

**Transportation Subsidy Program
Annual Recertification
Transportation Subsidy Coordinator Checklist**

Washington, DC National Capital Region and Denver Property Management, Bureau of Reclamation,
Transportation Subsidy Program Coordinators

Pre-Recertification Assignments

1. Schedule a briefing meeting with Regional Transportation Subsidy Program Coordinators/Points of Contact/ Fare Media Distributors.
2. Notify Transportation Subsidy Program applicants that the Annual Recertification will be taking place from Wednesday, August 15 – Thursday, November 1, 2012.
 - Recommendations: Send out emails, post signs, schedule Recertification meetings, etc.
3. Post signage during the Recertification Period: August 15 – November 1, 2012.
 - Awaiting authorization to forward a written template to the Washington National Capital Region Transportation Subsidy Program Coordinators and Denver Property Management, Bureau of Reclamation to display on signs and a poster board to display at non-Main Interior sites in the Washington area.
 - Signs at the Main Interior/South Interior Buildings will be managed by the NCR Nation-wide Transportation Subsidy Program, Program Manager.
4. Forward all Coordinator Resources to counterparts Outside of the National Capital Region:
 - Transportation Subsidy Program Recertification Announcement
 - Recertification Schedule (Coordinators)– Contains Coordinators email addresses with schedule
 - Recertification Schedule (Participants) – Contains an at-a-glance view of schedule
 - Transportation Subsidy Program Coordinator – Annual Recertification Checklist
 - Recertification Statement Form – Use for Monthly Subsidy participants
 - Annual Passes Recertification Statement Forms – Use for Annual Pass participants
 - C-Tran
 - Eco Pass
 - Lloyd Trimet
 - Seattle Annual Orca Card
 - DOI Recertification Instructions and Enrollment:
 - Master Spreadsheet - Regional-DOI-Annual Pass (from Department of Transportation)
 - Master Spreadsheet – NCR (from DOT)
 - Master Spreadsheet - Regional DOI (from DOT)
5. Identify the days of the week to submit data files to the Department of Transportation.
6. Communicate the recognized password to Regional Coordinators/Points of Contact & Fare Media Distributors.
7. Notify ALL Regional Coordinators/Points of Contact & Fare Media Distributors that they should carbon copy you on weekly submission of their spreadsheets to the Department of Transportation.
8. Refer Transportation Subsidy Program ALL Regional Coordinators/Points of Contact & Fare Media Distributors and Transit Subsidy Benefit and Annual Pass participants to the Recertification page. This webpage will be available within the next few days for all to view and keep abreast of important dates, changes and/or obtain information, e.g., forms, FAQs, Transit Benefit Integrity Awareness Training links, etc:
 - http://www.doi.gov/ofas/support_services/transportation_subsidy_recert.cfm
 - http://www.doi.gov/ofas/support_services/transportation_subsidy.cfm

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ALL Transportation Subsidy Program Coordinators

New Applicant Verification (Non-Annual Pass Participants)

1. Verify Transportation Subsidy Benefit and Annual Pass Participants applications disclose/provide all information required, e.g., employee's home address (including the street name), employee's work address, employee's commuting cost breakdown is completed on the Expense Worksheet.
2. Request a print out of the travel plan(s) and cost for each transit authority the employee identifies as his/her mode of transportation.
3. Ensure supervisor or person of authority signs the application verifying costs were reviewed for reasonableness.
4. Ensure funds approving official certifies funds are available.

Annual Pass Participant Registration

1. Place the names of these eligible participants onto the appropriate sheet, *Master Spreadsheet: Regional-DOI-Annual Pass*, assigning active.
 - An active participant – is an employee that is a current participant of the annual pass program.
2. Fill-in the spreadsheet as the Department of Transportation has requested. See *Instructions for Completing the Application Submission Forms* page on Master Spreadsheet.
3. Submit complete spreadsheets to Tracy Harpold (Tracy.Harpold@dot.gov), Melanie Buck (Melanie.Buck.CTR@dot.gov) at the Department of Transportation and your Washington, DC National Capital Region and/or Denver Property Management, Bureau of Reclamation, Transportation Subsidy Program Coordinator. There are two submission options, to consider:
 - Submission Option 1: Washington, DC National Capital Region and Denver Property Management, Bureau of Reclamation, Transportation Subsidy Program Coordinators, send spreadsheets bi-weekly (every other week) or weekly to Department of Transportation. Request Regional Coordinators to send spreadsheets on a specified day of the week; extract content from those spreadsheets and place on your Master Spreadsheet; and then forward the combined content to all spreadsheets to Department of Transportation.
 - Submission Option 2: Regional Coordinators send spreadsheets bi-weekly (every other week) or weekly to Department of Transportation on a specified day of the week to the Department of Transportation.
4. Annual Pass areas that are transitioning to the TRANServe [Federal Debit Card](#), complete the Department of Transportation Master Spreadsheet Debit Card Enrollment form, that was sent via email by Tracy Harpold.
5. Encrypt all electronic files containing PII before emailing between DOI-DOI (internal) and DOI-DOT (external).
6. Use recognized password when submitting files to the Department of Transportation.
7. Print-out final electronic DOI Learn *Transit Benefit* report and maintain for your records. (Washington, DC National Capital Region (NCR) Coordinators/ Denver Property Management, Bureau of Reclamation will forward to the regions.)
8. Maintain a Fiscal Year 13 Recertification Binder, with the following Transportation Subsidy Program records, e.g., Integrity Training Certificates if necessary, the Recertification Statement (for applicants with no changes), final Recertification Master Spreadsheets from all regions and the final electronic DOI Learn *Transit Benefit* report.

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Department of Transportation Master Spreadsheets Completion

1. Transfer names of existing participants onto the appropriate Department of Transportation Master Spreadsheets: National Capital Region, Regional DOI, or Regional DOI-Annual Pass.
2. Fill-in the spreadsheet as the Department of Transportation has requested. *See Instructions for Completing the Application Submission Forms page on Master Spreadsheet.*
3. Identify the days of the week to submit data files.
4. Submit complete spreadsheets to Tracy Harpold (Tracy.Harpold@dot.gov), Melanie Buck (Melanie.Buck.CTR@dot.gov) at the Department of Transportation and your Washington, DC National Capital Region and/or Denver Property Management, Bureau of Reclamation, Transportation Subsidy Program Coordinator. There are two submission options, to consider:
 - Submission Option 1: Washington, DC National Capital Region and Denver Property Management, Bureau of Reclamation, Transportation Subsidy Program Coordinators, send spreadsheets bi-weekly (every other week) or weekly to Department of Transportation. Request Regional Coordinators to send spreadsheets on a specified day of the week; extract content from those spreadsheets and place on your Master Spreadsheet; and then forward the combined content to all spreadsheets to Department of Transportation.
 - Submission Option 2: Regional Coordinators send spreadsheets bi-weekly (every other week) or weekly to Department of Transportation on a specified day of the week to the Department of Transportation.
5. Encrypt all electronic files containing PII before emailing between DOI-DOI (internal) and DOI-DOT (external).
 - Recommendation – Use the existing password recognized between DOI Washington, DC National Capital Region (NCR) Coordinators/ Denver Property Management, Bureau of Reclamation and Department of Transportation Transit Benefit Program Manager, Tracy Harpold.
6. Use recognized password when submitting files to the Department of Transportation.
7. Carbon copy, Washington, DC National Capital Region and Denver Property Management, Bureau of Reclamation, Transportation Subsidy Program Coordinators on spreadsheet submissions to the Department of Transportation, if using Submission Option 2.
8. Submit total recertified participants to Washington, DC National Capital Region and Denver Property Management, Bureau of Reclamation, Transportation Subsidy Program Coordinators at the conclusion of each regional end date; and forward your bureau/office totals to Michellé D. Howard-Hanson at the end of each period.
9. The last submission date for all Recertification documents to Department of Transportation should be Thursday, November 1, 2012.
 - Recommendation: Washington, DC National Capital Region (NCR) Transportation Subsidy Program Coordinators and Denver Property Management, Bureau of Reclamation provide your own deadlines to your Regional Coordinators/Point of Contacts & Fare Media Distributors counterpart
10. Washington, DC National Capital Region and Denver Property Management, Bureau of Reclamation, Transportation Subsidy Program Coordinators submits the totals recertified participants to Michellé D. Howard-Hanson on the final date of recertification deadline - Thursday, November 1, 2012.
11. Send only electronic files during recertification, (Department of Transportation spreadsheets) to your Washington, National Capital Region Coordinator and/or Denver Property Management, Bureau of Reclamation counterpart and to the Department of Transportation, except on occasions when there is a new applicant or applicant changes.

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12. Maintain a Fiscal Year 13 Recertification Binder, with the following Transportation Subsidy Program records, e.g., Integrity Training Certificates if necessary, the Recertification Statement (for applicants with no changes), final Recertification Master Spreadsheets from all regions and the final electronic DOI Learn *Transit Benefit* report.
13. **NOTE:** If applicant is a new enrollee to the Transit Subsidy Benefit and Annual Pass programs or the applicant has changes e.g., new account code structure number, new supervisor or office, new or modified mode(s) of transportation, increase/decrease in transportation commuting costs, follow regular business practices and forward a revised Application, Expense Worksheets, etc. to Washington, National Capital Region Coordinator and/or Denver Property Management, Bureau of Reclamation counterpart, in addition to the electronic files.

Coordinator Recertification Instructions

1. Ensure ALL Transit Subsidy Benefit and Annual Pass Participants recertify.
2. Ensure completion of the *Recertification Statement* and maintain copy for your records.
3. Verify completion of *Transit Benefit Integrity Awareness Training*.
4. Complete Master Spreadsheets, as per Department of Transportation spreadsheet instructions.
5. Submit weekly or bi-weekly to the Department of Transportation.
6. Finalize Master Spreadsheet submissions to Department of Transportation by close of each regional recertification end date. (*See Recertification Schedule to determine dates.*)
7. Washington, DC National Capital Region (NCR) Transportation Subsidy Program Coordinators and Denver Property Management, Bureau of Reclamation – Submit total recertified participants to Michellé D. Howard-Hanson by the close of each regional recertification deadline.
8. Print-out final electronic DOI Learn *Transit Benefit* report at the end of recertification and maintain for your records. (However if participant did not complete training through the online portal, they **MUST** provide a copy of their *Integrity Awareness Training Certificate of Completion*.)
9. Maintain a Fiscal Year 13 Recertification Binder, with the following Transportation Subsidy Program records, e.g., Integrity Training Certificates if necessary, the Recertification Statement (for applicants with no changes), final Recertification Master Spreadsheets from all regions and the final electronic DOI Learn *Transit Benefit* report.
10. **NOTE:** ALL Transportation Subsidy Program Coordinators will receive an electronic DOI Learn Transit Benefit Report (*Transit Benefit Integrity Awareness Training Course*) report twice weekly.
 - Washington NCR Transportation Subsidy Program Coordinators and Denver Property Management, Bureau of Reclamation will forward these reports to your Regional Coordinators/Points of Contact & Fare Media Distributors
 - Use these reports to verify participant completion of training requirements.
 - As long as the training event occurs during the Recertification period, participants will not have to provide a copy of their *Transit Benefit Integrity Awareness Training Certificate*. The electronic report serves as proof of completion. However, the participant **MUST** provide a certification of completion if it is a requirement or process of your Bureau/Offices.
 - If participant did not complete training through the online portal, they **MUST** provide a copy of their *Integrity Awareness Training Certificate of Completion*.
 - Participants **MUST** maintain a copy of the *Transit Benefit Integrity Awareness Training Certificate* for their records.