INDOT Office of Transit
RURAL TRANSIT PROGRAMS
October 20, 2021
INDOT MULTI-MODAL

• INDOT OFFICE OF TRANSIT
  • KRISTIN BRIAR – MULTI-MODAL DIRECTOR (Transit, Aviation, Rail, Freight)
  • LARRY BUCKEL – TRANSIT SUPERVISOR
  • TODD JENNINGS – 5311 PROGRAM MANAGER
  • AMY CRAFT – 5311 PROJECT MANAGER
  • MIKE MCGATHEY – 5311 PROJECT MANAGER
  • BRITTANY WHITE – 5311(f) PROGRAM MANAGER
  • BRIAN JONES – 5310 PROGRAM MANAGER
  • JASON CASTEEL – TRANSIT PLANNER

• RLS AND ASSOCIATES, INC.
  • APPROXIMATELY 30 ASSOCIATES
SECTION 5311 PROGRAM

• PRIMARY PURPOSE
  • Federal Formula Grants for Rural Areas that provides OPERATING assistance to states to support public transportation in rural areas with populations of less than 50,000, where many residents often rely on public transit to reach their destinations.
  • 50% LOCAL MATCHING REQUIREMENT
  • APPROXIMATELY $14.5M – $16M ANNUALLY
STATE PUBLIC MASS TRANSIT FUNDS (PMTF)

**PRIMARY PURPOSE**
- Provides state funding to rural/urban transit systems to offset costs and expenses associated with the provision of transit services.
- Used by 100% of all 5311 agencies to meet federal local match requirements for 5311 operating funds.
- 5311 PORTION; APPROXIMATELY $5 – $6M ANNUALLY

**STATE APPROVAL**
- State Budget Agency approves within states bi-annual budget
- PMTF acts as line item on state budget
  - Always susceptible to decreases/adjustments/termination
ELIGIBLE APPLICANTS AND RECIPIENTS?

• CITY (DIRECTLY OPERATED)
• COUNTY (UNDER PASS-THRU AGREEMENT WITH AGENCY)
• TOWNSHIP (SAME AS COUNTY)
• REGIONAL PLANNING OR ECONOMIC DEVELOPMENT DISTRICT (SAME AS COUNTY)
• NON-PROFIT (DIRECT FUND - CONTINGENCY CIRCUMSTANCE ONLY)
SECTION 5311 APPLICATION

• AVAILABILITY
  • ANNUALLY - MARCH
  • NORMALLY 2ND / 3RD WEEK

• LOCATION
  • BLACKCAT DATA MANAGEMENT SYSTEM

• DEADLINE
  • MAY
  • NORMALLY 2ND / 3RD WEEK

• CURRENTLY NOT AVAILABLE TO NEW APPLICANTS
HOW ARE FUNDS AWARDED?

- 3-YEAR OPERATING AND FINANCIAL “ROLLING DATA”
  - DICENNIAL CENSUS (USING 2010 – STILL AWAITING PUBLICATION OF 2020)
  - PASSENGER BOARDINGS
  - LOCALLY DERIVED INCOME
    - FARES
    - GENERAL FUND
    - CITY, COUNTY FUNDS
  - CONTRACT REVENUE (MEDICAID, TITLE IIB)
  - DONATIONS, UNITED WAY, OTHER FOUNDATIONS
  - INDOT DISCRETIONARY ADJUSTMENTS
    - PROGRAM COMPLIANCE AND PERFORMANCE HIGHLY WEIGHTED
    - SYSTEMS NOTIFIED WITH AWARD LETTERS PRIOR TO NEED TO APPLY

- COVID-19 IMPACT (CY2022 BASED ON 2018-19-19)
Process for 5311/5339 Grant Approval

OCT
FTA Publishes 5311 FFY State Apportionments

JAN – FEB
INDOT Revises 5311 Application
Collect 5311 Annual Report Data

MARCH
INDOT Calculates 5311 Allocations based on Three Year Annual Report Data and FFY Apportionment
5311 Applications Distributed
5311 Allocation Letters Distributed
INDOT Creates Program of Projects (POP)

APRIL
Indiana Legislature Appropriates State PMTF Funding

JUNE
5311 Applications Due / INDOT Review
PMTF Allocations Calculated
INDOT Submits State Application to FTA for Preliminary Review

JULY
INDOT Commissioner Approves PMTF Allocations
INDOT Submits Final Program Grant into T.E.A.M

AUG
Distribute 5311 Contracts for Local Signatures
INDOT Commissioner Submits PMTF Allocations to SBC for Approval
State Budget Committee Approves PMTF Allocations

SEPT
Intake Signed 5311 Contracts from Systems
FTA Approves INDOT Program Grant

OCT
FTA Publishes 5311 FFY State Apportionments
INDOT Routes 5311 Contracts thru State Signature Process

NOV
INDOT Awaits State Signature Process

DEC
INDOT Receives Fully Executed Contracts from State Budget Agency/AG Office
INDOT Submits Executed Contracts to Procurement for Purchase Orders (PO)

JAN
INDOT Receives Purchase Orders and Distributes 5311 Contracts/PO’s to Systems

APRIL
1st Quarter Claim Due
CY2022 RURAL SYSTEMS FUNDED VIA 5311 – STATE PMTF

# OF RECIPIENTS = 41
SINGLE COUNTY = 26
MULTI – COUNTY = 08
CITY SYSTEMS = 07

INDIANA RURAL TRANSIT COVERAGE = 67%
HOW IS COMPLIANCE MONITORED?

• NEW BLACKCAT PROCESS IMPLEMENTED IN CY2020
  • REDUCES TIME ON-SITE
  • IMPROVES EFFICIENCY FOR DOCUMENT REVIEWS
  • HIGHLY RECOMMENDED FOR COUNTY AUDITOR ACCESS (IF APPLICABLE PASS-THROUGH)

• INDOT APPROACH
  • IDENTIFY AND CORRECT
  • NOT A “STRONG ARM” APPROACH
  • MODELING OF FTA STATE MANAGEMENT REVIEW FIELD GUIDE

• PROCESS
  • PRE-REVIEW QUESTIONNAIRE
  • DESK REVIEW DOCUMENT SUBMITTAL
  • ON-SITE VISIT (VEHICLES AND FACILITIES)
  • SUMMARY OF FINDINGS REPORT
  • CORRECTIVE ACTIONS SUBMITTED, REVIEWED, APPROVED
  • REVIEW CLOSED
  • 90 –DAY THRESHOLD FOR CLOSE-OUT IS GOAL
HOW IS COMPLIANCE MONITORED?

- **2020 COMPREHENSIVE REVIEWS**
  - CLINTON COUNTY
  - HANCOCK COUNTY
  - HUNTINGTON COUNTY
  - KNOX COUNTY
  - CITY OF MARION
  - MARSHALL COUNTY
  - MONROE COUNTY
    - LAWRENCE
    - OWEN
    - PUTNAM
  - NOBLE COUNTY
  - UNION COUNTY
  - WABASH COUNTY
  - CITY OF WASHINGTON
  - WELLS COUNTY
  - WHITE COUNTY
  - WHITLEY COUNTY

- **2022 COMPREHENSIVE REVIEWS**
  - CITY OF BEDFORD
  - BOONE COUNTY
  - FAYETTE COUNTY
  - FRANKLIN COUNTY
  - HARRISON COUNTY
  - HENDRICKS COUNTY
  - CITY OF HUNTINGBURG
  - MIAMI COUNTY
  - CITY OF NEW CASTLE
  - ORANGE COUNTY
  - CITY OF RICHMOND
  - CITY OF SEYMOUR
ANNUAL TECHNICAL REVIEWS

• INDOT APPROACH
  • MAINTAIN “FACE-FACE” WORKING RELATIONSHIPS
  • PROVIDE SPECIFIC “ONE-ONE” TECHNICAL ASSISTANCE
  • ENSURE CORRECTIVE ACTIONS ARE MAINTAINED FROM PREVIOUS REVIEWS/VISITS

• PROCESS
  • INDOT CONTACTS AGENCY TO SCHEDULE VISIT
  • INDOT NOTIFIES OF ANY SPECIFIC PROGRAM CATEGORY TO BE REVIEWED/OBSERVED
  • INDOT REQUESTS AGENCY TO IDENTIFY ANY SPECIFIC PROGRAM AREA NEEDING ASSISTANCE/CLARIFICATION
  • EXIT MEETING TO DISCUSS POTENTIAL FINDINGS/ONGOING IMPROVEMENTS
FTA STATE MANAGEMENT REVIEWS

• OCCURRENCE
  • EVERY 3 YEARS
  • NEXT TO OCCUR IN 2023

• PROCESS
  • FTA CONTACTS INDOT 3-4 MONTHS IN ADVANCE TO COORDINATE DATE
  • FTA SUBMITS DOCUMENT UPLOADS BY INDOT
  • FTA PERFORMS DESK REVIEW AND REQUESTS ANY SUPPORTING DOCUMENTATION THAT MAY BE NEEDED
  • FTA SUBMITS 2-3 TRANSIT SYSTEMS FOR SITE VISIT
  • INDOT CONTACTS SYSTEMS CHOSEN AND PROVIDES ON-SITE ASSISTANCE PRIOR TO FTA VISIT
  • FTA PERFORMS ON-SITE REVIEW AND VISITS TRANSIT SYSTEMS
  • EXIT CONFERENCE (FINDINGS IDENTIFIED)
  • INDOT DEVELOPS, REVISES AND SUBMITS CORRECTIVE ACTION DOCUMENTS TO CLOSE-OUT REVIEW
  • INDOT HAS LONG HISTORY OF SUCCESSFUL REVIEWS – (MOST RECENT CARES ECHO REVIEW)
CONTRACTS - GRANTS
CY2020 – 2023 OPERATING CONTRACTS / GRANTS

• CY2020
  • SECTION 5311 (FEDERAL)
    • CFDA # 205.09
    • REIMBURSED JAN 01, 2020 – JUNE 30, 2020
  • CARES (FEDERAL = $47M)
    • CFDA # 205.09
    • REIMBURSED JULY 01, 2020 – DECEMBER 31, 2020
  • PUBLIC MASS TRANSIT FUNDS (STATE)
    • NO CFDA
    • REIMBURSED JAN 01, 2020 – DECEMBER 31, 2020

50% LOCAL FUNDS APPLIED DURING THIS PERIOD ONLY
CY2020 – 2023 OPERATING CONTRACTS / GRANTS

• CY2021
  • CARES (FEDERAL)
    • CFDA # 205.09
    • REIMBURSED JAN 01, 2021 – DECEMBER 31, 2021
  • PUBLIC MASS TRANSIT FUNDS (STATE)
    • NO CFDA #
    • REIMBURSED JANUARY 01, 2021 – ALL SYSTEMS EXPENDED BALANCES AS OF JUNE 30, 2021
  • AMERICAN RESCUE PLAN FUNDS (FEDERAL - $1.3M)
    • INCLUDED IN CY2022 SECTION 5311 OPERATING FUND CONTRACTS
    • CFDA # 205.09
    • REIMBURSED NOVEMBER 01, 2021 – JUNE 20, 2022
    • REIMBURSED FOR SALARY EXPENSE ONLY
CY2020 – 2023 OPERATING CONTRACTS / GRANTS

• CY2022
  • AMERICAN RESCUE PLAN FUNDS AS-NEEDED (FEDERAL)
    • CFDA # 205.09
    • REIMBURSED DECEMBER 01, 2021 – JUNE 20, 2022 (AS-NEEDED)
    • REIMBURSED FOR SALARY EXPENSE ONLY
  • CARES (FEDERAL)
    • CFDA # 205.09
    • REIMBURSED JANUARY 01, 2022 – JUNE 30, 2022 (DEOBLIGATE UNUSED)
  • SECTION 5311 OPERATING FUNDS (FEDERAL)
    • CFDA # 205.09
    • REIMBURSED JANUARY 01, 2022 – DECEMBER 31, 2022
  • PUBLIC MASS TRANSIT FUNDS (STATE)
    • NO CFDA #
    • REIMBURSED JANUARY 01, 2021 – ALL SYSTEMS EXPENDED BALANCES AS OF JUNE 30, 2021
  • LOCAL FUNDS (50% MATCH TO SECTION 5311)
    • NO CFDA #
    • APPLIED AS-NEEDED
CY2020 – 2023 OPERATING CONTRACTS / GRANTS

• CY2023
  • CARES (FEDERAL)
    • CFDA # 205.09
    • REIMBURSED JANUARY 01, 2023 – JUNE 30, 2023 (DEOBLIGATED FROM 2022)
  • SECTION 5311 OPERATING FUNDS (FEDERAL)
    • CFDA # 205.09
    • REIMBURSED JANUARY 01, 2023 – DECEMBER 31, 2023
  • PUBLIC MASS TRANSIT FUNDS (STATE)
    • NO CFDA #
    • REIMBURSED JANUARY 01, 2023 – DECEMBER 31, 2023
  • LOCAL FUNDS (50% MATCH TO SECTION 5311)
    • NO CFDA #
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5311* AS NEEDED
PMTF* AS NEEDED
APPLICANT OVERSIGHT / RESPONSIBILITY
(PASS-THROUGH AGREEMENTS)
APPLICANT OVERSIGHT / RESPONSIBILITY

• PASS-THROUGH AGREEMENTS
  • 38 OF 47 SYSTEMS
  • AGREEMENT BETWEEN COUNTY COMMISSIONERS (GRANTEE) AND NON-PROFIT TRANSIT AGENCY (DESIGNATED SUB-RECIPIENT)

• APPLICANT AND SUB-RECIPIENT RELATIONSHIPS
  • 2 CFR 200 (SUPER CIRCULAR)
  • **APPLICANTS MUST MONITOR** THE ACTIVITIES OF THE SUB-RECIPIENT 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.
APPLICANT OVERSIGHT / RESPONSIBILITY

• PASS-THROUGH ENTITY MONITORING OF THE SUB-RECIPIENT MUST INCLUDE:
  • REVIEWING FINANCIAL AND PERFORMANCE REPORTS REQUIRED BY THE PASS-THROUGH ENTITY
  • FOLLOWING-UP AND ENSURING THAT THE SUB-RECIPIENT TAKES TIMELY AND APPROPRIATE ACTION ON ALL DEFICIENCIES PERTAINING TO THE FEDERAL AWARD DETECTED THROUGH AUDITS, ON-SITE REVIEWS, AND OTHER MEANS
  • PROVISION OF SUB-RECIPIENT TRAINING AND TECHNICAL ASSISTANCE ON PROGRAM-RELATED MATTERS (FULTON COUNTY MODEL)
  • PERFORMANCE OF ON-SITE REVIEWS OF THE SUB-RECIPIENT'S PROGRAM OPERATIONS
APPLICANT OVERSIGHT / RESPONSIBILITY

• WHAT CONTINUES TO BE IDENTIFIED BY INDOT
  • LIMITED COMMUNICATION AMONG ENTITIES (GRANTEE AND SUB)
  • QUARTERLY COMMISSIONERS MEETING IS EXTENT OF
    • USED TO REVIEW AND APPROVE QUARTERLY CLAIM
  • LACK OF AWARENESS OF FEDERAL / STATE TRANSIT FUNDS “PASSED THROUGH”
    • “WHAT ARE THESE FUNDS”? 
  • LACK OF/LIMITED UNDERSTANDING OF FEDERAL / STATE REQUIREMENTS
    • GRANTEES NOT EXPECTED TO BE EXPERTS
    • EXPECTATION IS “WORKING KNOWLEDGE”
    • INDOT HERE TO ASSIST
APPLICANT OVERSIGHT / RESPONSIBILITY

• MOVING FORWARD
  • INDOT ONGOING MEETINGS / COLLABORATION WITH STATE BOARD OF ACCOUNTS (SBOA)
    • BLACKCAT ACCESS FOR SBOA AUDITORS
  • INDOT ABLE TO PRESENT
    • AUDITOR CONFERENCE
    • COUNTY COMMISSIONERS CONFERENCE (NOVEMBER 31 – DECEMBER 2)

• INTENTIONS
  • BRING AWARENESS OF PROGRAM OVERSIGHT RESPONSIBILITY
  • APPROACH AS “SURFACE LEVEL” EXPLANATION
  • PROVIDE “OVERSIGHT MONITORING TOOL”
  • OFFER ONGOING SUPPORT
<table>
<thead>
<tr>
<th>2 CFR 200 Citation</th>
<th>State of Compliance</th>
<th>Comments or Actions Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 CFR 200.331 (a) Subrecipients</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Is the agency providing rural public transit eligible to receive federal assistance</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(2) Is the agency providing rural public transit meeting the objectives of federal program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Is the agency providing rural public transit responsible for programmatic and operational decision making</td>
<td></td>
<td></td>
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<tr>
<td>(4) Is the agency providing rural public transit adhering to applicable federal program requirements</td>
<td></td>
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<tr>
<td>(5) Is the agency using federal assistance to carry out a program for public purpose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 CFR 200.332 Requirements for pass-through entities (a)(1) Subaward identified within executed contract with inclusion of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Subrecipient transit agency name (must match name associated with (ii) below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Subrecipient unique entity identifier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Federal Award Identification Number (FAIN)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Federal Award Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v) Federal assistance period of performance start/end date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vi) Federal assistance budget start/end date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vii) Amount of federal funds obligated to subrecipient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(viii) Amount of local financial obligation by the Pass-through entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ix) Federal award project description (public service to be provided)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) Name of federal awarding agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xi) Name of pass-through entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xii) Contact information of pass-through official</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xiii) Identification of whether federal assistance is for R&amp;D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xiv) Indirect cost rate for federal award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 CFR 200.332 Requirements for pass-through entities (a)(2) Federal assistance identification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Contract identifies requirements imposed by the pass-through entity on subrecipient to ensure federal/state compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Pass-through entity confirmation of indirect cost rate being charged to federal assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Confirmation that subrecipient allows full access to financial statements/records by pass-through entity and auditors</td>
<td></td>
<td></td>
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<tr>
<td>(iv) Confirmation that terms and conditions of award close-out is included in federal assistance contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirement Description</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Has the subrecipient been identified as high risk due to historical non-compliance with the federal assistance program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the subrecipient been identified as not meeting performance goals set forth by INDOT and therefore requiring additional monitoring by either the state or Pass-through entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Pass-through entity withheld funding or delayed authority to proceed with any phase of the program to the subrecipient due to an analysis or failure to meet performance goals by the subrecipient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Pass-through entity ever required the subrecipient to provide additional or more detailed financial reports than what is required by INDOT to ensure program compliance by the subrecipient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Pass-through entity ever required the subrecipient to obtain any technical or management assistance to maintain federal assistance program compliance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If additional requirements of any type were imposed by the Pass-through Entity, did the Pass-through Entity:

1. Notify the subrecipient of the nature of additional requirements
2. Notify the subrecipient of the reason for additional requirements being imposed
3. Notify the subrecipient of the action that would be needed to remove the additional requirements
4. Notify the subrecipient of the time allowed for completing actions
5. Notify the subrecipient of method of requesting reconsideration of additional requirements

<table>
<thead>
<tr>
<th>Review of INDOT Quarterly Financial and Performance Reports</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Date Verified/Completed</th>
<th>Comments or Actions Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter Operating and/or Capital Equipment Claim reviewed and expenses determined to be allowable</td>
<td></td>
<td></td>
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<tr>
<td>1st Quarter sample of invoices/receipts reviewed and reconciled with claim submitted to INDOT</td>
<td></td>
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<tr>
<td>2nd Quarter Operating and/or Capital Equipment Claim reviewed and expenses determined to be allowable</td>
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<tr>
<td>2nd Quarter sample of invoices/receipts reviewed and reconciled with claim submitted to INDOT</td>
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<tr>
<td>3rd Quarter Operating and/or Capital Equipment Claim reviewed and expenses determined to be allowable</td>
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<tr>
<td>3rd Quarter sample of invoices/receipts reviewed and reconciled with claim submitted to INDOT</td>
<td></td>
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<tr>
<td>4th Quarter Operating and/or Capital Equipment Claim reviewed and expenses determined to be allowable</td>
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<tr>
<td>4th Quarter sample of invoices/receipts reviewed and reconciled with claim submitted to INDOT</td>
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<tr>
<td>Timely and Appropriate Corrective Action</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Date Verified/Complete</td>
<td></td>
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<td></td>
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<tr>
<td>Subrecipient has taken timely and appropriate action to correct any findings identified in INDOT audits, on-site reviews</td>
<td></td>
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<tr>
<td>Has Pass-through entity obtained Management Decision Letter from INDOT pertaining to any single audit findings specific to federal transit assistance</td>
<td></td>
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<tr>
<td>Pass-through Entity has ensured all audit findings with INDOT pertaining to federal transit assistance have been corrected</td>
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</table>

2 CFR 200.332 (e): Other Oversight Monitoring of Subrecipient by Pass-through Entity

(1) Pass-through Entity has provided subrecipient with training or technical assistance on program-related matters.

(2) Pass-through Entity or subrecipient made a visit to subrecipient.

(3) Pass-through entity representative cleanliness check of public transit vehicles.

(4) Pass-through entity representative ride-along on public transit vehicle.

<table>
<thead>
<tr>
<th>2 CFR 200.332 (g): Adjustments to Oversight</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Date Verified/Complete</th>
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</thead>
<tbody>
<tr>
<td>Has the Pass-through entity ever adjusted, or considered to adjust subrecipient monitoring and record-keeping based on results of subrecipient on-site reviews, state or federal audits?</td>
<td></td>
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<tr>
<td>If yes, provide brief narrative of any considerations or adjustments that have been made.</td>
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</table>

Has the Pass-through entity ever taken or considered taking enforcement action against non-compliant subrecipients?

Yes: Provide brief narrative of any considerations or enforcement actions that have been taken.

| 10B3: and assurance that the information, data, and verifications identified in the above are true and accurate. I also understand that continued monitoring must be maintained on all INDOT subrecipients as regulated by 2 CFR 200. It is the responsibility of the Federal Transit Administration (FTA), INDOT, State Board of Accounts (SBOA), or any representatives thereof to conduct any ongoing or new monitoring to ensure expected monitoring as outlined Pass-through Entity or accounting for any fully executed FTA funded operating, capital, or planning transit contract. | | | | |

Printed Name/Tier | | | | |
Signature | | | Date |
NEW TRANSIT MANAGER TRAINING (RURAL TRANSIT ASSISTANCE PROGRAM)

Employee information

<table>
<thead>
<tr>
<th>Employee name</th>
<th>Employee ID</th>
<th>Department</th>
<th>Manager</th>
<th>Report start date</th>
<th>Report end date</th>
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<tr>
<td>Doug Baker</td>
<td>N/A</td>
<td>Council on Aging</td>
<td>Board of Directors</td>
<td>July 2021</td>
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Administration

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<th>Module List</th>
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<tr>
<td>Mission and Leadership</td>
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<tr>
<td>Budgeting and Finance 101</td>
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<tr>
<td>In-House vs. Contracted Management and/or Operations</td>
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<td>Human Resources</td>
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<tr>
<td>Driver Recruitment, Training, and Retention</td>
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Operations and Planning

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<tr>
<td>Safety, Security, and Emergency Management</td>
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<tr>
<td>Coordination and Mobility Management</td>
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<tr>
<td>Planning and Evaluation</td>
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<td>Communicating with the Public</td>
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<td>Engaging with Tribes</td>
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Compliance

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<td>Federal Regulations and Circulars</td>
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<td>Americans with Disabilities Act (ADA)</td>
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<td>Grant Compliance Requirements</td>
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<td>Civil Rights</td>
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<tr>
<td>Procurement- Beyond 101</td>
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<tr>
<td>Transit Asset Management</td>
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I confirm that I have fully completed each of the above modules as requested by INDOT and have shared any additional educational needs I feel are necessary to complete my duties.

Signature: ______________________ Date: ____________________
council on aging executive director

We confirm that it has been verified that the INDOT requested educational modules have been completed as requested and that further educational needs have been acknowledged and will be addressed.

Signature: ______________________ Date: ____________________
pressler, county commissioner

Signature: ______________________ Date: ____________________
President, Council on Aging Board of Directors
APPLICANT OVERSIGHT / RESPONSIBILITY

• **SUB-RECIPIENT RECOMMENDED PRACTICES TO INCREASE APPLICANT OVERSIGHT**

  • ATTENDANCE AT **MONTHLY** COUNCIL/COMMISSIONER/GOVERNMENTAL BOARD MEETINGS

  • RECOMMENDED AGENDA ITEMS
    • MONTHLY RIDERSHIP TRENDS (NOT SIMPLY NUMBERS)
      • REASONS FOR
      • ADVOCATION TO INCREASE
    • STATE OF BUDGET
      • NEW PURCHASES
      • CONTRACTS WITH SAM VERIFICATIONS
      • UNFORESEEN EXPENSES
    • STAFF TRANSITIONS
      • RETIREMENTS
      • SHORTFALLS/NEEDS
    • DRUG AND ALCOHOL
      • NEW OR UPCOMING TESTS
      • ACCIDENTS
    • MEDICAL QUALIFICATIONS
APPLICANT OVERSIGHT / RESPONSIBILITY

- RECOMMENDED AGENDA ITEMS cont.,
  - HIGHLIGHTS IN SERVICE
    - GOALS
    - HOW CAN YOU ADVOCATE
    - SERVICE NEEDS (E.G. EQUIPMENT, VEHICLES)
  - FTA/INDOT REQUIREMENTS
    - NEW
    - REQUESTED UPDATES
  - POLICY REVIEWS
    - POLICY
    - HOW WE COMPLY/EXAMPLES
  - SUMMARY OF INDOT SITE VISITS
  - AVAILABLE VEHICLE FOR WALK-ON/ADA DEMONSTRATION
  - ATTENDANCE AT FEDERAL/STATE TRAININGS & CONFERENCES
APPLICANT OVERSIGHT / RESPONSIBILITY

• APPLICANT RECOMMENDED PRACTICES TO INCREASE APPLICANT OVERSIGHT
  • PERIODIC VISITS TO AGENCY
    • RIDE ALONGS
    • OBSERVATION OF DISPATCH/SCHEDULING
    • RANDOM EXPENSE AUDIT (INVOICE MATCH CLAIMED EXPENSE)
    • TOUR OF FACILITIES
  • RANDOM FOLLOW-UP OF SPECIFIC COMPLIANCE REVIEW FINDING
  • FOLLOW-UP DISCUSSION ON RECENT TRAINING/CONFERENCE/MEETING
  • GENERAL INSPECTION OF VEHICLE & MAINTENANCE PROGRAM
APPLICANT OVERSIGHT / RESPONSIBILITY

- APPLICANT RECOMMENDED PRACTICES TO INCREASE APPLICANT OVERSIGHT
  - ATTENDANCE AT INDOT COMPLIANCE REVIEWS OTHER FED/STATE TRAININGS
    - ENSURE AN OPEN SCHEDULE
    - REMEMBER – YOU ARE THE APPLICANT AND RECIPIENT OF FUNDS
    - INDOT OBSERVED MULTIPLE COUNTY REPRESENTATIVES AT NATIONAL RURAL CONFERENCE
  - ENSURE ALL VISITS ARE DOCUMENTED
    - DATE
    - PURPOSE OF VISIT
RESOURCES
RURAL TRANSIT RESOURCES

- INDOT
- OFFICE OF TRANSIT

INDOT’s Office of Transit provides financial and technical assistance to 63 public transit systems across the state, which results in support for more than 36.6 million passenger trips annually. INDOT additionally provides financial assistance to specialized transportation providers around the state. INDOT’s role in the state’s public transit system is mainly financial - administering millions of dollars in state and federal funds through grant programs.

Documents

- Annual Public Transit Social Impact Reports
- Public Transportation Agency-Safety Plan
- SSTP State Management Plan
- 201/1528 State Management Plan
- DART Participation Goal for 2016-2021
- Documentation for FTA Mobility Work Plan 16-11
- INDOT Section 504 Manual
- Indiana Bus Study 2017
- Office of Transit Procurement Supplement
- Public Transit Information Management Guide
- State Human Services Coordination Plan
- TransRide Call Program

Programs of Projects

The following are Programs of Projects for Federal Transit Administration Programs administered by INDOT.

- Section 5307 CV 2012 Final Report FY 2012-2014
- Section 5307 CV 2014 Final Report FY 2014-2016
- Section 5307 CV 2015 Final Report FY 2015-2017
- Section 5307 CV 2016 Final Report FY 2016-2018
- Section 5307 CV 2017 Final Report FY 2017-2019
- Section 5307 CV 2018 Final Report FY 2018-2020
- Section 5307 CV 2019 Final Report FY 2019-2021
- Section 5307 CV 2020 Final Report FY 2020-2022
- Section 5307 CV 2021 Final Report FY 2021-2023

Programs

- Enhanced Mobility of Seniors & Individuals with Disabilities
- Rural Transit Programs
- Public Transit Information Management Program
If you are one of Indiana’s small urban or rural transportation providers the Indiana Rural Transit Assistance Program (RTAP) is here to serve you. The RTAP Program provides technical assistance and training to not-for-profit public and specialized transportation providers all over the state of Indiana. We work with many different types of transportation agencies including:

- Public Transit Operators
- Agencies/Councils on Aging (AoA/CooA)
- Vocational Rehabilitation Providers
- Safety Councils
- Metropolitan Planning Organizations (MPO)
- Transportation Advisory Committees (TAC)

Our services are provided at no cost to those agencies that provide public and social service transportation and receive capital and/or operating assistance through INDOT’s S310 or S311 transportation grant programs. The Indiana RTAP Program is funded by the Federal Transit Administration and the Indiana Department of Transportation.

**PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN UPDATE**

Please click on this link to view information on updating the Coordinated Public Transit-Human Service Transportation Plan in your INDOT rural coordinated planning region and to access a public input survey!

*On January 21, 2021, Executive Order 13998 issued a federal mask requirement for transit systems*

NEW 3/12/2021 - New webinar trainings have been added to the training calendar for April-June! Resources pages have been updated

NEW 2/18/2021 - Resources pages have been updated

NEW 1/29/2021 - COVID-19 resource page has been updated with a new section (training and guidance for frontline employees) and information on vaccine distribution

NEW 1/18/2021 - DAPM and Reasonable Suspicion Training webinars have been added to the training calendar for August 24-25, 2021

**NOTICE 12/21/2020** - All INRTAP in-person training has been CANCELED through 2/24/2021 due to the ongoing pandemic. The online webinars are still ongoing.**NEW 3/12/2021** - New webinar trainings have been added to the training calendar for April-June! Resources pages have been updated
INDOT CONTACTS; 5311 PROGRAM

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(765)309-7976

AMY CRAFT; PROJECT MANAGER
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MIKE MCGATHEY; PROJECT AND ASSET MANAGER
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