

VVTA FTA Section 5310



Agency Monitoring Program

General Agency Information	
Agency Name	
Date	
Contact Name	
Phone Number	
Email Address	

General 5310 Questions	
What type of 5310 funded project has your agency been awarded?	Check all that apply
Operating Assistance	
Mobility Management	
Vehicle	
Equipment	

Type of Clients	
What type of clientele is served daily?	Check all that apply
Seniors	
Individuals with disabilities	
General public	
Other – Youth/Veterans	

Title VI Requirements	
Submitted Title VI Plan to VVTA?	
Yes	
No	
Title VI Notices posted at:	
Agency's Website	
Public areas agency's office	
Transit Vehicles	
Instructions on filing a Title VI discrimination complaint/complaint form?	
Yes	
No	
Any Title VI investigations, complaints, lawsuits?	
Yes	
No	

Americans with Disabilities Act Requirements	
Does your agency have a process in place to resolve disability-related complaints from the public?	
Yes, please explain	
No	
Has your agency received any complaints of discrimination due to disability?	
Yes, please explain	
No	
Does the FTA Office of Civil Rights have any open complaints on file against your agency?	
Yes	
No	
Americans with Disabilities Act Service Provisions Requirements	
Are communications and public information about transportation services available using accessible formats and technology?	
Yes	
No, please explain	
ADA complaint process: is the policy made available on agency's website or other public information site?	
Yes	
No, please explain	
Does the agency keep a summary of complaint files for at least five years?	
Yes	
No, please explain	
Does the subrecipient have a reasonable modification policy? If so, provide a copy	
Yes	
No	
Is the policy on your website?	
Yes	
No, please explain	

Operating Assistance Projects	
Contract Number with VVTA	
On track to meet performance measures outlined in your 5310 application?	
If your agency is not on track to meet its Performance Measures, what steps has your agency taken to get your project back on track?	
Has the description of the project changed since the application? If so, please explain.	

Mobility Management Projects	
Contract Number with VVTA	
On track to meet performance measures outlined in your 5310 application?	
If your agency is not on track to meet its Performance Measures, what steps has your agency taken to get your project back on track?	
Has the description of the project changed since the application? If so, please explain.	

Vehicle Purchasing and Vehicle Monitoring Projects	
Is the vehicle used to transport seniors and individuals with disabilities?	
Are lifts working properly and are properly used?	
Do you allow adequate time for a rider to board and de-board your vehicle?	
What type of service do you provide?	
Subscription	
Dial a Ride	
Fixed Route	
Other (Explain)	
Service area in application is still accurate?	
Yes	
No, please explain	
Daily hours of operations?	
Primarily serve seniors and those with disabilities?	
Yes	
No, please explain	
Are you coordinating with agencies mentioned in your applications?	
Yes	
No, please explain	
Describe new coordination of vehicles or related activity identify coordinating agency?	
Certificate of Liability current?	
Yes	
No	
Is there Preventative Maintenance program in place?	
Yes	

No	
Show proof of PM Program Plan	
Please provide the following:	
Driver's record – participates in DMV Pull Notice Program	
System for dispatching vehicles and training staff in dispatch	
Last CHP Inspection Report Available	
New Driver Orientation/Classroom/Behind the Wheel	
On-going driver safety training	
Sensitivity Training	
Emergency Preparedness, First Aid, CPR	
Contingency Plan	
Driver's authorized vehicle trip record	
Daily Vehicle Inspection Report	
Inspection, Maintenance Reports	
Drug Testing, if appropriate	
Any vehicle involved in an accident?	
Yes, was it reported to VVTA?	
No	

Equipment Project	
Contract Number with VVTA	
Base Station	
Yes	
No	
Computer	
Yes	
No	
Tablets	
Yes	
No	
How is the computer utilized?	