

FTA Section 5310 Federal Formula Grant Application Checklist

Summary: Initial applications for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funding are due May 14th, 2026. Oregon Department of Transportation (ODOT) staff will use the checklist below to review initial applications for completeness, clarity and eligibility. Applications that are incomplete, unclear or ineligible will be returned to applicants to make changes.

Application

- Lead Agency submitted "Lead Agency Application," not "Subrecipient Application."

Subrecipient Eligibility

- Subrecipient is a nonprofit organization or local governmental authority.
- Subrecipient is not disbarred in [SAM.gov](https://www.sam.gov).
- If subrecipient is listed as a non-profit, it is registered as active by [the Secretary of State](#).
- Subrecipient is currently not undergoing forensic audit.
- Subrecipient does not have repeat audit findings of significant deficient regarding control over financial reporting.

Project Eligibility

- Coordinated Plan is attached to application. Coordinated Plan has been adopted by governing board and is not a draft.
- Project and/or project activities are identified in the Coordinated Plan.
- Project includes only eligible activities: vehicle acquisition, other capital asset purchase, mobility management, purchased service, and/or preventive maintenance.
- Project activities are all related as part of a single project.
- Project serves small urban area (**small urban apportionment funding only**).
- Project serves rural area (**rural apportionment funding only**).

Vehicle Acquisition

- Activity designed to meet the specific transportation needs of older adults 65+ and/or individuals with disabilities.
- Agency is covered by ODOT's or their own TAM Plan.

- Independent cost estimate is attached, complete and for vehicle type described.
- Procurement milestones are reasonable.
- If vehicle replacement rightsizing project, vehicle to be replaced will have met useful life benchmark minimum for mileage and/or year by estimated delivery date of new vehicle.
- If vehicle is being right-sized, rationale for rightsizing is reasonable.

Equipment, Signs and Amenities, and Shelters

- Activity designed to meet the specific transportation needs of older adults 65+ and/or individuals with disabilities.
- Item description clearly describes the activity(s) entailed (e.g., purchase of passenger shelter(s), engineering or design for ADA pad construction, construction of ADA pad for passenger shelter).
- If for purchase of replacement support vehicle, vehicle to be replaced will meet age and/or miles minimums useful life benchmark by estimated delivery date of new vehicle.
- Procurement milestones are included and are reasonable.

Facilities: Bus Barns and Other Building

- Activity designed to meet the specific transportation needs of older adults 65+ and/or individuals with disabilities.
- Item description clearly describes the activity(s) entailed.
- Procurement milestones are included and are reasonable.

Mobility Management

- Activity designed to meet the specific transportation needs of older adults 65+ and/or individuals with disabilities.
- Activity description qualifies as mobility management: short-range planning, management activities, and/or projects for improving coordination among public transportation and other transportation service providers (operations activities are not mobility management).
- If contracted out, the procurement milestones are included and are reasonable.

Purchased/Contracted Services

- Activity designed to meet the specific transportation needs of older adults 65+ and/or individuals with disabilities.
- Description identifies who the purchaser is and (if known) the contractor.
- Service was or will be competitively procured.

- Service contract will expire during subgrant period and new procurement will be necessary.
- Procurement milestones are appropriate.

Client-only project

- If client-only project, provider will allow federally funded vehicle to be used by other PTSPs when vehicle is not scheduled for service **OR** provider will provide rides to non-clients when vehicle is not scheduled for client services

Environmental Review (used to determine if categorical exclusion worksheet is required)

- Project involves installation of equipment, preventive maintenance of buildings, or development of property acquired through a related project.
- Project involves acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a related project.
- Project involves preventive maintenance for electric vehicles or charging infrastructure.

Budget

- Budget adequately breaks out project costs.
- If they selected using negotiated indirect cost rate, attached approval letter matches the rate entered and calculation accurate.
- If *de minimis* rate is selected, *de minimis* indirect cost worksheet attached to application and accurate.
- If project administrative costs are identified, only direct costs are included and are reasonable.
- Proposed source of local match is allowable.
- Budget matches project activities and task descriptions

Other concerns

- Missing, incomplete or confusing information, project risk, subrecipient risk, etc.