

20.205-7

HIGHWAY PLANNING AND CONSTRUCTION

State Project/Program: SAFE ROUTES TO SCHOOL PROGRAM (SRTS)

U. S. Department of Transportation

Federal Authorization: 23 U.S.C. , Section 1404 of the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users Act* (SAFETEA-LU) signed into Public Law (P.L. 109-59) on August 10, 2005, 23 CFR and 49 CFR, MAP ACT

State Authorization:

**North Carolina Department of Transportation
Integrated Mobility Division**

Agency Contact Person – Program

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The auditor should not consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the auditor should be prepared to justify departures from the suggested procedures. The auditor can consider the supplement a “safe harbor” for identification of compliance requirements to be tested if the auditor performs reasonable procedures to ensure that the requirements in the Supplement are current. The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

The Single Audit Compliance Unit within the NCDOT Office of Inspector General (OIG) reviews all single audits, financial audits, and management letters of all “grantees”. We are looking at both the presentation (information as to program, pass-through and state funding, and NCDOT identification numbers) and the dollar amounts presented versus our records. Any reports not received will be requested.

Grants must be properly identified by program name (Bicycle and Pedestrian Transportation Enhancement Program) and WBS number on the Schedule of Expenditures of Federal and State Awards. This information is available from the agreement with NCDOT; program name is in the second/third paragraph while the WBS number is on the upper right hand corner of the first page. Grantor and/or pass-through grantor, program title and CFDA number should also be included. Please do not combine like projects into one dollar amount since we would need to call you for the breakdown; please report total award amount, Federal , State and local share.

On NCDOT’s confirmation from the Grant Master List (GML) published by NCDOT Fiscal Department, these moneys are shown as CFDA number 20.205-7.

I. PROGRAM OBJECTIVES

Safe Routes to School (SRTS) is a federally funded program that (1) enables and encourages children, including those with disabilities, to walk and bicycle to school, (2) makes bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age, and (3) facilitates the planning, development, and implementation of projects and activities that will improve and reduce traffic, fuel consumption, and air pollution in the vicinity of elementary and middle schools.

II. PROGRAM PROCEDURES

Through a competitive application process, local units of government may use this program funding to construct new bike lanes, pathways, and sidewalks, as well as to launch Safe Routes education and promotion campaigns in elementary and middle schools. There is no local funding match required. Grant applications are comprehensive in nature and address infrastructure (engineering) and non-infrastructure (education, enforcement and encouragement) aspects. Eligible recipients include state, local and regional agencies, and non-profit organizations. Primary beneficiaries must be K-8th grade students. Infrastructure projects must be within two miles of a school and on public property or private land with legal public-access easements.

A funded jurisdiction must execute a local agreement with the NCDOT prior to receiving a funding award. This agreement will outline the responsibilities of each party, the terms of reimbursement and the deliverables. Selected entities will receive a formal Notice to Proceed from NCDOT. Costs incurred before this time are not a reimbursable expense. Funding is provided on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS

The federal granting agency has issued a compliance supplement that should be used in conjunction to this compliance supplement issued by the State Agency. Please refer to [2 CFR Part 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Final Rule.

In developing the audit procedures to test compliance with the requirements for a Federal program, the auditor should first look to [Subpart F](#) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

A. ACTIVITIES ALLOWED OR UNALLOWED

Compliance Requirements - Funds must be expended as specified in the reimbursement agreement and specifications which incorporate the project scope.

Audit Objective - Determine that expenditures were made as specified in the reimbursement agreement and scope of project.

Suggested Audit Procedure - Ascertain whether or not expenditures were for activities specified in the reimbursement agreement and letter giving notice to proceed with project.

B. ALLOWABLE COSTS / COST PRINCIPLES

Compliance Requirement - Local units of government, including cities and counties, are eligible. These local units of government should be eligible for sales tax refunds under G.S. 105-164.14 (b) or (c); if they cannot qualify, then these local units of government should take the steps necessary to become eligible. Sales tax paid which may be requested from the N. C. Department of Revenue as a refund is an ineligible charge.

Audit Objective - Determine that the authority is eligible for the refund and that NCDOT did not reimburse any sales taxes eligible for refund.

Suggested Audit Procedure - Review financial records and ascertain that no sales taxes were billed to the project.

C. CASH MANAGEMENT

The grant is funded on a reimbursement basis. No testing is required at the local level. Reimbursement requests are reviewed for appropriate documentation of payment prior to reimbursement.

D. RESERVED

E. ELIGIBILITY- Not Applicable

F. EQUIPMENT AND REAL PROPERTY MANAGEMENT

Compliance Requirement – NCDOT has adopted the policies and procedures for equipment and real property contained in the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). Acquisition of real property is permitted if identified in the approved project scope and memorialized in the local agreement. Equipment purchase is not permissible under this program.

Audit Objective – Determine if grant funds were used to purchase equipment or real property.

Suggested Audit Procedures

1. Review invoices to determine if property was purchased.
2. Determine if real property acquisition was handled in accordance with the appropriate regulation and scope of project.

G. MATCHING, LEVEL OF EFFORT, EARMARKING

1. Matching – Not applicable. No testing required at the local level.
2. Level of Effort – Not applicable. No testing required at the local level.
3. Earmarking – Not applicable. No testing required at the local level.

H. PERIOD OF PERFORMANCE

Each grant discloses a period of performance in accordance with the

The project period of performance is established in the local agreement.

Audit Objective - Determine whether the subrecipient complied with the period of performance.

Suggested Audit Procedures

1. Examine the approved local agreement and any amendments to determine the period of performance.

I. PROCUREMENT, SUSPENSION & DEBARMENT

1. Solicitation of Bids

Compliance Requirement - LPAs must award construction contracts on the basis of the lowest responsive bid submitted by a bidder meeting the contracting agency's criteria for responsibility. Competitive bidding is required unless the contracting agency is able to demonstrate to FHWA that some other method is more cost effective or that an emergency exists (23 USC 112 (b)(1); 23 CFR sections 635.104 and 635.114). Contracting agencies also may procure construction services through competitive proposals by using design-build contracts (23 USC 112(b)(3); 23 CFR part 636) or construction manager/general contractor contracts (23 USC 112(b)(4)). For construction contracts, bidding documents must be advertised for at least 3 weeks, unless a shorter period is justified in the project files. Recipients may not negotiate with the potential contractors during the time between bid opening and contract award (such negotiations would be noted in the contract files). Awards must be made to the lowest responsible bidder. If the award was made to a bidder other than the low bidder, then the project files must contain justification (23 CFR sections 635.112(b), 635.113, and 635.114).

N.C.G.S. 143-129 requires the solicitation of bids on construction or repair work requiring expenditure of public money in an amount equal to or more than five hundred thousand dollars (\$500,000) or purchases in an amount equal to or more than ninety thousand dollars (\$90,000). N.C.G.S. 143-131 states that all contracts for construction or repair work or for the purchase of apparatus, supplies, materials, or equipment, involving the expenditure of public money in the amount of thirty thousand dollars (\$30,000) or more, but less than the limits prescribed in G.S. 143-129, shall be made after informal bids have been secured.

Audit Objective – Determine if bids, formal or informal, were required and if required were received.

Suggested Audit Procedure - Verify that municipality has properly solicited bids and that the contract was awarded to the lowest qualified.

2. Debarment

Compliance Requirement – It is the policy of NCDOT not to enter into any agreements with parties that have been debarred by any government agency. The entity's agents or contractors shall not be presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions by any Federal or State Department or Agency.

Audit Objective – Determine that the entity has not entered into any agreements with parties that have been debarred by any government agency.

Suggested Audit Procedure - Ascertain whether or not the entity has not entered into any agreements with parties that have been debarred by any government agency.

J. PROGRAM INCOME

Not applicable. No testing required at the local level.

K. RESERVED

L. REPORTING

Compliance Requirement. NCDOT requires progress be monitored through on-site inspection, standard progress reports and financial reports. Written reports must be submitted prior to reimbursement with appropriate detail and documentation of activities and expenditures. Reports are submitted and reviewed by the local programs section of NCDOT prior to being approved for reimbursement. Reports are submitted as work progresses and as required under the local agreement.

Audit Objective – Determine that reports were received by NCDOT before reimbursement.

Suggested Audit Procedure - Ascertain whether or not the jurisdiction submitted written reports to NCDOT before reimbursement was issued.

M. SUBRECIPIENT MONITORING

This requirement is not applicable. No testing required at the local level.

N. SPECIAL TESTS AND PROVISIONS

Compliance Requirement - For most federally participating highway projects, the LPA must abide by Equal Employment Opportunity, Prohibited Interests, Title VI - Civil Rights Act of 1964, Davis-Bacon Wage Scale, and MBE/DBE Policies and Guidelines.

The applicability of Davis-Bacon to a project is dependent on the relationship or linkage of the project to a Federal-aid highway. If the project is not "linked" to a particular Federal-aid highway and is eligible based solely on function (i.e., a transportation facility, such as an independent bike path, etc.), then the Davis-Bacon requirements do not apply. Davis-Bacon requirements apply to projects greater than \$2,000 that

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are physically located within the existing right-of-way of a Federal-aid highway, regardless of the transportation alternative project characteristics.

Audit Objective - Determine whether the program incorporates and complies with the program requirements described above policies.

Suggested Audit Procedures

1. Obtain an understanding of the recipient's program
2. Determine the linkage of the project to a Federal-aid highway and ascertain the above policy is incorporated.
3. Review contracts for compliance with the requirements.