

FINAL REPORT

FY 2015 TRIENNIAL REVIEW

of the

**Metropolitan Council
Minneapolis, Minnesota
Recipient ID: 1305**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 5**

Prepared by:

Interactive Elements, Inc.

**Scoping Meeting Date: February 12, 2015
Site Visit Dates: September 9-11, 2015
Final Report Date: November 16, 2015**

I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of Metropolitan Council. The review was performed by Interactive Elements Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. Metropolitan Council's transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on Metropolitan Council's compliance in 17 areas. Deficiencies were found in the areas listed below.

Review Area	Deficiency Code	Deficiency Description
1. Financial Management and Capacity	D365	Lacking financial procedures
2. Technical Capacity	D208	Insufficient oversight of subrecipients/third party contractors
3. Maintenance	ND	
4. ADA	D306	ADA service provisions deficiencies: no policies or procedures evident for ADA service provisions of contracted services
5. Title VI	ND	
6. Procurement	D255	Subrecipient monitoring deficiencies
	D277	Insufficient documentation to support change orders
7. DBE	ND	
8. Legal	ND	
9. Satisfactory Continuing Control	ND	
10. Planning/ POP	ND	
11. Public Comment on Fare Increase and Major Service Reductions	ND	
12. Half Fare	ND	
13. Charter Bus	ND	
14. School Bus	ND	
15. Security	ND	
16. Drug-Free Workplace/ Drug and Alcohol Program	ND	
17. EEO	D144	Failure to obtain EEO plans from contractors

V. Summary of Findings

Review Area	Deficiency Code	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Capacity	D365	Lacking financial procedures	Submit to FTA Region 5 procedures addressing ECHO draws and management of grant funds. Procedures should be consistent across all divisions within Met Council. Submit to FTA Region 5 an explanation of the interest calculations made when duplication of ECHO draw was discovered and refunded.	2/5/16	10/28/15
2. Technical Capacity	D208	Inadequate oversight of subrecipient/third party contractor/lessees	Submit to FTA Region 5 a program plan for management of oversight of all contractors and subrecipients, including an organization chart indicating staff responsibilities for oversight. Specific procedures and staffing plans for oversight of contractors, and for oversight of subrecipients should be delineated.	4/1/16	
3. Maintenance	ND				
4. ADA	D306	ADA service provision deficiencies	Submit to FTA Region 5 Civil Rights Office procedures for ensuring that its ADA contractor complies with required service provisions.	4/1/16	
5. Title VI	ND				
6. Procurement	D255	Subrecipient monitoring deficiencies	Develop and submit to FTA Region 5 a procurement monitoring program for subrecipients and evidence that program has been implemented.	4/1/16	11/5/15
	D277	Insufficient documentation to support change orders	Develop and submit to FTA Region 5 procedures that address the requirement developing, evaluating and managing change orders associated with FTA-funded procurements.	4/1/16	
7. DBE	ND				
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/ POP	ND				
11. Public Comment on Fare Increase and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				

Review Area	Deficiency Code	Deficiency	Corrective Action	Response Date	Date Closed
16. Drug-Free Workplace/ Drug and Alcohol Program	ND				
17. EEO	D144	Failure to obtain EEO plan from subrecipients/contractors	Obtain an EEO plan from all contractors meeting the threshold. Met Council must submit First Transit's plan to FTA Region 5 Civil Rights Office. Provide assurance to FTA Region 5 that all contractors with fifty or more employees will be required to submit an EEO plan every three years, and these will be reviewed and approved by Met Council.	4/1/16	