

FLORIDA

istics & Passenger Operations



FLORIDA DEPARTMENT OF TRANSPORTATION

"State of the State" SharePoint Reporting System Grantee Compliance Report



PRESENTATION OVERVIEW

- Grantee Compliance Report Basics
- SharePoint Site Overview
- Quick Tips/Facts



Grantee Compliance Report Basics

► Why?

- Record areas of concern with Grantees
- Identify need for technical assistance
- Record of Grantee compliance



➡ What it used to look like:

(1) Safety and Security On-Site Review Compliance: All bids shall be conducted at least once every three (3) years.

(2) Grant Site Monitoring On-Site Reviews: shall be conducted at least once every (2) years; for agencies with 30 FDOT funded vehicles; or less or annually for agencies with 21 or more vehicles.

(3) Every 3 years at a minimum.

(4) Copy should be sent to Central Office.

Environmental Review Comp. & Davis Bacon Act Compliance applies to construction projects only.

(5) Must have lobbying certification for all agreements over \$100,000. Must send certification to Central Office to submit to FTA.

(6) Total employment opportunities: applies to any CDBG or SDA contract that is more than \$250,000 in planning funds, or \$1M in operating assistance; and has 50 or more transit related employees.

(7) CDBG and SDA agencies must submit a fair system safety certificate in accordance with Rule 14-00, F.A.C. 520.01 only; must submit a certificate for annual vehicle and/or wheelchair lift inspections.



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SharePoint Site Overview

The screenshot shows a SharePoint site interface. At the top, there's a navigation bar with 'Site Actions', 'Browse', and 'Page' tabs. The user 'Costello, Kayla' is logged in. Below the navigation bar is a header section with the 'FLP' logo and a row of icons representing different transportation modes: train, airplane, ship, bus, rocket, and truck. The main title is 'Grantee Compliance Report' with a 'Home' link. Below the title is a search bar and a list of site pages: 'ISD Home', 'FLP Home', 'Aviation', 'Rail', 'Seaport', 'Transit', and 'Freight Coordinators'. On the left side, there's a sidebar with 'Libraries' (Site Pages, Shared Documents, Admin page (secure)), 'Lists' (Calendar, Tasks), 'Discussions' (Team Discussion), and 'Recycle Bin' / 'All Site Content'. The main content area has the title 'Grantee Compliance Report' and a paragraph: 'The Grantee Compliance Report allows the District to record areas of concern with Grantees, identify areas where additional technical assistance is needed and keep a record of Grantee compliance with all program requirements. The Grantee Compliance Report will be sent to the Central Office by April 1 annually for inclusion in the Federal Transit Administration reporting.' A red arrow points to the word 'Grantee' in the paragraph. Below the paragraph is a row of seven numbered buttons (1-7). On the right side, there's a photo of a bus and contact information: 'Questions? Please contact: Kayla Costello, Transit Office, kayla.costello@dot.state.fl.us, 850-414-4239'.

Site Actions ▾ Browse Page Costello, Kayla ▾

FLP Grantee Compliance Report ▸ Home
Grantee Compliance Report

ISD Home FLP Home Aviation Rail Seaport Transit Freight Coordinators Search this site... ?

Libraries
Site Pages
Shared Documents
Admin page (secure)

Lists
Calendar
Tasks

Discussions
Team Discussion

Recycle Bin
All Site Content

Grantee Compliance Report

The Grantee Compliance Report allows the District to record areas of concern with Grantees, identify areas where additional technical assistance is needed and keep a record of Grantee compliance with all program requirements. The Grantee Compliance Report will be sent to the Central Office by April 1 annually for inclusion in the Federal Transit Administration reporting.

1 2 3 4 5 6 7

Questions? Please contact:
Kayla Costello, Transit Office
kayla.costello@dot.state.fl.us
850-414-4239

<http://cosharepoint.dot.state.fl.us/sites/PTO/transit/GCR/SitePages/Home.aspx>











District 2 Reports

Site Actions

Browse

Page



Grantee Compliance Report ▸ ReviewsD2
Grantee Compliance Report

ISD Home

FLP Home

Aviation

Rail

Seaport

Transit

Freight Coordinators

Recently Modified

Home

ReviewsD1

ReviewsD3

ReviewsCO

Admin

Libraries

Site Pages

Shared Documents

Admin page (secure)

Lists

Calendar

Tasks

Discussions

Team Discussion

Recycle Bin

All Site Content

District 2 Reports

To complete the Grantee Compliance Report:

Step 1: Select Add New Item to add a new agency

Step 2: Enter agency contact information on the Agency Information tab

Step 3: Complete each tab with information pertaining to that review area

Step 4: If the agency had a finding, complete information on the Corrective Actions tab

Step 5: Save your work

Reviews and Compliance

<input type="checkbox"/>	Edit	County/Agency
		Arc Jacksonville
		Arc of Bradford
		Arc of North Florida
		Arc of Putnam County
		Baker County COA
		BASCA
		Big Bend Transit
		CARC Advocates for Citizens with Disabilities
		Clay Transit/Clay County COA
		Columbia County Senior Services (CCSS)
		Communities in Schools of Bradford County (CISTO)
		Gainesville Regional Transit System (RTS)
		JTA Connexion
		JTA Fixed Route
		Levy County Transit
		MV Transit
		Nassau County COA
		Ride Solution, Inc.
		River Garden Hebrew Home for the Aged



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Agency Information



Agency Information	Safety and Security Review	Transportation Operating Procedure	Maintenance Audit	Title VI Program Compliance	Single Audit Compliance	ADA Compliance	Procurement Compliance	DBE Program Compliance	Charter & Sch. Bus Compliance	Asset Management
Federal Reporting Compliance	Lobbying Certification	Equal Employment Opportunity	Environmental Review Compliance	Davis Bacon Act Compliance	Grant Mon. & Vehicle Inv.	Drug & Alcohol Prog. Compliance (5307, 5311 only)	Equipment Management	5310 Recipients ONLY	Corrective Actions	
Reviews										


County/Agency	Ride Solution, Inc.
Agency Contact	Boyd Thompson
Agency E-mail	boyd@theridesolution.org
Agency Phone Number	386-325-9999
Agency Address	220 North 11th Street, Palatka, FL 32177
District	D2
Number of FDOT Vehicles	14
Does Agency Receive 5307?	No
Does Agency Receive 5309?	No
Does Agency Receive 5310?	Yes
Does Agency Receive 5311?	Yes
Does Agency Receive 5339?	Yes
Does Agency Receive ARRA?	Yes








Areas of Compliance - Summary

Compliance - ADA	Yes
Compliance - Asset Management	
Compliance - Charter and School Bus Compliance	Yes
Compliance - Davis Bacon	N/A
Compliance - DBE Program Compliance	Yes
Compliance - Drug and Alcohol Program Compliance	Yes
Compliance - Environmental Review	N/A
Compliance - Equal Employment Opportunity	Yes
Compliance - Federal Reporting Compliance	Yes
Compliance - Grant Monitoring and Vehicle Inventory	Yes
Compliance - Lobbying Certificate	Yes
Compliance - Maintenance Audit	Yes
Compliance - Procurement Compliance	Yes
Compliance - Safety and Security Review	Yes
Compliance - Single Audit Review	Yes
Compliance - Title VI Program	Yes



Safety & Security Review



Grantee Compliance Report ▸ Reviews and Compliance
 : Ride Solution, Inc.

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[FLP Home](#)
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[Rail](#)
[Seaport](#)
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[Freight Coordinators](#)

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Agency Information

Safety and Security Review

Transportation Operating Procedure

Maintenance Audit

Title VI Program Compliance

Single Audit Compliance

ADA Compliance

Procurement Compliance

DBE Program Compliance

Charter & Sch. Bus Compliance

Asset Management

Federal Reporting Compliance

Lobbying Certification

Equal Employment Opportunity

Environmental Review Compliance

Davis Bacon Act Compliance

Grant Mon. & Vehicle Inv.

Drug & Alcohol Prog. Compliance (5307, 5311 only)

Equipment Management

5310 Recipients ONLY

Corrective Actions

Reviews

County/Agency	Ride Solution, Inc.
Compliance - Safety and Security Review	Yes
Comments - Safety and Security Review	
Last Review Date - SSR	8/11/2015
Self-Certificate 14-90	1/14/2016
Annual Safety Certificate	1/14/2016
Systems Safety Program Plan (SSPP)	12/28/2012
Certificate of Insurance	6/1/2015
Insurance Expires	6/1/2016
Approval date of latest version of the System Safety Plan (SSPP)?	12/28/2012
SAM.gov Form	7/29/2015

Created at 7/8/2015 11:22 AM by [Adams, Lauren](#)

Last modified at 3/17/2016 3:38 PM by [Joyner-Howard, Doreen](#)

Edit Item

Close

Title VI



Grantee Compliance Report ▶ Reviews and Compliance
: Ride Solution, Inc.

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Search this site...



Libraries

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Agency Information	Safety and Security Review	Transportation Operating Procedure	Maintenance Audit	Title VI Program Compliance	Single Audit Compliance	ADA Compliance	Procurement Compliance	DBE Program Compliance
Charter & Sch. Bus Compliance	Asset Management	Federal Reporting Compliance	Lobbying Certification	Equal Employment Opportunity	Environmental Review Compliance	Davis Bacon Act Compliance	Grant Mon. & Vehicle Inv.	
Drug & Alcohol Prog. Compliance (5307, 5311 only)	Equipment Management	5310 Recipients ONLY	Corrective Actions	Reviews				

County/Agency Ride Solution, Inc.

Compliance - Title VI Program Yes

Comments - Title VI Program

Last Review Date - Title VI Program 2/4/2015

Have you approved the latest version of the Title VI Plan? 03/24/2015

Created at 7/8/2015 11:22 AM by [Adams, Lauren](#)
Last modified at 3/17/2016 3:38 PM by [Joyner-Howard, Doreen](#)









[Edit Item](#)

[Close](#)





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DBE Program



Grantee Compliance Report ▶ **Reviews and Compliance**
: Ride Solution, Inc.



ISD Home FLP Home Aviation Rail Seaport Transit Freight Coordinators

Search this site...  

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Davis Bacon Act Compliance

Grant Mon. & Vehicle Inv.

Drug & Alcohol Prog. Compliance (5307, 5311 only)

Equipment Management

5310 Recipients ONLY

Corrective Actions

Reviews

County/Agency	Ride Solution, Inc.
Compliance - DBE Program Compliance	Yes
Comments - DBE Program Compliance	The agency does not currently have any contractors.
Last Review Date - DBE Program	8/11/2015

Created at 7/8/2015 11:22 AM by [Adams, Lauren](#)
Last modified at 3/17/2016 3:38 PM by [Joyner-Howard, Doreen](#)

Edit ItemClose

Quick Tips/Facts

- Two Phases
 - Agency Information
 - Reporting
- The Importance of Date Fields
- Final Submission Requires Manager Signature



FLORIDA

Logistics & Passenger Operations



FLORIDA DEPARTMENT OF TRANSPORTATION

For questions or comments, please contact:

Kayla Costello | Section 5310
Kayla.costello@dot.state.fl.us | (850) 414-4239

