

FTA Section 5311 DTR Rt qlgev'Ræpplpi 'Cukæpeg Application Checklist (revised April 2015)

District: _____ DTR: _____ Date application received: _____

County/Region: _____ Applicant Agency's Name: _____

Project Description: _____

Ræpplpi Federal Share
\$ _____ Net Project Cost
\$ _____

- PART I Certifications and Assurances of the Subrecipient**
 - General information accurate & complete.
 - Certifying Representative - Original Signature and date.

- PART II Certifications and Assurances of the Regional Transportation Planning Agency**
 - General Information accurate & complete.
 - Certifying Representative – Original Signature and date.
 - The applicant is planning on utilizing Toll Credit or In-kind Match.

- PART III Project Description – Rt qlgev'Ræpplpi 'Cukæpeg**
 - General Information accurate & complete.
 - "Ugtæleg'Qr gtcvqt "æj gemæpgæ+ Uwdtægelægpvæqt+ VJ æff 'Rctv['QRGTCVQT. æ'VJ æff **PARTY OPERATOR**, provide the following information:

- Service Operator Name: _____
- Service Operator (Complete): Name, address, contact person, phone no., email

- A copy of third-party contract between subrecipient & operator is provided with application.
- Third-party agreement covers the entire **time period** requested under this project.
- Third-party agreement covers **geographical area** identified in project description.

- Geographic service area is clearly identified.
- Type of service (i.e. fixed route, demand responsive) and service provider clearly identified?
- If the applicant receives both 5311 and 5307 funding, did they provide the cost allocation methodology and cost allocation plan?
- If the applicant utilizes 5311 funding for paratransit services, did they complete question #5 under project description?
- If the applicant contracts with a third party operator, did they attach third party contract, original RFP and Caltrans bid related documents approval ltr to the application?
- If the applicant seeks a contract with a third party, did they attach a copy of bid related documents/vendor selection process and/or the estimate of when they would have these documents available?

- PART IV Project Budget Worksheet – Rt qlgev'Ræpplpi 'Cukæpeg"(Subrecipient)**
 - General Information accurate & complete.
 - Direct Labor Costs are itemized.
 - Equipment and Supplies Costs are itemized.
 - Other Direct Costs are itemized.
 - Travel Costs are itemized.
 - Costs add up – (1+2+3+4+5=6)

- PART V Project Budget Worksheet – Rt qlgev'Ræpplpi 'Cukæpeg"(Vj æff 'Rct v['Eqpvtævqt)**
 - General Information accurate & complete.
 - Direct Labor Costs are itemized.
 - Equipment and Supplies Costs are itemized.
 - Other Direct Costs are itemized.
 - Travel Costs are itemized.
 - Costs add up – (1+2+3+4+5=6)

- PART VK Project Budget – Rt qlgev'Ræpplpi 'Cukæpeg'**
 - General Information accurate & complete.
 - Local share itemized by source type & amount.
 - Source of local share is NOT from federal funds.
 - Federal share is within allowable percentage by program.
 - Item 7- Budget adds up – Local Share + Federal Share = Net Project Cost (NPC)

- PART VIK Labor Union Information for Section 13c Certification**
 - Subrecipient is identified.
 - Other operators in the service are listed (if applicable).
 - Union Representation of Employee is indicated (if applicable).
 - Email address is provided.

- PART VIK Coordination of Services with Social Service Agencies**
 - General Information accurate & complete.
 - Statement documents efforts to notify agencies of the proposed project and to determine the possible coordination and establishment of service agreements.

- PART KX Civil Rights**
 - A statement that NO lawsuits or complaints were received is indicated on **Part X #3 (OR)**
 - A description of any lawsuits or complaints that have been received or acted on in the last year regarding Title VI or other relevant civil rights requirements was provided.
 - Provided a status of lawsuits or an explanation of how complaints were resolved including corrective actions taken.
 - Title VI report is up to date.

- PART X DBE**
 - General Information accurate & complete.
 - Subrecipient's processes for handling protests are indicated.

- PART XIII Authorizing Resolution**
 - General Information accurate & complete.
 - Certifying Representative - Original Signature and date.

Additional Documents:

- FTA Annual Certifications and Assurances
- PDF copy of POP signed by the certifying representative of MPO
- PDF copy of FHWA/FTA Federally Approved TIP (If applicable)
- PDF copy of Procurement related documents (3 like kind quotes (for equipment), a quote or purchase agreement (for vehicle)) (If applicable)
- PDF copy Approved Indirect Cost Allocation Plan (If applicable)
- PDF copy of In-kind Valuation Plan (If applicable)
- ADA Complementary Paratransit Plan (If updated)
- PDF copy Equal Employment Opportunity (EEO) Plan (If applicable)
- PDF copy of Regional ITS Architecture Plan
- PDF copy of Vehicle Maintenance Plan
- PDF copy of Proof of Public Hearing

DTR's Comments:

Application is complete: HQs RTIB to prepare the standard agreement.

Application reviewed by:

District Transit Representative (DTR) Signature Phone number Date

District Transit Representative (DTR) Name (Print)