

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

## CALENDAR YEAR 2024 NOTES

February 2024

### National Transit Database Reporting

Every year, recipients of federal funding are required to submit reports to the National Transit Database (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 contact IndyGo or reach out to your NTD analyst.

### IndyGo Triennial

The Federal Transit Administration (FTA) is conducting its triennial review of IndyGo in 2024. As subrecipients of IndyGo, you may be asked to participate in this review. At minimum, participation will include providing documentation to IndyGo to satisfy any FTA requests. Participation may require an on-site visit by the FTA and/or its contractors. As IndyGo learns more about the level of participation and any on-site visits that are deemed necessary, updates will be sent to all subrecipients and vendors via email.

### Drug and Alcohol Testing and Reporting

In early 2024, subrecipients and vendors will need to submit their reports to DAMIS for CY2023.

#### **Subrecipients and vendors will begin using IndyGo's program for CY2024.**

IndyGo has requested new logins/passwords for the subrecipients/vendors. New logins will be needed for the subrecipients in early 2024. While reporting to DAMIS is due by March 15, **please have reporting submitted to IndyGo (care of Brian Clem) by the end of February at the latest.** This timeline allows IndyGo to review and correct any inconsistencies before the official deadline (March 15).

**Beginning this year, subrecipients also need to submit to DAMIS.** The report is simple, as the subrecipients have no safety sensitive employees. If there are any questions regarding this update, please contact us at IndyGo.

## Group TAM

For subrecipients participating in the IndyGo Group TAM Plan:

There is currently a meeting scheduled in early 2024 to discuss reporting requirements and any outstanding needs. Details regarding this and any future meetings will be communicated via email.

For subrecipients **not** participating in IndyGo's Group TAM Plan:

Please ensure that you are completing the "Opt-Out" letter that IndyGo will send to your representatives via email. (This currently applies to Hendricks County.)

## Scheduled Meetings for 2024

IndyGo has scheduled quarterly meetings, beginning in early 2024, to provide a regular forum for discussion for the vendors. These discussions will include funding for next year, outstanding concerns, and/or ideas to improve the program. Information & updates regarding these meetings will continue to be communicated via email.

## Budget for CY2025

IndyGo will receive allocations for FY2023 (CY2025) in early CY2024. Once we receive the tables, we will distribute the information to the subrecipients as soon as possible to ensure proper budgeting. Note that two changes may impact the amounts: (1) a change in the urban area because of methodology changes for determining an urban area and (2) transit agencies required to report actual revenue miles and ridership to the NTD for RY2022.

### Rollover Funds

Funds awarded for a calendar year may be used for future years.

## Administrative Fees Waived

IPTC will not charge an administrative charge for the CY2024 grant. IPTC will continue to review the staffing effort for administrative assistance (and other support) to determine if this needs to change in future years.