

FTA Section 5311 DTR Preventive Maintenance Application Checklist *(revised Feb. 2015)*

District: _____ DTR: _____ Date application received: _____

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

Project Description: _____

| | | | | |
|--------------------------|------------------------|-------------------------|---------------|------------------|
| <input type="checkbox"/> | Preventive Maintenance | Period covered: | Federal Share | Net Project Cost |
| | | _____ to _____ FY _____ | \$ _____ | \$ _____ |

- 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 or Local Match.

- PART III Project Description – Preventive Maintenance**
 - General Information accurate & complete.
 - Service Operator (check one): **Subrecipient** (or) **THIRD PARTY OPERATOR**, if **THIRD 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? YES NO N/A
 - 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 letter to the application? YES NO N/A
 - If the applicant seeks a contract with a third party, did they attach a PDF 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 – Preventive Maintenance (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 – Preventive Maintenance (Third Party Operator)**
 General Information accurate & complete.
 Required information (third party contract #, total amount, the type of contract) is provided.

PART VI **Project Budget – Preventive Maintenance**
 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 VII **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 VIII **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 IX **Transit Security and Emergency Preparedness**
 General Information accurate & complete.
 Vehicle inventory is provided.

PART X **Public Hearing**
 General Information accurate & complete.
 Does the agency provide a public hearing? YES NO
 Municipal Letter of Resolution of Support
 PDF copy of Published Public Hearing Notice
 Affidavit of Publication of Public Hearing Notice
 Minutes of Public Hearing, Copies of Exhibits and Written Statements

PART XI **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 XII **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.

- PART XIV Vehicle/Facility Maintenance Plan**
 General Information accurate & complete.

Additional Documents:

- PDF copy of 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 Bid Related Documents for Capital contracts (If applicable)
- PDF copy of Approved Indirect Cost Allocation Plan (If applicable)
- PDF copy of In-kind Valuation Plan (If applicable)
- Equal Employment Opportunity (EEO) Plan (If applicable)

DTR's Comments:

- Application is complete: HQs RTPB to prepare the standard agreement.

Application reviewed by:

District Transit Representative (DTR) Signature

Phone number

Date

District Transit Representative (DTR) Name (Print)