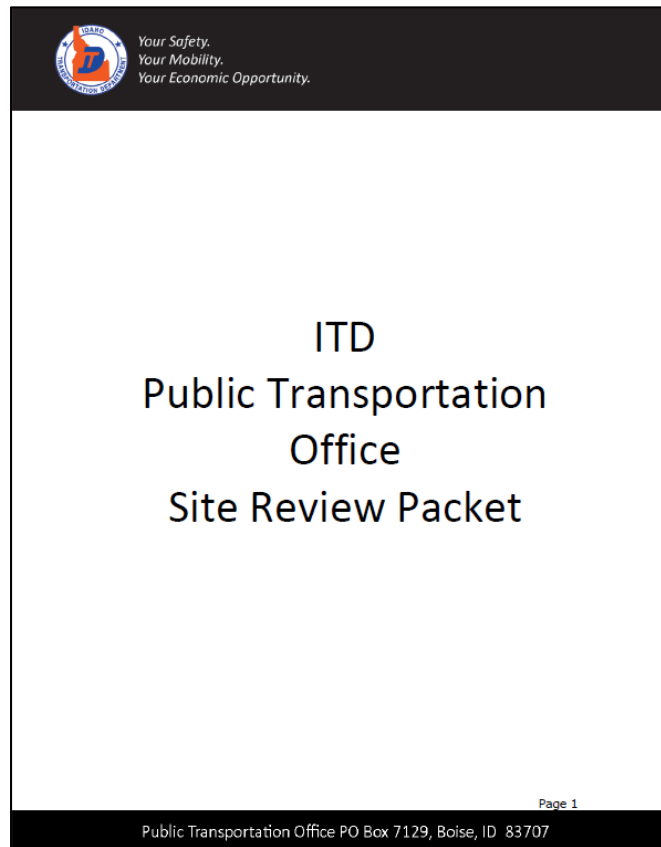


Site Review 101



Overview

- Purpose: Direct recipient's responsibility to provide oversight of grantees and ensure compliance of federal and state regulations
- Process:
 - Desk Review
 - Site Review
 - Closeout Conference Call and Letter



Technical Assistance Guide

- Purpose
- Level of Technical Assistance
 - Low
 - Medium
 - High
- What to Expect
 - Site Reviews
 - Invoicing
 - Assistance



Pre-Site Review Documents



Your Safety.
Your Mobility.
Your Economic Opportunity.

Pre Site Review Documents

Please have all documents returned to ITD by

Document	Received Y/N/NA
Organizational Chart	
Articles of Incorporation	
Bylaws	
Example Board Minutes	
Example Board Financial Report	
Board Policy Manual	
Conflict of Interest Policy	
Business Continuity/Disaster Recovery Plan	
Document Control and Retention Procedure	
Transportation Budget	
Accounting Policy/Manual	
Most Recent Single Audit	
Cost Allocation Plan	
Fare Collection Procedure	
Credit Card Policy	
Procurement Manual	
Code of Conduct Governing Procurements	
Personnel Manual	
EEO Policy Statement	
Example Job Posting	
Written Vehicle Maintenance Plan	
Pre-trip Inspection Form	
Facility Maintenance Plan	
Vehicle Operator Manual	
Rider's Guide	
Passenger Behavior Policy	
No Show Policy	
Complaint Procedure	
Safety and Security Plan	
Emergency Preparedness Plan	
ADA Application and Guidelines	
Marketing Plan	
Transit Plan	

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Public Transportation Office PO Box 7129, Boise, ID 83707



Review Sections

- Administration and Management
 - Board
 - Executive Director & Senior Management
 - Personnel
 - EEO



Review Sections

- **Financial Management**
 - Financial Capacity
 - Accounting Systems & Policies
 - Grant Accounting
 - Audits
 - Overhead/Cost Allocation
 - Budget Controls
 - Cash Management
 - Accounts Payable
 - Payroll
 - Procurement
 - DBE



Review Sections

- **Service Provision**
 - Operations
 - Service Eligibility
 - Title VI
 - ADA
 - Safety & Security
 - Marketing
 - Planning & Coordination



Review Sections

- **Assets**
 - Continuing Control
 - Vehicle Maintenance
 - Facility & Equipment Maintenance
- **Technology/Software**
 - Intelligent Transportation Software (ITS)
 - Information Technology



Review Sections

- **Unique Services**
 - Intercity Bus
 - School Bus
 - Charter Bus
- **Restrictions**
 - Lobbying



Site Review

- On Site - Your Place
- 2 Grant Officers
- 1/2 day
- Goal
 - Questions
 - Opportunities
 - Concerns
 - Clarity
 - Recommendations



Closeout

- Recap recommendations & findings
- Official Letter with items
- Deadline
- Close out Letter Confirmation



Most Common Findings of 2017

- ADA trip denials
- Title VI notices
- Separation of Duties
- Procurement thresholds
- EPLS



For Questions & Resources

Please contact:

- Kim McGourty- Operation Grant Officer
208-334-4475 kim.mcgourty@itd.idaho.gov
- Rachel Pallister Operation Grants Officer
208-334-8822 rachel.pallister@itd.idaho.gov
- Juanita Risch- Capital Grants Officer
208-334-8875 Juanita.risch@itd.idaho.gov
- Shauna Miller- Grants Officer
208-334-8533 Shauna.miller@itd.idaho.gov

