

Jackson County Transit

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MEMO

DATE: January 10, 2023
TO: Jackson County Board of Commissioners
FROM: April L Alm, Director, Jackson County Transit
SUBJECT: Jackson County Transit Policies

As mandated by the NCDOT Integrated Mobility Division, a Proficiency Review was conducted for Jackson County Transit on October 19, 2022. This review typically occurs every three years for each NC transit agency. Upon review of Jackson County Transit's policies and procedures, two policies were affected and subject to Board approval.

Based on two findings, NCDOT IMD has recommended creating a policy on Cost Allowability for charges against Federal Awards and updating the current Americans with Disabilities Act of 1990 (ADA) policy regarding fixed route stop announcements. All findings must be corrected on or before the deadline date of **January 29, 2023**.

Corrective Action: A policy should be prepared by the subrecipient that addresses the procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of 2CFR § 200 and the terms and conditions of the Federal award. A template has been provided.

Correction Action: The subrecipient must revise its ADA Policy and training materials to ensure that all drivers and staff are aware of the bus stop announcement requirement for deviated fixed route service.

Upon approval of the ADA Policy by the Board of Commissioners, the new policy will be posted on the Jackson County Transit website.