December 2023

|  |  |
| --- | --- |
| Agency:  |       |
| Agency Representative Name: |       |
| Agency Contact Information:  |       |
|  | Address: |       |
|  |  |       |
|  | Phone: |       |
|  | Email: |       |
| **Compliance Review for****Nebraska 5311 Subrecipient****Onsite Review Checklist** |
| Reviewer Name: |       |
| Email: |       |
| Phone: |       |
| Date of Site Visit: |       |
| Site Visit No.:  |       |
| Review Checklist Submitted to Agency on: |       |
| Action Plan needed? |       |
| If yes - Action Plan established on: |       |

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**Introduction**

The Nebraska Department of Transportation is required to provide oversight and technical assistance to subrecipients of funding from the Federal Transit Administration. Subrecipient site visits are conducted at least once every three years as per the NDOT Transit Section State Management Plan.

Documentation will be requested before the site visit. Please forward all requested information by the deadline provided. Documents will also be reviewed onsite. Please ensure that all documents to be reviewed are readily available during the visit.

This checklist will be utilized by the reviewer during your visit. Please answer ALL questions on the checklist and return to the reviewer with the required documents by the due date.

After the review, a follow-up report will be issued. The subrecipient will be required to take corrective action to address all findings.

**Required Documents**

Documents will be reviewed prior to the site visit and during the on-site review. Please ensure that the required documents are provided by the due date or available during the review. Use the checklist below to ensure the required documents are provided as needed.

Send these documents with the completed checklist by the due date:

1. Maintenance plan adopted by the agency.

2. Preventive maintenance (PM) schedules for FTA-funded vehicles (maximum of schedules for 10 vehicles is sufficient.) Provide active forms that indicate PM is scheduled ad completed as required.

3. Invoices, mechanic inspection sheets, etc., that provide evidence that the correct maintenance is being performed at the correct intervals.

4. Copies of titles for FTA-funded vehicles.

5. Copies of completed pre- or post-trip inspections.

6. Copies of completed documents that indicate lifts are being cycled (disregard if this action is part of the pre-or post-trip inspection.)

7. Request copy of Schedule (service hours and days of operation, destinations and description of system.

These records must be available during the on-site review:

1. Title VI documents (plan, posters, compliant form, etc.)

2. EEO poster

3. Transit accounting document

4. Driver training records

5. Marketing materials

6. Passenger handbook and/other written policies

7. Drug and alcohol testing compliance records

8. Procurement policies

9. Maintenance records for all transit vehicles

10. ADA policy, complaint form and complaint log (include reasonable modification policy)

**Section 1: Eligibility**

|  |  |
| --- | --- |
| 1. | Are all transit services provided by the agency open to the general public? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 2. | How are services advertised to the general public? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 3. | Are all vehicles providing service as part of the public transit program marked with the agency name and contact information on both sides? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| 4. | Describe any “incidental” services (e.g., meal delivery) provided using Federally-funded vehicle? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| 4a. | Does the incidental service disrupt regular public transportation service? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 4b. | Is the incidental services funded by a different program? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 5. | Does the public transportation system transport children to school? |
| If yes, please describe the service provided.      |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 6. | Does your agency modify routes or schedules to accommodate school functions? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 6a. | If yes to question 6, is the modification open to the public and part of your regular service? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 7. | Does the agency ever allow exclusive use of the transit vehicle (i.e., charter service)? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 8. | If the space occupied by the transit (office and /or Vehicle storage) is shared use, what square footage does transit occupy?  |
| What is the total square footage of the space/building? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 9. | If cost (rent, utilities, insurance, etc.) are shared, how was the cost allocation determined? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

**Section 2: Civil Rights**

|  |  |
| --- | --- |
| 1. | Is the Title VI Notice to the Public posted? |
| If so, where? |       |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 2. | Are Title VI Complaint forms and complaint procedures available in the transit office? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
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| 3. | Are Title VI complaint forms and complaint procedures available in each Federally-funded vehicle and the agency's facility? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 4. | Are Title VI Notice to the Public posters located in every Federally-funded vehicle and in the agency's facility? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 5. | Are the Title VI Notice to the Public and Title VI Complaint Form and procedures posted on the agency's website? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Previous Finding | [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |  |
| --- | --- | --- |
| 6. | Does the agency Title VI plan identify 1,000 people or 5% of the population in the service area with limited English proficiency (LEP)? |       |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Previous Finding | [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |  |
| --- | --- | --- |
| 7. | If the answer to question 4-6 is "yes," does the agency translate information into that language, including the Title VI Notice to the Public? |       |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Previous Finding | [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 8. | Are required EEO posters displayed at transit agency office, contractors’ offices, transit garage, etc.? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 9. | Has your agency engaged in any public participation activities since your last review? Have you had any public meetings or forums to allow for public comment on fare rate changes? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 10. | Are you familiar with NDOT's Disadvantaged Business Enterprise (DBE) program and requirements for subrecipients? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 11. | Do you know that NDOT has a DBE goal [note current goal] and how it may or may not apply to your programs and services? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 12. | On federally funded contracts, how do you communicate contracting and service opportunities to DBEs? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 13. | Have you used the Transit Portal to submit DBE participation when submitting invoices to NDOT? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 14. | Have you used any DBEs vendors for services (bookkeeping, janitorial, maintenance, etc.)? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

**Section 3: Financial**

|  |  |
| --- | --- |
| 1. | Does the agency’s accounting system track all revenues and expenses attributable to the public transit program? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 2. | How are these revenues and expenses clearly identified as being related to the public transit program? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 3. | How does the agency ensure that the fully-allocated costs of providing incidental services are covered by other than state or federal transit funds? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 4. | How does the agency ensure that state and federal transit funds are spent only on costs attributable to the public transit program? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 5. | Describe how fares are collected, recorded and deposited. |
| Who in your organization is responsible for handling fares from collection to deposit? |
|       |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

**Section 4: General ADA**

|  |  |
| --- | --- |
| 1. | Are ADA services’ needs met with the current fleet? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 2. | Are wheelchairs accepted in all of the agency’s service areas? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 3. | Does the agency require that wheelchairs be secured? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 4. | Will the agency still transport if driver is not able to secure wheelchair? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 5. | What types of “service animals” are accepted aboard vehicles and in facilities? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 6. | How does the agency determine if an animal is a “service animal”? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 7. | Is the facility accessible to all persons with disabilities? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 8. | Have all drivers been trained to use the wheelchair lifts/ramps and the wheelchair securement system(s)? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 9. | Does all literature/advertising include information that all services are open to the general public, including persons with disabilities? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 10. | How does the agency handle a caller who requests a ride at a time when the transit vehicle(s) is/are busy? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 11. | Does the agency have a suspension policy for a pattern or practice of no shows? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 12. | On the average, how many denials does the agency have per month? |
| Does the agency track the reasons for denials? |       |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 13. | How long does/would such a denial of service last? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 14. | Who makes the decision on denial of service? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 15. | What opportunity for appeal or administrative review is offered? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 16. | How are the agency’s policies on denial of service documents and communicated to the public? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 17. | Does the agency have a “rider’s handbook” describing the agency’s policies and procedures? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 18. | Does the agency have an approved ADA policy, ADA complaint form, and complaint log? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 19. | Does the ADA policy include the reasonable modification policy and complaint form? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 20. | Does the ADA/reasonable modification policy designate an agency representative to review complaints? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| 21. | How is the ADA compliant process advertised to the general public? (websites, brochure, etc.) |
|       |

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| --- | --- |
| 22. | Is the name and contact information for the agency's ADA coordinator on your website? |
|       |

|  |  |
| --- | --- |
| 23. | Have you had any ADA complaints since your last compliance review, and if so, are they included on your ADA log? |
|       |

**\*Section 5: Drug and Alcohol**

|  |  |
| --- | --- |
| 1. | Is the agency drug and alcohol policy and board approval on file in the transit office? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 2. | Does the agency have documentation that each employee has received a copy of the testing policy? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 3. | Does the agency keep a record of employees selected for random testing and whether the tests were actually conducted? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 4. | Are employee test records/results kept in a separate file cabinet with lock? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 5. | Who has access to these records/results? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 6. | Who makes the decision whether to send driver and/or others for collection following an accident that triggers an automatic test? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 7. | Does the agency use a form to document post-accident decisions regarding testing? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 8. | Who makes the decision on whether to send an employee for reasonable suspicion testing? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 9. | Does the agency have a form to document determination of reasonable suspicion? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

\*Please note: A more in-[depth review of your agency's drug and alcohol testing compliance will be conducted by a consultant at another time.

**Section 6: Procurement**

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| --- | --- |
| 1. | Have any items charged to the public transit program, over the past three years, been purchased from businesses owned by board or staff members of the agency, or by members of their families?  |
| If so, please explain how a conflict of interest was avoided.      |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 2. | Does the agency maintain a record of the history of each procurement charged to the transit program? |
| If so, what information is recorded?      |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| 3. | If your agency entered into a contract of $150,000 or more since your last compliance review, please provide the Buy America certifications submitted by the bidders. |
| If so, what information is recorded?      |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| 4. | If your agency released a Request for Proposal to procure goods for transit, please provide all bid documents, evaluation forms, weight factors, etc., and any other information to ensure. |
| If so, what information is recorded?      |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
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| 5. | Has your agency entered into any sole source contracts since your last compliance review? |
| If so, what information is recorded?      |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 6. | Please provide evidence that your agency developed an independent cost estimate (ICE) for any procurement action. |
| If so, what information is recorded?      |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

**Section 7: Maintenance**

*(Individual vehicle inspections and reports to be completed at site review.)*

|  |  |
| --- | --- |
| 1. | Does the agency have written maintenance plans for FTA-funded equipment? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 2. | Do the preventative maintenance schedules in the plan meet the minimums required by the manufacturer or supplier? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 3. | Are there maintenance records for each vehicle available for review? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- | --- |
| 4. | Are the vehicle records identified by the VIN number? |       |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 5. | Does a comparison of three preventative maintenance schedules and invoices indicate that maintenance is being completed per the subrecipient’s schedule *(within a 10% variance?)*? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 6. | Are the titles for FTA-funded vehicles in the name of the subrecipient/applicant? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 7. | Are there written records indicating that pre-trip and/or post-trip inspections are completed? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 8. | Is there documentation that drivers cycle the lifts each day prior to the vehicle being placed in service? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

**Section 8: Equipment**

Please note-Equipment is defined as a unit valued at $5,000 are more for financial statement purposes and includes vehicles, vehicle components, intellectual property including software, facility components, etc.

|  |  |
| --- | --- |
| 1. | Does the agency have any FTA funded equipment under warranty as defined above? If yes, please provide a list of FTA funded equipment. |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 2. | Does the agency have a warranty file for each unit of equipment? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 3. | How does the agency track warranty claims? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| 4. | Has the agency pursued any warranty claims for any equipment since the last NDOT compliance review? If yes, please provide documentation. |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 5. | Does the agency maintain satisfactory continuing control over all NDOT administered federally funded assets? If yes, please provide documentation. |
| Agency Response: |  |
| NDOT Comment: |  |
|  | Recommendation |  | Finding |  | Resolved onsite |

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| --- | --- | --- |
| 5a. | Does your agency rent out or loan the vehicle to other entities? |  |
| Agency Response: |  |
| NDOT Comment: |  |
|  | Previous Finding |  | Recommendation |  | Finding |  | Resolved onsite |

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| 6. | Has the agency suffered any loss of vehicles during the last three years? If yes, please provide documentation. |
| Agency Response: |  |
| NDOT Comment: |  |
|  | Recommendation |  | Finding |  | Resolved onsite |

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| 6a. | If yes to question 6, did the agency receive an insurance settlement? Did the agency request guidance from NDOT on procedures for re-investing the settlement in a replacement vehicle? If yes, please provide documentation. |
| Agency Response: |  |
| NDOT Comment: |  |
|  | Recommendation |  | Finding |  | Resolved onsite |

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| 7. | Does the agency utilize project equipment for use on other projects or programs supported directly or indirectly by the Federal government?  |
| Agency Response: |  |
| NDOT Comment: |  |
|  | Recommendation |  | Finding |  | Resolved onsite |

**Section 9: Reporting**

|  |  |  |
| --- | --- | --- |
| 1. | Has the agency submitted the grant self-certification verification form annually?  |  |
| Agency Response: |  |
| NDOT Comment: |  |
|  | Previous Finding |  | Recommendation |  | Finding |  | Resolved onsite |

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| --- | --- | --- |
| 2. | Is the agency up to date with all annual asset requirements including vehicle, equipment, and facility inventories. (if applicable)? |  |
| Agency Response: |  |
| NDOT Comment: |  |
|  | Previous Finding |  | Recommendation |  | Finding |  | Resolved onsite |

**Section 10: Planning**

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| --- | --- |
| 1. | Working with a five-year planning horizon, describe how the agency will address service changes and develop operating budgets which include all revenue sources and capital expenditure needs |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 2. | What changes in personnel or service will be required to address any projected revenue shortfalls? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 3. | Describe how the agency is coordinating with other area transportation providers. |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 4. | Are there more opportunities to coordinate? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 5. | Does transit management or the governing body periodically consult with local planning agencies and governmental units? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

**Section 11: Intercity Bus Service**

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| --- | --- |
| 1. | Are intercity bus stations/stops served by the transit system? If yes, at what locations and what times? If not, why not? (These companies provide intercity bus service in Nebraska – Burlington Trailways, Express Arrow, Jefferson Lines, Open Plains Intercity Transit, KCTS Red Line) |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 2. | Describe what public information/marketing efforts have been taken to alert riders, intercity bus travelers, and the general public to service connections? (Examples: stop listed on schedules, connecting service discussed in service brochure, schedules displayed at intercity bus station) |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

|  |  |
| --- | --- |
| 3. | If intercity bus stops cannot be served at times that would allow for convenient connections, describe when service could be provided and what service adjustments would be required. |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |

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| --- | --- |
| 4. | What is the agency’s policy regarding transporting baggage? |
| Agency Response: |       |
| NDOT Comment: |       |
| [ ]  | Recommendation | [ ]  | Finding | [ ]  | Resolved onsite |