

## Section 5307 & 5339 Subrecipient Expectations – Grant Administration

The following is an *abbreviated* list of expectations for Section 5307 & 5339 Subrecipients. All compliance requirements, including grant administration, are outlined in IndyGo's Section 5307/5339 Program Management Plan.

**Best practices** are not explicitly required by FTA. Instead, they represent the highest standard in compliance. As such, IndyGo strongly encourages subrecipients to employ these practices. If a best practice item is not employed by your organization, IndyGo staff may discuss to determine the best course of action. All best practice items are labeled as such.

### Documentation & Recordkeeping

- **Best Practice** – Create and maintain a dedicated folder for all grant administration documents. This may include:
  - A directory of included documents
  - An outline of the organizational layout of the folder
  - A record of when required documents were last updated & when future updates are required
- **Retain a copy of the signed grant agreement(s)** and any subsequent signed amendment(s).
  - Copies must be retained for a minimum of three years following project closeout.
- **Retain a copy of your county's most recent financial audit**, including:
  - Description of any findings
  - Schedule of expenditures of Federal awards
- **Create and maintain a record of the location of the physical title(s)** for all FTA-funded vehicles.
  - In most cases, titles are stored at IndyGo offices.
  - In the event a title is stored at your county offices, keep the title in a secure location.
- **Create and maintain a record of FTA-funded procurements** for both vehicles and equipment.
  - Procurements may be performed by your county or by IndyGo, pursuant to the grant agreement.
- **Create and maintain a record of all reimbursement requests** for operating projects.
- **Best Practice** – Create and maintain an internal record of all local match amounts, including the source of match monies.