

## Section 5307 & 5339 Vendor Expectations – Grant Administration

The following is an *abbreviated* list of expectations for Section 5307 & 5339 vendors. All compliance requirements, including grant administration, are outlined in IndyGo's Section 5307 Vendor Oversight Checklist.

**Best practices** represent the highest standard in compliance. IndyGo encourages subrecipients to employ these practices to ensure a strong and effective program that maximizes the benefit to the public. Best practices do not modify or add to the regulatory requirements. Implementing best practices helps demonstrate compliance. *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 services contract(s)** and any subsequent signed amendment(s). This is the contract between your agency and your county.
  - Copies must be retained for a minimum of three years following project closeout.
- **Create and maintain a record of all training activities** relevant to the Section 5307/5339 program(s). This may include, but is not limited to:
  - Driver training
  - De-escalation training
  - Title VI/EEO/ADA training
- **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 agency, 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 agency 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.