INSERT Regional Header

Month Day, Year

Name
Title
Recipient Organization Name
Street Address
City, State, Zip

Re: Fiscal Year FY2025 {{ project.review_type }} **– [Draft/Final] Report**

Dear Mr./Ms. [Last Name]:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) [draft/final] report which documents the results of FTA' fiscal Year (FY) 2025 {{ project.review_type }} of the {{ project.recipient_name }} {{ project.recipient_acronym }} in {{ project.recipient_city_state }}. Although not an audit, the {{ project.review_type }}, as required by 49 U.S.C. Chapter 53, is the FTA's assessment of {{ project.recipient_acronym }}'s compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the {{ project.review_type }}is not intended as, nor does it constitute, a comprehensive and final review of compliance with program funding requirements.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the review was expanded to address {{ project.recipient_acronym }}'s compliance with the administrative relief and flexibilities FTA granted and the requirements of the COVID-19 relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021.

The {{ project.review_type }} focused on {{ project.recipient_acronym }}'s compliance in 23 areas. No deficiencies were found with the FTA requirements in any of these areas. Deficiencies were found in [#] areas: [LIST]. {{ project.recipient_acronym }} had [#]/[no] repeat deficiencies from the FY2022 {{ project.review_type }} [in the areas of [LIST]].

[IF APPLICABLE]

As part of this year's {{ project.review_type }} of {{ project.recipient_acronym }}, the FTA incorporated [an] Enhanced Review Focus (ERF/ERFs) in the [LIST] area/areas. The purpose of an ERF is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the {{ project.review_type }}. Deficiencies resulting from the ERF are presented in the [LIST] area(s) of the report that follows.

[IF APPLICABLE]

After the site visit, {{ project.recipient_acronym }} provided corrective action responses to address/and close deficiencies noted in the [LIST] area(s) of the report that follows.

[OMIT FOR FINAL REPORT LETTER]

Please review this draft report for accuracy and provide your comments to both the reviewer and your FTA Program Manager **within ten business days from the date of this letter**. A final report that incorporates your comments to the draft report will be provided to you within fourteen business days of your response.

Thank you for your cooperation and assistance during this {{ project.review_type }}. If you need any technical assistance or have any questions, please do not hesitate to contact Mr./Ms. [FTA Program Manager Name], [FTA Title], at [phone number] or by email at [email]@dot.gov, or Mr./Ms. [reviewer name], your reviewer, at [phone number] or by email at [email].

Sincerely,

[Appropriate Regional Officer]
[Appropriate Regional Officer Titles]

Enclosure: cc:

[DRAFT/FINAL] REPORT

FISCAL YEAR 2025
{{ project.review_type | upper }} REVIEW

Of

{{ project.recipient_name | upper }}
{{ project.recipient_acronym }}
{{ project.recipient_city_state }}
{{ project.recipient_id }}

Performed for:

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
{{ project.region_number }}

Prepared By:

{{ contractor.name }}

Desk Review Date: [Month] [Day], 2025
Scoping Meeting Date: [Month] [Day], 2025
Site Visit Entrance Conference Date: {{ date_format(project.site_visit_start_date) }}
Site Visit Exit Conference Date: [Month] [Day], 2025
Draft Report Date: [Month] [Day], 2025
Final Report Date: [Month] [Day], 2025

Table of Contents

I.   Executive Summary

This report documents the Federal Transit Administration's (FTA) {{ project.review_type }} of the {{ project.recipient_name }} ({{ project.recipient_acronym }})] of {{ project.recipient_city_state }}. The FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by [contractor firm] (Contractor). During the site visit, the reviewers discussed the administrative and statutory requirements and reviewed recipient documents.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the FTA expanded the review to address {{ project.recipient_acronym }}'s compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021. The FTA also requested the {{ project.recipient_acronym }} share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

1. Metric

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- <u>Not Deficient (ND)</u>: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.

- <u>Deficient (D)</u>: An area is considered deficient if any of the requirements within the area reviewed were not met.

- <u>Not Applicable (NA)</u>: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

2. Summary of Findings

The Fiscal Year (FY) {{ project.fiscal_year }} {{ project.review_type }} focused on {{ project.recipient_acronym }}'s compliance in 23 areas. Deficiencies related to the COVID-19 Relief funds have been clearly identified as

part of the deficiency description in the respective review area.

{%p if metadata.no_repeat_deficiencies %}

There were no repeat deficiencies from the FY {{ project.fiscal_year - 1 }} {{ project.review_type }}.

{%p endif %}

{%p if metadata.has_deficiencies %}

Deficiencies were found in the following areas: {{ metadata.deficiency_areas }}.

{%p else %}

No deficiencies were found with any of FTA requirements in any of these areas.

{%p endif %}

{%p if metadata.erf_count > 0 %}

As part of this year's {{ project.review_type }} of {{ project.recipient_acronym }}, the FTA incorporated {{ metadata.erf_count }} Enhanced Review Focus (ERF) in the {{ metadata.erf_areas }} area{{ 's' if metadata.erf_count

> 1 else '' }}. The purpose of an ERF is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the {{ project.review_type }}. Deficiencies resulting from

the ERF {{ 'are' if metadata.erf_count > 1 else 'is' }} presented in the {{ metadata.erf_areas }} area{{ 's' if metadata.erf_count > 1 else '' }} of this report.

{%p endif %}

{%p if metadata.has_deficiencies %}

Deficiencies were found in the areas listed below.

{%p else %}

No deficiencies were found with any of FTA requirements in any of these areas.

{%p endif %}

Table - Show All 23 Areas

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			

{%r for assessment in assessments %}

{{ loop.index }}.   {{ assessment.review_area }}   {{ assessment.finding }}   {{ assessment.deficiency_code if assessment.finding == "D" else '' }}   {{ assessment.description if assessment.finding == "D" else '' }}

{{ assessment.corrective_action if assessment.finding == "D" else '' }}   {{ date_format(assessment.due_date) if assessment.finding == "D" and assessment.due_date else '' }}   {{ 'Closed ' + date_format(assessment.date_closed) if assessment.date_closed else ('Open' if assessment.finding == "D" else '') }}

{%r endfor %}

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

II.   Review Background and Process

1.   Review Background

{%p if project.review_type in ["Triennial Review", "Combined Triennial and State Management Review"] %}

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that "At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements..." The FTA performs this Triennial Review in accordance with its procedures (published in FTA Order 9010.1B, April 5, 1993).

  {%p endif %}

  {%p if project.review_type in ["State Management Review", "Combined Triennial and State Management Review"] %}

The FTA of the United States Department of Transportation (USDOT) performs a State Management Review to assess state management practices and program implementation to ensure that the FTA programs are administered in accordance with the FTA requirements and are meeting program objectives as discussed in FTA Circulars 9040.1G, 9045.1, 9050.1, and 9070.1G, as applicable. The reviews are performed every three years or as circumstances warrant.

  {%p endif %}

The {{ project.review_type }} includes a review of the recipient's compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV. The FTA contracts with experienced Reviewers to lead and conduct the {{ project.review_type }}s, in partnership with the staff of the regional office.

This report presents the findings from the {{ project.review_type }} of the recipient. The review concentrated on procedures and practices employed since the recipient's previous Triennial Review in {{ project.fiscal_year - 1 }}; however, coverage was extended to earlier periods as appropriate to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA regional office or the recipient's location.

2.   Process

The {{ project.review_type }} includes a pre-review assessment, a desk review and scoping

meeting with the FTA regional office, and a site visit to the recipient's location. The FTA expanded this review to address the recipient's compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the COVID-19 relief funds received through the CARES, CRRSAA, and ARP. The FTA also requested that the recipient share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The FY {{ project.fiscal_year }} process began with the regional office transmitting a notification of the review and a Recipient Information Request (RIR). While the recipient prepared its response to the RIR, the regional office and review team conducted a desk review and scoping meeting, respectively. Regional office staff provided electronic files as necessary to the reviewers who also accessed recipient information in the FTA electronic award management systems: Transit Award Management System (TrAMS) and Oversight Tracking System (OTrak). Following the desk review and scoping meeting, the reviewers and the recipient corresponded and exchanged information and documentation in preparation for the site visit. Prior to the site visit, the reviewer sent to the recipient on an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted.

The site visit began with an entrance conference, at which the reviewers and regional staff discussed the purpose of the {{ project.review_type }} and the review process. The Reviewers conducted additional interviews and reviewed documentation to evidence the recipient's compliance with FTA requirements.

{%p if subrecipient.reviewed and subrecipient.program_section == '5' + '307' %}

A Section 5307 subrecipient, {{ subrecipient.name }} of {{ subrecipient.city_state }}, was reviewed to provide an overview of activities related to the FTA-funded project(s). The reviewer(s) also examined a sample of records during this review.

  {%p elif subrecipient.reviewed and subrecipient.program_section == '5' + '310' %}

 A Section 5310 subrecipient, {{ subrecipient.name }} of {{ subrecipient.city_state }}, was reviewed to provide an overview of activities related to the FTA-funded projects. The reviewer(s) also examined a sample of procurement files during this review.

  {%p elif subrecipient.reviewed and subrecipient.program_section == '5' + '311' %}

A Section 5311 subrecipient, {{ subrecipient.name }} of {{ subrecipient.city_state }}, was reviewed to provide an overview of activities related to the FTA-funded projects. The reviewer(s) also examined a sample of procurement files during this review.

  {%p endif %}

  {%p if project.exit_conference_format == '' {{ date_format(assessment.date_closed) }} {{

date_format(project.report_date) }}" %}

Upon completion of the site visit, the reviewers and the FTA regional office staff discussed preliminary findings with the recipient, subsequently presented and provided the findings formally at the exit conference, conducted {{ date_format(project.report_date) }}ly. The table below summarizes key review dates. Section V of this report lists the individuals participating in the site visit.

{%p elif project.exit_conference_format == "in-person" %}

Upon completion of the site visit, the reviewers and the FTA regional office staff provided a summary of preliminary findings to the recipient at the exit conference. The table below summarizes key review dates. Section V of this report lists the individuals participating in the site visit.

{%p endif %}

Process Date	Process
{{ date_format(project.scoping_meeting_date) }}	FTA transmittal of the Recipient Information Request (RIR)
{{ date_format(project.scoping_meeting_date) }}	Recipient Transmittal of RIR to Reviewers
{{ date_format(project.scoping_meeting_date) }}	FTA and Reviewers Scoping Meeting/Desk Review
{{ date_format(project.scoping_meeting_date) }}	Reviewer Transmittal of the Agenda Package
{{ date_format(project.site_visit_start_date) }}	Site Visit: Entrance Conference
{{ date_format(project.exit_conference_date)}}	Site Visit: Exit Conference
{{ date_format(project.report_date) }}	FTA Transmittal of the Draft Report
{{ date_format(project.report_date)}}	Final Report to be sent to the Recipient within 45 business days from the Site Visit: Exit Conference date

III. Recipient Description

1. Organization

[Incorporate brief description of organizational structure, service provided, third party contractors, subrecipients, FTA funded assets used for service and any other pertinent information.]

2. Award and Project Activity

Below is a list of {{ project.recipient_acronym }}'s open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
	$		
	$		
	$		

{{ project.recipient_acronym }} received Supplemental Funds for operating assistance in award numbers [XX-2020-000-00]. This [is/is not] the first {{ project.review_type }} {{ project.recipient_acronym }}'s received operating assistance from the FTA.

Projects Completed

In the past few years, {{ project.recipient_acronym }} completed the following noteworthy projects:

-
-

Ongoing Projects

{{ project.recipient_acronym }} is currently implementing the following noteworthy projects:

-
-

Future Projects

{{ project.recipient_acronym }} plans to pursue the following noteworthy projects in the next three to five years:

IV. Results of the Review

{% set section_5307_name = 'Section ' + '5307' + ' Program Requirements' %}

{% set section_5310_name = 'Section ' + '5310' + ' Program Requirements' %}

{% set section_5311_name = 'Section ' + '5311' + ' Program Requirements' %}

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the USDOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

{% set area = assessments | selectattr('review_area', '==', 'Legal') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Legal.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date)}}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed)}}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Legal.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

2.   Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

{% set area = assessments | selectattr('review_area', '==', 'Financial Management and Capacity') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Financial Management and Capacity.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

3.   Technical Capacity – Award Management

Basic Requirement: The recipient must demonstrate the capability to manage and administer FTA awards in accordance with federal requirements, including proper closeout procedures, timely drawdown of funds, and maintenance of accurate records.

{% set area = assessments | selectattr('review_area', '==', 'Technical Capacity – Award Management') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Technical Capacity – Award Management.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: The recipient must demonstrate the capability to manage FTA programs and oversee subrecipients in accordance with federal requirements, including proper monitoring, reporting, and technical assistance.

{% set area = assessments | selectattr('review_area', '==', 'Technical Capacity – Program Management & Subrecipient Oversight') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

5.   Technical Capacity – Project Management

Basic Requirement: The recipient must demonstrate the capability to manage capital and planning projects in accordance with federal requirements, including proper project oversight, change management, and adherence to project schedules and budgets.

{% set area = assessments | selectattr('review_area', '==', 'Technical Capacity – Project Management') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Technical Capacity – Project Management.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

6. Transit Asset Management

Basic Requirement: The recipient must develop and implement a Transit Asset Management (TAM) plan that includes an inventory of capital assets, condition assessments, decision support tools, and investment prioritization.

{% set area = assessments | selectattr('review_area', '==', 'Transit Asset Management') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Transit Asset Management.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Transit Asset Management.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

7.   Satisfactory Continuing Control

Basic Requirement: The recipient must maintain satisfactory continuing control over FTA-funded equipment and facilities, including proper inventory management, disposition procedures, and maintenance of use records.

{% set area = assessments | selectattr('review_area', '==', 'Satisfactory Continuing Control') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Satisfactory Continuing Control.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

8.   Maintenance

Basic Requirement: The recipient must maintain FTA-funded equipment and facilities in good operating condition in accordance with the recipient's maintenance plan and industry standards.

{% set area = assessments | selectattr('review_area', '==', 'Maintenance') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Maintenance.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Maintenance.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

9.   Procurement

Basic Requirement: The recipient must conduct procurements in accordance with 2 CFR part 200 and FTA requirements, including competition, proper solicitation procedures, cost and price analysis, and inclusion of required clauses.

{% set area = assessments | selectattr('review_area', '==', 'Procurement') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Procurement.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Procurement.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

10.   Disadvantaged Business Enterprise (DBE)

Basic Requirement: The recipient must implement a DBE program in accordance with 49 CFR Part 26, including setting goals, maintaining a DBE directory, monitoring and reporting DBE participation, and ensuring prompt payment to DBE contractors.

{% set area = assessments | selectattr('review_area', '==', 'Disadvantaged Business Enterprise (DBE)') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Disadvantaged Business Enterprise.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Disadvantaged Business Enterprise.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

11.   Title VI

Basic Requirement: The recipient must ensure that no person is excluded from participation in, denied benefits of, or subjected to discrimination under any FTA-funded program on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964.

{% set area = assessments | selectattr('review_area', '==', 'Title VI') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Title VI.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Title VI.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: The recipient must comply with the Americans with Disabilities Act of 1990 and 49 CFR Part 37, ensuring that facilities and services are accessible to individuals with disabilities.

{% set area = assessments | selectattr('review_area', '==', 'Americans with Disabilities Act (ADA) – General') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Americans with Disabilities Act (ADA) – General.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Americans with Disabilities Act (ADA) – General.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

13. ADA – Complementary Paratransit

Basic Requirement: The recipient must provide complementary paratransit service that is comparable to fixed-route service for individuals with disabilities who are unable to use the fixed-route system, in accordance with 49 CFR Part 37.

{% set area = assessments | selectattr('review_area', '==', 'ADA – Complementary Paratransit') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for ADA – Complementary Paratransit.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for ADA – Complementary Paratransit.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

14. Equal Employment Opportunity

Basic Requirement: The recipient must have an Equal Employment Opportunity (EEO) program that complies with applicable federal requirements, including non-discrimination in hiring and employment practices.

{% set area = assessments | selectattr('review_area', '==', 'Equal Employment Opportunity') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Equal Employment Opportunity.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

15. School Bus

Basic Requirement: The recipient must comply with 49 USC 5323(f) and FTA regulations regarding the prohibition on providing school bus service, except under specific allowable circumstances.

{% set area = assessments | selectattr('review_area', '==', 'School Bus') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for School Bus.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for School Bus.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

16. Charter Bus

Basic Requirement: The recipient must comply with 49 USC 5323(d) and FTA regulations regarding the prohibition on providing charter bus service, except under specific allowable circumstances.

{% set area = assessments | selectattr('review_area', '==', 'Charter Bus') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Charter Bus.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Charter Bus.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

17. Drug Free Workplace Act

Basic Requirement: The recipient must comply with the Drug-Free Workplace Act of 1988, maintaining a drug-free workplace and implementing appropriate policies and procedures.

{% set area = assessments | selectattr('review_area', '==', 'Drug Free Workplace Act') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Drug Free Workplace Act.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Drug Free Workplace Act.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

18. Drug and Alcohol Program

Basic Requirement: The recipient must implement a drug and alcohol testing program in accordance with 49 CFR Part 655, including pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up testing.

{% set area = assessments | selectattr('review_area', '==', 'Drug and Alcohol Program') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Drug and Alcohol Program.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

19. Section 5307 Program Requirements

Basic Requirement: The recipient must comply with specific requirements for the Section 5307 Urbanized Area Formula Program, including planning, coordination, and reporting requirements.

{% for assessment in assessments if assessment.review_area == section_5307_name %}{% set area = assessment %}{% break %}{%

endfor %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Section 5307 Program Requirements.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

20. Section 5310 Program Requirements

Basic Requirement: The recipient must comply with specific requirements for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, including coordination with other transportation providers and appropriate project selection.

{% for assessment in assessments if assessment.review_area == section_5310_name %}{% set area = assessment %}{% break %}{%

endfor %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Section 5310 Program Requirements.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Section 5310 Program Requirements.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

21. Section 5311 Program Requirements

Basic Requirement: The recipient must comply with specific requirements for the Section 5311 Formula Grants for Rural Areas Program, including planning, coordination with rural stakeholders, and appropriate fund distribution.

{% for assessment in assessments if assessment.review_area == section_5311_name %}{% set area = assessment %}{% break %}{%

endfor %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Section 5311 Program Requirements.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Section 5311 Program Requirements.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: The recipient must develop, implement, and maintain a Public Transportation Agency Safety Plan in accordance with 49 CFR Part 673, including safety performance targets, safety management policies, and safety risk management processes.

{% set area = assessments | selectattr('review_area', '==', 'Public Transportation Agency Safety Plan (PTASP)') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Public Transportation Agency Safety Plan.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Public Transportation Agency Safety Plan.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

23. Cybersecurity

Basic Requirement: The recipient must implement appropriate cybersecurity measures to protect FTA-funded systems and data from cyber threats, in accordance with FTA guidance and industry best practices.

{% set area = assessments | selectattr('review_area', '==', 'Cybersecurity') | first %}

{%p if area.finding == "D" %}

Finding: {{ (area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1 }} deficienc{{ 'y was' if ((area.deficiency_code.split(',') | length) if area.deficiency_code and ',' in area.deficiency_code else 1) == 1 else 'ies were' }} found with the FTA requirements for Cybersecurity.

Deficiency Code(s): {{ area.deficiency_code }}

Deficiency Description: {{ area.description }}

Corrective Action(s) and Schedule: {{ area.corrective_action }}{% if area.due_date %} Due date: {{ date_format(area.due_date) }}.{% endif %}{% if area.date_closed %} Date closed: {{ date_format(area.date_closed) }}.{% endif %}

{%p elif area.finding == "ND" %}

Finding: During this {{ project.review_type }} of {{ project.recipient_acronym }}, no deficiencies were found with the FTA requirements for Cybersecurity.

{%p elif area.finding == "NA" %}

Finding: Not applicable.

{%p endif %}

V.   Attendees

Name	Title	Phone Number	E-mail Address
Recipient Name			
[Subrecipients]			
[Contractors/Lessees]			
FTA			
Contractor			

VI.   Appendices