

## Section 5310 Subrecipient Expectations – Asset Management

The following is an *abbreviated* list of expectations for Section 5310 Subrecipients. All compliance requirements, including asset management, are outlined in IndyGo's Section 5310 Program Management Plan.

**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.](#)

### Procedures & Documentation

- **Maintain adequate insurance coverage** as required by federal, state, and local law.
- **Create and maintain federally assisted asset inventory records (control records)** that include the following data elements:
  - Description
  - Identification number or serial number
  - Title holder
  - Acquisition date & cost
  - Federal participation percentage
  - Location
  - Useful life
  - Use & condition
  - Disposition data, including date of disposal and sale price, or method used to determine fair market value
- **Perform and document a physical inventory** of FTA-funded vehicles and equipment at least every two years. **Physical inventory records must be reconciled** with control records (see above).
  - Physical inventory records must include a complete listing of vehicle inventory, peak vehicle requirements, and active vehicles.
- **Retain all inventory records** for FTA-funded assets for a minimum of three years after disposal.

### Maintenance

- **Create a pre-trip inspection form** for all FTA-funded vehicles.
  - **Must include inspection of lift/ramp equipment.**
- **Perform a pre-trip inspection before *each* trip** and maintain records of such inspections.
- **Create a Preventive Maintenance Plan (PMP)** for all FTA-funded vehicles.
  - See the PMP training presentation for detailed explanation, made available on the subrecipient toolbox webpage.
- **Update the Preventive Maintenance Plan (PMP)** with the purchase of rolling stock.
  - See the PMP training presentation for detailed explanation.

- **Create and maintain maintenance activity records** for all FTA-funded vehicles.
  - Records must track all performed maintenance activities including inspections, preventive maintenance, and reactive maintenance.
- **Retain all maintenance activity records** for FTA-funded vehicles for a minimum of three years after disposal.
- **Create and maintain a procedure for tracking warranty claims** for all FTA-funded assets, if not already included in PMP. This procedure must include methods to:
  - Identify warranty repairs
  - Record warranty claims
  - Submit warranty claims to manufacturer
  - Follow up on unpaid claims
- **Best Practice - Include procedure for tracking warranty claims in the Preventive Maintenance Plan.**
- **Create and maintain warranty activity records** for all FTA-funded assets.
- **Retain all warranty activity records** for FTA-funded assets for a minimum of three years after disposal.

## Disposition

- **Obtain approval from IndyGo *before* the disposition** of FTA-funded assets.
  - See: **Equipment Disposition Form – Pre-Disposition Approval Request** made available in the subrecipient toolbox.
- **Notify IndyGo immediately *after* the disposition** of FTA-funded assets.
  - See: **Equipment Disposition Form – Post-Disposition Notification** made available in the subrecipient toolbox.
- **Retain all records of disposition** of FTA-funded assets for a minimum of three years after disposal. This includes:
  - Pre-Disposition Approval Request Form
  - Post-Disposition Notification Form
  - Proof of payment, receipt, or other proof of disposition
  - All insurance documentation, if applicable