

DEPARTMENT OF TRANSPORTATION**CROSS-CUTTING SECTION****INTRODUCTION**

This section contains compliance requirements that apply to more than one program in the Department of Transportation (DOT). The compliance requirements in this Cross-Cutting Section reference the applicable programs in Part 4, Agency Compliance Requirements. Similarly, the applicable programs in Part 4 reference this Cross-Cutting Section.

CFDA # Program Name**Airport Improvement Program**

20.106 Airport Improvement Program

Highway Planning and Construction Cluster

20.205 Highway Planning and Construction (Federal-Aid Highway Program)
20.219 Recreational Trails Program
23.003 Appalachian Development Highway System

TIFIA Program

20.223 Transportation Infrastructure Finance and Innovation Act (TIFIA)
Program

High-Speed Intercity Passenger Rail

20.319 High-Speed Rail Corridors and Intercity Passenger Rail Service – Capital
Assistance Grants

Federal Transit Cluster

20.500 Federal Transit — Capital Investment Grants (Fixed Guideway Capital
Investment Grants)
20.507 Federal Transit — Formula Grants (Urbanized Area Formula Program)
20.525 State of Good Repair Grants Program
20.526 Bus and Bus Facilities Formula Program (Bus Program)

Formula Grants for Rural Areas

20.509 Formula Grants for Rural Areas

Transit Services Programs

20.513	Enhanced Mobility of Seniors and Individuals with Disabilities
20.516	Job Access and Reverse Commute Program
20.521	New Freedom Program

Emergency Transit Relief Program

20.527	Public Transportation Emergency Relief Program
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I. PROGRAM OBJECTIVES

Program objectives for programs covered by this cross-cutting section are set forth in the individual program sections of this Supplement.

II. PROGRAM PROCEDURES

The DOT implementation of 2 CFR part 200 and Federal transit legislation have established a number of requirements that would apply to multiple programs funded with DOT funds. Certain exceptions or dollar thresholds in these rules may exclude many rural transit activities.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

F. Equipment and Real Property Management

1. *Equipment Management Requirements for Subrecipients of States*

This section applies to all of the DOT programs in the Supplement that are listed above.

Notwithstanding 2 CFR section 200.313, subrecipients of States shall follow such policies and procedures allowed by the State with respect to the use, management and disposal of equipment acquired under a DOT award (2 CFR section 1201.313).

2. *Transfer, Sale, or Lease of Transit Property, Equipment, or Supplies*

DOT programs in this Supplement to which this section applies are: Federal Transit Cluster (20.500, 20.507, 20.525, and 20.526); Formula Grants for Rural Areas (20.509); Transit Services Programs (20.513, 20.516, and 20.521); and Emergency Transit Relief Program (20.527).

Recipients, with Federal Transit Administration (FTA) approval, are allowed to transfer, sell, or lease property, equipment, or supplies acquired with Federal transit funds that are no longer needed for transit purposes. FTA may authorize the recipient to transfer the asset to a local governmental authority to be used for a public purpose (49 USC 5334 (h)(1) through (h)(3)). If a recipient sells the asset, the proceeds must be used to reduce the gross project costs of another federally funded capital transit project (49 USC 5334(h)(4)) or handled as stated in 49 CFR sections 18.31 or 18.32/2 CFR sections 200.311 or 200.313 (49 USC 5334(h)) and FTA Circular 5010.1).

I. Procurement and Suspension and Debarment

1. Procurement Requirements for Subrecipients of States

This section applies to all of the DOT programs in the Supplement that are listed above.

Notwithstanding 2 CFR section 200.317, subrecipients of States shall follow such policies and procedures allowed by the State when procuring property and services under a DOT award (2 CFR section 1201.317).

2. Buy America

DOT programs in this Supplement to which this section applies are: Federal Transit Cluster (20.500, 20.507, 20.525, and 20.526); Formula Grants for Rural Areas (20.509); Transit Services Programs (20.513, 20.516, and 20.521); and Emergency Transit Relief Program (20.527).

All steel, iron, and manufactured products used in the project must be produced in the U.S., as demonstrated by a Buy America certificate, but, in the case of rolling stock, the cost of components produced in the United States is more than 60 percent of the cost of all components of the rolling stock and final assembly of the vehicle takes place in the U.S. (49 CFR part 661).

- a. The FTA Administrator may grant specific waivers following case-by-case determinations that (1) applying the requirement would be inconsistent with the public interest; (2) the goods are not produced in the U.S. in a sufficient and reasonably available quantity and of satisfactory quality; or (3) the inclusion of the domestically produced material will increase the overall project cost by more than 25 percent (49 CFR sections 661.7(b) through (d)).
- b. Appendix A to 49 CFR section 661.7 provides general waivers for the following items:
 - (1) Those articles, materials, and supplies listed in 48 CFR section 25.104;

- (2) Microprocessors, computers, microcomputers, or software, or other such devices, which are used solely for the purpose of processing or storing data; and
 - (3) All “small purchases” (under \$100,000) made by FTA recipients with capital, planning, or operating assistance.
- c. Appendix A to 49 CFR section 661.11 provides a general Buy America waiver when foreign-sourced spare parts for buses and other rolling stock (including train control, communication, and traction power equipment) whose total cost is 10 percent or less of the overall project contract cost are being procured as part of the same contract for the major capital item.
 - d. A recipient that purchases rolling stock for transportation of passengers in revenue service must conduct, or cause to be conducted, a pre-award audit before entering into a formal contract for the purchase of rolling stock, and certify that a post-delivery audit is complete before title to the rolling stock is transferred to the recipient, or the rolling stock is put into revenue service, whichever occurs first. Pre-award and post-delivery audits verify the accuracy of the Buy America certification, purchaser’s requirements certification, and certification of compliance with or inapplicability of Federal motor vehicle safety standards in 49 CFR part 571 (49 CFR part 663).

3. *Disadvantaged Business Enterprises (DBE)*

DOT programs in this Supplement to which this section applies are: Federal Transit Cluster (20.500, 20.507, 20.525, and 20.526); Formula Grants for Rural Areas (20.509); Transit Services Programs (20.513, 20.516, and 20.521); and Emergency Transit Relief Program (20.527).

Recipients shall require that, as a condition to bid on a transit vehicle procurement in which FTA funds are involved, each transit vehicle manufacturer certify that it has complied with the requirements of 49 CFR section 26.49. Recipients may, with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles that a manufacturer must meet (49 CFR section 26.49(d)).

4. *Procurement of Vehicles and Facilities*

DOT programs in this Supplement to which this section applies are: Federal Transit Cluster (20.500, 20.507, 20.525, and 20.526); Formula Grants for Rural Areas (20.509); Transit Services Programs (20.513, 20.516, and 20.521); and Emergency Transit Relief Program (20.527).

In prohibiting discrimination in the provision of transportation services against persons with disabilities, the Americans with Disabilities Act of 1990 requires that vehicles purchased or leased after August 25, 1990, and new and altered

facilities designed and constructed (as marked by the notice to proceed) after January 25, 1992, must comply with the applicable standards of accessibility in 49 CFR parts 37 and 38 (42 USC 12101-12213).

J. Program Income

This section applies to all of the DOT programs in the Supplement that are listed above.

Notwithstanding 2 CFR section 200.80, except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include taxes, special assessments, levies, and fines raised by a grantee and subgrantee, and interest earned on any of them (2 CFR section 1201.80).

N. Special Tests and Provisions

1. Charter Service

DOT programs in this Supplement to which this section applies are: Federal Transit Cluster (20.500, 20.507, 20.525, and 20.526); Formula Grants for Rural Areas (20.509); Transit Services Programs (20.513, 20.516, and 20.521); and Emergency Transit Relief Program (20.527).

Compliance Requirement – As part of the annual certifications and assurances required by the FTA, a recipient must execute an agreement with FTA which provides that it, and each of its subrecipients and third-party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal transit laws only in compliance with 49 CFR part 604. Charter service means transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristic of charter service: (a) a third party pays the transit provider a negotiated price for the group; (b) any fares charged to individual members of the group are collected by a third party; (c) the service is not part of the transit provider's regularly scheduled service or is offered for a limited period of time; or (d) a third party determines the origin and destination of the trip as well as scheduling. Charter service may also mean transportation is provided by a recipient to the public for events or functions that occur on an irregular basis or for a limited duration, and (a) a premium fare is charged that is greater than the usual or customary fixed route fare or (b) the service is paid for in whole or in part by a third party. Charter service does not include demand response service to individuals. A recipient providing charter service under the exception provisions in 49 CFR section 604.12 shall post the records required under this subpart on the FTA charter registration website 30 days after the end of each calendar quarter (49 CFR part 604).

Audit Objective – Determine whether the use in charter service of any equipment and facilities acquired with FTA funds conformed to 49 CFR part 604.

Suggested Audit Procedures

- a. Ascertain if the recipient provides charter service with FTA-funded equipment by:
 - (1) Obtaining written representation from the recipient;
 - (2) Reviewing the revenue accounts for indications of charter revenue statements; and
 - (3) Reviewing the recipient's website and local business "Yellow Pages" for indications of charter-service operations.
- b. Review the recipient's policies and procedures for charter, rental, or lease of its transit equipment.
- c. Test transactions that meet the definition of charter service and ascertain if:
 - (1) The charter service regulation is applicable;
 - (2) FTA-assisted equipment or facilities (e.g., parking lots and maintenance garages) were used;
 - (3) Documentation evidences quarterly reporting of charter service provided under the exceptions in 49 CFR part 604; and
 - (4) Inventory records were adjusted to extend the useful life of FTA-subsidized transit equipment by the amount of charter service.

2. School Bus Operation

DOT programs in this Supplement to which this section applies are: Federal Transit Cluster (20.500, 20.507, 20.525, and 20.526); Formula Grants for Rural Areas (20.509); Transit Services Programs (20.513, 20.516, and 20.521); and Emergency Transit Relief Program (20.527).

Compliance Requirement – As part of the annual certifications and assurances required by FTA, a recipient must enter into an agreement with the FTA stating that the recipient will not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators, unless it demonstrates to the FTA Administrator any one of the exceptions listed in 49 CFR section 605.11 applies and the Administrator concurs. Indicators of prohibited exclusive school bus service are:

- a. Bus schedules that only operate one way to schools in the morning and the other way from schools in the afternoon.
- b. Destination signs that say "school bus" "school special" or a school name.
- c. Buses that have flashing lights and swing arms like standard yellow school buses.

- d. Bus stop signs that say “school.”
- e. Bus stops that are located on school property away from general public thoroughfares.

However, all recipients can operate “tripper service,” which is defined as regularly scheduled public transportation service that is open to the public, and designed or modified to accommodate the needs of school students and personnel, using various fare collections or subsidy systems. Buses used in “tripper service” are required to be clearly marked as open to the public and should not carry designations such as “school bus” or “school special.” All routes traveled by tripper buses must be within a grantee or operator’s regular route service as indicated in their published schedules (49 CFR part 605).

Audit Objective – Determine whether school bus service provided with FTA-funded equipment was approved by FTA or that FTA-assisted equipment and facilities used to accommodate students conformed to the definition of “tripper service.”

Suggested Audit Procedures

- a. Ascertain if the recipient operates any transit service exclusively for school children through:
 - (1) Reviews of bus schedules, published fares, and service contracts;
 - (2) Discussions with recipient officials; and
 - (3) Reviews of school district or individual school websites for information on bus transportation of school students.
- b. Ascertain if FTA-funded equipment (*e.g.*, buses or vans) or facilities (*e.g.*, bus maintenance garages) were used to provide school bus service by reviewing inventory records, maintenance logs, parking sites, names on bus and van destination signs, school facilities, or by performing other appropriate procedures.
- c. If exclusive school bus service is identified, review documentation that the service was approved by FTA.

WAGE RATE REQUIREMENTS CROSS-CUTTING SECTION

INTRODUCTION

This section contains guidance for audit of the Wage Rate Requirements (also known as the Davis-Bacon Act) as they apply to programs of the Department of Transportation and other Federal agencies, as specified below and referenced in N, “Special Tests and Provisions,” of the affected programs in Part 4 of the Supplement. The statutory source requirement, i.e., the “compliance requirement,” is stated in the individual programs, along with any program-specific limitations and a reference to this cross-cutting section. The general compliance requirement, audit objectives, and suggested audit procedures are specified in this cross-cutting section.

CFDA #	Program Name
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DEPARTMENT OF TRANSPORTATION

Airport Improvement Program

20.106	Airport Improvement Program
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Highway Planning and Construction Cluster

20.205	Highway Planning and Construction (Federal-Aid Highway Program)
20.219	Recreational Trails Program
23.003	Appalachian Development Highway System

TIFIA Program

20.223	Transportation Infrastructure Finance and Innovation Act (TIFIA) Program
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High-Speed Intercity Passenger Rail

20.319	High-Speed Rail Corridors and Intercity Passenger Rail Service – Capital Assistance Grants
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Federal Transit Cluster

20.500	Federal Transit — Capital Investment Grants (Fixed Guideway Capital Investment Grants)
20.507	Federal Transit — Formula Grants (Urbanized Area Formula Program)
20.525	State of Good Repair Grants Program
20.526	Bus and Bus Facilities Formula Program (Bus Program)

Formula Grants for Rural Areas

20.509	Formula Grants for Rural Areas
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Transit Services Programs

- 20.513 Enhanced Mobility of Seniors and Individuals with Disabilities
- 20.516 Job Access and Reverse Commute Program
- 20.521 New Freedom Program

Emergency Transit Relief Program

- 20.527 Public Transportation Emergency Relief Program

DEPARTMENT OF COMMERCE**Economic Development**

- 11.010 Community Trade Adjustment Assistance
- 11.300 Investments for Public Works and Economic Development Facilities
- 11.307 Economic Adjustment Assistance

Broadband Technology

- 11.557 Broadband Technology Opportunities Program

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**Supportive Housing for the Elderly**

- 14.157 Supportive Housing for the Elderly (Section 202)

Supportive Housing for Persons with Disabilities (Section 811)

- 14.181 Supportive Housing for Persons with Disabilities (Section 811)

CDBG – Entitlement Grants

- 14.218 Community Development Block Grants/Entitlement Grants

State-Administered CDBG

- 14.228 Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii

Shelter Plus Care

- 14.238 Shelter Plus Care

Home Investment Partnerships Program

- 14.239 Home Investment Partnerships Program

NSP—Recovery Act

14.256 Neighborhood Stabilization Program (Recovery Act Funded)

Disaster Recovery Grants (CDBG-DR)

14.269 Hurricane Sandy Community Development Block Grant Disaster Recovery Grants (CDBG-DR)

Public Housing

14.850 Public and Indian Housing

HOPE VI Cluster

14.866 Demolition and Revitalization of Severely Distressed Public Housing (Hope VI)

14.889 Choice Neighborhoods Implementation Grants

Indian Housing Block Grants

14.867 Indian Housing Block Grants

CFP

14.872 Public Housing Capital Fund (CFP)

Native Hawaiian Housing

14.873 Native Hawaiian Housing Block Grants

Moving to Work Demonstration Program

14.881 Moving to Work Demonstration Program

DEPARTMENT OF THE TREASURY**RESTORE Act Program**

21.015 Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States (RESTORE Act)

DEPARTMENT OF ENERGY**State Energy Program**

81.041 State Energy Program

Weatherization Assistance

81.042 Weatherization Assistance for Low-Income Persons

Energy Efficiency and Conservation Block Grants

81.128 Energy Efficiency and Conservation Block Grant Program

DEPARTMENT OF EDUCATION**Impact Aid**

84.041 Impact Aid (Title VIII of ESEA)

Race-to-the-Top

84.395 State Fiscal Stabilization Fund (SFSF) – Race-to-the-Top Incentive Grants, Recovery Act

III. COMPLIANCE REQUIREMENTS**N. Special Tests and Provisions****Wage Rate Requirements**

Compliance Requirement – All laborers and mechanics employed by contractors or subcontractors to work on construction contracts in excess of \$2,000 financed by Federal assistance funds must be paid wages not less than those established for the locality of the project (prevailing wage rates) by the Department of Labor (DOL) (40 USC 3141-3144, 3146, and 3147).

Non-federal entities shall include in their construction contracts subject to the Wage Rate Requirements (which still may be referenced as the Davis-Bacon Act) a provision that the contractor or subcontractor comply with those requirements and the DOL regulations (29 CFR part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). This includes a requirement for the contractor or subcontractor to submit to the non-Federal entity weekly, for each week in which any contract work is performed, a copy of the payroll and a statement of compliance (certified payrolls) (29 CFR sections 5.5 and 5.6; the A-102 Common Rule (§___36(i)(5)); OMB Circular A-110 (2 CFR part 215, Appendix A, Contract Provisions); **2 CFR part 176, subpart C**; and 2 CFR section 200.326).

This reporting is often done using Optional Form WH-347, which includes the required statement of compliance (*OMB No. 1215-0149*). The U.S. Department of Labor, Employment Standards Administration, maintains a Davis-Bacon and Related Acts web page (<http://www.dol.gov/whd/contracts/dbra.htm>). Optional Form WH-347 and instructions are available on this web page.

Audit Objectives – Determine whether the non-Federal entity notified contractors and subcontractors of the requirements to comply with the Wage Rate Requirements and obtained copies of certified payrolls.

Suggested Audit Procedures

Select a sample of construction contracts and subcontracts greater than \$2000 that are covered by the Wage Rate Requirements and perform the following procedures:

- a. Verify that the required prevailing wage rate clauses were included in the contract or subcontract.
- b. For each week in which work was performed under the contract or subcontract, verify that the contractor or subcontractor submitted the required certified payrolls.

(Note: Auditors are not expected to determine whether prevailing wage rates were paid.)

DEPARTMENT OF TRANSPORTATION

CFDA 20.106 AIRPORT IMPROVEMENT PROGRAM

I. PROGRAM OBJECTIVES

The objective of the Airport Improvement Program is to assist sponsors, owners, or operators of public-use airports in the development of a nationwide system of airports adequate to meet the needs of civil aeronautics.

II. PROGRAM PROCEDURES

States, counties, municipalities, U.S. Territories and possessions, and other public agencies, including Indian tribes or Pueblos (sponsors) are eligible for airport development grants if the airport on which the development is required is listed in the National Plan of Integrated Airport Systems (NPIAS). Applications for grants must be submitted to the appropriate Federal Aviation Administration (FAA) Airports Office. Primary airport sponsors must notify FAA by January 31 or another date specified in the *Federal Register* of their intent to apply for funds to which they are entitled under Pub. L. No. 97-248 (49 USC Chapter 31). A reminder is published annually in the *Federal Register*. Other sponsors are encouraged to submit early in the fiscal year and to contact the appropriate FAA Airports Office for any local deadlines. Sponsors must formally accept grant offers no later than September 30 for grant funds appropriated for that fiscal year.

The American Recovery and Reinvestment Act of 2009 (ARRA) (Pub. L. No. 111-5) provides for discretionary grant awards (ARRA, 123 Stat. 205) under this program. ARRA-funded grants must be separate from other AIP grants, although FAA may fund a discrete phase of an AIP project with ARRA funding.

Source of Governing Requirements

This program is authorized by 49 USC Chapter 471 and ARRA (123 Stat. 205).

Availability of Other Program Information

Additional program information is provided in FAA Order 5100.38D, *Airport Improvement Program Handbook* (available at http://www.faa.gov/airports/aip/aip_handbook) and FAA Advisory Circulars in the 150/5100 series (available at http://www.faa.gov/airports/resources/advisory_circulars/). The FAA also maintains an Airports *Federal Register* Notice page available at http://www.faa.gov/airports/resources/publications/federal_register_notices/.

Program related questions may be directed to Kendall Ball, FAA Airports Financial Assistance Division, at 202-267-7436 (direct) and 202-267-3831 (main) or by e-mail at Kendall.Ball@faa.dot.gov. Questions related to the revenue diversion and other compliance requirements may be directed to James T. Brown, FAA Airport Compliance Division at 202-267-5879 (direct) and 202-267-3446 (main) or by e-mail at James.T.Brown@faa.gov.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed

1. *Activities Allowed*

Grants can be made for planning, constructing, improving, or repairing a public-use airport or portions thereof and for acquiring safety or security equipment. Eligible terminal building development is limited to non-revenue-producing public-use areas that are directly related to the movement of passengers and baggage in air carrier and commuter service terminal facilities within the boundaries of the airport. Eligible construction is limited to items of work and to the quantities listed in the grant description and/or special conditions (49 USC 47110).

2. *Activities Unallowed*

a. In general, Federal funds cannot be expended for:

- (1) Passenger automobile parking facilities and portions of terminals that are revenue-producing or not directly related to the safe movement of passengers and baggage at the airports, and
- (2) Costs incurred before the execution of the grant agreement, unless such costs are for land, necessary costs in formulating a project, or costs covered by a letter of intent. However, an airport designated by the FAA as a primary airport may use passenger entitlement funding made available under 49 USC 47114(c) for costs incurred (1) prior to the execution of the grant agreement; (2) in accordance with the airport layout plan approved by the FAA; and (3) according to all statutory and administrative requirements that would have applied had work on the project not commenced until after the grant agreement had been executed (49 USC 47110(b)(2)(C)).

b. The following are examples of items for which FAA funds cannot be expended (FAA Order 5100.38D, *Airport Improvement Program Handbook*, and FAA Advisory Circulars in the 150/5100 series.)

- Emergency planning.
- Decorative landscaping, sculpture, or art works.

- Communication systems except those used for safety/security.
- Training facilities, except those included in an otherwise eligible project as an integral part of that project and that are of a relatively minor or incidental cost, i.e., less than 10 percent of the project cost. An example of an exception would be a training room included as part of a new Aircraft Rescue and Firefighting (ARFF) facility. Interactive training systems and “live fire” ARFF training facilities are eligible.
- Roads of whatever length, exclusively for the purpose of connecting public parking facilities to an access road.
- Roads serving solely industrial or non-aviation-related areas or facilities.
- Equipment that is used by air traffic controllers such as Airport surface detection systems (ASDE).
- Maintenance/service facilities except for those allowed to service required ARFF equipment.
- Office/administrative equipment, including data processing equipment, computers, recorders, etc.
- Projects for the determination of latitude, longitude, and elevation except as an incidental part of master planning.

3. *Exception*

For a non-hub airport (one that accounts for less than 0.05 percent of total U.S. passenger boardings), the FAA may approve as allowable costs the expenses of terminal development in a revenue-producing area and construction, repair, and improvement of parking lots (49 USC 47110(d)(2)).

F. Equipment and Real Property Management

See also DOT Cross-Cutting Section.

Under this program, FAA is authorized by 49 USC 47107(c), as amended, to allow recipients to reinvest the proceeds from the disposition of real property acquired with Federal awards for noise compatibility or airport development purposes.

G. Matching, Level of Effort, Earmarking**1. Matching**

The shares of allowable costs for a particular grant-supported project to be borne by FAA and by other parties are established in the grant agreement. **The Federal share of ARRA-funded projects is 100 percent (ARRA, 123 Stat. 205).**

2. Level of Effort – Not Applicable**3. Earmarking – Not Applicable****I. Procurement and Suspension and Debarment**

See DOT Cross-Cutting Section.

J. Program Income

See DOT Cross-Cutting Section.

L. Reporting**1. Financial Reporting**

- a. SF-270, *Request for Advance or Reimbursement* – Applicable
- b. SF-271, *Outlay Report and Request for Reimbursement for Construction Programs* – Applicable
- c. SF-425, *Federal Financial Report* – Applicable
- d. FAA Form 5100-127, *Operating and Financial Summary (OMB No. 2120-0569)*

Sponsors of commercial service airports are required to submit this report, which captures revenues and expenditures at the airport, including revenue surplus.

- e. FAA Form 5100-126, *Financial Government Payment Report (OMB No. 2120-0569)*

This report captures amounts paid and services provided to other units of government. This reporting requirement technically applies to all sponsors of federally assisted airports who accepted grants with assurance no. 26(d)(I)(ii); however, FAA is currently requiring submission only from commercial service airports. Commercial service airports are the airports most likely to generate excess revenue that could be diverted to non-airport uses.

2. **Performance Reporting** – Not Applicable

3. **Special Reporting** – Not Applicable

N. Special Tests and Provisions

1. Wage Rate Requirements

Compliance Requirement – The Wage Rate Requirements are applicable to construction work for airport development projects (49 USC 47112).

See Wage Rate Requirements Cross-Cutting Section (page 4-20.001-1).

2. Revenue Diversion

Compliance Requirement – The basic requirement for use of airport revenues is that all revenues generated by a public airport must be expended for the capital or operating costs of the airport, the local airport system, or other local facilities which are owned or operated by the owner or operator of the airport and are directly and substantially related to the actual air transportation of passengers or property. The limitation on the use of revenue generated by the airport shall not apply if the governing statutes controlling the owner's or operator's financing, that was in effect before September 3, 1982, provided for the use of any revenue from the airport to support not only the airport but also the airport owner's or operator's general debt obligations or other facilities (49 USC 47107(b)).

Policies and Procedures Concerning the Generation and Use of Airport Revenue, issued February 16, 1999 (64 FR 7695), contains definitions of airport revenue and unlawful revenue diversion; provides examples of airport revenue; and describes permitted and prohibited uses of airport revenue. The policy can be obtained from FAA's Airports *Federal Register Notices Page* (http://www.faa.gov/airports/resources/publications/federal_register_notices/).

Penalties imposed for revenue diversion may be up to three times the amount of the revenues that are used in violation of the requirement (49 USC 4603(a)(5)).

Audit Objective – Determine whether the airport revenues were used for required or permitted purposes.

Suggested Audit Procedures

- a. Review the policy for using airport revenue.
- b. Perform tests of airport revenue generating activities (e.g., passenger facilities charges, leases, and telephone contracts) to ascertain that all airport-generated revenue is accounted for.

- c. Test expenditures of airport revenue to verify that airport revenue is used for permitted purposes.
- d. Perform tests of transactions to ascertain that payments from airport revenues to the sponsors, related parties, or other governmental entities are airport-related, properly documented, and are commensurate with the services or products received by the airport.
- e. Perform tests to assure that indirect costs charged to the airport from the sponsor's cost allocation plan were allocated in accordance with the FAA policy on cost allocation.

IV. OTHER INFORMATION

The Federal Aviation Reauthorization Act of 1996, Section 805 (49 USC 47107(l)) requires public agencies that are subject to the Single Audit Act Amendments of 1996 (Act) that have received Federal financial assistance for airports to include as part of their single audit a review and opinion of the public agency's funding activities with respect to their airport or local airport revenue system. In the February 16, 1999, *Federal Register* (64 FR 7675), the FAA issued a notice titled *Policy and Procedures Concerning the Use of Airport Revenue*. This notice provides that the opinion required by 49 USC 47107(l) is only required when the Airport Improvement Program (AIP) is audited as major program under Circular A-133/2 CFR part 200, subpart F, and that the auditor reporting requirements of Circular A-133/2 CFR part 200, subpart F, satisfy the opinion requirement. However, the notice provides that the AIP may be selected as a major program based upon either the risk-based approach prescribed in Circular A-133 §__.520/2 CFR section 200.518, or the FAA designating the AIP as a major program under §__.215(c)/2 CFR section 200.503(e).

DEPARTMENT OF TRANSPORTATION

- CFDA 20.205** **HIGHWAY PLANNING AND CONSTRUCTION (Federal-Aid Highway Program)**
CFDA 20.219 **RECREATIONAL TRAILS PROGRAM**
CFDA 23.003 **APPALACHIAN DEVELOPMENT HIGHWAY SYSTEM**

I. PROGRAM OBJECTIVES

The objectives of the Highway Planning and Construction Cluster are to (1) assist States, tribal governments, and Federal land management agencies in the planning and development of an integrated, interconnected transportation system important to interstate commerce and travel by constructing, rehabilitating, and preserving the National Highway System (NHS), including Interstate highways and most other public roads; (2) provide aid for the repair of Federal-aid highways following disasters; (3) foster safe highway design and improve bridge conditions; (4) to support community-level transportation infrastructure; and (5) to provide for other special purposes. This cluster also provides for the improvement of roads in Puerto Rico, Guam, the Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, and the Appalachian Development Highway System (ADHS). The objective of the ADHS program is to provide a highway system which, in conjunction with other federally aided highways, will open up areas with development potential within the Appalachian region where commerce and communication have been inhibited by lack of adequate access.

II. PROGRAM PROCEDURES

Federal-aid highway funds are generally apportioned by statutory formulas to the States and generally restricted to use on Federal-aid highways (i.e., roads open to the public and not functionally classified as local or rural minor collector roads). Exceptions to the use on Federal-aid highways include (1) planning and research activities; (2) bridge and safety improvements, which may be on any public road; (3) highway safety improvement projects, bicycle and pedestrian projects, transportation alternative and enhancement activities, and recreational trails projects, which may be located along any road or off road; and (4) projects funded under the Federal Lands and Tribal Transportation Program (FLTTP). Some categories of funds may be granted directly to other Federal agencies, tribal governments, other State agencies, or Local Public Agencies (LPAs), such as cities, counties, Metropolitan Planning Organizations (MPOs), and other political subdivisions. States also may pass funds through to such agencies. Federal-aid funds may be used for (1) surveying; (2) engineering; (3) engineering studies; (4) right-of-way acquisition and relocation assistance; (5) capital improvements classified as new construction or reconstruction; (6) improvements for functional, geometric, or safety reasons; (7) 4R projects (restoration, rehabilitation, resurfacing, and reconstruction); (8) preservation; (9) planning; research, development, and technology transfer; (10) intelligent transportation systems projects; (11) roadside beautification; (12) vegetation management; (13) wetland and natural habitat mitigation; (14) traffic management and control improvements; (15) improvements necessary to accommodate other transportation modes; (16) development and establishment of transportation management systems; (17) billboard removal; (18) fringe and corridor parking; (19) car pool and van pool projects; (20) historic preservation and rehabilitation of historic transportation facilities; (21) scenic and historic highway improvements;

(22) inspection and evaluation of bridges, tunnels, and other highway assets; (23) asset management; (24) construction of ferry boats, ferry terminal facilities, and approaches to such facilities; and (25) workforce development, training, and education. These funds generally cannot be used for routine highway operational activities, such as police patrols, mowing, snow plowing, or maintenance, unless it is preventative maintenance. Also, certain authorizations (e.g., FLTTP, National Highway Performance Program (NHPP), Surface Transportation Program (STP) or Congestion Mitigation and Air Quality (CMAQ) Improvement Program) may be used for improvements to transit. CMAQ funds are for projects and programs in air quality, nonattainment and maintenance areas for ozone, carbon monoxide, and small particulate matter, which reduce transportation related emissions, though provision is made for States without air quality issues. ADHS projects are subject to the same standards, specifications, policies, and procedures as other Federal-aid highway projects.

Eligibility criteria for the programs differ, so program guidance should be consulted. Projects in urban areas of 50,000 or more population must be based on a transportation planning process, carried out by the MPOs in cooperation with the State and transit operators, and be included in metropolitan plans and programs. Projects in nonmetropolitan areas of a State must be consistent with the State's Transportation Plan. All Federal-aid projects must also be included in the approved Statewide Transportation Improvement Program (STIP) developed as part of the required statewide transportation planning process. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) must approve the STIP jointly.

The ADHS was a cost-to-complete program (i.e., sufficient funding is to be provided over time to complete the approved initial construction/upgrading of the system) authorized by Section 201 of the Appalachian Regional Development Act of 1965. The Moving Ahead for Progress in the 21st Century Act (MAP-21) (Pub. L. No. 112-141) did not provide dedicated funding for the ADHS, but did make ADHS activities eligible under the NHPP and STP programs. The Appalachian Regional Commission (ARC) has programmatic oversight responsibilities, which include approval of the location of the corridors and of State-generated estimates of the cost to complete the ADHS. The FHWA has project-level oversight responsibilities for the ADHS program. If the location, scope, and character of proposed ADHS projects are in agreement with the latest approved cost-to-complete estimate and all Federal requirements have been satisfied, FHWA authorizes the work with the ADHS funds. FHWA provides full oversight of the ADHS and accepts the ADHS projects upon satisfactory completion of the work.

Source of Governing Requirements

The primary sources of program requirements are 23 USC (Highways) and **Title XII of the American Recovery and Reinvestment Act of 2009 (ARRA) (Pub. L. No. 111-5) (ARRA, 123 Stat. 203-208)**. Implementing regulations are found in 23 CFR (Highways) and 49 CFR (Transportation).

Availability of Other Program Information

The FHWA maintains a website that provides program laws, regulations, and other general information (<http://www.fhwa.dot.gov/>).

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed

1. Federal funds can be used only to reimburse costs that are (a) incurred subsequent to the date of authorization to proceed, except for certain property acquisition costs permitted under 23 USC 108 and certain emergency repair work under 23 USC 125; (b) in accordance with the conditions contained in the project agreement and the plans, specifications, and estimates (PS&E); (c) allocable to a specific project; and (d) claimed for reimbursement subsequent to the date of the project agreement (23 CFR sections 1.9, 630.106, and 630.205).
2. Federal funds can be used for administrative settlement costs incurred in defending contract claim proceedings before arbitration boards or State courts only if approved by FHWA for Federal-aid projects. If special counsel is used, it must be recommended by the State Attorney or State Department of Transportation (State DOT) legal counsel and approved in advance by FHWA (23 CFR section 140.505).
3. ADHS funds may be used only for work included in the ADHS cost estimate approved by the ARC.
4. FLTTP funds may be used for work on projects that provide access to or within Federal or Tribal lands (23 USC 201 through 204).

F. Equipment and Real Property Management

See also DOT Cross-Cutting Section.

The State shall charge, at a minimum, fair market value for the sale, use, lease, or lease renewal of real property acquired with Federal assistance from the Highway Trust Fund (other than the Mass Transit Account). The State shall use such income for projects eligible under 23 USC. Exceptions may be granted to allow use for social, environmental, or economic purposes (23 USC 156).

G. Matching, Level of Effort, Earmarking

1. Matching

- a. The State generally is required to pay a portion of the project costs. Portions vary according to the type of funds authorized and the type of project and are stated in project agreements.

- b. A State's matching share for a project may be credited by certain toll revenues used to build or improve highways, bridges, and tunnels (23 USC 120(i)).
- c. Donations of funds, materials, and services by a person or local government may be credited towards a State's matching share. Donated materials and services must meet the eligibility requirements of the project (23 USC 323(c)).
- d. The value of land provided by State or local governments for highway purposes is eligible for a credit towards the non-Federal share of project costs. The value of the donated land shall not include any increase or decrease in value of donated land caused by the project. The value of donated land shall be based on the fair market value of the land, established as of the earlier of (1) the date on which the donation becomes effective, or (2) the date on which equitable title to the land vests in the State. Real property acquired with State funds and required for federally-assisted projects may be credited toward the non-Federal share of project costs (23 USC 323(b); 23 CFR section 710.507).
- e. For Transportation Enhancement (TE) projects using TE funds apportioned prior to October 1, 2012, funds from Federal agencies (except U.S. DOT) may be credited toward the non-Federal share of the cost of a project. The value of other non-cash contributions may be credited toward the non-Federal share. The non-Federal share may be calculated on a project, multiple-project, or program-wide basis. The total cost of an individual project may be funded with up to 100 percent Federal funds; however, for a fiscal year, the ratio of Federal funds to non-Federal funds for all TE funded projects must comply with the maximum Federal share provisions in 23 USC 120(b). FHWA guidance on these provisions is available at http://www.fhwa.dot.gov/environment/transportation_enhancements/guidance/1999guidance.cfm#summa.
- f. For projects funded under 23 USC or 49 USC Chapter 53, any Federal funds (except for funds available under 23 USC and 49 USC) may be used to pay the non-Federal share of any transportation project that is within, adjacent to, or provides access to Federal land (23 USC 120(j)).
- g. Federal Lands Transportation Program funds and Tribal Transportation Program funds may be used to pay the non-Federal share of projects which provide access to or within Federal or Indian lands which are funded under 23 USC or 49 USC Chapter 53 (23 USC 120(k)).

- h. For the Recreational Trails Program (RTP), funds from other Federal programs (including the U.S. Department of Transportation) may be credited toward the non-Federal share of the cost of a project. RTP funds may be used to match other Federal programs. The non-Federal share may be calculated on a project, multiple-project, or program-wide basis (23 USC 206(f)). FHWA guidance on these provisions is available at http://www.fhwa.dot.gov/environment/recreational_trails/guidance/matchingfunds.cfm.

Any project sponsor (except for Federal agencies), whether a private individual or organization or a public agency, may donate funds, materials, services (including volunteer labor), or new right-of-way to be credited to the non-Federal share of an RTP project. Federal project sponsors may provide funds, materials, or services as part of the Federal share, but may not provide new right-of-way (23 USC 206(h)(1)).

- i. Any cost in excess of 20 percent of the cost of the replacement or rehabilitation of a bridge not on a Federal-aid highway that is wholly funded with State and local funds may be used to meet the matching share requirement of projects funded under 23 USC 133 (23 USC 133(g)(3)).

2. Level of Effort – Not Applicable

3. Earmarking – Not Applicable

I. Procurement and Suspension and Debarment

See also DOT Cross-Cutting Section.

In general, State DOTs and LPAs must use qualifications-based selection procedures (Brooks Act) when acting as contracting agencies to procure engineering and design-related services for a construction project using Federal-aid highway funding (23 USC 112(b)(2); 23 CFR part 172). Requirements applicable to engineering and design-related services contracts using Federal-aid highway funding include:

1. Written procedures for each method of procurement used to procure engineering and design services. State DOT procedures must be approved by FHWA. Subrecipient (LPA) procedures must be approved by the recipient, generally the State DOT. These procedures must provide for the following related to procurement of consultant services:
 - a. Preparing a scope of work, evaluation factors, and cost estimate;
 - b. Soliciting proposals;
 - c. Evaluating and ranking proposals and a documented basis for selection;

- d. Negotiating the amount to be paid;
 - e. Monitoring the consultant's work and preparing a performance evaluation when the work is completed; and
 - f. Determining the extent to which the consultant, who is responsible for the professional quality, technical accuracy, and coordination of services, may be reasonably liable for costs resulting from errors or deficiencies in design furnished under its contract (23 CFR section 172.9(a)).
2. Instead of performing its own audits of engineering and design contractors, contracting agencies (State DOTs and LPAs) are required to accept indirect cost rates that have been established by a cognizant Federal or State agency in accordance with the Federal Acquisition Regulation (48 CFR part 31) for 1-year applicable accounting periods, if such rates are not currently under dispute (23 USC 112(b)(2)(C) and 23 CFR section 172.7).
 3. Contracts for a consultant to act in a management role for the contracting agency for services that are directly related to a construction project must be approved by FHWA before the consultant is hired (23 CFR section 172.9(d)).

J. Program Income

See also DOT Cross-Cutting Section.

State and local governments may only use the Federal share of net income from the sale, use, or lease of real property previously acquired with Federal funds if the income is used for projects eligible under 23 USC (23 USC 156).

L. Reporting

1. Financial Reporting

- a. SF-270, *Request for Advance or Reimbursement* – Not Applicable
- b. SF-271, *Outlay Report and Request for Reimbursement for Construction Programs* – Not Applicable
- c. SF-425, *Federal Financial Report* – Not Applicable
- d. PR-20, *Voucher for Work Under Provisions of the Federal-Aid and Federal Highway Acts, as Amended (OMB No. 2125-0507)*

2. Performance Reporting – Not Applicable

3. Special Reporting – Not Applicable

M. Subrecipient Monitoring

State DOTs are responsible for determining that subrecipients of Federal-aid highway funds have adequate project delivery systems for projects approved under 23 USC. They also are required to determine whether subrecipients have sufficient accounting controls to properly manage such Federal-aid funds (23 USC 106(g)(4)(A)).

N. Special Tests and Provisions

1. Wage Rate Requirements

Compliance Requirement - The Wage Rate Requirements are applicable to construction work on highway projects on Federal-aid highways or with ADHS or FLTTP funds. These requirements generally do not apply to Federal-aid construction projects that are not located within the right-of-way of a Federal-aid highway; however, the Transportation Alternatives Program projects (except for the Recreational Trails Program set-aside) and the SAFETEA-LU Safe Routes to School Program must comply with wage rate requirements regardless of location. FHWA has provided guidance on the applicability of these requirements at <http://www.fhwa.dot.gov/construction/contracts/080625.cfm> (23 USC 113 and 40 USC 14701).

See Wage Rate Requirements Cross-Cutting Section (page 4-20.001-1).

2. Use of Other State or Local Government Agencies

Compliance Requirement – A State may use other public land acquisition organizations or private consultants to carry out the State’s authorities under 23 CFR section 710.201(b) in accordance with a written agreement (23 CFR section 710.201(h)).

Audit Objective – Determine whether other public land acquisition organizations or private consultants are carrying out the State’s authorities under 23 CFR section 710.201(b) in accordance with their agreements with the State.

Suggested Audit Procedures

- a. Examine records and ascertain if other agencies were used for right-of-way activities on Federal-aid projects.
- b. Review a sample of right-of-way agreements with other agencies.
- c. Perform tests of selected right-of-way activities to other agencies to verify that they comply with the written agreement.

3. Replacement of Publicly Owned Real Property

Compliance Requirement – Federal funds may be used to reimburse the reasonable costs actually incurred for the functional replacement of publicly owned and publicly used real property provided that FHWA concurs that it is in the public interest. The cost of increases in capacity and other betterments are not eligible except (1) if necessary to replace utilities; (2) to meet legal, regulatory, or similar requirements; or (3) to meet reasonable prevailing standards for the type of facility being replaced (23 CFR section 710.509).

Audit Objective – Determine whether the functional replacement of real property was accomplished within FHWA requirements.

Suggested Audit Procedures

- a. Ascertain if there were any functional replacements of publicly owned real property.
- b. Verify that FHWA concurred in the State's determination that the functional replacement is in the public interest.
- c. Review a sample of transactions involving functional replacements and verify that the transactions were consistent with the FHWA requirements.

4. Project Extensions

Compliance Requirement – FHWA must approve extensions affecting project costs or the amount of liquidated damages, except those for projects administered by the State DOT under 23 USC 106(c) which allow the State DOT to assume the responsibilities for design, plans, specifications, estimates, contract awards and inspection of progress (23 USC 106(c); 23 CFR section 635.121).

Audit Objective – Determine whether proper FHWA approvals were obtained for contract extensions affecting project costs and the amount of liquidated damages assessed.

Suggested Audit Procedures

- a. Review the systems for monitoring and controlling contract time and review project files to determine if there were project extensions.
- b. Verify that FHWA approval was obtained for time extensions affecting project cost and, where applicable, the amount of liquidated damages assessed.

5. Quality Assurance Program

Compliance Requirement – A State DOT or LPA must have a quality assurance (QA) program, approved by FHWA, for construction projects on the NHS to ensure that materials and workmanship conform to approved plans and specifications. Verification sampling must be performed by qualified testing personnel employed by the State DOT, or by its designated agent, excluding the contractor (23 CFR sections 637.201, 637.205, and 637.207).

Audit Objective – Determine whether the State DOT or LPA is following a QA program approved by FHWA.

Suggested Audit Procedures

- a. Obtain an understanding of the recipient's QA program.
- b. Verify that the QA program has been approved by FHWA.
- c. Review documentation of test results on a sample basis to verify that proper tests are being taken in accordance with the QA program.
- d. Verify that verification sampling activities are performed by qualified testing personnel employed by the agency, or by its designated agent, excluding the contractor.

6. Contractor Recoveries

Compliance Requirement – When a State recovers funds from highway contractors for project overcharges due to bid-rigging, fraud, or anti-trust violations or otherwise recovers compensatory damages, the Federal-aid project involved shall be credited with the Federal share of such recoveries (Tennessee v. Dole 749 F.2d 331 (6th Cir. 1984); 57 Comp. Gen. 577 (1978); 47 Comp. Gen. 309 (1967)).

Audit Objective – Determine whether the proper credit was made to the Federal share of a project when recoveries of funds are made.

Suggested Audit Procedures

- a. Determine the extent to which the State has recovered overcharges and other compensatory damages on Federal-aid projects through appropriate interviews and a review of legal, claim, and cash receipt records.
- b. Review a sample of cash receipts and verify that appropriate credit is reflected in billings to the Federal Government.

7. Project Approvals

Compliance Requirements – FHWA project approval and authorization to proceed are required before costs are incurred for all construction projects. Based on the Stewardship and Oversight agreement between the State DOT and the FHWA Division Office, projects may be authorized under the authority in 23 USC 106(c), which allows the State DOT to assume responsibilities for designs, plans, specifications, estimates, contract awards, and inspection of progress. For those projects not authorized under 23 USC 106(c), construction projects cannot be advertised nor force account work commenced until FHWA (a) approves the plans, specifications, and estimates; and (b) authorizes the State DOT to advertise for bids or approves the force account work (23 CFR sections 630.205(c), 635.112(a), 635.204, and 635.309). In addition, construction cannot begin until after FHWA concurs in the contract award (23 CFR section 635.114).

Audit Objective – Determine whether project activities are started with required Federal approvals.

Suggested Audit Procedures

- a. Review a sample of projects and identify dates of the necessary approvals, authorizations, and concurrences.
- b. Identify dates that projects were advertised and contract or force account work was initiated and compare to FHWA's approval dates.

8. Value Engineering

Compliance Requirement – State DOTs are required to establish a value engineering (VE) program and ensure that a VE analysis is performed on all applicable projects. The program should include procedures to approve or reject recommendations and for monitoring to ensure that resulting, approved recommendations are incorporated into the plans, specifications, and estimate. Applicable projects are (a) projects located on the NHS with an estimated total project cost of \$50 million or more that utilize Federal-aid highway program funding; (b) bridge projects located on the NHS with an estimated total cost of \$40 million or more that utilize Federal-aid highway program funding; and (c) any other projects that the FHWA determines to be appropriate. Projects utilizing the design-build method of construction do not require a VE analysis (23 USC 106(e)(5)). Critical elements of VE programs include identification of a State VE coordinator; establishment of a VE policy, and documented VE procedures, including requirements to identify applicable projects, verify required VE analyses are completed on State DOT and subrecipient projects; and monitor, assess, and report on the performance of the VE program (23 USC 106(e); 23 CFR part 627).

Audit Objective – Determine whether VE programs have been established that include VE policy and procedures, documented analyses conducted for applicable projects, evaluations of VE recommendations, and incorporation of approved recommendations into the plans, specifications, and estimate for the project.

Suggested Audit Procedures

- a. Verify that the State DOT has established a VE program in accordance with Federal requirements.
- b. Review a sample of applicable projects to ensure that a VE analysis was conducted, recommendations were evaluated, and approved recommendations were incorporated into the design of the project, and that the results of the analysis and recommendations implemented were documented in accordance with the established VE program's policies and procedures.

9. Utilities

Compliance Requirement – State DOTs are required to develop policies and procedures pertaining to the use, accommodation and/or relocation of public and private utility facilities on highway rights-of way using Federal-aid highway funds. State DOTs are required to develop, maintain, and obtain FHWA approval of their Utility Accommodation Policy (UAP) (23 CFR section 645.215). Expenses incurred for relocating utility facilities necessitated by highway construction projects using Federal-aid highway program funds are eligible for reimbursement from FHWA provided these costs were incurred in a manner consistent with State laws or FHWA regulations, whichever is more restrictive (23 CFR section 645.103(d)).

Plans, Specifications and Estimate (PS&E) packages on projects using Federal-aid highway program funds must have a utility agreement or statement verifying the appropriate coordination with all utilities on the project has occurred prior to FHWA construction authorization. Each agreement or statement should specify that the utility use and occupancy of the right-of-way or any required utility work will be completed prior to the highway construction, or there were conditions specified allowing for the utility work to be coordinated with and completed in coordination with the highway construction schedule (23 CFR section 635.309(b)).

Utility agreements, permits, and supporting documentation define the conditions and provisions for accomplishing and reimbursing utility companies for utility relocation work that was required due to a Federal-aid highway program funded project. The agreements and supporting documentation, and the Federal requirements they reference, require that:

- There must be itemized cost estimates for the proposed utility work (23 CFR section 645.113(c));
- The utility agreement was approved prior to the utility incurring any costs or conducting any work that would be eligible for reimbursement (23 CFR section 645.113(g)(3));
- Reimbursement of utility costs will occur after the work is completed (23 CFR section 645.107(a));

- The utility incurred the costs and billings submitted verifying the work was completed in accordance with the utility agreement (23 CFR section 645.113(a-f) and 23 CFR section 645.117); and
- Billed costs were eligible for reimbursement (23 CFR section 645.117).

Audit Objective – Determine whether the agreements, supporting documentation, and reimbursement for the adjustment and/or relocation of utility facilities on Federal-aid highway projects were accomplished in a manner which complies with State laws and FHWA regulations.

Suggested Audit Procedures

- a. Verify that the State DOT has a current UAP approved by FHWA.
- b. Review a sample of PS&E packages on projects using Federal-aid highway program funds to verify that there is a utility agreement or statement confirming that the appropriate coordination with all utilities on the project has occurred prior to FHWA construction authorization.
- c. Review a sample of utility agreements and supporting documentation to verify required supporting material was prepared and that costs reimbursed met the requirements of the agreements.

DEPARTMENT OF TRANSPORTATION

CFDA 20.223 TRANSPORTATION INFRASTRUCTURE FINANCE AND INNOVATION ACT (TIFIA) PROGRAM

I. PROGRAM OBJECTIVES

The objective of the Transportation Infrastructure Finance and Innovation Act (TIFIA) program is to finance surface transportation projects of national or regional significance by filling market gaps and leveraging substantial public (non-Federal) and private co-investment. TIFIA credit assistance is intended to facilitate the financing of projects that would otherwise have been significantly delayed because of funding limitations or difficulties in accessing the capital markets. Federal credit assistance is provided to eligible highway, transit, rail, and intermodal freight projects, including certain projects that provide access to ports.

II. PROGRAM PROCEDURES

Public entities, or private entities with public sponsorship, seeking to finance the design and construction, or reconstruction, of eligible surface transportation projects may apply for TIFIA assistance. The program targets large projects, generally in excess of \$50 million. The program offers three types of financial assistance featuring maturities up to 35 years after substantial completion of the project: secured loans, loan guarantees, and standby lines of credit. Projects must be consistent with State and local transportation plans.

Source of Governing Requirements

This program is authorized by 23 USC 601 through 609. In addition, 23 USC requirements apply for highway projects, Chapter 53 of 49 USC requirements apply for transit projects, and 49 USC 5333(a) requirements apply for rail projects.

Availability of Other Program Information

Information, including program guidance and application instructions, may be found on the TIFIA website at <http://www.fhwa.dot.gov/ipd/tifia>.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed1. *Activities Allowed*

Eligible project activities are costs associated with the following:

- a. Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, permitting, preliminary engineering and design work, and other pre-construction activities.
- b. Construction, reconstruction, rehabilitation, replacement, and acquisition of real property (including land related to the project and improvements to land), environmental mitigation, construction contingencies, and acquisition of equipment. While the acquisition of real property is an eligible cost under TIFIA, such property must be physically or functionally related to the transportation project. For transit projects, the land must be reasonably necessary for the project, including joint development projects and property must be physically or functionally related to the project (49 USC 5302(a)(1)(G); 49 CFR section 80.3).
- c. Capitalized interest necessary to meet market requirements, reasonably required reserve funds, capital issuance expenses, and other carrying costs during construction. Capitalized interest on TIFIA credit assistance may not be included as an eligible project cost.
- d. For a transit project, costs must also meet the definition of a transit capital project found at 49 USC 5302(a)(1) (23 USC 601 (a)).

2. *Activities Unallowed*

TIFIA administrative charges associated with the application process for TIFIA credit assistance, such as application fees, transaction fees, loan servicing fees, and credit monitoring fees are not eligible project costs (49 CFR section 80.5(b)).

F. Equipment and Real Property Management

See also DOT Cross-Cutting Section.

1. For highway projects, recipients shall charge, at a minimum, a fair market value for the sale, lease, or use of real property acquired with Federal assistance from the Highway Trust Fund (other than the Mass Transit Account) for non-transportation purposes and shall use such income for projects eligible under 23 USC. Exceptions may be granted when the property is used for social, environmental or economic purposes (23 USC 156).

2. For transit projects, real property acquired must be used for a public transportation capital project as defined at 49 USC 5302(a)(1). A fair share of revenue must be obtained in exchange for any lease or use or joint development transfer of real property and all proceeds be used for a public transportation purpose (49 USC 5302(a)(1)(G)).

G. Matching, Level of Effort, Earmarking

1. **Matching** – Credit assistance under TIFIA may comprise no more than 49 percent of total eligible project costs. Eligible project costs are calculated and presented on a cash (year-of-expenditure) basis (23 USC 603(b)(2)).
2. **Level of Effort** – Not Applicable
3. **Earmarking** – Not Applicable

I. Procurement and Suspension and Debarment

See also DOT Cross-Cutting Section.

In general, recipients must use qualifications-based selection procedures (Brooks Act) when acting as contracting agencies to procure engineering and design-related services for construction of a highway project (23 USC 112(b)(2); 23 CFR part 172) or a transit project (49 USC 5325(b)(1)).

For highway and transit projects, the requirements applicable to engineering and design-related services contracts include:

1. Instead of performing its own audits of engineering and design contractors, contracting agencies are required to accept indirect cost rates that have been established by a cognizant Federal or State agency in accordance with the Federal Acquisition Regulation (48 CFR part 31) for 1-year applicable accounting periods, if such rates are not currently under dispute (23 USC 112(b); 23 CFR section 172.7; 49 USC 5325(b)(2)(A) and (B)).

For highway projects, the requirements applicable to engineering and design-related services contracts include:

2. Written procedures for each method of procurement used to procure engineering and design services. Recipient procedures must be approved by the Federal Highway Administration (FHWA). Subrecipient procedures must be approved by the recipient, generally the State DOT. These procedures must provide for the following related to procurement of consultant services:
 - a. Preparing a scope of work, evaluation factors, and cost estimate;
 - b. Soliciting proposals;

- c. Evaluating and ranking proposals and a documented basis for selection;
 - d. Negotiating the amount to be paid;
 - e. Monitoring the consultant's work and preparing a performance evaluation when the work is completed; and
 - f. Determining the extent to which the consultant, who is responsible for the professional quality, technical accuracy, and coordination of services, may be reasonably liable for costs resulting from errors or deficiencies in design furnished under its contract (23 CFR section 172.9(a)).
3. Contracts for a consultant to act in a management role for the contracting agency for services that are directly related to a construction project must be approved by FHWA before the consultant is hired (23 CFR section 172.9(d)).

J. Program Income

See DOT Cross-Cutting Section.

N. Special Tests and Provisions

Wage Rate Requirements

Compliance Requirement - The provisions of the Wage Rate Requirements apply to projects receiving TIFIA assistance (49 USC 5333(a)).

See Wage Rate Requirements Cross-Cutting Section (page 4-20.001-1).

DEPARTMENT OF TRANSPORTATION

CFDA 20.319 HIGH-SPEED RAIL CORRIDORS AND INTERCITY PASSENGER RAIL SERVICE – CAPITAL ASSISTANCE GRANTS

I. PROGRAM OBJECTIVES

The High-Speed Intercity Passenger Rail (HSIPR) Program is intended to develop and expand high-speed and intercity passenger rail service in the United States. The objectives of this program are twofold. In the long-term, the program aims to build an efficient, high-speed passenger rail network connecting major population centers that are 100 to 600 miles apart. In the near-term, the program will begin to lay the foundation for this high-speed passenger rail network by investing in intercity passenger rail infrastructure, equipment, and intermodal connections.

II. PROGRAM PROCEDURES

The HSIPR Program is funded both through annual appropriations **and the American Recovery and Reinvestment Act of 2009 (ARRA) (Pub. L. No. 111-5, 123 Stat. 208), under the title “Capital Assistance for High Speed Rail Corridors and Intercity Passenger Rail Service.”** Funding under the HSIPR Program is advanced along four funding tracks in order to both aid in the near-term economic recovery efforts intended under ARRA and to establish the path to realize a fully-developed national high-speed intercity passenger rail network. Track 1 – Projects will fund “ready-to-go” construction projects and the completion of project-level environmental and preliminary engineering documents necessary to prepare projects for construction. Track 2 – Programs will fund sets of inter-related projects that constitute the entirety or a distinct phase (or geographic section) of a long-range service development plan. Track 3 – Planning is aimed at helping establish a “pipeline” of future high-speed rail/intercity passenger rail projects and service development programs by advancing planning activities for applicants at an earlier stage of the development process. Track 4 – Fiscal Year (FY) 2009/FY 2008 Appropriations Projects provide an alternative for projects that would otherwise fit under Track 1.

Depending on the specific funding track applied for, States (including the District of Columbia), groups of States, interstate compacts, public agencies established by one or more States and having responsibility for providing high-speed rail service or intercity passenger rail service, and Amtrak are eligible for HSIPR Program grants. Applicants must provide documents that demonstrate the status of all agreements with relevant stakeholders involved in the particular construction investment, including interstate partners, host railroads, right-of-way owners, and the contract railroad operator providing service.

Source of Governing Requirements

The HSIPR Program consolidates the following recently authorized and closely related programs:

High-Speed Rail Corridor Development program (49 USC 26106),

Intercity Passenger Rail Service Corridor Capital Assistance program (49 USC Chapter 244),

Congestion Grants program (49 USC 24105),

Fiscal Year 2009 Capital Assistance to States – Intercity Passenger Rail Service Program (Pub. L. No. 111-8 (123 Stat. 934)), and

Fiscal Year 2008 Capital Assistance to States – Intercity Passenger Rail Service Program (Pub. L. No. 110-161 (121 Stat. 2393)).

The funding appropriated under ARRA is for the programs authorized in 49 USC 26106, 49 USC Chapter 244, and 49 USC 24105, while the funding provided from the FY 2008 and FY 2009 appropriations acts is governed under provisions unique to those two pieces of legislation. The Notice of Funding Availability for High-Speed Intercity Passenger Rail (“HSIPR”) Program (Program Notice), June 23, 2009, *Federal Register*, 74 FR 29900, describes the interim program guidance applicable to the program.

Availability of Other Program Information

Additional information about the HSIPR Program is available on the Federal Railroad Administration (FRA) website at <http://www.fra.dot.gov/Page/PO140>. **Included on the FRA website are two documents mandated under ARRA: The High-Speed Rail Strategic Plan and interim program guidance. The strategic plan outlines the initial vision for the program; the interim guidance builds upon the strategic plan by detailing the application requirements and procedures for obtaining funding under the program.**

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a federal program, the auditor should first look to Part 2, Matrix of Compliance requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed

1. Activities Allowed – ARRA (Tracks 1 and 2)

a. **Activities funded under Track 1 must be eligible under the Intercity Passenger Rail Service Corridor Capital Assistance program (49 USC chapter 244) or the Congestion Grants program (49 USC 24105), and include:**

- (1) **Acquiring, constructing, improving, or inspecting equipment, track and track structures, or a facility for use in or for the primary benefit of Intercity Passenger Rail service, including High-Speed Rail; expenses incidental to the acquisition or construction (including designing, engineering, location**

- surveying, mapping, inspecting, environmental studies, and acquiring rights-of-way); payments for the capital portions of rail trackage rights agreements; highway-rail grade crossing improvements related to Intercity Passenger Rail service; mitigating environmental impacts; communication and signalization improvements; and relocation assistance, acquiring replacement housing sites, and acquiring, constructing, relocating, and rehabilitating replacement housing;**
- (2) Rehabilitating, remanufacturing, or overhauling rail rolling stock and facilities used primarily in Intercity Passenger Rail service; and**
 - (3) Projects to provide access to Intercity Passenger Rail service rolling stock for non-motorized transportation, including bicycles and recreational equipment, and to provide storage capacity in intercity passenger trains for such transportation, equipment, and other luggage, to ensure passenger safety (See Section 3.5.1 of the Program Notice (74 FR 29910)).**
- b. Activities funded under Track 2 must be eligible under the High-Speed Rail Corridor Development program (49 USC 26106) or the Intercity Passenger Rail Service Corridor Capital Assistance program (49 USC chapter 244), and include:**
- (1) Activities 1 through 3 listed above under Track 1; and**
 - (2) Acquiring, constructing, improving or inspecting equipment, track and track structures, or a facility for use in or for the primary benefit of High-Speed Rail service; expenses incidental to the acquisition or construction (including designing, engineering, location surveying, mapping, environmental studies, and acquiring rights-of-way); payments for the capital portions of rail trackage rights agreements; highway-rail grade crossing improvements related to High-Speed Rail service; mitigating environmental impacts; communication and signalization improvements; and relocation assistance, acquiring replacement housing sites, and acquiring, constructing, relocating, and rehabilitating replacement housing (See Section 3.5.2 of the Program Notice (74 FR 29910)).**

2. *Activities Allowed* – Fiscal Year 2009 and 2008 appropriations acts (Tracks 3 and 4).
 - a. Activities funded under Track 3 must be eligible under the provisions of the FY 2009 and FY 2008 Capital Assistance to States – Intercity Passenger Rail Service programs (Pub. L. No. 111-8 and Pub. L. No. 110-161, respectively), and include planning studies that—
 - (1) Lead to the completion of a service development plan to support future applications for projects under Track 2;
 - (2) Identify and compare the costs, benefits, and impacts of a range of transportation alternatives, including High-Speed Rail and/or Intercity Passenger Rail, as a means of providing decision makers with the information necessary to implement appropriate transportation solutions;
 - (3) Support the preparation of environmental documents that are prerequisite to the fulfillment of “service” NEPA studies; and
 - (4) Consist of operational analyses and simulations, and projections of future service requirements, leading to systematic and rational priority lists of projects that could be eligible for funding under the Intercity Passenger Rail Service Corridor Capital Assistance program (49 USC chapter 244) or the Congestion Grants program (49 USC 24105), and could ultimately contribute to service development plans (See Section 3.5.2 of the Program Notice (74 FR 29911)).
 - b. Activities funded under Track 4 must be eligible under the provisions of the FY 2009 and FY 2008 Capital Assistance to States – Intercity Passenger Rail Service programs (Pub. L. No.111-8 and Pub. L. No.110-161, respectively), and include
 - (1) Acquiring, constructing, or improving equipment, track and track structures, or a facility for use in or for the primary benefit of Intercity Passenger Rail service including High-Speed Rail service;
 - (2) Expenses incidental to the acquisition or construction (including designing, engineering, location surveying, mapping, environmental studies, and acquiring rights-of-way);
 - (3) Highway rail grade crossing improvements related to Intercity Passenger Rail service;
 - (4) Mitigating environmental impacts;
 - (5) Communication and signalization improvements; and

- (6) Rehabilitating, remanufacturing, or overhauling rail rolling stock and facilities used primarily in Intercity Passenger Rail service (See Section 3.5.2 of the Program Notice (74 FR 29911)).
3. *Activities Unallowed* – In no case are Federal funds awarded under the HSIPR Program eligible to be used for rail operating expenses associated with the operation of intercity passenger rail service or for first-dollar liability costs for insurance related to the provision of intercity passenger rail service (49 USC 24404; June 23, 2009, *Federal Register* (74 FR 29916)).

F. Equipment and Real Property Management

See DOT Cross-Cutting Section.

G. Matching, Level of Effort, Earmarking

1. Matching

- a. The matching share of allowable costs for a particular grant is established in the grant agreement.
- b. For HSIPR projects funded under the authority of the High-Speed Rail Corridor Development program (49 USC 26106(f)), the Intercity Passenger Rail Service Corridor Capital Assistance program (49 USC 24402(g)(1)(B)), or the Congestion Grants program (49 USC 24105(c)), the Federal share for the cost of the project cannot exceed 80 percent.
- c. **For ARRA-funded projects, the Federal share for projects funded under 49 USC 26106, 49 USC chapter 244, and 49 USC 24105 shall be, at the option of the recipient, up to 100 percent (ARRA, 123 Stat 208).**
- d. For HSIPR projects funded from annual appropriations in the FY 2009 and FY 2008 Capital Assistance to States – Intercity Passenger Rail Service programs, the Federal share for the cost of the project cannot exceed 50 percent (Pub. L. No. 111-8, 123 Stat. 934 and Pub. L. No. 110-161, 121 Stat. 2393).

2. Level of Effort – Not Applicable

3. Earmarking

No more than 10 percent of funds made available under the FY 2009 and FY 2008 Capital Assistance to States – Intercity Passenger Rail Service programs may be used for planning activities that lead directly to the development of a passenger rail corridor investment plan (Pub. L. No. 111-8, 123 Stat. 934 and Pub. L. No. 110-161, 121 Stat. 2393).

H. Period of Performance

Funding for grants under ARRA must be expended by September 30, 2017 (ARRA, 123 Stat. 208; June 23, 2009, *Federal Register* (74 FR 29916)).

I. Procurement and Suspension and Debarment

See DOT Cross-Cutting Section.

J. Program Income

See DOT Cross-Cutting Section.

L. Reporting**1. Financial Reporting**

- a. SF-270, *Request for Advance or Reimbursement* – Not Applicable
- b. SF-271, *Outlay Report and Request for Reimbursement for Construction Programs* – Not Applicable
- c. SF-425, *Federal Financial Report* – Applicable

2. Performance Reporting – Not Applicable**3. Special Reporting** – Not Applicable**N. Special Tests and Provisions****Wage Rate Requirements**

Compliance Requirements - Two provisions related to the Wage Rate Requirements are included in ARRA. The first requires that funded projects comply with the requirements of 40 USC 3141–3144, 3146 and 3147. The second provides that 49 USC 24405 shall also apply to the funded projects. The first provision mandates compliance with the Wage Rate Requirements generally. The second provision also mandates compliance the Wage Rate Requirements through 49 USC 24405(c), which provides that the Secretary of Transportation shall require as a condition of making any grant that uses rights-of-way owned by a railroad that the applicant agree to comply with the standards of 49 USC 24312 with respect to the project in the same manner that Amtrak is required to comply with those standards for construction work financed under an agreement made under 49 USC 24308(a). 49 USC 24312 provides that Amtrak shall ensure that laborers and mechanics employed by contractors and subcontractors in construction work financed under an agreement made under 49 USC 24308 will be paid wages not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor under 40 USC 3141–3144, 3146 and 3147 and that wages in a collective bargaining agreement negotiated under the Railway Labor Act are deemed to comply with 40 USC

3141–3144, 3146 and 3147. 49 USC 24308 authorizes Amtrak to enter into agreements with rail carriers or regional transportation authorities to use facilities of and have services provided by the carrier or authority under terms on which the parties agree.

FRA has concluded that the two Wage Rate Requirements can be reconciled in a manner that allows the HSIPR Program to be implemented in a way that is both reasonable and consistent with current practices. For projects that use or propose to use rights-of-way owned by a railroad, the specific provisions of 49 USC 24405(c) apply and recipients are required to comply with the standards of 49 USC 24312 (prevailing wages) in the same manner that Amtrak is required to comply with those standards for construction projects it might undertake. Wages specified in a collective bargaining agreement negotiated under the Railway Labor Act would be deemed to comply with Wage Rate Requirements for these projects. For projects that do not propose to use rights-of-way owned by a railroad, normal Wage Rate Requirements apply and there would be no specific exemption for wages arrived at through a collective bargaining agreement negotiated under the Railway Labor Act. Wage rates on these projects would have to meet the Secretary of Labor's prevailing wage standards as described above (See June 23, 2009, *Federal Register* (74 FR 29927)).

See Wage Rate Requirements Cross-Cutting Section (page 4-20.001-1).

DEPARTMENT OF TRANSPORTATION

CFDA 20.500	FEDERAL TRANSIT – CAPITAL INVESTMENT GRANTS (Fixed Guideway Capital Investment Grants)
CFDA 20.507	FEDERAL TRANSIT – FORMULA GRANTS (Urbanized Area Formula Program)
CFDA 20.525	STATE OF GOOD REPAIR GRANTS PROGRAM
CFDA 20.526	BUS AND BUS FACILITIES FORMULA PROGRAM (Bus Program)

I. PROGRAM OBJECTIVES

Urbanized Area Formula Program (Section 5307)

The objective of the Urbanized Area Formula Program (5307 program) is to assist in financing the planning, acquisition, construction, preventive maintenance, and improvement of facilities and equipment in public transportation services. Operating expenses are also eligible under the 5307 program in urbanized areas with populations of less than 200,000 and, under some limited exceptions, to some urbanized areas with population of 200,000 and above.

Fixed Guideway Capital Investment Grants (Section 5309)

The objective of the Fixed Guideway Capital Investment Grants Program (5309 program) is to provide funds for construction of new or extended fixed guideway systems and corridor-based bus rapid transit systems.

State of Good Repair Grants Program (Section 5337)

The objective of the State of Good Repair Grants Program (5337 program) is to provide financial assistance for maintaining, rehabilitating, and replacing transit assets for fixed guideway transit systems and high-intensity motor bus systems.

Bus Program (Section 5339)

The objective of the Bus Program (5339 program) is to provide financial assistance to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities.

II. PROGRAM PROCEDURES

The Moving Ahead for Progress in the 21st Century Act (MAP-21) (Pub. L. No. 112-141), enacted July 6, 2012, and effective on October 1, 2012, removed the Fixed Guideway Modernization and Bus and Bus Facilities programs from 5309 program. Each program was given a separate section. The Fixed Guideway Modernization program is now the State of Good Repair Grants program. The Bus and Bus Facilities program is now the Bus program. The 5309 program continues, but now as the Fixed Guideway Capital Investment Grants program. The program was formerly known as the Major Capital Investments program or New Starts/Small Starts.

Grants are awarded to public agencies on approval of applications for specific programs or projects submitted to the Federal Transit Administration (FTA). FTA monitors the progress of those projects through on-site inspections, telephone contacts, correspondence, quarterly progress and financial status reports, and, where applicable, Triennial Reviews.

FTA is required to perform reviews and evaluations of 49 USC 5307 grant activities at least every 3 years. The most recent FTA Triennial Review Workshop Workbook provides guidance to FTA staff and recipients on the conduct of triennial reviews and is available at <http://www.fta.dot.gov/grants/12310.html>. These reviews are conducted with specific reference to compliance with statutory and administrative requirements and consistency of program activities with (1) the approved program of projects and (2) the planning process required under 49 USC 5303. Copies of these triennial reviews are available from the regional offices. Regional office addresses and telephone numbers are available on the FTA website listed below.

Source of Governing Requirements

The programs in this cluster are authorized by 49 USC 5307, 5309, 5337, and 5339 and the **American Recovery and Reinvestment Act of 2009 (ARRA) (Pub. L. No. 111-5) (123 Stat. 209 to 211)**. Program regulations are at 49 CFR parts 601 through 665.

Availability of Other Program Information

Additional information is available on the FTA website at <http://www.fta.dot.gov/>.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed

1. Activities Allowed

- a. Generally, under all programs, unless otherwise specified below, capital activities, as defined in 49 USC 5302(3), are eligible activities, including preventive maintenance and certain expenses related to crime prevention and security (49 USC 5307(a), 5309(b), 5337(b), and 5339(a)).
- b. Under the 5307 program, for projects awarded before October 1, 2012, operating expenses related to the conduct of emergency response drills with public transportation agencies and local first-response agencies, and security training for public transportation employees are eligible capital expenses (49 USC 5302(a)(1)(J)).

- c. Under the 5307 program, operating assistance for all urbanized areas under 200,000 population, and certain larger urbanized areas under limited exceptions, and planning for all urbanized areas (49 USC 5307(a)(2)).
 - d. Under the 5337 program, the only capital projects authorized are projects that implement a transit asset management plan and projects that maintain, rehabilitate, and replace assets for high intensity fixed guideway and motorbus systems in a state of good repair (49 USC 5337(b)).
 - e. Under the 5339 program, the only capital projects authorized are bus, bus facilities, and bus-related equipment projects (49 USC 5339(a)).
 - f. Under the 5309 program, for projects awarded before October 1, 2012, the only capital projects authorized are those for
 - (1) bus and bus facilities;
 - (2) new fixed guideways, including Small Starts;
 - (3) fixed guideway modernization; or
 - (4) corridor improvements (49 USC 5309(b)(1) through (b)(4)).
 - g. Under the 5309 program, for projects awarded on or after October 1, 2012, the only capital projects authorized are those for
 - (1) new or extended fixed guideway capital projects;
 - (2) corridor-based bus rapid transit projects; or
 - (3) core capacity improvement projects (49 USC 5309(b)).
2. *Activities Unallowed*
- a. Under the 5309 and 5337 programs, the following:
 - (1) Mobility management;
 - (2) Operating expenses; and
 - (3) Alternatives analysis, including planning, with funds appropriated after FY 2005 (49 USC 5309(b) and 5337).
 - b. Under the 5307 program, operating assistance in areas over 200,000, unless under certain limited exceptions (49 USC 5307(a)(2)).
 - c. Under the 5339 program, preventive maintenance and rail-related activities (49 USC 5339).

F. Equipment and Real Property Management

See DOT Cross-Cutting Section.

G. Matching, Level of Effort, Earmarking**1. Matching**

The matching share of allowable costs for a particular grant is established in the grant agreement.

- a. Under the 5307 program, the maximum Federal share is 80 percent of the net project cost for a capital project and 50 percent of the net project cost for operating assistance. Certain bicycle-related facilities are also eligible for a reduced local match requirement (49 USC 5307(d)(1) and (2) and 5319).
- b. Under the 5309 program, the maximum Federal share is 80 percent of the net project cost. A grant for a core capacity project shall not exceed 80 percent of the net capital project cost of the incremental cost of increasing the capacity in the corridor. Certain bicycle-related facilities are eligible for a reduced local match requirement (49 USC 5309(l)(1) and 5319)).
- c. Under the 5337 program, the maximum Federal share is 80 percent of the net project cost. MAP-21 is silent on this issue. FTA has administratively continued the match requirement from the previous authorization in 49 USC 5309.
- d. Under the 5339 program, the maximum Federal share is 80 percent of the net project cost (49 USC 5339(f)(1)).
- e. For awards before October 1, 2012, for all programs, the maximum Federal share is 90 percent of the net project cost for vehicle-related equipment and facilities required to comply with the Clean Air Act or the Americans with Disabilities Act of 1990 (49 USC 5323(i)).
- f. For awards on or after October 1, 2012, for all programs, the maximum Federal share is 85 percent of the net project cost for vehicle purchases, and 90 percent of the net project cost for vehicle-related equipment and facilities, required to comply with the Clean Air Act or the Americans with Disabilities Act of 1990 (49 USC 5323(i)).

2. Level of Effort – Not Applicable

3. Earmarking

- a. One percent of 5307 program funds apportioned to urbanized areas with a population of at least 200,000 shall be expended for transit enhancement activities. This requirement applies at the Urbanized Area (UZA) level, not to an individual grant or grantee (49 USC 5307(d)(1)(K)(i)).
- b. One percent of 5307 program funds apportioned to urbanized areas with a population of at least 200,000 shall be expended for public transportation security projects. These projects may include increased lighting in, or adjacent to, a public transportation system (including bus stops, subway stations, parking lots, and garages); increased camera surveillance of an area in or adjacent to that system; providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system; and any other project intended to increase the security and safety of an existing or planned public transportation system. If the recipient certifies that the expenditure for security projects is not necessary, the one percent expenditure is not required. This requirement applies at the UZA level, not to an individual grant or grantee (49 USC 5307 (d)(1)(J)(i)).
- c. **For ARRA funds under the 5307 program, operating assistance is limited to 10 percent of area's apportionment (Section 1202 of Pub. L. No. 111-32, 123 Stat. 1908, June 24, 2009).**

I. Procurement and Suspension and Debarment

See DOT Cross-Cutting Section.

J. Program Income

See DOT Cross-Cutting Section.

L. Reporting

1. Financial Reporting

- a. SF-270, *Request for Advance or Reimbursement* – Not Applicable
- b. SF-271, *Outlay Report and Request for Reimbursement for Construction Programs* – Not Applicable
- c. SF-425, *Federal Financial Report* – Applicable

2. Performance Reporting – Not Applicable

3. Special Reporting – Not Applicable

N. Special Tests and Provisions

1. Charter Service

See Department of Transportation DOT Cross-Cutting Section.

2. School Bus Operation

See DOT Cross-Cutting Section.

3. Wage Rate Requirements

Compliance Requirement - The Wage Rate Requirements apply to construction work financed with a grant or loan under this program (49 USC 5333).

See Wage Rate Requirements Cross-Cutting Section (page 4-20.001-1).

4. Environmental Review

Compliance Requirement – The National Environmental Policy Act (NEPA) and the joint FTA-FHWA implementing regulation (23 CFR part 771) require that the significant environmental effects of public transportation projects proposed for FTA assistance be documented, and that alternatives to avoid, minimize, and mitigate the adverse effects be considered (42 USC 4321 *et seq.*). A sponsor of an FTA-assisted project (i.e., the grant recipient) must comply with all design and mitigation commitments made in any environmental document prepared for the project (49 USC 139(c)(4)).

For projects requiring an Environmental Impact Statement (EIS), mitigation measures are summarized in a Record of Decision. For projects requiring an Environmental Assessment, mitigation measures are summarized in a Finding of No Significant Impact (FONSI). For categorically excluded projects, mitigation usually is not required, but if any mitigation measure is required, it will be documented in the FTA approval memorandum for the project. In all cases, these environmental documents should be referenced in the construction grant agreement.

Audit Objective – Determine whether the measures to mitigate the adverse impacts on the community and the environment that were specified in the environmental documents referenced in the grant agreement for construction projects were implemented.

Suggested Audit Procedures

- a. Identify any FTA-assisted construction projects and review the grant agreement and environmental documents to identify mitigation measures specified.
- b. For a sample of mitigation measures, compare the status of implementation with the commitments made in the environmental documents or grant agreement.

DEPARTMENT OF TRANSPORTATION

CFDA 20.509 FORMULA GRANTS FOR RURAL AREAS

I. PROGRAM OBJECTIVES

The objectives of the Formula Grants for Rural Areas (Section 5311) program are to initiate, improve, or continue public transportation service in rural areas by providing financial assistance for operating, planning, administrative expenses, and the acquisition, construction, and improvement of facilities and equipment. In addition, Section 5311(f) specifically provides for the support of rural intercity bus service. The Rural Transit Assistance Program (RTAP), Section 5311(b)(3), provides additional funding for training, technical assistance, research and related support services to support rural transit service.

II. PROGRAM PROCEDURES

State Agencies

The Federal Transit Administration (FTA) annually publishes formula apportionments to the States in a *Federal Register* notice published within 10 days after the Department of Transportation (DOT) Appropriations Act is signed into law. The Governor of each State designates a State agency to administer the program. The State is responsible for fair distribution of the funds in the State, including Indian reservations. The State may also provide transit service directly or through contracts with private operators. The State describes its procedures for administering the program in a State management plan. The State applies to FTA for approval of a program of projects, usually annually, and reports annually to FTA on financial status and revisions to the program of projects. The State agency may be the recipient on behalf of Indian tribes that are subrecipients, but federally recognized tribes may also elect to apply to FTA as a direct recipient. FTA monitors compliance with Federal requirements through administrative "State Management Reviews," generally every 3 years.

Appalachian Development Public Transportation Assistance Program

The Moving Ahead for Progress in the 21st Century (MAP-21) Act (Pub. L. No. 112-141) established a formula program under the Section 5311 program to provide additional funding to support public transportation in the Appalachian region. There are 13 eligible States that receive an allocation under this provision. Recipients of the Appalachian Development Public Transportation Assistance Program funds may use these funds for any purpose that is eligible under Section 5311.

Tribal Transit Program

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Pub. L. No. 109-59) authorized the Tribal Transit Program. MAP-21 continued the program and made significant changes to how the funding is allocated. The program now includes both formula and discretionary components. Under the Tribal Transit Program, federally recognized Indian tribes are eligible direct recipients and apply directly to FTA. Under the discretionary program, funds are made available annually on a competitive

basis. Recipients of Tribal Transit Program funds may use these funds for any purpose that is eligible under Section 5311.

Subrecipients

Except for the Tribal Transit Program, the State selects subrecipients and monitors their compliance with Federal requirements. FTA does not directly monitor the subrecipients, but checks the State's procedures for monitoring subrecipients during the State Management Review. The State may impose program criteria in addition to those imposed by the FTA and may require additional reports from subrecipients. These State requirements are included in the State Management Plan.

Source of Governing Requirements

This program is authorized by 49 USC 5311 and the **American Recovery and Reinvestment Act of 2009 (ARRA) (Pub. L. No. 111-5) (123 Stat. 209 to 211)**. Program regulations are in 49 CFR parts 601 through 665. Note that certain exceptions or dollar thresholds in these rules may exclude many rural transit activities. In referring to the program, FTA uses the term "rural" to include both rural and small urban areas (all areas not included in the urbanized areas designated by the U.S. Bureau of the Census).

Availability of Other Program Information

Information about the program may be found on the FTA website at <http://www.fta.dot.gov/>. Program Guidance and Application Instructions are contained in FTA Circulars, which may be found on the website.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed

Activities Allowed

1. Local transportation service (transit service available to the public) in a rural area (49 USC 5311(d)).
2. Support of intercity bus transportation (49 USC 5311(f)).
3. Coordination of public transportation assisted under this section with transportation service assisted by other United States Government sources is permitted and encouraged (49 USC 5311(b)).
4. Planning, operating and capital projects (49 USC 4911(b)(1)).

5. Job access and reverse commute projects, and the acquisition of public transportation services, including service agreements with private providers of public transportation (49 USC 5311(b)(1)).
6. RTAP funds may be used to provide training, technical assistance, research and related support services for providers of rural public transit and related services (49 USC 5311(b)(3)).

E. Eligibility

1. **Eligibility for Individuals** – Not Applicable
2. **Eligibility for Group of Individuals or Area of Service Delivery** – Not Applicable
3. **Eligibility for Subrecipients**

Eligible subrecipients are State or local governmental authorities, nonprofit organizations, and operators of public transportation or intercity bus service that receive funds through a recipient (49 USC 5311(a)(2)).

F. Equipment and Real Property Management

See DOT Cross-Cutting Section.

G. Matching, Level of Effort, Earmarking

1. Matching

- a. The maximum Federal share of net project costs for the following types of cost are:
 - (1) Operating assistance: 50 percent;
 - (2) Capital and planning: 80 percent;
 - (3) Appalachian Development Public Transportation Assistance Program: 80 percent;
 - (4) State administration, RTAP and the Tribal Transit Program (formula grants): 100 percent (See III.G.3.a, “Earmarking,” below.); and
 - (5) Tribal Transit Program (discretionary grants): 90 percent (administratively set by FTA and may be waived with evidence of hardship) (49 USC 5311(g)).

- b. Revenues from providing public transportation (e.g., farebox revenue) may not be used for the match. Amounts received under a service agreement with a State or local social service agency or a private social service organization may be used to match operating assistance. Recipients may use funds from other Federal agencies (non-DOT) for the entire local match if the other agency makes the funds available to the recipient for the purposes of the project. The only DOT funds that States can use as local match for Section 5311 projects are from the Federal Lands Highway Program (49 USC 5311(g)).
- c. Higher Federal share rates (sliding-scale match rates) for capital costs are available to 14 States described in 23 USC 120(b). These sliding scale rates are based on the ratio of designated public lands area to the total area of these 14 States. For FTA capital costs, the Federal share increases from 80 percent in proportion to the share of public lands in the State. For FTA operating assistance in these same States, the Federal share increases from 50 percent to 62.5 percent (5/8) of the applicable sliding-scale rate for capital costs in those States (49 USC 5311(g)(1)(B) and (2)(B)).
- d. The maximum Federal share is 85 percent of the net project cost for vehicle purchases, and 90 percent of the net project cost for vehicle-related equipment and facilities, required to comply with the Clean Air Act or the Americans with Disabilities Act of 1990 (49 USC 5323(i)).

2. Level of Effort – Not Applicable

3. Earmarking

- a. The State may expend no more than 10 percent of its annual Section 5311 apportionment for State administration, including planning and technical assistance (49 USC 5311(e)).
- b. A State must use at least 15 percent of the annual apportionment to support intercity bus service unless the Governor certifies, after consultation with affected intercity bus service providers, that the intercity bus needs of the State are adequately met (49 USC 5311(f)).
- c. **A State may use no more than 10 percent of its ARRA apportionment for operating assistance (Section 1202 of Pub. L. No. 111-32, 123 Stat. 1908, June 24, 2009).**

I. Procurement and Suspension and Debarment

See DOT Cross-Cutting Section.

J. Program Income

See DOT Cross-Cutting Section.

L. Reporting**1. Financial Reporting**

- a. SF-270, *Request for Advance or Reimbursement* – Not Applicable
- b. SF-271, *Outlay Report and Request for Reimbursement for Construction Programs* – Not Applicable
- c. SF-425, *Federal Financial Report* – Applicable

2. Performance Reporting – Not Applicable**3. Special Reporting**

National Transit Database (NTD) (OMB No. 2132-0008) – Recipient are required to submit an annual report containing financial and operating information. The State agency administering the 5311 program is responsible for submitting the rural report on behalf of the State and its subrecipients. Tribes report to NTD directly on Tribal Transit Program grants they receive from FTA. The NTD website is located at <http://www.ntdprogram.gov/>. Data to be reviewed is on the Rural General Public Service Transit form (RU-20).

Key Line Items - The following line items contain critical information:

- a. Line 05 – Total Annual Operating Expenses
- b. Line 08 – Local Operating Assistance
- c. Line 13 – Annual Capital Costs
- d. Lines 25a, 25b, 25c (Mode), Column g – Total Trips

N. Special Tests and Provisions**1. Charter Service**

See DOT Cross-Cutting Section.

2. School Bus Operation

See DOT Cross-Cutting Section.

3. Wage Rate Requirements

Compliance Requirement - The Wage Rate Requirements apply to construction work financed with a grant under this program (49 USC 5333).

See Wage Rate Requirements Cross-Cutting Section (page 4-20.001-1).

DEPARTMENT OF TRANSPORTATION

- CFDA 20.513** **ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES**
CFDA 20.516 **JOB ACCESS AND REVERSE COMMUTE PROGRAM**
CFDA 20.521 **NEW FREEDOM PROGRAM**

I. PROGRAM OBJECTIVES

Enhanced Mobility of Seniors and Individuals with Disabilities (5310 program)

The objective of the 5310 program is to enhance mobility for seniors and persons with disabilities by providing funds for programs that serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

Job Access and Reverse Commute (JARC) Program

The objectives of the JARC Program are to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities. Under this program, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of welfare recipients and eligible low-income individuals, and of reverse commuters regardless of income.

New Freedom Program

The New Freedom Program aims to provide additional tools to overcome barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The New Freedom Program seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA.

II. PROGRAM PROCEDURES

The Moving Ahead for Progress in the 21st Century Act (MAP-21), (Pub. L. No. 112-141) combined the Capital Assistance Program for Elderly Persons and Persons with Disabilities (CFDA 20.513) and the New Freedom Program (CFDA 20.521) into the 5310 program. Effective with the passage of MAP-21, the JARC and New Freedom Programs were repealed and no additional grants were awarded.

FTA annually publishes formula apportionments in a *Federal Register* notice published within 10 days after the Department of Transportation (DOT) Appropriations Act is signed into law. In the case of the 5310 program the Governor of each State designates a State agency to administer the program. In addition, the Governor of each State is required to designate a State agency to administer the program for urbanized areas with a population between 50,000 and 199,999 and

nonurbanized areas. The Governor must also designate a designated recipient to administer the program for urbanized areas with a population of 200,000 or more. In the case of the JARC and New Freedom Programs, the Governor (1) designated a State agency to administer the program in nonurbanized areas and in urbanized areas with populations between 50,000 and 199,999; and (2) in consultation with responsible local officials and public transportation providers, designated a recipient to administer the program for the large urbanized area(s). The State agencies and designated recipients (large urbanized areas) are responsible for fair distribution of the funds. State agencies or their designated recipients must describe their procedures for administering the program in a State management plan (SMP), or, for those JARC and New Freedom designated recipients serving large urbanized areas, a program management plan (PMP).

State agencies and designated recipients apply to FTA for approval of a program of projects, usually annually, and report annually to FTA on financial status and revisions to their program of projects. Federal transit law requires that projects selected for funding under the 5310, JARC, and New Freedom Programs be included in a locally developed, coordinated public transit-human services transportation plan, and that the plan be developed through a process that includes seniors and individuals with disabilities, as well as representatives of public, private, and non-profit transportation and human services providers and members of the general public.

FTA monitors compliance with Federal requirements through administrative “State Management Reviews,” in which a State agency is generally reviewed every 3 years. Designated recipients who also receive FTA financial assistance under the Urbanized Area Formula Program (CFDA 20.507) are also subject to an FTA “Triennial Review.”

Subrecipients

State agencies and designated recipients select subrecipients and monitor their compliance with Federal requirements. FTA does not directly monitor the subrecipients, but checks the State agency and designated recipient’s procedures for monitoring during the State Management Review and Triennial Review. The State agency and designated recipient may impose program criteria in addition to those imposed by FTA and may require additional reports from subrecipients. These State and designated recipient’s requirements are included in the SMP or PMP.

Source of Governing Requirements

The 5310 program is authorized by 49 USC 5310, the JARC Program was authorized by 49 USC 5316, and the New Freedom Program was authorized by 49 USC 5317. Program regulations are in 49 CFR parts 601 through 665.

Availability of Other Program Information

Additional information about the programs may be found on the FTA website at <http://www.fta.dot.gov/>. Program guidance for the JARC, New Freedom, and 5310 Programs are contained in FTA Circulars 9050.1, 9045.1, and 9070.1, respectively. The circulars can be found at the http://www.fta.dot.gov/legislation_law/13718.html.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed

1. Under the 5310 program:
 - a. For awards prior to October 1, 2012, funds are available only for capital expenses (and associated administrative, planning, and technical assistance) to support the provision of transportation services to meet the special needs of elderly individuals and individuals with disabilities. Operating expenses are not allowed.
 - b. For awards on or after October 1, 2012, funds are available for operating and capital expenses for transportation services that address the needs of seniors and individuals with disabilities (49 USC 5310(b)(1)).
2. Under the JARC Program, funds may be used for capital, planning, and operating expenses (and associated administrative, planning, and technical assistance) that support access to jobs and reverse commute projects (49 USC 5316(b)).
3. “Access to jobs” projects are defined as projects relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, including:
 - a. Transportation projects to finance planning, capital, and operating costs of providing access to jobs under Chapter 53 of 49 USC;
 - b. Promoting public transportation by low-income workers, including the use of public transportation by workers with non-traditional work schedules;
 - c. Promoting the use of transit vouchers for welfare recipients and eligible low-income individuals; and
 - d. Promoting the use of employer-provided transportation, including the transit pass benefit program under section 132 of the Internal Revenue Code of 1986, as amended (49 USC 5316(a)(1)).

4. “Reverse commute” projects are defined as public transportation projects designed to transport residents of urbanized areas and other-than-urbanized areas to suburban employment opportunities, including any projects to:
 - a. Subsidize the costs associated with adding reverse commute bus, train, carpool, van routes, or service from urbanized areas and other-than-urbanized areas to suburban workplaces;
 - b. Subsidize the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace; or
 - c. Otherwise facilitate the provision of public transportation services to suburban employment opportunities (49 USC 5316(a)(4)).
5. Under the New Freedom Program, funds are available for capital and operating expenses (and associated administrative, planning, and technical assistance) that support new public transportation services beyond those required by the ADA and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services (49 USC 5317(b)(1)).

E. Eligibility

1. **Eligibility for Individuals** – Not Applicable
2. **Eligibility for Group of Individuals or Area of Service Delivery** – Not Applicable
3. **Eligibility for Subrecipients**
 - a. Eligible subrecipients for the 5310 program are:
 - (1) Private non-profit organizations;
 - (2) State or local governmental authorities;
 - (3) Operators of public transportation (49 USC 5310(a)(2)).
 - b. Eligible subrecipients for the JARC and New Freedom Programs are:
 - (1) Private non-profit organizations;
 - (2) State or local governmental authorities; and
 - (3) Operators of public transportation services, including private operators of public transportation services (49 USC 5316(a)(5) and 5317(a)(2)).

F. Equipment and Real Property Management

See DOT Cross-Cutting Section.

G. Matching, Level of Effort, Earmarking**1. Matching**

- a. For the 5310 program, the maximum Federal share of project cost is 80 percent of the net cost of the capital activities and 50 percent of the net operating costs (49 USC 5310(d)(1) and (2)). Operating costs are not allowed for awards prior to October 1, 2012 (see III.A.1, “Activities Allowed and Unallowed,” above).
- b. For the JARC and New Freedom Programs, the maximum Federal share of capital and planning costs is 80 percent of the net cost of the activity. The maximum Federal share of the operating costs is 50 percent of the net operating costs of the activity (49 USC 5316(h) and 5317(g)).
- c. For all three transit services programs, the 10 percent that is eligible to fund program administration costs, including administration, planning, and technical assistance, may be funded at 100 percent Federal share (49 USC 5310(b)(3), 5316(b)(2), and 5317(b)(2)). (See III.G.3, “Earmarking,” below.)
- d. For all three transit services programs, for awards before October 1, 2012, the maximum Federal share is 90 percent of the net project cost for vehicle-related equipment and facilities required to comply with the Clean Air Act or the Americans with Disabilities Act of 1990 (49 USC 5323(i)).
- e. For all three transit services programs, for awards on or after October 1, 2012, the maximum Federal share is 85 percent of the net project cost for vehicle purchases, and 90 percent of the net project cost for vehicle-related equipment and facilities, required to comply with the Clean Air Act or the Americans with Disabilities Act of 1990 (49 USC 5323(i)).

2. Level of Effort – Not Applicable**3. Earmarking**

For all three transit services programs, no more than 10 percent of a recipient’s (i.e., State agency or designated recipient) total fiscal year apportionment may be used to fund program administration costs, including administration, planning, and technical assistance (49 USC 5310(b)(3), 5316(b)(2), and 5317(b)(2)).

I. Procurement and Suspension and Debarment

See DOT Cross-Cutting Section.

J. Program Income

See DOT Cross-Cutting Section.

L. Reporting**1. Financial Reporting**

- a. SF-270, *Request for Advance or Reimbursement* – Not Applicable
- b. SF-271, *Outlay Report and Request for Reimbursement for Construction Programs* – Not Applicable
- c. SF-425, *Federal Financial Report* – Applicable

2. Performance Reporting – Not Applicable**3. Special Reporting** – Not Applicable**N. Special Tests and Provisions****1. Charter Service**

See DOT Cross-Cutting Section.

2. School Bus Operation

See DOT Cross-Cutting Section.

3. Wage Rate Requirements

The Wage Rate Requirements apply to construction work financed by grants under these programs (49 USC 5333).

See Wage Rate Requirements Cross-Cutting Section (page 4-20.001-1).

4. Coordinated Planning

Compliance Requirement – Recipients must certify that the projects selected for funding were included in a locally developed coordinated public transit-human services transportation plan and the plan was developed through a process that included seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers, and participation by the public. The recipient's SMP or PMP should contain information on the project selection process and on the local coordination plan (49 USC 5310(e)(2)(A), 5316(g)(3), and 5317(f)(3)).

Audit Objectives – Determine whether subgrants awarded by the State or designated recipient were derived from a locally developed coordinated public transit-human services transportation plan and the plan was developed through a process that included seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers and participation by the public.

Suggested Audit Procedures

- a. Obtain and review the recipient's SMP or PMP.
- b. Ascertain if the SMP or PMP includes a section(s) on project selection criteria and method of distributing funds.
- c. Obtain and review the State or designated recipient's announcements for 5310, JARC, and New Freedom projects.
- d. Ascertain if announcements provide for a fair and equitable selection process.
- e. Ascertain that announcements invite applications on an area-wide or state-wide basis, as appropriate.

DEPARTMENT OF TRANSPORTATION

CFDA 20.527 PUBLIC TRANSPORTATION EMERGENCY RELIEF PROGRAM

I. PROGRAM OBJECTIVES

The objective of the Public Transportation Emergency Relief Program (49 USC 5324) is to assist public transit operators affected by a declared emergency or a major disaster in preparing for, responding to, recovering from, and reducing vulnerabilities to emergencies and major disasters.

II. PROGRAM PROCEDURES

The Public Transportation Emergency Relief Program provides operating assistance and capital funding to aid recipients and subrecipients in restoring public transportation service, and in repairing and reconstructing public transportation assets to a state of good repair, as expeditiously as possible following an emergency declared by a Governor or major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Grants are awarded to public agencies on approval of applications for specific projects submitted to the Federal Transit Administration (FTA), U.S. Department of Transportation. FTA monitors the progress of those projects through on-site inspections, telephone contacts, correspondence, and quarterly progress and financial status reports.

FTA determines the terms and conditions applicable to recipients of Emergency Relief funds and publishes the applicable requirements in the *Federal Register* at the time of the allocation of funds. In general, recipients of Emergency Relief are required to comply with the program requirements of 49 USC 5307, including an evaluation of grant activities at least every 3 years by FTA. The most recent FTA Triennial Review Workshop Workbook provides guidance to FTA staff and recipients on the conduct of triennial reviews and is available at <http://www.fta.dot.gov/grants/12310.html>. These reviews are conducted with specific reference to compliance with statutory and administrative requirements and consistency of program activities with (1) the approved program of projects and (2) the planning process required under 49 USC 5303. Copies of these triennial reviews are available from the regional offices. Regional office addresses and telephone numbers are available on the FTA website listed below.

Grants for emergency operations, emergency protective measures, emergency repairs, permanent repairs and resiliency projects are made under 49 USC 5324. Grants to address an emergency also can be made using 49 USC 5307 or 49 USC 5311 funds.

Source of Governing Requirements

The Public Transportation Emergency Relief Program is authorized by 49 USC 5324. Program regulations are at 49 CFR part 602. Applicable program requirements associated with the Federal transit programs are at 49 CFR parts 601 through 665.

Availability of Other Program Information

Additional information is available on the FTA website at <http://www.fta.dot.gov/emergencyrelief>.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed

Activities Allowed

1. Capital activities, as defined in 49 USC 5302(3), to protect, repair, reconstruct, or replace equipment and facilities of a public transportation system operating in the United States or on an Indian reservation that the Secretary of Transportation determines are in danger of suffering serious damage, or has suffered serious damage, as a result of an emergency (49 USC 5324(b)).
2. Eligible operating costs of public transportation equipment and facilities in an area directly affected by an emergency, relating to:
 - a. Evacuation services;
 - b. Rescue operations;
 - c. Temporary public transportation service; or
 - d. Reestablishing, expanding, or relocating public transportation route service before, during, or after an emergency (49 USC 5324(a)(1)).

F. Equipment and Real Property Management

See DOT Cross-Cutting Section.

G. Matching, Level of Effort, Earmarking

1. Matching

The matching share of allowable costs for a particular grant is established in the grant agreement.

- a. Unless otherwise determined by the Secretary of Transportation (Secretary), the maximum Federal share is 80 percent of the net project costs for all capital projects and for emergency operating assistance funded with Section 5324 funds. The maximum Federal share is 50

percent of the net project cost for operating assistance for projects funded with Section 5307 or 5311 funds (49 CFR section 602.9).

- b. Unless otherwise determined by the Secretary, the maximum Federal share is 90 percent of the net project cost for vehicle-related equipment and facilities required to comply with the Clean Air Act or the Americans with Disabilities Act of 1990 (49 USC 5323(i)).
- c. Unless otherwise determined by the Secretary, the maximum Federal share is 85 percent of the net project cost for vehicle purchases required to comply with the Clean Air Act or the Americans with Disabilities Act of 1990 (49 USC 5323(i)).

2. Level of Effort – Not Applicable

3. Earmarking – Not Applicable

H. Period of Performance

Operating costs must be expended within:

- 1. The 1-year period beginning on the date of a declaration of an emergency by a Governor or major disaster by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (49 USC 5170); or
- 2. If the Secretary determines there is a compelling need, the 2-year period beginning on the date of a declaration of an emergency or major disaster as described above (49 USC 5324(b)(2)).

I. Procurement and Suspension and Debarment

See DOT Cross-Cutting Section.

J. Program Income

See DOT Cross-Cutting Section.

L. Reporting

1. Financial Reporting

- a. SF-270, *Request for Advance or Reimbursement* – Not Applicable
- b. SF-271, *Outlay Report and Request for Reimbursement for Construction Programs* – Not Applicable
- c. SF-425, *Federal Financial Report* – Applicable

2. Performance Reporting – Not Applicable

3. Special Reporting – Not Applicable

N. Special Tests and Provisions

1. Charter Service

See DOT Cross-Cutting Section.

2. School Bus Operation

See DOT Cross-Cutting Section.

3. Wage Rate Requirements

Compliance Requirement - The Wage Rate Requirements apply to construction work financed with a grant under this program (49 USC 5333).

See Wage Rate Requirements Cross-Cutting Section (page 4-20.001-1).

4. Environmental Review

Compliance Requirement – Unless a project qualifies for an emergency waiver under the FTA-Federal Highway Administration (FHWA) joint environmental impact rule (23 CFR part 771), or this requirement is otherwise waived by the Council on Environmental Quality, the National Environmental Policy Act (NEPA) and the FTA-FHWA implementing regulation (23 CFR part 771) require that the significant environmental effects of public transportation projects proposed for FTA assistance be documented, and that alternatives to avoid, minimize, and mitigate the adverse effects be considered (42 USC 4321 *et seq.*). A sponsor of an FTA-assisted project (i.e., the grant recipient) must comply with all design and mitigation commitments made in any environmental document prepared for the project (49 USC 139(c)(4)).

For projects requiring an Environmental Impact Statement (EIS), mitigation measures are summarized in a Record of Decision. For projects requiring an Environmental Assessment, mitigation measures are summarized in a Finding of No Significant Impact (FONSI). For categorically excluded projects, mitigation usually is not required, but if any mitigation measure is required, it will be documented in the FTA approval memorandum for the project. In all cases, these environmental documents should be referenced in the grant agreement.

Audit Objective – Determine whether the measures to mitigate the adverse impacts on the community and the environment that were specified in the environmental documents referenced in the grant agreement for capital projects were implemented.

Suggested Audit Procedures

- a. Identify any FTA-assisted capital projects and review the grant agreement and environmental documents to identify mitigation measures specified.

- b. For a sample of mitigation measures, compare the status of implementation with the commitments made in the environmental documents or grant agreement.

DEPARTMENT OF TRANSPORTATION

CFDA 20.600	STATE AND COMMUNITY HIGHWAY SAFETY
CFDA 20.601	ALCOHOL IMPAIRED DRIVING COUNTERMEASURES INCENTIVE GRANTS I
CFDA 20.602	OCCUPANT PROTECTION INCENTIVE GRANTS
CFDA 20.609	SAFETY BELT PERFORMANCE GRANTS
CFDA 20.610	STATE TRAFFIC SAFETY INFORMATION SYSTEM IMPROVEMENTS GRANTS
CFDA 20.611	INCENTIVE GRANT PROGRAM TO PROHIBIT RACIAL PROFILING
CFDA 20.612	INCENTIVE GRANT PROGRAM TO INCREASE MOTORCYCLIST SAFETY
CFDA 20.613	CHILD SAFETY AND CHILD BOOSTER SEAT INCENTIVE GRANTS
CFDA 20.616	NATIONAL PRIORITY SAFETY PROGRAMS

I. PROGRAM OBJECTIVES

The objective of the highway traffic safety grant programs is to provide a coordinated national highway safety program to reduce traffic accidents, deaths, injuries, and property damage.

II. PROGRAM PROCEDURES

Funds are provided to the States, following submission and approval of their highway safety plans, which include their National Priority Safety Programs applications, in accordance with a predefined formula. The National Priority Safety Programs, which is considered one program, was authorized by the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Pub. L. No. 112-141). The areas covered by the National Priority Safety Programs are Occupant Protection, Impaired Driving, Ignition Interlock, State Traffic Safety Information System Improvements, Motorcyclist Safety, Distracted Driving, and Graduated Drivers Licensing. Funding for Safety Belt Performance, Racial Profiling and Child Safety were not continued by MAP-21 States still may be spending funds previously awarded under those CFDA numbers. All funding is administered as one combined program.

Source of Governing Requirements

This program is authorized under: 23 USC Chapter 4 (Highway Safety); Pub. L. No. 109-59, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) as amended by Section 112001 of Pub. L. No. 112-141, the Surface Transportation Extension Act of 2012, Part II; and MAP-21. Implementing regulations are in Chapter II of 23 CFR.

Availability of Other Program Information

The National Highway Traffic Safety Administration maintains a website that provides program laws, regulations, and other general information (<http://www.nhtsa.dot.gov>). Program procedures for some programs have been published in the *Federal Register* at 71 FR 5110

(CFDA 20.613), 71 FR 5727 (CFDA 20.611), 71 FR 5729 (CFDA 20.610), 71 FR 4196 (CFDA 20.609) and 78 FR 4986 (CFDAs 20.600 and 20.616).

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to Part 2, Matrix of Compliance Requirements, to identify which of the 12 types of compliance requirements described in Part 3 are applicable and then look to Parts 3 and 4 for the details of the requirements.

A. Activities Allowed or Unallowed

Funds must be expended as specified in the grantee's highway safety plan. Certain specific costs which will not be approved or that require prior approval have been identified in the Highway Safety Funding Guidance, which is available at <http://www.nhtsa.gov/About+NHTSA/Highway+Safety+Grant+Programs/Resources+Guide> (23 CFR section 1200.13 and part 1200, Appendix A).

1. The following costs are allowable or allowable with specific conditions:
 - a. *Equipment* – Purchase of the following types of equipment is subject to compliance with any applicable standards and performance specifications and inclusion on the applicable Conforming Products List (CPL) established by NHTSA, the Research and Innovative Technology Administration (RITA), the American College of Surgeons, or by other nationally recognized standard-setting agencies or by State standards and performance specifications, as long as they are at least as stringent as applicable national standards and performance specifications:
 - Police traffic enforcement, speed-measuring devices, such as Radars, Lidars, and Across the Road devices (A comprehensive list of such devices can be found online at <http://www.theiacp.org/portals/0/pdfs/Combined-CPL.pdf>);
 - Alcohol/drug testing devices and costs for re-certification of such devices (A comprehensive list of such devices can be found online at <http://www.volpe.dot.gov/coi/ees/work/alctechnical.html>.);
 - Ambulances;
 - Helicopters. (Helicopters must be equipped for emergency medical services (EMS) missions and for police traffic safety functions related to law enforcement, with an absolute priority accorded to EMS duty needs for crash site victim removal);
 - Automated External Defibrillators (AED). (AEDs are to be used for training EMS personnel only. AED's cannot be used to equip ambulances (or police cars or offices); and

- Fixed wing aircraft.
 - b. *Installation* – The purchase and installation of regulatory and warning signs and supports and field reference markers for roads off the Federal-aid system.
 - c. *Travel* – Travel for out-of-state individuals benefiting the host State’s highway safety program.
 - d. *Training* – Training of personnel and the development of new training curricula, materials and supplies, including portable skid platforms and driving simulators if they are used for a NHTSA-approved training program.
 - e. *Program Administration* – Consultant services, promotional activities, alcoholic beverages to support police “sting” operations (e.g., undercover police-directed operations to detect unlawful practices associated with underage drinking laws), and meetings and conferences. Costs for promotional items are only allowable when evidence is provided that items are directly related and integral to project objectives.
 - f. *Demonstration Projects - For State and Community Highway Safety* (CFDA 20.600) funds - supplementing demonstration projects implemented under Section 403 (23 USC 402(g)(2)).
 - g. *Cooperation with Neighboring States* cooperating with neighboring States for highway safety purposes that benefit all participating States (23 USC 402(c)).
 - h. *Public Communications* – Advertising space.
 - i. *Child Safety Seats* – For *Child Safety and Child Booster Seat Incentive Grants* (CFDA 20.613), child safety seat purchases are limited to 50 percent of the annual award (Section 2011(d) of SAFETEA-LU).
 - j. *Facilities - For Incentive Grant Program to Increase Motorcyclist Safety* (CFDA 20.612), purchase of facilities, including the purchase of land (Section 2010(e)(1)(B)(iv) of SAFETEA-LU).
2. The following costs are unallowable:
- a. *Facilities and Construction*: highway construction, maintenance or design, construction or reconstruction of permanent facilities, highway safety appurtenances, office furnishings and fixtures, and purchase of land (except as provided under III.A.1.j. above).

- b. *Equipment*: truck scales, traffic signal preemption systems, automated traffic enforcement systems radars, and, for Alcohol Impaired Driving Countermeasures Incentive Grants I (CFDA 20.601) and the impaired driving funds under National Priority Safety Programs (CFDA 20.616) speed measuring devices.
- c. *Training*: an individual's salary while pursuing training, and overtime for police officers attending drug recognition training.
- d. *Program Administration*: research costs, expenses to defray activities of Federal agencies, alcoholic beverages for consumption purposes or techniques for determining driver impairment, entertainment costs, and commercial drivers' compliance requirements. Drug impaired activities, equipment and drug-impaired training is not allowed with funds transferred to the State under 23 USC 154 or 164.
- e. *Lobbying*: No Federal funds may be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., grassroots) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds to engage in direct contact with State or local legislative officials, in accordance with customary State practice, even if it urges legislative officials to favor or oppose the adoption of a specific pending legislative proposal (23 CFR part 1200, Appendix A).

G. Matching, Level of Effort, Earmarking

1. Matching

- a. *State and Community Highway Safety* (CFDA 20.600) – States are required to contribute at least 20 percent, or the applicable sliding scale rate, as stated in the grant award, of the total cost of the program. States are required to pay at least 50 percent, or the applicable sliding scale rate, as stated in the grant award, of the costs for planning and administration (Indian Nations and Territories are 100 percent federally funded) (23 USC 120(b) and 402(d); 23 CFR section 1200.13(a)).
- b. For *Alcohol Impaired Driving Countermeasures Incentive Grants I* (CFDA 20.601), and *Occupant Protection Incentive Grants* (CFDA 20.602), States are required to match Federal funds at 25 percent for the first and second years, 50 percent for the third and fourth years, and 75 percent for the fifth and sixth years (23 USC 405 and 410; 23 CFR sections 1313.4(b) and 1345.4(a)).

- c. *State Traffic Safety Information System Improvements Grants* (CFDA 20.610) and *Incentive Grant Program to Prohibit Racial Profiling* (CFDA 20.611) are 80 percent federally funded (Indian Nations and Territories are 100 percent federally funded) (23 USC 408(e)(4); Section 1906(e)(2) of SAFETEA-LU).
- d. *Child Safety and Child Booster Seat Incentive Grants* (CFDA 20.613) – States are required to match Federal funds at 25 percent the first, second, and third years, and 50 percent the fourth year (Section 2011(c) of SAFETEA-LU).
- e. *National Priority Safety Programs* (CFDA 20.616) - The States are required to contribute at least 20 percent of the total cost of the program (Indian Nations and Territories are 100 percent federally funded) (23 USC 402(d); 23 CFR section 1200.20(f)).
- f. Additional matching requirements may be specified in the grantee's highway safety plan to limit the maximum Federal share of an ambulance, helicopter, AED, or aircraft to 25 percent.

2. Level of Effort

2.1 Level of Effort – Maintenance of Effort

- a. For *Incentive Grant Program to Increase Motorcyclist Safety* (CFDA 20.612), a State must maintain its aggregate expenditures from all other sources for motorcyclist safety training programs and motorcyclist awareness programs at or above the average level of such expenditures in fiscal years 2003 and 2004 (23 CFR part 1350).
- b. For *Alcohol Impaired Driving Countermeasures Incentive Grants I* (CFDA 20.601), a State must maintain its aggregate expenditures from all other sources for alcohol traffic safety programs at or above the average level of such expenditures in fiscal years 2003 and 2004 (23 USC 410(a)(2)).
- c. For *Occupant Protection Incentive Grants* (CFDA 20.602), a State must maintain its aggregate expenditures from all other sources for programs to reduce highway deaths and injuries resulting from individuals riding unrestrained or improperly restrained in motor vehicles at or above the average level of such expenditures in fiscal years 2003 and 2004 (23 USC 405(a)(2)).

- d. For *State Traffic Safety Information System Improvements Grants* (CFDA 20.610), a State must maintain its aggregate expenditures from all other sources for highway safety data programs at or above the average level of such expenditures in fiscal years 2003 and 2004 (23 USC 408(e)(3)).
- e. For *Child Safety and Child Booster Seat Incentive Grants* (CFDA 20.613), a State must maintain its aggregate expenditures from all other sources for child safety seat and child restraint programs at or above the average level of such expenditures in fiscal years 2003 and 2004 (Section 2011(b) of SAFETEA-LU).
- f. For *National Priority Safety Programs* (CFDA 20.616), a State must maintain its aggregate expenditures from all other sources at or above the average level of such expenditures in fiscal years 2010 and 2011 for activities for Occupant Protection, State Traffic Safety Information System Improvements, and Impaired Driving Countermeasures (23 USC 405(a)(1)(H); 23 CFR sections 1200.21(d)(5), 1200.22(f), and 1200.23(d)(2)).

2.2 Level of Effort – Supplement Not Supplant – Not Applicable

3. Earmarking

- a. At least 40 percent of Federal funds apportioned to a State under *State and Community Highway Safety* (CFDA 20.600) for any fiscal year shall be expended by or for the political subdivisions of the State in carrying out local highway safety programs (23 USC 402(b)(1)(C); 23 CFR part 1200, Appendix E).
- b. The Federal costs for planning and administration under *State and Community Highway Safety* (CFDA 20.600) shall not exceed 13 percent of the funds received by the State. Indian Nations are exempt from this requirement (23 CFR section 1200.13(a)).
- c. States receiving grants as High Fatality Rate States under *Alcohol Impaired Driving Countermeasures Incentive Grants I* (CFDA 20.601) must use at least one half of those grant monies toward High Visibility Enforcement Campaigns (23 USC 410(g)(2)).

L. Reporting

1. Financial Reporting

- a. SF-270, *Request for Advance or Reimbursement* – Not Applicable
- b. SF-271, *Outlay Report and Request for Reimbursement for Construction Programs* – Not Applicable

- c. SF-425, *Federal Financial Report* – Not Applicable
 - d. HS-217, *Highway Safety Plan Cost Summary (OMB No. 2127-0003)*
 - e. *Federal-Aid Reimbursement Voucher (OMB No. 2127-0003)*
- 2. Performance Reporting** – Not Applicable
- 3. Special Reporting** – Not Applicable