PTC Checklist for ARRA Special Audit Monitoring

The optional checklist is an internal document and used to assist the PTC in their preparation for an on-site special audit visit.

Transit Agency:	Date:
District and Region:	

Preparation for ARRA Site Visit	Y	N
1. Confirmation through regional contact or shared electronic records that all reporting for ARRA projects is current and up to date?	☐	☐
2. ARRA Project Grant Agreement, including attachments and amendments reviewed?	☐	☐
3. Records associated with ARRA project procurement reviewed, including PTN-124 checklist, procedures, bids, awards and agreements?	☐	☐
4. Any subrecipient subcontracts associated with ARRA projects reviewed, including applicable DBE requirements from Master Grant Agreement?	☐	☐
5. Records associated with ARRA special provisions reviewed, including any false claims and current registration with CCR/DUNS?	☐	☐
6. Affidavits for ARRA funding recipients and sub-recipients reviewed?	☐	☐
7. Guidelines for posting of ARRA/Tiger logos/emblems and whistleblower poster reviewed?	☐	☐
8. Is all inputting into PTMS system for ARRA projects current and up to date?	☐	☐
9. Any items requiring review or follow-up? If yes, list items:	☐	☐
10. Site visit appointment scheduled?	☐	☐
11. Comments/Notes:		

By:	
Public Transportation Coordinator	**Date**

Contact / Help

Print Form