

**New Hampshire Department of Transportation
Public Transportation Programs (Section 5310, 5311, 5316, 5317)
State Management Plan
January 2014**

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Introduction. This document spells out the policies and procedures of the New Hampshire Department of Transportation in administration of the public transportation programs funded by the Federal Transit Administration (FTA). These programs are:

- Nonurbanized Area Formula Program (Section 5311)
- Enhanced Mobility of Seniors & Individuals with Disabilities Program (Section 5310)
- Job Access and Reverse Commute (JARC) Program (Section 5316)
- New Freedom Program (Section 5317)

This plan provides information on management of each of these programs. Where the management approach is the same for all programs, that is indicated. In managing these programs, the Department adheres to FTA requirements that are spelled out in the respective program guidance circulars published by the FTA.

Program Goals (all programs) The goals of the State's public transportation programs are:

- To enhance the access of all residents and others to employment, education, health care, public services, shopping, and recreation;
- To assist in the maintenance, development, improvement, and use of public transportation systems, including specialized and human services transportation, in rural and small urban areas;
- To improve the quality and availability of existing public and specialized transportation services;

Program Objectives (all programs). The Department's objectives in administering the public transportation program are:

- To facilitate the most efficient use of all Federal funds used to support public transportation in non-urbanized areas through coordination of services;
- To utilize the FTA Section 5309 & 5339 funds and any other sources of capital assistance to replace outdated capital equipment with new equipment and provide modern and efficient transit facilities;
- To use streamlined, efficient procedures for applications, drawdown of funds, and reporting by subrecipients to keep administrative burdens to a minimum;
- To monitor performance measures of subrecipients to encourage improved effectiveness and efficiency from year to year;

Section 5311 objectives:

- To maintain a minimum workable level of Section 5311 funds sufficient to support viable operations by existing subrecipients before providing grants to new subrecipients, unless additional funds are available;
- To make the maximum use of the State's allocation by targeting available Section 5311 funds to eligible regions according to demonstrated need and the effectiveness of existing service.

Goals and objectives for public transportation programs are reviewed and may be revised through a variety of planning initiatives. At the State level these include the NH Long Range Transportation Plan 2010-2030, which was prepared and revised by the Department in 2010 in accordance with federal planning regulations. Individual modal plans may also be prepared as needed. The discussions and recommendations of the State Coordinating Council for Community Transportation (see Coordination below) established by the Legislature will also influence the Department's goals and objectives. In all cases, involvement of the public, public and private transportation providers, and other stakeholders is encouraged.

Regional and local planning also plays a significant role in establishing goals and objectives for public transportation programs. These include long range transportation plans prepared by the metropolitan planning organizations and regional planning agencies, regional coordination plans, and regional and local transit plans.

All of these planning efforts emphasize the needs of the populations targeted by the four FTA programs in addition to the general commuting public.

Roles and Responsibilities (all programs). The New Hampshire Department of Transportation has been designated by the governor as the agency responsible for state administration of FTA public transportation programs. This designation was established by a letter from the Governor dated September 1, 1981. For the Section 5316 and 5317 programs, the Governor designated the Department of Transportation the agency responsible for these programs on September 30, 2005. The same letter renewed the designation for the Section 5310 and 5311 programs. The Department is the recipient of FTA grants for the four programs listed above. Within the Department, that responsibility falls upon the Bureau of Rail & Transit. The Bureau administers the programs through an application process utilizing a program-specific application, and contracts for successful applications with transit and paratransit providers, who are considered FTA subrecipients. All contracts in an amount greater than \$10,000 must be approved by the Governor and Executive Council, an elected body, which ensures that local officials and the public have an opportunity to comment on the projects. The Bureau coordinates with other state agencies involved in funding transportation services, as well as regional planning commissions and local jurisdictions, in its administration of the FTA programs. Local governments, public and private transportation providers, and other involved parties have an opportunity to participate in the planning process described above, in locally developed coordination plans, and through public informational meetings and public comment opportunities offered by applicants to the Department. For Section 5316 and 5317, the Department conducts the competitive selection process and transfers funds to the Section 5307 Urbanized Area Formula Program for projects in urbanized areas that will be implemented by other designated recipients.

Section 5310, 5316, 5317: The locally developed coordination plan from which all projects are derived ensures that local governments, public and private providers, and other involved parties have a role in developing transit projects that seek funding from the Department.

Coordination (all programs). The New Hampshire legislature in 2007 established the State Coordinating Council for Community Transportation (SCC). RSA 239-B, amended in 2010, assigned the following duties to the SCC:

I. Develop, implement, and provide guidance for the coordination of community transportation options within New Hampshire so that the general public, in particular citizens in need of access to essential services and activities, can access local and regional transportation services and municipalities, human service agencies, and other organizations can purchase shared ride coordinated transportation services for their citizens, clients, and customers.

II. Set statewide coordination policies for community transportation, establish community transportation regions, encourage the development of regional coordination councils, assist other regional efforts as needed, and monitor the results of statewide coordination.

III. Approve the formation of regional coordination councils and the selection of regional transportation coordinators, according to such criteria and guidelines as the SCC may establish. IV. Solicit and accept donations for funding to implement and sustain community transportation.

The Council is the State's mechanism for interagency coordination. The Departments of Transportation, Health and Human Services, and Education are all represented on the SCC, as well as the Governor's Commission on Disability, regional planning agencies, and statewide stakeholder groups. The Department

actively seeks, through participation in committees, studies, and demonstration and technical assistance projects, to coordinate funding provided by other sources.

The Department strongly encourages coordination by subrecipients of public transportation services supported by FTA and other federal sources. The public transportation grant application requires potential subrecipients to spell out the status of their coordination arrangements with other providers.

Section 5310, 5316, 5317: The application also requires applicants to indicate from which locally developed coordination plan their project is derived. The coordination planning process involves identification of the needs of seniors, people with disabilities, and low-income citizens, strategies to address those needs, and recommended actions to implement transit improvements. The Department reviews all plans and verifies that they comply with FTA requirements; plan dates and page numbers must be entered with grant applications in TEAM.

Section 5310 applicants are required to obtain a certification from public transit operators that it cannot feasibly provide the proposed service.

Eligible subrecipients. The state does not impose eligibility restrictions more limiting than those of the FTA except as noted below.

Section 5310: private nonprofit organizations or government entities that the State has designated as lead coordination agencies. The State Coordinating Council is responsible for approving regional transportation coordinators. Regional coordinators may be government agencies and must be selected by regional coordination councils, capable of complying with state and federal program requirements and able to operate a transportation brokerage in the judgment of the SCC. A regional coordination council may designate a lead agency for coordination for Section 5310 funds including those administered as Section 5310 purchase of service funds.

Section 5311: local government entities, nonprofit organizations, Indian tribes, public corporations or commissions established by state legislation, or private operators of transportation services acting as subcontractors to the Department.

Section 5316 and 5317: local government entities, private nonprofit organizations, or private operators of transportation services.

On behalf of the state, the Department may implement projects with a statewide significance with funding from these programs. These may include (but are not limited to) technical assistance programs, ridesharing, or statewide and regional coordination, intelligent transportation, or public awareness projects. All subrecipients are encouraged to work with private providers in developing and operating service. Private operators may participate in service planning through membership on boards or advisory committees, local or regional transit planning, and through the opportunity to comment on funding applications that all Section 5311 applicants are required to offer.

Eligible service, service areas and assistance categories (Section 5311). Section 5311 funds can be used for public transportation projects and intercity bus projects in nonurbanized areas. Eligible service, service areas, and assistance categories are described in detail in FTA Circular 9040.1F. The Department follows these definitions and does not restrict or limit eligible service, service areas, assistance categories, or eligible expenses beyond the FTA definition. Charter and school bus operations are not eligible except as permitted by FTA regulations. The eligible assistance categories are administration, capital, and operating expenses. There is no formula for allocating grant funds between program administration and operating, but the Department encourages subrecipients to minimize administrative expenses to the extent possible. The Department permits funding of preventative maintenance and ADA paratransit at the 80% capital rate and

program administration at 80%, to the extent that sufficient funding exists. The Department utilizes the permitted set-asides of program funds for state administration.

Local Share and Funding Requirements (all programs). Subrecipients in all programs are responsible for providing matching funds in the amounts specified by FTA, at a minimum. Sources of eligible local match are described in the FTA Circulars and the Department recognizes all sources permitted by the FTA for all programs. Subrecipients are responsible for providing 20% of administrative and capital expenses and 50% of operating deficits, at a minimum. The Department does not distinguish between local revenues and funds derived from service contracts from other agencies, including those contracts paid with federal funds; both are considered local matching funds. Subrecipients may use in-kind contributions as local share, with the approval of the Department.

Section 5311: Subject to the availability of State appropriations, the Department provides a) up to one-half of the required 20% matching funds for public transit vehicle or facility grants, and b) operating assistance for public transit service (urbanized or rural) according to a formula based on ridership.

Project Selection Criteria (all programs). Before receiving funding approval, applicants must meet the following criteria. The public transportation grant application requires applicants to provide information sufficient to determine if they meet the criteria. In the case of applicants for continued funding, performance information on file at the Department is used to determine if criteria are met.

- The proposed service effectively addresses a demonstrated community need.
- The applicant has the fiscal and technical capacity and adequate budget to operate its service.
- The applicant has successful experience in providing transportation services.
- The application shows coordination with other transportation providers in the service area: public, nonprofit, and for-profit.
- The applicant demonstrates involvement in and support for the project, financial and otherwise, on the part of citizens and local government.
- The applicant demonstrates effort to involve the private sector in the delivery of transportation services.
- Elderly and disabled citizens have full access to the applicant's services.
- The applicant successfully demonstrates service efficiency and effectiveness, measured in ridership, service miles and hours, costs, and fare recovery. New applicants must demonstrate the ability to measure performance and achieve goals.
- The applicant complies with relevant Federal and state regulations, and has a history of compliance with regulations and reporting requirements.
- Section 5310, 5316, and 5317 projects must be derived from a locally developed coordination plan. The Department reviews all plans to verify that they meet FTA requirements, including the involvement of all stakeholders, determination of needs, development and prioritization of strategies, and adoption by the appropriate body.

Distribution of Funds. The selection process for all programs considers service to a wide range of geographical regions as well as minority and other disadvantaged groups as a factor in selecting projects. Application forms include information on minority populations so that equity in funding distribution may be ensured.

Section 5311: For applicants that meet the above criteria, the Department determines funding levels based on existing funding to subrecipients, on anticipated or available funding, and on applicants' service measures such as ridership and service hours and miles. The Department will not reduce funding for continued service that meets the selection criteria in order to fund new or expansion projects. To the extent that funding permits, the Department will consider applications for existing, new, or expanded service from

all regions of the state. Capital funding is provided on a discretionary basis, depending on the indication of need by subrecipients as reflected in their capital plans. If a project is proposed to include operation in an urbanized area, the Department will coordinate with the Metropolitan Planning Organization to include the project in its transportation improvement program. Traditionally capital funding has relied upon FTA's Discretionary 5309 capital program and with the passage of MAP-21, will utilize Section 5339 funds.

Section 5310: Capital funding is provided on a discretionary basis, depending on the indication of need by subrecipients as reflected in their capital plans or inventory and vehicle use information. Priority is given to replacement vehicles (or other equipment) to continue existing service with oldest or highest-mileage vehicles receiving top priority, and to vehicles that are part of coordinated services and serve a broad base of riders without eligibility restrictions. The Department requires a letter of support from the Regional Coordinating Council (RCC) that the capital will primarily be used in. The Department may utilize Section 5310 funds for purchase of service or other eligible projects through a regional transportation coordinator, broker, or lead agency designated by a Regional Coordination Council. The Department will conduct a statewide capital solicitation for traditional 5310-type projects using 55% of its annual 5310 apportionment and may program the remaining 45% for traditional or non-traditional 5310-type projects as described above.

Section 5316 and 5317: Funding is distributed based on the extent to which the proposed service meets the goals and eligibility criteria of these programs, and on the priority given the proposed project in the locally developed coordination plan for the region.

Intercity bus program (Section 5311). The Department will consult with private bus operators, Section 5311 subrecipients, neighboring states, and others in selecting projects for funding under the Section 5311(f) program through a notice that funds are available for the program. The notice includes information on the intercity bus program and an invitation to submit proposals for funding. The Department also communicates regularly with the State's intercity bus operators through meetings, correspondence and other means to discuss intercity bus service and needs. In evaluating any Section 5311(f) proposals received, the Department considers intercity bus needs as identified by statewide or regional transportation plans, or by discussions with intercity or local bus operators, regional planning commissions, local governments or citizens. If no eligible applications are received or if proposals do not meet an identified need (relative to other non-urbanized transit needs), the Department may use some or all of the required 15% set-aside of Section 5311 funds in this program for rural transit service after making the required certification. Funding for the intercity bus program may be for administrative, capital, and operating expenses. All Section 5311 reporting and compliance provisions apply to the intercity program as well.

Program of Projects Development (all programs). Following receipt of the annual apportionment of funds from the FTA, and approximately two months before submission of the program of projects to FTA, the Department distributes applications with explanatory material to all subrecipients and others who have requested applications. Notice of funding availability is published and the public transportation grant application made available on the Department's website. Department staff reviews each application for content and compliance with all requirements, and awards are based on the criteria and distribution method listed above. The program of projects is then prepared and submitted to the FTA regional office.

Section 5316 and 5317: The Department notifies FTA of any successful applications from designated recipients in urbanized areas so that they may apply directly to FTA.

The state and regional transportation planning process also contributes to the development of service planning and improvements in the public transportation program. The Department makes FTA planning funds available to regional planning agencies, transit operators, or others to assess transportation needs and conduct transit planning activities through its consolidated planning program. Regional and statewide transit plans play an important part in the design of transit services. The Department includes all FTA program funds in the Statewide Transportation Improvement Program (STIP).

Transfer of Funds. For those subrecipients adjacent to or partly within an urbanized area, the Department may transfer Section 5307 funds apportioned to that area to Section 5311 for that subrecipient's non-urbanized area service. Other available Section 5307 funds may be transferred to Section 5311, or to other urbanized areas in accordance with FTA procedures and with the applicable Federal share percentages retained. The Department may transfer Section 5307 funds or flexible funds to Section 5311 to achieve program purposes, prevent lapsing and maximize efficient use of financial resources, as permitted by FTA guidance; notice of the transfers is forwarded to FTA.

Section 5310: The Department may transfer Section 5310 funds to Section 5311 or Section 5307 to facilitate coordination or administrative efficiencies. The Department will consult with transit and human service transportation providers for such a transfer and notify FTA as required. The Department may transfer flexible FHWA funds to Section 5310 for eligible project purposes with notification of FHWA and FTA. The request to transfer funds is transmitted to FHWA for processing.

Section 5316: At this time the Department does not have a statewide program for meeting JARC goals and will not transfer Section 5316 funds between urbanized and nonurbanized areas. It is the Department's policy to submit nonurbanized area JARC projects as Section 5316 grants rather than transfer the funds to Section 5311. As noted above, the Department will transfer Section 5316 funds to Section 5307 for projects administered by designated recipients in urbanized areas. The Department may transfer flexible FHWA funds to Section 5307 or 5311 for project purposes in the JARC program with notification of FHWA and FTA. The request to transfer funds is transmitted to FHWA for processing.

Section 5317: It is the Department's policy to submit nonurbanized area New Freedom projects as Section 5317 grants rather than transfer the funds to Section 5311. As noted above, the Department will transfer Section 5317 funds to Section 5307 for projects administered by designated recipients in urbanized areas. The Department may transfer flexible FHWA funds to Section 5307 or 5311 for project purposes in the New Freedom program with notification of FHWA and FTA. The request to transfer funds is transmitted to FHWA for processing.

State Administration and Technical Assistance. The Department utilizes its state administration share of the Section 5310 and 5311 grants to cover expenses related to program administration, compliance monitoring, and technical assistance. State administration share for Section 5316 and 5317 grants may be utilized to cover expenses related to program administration and technical assistance for transportation coordination activities. These expenses include salaries and benefits, overhead, office expenses, equipment, travel, and other approved administrative costs. Technical assistance includes direct consultation with subrecipients on their regulatory obligations, both state and federal; on financial management of their programs; and on other issues as needed. The Department has site visits and meetings with boards and staff of subrecipients as appropriate, meets regularly in person or by telephone with individual grantees, and attends regular meetings of the New Hampshire Transit Association, which include most transit operators and many Section 5310 subrecipients. Technical assistance funded with the state administration funds is generally provided directly by Department staff, while other technical assistance from consultants or other third parties is provided through the planning program as noted above and the Rural Transit Assistance Program.

Rural Transit Assistance Program management. The goal of the Rural Transit Assistance Program (RTAP) in New Hampshire is to improve the quality of public transportation through a higher level of training of personnel involved in the delivery of services, technical assistance to transit and paratransit operators, and other support to public transportation. The emphasis of the program is on assistance to rural transit operators, while including other transit and paratransit operators to the extent possible. The Department relies on information from transportation operators, as well as its staff, to select projects for inclusion in the state's program. This information comes from the state transit association or the RTAP Advisory Committee, which includes representatives from Section 5311 and 5310 grantees or other paratransit operators, and other appropriate agencies. It is the Department's policy to provide direct RTAP training at no cost whenever possible, although participants may be required to meet travel, lodging, food and other expenses related to

attendance at an RTAP event. The Department provides RTAP training and technical assistance through a contract with a consultant for management of the NH RTAP Program, and by arrangement with neighboring states through reciprocal or multi-state training and technical assistance offerings. More detailed information on RTAP programs and requirements is available on the RTAP website, www.newhampshirertap.com.

Private Sector Participation (all programs). The Department reviews locally developed human services coordination plans to ensure that private operators are included in the planning process. In addition, applicants certify that they have complied with the requirements for private sector participation included in the FTA circulars. The Department requires each subrecipient to have in place a procedure for hearing and resolving any complaints from private operators, and to inform the Department of any changes in such procedure. In the event a complaint cannot be resolved at the subrecipient level, the Department will mediate the complaint.

Civil Rights (all programs). The Department requires all subrecipients to comply with Title VI of the Civil Rights Act of 1964 and other pertinent legislation. The Department's funding application requires subrecipients to provide information on any active lawsuits or complaints alleging discrimination, investigations, or other civil rights compliance review activities, as required by FTA. This information is received annually or biennially, or whenever a subrecipient applies for a grant. Applicants also provide a description of other sources of revenue, including Federal agencies, and minority populations in the service area. Each subrecipient must annually sign and submit Certifications and Assurances. Subrecipients must report as required on DBE goals and on progress in meeting the goals. With regard to the Equal Employment Opportunity requirements, in the event that a Section 5311 subrecipient exceeded the thresholds for EEO requirements, a full EEO program would be required.

Maintenance (Section 5311). The Department requires a written vehicle maintenance plan that verifies that subrecipients are required to maintain vehicles to original equipment manufacturers' standards at a minimum, and maintains ADA accessibility features to the standards required by ADA regulations. The Department monitors maintenance directly during on-site subrecipient reviews. Those subrecipients operating facilities funded by FTA are required to develop and follow facility maintenance plans.

Charter Rule (all programs). Subrecipients are required to submit certifications and assurances of compliance with the charter rule. In the event a subrecipient proposes a charter not for program purposes or under emergency conditions that does not fall under one of the approved exceptions listed in the rule, the subrecipient must comply with the notice provisions of the charter rule by providing email notice of the proposed charter, following the procedures in 49 CFR Part 604.14, to registered charter providers. Subrecipients providing charters under one of the exceptions are required to submit quarterly reports to the Department for submission to FTA. The Department reserves the right to prohibit charter operations through its contract with the subrecipient. If a subrecipient wishes to petition to the FTA Administrator for a special events, hardship, or discretionary exception as provided in the rule, the Department will review the information in the petition and forward it to the FTA if it is determined to have merit. Charter complaints and appeals are handled by subrecipients' complaint process and, if made to the Department, may be referred to the Department's hearings officer or transportation appeals board if not resolved at the staff level.

Section 504/ADA (all programs). The Department reviews the services provided by subrecipients annually for compliance with ADA requirements. This includes review of paratransit plans and services where applicable, and information gained on site visits to determine whether service provision complies with the Americans with Disabilities Act, Section 504 and pertinent regulations for maintenance and operation of accessibility features and other ADA requirements. The Department works with the state purchasing bureau for procurement of subrecipients' vehicles, and its specifications require compliance with all ADA

regulations. When subrecipients procure equipment, the Department reviews and approves specifications to ensure compliance.

National Transit Database Reporting (Section 5311). The Department transmits the FTA NTD form to subrecipients and verifies the information received for accuracy when compared with other reports and data submitted to the Department. The Department then completes the NTD form and submits it to FTA.

Program Measures

Section 5310: Applicants for program funding must indicate how many individuals the equipment requested will serve. This provides an indication of gaps in service that are filled through the program. The quarterly reports submitted by all subrecipients include ridership statistics.

Section 5316: Subrecipients are required to report on the actual or estimated number of jobs potentially accessed by JARC projects, and update this information annually. The quarterly reports submitted by all subrecipients include ridership statistics.

Section 5317: Subrecipient applications describe service improvements that result in increased availability of transportation for persons with disabilities, and on infrastructure, vehicle, or other capital improvements. These are updated annually. The quarterly reports submitted by all subrecipients include ridership statistics.

The Department will submit the annual report on these programs as required by the FTA circulars.

State Program Management. The Department enters into an annual or biennial contract with each Section 5310, 5311, 5316, or 5317 subrecipient, and a contract for each Section 5310 vehicle provided. The contract requires adherence to FTA and state guidelines for program management and includes all required FTA clauses. The Department follows the guidelines for State Management Reviews in carrying out its compliance monitoring activities. Compliance monitoring for grants of operating assistance includes review of information included with invoices, regular discussions with subrecipients on financial and compliance questions, and a periodic, detailed on-site compliance review. The review may be conducted by Department staff or by consultants to the Department. Other similar reviews are conducted on specific program areas as needed.

Accounting procedures (Section 5311, 5316, 5317). Subrecipients must maintain ledger sheets on forms to be approved by the Department and payment and receipt registers. Subrecipients submit to the Department monthly and quarterly statements indicating all revenues and costs. The subrecipient maintains records for at least three years after grant closeout for inspection by the Department. Requests for payment to the state must include total costs, revenues, and local matching funds, as well as the Federal portion of the costs. Payments are made on a reimbursement basis for costs incurred by the subrecipient. Each subrecipient is responsible for retaining an independent auditor to perform an annual compliance and financial audit, to be submitted for review to the Department. Final payment and closeout, if applicable, are withheld pending receipt of any pending reports, including certified audit, and subrecipients must provide any required reimbursement within 30 days of the audit date.

Equipment procurement (all programs). Vehicles in all programs are procured by the state in compliance with state purchasing regulations and federal regulations, including 49 CFR Part 18 and FTA Circular 4220.1F. Subrecipients that are capable of managing procurements themselves may on request be permitted to procure equipment themselves or through a procurement by another agency. Subrecipients may purchase other equipment such as radios directly under small purchase procedures. Title to vehicles is in the name of the subrecipient, but the Department holds a security interest or lien throughout the useful life of the vehicles in order to protect the federal interest in the property. Additionally, the Department holds the physical copy of the title within the Department's files.

Equipment and property management (all programs). As noted above, each subrecipient's contract requires compliance with vehicle maintenance guidelines in the interest of operating safe, clean, and properly functioning vehicles, and with facility construction and property management regulations and guidelines. The Department receives annually an inventory of vehicles and other project equipment and a certification of the current use and continued need for the equipment, and conducts a periodic on-site inspection of all vehicles. This includes a review of maintenance records to ensure that original equipment manufacturer's guidelines, at a minimum, are being followed. Evidence of adequate levels of insurance on vehicles must be presented to the Department prior to contract approval and annually.

Vehicle use and disposition (all programs). The Department verifies through regular site visits that subrecipients are using vehicles consistent with their funding applications and with FTA guidelines. The Department has established the following useful life thresholds for all vehicles: vans, sedans or station wagons, 4 years or 100,000 miles; small buses, school buses, or minibuses, 6 years or 150,000 miles; transit buses under 30 feet, 7 years or 200,000 miles; 30-34 feet, 10 years or 300,000 miles; 35 feet or over, 12 years or 500,000 miles; over-the-road coaches, 12 years or 1,000,000 miles (whichever comes first). Vehicles that have not reached the useful life threshold may be sold only with the approval of the Department under unusual circumstances, if appropriate reimbursements are made. Vehicles beyond the useful life threshold may be sold for fair market value or at the state surplus property auction. All proceeds from equipment sales must be dedicated to the subrecipient's transportation program. When the proceeds of a vehicle sale exceed \$5,000, the Department requires reimbursement of the Federal share of the value or a reduction in subsequent capital grants equal to that amount. The Department may require transfer of vehicles to other eligible subrecipients if their use does not meet minimum mileage thresholds or is not consistent with program purposes, or if the vehicle is no longer needed for the program purpose. In such an event, the agency receiving the vehicle may have to pay the proportionate local share to the agency from which the vehicle was transferred.

Other reporting requirements (all programs). Each subrecipient is required to submit a quarterly performance report detailing costs, revenues, service hours and miles, passenger trips and other pertinent information; accident reports if applicable.

Section 5311: Subrecipients are required to submit a report of charter activity (if any); drug and alcohol MIS reports; documentation of DBE contracting; and evidence of workers compensation insurance.

Other provisions (all programs). Additional regulatory requirements are addressed in the application process, by requiring the specified clauses, certifications or assurances to be signed by each subrecipient. These include, but are not limited to, Buy America, environmental protection, labor protection, lobbying restrictions, pre-award and post-delivery audit, drug and alcohol testing, and school bus regulations. The Department distributes pertinent information on these requirements to each subrecipient, meets with subrecipients as necessary, and arranges workshops, site visits, or other meetings to provide the available information on the regulation to subrecipients and monitor compliance activities. Subjects of these workshops or on-site meetings include topics such as drug and alcohol testing, cost allocation, financial management, civil rights reporting, DBE programs, and vehicle maintenance.

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