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**EXISTING SUBRECIPIENT 5310 PROGRAM APPLICANT**

**APPLICATION CHECKLIST**

**Instructions:**

1. Review FTA Section 5310 Program Guidelines as a refresher of the program
2. Ensure all current vehicle reports are up to date in Transit Manager Portal
3. Download Application from Website to complete
4. Draft and send in public notice for application of federal funds to be published
5. Attain a copy of the Articles of Incorporation (non-profits only)
6. Get a resolution from non-profit Governing Board approving application
7. Submit application with all attachments into the Transit Manager Portal by October 31.

**Ensure completion of the following as the review committee will confirm:**

* Include an active UEI from SAM.gov
* Confirm non-profit organization status
	1. If Governmental, contact Carly Grutel at 402-479-3185 or carly.grutel@nebraska.gov;
* Maintenance Certification is signed with title listed and dated
* The full application is complete and signed with title listed and dated
* Articles of Incorporation (non-profits only)
* Affidavit of proof of public notice published in newspaper
* Resolution from Governing Board approving application with an authorizing person to sign documents on behalf of corporation. The resolution must reference the 5310 Program.