5310 Subrecipient Workshop

February 18, 2020
AGENDA

- Quarterly progress reports template (15 mins)
- 5310 agreements with Robert (15 mins)
- 5310 Billing SOP with Kristine (15 mins)
- Updates (15 mins)
- Questions
Quarterly Progress Report Template

- New template (1/4/2021)
- Due Date
- Completeness
- Follow Up
Quarterly Progress Report Template Continued

5310 Subrecipient Quarterly Progress Report

Report for quarter ending:  
□ March  □ June  □ September  □ December

Year:       □ 2021  □ 2022

Project Name/Grant ID #: 

Reports are due on the 20th day of the following month.

1. Progress Narrative (Please provide descriptions of project-related work during the quarter.)

A. Describe project activities for seniors and people with disabilities in Spokane County and the nature and size of unmet transportation needs for this population. Include the geographic area served, total number served (unduplicated), total number of rides provided, total number of hours driven, total number of miles, total number of volunteer drivers utilized, total number of volunteer mileage reimbursed in the quarter (as applicable), total number of Seniors served, and total number of Individuals with Disabilities served.

<table>
<thead>
<tr>
<th>Geographic Area Served</th>
<th>Total Number Served (Unduplicated)</th>
<th>Total Number of Rides Provided</th>
<th>Total Number of Hours</th>
<th>Total Number of Miles</th>
<th>Total Number of Volunteer Drivers Utilized</th>
<th>Total Number of Volunteer Miles Reimbursed</th>
<th>Total Number of Seniors Served</th>
<th>Total Number of Individuals with Disabilities Served</th>
</tr>
</thead>
</table>
Quarterly Progress Report Template Continued

2. Complaints & Lobbying

A. Report EEO complaints, Title VI complaints, and ADA complaints. Describe complaint(s), investigation activities, and resolution.

B. For awards over $100,000, describe lobbying activities conducted during the quarter and if there has been an SF-LLL form submitted in record of these activities. Please attach for to this report.

| Any lobbying activities this quarter? | ☐ Y | ☐ N |
| SF-LLL form submitted?               | ☐ Y | ☐ N |
| Applicable?                          | ☐ Y | ☐ N |

3. Vehicle Records

Attach records for each vehicle including oil changes, tires, lift/ramp maintenance, accessibility features maintenance, damages, and warranty claims.

| Vehicle maintenance records? | ☐ Y | ☐ N |
| Warranty claims?             | ☐ Y | ☐ N |
| Applicable?                  | ☐ Y | ☐ N |
5310 Agreements

- 2020 Template Revisions
  - Public Disclosure
  - Notification of legal matters affecting federally funded projects

- Key Contacts
  - Project Manager
  - Legal notices
  - Agreement execution

- DocuSign Signatures

If you have questions regarding your 5310 agreement, please contact:

Robert West
Contracts Compliance Specialist
rwest@spokanetransit.com
Office: (509) 325-6062
5310 Billing SOP

- ARF
- Invoices due date
- Cost allocation center
- Timesheets
- Backup documentation
Updates

- Title VI
  - Checklist updates
  - Plan adoption

- Audit
  - Annual independent audit statement

- Cost allocation plans
  - Annual indirect/cost allocation plans
Updates Continued

- Vehicle inspections
  - Traditional/Capital Projects

- Fiscal monitoring reviews
  - Other/Operating and Mobility Management Projects

- Desk Audits
  - All projects
Updates Continued

- FY20 Agreement Timeline
- Call for Projects
Questions?
THANK YOU

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