

**15-Minute Manager Modules and Targeted Audience**

Topic	Audience						
	Drivers	Dispatcher	Transit Admin	Mechanic	Finance	HR	Grant Manager
Certifications/Assurances	X	X	X		X	X	X
Counting Trips	X	X	X				X
Equal Employment Opportunity	X	X	X	X	X	X	X
Title VI	X	X	X			X	X
Limited English Proficiency	X	X	X			X	X
Environmental Justice			X			X	X
Disadvantaged Enterprise Business			X		X		X
Americans with Disabilities Act Compliance	X	X	X	X		X	X
Drug & Alcohol Policy	X	X	X	X	X	X	X
Pre-post inspections	X	X	X	X			X
Accidents and incidents	X	X	X	X		X	X
Data collection	X	X	X	X	X	X	X
Performance measures	X	X	X	X	X		X
Maintenance	X	X	X	X	X		X
Financial Management			X		X		X

## Certificates of Assurances

Source of information: FTA website on certs and a [FTA Certs and Assurances 2018](#)

### Things to know

- 1 Requires attorney signature on an annual basis
- 2 Non discrimination assurance based on race, color, religion, national origin, sex (including gender)
- 3 Non discrimination on the basis of handicap (ADA) Cannot exclude persons with disabilities from
- 4 Procurement Certification (FTA Circular 4220.1)
- 5 Suspension and Debarment - check to assure that and sub-contracts that exceed \$25,000 have r
- 6 Tax Liability - no unpaid taxes for applicant or sub-contractor
- 7 Felony Convictions - no felony convictions in the preceding 24 months.
- 8 Administrative Activities
  - Authority to apply for federal funds
  - Institutional capability
  - Managerial capability
  - Financial capability
  - Establish proper accounting system in accordance with 2 CFR 200
  - No appearance of or actual personal or organizational conflict of interest or personal gain
  - Complete work in the performance period
  - Furnish progress reports
  - Conduct audits per 2 CFR 200
  - No federal funds appropriated for lobbying
  - Program must be a non-profit or certify that no non-profits are available to provide the servic
  - To the maximum extent feasible, must coordinate with other transportation services
  - Must be included in a public transit-human services transportation plan
  - Can't transfer facility or equipment acquired under 5310 to any other recipient eligible to rec
- 9 Private Property Protections
  - Provide for the participation of private companies engaged in public transportation to the ma
- 10 Charter Service
  - Can't compete with charter services - must have ADOT permission to provide charter servic
- 11 School Bus
- 12 Equivalent Service for demand response
  - transportation services must be equivalent for those with disabilities as it is to those without
  - Response time,
  - Fares
  - Service area
  - Hours and days of service
  - Restrictions on priorities based on trip purpose
  - Availability of information and reservation capability
  - Constraints on capacity or service availability
- 13 Transit Asset Management Plan - for any 5310 using its vehicles to transport the general public
- 14 Public Transit Safety Program - for any provider using vehicles to provide public transportation
- 15 Alcohol and Controlled substances (See also Drug and Alcohol Program tab)

## Things to Do

- 1 Notify ADOT and FTA of any legal matters or False Claims, or lobbying activities that may affect you
- 2 Verify signature of attorney in review and submission of application
- 3 Verify Civil Rights policies are in place and add annual review to master calendar. Include Title VI
- 4 Verify Procurement policies meet FTA requirements and add annual review to master calendar
- 5 Confirm that Debarment and Suspension checks were done for all contracts over \$25,000 and add
- 6 Confirm that Finance Department is compliant with all 2CFR200 principals and all FTA circular req
- 7 Confirm that all FTA Reports are current and filed with ADOT - Add to master calendar
- 8 Send annual audit (if required) to ADOT - add submission to master calendar
- 9 Confirm organization's presence in Human Services Transportation Plan (Coordination Plan). Not
- 10 Develop log of Charter Bus requests and outcomes
- 11 Develop equivalent service table to show your compliance in serving both disabled and non-disabl
- 12 Determine if you are required to have a Transit Asset Management Plan and develop one if you ar
- 13 Determine if you are required to have a Public Transit Safety Program and develop one if you are.
- 14 Verify that your Alcohol and Drug Program is compliance and provide training for all employees (S

identity), disability, age, employment, or business opportunity (See also Civil Rights tab)  
participation, deny benefits or subject to discrimination (See also ADA Compliance)

not been debarred or suspended

re

receive 5300 funding unless the facility or equipment will continue to be used as required under 5310

to the maximum extent feasible

as where no competition exists.

our organization's ability to provide FTA Funded services

Plan, Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), Americans with Disabilities

Annual review to master calendar

Requirements - subscribe to email notification of changes to circulars

See page numbers

Eligible persons include criteria in 12 above

e. Determine if you are included in ADOT's TAM.

Determine if you are included in ADOT's PTSP

(see Drug and Alcohol tab)

(ADA),