



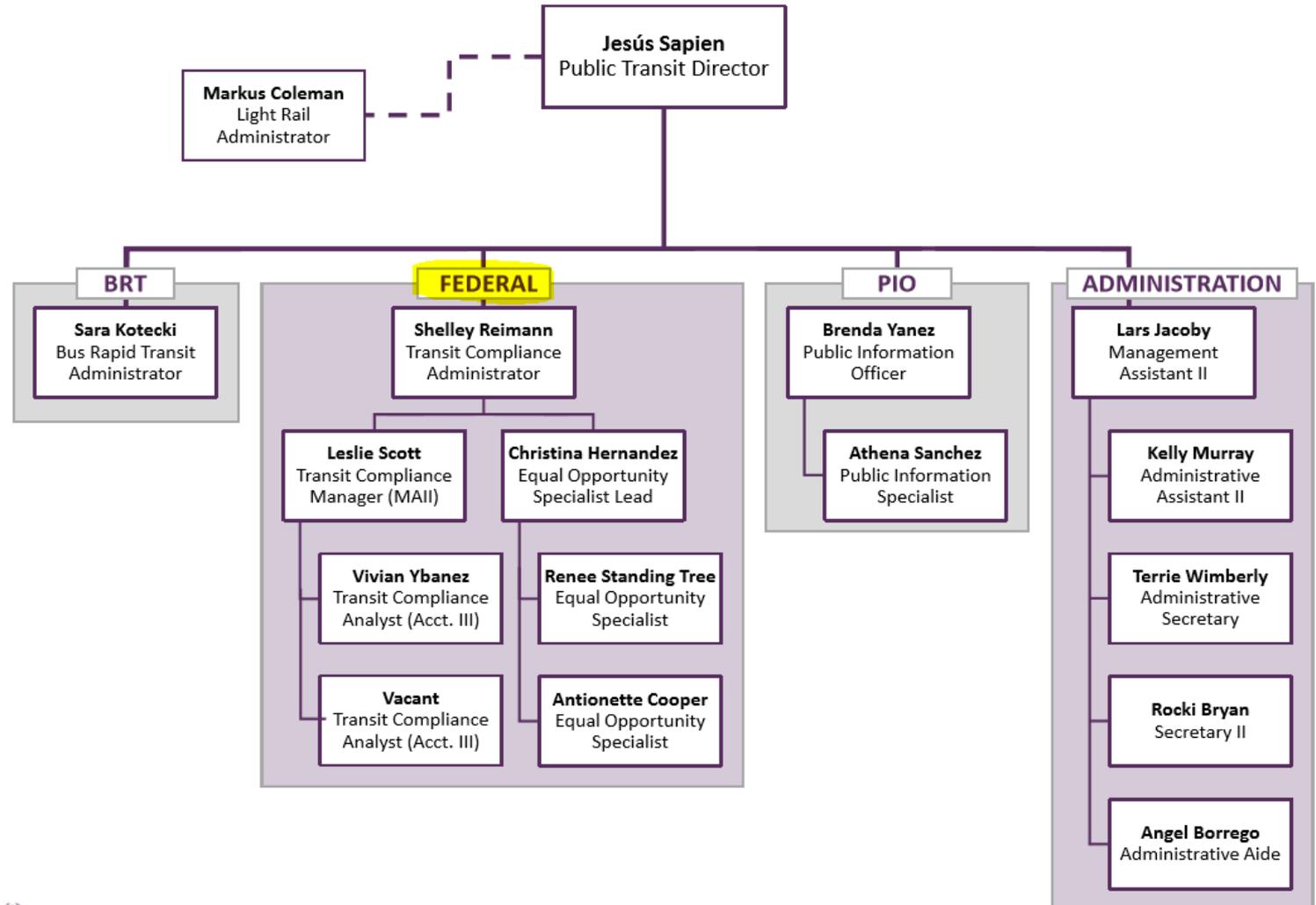
Federal Compliance

- Learning Objectives
 - who we are
 - what we do
 - why we do it
 - how we do it
 - what you need to do to help ensure compliance with federal regulations



Transit Compliance Team

Director's Office





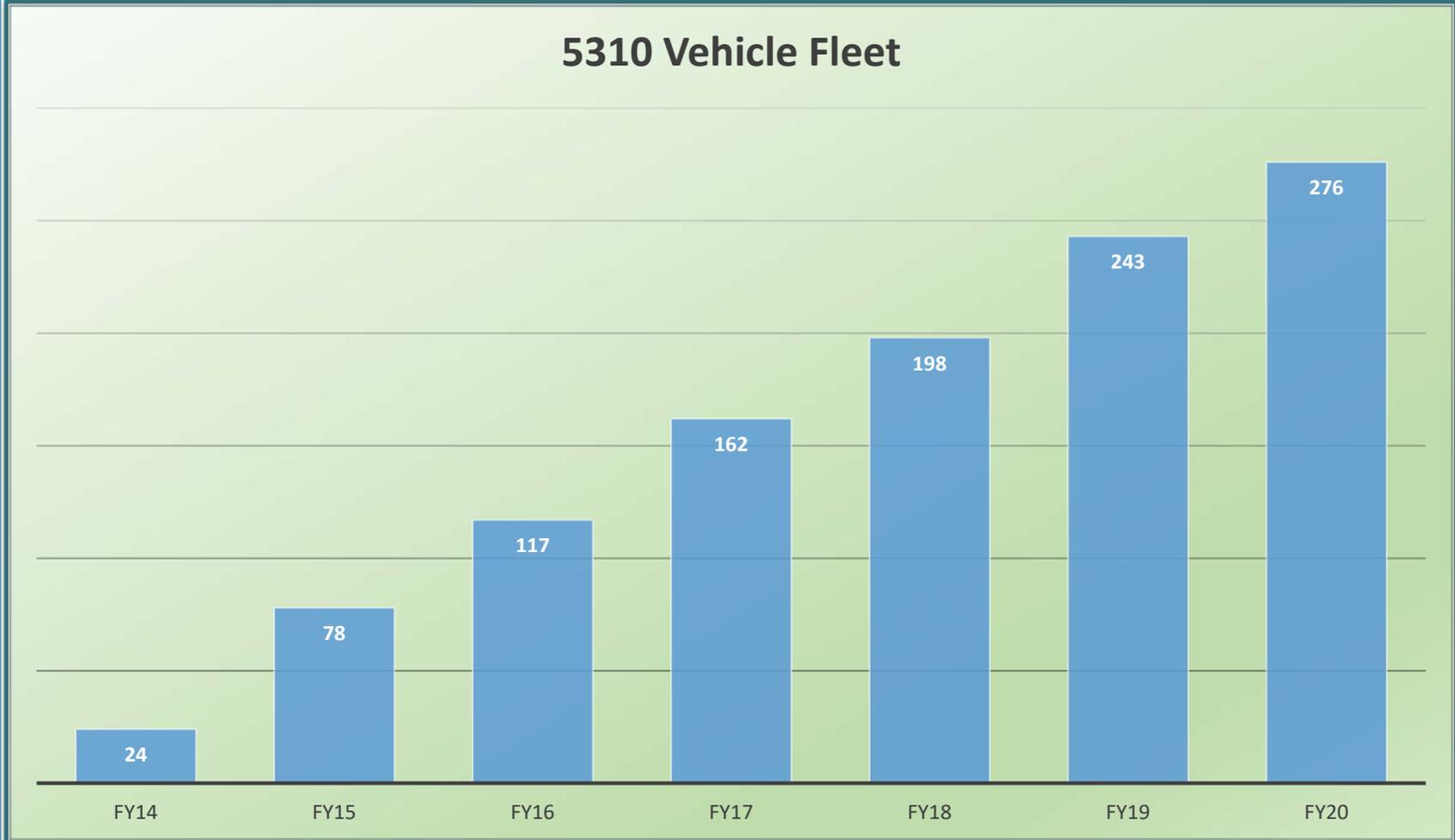
Transit Compliance Team

The City of Phoenix Public Transit Department is the designated recipient and pass-through entity of Federal Transit Administration (FTA) funding grants.

The FTA requires the designated recipient to monitor subrecipients to ensure compliance with applicable federal requirements.



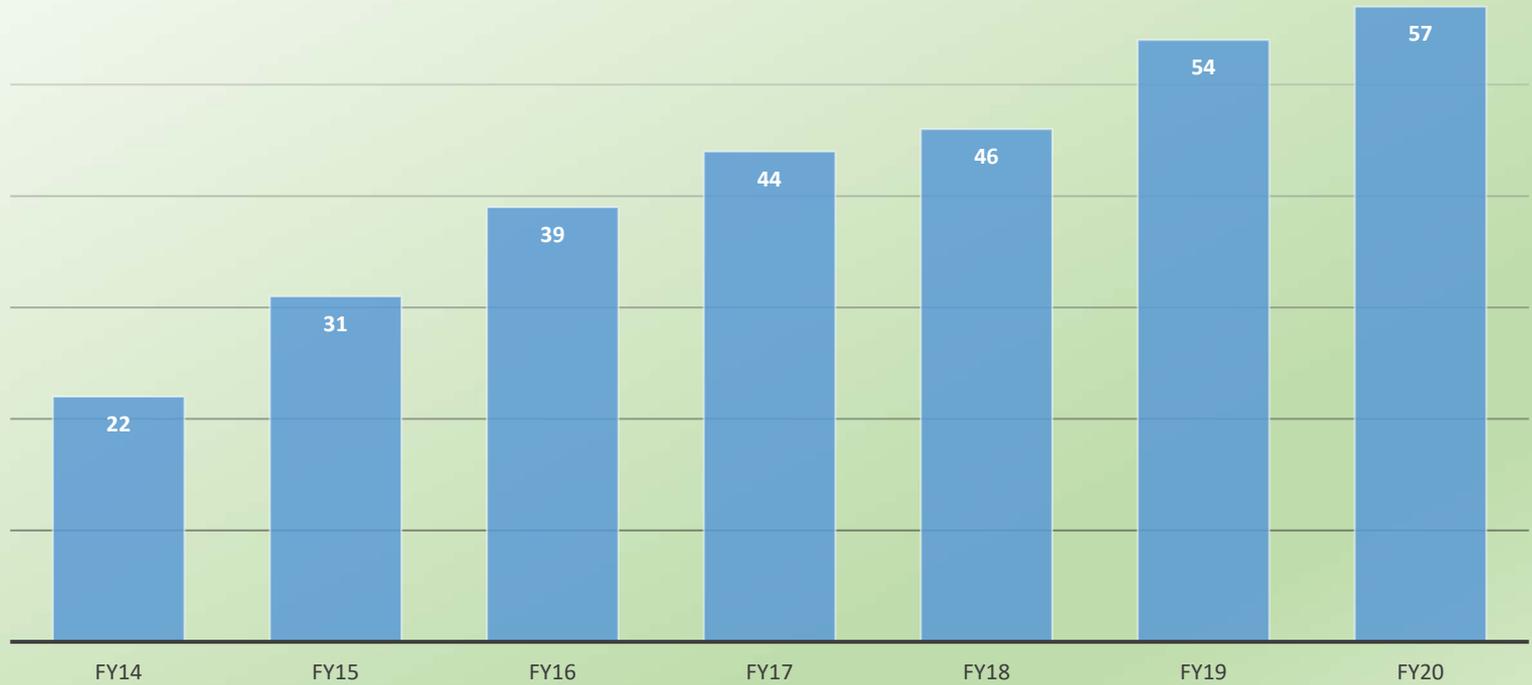
5310 Program Success





5310 Program Success

5310 Partner Agencies





Subrecipient Review Process

- yearly risk assessment
- on-site and desk review
- final report and follow-up



Subrecipient Review Process



Leslie Knops
Deputy Director
Pawnee Senior Center
215 W. Lodge Drive
Tempe, AZ 85283

September 18, 2019

Subject: FTA Subrecipient Notice of Compliance Review

Dear Ms. Knops,

This letter is to inform you that your agency, Pawnee Senior Center, has been selected for a Subrecipient Compliance Review by the City of Phoenix Public Transit Oversight Section. The purpose of the review is to monitor post-award activities to ensure the federal funding from the Federal Transit Administration (FTA) federal assistance program is used for authorized purposes, in compliance with Federal regulations, and the terms and conditions of the Grant Pass-Thru Agreement.

At this time, the Oversight Review team would like to coordinate a site visit to conduct interviews with program-specific personnel, review documentation, inspect federally funded vehicles and perform general observations of the Section 5310 program operations. The site visit should not disrupt your daily operations; however, it is important for the Oversight review team to have access to program-related staff and federal assets so that the time together will be as productive as possible.

The review process will begin with the attached Subrecipient Information Request which provides a list of documents the Review Team would like to receive in advance of the on-site visit.



Subrecipient Information Request

Please send the requested information to the City of Phoenix Public Transit by **Monday, September 30, 2019**.

- Pawnee Senior Center Transportation policies, procedures, driver training requirements
- Sample driver travel logs used to track client ridership
- Vehicle maintenance records/log for October 2018 – September 2019
- Client Transportation Intake form
- Policies & procedures and related complaint forms for investigating Title VI & ADA complaints
- Any Title VI, ADA, EEO complaints received in the last year
- 2018 IRS Form 990

During the on-site visit, the Review Team would like to have access to the City of Phoenix program vehicles listed below for an inventory count and condition assessment:

Phoenix Vehicle Inventory			
Vehicle Make	Vehicle Year	VN	License Plate
Chevy Express Van	2019	1GAZGLFG2K1369747	
Chevy Express Van	2019	1GAZGLFG9K1370023	
Starcraft (Ford E-350) Allstar	2019	1FDEE3FS4KDC35820	
Dodge Braun Caravan (#180)	2018	2C7WDGBG5JR231505	WCKTY15
Dodge Braun Caravan (#181)	2018	2C7WDGBG6JR231514	WCKWJ39
Starcraft (Ford E-350) Allstar (#182)	2018	1FDEE3FS7JDC32358	WCLDB55
Ford Transit (#169)	2017	1FBZX2CM0HKA77050	WCKGV96
Ford Transit (#170)	2017	1FBZX2CM2HKA77051	WCKGV97
Starcraft (Ford E-350) Allstar (#167)	2017	1FDEE3FS8HDC30120	WCJZL25
Starcraft (Ford E-350) Allstar (#168)	2017	1FDEE3FS7HDC30121	WCJZL26
Ford Transit (#163)	2016	1FBZX2CM1GKA09340	WCJEY36
Starcraft (Ford E-350) Allstar (#165)	2016	1FDEE3FS2GDC58245	WCJRW38
Starcraft (Ford E-350) Starlite (#160)	2015	1FDEE3FS0FDA20845	WCJB05
Starcraft (Ford E-350) Starlite (#161)	2015	1FDEE3FS7FDA20843	WCJB06
Starcraft (Ford E-350) Starlite (#159)	2015	1FDEE3FS2FDA20846	WCJB07
Starcraft (Ford E-350) Starlite (#155)	2014	1FDEE3FL1EDA83668	WCHRT85
Starcraft (Ford E-350) Starlite (#184)	2014	1FDEE3FL1EDA83671	WCHRT83
Starcraft (Ford E-350) Starlite (#156)	2014	1FDEE3FL7EDA83674	WCHRT86



Example Report

City of Phoenix – Public Transit Department

November 13, 2019

5310 Subrecipient Monitoring – Pawnee Senior Center



Objective

The City of Phoenix Public Transit Department (PTD) is the designated recipient and pass-through entity of Federal Transit Administration (FTA) funding grants and is required to ensure that subrecipients comply with applicable federal requirements. The purpose of this report was to determine if the Pawnee Senior Center (PSC) is in compliance with the terms of Grant Pass Thru Agreements and Federal Requirements under 49 U.S.C § 5310.

Background

PSC is a private, non-profit agency that provides individuals with disabilities with a wide range of programs, including; day program, group homes, home-based services, employment programs, and transportation services. In 2018, the agency was awarded \$188,500 in FTA Section 5310 program funds for the purchase of capital (vehicles).

Approach

The Public Transit Oversight Review Team reviewed PSC Grant Pass Thru Agreement AZ-2018-001, required reports and performed staff interviews and on-site monitoring on October 4, 2019.

A principle approach to the Compliance Monitoring Program is the provision of technical assistance. PTD will ensure each subrecipient, under review, understands the requirements of any specific circular, rule, regulation or law.

Required Follow-up Items

No follow-up items.

Public Transit Review Team

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Rodney Merrill, Equipment Analyst
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Example Report cont.

Subrecipient Review Results

Component	Methods	Narrative
Grant Requirements 	Reviewed grant requirements and interviewed PSC staff.	At the time of the review, the Review team noted that the services provided by PSC supported the intent of the Section 5310 program. Services provided were eligible and consistent with grant requirements.
Reporting 	Reviewed agency status with the Section 5310 Program Manager and annual report submission information on file in the Public Transit Department.	Per the Section 5310 Program Manager, PSC is in good standing and in compliance with reporting requirements. Annual Milestone Progress Reports (MPR), the Title VI Program, Lobbying Activities, SAM.gov, and Status Reports were submitted and updated as required by the program. PSC's Single Audit for reporting year ending June 30, 2018, was submitted as required. No findings were noted in the Single Audit.
Grant Reimbursement 	Not Applicable, PSC has no reimbursable grants from FTA, therefore there are no grant reimbursements to review.	Currently, PSC only receives FTA grant capital funds for the purchase of Section 5310 program vehicles. City of Phoenix, Public Transit staff is responsible for the full procurement process of program vehicles.
Insurance, Titles & Registration 	Reviewed ACORD Certificates, Vehicle Titles and inspected vehicles for compliance with ARS 28-2532A and 28-4135C.	Insurance was current, the City of Phoenix Public Transit Department was listed as additional insured and as lienholder on all vehicles. All vehicles contained valid registrations and proof of insurance.
Civil Rights 	Inspected vehicles, reviewed general reporting requirements and program specific requirements within the areas of Title VI and ADA, EEO and DBE. Reviewed agency website and interviewed staff.	At the time of the review, the Review Team noted that services provided by PSC supported the intent that transportation services were provided without regard to discrimination. The PSC Title VI report is current and approved as of the Letter of Concurrence dated November 29, 2018. Title VI public notices were clearly posted in the program vehicles and the public spaces. An ADA specific complaint procedure and ADA complaint forms were updated and posted to the agency website. Equal Employment Opportunity (EEO) and Disadvantage Business Enterprise (DBE) regulations were not applicable.

Vehicle Maintenance & Asset Management 	Interviewed PSC Transportation staff, reviewed Vehicle Maintenance Plan, Maintenance Logs and Annual Inspection Reports.	Vehicles reviewed were used for the intended purpose. No vehicle modifications were made, manufacturer's suggested maintenance schedules were followed, and vehicles were inspected annually.
Vehicle Condition Review 	Reviewed Total Fleet Vehicle Inventory and Condition Reports. Vehicles were inspected by a PTD Equipment Analyst.	Vehicle maintenance records reviewed indicated the fleet is routinely inspected and regularly maintained. Wheelchair lifts, tires, battery condition, fluid levels, windshields/wipers, brakes, air conditioning, safety equipment, signals and lighting were adequate. Vehicles were clean and contained safety equipment.
Regional Participation & Mobility Management 	Requested the agency's participation status from the Maricopa Association of Government (MAG) Human Services Transportation Planner.	Per the MAG Human Services Transportation Planner, PSC is in good standing in regard to their regional participation and attendance at quarterly Transportation Ambassador Program (TAP) meetings.



Training Areas

- vehicle acceptance
- change in vehicle status or condition & accident reporting
- vehicle appearance standards
- annual inspections
- vehicle maintenance plans
- vehicle maintenance logs and records
- vehicle disposition
- civil rights – covered by Chris H.



Vehicle Acceptance

The City of Phoenix Public Transit Department will perform an initial inspection and complete a *Vehicle Delivery & Acceptance Inspection Form*

This form will be provided to subrecipients so that they can complete their own inspection.



Vehicle Acceptance



VEHICLE DELIVERY & ACCEPTANCE INSPECTION
 FTA Section 5310 Funded Vehicles
 OK - Satisfactory NR - Needs Repair

- Initial Inspection
- Reinspection

Complete Inspection & Circle Pass or Fail				Inspector must initial mileage INITIALS:		
Inspection Results:	PASS	FAIL		Mileage:		
Agency Name (Vehicle Owner)				License Plate #		
Bus No.:				VIN:		
Inspection Date:				Manufacturer:		
Inspection Company:				Model:		
Inspector Name/Title:				Year:		
Inspector Signature:				Lift or Ramp: YES OR NO	YES	NO
ENGINE COMPARTMENT	OK	NR	COMMENTS:	LIGHTING	OK	NR
Fluid levels				HEADLIGHTS		
Battery connections				TAIL / STOP		
Leaks				CLEARANCE / MARKER		
OTHER				IDENTIFICATION		
Drivers Area	OK	NR	COMMENTS:	REFLECTORS		
Drivers Seat				Other		
Floor mats				ACCESSIBILITY FEAT		
Guages				W/C LIFT DOOR OPE		
MIRRORS				W/C LIFT OPERATIO		
WINDOWS/OPERATION				W/C SECUREMENTS		
Interior lighting				RAMP		
SUN VISOR				Other		
OTHER				ON-BOARD		
AC / HEATER	OK	NR	COMMENTS:	FIRE EXTINGUISHER		
HEATER				WARNING TRIANGL		
CAB A/C				FIRST AID KIT		
REAR A/C				BLOOD BORNE PATR		
OTHER				Other		
CAB / BODY	OK	NR	COMMENTS:	EXHAUST		
FRONT DOOR OPERATION				LEAKS		
PASSENGER SEATS				PLACEMENT		
GRAB RAILS / STANTIONS				Other		
SIDE/FRONT/REAR/CEILING PANELS				TIRES		
FLOOR COVERING				DAMAGE		
EMERGENCY EXITS				OTHER		
WINDSHIELD						
WIPERS						
Damage						
OTHER						

SUBRECIPIENT ACCEPTANCE AND SIGNATURE: By signing this form, I certify I have inspected the vehicle, verified the VIN and vehicle condition. I am accepting the vehicle was delivered as ordered according to the specifications. I agree the agency will add the vehicle to the agency's Vehicle Maintenance Plan and will maintain the vehicle according to the Manufacturer's OEM guidelines at a minimum. After signing, please return form to wendy.miller@phoenix.gov.

Name _____ Title _____ Signature _____ Date _____

INSPECTOR NSTRUCTIONS: The vehicle delivery inspection & acceptance form is filled out and signed by the City of Phoenix Equipment Analyst or Quality Assurance Inspector **MUST:** Initial mileage, Select PASS or FAIL, and sign the form.

This inspection checklist may be accompanied by a standardized form as long as the top section is filled out and signed with the pass or fail indicated.

If the vehicle fails, a follow-up inspection is required after repair.

OK - Satisfactory NR - Needs Repair

EMAIL completed vehicle inspection sheet to: wendy.miller@phoenix.gov

VEHICLE FAILURE REASONS:

- Brakes
- Heating Ventilation & Air Conditioning (HVAC) System
- Any TIRES Worn Below 4/32NDS of an inch
- Safety Equipment

WHEELCHAIR LIFT REQUIREMENTS:

1. Vehicle Movement is Prevented Unless the Lift Door is Closed.
2. Lift Operation Shall Be Prevented Unless the Vehicle is Stopped & Vehicle Movement is Prevented.
3. The Platform will Not Fold/Stow if Occupied.
4. The Inner Roll Stop will Not Raise if Occupied.
5. The Outer Barrier will Not Raise if Occupied.
6. Verify Platform Lighting When Lift is Deployed & Pendant Illumination When Lift is Powered.
7. Warning Activates if the Threshold Area is Occupied When the Platform is at Least 1 Inch Below Floor Level.
8. Platform Movement is Prohibited Beyond the Position Where the Inner Roll Stop is Fully Deployed (Up)



Vehicle Acceptance

Subrecipient signs and returns the *Vehicle Delivery & Acceptance Inspection Form*, attesting that:

- the vehicle is accepted
- vehicle has been added to the Agency's Vehicle Maintenance Plan and
- the vehicle will be maintained, at a minimum, according to the original equipment manufacturer (OEM) requirements.



Change in Vehicle Condition

Must report within 5 working days

Substantial damage includes damage that:

- disrupts operations
- affects structural strength, performance, or operating characteristics of the vehicle
- requires towing, rescue, or on-site maintenance,
- results in immediate removal prior to safe operation.



Change in Vehicle Condition

Substantial damage does not include

- cracked windows
- dents, bends, small puncture holes
- broken lights or mirrors
- removal from service for minor repairs or maintenance
- flat tires, minor glass and paint scratches, minor dings/dents



Accident Reporting

Report within 72 hours

- An accident is an occurrence associated with the operation of a vehicle if:
 - an individual dies or suffers bodily injury and immediately receives medical treatment away from the scene of the accident
 - the accident involves one or more vehicles
 - the vehicle incurs disabling damage and is transported away
 - the vehicle is removed from service



Vehicle Appearance

Subrecipients are responsible for:

- ensuring that program vehicles are safe, fully operational and always maintain a clean appearance of both the exterior and interior of the vehicle while in-service.
- no unit may be run in service with any type of major body damage to the vehicle. This standard includes dings, cracked glass, and major scratches to any surface of the vehicle



Vehicle Appearance

Vehicles should be maintained to ensure:

- fully operational air conditioning/heating, wheelchair ramps and lifts, securement belts, flip seats and radios.
- should be free of body damage, have no missing or unpainted panels, any defects, flats, wheel curbing, or missing lugs with wheels and tires at proper inflation.
- vehicles should be free of graffiti and should have all safety items fully operational; i.e., lights, brakes, horn, tires, wheelchair tie-downs, seat belts, fire suppression systems, etc.



Annual Inspections

- certified mechanic must inspect all 5310-funded vehicles annually
- agencies must submit documentation of the annual inspection

Complete Inspection & Circle Pass or Fail				Inspector must initial mileage		INITIALS:	
Inspection Results: <input checked="" type="checkbox"/> PASS <input type="checkbox"/> FAIL				Mileage: 50,214			
Agency Name (Vehicle Owner): Pawnee Senior Center				License Plate #			
Bus No.:				VIN: 2C4RDG8A9R206776			
Inspection Date: 10/31/2019				Manufacturer: Ford			
Inspection Company: Inspector Gadget's				Model: Starcraft			
Inspector Name/Title: John Brown, Inspector				Year: 2019			
Inspector Signature: <i>John Brown</i>				Lift or Ramp: YES OR NO		YES	NO
BRAKES				OK	NR	COMMENTS:	
ADJUSTMENT				<input checked="" type="checkbox"/>			
MECHANICAL COMPONENT				<input checked="" type="checkbox"/>			
DRUM / ROTOR				<input checked="" type="checkbox"/>			
HOSE / TUBING				<input checked="" type="checkbox"/>			
LINING				<input checked="" type="checkbox"/>			
PARKING BRAKES				<input checked="" type="checkbox"/>			
OTHER				<input checked="" type="checkbox"/>			
FUEL SYSTEM				OK	NR	COMMENTS:	
TANK(S)				<input checked="" type="checkbox"/>			
LINES				<input checked="" type="checkbox"/>			
OTHER				<input checked="" type="checkbox"/>			
STEERING				OK	NR	COMMENTS:	
ADJUSTMENT				<input checked="" type="checkbox"/>			
COLUMN / GEAR				<input checked="" type="checkbox"/>			
AXLE				<input checked="" type="checkbox"/>			
LINKAGE				<input checked="" type="checkbox"/>			
POWER STEERING				<input checked="" type="checkbox"/>			
OTHER				<input checked="" type="checkbox"/>			
SUSPENSION				OK	NR	COMMENTS:	
SPRINGS				<input checked="" type="checkbox"/>			
ATTACHMENTS				<input checked="" type="checkbox"/>			
SLIDERS				<input checked="" type="checkbox"/>			
OTHER				<input checked="" type="checkbox"/>			
WHEELS / RIM				OK	NR	COMMENTS:	
FASTENERS				<input checked="" type="checkbox"/>			
DISK / SPOKE				<input checked="" type="checkbox"/>			
MIRRORS				<input checked="" type="checkbox"/>			
WINDSHIELD				<input checked="" type="checkbox"/>			
WIPERS				<input checked="" type="checkbox"/>			
EXHAUST				OK	NR	COMMENTS:	
LEAKS				<input checked="" type="checkbox"/>			
PLACEMENT				<input checked="" type="checkbox"/>			
TIRES				OK	NR	COMMENTS:	
TREAD				<input checked="" type="checkbox"/>			
INFLATION				<input checked="" type="checkbox"/>			
DAMAGE				<input checked="" type="checkbox"/>			
OTHER				<input checked="" type="checkbox"/>			
TIRE TREAD DEPTH IN 32NDS						COMMENTS:	
RF				<input checked="" type="checkbox"/>			
LF				<input checked="" type="checkbox"/>			
RR OUTER				<input checked="" type="checkbox"/>			
RR INNER				<input checked="" type="checkbox"/>			
LR OUTER				<input checked="" type="checkbox"/>			
LR INNER				<input checked="" type="checkbox"/>			
OTHER				OK	NR	COMMENTS:	
WARNING GAUGES				<input checked="" type="checkbox"/>			
PANEL LIGHTS				<input checked="" type="checkbox"/>			
Inspector must initial mileage				INITIALS:			
Mileage: 50,214							
License Plate #							
VIN: 2C4RDG8A9R206776							
Manufacturer: Ford							
Model: Starcraft							
Year: 2019							
Lift or Ramp: YES OR NO				YES	NO	COMMENTS:	
ENGINE COMPARTMENT				OK	NR	COMMENTS:	
OIL LEVEL				<input checked="" type="checkbox"/>			
RADIATOR				<input checked="" type="checkbox"/>			
BATTERIES				<input checked="" type="checkbox"/>			
INTERIOR				OK	NR	COMMENTS:	
WINDOWS/OPERATION				<input checked="" type="checkbox"/>			
MIRRORS				<input checked="" type="checkbox"/>			
FRONT DOOR OPERATION				<input checked="" type="checkbox"/>			
PASSENGER SEATS				<input checked="" type="checkbox"/>			
INTERLOCKS				<input checked="" type="checkbox"/>			
GRAB RAILS / STANTIONS				<input checked="" type="checkbox"/>			
SIDE/FRONT/REAR/CEILING PANELS				<input checked="" type="checkbox"/>			
FLOOR COVERING				<input checked="" type="checkbox"/>			
STEPWELL				<input checked="" type="checkbox"/>			
EMERGENCY EXITS				<input checked="" type="checkbox"/>			
SUN VISOR				<input checked="" type="checkbox"/>			
CAB / BODY				OK	NR	COMMENTS:	
ACCESS				<input checked="" type="checkbox"/>			
EQPT / LOAD SECURE				<input checked="" type="checkbox"/>			
TIE-DOWNS				<input checked="" type="checkbox"/>			
HEADERBOARD				<input checked="" type="checkbox"/>			
MOTOR/COACH SEATS				<input checked="" type="checkbox"/>			
OTHER				<input checked="" type="checkbox"/>			
LIGHTING				OK	NR	COMMENTS:	
HEADLIGHTS				<input checked="" type="checkbox"/>			
TAIL / STOP				<input checked="" type="checkbox"/>			
CLEARANCE / MARKER				<input checked="" type="checkbox"/>			
IDENTIFICATION				<input checked="" type="checkbox"/>			
REFLECTORS				<input checked="" type="checkbox"/>			
INTERIOR				<input checked="" type="checkbox"/>			
OTHER				<input checked="" type="checkbox"/>			
A/C / HEATER				OK	NR	COMMENTS:	
HEATER				<input checked="" type="checkbox"/>			
CAB A/C				<input checked="" type="checkbox"/>			
REAR A/C				<input checked="" type="checkbox"/>			
FRAME				OK	NR	COMMENTS:	
MEMBERS				<input checked="" type="checkbox"/>			
CLEARANCE				<input checked="" type="checkbox"/>			
OTHER				<input checked="" type="checkbox"/>			
ACCESSIBILITY FEATURES				OK	NR	COMMENTS:	
W/C LIFT DOOR OPERATION				<input checked="" type="checkbox"/>			
W/C LIFT OPERATION				<input checked="" type="checkbox"/>			
W/C SECUREMENTS				<input checked="" type="checkbox"/>			
RAMP				<input checked="" type="checkbox"/>			
ON-BOARD				OK	MISSING	COMMENTS:	
FIRE EXTINGUISHER				<input checked="" type="checkbox"/>			
WARNING TRIANGLES				<input checked="" type="checkbox"/>			
FIRST AID KIT				<input checked="" type="checkbox"/>			
BLOOD BORNE PATHOGEN KIT				<input checked="" type="checkbox"/>			



Vehicle Maintenance Plans

All agencies are required to provide a maintenance plan.

- procedures for day-to-day fleet operations
- designated staff responsible for vehicle maintenance & monitoring
- designated mechanics & vendors
- warranty and inventory tracking



Vehicle Maintenance Plans

New template adds:

- authorizing signature approving the plan
- detailed breakdown of maintenance staff and related responsibilities
- record keeping of vehicle maintenance records
- detailed warranty tracking system
- vehicle security and storage location



Maintenance Logs

Agency's must use the 5310 Maintenance Log provided to record maintenance and repair work performed

- vehicle maintenance log includes:
 - vehicle details, odometer reading, date of inspection/service
 - mileage/time since previous inspection/service



Retired Maintenance Log

VEHICLE MAINTENANCE LOG								
Vehicle Year	VIN	License Plate	Odometer Reading	Date of last Annual Inspection	Date of PM	Type of PM service or repair	Mileage	Date of PM
2014	1FDEE3FLXEDA78713	WCHRT80	48,267	5-9-18	9-11-17	Lift Service, 2 tires, PMI	40316	12-20-17
2015	2C4RDGBG8FR650448	BLC5421 WCHWF35	42,660	9-12-18	10-13-17	Oil Change, PMI	31858	1-24-18
2015	2C4RDGBGXFR641637	WCHXC20	52,921	8-6-18	10-12-17	Oil Change, tire rotation, PMI	37728	1-25-18
2015	2C4RDGBGXFR650452	WCHXC21	96,091	9-17-18	11-2-17	Oil Change, PMI	71608	12-27-17
2016	1FDEE3FS2GDC51389	WCJCD50	15,438	7-14-18	10-28-17	Oil Change, PMI	11241	7-14-18
2016	1FDEE3FS5GDC55212	WCJCD51	25,600	7-14-18	10-14-17	Oil Change, PMI	16012	10-28-17
2017	1FDEE3FS7HDC32032	WCJTD59	13,005	5-26-18	11-8-17	Oil Change, PMI, Lift Maintenance	7259	5-26-18
2017	1FDEE3FS6HDC32040	WCJTD60	14,997	5-18-18	1-5-18	Oil Change, Lift Cycle, PMI, Tire rotation	8624	4-28-18



Maintenance Records

Vehicle Maintenance Logs must be submitted to the City of Phoenix with supporting documentation:

1. cover sheet, followed by
2. annual inspection forms & supporting documentation, followed by
3. invoices, in date order
4. naming convention
5. file sizes



Vehicle Disposition

- City of Phoenix approval required
- highest possible return
- documentation required
- additional guidance provided in PMP

Contact Wendy Miller for further instructions



Questions

Shelley Reimann

Transit Compliance Administrator

City of Phoenix Public Transit

shelley.reimann@phoenix.gov

602.261.8997