

# Compliance Review for Kansas 5310 Sub-recipient

Transit Agency:

Agency Representative Name:

Agency Contact Information:

Address:

Phone:

Email:

**Instructions for Use:** Complete all applicable information and forward this questionnaire and the requested documents prior to the scheduled site visit date. Please respond to every question.

If you have any questions, please contact the reviewer.

Reviewer Name:

Email:

Phone:

Date of Site Visit:

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## Introduction

1. **Description of Agency** (as it pertains to transportation including services provided, service area, organizational structures, etc.)
2. **Description of All Services** (include main services and clients served)
3. **Required Documentation.** The following checklist indicates that some documentation should be provided to the reviewer prior to the site visit and other documentation must be available on-site during the review.

## SECTION 1: Eligibility

Eligibility Questions	Response	Documents Provided Before Site Visit	To Be Addressed at Site Visit
1. Are all vehicle (owned/not owned) providing service as part of transportation program marked with the agency name on both sides?			✓
2. Describe any "incidental" services provided with federally funded vehicles that the agency or its subcontractors provide, and when those services are provided. e.g., (meal service)			✓
3. Has the agency's Title VI plan been forwarded to KDOT for review?		✓ (Please forward a copy of the Plan)	
4. If so, does the Title VI plan contain the required elements:		✓	
<input type="checkbox"/> Notice of Rights under Title VI <input type="checkbox"/> How to file a complaint, copy of complaint form <input type="checkbox"/> List of Title VI investigations, complaints or lawsuits <input type="checkbox"/> Public Participation Plan <input type="checkbox"/> Limited English Proficiency Plan (LEP) <input type="checkbox"/> Board of Directors' resolution or meeting minutes demonstrating the Board approved the Title VI Plan <input type="checkbox"/> Racial breakdown of Non-elected Advisory Councils			
5. If submitted, does the LEP Plan contain the required elements?		✓	
<input type="checkbox"/> Results of the Four Factor Analysis <input type="checkbox"/> How the sub-recipient provides language assistance services by language <input type="checkbox"/> How the sub-recipient monitors, evaluates and updates the language access plan <input type="checkbox"/> How the sub-recipient trains employees to provide timely and reasonable language assistance to LEP populations			
6. Where are Title VI posters located?			✓
7. Where are Title VI brochures located?			✓
8. Where are Title VI complaint forms located?			✓

## SECTION 2: Management

Eligibility Questions	Response	Documents Provided Before Site Visit	To Be Addressed at Site Visit
1. Are required EEO posters displayed at transit agency office, contractors' offices, transit garage, etc.?			✓
2. Does the agency have receipts for KDOT reimbursement requests?			✓ (Documents)
3. Does the agency have proof of payroll taxes deducted from employee's paycheck?			✓ (Documents)
4. Does the agency transport individuals across state lines with a KDOT funded vehicle? (If no, skip Questions 5-7 and go to Section 3.)			✓
5. Is the agency a city or county government that directly operates public transportation services? (If yes, skip Questions 6-7 and go to Section 3.)			✓
6. Does the agency use a vehicle with a capacity of more than 8-persons for trips across state lines? (If no, skip Question 7 and go to Section 3.)			✓
7. Describe the type of trips being offered. What is the capacity of the vehicle(s)? Are they registered with the KCC? Do the vehicles have a DOT# and a federal MC#?			✓

### SECTION 3: General ADA

Eligibility Questions	Response	Documents Provided Before Site Visit	To Be Addressed at Site Visit
1. Do you have at least one ADA accessible vehicle in the fleet? If so, how many?			✓
2. How does the agency handle the situation if the agency receives a ride request from a person using a wheelchair in an area or at a time when a non-ADA vehicle is normally used?			✓ (Documents)
3. Does the agency require that wheelchairs be secured in the transit vehicle?			✓ (Documents)
4. Will the agency still transport if driver is not able to secure wheelchair?			✓ (Documents)
5. Is there a formal policy on accepting "service animals" aboard vehicles and in facilities?			✓ (Documents)
6. How does the agency determine if an animal is a "service animal?"			✓ (Documents)
7. Can a person not using a wheelchair request to ride a wheelchair lift?			✓ (Documents)
8. Do you allow persons to carry compressed oxygen canisters and respirators aboard your vehicles?			✓ (Documents)
9. Does the agency have a "rider's handbook" describing the agency's policies and procedures relating to the ADA paratransit services?		✓ (Please forward a copy of the "Handbook")	
10. Are the agency's buildings accessible to all persons with disabilities?			✓ (Documents)

## SECTION 4: Maintenance

Eligibility Questions	Response	Documents Provided Before Site Visit	To Be Addressed at Site Visit
1. Are there maintenance records for each vehicle available for review?			<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please provide an example of maintenance records)</p>
2. Are the vehicle records identified by the VIN number?			<p style="text-align: center;">✓</p>
3. Are the titles for FTA funded vehicles in the name of the sub-recipient/applicant?		<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please forward copies of titles or registrations)</p>	
4. Does the agency have written maintenance plans for FTA funded vehicles so that the maintenance history is permanently recorded?			<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please provide an example of maintenance plan)</p>
5. Do the preventative maintenance schedules in the plan meet the minimums required by the manufacturer or supplier?			<p style="text-align: center;">✓</p>
6. Is preventative maintenance being done as scheduled? If not, why?			<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please make available a maintenance plan with a corresponding maintenance record)</p>
7. Is any FTA funded equipment under warranty and if so what is the process for recovering warranty claims?			<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please provide a written description of the process)</p>
8. Is all work required by manufacturer's warranty provisions being performed? If not, why?			<p style="text-align: center;">✓</p>
9. Are there written records indicating that pre-trip and/or post-trip inspections are completed prior to the vehicle being put in service?			<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please forward sample copies of records for the previous 3 months)</p>

Eligibility Questions	Response	Documents Provided Before Site Visit	To Be Addressed at Site Visit
10. Is there documentation that the drivers or mechanics cycle the lifts each day prior to the vehicle being placed in service?			<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please have documentation available)</p>
11. Have all drivers been trained to use the wheelchair lifts/ramps and the wheelchair securement system(s)?			<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please provide any documentation)</p>
12. Does the agency have vehicles which are currently out of service due to mechanical problems or damage?			<p style="text-align: center;">✓</p>
13. How long have they been out of service?			<p style="text-align: center;">✓</p>
14. When an ADA vehicle is out of service how do you provide ADA service? How long have they been out of service?			<p style="text-align: center;">✓</p>
15. Does the agency have any federally-funded vehicles which traveled less than 2,500 miles last year? If the agency does, provide a utilization plan for the vehicle(s).		<p style="text-align: center;">✓</p> <p style="text-align: center;">(Please provide documentation)</p>	
16. Is the agency aware of how to dispose of a FTA-funded vehicle?			

## SECTION 5: Safety and Security

Eligibility Questions	Response	Documents Provided Before Site Visit	To Be Addressed at Site Visit
1. Does the agency have a written safety plan for the agency?			 (Please provide a copy)
2. Does the agency have a written security and emergency management plan? (If no, skip Question 3.)			 (Please provide a copy)
3. Is the emergency management plan coordinated with local agencies?			 (Please have documentation available)
4. Does the agency currently have any child safety seats available for the KDOT vehicles? If so, how many?			