



**DATE:** June 12, 2023  
**TO:** Hanna Cockburn, Director of Transportation  
**FROM:** Internal Audit Division  
**SUBJECT:** Section 5307 CRRSAA Review  
(No Response Required)

The Internal Audit Division has conducted a review of the FTA Section 5307 CRRSAA Award. The award, listed as NC-2021-016-0, provided \$5,325,007.00 of Section 5307 funding with no local match required.

The funding was provided through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), signed by President Trump on December 27, 2020. The CRRSAA provided for the Federal Transit Administration (FTA) to award a total of \$14 billion in Federal funding allocations to support the Nation's public transportation systems during the COVID-19 public health emergency.

The City of Greensboro was also awarded a Section 5310 CRRSAA Award of \$46,083.00 that will be reviewed separately.

The objectives of our review were to:

- Obtain and review the agreement with the Federal Transit Administration (FTA) for guidelines and allowable expenditures.
- Review a sample of expenditures and verify that the expenditures have appropriate documentation and are within contractual guidelines.
- Verify amounts billed to the FTA were calculated correctly and have been received.
- Verify that FTA reports are complete, accurate and submitted by the applicable deadlines.

#### **Agreement**

We obtained the award documentation from David Pegg, Grants Administrator with the Greensboro Department of Transportation – Public Transportation Division. The award was provided by the Federal Transit Administration (FTA) to the City of Greensboro.

The purpose of the funding was to help respond to and recover from the Covid-19 pandemic. It was noted this funding would help ensure the continuation of the City's fixed route and paratransit service during a time of reduced revenue and increased operating costs due in part to increased cleaning and disinfection of vehicles and employee protection measures, including installation of bus operator shields on vehicles and provision of masks and hand sanitizers to operators. It was noted that the City of Greensboro suspended fare collection on GTA from March 20, 2020 until January 4, 2021.

The period of performance listed in the award section, by the FTA, is June 15, 2021 to March 30, 2025. The period of performance noted in Part 2: Award Information (completed by the City of Greensboro) is stated as July 1, 2021 to June 30, 2022. The agreement required quarterly reporting consisting of a Milestone Progress Report (MPR) and a Federal Financial Report (FFR).

### **Expenditures**

Total expenditures on this award were \$5,325,007.00. We reviewed expenditures charged to the award that totaled \$1,822,844.06 or 34.2 % of award expenditures. We reviewed two invoices from Keolis for transportation services. The first item was the Keolis invoice for the month of August 2021 that had \$912,186.18 charged to the award. The second item was the Keolis invoice for the month of October 2021 that had \$910,657.88 charged to the award. We agreed amounts to the contract rates for the Fixed Route and Heat services. We also recalculated amounts on the supporting schedules that were provided with the invoices.

The supporting documentation for the reviewed items appears adequate and the expenditures appear to meet contractual guidelines.

### **Reimbursements**

Total award revenue was \$5,325,007.00. This represents 100% of total expenditures, which agrees to the award documents. It appears amounts billed are proper. \$4,432,983.00 was received on April 4, 2022 and \$892,024.00 was received on June 28, 2022. We reviewed the cash receipt entries in the Infor financial system for both these items. Amounts appear properly calculated and received.

### **Reporting**

We reviewed the Federal Financial Report (FFR) and Milestone Progress Report (MPR) for the period of October 1, 2022 through November 21, 2022. This was the final quarterly reporting for this grant. A copy of the reports were obtained from David Pegg, Grants Administrator. We recalculated amounts on the reports and agreed amounts to Infor financial amounts without exception. The FFR appears to have been submitted November 23, 2022 and the MPR appears to have been submitted November 30, 2022. It appears the reports were complete, accurate and submitted by the applicable deadline.

We would like to thank the staff of the Transportation Department for their assistance and cooperation during this review. If there are any questions concerning the details of this review, please call us at (336) 373-2230.



Garland Wells  
Internal Auditor



Len Lucas  
Internal Audit Director

cc: Larry Davis, Assistant City Manager  
Nasha McCray, Assistant City Manager  
Bruce Adams, Public Transportation Manager