

FTA Section 5311 Federal Formula Grant Application Checklist

Summary: Initial applications for Section 5311 Formula Grants for Rural Areas 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.

Applicant Eligibility

- Applicant is a pre-qualified 5311 subrecipient
- Applicant is not disbarred in [SAM.gov](https://www.sam.gov).
- Applicant is currently not undergoing forensic audit.
- Applicant does not have repeat audit findings of significant deficient regarding control over financial reporting.

Project Eligibility

- Project serves a rural area, or if project is inside an urbanized area, it adheres to requirements regarding eligible use ([FTA C 9040.1H](#), p. III-1).
- Project includes only eligible activities: project administrative costs, operations, capital asset acquisition, mobility management, and/or preventive maintenance.
- Project activities are all related as part of a single project.

Project Administrative Expenses

- Activities described are accurately categorized as project administrative expenses: e.g., salaries of the project director, secretary, and bookkeeper; marketing expenses; insurance premiums or payments to a self-insurance reserve; office supplies; facilities and equipment rental; standard overhead rates; and the costs of administering drug and alcohol testing.
- If contracted out, the procurement milestones are included and are reasonable.

Preventive Maintenance

- Preventive Maintenance Plan is attached.
- Project description clearly describes what is being maintained.
- Preventive Maintenance Plan covers the type of maintenance being funded.
- Project description identifies whether the preventive maintenance is being delivered in-house or contracted out.

- If contracted out, the procurement milestones are included and are reasonable.

Mobility Management

- Activities described are accurately categorized 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.

Vehicle Acquisition

- 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 or 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.

Operations (Note: under 5311 regulations, purchased/contracted services are categorized as operations for determining federal and local match)

If operations are contracted out...

- Application identifies who the purchaser is and (if known) the contractor.
- If contractor is a governmental entity, an intergovernmental agreement has been or will be executed.
- If contractor is or will be with a non-governmental entity, then the contract was or will be competitively procured according to the appropriate procurement requirements for the funding amount.
- Procurement milestones are appropriate.

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

- Total allocation estimate is programmed for projects.
- Budget adequately breaks out project costs.
- If negotiated indirect cost rate is selected, 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.