FTA 5310 Subrecipient
Documents Required

**Required one time with application, or any time changes are made:**

- Federal Tax information indicating 501 (c)(3) status or government entity (Or certification that there are no nonprofit organizations able to provide service)
- Completed W-9 with Taxpayer ID for payments
- Board Authorization/Resolution granting authority to and designating appropriate individual to sign contract with UTA
- Articles of Incorporation/Bylaws
- FFATA Checklist
- ADA Questionnaire
- ADA policies and procedures
- Driver Training information
- Drug and Alcohol Policy
- EEO Policy
- Letter of Commitment of Local Match
- Fleet Inventory
- FTA Certs and Assurances
- Certificate of Equivalent Service (if acquiring non-accessible vehicles)
- DUNS information

**Required to update annually:**

- Proof of Insurance for vehicles, listing UTA as additional insured
- Most current Audit or Financial Statement (please include management letter or response)
- Annual Performance Reports

(Continued on next page)
Other required documents:

- Title VI Plan – required to update every 3 years
- Quarterly Performance Reports – required to update within 15 days of last day of quarter
  (Example: Jan-March is 1st quarter, last day of quarter is March 31st, quarterly report due by April 15th)
- Vehicle Utilization and Pre-Trip Inspections must be uploaded to RidePilot daily or at least once a week
- Expense reports are due quarterly or monthly based on subrecipient’s preference
- Site Visit Report and Risk Assessment Report required to be done biennially (every two years)