



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.

Geographic Area Served	<input type="text"/>
Total Number Served (Unduplicated)	<input type="text"/>
Total Number of Rides Provided	<input type="text"/>
Total Number of Hours	<input type="text"/>
Total Number of Miles	<input type="text"/>
Total Number of Volunteer Drivers Utilized	<input type="text"/>
Total Number of Volunteer Miles Reimbursed	<input type="text"/>
Total Number of Seniors Served	<input type="text"/>
Total Number of Individuals with Disabilities Served	<input type="text"/>

Quarterly Progress Report Template Continued



5310 Subrecipient
Quarterly Progress Report

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?	<input type="checkbox"/> Y <input type="checkbox"/> N
SF-LLL form submitted?	<input type="checkbox"/> Y <input type="checkbox"/> N
Applicable?	<input type="checkbox"/> Y <input type="checkbox"/> 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?	<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

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



Spokane Transit Authority
Section 5310 Subrecipient Invoice
Approval Routing Form

Submitting Department: _____ Date: _____

Contact Person: _____

STA Agreement #: _____

Project/Program Title: _____

CONTRACT INFORMATION:

	<i>(To be completed with 1st Disbursement)</i>	Staff Initials	Date
Contract Term:			
FTA Award # (FAIN):			
Project Type:			
Required Local Match %:			
Indirect Cost Rate (ICR) %:			
ICR Approval Date:			
General Ledger Verified			

INVOICE BACKGROUND:

	Yes	No	N/A	Staff Initials	Date
Allowable Costs					
Approved Line Items					
Beneficiary Data Included					
Credits Included					
Match Contribution Verified					
Budget Variances > 10%					
Supporting Documentation Attached <i>(required)</i>					
Project Billing Ledger Attached <i>(required)</i>					

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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