

# 5310 Compliance Monitoring

Successful applicants are subject to compliance oversight from TDOT Multimodal, including regular reporting and participation in on-site or virtual reviews. Subrecipients must be in compliance at the time of application submittal to be eligible for new 5310 awards.

## Ongoing Required Vehicle Reporting

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Upon delivery of awarded vehicles, grantees will be required to submit the following reports at regular intervals.

- **Quarterly Reports** are due on the 20<sup>th</sup> of each January, April, July, and October.
- **Basic Vehicle Inspection Sheet** is due annually.
- **Basic Maintenance Log Sheet** is due annually.
  - For vehicle maintenance, you must follow the service intervals denoted in your Preventative Maintenance Plan (e.g., Change oil every 5,000 miles, and save receipts).
  - Service must be performed on time at least 80% of the time.
  - Grantee must keep adequate maintenance records, including receipts for all maintenance performed and a log for each vehicle of maintenance performed.

## Other Required Vehicle Reporting

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In addition to maintenance reporting, reporting is required for the following reasons.

- Grantee must track and report all **Incidental Use** of the 5310 vehicles.
- If a vehicle is not in use for more than 30 days, an **Out of Service Request Form** must be submitted.
- If grantee wants to dispose of a vehicle, grantee will have to submit a **Request for Title Form**, and a **Final Disposal of Vehicle Capital Asset Information Sheet**. If selling the vehicle, a public sale must be conducted. Please contact Lesley Unterwegner for a thorough explanation of this process.

All Vehicle Reporting Forms can be found at the bottom of the [5310 Program website](#) in the “Required Vehicle Reporting” section. For any questions regarding vehicle reporting, please contact our Transit Asset Coordinator at [Lesley.Unterwegner@tn.gov](mailto:Lesley.Unterwegner@tn.gov) or (615) 741-8742.

## Triennial Compliance Reviews

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TDOT Multitmodal will conduct on-site or virtual reviews with each agency every three years, at minimum. These reviews will provide oversight and technical assistance in the following areas:

- **Title VI and Limited English Proficiency**
  - Grantees must have a designated Title VI Coordinator and a designated ADA Coordinator listed in their Organizational Chart.
  - Grantees must have a Title VI Assurance Statement and Limited English Proficiency poster posted in an open space where it is visible. Title VI notice must include Local, State, and Federal contact information.
  - Grantees must submit a Title VI Assessment to the TDOT Civil Rights Office.
    - Approval must be renewed every 3 years.
    - Please contact your respective Title VI Coordinator for a copy of the required assessment, and technical support.
      - Regions 1&2: [Pamela Sharp](#)
      - Regions 3&4: [James Wes White](#)
    - Grantees are encouraged to attend virtual trainings offered by the TDOT Civil Rights Division. TDOT subrecipients can register for the upcoming trainings on the Civil Rights Division's [website](#).
- **Equal Employment Opportunity**
  - Grantees must have a designated EEO Officer in the Organizational Chart.
  - Grantees must have the EEO Statement Poster and the EEO Supplement Sheet posted in an open space, visible to the public. (You may download the latest posters from the Department of Labor website: <https://www.dol.gov/general/topics/posters>).
  - EEO Policy should be included in Personnel Policies/Employee Handbooks/Job Applications/Notices.
- **Americans with Disabilities Act**
- **Vehicle Safety and Accessibility Feature Maintenance**
- **Other State and Federal Requirements, such as:**
  - Comptroller's hotline number posted in an area visible to the public.
  - Asset inventory containing all required elements.

**Additionally, agencies may be selected for review by the Federal Transit Authority.**

Further information and training on these topics are available on our [website](#) under the "Other Compliance Documents" section. If you have questions regarding items covered in the 5310 compliance reviews, please contact Nicky Moore at (615) 741-3865 or [Nicquayleonntea.Moore@tn.gov](mailto:Nicquayleonntea.Moore@tn.gov).