

Agency: _____

Agency Representative Name: _____

Agency Contact Information: _____

Address: _____

Phone: _____

Email: _____

Compliance Review for Nebraska 5310 Subrecipient Onsite Review Checklist

Reviewer Name: _____

Email: _____

Phone: _____

Date of Site Visit: _____

Site Visit No.: _____

Table of Contents

Introduction

Required Documents

Section 1: Civil Rights

Section 2: General ADA

Section 3: Maintenance

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. Rider handbook or passenger policies.
2. Maintenance plan adopted by the agency.
3. Preventative maintenance (PM) schedules for FTA-funded vehicles (maximum of schedules for 10 vehicles is sufficient.) Provide active forms that indicate PM is scheduled and completed as required.
4. Invoices, mechanic inspection sheets, etc., that provide evidence that the correct maintenance is being performed at the correct intervals.
5. Copies of titles for FTA-funded vehicles.
6. Copies of completed pre- or post-trip inspections.
7. Copies of completed documents that indicate lifts are being cycled prior to being placed in service for the day (disregard if this action is part of the pre- or post-trip inspection.)

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

1. Title VI documents (plan, posters, compliant form, etc.)
2. EEO poster
3. Maintenance records for all transit vehicles

Section 1: Civil Rights

1.	Is the Title VI Notice ³ to the Public posted? _____	If so, where? _____					
Agency Response: _____							
NDOT Comment: _____							
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Resolved onsite

2.	Are Title VI forms and complaint procedures available in the office? _____						
Agency Response: _____							
NDOT Comment: _____							
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Resolved onsite

3.	Are Title VI Notice to the Public posters in every Federally-funded vehicle? _____						
Agency Response: _____							
NDOT Comment: _____							
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Resolved onsite

4.	Are required EEO posters displayed in the office? _____						
Agency Response: _____							
NDOT Comment: _____							
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Finding	<input type="checkbox"/>	Resolved onsite

Section 2: General ADA

1.	Does the agency require that wheelchairs be secured in the transit vehicle?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

2.	Will the agency still transport if driver is not able to secure wheelchair?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

3.	What types of "service animals" are accepted aboard vehicles and in facilities?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

4.	How does the agency determine if an animal is a "service animal"?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

5.	Can a person not using a wheelchair request to ride a wheelchair lift?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

6.	Is the agency's building accessible to all persons with disabilities?	_____
Agency Response:		_____
NDOT Comment:		_____
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/> Recommendation <input type="checkbox"/> Finding <input type="checkbox"/> Resolved onsite

7.	Does the agency have an approved ADA policy, complaint form and complaint log?	_____
Agency Response:		_____
NDOT Comment:		_____
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/> Recommendation <input type="checkbox"/> Finding <input type="checkbox"/> Resolved onsite

8.	Who is designated to review ADA complaints?	_____
Agency Response:		_____
NDOT Comment:		_____
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/> Recommendation <input type="checkbox"/> Finding <input type="checkbox"/> Resolved onsite

Section 3: Maintenance

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

1.	Does the agency have written maintenance plans for FTA-funded vehicles?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

2.	Do the preventative maintenance schedules in the plan meet the minimums required by the manufacturer or supplier?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

3.	Are there maintenance records for each vehicle available for review?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

4.	Are the vehicle records identified by the VIN?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

5.	Does a comparison of three preventative maintenance schedules and invoices indicate that maintenance is being completed per the subrecipient's schedule (<i>within a 10% variance?</i>)?	_____
Agency Response: _____		
NDOT Comment: _____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/>
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
<input type="checkbox"/>	Finding	<input type="checkbox"/>
<input type="checkbox"/>	Resolved onsite	

6.	Is the agency's building accessible to all persons with disabilities?	_____
Agency Response:		_____
NDOT Comment:		_____
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/> Recommendation <input type="checkbox"/> Finding <input type="checkbox"/> Resolved onsite

7.	Are there written records indicating the pre- or post-trip inspections are completed?	_____
Agency Response:		_____
NDOT Comment:		_____
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/> Recommendation <input type="checkbox"/> Finding <input type="checkbox"/> Resolved onsite

8.	Is there documentation that drivers cycle the lifts each day prior to the vehicle being placed in service?	_____
Agency Response:		_____
NDOT Comment:		_____
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/> Recommendation <input type="checkbox"/> Finding <input type="checkbox"/> Resolved onsite

9.	Is all work required by the manufacturer's warranty provision being performed?	_____	If not, why?	_____
Agency Response:		_____		
NDOT Comment:		_____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/> Recommendation <input type="checkbox"/> Finding <input type="checkbox"/> Resolved onsite		

10.	Is there documentation that drivers cycle the lifts each day prior to the vehicle being placed in service?	_____	If not, why?	_____
Agency Response:		_____		
NDOT Comment:		_____		
<input type="checkbox"/>	Previous Finding	<input type="checkbox"/> Recommendation <input type="checkbox"/> Finding <input type="checkbox"/> Resolved onsite		