

GoRaleigh FTA Section 5310 Application Checklist

This checklist is a resource for applicants for GoRaleigh FTA Section 5310 subrecipient funding to use in preparing to apply for funding and to be ready to manage funding if awarded. Items are divided by the stage of the application or award process that applicants/subrecipients must have information ready.

Program Readiness

Have you completed these parts of the application?

Yes	All subitems of item #2 Project Needs in Part II Project Narrative
Yes	Budgets

Application Readiness

Have you attached these items to your application submission?

Yes		Application
Yes		Budget
Yes		Local match documentation
Yes		Certifications and assurances
Yes		Written standards of conduct (including conflict of interest policy)
Yes	N/A	Certification of lease cost-effectiveness
Yes	N/A	Modified total direct cost worksheet
Yes	N/A	IRS form 990
Yes	N/A	W-9 form

Post-award Readiness

You can optionally attach these items to the application, but if you don't have them now, you will need to provide them once the awards are made if you are awarded. Additional supporting documents may be requested as part of the Post Award risk assessment process. Grant disbursements will not be made until all policies that meet grant requirements are created.

Ready	To be developed	List and bios of your organization's board of directors
Ready	To be developed	Your organization's org chart
Ready	To be developed	Your organization's org chart specifically for the division(s) that manage financial and programmatic aspects of grant
Ready	To be developed	FTA funded asset listing – inventory, depreciation, maintenance: applicable only if your organization has 5310-funded assets
Ready	To be developed	Procurement manual
Ready	To be developed	Indirect cost plan
Ready	To be developed	Annual audited financial statements (if you are a new applicant, you will need to provide copies from the last 3 fiscal years)
Ready	To be developed	State reports (state reviews, state maintenance), if applicable
Ready	To be developed	Triennial review report, if applicable
Ready	To be developed	Other reports (any federal/state/audit reports not listed above)
Ready	To be developed	Title VI notice/program
Ready	To be developed	ADA policy
Ready	To be developed	Drug and alcohol policy and testing – drug-free workplace
Ready	To be developed	Seat belt use policy
Ready	To be developed	Distracted driver's policy
Ready	To be developed	Safety and security procedures process for safeguarding equipment and valuable assets, including procedures to prevent loss, damage, or theft of assets

Ready	To be developed	Protection of sensitive information policy and process for safeguarding eligibility documentation for program participants and related personally identifiable information (PII)
Ready	To be developed	Federal tax liability and recent felony convictions certification

Required for NGOs

IRS form 990
W-9 form

Required for government agencies

Asset management policy
Transit Vehicle Manufacturer (TVM) certification/reporting

Checkpoint: Application and Readiness Considerations

Applicants should consider post-award and program management readiness requirements as they are developing their initial application to be prepared to receive and manage the grant. Applicants have the option to request funding for these needs in their application.

Key readiness elements detailed further along with other Program Management considerations on the following page include:

- Do I have a financial system that will separately track grant related expenses?
- Do I have a system to determine eligibility of participants (reimbursement is only available for services provided to individuals 65 or older and/or with a disability) and maintain the documentation?
- Do I have a safe method to store participants' personally identifiable information?
- If requesting reimbursement for personnel expenses, do I have a payroll system?

City of Raleigh staff can work with you to consider these elements, share examples and help you develop needed documents.

Program Management Readiness

This is for your information. If you are awarded, make sure that you are prepared to meet the following financial documentation requirements. Please note: you have the option to request funding to support various program management activities in your application.

	Reimbursement Request Invoice (template will be provided)
	Financial systems that can track Section 5310-funded activities separately from other activities
	Program narratives
	5310-funded trip details
	Listings of program participants and their related eligibility documentation (individuals 65 or older and/or persons with disability), including secure methods to store participants' personally identifiable information
	Microsoft Excel reimbursement template (template will be provided)
	Payroll system and records*, including: - Time sheets & payroll reports - Reconciliation of payroll report to the reimbursement template - Reconciliation of payroll to the General Ledger report *Only required if requesting payroll expenses for reimbursement
	Program expenditures, including easily-labeled detailed documentation about the following: - Invoices - Receipts - Vouchers - Approvals - Vehicles: If purchasing vehicles, backup documentation should include pre/post audit certifications, insurance, title, and inventory/asset reports identifying the equipment - Buy America certification (if applicable)
	Records retained until 3 years after you have submitted your last expenditure report and other pending matters are closed

Have Questions?

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