

Section 5310 Subrecipient Expectations – Grant Administration

The following is an *abbreviated* list of expectations for Section 5310 Subrecipients. All compliance requirements, including grant administration, 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.*

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 agency's most recent financial audit**, including:
 - Description of any findings
 - Schedule of expenditures of Federal awards
- **Create and maintain a record of all training activities** relevant to the Section 5310 program. This may include, but is not limited to:
 - Driver 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 and/or mobility management projects.
- **Best Practice – Create and maintain an internal record of all local match** amounts, including the source of match monies.
- **Best Practice – Create and maintain an internal record of various program statistics** to prepare for submission of the Annual Vehicle Report (AVR) upon request by IndyGo.
 - See the AVR spreadsheet for a complete list of included statistics, made available on the subrecipient toolbox webpage.