

Frequently Asked Questions

Chapter 1 - Introduction

Do you understand the eligible assistance categories for your program?

Section 5310 Program--See page 1-2

Section 5311 Program--See page 1-3

Do you know your roles and responsibilities as a provider and as a CTD member in the Section 5310 or 5311 program? 1-6

Chapter 2 – Relevant Legislation and Eligibility

Does your agency comply with all applicable federal and state legislation? See Chapter 2

Is your agency eligible for Medicaid transportation and have you followed the appropriate steps to become a certified Medicaid provider? 2-8

Chapter 3 – Preparing Grant Applications and Grants Administration

Have you followed all of the steps outlined for applying for funding? 3-5

Have you signed and filed all of the required certifications and assurances? 3-3

Have you followed the appropriate local match requirements? 3-7, 3-8

Do you understand the eligible assistance categories? 3-6, 3-7

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What are the accounting guidelines for Section 5310? 4-2 to 4-4

How do you contract with the CTD? 4-5

What are the steps for scheduling and dispatching rides? 4-7 to 4-8

What should you do in case of an accident? 4-10 to 4-11

What reports must you maintain as a Section 5310 provider? 4-11 to 4-13

Chapter 5 – Section 5311 Program Management

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What are the accounting guidelines for Section 5311? 5-2 to 5-4

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How do you contract with the CTD? 5-5

What are the appropriate vehicle uses? 5-6

How should you market and label your vehicle? 5-7

What are the steps for scheduling and dispatching rides? 5-9

What should you do in case of an accident? 5-10 to 5-11

What reports must you maintain as a Section 5311 provider? 5-12 to 5-14

What should you do if you are unable to comply with Section 5311 program requirements? 5-15

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Have you had all of your vehicles properly inspected and have you kept accurate records of those inspections? 6-3

Have you shopped around for the best insurance coverage? 6-3, 6-4

Have you met all of the minimum insurance requirements for your vehicles? 6-3, 6-4

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Chapter 8 – Competitive Procurement

Has the CTD Council prepared specifications for vehicles requested? 8-1

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Are there established guidelines to consult when conducting an inspection of a new vehicle upon delivery? 8-2

Chapter 9 – Vehicle Sharing and Leasing Equipment

Does your agency share vehicles or trips with other transit providers? 9-1 and 9-3

Does your agency lease vehicles or other related equipment? 9-2

Has your agency entered into a joint purchasing agreement with another transit provider? 9-7

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Do the Buy America requirements apply to your organization? 10-1

Is your organization exempt from the Buy America requirements? 10-2

How does KDOT administer the Buy America program when a vehicle is purchased?
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Does your agency have a strategic plan? 11-1

Are the goals and objectives of the plan being implemented? 11-3

Does your plan need to be updated to reflect changes within your organization's goals and objectives? 11-4

Chapter 12 – Marketing Strategies

Does your agency have a logo? 12-6

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Does your agency provide personnel with safety and sensitivity training? 13-1

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Are you a member of RTAP, CTAA, or KPTA? 13-2

Does your CTD foster communication between providers, other CTDs and KDOT? 13-2

Does your agency have policies governing ridership? 13-3

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What is the role of the CTD? 14-3

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Has your CTD signed an assurance with KDOT that it will not violate Title VI of the Civil Rights Act, the Equal Employment Opportunity Act, and the Disadvantaged Business Enterprises Act? 17-1

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Chapter 18 – FTA Drug and Alcohol Program and Drug-Free Workplace Requirements

Are you subject to FTA drug and alcohol regulations? 18-1

Does your agency have a written substance abuse policy? 18-1

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