



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**

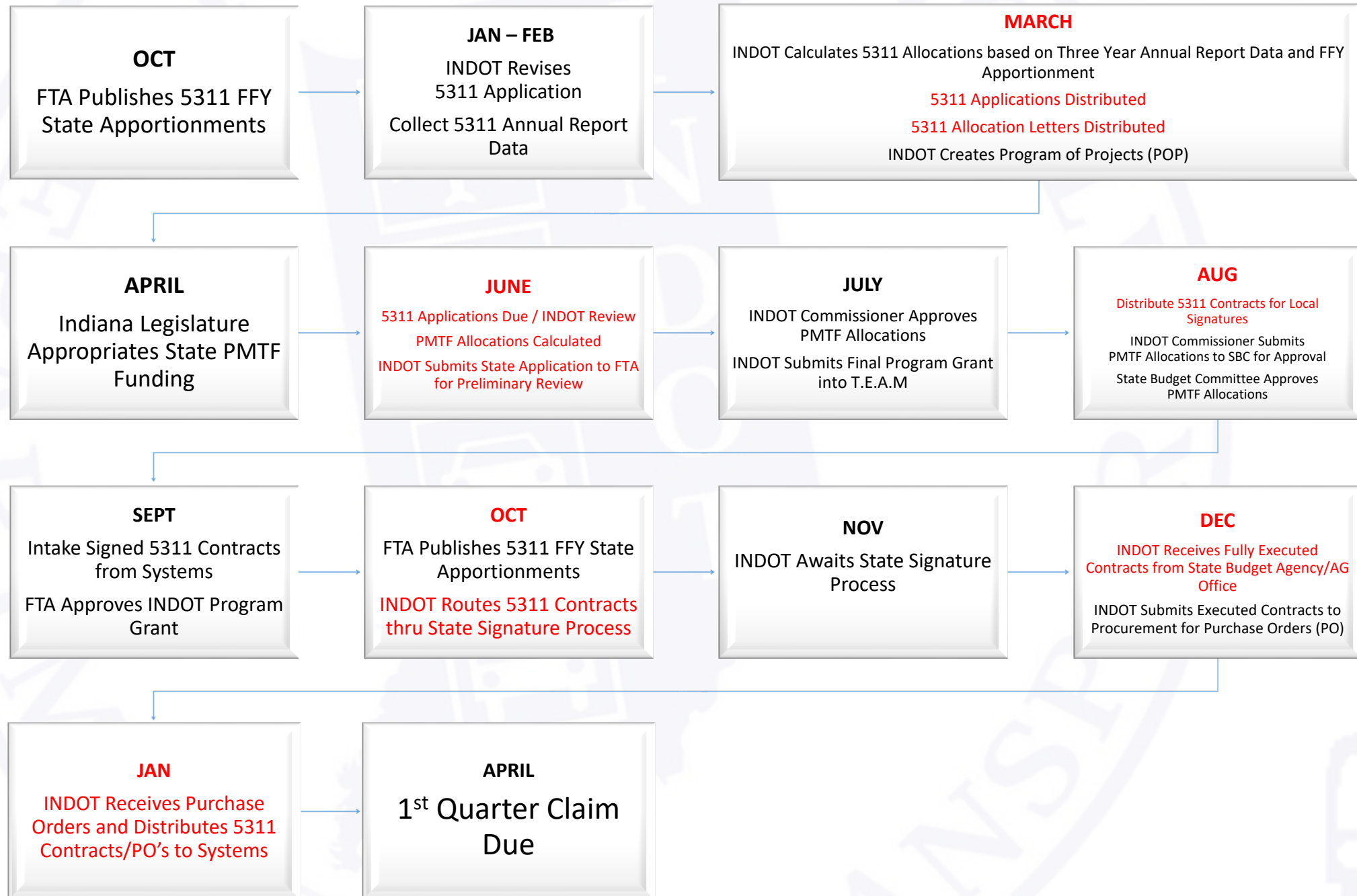
- MAY
- NORMALLY 2ND / 3RD WEEK

- **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 IIIB)
 - 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



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

72%

Entered 5311 Program

1987 - Newton, Jasper, Starke, Pulaski, Kosciusko, Marion, Madison, New Castle, Richmond, Union, Monroe, Seymour, Bedford, Mitchell, Washington, Huntingtonburg

1997 - Franklin, Cass, Orange, LifeTime

1999 - Wabash, Johnson, Waveland

2000 - Knox, Harrison

2001 - Noble, Fulton, Huntington, SIDC

2002 - Miami, Jay, Fayette, Hendricks, Hamilton

2003

2004

2005 - Clinton, Hancock, Wells, White

2006 - Boone

2007 - WCIEDD, Whitley

2008 - Dekalb, LaGrange, Rush, Steuben, Marshall



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 #
 - APPLIED AS-NEEDED

MOST RECENT CLAIM

JAN 21	FEB 21	MAR 21	APR 21	MAY 21	JUN 21	JUL 21	AUG 21	SEPT 21	OCT 21	NOV 21	DEC 21
CARES PMTF	CARES PMTF	CARES PMTF	CARES PMTF	CARES PMTF	CARES PMTF	CARES	CARES	CARES	CARES (OP EX LESS SALARY) ARP (SALARY ONLY)	CARES (OP EX LESS SALARY) ARP (SALARY ONLY)	CARES (OP EX LESS SALARY) ARP (SALARY ONLY)
JAN 22	FEB 22	MAR 22	APR 22	MAY 22	JUN 22	JUL 22	AUG 22	SEPT 22	OCT 22	NOV 22	DEC 22
CARES 5311* PMTF*	CARES 5311* PMTF*	CARES 5311* PMTF*	CARES 5311* PMTF*	CARES 5311* PMTF*	CARES 5311* PMTF*	5311 PMTF LOCAL	5311 PMTF LOCAL	5311 PMTF LOCAL	5311 PMTF LOCAL	5311 PMTF LOCAL	5311 PMTF LOCAL
JAN 23	FEB 23	MAR 23	APR 23	MAY 23	JUN 23	JUL 23	AUG 23	SEPT 23	OCT 23	NOV 23	DEC 23
CARES (REDISTRIBUTED) 5311* PMTF*	CARES (REDISTRIBUTED) 5311* PMTF*	CARES (REDISTRIBUTED) 5311* PMTF*	CARES (REDISTRIBUTED) 5311* PMTF*	CARES (REDISTRIBUTED) 5311* PMTF*	CARES (REDISTRIBUTED) 5311* PMTF*	5311 PMTF LOCAL	5311 PMTF LOCAL	5311 PMTF LOCAL	5311 PMTF LOCAL	5311 PMTF LOCAL	5311 PMTF LOCAL

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



2 CFR
200.331-332.pdf

DOUBLE CLICK PDF ICON TO LEFT TO REFERENCE 2 CFR 200 FOR DETAILED REGULATORY CITATION

SOMEWHERE COUNTY COMMISSIONERS - CY2022 FEDERAL TRANSIT FUNDING SUB-RECIPIENT MONITORING TOOL

SOMEWHERE COUNTY COUNCIL ON AGING - SOMEWHERE COUNTY PUBLIC TRANSIT

2 CFR 200 CITATION	STATE OF COMPLIANCE				COMMENTS OR ACTIONS NEEDED
	Yes	No	N/A	Date Verified/Completed	
2 CFR 200.331 (a) Subrecipients					
(1) Is the agency providing rural public transit eligible to receive federal assistance					
(2) Is the agency providing rural public transit meeting the objectives of federal program					
(3) Is the agency providing rural public transit responsible for programmatic and operational decision making					
(4) Is the agency providing rural public transit adhering to applicable federal program requirements					
(5) Is the agency using federal assistance to carry out a program for public purpose					
2 CFR 200.332 Requirements for pass-through entities (a)(1) Subaward identified within executed contract with inclusion of:	Yes	No	N/A	Date Verified/Completed	COMMENTS OR ACTIONS NEEDED
(i) Subrecipient (transit agency) name (must match name associated with (ii) below					
(ii) Subrecipients unique entity identifier					
(iii) Federal Award Identification Number (FAIN)					
(iv) Federal Award Date					
(v) Federal assistance period of performance start/end date					
(vi) Federal assistance budget start/end date					
(vii) Amount of federal funds obligated to subrecipient					
(viii) Amount of local financial obligation by the Pass-through entity					
(x) Federal award project description (public service to be provided)					
(xi) Name of federal awarding agency					
(xi) Name of pass-through entity					
(xi) Contact information of pass-through official					
(xii) Identification of whether federal assistance is for R&D					
(xiv) indirect cost rate for federal award					
2 CFR 200.332 Requirements for pass-through entities (a); Federal assistance identificaon	Yes	No	N/A	Date Verified/Completed	COMMENTS OR ACTIONS NEEDED
contract identifies requirements imposed by the pass-through entity on subrecipient to ensure federal/state compliance					
(4)(i) pass-through entity confirmation of indirect cost rate being charged to federal assistance					
(5) confirmation that subrecipient allows full access to financial statements/records by pass-through entity and auditors					
(6) confirmation that terms and conditions of award close-out is included in federal assistance contract					

2 CFR 200.332 Requirements for pass-through entities (c); Additional federal assistance conditions imposed by Pass-through	Yes	No	N/A	Date Verified/Completed	COMMENTS OR ACTIONS NEEDED
Has the subrecipient been identified as high risk due to historical non-compliance with the federal assistance program					
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					
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					
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					
Has the Pass-through entity ever required the subrecipient to obtain any technical or management assistance to maintain federal assistance program compliance					
If additional requirements of any type were imposed by the Pass-through Entity, did the Pass-through Entity:	Yes	No	N/A	Date Verified/Completed	COMMENTS OR ACTIONS NEEDED
(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					
2 CFR 200.332 Requirements for pass-through entities (d); Monitoring of subrecipient activities				Date	COMMENTS OR ACTIONS NEEDED
Review of INDOT Quarterly financial and performance reports	Yes	No	N/A	Verified/Completed	COMMENTS OR ACTIONS NEEDED
1st Quarter Operating and/or Capital Equipment Claim reviewed and expenses determined to be allowable					
1st Quarter sample of invoices/receipts reviewed and reconciled with claim submitted to INDOT					
2nd Quarter Operating and/or Capital Equipment Claim reviewed and expenses determined to be allowable					
2nd Quarter sample of invoices/receipts reviewed and reconciled with claim submitted to INDOT					
3rd Quarter Operating and/or Capital Equipment Claim reviewed and expenses determined to be allowable					
3rd Quarter sample of invoices/receipts reviewed and reconciled with claim submitted to INDOT					
4th Quarter Operating and/or Capital Equipment Claim reviewed and expenses determined to be allowable					
4th Quarter sample of invoices/receipts reviewed and reconciled with claim submitted to INDOT					

Timely and Appropriate Corrective Action	Yes	No	N/A	Date Verified/Comple	COMMENTS OR ACTIONS NEEDED
Subrecipient is/has taken timely and appropriate action to correct any findings identified in INDOT audits, or on-site reviews					
Subrecipient is/has taken timely and appropriate action to correct any findings identified in SBoA single audits					
Has Pass-through entity ever obtained Management Decision Letter from INDOT pertaining to any single audit findings specific to federal transit assistance					
Pass-through Entity has ensured all audit findings with INDOT pertaining to federal transit assistance have been corrected					
2 CFR 200.332 (e): Other Oversight Monitoring of Subrecipient by Pass-through Entity	Yes	No	N/A	Date Verified/Comple	COMMENTS OR ACTIONS NEEDED
(1) Pass-through Entity has provided subrecipient with training or technical assistance on program related matters					
(2) Pass-through Entity on-site visit to subrecipient					
In the space to the right, please provide brief narrative of observations and/or discussions that occurred during visit identified above:					
(2) Pass-through entity representative cleanliness check of public transit vehicle					
(2) Pass-through entity representative ride-along on public transit vehicle					
2 CFR 200.332 (g): Adjustments to Oversight	Yes	No	N/A	Date Verified/Comple	COMMENTS OR ACTIONS NEEDED
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					
If yes to question above and in the space to the right, please provide brief narrative of any considerations or adjustments that have been made:					
Has the Pass-through entity ever taken or considered taking enforcement action against non-compliant subrecipients					
If yes to question above and in the space to the right, please provide brief narrative of any considerations or enforcement actions that have been taken:					
I certify and assure the information, dates, and verifications identified in the above are true and accurate. I also understand that continued monitoring must be maintained as acting Pass-through Entity for the Section 5311 Sub-recipient as regulated by 2 CFR 200. It is understood the Federal Transit Administration (FTA), INDOT, State Board of Accounts (SBoA), or any representatives thereof may at any time, for any reason request review of this monitoring tool to ensure required monitoring as acting Pass-through Entity is occurring for any fully executed FTA funded operating, capital, or planning transit contract.					
	Signature				Date

Fulton County Council on Aging
Transpo

NEW TRANSIT MANAGER TRAINING (RURAL TRANSIT ASSISTANCE PROGRAM)

Employee information

Employee name	Doug Beller	Employee ID	N/A
Department	Council on Aging	Manager	Board of Directors
Report start date	July 2021	Report end date	July 2022

Administration

Module List	Date Completed	Status (Complete/Incomplete)
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Mission and Leadership

Budgeting and Finance 101

In-House vs. Contracted Management and/or Operations

Human Resources

Driver Recruitment, Training, and Retention

Operations and Planning

Module List	Date Completed	Status (Complete/Incomplete)
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Safety, Security, and Emergency Management

Coordination and Mobility Management

Planning and Evaluation

Communicating with the Public

Engaging with Tribes

Compliance

Module List	Date Completed	Status (Complete/Incomplete)
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Federal Regulations and Circulars

Americans with Disabilities Act (ADA)

Grant Compliance Requirements

Module List	Date Completed	Status (Complete/Incomplete)
Drug and Alcohol Programs		
Civil Rights		
Procurement 101		
Procurement- Beyond 101		
Transit Asset Management		

Additional Areas of Education Requested

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: _____
President, County Commissioners

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

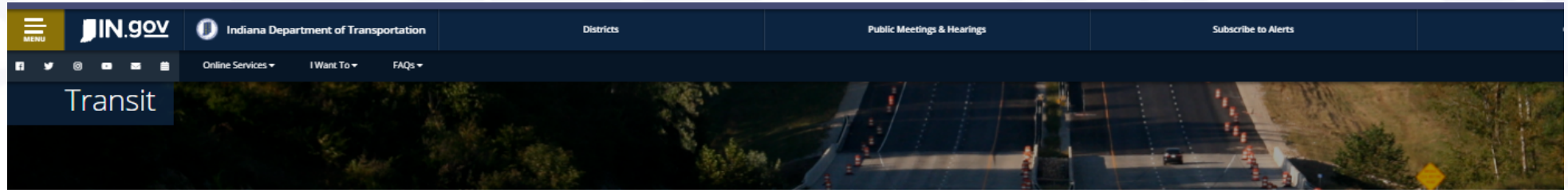
APPLICANT OVERSIGHT / RESPONSIBILITY

- **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

- [Indiana Public Transit Annual Reports](#)
- [Indiana Transit Asset Management Group Plan](#)
- [Public Transportation Agency Safety Plan](#)
- [5310 State Management Plan](#)
- [5311/5339 State Management Plan](#)
- [DBE Participation Goal for 2019-2021](#)
- [Documentation for RFP: Mobility Vans 16-11](#)
- [INDOT Section 5311 Manual](#)
- [Intercity Bus Study 2017](#)
- [Office of Transit Procurement Supplement](#)
- [Public Mass Transportation Fund Management Guide](#)
- [State Human Services Coordination Plan](#)
- [Transit Related Civil Rights](#)

Programs of Projects

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

- [Section 5310 CY 2021 Rural POP \(IN-2020-024-00\)](#)
- [Section 5310 CY 2021 Small Urban POP \(IN-2020-024-00\)](#)
- [Section 5311 CY 2019 POP \(IN-2018-00-00\)](#)
- [Section 5311 CY 2020 POP \(IN-2019-020-00\)](#)
- [Section 5311 CY 2021 POP \(IN-2020-007-00\)](#)
- [Section 5339 CY 2019 POP \(IN-2018-022-00\)](#)
- [Section 5339 CY 2020 POP \(IN-2019-020-00\)](#)
- [Section 5339 CY 2021 POP \(IN-2020-029-00\)](#)

Programs

- [Enhanced Mobility of Seniors & Individuals with Disabilities](#)
- [Rural Transit Programs](#)
- [Public Mass Transportation Fund Program](#)

RURAL TRANSIT RESOURCES

• IN-RTAP

RTAP
Rural Transit
Assistance Program

INDIANA RURAL TRANSIT ASSISTANCE PROGRAM

- Home
- RTAP Staff
- Training ▾
- Resources ▾
- Newsletter
- IN COST
- Roadeo
- Technical Assistance
- Newsletter Archive**
- E Learning / Request Login
- Links
- Substance Abuse
- Medical Qualification

New: All in-person Indiana RTAP Training has been cancelled through 6/30/2021 due to the current Public Health Emergency.

HOME

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/CoA)
- Vocational Rehabilitation Providers
- Step Ahead 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 5310 or 5311 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: 12/24/2020 - All RTAP in person training has been CANCELLED through 2/21/2021 due to the ongoing pandemic. The online webinar

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