



# 5310 Subrecipient Reporting Workshop

January 2022

# Agenda

- Monthly Beneficiary Data Report
- Invoice Budget Reporting Workbook
- Quarterly Progress Report
- Supplemental Quarterly Progress Report
- Section 5310 Annual Report
- Questions

# Monthly Beneficiary Data Report

- Purpose
  - STA is now requiring that a Monthly Beneficiary Data Report be submitted along with invoices for reimbursement
  - These reports are due on or before the 20<sup>th</sup> day of each month
  - This report helps STA to support the monthly invoice, evaluate the project's performance, and identify the project activities
  - This report should also help the subrecipient to complete Quarterly Progress Reports

# Monthly Beneficiary Data Report

- Please be sure to fill out the top portion of the Monthly Beneficiary Data Report with your organization's 5310 project information.



## 5310 Subrecipient Monthly Beneficiary Report

*Reports are due with invoices on the 20<sup>th</sup> day of each month.*

Agency Name:	<input type="text"/>	Project Name:	<input type="text"/>
Grant ID/FAIN #:	<input type="text"/>	Agreement #:	<input type="text"/>
Month/Year of Report:	<input type="text"/>		



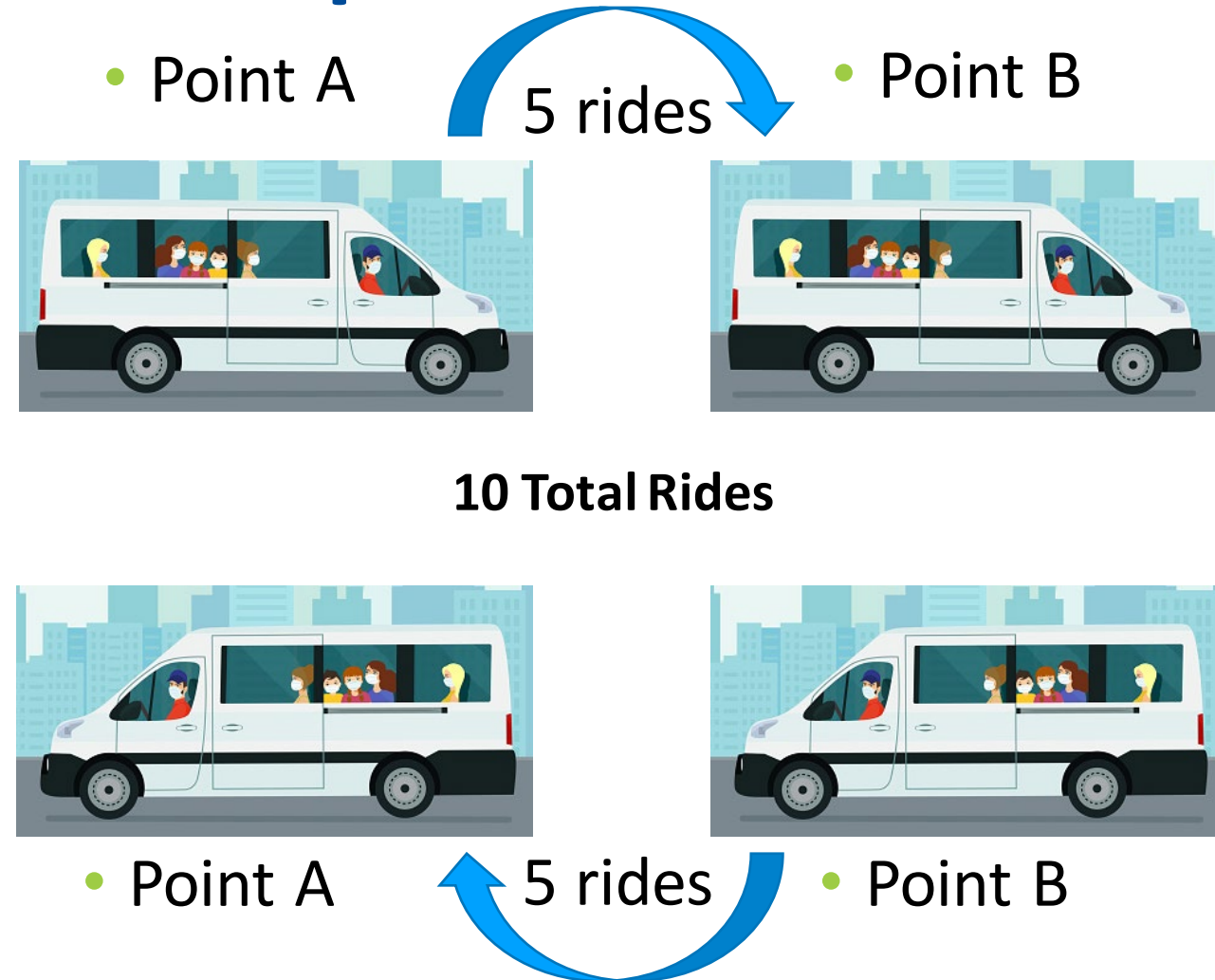
# Monthly Beneficiary Data Report

- Please enter information regarding the total number served (unduplicated), total number of rides, the total number of seniors served, and the total number of individuals with disabilities served.

2. Monthly Beneficiary Data	
Include the total number served (unduplicated), total number of one-way rides provided, total number of Seniors served, and total number of Individuals with Disabilities served.	
Total Number Served (unduplicated)	
Total number of one-way rides provided	
Total number of Seniors served	
Total number of Individuals with Disabilities served	

# Monthly Beneficiary Data Report

- Total number of rides
  - This data is regarding the number of one-way trips
  - If you are transporting 5 passengers from Point A to Point B, you would count 5 rides
  - If you are transporting all 5 passengers from Point B back to Point A, you would count another 5 rides.
  - This will give you a total of 10 rides



# Monthly Beneficiary Data Report

- Project Manager Certification

<b>3. Project Manager Certification</b> <i>(Completion of this section certifies that the above information is true and accurate to the best of your knowledge.)</i>	
<b>Project Manager:</b>	<b>Email:</b>
<b>Title:</b>	<b>Phone:</b>
<b>Signature of Authorized Person Completing Form:</b>	<b>Date:</b>



Please submit this monthly report to [Section5310@spokanetransit.com](mailto:Section5310@spokanetransit.com).



# Invoice Budget Reporting Workbook

- Newer document used for monthly invoices that STA uses to monitor subrecipients'
  - Agreement
  - Scope of Work
  - Budget
- This workbook includes spending percentages and is used along with Monthly Beneficiary Data Reports and Quarterly Progress Reports to monitor project performance
- Project performance is reported to STA's Board Committee and FTA (Federal Transit Administration)

# Invoice Budget Reporting Workbook

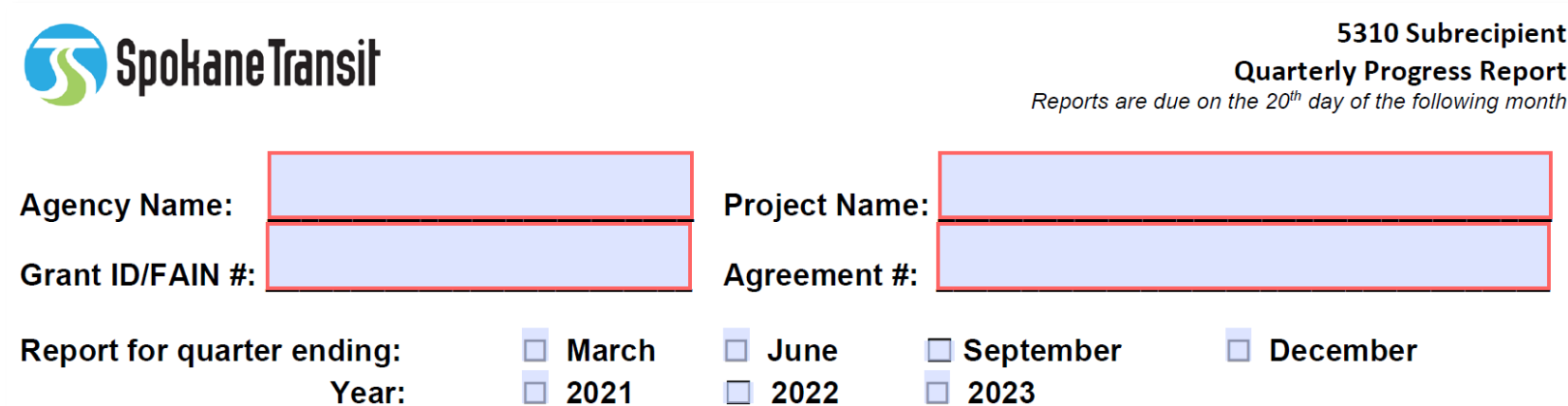
SECTION 5310 REQUEST FOR REIMBURSEMENT (& MONTHLY REPORT OF ACCRUED EXPENDITURES/BUDGET BALANCE)						
SUBRECIPIENT:			Month:	Month/Year		
STA Agreement #:			10% Budget Variance	86.40%		
FAIN #:						
FTA Match Ratio: N/A (100% Federal)						
LINE ITEM	BUDGET	PRIOR MONTH TO DATE	MONTH	CURRENT TO DATE	BALANCE REMAINING	% BUDGET REMAINING
A. DIRECT PERSONNEL (Salaries)						#DIV/0!
						#DIV/0!
DIRECT PERSONNEL (Benefits)						#DIV/0!
SUBTOTAL						#DIV/0!
B. OPERATING EXPENSES						#DIV/0!
						#DIV/0!
						#DIV/0!
						#DIV/0!
						#DIV/0!
						#DIV/0!
						#DIV/0!
						#DIV/0!
						#DIV/0!
SUBTOTAL						#DIV/0!
C. TOTAL BUDGET	\$ -					#DIV/0!
(Subrecipient Name) is requesting reimbursement in the amount of:			\$ -			
I CERTIFY UNDER PENALTY OF PERJURY, THAT THE ABOVE REPORT IS A TRUE AND COMPLETE REPRESENTATION OF THE INFORMATION CONTAINED IN OUR SOURCE RECORDS AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.						
<div style="text-align: center;">             _____            Authorized Signer            Title         </div>						

# Quarterly Progress Report

- Purpose
  - Section 5310 Agreement and FTA requirement
- STA follows a Fiscal Year (October 1<sup>st</sup> – September 30<sup>th</sup>)
  - Quarter 1 (October – December)
    - Reports due January 20<sup>th</sup>
  - Quarter 2 (January – March)
    - Reports due April 20<sup>th</sup>
  - Quarter 3 (April – June)
    - Reports due July 20<sup>th</sup>
  - Quarter 4 (July – September)
    - Reports due early October (sooner due to Annual Reporting requirements)

# Quarterly Progress Report

- Include agency name and project name.
- Your Grant ID number can be found on the first page of your agreement and should look like WA-XXXX-XXX.
- Your Agreement Number should include the grant year followed by five digits (e.g., 2023-09876)



The screenshot shows the '5310 Subrecipient Quarterly Progress Report' form. At the top left is the Spokane Transit logo. At the top right, it says '5310 Subrecipient Quarterly Progress Report' and 'Reports are due on the 20<sup>th</sup> day of the following month'. The form contains several input fields: 'Agency Name' and 'Project Name' (each with a light blue box), 'Grant ID/FAIN #' (with a light blue box), and 'Agreement #' (with a light blue box). Below these are radio button options for 'Report for quarter ending:' (March, June, September, December) and 'Year:' (2021, 2022, 2023).

# Quarterly Progress Report

- The progress narrative should include project activities for the past three months
- The narrative should also describe the unmet transportation needs for seniors and individuals with disabilities

<b>1. Progress Narrative</b> (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.
<div style="background-color: #e6f2ff; height: 300px; border: 1px solid #c00000;"></div>

# Quarterly Progress Report

- Be sure to complete the data section with all items listed below

B. 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.

Geographic Area Served	
Total Number Served (Unduplicated)	
Total Number of Rides Provided	
Total Number of Hours	
Total Number of Miles	
Total Number of Volunteer Drivers Utilized	
Total Number of Volunteer Miles Reimbursed	
Total Number of Seniors Served	
Total Number of Individuals with Disabilities Served	

# Quarterly Progress Report

- In your Progress Narrative, you described the unmet transportation needs for seniors and individuals with disabilities.
- In this section, you will describe your projects' efforts in addressing these unmet needs

C. Describe project efforts to address unmet transportation needs.

# Quarterly Progress Report

- In this section, you will describe how your 5310 project has worked to coordinate with other agencies or groups to identify other transportation resources, and any activities to support this effort.

D. Describe current coordination efforts and activities to identify new transportation resources.



# Quarterly Progress Report

- In this section, please describe any service improvements and impacts to the community, seniors, and/or individuals with disabilities
- An example of a service improvement could be that your 5310 project has expanded service areas or times which has increased or enhanced transportation services

E. Describe service improvements and their impacts to the community, seniors and/or citizens with disabilities.  
*Examples could include increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities.*

# Quarterly Progress Report

- Please be sure to describe any challenges your 5310 project has encountered if this would cause any significant changes to the project
- STA would also like to know about any COVID-19 related challenges that your project encounters

F. Describe any challenges encountered and any significant changes to the project you foresee as a result.

# Quarterly Progress Report

- If your project has included any physical improvements (including vehicles, facilities, and technology) please use this section to describe them

G. Describe any physical improvements: additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles as applicable.

# Quarterly Progress Report

- All 5310 projects will have a requirement in their Title VI Plan that states that they must provide outreach efforts to Limited English Proficiency (LEP) populations
- Please describe outreach efforts to LEP, minority, and low-income populations that your 5310 project supports

H. Describe your outreach efforts to Limited English Proficiency (LEP), minority and low-income populations as it relates to this project.

# Quarterly Progress Report

- In this section, you will report any EEO, Title VI, and/or ADA complaints that you receive.
- This includes a description of the complaint, investigation activities, and the resolution

## 2. Complaints & Lobbying

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

# Quarterly Progress Report

- This same section will also those 5310 project that are awarded over \$100,000 to reporting any lobbying activities during the past three months
- If you have submitted an SF-LLL form for these activities, please be sure to attach the form to this report.
- This requirement applies to all 5310 projects (capital and operating)

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 documentation to this report. This is applicable to all 5310 projects.

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

# Quarterly Progress Report

- For capital vehicle projects only, please indicate if you have conducted vehicle maintenance or have any warranty claims
- Due to recommended maintenance of vehicles, all capital vehicle projects will have conducted maintenance of their vehicles in the past three months
  - If not, please be sure to explain why in the Progress Narrative
- Please attached maintenance records to this report

3. Vehicle Records		
A. Attach records for each vehicle (if applicable) including regularly scheduled oil changes, tires, lift/ramp maintenance, accessibility features maintenance, damages, and warranty claims.		
Vehicle maintenance records?	<input type="checkbox"/> Y	<input type="checkbox"/> N
Warranty claims?	<input type="checkbox"/> Y	<input type="checkbox"/> N
Applicable?	<input type="checkbox"/> Y	<input type="checkbox"/> N

# Quarterly Progress Report

- Project Manager Certification

4. Project Manager Certification <i>(Completion of this section certifies that the above information is true and accurate to the best of your knowledge.)</i>			
Project Manager:	<input type="text"/>	Email:	<input type="text"/>
Title:	<input type="text"/>	Phone:	<input type="text"/>
Signature of Authorized Person Completing Form:	<input type="text"/>	Date:	<input type="text"/>

Please submit this quarterly report to [Section5310@spokanetransit.com](mailto:Section5310@spokanetransit.com).



# Supplemental Quarterly Progress Reports

- All new subrecipients have approved a Scope of Work (SOW) for your project.
  - Specific project metrics used to monitor your project's performance.
  - SOW included in your executed Section 5310 agreement.
- The metrics in this SOW will be used to create a custom Supplemental Quarterly Progress Report for your project.
  - New subrecipients will receive the Supplemental Quarterly Progress Report prior to the first reporting period.
  - Submit Quarterly Progress Reports and the Supplemental Quarterly Progress Report (if applicable)

# Section 5310 Annual Report

- FTA requires an annual report on all active Section 5310 projects that STA provides funding for
  - STA has submitted this report to FTA in October 2021
- The report has been revised to be easier to read for anyone interested in learning about the types of projects funded and their progress.
- This report can be found on [STA's Section 5310 Website](#)
  - [FY21 Section 5310 Annual Report](#)

# Questions?



# Thank you

Madeline Arredondo

Assistant Transit Planner

Office: (509) 325 – 6059

[marredondo@spokanetransit.com](mailto:marredondo@spokanetransit.com)

[Section5310@spokanetransit.com](mailto:Section5310@spokanetransit.com)

