

# INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION SECTION 5307/5339 PROGRAM OVERSIGHT GUIDE

## CALENDAR YEAR 2023 NOTES

February 9, 2023

### National Transit Database Reporting

Every year, recipients of federal funding are required to submit reports to the National Transit Database (NTD). Because of the transition from rural to urban in the middle of the CY2022, vendors should continue NTD reporting under the old (vendor's) reporter ID until rural funding is exhausted. When a system begins to expend urban funding, data should be reported under the subrecipient's new reporter ID / name (the county).

Counties and vendors need to coordinate to ensure that the county requests and receives a NTD ID and that the vendor is providing the necessary data for the counties to fill out the NTD forms. For more information, please refer to the NTD website. <https://www.transit.dot.gov/ntd>

Reporting manuals can be found at: <https://www.transit.dot.gov/ntd>

Free training is offered by the National Transit Institute (NTI). See opportunities here: <https://www.transit.dot.gov/ntd/trainings-and-conferences>

Note that reports should be submitted based on the fiscal year of the subrecipient, which may differ from the vendor.

If there are any questions about NTD reporting, please do not hesitate to reach out.

### Drug and Alcohol Testing and Reporting

Subrecipients and vendors should continue to utilize the INDOT drug and alcohol testing program for CY2023. In early 2023, subrecipients will need to submit their reports to DAMIS for CY2022.

IndyGo will be submitting for new logins/passwords for the subrecipients/vendors. New logins will be needed for the subrecipients in early 2023. **Reporting is due by March 15.**

### Program Income

Subrecipients and vendors will need to agree on how program income will be transferred to subrecipients. Program income means gross income earned by the transit system that is directly generated by an FTA award-supported activity or earned as a result of the FTA award during the period of performance. Vendors must clearly identify sources and amounts of program income in their accounting records. FTA treats program income generated by social service transportation contracts differently from other forms of program income.

- For program income from a service agreement with a State or local social service agency or a private social service organization to provide transportation, the vendor provides the income to the subrecipient. Subrecipients should properly account for these funds and may use these funds as local match during the period of performance of the FTA award that was used to generate the income. The subrecipient can also save the funds and use them as local match during a future award's period of performance (operating or capital).
- For program income from other sources (for example, advertising revenue), the vendor provides the income to the subrecipient. Subrecipients should properly account for these funds and must save the funds in order to use them as local match during a future award's period of performance (operating or capital). The subrecipient may not use these funds as local match during the period of performance of the FTA award that was used to generate the income.

## Scheduled Meetings for 2023

We anticipate setting up meetings in early 2023 to discuss federal funding for CY 2024. In addition, please anticipate in-person oversight meetings in the third or fourth quarter of 2023. This will likely be preceded by a request for documents that we will then utilize to review the program.

## Budget for CY2023 and CY2024

Federal amounts for CY2023 service have been distributed and are provided in the subrecipient agreements.

## ARPA and Local Match for 2023

Depending upon the reimbursement rate for your county, ARPA funds may cover a number of months of service in CY2023. As long as ARPA funds remain, the funds will not require local match.

When the ARPA funds are exhausted, the reimbursements following that will only be for the federal portion of the program.

## CY2024

We may require the subrecipients to provide a letter from the County Commissioners confirming local match for calendar year 2024 prior to execution of the grant agreement for CY2024.

In addition to preparing operating budgets, we encourage all subrecipients to plan to include funds for capital purchases, such as vehicles / equipment. A good rough estimate for local match for capital replacement would be approximately \$25,000, if the subrecipient will be seeking federal Section 5339 funds for vehicle / equipment replacement.

## Administrative Fees Waived

IPTC will not charge an administrative charge for the CY2023 grant. IPTC will review the program over the next two years to understand administrative burden and discuss with subrecipients over the next two years.

## Urbanized Area Boundaries

The impact of the new urban area boundaries will be communicated in 2023. The Census has released the new urban area boundary maps; FTA anticipates that those new urban area demographic figures will not impact funding until the FY2024 federal funding allocation. The impact of this change upon Department of Transportation and Federal Transit Authority operations is currently unknown.

## Section 5339 Call for Projects

As announced in an email to all subrecipients, the call for projects for Section 5339 funds was cancelled for CY2022. IndyGo will roll the CY2022 funds into CY2023. We anticipate the annual funding amount level for \$400,000 federal funds with a required 20% local match; the CY2023 call amount to approximately \$800,000.

Section 5339 funds are for vehicles and equipment for eligible recipients. IndyGo believes the Section 5339 funds will be awarded similar to Section 5310, with an annual call for projects. The application will likely be different, with a simplified application process.