two years in which the goal was exceeded) by the total prime contract dollars awarded (add cell 8A from the two years in which the goal was exceeded). If the information from the recipient's semi-annual reports indicates that it has attained all of its overall goal race-neutrally and there are no deficiencies in Question DBE-5 of this review relating to reporting accuracy, move to the section below on fostering small business participation.

Review the recipient's currently approved DBE program submission in TrAMS for race-neutral measures that were to be implemented. Review the recipient's currently-approved three-year goal methodology in TrAMS, for the portion of its goal that it projected meeting race-neutrally and for notation of any race-neutral measures that were to be implemented. If the recipient was required to submit a shortfall analysis and corrective action plan in the past two completed fiscal years, review those documents to determine if the recipient stated race-neutral measures that it would implement. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, or is awarded a subcontract on a prime contract that does not carry a DBE goal.

During onsite interviews and review of documentation, determine if measures described by the recipient have been implemented.

Fostering small business participation: Review the recipient's currently approved DBE program in TrAMS, for the small business element that was to be implemented. During onsite interviews and review of documentation, determine if the recipient's small business element measures described in the DBE program have been implemented.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it is not meeting the portion of its overall goal that it projected race-neutrally and cannot provide documentation of implementing race-neutral measures described in its DBE program, goal submission, and shortfall analysis/corrective action plan.

DEFICIENCY CODE DBE8-1: Inadequate implementation of race-neutral measures

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO an implementation plan, which includes coordination with the recipient's procurement office, for applying race-neutral measures and evidence that these measures have been implemented.

The recipient is deficient if it is not implementing its small business element.

DEFICIENCY CODE DBE8-2: Small business element not implemented

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence of implementing its small business participation strategies, which includes coordination with the recipient's procurement office.

GOVERNING DIRECTIVE

49 CFR 26.51(a)

You must meet the maximum feasible portion of your overall goal by using race-neutral means of facilitating race-neutral DBE participation.

49 CFR 26.39(c)

You must actively implement your program elements to foster small business participation. Doing so is a requirement of good faith implementation of your DBE program.

49 CFR 26.47(c)(4)

FHWA, FTA, or FAA may impose conditions on the recipient as part of its approval of the recipient's analysis and corrective actions including, but not limited to, modifications to your overall goal methodology, changes in your race-conscious/race-neutral split, or the introduction of additional race-neutral or race-conscious measures.

DBE9. When including a DBE goal in a solicitation, is the recipient ensuring that the contract is only awarded to a bidder that meets the goal or makes good faith efforts to meet the goal?

BASIC REQUIREMENT

Recipients must ensure that contracts with DBE goals are only awarded to bidders that meet the goal or demonstrate adequate good faith efforts to meet DBE contract goals.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

Not every FTA-funded contract is required to have a DBE goal. The recipient has the discretion to determine if a DBE goal is appropriate for any contract with subcontracting opportunities. The bidder must present information on DBEs proposed to meet the goal as part of bid responsiveness (provided at the time of bid) or no later than five days after bid opening as a matter of responsibility. 49 CFR 26.53(b)(3)(i)(B) allowed for seven days for responsibility until January 1, 2017, pursuant to the November 3, 2014 final rule.

Note: In 49 CFR part 26, days is defined as calendar days. In computing any period of time, the day from which the period begins to run is not counted, and when the last day of the period is a Saturday, Sunday, or Federal holiday, the period extends to the next day that is not a Saturday, Sunday, or Federal holiday.

Prior to awarding a contract to a firm that did not meet a specific DBE contract goal, the recipient must determine whether the efforts the firm made to obtain DBE participation were "good faith efforts" to meet the goal. Examples of efforts the recipient may consider include whether the contractor attended any pre-bid meetings held by the recipient to inform DBEs of contracting opportunities, or whether the contractor provided written notice to a reasonable number of DBEs with potential interest in the contract, and with sufficient time to allow participation. A more extensive list of examples is provided in Appendix A to 49 CFR part 26.

It is important to note that DBEs are certified to perform certain types of work. To receive credit for good faith efforts and to count towards goal attainment, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract.

INDICATORS OF COMPLIANCE

- a. *For solicitations with DBE contract goals, is the recipient requiring information on DBE participation from bidders/proposers within the correct timeframe? If the recipient does not use DBE contract or project-specific goals (i.e. it is operating a race-neutral program), skip to Question DBE-10.*
- b. *For solicitations with DBE contract goals, did the recipient document its determination of “good faith efforts” prior to awarding a contract where the bidder did not meet the goal?*

INSTRUCTIONS FOR REVIEWER

Review the DBE program and procurement policies and procedures to determine if the recipient notes that information provided in response to a DBE goal is a condition of responsiveness or responsibility. Review the recipient's list of procurements to identify procurements that included a DBE contract goal. Document if the submission of DBE information by bidders/proposers is stated as a matter of responsiveness or responsibility in a sample of these procurements. If it is a matter of responsibility, verify if the correct number of days (five or seven depending on solicitation date) was required by the recipient for receipt of the information. When onsite, review a sample of procurements which included DBE goals to verify that the recipient received information from the bidder(s) as required in the solicitation.

Request and review the list of contracts that were awarded since the last Comprehensive Review at less than the solicitation DBE goal. Determine if the recipient documented that the awardee made good faith efforts towards meeting that goal prior to award by reviewing the information required in 26.53(b)(2). For a procurement where the awarded DBE amount is less than the goal stated in the solicitation, examine the recipient's documented good faith efforts review. Part of determining good faith efforts is verifying that DBEs are certified for the type of work they are being named for prior to award. For a procurement with a DBE goal, verify that the DBEs included in the award were certified for the work for which they were named. Determine this by reviewing the DBEs' descriptions in the state's UCP directory and comparing the work they are certified to perform with the work they are named as performing in the contract.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it is not requiring and collecting information from bidders/proposers on proposed DBEs within the timeframes described in the regulations.

DEFICIENCY CODE DBE9-1: Inadequate timeframe for DBE responsibility determination

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO revised procurement procedures to limit the amount of time that the bidder is allowed to demonstrate DBE responsibility to five days.

The recipient is deficient if it is not documenting its good faith efforts review or does not verify that DBEs are certified to perform the type of work they are being named for prior to awarding a contract that contained a DBE goal.

DEFICIENCY CODE DBE9-2: Inadequate good faith efforts determination

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO a method for determining “good faith efforts” in compliance with the regulation and/or evidence that it has included documentation in applicable procurement files.

GOVERNING DIRECTIVE

49 CFR 26.53(b)(3)(i)

At your discretion, the bidder/offeror must present the information required by paragraph (b)(2) of this

section (A) Under sealed bid procedures, as a matter of responsiveness, or with initial proposals, under contract negotiation procedures; or (B) No later than 7 days after bid opening as a matter of responsibility. The 7 days shall be reduced to 5 days beginning January 1, 2017.

49 CFR 26.53

- (a) When you have established a DBE contract goal, you must award the contract only to a bidder/offeror who makes good faith efforts to meet it. You must determine that a bidder/offeror has made good faith efforts if the bidder/offeror does either of the following things: (1) Documents that it has obtained enough DBE participation to meet the goal; or (2) Documents that it made adequate good faith efforts to meet the goal, even though it did not succeed in obtaining enough DBE participation to do so.
- (b) (2)(ii) To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
- (c) You must make sure all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before committing yourself to the performance of the contract by the bidder/offeror.

DBE10. If the recipient or a subrecipient set a project-specific DBE goal on a project, or a goal on a transit vehicle procurement, did it receive prior FTA approval?

BASIC REQUIREMENT

Recipients may only set project-specific DBE goals or goals on transit vehicles if the goal is submitted to FTA for review and approval.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

Project-specific DBE goals are different than contract goals. In appropriate cases FTA may permit or require recipients to express their overall goal as a percentage of funds for a particular grant or project or group of grants and/or projects, including entire projects. A project goal covers the entire length of the project to which it applies and the funds for the project to which the project goal pertains are separated from the base from which a recipient's regular overall goal, applicable to contracts not part of the project covered by a project goal, is calculated.

Recipients may, with FTA approval, establish project-specific goals for DBE participation in large, multi-year projects. Recipients may also, with FTA approval, establish a goal for the procurement of transit vehicles in lieu of having TVMs certify their compliance.

INDICATOR OF COMPLIANCE

- a. *If the recipient has a project-specific goal, is FTA approval on file?*
- b. *Is FTA approval on file for any transit vehicle DBE goal set by the recipient?*

INSTRUCTIONS FOR REVIEWER

During the site visit, identify if the recipient has any project-specific DBE goals or transit vehicle DBE goals. Review any project-specific DBE goals the recipient has developed in addition to or in lieu of a triennial DBE goal. Request a copy of the submission of the goal to FTA and FTA's approval of the project-specific goal. Recipients shall complete separate Uniform Reports for any project-specific goals. The RCRO can generate project-specific goal reports in TrAMS upon request.

Review FTA-funded transit vehicle procurement files. Note if the solicitation contained a DBE goal. If the solicitation contained a DBE goal, request a copy of FTA's approval of the project-specific goal that pre-dates the solicitation date.

For each subrecipient selected for a site visit: Discuss with the subrecipient any transit vehicle procurements conducted during the review period. If the solicitation contained a DBE goal, request a copy of FTA's approval of the project-specific goal that pre-dates the solicitation date.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it included a DBE goal in a transit vehicle procurement without prior approval from FTA.

DEFICIENCY CODE DBE10-1: Unapproved DBE goals on transit vehicle purchases

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO an implemented process to ensure that future FTA-funded transit vehicle purchases do not include DBE goals unless approval has been obtained from FTA.

The recipient is deficient if it implemented a DBE project-specific goal without prior approval from FTA.

DEFICIENCY CODE DBE10-2: Implemented a DBE project-specific goal without FTA permission

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO all project-specific goals. The recipient must submit semi-annual Uniform Reports on all project-specific goals in TrAMS for the life of the project goal.

GOVERNING DIRECTIVE

49 CFR 26.45(e)(3)

In appropriate cases, the FHWA, FTA, or FAA Administrator may permit or require you to express your overall goal as a percentage of funds for a particular grant or project or group of grants and/or projects, including entire projects.

49 CFR 26.49(f)

As a recipient you may, with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of complying through the procedures of this section.

DBE11. Did the recipient properly report all FTA-funded transit vehicle awards?

BASIC REQUIREMENT

Recipients must notify FTA's Office of Civil Rights of any FTA-funded transit vehicle procurement.

APPLICABILITY

FTA recipients who receive the funds specified in 49 CFR 26.3(a)(2)

DETAILED EXPLANATION FOR REVIEWER

For transit vehicle awards made November 3, 2014 and after, FTA recipients are required to submit, within 30 days of making an award, the name of the successful bidder for transit vehicles and the total dollar value of the contract. This notification should be submitted by using the online Transit Vehicle Award Reporting Form located on FTA's Civil Rights DBE Webpage. The online reporting form was initiated in June 2016.

If the recipient issues a contract for transit vehicles that includes a base order and subsequent options, the recipient is to submit the information for the base number of vehicles and subsequently for each order of vehicle options awarded. The recipient should be submitting this information for itself and for subrecipients that are procuring transit vehicles with funds that it passes through to them. The recipient is responsible for having a mechanism in place for maintaining a copy of all awards reported to FTA. The recipient is not to report awards for vehicles not manufactured by eligible transit vehicle manufacturers, even if those vehicles are used by the recipient for transit purposes (these awards are captured in the semi-annual reports). FTA's List of Eligible Transit Vehicle Manufacturers is located at <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eligible-transit-vehicle-manufacturers>.

Transit vehicle manufacturer means any manufacturer whose primary business purpose is to manufacture vehicles specifically built for public mass transportation. Such vehicles include, but are not limited to: buses, rail cars, trolleys, ferries, and vehicles manufactured specifically for paratransit purposes. Producers of vehicles that receive post-production alterations or retrofitting to be used for public transportation purposes (e.g., so-called cutaway vehicles, vans customized for service to people with disabilities) are also considered transit vehicle manufacturers. Businesses that manufacture, mass-produce, or distribute vehicles solely for personal use and for sale "off the lot" are not considered transit vehicle manufacturers.

INDICATOR OF COMPLIANCE

- a. *For FTA-funded transit vehicle purchases or award(s) of options, did the recipient make appropriate, timely notification of the award to FTA's Office of Civil Rights?*

INSTRUCTIONS FOR REVIEWER

During the review of the procurement area, document any FTA-funded transit vehicle awards. Review the listing of vehicle award notifications from FTA's RCRO to verify if applicable notifications were made. FTA maintains information on these submissions on its internal systems, which can be shared with reviewers. Onsite, ask the recipient for documentation of submission, if not available from FTA's Office of Civil Rights. Verify notifications were submitted a maximum of 30 days after the award. If it appears that the recipient made an award to an entity other than an eligible TVM, verify with the FTA RCRO that the entity was in fact ineligible at the time of the award.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it did not notify FTA within 30 days of making a transit vehicle award that occurred on November 3, 2014 or after. The recipient is deficient if it reported an award to an entity that is not listed on FTA's List of Eligible Transit Vehicle Manufacturers or is otherwise ineligible to bid on FTA-assisted transit vehicle procurements.

DEFICIENCY CODE DBE11-1: Unreported transit vehicle purchases

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO an implemented process to ensure that future awards of FTA funded transit vehicle purchases are reported timely to the FTA Office of Civil Rights. Additionally, the recipient must report any unreported awards to transit vehicle manufacturers to the FTA Office of Civil Rights and must revise any Semiannual Uniform Reports as necessary.

GOVERNING DIRECTIVE

49 CFR 26.49(a)(4)

FTA recipients are required to submit within 30 days of making an award, the name of the successful bidder, and the total dollar value of the contract in the manner prescribed in the grant agreement.

DBE12. Does the recipient monitor the performance of contractors and enforce contractual requirements consistent with its approved DBE Program?

BASIC REQUIREMENT

Recipients must implement appropriate mechanisms to ensure compliance with the DBE regulation by all program participants.

APPLICABILITY

Recipients that meet the DBE regulation threshold

DETAILED EXPLANATION FOR REVIEWER

Recent investigations by the Office of Inspector General have raised concerns about the administration of DBE programs. Recipients must have a process to monitor contractors for compliance with applicable DBE requirements. Recipients must implement appropriate mechanisms to ensure compliance with the DBE program by all program participants (i.e., applying legal and contract remedies available under Federal, state, and local laws). These mechanisms must be set forth in the recipient's DBE program.

For all contracts that have subcontractors, recipients must have mechanisms in place to monitor compliance with prompt payment to subcontractors and inclusion of required clauses in subcontracts. They must also be able to verify the commercially useful function of DBEs on all projects so that accurate reporting can be accomplished, including reporting for race-neutral achievements.

For contracts with a DBE goal, a recipient must also include a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award is actually performed by DBEs. Monitoring is important for both race-conscious and race-neutral contracts to ensure accurate counting for required semi-annual reports.

Prior to awarding a contract with a DBE goal to a contractor, the recipient is required to collect from the awardee:

- The names and addresses of DBE firms that will participate in the contract
- A description of the work that each DBE will perform
- The dollar amount of the participation of each DBE firm participating
- Written documentation of the bidder/offeree's commitment to use the DBE subcontractor whose participation it submits to meet a contract goal
- Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment

This information forms the DBE commitment (not goal) of the awarded contract. The recipient should document efforts to monitor that primes are maintaining their commitments to use the DBEs noted in contract award documents for the types and dollar amounts of work detailed.

In February 2011, the regulation added the requirements that recipients:

- Include a written certification that it has reviewed contracting records and monitored work sites to ensure DBEs are performing the work committed to them and that DBEs are performing a commercially useful function by retaining control of the work performed. The monitoring to which this paragraph refers may be conducted in conjunction with monitoring of contract performance for other purposes (e.g., close-out reviews for a contract).

- Require that a prime contractor not terminate or substitute a DBE subcontractor listed on a contract with a DBE goal without good cause and prior written consent from the recipient.

Details on what constitutes good cause are contained in 49 CFR 26.53(f). A recipient's written consent can only be given after the contractor notifies the DBE (with a copy of the notice to the recipient) in writing of its intent to request substitution or termination and allows the DBE five days to respond. Recipients must also require the prime contractor to make good faith efforts to find another DBE subcontractor to substitute for the original DBE. The contractor must submit documentation requested by the recipient for these efforts within seven days, which may be extended for an additional seven days if necessary at the request of the contractor. The recipient provides a written determination to the contractor stating whether or not good faith efforts have been demonstrated. Unless the recipient's consent is provided, the contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

INDICATORS OF COMPLIANCE

- For contracts where DBE attainment is claimed (race-neutrally or race-consciously), does the recipient monitor contractors and in accordance with its DBE program to ensure that DBE obligations are fulfilled and apply appropriate remedies when necessary?*
- For contracts where DBE attainment is claimed (race-neutrally or race-consciously), does the recipient monitor projects to ensure that DBEs are actually performing the work committed to at the time of contract award and that they are performing a commercially useful function?*
- For contracts where DBE attainment is claimed (race-neutrally or race-consciously), does the recipient complete a written certification of monitoring activities?*
- For all FTA-funded, non-TVM contracts, does the recipient implement the prompt payment and return of retainage monitoring and enforcement mechanisms described in its approved DBE program?*
- For contracts with a DBE commitment, does the recipient implement correct procedures for providing written consent to contractors requesting termination or substitution of a DBE after contract award?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's approved DBE program in TrAMS for described methods of monitoring and enforcing DBE commitments, and of applying remedies. On site, conduct interviews, and request and review evidence of the recipient actively monitoring projects with DBE goals as described in its DBE program. If necessitated, verify that the recipient implemented remedies stated in its DBE program on contracts.

Verify that prior to awarding a contract with a DBE goal to a contractor, the recipient collects from the awardee:

- The names and addresses of DBE firms that will participate in the contract
- A description of the work that each DBE will perform
- The dollar amount of the participation for each DBE firm participating
- Written documentation of the bidder/offeror's commitment to use the DBE subcontractor whose participation was submitted to meet a contract goal
- Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment

Verify if the recipient documented efforts to monitor that primes are maintaining their commitments to use the DBEs noted in contract award documents for the dollar amount and types of work detailed.

Review the recipient's DBE program to identify the methods that the recipient states it will use to monitor that DBEs are actually performing the stated work on contracts. During the site visit, interview the recipient and review documentation to verify monitoring activities/reports for selected procurements. Monitoring is important for both race-conscious and race-neutral contracts to ensure accurate counting for required semi-annual reports.

Review the recipient's DBE program for any monitoring certification template that may be noted. During the site visit, review contract files or DBE files to verify that the recipient is completing written certifications for recent contracts with DBE participation.

Review the recipient's approved DBE program in TrAMS for methods of prompt payment monitoring and enforcement. During the review of the procurement section, note what prompt payment and return of retainage clauses are included in FTA-funded procurements. On site, request and review evidence of the recipient actively monitoring implementation of prompt payment and return of retainage from prime contractors to subcontractors for progress and retainage payments, as well as appropriate enforcement actions when applicable. On-site, request and review any correspondence from subcontractors relating to issues of prompt payment or return of retainage.

During the site visit, ask the recipient if any DBEs have been terminated or substituted on contracts with DBE goals. Review documentation related to removals of DBEs on contracts with DBE contract goals to determine if the following process was followed:

- The prime contractor notified the DBE (with a copy of the notice to the recipient) in writing of its intent to request substitution or termination and allowed the DBE five days to respond.
- The recipient granted the request for substitution or termination.
- The recipient required the prime contractor to make good faith efforts to find another DBE subcontractor to substitute for the original DBE.
- The contractor submitted documentation requested by the recipient for these efforts within seven days, which may be extended for an additional seven days consistently, if necessary, at the request of the contractor.
- The recipient provided a written determination to the contractor stating whether or not good faith efforts had been demonstrated.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have documentation of monitoring contractors and enforcing contract requirements to ensure that DBE commitments are met.

DEFICIENCY CODE DBE12-1: Insufficient documentation of monitoring DBE compliance of contractors

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO documentation that it has updated the DBE program to reflect current monitoring procedures for contractors, along with evidence of implementation.

The recipient is deficient if it does not have documentation of monitoring that DBEs are actually performing work as detailed in contract documents.

DEFICIENCY CODE DBE12-2: Insufficient documentation of monitoring DBE work

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO documentation that it has updated its DBE program to include a monitoring process and/or evidence of how it has implemented the monitoring process to ensure that DBEs are actually performing the stated work.

The recipient is deficient if it does not have documentation of written certifications of monitoring.

DEFICIENCY CODE DBE12-3: Insufficient documentation of written certifications of DBE monitoring

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence that it has implemented a process for making written certifications of monitoring.

The recipient is deficient if it does not have and/or has not implemented an active monitoring and enforcement process for compliance with prompt payment and prompt return of retainage.

DEFICIENCY CODE DBE12-4: Recipient not ensuring prompt payment

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO documentation of a monitoring and enforcement process to ensure prompt payment and evidence of its efforts to ensure compliance with prompt payment and return of retainage requirements.

The recipient is deficient if it does not have documentation that, for contracts with a DBE goal, it is correctly implementing the required procedures for providing written consent to contractors requesting termination/substitution of a DBE after contract award.

DEFICIENCY CODE DBE12-5: Recipient does not implement DBE termination/substitution provisions

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO procedures for ensuring good cause and due process provisions for termination or substitution of DBEs.

GOVERNING DIRECTIVE

49 CFR 26.37(b)

Your DBE program must also include a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. This mechanism must include a written certification that you have reviewed contracting records and monitored work sites in your state for this purpose. The monitoring to which this paragraph refers may be conducted in conjunction with monitoring of contract performance for other purposes (e.g., close-out reviews for a contract).

49 CFR 26.29

(a) You must establish, as part of your DBE program, a contract clause to require prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 30 days from receipt of each payment you make to the prime contractor.

(b) You must ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. You must use one of the following methods to comply with this requirement:

(d) Your DBE program must provide appropriate means to enforce the requirements of this section. These means may include appropriate penalties for failure to comply, the terms and conditions of which you set. Your program may also provide that any delay or postponement of payment among the parties may take place only for good cause, with your prior written approval.

49 CFR 26.53(f)

- (1) (i) You must require that a prime contractor not terminate a DBE subcontractor listed in response to paragraph (b)(2) of this section (or an approved substitute DBE firm) without your prior written consent. This includes, but is not limited to, instances in which a prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.
- (2) You may provide such written consent only if you agree, for reasons stated in your concurrence document, that the prime contractor has good cause to terminate the DBE firm.
- (4) Before transmitting to you its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to you, of its intent to request to terminate and/or substitute, and the reason for the request.
- (5) The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise you and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why you should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), you may provide a response period shorter than five days.
- (6) In addition to post-award terminations, the provisions of this section apply to preaward deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

DBE13. Does the recipient implement DBE certification standards and procedures in accordance with the DBE regulation?

BASIC REQUIREMENT

If recipients certify DBEs as a part of their state's UCP, they must use the correct forms, evaluate personal net worth of the owner(s), conduct site visits, make determinations timely, enter complete information into the UCP directory, and ensure that staff is trained.

APPLICABILITY

Recipients that certify DBEs

DETAILED EXPLANATION FOR REVIEWER

The correct instructions, forms, and document checklist to be used for DBE certification are located at US DOT's website. A revised certification application form and a new personal net worth (PNW) form were provided in the DBE Final Rule, which became effective November 3, 2014. Certifying recipients are to use these documents unmodified unless modifications were approved by US DOT. Recipients are not to request PNW forms from owners that are not claiming social and economic disadvantage, nor should they request PNW forms from persons who are not listed as comprising 51 percent or more of the ownership percentage of the applicant firm.

A site visit to the firm's principal place of business must be conducted. Site visits to job sites must be conducted if there are such sites on which the firm is working at the time of the eligibility investigation in the recipient's local area. If the DBE is located out of state, the recipient must obtain evidence that a certification site visit was conducted prior to the initial certification.

Determinations on certification applications received must be made within required timeframes from the date of receiving a complete application package; 90 days for initial home state certification and 60 days for interstate certification. *(See also the April 1, 2020 COVID-19 public health emergency guidance, which allows for additional time to make home-state decisions during the period the guidance applies.)*

The UCP DBE directory must list each type of work for which a firm is eligible to be certified by using the most specific North American Industry Classification System (NAICS) code available to describe each type of work.

Recipient personnel that make certification determinations must successfully complete DBE certification web-based training provided by the National Highway Institute.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

DBE Certification Standards and Procedures

Recipients are not required to conduct in-person site visits for purposes of DBE certification in light of the COVID-19 public health emergency. On March 24, 2020, DOT issued a memorandum providing interim guidance on DBE certification procedures that are consistent with social distancing. The memorandum explains that site visits may be conducted using computer, tablet, and mobile device technologies, and that recipients may photograph necessary items from within their vehicles. The memorandum also references the regulatory provision that allows recipients to rely on site visit reports produced by other DOT recipients. DOT issued a subsequent memorandum on April 1, 2020, that further addresses electronic review and submission of certification documents.

INDICATORS OF COMPLIANCE

- a. *Does the recipient use the Uniform Certification Application Form issued by the US DOT in October 2014, including the instructions and document checklist?*
- b. *Does the recipient use the required personal net worth (PNW) form issued by the US DOT in October 2014? If supplemental forms are used, were they approved by the concerned operating administration?*
- c. *Prior to making an initial certification for in-state applicants, does the recipient conduct site visits to the applicant firm's principal place of business and to a jobsite (if jobsite is in local area)?*
- d. *Within 30 days of receiving a new DBE application for an in-state firm, does the recipient notify the applicant that their application package is either complete or identify missing elements?*
- e. *Does the recipient make determinations on new in-state applications within 90 days of receiving a complete application package?*
- f. *Does the recipient make determinations on new interstate applications within 60 days of receiving a complete application package?*
- g. *If the recipient enters information directly into the UCP directory, does it include the North American Industry Classification System (NAICS) codes of DBEs in the UCP directory?*
- h. *Have the certifying staff completed required training?*

INSTRUCTIONS FOR REVIEWER

Review the State's Unified Certification Program (UCP) website to determine which entities within the state certify DBEs for the UCP.

Review the recipient's and/or its state's UCP website to:

- Verify that the application form in Appendix F of 49 CFR part 26 is being used for initial (not interstate) certifications. During the site visit, review two certification files submitted and reviewed within the past year to verify that the correct application form was used.
- Verify that the PNW form in Appendix G of 49 CFR part 26 is being used for initial (not interstate) certifications. During the site visit, review two certification files submitted and reviewed within the past year to verify that the correct PNW form was used.

During the site visit, review two recently completed initial certification files to verify that:

- onsite visits were conducted,
- the recipient responds to each applicant within 30 days from receipt of the application whether the application is complete and suitable for evaluation or what additional information or action is required, and
- after the recipient receives all the information required under 49 C.F.R. part 26, it makes decisions on applications for certification within 90 days.

Note: Recipients may develop new and/or revised procedures for completing the application review during the COVID-19 public health emergency for certifying firms and to replace conducting the site visit to the applicant's principal place of business or jobsite. However, the "visit" must be performed in accordance with recipient or UCP procedures. In addition to the normal assessment procedures, during pre-site visit or site visit discussions, discuss if/how the recipient has suspended, deviated from, or significantly updated or altered the implementation of its certification procedures during the COVID-19 public health emergency.

During the site visit, review two recently completed initial certification files for interstate firms to verify that the recipient is making a certification decision on interstate applicants within 60 days of receiving the application.

In the case of both certification and interstate certifications, the response timelines are triggered only after an applicant has submitted all necessary information. It is important that a UCP document when it has received all the information from the applicant. The date of receipt should be recorded as the date the UCP physically or electronically receives the application, not when the UCP first reviews the application.

Review the UCP directory to determine if NAICS codes are included in the directory. Each state's UCP directory is available online. If the recipient enters information into the directory, during the site visit, review two recently completed certification files to verify that the recipient entered the correct NAICS codes into the UCP directory. During the certification application, an applicant firm selects which NAICS codes apply to their case. During their review, certifiers determine which NAICS codes the firm is certified for, which may be different than those requested by the applicant. The eligibility letter that is sent to a certified DBE should include those NAICS codes and should be reflected in the UCP directory. Reviewers are to locate the firms' information in the directory and verify that all NAICS codes approved by certifiers have been included in the firms' descriptions.

Confirm that certification staff have taken the DBE/ACDBE Certification Training. This training is required for all staff that certify DBE businesses. Current staff must take the 9-module course prior to December 31, 2019. If hired after that date, verify new staff have taken the training. The course is available online [through](#) the National Highway Institute.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not require the use of the correct DBE certification application form.

DEFICIENCY CODE DBE13-1: Recipient does not use correct DBE certification application form

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA Regional Civil Rights Officer (RCRO) evidence that it is using the correct certification forms.

The recipient is deficient if it does not require the use of the correct PNW form.

DEFICIENCY CODE DBE13-2: Recipient does not use correct DBE PNW form

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence that it is using the correct PNW forms.

The recipient is deficient if it does not conduct onsite visits prior to determining DBE eligibility and certification of applicants.

DEFICIENCY CODE DBE13-3: Recipient does not conduct onsite visits

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence that it documents the results of onsite visits conducted for applicants prior to making a determination of DBE eligibility.

The recipient is deficient if it enters information directly into the UCP directory and does not include correct NAICS codes in the UCP directory.

DEFICIENCY CODE DBE13-4: DBE directory does not include correct NAICS codes

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence that it is correctly entering NAICS code information into the UCP directory.

The recipient is deficient if it fails to review and respond to certification applications within the regulatory timeframes.

DEFICIENCY CODE DBE13-5: UCP does not perform timely review of certification applications

SUGGESTED CORRECTIVE ACTION: The recipient must develop procedures to track and perform timely review and response to DBE certification applications and submit to the FTA RCRO evidence that it is implementing a timely review.

The recipient is deficient if it failed to train all certifying staff prior to December 31, 2019, or if it fails to require new staff are trained prior to reviewing certification applications.

DEFICIENCY CODE DBE13-6: UCP staff not trained

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO certifications that staff have completed the 9-module DBE/ACDBE certification course available online through the National Highway Institute.

GOVERNING DIRECTIVE

49 CFR 26.83(c)(2)

You must use the application form provided in Appendix F to this part without change or revision. However, you may provide in your DBE program, with the written approval of the concerned operating

administration, for supplementing the form by requesting specified additional information not inconsistent with this part.

49 CFR 26.67(a)(2)(ii)

You must require each individual who makes this certification to support it with a signed, notarized statement of personal net worth, with appropriate supporting documentation. To meet this requirement, you must use the DOT personal net worth form provided in Appendix G to this part without change or revision.

Where necessary to accurately determine an individual's personal net worth, you may, on a case-by-case basis, require additional financial information from the owner of an applicant firm.

49 CFR 26.83(c)(1)(i)

Perform an on-site visit to the firm's principal place of business. You must interview the principal officers and review their résumés and/or work histories. You may interview key personnel of the firm if necessary. You must also perform an on-site visit to job sites if there are such sites on which the firm is working at the time of the eligibility investigation in your jurisdiction or local area.

49 CFR 26.83(k)

If you are a recipient, you must make decisions on applications for certification within 90 days of receiving from the applicant firm all information required under this part. You may extend this time period once, for no more than an additional 60 days, upon written notice to the firm, explaining fully and specifically the reasons for the extension. You may establish a different time frame in your DBE program, upon a showing that this time frame is not feasible, and subject to the approval of the concerned operating administration. Your failure to make a decision by the applicable deadline under this paragraph is deemed a constructive denial of the application, on the basis of which the firm may appeal to DOT under §26.89.

49 CFR 26.83(l)

As a recipient or UCP, you must advise each applicant within 30 days from your receipt of the application whether the application is complete and suitable for evaluation and, if not, what additional information or action is required.

49 CFR 26.85(d)(3)

If, as State B, unless you have determined that there is good cause to believe that State A's certification is erroneous or should not apply in your State, you must, no later than 60 days from the date on which you received from the applicant firm all the information required, send to the applicant firm a notice that it is certified and place the firm on your directory of certified firms.

49 CFR 26.85(d)(3)

If, as State B, you have determined that there is good cause to believe that State A's certification is erroneous or should not apply in your State, you must, no later than 60 days from the date on which you received from the applicant firm all the information required, send to the applicant firm a notice stating the reasons for your determination.

49 CFR 26.31(b)

You must list each type of work for which a firm is eligible to be certified by using the most specific NAICS code available to describe each type of work.

USDOT DBE Guidance (08/22/2018)

What steps should a UCP take to ensure that its DBE/ACDBE certification application review staff are properly trained? (Posted 08/22/2018)

- A UCP is responsible for ensuring and documenting the following:
 - The current certification application-review staff successfully complete all nine of the certification training modules provided by DOCR before they begin to review certification applications.
 - The current certification application-review staff view DOCR's "Recorded Presentation of the Rule," which describes changes to the DBE rules instituted through the DOT final rule issued October 2, 2014 (found at <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-laws-policy-and-guidance>) before they begin to review certification applications.
 - The current certification application-review staff complete all new, revised, or updated training modules or materials when DOCR makes them available through its website.
 - Keeping accurate training records for all certification application-review staff.
- UCP Staff who have not documented their completion of the mandatory training and viewing of the "Recorded Presentation of the Rule," should not be permitted to review certification applications.

Frequently Asked Questions (FAQ) Regarding Coronavirus Disease 2019 (COVID-19), CR13

Recipients are not required to conduct in-person site visits for purposes of DBE certification in light of the COVID-19 public health emergency. On March 24, 2020, DOT issued a memorandum providing interim guidance on DBE certification procedures that are consistent with social distancing. The memorandum explains that on site visits may be conducted using computer, tablet, and mobile device technologies, and that recipients may photograph necessary items from within their vehicles. The memorandum also references the regulatory provision that allows recipients to rely on site visit reports produced by other DOT recipients. DOT issued a subsequent memorandum on April 1, 2020, that further addresses electronic review and submission of certification documents.

USDOT DBE COVID-19 Guidance

<https://www.transportation.gov/mission/civil-rights/covid-19-guidance>

DBE14. Does the recipient perform oversight of its subrecipients for compliance with the DBE regulation?

BASIC REQUIREMENT

The recipient is responsible for ensuring that its subrecipients award and administer FTA-funded contracts in accordance with the requirements in 49 CFR Part 26 and 2 CFR Part 200.

APPLICABILITY

All recipients that meet the DBE regulation threshold that have subrecipients

DETAILED EXPLANATION FOR REVIEWER

When a recipient passes through funding to a subrecipient, DBE requirements may apply to the

subrecipient. Typically, this requirement would apply to any subrecipient which performs primary project activities normally performed by the recipient directly. In such circumstances, the subrecipient should meet Federal requirements contained in the FTA Master Agreement, including DBE. Furthermore, a recipient needs to have a mechanism in place to ensure subrecipient compliance.

As applicable, monitoring of compliance with DBE requirements may include a review of the subrecipient's procedures for developing project goals, monitoring contractor performance, determining good faith efforts, and/or reporting progress.

INDICATORS OF COMPLIANCE

a. How does the recipient monitor subrecipients for:

- 1. Reporting*
- 2. Contract goal-setting?*
- 3. Good faith efforts?*
- 4. Performance of contractors and DBEs?*

INSTRUCTIONS FOR REVIEWER

Request and review a listing of subrecipients. Identify subrecipients that had federally-funded contract opportunities since the last Comprehensive Review. Request and review the recipient's oversight procedures. Discuss with the recipient onsite and determine who monitors the subrecipients' compliance with the DBE program requirements. Examine reports and contract files to determine if the recipient is monitoring in accordance with its documented procedures.

For each subrecipient selected for a site visit, onsite:

Select one FTA-funded procurement and contract file.

- Review how the procurement was accounted for in the recipient's applicable DBE report to FTA.
- If the project had a DBE goal, verify the method the subrecipient used to establish the DBE goal for the project.
- If the project had a DBE goal, verify that the subrecipient only awarded the contract to the bidder that met the goal or made good faith efforts to meet the goal.
- Confirm the subrecipient's process for monitoring the performance of its contractors and enforcing contractual DBE requirements.
- If the project had a DBE goal, confirm the subrecipient's process for monitoring contractor's participation and achievements towards their DBE commitment.
- Verify how the subrecipient ensures that DBEs are performing a commercially useful function.
- Confirm that the subrecipient included prompt payment and return of retainage language in the federally funded contracts
- If the project had a DBE goal, verify that the prime contractor did not terminate or substitute a DBE subcontractor listed on a contract with a DBE goal without good cause and prior written consent.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have documentation of monitoring subrecipients and enforcing contract requirements to ensure that DBE commitments are met.

DEFICIENCY CODE DBE14-1: Insufficient oversight of subrecipients for DBE requirements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO documentation that it has implemented a DBE monitoring program.

GOVERNING DIRECTIVE

2 CFR 200.332 Requirement for pass-through entities

All pass-through entities must: (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include: (1) Reviewing financial and performance reports required by the pass-through entity. (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means. (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 Management decision.”

49 CFR 26.37 What are a recipient's responsibilities for monitoring the performance of other program participants?

(a) You must implement appropriate mechanisms to ensure compliance with the part's requirements by all program participants (e.g., applying legal and contract remedies available under Federal, state and local law). You must set forth these mechanisms in your DBE program.

(b) Your DBE program must also include a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. This mechanism must include a written certification that you have reviewed contracting records and monitored work sites in your state for this purpose. The monitoring to which this paragraph refers may be conducted in conjunction with monitoring of contract performance for other purposes (e.g., close-out reviews for a contract).

(c) This mechanism must provide for a running tally of actual DBE attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments. In your reports of DBE participation to the Department, you must display both commitments and attainments.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Have any oversight reviews, audits, or investigations of the recipient conducted since the last Comprehensive Review (including Disadvantaged Business Enterprise reviews, UCP reviews and the most recent Comprehensive Review) identified significant deficiencies, material weaknesses, and/or repeat deficiencies in the area of DBE?
2. Are any oversight reviews, audits, or investigations scheduled during this Federal fiscal year?
3. If conducted, has a recent (since the last Comprehensive Review) Procurement System Review identified any issues related to DBE in the “Other Matters” section?
4. If the recipient has entered into a DBE conciliation agreement with the FTA, what progress has been made towards satisfying the terms of that agreement?

5. Did the recipient experience difficulty resolving or closing any DBE oversight review, investigation, or audit deficiencies or findings (e.g., late or insufficient submissions)? Are any deficiencies or findings currently open?
6. Are any issues related to DBE indicated in the recipient Oversight Assessment Tool (OAT)?
7. Have DBE complaints been filed with FTA against the recipient? If yes, have all such complaints been resolved?
8. Were program revisions noted by FTA made but do not appear to meet the intent of FTA's comments?
9. Has the DBE program been updated since November 2014?
10. Is the current DBELO in the same organizational position as noted in the recipient's latest approved DBE program? If not, notify the RCRO for their future follow up.
11. If the DBELO is the procurement director, is there a process in place to ensure the resolution of any potential conflicts of interest?
12. Has the recipient or FTA received any bid protests related to DBE issues?
13. Does the recipient appear to have adequate resources and provide sufficient training to manage the DBE program?
14. If the recipient is using on-call or open-ended type contracting, how is it reporting these awards on its Uniform Reports?
15. Have DBE subcontractors notified the recipient about issues with prompt payment or return of retainage?
16. Did background research or site visit observations reveal any potential issues or concerns about the recipient's DBE program or its implementation not covered previously in this section?
17. Are there any issues identified in review of the DBE program that are not otherwise addressed in the questions of this review area?

REFERENCES

1. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
2. 49 CFR Part 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"

USEFUL WEBLINKS

1. FTA DBE Website
2. Official Questions and Answers for DBE Program Regulation (49 CFR Part 26)
3. [USDOT DBE COVID-19 Guidance](#)
4. Coronavirus Aid, Relief, and Economic Security Act
5. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019

6. Notice of Concurrence
7. Emergency Relief rule

EXHIBIT 10.1 DBE THREE-YEAR GOAL ATTAINMENT (1 of 3)				
<i>Note: This table is to be completed by the reviewer.</i>				
Fiscal Year 20XX Goal: Fiscal Year 20XX RC Goal:		1	2	3 (1+2)
	DBE Uniform Report	June 1	Dec. 1	Totals
A.	Total dollars awarded to DBE Prime Contractors (<i>Line 8C</i>)	-	-	-
B.	Total dollars awarded to DBE Subcontractors (<i>Line 9C</i>)	-	-	-
C.	Total dollars awarded to DBEs (A3+B3)			-
D.	Total prime contract dollars awarded (<i>Line 8A</i>)	-	-	-
E.	Total Race Conscious contracting dollars awarded to DBEs (<i>Line 10E</i>)	-	-	-
F.	Annual Percentage of awards using Race Conscious goals (E3/D3)			-
G.	Annual Percentage Awarded (C3/D3)			-

EXHIBIT 10.1 DBE THREE-YEAR GOAL ATTAINMENT (2 of 3)				
Note: This table is to be completed by the reviewer.				
Fiscal Year 20XX Goal: Fiscal Year 20XX RC Goal:		1	2	3 (1+2)
	DBE Uniform Report	June 1	Dec. 1	Totals
A.	Total dollars awarded to DBE Prime Contractors (Line 8C)	—	—	—
B.	Total dollars awarded to DBE Subcontractors (Line 9C)	—	—	—
C.	Total dollars awarded to DBEs (A3+B3)			
D.	Total prime contract dollars awarded (Line 8A)	—	—	—
E.	Total Race Conscious contracting dollars awarded to DBEs (Line 10E)	—	—	—
F.	Annual Percentage of awards using Race Conscious goals (E3/D3)			-
G.	Annual Percentage Awarded (C3/D3)			-

EXHIBIT 10.1 DBE THREE-YEAR GOAL ATTAINMENT (3 of 3)				
<i>Note: This table is to be completed by the reviewer.</i>				
Fiscal Year 20XX Goal: Fiscal Year 20XX RC Goal:		1	2	3 (1+2)
	DBE Uniform Report	June 1	Dec. 1	Totals
A.	Total dollars awarded to DBE Prime Contractors (<i>Line 8C</i>)	-	-	-
B.	Total dollars awarded to DBE Subcontractors (<i>Line 9C</i>)	-	-	-
C.	Total dollars awarded to DBEs (A3+B3)			-
D.	Total prime contract dollars awarded (<i>Line 8A</i>)	-	-	-
E.	Total Race Conscious contracting dollars awarded to DBEs (<i>Line 10E</i>)	-	-	-
F.	Annual Percentage of awards using Race Conscious goals (E3/D3)			-
G.	Annual Percentage Awarded (C3/D3)			-

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11. TITLE VI

PURPOSE OF THIS REVIEW AREA

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

QUESTIONS TO BE EXAMINED Did the recipient prepare and submit a Title VI Program?

1. Does the recipient provide meaningful access to Limited English Proficient (LEP) persons?
2. Does the recipient notify the public of its rights under Title VI?
3. Does the recipient implement complaint procedures as described in its Title VI Program?
4. Has the recipient implemented the public participation plan from its Title VI Program in its public participation activities?
5. Does the recipient monitor its subrecipients for compliance with Title VI requirements?
6. Has the recipient conducted the required equity analysis for any new transit facilities sited since the last Comprehensive Review?
7. Has the recipient evaluated fare and major service changes and monitored transit service?
8. Does the recipient identify the needs of minority populations in planning activities; document that it passes Federal Transit Administration (FTA) funds through to subrecipients without regard to race, color, or national origin; and assure that minority populations are not being denied the benefits of or excluded from participation in FTA-funded programs?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Most recent Title VI Program, if not uploaded to the FTA's Transit Award Management System (TrAMS)
- Listing of Title VI investigations, complaints, and lawsuits that have occurred since the last Title VI Program submission
- List of language assistance training for staff
- Examples of public participation activities performed since the last Comprehensive Review that align with the Title VI Program
- List of transit facilities sited since the last Comprehensive Review and copies of corresponding equity analyses
- List of transit facilities to be constructed/leased in the upcoming three Federal fiscal years and copies of equity analysis completed or schedule for equity analysis completion
- List of any fare increases or major service changes since the last Title VI Program submission; date of change; and a brief description of the change
- Any service equity or fare equity analyses conducted since submission of the last Title VI program for major service changes or any fare changes
- Any service equity or fare equity analyses conducted since submission of the last Title VI Program for new fixed guideway service, New Starts or Small Starts projects
- Competitive selection or annual program of projects process
- List of all subrecipient applications received during the review period and identify those:
 1. accepted or rejected
 2. applicants that are minority organizations or that serve minority or low-income communities

3. amount of funds allocated

Recipient Follow-up

- Documentation of Language Assistance Plan (LAP) implementation
- Title VI equity analysis for any new transit facilities planned for the next three fiscal years
- Results of monitoring activities that have occurred since the latest Title VI Program submission
- Approval from the recipient's policy-making officials of monitoring results that has occurred since the last Title VI Program submission
- Process for monitoring subrecipients and reviewing subrecipients' Title VI plans, if not included in the Title VI Program
- Title VI plans of subrecipients to be visited during onsite portion of the review
- Efforts within the review period to engage in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of minority applicants.
- Record of accepted and rejected applications identifying applicants that are minority organizations or that provide assistance to minority or low-income communities for the current review period
- Documentation of how the state identified the needs of minority communities in the Statewide Transportation Planning process
- Documentation of how the state has included minority communities in the planning process that has occurred since the last Title VI Program submission
- Documentation of how the metropolitan planning organization (MPO) identified the needs of minority communities in the transportation planning process
- Documentation of how the MPO has included minority communities in the planning process that has occurred since the last Title VI Program submission

TVI1. Did the recipient prepare and submit a Title VI Program?

BASIC REQUIREMENT

A recipient is required to prepare and submit a Title VI Program based on the recipient's transit-related characteristics.

APPLICABILITY

All recipients. Note: Recipients may fall under multiple threshold categories (i.e., transit provider and State) and must comply with the requirements within the respective category(ies).

DETAILED EXPLANATION FOR REVIEWER

Every three years, all direct recipients must submit a Title VI program that documents their compliance with Title VI requirements. Under FTA Circular 4702.1B, certain requirements apply to all fixed-route transit providers. FTA requires that all civil rights programs be uploaded in TrAMS at least 60 days prior to the expiration date of the program. FTA will review plan submissions and recipients must make any revisions required by the FTA's Office of Civil Rights.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Title VI Program Submission FTA postponed the submission of all Title VI Programs that were due in 2020 until October 1, 2020. Recipients were allowed to use their on-file Title VI Programs through November 30, 2020, unless a recipient voluntarily updated its program with a submission before that date.

INDICATORS OF COMPLIANCE

- a. *Did the recipient develop and submit a Title VI Program in FTA's TrAMS?*
- b. *If the recipient submitted a Title VI Program and FTA has issued correspondence indicating required revisions, has the recipient made those revisions?*

INSTRUCTIONS FOR REVIEWER

Review the Civil Rights Status screen in TrAMS to determine if the recipient has submitted a Title VI Program. Review the date of the latest plan submission to determine if it was uploaded in TrAMS 60 days prior to the previous program's expiration date. If the program has expired or was not uploaded to TrAMS 60 days prior to the previous program's expiration, request documentation from the recipient and/or the FTA regional civil rights officer (RCRO) on requested and/or approved extensions.

Request and review any correspondence from FTA to the recipient on its submission. This includes revision requests and concurrence letters. Even if the program's status in TrAMS is "Concur," the concurrence letter could indicate issues within the plan that require revision and that reviewers will follow up on during the Comprehensive Review. If FTA provided the recipient with comments on the submission, review the recipient's current program to verify that it made the noted revisions or additions.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

In addition to the normal assessment procedures, review the Civil Rights Status screen in TrAMS to determine if the recipient's triennial Title VI program update was due in 2020. Determine if the recipient uploaded its program update in TrAMS by October 1, 2020.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has not submitted a Title VI Program or program update. The recipient is deficient if the current Title VI Program has expired and it has not properly submitted a program update or requested and received an extension for its program submission.

NOTE TO REVIEWER: If the recipient's Title VI Program was late (i.e., they failed to submit an updated program 60 days prior to the previous program's expiration date), and/or if they transmitted it to FTA in a manner other than uploading it to TrAMS, do not make a deficiency, but record this information in the appropriate question in the Issues/Concerns for FTA Awareness section. If it does not appear that the recipient developed a complete plan because it could be categorized as more than one type of recipient per the Title VI Circular, do not make a deficiency, but record this information in the appropriate question in the Issues/Concerns for FTA Awareness section.

DEFICIENCY CODE TVI1-1: Title VI program not submitted

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit a Title VI Program in TrAMS and notify the FTA RCRO once completed.

The recipient is deficient if it received comments from FTA on its Title VI program submission but has not made revisions. (If the recipient revised its program, but it does not appear that those revisions met the intent of FTA's comments, do not make a deficiency, but make the FTA RCRO aware of this for FTA's follow-up).

DEFICIENCY CODE TVI1-2: Revisions to Title VI program not made

SUGGESTED CORRECTIVE ACTION: The recipient must revise and submit its Title VI program in TrAMS and notify the FTA RCRO once completed.

GOVERNING DIRECTIVE

FTA Circular 4702.1B Chapter II 5. Reporting Requirements

Title 49 CFR Section 21.9(b) requires recipients to 'keep such records and submit to the Secretary timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Secretary may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this [rule].' FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. The Title VI Program must be approved by the direct or primary recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.

FTA Circular 4702.1B Chapter III 4.b. Upload Title VI Program to TEAM [currently TrAMS]

Direct and primary recipients must upload their Title VI Program into FTA's Transportation Electronic Award Management (TEAM) system, or other tracking system as directed by FTA. The Title VI Program shall be attached via the paper clip function on the Civil Rights screen, and not attached to a particular award. Recipients must also notify their FTA Regional Civil Rights Officer via email that they have uploaded their Title VI Program to TEAM. The Title VI Program must be uploaded to TEAM no fewer than sixty calendar days prior to the date of expiration of the Title VI Program.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR10

FTA is postponing the submission of all [Title VI Programs](#) with current or upcoming due dates until October 1, 2020. Recipients may use their current on-file Title VI Programs through November 30, 2020, unless a recipient voluntarily updates its program with a submission before that date. FTA is making adjustments in TrAMS to ensure no outstanding civil rights program requirements will hold up the awarding of grants.

TVI2. Does the recipient provide meaningful access to Limited English Proficient (LEP) persons?

BASIC REQUIREMENT

A recipient must implement a language assistance plan (LAP) to address the needs of the population it serves.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to ensure meaningful access to LEP persons. FTA recipients ensure meaningful access by developing and carrying out a LAP. FTA recipients must develop a LAP to ensure compliance with the requirement. Recipients have considerable flexibility in developing a plan, but at a minimum it must:

- Include the results of the Four Factor Analysis, with a description of the LEP population(s) served,
- Describe how it provides language assistance services by language,
- Describe how LEP persons are notified about the availability of language assistance,
- Describe how it monitors, evaluates, and updates the LAP, and
- Describe how it trains employees to provide timely and reasonable language assistance.

The plan needs to be based on the results of the Four Factor Analysis. FTA will determine, at the time the recipient submits its Title VI Program or subsequent to a complaint investigation or compliance review, whether a recipient's plan is sufficient to ensure meaningful access and thus ensure that the recipient is not engaging in discrimination on the basis of national origin.

INDICATOR OF COMPLIANCE

- a. *Has the recipient implemented its LAP?*

LAP Element	Description in Title VI Plan	Implementation Demonstrated Based on Review	Comments
Languages identified in four factor analysis			
Vital documents to be translated			
Language assistance training for staff			
Periodic updating and monitoring of LAP			

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's LAP, including the Four Factor Analysis, included in its Title VI Program in TrAMS. From those sources, complete the following table for follow-up.

Request and review examples of language assistance measures that have been implemented, such as translation of vital documents, oral interpretation services, information on how translated materials can be obtained by the public, documentation of language assistance training for staff, and information on how the language assistance plan is monitored and updated periodically. Determine if the LAP is being implemented as detailed in the recipient's Title VI Program.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it has not implemented its LAP as indicated in its Title VI Program.

DEFICIENCY CODE TVI2-1: Language Assistance Plan implementation deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO documentation of implementing its LAP.

GOVERNING DIRECTIVE

FTA Circular 4702.1B Chapter III.9.b Developing a Language Assistance Plan

After completing the Four Factor Analysis, the recipient shall use the results of the analyses to determine which language assistance services are appropriate. Additionally, the recipient shall develop an assistance plan to address the identified needs of the LEP population(s) it serves. The DOT LEP Guidance recognizes that certain recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written plan. However, FTA has determined it is necessary to require its recipients to develop an assistance plan in order to ensure compliance.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR14

A recipient must follow its locally developed [Title VI Program](#), which includes a Language Access Plan. The plan will describe how the recipient provides language assistance services by language to the LEP populations it serves, including during temporary service reductions. Per [FTA Circular 4702.1B](#), Chapter III, Section 9, examples of vital documents that must be translated include a notice of a person's rights under Title VI and "other documents that provide access to essential services." Failure to translate vital information could result in a recipient denying an LEP person access to services and discrimination on the basis of national origin.

TVI3. Does the recipient notify the public of its rights under Title VI?

BASIC REQUIREMENT

A recipient must provide information regarding its Title VI obligations to the public and notify members of the public of the protections against discrimination afforded to them by Title VI.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients and subrecipients shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Recipients and subrecipients shall at a minimum, disseminate information by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. Recipients should also post Title VI notices at stations or stops, and/or on transit vehicles. FTA Circular 4702.1B, Chapter III, Section 5b(1) also includes additional effective practices for notice dissemination for recipients to consider.

The notice shall include the following three elements:

- A statement that the agency operates programs without regard to race, color, or national origin,
- A description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations, and
- A description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient.

Notices detailing a recipient's Title VI obligations and complaint procedures shall be translated into languages other than English, as needed, and be consistent with the Department of Transportation (DOT) LEP Guidance and the recipient's LAP.

INDICATORS OF COMPLIANCE

- a. Does the recipient disseminate the required Title VI Notice to the public as described in its Title VI Program?*
- b. Is the Title VI Notice translated into languages identified in the recipient's LAP?*
- c. Does the published and posted Title VI Notice include all three of the required elements?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's Title VI Program in TrAMS to identify the notice provided in the plan and how the recipient describes providing the required notification to the public. Review the recipient's website to verify the contents of the notice and that the Title VI Notice has been posted. Onsite, confirm the Title VI Notice is posted in public areas as described in the recipient's Title VI Program. Prior to the site visit, review the recipient's LAP. Onsite, verify that the recipient has translated the Title VI Notice as described in its LAP.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has not disseminated a Title VI Notice on its website, in public areas of the agency's office, and in other areas as described in its Title VI Program.

DEFICIENCY CODE TVI3-1: Title VI public notification not disseminated

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO documentation of having notified the public of its rights under Title VI as described in its Title VI Program.

The recipient is deficient if it does not provide translation of the Title VI Notice consistent with its Language Assistance Plan.

DEFICIENCY CODE TVI3-2: Title VI public notification translation not provided

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO translated Title VI notification(s) along with verification that the translated document has been disseminated.

The recipient is deficient if its Title VI public notification does not include all three of the required elements.

DEFICIENCY CODE TVI3-3: Title VI public notification lacking required elements

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO a revised Title VI notification(s) that include all three of the required elements.

GOVERNING DIRECTIVE

FTA Circular 4702.1B Chapter III.5. Requirement to Notify Beneficiaries of Protection Under Title VI

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Recipients shall at a minimum, disseminate information by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. Recipients should also post Title VI notices at stations or stops, and/or on transit vehicles.

a. *Contents.* The Title VI notice shall include: (1) A statement that the agency operates programs without regard to race, color, or national origin. (2) A description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations. (3) A description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient.

FTA Circular 4702.1B Chapter III.5b. Requirement to Notify Beneficiaries of Protection Under Title VI

(2) *Document translation.* Notices detailing a recipient's Title VI obligations and complaint procedures shall be translated into languages other than English, as needed and consistent with the DOT LEP Guidance and the recipient's language assistance plan.

TVI4. Does the recipient implement complaint procedures as described in its Title VI Program?

BASIC REQUIREMENT

A recipient must make its procedures for filing a complaint available to the public, and investigate, and track Title VI complaints filed against it.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their complaint procedures available to the public. Recipients must also develop a Title VI complaint form, and the form and procedures for filing a complaint shall be available on the recipient's website. The complaint form and procedures shall be translated into languages other than English as identified in the recipient's LAP. FTA requires direct and primary recipients to report complaints and

complaint procedures in their Title VI Programs in order to comply with DOT's Title VI regulations. A recipient can use a common process and forms for accepting and investigating civil rights, nondiscrimination, and other complaints; however, Title VI complaints must be categorized distinctly in this process and within internal and external communications.

INDICATORS OF COMPLIANCE

- a. *Does the recipient use the complaint form(s) and instructions for filing complaints identified in its Title VI Program?*
- b. *Are the complaint form and instructions available on the recipient's website and at other locations described in its Title VI Program?*
- c. *Are the complaint form and instructions translated into languages identified in the recipient's LAP?*
- d. *Is the recipient processing complaints as described in its Title VI Program and its complaint instruction forms?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's complaint process in its Title VI Program and the complaint form and instructions for use by the public that were included as part of that process.

Request and review the complaint form and instructions the recipient is currently using. Review the recipient's website and verify that Title VI complaint forms and instructions are on the website and currently being used as provided in its Title VI Program.

Review the recipient's complaint process in its Title VI Program for a description of dissemination of the complaint form and instructions for use by the public. Onsite, verify that the recipient has additionally disseminated the complaint form as described in its Title VI Program.

Prior to the site visit, review the recipient's LAP. Onsite, verify that the recipient has translated the complaint form and instructions as described in its LAP.

Review Title VI complaints received since the last Comprehensive Review to determine if procedures described in its Title VI Program were implemented for these complaints.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it is not implementing its complaint process in accordance with its Title VI Program.

DEFICIENCY CODE TVI4-1: Title VI complaint process not implemented in accordance with Title VI Program

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO evidence that it is using a complaint form, disseminates complaint information, provides translation of the complaint form and instructions, and/or processes complaints as detailed in its Title VI Program. If applicable, provide evidence of staff training to ensure that the process continues to be implemented in accordance with the Title VI Program.

GOVERNING DIRECTIVE

FTA Circular 4702.1B Chapter III 6. Requirement to Develop Title VI Complaint Procedures and Complaint Form

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedures for filing a complaint shall be available on the

recipient's website. FTA requires direct and primary recipients to report information regarding their complaint procedures in their Title VI Programs in order for FTA to determine compliance with DOT's Title VI regulations.

FTA Circular 4702.1B Chapter III 5.b.(2) Document translation

Notices detailing a recipient's Title VI obligations and complaint procedures shall be translated into languages other than English, as needed and consistent with the DOT LEP Guidance and the recipient's language assistance plan.

TVI5. Has the recipient implemented the public participation plan from its Title VI Program in its public participation activities?

BASIC REQUIREMENT

A recipient's public participation plan shall offer early and continuous opportunities for the public, including minority and LEP populations, to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to incorporate Title VI and LEP considerations into the recipient's established public participation plan or process. The plan shall explicitly describe the proactive strategies, procedures, and desired outcomes that underpin the recipient's public participation activities. Efforts to involve minority and LEP populations in effective participation in the recipient's decision-making process shall be included in the plan. While not a requirement FTA Circular 4702.1B provides effective practices that recipients may have incorporated into their Title VI Program, such as:

- Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities
- Employing different meeting sizes and formats
- Coordinating with community- and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments

Recipients engaged in planning and other decision-making activities at the local level should consider the principles embodied in the planning regulations and develop and use a documented public participation plan or process that provides adequate notice of public participation activities, as well as early and continuous opportunities for public review and comment at key decision points.

INDICATOR OF COMPLIANCE

- a. Have Title VI considerations identified in the Title VI Program's Public Participation Plan been integrated into the recipient's public participation or outreach activities?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's Public Participation Plan submitted as part of its Title VI Program. Request and review the list of public involvement activities conducted since the last Comprehensive Review and a description of the methods used to seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting these public outreach and involvement activities. Review any public participation documents provided in response to the Section Technical Capacity-Program Management and 5307 Program Requirements areas of the review. Onsite, discuss with the recipient any other public participation and outreach plans and processes the agency has documented. Request and review records of activities such as public hearings, planning meetings, and program of projects meetings.

Determine if the recipient incorporated the measures it detailed in its Title VI Program into public involvement events reviewed. Review any actions the recipient described in its Language Assistance Plan relating to public participation and outreach for implementation.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it has conducted public outreach activities since the last review but cannot demonstrate that it implemented the public involvement strategies described in its Title VI Program Public Participation Plan.

DEFICIENCY CODE TVI5-1: Title VI Public Participation Plan not implemented

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO a list of public engagement activities anticipated within the next year. The recipient must submit to the FTA RCRO a process for implementing inclusive public participation for upcoming activities in accordance with the Public Participation Plan in its Title VI Program. .

NOTE TO REVIEWER: Reviewers should consult with the FTA RCRO to determine if the documentation of implementation should be either a number of public engagement activities or all activities within a defined timeframe.

GOVERNING DIRECTIVE

FTA Circular 4702.1B Chapter III. 8. Promoting Inclusive Public Participation

The content and considerations of Title VI, the Executive Order on LEP, and the DOT LEP Guidance shall be integrated into each recipient's established public participation plan or process (i.e., the document that explicitly describes the proactive strategies, procedures, and desired outcomes that underpin the recipient's public participation activities) ... Recipients engaged in planning and other decision-making activities at the local level should consider the principles embodied in the planning regulations, and develop and use a documented public participation plan or process that provides adequate notice of public participation activities, as well as early and continuous opportunities for public review and comment at key decision points.

TVI6. Does the recipient monitor its subrecipients for compliance with Title VI requirements?

BASIC REQUIREMENT

A recipient is responsible for ensuring that its subrecipients comply with Title VI requirements.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

The recipient is responsible for ensuring that all subrecipients comply with the Title VI requirements. If the subrecipients are not in compliance with all Title VI requirements, then the primary recipient is not in compliance with Title VI. In order to ensure the primary recipient and subrecipient are in compliance with

the Title VI requirements, the primary recipient shall undertake the following activities:

- Document its process for ensuring that all subrecipients are complying with the general reporting requirements, as well as other requirements that apply to the subrecipient, based on the type of entity and the number of fixed-route vehicles it operates in peak service.
- Establish a timeframe to collect Title VI programs from subrecipients and review programs for compliance. Collection and storage of subrecipient Title VI programs may be electronic, at the option of the primary recipient.
- Compile and provide, upon request, a list of all subrecipients.

When a subrecipient is also a direct recipient of FTA funds, the entity reports directly to FTA and the primary recipient is not responsible for monitoring compliance of that subrecipient. The supplemental agreement signed by both entities in their roles as designated recipient and direct recipient relieves the primary recipient/designated recipient of this oversight responsibility, with a special caveat for MPOs receiving planning funds through State DOTs.

INDICATORS OF COMPLIANCE

- a. Has the recipient collected and reviewed subrecipient Title VI Programs?*
- b. How does the recipient monitor subrecipients to ensure that they are complying with Title VI requirements?*

INSTRUCTIONS FOR REVIEWER

Determine if a recipient has subrecipients by reviewing past Comprehensive Review reports (Description of the Recipient section), information provided in the RIR, and inquiring of the FTA regional office. Request and review a list of subrecipients and contractors and evaluate to ensure that both have been properly designated as such.

Review the recipient's Title VI Program in TrAMS for subrecipient monitoring procedures and tools. Request and review documentation of monitoring activities that the recipient has conducted since the last Comprehensive Review. Determine if the recipient is following its described processes (frequency and type of monitoring) to ensure that subrecipients are complying with the general reporting requirements of FTA's Title VI Circular, as well as other requirements that apply to the subrecipient, based on the type of entity and the number of fixed-route vehicles it operates in peak service, if a transit provider.

For each subrecipient selected for a site visit, review the recipient's records of past plan reviews to determine if the review addressed the required elements. Review the oversight files to ensure that the recipient monitors the subrecipient for implementation of its Title VI plan.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have documentation that it reviewed the Title VI plans of subrecipients that are not also direct recipients of FTA funds.

DEFICIENCY CODE TVI6-1: Subrecipient Title VI plans not reviewed or not reviewed for required elements

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO a schedule for reviewing subrecipients' Title VI Programs along with evidence of its implementation.

The recipient is deficient if it is not conducting oversight of subrecipients' Title VI program requirements (for subrecipients that are not also direct recipients of FTA funds) as described in its Title VI Program.

DEFICIENCY CODE TVI6-2: Insufficient oversight of subrecipients' Title VI programs

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO a schedule for, and description of, oversight monitoring for subrecipients' implementation of Title VI requirements along with evidence of its implementation.

GOVERNING DIRECTIVE

FTA Circular 4702.1B Chapter III 12. Monitoring Subrecipients

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients are complying with the DOT Title VI regulations, primary recipients must monitor their subrecipients for compliance with the regulations. Importantly, if a subrecipient is not in compliance with Title VI requirements, then the primary recipient is also not in compliance. a. In order to ensure the primary and subrecipient are in compliance with Title VI requirements, the primary recipient shall undertake the following activities: (1) Document its process for ensuring that all subrecipients are complying with the general reporting requirements of this circular, as well as other requirements that apply to the subrecipient based on the type of entity and the number of fixed route vehicles it operates in peak service if a transit provider. (2) Collect Title VI Programs from subrecipients and review programs for compliance. Collection and storage of subrecipient Title VI Programs may be electronic at the option of the primary recipient. b. When a subrecipient is also a direct recipient of FTA funds, the entity reports directly to FTA and the primary recipient is not responsible for monitoring compliance of that subrecipient. The supplemental agreement signed by both entities in their roles as designated recipient and direct recipient relieves the primary recipient/designated recipient of this oversight responsibility [with a special caveat for MPOs receiving planning funds through State DOTs as discussed in Chapter VI.3].

TVI7. Has the recipient conducted the required equity analysis for any new transit facilities sited since the last Comprehensive Review?

BASIC REQUIREMENT

In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination on the grounds of race, color, or national origin.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

FTA Circular 4702.1B describes the requirements for complying with the regulation in 49 CFR Section 21.9(b)(3), which states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Locating a facility includes construction or leasing activities. The requirement for an equity analysis applies to projects requiring land acquisition and the displacement of persons from their residences and businesses.

For purposes of this requirement, "facilities" do not include bus shelters, as these are transit amenities and are covered in FTA Circular 4702.1B Chapter IV, nor do they include transit stations, power substations, etc., as those are evaluated during project development and the National Environmental Policy Act (NEPA) process. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. The recipient is required to complete a Title VI equity analysis during the planning stages with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Recipients must engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.

If a recipient conducted an analysis during the NEPA process, then this can be utilized towards the Title VI equity analysis requirement, as long as the NEPA analysis encompasses the necessary information required in a Title VI equity analysis. However, if a facility exempted from the Title VI equity analysis, due to the assumption it will be analyzed during the NEPA process, does not in fact trigger NEPA (for example, because there are no federal funds in the facility), then said facility will require a Title VI equity analysis.

When evaluating locations of facilities:

- Recipients should give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result.
- Analysis should be done at the Census tract or block group, where appropriate, to ensure that proper perspective is given to localized impacts.
- If the recipient determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, the recipient may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. The recipient must show how both elements are met. In order to make this showing, the recipient must consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

INDICATORS OF COMPLIANCE

- Has the recipient sited any new transit facilities since the last review? If no, move to the next question.*
- Was the Title VI equity analysis for the site determination or location of facilities completed prior to selection of the preferred site?*
- If an equity analysis was completed, did the recipient include required elements?*

Required Element	Comment
Whether the location of a project would result in a disparate impact on the basis of race, color, or national origin	
Outreach consistent with the LAP and Public Participation Plan (PPP) to persons potentially impacted by the siting of facilities was conducted	
Upon determination of a disparate impact, the Title VI equity analysis compared the equity impacts of various siting alternatives, implementing the least discriminatory alternative	

INSTRUCTIONS FOR REVIEWER

Review projects in TrAMS to determine if the recipient has added any new transit facilities. Review responses to real property questions in the Satisfactory Continuing Control review area. Determine if these facilities meet the requirement to conduct a Title VI equity analysis. Request and review documentation on Title VI equity analysis for siting or location of applicable facilities to determine if the analysis took place prior to the preferred site selection.

Request and review any Title VI analysis completed for facility siting completed since the last review to determine if the required elements were included:

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it is within six months of finalizing the siting of a facility(ies) for which an equity analysis is required, but has not defined a process to do so.

DEFICIENCY CODE TVI7-1: Title VI equity analysis not conducted for facility site or location

SUGGESTED CORRECTIVE ACTION: For a facility still in the process of siting, the recipient must prepare and submit to the FTA RCRO documentation of an equity analysis conducted during the planning stages.

NOTE TO REVIEWER: If this deficiency is made for a facility for which the location has already been determined, the reviewer is to consult with the FTA RCRO and the Regional Counsel to determine the appropriate corrective action(s).

The recipient is deficient if an equity analysis was completed but not in accordance with FTA Circular 4702.1B Chapter III 13 for the siting or location of facilities.

DEFICIENCY CODE TVI7-2: Incomplete equity analysis for facility site or location determination

NOTE TO REVIEWER: If this deficiency is made, the reviewer is to consult with the FTA RCRO and the Regional Counsel to determine the appropriate corrective action(s).

GOVERNING DIRECTIVE

FTA Circular 4702.1B Chapter III 13. Determination of Site or Location of Facilities

Title 49 CFR Section 21.9(b)(3) states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, "The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin." For purposes of this requirement, "facilities" does not include bus shelters, as these are transit amenities and are covered in Chapter IV, nor does it include transit stations, power substations, etc., as those are evaluated during project development and the NEPA process. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations:

- a. The recipient shall complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Recipients shall engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.

TVI8. Has the recipient evaluated fare and major service changes and monitored transit service?

BASIC REQUIREMENT

If the recipient is a transit provider that operates 50 or more fixed-route vehicles in peak service and is located in an Urbanized Area (UZA) of 200,000 or more in population, it must evaluate fare and major service changes and monitor transit service.

APPLICABILITY

Recipients that operate 50 or more fixed-route vehicles in peak service and are located in a UZA of 200,000 or more in population

DETAILED EXPLANATION FOR REVIEWER

Fare and major service changes: Under FTA Circular 4702.1B, transit providers that operate 50 or more fixed- route vehicles in peak service and are located in a UZA of 200,000 or more in population shall evaluate major service and any fare and fare media changes (including transfers) and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact on minority and low-income riders. This requirement does not apply to recipients with fewer than 50 peak period vehicles, although all recipients are still required to comply with Title VI regulations that prohibit disparate impact discrimination and should review their policies and practices to ensure their service and fare changes do not result in disparate impacts on the basis of race, color, or national origin.

FTA requires recipients subject to this requirement to develop a definition of a major service change and to conduct a service equity analysis for all major service changes. Fare change equity analyses are required for all fare or fare media changes. FTA Circular 4702.1B requires written procedures for the conduct of service and fare equity analyses, a disparate impact policy, and a disproportionate burden policy to be part of the Title VI Program. The policies and procedures developed to address the service and fare equity requirement must also discuss when and how a transit agency will assess the compounding effects from prior service and fare changes. (Note: The inclusion of prior service and/or fare changes depends on the nature of the agency, the proximity of the changes, and other specific factors. An agency must determine what will be a reasonable timeframe and analyze for compounding effects.) These policies and procedures require public participation during the development stages and are to be formally adopted once the governing board approves them.

A fare and service change equity analysis must be adequate to evaluate if there will be any disproportionately high and adverse effects on minority and low-income riders. The circular provides extensive guidance on how to conduct fare and service equity analyses. FTA Circular 4702.1B requires recipients to use tables similar to those found in Appendix K of the circular for service or fare actions that were implemented after April 1, 2013. Any fare or equity analysis conducted needs to be included in the next submission of the recipient's Title VI Program.

Transit providers may use decennial Census data to develop maps and charts until the next decennial Census or they may use American Community Survey (ACS) data between decennial censuses. These maps and charts will help the transit provider determine whether, and to what extent, transit service is available to minority populations within the transit provider's service area. These maps may be prepared using Geographic Information System (GIS) technology, although transit providers without access to GIS technology may prepare the maps in alternative formats.

Upon completion of a service or fare equity analysis, the recipient shall brief its board of directors, top executive, or appropriate governing entity or official(s) responsible for policy decisions regarding the service and/or fare change(s) and the equity impacts of the service and/or fare change(s). The transit provider shall submit documentation such as a board resolution, copy of meeting minutes, or similar documentation as evidence of the board or governing entity or official's consideration, awareness, and approval of the analysis.

This requirement is different from the Section 5307 requirement for public comment for fare increases and major service reductions (see Section 5307 Program Requirements section). Section 5307 requires a public comment process before raising a fare or carrying out a major reduction of transportation service. For purposes of Title VI, recipients to which this requirement applies must perform an equity evaluation for "major service changes" (both increases and reductions), as locally defined, and fare changes (both increases and reductions).

Note: Though the circular delineates the procedures large fixed-route transit providers must undertake when planning a service and/or fare change, all fixed-route transit providers are required by Title VI to

ensure that all service and fare changes are equitably undertaken, regardless of the provider's size. Agencies not meeting the higher threshold are still required to have some means to ensure that its service and/or fare changes comply with the protections afforded by Title VI.

New Starts, Small Starts, other new fixed guideway: Transit providers that have implemented or will implement a New Start, Small Start or other new fixed guideway capital project shall conduct a service and fare equity analysis. The service and fare equity analysis will be conducted six months prior to the beginning of revenue operations, whether or not the proposed changes to existing service rise to the level of "major service change." All proposed changes to parallel or connecting service will be examined. If the entity that builds the project is different from the transit provider that will operate the project, the transit provider operating the project shall conduct the analysis.

The service equity analysis shall include a comparative analysis of service levels pre- and post- the New Start, Small Start or other new fixed guideway capital project. The analysis shall be depicted in tabular format and shall determine whether the service changes proposed (including both reductions and increases) due to the capital project will result in a disparate impact on minority populations. The transit provider shall also conduct a fare equity analysis for any and all fares that will change as a result of the capital project. Public outreach held regarding the project will also be included.

Monitoring: All recipients that operate fixed-route services must set system-wide service standards and policies necessary to avoid discriminatory service design or operational decisions. Policies must be set for each mode. These standards and policies must address how service is distributed across the transit system and must ensure that the manner of the distribution affords users access to these assets. The standards must be comprehensive and apply agency-wide. Service policies are developed to ensure service design and operational practices do not result in discrimination on the basis of race, color, or national origin. Service policies differ from service standards in that they are not necessarily based on a quantitative threshold.

SUPPLEMENTAL FUNDING IMPACT

Evaluation of Fare and Major Service Changes

Temporary service and fare changes in response to an emergency (including COVID-19) do not rise to the level of a major change, so a service and fare equity analysis is not required. If a transit agency operating 50 or more fixed-route vehicles in peak service and located in an urbanized area (UZA) with a population of 200,000 or more chooses to make permanent any fare media changes that are instituted during an emergency, or if such changes last longer than six months, then the transit agency must perform a fare equity analysis as described in Chapter IV of FTA's Title VI Circular 4702.1B. Similarly if a transit agency chooses to make any service changes permanent any service changes that are instituted during an emergency, or changes in service last longer than 12 months, then the transit agency must perform a service equity analysis.

FTA expects that all transit agencies take reasonable measures to implement temporary service or fare changes equitably to prevent unintentional discrimination. FTA does not require a transit agency to document this process, get board approval prior to implementing changes, or share documentation on the changes with FTA, but FTA recommends that transit agencies document the rationale for specific service reductions, as well as steps taken to ensure equitable reductions in service, in the event someone files a complaint.

FTA cautions that changes in fare media policies (such as temporarily not accepting cash fares, e.g., only pre-purchased media (often referred to as a cashless or cash-free fare policy)) may discriminate against minority transit riders. Minority transit riders may be disproportionately unbanked, lack credit cards, or lack access to locations for purchasing fare media in advance of a trip. FTA expects all transit agencies to consider mitigating measures in this circumstance to ensure their fare media changes do not result in disparate impacts on the basis of race, color, or national origin, which are protected categories under Title VI of the Civil Rights Act of 1964.

INDICATORS OF COMPLIANCE

- a. *Does the recipient operate 50 or more fixed route vehicles in peak service and is it located in a UZA of 200,000 or more people? If no, move to the next question.*
- b. *If the recipient implemented a fare or major service change since its last Title VI submission, did it conduct an equity analysis in accordance with its Title VI Program?*
- c. *If the recipient initiated, or plans to initiate, new fixed guideway service or service under the New Starts or Small Starts programs, did it conduct a service and fare equity analysis as required or when is such an analysis anticipated to be completed?*
- d. *Is the recipient monitoring the service and amenities it provides in accordance with its Title VI Program?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- e. *Did the recipient institute a fare, major service, or fare media policy change in response to the COVID-19 public health emergency? If yes,*
 - *When did the recipient institute the fare, major service, or fare media policy change?*
 - *Did the recipient perform a fare or service change equity analysis?*
 - *Has the recipient restored its fare, major service, or fare media policy to the pre-COVID-19 public health emergency levels?*
 - *If the fare or fare media change has lasted longer than six months, has the recipient conducted a fare equity analysis?*
 - *If the major service change has lasted longer than 12 months, has the recipient conducted a service equity analysis?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review a description of the methodology used to determine the impact of the fare and major service changes in the recipient's Title VI Program and the description of what the recipient considers to be a major service change. Prior to the site visit, review OTrak for the recipient's prior Comprehensive Review report describing service and fares, and compare this with current fare and service information received from the recipient. Conduct an internet search of the recipient for fare or service changes. Review recipient responses regarding fare or service changes implemented since last the Title VI Program submission. Ask the FTA regional office if there have been any fare or major service changes since the last Comprehensive Review. Review documentation related to any service and fare technical assistance provided by FTA. If fare or major service changes have occurred but equity analyses have not been conducted at the planning stage, discuss onsite the reason(s) for this with the recipient.

Fare and Major Service Changes: For the latest fare or major service change that was not included in the latest Title VI submission, determine if the required elements were addressed:

Fare and Service Change Elements	<i>Addressed</i>	<i>Not Addressed</i>	<i>Reviewer Comments</i>
The recipient completed an equity analysis during the planning stages for any fare, fare media, or major service change that occurred.			

Fare and Service Change Elements	<i>Addressed</i>	<i>Not Addressed</i>	<i>Reviewer Comments</i>
The recipient implemented its approved Title VI Program major service change, disparate impact, and/or disproportionate burden policy as appropriate for the type of equity analysis required.			
If the equity analysis revealed an adverse effect or a disparate impact, the recipient analyzed alternatives and, if necessary, took steps to avoid, minimize or mitigate impacts where practicable.			
The recipient briefed the governing body on the results of any equity analysis prior to the approval of any fare, fare media, or major service changes, and received approval for the service and fare equity analysis.			

New Fixed Guideway, New Starts or Small Starts: Prior to the site visit, determine if the recipient is initiating new fixed guideway service or service under New Starts or Small Starts programs through a review of award applications in TrAMS. Determine the projected start of revenue operations, as this equity analysis is to be conducted six months prior to revenue operations. Discuss with the FTA RCRO if any fare or service equity analysis has been submitted or request the information from the recipient. If not previously reviewed by FTA's Office of Civil Rights, review the Title VI equity analysis to determine if the requirements were addressed.

Equity Analysis Elements	<i>Addressed</i>	<i>Not Addressed</i>	<i>Reviewer Comments</i>
The analysis was conducted six months prior to the beginning of revenue operations, whether or not the proposed changes to existing service rise to the level of a "major service change" as defined by the transit provider.			
All proposed changes to parallel or connecting service were examined.			
The analysis included a comparative analysis of service levels pre-and post- the New Starts/Small Starts/new fixed guideway capital project.			
The analysis was depicted in tabular format and determined whether the service changes proposed (including both reductions and increases) due to the capital project would result in a disparate impact on minority populations.			
A fare equity analysis was conducted for any and all fares that would change as a result of the capital project.			

Service And Amenities Monitoring: Prior to the site visit, review the recipient's Title VI Program in TrAMS for monitoring procedures and results of previous monitoring. Request and review documentation of monitoring that has been conducted since the last Comprehensive Review. Verify that the

requirements were addressed.

Monitoring Element	<i>Addressed</i>	<i>Not Addressed</i>	<i>Reviewer Comments</i>
Conducted the monitoring at least every three years.			
Selected a sample of minority and non-minority routes from all modes of service provided. The sample shall include routes that provide service to predominantly minority areas and non-minority areas.			
Assessed the performance of each minority and non-minority route in the sample for each of the transit provider's service standards and service policies.			
Compared the transit service observed in the assessment to the transit provider's established service policies and standards.			
Analyzed any route that exceeded or failed to meet the standard or policy, depending on the metric measured to determine why the discrepancies exist, and take steps to reduce the potential effects.			
Evaluated transit amenities policy to ensure amenities are being distributed throughout the transit system in an equitable manner.			
Developed a policy or procedure to determine whether disparate impacts exist on the basis of race, color, or national origin, and apply that policy or procedure to the results of the monitoring activities.			
Briefed and obtained approval from the transit providers' policy-making officials regarding the results of the monitoring program.			
Documented corrective actions to remedy any disparities.			

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

In addition to the normal assessment procedures, review the recipient's website and discuss with the recipient if it instituted a fare, major service, or fare media policy change due to the COVID-19 public health emergency.

Review the recipient's website and inquire of the recipient if the fare, major service, or fare media policy change was returned to the pre-COVID-19 public health emergency level. If the fare or fare media change lasted more than six months and/or the service change lasted more than one year, determine if the recipient completed a fare and/or service equity analysis.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it did not conduct an equity analysis for an applicable fare change or major service change unless it can be demonstrated that the fare change lasted less than six months, the

service change lasted less than 12 months or none of the service changes constituted “major service changes” for the purpose of Title VI. The recipient is deficient if its procedures are not conducted in accordance with its approved Title VI Program, including its LAP and PPP.

DEFICIENCY CODE TVI8-1: Impact of fare and/or service changes not adequately examined

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO an equity analysis for any fare or major service change that occurred since submission of the last Title VI Program. The recipient must also submit to the FTA RCRO revised procedures implemented to ensure that future equity analyses will be conducted as required.

The recipient is deficient if there is no documentation of approval by the board of directors, top executive(s), or appropriate governing entity or official(s) responsible for policy decisions regarding the service and/or fare change(s) and the equity impacts of the service and/or fare change(s).

DEFICIENCY CODE TVI8-2: Impact of fare and/or service changes not approved by governing body

SUGGESTED CORRECTIVE ACTION: For completed equity analysis, the recipient must submit to the FTA RCRO documentation that the analysis was approved by the appropriate governing entity or official(s) responsible for policy decisions regarding service and/or fare change(s) and the equity impacts of the service and/or fare change. The recipient must also submit to the FTA RCRO revised procedures implemented to ensure that future equity analyses will be approved by the governing body in advance of implementation or any service and/or fare change.

The recipient is deficient if it has not completed an equity analysis for new fixed guideway or service under New Starts or Small Starts program or the analysis is incomplete. For projects still in the planning process, or not within six months of starting revenue service, the recipient must provide documentation to the FTA RCRO on how it will meet Title VI requirements.

DEFICIENCY CODE TVI8-3: New Starts or new fixed guideway service and equity analyses not completed

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO an equity analysis for New Starts or new fixed guideway service that occurred since submission of the last Title VI Program. The recipient must also submit to the FTA RCRO revised procedures implemented to ensure that future equity analyses will be conducted as required.

NOTE TO REVIEWER: For projects completed without complete analyses, consult the FTA RCRO to discuss the corrective action.

The recipient is deficient if it cannot document that it has monitored service and amenities at least every three years. The recipient is deficient if the monitoring and analysis does not include required elements.

DEFICIENCY CODE TVI8-4: Not implementing Title VI monitoring of service or amenities

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO an updated monitoring program, consistent with the procedures in FTA Circular 4702.1B, along with evidence of implementation.

The recipient is deficient if there is no documentation of the briefing and approval of its policy-making officials regarding the results of the monitoring program.

DEFICIENCY CODE TVI8-5: Policy-making officials' review of Title VI monitoring not evident

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO evidence that it has briefed its policy-making officials on Title VI monitoring conducted,

along with a plan to ensure that this briefing occurs for future monitoring efforts.

GOVERNING DIRECTIVE

FTA Circular 4702.1B Chapter IV 7. Requirement to Evaluate Service and Fare Changes

This requirement applies only to transit providers that operate 50 or more fixed route vehicles in peak service and are located in a UZA of 200,000 or more in population or that otherwise meet the threshold in the Introduction section of this chapter. These transit providers are required to prepare and submit service and fare equity analyses as described below. Transit providers not subject to this requirement are responsible for complying with the DOT Title VI regulations which prohibit disparate impact discrimination, and therefore should review their policies and practices to ensure their service and fare changes do not result in disparate impacts on the basis of race, color, or national origin. To further ensure compliance with 49 CFR Section 21.5(b)(2), 49 CFR Section 21.5(b)(7), and Appendix C to 49 CFR part 21, all providers of public transportation to which this Section applies shall develop written procedures consistent with this Section to evaluate, prior to implementation, any and all service changes that exceed the transit provider's major service change threshold, as well as all fare changes, to determine whether those changes will have a discriminatory impact based on race, color, or national origin. The written procedures and results of service and/or fare equity analyses shall be included in the transit provider's Title VI Program.

Exceptions to conducting fare analysis: "(i) "Spare the air days" or other instances when a local municipality or transit agency has declared that all passengers ride free. (ii) Temporary fare reductions that are mitigating measures for other actions. For example, construction activities may close a segment of a rail system for a period of time and require passengers to alter their travel patterns. A reduced fare for these impacted passengers is a mitigating measure and does not require a fare equity analysis. (iii) Promotional fare reductions. If a promotional or temporary fare reduction lasts longer than six months, then FTA considers the fare reduction permanent and the transit provider must conduct a fare equity analysis.

Detailed descriptions of what the analyses are to cover is included in the Circular's Chapter IV, Section 7. Transit providers shall use tables similar to those provided in Appendix K to depict the results of the service and/or fare equity analysis. Transit providers should refer to the checklist and examples in the Appendix for additional technical assistance with service and fare equity analyses. Upon completion of a service or fare equity analysis, the transit provider shall brief its board of directors, top executive, or appropriate governing entity or official(s) responsible for policy decisions regarding the service and/or fare change(s) and the equity impacts of the service and/or fare change(s). The transit provider shall submit documentation such as a board resolution, copy of meeting minutes, or similar documentation with the Title VI Program as evidence of the board or governing entity or official's consideration, awareness, and approval of the analysis." "Transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guideway capital project shall conduct a service and fare equity analysis. The service and fare equity analysis will be conducted six months prior to the beginning of revenue operations, whether or not the proposed changes to existing service rise to the level of "major service change" as defined by the transit provider. All proposed changes to parallel or connecting service will be examined. If the entity that builds the project is different from the transit provider that will operate the project, the transit provider operating the project shall conduct the analysis. The service equity analysis shall include a comparative analysis of service levels pre-and post- the New Starts/Small Starts/new fixed guideway capital project. The analysis shall be depicted in tabular format and shall determine whether the service changes proposed (including both reductions and increases) due to the capital project will result in a disparate impact on minority populations. The transit provider shall also conduct a fare equity analysis for any and all fares that will change as a result of the capital project.

FTA Circular 4702.1B Chapter IV 6. Requirement to Monitor Transit Service

FTA requires these transit providers to monitor the performance of their transit system relative to their system-wide service standards and service policies (i.e., vehicle load, vehicle assignment, transit amenities, etc.) not less than every three years. (Additional details follow in this section of the Circular.)

If a transit provider determines, based on its monitoring activities, that prior decisions have resulted in a disparate impact on the basis of race, color, or national origin, the transit provider shall take corrective action to remedy the disparities to the greatest extent possible, and shall discuss in the Title VI Program these disparate impacts and actions taken to remedy the disparities.

Transit providers shall brief and obtain approval from the transit providers' policymaking officials, generally the board of directors or appropriate governing entity responsible for policy decisions regarding the results of the monitoring program.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR2

Under [FTA's Title VI Circular 4702.1B](#), transit providers that operate 50-or-more fixed route vehicles in peak service and are located in an urbanized area (UZA) with a population of 200,000 or more, must perform a service equity analysis whenever they make a major service change. The service equity analysis evaluates the impacts of the proposed service changes on Title VI-protected populations and low-income populations. Temporary service changes in response to an emergency do not rise to the level of a major service change, so a service equity analysis is not required. Similarly, FTA exempts all temporary fare changes enacted as a result of an emergency from the fare equity analysis requirement. However, if a transit agency chooses to make permanent any changes made during an emergency, or if changes last longer than 12 months (service) or 6 months (fare), then the transit agency must perform a service or fare equity analysis.

FTA does expect that all transit agencies take reasonable measures to implement temporary service or fare changes equitably to prevent unintentional discrimination. FTA does not require a transit agency to document this process, get board approval prior to implementing changes, or share documentation on the changes with FTA, but FTA recommends that transit agencies document the rationale for specific service reductions, as well as steps taken to ensure equitable reductions in service, in the event someone files a complaint.

Changes directly or indirectly related to an emergency, including ridership and budget reductions, that continue longer than 12 months (service) or 6 months (fare), or are planned in advance as permanent require an equity analysis. As outlined in the Title VI Circular Chapter IV, Section 7, any major service change that lasts longer than 12 months is considered permanent and requires a service equity analysis. This timeframe applies to major service changes initially enacted in response to the COVID-19 public health emergency. Similarly, any fare change—even if initially enacted in response to an emergency—that lasts longer than 6 months is considered permanent and requires a fare equity analysis. Further, transit agencies must prepare an equity analysis during the planning process for planned major service changes or fare changes consistent with the Circular.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR15

FTA cautions that changes in fare media policies—such as temporarily not accepting cash fares, e.g., only pre-purchased media (often referred to as a cashless or cash-free fare policy)—may discriminate against minority transit riders. Minority transit riders may be disproportionately unbanked, lack credit cards, or lack access to locations for purchasing fare media in advance of a trip. FTA expects all transit agencies to consider mitigating measures in this circumstance to ensure their fare media changes do not result in disparate impacts on the basis of race, color, or national origin, which are protected categories under Title VI of the Civil Rights Act of 1964. If a transit agency operating 50 or more fixed route vehicles in peak service and located in an urbanized area (UZA) with a population of 200,000 or more chooses to make permanent any fare media changes that are instituted during an emergency, or if such changes last longer than six months, then the transit agency must perform a fare equity analysis as described in Chapter IV of FTA's Title VI Circular 4702.1B.

TVI9. Does the recipient identify the needs of minorities populations in planning activities; document that it passes Federal Transit Administration (FTA) funds through to subrecipients without regard to race, color, or national origin; and assure that minority populations are not being denied the benefits of or excluded from participation in FTA-funded programs?

BASIC REQUIREMENT

Recipients are required to distribute funding and conduct planning activities in a nondiscriminatory manner.

APPLICABILITY

States and MPOs

DETAILED EXPLANATION FOR REVIEWER

State DOTs and MPOs shall conduct a non-discriminatory planning process and distribute funding in a non-discriminatory manner. States and MPOs are required to encourage and engage minority communities in the statewide or metropolitan transportation planning processes and to consider the needs and mobility of minority communities in the planning process. To ensure that members of minority communities are provided with full opportunities to participate in the planning process, actions shall be taken to eliminate language, mobility, temporal, and other obstacles to allow these populations to participate fully in the process.

States and MPOs shall provide documentation that FTA funds are passed through to subrecipients without regard to race, color, or national origin, and to ensure that minority populations are not being denied the benefits of or excluded from participation in these programs. States and MPOs are required to provide and document assistance provided to potential subrecipients and the procedures used to ensure the equitable distribution of funds to subrecipients that serve predominately minority populations.

INDICATORS OF COMPLIANCE

- a. Did the recipient ensure that members of minority communities are provided with full opportunities to engage in the statewide or metropolitan transportation planning process?*
- b. Did the recipient ensure that the needs of minority communities are identified in the Statewide or Metropolitan Transportation Planning process?*
- c. Did the recipient pass through FTA funds to subrecipients as indicated in its Title VI Program?*
- d. Did the recipient provide assistance to potential subrecipients applying for funding, including its efforts to assist applicants that would serve predominantly minority populations, as described in its Title VI Program?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's most recent Title VI Program submission in TrAMS for discussion of the statewide or metropolitan transportation planning process and the procedures it will use to:

- (1) identify the transportation needs of minority populations,
- (2) include minority communities in the statewide or metropolitan transportation planning process,
- (3) pass through FTA financial assistance to subrecipients in a non-discriminatory manner, and
- (4) provide assistance to potential subrecipients.

Review documentation of statewide or metropolitan planning activities to determine if procedures documented in the Title VI Program for identifying transportation needs of minority communities and including them in the planning process were implemented. This could include actions to eliminate language, mobility, temporal, and other obstacles to allow these populations to participate fully in the process.

Review documentation of activities such as the competitive selection or annual program of projects processes, the latest allocation of funds to subrecipients, and assistance offered for efforts to receive applications from agencies serving predominantly minority and low-income populations, along with the record of accepted and rejected applications identifying applicants that are minority organizations or that provide assistance to minority or low-income communities.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it is not identifying the needs of minority communities in planning as described in its Title VI Program.

DEFICIENCY CODE TVI9-1: Needs of minority communities not identified in statewide or metropolitan planning process

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO evidence that the needs of minority communities are being included in the statewide or metropolitan transportation planning process in accordance with FTA Circular 4702.1B and its Title VI Program.

The recipient is deficient if it is not implementing procedures for inclusion of minority communities in statewide or metropolitan transportation planning process as described in its Title VI Program.

DEFICIENCY CODE TVI9-2: Minority communities not included in the statewide or metropolitan transportation planning process

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO evidence that it has implemented procedures for inclusion of minority communities in planning processes in accordance with FTA Circular 4702.1B and its Title VI Program.

The recipient is deficient if it is not passing through funds to subrecipients in a non-discriminatory manner as described in its Title VI Program.

DEFICIENCY CODE TVI9-3: No basis for determining equitable distribution of funds

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO an assessment of the adequacy of its procedures and, if necessary, an updated plan to ensure funds are used and distributed equitably, consistent with the procedures in FTA Circular 4702.1B and its Title VI Program.

The recipient is deficient if it is not providing assistance to potential subrecipients as described in its Title VI Program.

DEFICIENCY CODE TVI9-4: Assistance not provided to potential subrecipients

SUGGESTED CORRECTIVE ACTION: The recipient must prepare and submit to the FTA RCRO documentation that it is providing assistance to potential subrecipients, consistent with the procedures in FTA Circular 4702.1B and its Title VI Program.

GOVERNING DIRECTIVE

FTA Circular 4702.1B, Chapter V 2. Requirement to Prepare and Submit a Title VI Program

States shall include the following information in their Title VI Program: (f) A description of the statewide transportation planning process that identifies the transportation needs of minority populations; (g) A description of the procedures the State uses to pass through FTA financial assistance to subrecipients in a non-discriminatory manner; (h) A description of the procedures the State uses to provide assistance to potential subrecipients applying for funding, including its efforts to assist applicants that would serve predominantly minority populations.

FTA Circular 4702.1B, Chapter VI 2. Requirement to Prepare and Submit a Title VI Program

MPOs shall include the following information in their Title VI Program: (a) (3) A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process... (c) (2) A description of the procedures the MPO uses to pass through FTA financial assistance to subrecipients in a non-discriminatory manner; (3) A description of the procedures the MPO uses to provide assistance to potential subrecipients applying for funding, including its efforts to assist applicants that would serve predominantly minority populations.

FTA Circular 4702.1B, Chapter V 3. Planning

As part of the planning certification review, FTA/FHWA review State-developed documentation to determine whether States have: c. Ensured that members of minority communities are provided with full opportunities to engage in the Statewide Transportation Planning process. This includes actions to eliminate language, mobility, temporal, and other obstacles to allow these populations to participate fully in the process.

FTA Circular 4702.1B, Chapter VI 3. Planning

As part of the planning certification review, FTA/FHWA review MPO developed documentation to determine whether MPOs have: c. Ensured that members of minority communities are provided with full opportunities to engage in the transportation planning process. This includes actions to eliminate language, mobility, temporal, and other obstacles to allow these populations to participate fully in the process.

FTA Circular 4702.1B, Chapter V 4. Requirements for Program Administration

In order to comply with 49 CFR Section 21.5, the general nondiscrimination provision, States shall document that they pass through FTA funds under the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) program, the Formula Grants for Rural Areas (Section 5311) program, and any other FTA funds, to subrecipients without regard to race, color, or national origin, and assure that minority populations are not being denied the benefits of or excluded from participation in these programs.

FTA Circular 4702.1B, Chapter VI 6. Requirements for Program Administration

In order to comply with 49 CFR Section 21.5, the general nondiscrimination provision, MPOs shall document that they pass through FTA funds under any FTA programs (e.g., 49 U.S.C. 5310, Enhanced Mobility for Seniors and Individuals with Disabilities), to subrecipients without regard to race, color, or national origin, and assure that minority populations are not being denied the benefits of or excluded from participation in these programs.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Have any oversight reviews, audits, or investigations of the recipient conducted since the last Comprehensive Review (including Title VI Reviews and the most recent Comprehensive Review) identified significant deficiencies, material weaknesses, and/or repeat deficiencies in Title VI?

2. Are any oversight reviews, audits, or investigations scheduled during this Federal fiscal year?
3. Did the recipient experience difficulty resolving or closing any oversight review, investigation, or audit deficiencies related to Title VI?
4. Are any Title VI deficiencies currently open?
5. If a Title VI compliance review is scheduled for the current Federal fiscal year, what information prompted the review?
6. Are any issues related to Title VI indicated in the Oversight Assessment Tool (OAT)?
7. Did the recipient make revisions to its Title VI program submission as noted by FTA, but those revisions do not appear to meet the intent of the issues communicated to it by FTA?
8. Did the recipient submit its Title VI program update late?
9. Did the recipient transmit its Title VI Program or Program Update through a means that differed from uploading it to the Recipient Documents or Civil Rights Information section of TrAMS?
10. Does it appear that the recipient developed an incomplete plan because it could be categorized as more than one type of recipient per the Title VI Circular?
11. Have Title VI complaints been filed with FTA against the recipient?
12. If the recipient is located in a UZA under 200,000 in population and operates 50 or more fixed-route vehicles in peak demand, does it provide any service into an area of 200,000 or more?
13. For service reductions, does the recipient define its threshold for triggering service change equity analysis differently from that which triggers public comment under the Section 5307 Program Requirements for major service reduction?
14. Is the current Title VI Program that the recipient is implementing the one that was approved by FTA?
15. Does the recipient appear to have sufficient resources for effective implementation of its Title VI Program?
16. Do the recipient's system-wide service standards for each fixed-route mode of service appear to be sufficient to avoid discriminatory service design or operational decisions?
17. Did background research or site visit observations reveal any potential issues or concerns about the recipient's Title VI Program or its implementation not covered previously in this section?

REFERENCES

1. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
2. [49 CFR Part 21](#), "Nondiscrimination in Federally-assisted Programs of the Department of Transportation--Effectuation of Title VI of the Civil Rights Act of 1964"
3. FTA Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients"
4. FTA Circular 4703.1 "Environmental Justice Policy Guidance For Federal Transit Administration Recipients"

5. Federal Register: April 15, 1997 (Vol. 62, Number 72, pp. 18377-18381) “U.S. Department of Transportation (US DOT) Order to Address Environmental Justice in Minority Populations and Low-Income Populations”
6. Executive Order 13166 August 11, 2000: “Improving Access to Services for Persons with Limited English Proficiency”
7. Federal Register: December 14, 2005 (Vol. 70, Number 239, pp. 74087-74100) “US DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons”
8. Civil Rights Restoration Act of 1987

USEFUL WEBLINKS

1. FTA Title VI Page
2. FTA Civil Rights Training Materials
3. FTA Civil Rights Video Training Series
4. US DOT Limited English Proficiency (LEP) Guidance
5. Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs
6. Title VI Frequently Asked Questions
7. US Census American FactFinder “Percent of Specific Language Speakers in the Region” (S1601)
8. Coronavirus Aid, Relief, and Economic Security Act
9. FTA’s Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
10. Notice of Concurrence
11. Emergency Relief rule
12. Emergency Relief docket

Exhibit 11.1

Requirement	Transit Providers that operate fixed-route service	Transit Providers that operate 50 or more fixed-route vehicles in peak service and are located in a UZA of 200,000 or more in population	States	Metropolitan Planning Organizations
General Requirements in Chapter III	Required	Required	Required	Required
Set system-wide standards and policies	Required	Required	Required if fixed route service provided	Required if MPO is a <i>direct recipient</i> and provides fixed route service
Collect and report data	Not required	Required: <ul style="list-style-type: none"> • Demographic and service profile maps and charts • Survey data regarding customer demographic and travel patterns 	Required of all States: <ul style="list-style-type: none"> • Demographic profile and maps of the State showing minority populations • Analysis charts of distribution impact of State and Federal transportation funds • Analysis of disparate impacts of funding distribution 	
			Required if fixed route service provided and meets the peak vehicle and UZA threshold: <ul style="list-style-type: none"> • Service profile maps and charts • Survey data regarding customer demographic and travel patterns 	
Evaluate service and fare equity changes	Not required	Required	Required if fixed route service provided and meets the peak vehicle and UZA threshold	Required if fixed route service provided and meets the peak vehicle and UZA threshold

Requirement	Transit Providers that operate fixed-route service	Transit Providers that operate 50 or more fixed-route vehicles in peak service and are located in a UZA of 200,000 or more in population	States	Metropolitan Planning Organizations
Monitor transit service	Not required	Required	Required if fixed route service provided and meets the peak vehicle and UZA threshold	Required if fixed route service provided and meets the peak vehicle and UZA threshold
Planning	Not required	Not required	Required	Required
Subrecipients	Monitoring required, unless subrecipient is also a direct recipient	Monitoring required, unless subrecipient is also a direct recipient	Required: <ul style="list-style-type: none"> • Procedures to pass through funding in non-discriminatory manner • Procedures to provide assistance to potential subrecipients Monitoring required, unless subrecipient is also a direct recipient	Monitoring required, unless subrecipient is also a direct recipient Required if MPO is a <i>primary recipient</i> : <ul style="list-style-type: none"> • Procedures to pass through funding in non-discriminatory manner • Procedures to provide assistance to potential subrecipients
Program Administration	Not required	Not required	Required	Required

Exhibit 11.2

The chart below summarizes the required elements for contents of a Title VI Program based on recipient category.

Type of Transit Provider	Title VI Program Contents
Demand Responsive Transit Provider	<ul style="list-style-type: none"> • A copy of the recipient's Title VI notice to the public • A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form • A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission • A public participation plan (PPP) that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission • A copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance • For recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, the recipient must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils • Narrative or description of efforts the primary recipient uses to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI program submissions • If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility
Fixed Route Transit Provider	<ul style="list-style-type: none"> • All elements listed above for Demand Responsive Transit Providers • System-wide service standards, including vehicle load, vehicle headway, on time performance, and service availability for each mode • System-wide service policies, including transit amenities and vehicle assignment for each mode
Fixed Route Transit Provider that operates 50 or more fixed route vehicles in peak service and is located in an Urbanized Area (UZA) of 200,000 or more in	<ul style="list-style-type: none"> • All elements listed above for Fixed Route Transit Providers and Demand Responsive Transit Providers • A demographic analysis of the transit provider's service area. This shall include demographic maps and charts completed since submission of the last Title VI Program that contains demographic information and service profiles • Data regarding customer ridership demographics and travel patterns, collected from passenger surveys • Results of the monitoring program of service standards and policies and any action taken, including documentation (e.g., a resolution, copy of meeting

Type of Transit Provider	Title VI Program Contents
population; or has been placed in this category at the discretion of the Director of Civil Rights in consultation with the FTA Administrator	<p>minutes, or similar documentation) to verify the board's or governing entity or official(s)'s consideration, awareness, and approval of the monitoring results</p> <ul style="list-style-type: none"> • A description of the public engagement process for setting the "major service change policy," disparate impact policy, and disproportionate burden policy • A copy of board meeting minutes or a resolution demonstrating the board's or governing entity or official(s)'s consideration, awareness, and approval of the major service change policy and disparate impact policy • Results of equity analyses for any major service changes and/or fare changes implemented since the last Title VI Program submission • A copy of board meeting minutes or a resolution demonstrating the board's or governing entity or official(s)'s consideration, awareness, and approval of the equity analysis for any service or fare changes required by the circular
States	<ul style="list-style-type: none"> • A copy of the recipient's Title VI notice to the public • A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form • A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission • A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission • A copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance • For recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, the recipient must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils • Narrative or description of efforts the recipient uses to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI Program submissions • If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility • A demographic profile of the state that includes identification of the locations of minority populations in the aggregate • Demographic maps that overlay the percent minority and non-minority populations as identified by Census or American Community Survey data at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the State as a designated recipient

Type of Transit Provider	Title VI Program Contents
	<ul style="list-style-type: none"> • An analysis of impacts identified in the demographic maps that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact • A description of the statewide transportation planning process that identifies the transportation needs of minority populations • A description of the procedures the State uses to pass through FTA financial assistance to subrecipients in a nondiscriminatory manner • A description of the procedures the State uses to provide assistance to potential subrecipients applying for funding, including its efforts to assist applicants that would serve predominantly minority populations
MPO	<ul style="list-style-type: none"> • A copy of the recipient's Title VI notice to the public • A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form • A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission • A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission • A copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance • For recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, the recipient must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils • Narrative or description of efforts the primary recipient uses to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI Program submissions • If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility • A demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate • A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process • Demographic maps that overlay the percent minority and non-minority populations as identified by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and

Type of Transit Provider	Title VI Program Contents
	<p>Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO as a designated recipient</p> <ul style="list-style-type: none"> • An analysis of impacts that identified any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact • A description of the procedures the MPO uses to pass through FTA financial assistance to subrecipients in a nondiscriminatory manner • A description of the procedures the MPO uses to provide assistance to potential subrecipients applying for funding, including its efforts to assist applicants that would serve predominantly minority populations

12. AMERICANS WITH DISABILITIES ACT (ADA) - GENERAL

PURPOSE OF THIS REVIEW AREA

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

QUESTIONS TO BE EXAMINED

1. Does the recipient track, resolve, and respond to ADA-related complaints, and publicize the complaint process?
2. Do all bus and rail vehicles acquired for use in fixed-route service by public entities since the last Comprehensive Review meet the accessibility requirements of 49 CFR Part 38?
3. Do all vehicles used in fixed-route service provided under contract or other arrangement or relationship, including microtransit and commuter bus service, meet the requirements under 49 CFR Part 38?
4. Since the last Comprehensive Review, if vehicles were acquired for demand-response service, other than for ADA complementary paratransit service, were the requirements of 49 CFR Part 37 met?
5. Since the last Comprehensive Review, if the recipient has engaged the services of a taxi company, transportation network company, or other private entity to operate demand-response service, including microtransit, on its behalf or in conjunction with its services, are all vehicles accessible, or can equivalent service be demonstrated?
6. Are facilities for providing public transportation that were constructed since the last Comprehensive Review readily accessible to and usable by individuals with disabilities?
7. Are facilities that were altered since the last Comprehensive Review readily accessible to and usable by individuals with disabilities?
8. Does the recipient follow ADA provision of service requirements?
9. Does the recipient accommodate individuals who rely on accessible equipment when that equipment is inoperative?
10. Is general route-deviation service open to the general public?
11. Is rail service accessible to and usable by persons with disabilities?
12. Is ferry service accessible to and usable by persons with disabilities?
13. Does the recipient monitor service provided under contract or other arrangement or relationship, or service provided by another public entity on the recipient's behalf, for compliance with the U.S. Department of Transportation (US DOT) ADA regulations?
14. Does the recipient monitor service provided by subrecipients for compliance with the US DOT ADA regulations?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- ADA complaint procedures, if written
- ADA complaint form
- ADA complaint record retention procedures, if written
- Driver handbooks/operating and training manuals/ADA-related service bulletins
- Sample internal service provision monitoring materials, such as surveys, checklists, interview forms, etc.
- ADA reasonable modification procedures, if written
- Riders' guides, including paratransit guides. (Often information for general compliance issues, such as service animal accommodation or wheelchairs, is only found in paratransit information even though it is not specific to paratransit.)
- List of new facilities constructed or facilities altered since the last review
- Current certification of equivalent service and supporting analysis, if inaccessible vehicles have been employed in demand-responsive service

Recipient Follow-up

- Sample vehicle specifications/information on annunciators
- Documentation of structural impracticality
- Documentation of disproportionality regarding alterations to the path of travel to a facility if alterations were made to a primary function area
- Internal bulletins
- Lift/ramp specifications for the fleet
- Sample requests for reasonable modification
- Sample ADA-related complaint records
- Sample contract or other agreement, or terms of other relationships (including, but not limited to, awards, subawards, or cooperative agreements) with private entity to be visited that operates fixed-route or demand-response service, including microtransit and commuter bus

ADA-GEN1. Does the recipient track, resolve, and respond to ADA-related complaints, and publicize the complaint process?

BASIC REQUIREMENT

Recipients must track, resolve, and respond to ADA-related complaints.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to have procedures for addressing ADA complaints that incorporate appropriate due process standards and provide for prompt and equitable resolution. Recipients must advertise the process for filing an ADA-related complaint through means such as websites and communicate a response promptly to any individual filing a complaint. The recipient is not required to respond to all complaints in writing, but rather must ensure the response can be documented internally. Recipients must retain copies of ADA-related complaints for at least one year and a summary of all ADA-related complaints for at least five years. A recipient may retain complaints or copies of complaints for five years in lieu of a summary.

The recipient must designate at least one employee to coordinate the ADA complaint process. The name, address, telephone number, and email address of the employee so designated must be sufficiently advertised to the public, such as on the entity's Web site. Many agencies designate this individual as the "ADA Coordinator." It is sufficient to provide this information for the ADA Coordinator; it is not necessary to provide specific contact information for the individual serving in that capacity ("ADA.Coordinator@TransitAgency.gov" vs. "John.Smith@TransitAgency.gov").

A recipient can use the same process for accepting and investigating ADA and Title VI complaints; however, ADA complaints must be categorized distinctly in internal and external communications. An agency may elect to have one “Discrimination Complaint Form,” for example, that covers both Title VI and ADA, but the form must clearly distinguish the two statutes and identify whether a complaint involves a Title VI or ADA issue.

INDICATORS OF COMPLIANCE

- a. *Is there a process for addressing ADA complaints?*
- b. *How does the recipient identify ADA complaints?*
- c. *Is the process for filing a complaint advertised to the public, such as on the recipient's website?*
- d. *Is the contact information of the designated responsible employee for ADA complaint coordination sufficiently advertised?*
- e. *Are the complaint procedures accessible to and usable by individuals with disabilities?*
- f. *Do the procedures provide for the prompt and equitable resolution of complaints, including a procedure for responding to complaints and tracking the responses?*
- g. *Does the recipient retain ADA-related complaints for at least one year and a summary of all ADA-related complaints for at least five years?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website to determine if the ADA complaint process is posted. Request and review the ADA complaint procedures and review the website rider guide and pamphlets for information on filing an ADA complaint.

Evaluate whether an individual, after viewing the publicly available materials, would know how to file a disability-related complaint. Review the ADA complaint procedures and determine if the procedures are available in accessible formats upon request. Determine if contact information for the person or office responsible for coordinating complaints is advertised to the public.

Determine if the ADA complaint procedures specify time requirements for research and response, provide for promptly responding to any individual filing an ADA complaint, retaining and documentation of the response.

If the recipient combines its collection or tracking of different types of complaints (e.g. ADA, Title VI, etc.) within one system or with a common form, determine if it can clearly distinguish and appropriately resolve ADA complaints from other types of complaints.

Onsite, review a sample of ADA complaint records to determine if research and response were timely, the response was documented, and if the reason for the response was provided to the individual filing a complaint. Review the ADA complaint procedures and record retention procedures for ADA complaints. Review ADA complaint files and logs to ensure that the recipient retains copies of ADA-related complaints for at least one year and a summary of all ADA-related complaints or complaints themselves for at least five years.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have an ADA complaint process; it does not provide information to the public on how to file an ADA complaint; the contact information for the designated employee or office coordinating complaints is not available; the information is not available in accessible formats when requested; it cannot distinguish ADA complaints from other types of complaints; or its procedures do not provide prompt response or documentation of the response to any individual filing a complaint, including the reason for the response.

DEFICIENCY CODE ADA-GEN1-1: Insufficient ADA complaint process

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA Regional Civil Rights Officer (RCRO) an ADA complaint process.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO information for the public on filing an ADA complaint and documentation that the information has been made available to the public.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit evidence to the RCRO that it has advertised the name, address, telephone number, and email address of the employee designated to coordinate ADA complaints.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the RCRO the accessible formats provided to the public in making the ADA complaint procedures accessible to and usable by individuals with disabilities.

SUGGESTED CORRECTIVE ACTION 5: The recipient must submit to the RCRO ADA complaint procedures that require a prompt response to the individual filing the complaint.

SUGGESTED CORRECTIVE ACTION 6: The recipient must submit to the RCRO ADA complaint procedures that provide for documentation of the response to the individual filing the complaint, including the reason for the response.

The recipient is deficient if it does not maintain complaints for at least one year and a summary of all ADA-related complaints or the complaints themselves for at least five years.

DEFICIENCY CODE ADA-GEN1-2: Insufficient ADA complaint record retention

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for retaining copies of ADA complaints for at least one year and summaries of ADA complaints or the complaints themselves for at least five years.

GOVERNING DIRECTIVE

49 CFR 27.121(b) Compliance information

(b) *Compliance reports.* Each recipient shall keep on file for one year all complaints of noncompliance received. A record of all such complaints, which may be in summary form, shall be kept for five years.

49 CFR 37.17 Designation of responsible employee and adoption of complaint procedures.

(a) *Designation of responsible employee.* Each public or private entity subject to this part shall designate at least one person to coordinate its efforts to comply with this part.

(b) *Adoption of complaint procedures.* An entity shall adopt procedures that incorporate appropriate due process standards and provide for the prompt and equitable resolution of complaints alleging any action prohibited by this part and 49 CFR parts 27, 38 and 39. The procedures shall meet the following requirements:

(1) The process for filing a complaint, including the name, address, telephone number, and email address of the employee designated under paragraph (a) of this section, must be sufficiently advertised to the public, such as on the entity's Web site;

(2) The procedures must be accessible to and usable by individuals with disabilities;

(3) The entity must promptly communicate its response to the complaint allegations, including its reasons for the response, to the complainant and must ensure that it has documented its response.

ADA-GEN2. Do all bus and rail vehicles acquired for use in fixed-route service by public entities since the last Comprehensive Review meet the accessibility requirements of 49 CFR Part 38?

BASIC REQUIREMENT

All new bus or rail vehicles purchased or leased for use in fixed-route service by public entities must be accessible. Used bus or rail vehicles purchased or leased for use in fixed-route service by public entities must be accessible, with a good faith efforts exception. Remanufactured vehicles must be accessible to the maximum extent feasible, with an engineering exception.

APPLICABILITY

Recipients that provide fixed-route service

DETAILED EXPLANATION FOR REVIEWER

All new bus and rail vehicles purchased or leased by public entities operating fixed-route service must be accessible and must comply with the standards found in 49 CFR Part 38 of the US DOT ADA regulations. Recipients must comply with the requirements, as must all contractors and subrecipients.

All used bus and rail vehicles must be accessible. Inaccessible used bus and rail vehicles may only be purchased or leased if, after making demonstrated good faith efforts to obtain an accessible vehicle, the entity is unable to do so. Good faith efforts are defined in 49 CFR 37.73(c) and 37.81(c) as including at least the following steps:

- An initial solicitation or documented communication for used vehicles specifying that all used vehicles are to be lift equipped or otherwise accessible to and usable by individuals with disabilities
- A nationwide search for accessible vehicles, involving specific inquiries to used vehicle dealers and other transit providers
- Advertising in trade publications and contacting trade associations

The entity must keep records documenting good faith efforts for three years.

Remanufactured vehicles must be made accessible to the maximum extent feasible. It is considered feasible to remanufacture a vehicle so that it is accessible, unless an engineering analysis demonstrates that including accessibility features would have a significant adverse effect on the structural integrity of the vehicle. Specific standards for the various types of transit vehicles are established by 49 CFR Part 38.

INDICATOR OF COMPLIANCE

- a. *Do all new bus and rail vehicles purchased or leased over the past three years by public entities operating fixed-route service appear to comply with the standards found in 49 CFR Part 38 of the US DOT ADA regulations based on review of the elements below?*

Bus Accessibility Checklist	Yes, No, or Not Applicable
Priority seating designated	-
Wheelchair location signage	-

Bus Accessibility Checklist	Yes, No, or Not Applicable
Lift, ramp or level-change mechanism	-
Lift platforms have handrails	-
Ramps have 2"-high edge barriers	-
Securement locations and devices: At least two for vehicles >22' (one of which may be rear-facing w/padded barrier)	-
At least one for vehicles ≤22' (may face forward, or rearward with padded barrier)	-
Seat belt and shoulder harness for each securement location	-
Stop request controls within securement area	-
Public address system, if >22' and used in multiple-stop, fixed-route service	-

Rail Car Accessibility Checklist	Yes, No, or Not Applicable
Priority seating designated	-
Minimum clear space of 30"x 48" for each of two wheelchair locations (do not have to be specifically designated as wheelchair locations and may overlap space for standees)	-
Public address system (for commuter rail, alternative systems or devices which provide equivalent access are also permitted)	-
Lift, ramp or bridge plate if platform to railcar gap exceeds 3" horizontal and/or +/- 5/8" vertical (not required on vehicle if wayside devices provided)	-
2" high edge barriers on ramps and bridge plates (unless recipient possesses certification of equivalent facilitation from FTA Administrator)	-

- b. *For used vehicles acquired or leased that do not meet accessibility standards under 49 CFR Part 38, did the recipient's good faith efforts meet the requirements of 49 CFR 37.73(c), 37.81(c) or 37.87(c)?*
- c. *For remanufactured vehicles that do not meet accessibility standards under 49 CFR Part 38, does the recipient possess the results of an engineering analysis demonstrating that meeting a specific standard would have a significant adverse effect on the structural integrity of the vehicle? Were all other standards met?*

INSTRUCTIONS FOR REVIEWER

Review the list of procurements obtained under the Procurement area of the review to determine whether new vehicles were purchased or leased since the last Comprehensive Review. Onsite, review procurement files to determine if accessible vehicles were specified. During the tour of the facility, check

for inaccessible vehicles. Using the vehicle accessibility checklists, visually observe at least one new bus and rail car for ADA accessibility features.

Review awards in TrAMS to determine whether used or remanufactured vehicles were acquired or leased or if any existing vehicles were remanufactured since the last Comprehensive Review. Onsite, discuss each instance in which an inaccessible used vehicle was acquired or remanufactured. For any purchase or lease of an inaccessible vehicle, review the supporting documentation, including documentation of good-faith efforts consistent with 49 CFR 37.73(c), 37.81(c) or 37.87(c) to obtain an accessible vehicle. For remanufactured vehicles, review the engineering analysis supporting significant adverse effects on the structural integrity of the vehicle. During the tour of the facility, check for inaccessible vehicles.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it purchased or leased inaccessible new vehicles for use by public entities in fixed-route service.

DEFICIENCY CODE ADA-GEN2-1: New vehicle accessibility standards deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO documentation showing that the newly acquired inaccessible vehicles were taken out of fixed-route service. Before placing them back in fixed-route service, the recipient must submit to the RCRO documentation demonstrating that the vehicles have been made accessible.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation that it has canceled the lease for inaccessible vehicles.

The recipient is deficient if it purchased or leased inaccessible used vehicles for use by public entities in fixed-route service and cannot demonstrate that good faith efforts consistent with 49 CFR 37.73(c), 37.81(c) or 37.87(c) were made to obtain accessible vehicles.

DEFICIENCY CODE ADA-GEN2-2: Used vehicle accessibility standards deficiency

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence of good faith efforts consistent with 49 CFR 37.73(c), 37.81(c) or 37.87(c), or evidence that it has ceased use of inaccessible used vehicles acquired since the last Comprehensive Review for fixed-route service. Before placing the vehicles back in service, the recipient must submit to the RCRO documentation that it has made the vehicles accessible.

The recipient is deficient if it has remanufactured vehicles, or purchased or leased remanufactured vehicles that were not made readily accessible to persons with disabilities, including those who use wheelchairs, and did not document an engineering analysis demonstrating a significant adverse impact on the structural integrity of the vehicle.

DEFICIENCY CODE ADA-GEN2-3: Remanufactured vehicle accessibility standards deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO the engineering analysis showing that making the vehicles accessible would have had a significant adverse effect on the structural integrity of the vehicle, or documentation that it has ceased use of the vehicles in fixed-route service. Before placing the vehicles back in service, the recipient must submit to the RCRO documentation that it has made the vehicles accessible.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO evidence that it has canceled the lease for inaccessible vehicles.

GOVERNING DIRECTIVE

49 CFR 37.71 Purchase or lease of new non-rail vehicles by public entities operating fixed route systems

(a) Each public entity operating a fixed route system making a solicitation after August 25, 1990, to purchase or lease a new bus or other new vehicle for use on the system, shall ensure that the vehicle is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

49 CFR 37.79 Purchase or lease of new rail vehicles by public entities operating rapid or light rail systems

Each public entity operating a rapid or light rail system making a solicitation after August 25, 1990, to purchase or lease a new rapid or light rail vehicle for use on the system shall ensure that the vehicle is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

49 CFR 37.85 Purchase or lease of new intercity and commuter rail cars

Amtrak or a commuter authority making a solicitation after August 25, 1990, to purchase or lease a new intercity or commuter rail car for use on the system shall ensure that the vehicle is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

49 CFR 37.73 Purchase or lease of used non-rail vehicle by public entities operating fixed-route systems

(c) Good faith efforts shall include at least the following steps:

- (1) The initial solicitation for used vehicles made by the public entity specifying that all used vehicles were to be accessible to and usable by individuals with disabilities, or, if a solicitation is not used, a documented communication so stating;
- (2) A nationwide search for accessible vehicles, involving specific inquiries to manufacturers and other transit providers; and
- (3) Advertising in trade publications and contacting trade associations.

49 CFR 37.81 Purchase or lease of used rail vehicle by public entities operating rapid or light rail systems

(c) Good faith efforts shall include at least the following steps:

- (1) An initial solicitation for used vehicles specifying that all used vehicles are to be lift-equipped and otherwise accessible to and usable by individuals with disabilities, or, if an initial solicitation is not used, a documented communication so stating;
- (2) A nationwide search for accessible vehicles, involving specific inquiries to used vehicle dealers and other transit providers; and
- (3) Advertising in trade publications and contacting trade associations.

49 CFR 37.87 Purchase or lease of used intercity and commuter rail cars

(c) Good faith efforts shall include at least the following steps: An initial solicitation for used vehicles specifying that all used vehicles accessible to and usable by individuals with disabilities: A nationwide search for accessible vehicles, involving specific inquiries to used vehicle dealers and other transit providers; and advertising in trade publications and contacting trade associations.

49 CFR 37.75 Remanufacture of non-rail vehicles and purchase or lease of remanufactured non-rail vehicles by public entities operating fixed route systems

(a) This section applies to any public entity operating a fixed route system which takes one of the following actions:

- (1) After August 25, 1990, remanufactures a bus or other vehicle so as to extend its useful life for five years or more or makes a solicitation for such remanufacturing; or
- (2) Purchases or leases a bus or other vehicle which has been remanufactured so as to extend its useful life for five years or more, where the purchase or lease occurs after August 25, 1990, and during the period in which the useful life of the vehicle is extended.

(b) Vehicles acquired through the actions listed in paragraph (a) of this section shall, to the maximum extent feasible, be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

(c) For purposes of this section, it shall be considered feasible to remanufacture a bus or other motor vehicle so as to be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, unless an engineering analysis demonstrates that including accessibility features required by this part would have a significant adverse effect on the structural integrity of the vehicle.

(d) If a public entity operates a fixed route system, any segment of which is included on the National Register of Historic Places, and if making a vehicle of historic character used solely on such segment readily accessible to and usable by individuals with disabilities would significantly alter the historic character of such vehicle, the public entity has only to make (or purchase or lease a remanufactured vehicle with) those modifications to make the vehicle accessible which do not alter the historic character of such vehicle, in consultation with the National Register of Historic Places.

(e) A public entity operating a fixed route system as described in paragraph (d) of this section may apply in writing to the FTA Administrator for a determination of the historic character of the vehicle. The FTA Administrator shall refer such requests to the National Register of Historic Places, and shall rely on its advice in making determinations of the historic character of the vehicle.

49 CFR 37.83 Remanufacture of rail vehicles and purchase or lease of remanufactured rail vehicles by public entities operating rapid or light rail systems

(a) This section applies to any public entity operating a rapid or light rail system which takes one of the following actions:

- (1) After August 25, 1990, remanufactures a light or rapid rail vehicle so as to extend its useful life for five years or more or makes a solicitation for such remanufacturing,
- (2) Purchases or leases a light or rapid rail vehicle which has been remanufactured so as to extend its useful life for five years or more, where the purchase or lease occurs after August 25, 1990, and during the period in which the useful life of the vehicle is extended.

(b) Vehicles acquired through the actions listed in paragraph (a) of this section shall, to the maximum extent feasible, be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

(c) For purposes of this section, it shall be considered feasible to remanufacture a rapid or light rail vehicle so as to be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, unless an engineering analysis demonstrates that doing so would have a significant adverse effect on the structural integrity of the vehicle.

(d) If a public entity operates a rapid or light rail system any segment of which is included on the National Register of Historic Places and if making a rapid or light rail vehicle of historic character used solely on such segment readily accessible to and usable by individuals with disabilities would significantly alter the historic character of such vehicle, the public entity need only make (or purchase or lease a remanufactured vehicle with) those modifications that do not alter the historic character of such vehicle.

(e) A public entity operating a fixed route system as described in paragraph (d) of this section may apply in writing to the FTA Administrator for a determination of the historic character of the vehicle. The FTA Administrator shall refer such requests to the National Register of Historic Places and shall rely on its advice in making a determination of the historic character of the vehicle.

49 CFR 37.89 Remanufacture of intercity and commuter rail cars and purchase or lease of remanufactured intercity and commuter rail cars

(a) This section applies to Amtrak or a commuter authority which takes one of the following actions:

- (1) Remanufactures an intercity or commuter rail car so as to extend its useful life for ten years or more:
- (2) Purchases or leases an intercity or commuter rail car which has been remanufactured so as to extend its useful life for ten years or more.

(b) Intercity and commuter rail cars listed in paragraph (a) of this section shall, to the maximum extent feasible, be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

(c) For purposes of this section, it shall be considered feasible to remanufacture an intercity or commuter rail car so as to be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, unless an engineering analysis demonstrates that remanufacturing the car to be accessible would have a significant adverse effect on the structural integrity of the car.

49 CFR Part 38—Americans with Disabilities Act (ADA) Accessibility Standards for Transportation Vehicles

Subpart B—Buses, Vans and Systems

§38.27 Priority seating signs

(a) Each vehicle shall contain sign(s) which indicate that seats in the front of the vehicle are priority seats for persons with disabilities, and that other passengers should make such seats available to those who wish to use them. At least one set of forward-facing seats shall be so designated.

(b) Each securement location shall have a sign designating it as such.

Subpart C—Rapid Rail Vehicles and Systems

§38.55 Priority seating signs

(a) Each vehicle shall contain sign(s) which indicate that certain seats are priority seats for persons with disabilities, and that other passengers should make such seats available to those who wish to use them.

Subpart D—Light Rail Vehicles and Systems

§38.75 Priority seating signs

(a) Each vehicle shall contain sign(s) which indicate that certain seats are priority seats for persons with disabilities, and that other passengers should make such seats available to those who wish to use them.

(b) Where designated wheelchair or mobility aid seating locations are provided, signs shall indicate the location and advise other passengers of the need to permit wheelchair and mobility aid users to occupy them.

Subpart E—Commuter Rail Cars and Systems

§38.105 Priority seating signs

(a) Each car shall contain sign(s) which indicate that certain seats are priority seats for persons with disabilities and that other passengers should make such seats available to those who wish to use them.

ADA-GEN3. Do all vehicles used in fixed-route service provided under contract or other arrangement or relationship, including microtransit and commuter bus service, meet the requirements of 49 CFR Part 38?

BASIC REQUIREMENT

Vehicles used in fixed-route service operated under contract or other arrangement or relationship (including, but not limited to, an award, subaward or cooperative agreement), including those used in fixed-route microtransit and commuter bus service, must be accessible.

APPLICABILITY

Recipients who contract for fixed-route service

DETAILED EXPLANATION FOR REVIEWER

When an entity enters into a contractual or other arrangement (including, but not limited to, an award, subaward, or cooperative agreement) or relationship with a private entity to operate fixed-route service, including microtransit and commuter bus service, all of the vehicles acquired and used in the service must be accessible. The contractor must meet the entity's obligations as it "stands in the shoes" of the entity and the entity cannot contract away its obligations to provide accessible service. The DOT ADA regulations contain no exemptions for "pilot" or demonstration projects.

49 CFR Part 37 subpart H Over-the-Road Buses is specific to private entities and does not govern public entities contracting for fixed-route service. Unlike private over-the-road bus operators, public entities may not require advance notice for accessible vehicles to be made available.

INDICATOR OF COMPLIANCE

- a. *Do all vehicles used in fixed-route service under contract or other arrangement meet the requirements of 49 CFR Part 38?*

INSTRUCTIONS FOR REVIEWER

Onsite, review sample contracts, awards, subawards, cooperative agreements, and other arrangements or relationships for fixed-route service, including commuter bus and microtransit, to identify vehicle accessibility requirements. Review information on service being provided under contract or other arrangement or relationship to determine whether advance notice is necessary for accessible vehicles to be provided.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if the vehicles used by a private entity operating fixed-route service on its behalf or under its banner are not accessible. The recipient is deficient if advance notice is required for accessible vehicles to be made available.

DEFICIENCY CODE ADA-GEN3-1: Contracted service vehicle accessibility standards deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO evidence that it has required its contractors to use accessible equipment for fixed-route service and provided a timeframe for the contractor to be in compliance.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO evidence that any requirements for advance notice for accessible vehicles to be made available have been eliminated.

GOVERNING DIRECTIVE

49 CFR 37.7 Standards for accessible vehicles

(a) For purposes of this part, a vehicle shall be considered to be readily accessible to and usable by individuals with disabilities if it meets the requirements of this part and the standards set forth in part 38 of this title.

(c) Over-the-road buses acquired by public entities (or by a contractor to a public entity as provided in §37.23 of this part) shall comply with §38.23 and subpart G of part 38 of this title.

49 CFR 37.23 Service under contract

(a) When a public entity enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to operate fixed route or demand responsive service, the public entity shall ensure that the private entity meets the requirements of this part that would apply to the public entity if the public entity itself provided the service.

ADA-GEN4. Since the last Comprehensive Review, if vehicles were acquired for demand-response service, other than for ADA complementary paratransit service, were the requirements of 49 CFR Part 37 met?

BASIC REQUIREMENT

Vehicles used in demand-response service must be accessible; inaccessible vehicles may only be acquired if the entity can demonstrate that the service, when viewed in its entirety, meets the requirements for equivalent service under 49 CFR 37.77(c).

APPLICABILITY

Recipients who provide demand-response service other than complementary paratransit

DETAILED EXPLANATION FOR REVIEWER

Public entities operating demand-response service for the general public must purchase or lease accessible vehicles unless they can demonstrate that the system, when viewed in its entirety, provides a level of service to persons with disabilities, including persons who use wheelchairs, that is equivalent to the level of service it provides to persons without disabilities. Demand-response service for the general public does not include ADA complementary paratransit service, which is subject to specific requirements. The service for the general public for people with and without disabilities must be provided in the most integrated setting feasible and must be equivalent with respect to response time, fares, geographic service area, hours and days of service, any restrictions or priorities based on trip purpose, availability of information and reservation capability, and any constraints on capacity or service availability. Recipients

must ensure that contractors using non-accessible vehicles in demand-response service operated under contract or other arrangement or relationship provide equivalent service according to this standard.

Vanpool systems operated by public entities or in which public entities own, purchase or lease the vehicles are subject to equivalent service requirements. A vehicle that an individual with disabilities can use must be made available to and used by a vanpool in which such an individual chooses to participate.

If the recipient has acquired any inaccessible vehicles in the past three years, it must produce an analysis of its services demonstrating that equivalent service is and will continue to be provided to persons with disabilities, including wheelchair users, according to the requirements contained in 49 CFR 37.77(c). This is in addition to, and must support, any certification of equivalent service.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Modification of Fixed-Route Service

Recipients determine the type of service they offer. There are no ADA concerns with a proposal to move from a fixed-route to a demand-responsive service. However, under DOT ADA regulations at 49 CFR 37.77, all vehicles used in demand-responsive service must be accessible to and usable by persons with disabilities, including wheelchair users, unless equivalent service can be demonstrated according to the specific criteria contained in 49 CFR 37.77(c). In addition, once the recipient completes its move to demand-responsive service, the obligation to provide ADA complementary paratransit service is no longer applicable. For more information on ADA requirements for demand-responsive service, see Chapter 7 of FTA Circular 4710.1.

INDICATOR OF COMPLIANCE

- a. If the recipient acquired non-accessible equipment for demand-response service the last comprehensive review, can the recipient document that equivalent service is and will continue to be provided to persons with disabilities, including wheelchair users, in accordance with the criteria found in 49 CFR 37.77(c)?*
- b. If inaccessible vehicles are used for demand-responsive service, can the recipient demonstrate that equivalent service is provided?*
- c. If the recipient transitioned from a fixed-route to demand-responsive service, are all the vehicles used in service accessible?*

INSTRUCTIONS FOR REVIEWER

Review the listing of vehicle procurements to determine whether new vehicles were acquired for demand responsive service since the last Comprehensive Review. Onsite, review procurement files to determine if accessible vehicles were specified. Obtain documentation showing that the recipient monitors its service to ensure that equivalent service is provided. Ask whether an accessible vehicle can be provided on the same basis as an inaccessible vehicle according to the equivalent service standards described in 49 CFR 37.77(c).

In addition to the normal assessment procedures, review the recipient's website or discuss with the FTA regional office to determine if the recipient transitioned from providing fixed-route to demand-responsive service in response to the COVID-19 public health emergency.

Review the recipient's vehicle listing and inquire if any of its vehicles are inaccessible. If any inaccessible vehicles are used in demand-responsive service, request evidence demonstrating that equivalent service according to the regulatory criteria is provided.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it purchased or leased new inaccessible vehicles for use in demand-response service and cannot document that equivalent service is provided to persons with disabilities, including wheelchair users.

DEFICIENCY CODE ADA-GEN4-1: Demand-response vehicle accessibility standards deficiency

SUGGESTED CORRECTIVE ACTION: The recipient must ensure that all future vehicle acquisitions specify only accessible vehicles meeting the requirements of 49 CFR Part 38 until it can demonstrate that equivalent service is provided.

GOVERNING DIRECTIVE

49 CFR 37.77 Purchase or lease of new non-rail vehicles by public entities operating a demand responsive system for the general public.

(a) Except as provided in this section, a public entity operating a demand responsive system for the general public making a solicitation after August 25, 1990, to purchase or lease a new bus or other new vehicle for use on the system, shall ensure that the vehicle is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

(b) If the system, when viewed in its entirety, provides a level of service to individuals with disabilities, including individuals who use wheelchairs, equivalent to the level of service it provides to individuals without disabilities, it may purchase new vehicles that are not readily accessible to and usable by individuals with disabilities.

(c) For purposes of this section, a demand responsive system, when viewed in its entirety, shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (1) Response time;
- (2) Fares;
- (3) Geographic area of service;
- (4) Hours and days of service;
- (5) Restrictions or priorities based on trip purpose;
- (6) Availability of information and reservations capability; and
- (7) Any constraints on capacity or service availability.

Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR 7

Local transit agencies determine the type of service they offer. While there are no Title VI or ADA concerns with a proposal to move from a fixed route to a demand-responsive service (FTA does not require a service or fare equity analysis for a temporary service or fare change as a result of an emergency), note that under DOT ADA regulations at 49 CFR 37.77, all vehicles used in demand-responsive service must be accessible to and usable by persons with disabilities, including wheelchair users, unless equivalent service can be demonstrated according to the specific criteria contained in 49 CFR 37.77(c). In addition, once the system completes its move to demand-responsive service, the obligation to provide ADA complementary paratransit no longer is applicable. For more information on ADA requirements for demand-responsive service, see Chapter 7 of FTA Circular 4710.1.

ADA-GEN5. Since the last Comprehensive Review, if the recipient has engaged the services of a taxi company, transportation network company, or other private entity to operate demand-response service, including microtransit, on its behalf or in conjunction with its services, are all vehicles accessible, or can equivalent service be demonstrated?

BASIC REQUIREMENT

No entity shall discriminate against an individual with a disability in connection with the provision of transportation service.

APPLICABILITY

Recipients who contract for demand-response service

DETAILED EXPLANATION FOR REVIEWER

Public entities operating demand-response service (including microtransit) for the general public who enter into a contract or other arrangement or relationship (including, but not limited to, an award, subaward or cooperative agreement) with a private entity must ensure that services provided through such arrangement are accessible to and usable by persons with disabilities, including wheelchair users. Where inaccessible vehicles are used, equivalent service must be provided to persons with disabilities, including those who use wheelchairs, according to the criteria found in 49 CFR 37.77(c). If the private entity lacks sufficient accessible vehicles to ensure that service is equivalent, the recipient may engage the services of another entity that has a sufficient number of accessible vehicles, require the private entity to provide a sufficient number of accessible vehicles or provide accessible vehicles from its own fleet. Note that the DOT ADA regulations contain no exemptions for “pilot” or demonstration projects.

INDICATOR OF COMPLIANCE

- a. *If the recipient entered into a contract or other arrangement or relationship with a private entity to provide demand-response service, is equivalent service provided according to the criteria found in 49 CFR §37.77(c)?*

INSTRUCTIONS FOR REVIEWER

Onsite, examine a sample contract or other arrangement or relationship between the recipient and the private entity to determine if accessible vehicles are provided. Discuss how the recipient ensures that sufficient accessible vehicles are available to ensure the provision of equivalent service to persons with disabilities, including wheelchair users. Review any oversight reports.

Discuss if/how the recipient has determined that equivalent service is provided if it engaged the services of a taxi company, transportation network company, or other private entity to operate demand-response service, including microtransit, on its behalf during the COVID-19 public health emergency.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it entered into a contract or other arrangement or relationship with a private entity, and all vehicles are not accessible, or it cannot demonstrate that equivalent service is provided to persons with disabilities, including wheelchair users, according to the regulatory criteria.

DEFICIENCY CODE ADA-GEN5-1: Demand-response service deficiency

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a plan to either replace inaccessible vehicles with accessible vehicles, bring the service into compliance with equivalent service requirements, or submit procedures for monitoring the demand-response service to ensure that equivalent service is provided to persons with disabilities, including wheelchair users, according to the criteria described in 49 CFR 37.77(c).

GOVERNING DIRECTIVE

49 CFR 37.5 Nondiscrimination

(a) No entity shall discriminate against an individual with a disability in connection with the provision of transportation service.

49 CFR 37.23 Service under contract

(a) When a public entity enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to operate fixed route or demand responsive service, the public entity shall ensure that the private entity meets the requirements of this part that would apply to the public entity if the public entity itself provided the service.

(b) A private entity which purchases or leases new, used, or remanufactured vehicles, or remanufactures vehicles, for use, or in contemplation of use, in fixed route or demand responsive service under contract or other arrangement or relationship with a public entity, shall acquire

accessible vehicles in all situations in which the public entity itself would be required to do so by this part.

(c) A public entity which enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to provide fixed-route service shall ensure that the percentage of accessible vehicles operated by the public entity in its overall fixed route or demand responsive fleet is not diminished as a result.

(d) A private entity that provides fixed route or demand responsive transportation service under contract or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) with another private entity shall be governed, for purposes of the transportation service involved, by the provisions of this part applicable to the other entity.

ADA-GEN6. Are facilities for providing public transportation that were constructed since the last Comprehensive Review readily accessible to and usable by individuals with disabilities?

BASIC REQUIREMENT

Newly constructed facilities must meet US DOT accessibility requirements.

APPLICABILITY

Recipients who provide service

DETAILED EXPLANATION FOR REVIEWER

Any new facility to be used in providing public transportation services must be accessible according to the standards referenced in 49 CFR 37.9, as required by 49 CFR 37.41. “*Facility* means all or any portion of buildings, structures, sites, complexes, equipment, roads, walks, passageways, parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located.” Under 49 CFR 37.41(b), full compliance with these standards is not required where an entity can demonstrate that it is structurally impracticable to meet the requirements. “Structurally impracticable” is defined in 49 CFR 37.41(b)(1) as “those rare circumstances where the unique characteristics of terrain prevent the incorporation of accessibility features.”

If there are parties other than the recipient responsible for portions of the facility, the recipient must ensure that they also comply with the US DOT ADA requirements.

Note that there are differences between the standards required under US DOT ADA regulations and those issued by other Federal agencies and state, county, and municipal building codes cannot be relied upon to ensure compliance with US DOT ADA requirements.

INDICATOR OF COMPLIANCE

- a. *Can the recipient demonstrate that the newly constructed facilities meet accessibility requirements? If not, can the recipient demonstrate that meeting the accessibility requirements was structurally impracticable?*

INSTRUCTIONS FOR REVIEWER

Review awards to determine whether new facilities were constructed since the last Comprehensive Review. Obtain a list of facilities that were constructed since the last Comprehensive Review. Discuss the list with the regional office to determine if they are aware of any accessibility issues. Work with the regional office and the RCRO to determine which facility(ies) to tour during the site visit. Onsite, review procurement files to determine if procurements refer to US DOT ADA requirements. Discuss with the recipient how it ensures that plans, drawings, and construction comply with US DOT ADA requirements. Review documentation of structural impracticability that is the unique characteristics of terrain preventing the incorporation of accessibility features. Tour newly constructed facility(ies) to determine if the building

is generally accessible, that is, includes basic accessibility elements such as accessible parking, accessible routes, ramps, and elevators.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it constructed a new facility that did not meet US DOT accessibility requirements and cannot document structural impracticability.

DEFICIENCY CODE ADA-GEN6-1: New facility accessibility standards deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO a schedule for making the necessary modifications to bring the facility into compliance.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation of structural impracticability.

GOVERNING DIRECTIVE

49 CFR 37.9 Standards for accessible transportation facilities

(a) For purposes of this part, a transportation facility shall be considered to be readily accessible to and usable by individuals with disabilities if it meets the requirements of this part and the requirements set forth in Appendices B and D to 36 CFR part 1191, which apply to buildings and facilities covered by the Americans with Disabilities Act, as modified by Appendix A to this part.

49 CFR 37.41 Construction of transportation facilities by public entities

(a) A public entity shall construct any new facility to be used in providing designated public transportation services so that the facility is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. This requirement also applies to the construction of a new station for use in intercity or commuter rail transportation. For purposes of this section, a facility or station is “new” if its construction begins (*i.e.*, issuance of notice to proceed) after January 25, 1992, or, in the case of intercity or commuter rail stations, after October 7, 1991.

- (1) Full compliance with the requirements of this section is not required where an entity can demonstrate that it is structurally impracticable to meet the requirements. Full compliance will be considered structurally impracticable only in those rare circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features.
- (2) If full compliance with this section would be structurally impracticable, compliance with this section is required to the extent that it is not structurally impracticable. In that case, any portion of the facility that can be made accessible shall be made accessible to the extent that it is not structurally impracticable.
- (3) If providing accessibility in conformance with this section to individuals with certain disabilities (e.g., those who use wheelchairs) would be structurally impracticable, accessibility shall nonetheless be ensured to persons with other types of disabilities (e.g., those who use crutches or who have sight, hearing, or mental impairments) in accordance with this section.

ADA-GEN7. Are facilities that were altered since the last Comprehensive Review readily accessible to and usable by individuals with disabilities?

BASIC REQUIREMENT

Altered facilities must meet US DOT accessibility requirements.

APPLICABILITY

Recipients who provide service

DETAILED EXPLANATION FOR REVIEWER

If the entity alters an existing facility used to provide public transportation, the altered portions of the facility must be accessible. If the altered portion includes the path of travel, the path of travel must be accessible. When the nature of an existing facility makes it impossible to comply fully with applicable accessibility standards, the alterations must be made accessible to the maximum extent feasible. 49 CFR 37.43(b) defines “to the maximum extent feasible” as “the occasional case where the nature of an existing facility makes it impossible to fully comply with applicable standards through a planned alteration.”

If the area being altered contains a primary function, such as a station platform, an additional requirement is triggered to make the path of travel to and from the altered area accessible, unless the cost of doing so is disproportionate to the cost of the alterations to the primary function area. The regulations define “disproportionate” as exceeding 20 percent of the cost of the alteration to the area containing the primary function. The US DOT ADA regulations provide guidance to define disproportionate costs, specify what costs may be counted, and provide a priority listing for accessibility elements to provide greatest access.

An entity must provide documentation sufficient to support that it has made the facility (or altered portion(s) of the facility) accessible to the maximum extent feasible or that alterations required but not made to the path of travel were disproportionate to the overall alterations in terms of cost and scope.

Note that there are differences between the standards required under US DOT ADA regulations and those issued by other Federal agencies and state, county, and municipal building codes cannot be relied upon to ensure compliance with US DOT ADA requirements.

INDICATORS OF COMPLIANCE

- a. *Can the recipient demonstrate that the recently altered facilities meet accessibility requirements?*
- b. *Can the recipient provide documentation that the facility was made accessible to the maximum extent feasible?*
- c. *If the alteration to the facility(ies) involving an area containing a primary function did not result in making the path of travel to and from the altered area accessible, can the recipient demonstrate that the cost of alterations required to make the path of travel accessible were disproportionate to the overall alterations in terms of cost and scope?*

INSTRUCTIONS FOR REVIEWER

Review awards in TrAMS to determine whether facilities were altered since the last Comprehensive Review. Discuss with the regional office any correspondence regarding altered facilities and ADA accessibility. Obtain a list of newly altered facilities. Review procurement files to determine if architectural & engineering (A&E) services refer to US DOT ADA requirements. Discuss with the recipient how it ensures that plans, drawings, and construction comply with US DOT ADA requirements. Review documentation that the facility was made accessible to the maximum extent feasible. Tour the newly altered facility(ies), noting presence or absence in primary function areas of elements such as accessible parking, accessible routes, accessible counters, ramps, and elevators. Use the table below to assist with this documentation. The elements listed are not all-inclusive or may not apply to the particular altered facility.

Primary Function Area Accessibility Element (List not all-inclusive)	Element Present (Yes, No, or Not Applicable)
Accessible Parking	-
Accessible Routes	-
Accessible Counters	-
Ramps	-

Primary Function Area Accessibility Element (List not all-inclusive)	Element Present (Yes, No, or Not Applicable)
Elevators	-
Escalators	-
(Add element)	-

Discuss with the recipient whether the alteration involved an area containing a primary function and if the path of travel to and from the altered area was not made accessible. Obtain and review documentation that the cost of the alterations required to make the path of travel accessible were disproportionate to the overall cost and scope of the alterations.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it altered a facility for providing public transportation that did not meet US DOT accessibility requirements and cannot document that it either made the facility accessible to the maximum extent feasible or the cost of making the path of travel to and from the altered area accessible was disproportionate to the overall alterations in terms of cost and scope.

DEFICIENCY CODE ADA-GEN7-1: Facility accessibility standards deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO a schedule for making the necessary modifications to bring the facility into compliance.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation that the facility was made accessible to the maximum extent feasible.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the RCRO a schedule for making the necessary modifications to make the path of travel accessible.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the RCRO documentation supporting cost disproportionality with regard to the path of travel.

GOVERNING DIRECTIVE

49 CFR 37.9 Standards for accessible transportation facilities

(a) For purposes of this part, a transportation facility shall be considered to be readily accessible to and usable by individuals with disabilities if it meets the requirements of this part and the requirements set forth in Appendices B and D to 36 CFR part 1191, which apply to buildings and facilities covered by the Americans with Disabilities Act, as modified by Appendix A to this part.

49 CFR 37.43 Alteration of transportation facilities by public entities

(a)(1) When a public entity alters an existing facility or a part of an existing facility used in providing designated public transportation services in a way that affects or could affect the usability of the facility or part of the facility, the entity shall make the alterations (or ensure that the alterations are made) in such a manner, to the maximum extent feasible, that the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, upon the completion of such alterations.

(2) When a public entity undertakes an alteration that affects or could affect the usability of or access to an area of a facility containing a primary function, the entity shall make the alteration in such a manner that, to the maximum extent feasible, the path of travel to the altered area and the bathrooms, telephones, and drinking fountains serving the altered area are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, upon completion of the alterations.

Provided, that alterations to the path of travel, drinking fountains, telephones and bathrooms are not required to be made readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, if the cost and scope of doing so would be disproportionate...

(c) As used in this section, a *primary function* is a major activity for which the facility is intended. Areas of transportation facilities that involve primary functions include, but are not necessarily limited to, ticket purchase and collection areas, passenger waiting areas, train or bus platforms, baggage checking and return areas and employment areas (except those involving non-occupiable spaces accessed only by ladders, catwalks, crawl spaces, very narrow passageways, or freight (non-passenger) elevators which are frequented only by repair personnel).

(d) As used in this section, a "path of travel" includes a continuous, unobstructed way of pedestrian passage by means of which the altered area may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, parking areas, and streets), an entrance to the facility, and other parts of the facility. The term also includes the restrooms, telephones, and drinking fountains serving the altered area. An accessible path of travel may include walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps, clear floor paths through corridors, waiting areas, concourses, and other improved areas, parking access aisles, elevators and lifts, bridges, tunnels, or other passageways between platforms, or a combination of these and other elements.

(e)(1) Alterations made to provide an accessible path of travel to the altered area will be deemed disproportionate to the overall alteration when the cost exceeds 20 percent of the cost of the alteration to the primary function area (without regard to the costs of accessibility modifications).

(2) Costs that may be counted as expenditures required to provide an accessible path of travel include:

- (i) Costs associated with providing an accessible entrance and an accessible route to the altered area (e.g., widening doorways and installing ramps);
- (ii) Costs associated with making restrooms accessible (e.g., grab bars, enlarged toilet stalls, accessible faucet controls);
- (iii) Costs associated with providing accessible telephones (e.g., relocation of phones to an accessible height, installation of amplification devices or TDDs);
- (iv) Costs associated with relocating an inaccessible drinking fountain.

(f)(1) When the cost of alterations necessary to make a path of travel to the altered area fully accessible is disproportionate to the cost of the overall alteration, then such areas shall be made accessible to the maximum extent without resulting in disproportionate costs;

(2) In this situation, the public entity should give priority to accessible elements that will provide the greatest access, in the following order:

- (i) An accessible entrance;
- (ii) An accessible route to the altered area;
- (iii) At least one accessible restroom for each sex or a single unisex restroom (where there are one or more restrooms);
- (iv) Accessible telephones;
- (v) Accessible drinking fountains;
- (vi) When possible, other accessible elements (e.g., parking, storage, alarms).

(g) If a public entity performs a series of small alterations to the area served by a single path of travel rather than making the alterations as part of a single undertaking, it shall nonetheless be responsible for providing an accessible path of travel.

(h)(1) If an area containing a primary function has been altered without providing an accessible path of travel to that area, and subsequent alterations of that area, or a different area on the same path of travel, are undertaken within three years of the original alteration, the total cost of alteration to the primary function areas on that path of travel during the preceding three year period shall be considered in determining whether the cost of making that path of travel is disproportionate.

ADA-GEN8. Does the recipient follow ADA provision of service requirements?

BASIC REQUIREMENT

Service must comply with the US DOT ADA regulations regarding provision of service.

APPLICABILITY

Recipients who provide service

DETAILED EXPLANATION FOR REVIEWER

The US DOT ADA regulations (49 CFR 37.161-137.69) detail specific requirements for bus and rail service. (For ferry service requirements see question ADA-GEN12.) The regulations do not require written policies detailing how an entity will comply with these service provisions, but the entity should be able to demonstrate that it has policies and procedures in place to enable it to meet these requirements. The entity should be able to provide reasonable documentation to demonstrate that operators are trained in these requirements and explains how it enforces implementation.

- (a) Stop announcements are required for fixed-route service at transfer points, major intersections, destination points, intervals along the route sufficient to orient passengers to their location, and any stop upon request. The US DOT ADA regulations supersede any union agreement that prevents the entity from requiring operators to call stops. Where automated stop annunciators are used, the public or private entity must ensure the accuracy and usability of the annunciators and that drivers announce stops when the automated system is not functioning and any stop upon request.
- (b) When more than one route serves a stop, the public or private entity must provide an effective means by which an individual with a visual impairment or other disability waiting at a stop can identify the route on which he or she wants to travel. Where automated stop annunciators are used, the entity must ensure the accuracy and usability of the annunciators and that an alternative mechanism is available for an effective means of route identification at stops served by multiple vehicles and multiple routes when annunciators are out of service.
- (c) The entity must permit service animals to accompany individuals with disabilities in vehicles and facilities. Note that the regulations contain no provision for “paperwork,” identifying badges or vests, or for leashes, harnesses, or carriers. The entity may ask whether an animal is a service animal and what functions it performs as such. The entity may not impose species or breed restrictions. Note that the US DOT definition of a service animal includes any guide dog, signal dog or other animal individually trained to work or perform tasks for an individual with a disability; it is not limited to dogs as in the US Department of Justice definition, and excludes no breeds of dog or other animal. Emotional support animals or “comfort animals” are not service animals within the context of the US DOT ADA regulations. Entities may refuse to transport service animals that are deemed to pose a direct threat to the health or safety of drivers or other riders, create a seriously disruptive atmosphere, or are otherwise not under the rider's control.
- (d) Signage designating wheelchair locations is required on buses. Signage designating priority seating is required on buses and rail vehicles. When an individual with a disability needs to sit in a seat or occupy a wheelchair securement location, the public or private entity must ask the following persons to move in order to allow the individual with a disability to occupy the seat or securement location: (i) individuals, except other individuals with a disability or elderly persons, sitting in a location designated as priority seating for elderly and persons with disabilities (or other seat as necessary); and (ii) individuals (including other persons with disabilities) sitting in a fold-down or other movable seat in a wheelchair securement location. Drivers are not required to compel the person to move; however, the entity is permitted to adopt a policy requiring individuals to move in response to such requests.
- (e) Public and private entities are prohibited from setting weight or size limitations on wheelchairs it will transport that understate the weight capacity that the vehicle fleet can actually accommodate (e.g., a policy of not transporting wheelchair users whose combined weight is more than 600

pounds, when the design load of their vehicle lifts is 800 pounds). The term “common wheelchair,” was deleted from 49 CFR Part 37 effective October 19, 2011. While the dimensions and capacities required for lifts, ramps, and securement areas have not changed, many vehicles are capable of accommodating larger and heavier wheelchairs. Where this is the case, it is inappropriate to limit the size and/or weight of the wheelchairs an entity will accommodate to the minimum standards. Entities must accommodate wheelchairs according to the true capacities of their vehicles.

It may be helpful for a recipient to publicize the capacities of its vehicles, so that passengers using wheelchairs can determine whether their mobility devices will fit aboard the recipient's vehicles. As long as this information does not understate the actual dimensions and design load of the vehicles in the recipient's fleet, and as long as these vehicles meet the requirements of 49 CFR Part 38, a recipient that does so is not deficient. Because the minimum standards for vehicle lifts and ramps have not changed, such a recipient may accurately report that its vehicles can accommodate wheelchairs measuring 30” x 48” and weighing up to 600 lbs. when occupied, if that represents its actual capacities. In those cases, a recipient may restrict service to wheelchairs within those dimensional and weight limitations.

Note that the definition of “wheelchair” specifically includes mobility scooters, and contains no requirements for brakes, footrests, push handles or other equipment. The entity may not condition the provision of service upon the presence of such ancillary equipment. The entity also may not condition the provision of service upon information from a wheelchair manufacturer concerning the “transportability” of a wheelchair; all wheelchairs must be accommodated. Policies requiring riders to transfer to a vehicle seat from their wheelchair are expressly prohibited. Entities may not require wheelchair users to sign or submit waivers as a condition of accommodating them.

- (f) Public and private entities must not refuse to permit a passenger who uses a lift or ramp to board or disembark from a vehicle at any designated stop, unless the lift or ramp cannot be deployed, the lift or ramp will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all passengers. The entity must deploy lifts or ramps for persons who do not use wheelchairs, including standees. The entity may not seek waivers from standees who require the use of the lift.
- (g) Public and private entities may not deny service to individuals using respirators, concentrators, or portable oxygen.
- (h) Public information and communications must be made available in accessible formats, upon request. The alternate accessible format must be provided in a format that the requesting individual can actually use; which format (Braille, audio, large-type, etc.) is not specified. Public and private entities must make available to individuals with disabilities adequate and accessible information concerning transportation services. Note that provision of non-English information is separate from provision of accessible-format materials.
- (i) Public entities are required under 49 CFR 37.5(i)(3) to make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability or to provide program accessibility to their services. The process to be used in considering requests for reasonable modifications is described in 49 CFR 37.169.

There is no specific requirement for a separate process for reasonable modifications; existing local processes may suffice. Whether a recipient relies on existing processes or develops something specific to reasonable modifications, there are some basic process requirements that must be met:

- Information on the reasonable modification process must be readily available to the public, and must be accessible

- Advance notice can be required, but flexibility is also needed to handle requests that are only practicable on the spot
- Individuals requesting modifications are not required to use the term “reasonable modification”

It should be obvious to the reviewer from public information whether and how the recipient accepts requests for reasonable modifications in policies and practices; no separate “reasonable modification policy” is required.

- (j) The key to ensuring compliance with these policies is ensuring that all employees are aware of them so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service in a respectful and courteous way, with appropriate attention to the difference among individuals with disabilities. For employees, this might be done through initial and refresher trainings.
- (k) Having policies is not sufficient; the recipient must also monitor compliance with the policies.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Rear-Door Boarding

If a recipient has implemented a rear-door-only boarding policy on vehicles, and the lift/ramp is located in the front door of the vehicle, it must have procedures in place to board individuals with disabilities who require the use of the lift/ramp (not all of whom will be wheelchair users).

Wheelchair Securement

The DOT ADA regulations do not explicitly require the use of the securement system; under 49 CFR 37.165(c)(3), an agency may determine for itself whether or not securement will be mandatory for its system. Recipients, therefore, are free to suspend any mandatory securement policy that they may have in place. However, if an agency suspends a mandatory securement policy, 49 CFR 37.165(f) still requires that the operator assist with the use of the securement system should an individual passenger make a request.

INDICATORS OF COMPLIANCE

- Are stops announced on fixed-route vehicles? When automated stop annunciators are inoperative or malfunction, do drivers announce stops?*
- Has the recipient implemented a means of route identification at stops served by more than one route? When automated annunciators are inoperative or malfunction, does the recipient offer an alternative means of route identification?*
- Does the recipient permit service animals meeting the definition in 49 CFR 37.3 to accompany passengers with disabilities aboard all vehicles and in all facilities? Does the recipient require “paperwork” or specific identification in order to accommodate service animals? Does the recipient impose any restrictions on the accommodation of service animals, including leashes, harnesses, or carriers? Does the recipient impose species or breed restrictions on service animals?*
- Does the recipient make priority seating available to individuals with disabilities? Is the required signage provided on all vehicles? Does the recipient make securement location(s) available to wheelchair users? Are securement locations designated? Does the recipient request that all persons occupying movable seating in securement locations, including other persons with disabilities, vacate the seating in order to accommodate wheelchair users? Does the recipient require wheelchair users to sign waivers as a condition of service?*
- Does the recipient understate the size and weight of wheelchairs that it will transport?*

- f. *Does the recipient deploy the lift or ramp at any stop upon request? Are there any stops at which the recipient does not deploy lifts? Does the recipient require standees to sign waivers as a condition of lift use?*
- g. *Does the recipient provide service to persons using respirators, concentrators, and portable oxygen?*
- h. *Does the recipient provide information in accessible formats upon request?*
- i. *Does the recipient make information about how to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices? Does it provide a means, accessible to and usable by individuals with disabilities, to request a modification to the recipient's policies and practices?*
- j. *Does the recipient's training program address how to operate vehicles and equipment safely, and properly assist and treat individuals with disabilities who use the service with respect, courtesy, and sensitivity?*
- k. *Does the recipient monitor employees for compliance with the service provisions?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- l. *Did the recipient implement a rear-door-only boarding policy in response to the COVID-19 public health emergency? If yes, is the lift/ramp deployed from the front door? If yes,*
 - *Were persons with disabilities who require the use of the front-door lift or ramp accommodated aboard the vehicle?*
 - *How was the disability community notified of the changes?*
 - *Were there any changes made to securement locations or priority seating?*
 - *Has the recipient received complaints about its rear-door-only boarding policy?*
 - *Has the recipient ended its rear-door-only boarding policy? If so, when?*
- m. *Did the recipient suspend a mandatory securement policy due to the COVID-19 Public Health Emergency? If yes,*
 - *What is the recipient's policy for assisting passengers who request assistance with the use of the securement system during a time of social distancing?*
 - *How has the recipient communicated its policy to operators?*
 - *Has the recipient received complaints about operator's refusal to assist with the securement system?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website for public information on accessibility. Review the website and other public information for directions on how to request information in accessible formats. Review driver handbooks, operating and training manuals, and internal bulletins for information or procedures pertinent to the ADA service provisions. Review sample vehicle specifications and information on annunciators for how stops are announced and connecting routes identified. Review information on lift/ramp specifications for the fleet. Review ADA complaints addressing service provisions. Review paratransit information for general ADA deficiencies (service animals, wheelchair conditions, waivers, etc.).

During the site visit, discuss ADA service provision implementation.

1. If automated stop annunciators are used, discuss with trainers and transportation managers whether stops are announced and connecting routes identified when stop annunciators are inoperative or malfunction, and how stops are announced upon request. Check if inoperative announcement systems are addressed during pre-trip inspections.
2. Ask managers and trainers how they accommodate service animals, whether there are requirements for identification or restrictions on species or breed, and whether they require leashes, harnesses, or carriers.
3. Ask managers and trainers how they accommodate needs for priority seating in revenue service.
4. Ask managers and trainers how they accommodate wheelchair users requiring the use of the securement area(s) in revenue service. Look at signage designating the securement area as such.
5. Review public and agency materials for any restrictions on size or weight limitation on wheelchairs that will be transported.
6. Ask trainers and managers how they handle “difficult to secure” wheelchairs (note specifically that the term “wheelchair” expressly includes mobility scooters), whether they require any passengers to transfer to a vehicle seat under any circumstances, and how potentially “oversize” mobility devices are handled.
7. Ask the recipient for a list of stops at which it does not deploy lifts and the reasons for not deploying lifts at those stops.
8. If not addressed in written material, ask whether or not the recipient provides service to persons using respirators, concentrators, and portable oxygen.
9. Discuss any request for information in accessible formats and how the recipient honored the request.
10. Review information on requests for reasonable modifications. During the site visit, request the policy for and discuss implementation of the reasonable modification process.
11. Discuss the recipient’s training programs for assistance to riders with disabilities and disability sensitivity. Sample the training records for three recently hired drivers to document that the training is provided.
12. Review oversight documentation, including surveys, checklists, and interview forms for monitoring conducted of compliance with service provisions. Review employee disciplinary policies for how the recipient enforces compliance with the service provisions. Review procedures to determine how ADA-related complaints against an employee are researched and addressed.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

In addition to the normal assessment procedures, review the recipient’s website and discuss with the recipient and regional office to determine if it suspended front-door boarding. Review the recipient’s website and discuss with the recipient and regional office to determine if it suspended its mandatory securement policy. Discuss with the recipient how it made accommodation for passengers requesting assistance. Discuss how the recipient communicated to and trained its operators on its policies to ensure continued compliance with ADA requirements. Inquire of the recipient if it received complaints.

During pre-site visit or site visit discussions, discuss if/how the recipient has suspended, deviated from, or significantly updated or altered the implementation of its procedures during the COVID-19 public health emergency relating to availability of alternative accessible formats, requests for reasonable

accommodations, and accommodating individuals who rely on accessible equipment when that equipment is inoperative.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not ensure that stops are announced on fixed-route service including when the automated system is not functioning, stops are announced upon request or that a means of route identification on fixed-route stops served by more than one route is provided, including when the automated system is not functioning.

DEFICIENCY CODE ADA-GEN8-1: Stop announcement/vehicle ID mechanisms deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO documentation that it has implemented procedures to announce stops on fixed-route service and evidence that it monitors implementation of these procedures.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation that it has implemented procedures to identify routes at fixed-route stops served by more than one route and evidence that it monitors implementation of these procedures.

The recipient is deficient if it imposes conditions upon the accommodation of service animals including identification, leashes, harnesses, muzzles, or carriers. The recipient is deficient if it limits service animals to dogs or includes breed-specific provisions.

DEFICIENCY CODE ADA-GEN8-2: Imposition of improper service animal restrictions

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO revised procedures for accommodating service animals that remove the provisions discussed in this report.

The recipient is deficient if it does not make priority seating available to individuals with disabilities. The recipient is deficient if it does not ask all persons occupying flip-up seats in the securement area, including other passengers with disabilities, to make the securement area available for wheelchair users.

DEFICIENCY CODE ADA-GEN8-3: Priority seating deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO documentation that it has implemented procedures to make priority seating available to individuals with disabilities and evidence that it monitors implementation of these procedures.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation that it has implemented procedures to make securement areas with flip-up seating available to wheelchair users, including asking other passengers with disabilities to vacate such seats. Alternatively, the recipient may submit to the RCRO documentation that it has removed all seating from the securement areas in all of its vehicles.

The recipient is deficient if it sets weight or size limitations on wheelchairs meeting the definition contained in 49 CFR 37.3 that understate fleet capacity.

DEFICIENCY CODE ADA-GEN8-4: Weight/size limitations on wheelchairs

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO documentation that it has implemented procedures to transport wheelchairs that its vehicles can accommodate.

The recipient is deficient if it places conditions upon the transport of wheelchairs meeting the definition contained in 49 CFR 37.3, including requiring ancillary equipment, requires documentation regarding

transportability, requires wheelchair users to transfer to a seat, or requires waivers from wheelchair users as a condition of providing service.

DEFICIENCY CODE ADA-GEN8-5: Inappropriate conditions required for transportation of wheelchairs

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO documentation that it has removed conditions requiring wheelchairs to be equipped with ancillary equipment such as footrests, push handles, brakes, or other equipment.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation that it has removed any conditions requiring wheelchairs to be certified as “transportable.”

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the RCRO documentation that it no longer requires wheelchair users to transfer to a vehicle seat.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the RCRO documentation that it no longer requires waivers from wheelchair users as a condition of providing service.

The recipient is deficient if it does not deploy lifts and ramps for riders who request this, at any stop on any route, or requires waivers from standees who use a wheelchair lift as a condition of providing service.

DEFICIENCY CODE ADA-GEN8-6: Lift/ramp deployment deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO documentation that it has implemented procedures to deploy lifts and ramps at any stop on any route (when requested) and evidence that it monitors the implementation of these procedures.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation that it no longer requires waivers from standees who use a wheelchair lift as a condition of providing service.

The recipient is deficient if it does not provide service to persons using respirators, concentrators, and portable oxygen.

DEFICIENCY CODE ADA-GEN8-7: Portable oxygen and respirators deficiency

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO documentation that it has implemented procedures to provide service to passengers using respirators, concentrators, and portable oxygen and evidence that it monitors implementation of these procedures.

The recipient is deficient if it does not provide information in alternative formats upon request.

DEFICIENCY CODE ADA-GEN8-8: Alternative accessible formats not provided

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for processing requests for public information in alternative formats.

The recipient is deficient if it does not have a process to accept and address requests for reasonable modifications or make information about how to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices or if the information is not accessible to and usable by individuals with disabilities.

DEFICIENCY CODE ADA-GEN8-9: Reasonable modification deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO documentation that it has a process to accept and address requests for reasonable modifications.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation that it makes information about how to make requests for reasonable modifications readily available to the public.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the RCRO documentation that it provides a means, accessible to and usable by individuals with disabilities, to request a modification.

The recipient is deficient if it does not train personnel to operate vehicles and equipment safely, and properly assist and treat individuals with disabilities who use the service with respect, courtesy, and sensitivity.

DEFICIENCY CODE ADA-GEN8-10: ADA training not adequate

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a training program to ensure that personnel are trained to proficiency, as appropriate for their duties, so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service in a respectful and courteous way, with appropriate attention to the difference among individuals with disabilities, along with evidence of implementation.

The recipient is deficient if it does not monitor its operations for compliance with the service provisions.

DEFICIENCY CODE ADA-GEN8-11: Insufficient monitoring of operations for ADA service provisions

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for ensuring that its operations comply with ADA service provisions.

GOVERNING DIRECTIVE

49 CFR 37.3 Definitions

Service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Wheelchair means a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.

49 CFR 37.5 Nondiscrimination

(i)(3) *Public entity-public transport.* Public entities that provide designated public transportation shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability or to provide program accessibility to their services, subject to the limitations of §37.169(c)(1)-(3). This requirement applies to the means public entities use to meet their obligations under all provisions of this part.

49 CFR 37.165 Lift and securement use

(a) This section applies to public and private entities.

(b) Except as provided in this section, individuals using wheelchairs shall be transported in the entity's vehicles or other conveyances.

(1) With respect to wheelchair/occupant combinations that are larger or heavier than those to which the design standards for vehicles and equipment of 49 CFR Part 38 refer, the entity must carry the wheelchair and occupant if the lift and vehicle can accommodate the wheelchair and occupant. The entity may decline to carry a wheelchair/occupant if the combined weight exceeds that of the lift specifications or if carriage of the wheelchair is demonstrated to be inconsistent with legitimate safety requirements.

49 CFR 37.167 Other service requirements

(a) This section applies to public and private entities.

(b) On fixed-route systems, the entity shall announce stops as follows:

(1) The entity shall announce at least at transfer points with other fixed routes, other major intersections and destination points, and intervals along a route sufficient to permit individuals with visual impairments or other disabilities to be oriented to their location.

(2) The entity shall announce any stop on request of an individual with a disability.

(c) Where vehicles or other conveyances for more than one route serve the same stop, the entity shall provide a means by which an individual with a visual impairment or other disability can identify the proper vehicle to enter or be identified to the vehicle operator as a person seeking a ride on a particular route.

(d) The entity shall permit service animals to accompany individuals with disabilities in vehicles and facilities...

(f) The entity shall make available to individuals with disabilities adequate information concerning transportation services. This obligation includes making adequate communications capacity available, through accessible formats and technology, to enable users to obtain information and schedule service.

(g) The entity shall not refuse to permit a passenger who uses a lift to disembark from a vehicle at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions at the stop, not under the control of the entity, preclude the safe use of the stop by all passengers.

(h) The entity shall not prohibit an individual with a disability from traveling with a respirator or portable oxygen supply, consistent with applicable Department of Transportation rules on the transportation of hazardous materials (49 CFR subtitle B, chapter 1, subchapter C)...

(j)(1) When an individual with a disability enters a vehicle, and because of a disability, the individual needs to sit in a seat or occupy a wheelchair securement location, the entity shall ask the following persons to move in order to allow the individual with a disability to occupy the seat or securement location:

(i) Individuals, except other individuals with a disability or elderly persons, sitting in a location designated as priority seating for elderly and handicapped persons (or other seat as necessary);

(ii) Individuals sitting in or a fold-down or other movable seat in a wheelchair securement location.

(2) This requirement applies to light rail, rapid rail, and commuter rail systems only to the extent practicable.

(3) The entity is not required to enforce the request that other passengers move from priority seating areas or wheelchair securement locations.

(4) In all signage designating priority seating areas for elderly persons and persons with disabilities, or designating wheelchair securement areas, the entity shall include language informing persons sitting in

these locations that they should comply with requests by transit provider personnel to vacate their seats to make room for an individual with a disability. This requirement applies to all fixed-route vehicles when they are acquired by the entity or to new or replacement signage in the entity's existing fixed-route vehicles.

49 CFR 37.169 Process to be used by public entities providing designated public transportation service in considering requests for reasonable modification.

(a)(2) The public entity shall make information about how to contact the public entity to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices.

49 CFR 37.173 Training requirements

Each public or private entity which operates a fixed route or demand responsive system shall ensure that personnel are trained to proficiency, as appropriate to their duties, so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service in a respectful and courteous way, with appropriate attention to the difference among individuals with disabilities.

Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR5

Transit systems should have procedures in place such as rear-door entry to ensure that social distancing is being observed by the system and transit riders to protect transit operators and the public. See FTA Safety Advisory 20-01. Some exceptions to rear-door-only boarding policies, however, are necessary for ADA compliance. Under DOT ADA regulations at 49 CFR 37.5(a), no entity may discriminate against an individual with a disability in connection with the provision of transportation service; per 49 CFR 37.165(b), individuals using wheelchairs must be transported in the agency's vehicles.

Wheelchair users are not the only persons with disabilities who may require the use of the front door of the vehicle. Per 49 CFR 37.165(g), ambulatory persons with disabilities also must be permitted to use the lift or ramp on request, and persons who are blind, for example, may require the use of the route identification mechanism required under 49 CFR 37.167(c) to identify the correct bus to board. Not all waiting passengers with disabilities who need to enter at the front will have a visible disability or be using mobility aids such as canes or walkers; per the regulation, the agency must accommodate such individuals at the front door as well.

When implementing a rear-door-only boarding policy, a transit agency should take steps to minimize confusion for riders and personnel. This effort could include conducting outreach to the disability community through local media channels and social media, informing riders of the policy and what to do if they require the use of the ramp or lift, and development of procedures and instructions for personnel.

Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR6

The DOT ADA regulations do not explicitly require the use of the securement system; under 49 CFR 37.165(c)(3), an agency may determine for itself whether or not securement will be mandatory for its system. Agencies, therefore, are free to suspend any mandatory securement policy that they may have in place. However, even if an agency suspends a mandatory securement policy, 49 CFR 37.165(f) still requires that the operator assist with the use of the securement system should an individual passenger make a request.

ADA-GEN9. Does the recipient accommodate individuals who rely on accessible equipment when that equipment is inoperative?

BASIC REQUIREMENT

Service must be accessible to and usable by persons with disabilities.

APPLICABILITY

Recipients who provide service

DETAILED EXPLANATION FOR REVIEWER

Public and private entities must maintain in operative condition those features of vehicles and facilities that are required to make them accessible to and usable by persons with disabilities, including wheelchair users. The requirement for maintenance of accessible features applies to passenger facilities for ferry systems. These features include, but are not limited to, lifts and other means of access to vehicles, securement devices, elevators, signage, and systems to facilitate communications with persons with vision or hearing impairments. Accessibility features must be repaired promptly if they are damaged or out of order. (Isolated or temporary interruptions in service or access due to maintenance or repairs are not prohibited.) When accessibility features are damaged or out of order, §37.161(b) requires the agency to repair them promptly. The regulations do not state a time limit for making particular repairs, given the variety of circumstances involved. As Appendix D to §37.161 notes, however, “repairing accessible features must be made a high priority.” When an accessibility feature is out of order, the entity must take reasonable steps to accommodate individuals with disabilities who would otherwise use the feature.

An important part of maintaining accessibility features so that they are “accessible to and usable by individuals with disabilities” is ensuring they are free from obstructions. Locked accessible doors and accessible paths of travel that are blocked by equipment or boxes of materials are not accessible to or usable by individuals with disabilities. Agencies have an obligation to enforce parking bans and to keep accessible features clear if they have direct control over the area. This can include removing illegally parked vehicles occupying accessible parking spaces or access aisles in station parking lots, removing bicycles obstructing ramps and accessible routes, and removing snow from ramps and accessible routes. Where a transit agency does not have direct control over the areas with accessibility features, FTA encourages coordination with other public entities or private property owners.

Public entities are required to have a system of regular and frequent maintenance checks for wheelchair lifts and ramps on non-rail vehicles that is sufficient to ensure that the lifts are operational. There is no specific requirement for daily cycling of lifts and ramps, though many entities have adopted this practice to meet this requirement for regular and frequent maintenance checks. The procedures must be designed to ensure that the person discovering an inoperative lift or ramp is not a person waiting to use it at the bus stop.

Public entities must ensure that operators report immediately any in-service lift and ramp failures. The vehicle with the inoperable lift or ramp must be removed from service before the beginning of the next service day and the entity must repair the lift or ramp before the vehicle is returned to service. In the event that there is no spare vehicle available and the entity would be required to reduce service to repair the lift or ramp, it may keep the vehicle with the inoperable lift or ramp in service for no more than three days (if the entity serves an area of over 50,000 population) or five days (if the entity serves an area of 50,000 or less population). After these times have elapsed, the vehicle must go into the shop, not to return to service until the lift is repaired. Even during the three- or five-day period, if an accessible spare vehicle becomes available at any time, it must be used in place of the vehicle with the inoperative lift or an inaccessible spare that is being used in its place. In any case in which a vehicle is operating on a fixed route with an inoperative lift (including in-service failures), and the headway to the next accessible vehicle exceeds 30 minutes, the entity must promptly (i.e., within 30 minutes) provide alternative transportation to persons with disabilities who are unable to use the vehicle.

One advantage to ramp-equipped buses is that the ramps are typically easy to deploy manually if the automatic mechanism is out of order. Many transit agencies have policies directing drivers to manually deploy the ramp for the waiting rider instead of calling for alternative transportation. FTA considers local

policies that direct drivers to manually deploy ramps in lieu of arranging for alternative transportation acceptable.

The recipient must monitor its compliance with these US DOT ADA maintenance requirements, including the requirements to take reasonable steps to accommodate individuals with disabilities who would otherwise use the feature and to provide alternative service for in-service lift and ramp failures.

INDICATORS OF COMPLIANCE

- a. *When an elevator or other accessibility feature is out of service or otherwise unusable, does the recipient ensure that individuals who rely on the elevator or feature are accommodated?*
- b. *Does the recipient ensure that vehicles with inoperative lifts or ramps are not placed into service unless no alternative accessible vehicles are available?*
- c. *Does the recipient require vehicle operators to report lift and ramp failures immediately?*
- d. *When lifts or ramps fail in service and cannot be deployed, is alternative accessible service provided to persons with disabilities?*
- e. *Does the recipient ensure that the usability of accessible paths of travel is maintained and provide alternative service or other means of compliance when necessary?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website and other public materials for information on service during elevator failures, including public notification procedures. Onsite, review complaints regarding failure to provide alternative arrangements when elevators are out of service. If there are complaints, determine if the complaints indicate that the recipient does not have or did not follow its procedure for providing alternative arrangements. During the site visit, discuss the alternative service arrangements and how the public is notified promptly about outages and alternative service. Review recipient's outage records. Determine the time requirements, if any, govern in-house elevator repair. Review contract provisions governing timely contractor response to and repair of elevator outages.

Review operating and training manuals, websites, and other information (internal and external) for information or procedures for ensuring that accessible routes are maintained and unobstructed. Such procedures can address the agency's plans for maintaining/repairing accessible equipment/features, towing vehicles parked illegally or removing snow in/from access aisles or accessible spaces, ramps, etc. When touring facilities, note and follow up with the recipient on any inoperative elevators or blocked accessible paths of travel. Determine if the recipient is aware of the situation and, if so, how the recipient became aware of the situation, how soon it plans to address it, and what alternative arrangements are being made for passengers with disabilities.

Review driver handbooks, operating and training manuals, and internal bulletins for information or procedures on lift and ramp availability. Review ADA complaints addressing lift and ramp failures. Review data on fleet accessibility and the number of accessible spares. During the site visit, discuss pre-check procedures and responses to in-service lift/ramp malfunctions. If drivers are reporting in-service lift/ramp failures immediately as required, the frequency of in-service lift/ramp failures may be an indicator of the adequacy of lift/ramp maintenance.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not accommodate passengers when an elevator is out of service.

DEFICIENCY CODE ADA-GEN9-1: Elevator service deficiency

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO documentation that it has implemented procedures to accommodate passengers when an elevator is out of service.

The recipient is deficient if it does not prevent vehicles with inoperative lifts or ramps from being placed into service if there are accessible spares.

DEFICIENCY CODE ADA-GEN9-2: Vehicles with inoperative lift/ramp placed in service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO documentation that it has implemented procedures to prevent vehicles with an inoperative lift or ramp from being placed into service if there are accessible spares and evidence that it monitors the implementation of these procedures.

The recipient is deficient if it does not require bus operators to report lift and ramp failures immediately.

DEFICIENCY CODE ADA-GEN9-3: Lift/ramp failures not reported immediately

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a policy requiring operators to report lift and ramp failures immediately and evidence of its implementation.

The recipient is deficient if it does not take vehicles with inoperative lifts or ramps out of service within the required time frames.

DEFICIENCY CODE ADA-GEN9-4: Vehicles with inoperative lift/ramp not removed from service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for taking vehicles with inoperative lifts or ramps out of service within the required time frames.

The recipient is deficient if it does not provide alternative accessible service to individuals with disabilities within 30 minutes in any case when a vehicle with an inoperable lift or ramp is in service on a route with headways greater than 30 minutes to the next accessible bus.

DEFICIENCY CODE ADA-GEN9-5: Alternative accessible service not provided

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for providing alternative accessible service within 30 minutes on routes with headways greater than 30 minutes when a vehicle lift or ramp fails while in service and/or when a vehicle with an inoperable lift or ramp is used in service.

The recipient is deficient if it does not ensure that the usability of accessible paths is maintained and does not provide alternative service when necessary.

DEFICIENCY CODE ADA-GEN9-6: Usability of accessible paths not maintained

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for ensuring that accessible paths are maintained in a usable manner, and that alternative service is provided whenever obstructions or conditions of disrepair prevent its use by persons with disabilities.

GOVERNING DIRECTIVE

49 CFR 37.161 Maintenance of accessible features: General

(b) Accessibility features shall be repaired promptly if they are damaged or out of order. When an accessibility feature is out of order, the entity shall take reasonable steps to accommodate individuals with disabilities who would otherwise use the feature.

(c) This section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.”

49 CFR 37.163 Keeping lifts in operative condition: Public entities

(a) This section applies only to public entities with respect to lifts in non-rail vehicles.

(b) The entity shall establish a system of regular and frequent maintenance checks of lifts sufficient to determine if they are operative.

The entity shall ensure that vehicle operators report to the entity, by the most immediate means available, any failure of a lift to operate in service.

(d) Except as provided in paragraph (e) of this section, when a lift is discovered to be inoperative, the entity shall take the vehicle out of service before the beginning of the vehicle's next service day and ensure that the lift is repaired before the vehicle returns to service.

(e) If there is no spare vehicle available to take the place of a vehicle with an inoperable lift, such that taking the vehicle out of service will reduce the transportation service the entity is able to provide, the public entity may keep the vehicle in service with an inoperable lift for no more than five days (if the entity serves an area of 50,000 or less population) or three days (if the entity serves an area of over 50,000 population) from the day on which the lift is discovered to be inoperative.

(f) In any case in which a vehicle is operating on a fixed route with an inoperative lift, and the headway to the next accessible vehicle on the route exceeds 30 minutes, the entity shall promptly provide alternative transportation to individuals with disabilities who are unable to use the vehicle because its lift does not work.

ADA-GEN10. Is general route-deviation service open to the general public?

BASIC REQUIREMENT

Route-deviation service must be open to the general public, advertised as such, and accessible to and usable by persons with disabilities.

APPLICABILITY

Recipients that provide route-deviation service to the general public

DETAILED EXPLANATION FOR REVIEWER

The US DOT ADA regulations regard a system that permits user-initiated deviations from routes or schedules as demand response, for which ADA complementary paratransit is not required. One key factor to consider in determining whether a transit system is fixed route or demand response is if an individual must request the service in some way, typically by making a phone call in advance. With fixed-route service, no action is needed to access the service--if a person is at the bus stop at the time the bus is scheduled to appear, then the person can use that service. In contrast, with demand-response service, the individual typically must make a phone call in order to ride the bus. A system that permits user-initiated deviations from routes generally fits the definition of demand-response service.

Note that the fact that there may be an interaction between a passenger and transportation service does not necessarily make otherwise fixed-route service demand responsive. Some services may use flag stops, in which a vehicle along the route does not stop unless a passenger flags the vehicle down. This kind of interaction does not make an otherwise fixed-route service demand responsive.

To be considered demand response, the service must deviate for the general public, not just persons with disabilities. If deviations are restricted to a particular group, the service ceases to be a form of demand-response service for the general public. Systems must provide information to the public on how to request a deviation. The service for persons with disabilities must be equivalent to the service for people without disabilities as specified in 49 CFR 37.77.

The requirements for use of accessible vehicles in demand-responsive service apply to route-deviation service. (See question ADA-GEN4.)

In limited circumstances, a recipient may be able to provide both ADA complementary paratransit service and fixed-route service using the same vehicle. In these situations, the fixed-route bus would go off route (or “deviate”) only for people with disabilities who have been determined to be ADA paratransit eligible. In this scenario, service to such persons must be provided according to the same requirements in subpart F of 49 CFR Part 37 for complementary paratransit (e.g., service area, response time, fares, hours and days of service, absence of capacity constraints and absence of trip purpose restrictions).

INDICATORS OF COMPLIANCE

- a. *Is general route-deviation service promoted as open to the general public? Is the public provided information on how to request a deviation?*
- b. *If non-accessible vehicles are used to provide the service, is equivalent service provided to individuals who require an accessible vehicle?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient’s website for how the recipient promotes its service to the public. Review schedules, timetables, system and route maps, rider guide, and other public information to ensure that deviation service is promoted to the general public and information is provided on how to request a deviation. Review internal information, such as customer service staff instructions, dispatch procedures, and driver instructions (handbook, bulletins) to ensure that staff is instructed to deviate for the general public.

Review the accessibility of the fleet used to provide route-deviation service. If the fleet includes vehicles that are not accessible, when onsite obtain information, such as denial policies and records or dispatch procedures, showing that equivalent service is provided.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not provide or promote route-deviation service to the general public.

DEFICIENCY CODE ADA-GEN10-1: Route-deviation service not provided/promoted to the general public

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO documentation, such as public information and dispatching procedures, documenting that the service deviates for the general public or must submit to the RCRO documentation that it has implemented ADA complementary paratransit service.

The recipient is deficient if it operates non-accessible equipment in route-deviation service and cannot document that equivalent service is provided.

DEFICIENCY CODE ADA-GEN10-2: Equivalent route-deviation service not provided

SUGGESTED CORRECTIVE ACTION 1: The recipient must ensure that all future vehicle acquisitions specify accessible vehicles until it can demonstrate that equivalent service is provided.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO procedures for providing equivalent service and evidence that the procedures have been implemented.

GOVERNING DIRECTIVE

49 CFR 37.121 Requirement for comparable complementary paratransit service

(a) Except as provided in paragraph (c) of this section, each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system.

(b) To be deemed comparable to fixed-route service, a complementary paratransit system shall meet the requirements of §§37.123-37.133 of this subpart.

49 CFR 37.77 Purchase or lease of new non-rail vehicles by public entities operating a demand responsive system for the general public

(a) Except as provided in this section, a public entity operating a demand-responsive system for the general public making a solicitation after August 25, 1990, to purchase or lease a new bus or other new vehicle for use on the system, shall ensure that the vehicle is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

(b) If the system, when viewed in its entirety, provides a level of service to individuals with disabilities, including individuals who use wheelchairs, equivalent to the level of service it provides to individuals without disabilities, it may purchase new vehicles that are not readily accessible to and usable by individuals with disabilities.

(c) For purposes of this section, a demand responsive system, when viewed in its entirety, shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (1) Response time;
- (2) Fares;
- (3) Geographic area of service;
- (4) Hours and days of service;
- (5) Restrictions or priorities based on trip purpose;
- (6) Availability of information and reservations capability; and
- (7) Any constraints on capacity or service availability.

ADA-GEN11. Is rail service accessible to and usable by persons with disabilities?

BASIC REQUIREMENT

Rail service must be accessible to and usable by persons with disabilities.

APPLICABILITY

Recipients that provide rail service, including light, rapid, and commuter rail

DETAILED EXPLANATION FOR REVIEWER

Under the US DOT ADA regulations, all rail operators are required to ensure that each train (consisting of two or more vehicles if the recipient provides light or rapid rail) includes at least one car that is readily accessible to and usable by persons with disabilities, including persons who use wheelchairs. In addition, because every new, used, and remanufactured rail car is required to be accessible since 1991, most trains will have more than one accessible car. If accessible boarding is provided at a single point (i.e., as with a mini-high platform or wayside lift), to be considered accessible, trains must stop at every accessible station such that an accessible car aligns with this point. An accessible car is not usable if it cannot be boarded or a passenger requiring the station-based equipment cannot disembark. If all the wheelchair positions in the car aligning with the accessible boarding point are occupied, at subsequent stations the train must realign so as to permit boarding other accessible cars.

Where rail vehicles operate in a high-platform, level-boarding mode, devices, or systems must be provided to prevent, deter or warn individuals from inadvertently stepping off the platform between cars. Appropriate devices include, but are not limited to, pantograph gates, chains, motion detectors, or, for commuter rail vehicles, between-car bellows. Some systems have had success with platform-mounted bollards, but this requires a high degree of precision on the part of the operator to properly position the train. For commuter rail, the requirement does not apply where between-car bellows are provided.

US DOT ADA regulations do not define what constitutes a “high platform.” However, because the hazard of falling to the track bed exists wherever level boarding is used, a light rail system operating trains of more than one car where level boarding is provided is required to have between-car barriers as stipulated in the US DOT ADA regulations.

All rail operators are required to ensure that new stations comply with ADA requirements for new construction. This includes a requirement that the rail-to-platform height be coordinated with the floor of each railcar such that the platform gap meets certain tolerances for level boarding. US DOT ADA regulations provide for exceptions to this requirement for commuter and light rail if it is not structurally or operationally feasible to provide level boarding, and the recipient lists alternate methods of boarding that may be used. There is no such exception for rapid rail; all newly constructed rapid rail stations must provide level-entry boarding. If commuter or light rail stations are constructed without level boarding, and the structural and/or operational infeasibilities have not been documented for each, the recipient may be in violation of the US DOT ADA regulations. Further, if a rail operator undertakes any alterations to a station (other than key station requirements), those alterations must also be accessible per the US DOT ADA standards.

New and altered commuter and intercity rail stations must provide level boarding or an effective means of providing accessible boarding to each accessible car in each train. The performance standard of section 49 CFR 37.42 requires that passengers with disabilities have access to all accessible cars available to passengers without disabilities in each train using a station. If all wheelchair locations are occupied by other wheelchair users in cars where the doors normally open at a station, FTA expects the rail operator to double-stop, reposition a portable wayside lift, or deploy car-borne lifts or move a lift, where necessary, in order to provide transportation to a wheelchair user in an unoccupied wheelchair location.

INDICATORS OF COMPLIANCE

- a. *Is at least one car per train accessible?*
- b. *If accessible boarding is provided at a single point (i.e., as with a mini-high platform or wayside lift), are all passengers wanting to board or alight at that single point able to do so?*
- c. *If the rail system operates in a level-boarding mode, are between-car barriers provided for trains consisting of more than one car?*
- d. *For any commuter rail station altered or constructed since the last review, is accessible boarding provided to each accessible car of the train?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient’s website for information on accessibility. Review copies of public information on riding rail service, such as a rider guide or customer information.

Review the rail fleet management plan for procedures for ensuring at least one accessible car per train and accessible boarding/alighting. Note: For light and rapid rail, “train” consists of two or more vehicles.

Review rail car specifications for between-car barriers. If level boarding is provided and vehicles are not equipped with between-car barriers, verify that station-based between-car barriers are provided. During the facility tour, verify that trains consisting of more than one car provide between-car barriers.

Review rail operations training materials regarding accessible boarding/alighting procedures, including use of bridge plates. If accessible boarding is provided at a single point, i.e., as with a mini-high platform

or wayside lift, to be considered accessible, trains must stop at every accessible station such that an accessible car aligns with this point. If all the wheelchair positions in the car aligning with the accessible boarding point are occupied, at subsequent stations the train must realign so as to permit boarding other accessible cars. If time permits, observe or ride the service. Determine how accessible cars are identified for customers.

Obtain a list from the recipient of altered or constructed new commuter rail stations since the last Comprehensive Review that identifies any stations that do not provide level boarding. For commuter and intercity rail stations that do not provide for level boarding, check with the regional office or the FTA Office of Civil Rights or Chief Counsel to determine whether FTA and/or the Federal Railroad Administration (FRA) approved the method of accessible boarding provided as required under 49 CFR 37.42. Prior to the site visit, review the recipient's website for information on accessibility. Review rail operations training materials regarding accessible boarding/alighting procedures, including use of bridge plates. Review public information on riding rail service, such as a rider guide or customer information for discussion on accessible boarding.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if at least one car per train is not accessible.

DEFICIENCY CODE ADA-GEN11-1: One-car-per-train rule deficiency

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for ensuring that at least one car per train is accessible.

The recipient is deficient if accessible boarding is provided at a single point and all passengers wanting to board or alight at that single point are unable to do so.

DEFICIENCY CODE ADA-GEN11-2: Accessible boarding not provided

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for aligning the train so as to permit all passengers wanting to board or alight at that single point are able to do so.

The recipient is deficient if between-car barriers are not provided.

DEFICIENCY CODE ADA-GEN11-3: Lacking between-car barriers

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a plan for retrofitting cars with between-car barriers.

The recipient is deficient if for commuter rail stations constructed or altered since the last Comprehensive Review level boarding is not provided or has not been substantiated as an exception.

DEFICIENCY CODE ADA-GEN11-4: Commuter rail level boarding deficiency

SUGGESTED CORRECTIVE ACTION: Prior to making this deficiency, discuss with the RCRO. The recipient must submit to the RCRO documentation supporting platform-related exceptions. The FTA regional office and headquarters will determine corrective actions for noncompliant new construction or alterations and operational deficiencies.

GOVERNING DIRECTIVE

49 CFR 37.42 Service in an Integrated Setting to Passengers at Intercity, Commuter, and High-Speed Rail Station Platforms Constructed or Altered After February 1, 2012

(a) In addition to meeting the requirements of sections 37.9 and 37.41, an operator of a commuter, intercity, or high-speed rail system must ensure, at stations that are approved for entry into final design or that begin construction or alteration of platforms on or after February 1, 2012, that the following

performance standard is met: individuals with disabilities, including individuals who use wheelchairs, must have access to all accessible cars available to passengers without disabilities in each train using the station.

(b) For new or altered stations serving commuter, intercity, or high-speed rail lines or systems, in which no track passing through the station and adjacent to platforms is shared with existing freight rail operations, the performance standard of paragraph (a) of this section must be met by providing level-entry boarding to all accessible cars in each train that serves the station.

(c) For new or altered stations serving commuter, intercity, or high-speed rail lines or systems, in which track passing through the station and adjacent to platforms is shared with existing freight rail operations, the railroad operator may comply with the performance standard of paragraph (a) by use of one or more of the following means:

- (1) Level-entry boarding;
- (2) Car-borne lifts;
- (3) Bridge plates, ramps or other appropriate devices;
- (4) Mini-high platforms, with multiple mini-high platforms or multiple train stops, as needed, to permit access to all accessible cars available at that station; or
- (5) Station-based lifts.

(d) Before constructing or altering a platform at a station covered by paragraph (c) of this section, at which a railroad proposes to use a means other than level-entry boarding, the railroad must meet the following requirements:

- (1) If the railroad operator not using level-entry boarding chooses a means of meeting the performance standard other than using car-borne lifts, it must perform a comparison of the costs (capital, operating, and life-cycle costs) of car-borne lifts and the means chosen by the railroad operator, as well as a comparison of the relative ability of each of these alternatives to provide service to individuals with disabilities in an integrated, safe, timely, and reliable manner. The railroad operator must submit a copy of this analysis to FTA or FRA at the time it submits the plan required by paragraph (d)(2) of this section.
- (2) The railroad operator must submit a plan to FRA and/or FTA, describing its proposed means to meet the performance standard of paragraph (a) of this section at that station. The plan must demonstrate how boarding equipment or platforms would be deployed, maintained, and operated; and how personnel would be trained and deployed to ensure that service to individuals with disabilities is provided in an integrated, safe, timely, and reliable manner.
- (3) Before proceeding with constructing or modifying a station platform covered by paragraphs (c) and (d) of this section, the railroad must obtain approval from the FTA (for commuter rail systems) or the FRA (for intercity rail systems). The agencies will evaluate the proposed plan and may approve, disapprove, or modify it. The FTA and the FRA may make this determination jointly in any situation in which both a commuter rail system and an intercity or high-speed rail system use the tracks serving the platform. FTA and FRA will respond to the railroad's plan in a timely manner, in accordance with the timetable set forth in paragraphs (d)(3)(i) through (d)(3)(iii) of this paragraph.

49 CFR 37.93 One car per train rule

(a) The definition of accessible for purposes of meeting the one car per train rule is spelled out in the applicable subpart for each transportation system type in part 38 of this title.

(b) Each person providing intercity rail service and each commuter rail authority shall ensure that, as soon as practicable, but in no event later than July 26, 1995, that each train has one car that is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

(c) Each public entity providing light or rapid rail service shall ensure that each train, consisting of two or more vehicles, includes at least one car that is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, as soon as practicable but in no case later than July 25, 1995.

49 CFR 38.63 Between-car barriers (rapid rail)

(a) *Requirement.* Suitable devices or systems shall be provided to prevent, deter or warn individuals from inadvertently stepping off the platform between cars. Acceptable solutions include, but are not limited to, pantograph gates, chains, motion detectors, or similar devices.

(b) *Exception.* Between-car barriers are not required where platform screens are provided which close off the platform edge and open only when trains are correctly aligned with the doors.

49 CFR 38.85 Between-car barriers (light rail)

Where vehicles operate in a high-platform, level-boarding mode, devices, or systems shall be provided to prevent, deter or warn individuals from inadvertently stepping off the platform between cars. Appropriate devices include, but are not limited to, pantograph gates, chains, motion detectors or other suitable devices.

49 CFR 38.109 Between-car barriers (commuter rail)

Where vehicles operate in a high-platform, level-boarding mode, and where between-car bellows are not provided, devices or systems shall be provided to prevent, deter or warn individuals from inadvertently stepping off the platform between cars. Appropriate devices include, but are not limited to, pantograph gates, chains, motion detectors or other suitable devices.

ADA-GEN12. Is ferry service accessible to and usable by persons with disabilities ?

BASIC REQUIREMENT

Ferry service must be accessible to and usable by persons with disabilities.

APPLICABILITY

Recipients that provide ferry service

DETAILED EXPLANATION FOR REVIEWER

Ferry service is covered by 49 CFR Part 39, "Transportation for Individuals with Disabilities: Passenger Vessels," which became effective November 10, 2010. This rule prohibits owners and operators of passenger vessels, including U.S. and foreign-flag vessels, from discriminating against passengers on the basis of disability; requires vessels and related facilities to be accessible; and requires owners and operators of vessels to take steps to accommodate passengers with disabilities.

Accessibility of landside facilities are addressed by Subpart D. Subpart E, which addresses the accessibility of the vessels themselves, is reserved until the U.S. Architectural and Transportation Barriers Compliance Board issues applicable standards, and such standards are incorporated into the US DOT ADA regulations. Requirements for assistance and services to passengers with disabilities are contained in Subpart F.

Passenger vessel operators are required to make a designated complaints resolution official (CRO) available for contact on each vessel and at each terminal. The CRO may be available in-person or via

telephone. If a telephone link is used, text telephone (TTY) or telecommunications relay service (TRS) must be available so that persons with hearing impairments are able to communicate readily with the CRO. The CRO must have the authority to make dispositive resolution of complaints on the entity's behalf, including the power to overrule the decisions of any other personnel (but cannot countermand a decision of the master of the vessel with respect to safety matters). In any situation in which any person complains or raises concern with the entity's personnel about discrimination, policies, or services with respect to passengers with a disability, and personnel do not immediately resolve the issue to the passenger's satisfaction or do not provide a requested accommodation, the entity's personnel must immediately inform the passenger of the right to contact a CRO and the location and/or phone number of the available CRO.

Public operators of passenger vessels are required to make reasonable modifications in policies, practices, or procedures when necessary to accommodate individuals with disabilities, unless they can demonstrate that making such modifications would fundamentally alter the nature of the service.

Passenger vessel operators may not limit the number of persons with disabilities on a vessel, require medical documentation, or require advance notice, and may not require a passenger with a disability to travel with another person, subject passengers with disabilities to restrictions that do not apply to other passengers, or impose higher fares, surcharges or other fees.

If a passenger vessel operator provides, contracts for, or otherwise arranges for transportation to and from a passenger vessel, the entity must ensure that the transfer service is accessible to and usable by persons with disabilities.

The entity must provide assistance requested by or on behalf of a passenger with a disability in moving between the terminal entrance or other vehicle drop-off point and the location where passengers board and disembark from the vessel. This includes assistance in accessing key functional areas of the terminal, such as ticket counters and baggage checking/claim areas.

Passenger vessel operators are required to promptly provide assistance to passengers with disabilities who are not able to get on or off a vessel without assistance, and may use any means to which the passenger consents (such as lifts, ramps, boarding chairs, or assistance by vessel personnel). However, the entity cannot require a passenger with a disability to accept assistance if he or she is readily able to get on or off of the vessel independently.

Passenger vessel operators must permit individuals with mobility disabilities to use power and manual wheelchairs and other mobility aids such as walkers, crutches, canes, braces, or similar devices in any areas that are open to pedestrian use. In addition, the entity must also make reasonable modifications to its policies, practices, or procedures to permit the use of other powered mobility devices used by persons with mobility impairments (e.g., Segways), unless it can be demonstrated that a specific device cannot be operated on board the vessel consistent with legitimate safety requirements.

Briefings or other safety-related information must be provided through means that effectively communicate their content to persons with vision or hearing impairments, using auxiliary aids and services where necessary. This includes providing written materials in alternative formats that persons with vision impairments can use. Entities must not require any passenger with a disability to demonstrate that he or she has listened to, read, or understood the information presented, unless it is required of all passengers. Passengers with disabilities must be provided with whatever assistance is necessary to enable their full participation in safety or emergency evacuation drills that are provided to all passengers, and maintain evacuation programs, information, and equipment in locations that passengers with disabilities can readily access and use.

INDICATORS OF COMPLIANCE

- a. *Is a CRO made available on each vessel and at each terminal? Does the CRO have power to overrule the decisions of any other personnel except for the master of the vessel with respect to safety matters?*

- b. *Are requests for reasonable modifications in policies, practices, or procedures made unless such modifications would fundamentally alter the nature of the service?*
- c. *Is the number of persons with disabilities on a vessel limited?*
- d. *Is medical documentation or advance notice from a passenger with a disability required?*
- e. *Is a passenger with a disability required to travel with another person?*
- f. *If transportation service is provided to and from the ferry, is the transfer accessible?*
- g. *Is assistance provided as requested to passengers with disabilities in moving between the terminal entrance or drop-off point and the ferry boarding location, including assistance with ticket counters and baggage checking/claim areas?*
- h. *Is assistance provided promptly to passengers with disabilities who are not able to board or disembark without assistance?*
- i. *Are passengers with wheelchairs and mobility aids such as walkers, crutches, canes, braces, or similar devices restricted from using any areas that are open to pedestrians?*
- j. *Are briefings and other safety-related information provided to passengers with hearing or vision impairments? Is written material provided in alternative formats upon request?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website for information on accessibility. Review copies of public information on riding ferry service, such as a rider guide or customer information. Review ADA policies and procedures, if written. From the review of these documents, ascertain the recipient's policies and procedures on use of the CRO; making reasonable modifications; the number of persons with disabilities allowed on the vessel; advanced notification of travel by persons with disabilities; personal assistants accompanying persons with disabilities; transfer service provided to persons with disabilities; assistance provided to persons with disabilities; alternative formats used for briefing and safety-related information; and, restrictions on accessing areas by persons with disabilities. Onsite, discuss these policies and procedures and how implemented.

Obtain and review an organization chart and job description for responsibilities of the CRO. Obtain and review ferry operations ADA training materials to ascertain if ferry personnel are made aware of the CRO and their role. Onsite, during complaint file review, note any ADA-related ferry complaints and how they are resolved. Determine if decisions made by the CRO are resolved by personnel other than the master of the vessel with respect to safety matters. When touring the facility and vessel, review posted information to determine if the recipient publicizes how the CRO can be contacted.

For transfers offered to persons with disabilities, when onsite, tour the passenger ferry terminal and walk the route designated for such transfers noting the transit connections and whether the route is accessible.

For information offered in accessible formats, when onsite, discuss audio and visual provision of service information during travel. During the facility tour, review postings in the terminal and on a vessel to confirm implementation of the recipient's policies. If time permits, ride the service.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it has not appropriately designated a CRO or the CRO does not have the authority to overrule the decisions of other personnel except for the master of the vessel with respect to safety matters.

DEFICIENCY CODE ADA-GEN12-1: CRO missing or lacking authority

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence, such as an organization chart, job description, or Board or management directive, that it has designated a CRO. Submit to the RCRO a policy stating that the CRO has the authority to overrule personnel except for the master of the vessel with respect to safety matters.

The recipient is deficient if it does not accept requests for reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination on the basis of disability unless the modifications would fundamentally alter the nature of the service.

DEFICIENCY CODE ADA-GEN12-2: Reasonable modification not provided for ferry service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for making reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination on the basis of disability unless the modifications would fundamentally alter the nature of the service.

The recipient is deficient if it inappropriately limits the number of passengers with disabilities on a vessel for other than weight or stability issues related to legitimate safety issues as determined by the captain.

DEFICIENCY CODE ADA-GEN12-3: Limits on passengers with disabilities on ferry service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO revised policies and procedures that prohibit limiting the number of passengers with a disability on a passenger vessel except for weight or stability issues for legitimate safety reasons as determined by the captain.

The recipient is deficient if medical documentation or advance notice is required from a passenger with a disability or if it requires a passenger with a disability to travel with another person.

DEFICIENCY CODE ADA-GEN12-4: Excessive requirements placed on passenger with disabilities on ferry service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence that it has ceased requiring medical documentation, advance notice from a passenger with a disability or requiring passengers with disabilities from traveling with another passenger.

The recipient is deficient if non-accessible transportation is provided to and from the vessel.

DEFICIENCY CODE ADA-GEN12-5: Non-accessible transportation to/from vessel

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence that it provides accessible transportation to and from the vessel.

The recipient is deficient if it does not 1) provide assistance as requested to ferry passengers with disabilities in moving between the terminal entrance or drop-off point and the ferry boarding location, including assistance with ticket counters and baggage checking/claim areas, or 2) provide prompt assistance to passengers with disabilities who are not able to board or disembark without assistance.

DEFICIENCY CODE ADA-GEN12-6: Assistance not provided to passengers with disabilities

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures to provide assistance as requested to ferry passengers with disabilities in moving between the terminal entrance or drop-off point and the ferry boarding location, including assistance with ticket counters and baggage checking/claim areas, and/or provide assistance promptly to passengers with disabilities who are not able to board or disembark without assistance, along with evidence of implementation.

The recipient is deficient if it does not provide briefings and other safety-related information provided to passengers with hearing or vision impairments or if written material is not provided in alternative formats upon request.

DEFICIENCY CODE ADA-GEN12-7: Ferry service safety information provision deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence that briefings and safety-related information is provided to passengers with hearing or vision impairments, or written material provided in alternative formats upon request.

The recipient is deficient if it restricts passengers with wheelchairs and mobility aids such as walkers, crutches, canes, braces or similar devices from using any areas that are open to pedestrians.

DEFICIENCY CODE ADA-GEN12-8: Restrictions on passengers with wheelchairs or mobility aids

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence that it has ceased restricting passengers with wheelchairs and mobility aids such as walkers, crutches, canes, braces, or similar devices from using any areas that are open to pedestrians.

GOVERNING DIRECTIVE

49 CFR 39.21 What is the general nondiscrimination requirement of the part?

(b)(2) As a PVO that is a public entity, you must make reasonable modifications in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless you can demonstrate that making the modifications would fundamentally alter the nature of the services, programs, or activities you offer.

49 CFR 39.29 May PVOs limit the number of passengers with a disability on a passenger vessel?

As a PVO, you must not limit the number of passengers with a disability other than individuals with a mobility disability on your vessel. However, if in the captain's judgment, weight or stability issues are presented by the presence of mobility devices and would conflict with legitimate safety requirements pertaining to the vessel and its passengers, then the number of passengers with mobility aids may be limited, but only to the extent reasonable to prevent or avoid [sic] such a conflict.

49 CFR 39.33 May PVOs require a passenger with a disability to provide a medical certificate?

Except as provided in §39.31, you must not require a passenger with a disability to have a medical certificate as a condition for being provided transportation on your vessel.

49 CFR 39.35 May PVOs require a passenger with a disability to provide advance notice that he or she is traveling on or using a passenger vessel when no particular services are sought?

As a PVO, you must not require a passenger with a disability to provide advance notice of the fact that he or she is traveling on or using a passenger vessel when the passenger is not seeking particular auxiliary aids or services, or special privileges or services, that in order to be provided need to be arranged before the passenger arrives to board the vessel.

49 CFR 39.41 May a passenger with a disability be required to travel with another person?

- (a) You must not require that a passenger with a disability travel with another person as a condition of being provided transportation on or use of a passenger vessel.
- (b) Your personnel are not required to perform personal tasks (e.g., assisting with eating, dressing, toileting) for a passenger.

49 CFR 39.45 May PVOs impose other restrictions on passengers with a disability that they do not impose on other passengers?

- (a) As a PVO, you must not subject passengers with a disability to restrictions that do not apply to other passengers, except as otherwise explicitly permitted in this part.
- (b) Restrictions you must not impose on passengers with a disability include, but are not limited to, the following:
 - (1) Restricting passengers' movement within the vessel or a terminal;
 - (2) Requiring passengers to remain in a holding area or other location in order to receive transportation or services;
 - (4) Requiring passengers to wear badges or other special identification; or
 - (5) Requiring ambulatory passengers, including but not limited to blind or visually impaired passengers, to use a wheelchair or other mobility device in order to receive assistance required by this Part or otherwise offered to the passenger.
- (c) Special muster stations for disabled individuals are permissible for emergency evacuations in order to centrally locate available resources.

49 CFR 39.81 What assistance must PVOs provide to passengers with a disability in getting to and from a passenger vessel?

- (a) As a PVO, if you provide, contract for, or otherwise arrange for transportation to and from a passenger vessel in the U.S. (e.g., a bus transfer from an airport to a vessel terminal), you must ensure that the transfer service is accessible to and usable by individuals with disabilities, as required by this Part.
- (b) You must also provide assistance requested by or on behalf of a passenger with a disability in moving between the terminal entrance (or a vehicle drop-off point adjacent to the entrance) of a terminal in the U.S. and the place where people get on or off the passenger vessel. This requirement includes assistance in accessing key functional areas of the terminal, such as ticket counters and baggage checking/claim. It also includes a brief stop upon request at an accessible toilet room.

49 CFR 39.83 What are PVOs' obligations for assisting passengers with a disability in getting on and off a passenger vessel?

- (a) If a passenger with a disability can readily get on or off a passenger vessel without assistance, you are not required to provide such assistance to the passenger. You must not require such a passenger with a disability to accept assistance from you in getting on or off the vessel unless it is provided to all passengers as a matter of course.
- (b) With respect to a passenger with a disability who is not able to get on or off a passenger vessel without assistance, you must promptly provide assistance that ensures that the passenger can get on or off the vessel.
- (c) When you have to provide assistance to a passenger with a disability in getting on or off a passenger vessel, you may use any available means to which the passenger consents (e.g., lifts, ramps, boarding chairs, assistance by vessel personnel).

49 CFR 39.89 What requirements apply to on-board safety briefings, information, and drills?

As a PVO, you must comply with the following requirements with respect to safety briefings, information, or drills provided to passengers:

- (a) You must provide the briefings or other safety-related information through means that effectively communicate their content to persons with vision or hearing impairments, using auxiliary aids and services where necessary for effective communication. This includes providing written materials in alternative formats that persons with vision impairments can use.
- (b) You must not require any passenger with a disability to demonstrate that he or she has listened to, read, or understood the information presented, except to the extent that you impose such a requirement on all passengers. You must not take any action adverse to a qualified individual with a disability on the basis that the person has not “accepted” the briefing.
- (c) As a PVO, if you present on-board safety briefings to passengers on video screens, you must ensure that the safety-video presentation is accessible to passengers with impaired hearing (e.g., through use of captioning or placement of a sign language interpreter in the video).
- (d) You must provide whatever assistance is necessary to enable passengers with disabilities to participate fully in safety or emergency evacuation drills provided to all passengers.
- (e) You must maintain evacuation programs, information, and equipment in locations that passengers can readily access and use.

49 CFR 39.101 What are the requirements for providing Complaints Resolution Officials?

- (a) As a passenger vessel owner or operator (PVO), you must designate one or more Complaints Resolution Officials (CROs).
- (b) You must make a CRO available for contact on each vessel and at each terminal that you serve. The CRO may be made available in person or via telephone, if at no cost to the passenger. If a telephone link to the CRO is used, TTY or TRS service must be available so that persons with hearing impairments may readily communicate with the CRO. You must make CRO service available in the language(s) in which you make your other services available to the general public...
- (e) You must ensure that each of your CROs has the authority to make dispositive resolution of complaints on behalf of the PVO. This means that the CRO must have the power to overrule the decision of any other personnel, except that the CRO may not be given authority to countermand a decision of the master of a vessel with respect to safety matters.

ADA-GEN13. Does the recipient monitor service provided under contract or other arrangement or relationship, or service provided by another public entity on the recipient’s behalf, for compliance with the U.S. Department of Transportation (US DOT) ADA regulations?

BASIC REQUIREMENT

Service provided under contract or other arrangement or relationship (including, but not limited to, an award, subaward or cooperative agreement) must meet the US DOT ADA requirements that apply to the recipient.

APPLICABILITY

Recipients who contract out, lease vehicles or otherwise rely on another public entity to provide service

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to ensure that service provided under contract or other arrangement or relationship (including, but not limited to, an award, subaward, or cooperative agreement) adheres to the same ADA requirements that apply to the recipient. See preceding questions for a more detailed explanation of each requirement. Note that the DOT ADA regulations contain no exemptions for “pilot” or demonstration projects.

INDICATOR OF COMPLIANCE

- a. *How does the recipient monitor contracted service, service provided by lessees, or service provided by another public entity on the recipient's behalf for:*
 1. *Complaint procedures?*
 2. *Vehicle acquisition?*
 3. *Facility construction and alterations?*
 4. *Service provision, including reasonable modification, training, etc.?*
 5. *Maintenance of accessible features?*
 6. *Route-deviation service?*
 7. *Rail service?*
 8. *Ferry service?*

INSTRUCTIONS FOR REVIEWER

Review sample transportation service contracts, agreements to provide supplemental transportation, and leases for ADA requirements, including training requirements. Review contract management procedures, including tracking and monitoring service quality. Review reports, questionnaires, and checklists used for ensuring compliance with ADA requirements. Onsite, discuss ADA policies and procedures with the recipient and review recipient's oversight files for the contractor(s) and lessee(s) to be visited during the site visit. Discuss ADA policies and procedures with the contractors/lessees visited.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not ensure that contractors and lessees comply with ADA provisions of service requirements.

DEFICIENCY CODE ADA-GEN13-1: Insufficient oversight of contracted service for ADA requirements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for ensuring that contractors and lessees comply with the ADA service provisions, along with evidence of implementation.

GOVERNING DIRECTIVE

49 CFR 39.23 Service under contract

(a) When a public entity enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to operate fixed route or demand responsive service, the public entity shall ensure that the private entity meets the requirements of this part that would apply to the public entity if the public entity itself provided the service.

(b) A private entity which purchases or leases new, used, or remanufactured vehicles, or remanufactures vehicles, for use, or in contemplation of use, in fixed route or demand responsive service under contract or other arrangement or relationship with a public entity, shall acquire accessible vehicles in all situations in which the public entity itself would be required to do so by this part.

(c) A public entity which enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to provide fixed-route service shall ensure that the percentage of accessible vehicles operated by the public entity in its overall fixed route or demand responsive fleet is not diminished as a result.

(d) A private entity that provides fixed route or demand responsive transportation service under contract or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) with another private entity shall be governed, for purposes of the transportation service involved, by the provisions of this part applicable to the other entity.

49 CFR 39.23 What are the requirements concerning contractors to owners and operators of passenger vessels?

(a) If, as a PVO, you enter into a contractual or other arrangement or relationship with any other party to provide services to or affecting passengers, you must ensure that the other party meets the requirements of this Part that would apply to you if you provided the service yourself.

ADA-GEN14. Does the recipient monitor service provided by subrecipients for compliance with the US DOT ADA regulations?

BASIC REQUIREMENT

The recipient must ensure that subrecipients comply with the US DOT ADA regulations.

APPLICABILITY

Recipients with subrecipients

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to ensure that subrecipients adhere to all relevant ADA requirements. See preceding questions for a more detailed explanation of each requirement.

States must obtain certifications of equivalent service from Sections 5307, 5311, and 5339 subrecipients before the subrecipient acquires non-accessible vehicles for demand-response service, not including ADA complementary paratransit service. Note: Even though the US DOT ADA regulations do not list Section 5339 subrecipients as having to file certifications of equivalent service with a state administering agency for purchases of non-accessible vehicles for demand-response service, Section 5339 funds take on the requirements of the Section 5307 or 5311 program, depending on the program the funds support. Therefore, a certification of equivalent service is required from Section 5339 subrecipients. The requirement does not apply to Section 5310 subrecipients. The ADA regulations do not require non-state recipients to obtain certifications of equivalent service. Many recipients obtain the annual certification and assurances from subrecipients. The certification of equivalent service is included in the FTA annual certifications and assurances. The recipient must look behind the certification, that is, determine if the subrecipient provides equivalent service before the subrecipient acquires non-accessible vehicles for demand-response service.

All Section 5311 subrecipients, including private nonprofit entities, are to follow the rules for public entities.

INDICATORS OF COMPLIANCE

a. *How does the recipient monitor subrecipients for?*

1. *Complaint procedures?*
2. *Vehicle acquisition?*
3. *Facility construction and alterations?*
4. *Service provision, such as reasonable modification, training, etc.?*
5. *Maintenance of accessible features?*

6. *Route-deviation service?*

7. *Rail service?*

8. *Ferry service?*

b. *Does the state have on file certifications of equivalent service from Section 5307, 5311, and 5339 subrecipients that acquire non-accessible vehicles for general public demand-response service?*

INSTRUCTIONS FOR REVIEWER

Review subrecipient agreements for ADA requirements, including training requirements. Request and review contract management procedures. Review reports, questionnaires, and checklists used for ensuring compliance with ADA requirements. Onsite, discuss ADA policies and procedures with the recipient and review the oversight files for the subrecipient(s) to be visited during the site visit. Note: FTA is looking for a comprehensive review of service provision requirements. Recipients are not required to ensure that subrecipients monitor for each service provision. Discuss ADA policies and procedures with the subrecipient(s) visited.

Review the state or program management plan to determine whether the recipient allows subrecipients to purchase non-accessible equipment for demand-response service. If so, review how the recipient determines whether the subrecipient provides equivalent service. Determine how the state obtains certifications of equivalent service from Sections 5307, 5311, and 5339 subrecipients before the subrecipient acquires non-accessible vehicles for demand-response service, not including ADA complementary paratransit service.; if annual certifications are used, determine how the state reviews the subrecipients' supporting documentation to ensure compliance.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not monitor and ensure that its subrecipients comply with relevant US DOT ADA requirements.

DEFICIENCY CODE ADA-GEN14-1: Insufficient oversight of subrecipients for ADA requirements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for ensuring that subrecipients comply with the relevant US DOT ADA requirements and evidence of implementation.

The state is deficient if it does not obtain a certification of equivalent service from Section 5307, 5311, or 5339 subrecipients that acquire non-accessible vehicles for general public demand-response service.

DEFICIENCY CODE ADA-GEN14-2: Insufficient oversight of ADA vehicle accessibility requirements

SUGGESTED CORRECTIVE ACTION: The state must submit to the RCRO procedures for obtaining certifications of equivalent service from Section 5307, 5311, and 5339 subrecipients before the subrecipients acquire non-accessible equipment for demand-response service.

GOVERNING DIRECTIVE

Chapter 53 of title 49, United States Code, as amended by Fixing America's Surface Transportation Act Related FAST and MAP-21 provisions, Section 5330. Grants for buses and bus facilities

(a)(3) Grant requirements--The requirements of--

(A) section 5307 shall apply to recipient of grants made in urbanized areas under this subsection; and

(B) section 5311 shall apply to recipients of grants made in rural areas under this subsection.

49 CFR 200.331 Requirements for pass-through entities

All pass-through entities must:

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

- (1) Reviewing financial and performance reports required by the pass-through entity.
- (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.
- (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521n.

49 CFR 37.23 Service under contract

(a) When a public entity enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to operate fixed route or demand responsive service, the public entity shall ensure that the private entity meets the requirements of this part that would apply to the public entity if the public entity itself provided the service.

(b) A private entity which purchases or leases new, used, or remanufactured vehicles, or remanufactures vehicles, for use, or in contemplation of use, in fixed route or demand responsive service under contract or other arrangement or relationship with a public entity, shall acquire accessible vehicles in all situations in which the public entity itself would be required to do so by this part.

(c) A public entity which enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to provide fixed-route service shall ensure that the percentage of accessible vehicles operated by the public entity in its overall fixed route or demand responsive fleet is not diminished as a result.

(d) A private entity that provides fixed route or demand responsive transportation service under contract or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) with another private entity shall be governed, for purposes of the transportation service involved, by the provisions of this part applicable to the other entity.

49 CFR Part 37.77 Purchase or lease of new non-rail vehicles by public entities operating a demand responsive system for the general public

(d) A public entity receiving FTA funds under 49 U.S.C. 5311 or a public entity in a small urbanized area which receives FTA funds under 49 U.S.C. 5307 from a state administering agency rather than directly from FTA, which determines that its service to individuals with disabilities is equivalent to that provided other persons shall, before any procurement of an inaccessible vehicle, file with the appropriate state program office a certificate that it provides equivalent service meeting the standards of paragraph (c) of this section.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Have any oversight reviews, audits, or investigations of the recipient conducted since the last Comprehensive Review (including ADA reviews and the most recent Comprehensive Review)

identified significant deficiencies, material weaknesses, and/or repeat deficiencies in the area of ADA?

2. Are any oversight reviews, audits, or investigations scheduled during this Federal fiscal year?
3. Did the recipient experience difficulty resolving or closing any oversight review, investigation, or audit findings?
4. Are any oversight review, investigation, or audit findings currently open?
5. Are any issues related to ADA indicated in the Oversight Assessment Tool (OAT)?
6. What deficiencies or potential deficiencies have been identified by the FTA Office of Civil Rights through complaint investigations, compliance reviews, and other sources?
7. Have any ADA complaints been filed with FTA?
8. Does the ADA complaint process provide for due process?
9. Does the recipient have forward-facing seats in the front of buses?
10. Does the recipient appear to have the capacity and employee training to ensure compliance with the ADA?
11. Do the recipient, contractors, and lessees appear to have sufficient accessible spare vehicles to meet the ADA service requirements?
12. Did background research or site visit observations reveal any potential issues or concerns about the recipient's compliance with ADA requirements not covered previously in this section?
13. If the recipient operates a demand-responsive service of any kind, and relies on equivalent service to accommodate persons with disabilities who require accessible vehicles, are the accessible vehicles comparable in nature to the inaccessible vehicles provided to ambulatory passengers (e.g., are ambulatory passengers provided with luxury vehicles while wheelchair users are provided only with Low-Speed Vehicles as classified by NHTSA)?

REFERENCES

1. 2 CFR Part 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
2. 49 CFR Part 27, "Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance"
3. 49 CFR Part 37, "Transportation Services for Individuals with Disabilities"
4. 49 CFR Part 38, "Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles"
5. 49 CFR Part 39, "Transportation for Individuals with Disabilities: Passenger Vessels"
6. FTA Circular 4710.1, "Americans with Disabilities Act (ADA) Guidance"

USEFUL WEBLINKS

1. FTA ADA Website
2. U.S. Department of Transportation (US DOT) Disability Law Guidance

3. ADA Standards for Transportation Facilities
4. Federal Highway Administration Guidance on Pedestrian Access for Persons with Disabilities
5. Disability Rights Education & Defense Fund - Topic Guides on ADA Transportation
6. U.S. Department of Justice ADA Homepage
7. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
8. Notice of Concurrence
9. Emergency Relief rule

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13. AMERICANS WITH DISABILITIES ACT (ADA) COMPLEMENTARY PARATRANSIT

PURPOSE OF THIS REVIEW AREA

Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

QUESTIONS TO BE EXAMINED

1. If the recipient is a public operator of a fixed-route service, does it provide ADA complementary paratransit?
2. Does the recipient’s paratransit eligibility determination process meet ADA complementary paratransit service requirements?
3. Does the recipient provide ADA complementary paratransit service to out-of-town visitors?
4. Does the recipient’s paratransit service meet the ADA complementary paratransit service requirements?
5. If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?
6. Does the recipient place limits on the availability of service to ADA paratransit eligible individuals?
7. Does the recipient monitor service provided under contract or other arrangement or relationship, or service provided by another entity on the recipient’s behalf, for compliance with the US DOT ADA paratransit regulations?
8. Does the recipient monitor ADA complementary paratransit service provided by subrecipients for compliance with the US DOT ADA regulations?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Paratransit rider’s guide
- Paratransit application form
- Operations, dispatch, scheduling or reservation procedures
- Sample notification letter templates for conditional eligibility, temporary eligibility, and denials
- Definitions for denials, missed trips, on-time performance, and excessively long trips, along with the related data for the past year, if available
- ADA complementary paratransit service contracts
- Oversight tools for service provided under contract or other arrangement or relationship (including, but not limited to, an award, subaward or cooperative agreement), including required reports, questionnaires, and checklists for ADA complementary paratransit service
- Copies of contracts or other agreements, or terms of other relationships (including, but not limited to, awards, subawards or cooperative agreements) with private entities to operate ADA complementary paratransit service
- Oversight tools for subrecipients, including required reports, questionnaires, and checklists for ADA complementary paratransit service

Note that it is possible for paratransit guides and information to point to general ADA deficiencies covered in the previous section. For example, while the paratransit guide may be the only place that

a requirement for boarding direction or service animal harnesses is found, that does not make it a paratransit-specific deficiency. Use the deficiency codes in the ADA General section for these types of deficiencies, if found. The two ADA sections are designed to work together.

Recipient Follow-up

- Service denials for the past three years by year
- No-show policy

ADA-CPT1. If the recipient is a public operator of a fixed-route service, does it provide ADA complementary paratransit?

BASIC REQUIREMENT

Public operators of a fixed route system must provide paratransit as a complement to the fixed-route system.

APPLICABILITY

Public operators of a fixed-route system (other than commuter rail or commuter bus service)

DETAILED EXPLANATION FOR REVIEWER

Each public operator of a fixed-route system is required to provide complementary paratransit. The requirement to provide complementary paratransit service does not apply to commuter bus or commuter rail, as defined by 49 CFR 37.3, or to university service as discussed in 49 CFR 37.25.

Commuter bus service is fixed-route bus service characterized by service predominately in one direction during peak periods, with limited stops and routes of extended length, usually between the central business district and outlying suburbs. It may also include other service characterized by a limited route structure, no attempt to comprehensively cover a service area, limited purposes of travel or a coordinated relationship to another mode of transportation.

49 CFR 37.25 specifies that “university transportation systems” are operated by public or private institutions of higher education. Most transit operators are not institutions of higher education and, by definition, would therefore not be operating “university service.” In order for routes operated by a transit provider to be covered by this provision, an institution of higher education would be required to have a formal arrangement with the transit operator to provide service on the institution’s behalf.

INDICATORS OF COMPLIANCE

- If the recipient is a public operator of fixed-route service other than commuter rail or commuter bus service, is complementary paratransit service provided?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient’s website to determine whether the recipient operates fixed-route service (other than commuter bus or commuter rail service). Any recipients who indicate that they only operate commuter bus service should be examined more closely to ensure that the service meets the definition of commuter bus found in 49 CFR 37.3 and discussed in Appendix D. Any recipient that operates only route-deviation service, which is regarded as demand-response service, should be examined more closely to determine whether the service provides for route deviation for all passengers on the same terms (see question ADA-GEN10).

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it is a public operator of a fixed-route system (other than commuter bus or commuter rail) and does not provide paratransit as a complement to the fixed-route system.

DEFICIENCY CODE ADA-CPT1-1: Failure to provide complementary paratransit

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA Regional Civil Rights Officer (RCRO) a plan with milestones for implementing paratransit as a complement to its fixed-route service according to the criteria described in 49 CFR Part 37, subpart F.

GOVERNING DIRECTIVE

49 CFR 37.3 Definitions

Commuter bus service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.

Commuter rail transportation means short-haul rail passenger service operating in metropolitan and suburban areas, whether within or across the geographical boundaries of a state, usually characterized by reduced fare, multiple ride, and commutation tickets and by morning and evening peak period operations. This term does not include light or rapid rail transportation.

49 CFR 37.25 University transportation systems

- (a) Transportation services operated by private institutions of higher education are subject to the provisions of this part governing private entities not primarily engaged in the business of transporting people.
- (b) Transportation systems operated by public institutions of higher education are subject to the provisions of this part governing public entities. If a public institution of higher education operates a fixed route system, the requirements of this part governing commuter bus service apply to that system.

49 CFR 37.121 Requirement for comparable complementary paratransit service

- (a) Except as provided in paragraph (c) of this section, each public entity operating a fixed route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system.
- (b) To be deemed comparable to fixed route service, a complementary paratransit system shall meet the requirements of §§37.123-37.133 of this subpart. The requirement to comply with §37.131 may be modified in accordance with the provisions of this subpart relating to undue financial burden.
- (c) Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

49 CFR Part 37 Appendix D Section 37.3 Definitions

The definition of “commuter bus service” is important because the ADA does not require complementary paratransit to be provided with respect to commuter bus service operated by public entities. The rationale that may be inferred for the statutory exemption for this kind of service concerns its typical characteristics (e.g., no attempt to comprehensively cover a service area, limited route structure, limited origins, and destinations, interface with another mode of transportation, limited purposes of travel). These characteristics can be found in some transportation systems other than bus systems oriented toward work trips. For example, bus service that is used as a dedicated connector to commuter or intercity rail service, certain airport shuttles, and university bus systems share many or all of these characteristics. As explained further in the discussion of subpart B, the Department has determined that it is appropriate to cover these services with the requirements applicable to commuter bus systems.

ADA-CPT2. Does the recipient's paratransit eligibility determination process meet ADA complementary paratransit service requirements?

BASIC REQUIREMENT

ADA complementary paratransit service must be provided to ADA eligible individuals.

APPLICABILITY

Public providers of fixed-route service (other than commuter rail or commuter bus service)

DETAILED EXPLANATION FOR REVIEWER

Each entity providing ADA complementary paratransit service is required to establish a process for determining ADA paratransit eligibility. The entity must process a completed application within 21 calendar days of submittal. If after 21 calendar days, the entity has not made an eligibility determination, the applicant must be treated as eligible and must be provided service on the 22nd day until and unless the entity denies the application.

Individuals may be ADA paratransit eligible on the basis of a temporary, conditional or permanent disability. The entity is not required to implement conditional eligibility.

Applicants given conditional or temporary eligibility must be given a written decision conveying the determination and information on the right to an appeal. The written determination denying eligibility and those granting less than unconditional eligibility cannot just state that it has been determined that the applicant can use fixed-route service. As explained in Appendix D to 49 CFR 37.125, a mere recital that the applicant can use fixed-route transit is not sufficient. The reasons must specifically convey the evidence in the matter and relate it to the eligibility criteria.

The entity is required to establish an appeals process for persons denied eligibility or granted conditional or temporary eligibility. Applicants can be required to submit written notice that they intend to exercise their appeal rights. However, an applicant cannot be required to submit a written appeal, as this would constitute a prohibited unreasonable administrative burden on the applicant. The entity may require that this written notice be filed within 60 days of the denial of a person's application. The process must include an opportunity to be heard to present information and "separation of authority" between those hearing the appeal and those that made the original decision to deny eligibility. An individual may also waive the in-person hearing and proceed on the basis of a written presentation.

The entity is not required to provide ADA complementary paratransit service pending the determination of the appeal, but if the decision takes longer than 30 days after completing the appeals process, paratransit service must be provided from that time until a decision to deny the appeal is issued. A written notification of an appeal determination, with the reason for it, is also required.

Eligibility for complementary paratransit is directly related to the functional ability of individuals with disabilities to use fixed-route transit services. Eligibility is not based on a diagnosis or type of disability. Individuals with the same diagnosis or disability can have very different functional abilities to use fixed-route services. Similarly, eligibility is not based on the type of mobility aids that individuals use. Use of a wheelchair does not imply automatic eligibility, for example, since many individuals who use wheelchairs are able to use fixed-route services for many or all of their trips. Nor is ADA paratransit eligibility based on age, income or whether or not individuals can drive or have access to private automobile transportation.

Note that the entity is not deficient if it simply requests age/date of birth, gender or other non-essential information on its application form, as long as it is clear that providing such information is optional; the entity is only deficient if it uses such factors as a basis for determining paratransit eligibility. A process by which applications collecting such information will be rejected as "incomplete" is an indication that the information is not optional and has become a part of the eligibility process. Note further that entities that have system-wide policies requiring all children under a certain age to travel with an adult (for fixed-route transit as well as complementary paratransit) may apply these policies to eligibility determinations for children.

The entity may note as part of its eligibility process whether or not the applicant travels with a personal care attendant (PCA) but may not establish a process to “approve” travel with a PCA. A PCA is someone designated or employed specifically to help the eligible individual meet his or her personal needs. Those needs may or may not include assistance involving the transportation process; most functions performed by a PCA do not involve travel. The entity may not involve itself in the selection of an individual’s PCA nor seek to “approve” persons serving as PCAs. The entity may not require an individual indicating that s/he travels with a PCA to always travel with a PCA, or deny service based on the absence of a PCA for a particular trip or trips. The entity may not require the individual to be accompanied by the same PCA.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Eligibility Determinations and Appeals

Recipients may not suspend the paratransit eligibility process because 49 CFR 37.131(f)(2) explicitly prohibits the use of waiting lists to access the service. However, they are free to suspend in-person assessments and use a remote or paper process for eligibility determinations. The DOT ADA regulations at 49 CFR 37.125 do not require in-person assessments for paratransit eligibility, and in fact do not specify how the eligibility process should work. Because a paper or virtual process is not typically as effective in assessing functional ability accurately, a transit system also may decide to be overly broad in who they find eligible, and then reassess during regular recertification sometime in the future. Note that because applicants would be presumptively eligible after 21 days under 49 CFR 37.125(c) if their applications are not processed, a recipient may wish preemptively to offer presumptive eligibility for the duration of the COVID-19 public health emergency subject to reevaluation once the public health emergency ends.

In cases where a remote appeal cannot effectively be performed, a recipient may simply elect to allow the 30-day deadline for appeal determinations under 49 CFR § 37.125(g)(3) to expire and confer eligibility to the individual appellants until such time as an in-person appeal can once again be heard.

INDICATORS OF COMPLIANCE

- a. *Are eligibility decisions made within 21 days of receipt of a complete application? If an application is not processed within 21 days, is presumptive eligibility granted on the 22nd day until and unless the application is denied in writing?*
- b. *Does the recipient give to persons who are denied eligibility or given conditional or temporary eligibility a written notice with specific reasons for the decision?*
- c. *Are applicants notified of the right to an appeal? Do applicants have at least 60 days to appeal? Does the process include an opportunity to be heard, separation of functions, and written notification of the decision and the reason for it? If a decision is not made within 30 days of completing the appeal process, is paratransit service provided until and unless a decision to deny the appeal is issued?*
- d. *Do the eligibility criteria include inappropriate factors such as age, income, ability to drive, vehicle ownership, access to other transportation or the results of travel training? For application forms that include such information, will the application be rejected if it is “incomplete”?*
- e. *As part of the eligibility process, does the recipient seek to approve persons serving as PCAs? Does it require individuals who note they travel with a PCA to always travel with a PCA? Does it require a rider’s PCA to provide assistance with boarding, disembarking or the transportation process? Does it require riders using PCAs to always be accompanied by a PCA, or by the same PCA?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- f. *Did the recipient suspend its process to conduct in-person assessments as part of its eligibility process? If yes,*
 - o *Did the recipient employ an alternate process to conduct its eligibility determination?*

- *Did the recipient elect to offer presumptive eligibility for the duration of the COVID-19 public health emergency?*
- g. *Did the recipient suspend its eligibility process entirely, contrary to the requirements of 49 CFR 37.13(f)(2)? If yes,*
 - *Did the recipient automatically confer eligibility upon all applicants after 21 days?*
- h. *Did the recipient receive any appeals to paratransit eligibility determinations during the COVID-19 public health emergency? If yes,*
 - *Did the recipient employ an alternate process to conduct the appeals process?*
 - *If the recipient is not conducting in-person appeals, did the recipient provide eligibility to an appellant until an in-person appeal can be heard?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website for information on ADA complementary paratransit service. Review information provided to the public that describes the ADA complementary paratransit services and the eligibility process.

Onsite, discuss with the recipient how the application process is documented, processed, and monitored, and how eligibility determinations are made. Spot check recent application files and the determination letters issued to ensure that the recipient processed them within 21 calendar days and whether notification was timely. If not, determine whether and how applicants are informed that they can schedule and use the ADA paratransit service on the 22nd day until such time that the application is denied.

Review template certification letters. Onsite, review a sample of recent application files and determination letters for denial of eligibility, conditional eligibility, and temporary eligibility. Reasons provided must specifically reference transit-related functional skills. The reasons must specifically convey the evidence in the matter and relate it to the applicant's functional abilities.

Review public information that describes the ADA complementary paratransit services and the eligibility process and template certification letters to determine how applicants are notified of the right to an appeal. Verify that at least 60 days are provided to the applicant to request an appeal. Determine if the notice requires an applicant to submit a written justification prior to the appeal hearing, as this would constitute a prohibited unreasonable administrative burden.

Review appeal procedures to verify that the appeals process provides for separation of functions; that is, separation of authority between any individuals hearing the appeal and any individuals who made the original decision to deny eligibility or grant conditional or temporary eligibility. Verify that the applicant is provided an opportunity to be heard; an applicant may waive the in-person hearing and proceed on the basis of a written presentation. Verify that written appeals are not required (though notification of intent to appeal can be required in writing). Verify that transportation is provided when decisions have not been made within 30 days of completing the appeal process; the recipient is not required to provide ADA complementary paratransit pending the determination of the appeal. Review a sample of appeal files to verify documentation and timely processing and notification.

Review paratransit application form(s) and procedures for inappropriate eligibility factors such as age, income, ability to drive, vehicle ownership, access to other transportation, the results of travel training, or applicant's address. If application forms or procedures contain such factors, determine if they are used as eligibility criteria or in determining completeness of the form or if applications are rejected if this information is not provided.

Review the paratransit application form(s) for questions regarding PCAs. Review public information that describes the ADA complementary paratransit services and the eligibility process for requirements regarding PCAs.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

In addition to the normal assessment procedures, discuss with the recipient if it made any changes to its eligibility and/or appeals process due to the COVID-19 public health emergency.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not grant presumptive eligibility for applications not processed within 21 days of receipt of a complete application.

DEFICIENCY CODE ADA-CPT2-1: Presumptive eligibility deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for granting presumptive eligibility for applications not processed within 21 days until and unless the recipient denies the application.

The recipient is deficient if it does not provide the specific reasons for granting less than unconditional eligibility.

DEFICIENCY CODE ADA-CPT2-2: Eligibility letter deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for stating the specific reason for granting less than unconditional eligibility and evidence of its implementation.

The recipient is deficient if it does not have an eligibility appeals process. The recipient is deficient if its deadline for filing an appeal is shorter than 60 days. The recipient is deficient if it requires the applicant to submit a written justification prior to the appeal hearing. The recipient is deficient if the appeals process does not provide for an opportunity to be heard, separation of functions or written notification of the decision and the reason for it. The recipient is deficient if it does not provide paratransit service within 30 days of completing the appeal process until and unless a decision to deny the appeal is issued.

DEFICIENCY CODE ADA-CPT2-3: Eligibility appeals process not properly implemented

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO an eligibility appeals process.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO an eligibility appeals process that provides for at least 60 days to file an appeal.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the RCRO an eligibility appeals process that does not require the applicant to submit a written justification prior to the appeal hearing.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the RCRO an eligibility appeals process that provides for an opportunity to be heard, separation of functions, and written notification of the decision and the reason for it.

SUGGESTED CORRECTIVE ACTION 5: The recipient must submit to the RCRO an eligibility appeals process that provides the applicant with paratransit service when the appeal decision is not made within 30 days of completing the appeal process until and unless a decision to deny the appeal is issued.

The recipient is deficient if its eligibility determination considers inappropriate factors such as age, income, ability to drive, vehicle ownership, access to other transportation or the results of travel training, or applicant address.

DEFICIENCY CODE ADA-CPT2-4: Eligibility criteria deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a revised eligibility process that eliminates the inappropriate factors.

The recipient is deficient if its eligibility process includes “approval” of the use of a PCA. The recipient is deficient if it requires individuals who note that they travel with a PCA to always travel with a PCA. The recipient is deficient if it requires a rider’s PCA to provide assistance with boarding, disembarking or with the transportation process. A recipient is deficient if it requires riders using PCAs to always be accompanied by the same PCA.

DEFICIENCY CODE ADA-CPT2-5: Personal care attendant deficiencies

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO revised eligibility procedures that do not purport to “approve” the use of a PCA, only record whether or not the rider travels with a PCA.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO revised eligibility procedures that do not condition the accommodation of an eligible rider’s PCA upon the eligible rider always traveling with a PCA.

SUGGESTIVE CORRECTIVE ACTION 3: The recipient must submit to the RCRO revised eligibility procedures that do not condition the accommodation of a PCA upon the PCA providing assistance with boarding, disembarking, or the travel process.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the RCRO revised eligibility procedures that do not condition the accommodation of a PCA upon the applicant always traveling with the same PCA.

GOVERNING DIRECTIVE

49 CFR 37.125 ADA paratransit eligibility: Process

Each public entity required to provide complementary paratransit service by §37.121 of this part shall establish a process for determining ADA paratransit eligibility...

- (c) If, by a date 21 days following the submission of a complete application, the entity has not made a determination of eligibility, the applicant shall be treated as eligible and provided service until and unless the entity denies the application.
- (d) The entity's determination concerning eligibility shall be in writing. If the determination is that the individual is ineligible, the determination shall state the reasons for the finding.
- (g) The entity shall establish an administrative appeal process through which individuals who are denied eligibility can obtain review of the denial.
 - (1) The entity may require that an appeal be filed within 60 days of the denial of an individual's application.
 - (2) The process shall include an opportunity to be heard and to present information and arguments, separation of functions (*i.e.*, a decision by a person not involved with the initial decision to deny eligibility), and written notification of the decision, and the reasons for it.
 - (3) The entity is not required to provide paratransit service to the individual pending the determination on appeal. However, if the entity has not made a decision within 30 days of the completion of the appeal process, the entity shall provide paratransit service from that time until and unless a decision to deny the appeal is issued.

- (i) In applications for ADA paratransit eligibility, the entity may require the applicant to indicate whether or not he or she travels with a personal care attendant.

Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR9

Transit systems are free to suspend in-person assessments and use a remote or paper process for eligibility determinations. The DOT ADA regulations at 49 CFR 37.125 do not require in-person assessments for paratransit eligibility, and in fact do not specify how the eligibility process should work. Because a paper or virtual process is not typically as effective in assessing functional ability accurately, a transit system also may decide to be overly broad in who they find eligible, and then reassess during regular recertification sometime in the future. Note that because applicants would be presumptively eligible after 21 days under 49 CFR 37.125(c) if their applications are not processed, a transit system may wish preemptively to offer presumptive eligibility for the duration of the COVID-19 public health emergency, subject to reevaluation once the public health emergency ends. Complete suspension of the eligibility process is not permitted, because 49 CFR 37.131(f)(2) specifically prohibits the use of wait lists to access the service.

Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR19

The DOT Americans with Disabilities Act (ADA) regulations at 49 CFR § 37.125(g) require transit agencies to establish an administrative appeal process through which individuals who are denied eligibility for ADA complementary paratransit can obtain review of the denial. Section 37.125(g)(2) specifically requires that this process include an opportunity for the individual to be heard and to present information and arguments; according to Appendix D to this section, there must be an opportunity to be heard “in person” as well as the chance to present written evidence and arguments.

When social distancing measures are in place locally, agencies may meet the in-person requirement through a virtual process, such as asking applicants to participate by telephone or video conferencing. The in-person requirement may be in addition to preparing written information. Whatever temporary process an agency adopts, however, must be sufficient to make an accurate determination of an individual’s paratransit eligibility according to the criteria found in 49 CFR § 37.123, and must recognize that some individuals cannot effectively present arguments remotely because they may lack video conferencing capability or because their disabilities prevent effective appeals using the telephone. Each case must be assessed individually and the appeal policy modified as appropriate.

In cases where a remote appeal cannot effectively be performed, a transit agency may simply elect to allow the 30-day deadline for appeal determinations under 49 CFR § 37.125(g)(3) to expire, and confer eligibility to the individual appellants until such time as an in-person appeal can once again be heard.

ADA-CPT3. Does the recipient provide ADA complementary paratransit service to out-of-town visitors?

BASIC REQUIREMENT

ADA complementary paratransit service must be provided to out-of-town visitors.

APPLICABILITY

Public providers of fixed-route service (other than commuter rail or commuter bus service)

DETAILED EXPLANATION FOR REVIEWER

Paratransit service must be provided to visitors on the same basis as it is provided to local residents. “On the same basis” means under all the same conditions, service criteria, etc., without distinction. For the period of a visit, the visitor is treated exactly like an eligible local user, without any higher priority being given to either. Complementary paratransit service must be provided to visitors if:

1. The visitor can present documentation from his or her “home” jurisdiction's ADA complementary paratransit system that he or she is eligible. The local provider will give “full faith and credit” to the identification card or other documentation issued by the other entity.
2. The visitor can present, if the individual's disability is not apparent, proof of the disability (e.g., a letter from a doctor or rehabilitation professional) and, if required by the local provider, proof of visitor status (i.e., proof of residence somewhere else). Once the documentation is presented, the local provider will make service available on the basis of the individual's statement that he or she is unable to use the fixed-route transit system, that is, the local provider cannot require functional testing.

Determining whether a visitor is entitled to service should be a fairly simple and quick process enabling the visitor to contact the host agency to learn what is required to obtain service and then being able to easily meet the requirements. This also means that upon receipt of any required documentation described above, entities are to quickly enter necessary information into any databases or systems to permit visitors to place trip requests. The Federal Transit Administration (FTA) envisions this as a process that can often be completed the same day or no more than one day later.

The entity is required to provide service for any combination of 21 days during any 365-day period beginning with the visitor's first use of the service during that 365-day period. It may request that the visitor apply for eligibility in order to receive additional service beyond this number of days.

INDICATORS OF COMPLIANCE

- a. *Does the recipient accept documentation of eligibility from the visitor issued to the visitor by the visitor's home jurisdiction?*
- b. *Does the recipient provide service to visitors whose disability is apparent or who provide documentation of disability?*
- c. *Does the recipient provide service to visitors for at least 21 days within a 365-day period?*
- d. *Does the recipient process visitors' service requests within the same day or not more than one day later?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website for information on ADA complementary paratransit service for visitors. Review information provided to the public that describes the ADA complementary paratransit services and the process for providing service to visitors to determine whether the recipient:

- Accepts documentation of eligibility provided by the visitor from the visitor's home jurisdiction
- Provides service to persons who provide documentation of disability
- Provides service to visitors who seek service in person and whose disability is apparent without requesting additional information beyond proof of residency
- Processes requests for service from visitors within the same day or not more than one day later

Onsite, discuss with the recipient how paratransit service is provided to visitors. Agencies are expected to accept this documentation directly from the individual and not require that the documentation be provided directly from the individual's home transit agency. The recipient may request documentation of residency.

Evaluate whether the recipient provides any combination of 21 days of service during a 365-day period beginning with the visitor's first use of the service, rather than a continuous 21-day period commencing from the first use. The recipient may require the visitor to apply for eligibility to receive additional service beyond the 21 days. Onsite, discuss with the recipient how many days of service is provided to visitors.

Discuss with the recipient how long it takes to process requests for service from visitors. Sample the files for requests received in the past year.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not accept documentation of eligibility issued by the visitor's home jurisdiction.

DEFICIENCY CODE ADA-CPT3-1: Home jurisdiction eligibility documentation not accepted or not accepted directly from the visitor

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for accepting documentation of eligibility issued by the visitor's home jurisdiction from the visitor.

The recipient is deficient if it does not provide service to visitors based on apparent disabilities or documentation of disability.

DEFICIENCY CODE ADA-CPT3-2: Service not provided to visitors with apparent or documented disabilities

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for providing service to visitors whose disability is apparent or who present documentation of disability, provided that if documentation of residency has been requested, it has also been submitted.

The recipient is deficient if it does not provide service to visitors for 21 days within a 365-day period.

DEFICIENCY CODE ADA-CPT3-3: Service to visitors not provided for at least 21 days

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for providing visitors with 21 days of service within a 365-day period.

The recipient is deficient if it does not process visitors' requests for service the same day or not more than one day later.

DEFICIENCY CODE ADA-CPT3-4: Service to visitors not provided under same conditions as eligible riders

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for processing requests for service from visitors on the same day or not more than one day later.

GOVERNING DIRECTIVE

49 CFR 37.127 Complementary paratransit service for visitors

- (a) Each public entity required to provide complementary paratransit service under §37.121 of this part shall make the service available to visitors as provided in this section.
- (b) For purposes of this section, a visitor is an individual with disabilities who does not reside in the jurisdiction(s) served by the public entity or other entities with which the public entity provides coordinated complementary paratransit service within a region.
- (c) Each public entity shall treat as eligible for its complementary paratransit service all visitors who present documentation that they are ADA paratransit eligible, under the criteria of §37.125 of this part, in the jurisdiction in which they reside.
- (d) With respect to visitors with disabilities who do not present such documentation [documentation of home jurisdiction eligibility], the public entity may require the documentation of the individual's place of residence and, if the individual's disability is not apparent, of his or her disability. The entity shall

provide paratransit service to individuals with disabilities who qualify as visitors under paragraph (b) of this section. The entity shall accept a certification by such individuals that they are unable to use fixed route transit.

- (e) A public entity shall make the service to a visitor required by this section available for any combination of 21 days during any 365-day period beginning with the visitor's first use of the service during such 365-day period. In no case shall the public entity require a visitor to apply for or receive eligibility certification from the public entity before receiving the service required by this section.

49 CFR Part 37 Appendix D to 49 CFR 37.127 Complementary paratransit service for visitors

This section requires each entity having a complementary paratransit system to provide service to visitors from out of town on the same basis as it is provided to local residents. By “on the same basis,” we mean under all the same conditions, service criteria, etc., without distinction. For the period of a visit, the visitor is treated exactly like an eligible local user, without any higher priority being given to either.

ADA-CPT4. Does the recipient’s paratransit service meet the ADA complementary paratransit service requirements?

BASIC REQUIREMENT

ADA complementary paratransit service must be origin-to-destination service provided according to the service criteria described in 49 CFR 37.131.

APPLICABILITY

Public providers of fixed-route service (other than commuter rail or commuter bus service)

DETAILED EXPLANATION FOR REVIEWER

In crafting the ADA, Congress recognized that even when a fixed-route transit system is fully accessible there will be some individuals whose disabilities prevent them from using the system. Congress therefore created a “safety net” to ensure that these individuals have transportation available to them on the same basis as individuals using fixed-route systems.

The following requirements apply to complementary paratransit service.

Types of service. ADA complementary paratransit must be “origin-to-destination” service. The basic mode of service can be designated as door-to-door or curb-to-curb. If the entity’s basic mode of service is curb-to-curb, the entity must provide assistance from the vehicle to the first doorway for customers who need additional assistance to complete the trip. The entity cannot charge individuals needing door-to-door service an extra fee as this violates the nondiscrimination provisions of 49 CFR 37.5, the paratransit fare requirements of 49 CFR 37.131(c), and the requirement to provide origin-to-destination service under 49 CFR 37.129(a).

Some small entities may operate comingled fixed-route and complementary paratransit service using the same vehicle operated along a fixed route and deviating from the route only for ADA paratransit eligible riders. If this option is chosen, the agency must be prepared to demonstrate to FTA that it is fulfilling all of the Subpart F requirements. This would include, for example, ensuring complementary paratransit is provided within $\frac{3}{4}$ mile of the fixed route and is free from capacity constraints.

Service area. The paratransit service area for fixed-route bus service consists of corridors $\frac{3}{4}$ -mile wide on either side of a fixed route, with a $\frac{3}{4}$ -mile radius around the end points. The $\frac{3}{4}$ -mile service area requirement is a straight-line distance (“as the crow flies”). This requirement obligates transit agencies to also provide service throughout a “core service area,” which refers to the portion of agencies’ service areas where many bus routes intersect and/or overlap so that their respective $\frac{3}{4}$ -mile corridors cover virtually all destinations. For smaller agencies, the core service areas are usually downtown districts served by multiple bus routes. For larger agencies, the core service areas may encompass entire

downtowns or suburban activity centers. Inside the fixed-route bus core service areas, 49 CFR 37.131(a)(1)(ii) requires the complementary paratransit service to also include any small areas not inside any of the corridors but which are surrounded by corridors.

The minimum rail service area for complementary paratransit—excluding commuter and intercity rail, which are exempt from the requirement—is defined as circles of $\frac{3}{4}$ -mile radius from the center of each station. The $\frac{3}{4}$ -mile requirement is a straight-line distance (a radius around rail stations or “air miles”). This requirement obligates transit agencies to provide complementary paratransit trips from any point within one station circle to any point within the station circle of another station, but not between two points within the same station circle.

The service areas encompass all points within the $\frac{3}{4}$ -mile range; where service areas extend beyond political boundaries of a transit agency’s jurisdiction, this requirement obligates the agency to provide service to and from such points, except when legal prohibitions prevent service. Per Appendix D to 49 CFR 37.131, there must be a *legal bar* to the entity providing service on the other side of the boundary.

Response time. For any day that a transit agency operates complementary paratransit, 49 CFR 37.131(b) requires that eligible riders be able to reserve trips on the day before. For example, individuals can request a Wednesday trip by calling during normal business hours on Tuesday. Agencies may not require customers to reserve trips 24 hours in advance; this is not next-day service, and is described by Appendix D to 49 CFR 37.131 as “inadequate” to meet that standard.

Transit agencies must also ensure that riders can reserve trips on a next-day basis even when the administrative office is closed and fixed routes may not be running (e.g., on holidays). As discussed in Appendix D to § 37.131, “on days prior to a service day on which the administrative offices are not open at all (e.g., a Sunday prior to a Monday service day), the reservation service would also be open 9 to 5.” As explained below and in Appendix D, agencies may use voicemail to accept these reservations. Agencies using voicemail or other automated means of reserving trips must ensure, however, that any eligible rider making a reservation on a non-service day for a trip to be taken at the beginning of the next service day are assured of their reservation. If there is no Sunday service, and service begins at 5:00 a.m. on Monday, but reservation hours do not begin until 8:00 a.m., it would not be appropriate to wait until 8:00 a.m. on Monday to check the Sunday reservations line.

If a transit agency’s normal business hours for its administrative offices are 8:00 a.m. to 5:00 p.m. from Monday to Friday and it operates service Monday through Sunday, 49 CFR 37.131(b) requires the agency—whether with reservation staff or other staff (e.g., dispatch)—to accept trip requests from 8:00 a.m. to 5:00 p.m. Sunday through Saturday. Further, 49 CFR 37.131(b) requires agencies to permit callers who request trips during these hours to be able to reserve trips for any time during the next service day. If an agency operates service past midnight—or operates service 24 hours a day—this also means allowing callers to call during normal business hours (i.e., during administrative office hours) the day before the trip to request a trip at any time the next day, including a trip that would begin just after midnight.

As noted in 49 CFR 37.131(b)(4), while next-day service is the base requirement, agencies may permit advance reservations up to 14 days before a rider’s desired trip.

Fares. Under 49 CFR 37.131(c), the fare for a trip charged to an ADA paratransit eligible rider cannot exceed twice the fare that would be charged to an individual paying full fare (i.e., without regard for discounts) for a similar trip on the agency’s fixed-route system.

To calculate the proper paratransit fare, the entity would determine the route(s) that an individual would take to get from his or her origin to his or her destination on the fixed-route system at the same time of day the person was traveling. Applicable charges like transfer fees or premium service charges may be added to the amount, but discounts (e.g., the half-fare discount for off-peak fixed route travel by seniors and persons with disabilities) would not be subtracted. The transit provider could charge up to twice the resulting amount for the paratransit trip. The system operates the same regardless of whether the

paratransit trip is being provided in place of a bus or a rail trip the user cannot make on the fixed-route system.

Some entities operate fare-free routes or zones that are established either on their own or by an outside organization such as downtown business districts or convention authorities. In cases where a paratransit rider is traveling between origins and destinations that are both within $\frac{3}{4}$ -mile of a fare-free zone, and the typical fixed-route rider would make use of the fare-free service to make a comparable trip, the comparable paratransit fare would also be zero. Entities with fare-free zones that wish to determine whether a typical fixed-route rider would in fact use the fare-free option over a paid trip should compare the following factors in their analysis:

- Regular fixed-route fare (outside of free-fare zone)
- Frequency of the free service versus alternative service
- Need for transfers on the free versus alternative service
- Walking distances to and from the free service versus the alternative

Such an analysis might demonstrate that fixed-route riders would walk to the nearest boarding point in the fare-free zone instead of boarding the nearest fixed-route vehicle and transferring to the free-fare service. It might also demonstrate that individuals crossing the free-fare zone would use the regular fixed-route system, while individuals traveling between points along the free-fare zone would be more likely to use the fare-free service. This analysis would enable a transit agency to determine whether it may charge a fare for a given complementary paratransit trip between points that are both within $\frac{3}{4}$ mile of the free-fare zone.

Where other entities such as business organizations or chambers of commerce sponsor fare-free routes or zones, transit agencies are encouraged to consider including a requirement in such arrangements that the entity also assume responsibility for paratransit fares within such areas.

Some entities may operate fare-free promotions for a defined, limited period of time. While the US DOT ADA regulations specify that “discounts” are not required to be calculated when determining the comparable paratransit fare, the US DOT ADA regulations are silent on what constitutes a discount, other than the half-fare provision contained in the Federal Transit Act. It is therefore incumbent on the entity to determine whether a limited-time fare promotion constitutes a discount, and provide support for such determination.

Companions may be charged the same fare as the eligible individual they are accompanying. Personal care attendants ride free.

One exception to the fare requirement is made for social service agency (or other organization-sponsored) trips. This exception, which allows the transit provider to negotiate a price with the agency that is more than twice the relevant fixed-route fare, applies to “agency trips,” by which we mean trips which are guaranteed to the agency for its use.

Trip purpose. There can be no restrictions or priorities based on trip purpose in a comparable complementary paratransit system. When a user reserves a trip, the entity will need to know the origin, destination, time of travel, and how many people are traveling. The entity does not need to know why the person is traveling and should not even ask. Entities may limit subscription service to some trip purposes.

Hours and days of service. If riders can take a particular trip between two points on an agency’s fixed-route system at a specific time of day, 49 CFR 37.131(e) requires the same trip to be available on complementary paratransit. A transit agency’s complementary paratransit service area, therefore, may change by time of day and day of week when certain fixed routes are not in service. The service area may also expand and contract as individual bus routes or rail lines begin and end operation each day. If

a transit agency runs fixed-route service on weekends and holidays, it must provide complementary paratransit on those days as well.

PCAs and companions. ADA complementary paratransit must be provided to at least one other individual accompanying an eligible individual. If a PCA accompanies an individual, the service must be provided to the PCA and at least one additional individual accompanying the ADA eligible individual, if requested. Additional companions must be provided service if space is available, unless doing so would displace other ADA paratransit eligible individuals.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Paratransit Fare

If a recipient operates fixed-route service that is now fare-free, complementary ADA paratransit service also must be fare-free per 49 CFR 37.131(c).

FTA has regarded promotional, occasional fare-free days on fixed-route service as a form of a discount and has not also required paratransit service to be free during the limited time of the promotion. However, if fixed-route service is fare-free to limit interactions between the passenger and the operator, it would not be a discount and the transit agency must do the same for the paratransit system per 49 CFR 37.131(c).

Trip Purpose

The DOT ADA regulations at 49 CFR 37.131(d) expressly prohibit paratransit providers from imposing restrictions or priorities based on trip purpose. However, an agency may send a request and encouragement to its paratransit customers asking them to cancel all nonessential trips. If a paratransit rider, however, wants to take a trip, the agency cannot deny the request due to the purpose of the trip.

INDICATORS OF COMPLIANCE

- a. *Is the base mode of service door-to-door or curb-to-curb? If curb-to-curb, does the recipient ensure origin-to-destination service is provided when necessary?*
- b. *Does the recipient provide paratransit service within a ¾-mile radius of all fixed bus routes (except commuter)? If the recipient provides rail service (except commuter), does the paratransit service area include areas within a ¾-mile radius of each station? Where fixed routes cross jurisdictional boundaries, does the paratransit service area follow suit? Where the paratransit service area surrounding a fixed route crosses jurisdictional boundaries, is paratransit service provided across such boundaries? If it is not, do legal prohibitions prevent service?*
- c. *Does the recipient provide paratransit service on a next-day (not 24-hour's notice) basis? Does the entity provide a means for riders to reserve trips on the day before a service day, even if the offices are closed? Are reservations accepted during the same business hours on a non-service day as they are when the offices are open? Are trips reserved on non-service days for travel at the beginning of the next service day confirmed prior to the rider's requested trip time?*
- d. *Is the paratransit fare no more than twice the fare for a trip between the same points made using the fixed-route system?*
- e. *Does the recipient impose any trip purpose prioritization for its paratransit service? Does the recipient ask about trip purpose in the application or reservations process? Is there any evidence that trip purpose is used to prioritize trips?*
- f. *Does the recipient's paratransit service operate during all days and times when the fixed-route service operates? Are there fixed routes that operate when the paratransit system does not?*

- g. *Is service provided to at least one other individual accompanying an eligible passenger? If the eligible passenger travels with a PCA, is service provided to at least one other individual in addition to the PCA?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- h. *As a result of the COVID-19 public health emergency, did the recipient provide fixed-route service fare-free? If yes, did the recipient also provide ADA complementary paratransit trips fare-free?*
- i. *Has the recipient placed any restrictions on paratransit trip purpose in response to the COVID-19 public health emergency?*
- j. *Have any communications the recipient had with its paratransit customers concerning nonessential trips been clear in communicating that the recipient was making a request and not imposing a requirement?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website for information on the ADA complementary paratransit service criteria (service area, reservation requirements, (response time fares, trip purpose, day, and hours of service). Review the recipient's eligibility form(s) and rider guide(s) concerning complementary paratransit service criteria. Review information provided to the public that describes the ADA complementary paratransit services. Onsite, discuss with the recipient the paratransit service factors and how the recipient ensures that they are met.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

In addition to the normal assessment procedures, during pre-site visit or site visit discussions, discuss if/how the recipient has suspended, deviated from, or significantly updated or altered the implementation of its ADA service policies during the COVID-19 public health emergency. Verify through discussion with the recipient and regional office that the recipient did not place any restrictions on trip purpose due the COVID-19 public health emergency. Review the recipient's website and discuss with the recipient and regional office if/how it suspended, the following provisions due to the COVID-19 public health emergency:

- Origin-to-destination service
- Service within 3/4-mile radius of fixed routes
- Days and times of service
- Fares and service for PCAs and other accompanying riders

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not provide origin-to-destination service when needed.

DEFICIENCY CODE ADA-CPT4-1: Origin-to-destination service deficiency

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence that it provides origin-to-destination service.

The recipient is deficient if it does not provide service between points within at least 3/4-mile radius of fixed bus routes, or between points within a 3/4-mile radius of one rail station to points within a 3/4-mile radius of another rail station, or within the core service area. The recipient is deficient if its service area would cross jurisdictional boundaries, but it does not provide service beyond jurisdictional boundaries, and cannot demonstrate the existence of a legal bar.

DEFICIENCY CODE ADA-CPT4-2: Service area deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO evidence that the service area for its ADA complementary paratransit system includes all areas within a ¾-mile radius of fixed bus routes and a ¼-mile radius of rail stations.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO evidence that complementary paratransit service is provided within the core service area.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the RCRO evidence of a legal bar preventing the provision of service across jurisdictional boundaries or must submit evidence that service is provided across jurisdictional boundaries.

The recipient is deficient if it does not provide next-day service, accept reservations on all days prior to service days, or accept reservations during regular business hours.

DEFICIENCY CODE ADA-CPT4-3: Next-day service deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO evidence that complementary paratransit service is provided on a next-day, not 24-hour, basis.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO evidence that reservations are taken on each day before a service day, including weekends and holidays, during comparable business hours, and confirmed prior to the rider's requested trip time.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the RCRO evidence that reservations are taken during regular business hours.

The recipient is deficient if ADA complementary paratransit fares are more than twice the fare for a comparable trip on fixed routes or if PCAs pay a fare on ADA complementary paratransit service.

DEFICIENCY CODE ADA-CPT4-4: Paratransit fare deficiency

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO evidence that paratransit fares do not exceed twice the fare for a comparable trip using fixed routes.

SUGGESTED CORRECTIVE ACTION 2: For fare-free routes, zones or areas, the recipient must submit to the RCRO the results of an analysis showing that paratransit fares for comparable fixed-route trips made using the fare-free service are also free.

SUGGESTED CORRECTIVE ACTION 3: For fare-free routes, zones or areas where other entities assume the responsibility for paying the fixed-route fare, the recipient must submit to the RCRO evidence that they have included a requirement that such entities include paratransit fares in their arrangements with the recipient for comparable fixed-route trips made using the fare-free service or provide the trips fare-free without compensation from the third party.

SUGGESTED CORRECTIVE ACTION 4: For fare-free promotions available for a defined, limited period of time, the recipient must submit to the RCRO evidence that it has conducted an analysis supporting the designation of such promotions as a "discount."

SUGGESTED CORRECTIVE ACTION 5: The recipient must submit to the RCRO evidence that it has ceased requiring personal care attendants accompanying eligible riders to pay a fare.

The recipient is deficient if it imposes restrictions or priorities based on trip purpose (other than for subscription service).

DEFICIENCY CODE ADA-CPT4-5: Trip purpose restrictions or prioritization

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence that it has ceased the application of trip purpose restrictions or priorities.

The recipient is deficient if paratransit service is not available during the same hours and days as fixed-route service.

DEFICIENCY CODE ADA-CPT4-6: Paratransit service hours and days do not match those of fixed-route service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO evidence that the hours and days during which paratransit service operates are the same as those for a comparable trip using the fixed-route system.

The recipient is deficient if at least one other individual may not accompany an eligible passenger or may not accompany the eligible passenger in addition to the PCA.

DEFICIENCY CODE ADA-CPT4-7: Restrictions on companions

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO evidence that at least one other individual may accompany an eligible passenger.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO evidence that at least one other individual in addition to the PCA may accompany an eligible passenger.

GOVERNING DIRECTIVE

49 CFR 37.123 ADA Paratransit Eligibility: Standards

(a) Individuals accompanying an ADA paratransit eligible individual shall be provided service as follows:

- (1) One other individual accompanying the ADA paratransit eligible individual shall be provided service—
 - (i) If the ADA paratransit eligible individual is traveling with a personal care attendant, the entity shall provide service to one other individual in addition to the attendant who is accompanying the eligible individual;
 - (ii) A family member or friend is regarded as a person accompanying the eligible individual, and not as a personal care attendant, unless the family member or friend registered is acting in the capacity of a personal care attendant;
- (2) Additional individuals accompanying the ADA paratransit eligible individual shall be provided service, provided that space is available for them on the paratransit vehicle carrying the ADA paratransit eligible individual and that transportation of the additional individuals will not result in a denial of service to ADA paratransit eligible individuals;
- (3) In order to be considered as “accompanying” the eligible individual for purposes of this paragraph (f), the other individual(s) shall have the same origin and destination as the eligible individual.

49 37.129 Types of service

- (a) Except as provided in this section, complementary paratransit service for ADA paratransit eligible persons shall be origin-to-destination service.
- (b) Complementary paratransit service for ADA paratransit eligible persons described in §37.123(e)(2) of this part may also be provided by on-call bus service or paratransit feeder service to an accessible fixed route, where such service enables the individual to use the fixed route bus system for his or her trip.

- (c) Complementary paratransit service for ADA eligible persons described in §37.123(e)(3) of this part also may be provided by paratransit feeder service to and/or from an accessible fixed route.

49 CFR 37.131 Service criteria for complementary paratransit

The following service criteria apply to complementary paratransit required by §37.121 of this part.

(a) *Service Area*—

(1) *Bus*.

- (i) The entity shall provide complementary paratransit service to origins and destinations within corridors with a width of three-fourths of a mile on each side of each fixed route. The corridor shall include an area with a three-fourths of a mile radius at the ends of each fixed route.
- (ii) Within the core service area, the entity also shall provide service to small areas not inside any of the corridors but which are surrounded by corridors.
- (iii) Outside the core service area, the entity may designate corridors with widths from three-fourths of a mile up to one and one half miles on each side of a fixed route, based on local circumstances.
- (iv) For purposes of this paragraph, the core service area is that area in which corridors with a width of three-fourths of a mile on each side of each fixed route merge together such that, with few and small exceptions, all origins and destinations within the area would be served.

(2) *Rail*.

- (i) For rail systems, the service area shall consist of a circle with a radius of 3/4 of a mile around each station.
- (ii) At end stations and other stations in outlying areas, the entity may designate circles with radii of up to 1 1/2 miles as part of its service area, based on local circumstances.

- (3) *Jurisdictional boundaries*. Notwithstanding any other provision of this paragraph, an entity is not required to provide paratransit service in an area outside the boundaries of the jurisdiction(s) in which it operates, if the entity does not have legal authority to operate in that area. The entity shall take all practicable steps to provide paratransit service to any part of its service area.

- (b) *Response time*. The entity shall schedule and provide paratransit service to any ADA paratransit eligible person at any requested time on a particular day in response to a request for service made the previous day. Reservations may be taken by reservation agents or by mechanical means.

- (1) The entity shall make reservation service available during at least all normal business hours of the entity's administrative offices, as well as during times, comparable to normal business hours, on a day when the entity's offices are not open before a service day.
- (2) The entity may negotiate pickup times with the individual, but the entity shall not require an ADA paratransit eligible individual to schedule a trip to begin more than one hour before or after the individual's desired departure time.
- (3) The entity may use real-time scheduling in providing complementary paratransit service.
- (4) The entity may permit advance reservations to be made up to 14 days in advance of an ADA paratransit eligible individual's desired trips. When an entity proposes to change its reservations system, it shall comply with the public participation requirements equivalent to those of §37.137 (b) and (c).

- (c) *Fares.* The fare for a trip charged to an ADA paratransit eligible user of the complementary paratransit service shall not exceed twice the fare that would be charged to an individual paying full fare (i.e., without regard to discounts) for a trip of similar length, at a similar time of day, on the entity's fixed route system.
- (1) In calculating the full fare that would be paid by an individual using the fixed route system, the entity may include transfer and premium charges applicable to a trip of similar length, at a similar time of day, on the fixed route system.
 - (2) The fares for individuals accompanying ADA paratransit eligible individuals, who are provided service under §37.123 (f) of this part, shall be the same as for the ADA paratransit eligible individuals they are accompanying.
 - (3) A personal care attendant shall not be charged for complementary paratransit service.
 - (4) The entity may charge a fare higher than otherwise permitted by this paragraph to a social service agency or other organization for agency trips (i.e., trips guaranteed to the organization).
- (d) *Trip purpose restrictions.* The entity shall not impose restrictions or priorities based on trip purpose.
- (e) *Hours and days of service.* The complementary paratransit service shall be available throughout the same hours and days as the entity's fixed route service.

Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR1

The DOT ADA regulations at 49 CFR 37.131(d) expressly prohibit paratransit providers from imposing restrictions or priorities based on the trip purpose. Further, medical trips are not the only trips that may be essential to a passenger. An agency may send a request and encouragement to its paratransit customers asking them to cancel all nonessential trips. Transit agencies often use this approach, for example, in impending weather events. If a paratransit rider, however, wants to take a trip, the agency cannot deny the request due to the purpose of the trip.

The establishment of trip purpose restrictions or priorities is permitted under 49 CFR 37.133(c) only for subscription service. Further, because DOT ADA regulations do not require subscription service, it may also be suspended or cancelled.

Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR4

Under the DOT ADA regulations at 49 CFR 37.131(c), the fare for an ADA paratransit trip may not exceed more than twice the fare for a similar trip made using the fixed-route system, without regard to discounts. FTA has regarded promotional, occasional fare-free days on fixed-route service as a form of a discount, and has not also required paratransit service to be free during the limited time of the promotion. In this case, however, if the fixed-route system is fare-free to limit interactions between the passenger and the operator, it would not be a discount, and the transit agency must do the same for the paratransit system per 49 CFR 37.131(c).

Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR7

Local transit agencies determine the type of service they offer. While there are no Title VI or ADA concerns with a proposal to move from a fixed-route to a demand-responsive service (FTA does not require a service or fare equity analysis for a temporary service or fare change as a result of an emergency), note that under DOT ADA regulations at 49 CFR 37.77, all vehicles used in demand-responsive service must be accessible to and usable by persons with disabilities, including wheelchair users, or equivalent service must be provided according to the specific criteria contained in 49 CFR 37.77(c). In addition, once the system completes its move to demand-responsive service, the obligation to provide ADA complementary paratransit no longer is applicable. For more information on ADA requirements for demand-responsive service, see Chapter 7 of FTA Circular 4710.1.

So long as the fixed-route system is operating, the DOT ADA regulations at 49 CFR 37.121 obligate the agency to continue operating complementary paratransit according to the service criteria contained in 49 CFR 37.131. If a transit agency makes adjustments to the fixed-route system's routes or schedules to accommodate the COVID-19 public health emergency, or shuts down the fixed-route service entirely, the agency may make similar adjustments to the paratransit system. Where an agency's ADA paratransit contractor is contemplating shutting down service when fixed route service continues, the agency should consult with its contracting office to determine appropriate steps to ensure that ADA paratransit service continues comparable to the fixed-route service being provided.

ADA-CPT5. If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?

BASIC REQUIREMENT

Recipients may establish an administrative process to suspend, for a reasonable amount of time, the provision of ADA complementary paratransit service to ADA eligible individuals who establish a pattern or practice of missing scheduled trips. The procedure must provide for due process.

APPLICABILITY

Public providers of fixed-route service (other than commuter rail or commuter bus service)

DETAILED EXPLANATION FOR REVIEWER

Under 49 CFR 37.125(h), an entity may establish an administrative procedure to suspend, for a reasonable period of time, the provision of complementary paratransit service to ADA eligible individuals who establish a pattern or practice of missing scheduled trips.

As explained in Appendix D to this section of the regulation, a "pattern or practice" involves intentional, repeated or regular actions, not isolated, accidental, or singular incidents. An entity's no-show policy must therefore be narrowly tailored to ensure that suspension is only imposed for a true pattern or practice of missing scheduled trips. For example, three no-shows in 30 days would not be a pattern or practice for a frequent or daily rider. Such a policy would take into account frequency of rides and no-shows, and not use a simple number threshold.

Any suspensions must be "for a reasonable period of time." Suspension of service for 30 days for a first "offense," for example, is not "reasonable." A reasonable suspension for a first instance of a pattern or practice of no-shows might be a few days to a week. Subsequent offenses may justify longer suspensions, but FTA generally considers suspensions longer than 30 days to be excessive.

Entities may not impose a mandatory financial penalty as part of a no-show policy, including charging for the fare for the no-show trip. 49 CFR 37.125(h) permits only the establishment of an administrative process to suspend, for a reasonable amount of time, the provision of complementary paratransit service to eligible individuals who establish a pattern or practice of missing scheduled trips. In very limited cases, however, transit operators and riders facing suspension have voluntarily and mutually agreed to make and accept payment for the missed trips in lieu of suspension. Where such arrangements are made voluntarily, FTA has elected not to intervene.

Only no-shows that are under the rider's control may be counted against the rider. No-shows caused by reasons beyond the rider's control (e.g., scheduling problems, late pickups, and operational problems on the part of the entity or a family emergency or sudden turn for the worse in a variable medical condition) or operator error must not be counted against the rider.

FTA has permitted entities to include late cancellations in their suspension policy, but only to the extent that late cancellations have the same effect on the system as a no-show, and only for late cancellations within the rider's control. FTA has found it acceptable to consider a late cancellation as one made within an hour or two before the pickup time provided to the rider.

49 CFR 37.125(g)(2) obligates entities to inform riders in writing that they have the right to appeal the proposed suspension (with an option for an in-person appeal), consistent with the appeals process outlined in 49 CFR 37.125(g). This means including instructions on the appeal process, and how to request an appeal. Under 49 CFR 37.125(h)(3), suspensions are stayed pending the outcome of the appeal.

It is important to note that 49 CFR 37.125(h) permits an entity to establish a no-show policy; it does not require one to do so. An entity is therefore not deficient if it does not have a no-show policy and does not suspend riders based on no-shows.

A noncompliant no-show policy is noncompliant even if it is not enforced.

INDICATORS OF COMPLIANCE

- a. Does the recipient suspend riders for a reasonable period of time only after a pattern or practice of missing scheduled trips is established?*
- b. Does the recipient impose a mandatory financial penalty as part of its no-show policy, including charging for the fare of the no-show trip?*
- c. Are only no-shows under the rider's control counted towards the suspension?*
- d. Before suspending service for no-show violations, does the recipient notify the rider and provide an opportunity to respond? Does the recipient allow individuals to appeal no-show policy violations and stay suspensions pending the outcome of the appeal?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website and other information provided to the public that describes the ADA complementary paratransit services for information on the ADA complementary paratransit service no-show policy.

Determine:

- If the recipient suspends riders, for how long and under what circumstances
- If there is discussion on imposing mandatory financial penalties
- If there is discussion on not suspending riders for no-shows not under their control
- If there is discussion on the process of suspending riders

Onsite, discuss the no-show process with the recipient.

- Verify that any suspensions are a result of a "pattern or practice" of missing scheduled trips. Note whether the recipient relies on a simple percentage, which does not establish a pattern or practice for infrequent riders.
- Verify that any suspensions are "for a reasonable period of time." Note whether suspensions reset on a "rolling" basis after each "offense", imposing longer suspensions as a default.
- Verify that the recipient does not impose a financial penalty as part of a no-show policy, including charging the fare for the no-show trip.
- Verify that only no-shows under the rider's control are counted against the rider.
- Verify that before suspending service, the recipient notifies the individual in writing that it proposes to suspend service, providing the specific basis for the proposed suspension and the proposed sanction.
- Verify that the recipient provides the individual an opportunity to be heard and to present information.
- Verify that the suspension is stayed pending the outcome of the appeal.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it suspends riders for an unreasonable amount of time (consult with the FTA Office of Civil Rights as needed). The recipient is deficient if it suspends riders without establishing that the rider has a pattern or practice of missing scheduled trips (consult with the FTA Office of Civil Rights as needed).

DEFICIENCY CODE ADA-CPT5-1: Unreasonable no-show suspension

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO a procedure for suspending riders for a reasonable amount of time.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO a procedure for suspending a rider only after establishing that the rider has a pattern or practice of missing scheduled trips.

The recipient is deficient if it imposes an involuntary financial penalty for no-shows.

DEFICIENCY CODE ADA-CPT5-2: Financial penalty imposed for no-shows

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO documentation that it has ceased the assessment of financial penalties for no-shows.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO a procedure for accepting payment for missed trips in lieu of suspension only if voluntarily agreed to by the passenger.

The recipient is deficient if it counts no-shows not under the rider's control toward suspension.

DEFICIENCY CODE ADA-CPT5-3: Suspension based on no-shows not under rider control

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a procedure for only counting no-shows under the rider's control toward the suspension.

The recipient is deficient if it does not notify the rider of the pending suspension in writing and provide the specific basis for it, does not offer the opportunity for the rider to appeal or does not stay the suspension pending the outcome of the appeal.

DEFICIENCY CODE ADA-CPT5-4: Insufficient no-show suspension procedures

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO an appeals process that notifies the rider of the suspension in writing, specifically indicating the basis of the proposed suspension and the proposed sanction.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO an appeals process that offers the opportunity for the rider to appeal.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the RCRO an appeals process that provides the rider an opportunity to be heard.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the RCRO an appeals process that stays the suspension pending the outcome of the appeal.

GOVERNING DIRECTIVE

49 CFR 37.125 ADA paratransit eligibility: Process

- (i) The entity shall establish an administrative appeal process through which individuals who are denied eligibility can obtain review of the denial.
 - (1) The entity may require that an appeal be filed within 60 days of the denial of an individual's application.
 - (2) The process shall include an opportunity to be heard and to present information and arguments, separation of functions (i.e., a decision by a person not involved with the initial decision to deny eligibility), and written notification of the decision, and the reasons for it.
- (ii) The entity may establish an administrative process to suspend, for a reasonable period of time, the provision of complementary paratransit service to ADA eligible individuals who establish a pattern or practice of missing scheduled trips.
 - (1) Trips missed by the individual for reasons beyond his or her control (including, but not limited to, trips which are missed due to operator error) shall not be a basis for determining that such a pattern or practice exists.”
 - (2) Before suspending service, the entity shall take the following steps:
 - (i) Notify the individual in writing that the entity proposes to suspend service, citing with specificity the basis of the proposed suspension and setting forth the proposed sanction.
 - (ii) Provide the individual an opportunity to be heard and to present information and arguments;
 - (iii) Provide the individual with written notification of the decision and the reasons for it.
 - (3) The appeals process of paragraph (g) of this section is available to an individual on whom sanctions have been imposed under this paragraph. The sanction is stayed pending the outcome of the appeal.

ADA-CPT6. Does the recipient place limits on the availability of service to ADA paratransit eligible individuals?

BASIC REQUIREMENT

Recipients shall not limit the availability of complementary paratransit service to ADA paratransit eligible individuals.

APPLICABILITY

Public providers of fixed-route service (other than commuter rail or commuter bus service)

DETAILED EXPLANATION FOR REVIEWER

The US DOT ADA regulations specify that an entity may not limit the availability of complementary paratransit to eligible individuals by using various capacity constraints to limit service. Any operational pattern or practice that has the effect of limiting availability is also prohibited (e.g., trip denials, late pick-ups, missed trips, or excessively long trips). “Pattern or practice” in the regulations refers to regular or repeated actions, such as repeated denials on peak days, not isolated or singular incidents. The regulations note that operational problems beyond the control of the entity, such as unanticipated weather or traffic problems that affect all vehicular traffic, do not count as a pattern or practice under this provision. Repeated incidents caused by poor maintenance or excessively tight scheduling, however, would trigger this provision. A substantial number of late arrivals that are significantly late can trigger this provision.

In order to determine whether capacity constraints exist, entities should have a definition of ADA trip denial, missed trip (i.e., trip missed by the entity), on-time performance, and excessively long trip. The entity's definitions must make distinctions between trips it or its contractors miss (where the customer is not transported or elects not to take the trip) and late pickups (where the customer takes the trip despite vehicle arrival outside of the pickup window). Entities are required to plan and budget for 100 percent of demand for next-day service. The entity may not intentionally plan to deny, miss, or otherwise not serve a percentage of trips.

The regulations allow entities to negotiate pickup times with ADA eligible persons within a one-hour +/- window. If the entity cannot schedule a ride that is no more than one hour before or after the desired departing time, the trip must be tracked as a denial. Even if a rider accepts an offer of a trip that is outside the one-hour window, the trip must be tracked as a denial due to the entity's inability to meet the ADA service criteria. Similarly, if only one leg of a round trip can be reserved, and the rider declines to take both trips, it must be tracked as two denials. (If the rider accepts the "return" trip, only one trip has been denied). If the rider refuses an alternate time that is within the one-hour window, it is not a denial for the purposes of ADA compliance.

The entity may not limit the number of trips an individual will be provided. For example, the entity cannot have a policy of no more than four trips per day. Accordingly, the entity cannot set a minimum or maximum number of trips for an eligible individual. Similarly, policies limiting the number of trip requests per telephone call are considered restrictive.

The entity may not use what amounts to a waiting list. Although it may not be called a waiting list, placing callers' names on a list when the schedules are full and informing them they will be contacted if space becomes available would constitute a prohibited waiting list. Similarly, telling callers the schedules are full and suggesting they call back later to see if space becomes available would be a waiting list. Entities may accept a trip request during a reservation call and internally schedule the trip later (within the pickup window communicated to the rider at the time of reservation), which are often referred to as confirmed but unscheduled trips.

Entities should have a mechanism in place for monitoring, tracking, and verifying these indicators of capacity constraints. While there is no regulatory requirement for record-keeping or monitoring in any particular way, entities must be able to demonstrate that the trip denials it does have, as well as the missed trips, late pickups, trips of excessive length, etc., are not an operational pattern or practice that significantly limits the availability of ADA paratransit service. Entities should track service for ADA trips separately from non-ADA trips.

INDICATORS OF COMPLIANCE

- a. Where the recipient cannot provide a trip at the requested time, does the recipient negotiate trip times so that trips are scheduled within one hour before or after an individual's desired departure time?*
- b. Does the recipient appropriately categorize denials?*
- c. Does the recipient restrict the number of trips an eligible individual will be provided?*
- d. Does the recipient limit the availability of service by using waiting lists?*
- e. Does any operational pattern or practice significantly limit the availability of service to eligible individuals?*

INSTRUCTIONS FOR REVIEWER

Prior to the site visit, review the recipient's website for information on ADA complementary paratransit service reservations and scheduling. Review the rider guide or other customer information and reservation procedures. Note references to negotiating eligible trip requests within the one-hour window, and the handling and documentation of potential trip denials. Verify that the recipient does not limit the

number of trips an individual will be provided. Verify that the recipient does not use what amounts to a waiting list. Note how the recipient logs its reservations, pickup times, and scheduled trips.

Onsite, discuss if the entity tracks a trip as a denial if it cannot be scheduled no more than one hour before or after the desired departing time, even if a rider accepts the trip. Similarly, if only one leg of a round trip can be reserved, and the rider declines to take both trips, determine if the agency tracks that as two denials. (If the rider accepts the “return” trip, only one trip has been denied). If the rider refuses an alternate time that is within the one-hour window, it is not a denial for the purposes of ADA compliance.

Onsite, discuss with the recipient how it ensures it does not have capacity constraints. Review reports from the reservation and scheduling software, if available. If not available, discuss with the recipient how it schedules trips, for example, in 15- or 30-minute blocks, and review with the recipient driver manifests for a recent day with higher than average ridership, typically a day in the beginning of the month, to see if there are indications of late trips, missed trips or excessively long trips. Evaluate data on trip denials, on-time performance, missed trips, and excessively long trips for the past year and the current year for any operational pattern or practice that has the effect of limiting availability such as trip denials, late pickups, missed trips or excessively long trips. If data indicate no pattern or practice of capacity constraints and the recipient does not collect or analyze data to ensure that capacity constraints do not develop, document such as an issue of concern for FTA awareness.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not schedule trips at the requested time and does not negotiate trips within one hour before or after an individual's desired departure time.

DEFICIENCY CODE ADA-CPT6-1: ADA complementary paratransit scheduling deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO documentation, such as updated public information and scheduling procedures, that demonstrates that it negotiates trips within one hour before or after an individual's desired departure time.

The recipient is deficient if rides scheduled outside the hour before-or-after scheduling window are not tracked as denials, even when a rider accepts the trip. The recipient is deficient if it does not track as two denials when one leg of a roundtrip cannot be reserved and the rider declines both trips.

DEFICIENCY CODE ADA-CPT6-2: ADA complementary paratransit service denial tracking deficiencies

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the RCRO documentation, such as updated scheduling procedures, that rides scheduled outside the hour before-or-after scheduling window are tracked as denials.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the RCRO documentation, such as updated scheduling procedures, that declined roundtrips are tracked as two denials when one leg of the trip cannot be reserved.

The recipient is deficient if it restricts the number of trips an eligible individual will be provided.

DEFICIENCY CODE ADA-CPT6-3: ADA complementary paratransit service restricted for eligible individuals

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO documentation, such as updated public information and scheduling procedures, demonstrating that it has eliminated restrictions on the number of trips.

The recipient is deficient if it restricts the availability of trips using waiting lists.

DEFICIENCY CODE ADA-CPT6-4: ADA complementary paratransit service waiting lists

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO documentation, such as updated public information and revised scheduling procedures, demonstrating that it has eliminated the use of waiting lists or practices that amount to waiting lists.

The recipient is deficient if it demonstrates an operational pattern or practice that significantly limits the availability of complementary paratransit service.

DEFICIENCY CODE ADA-CPT6-5: Limits or capacity constraints on ADA complementary paratransit service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO a plan to eliminate an operational pattern or practice that creates ADA complementary paratransit capacity constraints.

GOVERNING DIRECTIVE

49 CFR 37.131 Service criteria for complementary paratransit

(a) Response time.

- (1) The entity may negotiate pickup times with the individual, but the entity shall not require an ADA paratransit eligible individual to schedule a trip to begin more than one hour before or after the individual's desired departure time."

(b) Capacity constraints. The entity shall not limit the availability of complementary paratransit service to ADA paratransit eligible individuals by any of the following:

- (1) Restrictions on the number of trips an individual will be provided;
- (2) Waiting lists for access to the service; or
- (3) Any operational pattern or practice that significantly limits the availability of service to ADA paratransit eligible persons.
 - (i) Such patterns or practices include, but are not limited to, the following:
 - (A) Substantial numbers of significantly untimely pickups for initial or return trips;
 - (B) Substantial numbers of trip denials or missed trips;
 - (C) Substantial numbers of trips with excessive trip lengths.
 - (ii) Operational problems attributable to causes beyond the control of the entity (including, but not limited to, weather or traffic conditions affecting all vehicular traffic that were not anticipated at the time a trip was scheduled) shall not be a basis for determining that such a pattern or practice exists.

ADA-CPT7. Does the recipient monitor service provided under contract or other arrangement or relationship, or service provided by another entity on the recipient's behalf, for compliance with the US DOT ADA paratransit regulations?

BASIC REQUIREMENT

ADA complementary paratransit service provided under contract or other arrangement or relationship (including, but not limited to, an award, subaward, or cooperative agreement) by a private entity, and

service provided by another public entity must meet the US DOT ADA requirements that apply to the recipient.

APPLICABILITY

Recipients who contract out or otherwise rely on another entity to provide all or a portion of their complementary paratransit service

DETAILED EXPLANATION FOR REVIEWER

When a public entity enters into a contractual or other arrangement or relationship (including, but not limited to, an award, subaward or cooperative agreement) with a private entity to operate any aspect of its ADA complementary paratransit service, the public entity is responsible for ensuring that the service provided meets all of the requirements of the US DOT ADA regulations that would apply to the public entity if the public entity provided the service itself. This means that if a public entity relies on a private entity to meet all or part of its ADA complementary paratransit service, such service must meet all of the service criteria and other obligations that apply to the public entity. For example, if a transit operator relies on a taxi company or transportation network company (TNC) to provide a portion of its paratransit service, it must ensure that all paratransit-eligible riders, including wheelchair users, receive service according to the paratransit service criteria. See preceding questions for a more detailed explanation of each requirement.

It should be noted that many transit operators are engaging the services of TNCs or taxi operators to provide what they describe variously as “premium” or “non-ADA” service. While there is no such thing as “non-ADA service” (other than by aircraft), such “premium” services would be regarded as demand-response and would be required to meet the requirements for equivalent service. This means that all riders, including wheelchair users, must be provided with the same level of service. This could be accomplished by requiring the taxi operator or TNC to provide a sufficient number of accessible vehicles, by engaging the services of another entity with accessible vehicles to provide service on the same basis, or by using accessible vehicles from its own fleet. (Please refer to question ADA-GEN5 in the Americans with Disabilities Act (ADA) – General section of this workbook.)

Where an entity relies on another public entity to provide paratransit service on its behalf, the entity remains responsible for meeting the requirements of 49 CFR part 37 Subpart F. In other words, the entity must ensure that the service provided on its behalf meets all the requirements that it would be required to meet if it provided the service directly. The entity is not permitted to defer to the public entity operating the service. The entity must have procedures in place to monitor the performance of such service to ensure that these requirements are met.

The DOT ADA regulations contain no exemptions for “pilot” or demonstration projects.

INDICATOR OF COMPLIANCE

- a. *If a recipient enters into a contract or other arrangement or relationship with a private entity for all or a portion of its ADA complementary paratransit service or relies on any other public entities to provide the service, does the recipient ensure that the service provided meets the ADA complementary paratransit requirements?*

INSTRUCTIONS FOR REVIEWER

Review contracts and other agreements to ascertain if the recipient communicated ADA requirements, including contracts to provide eligibility services and agreements with supplemental transportation providers such as taxi overflow service. Review contract management procedures to understand how the recipient will ensure the contractor complies with the requirements. Review monitoring procedures and documentation for monitoring activities conducted during the review period to note if ADA requirements were reviewed.

Onsite, discuss the recipient’s tracking, monitoring, and reporting procedures for all contractor functions, including eligibility. Review oversight files for the contractor(s) and entity(ies) to be visited during the site visit to determine if the program is implemented in accordance with the agreement. Discuss ADA

complementary paratransit policies and procedures with the contractor(s) visited to determine if the program is implemented in accordance with the agreement.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not ensure that service provided through contracted or other arrangements or relationships with private entities complies with ADA complementary paratransit service requirements.

DEFICIENCY CODE ADA-CPT7-1: Insufficient oversight of contractors/other private entities providing ADA complementary paratransit

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO procedures for ensuring that service provided on its behalf by contractors or other providers complies with the ADA service provisions and evidence of implementation.

GOVERNING DIRECTIVE

49 CFR 39.23 Service under contract

(a) When a public entity enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to operate fixed route or demand responsive service, the public entity shall ensure that the private entity meets the requirements of this part that would apply to the public entity if the public entity itself provided the service.

(b) A private entity which purchases or leases new, used, or remanufactured vehicles, or remanufactures vehicles, for use, or in contemplation of use, in fixed route or demand responsive service under contract or other arrangement or relationship with a public entity, shall acquire accessible vehicles in all situations in which the public entity itself would be required to do so by this part.

(c) A public entity which enters into a contractual or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) or relationship with a private entity to provide fixed route service shall ensure that the percentage of accessible vehicles operated by the public entity in its overall fixed route or demand responsive fleet is not diminished as a result.

(d) A private entity that provides fixed route or demand responsive transportation service under contract or other arrangement (including, but not limited to, a grant, subgrant, or cooperative agreement) with another private entity shall be governed, for purposes of the transportation service involved, by the provisions of this part applicable to the other entity.

ADA-CPT8. Does the recipient monitor ADA complementary paratransit service provided by subrecipients for compliance with the US DOT ADA regulations?

BASIC REQUIREMENT

ADA complementary paratransit service provided by subrecipients must be comparable to fixed-route service.

APPLICABILITY

Recipients with subrecipients that operate fixed-route service

DETAILED EXPLANATION FOR REVIEWER

Recipients are required to ensure that subrecipients adhere to all relevant ADA requirements. Where a state provides Section 5311 funds to a subrecipient that is private nonprofit to operate a fixed-route service, the requirement to provide complementary paratransit applies to this service.

See preceding questions for a more detailed explanation of each requirement. The US DOT ADA regulations contain no exemptions for “pilot” or demonstration projects.

INDICATOR OF COMPLIANCE

- a. *Does the recipient monitor subrecipients for ADA complementary paratransit service?*

INSTRUCTIONS FOR REVIEWER

Review subrecipient agreements to ascertain if the recipient communicated ADA requirements, including training requirements, to the subrecipient as part of the contractual obligations. Review reports, questionnaires, and checklists used for ensuring compliance with ADA requirements to determine how the recipient monitors that the ADA requirements are met. Onsite, discuss ADA policies and procedures with the recipient and review the oversight files for the subrecipient(s) to be visited. Discuss ADA complementary paratransit policies and procedures with the subrecipient(s) visited to determine if the program is implemented in accordance with the agreement.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not ensure that its subrecipients comply with ADA provision of service requirements.

DEFICIENCY CODE ADA-CPT8-1: Insufficient oversight of subrecipients for ADA complementary paratransit

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the RCRO specific procedures for ensuring that subrecipients comply with the ADA complementary paratransit requirements and evidence of implementation.

GOVERNING DIRECTIVE

49 CFR 200.331 Requirements for pass-through entities

All pass-through entities must:

- (a) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:
 - (1) Reviewing financial and performance reports required by the pass-through entity.
 - (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.
 - (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

- 1. Have any oversight reviews, audits, or investigations of the recipient conducted since the last Comprehensive Review (including ADA reviews and the most recent Comprehensive Review) identified significant deficiencies, material weaknesses, and/or repeat deficiencies in the area of ADA?
- 2. Are any oversight reviews, audits, or investigations scheduled during this Federal fiscal year?

3. Did the recipient experience difficulty resolving or closing any oversight review, investigation, or audit findings?
4. Are any oversight review, investigation or audit findings currently open?
5. Are any issues related to ADA indicated in the Oversight Assessment Tool (OAT)?
6. What deficiencies or potential deficiencies have been identified by the FTA Office of Civil Rights through complaint investigations, compliance reviews, and other sources?
7. Have any ADA complaints been filed with FTA?
8. Does the recipient have a definition for ADA trip denial, missed trip (i.e., trip missed by the recipient), on-time performance, and excessively long trip?
9. Does the recipient monitor its service for a pattern or practice of capacity constraints?
10. If the recipient requires the use of prepurchased or prepaid fare media, are there concerns with the ability of riders to obtain service on a next-day basis?
 - a. How readily and widely available is the fare media?
 - b. Is travel required to obtain fare media, including when paying via cash or check?
 - c. What is the lead time to establish and replenish prepaid accounts or receive fare media, including when paying via cash or check?
11. Did background research or site visit observations reveal any potential issues or concerns about:
 - a. Changes to the recipient's ADA complementary paratransit service (i.e., change in no-show/late cancellation policy, change in fare payment methods, implementation of door-to-door, curb-to-curb or origin-to-destination service) that have been implemented since the last Comprehensive Review
 - b. Changes to the recipient's ADA complementary paratransit delivery (e.g., change or add contractors, enter into a delegated management agreement with a public or private entity, combine service with another agency, change from in-house to contracted operation or vice-versa, or otherwise change its business model) that have been implemented since the last Comprehensive Review
 - c. Accuracy of operation data
 - d. Training provided to staff
 - e. Provision of complementary paratransit service not covered previously in this section

REFERENCES

1. 2 CFR Part 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
2. [49 CFR Part 27, "Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance"](#)
3. 49 CFR Part 37, "Transportation Services for Individuals with Disabilities"
4. [49 CFR Part 38, "Americans with Disabilities Act \(ADA\) Accessibility Specifications for Transportation Vehicles"](#)

5. 49 CFR Part 39, "Transportation for Individuals with Disabilities: Passenger Vessels"
6. FTA Circular 4710.1, "Americans with Disabilities Act (ADA) Guidance"

USEFUL WEBLINKS

1. [FTA ADA Website](#)
2. [US DOT Disability Law Guidance](#)
3. ADA Standards for Transportation Facilities
4. Federal Highway Administration Guidance on Pedestrian Access for Persons with Disabilities
5. Project ACTION
6. Disability Rights Education & Defense Fund - Topic Guides on ADA Transportation
7. U.S. Department of Justice ADA Homepage
8. [FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019](#)
9. [Notice of Concurrence](#)
10. [Emergency Relief rule](#)

14. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

PURPOSE OF THIS REVIEW AREA

The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving Federal financial assistance under the Federal transit laws.

QUESTIONS TO BE EXAMINED

1. Has the recipient developed the appropriate EEO program?
2. Does the recipient's abbreviated EEO program contain the required elements?
3. Does the recipient ensure proper personnel assignments are made to ensure EEO program implementation?
4. Does the recipient ensure the required elements of its EEO program are properly implemented?
5. Does the recipient provide oversight of subrecipients and/or contractors who meet the EEO program threshold?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Number of recipient employees working in the Federal Transit Administration (FTA)-funded program
- Most recent EEO program, if not uploaded to FTA's Transit Award Management System (TrAMS)
- Sample documents used for internal and external dissemination of EEO program
- Organizational chart identifying EEO officer
- Designated employee and EEO officer job descriptions
- Standard performance evaluation for managers/supervisors
- "Employment Practices Chart" (or alternate documentation containing the same information). See FTA Circular 4704.1A Attachment 4 for the listed information
- EEO complaint logs (employee names redacted)
- Agendas, sign-in sheets for meetings conducted when the EEO policy and its implementation are explained
- Agendas and sign-in sheets for EEO training or meetings with management
- List of EEO training topics
- List of newly hired supervisors and managers who attended the EEO supervisory training
- Sample of recruitment entities and ads for job positions
- Log of recruitment locations and recruitment dates for the review period
- List of internal and external dissemination of the EEO Program for each year since the last EEO plan update
- List of meetings with affinity groups since the last EEO plan update
- List of subrecipients and/or contractors that meet the threshold to develop an EEO program

Recipient Follow-up

- Documentation of review and oversight of EEO plans of sample subrecipient(s)

EEO1. Has the recipient developed the appropriate EEO program?

BASIC REQUIREMENT

A recipient is required to submit a full or abbreviated EEO program based on the number of its transit-related employees and whether it reaches a monetary threshold.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

A full EEO program is required of any recipient that both employs 100 or more transit-related employees (including temporary, full-time, or part-time employees) and 1) requests or receives in excess of \$1 million in capital and/or operating assistance in the previous Federal fiscal year, or 2) requests or receives in excess of \$250,000 in planning assistance in the previous Federal fiscal year. The program requirements detail what must be included, such as designation of personnel responsibilities, a workforce analysis (including an identification of areas of underutilization), goals, and timetables, an assessment of past employment practices, proposed remedies for problem areas, and a monitoring and reporting system. Program updates are required every four years. Formal communication mechanisms should be established to publicize and disseminate appropriate elements of the program, such as the EEO policy statement. The policy statement should be posted, for example, on bulletin boards, near time clocks or in the employee's cafeteria. All civil rights programs must be uploaded to TrAMS.

Recipients that employ between 50-99 transit-related employees and 1) request or receive capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or 2) request or receive planning assistance in excess of \$250,000 in the previous Federal fiscal year must prepare and maintain an abbreviated EEO program. Recipients that must prepare an abbreviated program are not required to conduct a utilization analysis with goals and timetables or to submit the EEO program to FTA every four years. Instead, these programs are reviewed during FTA's oversight reviews.

No EEO program submission is required for recipients that fall below the transit-related employee or Federal assistance thresholds stated above.

State DOTs are subject to the same threshold requirements for FTA EEO program submissions as other recipients. A State DOT must submit, or prepare and maintain, an EEO program based on Circular Chapter 2 only if it meets the thresholds specified in Circular Section 1.4. State DOTs that meet the threshold to submit a full EEO Program must submit its program to FTA every four years.

INDICATORS OF COMPLIANCE

- a. *If the recipient meets the following threshold requirements, did it develop and submit a full EEO program?*
 - *Employs 100 or more transit-related employees, and*
 - *Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.*
- b. *If the recipient meets the following threshold requirements, did it prepare and maintain an abbreviated EEO program?*
 - *Employs between 50-99 transit-related employees, and*
 - *Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.*
- c. *If the recipient submitted an EEO program and FTA has issued correspondence indicating required revisions, has the recipient made those revisions?*

INSTRUCTIONS FOR REVIEWER

Request and review the recipient's listing of transit-related employees to confirm the appropriate threshold based on the number of employees. A transit-related employee refers to a full and part-time employee of an FTA applicant, recipient, subrecipient, or contractor who is involved in any aspect of an

agency's public transit operation funded by FTA. For example, a city planner involved in planning bus routes would be counted as part of the recipient's workforce, but a city planner involved only in land use would not be counted. Additionally, count each 'employer' separately for purposes of the thresholds. Each service operations contractors' number of employees is counted separately from other contractors' employees and from the recipient's employees. If the recipient contracts service operations to a contractor that operates nationally or regionally, only count the number of contractor employees assigned to the recipient's operations towards this threshold. Temporary seasonal fluctuations in numbers of employees should not be the basis for the threshold; rather the routine number of employees should be the determining factor.

Review the recipient's applications and awards in TrAMS to verify if the recipient requested or received FTA capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requested or received planning assistance in excess of \$250,000 in the previous Federal fiscal year.

For required full EEO programs:

The updated Circular also changed the threshold requirement related to the number of transit-related employees for submitting EEO programs to FTA. To respond to these programmatic changes, FTA has set an EEO program submission schedule. Programs that require submission will be due to FTA on March 1 of either 2018 or 2020, and every four years thereafter. Review the Civil Rights Status screen in TrAMS to determine if the recipient has submitted an EEO program. Request and review any correspondence from FTA to the recipient on its submission. This correspondence can include documents such as concurrence letters or requests for revisions. If FTA provided the recipient with comments on the submission, review the recipient's current program to verify that noted revisions or additions were made.

For abbreviated EEO programs:

In accordance with the Circular, unless requested by FTA, recipients within this threshold are not required to routinely submit their program to FTA unless requested. Programs must, however, be updated every four years. Request and review the most recent version of the recipient's EEO program.

Note: As a result of the COVID-19 public health emergency, FTA extended the due date for EEO programs due on March 1, 2020 to October 1, 2020.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it meets the threshold to submit a full EEO program and has not developed and/or submitted a program and/or if the current EEO program has expired and has not submitted a program update or requested and received an extension for submitting a program update.

DEFICIENCY CODE EEO1-1: Full EEO program not prepared, maintained, and/or submitted

SUGGESTED CORRECTIVE ACTION: The recipient must develop and/or update the required EEO program and submit it to FTA RCRO for review. To submit the EEO program to FTA, the recipient must upload it to TrAMS and notify the FTA RCRO once completed.

The recipient is deficient if it meets the threshold to prepare and maintain an abbreviated EEO program and has not prepared or maintained a program.

DEFICIENCY CODE EEO1-2: Abbreviated EEO program not prepared, and/or maintained

SUGGESTED CORRECTIVE ACTION: The recipient must develop and/or update the required EEO program and submit it to FTA for review. To submit the EEO program to FTA RCRO, the recipient must upload it to TrAMS and notify the FTA RCRO once completed.

The recipient is deficient if it received comments from FTA on its EEO program submission but has not made revisions. If the recipient revised its program, but it does not appear that those revisions met the intent of FTA's comments, do not make a deficiency. Record this in the *Issues/Areas of Concern for FTA Awareness Question 11* for the RCRO's follow-up.

DEFICIENCY CODE EEO1-3: Revisions to EEO program not made

SUGGESTED CORRECTIVE ACTION: The recipient must revise and submit its EEO program to TrAMS and notify the FTA RCRO once completed.

GOVERNING DIRECTIVE

FTA Circular 4704.1A Ch. 1.4 Applicability

...Any FTA applicant, recipient, subrecipient, and contractor who meet both of the following threshold requirements must implement all of the EEO program elements:

- Employs 100 or more transit-related employees, and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year...

Any FTA applicant, recipient, subrecipient, and contractor who meet both of the following threshold requirements must prepare and maintain an abbreviated EEO program:

- Employs between 50-99 transit-related employees, and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year...

...These smaller agencies are not required to conduct a utilization analysis with goals and timetables or to submit the EEO program to FTA every four years. Instead, these agencies will be required to provide the EEO program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

...Only direct recipients and State DOTs who cross the EEO program threshold above are required to submit an EEO program to FTA every four years...

FTA Circular 4704.1A Ch. 1.5 State-Administered Programs

Pursuant to a Memorandum of Understanding (MOU) with the Federal Highway Administration (FHWA), FHWA and FTA will jointly review, monitor, and approve the State DOT's EEO program in accordance with FHWA and FTA's regulations, policies, and guidance every four years. FHWA will review, monitor, and approve the annual updates of the State DOT's EEO program. FTA requires state agencies to administer their EEO programs as follows: State DOTs are subject to the same threshold requirements for FTA EEO program submissions as other recipients. A State DOT must submit, or prepare and maintain, an EEO program based on Circular Chapter 2 only if it meets the thresholds specified in Circular Section 1.4. State DOTs that meet the threshold to submit a full EEO program must submit its program to FTA every four years. All state-designated agencies are responsible for ensuring and documenting that their subrecipients and contractors comply with Equal Employment Opportunity statutes and regulations. FTA requires state DOTs to collect EEO programs from their subrecipients and contractors, who meet the EEO program threshold, as specified in Chapter 2 of this Circular. This will enable agencies to determine and document that subrecipients and contractors comply with Equal Employment Opportunity statutes and regulations.

EEO2. Does the recipient's abbreviated EEO program contain the required elements?

BASIC REQUIREMENT

A recipient's abbreviated EEO program must include the Statement of Policy, dissemination plan, designation of personnel, assessment of employment practices, and a monitoring and reporting system.

APPLICABILITY

Recipients that meet the abbreviated EEO program threshold

DETAILED EXPLANATION FOR REVIEWER

Recipients must prepare and maintain an abbreviated EEO program if they employ between 50-99 transit-related employees and, in the previous fiscal year, either:

- 1) requested or received capital or operating assistance in excess of \$1 million, or
- 2) requested or received planning assistance in excess of \$250,000.

An abbreviated EEO program includes the Statement of Policy, dissemination plan, designation of personnel, assessment of employment practices, and a monitoring and reporting system. (See FTA Circular 4704.1A Attachment 5 for an EEO program Format Checklist.) Agencies that meet the thresholds for an abbreviated program are not required to conduct a utilization analysis with goals and timetables or to submit the EEO program to FTA every four years.

INDICATOR OF COMPLIANCE

a. Does the abbreviated EEO program include the required elements?

Program Elements	Addressed	Not Addressed	Incomplete	Reviewer Comments
1. Statement of Policy that:				
<ul style="list-style-type: none">Expresses a commitment that all employment actions will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected class	-	-	-	-
<ul style="list-style-type: none">Commits to developing a written nondiscrimination program to which the agency is committed and which is available for inspection upon request	-	-	-	-
<ul style="list-style-type: none">Explains that the responsibility for implementing the EEO program is assigned to an agency executive who reports directly to the Chief Executive Officer (CEO)/General Manager (GM)	-	-	-	-
<ul style="list-style-type: none">States that applicants and employees have the right to file complaints alleging discrimination	-	-	-	-

Program Elements	Addressed	Not Addressed	Incomplete	Reviewer Comments
<ul style="list-style-type: none"> States that retaliation is strictly prohibited and will not be tolerated 	-	-	-	-
<ul style="list-style-type: none"> States the commitment to provide reasonable accommodations to applicants and employees 	-	-	-	-
<ul style="list-style-type: none"> States that all management and supervisory personnel share in this responsibility and are assigned specific tasks to ensure and achieve compliance 	-	-	-	-
<ul style="list-style-type: none"> States that the agency evaluates the performance of managers, supervisors, and others based on the success of the EEO program in the same manner that the agency evaluates their performance in other agency programs 	-	-	-	-
<ul style="list-style-type: none"> Reflects the current CEO/GM and EEO Officer 	-	-	-	-
2. Policy Dissemination Plan	-	-	-	-
3. Designation of Personnel Responsibility	-	-	-	-
4. Assessment of Employment Practices	-	-	-	-
5. Monitoring and Reporting Plan	-	-	-	-

INSTRUCTIONS FOR REVIEWER

Request and review the recipient's EEO program to ensure the Policy Statement includes the information listed above. For any items that appear to be incomplete, discuss with the RCRO prior to making a deficiency. If there is no deficiency, include information in Question 11 of the *Issues/Concerns for FTA Awareness* section.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if its abbreviated EEO program does not include all the required attributes.

DEFICIENCY CODE EEO2-1: Abbreviated EEO program elements missing or incomplete

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO an EEO program that includes all the required elements.

GOVERNING DIRECTIVES

FTA Circular 4704.1A Ch. 1.4 Applicability

...An abbreviated EEO program includes the Statement of Policy, dissemination plan, designation of personnel, assessment of employment practices, and a monitoring and reporting system. (See Attachment 5 for an EEO program format checklist.) These smaller agencies are not required to conduct a utilization analysis with goals and timetables or to submit the EEO program to FTA every four years. Instead, these agencies will be required to provide the EEO program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

FTA Circular 4704.1A Ch. 2.2.1 Statement of Policy

FTA requires an agency's EEO program to include a signed and dated EEO policy statement issued by the agency's CEO/GM covering all employment and personnel practices, including recruitment, hiring, promotions, terminations, transfers, layoffs, classification, compensation, training, benefits, and other terms and conditions of employment. (See Attachment 1 for a Sample EEO Policy Statement.)

FTA expects agencies to review and update their EEO policy, at a minimum, every four years, at the time of the agency's EEO program submission or after the naming of a new CEO/GM or EEO Officer.

EEO3. Does the recipient ensure proper personnel assignments are made to ensure EEO program implementation?

BASIC REQUIREMENT

A recipient must ensure that appropriate personnel designations are made and responsibilities assigned for EEO program implementation.

APPLICABILITY

Recipients that meet the EEO program threshold

DETAILED EXPLANATION FOR REVIEWER

The importance of an EEO program is indicated by the individual named to manage the program and the authority he or she possesses. The EEO Officer should be identified in the recipient's policy statement. The EEO Officer should be an executive and must report directly to the CEO or have dotted line access, meaning they can bypass managers and go directly to the CEO. The EEO Officer should be identified by name in all internal and external communications regarding the recipient's EEO program.

Care should be taken to avoid conflicts of interest when assigning responsibility for administering the EEO program as a collateral duty assignment. Collateral duty means the person has other responsibilities rather than being a full time EEO Officer. The EEO Officer should serve as a check and balance on employment practices. Since one of the EEO Officer's minimum responsibilities includes reporting periodically to the CEO on the progress of each unit in relation to the agency's EEO goals, conflicts of interest could arise if the EEO Officer is in the human resources or administrative office. For example, many of the employment practices may be, in large part, the responsibility of the human resources department.

Additionally, the EEO Officer is responsible for investigating complaints of EEO discrimination complaints.

All officials, managers, and supervisors bear responsibility for ensuring that agency EEO Program policies and programs are carried out.

INDICATORS OF COMPLIANCE

- a. *Has the recipient appropriately designated an EEO Officer with direct reporting relationship to the CEO and publicized its contact information?*

b. Are designated personnel implementing the EEO program?

Designation of Personnel	Implemented	Not Implemented	Reviewer Comments
EEO Officer's responsibilities:			
Concur in the hiring and promotion process	-	-	-
Investigate complaints of EEO discrimination	-	-	-
Provide EEO training for employees and managers	-	-	-
Agency officials, supervisors and managers' responsibilities:			
Participate actively in periodic audits to identify and to remove employment barriers obstructing the achievement of specified goals and objectives	-	-	-
Have regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed	-	-	-
Performance evaluations	-	-	-

INSTRUCTIONS FOR REVIEWER

Request and review the recipient's organizational chart and job description of the EEO Officer. Request and review the recipient's EEO program to ensure the EEO Officer is named and the EEO Officer's responsibilities are included in the EEO program and included in the EEO Officer's job description. Review the agency's organizational chart to verify the EEO Officer has a direct reporting relationship to the CEO. Review internal and external communications regarding the recipient's EEO program to verify that the EEO Officer's contact information is included.

Review information on responsibilities of personnel implementing the EEO program. Request and review documentation that the recipient evaluates the performance of managers, supervisors, and others based on the success of the EEO program in the same manner that the agency evaluates their performance in other agency programs.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if its EEO Officer does not have a direct reporting relationship to the CEO or the contact information of the EEO Officer has not been publicized.

DEFICIENCY CODE EEO3-1: Inadequate designation of EEO Officer

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence that the EEO Officer reports and is directly responsible to the CEO, and/or that contact information for the EEO Officer is included in internal and external information, as described in the recipient's EEO program.

The recipient is deficient if its EEO Officer is not concurring in the hiring and promotion process, investigating complaints of EEO discrimination, or providing training for employees and managers. The

recipient is deficient if its officials, supervisors and managers do not participate in periodic audits or have regular discussions to ensure EEO policies and procedures are being followed or their performance in implementing the EEO program is not evaluated.

DEFICIENCY CODE EEO3-2: Recipient personnel not performing required EEO responsibilities

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence of corrective actions taken to implement the EEO program with appropriately designated personnel.

GOVERNING DIRECTIVE

FTA Circular 4704.1A Ch. 2.2.3 Designation of Personnel Responsibility

The designation of an agency's EEO Officer responsible for EEO program management and oversight reflects the agency's EEO commitment. As such, FTA requires agencies to designate an executive as EEO Officer who will report to and is directly responsible to the agency's CEO/GM. FTA requires agencies to name the EEO Officer and publicize the individual's contact information in all internal and external communications regarding the agency's EEO program. This will include publishing the EEO Officer's contact information prominently in both print and electronic communications, such as the agency's website.

FTA requires the EEO Officer's program responsibilities to include...Concurring in the hiring and promotion process; ... Investigating complaints of EEO discrimination; Providing EEO training for employees and managers;

Although the EEO Officer is primarily responsible for implementing an agency's EEO program, all officials, managers, and supervisors are responsible for ensuring EEO and must not discriminate based on a protected class. All managers—from the supervisor of the smallest unit to the Board Chair or CEO/GM—bear responsibility for ensuring that agency EEO program policies and programs are carried out. EEO responsibilities for agency officials, supervisors and managers include: Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives; Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed. Affinity groups are those formed around a shared interest or common goal, to which individuals formally or informally belong.

EEO4. Does the recipient ensure the required elements of its EEO program are properly implemented?

BASIC REQUIREMENT

A recipient must be able to demonstrate implementation of its EEO program which includes the EEO policy dissemination plan, assessment of employment practices, a monitoring and reporting system, and as applicable, utilization analysis, goals, and timetables.

APPLICABILITY

Recipients that meet the EEO program threshold

DETAILED EXPLANATION FOR REVIEWER

A recipient must be able to demonstrate implementation of its EEO program which includes the EEO policy dissemination plan, assessment of employment practices, a monitoring and reporting system, and as applicable, utilization analysis, goals, and timetables for those recipients required to submit a full EEO program.

Internal and External Dissemination: FTA requires each recipient to state they will communicate the existence of its EEO policy and program internally and externally to employees, applicants, and potential applicants.

Assessment of Employment Practices: Recipients must conduct a detailed narrative and statistical assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. For example, the narrative assessment of the employment practices may include the agency's current practices in recruitment, testing, selection, promotion, termination, transfers, layoffs, disciplinary actions, compensation, benefits, and training.

The analyses must contain statistical data to document the impact of employment practices. All problem areas must be identified and a proposed program of remedial, affirmative actions enumerated in the recipient's EEO program.

Monitoring and Reporting: The recipient's EEO program must contain an effective and workable internal monitoring and reporting system. FTA requires EEO programs to describe:

- Methods to monitor EEO components (e.g., dissemination, utilization analysis, statistical employment practices, timeframe to reach goals, all identified barriers and the progress of the action plan)
- Procedures for subrecipient oversight
- Process for monitoring complaints (e.g., describe the tracking system, monitoring of trends, timeliness of investigations, resolutions, reporting to management)

For reporting, FTA requires EEO programs to describe frequency and results of:

- Meetings held between the CEO/GM and the EEO Officer to discuss the progress of the EEO program and the results of the monitoring (including but not limited to, hiring, promotions, status of EEO complaints)
- All EEO-related meetings held between the EEO Officer and management, including topics covered and follow-up actions

Note: If the recipient is only required to develop an abbreviated EEO program, the requirements below for *Utilization Analysis* and *Goals and Timelines* do not apply.

Utilization Analysis: The purpose of the utilization analysis is to identify those job categories where underutilization and/or concentration of women or minorities exist in relation to their availability in the relevant labor market. It is also to establish the framework for goals and timetables and other affirmative actions to correct employment practices that contributed to any underutilization or concentration. Specific percentage and numerical goals with timetables must be set to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis.

Goals and Timelines: Recipients are required to set both short-term and long-range goals. Usually long-range goals, to be obtained in four to five years, are stated as percentages. Short-term goals should be set and pursued in order to ensure accomplishment of long-range goals. Short-term goals represent the net increase in minority and/or women's employment in a particular job category within the next 12 months. Short-term goals should be stated as both actual numbers and percentages and should be based on anticipated job openings, job group availability, and the long-range goals. If the goals that were set in the previous submission were not met, there is an obligation to explain what efforts were taken to meet the goal and fully explain and justify why the goal was not met.

INDICATORS OF COMPLIANCE

- a. *Does the recipient disseminate its EEO policy internally and externally as required and as detailed in its EEO program?*

Dissemination	Implemented	Not Implemented	Reviewer Comments
Internal Dissemination			
Posting official EEO materials and policy statement on bulletin boards, near time clocks, in employees' break rooms, and in the employment/personnel office	-	-	-
Including the EEO policy statement in the agency's personnel and operations manual, employee handbooks, reports, and manuals	-	-	-
Meeting with top management officials at a minimum semiannually to discuss the EEO program and its implementation	-	-	-
Meeting with all employees and affinity groups to seek input on the program implementation	-	-	-
Conducting periodic EEO training for all employees and for managers	-	-	-
Conducting EEO training for all new supervisors or managers within 90 days of their appointment	-	-	-
External Dissemination			
Including in all recruitment ads a statement that the agency "is an equal employment opportunity employer"	-	-	-

b. Does the recipient have a detailed narrative and statistical assessment of employment practices to identify employment barriers that contain the following elements listed below?

Does the statistical analysis contain:	Addressed	Not Addressed	Reviewer Comments
Number of applicants for employment in each job category and the number hired, cross-referenced by sex and race	-	-	-
Number of employees in each job category who applied for promotion or transfer and the number promoted or transferred, cross-referenced by sex and race	-	-	-
Number and types of disciplinary actions	-	-	-

Does the statistical analysis contain:	Addressed	Not Addressed	Reviewer Comments
Number of voluntary/involuntary terminations, cross-referenced by sex and race	-	-	-
Job category training that fosters promotion potential, cross-referenced by sex and race	-	-	-
Individuals with disabilities and veterans, the number of applicants for employment and promotions in each job category, and the number hired and promoted, cross-referenced by sex and race	-	-	-

c. Does the recipient's monitoring and reporting system contain the elements listed below?

Monitoring and Reporting	Implemented	Not Implemented	Reviewer Comments
Monitoring			
Monitoring EEO components such as dissemination, and utilization analysis (as applicable)	-	-	-
Monitoring complaints	-	-	-
Evaluating employment practices statistical data for potential disparate impact	-	-	-
Reporting			
Meetings between the CEO/GM and the EEO Officer to discuss EEO program progress and results of monitoring	-	-	-
EEO-related meetings held between the EEO Officer and management	-	-	-

d. How does the recipient monitor its utilization analysis? (full programs only)

Utilization Analysis	Addressed	Not Addressed	Reviewer Comments
Work force analysis includes a statistical breakdown of the recipient's workforce by each department job category	-	-	-
Work force analysis is cross-referenced by sex and race	-	-	-
Current percent of employees for each category is cross-referenced by group	-	-	-

Utilization Analysis	Addressed	Not Addressed	Reviewer Comments
Availability percentage identified for each category is cross-referenced by group	-	-	-
Percentage of underutilization and/or concentration for each category is cross-referenced by group	-	-	-

e. *Is the agency implementing strategies to achieve short and long-term goals established to address any underutilization identified? (full programs only)*

Goals and Timetables	Addressed	Not Addressed	Inadequate	Reviewer Comments
Specific and detailed percentage and numerical goals with timetables to correct underutilization of persons identified in the utilization analysis	-	-	-	-
Discussion of previous goals not met and a justification for not meeting those goals	-	-	-	-

INSTRUCTIONS FOR REVIEWER

Dissemination: Request and review the recipient's EEO program for information on how dissemination of its EEO policy would be accomplished. Request and review documentation (i.e. agendas, sign-in sheets for meetings/trainings conducted when the EEO policy and its implementation are explained) to verify that the EEO policy and program have been brought to the attention of employees and managers. Request and review a listing of recruitment entities (i.e., employment agencies, minority and women's organizations, etc.) used by the agency; select a sample and verify the recipient's EEO policy was provided. Request and review a listing of recruitment ads published during the review period; select a sample and verify the recipient included the phrase "is an equal employment opportunity employer" or "is an EEO employer." Onsite verify that the EEO policy is posted in the recipient's office and has been publicized.

Assessment of Employment Practices: Request and review the recipient's latest Employment Practices Chart (or alternate documentation containing the same information), see FTA Circular 4704.1A Attachment 4 for the listed information. Ensure the "Employment Practices Chart" provides the most recent and relevant data available with a narrative explaining the source of the data and the results of the analysis.

FTA requires statistical data that show any potential impact of an agency's employment practices on persons with disabilities and veterans. This includes the number of applicants for employment and promotions in each job category and the number hired and promoted, cross-referenced by sex and race. Having this data will assist in measuring the effectiveness of outreach and recruitment efforts for persons with disabilities and veterans. Example summary tables are included in the sample Microsoft Excel workbook on FTA's EEO website on the "Hires" and "Promotions" tabs. The agency can set its own specific aspirational goals, but FTA asks agencies to track raw numbers; for example, the number applied, number hired, number applied for promotion, and number promoted."

Note: FTA suggests all agencies do this each year and attach the sheets for the separate years. FTA has identified that rolling the numbers up into one four-year analysis may not accurately represent the agency's employment practices and the data may be skewed.

Monitoring and Reporting: Request and review the recipient's EEO program to evaluate how monitoring and reporting requirements are described. Request a sampling of the following items to verify the monitoring and reporting attributes listed below are implemented in accordance with the recipient's EEO program: employment practices analysis, agendas and sign-in sheets for EEO training or meetings with management, job postings published, advertisements placed, a log of recruitment locations and dates and, the recipient's complaint logs with status of complaints. If the recipient indicates in its program that there are subrecipients and/or contractors, review the materials obtained below to determine if there is any discussion of monitoring these third-party programs.

Note: If the recipient is only required to develop an abbreviated EEO program, the requirements below for *Utilization Analysis* and *Goals and Timelines* do not apply.

Utilization Analysis: Request and review the recipient's utilization chart in its EEO program. Compare the recipient's recent EEO utilization chart with the number of persons hired in the areas of underutilization. Onsite, discuss how new hires have impacted the agency's areas of underutilization. Request and review employment materials (i.e. sample job postings, recruitment activities, etc.) to identify if opportunities are available for the positions underutilized.

Goals and Timetables: Request and review the recipient's EEO program and compare the utilization chart in the EEO program to the recipient's most recent EEO utilization chart, along with examining the number of persons hired in the areas of underutilization. Compare the most recent workforce utilization analysis and other employment materials to show progress toward meeting EEO goals within timetables set. Request and review employment materials (i.e. sample job postings, recruitment activities, etc.) to identify if opportunities are available for the positions that are underutilized. Onsite discuss how new hires affected the underutilization.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not publicize and disseminate its EEO policy internally and externally, as required under FTA Circular 4704.1A, Ch. 2.2.2 and/or in accordance with its EEO program.

DEFICIENCY CODE EEO4-1: Deficiencies in publicizing and disseminating the EEO Policy Statement

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO evidence of corrective actions taken to publicize and/or disseminate [whatever is missing] as required under FTA Circular 4704.1A, Ch. 2.2.2 and/or in accordance with its EEO program.

NOTE TO REVIEWER: Ensure "[whatever is missing]" is properly listed in the Summary of Preliminary Findings (SOPF) and draft/final report.

The recipient is deficient if it did not document their employment practices in both narrative and statistical formats with sufficient detail to identify trends and any practices that may operate as employment barriers.

DEFICIENCY CODE EEO4-2: Employment practices analyses deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO a detailed narrative and/or statistical assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization and an employment practices chart that provides all the statistical data in FTA Circular 4704.1A Attachment 4. If the recipient meets the threshold requiring a full EEO program, it must submit to the FTA RCRO a plan to routinely conduct this assessment in conjunction with evaluating short-term and long-range goals. If the recipient meets the threshold requiring an abbreviated EEO program, it must submit to the FTA RCRO a plan that defines how often it will conduct this assessment and how it will utilize the results of the assessment.

The recipient is deficient if it does not have a monitoring and reporting system in place.

DEFICIENCY CODE EEO4-3: EEO reporting and/or monitoring system deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must develop and submit to the FTA RCRO a detailed monitoring and reporting system to include [whatever is missing].

NOTE TO REVIEWER: Ensure “[whatever is missing]” is properly defined in the SOPF and draft/final report.

The recipient is deficient if it meets the threshold for a full EEO plan and has not completed a utilization analysis that identifies job categories that have an underutilization or concentration of minorities and women in relation to their availability in the relevant labor market or has not updated the analysis based on current hiring trends.

DEFICIENCY CODE EEO4-4: Utilization incomplete or not completed

SUGGESTED CORRECTIVE ACTION: The recipient must complete and submit to the FTA RCRO the required or updated utilization analysis.

The recipient is deficient if it meets the threshold for a full plan and has/is not implementing strategies to achieve its utilization goals consistent with its timetables.

DEFICIENCY CODE EEO4-5: EEO goals deficiencies

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO implemented strategies for achieving goals within the timetables established.

GOVERNING DIRECTIVES

FTA Circular 4704.1A Ch. 2.2.2 Dissemination

Internal Dissemination. “FTA requires each agency to state they will communicate the existence of its EEO policy and program to employees, applicants, and potential applicants by: ...Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency’s policy statement on bulletin boards, near time clocks, in employees’ break rooms, and in the employment/personnel office; Including the EEO policy statement in the agency’s personnel and operations manual, employee handbooks, reports, and manuals; Meeting with top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at a minimum semiannually to discuss the EEO program and its implementation; ...Conducting periodic EEO training for employees and for managers; ...

External Dissemination. “...All recruitment ads (e.g., newspapers, magazines, websites, and social media) must state that the agency “is an equal employment opportunity employer.”

FTA Circular 4704.1A Ch. 2.2.6 Assessment of Employment Practices

FTA requires agencies to provide statistical data that show any potential impact of employment practices on minorities and women since the last EEO program submission. This includes: The number of applicants for employment in each job category and the number hired, cross-referenced by sex and race; The number of employees in each job category who applied for promotion or transfer and the number in each job category promoted or transferred, cross-referenced by sex and race; The number and types of disciplinary actions (e.g., indefinite suspension, loss of pay, demotion), tailored to the language used in union contracts and agency policies and procedures; the number of voluntary/involuntary terminations, cross-referenced by sex and race; Job category training that fosters promotion potential, cross-referenced by sex and race. FTA requires agencies to establish privacy protocols that protect self-identifying information, including self-identification for veterans and persons with disabilities, to keep this information separate from application materials, and to clearly explain such protocols to applicants and employees invited to self-identify. This includes having procedures that strictly limit access, such as using a separate sheet for self-identifying information. For online applications, this includes ensuring that the self-identifying section remains separate from the application. FTA has developed a sample four-fifths rule (or 80 percent) disparate impact analysis in a Microsoft Excel workbook available for download from FTA’s website. (See Attachment 4 for a Sample Employment Practices Chart.) FTA requires agencies to complete the spreadsheets (or alternate documentation containing the same information) by providing

current, accurate, and relevant data accompanied by a narrative explaining the source of the data and the results of the analysis. Raw data is not acceptable. FTA notes that determining disparate impact is not a pure arithmetic exercise since other factors contribute to a proper analysis of employment practices. In addition, FTA does not require analysis for any groups constituting less than 2 percent of the applicable workforce.

FTA Circular 4704.1A Ch. 2.2.7 Monitoring and Reporting

...An important part of any successful EEO program is establishing an effective and workable internal monitoring and reporting system to: Assess the results of action plans taken since the last program submission; Enable agencies to evaluate their EEO program during the year and to take any necessary corrective action regarding the development and execution of programs, goals, and timetables. FTA requires agencies to conduct such evaluations semiannually, at a minimum; Produce documentation that supports actions to implement the plan for minority and female job applicants or employees and informs management of the program's effectiveness.

...FTA requires EEO programs to describe: Procedures used to determine EEO compliance of subrecipients and contractors such as collection and review of their EEO programs, visits to facilities to ensure proper posting of the EEO policy statement, etc. Process for monitoring complaints (e.g., describe the tracking system, monitoring of trends, timeliness of investigations, resolutions, reporting to management).

FTA Circular 4704.1A Ch. 2.2.4 Utilization Analysis

FTA requires agencies who meet the EEO program threshold requirements (See Attachment 4 for a Sample Utilization Analysis Excel Chart.) to complete a utilization analysis as part of their EEO program submission. A completed utilization analysis identifies job categories that have an underutilization or concentration of minorities and women in relation to their availability in the relevant labor market. The analysis also establishes the framework for goals and timetables to correct employment practices that contributed to any identified underutilization or concentration.

FTA Circular 4704.1A Ch. 2.2.5 Goals and Timetables

The completed utilization analysis will show where problems may exist in the agency. Based on this analysis, the agency will be able to set numerical goals within an established time frame. FTA requires agencies to provide percentage and numerical goals (using the whole-person rule), along with timetables for the next four-year period, for any categories of underutilization identified in the utilization table. (See Attachment 4 for a Sample Utilization Analysis Chart.)

EEO5. Does the recipient provide oversight of subrecipients and/or contractors who meet the EEO program threshold?

BASIC REQUIREMENT

Subrecipients and contractors are required to submit an abbreviated or full (as applicable) EEO program if they meet the threshold for submission of an EEO program.

APPLICABILITY

Recipients with subrecipients/contractors

DETAILED EXPLANATION FOR REVIEWER

For subrecipients or transit management/operations contractors that meet the threshold described in question EEO1, the recipient must ensure the development of an EEO program and review the adequacy of their EEO programs. That review should be documented through correspondence with the subrecipient or transit management contractor sufficient to demonstrate that the recipient determined compliance of their program(s) with FTA Circular 4704.1.

INDICATOR OF COMPLIANCE

- a. *Does the recipient receive and review EEO programs of subrecipients and/or contractors who meet EEO thresholds?*

INSTRUCTIONS FOR REVIEWER

Review documentation of oversight to verify that the recipient maintains a list of subrecipients or contractors that meet an EEO program threshold, and has documentation of review of subrecipients' or contractors' EEO program (e.g., letter or memo to the subrecipient).

Contractor refers to any entity or organization (i.e., an employer/contractor) that has entered into one or more contracts to perform work or provide services relating to transit service delivery with an applicant, recipient, or subrecipient.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it 1) does not have on file an EEO program for subrecipients and contractors that meet the EEO program requirements and/or 2) has not documented its review of such programs.

DEFICIENCY CODE EEO5-1: Insufficient oversight of subrecipient/contractor EEO program

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA RCRO documentation that it has received and reviewed EEO programs from subrecipients and contractors that meet threshold requirements, and provide copies of the program, if requested by the FTA RCRO.

GOVERNING DIRECTIVE

FTA Circular 4704.1A Ch. 2.2.7 Monitoring and Reporting

FTA requires that EEO programs include the following attachments: List of subrecipients or contractors the recipient is monitoring and the services they provide; proof of review of subrecipients or contractors' EEO program (e.g., letter or memo to the subrecipient) ...

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Have any oversight reviews, audits, or investigations of the recipient conducted since the last Comprehensive Review (including EEO Reviews and the most recent Comprehensive Review) identified significant deficiencies, material weaknesses, and/or repeat deficiencies in EEO?
2. Are any such reviews scheduled during this Federal fiscal year?
3. Did the recipient experience difficulty resolving or closing any oversight review, investigation or audit findings?
4. Are any oversight reviews, investigations, or audit findings currently open?
5. If an EEO compliance review is scheduled for the current fiscal year, what information prompted the review?
6. Have any EEO complaints been filed with the FTA against the recipient?
7. Have any EEO-related complaints been filed with the recipient or external agencies?
8. Is FTA aware of any EEO-related lawsuits filed against the recipient?
9. Are there any apparent or potential unresolved conflicts of interest with the role of the EEO Officer?
10. Does the recipient appear to lack sufficient staff to carry out the EEO program?

11. Did background research or site visit observations reveal any potential issues or concerns about the recipient's EEO program or its implementation not covered previously in this section?"

REFERENCES

1. 2 CFR Part 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
2. FTA Circular 4704.1, "Equal Employment Opportunity (EEO) Requirements And Guidelines For Federal Transit Administration Recipients"

USEFUL WEBLINKS

1. FTA Equal Employment Opportunity web page
2. EEO Compliance Reviews
3. [FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019](#)

15. SCHOOL BUS

PURPOSE OF THIS REVIEW AREA

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

QUESTIONS TO BE EXAMINED

1. If the recipient operates school bus service, does it meet one of the exemptions, have FTA approval, and use only locally-funded assets?
2. If the recipient operates tripper service, does it meet FTA requirements?
3. Does the recipient ensure that subrecipients, contractors and lessees that operate school bus service, do so in accordance with FTA regulations?
4. Does the recipient ensure that subrecipients, contractors, and lessees that operate tripper service do so in accordance with FTA regulations?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- List of assets used in exclusive school bus operations for:
 1. recipients
 2. subrecipients
 3. contractors
 4. lessees
- List of subrecipients, contractors, and lessees that operate exclusive school bus service
- List of any complaints received relating to school bus service

Recipient Follow-up

- Recipient application transmitted to the FTA Administrator requesting approval, including a copy of the certification in lieu of notice
- The agreement with the FTA Administrator

SB1. If the recipient operates school bus service, does it meet one of the exemptions, have FTA approval, and use only locally-funded assets?

BASIC REQUIREMENT

A recipient may not engage in school bus operations unless it meets one of three exemptions, has received FTA approval, and uses only locally-funded equipment and facilities.

APPLICABILITY

Recipients that provide bus service

DETAILED EXPLANATION FOR REVIEWER

The FTA Administrator makes the determination of whether to permit a recipient to operate exclusive school bus service under one of the allowable exemptions. Upon notice of approval by the Administrator, the recipient enters into an agreement with the FTA.

Exclusive school bus service operated under an approved exemption must use locally-owned vehicles that are not housed or maintained in an FTA-funded facility. FTA-funded equipment and facilities cannot be used for exclusive school bus service under any circumstances.

INDICATORS OF COMPLIANCE

- a. *Does the recipient operate school bus service? If no, move to the next question.*
- b. *Has the recipient received authorization from the Administrator to engage in school bus operations?*
 - 1. *Has the recipient entered into an agreement with the Administrator?*
 - 2. *Has the recipient promptly notified the Administrator of any changes in its operations which might jeopardize the continuation of an exemption?*
- c. *Are buses, facilities or equipment used in school bus operations locally-funded?*

INSTRUCTIONS FOR REVIEWER

Obtain and review prior documentation in FTA's oversight tracking system (OTrak) to verify if the recipient has previously engaged in school bus service. Review the recipient website, route maps, and schedules to determine if school bus service is currently provided. In discussions with the regional office, request and review any agreement between the recipient and the FTA Administrator to ensure the recipient's school bus operations are implemented in accordance with the agreement. Review the recipient's source of funds provided in the Financial Management and Capacity review area to determine if school bus revenue/subsidy is recorded.

Receive and review the recipient listing of assets used in school bus operations (i.e., buses, facilities, and equipment) and cross reference to the Federal asset listing provided in the review area Satisfactory and Continuing Control to verify that federally-funded assets are not used in school bus operations.

During the tour of facilities, look for buses that carry designations such as "school bus" or "school special."

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it operates school bus service and has not obtained authorization from the FTA Administrator.

DEFICIENCY CODE SB1-1: Operates school bus service without FTA authorization

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office a plan and schedule to cease providing school bus service that has not been authorized by the FTA Administrator and provide documentation of implementation of the plan and schedule.

SUGGESTED CORRECTIVE ACTION 2: The recipient must request approval from the FTA Administrator through the FTA regional office for provision of school bus service.

The recipient is deficient if it operates authorized school bus service but with FTA-funded equipment and/or facilities.

DEFICIENCY CODE SB1-2: FTA-funded equipment used in school bus service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a plan and schedule to cease using FTA-funded equipment or facilities for school bus service and provide documentation of implementation of the plan.

GOVERNING DIRECTIVE

49 CFR Part 605, Subpart B: School Bus Agreements §605.12 Use of project equipment:

No recipient or operator of project equipment shall engage in school bus operations using buses, facilities, or equipment funded under the Acts. A recipient or operator may, however, use such buses, facilities and equipment for the transportation of school students, personnel and equipment in incidental charter bus operations. Such use of project equipment is subject to part 604 of Federal Mass Transit Regulations.

49 CFR Part 605, Subpart B: School Bus Agreements §605.14 Agreement

Except as provided in §605.11 no assistance shall be provided under the Acts unless the applicant and the Administrator shall have first entered into a written agreement that the applicant will not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators.

SB2. If the recipient operates tripper service, does it meet FTA requirements?

BASIC REQUIREMENT

Tripper service operated to accommodate the needs of school students and personnel must be open to the public, stop only at the operator's regular service stops with only de minimis route alterations, operate with regular route service, and not carry designations such as "school bus" or "school special."

APPLICABILITY

Recipients that provide bus service

DETAILED EXPLANATION FOR REVIEWER

Recipients are permitted to provide school tripper service to accommodate the needs of school students and personnel. The school bus regulation defines school tripper service as regularly scheduled mass transportation service that is open to the public and is designed or modified to accommodate the needs of school students and personnel. Tripper service allows a recipient to:

- Utilize various fare collections or subsidy systems
- Modify the frequency of service
- Make de minimis route alterations from route paths in the immediate vicinity of schools to stops located at or in close proximity to the schools

Buses used in tripper service must:

- Be open and promoted to the public
- Not carry designations such as "school bus" or "school special"
- Stop at regular bus stops

School tripper service should operate and look like all other regular service. All routes traveled by tripper buses must be within the regular route service as indicated in the published route schedules. Schedules listing tripper routes should be on the recipient's regular published schedules or on separately published schedules that are available to the public with all other schedules, including on the website. Demand-response service does not qualify for the tripper service exception.

INDICATORS OF COMPLIANCE

- a. *Does the recipient operate tripper service to transport school students or personnel? If no, move to the next question.*
- b. *If the recipient provides tripper service:*
 - *Is the tripper service open and promoted to the public?*
 - *Are the buses used in tripper service free from any associated signage or designation such as "school bus" or "school special"?*
 - *Does the tripper service stop at regular bus stops with only de minimis route alterations from route paths in the immediate vicinity of schools to stops located at or in close proximity to the schools?*

INSTRUCTIONS FOR REVIEWER

Obtain and review prior documentation in OTrak to verify if the recipient has provided tripper service. Review the recipient's website, route maps, brochures, and timetables to determine if information on school tripper service is made available to the public. If the information is not available from the recipient's website, follow up with the recipient for copies of route maps, brochures, and timetables. Review information from the recipient on what is displayed on destination signs on buses on school tripper routes.

During the tour of facilities, look for buses that carry designations such as "school bus" or "school special." If time permits, look at buses used in school tripper service during pullout.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it operates school tripper service that is not open to the public, does not stop at regular bus stops with only de minimis route alterations, or carries designations such as "school bus" or "school special."

DEFICIENCY CODE SB2-1: Tripper violations

SUGGESTED CORRECTIVE ACTION: The recipient must submit evidence to the FTA regional office that it has discontinued school tripper service that does not meet the FTA requirements or has modified the service to comply with FTA requirements.

GOVERNING DIRECTIVE

49 CFR Part 605, Subpart A: General §605.3 Definitions

Tripper service means regularly scheduled mass transportation service which is open to the public, and which is designed or modified to accommodate the needs of school students and personnel, using various fare collections or subsidy systems. Buses used in tripper service must be clearly marked as open to the public and may not carry designations such as "school bus" or "school special." These buses may stop only at a recipient or operator's regular service stop. All routes traveled by tripper buses must be within a recipient's or operator's regular route service as indicated in their published route schedules.

49 CFR Part 605, Subpart B: School Bus Agreements §605.13 Tripper Service

The prohibition against the use of buses, facilities, and equipment funded under the Acts shall not apply to tripper service.

"Final Policy Statement on FTA's School Bus Operations Regulations" 73 FR 53384 September 16, 2008
IV. FTA Final Policy -Tripper Service

With respect to a recipient's regularly scheduled public transportation service, FTA shall interpret the definition of "tripper service" under 49 CFR 605.3(b), as it historically has interpreted that definition, to allow a recipient to (1) utilize "various fare collections or subsidy systems," (2) modify the frequency of service, and (3) make de minimis route alterations from route paths in the immediate vicinity of schools to stops located at or in close proximity to the schools.

SB3. Does the recipient ensure that subrecipients, contractors and lessees that operate school bus service, do so in accordance with FTA regulations?

BASIC REQUIREMENT:

The recipient is responsible for ensuring that subrecipients, contractors, and lessees comply with school bus regulations.

APPLICABILITY

Recipients with subrecipients, contractors, or lessees

DETAILED EXPLANATION FOR REVIEWER

The recipient must ensure that exclusive school bus service operated by subrecipients is provided under one of the exemptions and that school bus service provided by subrecipients, contractors, and lessees does not involve FTA-funded equipment or facilities. Private contractors and lessees can operate school bus service with locally-funded assets.

INDICATORS OF COMPLIANCE

- a. *How does the recipient perform oversight of contractors and lessees that provide school bus service?*
- b. *How does the recipient perform oversight of subrecipients that provide school bus service?*

INSTRUCTIONS FOR REVIEWER

Obtain and review prior review documentation in OTrak to ascertain if any contractors, lessees, or subrecipients with FTA-funded assets have operated school bus service. Obtain and review the recipient's oversight procedures and materials (i.e., reports, questionnaires, and checklists) for information relating to how it performs oversight of the school bus requirements. Follow up with the recipient as to whether there are any contractors, lessees, or subrecipients with FTA-funded assets that operate school bus service.

For subrecipients, contractors, and lessees selected for a site visit, complete the following:

- Onsite, review the oversight files for the contractor(s), lessee(s), and subrecipient(s) to be visited.
- During the visit to the contractor(s), lessee(s), and/or subrecipient(s), discuss if school bus service is provided with FTA-funded assets. Tour facilities to determine if locally-funded assets, used in school bus service, are stored in FTA-funded facilities or if FTA-funded assets are used in school bus service.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not ensure that contractors and lessees comply with the school bus service requirements.

DEFICIENCY CODE SB3-1: Insufficient oversight of contractors and lessees who operate school bus service with FTA-funded assets

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that contractors and lessees comply with the school bus service requirements and evidence that the procedures have been implemented.

The recipient is deficient if it does not ensure that subrecipients comply with school bus service requirements.

DEFICIENCY CODE SB3-2: Insufficient oversight of subrecipients who operate school bus service

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients comply with the school bus service requirements and evidence that the procedures have been implemented.

SUGGESTED CORRECTIVE ACTION 2: The recipient must work with the subrecipient to obtain through the FTA regional office FTA approval for providing school bus service.

GOVERNING DIRECTIVE

2 CFR 200.318(b)

Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2 CFR 200.331 Requirement for pass-through entities

All pass-through entities must: ... (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, onsite reviews, and other means.

SB4. Does the recipient ensure that subrecipients, contractors, and lessees that operate tripper service do so in accordance with FTA regulations?

BASIC REQUIREMENT

The recipient must ensure that school tripper service operated by subrecipients, contractors, and lessees operates and looks like all other regular service.

APPLICABILITY

Recipients with subrecipients, contractors, or lessees

DETAILED EXPLANATION FOR REVIEWER

The recipient is responsible for overseeing subrecipients, contractors, and lessees that operate FTA-funded tripper service to ensure that service is open to the public, stops only at regular service stops with only de minimis route alterations, operates with regular route service, and does not carry designations such as “school bus” or “school special.”

INDICATORS OF COMPLIANCE

- a. *How does the recipient perform oversight of contractors and lessees that provide FTA-funded tripper service?*
- b. *How does the recipient perform oversight of subrecipients that provide FTA-funded tripper service?*

INSTRUCTIONS FOR REVIEWER

Obtain and review the prior year RIR in OTrak to ascertain if any contractors, lessees, and subrecipients with FTA-funded assets operate tripper service. Obtain and review the recipient's oversight procedures and materials (i.e., reports, questionnaires, and checklists) for information relating to oversight of tripper service requirements.

For subrecipients, contractors, and/or lessees selected for a site visit, review websites, route maps, and schedules to determine if tripper service is provided in compliance with the regulations. Onsite, review the recipient's oversight files for the contractor(s), lessee(s), and subrecipient(s) to be visited. During the visit to the contractor(s), lessee(s), and subrecipient(s), discuss the provision of tripper service to determine if it is operated in compliance with FTA requirements. Tour facilities to look for buses that carry designations such as "school bus" or "school special."

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not ensure that subrecipients, contractors, and lessees comply with the tripper service requirements.

DEFICIENCY CODE SB4-1: Insufficient oversight of subrecipients, contractors, and lessees who operate tripper service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients, contractors, and lessees comply with the tripper service requirements and evidence that the procedures have been implemented.

GOVERNING DIRECTIVE

2 CFR 200.318(b)

Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2 CFR 200.331 Requirement for pass-through entities

All pass-through entities must: ... (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, onsite reviews, and other means.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Has FTA received any complaints against the recipient or any of its subrecipients, contractors, and lessees alleging noncompliance with school bus regulations?
2. Does it appear that any subrecipients, contractors, and lessees are providing non-compliant school bus or tripper service?
3. Did background research or site visit observations reveal any other potential school bus/tripper service issues or concerns not covered above?

REFERENCES

1. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
2. 49 CFR Part 605, "School Bus Operations"
3. "Final Policy Statement on FTA's School Bus Operations Regulations" 73 FR 53384 September 16, 2008

USEFUL WEBLINKS

1. FTA School Bus Operations Home Page
2. Previous Decisions

16. CHARTER BUS

PURPOSE OF THIS REVIEW AREA

Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipient may operate charter only when the service meets a specified exception defined in rule.

QUESTIONS TO BE EXAMINED

1. Does the recipient operate or maintain charter bus service outside of an exemption or exception?
2. If the recipient operates charter bus service under an authorized exception, does it maintain notices and records and has it reported charter bus service to the Federal Transit Administration (FTA) on time?
3. Does the recipient ensure subrecipient, contractor, or lessee compliance with charter bus service and records requirements?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Charter service log, along with a clear statement identifying which exception the recipient relied upon when it provided charter service
- List of real property (including facilities) and equipment used in charter bus operations for:
 1. recipients
 2. subrecipients
 3. contractors
 4. lessees
- Listing of subrecipients, contractors, and lessees that operate charter service
- Listing of any complaints received related to charter bus service

CB1. Does the recipient operate or maintain charter bus service outside of an exemption or exception?

BASIC REQUIREMENT

Except under limited exceptions, recipients may not use FTA assistance to operate or maintain charter bus service.

APPLICABILITY

Recipients that provide bus service

DETAILED EXPLANATION FOR REVIEWER

The regulations define charter service as follows:

- (1) Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristics of charter service:
 - A third party pays a negotiated price for the group
 - Any fares charged to individual members of the group are collected by a third party
 - The service is not part of the regularly scheduled service or is offered for a limited period of time

- A third party determines the origin and destination of the trip as well as scheduling
- (2) Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration and:
- A premium fare is charged that is greater than the usual or customary fixed-route fare, or
 - The service is paid for in whole or in part by a third party

The charter regulations include exemptions and exceptions.

Exemptions, which are not considered charter service, require no notification to registered charter providers, record-keeping, quarterly reporting, or other requirements. The charter service regulation exempts the following services:

CHARTER SERVICE EXEMPTIONS	
1.	Transportation of Employees, Contractors, and Government Officials: Recipients are allowed to transport their employees, other transit systems' employees, transit management officials, transit contractors and bidders, government officials and their contractors, and official guests to or from transit facilities or projects within its geographic service area or proposed geographic service area for the purpose of conducting oversight functions such as inspection, evaluation, or review.
2.	Private Charter Operators: The prohibitions do not apply to private charter operators that receive, directly or indirectly, Federal financial assistance under the over-the-road bus accessibility program or to non-FTA-funded activities of private charter operators that receive, directly or indirectly, FTA financial assistance.
3.	Emergency Preparedness Planning and Operation: Recipients are allowed to transport their employees, other transit systems' employees, transit management officials, transit contractors and bidders, government officials and their contractors, and official guests for emergency preparedness planning and operations.
4.	Section 5310, 5311, 5316, and 5317 Recipients: The prohibitions do not apply to recipients that use Federal financial assistance from FTA for program purposes, that is, transportation that serves the needs of either human service agencies or targeted populations (elderly, individuals with disabilities) under Section 5310, 5311, 5316, or 5317. "Program purposes" does not include exclusive service for other groups formed for purposes unrelated to the special needs of the identified targeted populations.
5.	Emergency Response: Recipients are allowed to provide service for up to 45 days for actions directly responding to an emergency declared by the president, governor, or mayor or in an emergency requiring immediate action prior to a formal declaration.
6.	Recipients in Non-Urbanized Areas: Recipients in non-urbanized areas may transport employees, other transit systems' employees, transit management officials, and transit contractors and bidders to or from transit training outside its geographic service area.

Exceptions are considered charter service and have administrative, record-keeping, and reporting requirements. The charter regulation treats as exceptions the following community-based charter services included in the below table. The recipient must retain records of each charter service provided

for at least three years. Charter service hours include time spent transporting passengers, time spent waiting for passengers, and “deadhead” hours (time spent getting from the garage to the origin of the trip and then the time spent from trip’s ending destination back to the garage).

CHARTER SERVICE EXCEPTIONS				
Exception	Notification to Registered Charter Providers	Trip Record Keeping	Quarterly Reporting	Other Requirements
1. Government officials on official government business	No (unless the recipient exceeds 80 hours per year and has not petitioned the Administrator for additional charter service hours)	Yes	Yes	<p>If additional charter service hours are needed (beyond the 80 annual service hours allowed), the recipient must petition the Administrator. The petition must include:</p> <p>Date and description of the official government event and the number of charter service hours requested</p> <p>Explanation of why registered charter providers in the geographic service area cannot perform the service (e.g., equipment, time constraints, or other extenuating circumstances)</p> <p>Evidence that the recipient has sent the request for additional hours to registered charter providers in its geographic service area</p>
2. Qualified Human Service Organization (QHSO)	No	Yes	Yes	Evidence that QHSO receives funding, directly or indirectly, from the programs listed in Appendix A of the charter regulation or was registered at least 60 days before the date of the first request
3. Leasing FTA-funded equipment and drivers	No	Yes	Yes	Evidence that registered charter providers have exhausted all of the available vehicles of all registered charter providers in the recipient’s geographic service area

CHARTER SERVICE EXCEPTIONS				
Exception	Notification to Registered Charter Providers	Trip Record Keeping	Quarterly Reporting	Other Requirements
4. When no registered charter provider responds to notice from a recipient	Yes	Yes	Yes	None
5. Agreement with registered charter providers	Yes (if a newly registered charter provider joined the UZA after the initial agreement)	No	No	Properly executed agreements with all registered charter providers in recipient's geographic service area
6. Petitions to the Administrator	Yes	No	No	Recipient must demonstrate how it contacted registered charter providers and how the recipient will use the registered charter providers in providing service to the event. Recipient must also certify that it has exhausted available registered charter providers' vehicles in the area

The charter regulations do not apply to equipment that is solely funded with local funds, is stored in a locally-funded facility, and is maintained only with local funds. A complete segregation is necessary to avoid the application of these requirements to charter services operated with locally-owned vehicles.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Under Charter Bus Exemption #5 Emergency Response, recipients are allowed to provide service for up to 45 days for actions directly responding to an emergency declared by the president, governor, or mayor or in an emergency requiring immediate action prior to a formal declaration. If a recipient intends to provide charter bus service beyond the 45-day period, it must seek FTA approval through the Emergency Relief Docket.

INDICATORS OF COMPLIANCE

- a. *During the review period, did the recipient provide unscheduled service to a third party for a negotiated price or to the public for events or functions at a premium fare? If no, move to question CB3.*
- b. *If yes, did any of the six exemptions included in the exemption chart above apply?*
- c. *If no exemptions apply, do any of the six exceptions included in the exception chart above apply?*

- d. *If no exemptions or exceptions apply, is the service operated and maintained using only locally-funded assets?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- e. *If the recipient provided charter bus service as a result of the COVID-19 public health emergency:*
- *Was service provided after the recipient's state's declaration of emergency or January 20, 2020?*
 - *Was service provided for more than 45 days?*
 - *For service lasting longer than 45 days, did the recipient submit and receive approval from FTA through the Emergency Relief Docket?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's website, printed public information, and local telephone listing to determine if charter service is advertised. Discuss with the recipient any service it has performed that is not listed on published schedules to determine its applicability to the Charter Bus requirements. Obtain and review the recipient's source of funds provided in the Financial Management and Capacity review area to determine if charter revenue is recorded. Obtain and review the recipient's charter service logs for charter service provided. If the recipient is operating under an exemption further follow-up is not required.

Review the recipient's listing of assets used for charter service (i.e., facilities and equipment) and cross reference to the Federal asset listing provided in the Satisfactory and Continuing Control review area to verify that federally-funded assets are not used in charter service.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Inquire of the FTA regional office if it is aware that the recipient has been providing service on behalf of a third party at a negotiated price during the COVID-19 public health emergency. Discuss with the recipient if it provided service on behalf of a third party, such as a school district, and received payment for such service. Confirm that the service was not provided for more than 45 days. Review the Emergency Relief Docket to determine if the recipient was granted approval to provide charter service beyond the exemption period (45 days).

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it operates charter service that does not comply with the requirements under a limited exemption or exception.

DEFICIENCY CODE CB1-1: Charter service not operated under exemption or exception

SUGGESTED CORRECTIVE ACTION: The recipient must cease operating charter service that does not meet an exemption or exception. If the recipient wishes to continue to provide charter service, the recipient must submit to the FTA regional office procedures for ensuring that services are consistent with an exemption or exception allowed under the charter regulation and evidence that the procedures have been implemented.

The recipient is deficient if it operates service with locally-funded equipment but stores or maintains it in an FTA-funded facility.

DEFICIENCY CODE CB1-2: FTA-funded facility(ies) used in charter service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a plan for ensuring that locally-funded equipment used to provide charter service is not stored and/or maintained in an FTA-funded facility.

GOVERNING DIRECTIVE

49 CFR Part 604.2 Applicability

(b) The requirements of this part shall not apply to a recipient transporting its employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and official guests, to or from transit facilities or projects within its geographic service area or proposed geographic service area for the purpose of conducting oversight functions such as inspection, evaluation, or review.

(c) The requirements of this part shall not apply to private charter operators that receive, directly or indirectly, Federal financial assistance under section 3038 of the Transportation Equity Act for the 21st Century, as amended, or to the non-FTA funded activities of private charter operators that receive, directly or indirectly, FTA financial assistance under any of the following programs: 49 U.S.C. 5307, 49 U.S.C. 5309, 49 U.S.C. 5310, 49 U.S.C. 5311, 49 U.S.C. 5316, or 49 U.S.C. 5317.

(d) The requirements of this part shall not apply to a recipient transporting its employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and official guests, for emergency preparedness planning and operations.

(e) The requirements of this part shall not apply to a recipient that uses Federal financial assistance from FTA, for program purposes only, under 49 U.S.C. 5310, 49 U.S.C. 5311, 49 U.S.C. 5316, or 49 U.S.C. 5317.

(f) The requirements of this part shall not apply to a recipient, for actions directly responding to an emergency declared by the President, governor, or mayor or in an emergency requiring immediate action prior to a formal declaration. If the emergency lasts more than 45 days, the recipient shall follow the procedures set out in subpart D of 49 CFR 601.

(g) The requirements of this part shall not apply to a recipient in a non-urbanized area transporting its employees, other transit system employees, transit management officials, and transit contractors and bidders to or from transit training outside its geographic service area.

49 CFR Part 604.5 Purpose

The purpose of this subpart is to identify the limited exceptions under which recipients may provide community-based charter services.

49 CFR Part 604.6 Government officials on official government business

(a) A recipient may provide charter service to government officials (Federal, State, and local) for official government business, which can include non-transit related purposes, if the recipient:

- (1) Provides the service in its geographic service area;
- (2) Does not generate revenue from the charter service, except as required by law; and
- (3) After providing such service, records the following:
 - (i) The government organization's name, address, phone number, and e-mail address;
 - (ii) The date and time of service;
 - (iii) The number of passengers (specifically noting the number of government officials on the trip);

(iv) The origin, destination, and trip length (miles and hours);

(v) The fee collected, if any; and

(vi) The vehicle number for the vehicle used to provide the service.

(b) A recipient that provides charter service under this section shall be limited annually to 80 charter service hours for providing trips to government officials for official government business.

(c) A recipient may petition the Administrator for additional charter service hours only if the petition contains the following information:

(1) Date and description of the official government event and the number of charter service hours requested;

(2) Explanation of why registered charter providers in the geographic service area cannot perform the service (e.g., equipment, time constraints, or other extenuating circumstances); and

(3) Evidence that the recipient has sent the request for additional hours to registered charter providers in its geographic service area.

(d) FTA shall post the request for additional charter service hours under this exception in the Government Officials Exception docket, docket number FTA-2007-0020 at <http://www.regulations.gov>. Interested parties may review the contents of this docket and bring questions or concerns to the attention of the Ombudsman for Charter Services. The written decision of the Administrator regarding the request for additional charter service hours shall be posted in the Government Officials Exception docket and sent to the recipient.

49 CFR Part 604.7 Qualified human service organizations

(a) A recipient may provide charter service to a qualified human service organization (QHSO) for the purpose of serving persons:

(1) With mobility limitations related to advanced age;

(2) With disabilities; or

(3) With low income.

(b) If an organization serving persons described in paragraph (a) of this section receives funding, directly or indirectly, from the programs listed in Appendix A of this part, the QHSO shall not be required to register on the FTA charter registration Web site.

(c) If a QHSO serving persons described in paragraph (a) of this section does not receive funding from any of the programs listed in Appendix A of this part, the QHSO shall register on the FTA charter registration Web site in accordance with § 604.15.

(d) A recipient providing charter service under this exception, whether or not the QHSO receives funding from Appendix A programs, and after providing such charter service, shall record:

(1) The QHSO's name, address, phone number, and e-mail address;

(2) The date and time of service;

(3) The number of passengers;

- (4) The origin, destination, and trip length (miles and hours);
- (5) The fee collected, if any; and
- (6) The vehicle number for the vehicle used to provide the service.

49 CFR Part 604.8 Leasing FTA-funded equipment and drivers

(a) A recipient may lease its FTA-funded equipment and drivers to registered charter providers for charter service only if the following conditions exist:

- (1) The private charter operator is registered on the FTA charter registration Web site;
- (2) The registered charter provider owns and operates buses or vans in a charter service business;
- (3) The registered charter provider received a request for charter service that exceeds its available capacity either of the number of vehicles operated by the registered charter provider or the number of accessible vehicles operated by the registered charter provider; and
- (4) The registered charter provider has exhausted all of the available vehicles of all registered charter providers in the recipient's geographic service area.

(b) A recipient leasing vehicles and drivers to a registered charter provider under this provision shall record:

- (1) The registered charter provider's name, address, telephone number, and e-mail address;
- (2) The number of vehicles leased, types of vehicles leased, and vehicle identification numbers; and
- (3) The documentation presented by the registered charter provider in support of paragraphs (a)(1) through (4) of this section.

(c) In accordance with § 604.26, if a registered charter provider seeking to lease vehicles has filed a complaint requesting that another registered charter provider be removed from the FTA charter registration Web site, then the registered charter provider seeking to lease vehicles is not required to exhaust the vehicles from that registered charter provider while the complaint is pending before leasing vehicles from a recipient.

49 CFR Part 604.9 When no registered charter provider responds to notice from a recipient

(a) A recipient may provide charter service, on its own initiative or at the request of a third party, if no registered charter provider responds to the notice issued in § 604.14:

- (1) Within 72 hours for charter service requested to be provided in less than 30 days; or
- (2) Within 14 calendar days for charter service requested to be provided in 30 days or more.

(b) A recipient shall not provide charter service under this section if a registered charter provider indicates an interest in providing the charter service set out in the notice issued pursuant to § 604.14 and the registered charter provider has informed the recipient of its interest in providing the service.

(c) After providing the service, a recipient shall record:

- (1) The group's name, address, phone number, and e-mail address;
- (2) The date and time of service;
- (3) The number of passengers;
- (4) The origin, destination, and trip length (miles and hours);
- (5) The fee collected, if any; and
- (6) The vehicle number for the vehicle used to provide the service.

49 CFR Part 604.10 Agreement with registered charter providers

- (a) A recipient may provide charter service directly to a customer consistent with an agreement entered into with all registered charter providers in the recipient's geographic service area.
- (b) If a new charter provider registers in the geographic service area subsequent to the initial agreement, the recipient may continue to provide charter service under the previous agreement with the other charter providers up to 90 days without an agreement with the newly registered charter provider.
- (c) Any of the parties to an agreement may cancel the agreement at any time after providing the recipient a 90-day notice.

49 CFR Part 604.11 Petitions to the Administrator

- (a) A recipient may petition the Administrator for an exception to the charter service regulations to provide charter service directly to a customer for:

- (1) Events of regional or national significance;
- (2) Hardship (only for non-urbanized areas under 50,000 in population or small urbanized areas under 200,000 in population); or
- (3) Unique and time-sensitive events (e.g., funerals of local, regional, or national significance) that are in the public's interest.

- (b) The petition to the Administrator shall include the following information:

- (1) The date and description of the event;
- (2) The type of service requested and the type of equipment;
- (3) The anticipated number of charter service hours needed for the event;
- (4) The anticipated number of vehicles and duration of the event; and
 - (i) For an event of regional or national significance, the petition shall include a description of how registered charter providers were consulted, how registered charter providers will be utilized in providing the charter service, a certification that the recipient has exhausted all of the registered charter providers in its geographic service area, and submit the petition at least 90 days before the first day of the event described in paragraph (b)(1) of this section;

(ii) For a hardship request, a petition is only available if the registered charter provider has deadhead time that exceeds total trip time from initial pick-up to final drop-off, including wait time. The petition shall describe how the registered charter provider's minimum duration would create a hardship on the group requesting the charter service; or

(iii) For unique and time sensitive events, the petition shall describe why the event is unique or time sensitive and how providing the charter service would be in the public's interest.

(c) Upon receipt of a petition that meets the requirements set forth in paragraph (b) of this section, the Administrator shall review the materials and issue a written decision denying or granting the request in whole or in part. In making this decision, the Administrator may seek such additional information as the Administrator deems necessary. The Administrator's decision shall be filed in the Petitions to the Administrator docket, number FTA-2007-0022 at <http://www.regulations.gov> and sent to the recipient.

(d) Any exception granted by the Administrator under this section shall be effective only for the event identified in paragraph (b)(1) of this section.

(e) A recipient shall send its petition to the Administrator by facsimile to (202) 366-3809 or by e-mail to ombudsman.charterservice@dot.gov.

(f) A recipient shall retain a copy of the Administrator's approval for a period of at least three years and shall include it in the recipient's quarterly report posted on the charter registration Web site.

49 CFR Part 604.12 Reporting requirements for all exceptions

(a) A recipient that provides charter service in accordance with one or more of the exceptions contained in this subpart shall maintain the required notice and records in an electronic format for a period of at least three years from the date of the service or lease. A recipient may maintain the required records in other formats in addition to the electronic format.

(b) In addition to the requirements identified in paragraph (a) of this section, the records required under this subpart shall include a clear statement identifying which exception the recipient relied upon when it provided the charter service.

(c) Beginning on July 30, 2008, a recipient providing charter service under these exceptions shall post the records required under this subpart on the FTA charter registration Web site 30 days after the end of each calendar quarter (i.e., January 30th, April 30th, July 30th, and October 30th). A single document or charter log may include all charter service trips provided during the quarter.

(d) A recipient may exclude specific origin and destination information for safety and security reasons. If a recipient excludes such information, the record of the service shall describe the reason why such information was excluded and provide generalized information instead of providing specific origin and destination information.

49 CFR Part 604-Appendix C (f) Miscellaneous (65). Frequently Asked Questions

Q: If a recipient operates assets that are locally funded, are such assets subject to the charter regulations?

A: It depends. If a recipient receives FTA funds for operating assistance or stores its vehicles in a FTA-funded facility or receives indirect FTA assistance, then the charter regulations apply. The fact that the vehicle was locally funded does not make the recipient exempt from the charter regulations. If both operating and capital funds are locally supplied, then the vehicle is not subject to the charter service regulations.

Recipients may establish new routes that serve critical community needs at any time. FTA's charter rule at 49 CFR 604.3(c)(1) defines charter service as the exclusive use of a bus or van for a negotiated price. If a recipient provides exclusive transportation for schoolchildren to meal sites, and the service is funded by a third-party, such service would be categorized as a charter service. Although normally prohibited under FTA formula funding, charter service is eligible for COVID-19 response for up to 45 days from the beginning of each state of emergency incident period. For charter services lasting longer than 45 days, the recipient should submit a request to the Emergency Relief Docket.

CB2. If the recipient operates charter bus service under an authorized exception, does it maintain notices and records and has it reported charter bus service to the Federal Transit Administration (FTA) on time?

BASIC REQUIREMENT

All recipients that operate charter service under an authorized exception are required to maintain notices and records for at least three years and report to the FTA quarterly.

APPLICABILITY

Recipients that provide bus service

DETAILED EXPLANATION FOR REVIEWER

Recipients providing charter service under the following four exceptions must report to FTA on charter activity:

- Government officials on official government business (604.6)
- Qualified human service organizations (604.7)
- Leasing FTA-funded equipment and drivers (604.8)
- When no registered charter provider responds to notice from a recipient (604.9)

Recipients must post the required records on the FTA charter website within 30 days of the end of each calendar quarter as follows:

- October 1 to December 31: January 30
- January 1 to March 31: April 30
- April 1 to June 30: July 30
- July 1 to September 30: October 30

The recipient must report for itself and its subrecipients, contractors, and lessees, except subrecipients that are also direct FTA recipients for Section 5307 formula funds. Reports are only required for quarters during which charter service was provided. An FTA Charter Service Quarterly Exceptions Reporting Form and the instructions are available for downloading from the FTA website.

When charter service is provided under one or more of the exceptions under this regulation, the recipient, subrecipient, contractor, or lessee is required to maintain notices and records in an electronic format for a period of at least three years from the date of service or lease. The recipient may maintain the required records in other formats in addition to the electronic format.

The records shall include a clear statement identifying which exception the recipient relied upon when it provided the charter service. A single document or charter log may include all charter service trips provided during the quarter. The recipient may exclude specific origin-to-destination information for safety and security reasons. If such information is excluded, the record of the service shall describe the reason why such information was excluded and provide generalized information.

INDICATORS OF COMPLIANCE

- a. *What records does the recipient maintain of charter bus service provided in the past three years?*
- b. *Has the recipient reported all charter bus service quarterly?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's source of funds provided in the Financial Management and Capacity review area to determine if charter revenue is recorded. Review the FTA charter registration website to verify which exceptions were relied upon to provide the charter service and if the recipient reported service provided. Obtain and review the recipient's electronic charter service records, along with a clear statement identifying which exception the recipient relied upon when it provided the charter service and compare to the information entered on the FTA charter registration website for consistency. Review the FTA charter bus service quarterly reports website (www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service-quarterly-reports) to verify that the recipient reported timely, 30 days after the end of each calendar quarter (i.e., January 30, April 30, July 30, and October 30).

Note: Reporting is only required when a recipient, subrecipient, contractor, or lessee provides charter service.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not maintain notices and records for at least three years.

DEFICIENCY CODE CB2-1: Charter bus records and notices not maintained

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for maintaining notices and records for at least three years and evidence that the procedures have been implemented.

The recipient is deficient if it did not report to the FTA quarterly for all applicable exceptions on time.

DEFICIENCY CODE CB2-2: Charter reports not submitted on time

SUGGESTED CORRECTIVE ACTION: The recipient must submit the missing quarterly reports in the FTA charter reporting website. The recipient must submit to the FTA regional office procedures for submitting the required information for all applicable exceptions on time.

GOVERNING DIRECTIVE

FTA Charter Service Quarterly Exceptions Reporting Form and Instructions

49 CFR Part 604.2 Applicability

(b) The requirements of this part shall not apply to a recipient transporting its employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and official guests, to or from transit facilities or projects within its geographic service area or proposed geographic service area for the purpose of conducting oversight functions such as inspection, evaluation, or review.

(c) The requirements of this part shall not apply to private charter operators that receive, directly or indirectly, Federal financial assistance under section 3038 of the Transportation Equity Act for the

21st Century, as amended, or to the non-FTA funded activities of private charter operators that receive, directly or indirectly, FTA financial assistance under any of the following programs: 49 U.S.C. 5307, 49 U.S.C. 5309, 49 U.S.C. 5310, 49 U.S.C. 5311, 49 U.S.C. 5316, or 49 U.S.C. 5317.

(d) The requirements of this part shall not apply to a recipient transporting its employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and official guests, for emergency preparedness planning and operations.

(e) The requirements of this part shall not apply to a recipient that uses Federal financial assistance from FTA, for program purposes only, under 49 U.S.C. 5310, 49 U.S.C. 5311, 49 U.S.C. 5316, or 49 U.S.C. 5317.

(f) The requirements of this part shall not apply to a recipient, for actions directly responding to an emergency declared by the President, governor, or mayor or in an emergency requiring immediate action prior to a formal declaration. If the emergency lasts more than 45 days, the recipient shall follow the procedures set out in subpart D of 49 CFR 601.

(g) The requirements of this part shall not apply to a recipient in a non-urbanized area transporting its employees, other transit system employees, transit management officials, and transit contractors and bidders to or from transit training outside its geographic service area.

49 CFR Part 604.12 Reporting requirements for all exceptions

(a) A recipient that provides charter service in accordance with one or more of the exceptions contained in this subpart shall maintain the required notice and records in an electronic format for a period of at least three years from the date of the service or lease. A recipient may maintain the required records in other formats in addition to the electronic format.

(b) In addition to the requirements identified in paragraph (a) of this section, the records required under this subpart shall include a clear statement identifying which exception the recipient relied upon when it provided the charter service.

(c) Beginning on July 30, 2008, a recipient providing charter service under these exceptions shall post the records required under this subpart on the FTA charter registration Web site 30 days after the end of each calendar quarter (i.e., January 30th, April 30th, July 30th, and October 30th). A single document or charter log may include all charter service trips provided during the quarter.

(d) A recipient may exclude specific origin and destination information for safety and security reasons. If a recipient excludes such information, the record of the service shall describe the reason why such information was excluded and provide generalized information instead of providing specific origin and destination information.

CB3. Does the recipient ensure subrecipient, contractor, or lessee compliance with charter bus service and records requirements?

BASIC REQUIREMENT

Except under limited exceptions and exemptions, contractors, lessees, and subrecipients may not use FTA assistance to operate or maintain charter bus service. Those that do operate charter service under an authorized exemption or exception with FTA-funded assets are required to maintain notices and records for at least three years and report to the recipient quarterly.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

The recipient must ensure that all subrecipients, contractors, and lessees comply with charter bus service, notice, and reporting requirements. See the explanation for reviewer for question CB1 and CB2 above for detailed explanation of charter bus requirements.

INDICATORS OF COMPLIANCE

- a. *How does the recipient ensure that contractors and lessees comply with FTA charter requirements?*
- b. *How does the recipient ensure that contractors and lessees maintain records for charter bus service provided for three years and obtain the necessary information to report charter service quarterly?*
- c. *How does the recipient ensure that subrecipients comply with FTA charter requirements?*
- d. *How does the recipient ensure that subrecipients maintain records for charter bus service provided for three years and obtain the necessary information to report charter service quarterly?*

INSTRUCTIONS FOR REVIEWER

For subrecipients, contractors, and lessees selected for a site visit:

- Search the FTA charter website to determine if the recipient reported that the subrecipients, contractors, and lessees provided charter service.
- Review the subrecipient agreements, contracts, or lease agreements for charter bus provisions and verify that the recipient fully communicated its policy and the charter rules related to FTA-funded assets. Review the recipient's oversight procedures and oversight files to determine how the recipient verified compliance with charter regulations.
- Review the subrecipient's, contractor's, and lessee's websites and public information materials to determine if charter service is provided. During the site visit(s), discuss charter service.
- During facilities tours, determine if locally-funded assets used in charter bus service are stored in FTA-funded facilities or if FTA-funded assets are used in charter bus service and not reported.
- Discuss charter record-keeping and reporting requirements and practices. Using a quarterly report submitted in the FTA Charter Registration website: (1) identify any service provided by a subrecipient, contractor, or lessee, and (2) obtain the subrecipient's, contractor's, or lessee's charter logs and confirm what is reported with the record.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not ensure that contractors and lessees comply with the charter service requirements.

DEFICIENCY CODE CB3-1: Insufficient oversight of contractor and/or lessee charter service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that contractors and lessees comply with the charter bus service requirements and evidence that the procedures have been implemented.

The recipient is deficient if it does not ensure that contractors and lessees that operate charter bus service maintain records for three years and provide the necessary information for submitting quarterly reports timely.

DEFICIENCY CODE CB3-2: Insufficient oversight of contractor and/or lessee charter records and reporting

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that contractors and lessees maintain records for charter bus service provided for three years and provide the recipient the necessary information for submitting quarterly reports timely.

The recipient is deficient if it does not ensure that subrecipients comply with charter service requirements.

DEFICIENCY CODE CB3-3: Insufficient oversight of subrecipient charter service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients comply with the charter service requirements and evidence that the procedures have been implemented.

The recipient is deficient if it does not ensure that subrecipients that operate charter bus service maintain records for three years and provide the necessary information for submitting quarterly reports timely.

DEFICIENCY CODE CB3-4: Insufficient oversight of subrecipient charter records and reporting

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients maintain records for charter bus service provided for three years and provide the recipient the necessary information for submitting quarterly reports timely.

GOVERNING DIRECTIVE

2 CFR 200.318(b)

“Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.”

2 CFR 200.331 Requirement for pass-through entities

All pass-through entities must: ... (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

- 1) Reviewing financial and performance reports required by the pass-through entity.
- 2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, onsite reviews [and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.](#)
- 3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 .

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- 1) Providing subrecipients with training and technical assistance on program-related matters;
- 2) Performing onsite reviews of the subrecipient's program operations; and
- 3) Arranging for agreed-upon-procedures engagements as described in §200.425 .

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Did the recipient on behalf of itself or a subrecipient, contractor, or lessee request an advisory opinion from FTA's Office of Chief Counsel? If yes, what was the outcome? Was the advisory opinion followed?
2. Did any registered charter provider request a cease and desist order against the recipient, subrecipient, contractor, or lessee? If yes, what was the outcome? Was the cease and desist order followed?
3. Did any registered charter provider, or its duly authorized representative, file a complaint with the Office of the Chief Counsel against the recipient alleging noncompliance with the charter regulation? If yes, did the recipient file an answer within 30 days of the date of the FTA notification?
4. Does it appear that any subrecipients, contractors, or lessees are providing charter bus service outside of an authorized exemption or exception?
5. Did background research or site visit observations reveal any other potential charter bus issues or concerns not covered above?

REFERENCES

1. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
2. 49 CFR Part 604, "Charter Service"; Final Rule; Federal Register, January 14, 2008

USEFUL WEBLINKS

1. Charter Home Page (includes dockets, reporting forms and instructions, and other resources)
2. Charter Registration Website
3. Questions and Answers
4. Regulations.gov
5. FTA Charter Reports
6. Coronavirus Aid, Relief, and Economic Security Act
7. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019

8. Notice of Concurrence
9. Emergency Relief rule

17. DRUG-FREE WORKPLACE ACT

PURPOSE OF THIS REVIEW AREA

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

QUESTIONS TO BE EXAMINED

1. Does the recipient have a written policy as prescribed in the Drug Free Workplace Act (DFWA) that is distributed to all award-related employees?
2. Does the recipient have an on-going drug free awareness program?
3. Did the recipient report to FTA all criminal convictions of award-related employees for a Federal or State drug statute violation that occurred in the workplace since the last Comprehensive Review?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Written drug free workplace policy
- Examples of drug free awareness notification such as brochures, posters, information on bulletin boards, employee assistance programs
- Number of employees with a Federal or State criminal drug statute conviction during the review period

Recipient Follow-up

- Documentation of conviction notification by an employee to the recipient
- Information about any personnel action(s) taken regarding conviction notifications

DFWA1. Does the recipient have a written policy as prescribed in the Drug Free Workplace Act (DFWA) that is distributed to all award-related employees?

BASIC REQUIREMENT

Recipients are required to have and distribute to award-related employees a written drug free workplace policy as prescribed by the DFWA.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

The recipient is required to have and distribute to award-related employees a written policy that states:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited
2. Employees must abide by the terms of the policy statement as a condition of employment
3. If convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer in writing no later than five calendar days after such a conviction

The DFWA requirement applies to employees of a recipient directly engaged in the performance of work under the award, including both direct and indirect charge employees as well as temporary employees on the recipient's payroll. If an indirect charge employee's impact or involvement in the performance of work

under the award is insignificant to the performance of the award, then the requirements do not apply to that employee. The requirements do not apply to volunteers, consultants, or independent contractors not on the recipient's payroll, or employees of subrecipients or contractors in covered workplaces.

The DFWA policy can be part of the FTA drug and alcohol testing policy as long as it is clearly differentiated and it is extended to all applicable employees, not just safety-sensitive employees. These requirements should not be confused with FTA drug and alcohol testing requirements, which apply only to "safety sensitive" employees as well as subrecipient's, contractors, and subcontractors with safety sensitive employees.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have a written DFWA policy?*
- b. *Does the recipient's drug free workplace policy include all of the required elements?*

Required Element	Page Number
The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited	-
Employees must abide by the terms of the policy statement as a condition of employment	-
If convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer in writing no later than five calendar days after such a conviction	-

- c. *Does the recipient have a process to ensure that the recipient's drug free workplace policy has been distributed to all employees?*

INSTRUCTIONS FOR REVIEWER

Obtain and review the recipient's written DFWA policy and/or the recipient's FTA drug and alcohol testing policy.

Review the recipient's written drug free workplace policy or its FTA drug and alcohol testing policy. Determine if the following required elements are included:

- states that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited
- states that all employees must abide by the terms of the policy statement as a condition of employment
- requires that if convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer in writing no later than five calendar days after such a conviction

Determine if the recipient has a process for distributing a copy to each employee. On site, discuss with the recipient how it implements its policy for distributing a copy to each employee. On-site, review sample employee files to ascertain if acknowledgment of receipt of the policy is documented.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have a written Drug Free Workplace Act policy.

DEFICIENCY CODE DFWA1-1: No written DFWA policy

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a written DFWA policy.

The recipient is deficient if its written Drug Free Workplace Act policy does not include all required elements.

DEFICIENCY CODE DFWA1-2: DFWA policy lacking required elements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office an amended DFWA policy that includes all required elements along with documentation that the revised policy has been distributed to all award-related employees.

The recipient is deficient if it does not distribute the Drug Free Workplace Act policy to award-related employees.

DEFICIENCY CODE DFWA1-3: DFWA policy not distributed

SUGGESTED CORRECTIVE ACTION: Direct the recipient to submit to the FTA regional office a process for distributing the Drug Free Workplace Act policy to award-related employees, along with documentation that the policy has been distributed.

GOVERNING DIRECTIVE

41 U.S.C. 8103. Drug free workplace requirements for Federal grant recipients

(a) In General.—

- (1) Persons other than individuals.—A person other than an individual shall not receive a grant from a Federal agency unless the person agrees to provide a drug-free workplace by—
 - (A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
 - (B) establishing a drug-free awareness program to inform employees about—
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the grantee's policy of maintaining a drug-free workplace;
 - (iii) available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) the penalties that may be imposed on employees for drug abuse violations;
 - (C) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by subparagraph (A);
 - (D) notifying the employee in the statement required by subparagraph (A) that as a condition of employment in the grant the employee will—

- (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction;
- (E) notifying the granting agency within 10 days after receiving notice under subparagraph (D)(ii) from an employee or otherwise receiving actual notice of a conviction;
- (F) imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section 8104 of this title; and
- (G) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (A) to (F).

49 CFR 32.205 What must I include in my drug free workplace statement?

You must publish a statement that—

- (a) Tells your employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in your workplace;
- (b) Specifies the actions that you will take against employees for violating that prohibition; and
- (c) Lets each employee know that, as a condition of employment under any award, he or she:
 - (1) Will abide by the terms of the statement; and
 - (2) Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.

49 CFR 32.210 To whom must I distribute my drug-free workplace statement?

You must require that a copy of the statement described in §32.205 be given to each employee who will be engaged in the performance of any Federal award.

DFWA2. Does the recipient have an on-going drug free awareness program?

BASIC REQUIREMENT

Recipients of FTA funds are required to have an on-going drug free awareness program for award-related employees.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

In addition to establishing and maintaining a drug free workplace environment, the recipient must establish an ongoing drug free awareness program that informs employees about the dangers of drug abuse and any available drug counseling, rehabilitation, and employee assistance programs. This information can be distributed periodically and on a general basis to all employees. In some cases, recipients may rely on an employee assistance program to provide drug free awareness information. This procedure is acceptable, provided the material includes a drug free workplace message.

INDICATOR OF COMPLIANCE

- a. *How are award-related employees periodically informed about the dangers of drug abuse and any available counseling and employee assistance programs?*

INSTRUCTIONS FOR REVIEWER

Follow up onsite by reviewing information on bulletin boards, training records, safety meeting minutes, etc., and other methods used to inform the recipient's employees of its drug free awareness program. Discuss how often the information is updated, refreshed or presented to employees.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not inform employees about the dangers of drug abuse in the workplace, the policy on drug-abuse, and the opportunities for assistance.

DEFICIENCY CODE DFWA2-1: No ongoing drug free awareness program

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has implemented a drug free awareness program and informed employees of the dangers of drug abuse and any available rehabilitation, and employee assistance programs.

GOVERNING DIRECTIVE

41 U.S.C. 8103(a). Drug free workplace requirements for Federal grant recipients

(a) In General.—

- (1) Persons other than individuals.—A person other than an individual shall not receive a grant from a Federal agency unless the person agrees to provide a drug-free workplace by—

- (A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
- (B) establishing a drug-free awareness program to inform employees about—
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the grantee's policy of maintaining a drug-free workplace;
 - (iii) available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) the penalties that may be imposed on employees for drug abuse violations.
- (C) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by subparagraph (A);
- (D) notifying the employee in the statement required by subparagraph (A) that as a condition of employment in the grant the employee will—
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction;

- (E) notifying the granting agency within 10 days after receiving notice under subparagraph (D)(ii) from an employee or otherwise receiving actual notice of a conviction;
- (F) imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section 8104 of this title; and
- (G) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (A) to (F).

[49 CFR 32.215](#) *What must I include in my drug-free awareness program?*

You must require that a copy of the statement described in §32.205 be given to each employee who will be engaged in the performance of any Federal award.

DFWA3. Did the recipient report to FTA all criminal convictions of award-related employees for a Federal or State drug statute violation that occurred in the workplace since the last Comprehensive Review?

BASIC REQUIREMENT

Recipients must report a criminal conviction of an award-related employee for Federal or State drug statute violations in the workplace to the FTA within ten calendar days after learning of the conviction and take appropriate action with the employee within 30 days after learning of the conviction.

APPLICABILITY

All recipients

DETAILED EXPLANATION FOR REVIEWER

When the recipient receives notice of an employee's criminal conviction for a drug statute violation that occurred in the workplace, it has ten calendar days within which to report, in writing, the conviction to the FTA regional counsel. Recipients must provide the individual's position title and the awards in which the individual was involved. Further, the recipient must take one of the following actions within 30 days of receiving notice of such a conviction: 1) take appropriate personnel action up to and including termination, consistent with the Rehabilitation Act of 1973, as amended; or 2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes.

INDICATORS OF COMPLIANCE

- a. *Did any employee report a drug statute conviction occurring in the workplace? If yes, on what date did the employee report such to the recipient?*
- b. *When did the recipient report the drug statute conviction to FTA?*
- c. *What actions did the recipient take to rectify the situation?*

INSTRUCTIONS FOR REVIEWER

Obtain a listing of drug statute convictions reported to the recipient during the review period and identify the dates upon which such convictions occurred and when the recipient was made aware of such and that it was within five days after such conviction.

Confer with the regional office to ascertain if the recipient reported the conviction of an award-related employee for a drug statute violation that occurred in the workplace and obtain evidence of when the report was submitted. Receive and compare the notification (received from the regional office) with information provided by the recipient to determine if the conviction was reported to the FTA regional

counsel within required time frame (ten calendar days after learning of the conviction). Follow-up during the site visit to address any unresolved issues.

Follow-up during the site visit and discuss with the recipient to determine what action(s) was taken relative to the employee involved in the drug statute conviction, up to and including termination or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it did not notify FTA that a conviction had occurred and/or did not take appropriate personnel actions; or such actions were not within the required time frames.

DEFICIENCY CODE DFWA3-1: Inadequate criminal drug statute violation reporting

SUGGESTED CORRECTIVE ACTION: The recipient must report to the FTA regional office any outstanding convictions and/or actions taken within the period of the Comprehensive Review and develop procedures to report such actions in the future within the required timeframes.

GOVERNING DIRECTIVE

41 U.S.C. 8103(a). Drug free workplace requirements for Federal grant recipients

(a) In General.—

(1) Persons other than individuals.—A person other than an individual shall not receive a grant from a Federal agency unless the person agrees to provide a drug-free workplace by—

- (A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
- (B) establishing a drug-free awareness program to inform employees about—
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the grantee's policy of maintaining a drug-free workplace;
 - (iii) available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) the penalties that may be imposed on employees for drug abuse violations;
- (C) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by subparagraph (A);
- (D) notifying the employee in the statement required by subparagraph (A) that as a condition of employment in the grant the employee will—
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction;
- (E) notifying the granting agency within 10 days after receiving notice under subparagraph (D)(ii) from an employee or otherwise receiving actual notice of a conviction;

- (F) imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section 8104 of this title; and
- (G) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (A) to (F).

49 CFR 32.225

There are two actions you must take if an employee is convicted of a drug violation in the workplace:

- (a) First, you must notify Federal agencies if an employee who is engaged in the performance of an award informs you about a conviction, as required by §32.205(c)(2), or you otherwise learn of the conviction. Your notification to the Federal agencies must:
 - (1) Be in writing;
 - (2) Include the employee's position title;
 - (3) Include the identification number(s) of each affected award;
 - (4) Be sent within ten calendar days after you learn of the conviction; and
 - (5) Be sent to every Federal agency on whose award the convicted employee was working. It must be sent to every awarding official or his or her official designee, unless the Federal agency has specified a central point for the receipt of the notices.
- (b) Second, within 30 calendar days of learning about an employee's conviction, you must either:
 - (1) Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or,
 - (2) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Did background research or site visit observations reveal any other potential DFWA issues or concerns not covered above?

REFERENCES

1. 41 U.S.C. Sections 8101 et seq., Drug Free Workplace Act
2. 49 CFR PART 32— GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)

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18. DRUG AND ALCOHOL PROGRAM

PURPOSE OF THIS REVIEW AREA

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

QUESTIONS TO BE EXAMINED

1. Does the recipient have a board-adopted drug and alcohol misuse policy?
2. Does the recipient provide the minimum required training for all covered employees and supervisors/officers?
3. Does the recipient obtain drug and alcohol testing records from employees' prior employers and are all records stored in a secure location with controlled access?
4. Do all medical review officers, substance abuse professionals, breath alcohol technicians, and collectors in the drug and alcohol testing program have the required qualifications?
5. Does the recipient ensure that subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees administer their drug and alcohol programs in accordance with 49 CFR parts 40 and 655?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Copy of board-adopted drug and alcohol policy with date of board adoption
- List of covered employees placed in safety-sensitive positions and supervisors or company officials charged with making reasonable suspicion determinations during the review period (include name and date placed in position or first began making reasonable suspicion determinations)
- Training programs for covered employees and supervisors
- Certificates of service agents
- List of subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees

Recipient Information Request

- Sample drug and alcohol testing record requested from a new hire prior employer
- MIS reports for previous three years for recipient, subrecipients, and contractors

DA1. Does the recipient have a board-adopted drug and alcohol misuse policy?

BASIC REQUIREMENT

Recipients of Sections 5307, 5309, 5311 or 5339 funds must have a board-adopted anti-drug and alcohol misuse policy.

APPLICABILITY

Recipients with safety-sensitive employees excluding commuter rail-only providers

DETAILED EXPLANATION FOR REVIEWER

Recipients with safety-sensitive employees, as defined by 49 CFR part 655, must have a drug and alcohol testing policy detailing the provisions of their drug and alcohol programs. The policy should cover all the provisions noted below and should reflect all updates and regulation amendments.

Note: Effective January 1, 2019, Federal Transit Administration (FTA) issued a change to its drug and alcohol regulation for random testing, at 49 CFR 655.45, which increased the minimum rate of random drug testing from 25 percent to 50 percent of covered employees for employers subject to FTA's drug and

alcohol regulation. This increased random drug testing rate resulted from an uptick in the proportion of violations identified through random drug testing.

The 50 percent random drug testing rate applies to entities receiving Federal assistance under 49 USC 5307, 5309, 5311 or 5339, including recipients, subrecipients, and safety-sensitive contractors. The required minimum rate for random alcohol testing is unaffected and remains at 10 percent.

The following checklist identifies the minimum requirements of a drug and alcohol testing policy as defined by 49 CFR 655.15.

***Items will be examined during a baseline Comprehensive Review. (Complete the table under Indicator of Compliance c. which includes the items below with an asterisk. If items from the list below without an asterisk are missing or there are requirements included in the policy under that are not required by FTA, include this information in Issues/Areas of Concern for FTA Awareness Q3.)**

- (1) *Proof of policy adoption by the appropriate governing body or other “final authority” with effective date indicated
- (2) *Identity of the person, office, or position designated by the employer to answer questions about the anti-drug and alcohol misuse program
- (3) *Categories of employees who are subject to testing
- (4) *Prohibited behavior, including when the regulations prohibit the use of alcohol and drugs
- (5) *Testing circumstances for drugs and alcohol (i.e., pre-employment, random, post-accident, reasonable suspicion, return-to-duty (only for employers with a second-chance policy), and follow-up testing (only for employers with a second-chance policy))
- (6) Drug and alcohol testing procedures consistent with 49 CFR part 40, as amended
- (7) Requirement that covered employees submit to drug and alcohol testing administered in accordance with FTA regulations
- (8) Description of the behavior and circumstances that constitute a refusal to take a drug and/or alcohol test and a statement that a refusal constitutes a verified positive test result. The following describes refusals under the US Department of Transportation (US DOT) program:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer after being directed to do so by the employer
 - b. Fail to remain at the testing site until the testing process is complete (an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test)
 - c. Fail to provide a urine specimen for any drug test or an adequate amount of saliva or breath for any alcohol test required by this part or US DOT agency regulations
 - d. Fail to permit the observation or monitoring of your provision of a specimen, in the case of a directly observed or monitored collection in a drug test
 - e. Fail to provide a sufficient amount of urine or breath specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
 - f. Fail or decline to take an additional drug test the employer or collector has directed to be taken

- g. Fail to undergo a medical examination or evaluation, as directed by the medical review officer (MRO) or employer as part of the drug test verification process or employer as part of the insufficient breath procedures. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test.
 - h. Fail to sign the certification at Step 2 of the alcohol testing form
 - i. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector)
 - j. For an observed collection, fail to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process
 - k. Possess or wear a prosthetic or other device that could be used to interfere with the collection process
 - l. Admit to the collector or MRO that the specimen was adulterated or substituted
- (9) *Description of the consequences for a covered employee who has a verified positive drug test result, a confirmed alcohol test with an alcohol concentration of 0.04 or greater, or refuses to submit to a test, including the mandatory requirements that the covered employee be removed immediately from his or her safety-sensitive function and be referred to a substance abuse professional
 - (10) *Description of the consequences for covered employees found to have an alcohol concentration of 0.02 or greater but less than 0.04
 - (11) Policy toward retesting of negative dilute urine collections as required by 49 CFR 40.197 that states that if the MRO informs the agency that a negative drug test was dilute, the agency may, but is not required to, direct the employee to take another test immediately. All employees must be treated the same for this purpose. For example, the recipient must not retest some employees and not others. The recipient may retest for some types of tests (e.g., pre-employment tests) and not others. The policy should state whether immediate retesting for negative dilutes is required and, if required, that the second test will be the test of record

NOTE TO REVIEWER: Instead of listing all the refusals, the policy may state that refusals to test are listed in 49 CFR part 40, as amended, or 49 CFR 40.191, as amended, for drug tests and 49 CFR 40.261, as amended, for breath tests. The policy should then state that a copy of 49 CFR part 40 is available upon request. However, if the policy lists any refusals to test, the policy must list all of them.

Federal Railroad Administration (FRA) regulations cover commuter rail operations. United States Coast Guard (USCG) regulations cover ferry vessel operations. The policy, which would include elements required by USCG, must require employees considered safety-sensitive by the USCG (crew members with a merchant mariners document or under a certificate of inspection) to submit to random alcohol tests under FTA authority.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have a drug and alcohol policy?*
- b. *When was the policy adopted by the governing board?*

c. Does the policy include all the required elements listed in the chart below?

Drug and Alcohol Policy Required Element	Page No.	Reviewer Comments
1. Proof of policy adoption by governing body or other "final authority"	-	-
2. Identity of contact person, office, or position	-	-
3. Employee categories subject to testing	-	-
4. Prohibited behavior (See 49 CFR 655.21 and 655.31-35)	-	-
5. Testing circumstances	-	-
6. Consequences for an employee who has refused testing or is found to have a verified positive drug test result or an alcohol concentration of 0.04 or greater	-	-
7. Consequences for an employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04	-	-

d. How does the recipient distribute the policy to all employees?

INSTRUCTIONS FOR REVIEWER

Review the recipient's drug and alcohol policy and verify all the required elements in the chart above are included and it has a process for ensuring the policy statement is made available to each covered employee. Onsite, discuss with the recipient how it distributes a copy to each employee or provides written notice of its availability.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if 1) it does not have a policy addressing the required elements included in Indicator of Compliance (c.), or 2) there is no process for making the policy available to all covered employees.

DEFICIENCY CODE DA1-1: Drug and alcohol policy missing or lacking required elements

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office an amended policy that includes the required elements and evidence that it has been made available to all affected employees.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office a process for ensuring the current policy is made available to all covered employees.

GOVERNING DIRECTIVE

49 CFR 655.15 Policy statement contents

The local governing board of the employer or operator shall adopt an anti-drug and alcohol misuse policy statement. The statement must be made available to each covered employee, and shall include the following:

- (a) The identity of the person, office, branch, and/or position designated by the employer to answer employee questions about the employer's anti-drug use and alcohol misuse programs.
- (b) The categories of employees who are subject to the provisions of this part.
- (c) Specific information concerning the behavior and conduct prohibited by this part.
- (d) The specific circumstances under which a covered employee will be tested for prohibited drugs or alcohol misuse under this part.
- (e) The consequences for a covered employee who has a verified positive drug or a confirmed alcohol test result with an alcohol concentration of 0.04 or greater, or who refuses to submit to a test under this part, including the mandatory requirements that the covered employee be removed immediately from his or her safety-sensitive function and be evaluated by a substance abuse professional, as required by 49 CFR Part 40.
- (f) The consequences, as set forth in §655.35 of subpart D, for a covered employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04.

§40.191 What is a refusal to take a DOT drug test, and what are the consequences?

(a) As an employee, you have refused to take a drug test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a));
- (2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- (3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; Provided, That an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(l) and 40.69(g));
- (5) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));
- (6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, §40.197(b));
- (7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or
- (8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.

(10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.

(11) Admit to the collector or MRO that you adulterated or substituted the specimen.

(b) As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

(c) As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

DA2. Does the recipient provide the minimum required training for all covered employees and supervisors/officers?

BASIC REQUIREMENT

Recipients are required to provide at least 60 minutes of drug training for covered employees and at least 120 minutes of training for supervisors and other officers authorized by the employer to make reasonable suspicion determinations.

APPLICABILITY

Recipients with safety-sensitive employees excluding commuter rail-only providers

DETAILED EXPLANATION FOR REVIEWER

Employers of covered employees must establish an employee education and training program for both covered employees and supervisors.

Covered employees: Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Covered employees training is insufficient as it relates to the 60 minutes of drug awareness if the training is not solely 60 minutes of drug awareness. The 60 minutes should not encompass other areas (Human Resources, etc.)

Supervisors and/or company officials: A recipient's determination whether to conduct reasonable suspicion testing for drug or alcohol shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. Employers must provide at least 60 minutes of training on each:

- the physical, behavioral, and performance indicators of probable drug use
- the physical, behavioral, speech, and performance indicators of alcohol misuse

Supervisors and/or company officials training is insufficient as it relates to the 60 minutes of the physical, behavioral, and performance indicators of probable drug use and 60 minutes of the physical, behavioral, speech, and performance indicators of alcohol misuse if the training is not solely 60 minutes on each topic. The 120 minutes should not encompass other areas (Human Resources, etc.)

NOTE: Records indicating such training was conducted must be retained by the recipient for a maximum of two years. As a result, recipients are not required to maintain records of training conducted beyond this time.

INDICATORS OF COMPLIANCE

- a. How does the recipient ensure all covered employees receive the required 60 minutes of training?*

	Number of records reviewed	Number of records that indicated required training was received
Employees	-	-

- b. *How does the training for covered employees cover the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use?*
- c. *How does the recipient ensure all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse?*

	Number of records reviewed	Number of records that indicated required training was received
Supervisors/other officials	-	-

- d. *How does the training cover the physical, behavioral, and performance indicators of probable drug use and the physical, behavioral, speech, and performance indicators of probable alcohol misuse?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's response to the above indicators of compliance submitted in response to the RIR or obtain and review training protocols, as applicable, to ascertain that the recipient provides the required training. Obtain a list of covered employees and supervisors or company officials who make reasonable suspicion determinations along with dates of when they were first placed in a safety-sensitive position.

For those that began safety-sensitive duty within two years of the review, select a sample of covered employees and supervisors for record review. Onsite, sample the training records for these employees to determine if they received the required training and the required topics were addressed. If no employees began safety-sensitive duties within the review period, determination of compliance can only be made on the training program described by the recipient.

NOTE. Recipients are only required to maintain training records for two years.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have an employee education and training program or covered employees have not received the 60 minutes of training.

DEFICIENCY CODE DA2-1: Employee training not provided/insufficient

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office its covered employee training protocols and documentation that covered employees placed in safety-sensitive positions within the past two years have received at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use, along with procedures for ensuring covered employees receive the training.

The recipient is deficient if supervisors or other officials who make reasonable suspicion determinations have not received the 120 minutes of training.

DEFICIENCY CODE DA2-2: Supervisor training not provided/insufficient

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office its reasonable suspicion training protocols and documentation that supervisors and other officials designated within the past two years to make reasonable suspicion determinations have received the required training, along with procedures for ensuring training is provided before individuals can make reasonable suspicion testing decisions.

GOVERNING DIRECTIVE

49 CFR 655.14 Education and training programs

Each employer shall establish an employee education and training program for all covered employees, including:

- (a) *Training— (1) Covered employees.* Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.
- (b) *Supervisors.* Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

DA3. Does the recipient obtain drug and alcohol testing records from employees' prior employers and are all records stored in a secure location with controlled access?

BASIC REQUIREMENT

Recipients must obtain previous drug and alcohol testing program records from prior employers for employees performing safety-sensitive functions and must retain drug and alcohol testing program records for all covered employees in a secure location with controlled access.

APPLICABILITY

Recipients with safety-sensitive employees excluding commuter rail-only providers

DETAILED EXPLANATION FOR REVIEWER

Recipients, after obtaining an employee's written consent, must request information on the US DOT drug and alcohol testing history for the two previous years of any employee who is seeking to begin performance of safety-sensitive duties for the recipient for the first time (i.e., a new hire, an employee who transfers into a safety-sensitive position). Recipients must request the following information from US DOT-regulated employers who have employed the employee during any period during the two years before the date of the employee's application or transfer:

- Alcohol tests with a result of 0.04 or higher alcohol concentration
- Verified positive drug tests
- Refusals to be tested (including verified adulterated or substituted drug test results)
- Other violations of US DOT agency drug and alcohol testing regulations
- The employee's successful completion of US DOT return-to-duty requirements (including follow-up tests), if applicable

If the previous employer does not have information about the return-to-duty process (e.g., for an employer who did not hire an employee who tested positive on a pre-employment test), the recipient must obtain this information from the employee.

The recipient must obtain and review this information before the employee first performs safety-sensitive functions, if feasible. If this is not feasible, the recipient must demonstrate that it has made a good faith effort to obtain and review the information as soon as possible. Good faith effort can be demonstrated through the documentation of obtaining the employee's signature to request information from the previous US DOT-regulated employer(s) and in providing documentation that the previous US DOT-regulated employer(s) was/were contacted.

If the employee refuses to provide written consent, the recipient must not permit the employee to perform safety-sensitive functions. If the recipient obtains information that the employee has violated a US DOT agency drug and alcohol regulation, it must not use the employee to perform safety-sensitive functions unless it also obtains information that the employee has subsequently complied with return-to-duty requirements.

Recipients must maintain records on program administration and the test results of individuals for whom it has testing responsibility. The records must be maintained by the recipient in a secure location with controlled access. As an example, program records should be maintained in locked file cabinets, with a limited number of keys that cannot be duplicated without proper authorization. In addition, only the program manager and his/her designee(s) should have access to the keys. If a service agent is used to administer the testing program, the service agent can maintain some or all the records.

NOTE: Recipients are only required to maintain these records for three years, therefore, documentation of meeting this requirement can only be substantiated for employees placed in safety-sensitive functions during the Comprehensive Review period.

INDICATORS OF COMPLIANCE

- a. Are previous drug and alcohol testing program records obtained from prior employers before allowing an employee to perform safety-sensitive functions for more than 30 days?*
- b. Are drug and alcohol testing program records retained in a secure location with controlled access?*

INSTRUCTIONS FOR REVIEWER

On site, discuss how and when in the hiring process the recipient obtains drug and alcohol testing information from prior employers with US DOT drug and alcohol testing programs. Obtain a listing of new hires during the Comprehensive Review period that previously worked for an employer with a US DOT drug and alcohol testing program, along with the date they first began safety-sensitive functions. Sample employee records to review during the site visit to ascertain that previous drug and alcohol testing records were obtained prior to the employee performing safety-sensitive functions. Follow up with the recipient to determine if good-faith efforts were made to obtain the records, if not on file. For any previous records that indicate the employee had violated a US DOT agency drug and alcohol regulation, discuss with the recipient how it confirmed that the employee subsequently complied with the return-to-duty requirements of Subpart O of the regulations.

During the site visit, ask to be shown where the records are stored. Determine the security measures, such as locked cabinets.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it allows employees to perform safety-sensitive functions for more than 30 days, before obtaining, or making a good faith effort to obtain, the drug and alcohol information from prior employers.

DEFICIENCY CODE DA3-1: Deficiencies in process of checking previous drug and alcohol testing records

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a process for ensuring that the previous drug and alcohol testing records for employees are reviewed, and/or demonstrate a process for documenting the recipient's good faith efforts to obtain the records, before allowing employees to perform safety-sensitive functions for more than 30 days.

The recipient is deficient if it does not retain employee's drug and alcohol records in a secure location with controlled access.

DEFICIENCY CODE DA3-2: Drug and alcohol program records not secure

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation that it has moved program records to a secure location with controlled access.

GOVERNING DIRECTIVE

49 CFR 40.25 Must an employer check on the drug and alcohol testing record of employees it is intending to use to perform safety-sensitive duties?

- (a) Yes, as an employer, you must, after obtaining an employee's written consent, request the information about the employee listed in paragraph (b) of this section. This requirement applies only to employees seeking to begin performing safety-sensitive duties for you for the first time (i.e., a new hire, transfers into a safety-sensitive position). If the employee refuses to provide this written consent, you must not permit the employee to perform safety-sensitive functions.
- (d) If feasible, you must obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, you must obtain and review the information as soon as possible. However, you must not permit the employee to perform safety-sensitive functions after 30 days from the date on which the employee first performed safety-sensitive functions, unless you have obtained or made and documented a good faith effort to obtain this information.
- (e) If you obtain information that the employee has violated a DOT agency drug and alcohol regulation, you must not use the employee to perform safety-sensitive functions unless you also obtain information that the employee has subsequently complied with the return-to-duty requirements of Subpart O of this part and DOT agency drug and alcohol regulations.

49 CFR 655.71 Retention of records

- (a) *General requirements.* An employer shall maintain records of its anti-drug and alcohol misuse program as provided in this section. The records shall be maintained in a secure location with controlled access.

DA4. Do all medical review officers, substance abuse professionals, breath alcohol technicians, and collectors in the drug and alcohol testing program have the required qualifications?

BASIC REQUIREMENT

Only those individuals with the required qualifications may serve as medical review officers, substance abuse professionals, breath alcohol technicians, and collectors in the drug and alcohol testing program.

APPLICABILITY

Recipients with safety-sensitive employees excluding commuter rail-only providers

DETAILED EXPLANATION FOR REVIEWER

Medical review officers, substance abuse professionals, breath alcohol technicians, and collectors in the drug and alcohol testing program must meet specific training requirements as defined in 49 CFR part 40 and maintain current documentation of meeting those requirements.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

DOT Enforcement Discretion on Service Agent Requalification Timelines

On April 4, 2020, the U.S. Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance (ODAPC) provided supplemental guidance regarding the impact of the Coronavirus Disease 2019 (COVID-19) public health emergency on DOT drug and alcohol testing requirements. In addition to providing specific information on performing remote evaluations by substance abuse professionals, it also addressed the re-qualification timelines for collectors, medical review officers, screening test technicians, breath alcohol technicians, and substance abuse professionals. If a service agent is unable to meet its re-qualification due date in accordance with 49 CFR 40.33(e), 40.121(d), 40.213(e), and 40.281(d) while the statement of enforcement discretion is in effect, DOT will not consider it a non-compliance issue for purposes of starting a public interest exclusion proceeding against the service agent. In essence, DOT will consider these service agents qualified per Part 40 to continue providing the Part 40 required services while the policy is in effect.

DOT's enforcement discretion took effect April 4, 2020 and will remain in effect through December 31, 2021.

INDICATORS OF COMPLIANCE

- a. *Do the medical review officers, substance abuse professionals, breath alcohol technicians, and collectors that support the recipient's program have the required qualifications?*

Title	Certification Date	Requirement	Requirement met? (y/n)
Medical Review Officer	-	Within five years	-
Substance Abuse Professionals	-	Within three years	-
Breath Alcohol Technicians	-	Within five years	-
Collectors	-	Within five years	-

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- b. *If the expiration date for any of the service agents was prior to April 4, 2020, and/or after December 31, 2021, did the recipient use the service agent in its drug and alcohol program during the expiration period? If yes, explain.*

INSTRUCTIONS FOR REVIEWER

Obtain the certificates of the service agents who support the recipient's drug and alcohol testing program. Onsite, confirm that all the qualifications of the service agents are up to date:

- Certifications dated within three years: substance abuse professionals
- Certifications dated within five years: Breath alcohol technicians, collectors, and medical review officers

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Discuss with the recipient if any of its medical review officers, substance abuse professionals, breath alcohol technicians, and collectors in the drug and alcohol testing program were required to complete re-qualification requirements between April 4, 2020, and December 31, 2021. For any service agent with expired certificates, discuss with the recipient if it followed up to ascertain if the service agent was able to complete the required refresher training/professional development and obtain

the new certificates. If the service agent did not have updated certificates, inquire of the recipient if it used the service agent in its program prior to April 4, 2020, and/or after December 31, 2021.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it cannot provide up to date certificates of agents supporting its drug and alcohol testing program.

DEFICIENCY CODE DA4-1: Missing qualifications of service agents

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office any missing credential documentation.

NOTE TO REVIEWER: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

GOVERNING DIRECTIVE

49 CFR 40.31 Who may collect urine specimens for DOT drug testing?

(a) Collectors meeting the requirements of this subpart are the only persons authorized to collect urine specimens for DOT drug testing.

(b) A collector must meet training requirements of §40.33.

49 CFR 40.33 What training requirements must a collector meet?

(e) *Refresher training.* No less frequently than every five years from the date on which you satisfactorily complete the requirements of paragraphs (b) and (c) of this section, you must complete refresher training that meets all the requirements of paragraphs (b) and (c) of this section.

(g) *Documentation.* You must maintain documentation showing that you currently meet all requirements of this section. You must provide this documentation on request to DOT agency representatives and to employers and C/TPAs who are using or negotiating to use your services.

49 CFR 40.121 Who is qualified to act as an MRO?

To be qualified to act as an MRO in the DOT drug testing program, you must meet each of the requirements of this section:

(d) *Requalification training.* During each five-year period from the date on which you satisfactorily completed the examination under paragraph (c)(2) of this section, you must complete requalification training.”

(e) *Documentation.* You must maintain documentation showing that you currently meet all requirements of this section. You must provide this documentation on request to DOT agency representatives and to employers and C/TPAs who are using or negotiating to use your services.

49 CFR 40.211 Who conducts DOT alcohol tests?

(a) Screening test technicians (STTs) and breath alcohol technicians (BATs) meeting their respective requirements of this subpart are the only people authorized to conduct DOT alcohol tests.

49 CFR 40.213 What training requirements must STTs and BATs meet?

(e) *Refresher training.* No less frequently than every five years from the date on which you satisfactorily complete the requirements of paragraphs (b) and (c) of this section, you must complete refresher training that meets all the requirements of paragraphs (b) and (c) of this section.

(g) *Documentation.* You must maintain documentation showing that you currently meet all requirements of this section. You must provide this documentation on request to DOT agency representatives and to employers and C/TPAs who are negotiating to use your services.

49 CFR 40.281 Who is qualified to act as a SAP?

To be permitted to act as a SAP in the DOT drug and alcohol testing program, you must meet each of the requirements of this section:

- (d) *Continuing education.* During each three-year period from the date on which you satisfactorily complete the examination under paragraph (c)(2) of this section, you must complete continuing education consisting of at least 12 professional development hours (e.g., CEUs) relevant to performing SAP functions.
- (e) *Documentation.* You must maintain documentation showing that you currently meet all requirements of this section. You must provide this documentation on request to DOT agency representatives and to employers and C/TPAs who are using or contemplating using your services.

DOT COVID-19 Drug & Alcohol Testing Statement of Enforcement Discretion for Substance Abuse Professionals and Service Agents

SAP Assessments and Evaluations

Under 49 CFR §§ 40. 291, 40.293, and 40.301, the SAP must conduct a face-to-face assessment and evaluation of an employee who has violated DOT drug and alcohol regulations. DOT has always maintained that the “face-to-face” assessment and evaluation must be done “in person” and is essential to the SAP process. ODAPC recognizes that conducting face-to-face assessments and evaluations during the COVID-19 public health emergency may not be possible or advisable for certain individuals. ODAPC will allow SAPs to conduct a remote “face-to-face” evaluation and assessment while this policy is in effect.

The flexibility to conduct remote assessments and evaluations is voluntary, and SAPs may continue to conduct in-person face-to-face assessments and evaluations as appropriate. ODAPC recommends that, when a SAP conducts assessments and evaluations remotely, the format of the assessment be documented in the final report for reference.

ODAPC realizes that performing evaluations remotely may not provide as much information to the SAP as a face-to-face evaluation would, but believes remote evaluations are preferable to not performing the evaluations at all. While ODAPC will not prescribe the exact manner in which the remote evaluations should be conducted, SAPs who choose to conduct initial assessments and evaluations and follow up evaluations remotely should consider the following parameters:

1. The technology you use should permit a real-time two-way audio and visual communication and interaction between you and the employee.
2. You should determine if the quality of the technology (e.g., speed of the internet connection, clarity of the display, application being used, etc.) is sufficient for you to gather all the visual (e.g., non-verbal physical cues) and audible information you would normally observe in an in-person face-to-face interaction.
3. You may only utilize the technology if your State-issued license authorizes you to do so and within the parameters of that authority.

ODAPC will not consider an evaluation or assessment performed remotely as an act of serious non-compliance for purposes of starting a public interest exclusion proceeding against the service agent while this statement of enforcement discretion is in effect.

Re-qualification Timelines for Certain Service Agents

Under 49 CFR §§ 40.33(e), 40.121(d), 40.213(e), and 40.281(d), collectors, MROs, STT/BATs, and SAPs are required to maintain their DOT required qualifications to continue to act as service agents in the DOT drug and alcohol testing program. Specifically, collectors and STT/BATs must complete refresher training every five years, MROs must complete requalification training every five years, and SAPs must complete 12 professional development hours every three years.

DOT realizes that during the COVID-19 public health emergency, these service agents may find it difficult to find the necessary resources (e.g., exam location or personnel to conduct mock collections, etc.) to meet their re-qualification requirements. If a service agent is unable to meet their re-qualification due date while this statement of enforcement discretion is in effect, DOT will not consider it a non-compliance for purposes of starting a public interest exclusion proceeding against the service agent. DOT is providing this flexibility for service agents who cannot meet their re-qualification requirements by their respective due dates due to restrictions imposed by Federal, State and local authorities, and health agencies related to the COVID-19 public health emergency (e.g., facility closures, State or locally imposed quarantine requirements, or other impediments). DOT will consider these service agents qualified per Part 40 to continue providing the Part 40 required services while this policy is in effect.

DA5. Does the recipient ensure that subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees administer their drug and alcohol programs in accordance with 49 CFR parts 40 and 655?

BASIC REQUIREMENT

The recipient must ensure that subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees who receive 49 U.S.C. 5307, 5309, 5311, or 5339 funds directly from the recipient administer their drug and alcohol programs in accordance with the requirement in 49 CFR parts 40 and 655.

APPLICABILITY

Recipients with subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees who receive 49 U.S.C. 5307, 5309, 5311, or 5339 funds directly from the recipient

DETAILED EXPLANATION FOR REVIEWER

Recipients and their subrecipients, contractors, subcontractors, and lessees are required to have a drug and alcohol testing program for safety-sensitive employees. Recipients are responsible for overseeing the drug and alcohol programs of subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees. The oversight program must ensure that all aspects of the drug and alcohol programs follow 49 CFR part 655 "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations", as amended, and 49 CFR part 40 "Procedures for Transportation Workplace Drug and Alcohol Testing Programs", as amended.

FTA does not dictate how recipients must oversee the programs. However, elements of an effective oversight program will ensure:

***Items will be examined during a baseline Comprehensive Review**

- Drug and alcohol policies include required elements and are approved by the governing body
- Employees performing safety-sensitive functions are covered
- Marijuana, cocaine, opioids, phencyclidine, amphetamines, and alcohol are tested for

- Proper forms are used, the forms are completed correctly, the records are stored in a secure location with limited access, and the records are maintained for the required amount of time
- Employees and supervisors have received the required training
- Testing performed under the employer's own authority is segregated from the testing done under FTA's authority (separate random testing pool, separate specimens, non-US DOT forms used)
- *Drug and Alcohol Management Information System (DAMIS/MIS) reports are submitted
- *Medical review officers, substance abuse professionals, breath alcohol technicians, and collectors in the drug and alcohol testing program have the required qualifications

Some recipients ensure compliant drug and alcohol programs by including subrecipients, contractors, subcontractors, or lessees in their programs.

INDICATORS OF COMPLIANCE

- Has the recipient ensured that subrecipients, contractors, lessees, and subcontractors with safety-sensitive employees submitted annual MIS reports in DAMIS?*
- Does the recipient or its subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees ensure that the qualifications of the medical review officer(s), substance abuse professionals, breath alcohol technicians, and collectors are up to date?*

INSTRUCTIONS FOR REVIEWER

For the sample subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees to be visited, request that the recipient obtain or ensure that the providers have available the MIS reports for the past three years and the certificates of the service agents that support the drug and alcohol programs. During the site visit to the subrecipient, contractor, subcontractor, or lessee, confirm that the certificates for all service agents are current. If service agents are listed in the provider's drug and alcohol policy, compare the certificates provided with the service agents listed in the policy to ensure that the qualifications of the current agents were provided.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not ensure that its subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees submit annual MIS reports in DAMIS or ensure that the service agents that support the drug and alcohol programs of subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees have current qualifications.

DEFICIENCY CODE DA5-1: Insufficient oversight over drug & alcohol programs of subrecipients, contractors, subcontractors, and/or lessees

SUGGESTED CORRECTIVE ACTION 1: The recipient must ensure that the missing MIS reports are submitted in DAMIS for the past reporting year by September 30 or, if the September 30 deadline cannot be met because of the timing of the site visit, maintain missing MIS reports internally with the reason for revision. The recipient must submit missing MIS reports to the FTA regional office, along with procedures for ensuring that subrecipients, contractors, subcontractors, and lessees with safety-sensitive employees submit MIS reports in DAMIS.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office the qualifications of the medical review officers, substance abuse professionals, breath alcohol technicians, and collectors that support the programs of its subrecipients, contractors, subcontractors, and lessees, along with procedures for ensuring that the service agents that support the drug and alcohol programs of subrecipients, contractors, subcontractors, and lessees have current qualifications.

GOVERNING DIRECTIVE

49 CFR 655.72 Reporting of results in a management information system

(a) Each recipient shall annually prepare and maintain a summary of the results of its anti-drug and alcohol misuse testing programs performed under this part during the previous calendar year.

(b) When requested by FTA, each recipient shall submit to FTA's Office of Safety and Security, or its designated agent, by March 15, a report covering the previous calendar year (January 1 through December 31) summarizing the results of its anti-drug and alcohol misuse programs.

(c) Each recipient shall be responsible for ensuring the accuracy and timeliness of each report submitted by an employer, contractor, consortium or joint enterprise or by a third party service provider acting on the recipient's or employer's behalf.

49 CFR 655.81 Grantee oversight responsibility

A recipient shall ensure that a subrecipient or contractor who receives 49 U.S.C. 5307, 5309, or 5311 funds directly from the recipient complies with this part.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Has the FTA conducted a drug and alcohol program compliance audit in the past two Federal fiscal years? If yes, when was the site visit?
2. Is an audit scheduled for the current Federal fiscal year?
3. Is the recipient's policy missing required elements not addressed in the chart at indicator DA1c?
4. Is the recipient testing for the required substances?
5. Is there evidence that not all safety-sensitive employees, as defined by FTA, are included in a drug and alcohol testing program?
6. Was the employee's previous US DOT-regulated employer another FTA recipient?
7. Are safety-sensitive employees involved in ferry operations tested randomly for alcohol under FTA authority?
8. Does it appear MIS reports for the recipient, subrecipient, contractor, subcontractor, or lessee were not submitted or were incorrect?
9. Did the recipient, or its consortium (if applicable) achieve the minimum random testing rates of 25 percent (50 percent beginning in January 2019) for drugs and 10 percent for alcohol?
10. Does the recipient conduct post-accident testing?
11. Are there concerns regarding the recipient's oversight of the drug and alcohol programs of its subrecipients, contractors, subcontractors, or lessees?
12. Did background research or site visit observations reveal any other potential drug and alcohol program issues or concerns not previously covered in this section?

REFERENCES

1. 49 CFR Part 40, "Procedures for Transportation Workplace Drug Testing Programs"
2. 49 CFR Part 655, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations"

USEFUL WEBLINKS

1. FTA Drug and Alcohol Testing Homepage
2. Newsletters
3. Drug and Alcohol MIS Reporting
4. Drug and Alcohol Training
5. Technical Assistance
6. Drug and Alcohol Publications
7. Implementation Guidelines for Drug and Alcohol Regulations in Mass Transit
8. Office of Drug and Alcohol Policy and Compliance
9. Release of Information Form 49 CFR Part 40 – Drug and Alcohol Testing
10. Coronavirus Aid, Relief, and Economic Security Act
11. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
12. Notice of Concurrence
13. Emergency Relief rule

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19. SECTION 5307 PROGRAM REQUIREMENTS

PURPOSE OF THIS REVIEW AREA

The recipient must participate in the transportation planning process in accordance with Federal Transit Administration (FTA) requirements and the metropolitan and statewide planning regulations.

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

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

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

QUESTIONS TO BE EXAMINED

1. Does the recipient have a written agreement with the metropolitan planning organization (MPO), the state(s), and any other local or regional providers of public transportation that identifies their mutual responsibilities in carrying out the metropolitan transportation planning process and do they jointly agree upon and develop specific written provisions for the development and sharing of performance information?
2. Does the recipient provide information about its available funding under Section 5307 to the public and provide for public involvement in the development of the Program of Projects (POP) it proposes to undertake?
3. Does the recipient have a written policy that describes the public comment process on increases in the basic fare structure or implementing a major service reduction that addresses the required elements?
4. For Section 5307-funded fixed-route service, does the recipient charge no more than half the peak-hour fare for seniors, persons with disabilities, and individuals presenting Medicare cards during off-peak hours?
5. Does the recipient ensure that subrecipients, contractors, and lessees that receive Section 5307 funds or use Section 5307-funded property comply with Section 5307 half-fare and public-comment requirements?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- For recipients in small urbanized areas:
 - signed metropolitan transportation planning agreement between the recipient, MPO, state(s), and public providers of public transportation
 - written agreement addressing provisions for developing and sharing performance information, if not addressed in metropolitan transportation planning agreement
- If the recipient relies on the public involvement process of the TIP to meet Section 5307 public involvement requirements:
 - MPO public participation plan
 - TIPs and TIP notices published since the last review
- If the recipient relies on its own Section 5307 public involvement process:
 - POP public notices for the past three years

- Consultative process, including how coordination is performed with interested parties, if written
- List of complaints received from interested parties in relation to the POP consultative process
- Proposed POPs and final proposed POPs, if amended
- Written policy for soliciting public comment prior to implementing a fare increase or major service reduction
- Half fare/special identification card application
- List of fare increases and major service reductions implemented since last review with date of implementation

Recipient Follow-up

- If the recipient relies on its own Section 5307 public involvement process, documentation of the public involvement process (meeting agendas, internal communications, documents relating the public transit-human services coordinated planning process, comments received, transcripts of public hearing and meetings, internal reports, board minutes)
- If the recipient raised fares or implemented a major service reduction since the last review:
 - Samples of public information (e.g., newspaper classifieds, website, etc.)
 - Sample documentation of public hearings (board minutes, public meeting minutes, news articles, etc.)
 - Internal documentation of how public comment was considered prior to implementing any fare increases or major service reductions
 - Internal working documents showing original plans and actual plans that were implemented for major service reductions
- Documentation for monitoring fare increases and major service reductions implemented by subrecipients
- Information on the half-fare programs of subrecipients, contractors, or lessees to be visited
- Most recent MPO adopted public participation plan, if applicable
- MPO TIP public notice(s) for the past three years, if applicable
- Executive summary of the results of the most recent Planning Certification Review for large urbans in which the MPO agreement was reviewed.

5307:1. Does the recipient have a written agreement with the metropolitan planning organization (MPO), the state(s), and any local or regional providers of public transportation that identifies their mutual responsibilities in carrying out the metropolitan transportation planning process and do they jointly agree upon and develop specific written provisions for the development and sharing of performance information?

BASIC REQUIREMENT

Recipients and entities responsible for the transportation planning and programming processes in metropolitan planning areas are required to determine their mutual responsibilities in carrying out the metropolitan transportation planning process in a written agreement. Recipients must jointly develop provisions with the MPO and state for developing and sharing performance information.

APPLICABILITY

Section 5307 recipients who did not receive a Planning Certification Review during the review period

DETAILED EXPLANATION FOR REVIEWER

The planning regulations require that the MPO, the state(s), and the public transportation operator(s) cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the

MPO, the state(s), and the public transportation operator(s) serving the metropolitan planning area. Written agreements are required to address at least: 1) the recipient's responsibilities, 2) the development and sharing of information for financial plans, and 3) the development of the annual listing of obligated projects. If the recipient intends to rely on the MPO's public involvement process to meet Section 5307 public involvement requirements, FTA encourages it to state so in the agreement.

Recipients must jointly agree upon and develop specific written provisions to cooperatively develop and share information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan. These provisions shall be documented either (1) as part of the metropolitan planning agreements; or (2) in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

INDICATORS OF COMPLIANCE

- a. *Is the recipient a party to a written agreement with the MPO, state(s), and providers of public transportation?*
- b. *If the recipient is a party to a written agreement with the MPO, state(s), and providers of public transportation, does the agreement address:*

Element	Comment
Recipient's responsibilities in carrying out the metropolitan transportation planning process (required)	-
Development and sharing of information for financial plans (required)	-
Development of the annual listing of obligated projects (required)	-
Use of the MPO public involvement process to meet Section 5307 public involvement requirements (recommended if applicable)	-

- c. *Did the recipient jointly agree to and develop written provisions for cooperatively developing and sharing the following performance information:*

Performance Information Provision	How Addressed?
Transportation performance data	-
Selection of performance targets	-
Reporting of performance targets	-
Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO	-

Performance Information Provision	How Addressed?
Collection of data for the State asset management plan	-

INSTRUCTIONS FOR REVIEWER

For recipients in small urbanized areas, obtain and review the signed metropolitan transportation planning agreement to ensure the required elements are included. Ensure that the recipient has signed the agreement. For all other recipients, request from the regional office a copy of the executive summary of the results of the recipient's most recent Planning Certification Review to determine if any deficiencies were found in the review of the MPO agreement and that they were resolved. If the MPO is an operating entity, consult with the regional office to ascertain who the providers of public transportation are in the metropolitan planning area. Ensure that providers of public transportation and the state(s) are parties to the written agreement.

Obtain evidence and discuss with the recipient how it addresses the requirement for agreeing to and developing specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan. Document in the table above how and where, the recipient included the written provisions to meet the requirement.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have a metropolitan transportation planning agreement with the MPO, the state(s), and the providers of public transportation.

DEFICIENCY CODE 5307:1-1: No metropolitan transportation planning agreement

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a fully executed agreement with the MPO, state(s), and transit providers that specifies the cooperative procedures for carrying out metropolitan transportation planning and programming and addresses the recipient's responsibilities, the development and sharing of information for financial plans, and the development of the annual listing of obligated projects.

The recipient is deficient if the metropolitan transportation planning agreement does not address the recipient's responsibilities, the development, and sharing of information for financial plans, or the development of the annual listing of obligated projects.

DEFICIENCY CODE 5307:1-2: Deficiencies in the metropolitan transportation planning agreement with the MPO, the state(s), and the providers of public transportation

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a fully executed agreement that specifies the cooperative procedures for carrying out metropolitan transportation planning and programming and addresses the recipient's responsibilities, the development and sharing of information for financial plans, and the development of the annual listing of obligated projects.

The recipient is deficient if all required parties (MPO, state(s), and providers of public transportation) are not parties to the metropolitan transportation planning agreement.

DEFICIENCY CODE 5307:1-3: All parties not signatory to the metropolitan transportation planning agreement

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a fully executed agreement with the MPO, state(s), and providers of public transportation that specifies the cooperative procedures for carrying out transportation planning and programming and addresses the recipient's responsibilities, the development and sharing of information for financial plans, and the development of the annual listing of obligated projects.

The recipient is deficient if it did not (1) jointly agree to and develop written provisions for cooperatively developing and sharing performance information with the state and MPO, or (2) the agreement does not address all provisions for developing and sharing performance information.

DEFICIENCY CODE 5307:1-4: No written provisions for developing and sharing performance information/incomplete provisions for developing and sharing performance information

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office an agreement with the MPO and state that addresses the required written provisions for cooperatively developing and sharing performance information.

Note: The reviewer is to coordinate with the FTA regional office to determine the appropriate corrective action for this deficiency.

GOVERNING DIRECTIVE

23 CFR 450.314(a) and (h) Metropolitan Planning Agreement

(a) The MPO(s), the State(s), and the providers of public transportation shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO(s), the State(s), and the providers of public transportation serving the MPA. To the extent possible, a single agreement among all responsible parties should be developed. The written agreement(s) shall include specific provisions for the development of financial plans that support the metropolitan transportation plan (see §450.324) and the metropolitan TIP (see §450.326), and development of the annual listing of obligated projects (see §450.334).

(h) (1) The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see § 450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances:

- (i) When one MPO serves an urbanized area;
 - (ii) When more than one MPO serves an urbanized area; and
 - (iii) When an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA.
- (2) These provisions shall be documented either:
- (i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or
 - (ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

5307:2. Does the recipient provide information about its available funding under Section 5307 to the public and provide for public involvement in the development of the Program of Projects (POP) it proposes to undertake?

BASIC REQUIREMENT

Recipients must provide for public involvement in the development of the Section 5307 POP.

APPLICABILITY

Section 5307 recipients

DETAILED EXPLANATION FOR REVIEWER

Both the planning regulations and Section 5307 require public participation. The planning regulations require that the metropolitan transportation planning process include a proactive participation plan that provides complete information, timely public notice, and reasonable public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs. (The recipient's projects must be programmed in the TIP to be eligible for funding.) Section 5307 recipients also have specific requirements for public participation related to the POP. POP public participation requirements do not apply to funds flexed into a Section 5307 award.

FTA allows a Section 5307 recipient to rely on the locally adopted public participation requirements for the TIP in lieu of the process required in the development of the POP if the recipient has coordinated with the MPO and ensured that the public is aware that the TIP development process is being used to satisfy the POP public participation requirements. The recipient may rely on the MPO public participation process for the TIP even when notices are published less than annually.

In order for a recipient to rely on the TIP public involvement process for the TIP to meet Section 5307 public involvement requirements for the POP:

- The MPO must have an adopted public participation plan.
- The TIP document (public participation plan, notice, or TIP must state that public notice of public participation activities and time established for public review of and comments on the TIP will satisfy the POP requirements.

FTA encourages recipients to state in the metropolitan transportation planning agreement with the MPO, state(s), and providers of public transportation that it relies on the public participation process for the TIP to satisfy Section 5307 public involvement requirements for the POP.

If the recipient relies on its own process to satisfy POP public participation requirements, it must:

- Make available to the public information concerning the amount of funds available under the Section 5307 program and the POP that the recipient proposes to undertake with such funds.
- Develop a proposed POP in consultation with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals. Participation in the public transportation-human services planning process satisfies this requirement.
- Publish the proposed POP in sufficient detail and in such a manner as to afford affected citizens, private transportation providers, representatives of welfare recipients and low-income individuals, and, as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to comment on it and on the performance of the recipient. If the service area includes a significant number of persons with limited English proficiency, the recipient should distribute the notice to these populations. (See the Title VI section of this guide).
- Provide an opportunity for a public hearing to obtain the views of the public on the proposed POP. Most recipients include in the public notice an announcement that the proposed POP is available for review and that, if requested, a public hearing will be held. Some local laws or recipient policies make the public hearing mandatory.
- Ensure that the proposed POP provides for the coordination of Section 5307 public transportation services with transportation services assisted with other Federal sources. Coordination may occur at many levels, from simple information sharing to total consolidation of services. Participation in the public transportation-human services planning process satisfies this requirement.
- Consider comments and views received, including those of private transportation providers and human services organizations or transit operators representing the employment-related

transportation needs of welfare recipients and low-income individuals, in preparing the final POP. Participation in the public transportation-human services planning process satisfies this requirement.

- Make the final POP available to the public.

Where there are multiple designated recipients and/or multiple MPOs, this public participation requirement may be met in several separate processes for the different areas involved.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Public Participation Flexibilities

Projects funded with CARES Act and CRRSAA funds that are administered under the Urbanized Area Formula Program that involve substantial changes to the function, location, or capacity of transit system assets are subject to all Program of Projects requirements. Consistent with the emergency exemptions from the Transportation Improvement Program (TIP) or the Statewide Transportation Improvement Program (STIP) requirements, all other projects funded by CARES Act and CRRSAA funds, including operating assistance projects and capital projects that do not involve a substantial change to the function, location, or capacity of an asset, are subject only to the requirements associated with making the amount of funding available to the recipient public (49 U.S.C. 5307(b)(1)) and making the final program of projects available to the public (49 U.S.C. 5307(b)(7)). Recipients must document the process used to comply with these requirements.

INDICATORS OF COMPLIANCE

- Does the designated or direct recipient rely on the MPO's public participation process for the Transportation Improvement Program (TIP) to meet Section 5307 POP public participation requirements? If no, go to indicator b.*
- Does the MPO have an adopted public participation plan that describes the minimum required elements of its public participation process?*

Element	Addressed in Plan (page #)
Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP	-
Provide timely notice and reasonable access to information about transportation issues and processes	-
Employ visualization techniques to describe metropolitan transportation plans and TIPs	-
Make public information (technical information and meeting notices) available in electronically accessible formats and means, such as the web	-
Hold any public meetings at convenient and accessible locations and times	-
Demonstrate explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP	-

Element	Addressed in Plan (page #)
Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services	-
Provide an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts	-
Coordinate with the statewide transportation planning public involvement and consultation processes	-
Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process	-

2) *Do the TIP document(s) state public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the POP requirements of the Section 5307 Program?*

b. *If the recipient uses its own public participation process, does it meet the requirements listed in 49 U.S.C. 5307(b)(1) through (7) concerning public participation in development of a POP?*

1) *How does the recipient make available to the public information concerning the amount of funds available under the Section 5307 Program and the POP that the recipient proposes to undertake with such funds?*

2) *How does the recipient develop a proposed POP in consultation with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals?*

3) *Is the proposed POP published in sufficient detail and in such a manner as to afford affected members of the public, private transportation providers, representatives of welfare recipients and low-income individuals, and, as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to submit comments on the proposed program and on the performance of the recipient?*

POP Elements	Comments
A brief description of the projects	-
Sub-allocation among public transportation providers, if applicable	-
Total project costs	-

POP Elements	Comments
Federal share for each project	-

- 4) *Does the recipient provide an opportunity for a public hearing to obtain the views of the public on the proposed POP?*
- 5) *How did the recipient ensure that the proposed POP provides for the coordination of Section 5307 public transportation services with transportation services assisted with other Federal sources?*
- 6) *How are comments and views received considered, including those of private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals, in preparing the final POP?*
- 7) *How is the final POP made available to the public?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- c. *If the recipient uses its own or the MPO's public participation process, for projects that do not involve substantial changes to the function, location, or capacity of transit system assets, did it:*
 - 1) *Ensure/make the amount of funding available to the public?*
 - 2) *Ensure/make the final program of projects available to the public?*
 - 3) *Document or ensure the MPO documents the process followed in the previous two bullets?*
- d. *If the recipient uses its own or the MPO's public participation process, for projects that involve substantial changes to the function, location, or capacity of transit system assets, did the recipient comply with or ensure the MPO complied with all Section 5307 public participation requirements? If no, explain:*

INSTRUCTIONS FOR REVIEWER

For recipients that rely on the MPO's public participation process: Obtain the MPO's adopted public participation plan and TIPs and TIP notices published since the last review. If the recipient is located in a small urbanized area, review the plan to ensure it describes procedures, strategies, and desired outcomes for the required elements. Follow up with the recipient if unable to locate the required items in the plan. Review the MPO's adopted public participation plan, TIPs, and TIP public notice(s) to determine which TIP document(s) states that public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the POP requirements of the Section 5307 Program. The TIP document does not have to be verbatim, however, elements of the statement should be consistent with the integrity of the requirement.

For recipients that use their own public participation process: Review the public notices for the past three years to ensure that they address the required items and to determine if the final POP was made available to the public. Obtain and review documentation that describes the consultative process and obtain documentation (i.e., meeting agendas, internal communications, documents relating the public transit-human services coordinated planning process, etc.) to ensure that the recipient consulted with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals and the proposed POP provides for the coordination of Section 5307 service with transportation services assisted with other Federal sources. Obtain and review documentation, such as a

public notice, to ensure that the recipient provided an opportunity for a public hearing. Obtain and review written comments received, transcripts of public hearings and meetings, and internal reports that address the comments to ensure they were considered prior to final issuance. Review board minutes and agendas of subsequent meetings to determine if the comments were presented to the Board. Follow up onsite for additional information on how the recipient's decision makers considered any comments received.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Discuss with the recipient its process for making the amount of funding and final program of projects available for its COVID-19 relief funds that do not involve substantial changes to the function, location, or capacity of transit system assets. Inquire if and how the recipient documented its process. Review the recipient's COVID-19 relief awards to determine if funds will be used for projects that involve substantial changes to the function, location, or capacity of transit system assets. For any such projects, confirm that the recipient complied with all Section 5307 public participation requirements.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it relies on the MPO's public participation process to satisfy POP public participation requirements, but the MPO does not have an adopted public participation plan that describes the minimum required elements of the public participation process.

DEFICIENCY CODE 5307:2-1: MPO public participation plan missing minimum elements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a revised MPO public participation plan that addresses all required elements or its own process for involving the public in the development of the POP.

The recipient is deficient if it relies on the MPO's public participation process to satisfy POP public participation requirements but none of the MPO's TIP documents (public participation plan, notice, or TIP) state the public involvement process for the TIP is being used to satisfy the Section 5307 POP requirements.

DEFICIENCY CODE 5307:2-2: TIP documents missing POP statement

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a TIP document stating that the public involvement for the TIP is being used to satisfy Section 5307 public involvement requirements or its own process for involving the public in the development of the POP.

The recipient is deficient if it: (1) failed to make available to the public the amount of Section 5307 funds, (2) did not develop the proposed POP in consultation with interested parties, (3) did not publish a proposed POP or in a manner that provided opportunity to examine the proposed program and to submit comments, (4) did not provide an opportunity for a public hearing on the proposed POP, (5) did not ensure that a proposed POP provides for the coordination of Section 5307 services with transportation assisted from other Federal sources, (6) did not consider comments received in preparing the final POP, or (7) did not make the final POP available to the public.

DEFICIENCY 5307:2-3: Elements missing in POP public participation procedures

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office a procedure for making available to the public the amount of Section 5307 funds and evidence of its implementation or a TIP document stating that the public involvement for the TIP is being used to satisfy Section 5307 public involvement requirements.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office a procedure for developing the proposed POP in consultation with interested parties, including

private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals, along with evidence of its implementation or a TIP document stating that the public involvement for the TIP is being used to satisfy Section 5307 public involvement requirements.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the FTA regional office a procedure for publishing a proposed POP that provides opportunity to examine the proposed program and to submit comments or a TIP document stating that the public involvement for the TIP is being used to satisfy Section 5307 public involvement requirements.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the FTA regional office a procedure for providing an opportunity for a public hearing on the proposed POP and evidence of its implementation or a TIP document stating that the public involvement for the TIP is being used to satisfy Section 5307 public involvement requirements.

SUGGESTED CORRECTIVE ACTION 5: The recipient must submit to the FTA regional office a procedure for providing for the coordination of Section 5307 services with transportation assisted from other Federal sources and evidence of its implementation or a TIP document stating that the public involvement for the TIP is being used to satisfy Section 5307 public involvement requirements.

SUGGESTED CORRECTIVE ACTION 6: The recipient must submit to the FTA regional office a procedure for considering comments received in preparing the final POP and evidence of its implementation or a TIP document stating that the public involvement for the TIP is being used to satisfy Section 5307 public involvement requirements.

SUGGESTED CORRECTIVE ACTION 7: The recipient must submit to the FTA regional office a procedure for publishing the final POP along with a copy of the final published POP, or a TIP document stating that the public involvement for the TIP is being used to satisfy Section 5307 public involvement requirements.

GOVERNING DIRECTIVE

23 CFR 450.316 Interested parties, participation, and consultation

- (a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
 - (1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
 - (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
 - (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
 - (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
 - (v) Holding any public meetings at convenient and accessible locations and times;

- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

FTA Circular 9030.1E, Chapter V, Section 6 Program of Projects and Public Involvement Requirements

A POP is a list of projects proposed by the designated recipient to be funded from the UZA's Section 5307 apportionment. If more than one recipient will apply for grants for projects in the POP, each grant application must include the portion of the POP that identifies the projects to be funded in the grant. The POP must include a description of each project to be funded from the UZA's apportionment, including any suballocation among public transportation providers, total project costs, local share, and federal share for each project. Where there are multiple designated recipients or MPOs for a UZA, the POP may be presented in several separate parts for the purpose of programming and public participation....

- e. Public Participation Requirements. To receive a grant under Section 5307, a recipient must meet certain requirements concerning public participation in development of a POP and must certify to compliance with these requirements. The requirements are listed in 49 U.S.C. 5307(b)(1) through (7) and are discussed in the paragraphs below. The recipient may satisfy these requirements in whole or in part through the development of the metropolitan TIP and the local coordinated public transit–human service transportation plan.

Either the designated recipient for a UZA or each individual direct recipient must:

- (1) Make available to the public information concerning the amount of funds available under the Section 5307 Program and the POP that the recipient proposes to undertake with such funds;
- (2) Develop a proposed POP for activities the designated recipient will finance, in consultation with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals;
- (3) Publish the proposed POP in sufficient detail and in such a manner as to afford affected members of the public, private transportation providers, representatives of welfare recipients and low-income individuals, and, as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to submit comments on the proposed program and on the performance of the recipient;
- (4) Provide an opportunity for a public hearing to obtain the views of the public on the proposed POP;
- (5) Ensure that the proposed POP provides for the coordination of Section 5307 public transportation services with transportation services assisted with other federal sources;
- (6) Consider comments and views received, including those of private transportation providers and human services organizations or transit operators representing the employment-related

transportation needs of welfare recipients and low-income individuals, in preparing the final POP; and

- (7) Make the final POP available to the public. Note: Where there are multiple designated recipients and/or multiple MPOs, this public participation requirement may be met in several separate processes for the different areas involved.

- f. Satisfying the Requirement for Public Participation in Development of the POP using the Transportation Improvement Program Process. Federal transit law and joint FHWA/FTA planning regulations governing the metropolitan planning process require a locality to include the public and solicit comment when the locality develops its metropolitan long-range (twenty-year) transportation plan and its (four-year) metropolitan TIP. Accordingly, FTA has determined that when a recipient follows the procedures of the public involvement process outlined in the FHWA/FTA planning regulations, the recipient satisfies the public participation requirements associated with development of the POP that recipients of Section 5307 funds must meet. See 23 CFR part 450 and 49 CFR part 613 (specifically Subpart B, "Statewide Transportation Planning," and Subpart C, "Metropolitan Transportation Planning and Programming").

A recipient that chooses to integrate the two should coordinate with the MPO and make sure the public knows that the recipient is using the public participation process associated with TIP development to satisfy the public hearing requirements of Section 5307(b). The recipient must ensure the TIP document explicitly states that public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the POP requirements of the Section 5307 Program.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA9

Projects funded with CARES Act or CRRSAA funds that are administered under the Urbanized Area Formula Program that involve substantial changes to the function, location, or capacity of transit system assets are subject to all Program of Projects requirements. See 23 CFR § 450.218(g)(5) and 23 CFR § 450.326(e)(5). Consistent with the emergency exemptions from the Transportation Improvement Program (TIP) or the Statewide Transportation Improvement Program (STIP) requirements, all other projects funded by CARES Act or CRRSAA funds, including operating assistance projects and capital projects that do not involve a substantial change to the function, location, or capacity of an asset, are subject only to the requirements associated with making the amount of funding available to the recipient public (49 U.S.C. § 5307(b)(1)) and making the final program of projects available to the public (49 U.S.C. § 5307(b)(7)). Recipients must document the process used to comply with these requirements.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA22

CARES Act or CRRSAA funds used to pay for operating expenses do not need to be included in the Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP). CARES Act or CRRSAA funds used to pay for capital expenses for emergency relief do not need to be included in the TIP/STIP unless the projects are for substantial functional, locational, or capacity changes. 23 CFR §§ 450.326(e)(5), 450.218(g)(5). Accordingly, capital projects to prevent, prepare for, and respond to COVID-19 that involve substantial functional, locational, or capacity changes must be included in the TIP/STIP.

5307:3. Does the recipient have a written policy that describes the public comment process on increases in the basic fare structure or implementing a major service reduction that addresses the required elements?

BASIC REQUIREMENT

Recipients are expected to have a written policy that describes the public comment process on increases in the basic fare structure and on major service reductions.

APPLICABILITY

Section 5307 recipients

DETAILED EXPLANATION FOR REVIEWER

Section 5307 recipients certify annually that they have a locally developed process to solicit and consider public comment prior to raising a fare or implementing a major reduction in public transportation service. Recipients are expected to have a written policy that describes the public comment process. The recipient is responsible for defining a major service reduction that addresses fixed route and/or demand response service. The definition(s) can be defined as a standard, such as elimination of a route or reduction of “X” percent of service hours or miles.

The policy should provide an opportunity for a public hearing or meeting for any fare increase or major service reduction. It should describe how such meetings will be conducted and how the results will be considered. A public meeting is not mandatory; however, an opportunity for a public meeting in order to solicit comment must be provided. Some recipients offer an opportunity for public comment for all fare and service changes.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Public Comment Process Flexibility

FTA granted recipients flexibility in implementing the Title VI requirements for conducting a fare and equity analysis in noting that temporary service changes in response to an emergency do not rise to the level of a major service change, so a service equity analysis is not required. Similarly, FTA exempts all temporary fare changes enacted as a result of an emergency from the fare equity analysis requirement. However, if a transit agency chooses to make permanent any changes made during an emergency, or if changes last longer than twelve months (service) or six months (fare), then the transit agency must perform a service or fare equity analysis.

Given this flexibility for meeting the Title VI requirements, FTA has granted the same flexibility for meeting the Section 5307 requirements for implementing a public comment process on increases in the basic fare structure and on major service reductions. Consequently, a temporary service reduction as a result of an emergency is by definition not a “major reduction in service” unless it lasts longer than a year or otherwise becomes permanent. Therefore, the recipient must still meet the requirement of a written policy that describes the public comment process, but it does not need to follow that policy **unless** its service reductions lasted longer than a year.

INDICATORS OF COMPLIANCE

- a. *Does the recipient have a written policy?*
- b. *Does the recipient’s written policy define a “major” service reduction?*
- c. *Does the recipient’s written policy provide an opportunity for a public hearing or public meeting and describe how the recipient will conduct it?*
- d. *Does the written policy describe how the recipient will consider the results of the public hearing or public meeting in the process of changing fares and service?*
- e. *If the recipient raised fares or implemented a major service reduction since the last Comprehensive Review, did the recipient:*
 - *Follow its policy for providing an opportunity for a public hearing or public meeting for any fare increase or major service reduction? If not, what was done differently?*

- *Follow its policy for considering the results of the public hearing or public meeting in the decision-making process? If not, what was done differently?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- f. *If the recipient reduced service in response to the COVID-19 public health emergency, was the service reduction “major” as defined by the recipient?*
 - *If the “major” service reduction lasted more than 12 months, did the recipient implement its public comment process?*

INSTRUCTIONS FOR REVIEWER

Obtain and review the written policy to determine if it defines a major service reduction, provides an opportunity for a public hearing or meeting, describes how the recipient will conduct the public hearing or meeting, and describes how the recipient will consider the results of the public hearing or meeting in the process of changing fares and service.

Obtain a list of fare increases and major service reductions implemented since last review with date of implementation. Review the recipient's website to determine if a fare increase or major service reduction was implemented over the review period. Compare current fares with the fares described in the recipient's previous review documentation. Compare the route structure and service described on the website with that discussed in prior review documentation. Review the Title VI section of this manual to obtain information on any fare increases or service reductions implemented since the last review. Note effective dates and the dates of public meetings, if any, to discuss the changes. Determine if an opportunity for a public hearing or meeting was provided, either advertised on the website or submitted as part of the document request in the Title VI section of this guide. Review internal working documents (transcripts from public hearings, board minutes, staff summaries) to determine if the recipient followed its policy for considering the results of the meetings in the decision-making process. Onsite, discuss the process or any follow-up items with the recipient.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Review the recipient's website and discuss with the recipient if it instituted a major service change due to the COVID-19 public health emergency. Review the recipient's website and inquire of the recipient if the major service change was returned to the pre-COVID-19 level. If the service change lasted more than one year, determine if the recipient implemented its public comment process on major service reductions. Verify that the information provided by the recipient in response to the indicators of compliance in this section with the Title VI section, question TVI8.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have a written policy that describes the public comment process on increases in the basic fare structure or implementing a major service reduction.

DEFICIENCY CODE 5307:3-1: No written policy for public comment

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a written policy that describes the public comment process on increases in the basic fare structure or implementing a major service reduction.

The recipient is deficient if its policy does not 1) define a major service reduction, 2) provide an opportunity for a public hearing or meeting, 3) describe how it will conduct a public hearing or meeting and/or describe how the recipient will conduct such hearings or meetings, or 4) explain how the recipient will consider public comments.

DEFICIENCY CODE 5307:3-2: Public comment policy missing required elements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a public comment policy that was amended to address the missing element(s) for soliciting and considering public comments prior to a fare increase or major service reduction.

The recipient is deficient if it did not follow its policy for 1) soliciting public comment and/or 2) considering the results of public hearings or meetings in the implementation of the final plan.

DEFICIENCY CODE 5307:3-3: Public comment process not followed

SUGGESTED CORRECTIVE ACTION: For the next fare increase or major service reduction, the recipient must submit to the FTA regional office documentation that it followed its policy for soliciting public comment and considering the results of public meetings or hearings in the implementation of the final plan.

GOVERNING DIRECTIVE

FTA Circular 9030.1E, Chapter VI, Program Management and Administrative Requirements

1.a.(12) The recipient is responsible for defining a major service reduction. The policy should provide an opportunity for a public hearing or public meeting for any fare increase or major service reduction and should describe how the recipient will conduct such meetings and how the recipient will consider the results of such meetings in the process of changing fares and service. A public meeting is not mandatory; however, an opportunity for a public meeting in order to solicit comment must be provided.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR2

Under FTA's Title VI Circular 4702.1B, transit providers that operate 50-or-more fixed route vehicles in peak service and are located in an urbanized area (UZA) with a population of 200,000 or more, must perform a service equity analysis whenever they make a major service change. The service equity analysis evaluates the impacts of the proposed service changes on Title VI-protected populations and low-income populations. Temporary service changes in response to an emergency do not rise to the level of a major service change, so a service equity analysis is not required. Similarly, FTA exempts all temporary fare changes enacted as a result of an emergency from the fare equity analysis requirement. However, if a transit agency chooses to make permanent any changes made during an emergency, or if changes last longer than 12 months (service) or 6 months (fare), then the transit agency must perform a service or fare equity analysis.

FTA does expect that all transit agencies take reasonable measures to implement temporary service or fare changes equitably to prevent unintentional discrimination. FTA does not require a transit agency to document this process, get board approval prior to implementing changes, or share documentation on the changes with FTA, but FTA recommends that transit agencies document the rationale for specific service reductions, as well as steps taken to ensure equitable reductions in service, in the event someone files a complaint.

Changes directly or indirectly related to an emergency, including ridership and budget reductions, that continue longer than 12 months (service) or 6 months (fare), or are planned in advance as permanent require an equity analysis. As outlined in the Title VI Circular Chapter IV, Section 7, any major service change that lasts longer than 12 months is considered permanent and requires a service equity analysis. This timeframe applies to major service changes initially enacted in response to the COVID-19 public health emergency. Similarly, any fare change - even if initially enacted in response to an emergency - that lasts longer than 6 months is considered permanent and requires a fare equity analysis. Further, transit agencies must prepare an equity analysis during the planning process for planned major service changes or fare changes consistent with the Circular.

5307:4. For Section 5307-funded fixed-route service, does the recipient charge no more than half the peak-hour fare for seniors, persons with disabilities, and individuals presenting Medicare cards during off-peak hours?

BASIC REQUIREMENT

For fixed-route service, fares charged to seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours must not be more than one half the peak hour fares.

APPLICABILITY

Recipients with 5307-funded fixed-route service

DETAILED EXPLANATION FOR REVIEWER

Fares charged to seniors, persons with disabilities, and Medicare cardholders during off-peak hours for Section 5307-funded fixed-route service must not be more than half the fare charged during peak hours. If there are services such as neighborhood circulator and shuttle services with fares that are different from the recipient's fare for its regular local service, separate half fares are needed for each type of service. The half fare should take into account zone and transfer charges. Recipients are only required to offer a half fare on the single trip base fare when paid in cash or using media that pay the fare of the single trip (smart cards, apps). They are not required to offer half-fare versions of passes and other multi-trip fare media.

The requirement is applicable to fixed-route service only including:

- All fixed-route services and non-charter service to sporting events that operate in both peak and off-peak hours and use or involve facilities and equipment financed with Section 5307 funds, whether the services are provided by the recipient directly, by a contractor, by a subrecipient, or by another entity that leases facilities and/or equipment from the recipient
- Any express and commuter service that operates beyond peak hours
- Fixed-route services for which the recipient has not defined peak hours
- Fixed-route services that operate with reduced fares in both the peak and off-peak

This requirement is not applicable to:

- Demand responsive services, including route deviation services
- Services that operate only during peak hours, such as express and commuter service
- Services that operate only in the off-peak hours (e.g., lunchtime circulators and non-charter weekend service to sporting events)
- Services funded with other FTA assistance that do not use Section 5307-funded equipment or are not operated out of Section 5307-funded facilities

A "senior" is defined by FTA as "an individual who is 65 years of age or older." Recipients are permitted to use a definition that extends this fare to younger (e.g., 62 and over) persons. (FTA Circular 9030.1E)

Persons with disabilities are defined by FTA as persons "who by reason of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including any individual who is a wheelchair user or has semi-ambulatory capabilities), cannot use effectively, without special facilities, planning, or design, mass transportation service or a mass transportation facility." (49 CFR 609.3). Medicare is available for people age 65 or older, younger people with disabilities, and people with end stage renal disease (permanent kidney failure requiring dialysis or transplant).

The recipient determines its peak hours. Peak hours can be seasonal. If the recipient determines it is not large enough, or demand is not strong enough, to identify or justify peak hour service, then its entire service should be defined as "off peak." In this instance, the recipient has two options:

1. Review ridership data and determine the peak ridership hours and develop a policy for half fare, or

2. Choose not to determine a peak period and offer half fares during all hours.

The half-fare program, as applied, may require passengers to show proof of eligibility when they pay their fare in order to receive the half fare. Examples of proof of eligibility include a driver's license, Medicare card, special identification card, and Americans with Disabilities Act (ADA) complementary paratransit eligibility card.

Whether or not a recipient who issues its own special identification card as the sole basis for paying the half fare, a Medicare card must be accepted as proof of eligibility. The recipient may request a photo ID to confirm identity if a passenger uses a Medicare card to confirm identity. Obtaining a special identification card must be relatively easy. For example, though not strictly prohibited, requiring individuals to travel to a single office, which may be inconveniently located, is not consistent with the intent of this requirement. The location(s) should be accessible by transit.

INDICATORS OF COMPLIANCE

- a. *What is the full peak-hour fare? What is the fare charged to seniors, persons with disabilities, and individuals presenting a Medicare card during off-peak hours?*
- b. *How does the recipient define peak and off-peak hours? During what hours are reduced fares available?*
- c. *Are any Section 5307-funded fixed-route services that operate during off-peak hours not included in the half fare program?*
- d. *What proof of eligibility is required for seniors, persons with disabilities, and individuals with a Medicare card at time of boarding?*
- e. *Where can a rider obtain the agency-issued identification? Is the location(s) accessible by transit?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's website and fare information to determine if half fares are offered to seniors, persons with disabilities, and individuals presenting a Medicare card. Ensure that the half fare is not more than half the full peak hour fare, including zone or transfer charges.

Review the recipient's website, fare information, system maps, and half-fare/special identification card application to determine if information on the half-fare program is made available to the public. Confirm that the half fare is at least offered during off-peak hours.

Review the recipient's website for the description of the half-fare program and the requirements for participation.

If the recipient requires a special identification card in order to receive the half-fare:

- Review the website, fare information, system maps, and half-fare/special identification card application to determine if information on how to obtain and eligibility for the card are made available to the public.
- Review the application procedures and requirements to verify that a Medicare card is considered sufficient proof of eligibility. The recipient may require proof of identity and validation of the status of the card at the time the application is presented.
- Verify that physical locations to receive special identification cards are accessible by transit.
- Review any complaints about the special identification card procedures to determine what barriers, if any, there are to obtaining the card.
- On-site, discuss the special identification card process with the recipient to ensure the process is properly implemented.

If the recipient requires passengers to show proof of eligibility when they pay their fare in order to receive the half fare, but does not require special identification cards, review the documentation required for proof of eligibility. Examples include a driver's license, Medicare card, and ADA complementary paratransit eligibility card. Where the documentation does not provide proof of identity, the recipient may require photo identification, provided the recipient is not asking for further proof of eligibility.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it charges more than one half the peak hour fares during off-peak hours on any applicable service.

DEFICIENCY CODE 5307:4-1: Half fare not offered on applicable services

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a plan and schedule for implementing a half-fare program and/or extending half fares to all Section 5307-funded services, along with documentation that it has implemented the program.

The recipient is deficient if it does not make available to the public information on the half-fare program, eligibility requirements, and/or how to apply for a special identification card.

DEFICIENCY CODE 5307:4-2: Half-fare public information not provided

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has informed the public of its half-fare program, eligibility requirements, and/or how to apply for a special identification card.

The recipient is deficient if it does not accept a Medicare card as proof of eligibility.

DEFICIENCY CODE 5307:4-3: Medicare card not accepted for half-fare eligibility

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a plan to accept the Medicare card as proof of eligibility for the half fare, along with evidence of its implementation.

GOVERNING DIRECTIVE

49 U.S.C 5307(d) Grant Recipient Requirements (1)(D)

...will ensure that elderly and handicapped individuals, or an individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. 401 et seq., 1395 et seq.), will be charged during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section not more than 50 percent of the peak hour fare.

49 CFR 609.3 Definitions

Elderly and handicapped person means those individuals who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, including those who are nonambulatory wheelchair-bound and those with semi-ambulatory capabilities, are unable without special facilities or special planning or design to utilize mass transportation facilities and services as effectively as persons who are not so affected.

FTA Circular 9030.1E, Chapter I, Introduction and Background, Section 4 Definitions

VV. Senior. The term "senior" means an individual show is 65 years of age or older.

FTA Circular 9030.1E, Chapter VI, Program Management and Administrative Requirements, Section 1
Certifications Required by 49 U.S.C. 5307

a. (6) Fares Charged to Seniors and Persons with Disabilities During Nonpeak Hours. According to 49 U.S.C. 5307(c)(1)(D), a recipient must certify that the fares charged to seniors, individuals with disabilities, or individuals presenting a Medicare card during nonpeak hours, for transportation using or involving a facility or equipment of a project financed under this section, are not more than 50 percent of the peak hour fare, regardless of whether the service is provided by the recipient or by another entity under contract, lease, or other arrangement. Because a Medicare card does not constitute proof of an individual's identity, it is reasonable for a transit agency to request confirmation of the individual's identity, either through secondary photo identification or by using a photographic identification card issued by the transit agency. It is also reasonable for a transit agency to verify the validity of the Medicare card being presented, and to facilitate the half-fare application process, a transit agency may request that the applicant validate the status of the card at the time the half-fare application is presented.

49 CFR 609.23 Appendix A to Part 609 - Elderly and Handicapped

9. *Question:* Can the operator require that elderly and handicapped persons come to a central office to register for an off-peak half-fare program?

Answer: FTA strongly encourages operators to develop procedures which maximize the availability of off-peak half-fares to eligible individuals. Requiring individuals to travel to a single office which may be inconveniently located is not consistent with this policy, although it is not strictly prohibited. FTA reserves the right to review such local requirements on a case-by-case basis.

5307:5. Does the recipient ensure that subrecipients, contractors, and lessees that receive Section 5307 funds or use Section 5307-funded property comply with Section 5307 half-fare and public-comment requirements?

BASIC REQUIREMENT

The recipient must ensure that subrecipients, contractors, and lessees that receive Section 5307 funds or use Section 5307-funded property comply with Section 5307 half-fare and public-comment requirements.

APPLICABILITY

Section 5307 recipients with subrecipients, contractors, or lessees that receive Section 5307 funds or use Section 5307-funded property

DETAILED EXPLANATION FOR REVIEWER

The recipient must ensure that subrecipients, contractors, and lessees that receive Section 5307 funds or use Section 5307-funded property have a process that is followed for obtaining and considering public comment for fare increases and major service reductions. Either the recipient or its subrecipients, contractors, or lessees are expected to have a written policy that describes the public comment process.

The recipient is also responsible for ensuring that these subrecipients, contractors, and lessees comply with half-fare requirements where applicable. The oversight program should ensure that:

- A half fare is offered for applicable services during off peak hours
- The definition of off-peak hours is reasonable
- Identification requirements allow eligible persons to obtain the half fare, including ensuring that a Medicare card is accepted as proof of eligibility

INDICATORS OF COMPLIANCE

- a. *How does the recipient ensure that contractors and lessees comply with half-fare and public comment requirements?*
- b. *How does the recipient ensure that Section 5307 subrecipients comply with half-fare and public comment requirements?*

INSTRUCTIONS FOR REVIEWER

Review sample subrecipient agreements, contracts, and lease agreements for a discussion of the direction given to subrecipients, contractors, or lessees regarding compliance with half-fare and public-comment requirements. Review the recipient's oversight procedures and oversight materials (i.e., questionnaires and checklists) for evidence that the recipient ensures compliance with half-fare and public-comment requirements.

During the site visit to the recipient, review the oversight files for the entities to be visited to determine if the recipient addresses the half-fare and public-comment requirements and followed up on any findings. Determine if the recipient reviewed the public comment policies for the required elements. If not, review the policies for the required elements.

Prior to the site visit to the entities, review the websites for the subrecipient, contractor, and/or lessee to be visited for information on the half-fare program. During the site visits to the entities, discuss the half-fare program and public comment policy and their implementation. Follow-up with the recipient for information if not available on the subrecipient's, contractor's or lessee's website(s). If the subrecipient, contractor, or lessee has fare and service policies that are different from the recipient, review the public comment policies for fare increases and major service reductions for the subrecipient, contractor, and lessee to be visited to determine if they address the required items.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not ensure that subrecipients, contractors, and lessees that operate Section 5307 service comply with public comment requirements.

DEFICIENCY CODE 5307:5-1: Insufficient oversight of fare increases and major service reductions

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients, contractors, and lessees comply with public comment requirements and evidence of their implementation.

The recipient is deficient if it does not ensure that subrecipients, contractors, and lessees that operate fixed-route service comply with the Section 5307 half-fare requirements.

DEFICIENCY CODE 5307:5-2: Insufficient oversight of half fare

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients, contractors, and lessees comply with half-fare requirements and evidence of their implementation.

GOVERNING DIRECTIVE

2 CFR 200.318(b)

Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2 CFR 200.332 Requirements for pass-through entities

All pass-through entities must:

- (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:
 - (1) Reviewing financial and performance reports required by the pass-through entity.
 - (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.
 - (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 Management decision.

FTA Circular 5010.1E, Chapter II, Section 3. Roles and Responsibilities of the Management of Awards

Recipients are responsible for the day-to-day management of their Awards that provide assistance for eligible activities or projects...

- a. Recipient Role. In addition to FTA's responsibility to monitor FTA Awards and the federally assisted projects thereunder, recipients must monitor federally assisted activities to ensure compliance with applicable federal requirements. This includes the administration and management of the Award in compliance with federal regulations, the Grant or Cooperative Agreement, and applicable FTA circulars.

The recipient's responsibilities include, but are not limited to, actions that...

- (2) Provide administrative and management support of project implementation;
- (3) Provide, directly or by contract, adequate technical inspection and supervision by qualified professionals of all work in progress;
- (4) Ensure conformity to Grant Agreements and Cooperative Agreements, applicable statutes, codes, ordinances, and safety standards; ...
- (7) Ensure compliance with FTA and federal requirements by agencies, consultants, contractors, and subcontractors working under approved third-party contracts or inter-agency agreements; ...

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. If the recipient is located in a designated TMA (population 200,000 or more), when was the last Planning Certification Review completed by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA)?
 - a. Did the recipient participate in the review?
 - b. Are there any outstanding corrective actions from the Planning Certification Review that pertain to the recipient?
2. If the recipient is not in a TMA (area with population under 200,000), are there any outstanding corrective actions from the metropolitan planning or statewide planning findings that pertain to the recipient?
3. Does the recipient's definition of major service reduction appear reasonable? Is it consistent with the definition of major service changes in the recipient's Title VI plan?
4. How does the recipient make available to the public information on the half-fare program?

5. Does the recipient appear to make it difficult to receive a half-fare special identification card?
6. Did background research or site visit observations reveal any other potential issues or concerns about the recipient's public involvement/comment processes, half fare, or procedures for overseeing subrecipient compliance with these requirements?

REFERENCES

1. 23 U.S.C. Section 134, Federal Aid Highways, "Metropolitan Transportation Planning"
2. 49 U.S.C. Chapter 53, Federal Transit Laws
3. 2 CFR Parts 200 and 1201, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
4. 23 CFR Part 450, "Planning Assistance and Standards"
5. FTA Circular 9030.1E, "Urbanized Area Formula Program: Program Guidance and Application Instructions"

USEFUL WEB LINKS

1. Major Policy and Planning Issues
2. Planning Index: A to Z
3. Planning Certification Reviews
4. Transportation Planning Capacity Building
5. National Transit Institute (NTI) Courses
6. Coronavirus Aid, Relief, and Economic Security Act
7. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
8. Notice of Concurrence
9. Emergency Relief rule

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20. SECTION 5310 PROGRAM REQUIREMENTS

PURPOSE OF THIS REVIEW AREA

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

QUESTIONS TO BE EXAMINED

1. Does the distribution of Section 5310 funds meet program requirements?
2. Are at least 55 percent of Section 5310 apportionments applied to “traditional” Section 5310 capital projects and awarded to subrecipients eligible to receive this funding?
3. Are all Section 5310 projects included in a locally developed, coordinated public transit-human service transportation plan?
4. Are all Section 5310 funds used for services that meet the specific needs of seniors and individuals with disabilities?
5. Does the recipient comply with Section 5310 vehicle lease requirements?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- State correspondence approving a public body to coordinate services for seniors and persons with disabilities, if applicable
- Certification documentation that no nonprofits are readily available, if applicable
- Sample Section 5310 vehicle lease

Recipient Follow-up

- Evidence of consultation with responsible local officials, publicly owned operators of public transportation, and nonprofit transportation providers
- For instances of shared designation or if Section 5310 funds are transferred to Section 5311 or 5307 recipients to apply for directly, documentation that the 55 percent requirement is met for the apportionment
- Coordinated plans, if not available on recipient website
- If service is operated directly, ridership/operating reports monitoring incidental service or a day’s worth of driver manifests
- Documentation that a lease was agreed to in writing.

5310:1. Does the distribution of Section 5310 funds meet program requirements?

BASIC REQUIREMENT

Section 5310 funds must be used in large urbanized, small urbanized, and rural areas as apportioned unless certified by the Governor after consultation with stakeholders.

APPLICABILITY

State recipients of Section 5310 funds except insular areas

DETAILED EXPLANATION FOR REVIEWER

States are the designated recipients for Section 5310 funds in small urbanized and rural areas. A state or another entity (e.g., transit provider or metropolitan planning organization (MPO)) may be the designated recipient for a large urbanized area. States must use funds apportioned to an area (rural areas, small urban areas, and each large urbanized area) as apportioned.

A state may use funds apportioned for small urbanized and rural areas for projects serving another area of the state if the governor of the state certifies that all of the objectives of the Section 5310 program are being met in the specified areas. For example, if all objectives of the Section 5310 program are being met in rural areas, funds designated for rural areas may be transferred to an urbanized area. A state may transfer apportioned funds only after consulting with responsible local officials, publicly owned operators of public transportation, and nonprofit providers in the area from which the funds to be transferred were originally apportioned. Funds apportioned to large urbanized areas may not be transferred to other areas.

INDICATORS OF COMPLIANCE

- a. *How are funds apportioned to large urbanized, small urbanized, and rural areas tracked so that they are awarded to projects in the appropriate areas?*
- b. *In the area(s) from which funds were transferred, were responsible local officials, publicly owned operators of public transportation, and nonprofit providers consulted?*

INSTRUCTIONS FOR REVIEWER

Review the state management plan to determine if the state transfers funds.

Review programs of projects in TrAMS for evidence of how funds are tracked by apportionment. If necessary, ask the state to provide documentation of how funds are tracked.

Review Section 5310 awards in TrAMS for governor certifications regarding fund transfers. Follow up with the regional office. If funds were transferred, review evidence of consultation with responsible local officials, publicly owned operators of public transportation, and nonprofit transportation providers. Ensure that the state has not transferred funds from a large urbanized area.

POTENTIAL DEFICIENCY DETERMINATIONS

The state is deficient if it does not track Section 5310 funds by apportionment area.

DEFICIENCY CODE 5310:1-1: Section 5310 projects not tracked by apportionment area

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office procedures for tracking Section 5310 funds by rural, small urban, and each large urbanized area.

The state is deficient if the governor did not certify that the objectives of the Section 5310 program are being met in the area(s) from which funds are transferred. The state is deficient if it did not consult with responsible local officials, publicly owned operators of public transportation, and nonprofit providers before transferring funds.

DEFICIENCY CODE 5310:1-2: Section 5310 funds transferred without governor's certification

SUGGESTED CORRECTIVE ACTION 1: The state must submit a governor's certification for transferred funds and procedures for obtaining the governor's certification when funds are transferred.

SUGGESTED CORRECTIVE ACTION 2: The state must submit to the FTA regional office procedures for consulting with responsible local officials, publicly owned operators of public

transportation, and nonprofit providers before transferring funds between rural and small urbanized areas or to large urbanized areas.

GOVERNING DIRECTIVE

FTA Circular 9070.1G, Chapter III General Program Information

10. TRANSFER OF FUNDS

2. Transfer to Other Areas within the Program. A state may use funds apportioned for small urbanized and rural areas for projects serving another area of the state if the Governor of the state certifies that all of the objectives of the Section 5310 program are being met in the specified areas. For example, if all objectives of the Section 5310 program are being met in rural areas, funds designated for rural areas may be transferred to urbanized areas of less than 200,000 in population. Funds apportioned to small urbanized and rural areas may also be transferred for use anywhere in the state, including large urbanized areas, if the state has established a statewide program for meeting the objectives of the Section 5310 program. A recipient may transfer apportioned funds only after consulting with responsible local officials, publicly owned operators of public transportation, and nonprofit providers in the area from which the funds to be transferred were originally apportioned. Funds apportioned to large UZAs may not be transferred to other areas.

5310:2. Are at least 55 percent of Section 5310 apportionments applied to “traditional” Section 5310 capital projects and awarded to subrecipients eligible to receive this funding?

BASIC REQUIREMENT

At least 55 percent of Section 5310 funds must be used for “traditional” projects. Subrecipients of Section 5310 “traditional” funds must be private nonprofit organizations or approved or certified governmental authorities.

APPLICABILITY

Designated recipients of Section 5310 funds except insular areas

DETAILED EXPLANATION FOR REVIEWER

Not less than 55 percent of apportionment amounts shall be available for traditional Section 5310 projects – those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. The requirement applies to each apportionment – rural, small urban, and each large urbanized area. The 55 percent is a floor. A recipient may use more of its Section 5310 funds for these capital projects but may not use less. State administration funds are not counted toward meeting the 55 percent.

Three categories of subrecipients are eligible for these funds:

- A private nonprofit organization; or
- A state or local governmental authority that:
 1. is approved by a state to coordinate services for seniors and individuals with disabilities; or
 2. certifies that there are no nonprofit organizations readily available in the area to provide the service.

Designation in a large urbanized area may be shared. For example, a state may be the designated recipient for “traditional” funds while the large urbanized area recipient may be designated for “other” funds. The 55 percent requirement applies to the apportionment, not to the POP of each shared designee. Therefore, the designated recipients should coordinate to ensure that the 55 percent requirement is met.

Also, designated recipients may allow recipients that receive direct awards under sections 5307 or 5311 (Indian tribes) to apply for Section 5310 funds directly. In these instances, a designated recipient must be able to demonstrate that it meets the requirement for the apportionments, including projects not included in its POPs.

The requirement to spend at least 55 percent on “traditional” capital projects do not apply to funds flexed (transferred) into the program.

INDICATORS OF COMPLIANCE

- a. *Is at least 55 percent of the Section 5310 apportionments in each area applied to “traditional” Section 5310 capital projects? (If the recipient funds only traditional Section 5310 projects, then skip the below table)*

Traditional Projects				
Apportionment: (Rural, Small Urban, Large Urbanized Area)				
Federal fiscal year:	20XX	20XX	20XX	20XX
Apportionment:	-	-	-	-
Award number	-	-	-	-
Award number	-	-	-	-
Award number	-	-	-	-
Total projects	-	-	-	-
Percentage of apportionment	-	-	-	-
55 percent met? (yes or no)	-	-	-	-

- b. *If “traditional” projects are carried out by governmental authorities, are they approved by the state to coordinate services for seniors and individuals with disabilities OR have they certified to the governor that there are no nonprofit corporations readily available in the area to provide the service?*

INSTRUCTIONS FOR REVIEWER

Review the state/program management plan and subrecipient applications to verify subrecipient and project eligibility for Section 5310 funding. Many states have continued to fund “traditional” capital projects only. If the state funds “traditional” capital projects only, skip completing the above table.

In cases where the recipient programs “traditional” and “other” projects, review the POP uploaded with the award application to see if it lists “traditional” and “other” projects separately by apportionment area and to determine which projects are classified as “traditional” and the amount of funds programmed for “traditional” projects. For the period covered by the review, complete the table above for each apportionment (rural, small urban, each large urbanized area) to document that the 55 percent floor is met. Onsite, follow up with the recipient, if necessary.

Note: The requirement applies to the apportionment, not the award. An award may have multiple years of funding. The account classification code will indicate the year of the funds and whether the funds are for rural, small urban, or large urbanized areas.

Review the state/program management plan to determine if designation is shared and with whom. Discuss with the regional office if necessary. In these instances, discuss with the recipient how funds are split and how the 55 percent for “traditional” capital projects is met. If the recipient does not meet the 55 percent requirement, obtain from the recipient evidence that when the apportionment is viewed in its entirety the requirement is met.

Review the state/program management plan to determine if the recipient allows direct recipients of Sections 5307 or 5311 to apply for Section 5310 funds directly. In these instances, the POP will only include the funds applied for directly by the recipient. Obtain from the recipient evidence that when the apportionment is viewed in its entirety the 55 percent requirement is met.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if less than 55 percent of funds are used by eligible recipients for “traditional” capital projects.

DEFICIENCY CODE 5310:2-1: 5310 traditional project requirements not met

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that at least 55 percent of Section 5310 funds are expended on “traditional” Section 5310 capital projects undertaken by eligible subrecipients.

The recipient is deficient if it does not have the appropriate documentation for governmental authorities receiving “traditional” Section 5310 assistance.

DEFICIENCY CODE 5310:2-2: No documentation for governmental authorities

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that governmental authorities that receive “traditional” Section 5310 capital funds are eligible.

GOVERNING DIRECTIVE

FTA Circular 9070.1G, Chapter III General Program Information

5. **ELIGIBLE SUBRECIPIENTS FOR TRADITIONAL SECTION 5310 PROJECTS.** Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Further, the law provides that, for these projects, a recipient may allocate the funds apportioned to it to:
 - a. A private nonprofit organization; or
 - b. A state or local governmental authority that:

- (1) is approved by a state to coordinate services for seniors and individuals with disabilities; or
- (2) certifies that there are no nonprofit organizations readily available in the area to provide the service.

These provisions, found at 49 U.S.C. 5310(b)(1) and (b)(2), essentially maintain the status quo for traditional Section 5310 projects.

Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.

10. TRANSFER OF FUNDS

- c. Transfer of FHWA Flexible Funds. Flexible funds from the Federal Highway Administration (FHWA) may be transferred to the Section 5310 program for use by the recipient. The funds will be treated under the Section 5310 program requirements, with the exception of the local match and the minimum requirement for 55 percent to be spent on traditional Section 5310 projects. The FHWA funds will maintain the FHWA eligible match, including the application of the sliding scale for a higher Federal share. The funds are available for obligation by the state for two additional years after the year in which they are transferred.

13. ELIGIBLE ACTIVITIES. Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling—recipients may use more than 55 percent of their apportionment for this type of project.

This means that at least 55 percent of any rural, small urbanized area, or large urbanized area's annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible subrecipients (see section 5, above) and these projects are included in the area's coordinated plan....

14. ELIGIBLE CAPITAL EXPENSES THAT MEET THE 55 PERCENT REQUIREMENT. Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be

carried out by an eligible recipient or subrecipient as described in section 5 of this chapter above, include, but are not limited to:

- a. Rolling stock and related activities for Section 5310-funded vehicles
 - (1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
 - (2) Vehicle rehabilitation or overhaul;
 - (3) Preventive maintenance;
 - (4) Radios and communication equipment; and
 - (5) Vehicle wheelchair lifts, ramps, and securement devices.
- b. Passenger facilities related to Section 5310-funded vehicles
 - (1) Purchase and installation of benches, shelters, and other passenger amenities.
- c. Support facilities and equipment for Section 5310-funded vehicles
 - (1) Extended warranties that do not exceed the industry standard;
 - (2) Computer hardware and software;
 - (3) Transit-related intelligent transportation systems (ITS);
 - (4) Dispatch systems; and
 - (5) Fare collection systems.
- d. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;
- e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined in section 5 of this chapter, above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
- f. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public

transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
 - (2) Support for short-term management activities to plan and implement coordinated services;
 - (3) The support of state and local coordination policy bodies and councils;
 - (4) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
 - (5) The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
 - (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 - (7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).
- g. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in section 5, above, and is included in the coordinated plan.

5310:3. Are all Section 5310 projects included in a locally developed, coordinated public transit-human service transportation plan?

BASIC REQUIREMENT

Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan.

APPLICABILITY

Designated recipients of Section 5310 funds

DETAILED EXPLANATION FOR REVIEWER

Recipients must certify that: (1) projects selected for funding under the Section 5310 program are included in a locally developed, coordinated public transit-human services transportation plan; and, (2) that the plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, nonprofit transportation and human services providers; and other members of the public.

Public transit-human services transportation plans must contain:

- An assessment of available services that identifies current transportation providers (public, private and nonprofit)
- An assessment of transportation needs of individuals with disabilities and seniors, older adults, and people with low incomes
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified

The plans must be developed and approved with representation from seniors and individuals with disabilities; representatives of public, private, nonprofit transportation and human services providers; and other members of the public. Recipients are not required to submit the coordinated plans to FTA. Recipients must certify that projects were selected from this process and must refer to the plan in the POP.

INDICATORS OF COMPLIANCE

- Are all Section 5310 projects included in a public transit-human services transportation plan?*
- Do coordinated plans for the Section 5310 program address the required elements?*

Coordinated Plan Required Elements	
Required Element	Reviewer Comments
An assessment of available services that identifies current transportation providers (public, private, and nonprofit)	-
An assessment of transportation needs for individuals with disabilities and seniors	-
Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery	-
Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified	-

- Were plans developed and approved with representation from seniors and individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public?*

INSTRUCTIONS FOR REVIEWER

Review the state/program management plan for a discussion of the public transit-human services transportation plans. Review any technical assistance documents provided by the recipient providing guidance on development of the plans. Review the recipient's website for and/or obtain the coordinated plan for the recipient and/or Section 5310 subrecipient to be visited to ensure that the plan includes the required elements. Obtain the POP for active Section 5310 awards in TrAMS and confirm that the project for the subrecipient to be visited is included in the coordinated plan(s).

Review the plan(s) for a discussion of what entities participated in the development of the plans to ensure that the plans were developed with representation from seniors and individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public. If necessary, follow up with the recipient during the site visit.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if Section 5310 projects are not included in a coordinated plan.

DEFICIENCY CODE 5310:3-1: Section 5310 projects not included in coordinated plans

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office an amended coordinated plan(s) that includes all Section 5310 projects, along with procedures for ensuring that updates to the plan(s) include all projects.

The recipient is deficient if its coordinated plans do not address the required elements.

DEFICIENCY CODE 5310:3-2: Coordinated plans missing required elements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office an amended coordinated plan(s) that addresses the required elements, along with procedures for ensuring that updates to the plan(s) address the required elements.

The recipient is deficient if its coordinated plans were developed and approved without representation from seniors and individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public.

DEFICIENCY CODE 5310:3-3: Inadequate public involvement efforts for coordinated plans

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for developing and approving coordinated plans with representation from seniors and individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public.

GOVERNING DIRECTIVE

FTA Circular 9070.1G, Chapter V Coordinated Planning

2. DEVELOPMENT OF THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

- b. Required Elements. Projects selected for funding shall be included in a coordinated plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:
 - (1) An assessment of available services that identifies current transportation providers (public, private, and nonprofit);
 - (2) An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service;
 - (3) Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery; and

- (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

3. **PARTICIPATION IN THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLANNING PROCESS.** Recipients shall certify that the coordinated plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public. Note that the required participants include not only transportation providers but also providers of human services, and members of the public who can provide insights into local transportation needs. It is important that stakeholders be included in the development, approval, and implementation of the local coordinated public transit-human service transportation plan. A planning process in which stakeholders provide their opinions but have no assurance that those opinions will be considered in the outcome does not meet the requirement of “participation.” Explicit consideration and response should be provided to public input received during the development of the coordinated plan. Stakeholders should have reasonable opportunities to be actively involved in the decision-making process at key decision points, including, but not limited to, development and approval of the proposed coordinated plan document.
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5310:4. Are all Section 5310 funds used for services that meet the specific needs of seniors and individuals with disabilities?

BASIC REQUIREMENT

Section 5310 funds must be used for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. Incidental services must not conflict with the provision of public transit service. Recipients and subrecipients are encouraged, to the maximum extent feasible, to coordinate transportation services assisted by multiple Federal sources.

APPLICABILITY

Section 5310 recipients

DETAILED EXPLANATION FOR REVIEWER

Section 5310 funds are available to meet the transportation needs of seniors and individuals with disabilities. The recipient must ensure that Section 5310-funded services are being used to support eligible transportation services for seniors and individuals with disabilities.

If the designated recipient administers a competitive application process, the program application package will request a description of the proposed project, including service area, eligible customers, and days and hours of operation. The recipient may require subrecipients to report information on the services provided and populations served (e.g., general public, elderly, disabled) on a periodic basis. The recipient may also observe a subrecipient’s service during site visits.

Direct recipients, such as a coordinating agency that applies to the designated recipient on an entity’s behalf, may also have subrecipients or lease Section 5310-funded vehicles to other providers. Under these circumstances, the direct recipient would be responsible for oversight.

FTA encourages maximum use of Section 5310-funded vehicles. Vehicles are to be used for the project stated in the award application and subrecipient agreement. Beyond those needs, vehicles should be used to meet other transportation needs of seniors and individuals with disabilities; to meet other Federal program or project needs; and finally, to meet other local transportation needs.

The program may provide for maximum feasible coordination with transportation services assisted by other Federal sources. Subrecipients should be encouraged to the extent feasible to also provide service to seniors and individuals with disabilities not affiliated with their agency, as well as to the general public, on an incidental basis if such service does not interfere with transportation services for seniors and individuals with disabilities.

Recipients and subrecipients may coordinate and assist in meal delivery service for homebound persons on a regular basis if this service does not conflict with the provision of mass transit service or result in a reduction of service to transit passengers. Section 5310 capital assistance may not be used to purchase special vehicles used solely for meal delivery or to purchase specialized equipment related to meal delivery. The number and size of vehicles applied for must be determined by the number of passengers to be transported, not meal delivery capacity.

Similarly, incidental use of a vehicle for non-passenger transportation on an occasional or regular basis is also permitted as long as it does not result in a reduction of service quality or availability of public transportation service.

The recipient must ensure that incidental service does not interfere with the provision of transit service. The recipient may request information on incidental service in the subrecipient application process. Along with the number of passengers, miles, and other statistics, some recipients require subrecipients or lessees to report periodically on meal delivery and other incidental service. Some recipients observe subrecipients' or lessee's service during site visits.

INDICATORS OF COMPLIANCE

- a. For recipients with Section 5310 subrecipients or lessees:*
 - i. How are Section 5310 program services monitored to ensure that they are eligible?*
 - ii. How are meal delivery and other incidental services monitored to ensure that they do not conflict with the provision of transit service or result in a reduction of service to transit passengers?*
- b. For recipients that provide Section 5310 service directly:*
 - i. Are services eligible?*
 - ii. Do meal delivery and other incidental services conflict with the provision of transit service or result in a reduction of service to transit passengers?*

INSTRUCTIONS FOR REVIEWER

Review the state/program management plan, subrecipient application, and subrecipient agreement for a discussion of the direction given to subrecipients on incidental service. Review a sample lease agreement for a discussion of incidental service.

Review monitoring materials, such as ridership and vehicle use reports and site visit checklists for evidence that the recipient ensures that services are provided to seniors and individuals with disabilities and that incidental services do not detract from transportation services. Onsite, review the oversight file(s) for the subrecipient(s) to be visited to determine if the recipient has implemented its oversight program.

During the subrecipient site visit, discuss incidental services.

For recipients that provide Section 5310 service directly, review public information and ridership/operating reports on the services provided. If the recipient does not compile reports, review a day's worth

of driver manifests. Onsite, discuss with the recipient how it ensures that incidental services do not conflict with the provision of transit service.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it operates ineligible service.

DEFICIENCY CODE 5310:4-1: Ineligible Section 5310 services

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it has ceased using Section 5310 funds for ineligible service and work with the FTA regional office to determine the appropriate remedy for recovering funds already expended.

The recipient is deficient if it does not monitor subrecipients or lessees to ensure that eligible service continues to be provided.

DEFICIENCY CODE 5310:4-2: Insufficient monitoring of Section 5310 eligible services

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that Section 5310-funded services continue to be eligible for assistance.

The recipient is deficient if it does not monitor its own service or that of its subrecipients or lessees to ensure that incidental services do not interfere with the provision of transportation service to seniors and individuals with disabilities.

DEFICIENCY CODE 5310:4-3: Insufficient monitoring of Section 5310 incidental service

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that incidental service provided by itself or its Section 5310 subrecipients does not detract from transportation service for seniors and individuals with disabilities.

GOVERNING DIRECTIVE

FTA Circular 9070.1G, Ch. VI

5. **VEHICLE USE.** FTA encourages maximum use of vehicles funded under the Section 5310 program. Consistent with the requirements of 49 CFR parts 18 and 19, vehicles are to be used first for program-related needs for which a Section 5310 grant is made and then to meet other Federal programs or project needs, providing these uses do not interfere with the project activities originally funded. If the vehicle is no longer needed for the original program or project, the vehicle may be used in other activities currently or previously supported by a Federal agency. Vehicles may be used:...

- a. For Section 5310 Project and Program Purposes. Recipients should consider how best to meet the needs of all seniors and people with disabilities in a particular community in the recipient's project selection process. The program must provide for maximum feasible coordination with transportation services assisted by other federal sources. Subrecipients should be encouraged to the extent feasible to also provide service to seniors and people with disabilities not affiliated with their agency, as well as to the general public, on an incidental basis if such service does not interfere with transportation services for seniors and people with disabilities. In some situations it may be appropriate to provide Section 5310 assistance to an agency to provide transportation exclusively to its own clients, but even in situations in which it is not feasible for the agency to provide services to those in the community beyond its own clients, that agency, when practicable, make the vehicle itself available to provide transportation service to other seniors and people with disabilities at times the agency is not using the vehicle for grant-related purposes. The recipient shall use the vehicle in the project or program for which it was acquired as long as needed, even if the project does not continue to receive federal funding

- d. For Meal Delivery. Transit service providers receiving assistance under this section may coordinate and assist in providing meal delivery services for homebound people on a regular basis if the meal delivery services do not conflict with the provision of transit services or result in a reduction of service to transit passengers. The number and size of vehicles applied for under Section 5310 must be determined only by the number of passengers to be transported, not meal delivery capacity. Section 5310 funds may not be used to purchase special vehicles to be used solely for meal delivery or to purchase specialized equipment such as racks or heating or refrigeration units related to meal delivery.
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5310:5. Does the recipient comply with Section 5310 vehicle lease requirements?

BASIC REQUIREMENT

Recipients must agree in writing to all subrecipient Section 5310 vehicle lease agreements. Section 5310 vehicle lease agreements must contain required provisions. Leases of Section 5310 vehicles to private operators must be awarded through a competitive process.

APPLICABILITY

Section 5310 recipients

DETAILED EXPLANATION FOR REVIEWER

Vehicles acquired under the Section 5310 program may be leased to other entities such as local governmental authorities or agencies, other private nonprofit agencies, or private for-profit operators. Since the recipient is responsible for ensuring that the terms and conditions of the original award with FTA are met, the recipient must agree, in writing, to each lease between the subrecipient and the lessee.

Lease agreements must:

- Contain the terms and conditions that must be met in providing transportation service to seniors and people with disabilities
- Contain the relevant requirements of the FTA master agreement
- Specify that the leased vehicle shall be used to provide transportation service to seniors and individuals with disabilities
- If other uses are allowed, specify that the vehicle may be used for incidental purposes only after the needs of these individuals have been met

The recipient or subrecipient must hold title to leased assets.

Recipients and subrecipients may lease any of their assets to others on an incidental basis so long as the lease agreement holds the lessee responsible for compliance with all of the requirements the recipient or subrecipient itself is responsible for, including applicable and relevant terms and conditions of FTA's master agreement.

A recipient or subrecipient may lease its assets to a private entity to operate in public transit service so long as the entity has been selected through a competitive process and so long as the lease agreement obliges the lessee to adhere to all of the applicable and relevant requirements of the FTA master agreement.

INDICATORS OF COMPLIANCE

- a. *If the recipient has Section 5310 subrecipients that lease Section 5310 vehicles, does the recipient agree to the leases in writing?*
- b. *Are the required provisions included in Section 5310 vehicle lease agreements, including the relevant requirements of the FTA master agreement?*

Section 5310 Vehicle Lease Contents	
Terms and conditions that must be met in providing transportation service to seniors and individuals with disabilities	-
Compliance with the relevant requirements of the FTA master agreement	-
Requirement that the vehicle must be used for transportation service for seniors and individuals with disabilities	-
If other uses are allowed, requirement that the needs of seniors and individuals must be met before using the vehicle for other uses	-

- c. *Does the recipient or subrecipient hold title to leased Section 5310 vehicles?*
- d. *If Section 5310 vehicles are leased to a private entity to operate in public transit service, was the entity selected through a competitive process?*

INSTRUCTIONS FOR REVIEWER

Review the state/program management plan to determine if the recipient allows leases of Section 5310-funded vehicles.

Review a lease agreement to confirm that a written agreement was executed with the lessee and to determine if the leases contain terms and conditions that must be met in providing transportation service to seniors and individuals with disabilities, including compliance with all of the requirements the recipient itself is responsible for.

Review the state/program management plan to determine if the recipient agrees to subrecipient leases in writing and if the recipient or the subrecipient holds title to leased vehicles. Review documentation that a subrecipient lease was agreed to in writing.

If vehicles are leased to private entities to operate in public transportation service, determine if the entities were selected through a competitive process by obtaining and reviewing procurement files.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not agree to the leases of Section 5310-funded vehicles by subrecipients in writing.

DEFICIENCY CODE 5310:5-1: Section 5310 lease agreements not agreed to in writing

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the regional office written approvals of subrecipient leases of Section 5310-funded vehicles and procedures for approving leases of subrecipient Section 5310-funded vehicles in writing.

The recipient is deficient if Section 5310-funded vehicle lease agreements do not contain the required provisions.

DEFICIENCY CODE: 5310:5-2: Section 5310 lease agreements missing required provisions

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office an amended lease of Section 5310-funded vehicles that contains the required terms and conditions that must be met in providing transportation service to seniors and individuals with disabilities.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office procedures for ensuring that subrecipient leases of Section 5310-funded vehicles contain the required terms and conditions that must be met in providing transportation service to seniors and individuals with disabilities.

The recipient is deficient if it or a subrecipient does not hold title to leased vehicles.

DEFICIENCY CODE 5310:5-3: Title not held in Section 5310 leases

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that it or the subrecipient holds title to leased Section 5310-funded vehicles.

The recipient is deficient if private operators are not selected through a competitive process.

DEFICIENCY CODE 5310:5-4: Leases to private operators not awarded through a competitive process

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office procedures for selecting private operators through a competitive process.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients select private operators through a competitive process.

GOVERNING DIRECTIVE

FTA Circular 9070.1G, Ch. VI

6. **LEASING VEHICLES ACQUIRED WITH SECTION 5310 FUNDS.** Vehicles acquired under the Section 5310 program may be leased to other entities such as local governmental authorities or agencies, other private nonprofit agencies, or private for-profit operators. Under such a lease, the lessee operates the vehicles on behalf of the Section 5310 subrecipient and provides transportation to the subrecipient's clientele as described in the grant application. The lease between the Section 5310 subrecipient and the lessee contains the terms and conditions that must be met in providing transportation service to seniors and people with disabilities. Because the purpose of the Section 5310 grant is to provide transportation service to seniors and people with disabilities, other uses of the vehicle are permitted only as long as such uses do not interfere with service to seniors and people with disabilities. The state or designated recipient, being responsible for ensuring that the terms and conditions of the original grant with FTA are met, must agree, in writing, to each lease between the subrecipient and the lessee. Such an agreement should specify that the leased vehicle shall be used to provide transportation service to seniors and people with disabilities, that the vehicle may be used for incidental purposes only after the needs of these individuals have been met, and that the subrecipient, state, or designated recipient must retain title to the vehicle. Recipients may lease any of their assets to others on an incidental basis so long as the lease agreement holds the lessee responsible for compliance with all of the requirements the recipient itself is responsible for. Thus, the lessee must adhere to applicable and relevant terms and conditions of FTA's master agreement in the maintenance and use of the asset. For example, a recipient may not lease its revenue vehicles to a private company to conduct charter operations except to the extent the recipient itself would be able to conduct charter operations. A recipient may lease its assets to a private entity to operate in public transit service so long as the entity has been selected through a competitive process and so long as the lease agreement obliges the lessee to adhere to all of the applicable and relevant

requirements of the FTA master agreement. A finite lease term should be established as well as a clear price and scope of work.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Are there concerns about the eligibility of any subrecipients?
2. Did background research or site visit observations reveal any potential issues or concerns about the management or implementation of the Section 5310 program not covered previously in this section?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. FTA Circular 9070.1G “Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions”

USEFUL WEBLINKS

1. State Transit Program Manager’s Guide on Administration and Oversight of FTA Grant Programs
2. National Cooperative Highway Research Program (NCHRP) Research Results Digest 341: Compliance Monitoring Tools
3. Questions and Answers on the Section 5310, JARC and New Freedom Programs
4. Enhanced Mobility of Seniors & People with Disabilities Fact Sheet (Section 5310)
5. Coordinating Council on Access and Mobility – FTA Webpage
6. Coronavirus Aid, Relief, and Economic Security Act
7. FTA’s Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
8. Notice of Concurrence
9. Emergency Relief rule
10. Emergency Relief docket

21. SECTION 5311 PROGRAM REQUIREMENTS

PURPOSE OF THIS REVIEW AREA

States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

QUESTIONS TO BE EXAMINED

1. Are all Section 5311 funds used for public transportation projects, including job access and reverse commute projects, in rural areas?
2. Does the state allow Indian tribes, even those that participate in the Tribal Transit Program, to participate in its Section 5311 program?
3. Has the state programmed at least 15 percent of its apportionment on eligible intercity bus projects?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

- Governor's certifications for intercity bus for the review period, if applicable
- Intercity bus studies

RECIPIENT FOLLOW-UP

- Records of requests for Section 5311 funding
- Documentation of consultation that supports requirements outlined in FTA C. 9040.1G for intercity bus

5311:1 Are all Section 5311 funds used for public transportation projects, including job access and reverse commute projects, in rural areas?

BASIC REQUIREMENT

Section 5311 funds must be used to support rural public transportation services.

APPLICABILITY

States

DETAILED EXPLANATION FOR REVIEWER

Section 5311 funds are available for expenditure for public transportation projects (including job access reverse commute) and intercity bus projects for people living in rural areas. Public transportation is defined as mass transportation by bus (or rail or other surface conveyance) either publicly or privately owned, which provides, to the public, general or special service on a regular and continuing basis. Section 5311 projects may include transportation to and from urbanized areas. Charter or sightseeing service is not eligible.

Section 5311 service may be designed to maximize use by members of the public who are transportation disadvantaged, including seniors, individuals with disabilities, and tribal members. Coordinated human service transportation that primarily serves seniors and individuals with disabilities, but that is not restricted from carrying other members of the public, is considered open to the general public if it is promoted as public transportation service.

States are responsible for ensuring that Section 5311 funds are being used to support eligible services. Applications generally request a description of the proposed service, including service area, eligible customers, days and hours of operation, and route information. The state must enter into an agreement

with subrecipients prior to expending funds on a project that specifies the project to be funded under the award. Some states require Section 5311 applicants to provide information on marketing. States typically require subrecipients to report information on the services provided (e.g., populations served - general public, seniors, individuals with disabilities) on a periodic basis. States can observe subrecipients' service during site visits. States might also assist subrecipients in developing marketing plans and a public transportation "brand."

Transit service providers receiving assistance under Section 5311 may coordinate and assist in providing meal delivery service for homebound persons on a regular basis if this service does not conflict with the provision of mass transit service or result in a reduction of service to transit passengers. The Federal Transit Administration (FTA) expects the nutrition program to pay operating costs attributable to meal delivery. Section 5311 capital assistance may not be used to purchase special vehicles used solely for meal delivery or to purchase specialized equipment related to meal delivery.

Similarly, incidental use of a vehicle for non-passenger transportation on an occasional or regular basis is also permitted, as long as it does not result in a reduction of service quality or availability for public transportation.

In some localities, a subrecipient receives both Section 5307 and 5311 funding to provide public transportation to urbanized and surrounding rural areas. These subrecipients should use Section 5311 funds only to assist the rural portion of those localities. Because of the wide range of circumstances under which an operator may provide services in both urbanized and rural areas, FTA expects the subrecipient to develop a reasonable basis related to the service provided, for allocating operating costs between the two FTA funding sources. The subrecipient should also apply this procedure to "joint" capital projects.

The state must ensure that incidental service provided by subrecipients does not interfere with the provision of transit service. The state may request information on incidental service in the subrecipient application. Along with the number of passengers, miles and other statistics, some states require subrecipients to report periodically on meal delivery and other incidental service. Some states observe subrecipients' service during site visits.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Incidental use

The use of transit vehicles is eligible as an incidental use if the delivery services do not conflict with the provision of transit services or result in a reduction of service to transit passengers. As part of Emergency Relief efforts authorized by 49 U.S.C. § 5324, FTA permits recipients to use Section 5307/5311 funds administered under the provisions of the Emergency Relief program, CARES Act, CRRSAA, and ARP Act funds until January 20, 2022, to pay for the operational costs of such services. During the COVID-19 public health emergency, prior approval for the incidental use of vehicles or equipment for the provision of essential services is not required, although recipients should notify their FTA Regional Office.

INDICATORS OF COMPLIANCE

a. For states with Section 5311 subrecipients:

- i. How are Section 5311 program services monitored to ensure that they are provided within a rural area or to and from a rural area?*
- ii. How are services monitored to ensure that they are open and promoted to the general public?*
- iii. How are meal delivery and other incidental services monitored to ensure that they do not conflict with the provision of transit service or result in a reduction of service to transit passengers, and the nutrition program pays the operating costs attributable to meal delivery?*

- iv. *How does the recipient ensure that subrecipients have a methodology for distributing operating and capital costs to the respective program if the subrecipient also receives Section 5307 funds?*
- b. *For states that provide Section 5311 service directly:*
- i. *Are Section 5311 program services provided within a rural area or to and from a rural area?*
 - ii. *Are services open and promoted to the general public?*
 - iii. *Do meal delivery and other incidental services conflict with the provision of transit service or result in a reduction of service to transit passengers? Does the nutrition program pay the operating costs attributable to meal delivery?*
 - iv. *Is there a methodology for distributing costs to the respective program, if the state also receives Section 5307 funds?*

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- c. *If the recipient or a subrecipient used the FTA transit vehicles to provide incidental service during the COVID-19 public health emergency, how does the recipient ensure that operating costs are not reimbursed by both FTA and another source?*

INSTRUCTIONS FOR REVIEWER

Review the Section 5311 state management plan, subrecipient application, and subrecipient agreement for a discussion of the direction given to subrecipients on general public, rural versus urban, and incidental service. Ascertain the requirements the state imposes on subrecipients regarding the provision of general public and incidental services. Review monitoring materials, such as program reports and site visit checklists, for data on how the state monitors compliance relating to general public and incidental services.

Review the website for the Section 5311 subrecipient(s) to be visited to see how the service is promoted to the general public. Onsite, review the oversight file(s) for the subrecipient(s) to be visited for evidence that the state's oversight program is implemented. During subrecipient site visits, discuss with the subrecipient its transportation program.

For states that provide service directly, review the website for information on rural service. Review schedules, system maps, and other information for Section 5311-funded service to determine if the service operates in rural areas or operates to and from a rural and urban area. Discuss the methodology for allocating costs to the rural service. Onsite, discuss with the state.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

From January 20, 2020 through January 20, 2022, CARES, CRRSAA, ARP, and ER funding can be used to pay for the operational costs of essential services such as meal delivery. Discuss how the recipient ensures that operating costs for incidental use is not also reimbursed by other sources, such as the nutrition program or another Federal agency, such as FEMA. Confirm the recipient's response by selecting an ECHO sample that includes this reimbursement and follow the instructions for reimbursement review provided for question F4 in the Financial Management and Capacity area.

POTENTIAL DEFICIENCY DETERMINATIONS

The state is deficient if it does not ensure that service operates within or to/from a rural area.

DEFICIENCY CODE 5311:1-1: Ineligible Section 5311 services

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office evidence that it has ceased providing/using Section 5311 funds for ineligible service.

NOTE: FTA will determine if any additional corrective action is necessary.

The state is deficient if it does not ensure that service is open and promoted to the general public.

DEFICIENCY CODE 5311:1-2: Insufficient monitoring of general public service

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office procedures for ensuring that Section 5311-funded services provided by itself or subrecipients are open and promoted to the general public.

The state is deficient if it does not ensure that costs are allocated between rural and urban service.

DEFICIENCY CODE 5311:1-3: Insufficient monitoring of rural vs urban service

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office procedures for ensuring that costs are allocated between rural and urban service.

The state is deficient if it does not ensure that incidental services do not interfere with the provision of public transportation service or nutrition programs cover the cost of meal delivery.

DEFICIENCY CODE 5311:1-4: Insufficient monitoring of incidental service

SUGGESTED CORRECTIVE ACTION 1: The state must submit to the FTA regional office procedures for ensuring that incidental service provided by itself or subrecipients does not detract from the provision of public transportation services.

SUGGESTED CORRECTIVE ACTION 2: The state must submit to the FTA regional office procedures for ensuring that nutrition programs pay the cost of meal delivery.

GOVERNING DIRECTIVE

FTA Circular 9040.1G, Chapter. III, Section 2 Eligibility

- a. Eligible Recipients and Subrecipients. ...The purpose of the Section 5311 program is to support public transportation for people living in any area outside of a UZA as designated by the Bureau of the Census. A UZA consists of a core area and the surrounding densely populated area with a total population of fifty thousand or more, with boundaries fixed by the Bureau of the Census. Areas not within a UZA as of the 2010 Census are eligible for Section 5311 funding even if they are included within the metropolitan area planning boundary, which includes the surrounding area expected to be urbanized within twenty years and/or the air quality nonattainment boundary.

Since the goal of Section 5311 is to enhance the overall mobility of people living in rural areas, Section 5311 projects may include transportation to or from rural areas. The service area may include destinations across a state line. Operators of interstate service are required to comply with the Federal Motor Carrier Safety Administration (FMCSA) regulations.

- b. Eligible Service and Service Areas. States can use Section 5311 funds for public transportation projects, including job access and reverse commute projects, and intercity bus transportation projects in rural area.
- c. Incidental Use. The purpose of Section 5311 assistance is the provision of public transportation services and FTA encourages maximum feasible coordination with other rural transportation services. FTA policy and the Federal Interagency Coordinating Council on Access and Mobility (CCAM) policy on vehicle resource sharing allow vehicles to be used for purposes other than that specified in the original award on an incidental basis.

A rural transit provider may use a Section 5311 vehicle for nonpassenger transportation on an occasional or regular basis, such as package delivery, if this incidental use does not result in a reduction of service quality or availability of public transportation service. The incidental use policy does not preclude the recipient's use of Section 5311 assistance to support the transportation of passengers by a private provider that is not primarily engaged in passenger transportation. For example, a recipient may use Section 5311 funds to support a contract mail carrier that incidentally provides intercity passenger transportation, if the carrier has appropriate regulatory authority to carry passengers. Section 5311 funds may only be used to subsidize the passenger transportation services of the mail carrier.

A rural transit provider may design its Section 5311 funded services to maximize use by members of the general public who are transportation-disadvantaged. Transportation disadvantaged people include seniors, people with disabilities, and low-income individuals. Transit service providers receiving assistance under Section 5310 or Section 5311 may coordinate and assist in providing meal delivery service for homebound people on a regular basis, if the meal delivery services do not conflict with the provision of transit services or result in a reduction of service to transit passengers. FTA expects that the nutrition program will pay the operating costs attributable to meal delivery. Section 5311 capital assistance may not be used to purchase vehicles used solely for meal delivery or to purchase specialized equipment such as racks or heating or refrigeration units related to meal delivery.

- d. Joint Urbanized and Rural Projects. In some localities, a subrecipient receives both Section 5307 and 5311 funding to provide public transportation to urbanized and surrounding rural areas. These subrecipients should use Section 5311 funds only to assist the rural portion of those localities. Because of the wide range of circumstances under which an operator may provide services in both urbanized and rural areas, FTA expects the subrecipient to develop a reasonable basis related to the service provided, for allocating operating costs between the two FTA funding sources. The subrecipient should also apply this procedure to "joint" capital projects. Similarly, a subrecipient that purchases vehicles under either the Section 5307 or 5311 program for use in any part of a combined urbanized and rural service area should ensure that it has capital replacement policies in place to ensure that it is using program funds according to Federal eligibility requirements. When there is a question as to the reasonableness of the subrecipient's cost allocation methodology, FTA looks to the state to make a determination.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CE4

Yes. The use of transit vehicles is eligible as an incidental use if the delivery services do not conflict with the provision of transit services or result in a reduction of service to transit passengers. As part of Emergency Relief efforts authorized by 49 U.S.C. § 5324, FTA also will permit recipients to use Section 5307/5311 funds administered under the provisions of the Emergency Relief program, CARES Act or CRRSAA funds until January 20, 2022, to pay for the operational costs of such services. In addition, these services may be eligible for FEMA's Public Assistance program, and to maximize the funding available to them to respond to the COVID-19 public health emergency, FTA recommends that recipients check with their State Office of Emergency Services to determine whether those resources are available,

or to seek reimbursement from the entity requesting the service. A recipient may charge only costs not covered by other entities to an FTA grant. During the COVID-19 public health emergency, prior approval for the incidental use of vehicles or equipment for the provision of essential services is not required, although recipients should notify their FTA Regional Office.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA48

Funding requirements under ARP are the same as those for the CARES Act and CRRSAA, with the following exceptions:

1. All ARP funding administered under Sections 5307, 5310, and 5311 must be obligated in a grant by September 30, 2024 and must be disbursed by September 30, 2029.
2. All ARP funding administered under Sections 5307, 5310, and 5311 should be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation), unless the recipient certifies to the Administrator of the Federal Transit Administration that the recipient has not furloughed any employees since March 27, 2020 (the enactment date of the CARES Act). Please also see new FAQs CA49-CA57.
3. States are required to set aside 15 percent of their Section 5311 ARP apportionment for intercity bus activities unless they certify, after consultation, that intercity bus needs in the state have been met. The \$100 million in ARP funding specifically designated for intercity bus must be used for intercity bus projects unless the State does not have any eligible recipients for intercity bus funds. In addition, the Rural Transit Assistance Program (RTAP) set-aside of 2 percent of Section 5311 funds applies.
4. Private providers of public transportation are eligible to become subrecipients of CARES Act and CRRSAA funds, but not ARP funding.

Except for the items described above, all FAQs explaining funding and program requirements for CARES Act and CRRSAA funds also apply to ARP funds.

5311:2 Does the state allow Indian tribes, even those that participate in the Tribal Transit Program, to participate in its Section 5311 program?

BASIC REQUIREMENT

States must allow Indian tribes, even those that participate in the Tribal Transit Program, to participate in their Section 5311 programs.

APPLICABILITY

States, excluding insular areas

DETAILED EXPLANATION FOR REVIEWER

The Section 5311 program of projects must provide for fair and equitable distribution of funds within the state, including Indian tribes. Tribal Transit Program funds are not meant to replace or reduce funds that Indian tribes receive from states through Section 5311 but are used to enhance public transportation on Indian reservations and other tribal transit services.

For many states, demand exceeds the availability of funding. The state may restrict Section 5311 funding by increasing the local match requirement, by limiting the use of funds (e.g., operating assistance only), or by imposing other limitations. Some states, for example, give priority to maintenance of effort over service expansion. Doing so may prevent new providers, including Indian tribes, from participating in the

Federal assistance program. FTA has determined that giving priority to maintenance of effort provides for the fair and equitable distribution of funds.

INDICATOR OF COMPLIANCE

- a. *Are Indian tribes, even those that participate in the Tribal Transit Program, eligible to participate in the state's Section 5311 program?*

List of Indian Tribes in the State	List of Tribal Section 5311 Subrecipients	Comments
-	-	-
-	-	-
-	-	-
-	-	-

INSTRUCTIONS FOR REVIEWER

Review the Section 5311 state management plan for the process for selecting projects and subrecipient applications for project eligibility to determine if the receipt of Tribal Transit Program funds restricts eligibility. Review the process for selecting applicants to confirm it is consistent with the state management plan. Review program of projects in TrAMS to determine if any Indian tribes are subrecipients. Compare the list of tribal subrecipients with the most recent Federal Register Notice "Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs" to determine how many listed tribes in the state do not receive Section 5311 assistance. As of the publication of this guide, the most recent notice was published January 30, 2020.

Review the record of requests received that the state is required to maintain to meet its Title VI requirements for Indian tribes that were rejected and accepted for funding. Onsite, discuss tribal eligibility with the state and any applications from tribes that were denied.

POTENTIAL DEFICIENCY DETERMINATION

The state is deficient if Indian tribes are not allowed to participate in the state's Section 5311 program or if receipt of Tribal Transit Program funds restricts the ability to participate in the program.

DEFICIENCY CODE 5311:2-1: Indian tribes excluded from Section 5311 program

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office a revised state management plan that incorporates a process for distributing funding that enables Indian tribes, including those participating in the Tribal Transit Program, to participate in the state's Section 5311 program and evidence that it was implemented in the next application cycle. The state must submit evidence that it obtained public comment on the plan revisions.

GOVERNING DIRECTIVE

FTA Circular 9040.1G, Chapter IV Program Development

1. FAIR AND EQUITABLE DISTRIBUTION. The program of projects the state submits to FTA for approval must provide for fair and equitable distribution of the apportionment in the state, including Indian reservations, as well as maximum feasible coordination with other public transportation services assisted by other Federal sources. The state should document its process for selecting applicants consistent with the state management plan as outlined in Chapter VI. The Tribal Transit Program funds set aside for Indian tribes are not meant to replace or reduce funds that Indian tribes receive from states through the Section 5311 program but should be used to enhance public

transportation on Indian reservations and other tribal transit services. FTA encourages states to use the increase in funding for rural transit under MAP-21 to support expansion of transit service to areas without service and to improve the level of service or coverage in areas that have minimal service.

5311:3 Has the state programmed at least 15 percent of its apportionment on eligible intercity bus projects?

BASIC REQUIREMENT

The state is required to expend at least 15 percent of its Section 5311 apportionment to carry out a program to develop and support intercity bus transportation, unless the governor certifies that the intercity bus service needs of the state are being met adequately through an extensive consultation process. These funds must be used for actual expenses that support eligible intercity bus projects in a state.

APPLICABILITY

States excluding insular areas

DETAILED EXPLANATION FOR REVIEWER

Connection to the national network of intercity bus service is an important goal of Section 5311(f) and services funded must make meaningful connections wherever feasible. Intercity bus projects may include package express service, if it is incidental to passenger transportation. The definition of intercity bus does not include commuter service (service designed primarily to provide daily work trips within the local commuting area). Commuter service is excluded because it is considered a local public transportation service, eligible for assistance under Section 5311, but not counting toward the required percentage for Section 5311(f).

Intercity service is not limited by the size of the vehicle used or by the identity of the carrier. Intercity bus does not include air, water, or rail service. While much of the public transportation service assisted under Section 5311 covers large distances because of the nature of the areas served, not all long-distance trips are included in the definition of intercity service. For example, service that provides extensive circulation within a region (in contrast to regular but infrequent service from limited points in the community of origin to limited points in the destination community) is not considered intercity service, although it may be an eligible public transportation service. Similarly, service that only incidentally stops at an intercity bus facility among other destinations within the city at either end of a route that covers a long distance, without regard to scheduled connections, is eligible for Section 5311 assistance as public transportation, but is not an intercity feeder service. The statute identifies eligible intercity bus activities, including:

- Planning and marketing for intercity bus transportation
- Capital awards for intercity bus shelters, joint-use stops and depots
- Operating awards through purchase-of-service agreements, user-side subsidies and demonstration projects
- Coordination of rural connections between small transit operations and intercity bus carriers

This listing does not preclude other capital and operating projects for the support of rural intercity bus service.

Service that acts as a feeder to intercity bus service and makes meaningful connections with scheduled intercity bus service to more distant points is eligible. The feeder service is not required to have the same characteristics as the intercity bus service to which it connects. For example, it can be demand responsive. Where feasible, intercity bus feeder service may also provide access to intercity connections with rail or air service.

The state is required to expend no less than 15 percent of its Section 5311 apportionment on a program to develop and support intercity bus transportation in rural areas. The requirement applies only to the funds FTA apportions to the state; it does not apply to any funds the state transfers to its Section 5311 program. It also does not apply to Rural Transportation Assistance Program (RTAP) or Appalachian Development Public Transportation Assistance Program funds. Note that since insular areas (American Samoa, Guam, and Northern Mariana Islands) can use their consolidated awards for any purpose or program authorized under the programs, they are not required to spend 15 percent of their Section 5311 apportionments on intercity bus service.

The state may spend less than 15 percent of its Section 5311 apportionment if the governor (or designee) certifies that the intercity bus service needs of the state are adequately met. The governor must certify in each apportionment year that the state does not program the required percentage of funds. The state may include more than one apportionment year in a certification.

Before the governor certifies that intercity bus needs are adequately met, the state must consult with affected intercity bus service providers. FTA has established minimum requirements for the intercity bus consultative process. Please see the Section 5311 Circular for requirements of the consultation process. The process must:

- Identify intercity bus providers in the state
- Consult with identified providers and the intercity bus industry
- Provide an opportunity for intercity bus providers to submit proposals for funding
- Demonstrate a direct correlation between the results of the consultation process and a determination that the state's intercity bus needs are adequately met

The state management plan must document the procedure to be implemented for the consultative process.

A state may have obligated and assigned funds to intercity bus projects in prior years or reserved funds for intercity bus projects not yet selected. A state may also have withheld prior year funds from obligation pending a decision on intercity bus needs. In either case, if the funds committed or reserved for intercity bus projects are later determined to not be needed for intercity bus service, the state may submit a retroactive certification within the period of availability of funds. This action will permit the use of the prior year funds for other rural transit projects.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

States must spend 15 percent of their CARES and ARP Section 5311 funds on intercity bus transportation, unless the Governor certifies, after consultation with affected intercity bus service providers, that the intercity bus service needs of the State are being met adequately. The requirement to spend 15 percent of the Section 5311 apportionment on intercity bus transportation does not apply to CRRSAA, although intercity bus is still an eligible expense. States that allocated less than 15 percent of CARES or ARP funding for intercity bus expenses must have undergone a new consultation process under federal public transportation law (49 U.S.C. § 5311(f)(2)) if the previous consultation process concluded prior to April 2, 2020, when FTA apportioned CARES Act funds. A state's intercity bus needs may have changed since the last consultation.

ARP also provides \$100 million to states for intercity bus transportation. The funding is for bus operators that partner with recipients or subrecipients of Section 5311(f) funds. The funds are allocated in the same ratio as funds provided under Section 5311 in FY2020. If a State or territory does not have bus providers eligible under Section 5311(f), funds may be used for any expense eligible under Section 5311.

INDICATORS OF COMPLIANCE

- a. *Are the intercity bus activities that the state is pursuing eligible?*

- b. For the four years covered by the review, document the recipient's allocation for expenditures on intercity bus projects:

Intercity Bus Projects				
Federal fiscal year:	20XX	20XX	20XX	20XX
Apportionment:	-	-	-	-
Award number	-	-	-	-
Award number	-	-	-	-
Award number	-	-	-	-
Total projects	-	-	-	-
Percentage of apportionment	-	-	-	-
Governor's certification (yes, no, or not applicable)	-	-	-	-

- c. If the state programmed less than 15 percent of its apportionment on intercity bus projects, did the governor certify that intercity bus needs are adequately met during the period of availability of the funds?

- d. Did the state consult with intercity bus providers before seeking the governor's certification?

Consultative Process Minimum Requirements	Comment
Identification of intercity bus providers in the state	-
Activities the state performed as part of consultation with identified providers and intercity bus organizations	-
An opportunity for intercity bus providers to submit proposals for funding as part of the state's distribution of its annual apportionment	-
Direct correlation between the results of the consultation process and demonstrated that the state's intercity bus needs are adequately met	-

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

- e. Did the recipient allocate less than 15 percent of CARES or ARP the funding to intercity bus expenses?

- a. If yes, did the governor certify that intercity bus needs are being met?

- b. *If yes, when did the recipient's previous consultation process conclude?*
- c. *If the consultation process concluded prior to April 2, 2020, was a new process completed? If no, explain*

Intercity Bus Projects		
Supplemental Funds Program	CARES Act	ARP Act
Apportionment:	-	-
Intercity bus allocation	-	-
Percentage of apportionment	-	-

- f. *Did the recipient use the additional ARP funds allocation for projects where bus operators purchased with recipients or subrecipients of Section 5311 funds?*
- a. *If no, were there no bus providers eligible under Section 5311f?*
- b. *If no, were funds used for eligible Section 5311 expense?*

INSTRUCTIONS FOR REVIEWER

Review the state management plan for a discussion of the state's intercity bus program and a description of eligible projects. Review the Section 5311 program of projects in TrAMS for:

- i. Descriptions of the state's intercity bus projects.
- ii. The amount and percentage of funds the state has programmed for its intercity bus needs for the four most recent apportionment years. To determine the percentage, compare the amount programmed for intercity bus projects to the annual apportionment, not the total amount of the award.

Onsite, discuss the nature of the projects. Ensure that the projects serve rural areas and provide for meaningful connections to the intercity bus network.

Go to the FTA website and pull apportionments for the years of the three most recent Section 5311 awards. Note: The requirement applies to the apportionment, not the award. An award may have multiple years of funding. The account classification code will indicate the year of the funds. For awards with multiple years of funds, check with the state for the year of funds used for intercity bus projects.

FLEXIBILITIES AND ADMINISTRATIVE RELIEF

Calculate the amount that should be allocated to intercity bus expenses by completing the table provided above. If the award application does not indicate that 15 percent of the CARES or ARP apportionment or the actual apportionment in the ARP Act was allocated for intercity bus expenses, discuss with the recipient. If the governor certified that needs are met, confirm that the recipient conducted a consultation process after April 2, 2020.

POTENTIAL DEFICIENCY DETERMINATIONS

The state is deficient if projects selected or funded do not meet the definition of intercity bus service or are not consistent with eligible activities.

DEFICIENCY CODE 5311:3-1: Ineligible intercity bus projects

SUGGESTED CORRECTIVE ACTION 1: The state must cease counting ineligible service towards the 15 percent requirement in future awards.

SUGGESTED CORRECTIVE ACTION 2: The state must submit to the FTA regional office documentation that the subrecipient has modified the service to make it eligible for intercity bus funding or identified new projects that are eligible.

The state is deficient if the governor did not certify within the period of availability of funds.

DEFICIENCY CODE 5311:3-3: Intercity bus certification lacking

SUGGESTED CORRECTIVE ACTION: Consult with the FTA regional office regarding the corrective action.

The state is deficient if it did not follow a consultative process before certifying that intercity bus needs were adequately met.

DEFICIENCY CODE 5311:3-4: No intercity bus consultative process

SUGGESTED CORRECTIVE ACTION: The state must submit to the FTA regional office a revised state management plan that includes a consultative process and evidence that it obtained public comment on the revised plan.

GOVERNING DIRECTIVE

FTA Circular 9040.1G, Chapter VIII Intercity Bus

3. **GOVERNOR'S CERTIFICATION.** A state is required to expend at least 15 percent of its apportionment for an intercity bus program, unless "the Governor of the State certifies to the Secretary, after consultation with affected intercity bus service providers, that the intercity bus service needs of the State are being met adequately." The statutory provision for certification by the governor implies a statewide assessment of intercity bus service currently available and of any existing needs. The legislative history indicates that the assessment of intercity bus needs may be made relative to other rural needs in the state. A state certifying that its needs are adequately met must demonstrate that it has assessed statewide intercity mobility needs no more than four years before the date of the certification. The state must document in the state management plan (SMP) its consultation process and any process that it develops for periodically assessing statewide needs. FTA will evaluate evidence that the state has followed its process in state management reviews approximately every three years. A state must certify that the intercity bus service needs of the state are being met adequately for each fiscal year that it does not intend to use 15 percent of its Section 5311 apportionment for intercity bus service. The state may include more than one year in a single signed certification. If the state determines that expenditure of some amount of funds less than the full 15 percent will result in needs being met adequately, it may submit a "partial" certification for the remainder of the 15 percent and spend only the portion needed to ensure that the intercity bus needs are met adequately. In some cases, a state may have obligated and assigned funds to intercity bus projects in prior years, or reserved funds for intercity bus projects not yet selected. A state may also have withheld prior year funds from obligation pending a decision on intercity bus needs. In either of those cases, if the funds committed or reserved for intercity bus projects are later determined not to be needed for intercity bus service, the state may submit a retroactive certification within the period of availability of the funds. This action will permit the use of the prior year funds for other rural transit projects, subject to the notification and approval conditions described in Chapter IV of this circular and consultation with intercity bus providers before certification. The governor of the state or his or her duly authorized designee must sign a certification letter addressed to the Federal transit administrator, with a copy to the FTA regional office. The letter should include sufficient information regarding the consultation process and needs assessments for FTA to make an initial determination that the certification is supported by the results of the process. In addition, in its oversight activities,

FTA will examine the basis for a governor's certification. The assurance the state makes as part of the annual certifications and assurances that it will meet the requirements of Section 5311(f) does not substitute for a certification by the governor that the needs are met adequately. Appendix F provides a sample certification letter.

4. CONSULTATION PROCESS REQUIREMENTS.

b. The state's intercity consultation process must include the following elements:

- (1) identification of intercity bus providers in the state;
- (2) activities the state will perform as part of consultation with identified providers and intercity bus organizations;
- (3) an opportunity for intercity bus providers to submit proposals for funding as part of the state's distribution of its annual apportionment; and
- (4) a direct correlation between the results of the consultation process and a determination that the state's intercity service needs are being met adequately.

7. ELIGIBLE SERVICES AND SERVICE AREAS. Connection to the national network of intercity bus service is an important goal of Section 5311(f) and services funded must make meaningful connections wherever feasible. Intercity bus projects may include package express service, if it is incidental to passenger transportation. The definition of intercity bus does not include commuter service (service designed primarily to provide daily work trips within the local commuting area). Commuter service is excluded because it is considered a local public transportation service, eligible for assistance under Section 5311 but not counting toward the required percentage for Section 5311(f). Intercity service is not limited by the size of the vehicle used or by the identity of the carrier. Intercity bus does not include air, water, or rail service. While much of the public transportation service assisted under Section 5311 covers large distances because of the nature of the areas served, not all long distance trips are included in the definition of intercity service. For example, service that provides extensive circulation within a region (in contrast to regular but infrequent service from limited points in the community of origin to limited points in the destination community) is not considered intercity service, although it may be an eligible public transportation service. Similarly, service that only incidentally stops at an intercity bus facility among other destinations within the city at either end of a route that covers a long distance, without regard to scheduled connections, is eligible for Section 5311 assistance as public transportation, but is not an intercity feeder service.

8. ELIGIBLE ACTIVITIES. Eligible activities under Section 5311(f) must support intercity bus service in rural areas. Section 5311(f) specifies eligible intercity bus activities to include "planning and marketing for intercity bus transportation, capital grants for intercity bus shelters, joint-use stops and depots, operating grants through purchase-of-service agreements, user-side subsidies and demonstration projects, and coordination of rural connections between small public transportation operations and intercity bus carriers." This listing does not preclude other capital and operating projects for the support of rural intercity bus service. For example, the state may provide operating assistance to a public or private nonprofit organization for the direct operation of intercity service after appropriate consideration of participation by private for-profit service providers. Capital assistance may be provided to purchase vehicles or vehicle-related equipment such as wheelchair lifts for use in intercity service. Charter and tour services are not eligible for FTA assistance. See 49 CFR part 604. FTA encourages the participation of private companies that provide public transportation to the maximum extent feasible in this and other FTA programs. Among the various types of projects in which private intercity bus operators may wish to participate are improvements to existing intercity terminal facilities for rural passengers, modifications to transit facilities to facilitate shared use by intercity bus, intercity rail, and rural transit operators, operating assistance to support specific intercity route segments, and applications of intelligent transportation systems (ITS) technology for coordinated information and scheduling. FTA funds can be used for all aspects of intercity bus and rail facilities in facilities (such as intermodal terminals) that meet the criteria in Section 5302(3)(G) for joint development projects.

FTA published final guidance for joint development projects in the *Federal Register* on February 7, 2007 (72 FR 5788).

9. **FEEDER SERVICE.** The “coordination of rural connections between small transit operations and intercity bus carriers” may include the provision of service that acts as a feeder to intercity bus service, and which makes meaningful connections with scheduled intercity bus service to more distant points. The feeder service is not required to have the same characteristics as the intercity service with which it connects. For example, feeder service may be demand-responsive, while intercity service is by definition fixed route. Examples of eligible costs include marketing and extended hours of service in order to connect with scheduled intercity service. Where feasible, intercity bus feeder service may also provide access to intercity connections with rail or air service. Rural transit providers operating feeder service with destinations across state lines are required to comply with the Federal Motor Carrier Safety Administration (FMCSA) regulations. Intrastate feeder service may also trigger compliance with FMCSA regulations if interlining is involved (issuing a single ticket for the feeder service and the trip provided by an interstate carrier). Section 5311(f) funds may be used for expenses incurred by a public transit operator as a result of FMCSA requirements triggered by the provision of feeder services.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA21

It depends. All requirements for the Section 5311 program apply unless otherwise noted for CARES Act and ARP funding; however CRRSAA does not require States to set aside 15 percent of their apportionment for intercity bus. Additional funding for intercity bus is available from and administered by the Department of the Treasury (see OF2).

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CA28

It depends. A State that intends to allocate less than 15 percent of CARES Act or ARP funds for intercity bus expenses must undergo a new consultation process under Federal public transportation law (49 U.S.C. § 5311(f)(2)) if the previous consultation process concluded prior to April 2, 2020, when FTA apportioned CARES Act funds. A consultation undertaken after April 2, 2020 satisfies the requirement for ARP funding as well as CARES Act funding; however, States that believe their intercity needs may have changed have the option to undertake a new consultation.

CRRSAA does not require States to set aside 15 percent of their apportionment for intercity bus. Additional supplemental funding for intercity bus is administered by the Department of the Treasury (see OF2).

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Are there concerns about the eligibility of any subrecipients?
2. Did background research or site visit observations reveal any potential issues or concerns about the management or implementation of the Section 5311 program not covered previously in this section?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws
2. FTA Circular 9040.1G, “Formula Grants for Rural Areas: Program Guidance and Application Instructions

USEFUL WEBLINKS

1. State Transit Program Manager's Guide on Administration and Oversight of FTA Grant Programs
2. National Cooperative Highway Research Program (NCHRP) Research Results Digest 341: Compliance Monitoring Tools
3. Indian Entities Recognized by and Eligible To Receive Services From the United States Bureau of Indian Affairs
4. Coronavirus Aid, Relief, and Economic Security Act
5. FTA's Frequently Asked Questions From FTA Grantees Regarding Coronavirus Disease 2019
6. Notice of Concurrence
7. Emergency Relief rule
8. Emergency Relief docket
9. FTA Apportionment Tables

22. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

PURPOSE OF THIS REVIEW AREA

Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP).

QUESTIONS TO BE EXAMINED`

PTASP1. Does the recipient have an ASP?

PTASP2. Has the Accountable Executive designated a Chief Safety Officer (CSO) or Safety Management System (SMS) Executive?

PTASP3. Does the ASP include the required elements?

PTASP4. Does the recipient maintain its PTASP documents for a minimum of three years?

PTASP5. Does the recipient monitor subrecipients for compliance with PTASP requirements?

PTASP6. Did the State recipient develop and certify ASPs on behalf of small public transportation provider?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

Recipients with ASPs

- ASP(s) and all referenced documents, including policies and/or procedures
 - Documentation of the recipient's Board of Directors' or Equivalent Authority's approval of the ASP
 - Documentation of the ASP approval by the State Safety Oversight Agency (SSOA) (rail transit modes only)
 - Organizational chart or other documentation of the CSO/SMS Executive's uninterrupted line of reporting to the Accountable Executive, if not included in the ASP
 - Emergency Preparedness and Response Plan, if not included in the ASP (rail transit modes only)
 - List of small public transportation providers for which the State developed ASPs, if applicable
 - Small public transportation provider State ASP opt out letter, if applicable
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PTASP1. Does the recipient have an ASP?

BASIC REQUIREMENT

The PTASP regulation requires operators of public transportation systems that are recipients of FTA Section 5307 awards and operators of rail transit systems subject to the State Safety Oversight Program (SSOP) to have an ASP signed by their Accountable Executive and approved by their Board of Directors or Equivalent Authority. Rail transit ASPs also must be approved by the designated State Safety Oversight Agency.

APPLICABILITY

Section 5307 recipients and rail transit agencies subject to the SSOP who operate a public transportation system.

DETAILED EXPLANATION FOR REVIEWER

Recipients of financial assistance under 49 U.S.C. Section 5307 who operate public transportation and operators of rail transit systems subject to the SSOP must implement an ASP. Section 5307 recipients

who operate transit modes under the safety oversight of the United States Coast Guard (USCG), such as passenger ferry service, or the Federal Railroad Administration (FRA), such as commuter rail service, do not need to have an ASP for those modes. Recipients that *do not* operate public transportation are not required to have an ASP. States are required to develop ASPs for small public transportation providers in their jurisdiction, unless the small public transportation provider opts to develop its own plan and notifies the State.

Recipients that are subject to the PTASP regulation must have an ASP meeting the requirements of 49 CFR Part 673 on or before July 20, 2020. However, in light of the extraordinary operational challenges presented by the COVID-19 public health emergency, FTA issued a [Notice of Enforcement Discretion](#) delaying FTA enforcement of PTASP requirements until July 20, 2021.

A recipient who is subject to the PTASP regulation is required to have its ASP, and subsequent updates to its ASP, signed by its Accountable Executive and approved by its Board of Directors or Equivalent Authority. Rail transit agency plans also must be approved by the designated State Safety Oversight Agency (SSOA).

NOTE: A small public transportation provider is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all fixed route transit modes or in any one non-fixed transit mode and does not operate rail transit.

INDICATORS OF COMPLIANCE

- a. *Is the recipient required to have an ASP?*
 - 1) *If no, what exception to ASP requirement is applicable?*
- b. *If the recipient is required to have an ASP, does it have one?*
- c. *On what date was the ASP adopted?*
- d. *Are the ASP, and subsequent updates to the ASP, signed by the Accountable Executive?*
 - 1) *What is the name of the Accountable Executive who signed the ASP?*
 - 2) *What is the Accountable Executive's title and role in the agency?*
 - 3) *Who appointed this person as the Accountable Executive for the ASP?*
 - 4) *What is the name of the Accountable Executive who signed the agency's TAM plan?*
 - 5) *If the Accountable Executive who signed the TAM plan is different from the Accountable Executive who signed the ASP, explain why:*
- e. *Are the ASP, and subsequent updates to the ASP, approved by the recipient's Board of Directors or Equivalent Authority?*
 - 1) *If approved by an Equivalent Authority, what is the entity and what is that entity's relationship to the recipient?*
 - 2) *On what date was the ASP, and subsequent updates to the ASP, approved by the Board of Directors or Equivalent Authority?*
 - 3) *How was approval provided and what documentation substantiates approval by the Board of Directors or Equivalent Authority?*

- f. *Does the recipient operate a rail transit mode that is subject to the SSOP?*
- 1) *If yes, what entity is the designated State Safety Oversight Agency?*
 - 2) *On what date was the ASP approved by the SSOA?*
 - 3) *How was approval provided and what documentation substantiates approval by the SSOA?*

INSTRUCTIONS FOR REVIEWER

Request and review the recipient's ASP(s). A recipient may have multiple ASPs to address different transit modes. Review evidence that:

- The ASP was in place on or before July 20, 2021.
- The ASP contains the signature of the Accountable Executive. Cross reference the Accountable Executive in the ASP to confirm it is the same individual in the TAM plan.
- The ASP addresses approval of the Board of Directors or Equivalent Authority. Obtain and review evidence of such approval as referenced in the ASP.
- The ASP for a rail transit mode subject to the SSOP addresses approval of the SSOA. Obtain and review evidence of such approval as referenced in the ASP.

POTENTIAL DEFICIENCY INFORMATION

The recipient is deficient if it is required to and does not have an ASP in place.

DEFICIENCY CODE PTASP1-1: ASP not in place.

SUGGESTED CORRECTIVE ACTION: The recipient must submit its ASP to the FTA regional office.

NOTE: If the recipient has an ASP in place, no deficiency is needed.

The recipient is deficient if its ASP, or subsequent updates to the ASP, are not signed by the Accountable Executive.

DEFICIENCY CODE PTASP1-2: ASP not signed by the Accountable Executive.

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a copy of the ASP signed by the Accountable Executive.

The recipient is deficient if its ASP, or subsequent updates to the ASP, are not approved by its Board of Directors or Equivalent Authority.

DEFICIENCY CODE PTASP1-3: ASP not approved by Board of Directors or Equivalent Authority.

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that the Board of Directors or Equivalent Authority approved its ASP.

The recipient is deficient if it operates rail service subject to the SSOP and its ASP is not approved by the SSOA.

DEFICIENCY CODE PTASP1-4: ASP not approved by SSOA

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that the SSOA approved its ASP.

GOVERNING DIRECTIVE

49 CFR § 673.1 Applicability

(a) This part applies to any State, local governmental authority, and any other operator of a public transportation system that receives Federal financial assistance under 49 U.S.C. Chapter 53.

(b) This part does not apply to an operator of a public transportation system that only receives Federal financial assistance under 49 U.S.C. 5310, 49 U.S.C. 5311, or both 49 U.S.C. 5310 and 49 U.S.C. 5311.

49 CFR § 673.5 Definitions

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Rail fixed guideway public transportation system means any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system in engineering or construction. Rail fixed guideway public transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail transit agency means any entity that provides services on a rail fixed guideway public transportation system.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

Transit agency means an operator of a public transportation system.

49 CFR § 673.11 General Requirements

(a) A transit agency must, within one calendar year after July 19, 2019, establish a Public Transportation Agency Safety Plan that meets the requirements of this part and, at a minimum, consists of the following elements:

(a)(1) The Public Transportation Agency Safety Plan, and subsequent updates, must be signed by the Accountable Executive and approved by the agency's Board of Directors, or an Equivalent Authority.

(f) Agencies that operate passenger ferries regulated by the United States Coast Guard (USCG) or rail fixed guideway public transportation service regulated by the Federal Railroad Administration (FRA) are not required to develop agency safety plans for those modes of service.

49 CFR § 673.13 Certification of Compliance

(a) Each transit agency, or State as authorized in §673.11(d), must certify that it has established a Public Transportation Agency Safety Plan meeting the requirements of this part one year after July 19, 2019. A State Safety Oversight Agency must review and approve a Public Transportation Agency Safety Plan developed by rail fixed guideway system, as authorized in 49 U.S.C. 5329(e) and its implementing regulations at 49 CFR part 674.

PTASP2. Has the Accountable Executive designated a Chief Safety Officer (CSO) or Safety Management System (SMS) Executive?

BASIC REQUIREMENT

A recipient's Accountable Executive must designate a CSO or SMS Executive.

APPLICABILITY

Section 5307 recipients and rail transit agencies subject to the SSOP who operate a public transportation system.

DETAILED EXPLANATION FOR REVIEWER

Section 5307 recipients and rail transit agencies that are required to develop an ASP must ensure that the Accountable Executive designates a CSO/SMS Executive. The CSO/SMS Executive is an adequately trained individual who has the authority and responsibility for day-to-day implementation and operation of the recipient's SMS. Recipients may either identify a CSO/SMS Executive, or the Accountable Executive may also serve in that role.

If the CSO/SMS Executive is not the Accountable Executive, the individual must meet the following criteria:

- Be designated as the CSO/SMS Executive by the Accountable Executive.
- Direct line of reporting to the Accountable Executive.
- For rail transit modes, may not serve in other operational and maintenance capacities, unless those functions have a nexus to safety.

The CSO/SMS Executive is responsible for the following two oversight roles:

- Oversight of the safety function. Responsibilities may include:
 - Overseeing safety risk management practices.
 - Overseeing safety event investigations.
 - Communicating with executive leadership and the Board of Directors or Equivalent Authority.
 - Managing internal safety audit programs.
 - Overseeing safety certification.
 - Coordinating with the State Safety Oversight Agency, if applicable.
- Management of the SMS function. Responsibilities may include:

- Serving as the agency's SMS subject matter expert.
- Coordinating Key Staff.
- Facilitating the development, implementation, and continuous improvement of SMS processes and activities.
- Procuring technical resources for SMS implementation and operation.
- Socializing SMS activities with agency executives and staff as necessary.
- Communicating SMS implementation progress and challenges.

INDICATORS OF COMPLIANCE

- a. *Which does the agency have:*
 - 1) *A Chief Safety Officer*
 - 2) *A Safety Management System Executive*
- b. *What is the name of the person designated for this role?*
- c. *Was this person designated by the Accountable Executive?*
 - 1) *What evidence was reviewed to substantiate this designation?*
- d. *Does the CSO/SMS Executive hold a direct line of reporting to the Accountable Executive?*
 - 1) *What evidence was reviewed to substantiate this?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's ASP to determine if the Accountable Executive is also functioning as the CSO/SMS Executive or to determine if the Accountable Executive designated a CSO/SMS Executive. Verify that the CSO/SMS Executive job description aligns with responsibilities for the CSO/SMS Executive described in the regulation. Discuss any differences between the job description and the CSO/SMS Executive responsibilities in the regulation.

If the CSO/SMS Executive is not the Accountable Executive, obtain documentation, such as the organization chart, correspondence, meeting minutes, etc. that demonstrates there is a direct reporting line between the two positions.

NOTE: The CSO/SMS can be a contractor, provided they meet all requirements specified for the role.

POTENTIAL DEFICIENCY INFORMATION

The recipient is deficient if it did not identify a CSO/SMS Executive or designate the Accountable Executive to serve as the CSO/SMS Executive.

DEFICIENCY CODE PTASP2-1: No designated CSO/SMS Executive.

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office evidence that its Accountable Executive designated a CSO/SMS Executive or that the Accountable Executive serves as the CSO/SMS Executive.

The recipient is deficient if its CSO/SMS Executive does not have a direct line of reporting to the Accountable Executive.

DEFICIENCY CODE PTASP2-2: No direct line of reporting to Accountable Executive.

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office evidence that its CSO/SMS Executive has a direct line of reporting to the Accountable Executive.

GOVERNING DIRECTIVE

49 CFR § 673.23 Safety Management Policy

(d)(2) Chief Safety Officer or Safety Management System (SMS) Executive. The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.

49 CFR § 673.5 Definitions

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

PTASP3. Does the ASP include the required elements?

BASIC REQUIREMENT

A recipient subject to the PTASP regulation must have a plan that meets the requirements of 49 CFR Part 673.

APPLICABILITY

Section 5307 recipients and rail transit agencies subject to the SSOP who operate a public transportation system

DETAILED EXPLANATION FOR REVIEWER

A recipient of financial assistance under Section 5307 and rail transit agencies who are subject to the PTASP regulation must, at a minimum, include the following requirements under 49 CFR 673 in its ASP:

- Signature of the Accountable Executive: *Covered in question PTASP1.*
- Approval of Board of Directors, or Equivalent Authority: *Covered in question PTASP1.*
- Safety Performance Targets: Safety performance targets must be based on the safety performance measures established in FTA's National Public Transportation Safety Plan. A recipient must make its safety performance targets available to States and Metropolitan Planning Organizations (MPO) to aid in the planning process.
- Safety Management System: A recipient's Safety Management System must be appropriately scaled to the size, scope and complexity of the recipient and include the following elements:
 - Safety Management Policy: The Safety Management Policy includes information relevant to developing and carrying out the other SMS elements. Part 673 requires the following four Safety Management Policy elements:

- Written policy statement with safety objectives
- Employee Safety Reporting Program
- Communication of the Safety Management Policy throughout the agency
- Establishment of authorities, accountabilities, and responsibilities
- *Safety Risk Management:* SRM is a process for identifying hazards and analyzing, assessing, and mitigating safety risk. Part 673 requires the following three elements to establish and implement a process for managing safety risk:
 - Hazard identification – Hazard is defined as any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
 - Risk assessment – Includes a composite of predicted severity and likelihood of the potential effects of the identified hazards, and prioritization of the hazards based on safety risk.
 - Risk mitigation – method(s) to eliminate or reduce the effects of hazards.
- *Safety Assurance:* Safety Assurance helps to ensure that mitigations put in place to manage safety risk are carried out and working as intended, potential safety issues are identified early, and safety objectives are met. Part 673 requires Safety Assurance to focus on three processes:
 - Safety performance monitoring and measurement. Recipients may adopt various methods to collect and use information to support safety performance monitoring and measurement activities, such as: observing transit operations, conducting audits, reviews, and assessments, etc.
 - Management of change. Recipients must evaluate proposed or future changes that may introduce new hazards or impact the agency's safety performance. These changes may include organizational and budgetary changes; staffing changes; changes to operations or maintenance procedures; changes to service or service environment; the design and construction of major capital projects (such as New Starts and Small Starts projects and associated certifications); and modifications to equipment, vehicles, and facilities, to name a few. **This element is not required for a small public transportation provider's ASP.**
 - Continuous improvement. Recipients must develop a process to assess its safety performance. Assessments could be based on annual reviews, how well the recipient is meeting its required safety performance targets and additional agency-wide or mode-specific targets, and/or how well the recipient has accomplished the safety objectives specified in the Safety Management Policy Statement. Assessments also may be tied to the annual review and update of the ASP. **This element is not required for a small public transportation provider's ASP.**
- *Safety Promotion:* Recipients must establish and implement a comprehensive safety training program for all employees and contractors directly responsible for safety. Recipients must communicate safety and safety performance information throughout the organization, including information on hazards and safety risk relevant to employee roles

and responsibilities and safety actions taken in response to reports submitted through the Employee Safety Reporting Program.

- Annual review and update of the ASP: Recipients must establish a process and timeline for conducting an annual review and update of their ASP.
- Approval of SSOA, for rail transit modes: *Covered in question PTASP1.*
- Emergency Preparedness and Response Plan (Recipients that operate rail service not subject to FRA regulations): Recipients must have an Emergency Preparedness and Response Plan or procedures that address, at a minimum, assigning employee responsibilities during an emergency and coordinating with Federal, State, regional, and local officials for emergency preparedness and response in the service area.

INDICATOR OF COMPLIANCE

a. Does the recipient's ASP address the following elements?

Required Elements	Addressed? (Y/N)	Page Reference	Comments/Notes
All PTASPs			
Signature of Accountable Executive (<i>covered in question PTASP1</i>)	-	-	-
Approval of Board of Directors, or Equivalent Authority (<i>covered in question PTASP1</i>)	-	-	-
Safety Performance Targets	-	-	-
Safety Management System that addresses:	-	-	-
• Safety Management Policy	-	-	-
• Safety Risk Management	-	-	-
• Safety Assurance	-	-	-
• Safety Promotion	-	-	-
Annual review and update of the ASP	-	-	-
Rail Transit Modes Only			
Approval by SSOA (<i>covered in question PTASP1</i>)	-	-	-
Emergency Preparedness and Response Plan	-	-	-

INSTRUCTIONS FOR REVIEWER

Using the table above, review the recipient's ASP plan for the required elements. Confirm that all of the elements listed are discussed in the plan.

POTENTIAL DEFICIENCY INFORMATION

The recipient is deficient if any of the above required elements is missing from the ASP.

DEFICIENCY CODE PTASP3-1: ASP missing required element(s)

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office an updated ASP that addresses all the required elements.

GOVERNING DIRECTIVE

49 CFR § 673.11 General Requirements

(a) A transit agency must, within one calendar year after July 19, 2019, establish a Public Transportation Agency Safety Plan that meets the requirements of this part and, at a minimum, consists of the following elements:

(1) The Public Transportation Agency Safety Plan, and subsequent updates, must be signed by the Accountable Executive and approved by the agency's Board of Directors, or an Equivalent Authority.

(2) The Public Transportation Agency Safety Plan must document the processes and activities related to Safety Management System (SMS) implementation, as required under subpart C of this part.

(3) The Public Transportation Agency Safety Plan must include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

(4) The Public Transportation Agency Safety Plan must address all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. Compliance with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C) is not required until standards have been established through the public notice and comment process.

(5) Each transit agency must establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

(6) A rail transit agency must include or incorporate by reference in its Public Transportation Agency Safety Plan an emergency preparedness and response plan or procedures that addresses, at a minimum, the assignment of employee responsibilities during an emergency; and coordination with Federal, State, regional, and local officials with roles and responsibilities for emergency preparedness and response in the transit agency's service area.

(b) A transit agency may develop one Public Transportation Agency Safety Plan for all modes of service or may develop a Public Transportation Agency Safety Plan for each mode of service not subject to safety regulation by another Federal entity.

(c) A transit agency must maintain its Public Transportation Agency Safety Plan in accordance with the recordkeeping requirements in subpart D of this part.

(d) A State must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is located in that State. A State is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that agency notifies the State that it will draft its own plan. In each instance, the transit agency must carry out the plan. If a State drafts and certifies a Public Transportation Agency Safety Plan on behalf of a transit agency, and the transit agency later opts to draft and certify its own Public Transportation Agency Safety Plan, then the transit agency must notify the State. The transit agency has one year from the date of the notification to

draft and certify a Public Transportation Agency Safety Plan that is compliant with this part. The Public Transportation Agency Safety Plan drafted by the State will remain in effect until the transit agency drafts its own Public Transportation Agency Safety Plan.

(e) Any rail fixed guideway public transportation system that had a System Safety Program Plan compliant with 49 CFR part 659 as of October 1, 2012, may keep that plan in effect until one year after July 19, 2019.

(f) Agencies that operate passenger ferries regulated by the United States Coast Guard (USCG) or rail fixed guideway public transportation service regulated by the Federal Railroad Administration (FRA) are not required to develop agency safety plans for those modes of service.

49 CFR § 673.13 Certification of Compliance

(a) Each transit agency, or State as authorized in §673.11(d), must certify that it has established a Public Transportation Agency Safety Plan meeting the requirements of this part one year after July 19, 2019. A State Safety Oversight Agency must review and approve a Public Transportation Agency Safety Plan developed by rail fixed guideway system, as authorized in 49 U.S.C. 5329(e) and its implementing regulations at 49 CFR part 674.

49 CFR § 673.15 Coordination with Metropolitan, Statewide, and Non-Metropolitan Planning Processes

(a) A State or transit agency must make its safety performance targets available to States and Metropolitan Planning Organizations to aid in the planning process.

49 CFR § 673.21 General Requirements

Each transit agency must establish and implement a Safety Management System under this part. A transit agency Safety Management System must be appropriately scaled to the size, scope, and complexity of the transit agency and include the following elements:

- (a) Safety Management Policy as described in §673.23;
- (b) Safety Risk Management as described in §673.25;
- (c) Safety Assurance as described in §673.27; and
- (d) Safety Promotion as described in §673.29.

49 CFR § 673.23 Safety Management Policy

(a) A transit agency must establish its organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency's safety objectives.

(b) A transit agency must establish and implement a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action.

(c) The safety management policy must be communicated throughout the agency's organization.

(d) The transit agency must establish the necessary authorities, accountabilities, and responsibilities for the management of safety amongst the following individuals within its organization, as they relate to the development and management of the transit agency's Safety Management System (SMS):

(1) *Accountable Executive.* The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented, throughout the agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.

(2) *Chief Safety Officer or Safety Management System (SMS) Executive.* The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.

(3) *Agency leadership and executive management.* A transit agency must identify those members of its leadership or executive management, other than an Accountable Executive, Chief Safety Officer, or SMS Executive, who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

(4) *Key staff.* A transit agency may designate key staff, groups of staff, or committees to support the Accountable Executive, Chief Safety Officer, or SMS Executive in developing, implementing, and operating the agency's SMS.

49 CFR § 673.25 Safety risk management

(a) *Safety Risk Management process.* A transit agency must develop and implement a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process must be comprised of the following activities: Safety hazard identification, safety risk assessment, and safety risk mitigation.

(b) *Safety hazard identification.*

(1) A transit agency must establish methods or processes to identify hazards and consequences of the hazards.

(2) A transit agency must consider, as a source for hazard identification, data and information provided by an oversight authority and the FTA.

(c) *Safety risk assessment.*

(1) A transit agency must establish methods or processes to assess the safety risks associated with identified safety hazards.

(2) A safety risk assessment includes an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.

(d) *Safety risk mitigation.* A transit agency must establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences.

49 CFR § 673.27 Safety Assurance

(a) *Safety assurance process.* A transit agency must develop and implement a safety assurance process, consistent with this subpart. A rail fixed guideway public transportation system, and a recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that operates more than one hundred vehicles in peak revenue service, must include in its safety assurance process each of the requirements in paragraphs (b), (c), and (d) of this section. A small public transportation provider only must include in its safety assurance process the requirements in paragraph (b) of this section.

(b) *Safety performance monitoring and measurement.* A transit agency must establish activities to:

- (1) Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance;
- (2) Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;
- (3) Conduct investigations of safety events to identify causal factors; and
- (4) Monitor information reported through any internal safety reporting programs.

(c) *Management of change.*

- (1) A transit agency must establish a process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance.
- (2) If a transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process.

(d) *Continuous improvement.*

- (1) A transit agency must establish a process to assess its safety performance.
- (2) If a transit agency identifies any deficiencies as part of its safety performance assessment, then the transit agency must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

49 CFR 673.29 Safety promotion

(a) *Competencies and training.* A transit agency must establish and implement a comprehensive safety training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary.

(b) *Safety communication.* A transit agency must communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

49 CFR 673.5 Definitions

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety performance target means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

PTASP4. Does the recipient maintain its PTASP documents for a minimum of three years?

BASIC REQUIREMENT

A recipient who is subject to the PTASP regulation must maintain documents that set forth its ASP for a minimum of three years after they are created.

APPLICABILITY

Recipients of Section 5307 funding and rail transit agencies subject to the SSOP that operate a public transportation system

DETAILED EXPLANATION FOR REVIEWER

A recipient who is subject to the PTASP regulation must maintain documents that set forth its ASP, including those related to the implementation of its SMS, and results from SMS processes and activities. A recipient must maintain documents that are included in whole, or by reference, in the ASP that describe the programs, policies, and procedures for carrying out its ASP (i.e. training records, written safety policies, employee bulletins, etc.). The recipient must maintain these documents for a minimum of three years after they are created.

INDICATORS OF COMPLIANCE

a. *Explain the recipient's record retention policy for its ASP*

1) *What types of documents are maintained?*

- 2) *How long are documents maintained?*
 - 3) *Where and how is the policy documented?*
- b. *Does the recipient follow its record retention policy?*
- 1) *Identify records requested to confirm the recipient is following its policy*

INSTRUCTIONS FOR REVIEWER

Discuss with the recipient its process for maintaining documents that set forth its ASP and results from SMS processes and activities, and documents included in whole or by reference that describe the programs, policies, and procedures for carrying out its ASP. Confirm that these documents are maintained for a minimum of three years.

POTENTIAL DEFICIENCY INFORMATION

The recipient is deficient if it does not maintain documents that set forth its ASP and results from SMS processes and activities, and documents included in whole or by reference that describe the programs, policies, and procedures for carrying out its ASP for a minimum of three years.

DEFICIENCY CODE PTASP4-1: No process to maintain ASP documents

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a process to ensure it maintains documents that set forth its ASP and results from SMS processes and activities, and documents included in whole or by reference that describe the programs, policies, and procedures for carrying out its ASP for a minimum of three years.

GOVERNING DIRECTIVE

49 CFR § 673.31 Safety Plan Documentation

At all times, a transit agency must maintain documents that set forth its Public Transportation Agency Safety Plan, including those related to the implementation of its Safety Management System (SMS), and results from SMS processes and activities. A transit agency must maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that the agency uses to carry out its Public Transportation Agency Safety Plan. These documents must be made available upon request by the Federal Transit Administration or other Federal entity, or a State Safety Oversight Agency having jurisdiction. A transit agency must maintain these documents for a minimum of three years after they are created.

PTASP5: Does the recipient monitor subrecipients for compliance with PTASP requirements?

BASIC REQUIREMENT

Recipients must ensure that subrecipients with ASPs comply with FTA requirements.

APPLICABILITY

Recipients with subrecipients of Section 5307 funds that operate public transportation service and are *not* direct recipients of FTA.

DETAILED EXPLANATION FOR REVIEWER

Recipients with subrecipients that are required to have their own ASP must ensure that the subrecipients comply with FTA PTASP requirements. At a minimum, the recipient should review the subrecipient's ASP to ensure that they address the requirements.

INDICATORS OF COMPLIANCE

a. Does the recipient have subrecipients subject to ASP requirements?

b. Does the recipient monitor subrecipients for compliance with PTASP requirements?

PTASP Requirements	Yes or No (1)	Evidenced in? (2)	Comments/Notes (3)
Contains signature of Accountable Executive (<i>explanation provided in question PTASP1</i>)	-	-	-
Approved by Board of Directors, or Equivalent Authority (<i>explanation provided in question PTASP1</i>)	-	-	-
Designated a Chief Safety Officer or Safety Management System Executive (<i>explanation provided in question PTASP2</i>)	-	-	-
Set Safety Performance Targets (<i>explanation provided in question PTASP3</i>)	-	-	-
Established a Safety Management System (<i>explanation provided in question PTASP3</i>)	-	-	-
Conducts an annual review and update of the ASP (<i>explanation provided in question PTASP3</i>)	-	-	-
Developed an Emergency Preparedness and Response Plan (rail transit modes only) (<i>explanation provided in question PTASP3</i>)	-	-	-
Maintains ASP documents for a minimum of three years (<i>explanation provided in question PTASP4</i>)	-	-	-

INSTRUCTIONS FOR REVIEWER

Review oversight materials, including checklists and other evidence that the recipient is monitoring subrecipients who are required to develop an ASP. During the site visit, review the file for one such subrecipient to ensure that the recipient has reviewed for compliance with the PTASP requirements. Complete the table above by indicating:

- (1) Yes or no if the recipient monitors for the requirement;

- (2) Where evidence of the monitoring is documented; and
- (3) Any comments or notes to support the results of the review of the oversight process.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it does not ensure that subrecipients that are required to have an ASP and are not direct recipients of FTA funds comply with PTASP requirements.

DEFICIENCY CODE PTASP5-1: Insufficient oversight of subrecipients for PTASP requirements

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office procedures for ensuring that subrecipients comply with PTASP requirements.

GOVERNING DIRECTIVE

2 CFR 200.332 Requirements for pass-through entities

All pass-through entities must:

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports required by the pass-through entity.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

(3) Issuing a management decision for applicable audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.

PTASP6: Did the recipient develop ASPs on behalf of small public transportation provider?

BASIC REQUIREMENT

States must develop an ASP on behalf of any small public transportation provider that is located in that State, unless the small public transportation provider opts to develop its own ASP and notifies the State of its decision to do so.

APPLICABILITY

States

DETAILED EXPLANATION FOR REVIEWER

States must draft and certify safety plans on behalf of small public transportation providers that are located in that State, unless a small provider opts to draft and certify its own safety plan and notifies the State that it will do so. A small public transportation provider is an operator who meets all of the following requirements:

- Is a recipient or sub-recipient of FTA's Urbanized Area Formula Program,
- Operates 100 or fewer vehicles in peak revenue service, and
- Does not operate rail fixed-guideway public transportation.

Regardless of who drafts and certifies a safety plan, each transit operator is required to carry out and implement its own safety plan, including all SMS-related activities.

INDICATORS OF COMPLIANCE

- a. *For what small public transportation providers are the State responsible for drafting and certifying ASPs?*
- b. *Which small public transportation providers opted out of the State-developed ASP? How and when was the State notified?*
- c. *Did the State develop an ASP on behalf of all small public transportation providers in the State that did not opt out?*
- d. *What evidence was reviewed to substantiate the response?*

INSTRUCTIONS FOR REVIEWER

Request from the recipient and review a listing of all small public transportation providers in the State. Discuss with the recipient how it worked with those providers to develop the ASPs. Obtain evidence from the recipient that it developed an ASP for these providers.

POTENTIAL DEFICIENCY DETERMINATION

The recipient is deficient if it did not develop an ASP for small public transportation providers located in its State that did not opt out and notify the State of the decision to do so.

DEFICIENCY CODE PTASP6-1: State did not develop ASP for small public transportation providers

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office documentation that it developed an ASP for all small public transportation providers in the State that have not opted out.

GOVERNING DIRECTIVE

49 CFR § 673.5 Definitions

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

49 CFR § 673.11 General Requirements

(d) A State must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is located in that State. A State is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that agency notifies the State that it will draft its own plan. In each instance, the transit agency must carry out the plan. If a State drafts and certifies a Public Transportation Agency Safety Plan on behalf of a transit agency, and the transit agency later opts to draft and certify its own Public Transportation Agency Safety Plan, then the transit agency must notify the State. The transit agency has one year from the date of the notification to draft and certify a Public Transportation Agency Safety Plan that is compliant with this part. The Public Transportation Agency Safety Plan drafted by the State will remain in effect until the transit agency drafts its own Public Transportation Agency Safety Plan.

ISSUES/AREAS OF CONCERN FOR FTA'S AWARENESS

1. If the recipient operates more than one mode of transit, does the ASP(s) address all modes not subject to safety oversight by the FRA or the USCG?
2. If the recipient contracts out part or all its service, does the ASP include the contractors providing this service?
3. Is the recipient's Safety Management Policy communicated throughout the agency?
4. Does the recipient implement a Safety Risk Management process for all elements of its transit system? Does the process include safety hazard identification, safety risk assessment, and safety risk mitigation?
5. Does the recipient have a Safety Assurance process that includes safety performance monitoring and measurement activities, including mitigation monitoring?
6. If the recipient is not a small public transportation provider, does the recipient's Safety Assurance process include activities for management of change and continuous improvement?
7. Does the recipient implement its documented Safety Promotion process? Does the process include safety training and safety communication?
8. Does the recipient have documented safety performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan?
9. Does the recipient make its safety performance targets available to States and MPOs to aid in the planning process?
10. **(Rail transit modes only)** Does the Emergency Preparedness Response Plan or procedures, at a minimum, address assigning employee responsibilities during an emergency and procedures for coordinating with Federal, State, regional, and local officials for emergency preparedness and response in the recipient's service area?
11. Does the recipient implement an Employee Safety Reporting Program including:
 - A mechanism for employees and contractors to report safety conditions to senior management?
 - Protections for employees who report safety conditions to senior management?
 - A description of behaviors that may result in disciplinary action?
 - A process for notifying employees and contractors of safety actions taken in response to reports submitted through the program?

REFERENCES

1. 49 CFR Part 673, Public Transportation Agency Safety Plan

USEFUL WEBLINKS

1. FTA Public Transportation Agency Safety Plans website
2. Public Transportation Agency Plan (PTASP) Notice of Enforcement Discretion

23. CYBERSECURITY

PURPOSE OF THIS REVIEW AREA

Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019).

QUESTION TO BE EXAMINED

1. Has the recipient certified that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks?

INFORMATION NEEDED FROM RECIPIENT

Recipient Information Request

None

Recipient Follow-up

None

C1. Has the recipient certified that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks?

BASIC REQUIREMENT

Recipients must certify that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks.

APPLICABILITY

Recipients that operate rail service

DETAILED EXPLANATION FOR REVIEWER

The National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 added 49 U.S.C. Section 5323(v). This new section requires each recipient that operates rail fixed guideway public transportation systems to certify to FTA that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks. The recipient is to use the approach described in the voluntary standards and best practices developed by the National Institute of Standards and Technology (NIST) and the Secretary of Homeland Security. The recipient also is to identify hardware and software it determines should be tested and analyzed by a third party to mitigate cybersecurity risk. This requirement applies to the entire operations of the transit system, not just the rail portion.

For the FY2022 review cycle, FTA is deploying a “soft launch” in determining, if and how, recipients are developing their plan for identifying and reducing cybersecurity risks. Recipients are to certify in the Transit Award Management System (TrAMS) by correctly completing Category 20 of the Annual Certifications and Assurances to indicate their compliance with this requirement.

INDICATOR OF COMPLIANCE

- a. *Has the recipient certified that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks?*

INSTRUCTIONS FOR REVIEWER

Review the recipient's annual certifications and assurances in TrAMS to confirm that the recipient certified its compliance with the requirement to establish a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks. Discuss with the recipient its process for establishing the written plan for reducing cybersecurity risks and how it has been implemented. If a written plan is in place, discuss with the recipient how it has been implementing the plan. Do not obtain or retain any copies of the process or plan for FTA records.

POTENTIAL DEFICIENCY DETERMINATION

NOTE TO REVIEWER: Do not make a deficiency if the recipient has not:

- Completed the certification and assurance in TrAMS
- Established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks
- Does not have a written cybersecurity plan
- Is not implementing its written cybersecurity plan.

Note the recipient's response in the Issues/Areas of Concern for FTA Awareness for further follow up by FTA.

GOVERNING DIRECTIVE

49 U.S.C. 5323 (v) Cybersecurity Certification for Rail Rolling Stock and Operations

(1) Certification. As a condition of financial assistance made available under this chapter, a recipient that operates a rail fixed guideway public transportation system shall certify that the recipient has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks.

(2) Compliance. For the process required under paragraph (1), a recipient of assistance under this chapter shall-

(A) utilize the approach described by the voluntary standards and best practices developed under section 2(c)(15) of the National Institute of Standards and Technology Act (15 U.S.C. 272(c)(15)), as applicable;

(B) identify hardware and software that the recipient determines should undergo third-party testing and analysis to mitigate cybersecurity risks, such as hardware or software for rail rolling stock under proposed procurements; and

(C) utilize the approach described in any voluntary standards and best practices for rail fixed guideway public transportation systems developed under the authority of the Secretary of Homeland Security, as applicable.

(3) Limitations on statutory construction. Nothing in this subsection shall be construed to interfere with the authority of-

(A) the Secretary of Homeland Security to publish or ensure compliance with requirements or standards concerning cybersecurity for rail fixed guideway public transportation systems; or

(B) the Secretary of Transportation under Section 5329 to address cybersecurity issues as those issues relate to the safety of rail fixed guideway public transportation systems.

ISSUES/AREAS OF CONCERN FOR FTA AWARENESS

1. Has the recipient completed the certification and assurance in TrAMS?
2. Has the recipient established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks?
3. Does the recipient have a written plan for reducing cybersecurity risk? Is it being implemented?

REFERENCES

1. 49 U.S.C. Chapter 53, Federal Transit Laws

USEFUL WEBLINKS

1. National Institute of Standards and Technology Cybersecurity Framework
2. Cybersecurity & Infrastructure Security Agency