

FY2025 Marine Passenger Application Checklist

Due February 1, 2024

This checklist was developed as an additional tool to assist agencies with preparing for and completing the annual application. Refer to the Application Instructions and PTMS help guide for complete guidelines and instructions.

Agency: _____

Date Application Submitted: _____

AGENCY PRE-APPLICATION TASKS:

- Schedule board meeting to allow enough time to submit signed documents prior to application deadline of February 1, 2024:
 - Date of board meeting: _____
- Before drafting capital requests, identify four years' worth of STP/STBG.
- Use the Public Notice Sample Template to ensure correct standard language is included.
- Review and update "Profile Screen" in PTMS to ensure accuracy of UEI number, contact information, and any staff changes.
- Review and update agency website to ensure accuracy of ferry service information.
- Verify all new equipment over \$5,000 has been entered into PTMS.
- Print equipment inventory from PTMS. Sign/date or digitally stamp indicating you have reviewed and verified information. Create PDF and attach in PTMS.
- Verify any new facility construction/improvement projects over \$5,000 are entered in PTMS.
- If agency owns building (with federal/state interest), attach copy of facility insurance coverage, including flood insurance if in flood plain, in PTMS.

APPLICATION:

Capital Requests

- Submit four years of capital requests; for planning purposes, FTA requires four years of capital requests be applied for. Out years (not the application year), do not need to be formal requests and can be revised in the application year.
- Confirm all items being requested from replacements are eligible based on useful life of age and/or miles; enter the justification of eligibility and vehicle number in the comment box for each capital request.
- Select the correct funding source (program) from the drop-down list in the application. Most capital requests will fall under Marine Passenger. Choose STBG(STP) for Rural Task Force projects.
- If applicable, ensure that requested projects match JobNet.

- Select the dollar amount and vehicle type under Vehicle Purchase Request Form section (Agencies that have a set dollar amount of funding should use the Local button instead of the Extended Purchase button and enter in the exact amount getting funded through Rural Task Force).

Annual Budgeted OARs Marine (Ferry) Service

- If budget is 15% or more than last years reconciled report or has a deficit, include explanation in the comment box on the summary page.
- Revenue should be recorded using codes 41101 State Operating (50%) and Local/Fares (50%)
- Record ineligible expenses for pertinent revenues (sales of maintenance, RTAP, refunds and credits, etc.).

TA Forms and Other Requirements

Resolution of Intent

- Hold board meeting prior to application deadline of February 1, 2024.
- Resolution signed by the secretary of the correct governing body; original copy should have stamped seal and/or authorized signature.
- Total expenses listed should correlate with the budgeted OAR(s). If there is a significant difference a new resolution must be completed, or the budgeted OAR(s) adjusted.
- Confirm correct legal act formation is listed.
- Upload signed copy under application attachments.

State Certification and Assurances

- Check boxes to agree to comply with applicable requirements listed.

Copy of Published Public Notice OR Affidavit of Publication

- Verify all operating and capital projects you are applying for, under each program, are included and match the capital requests. Do not include other contracts, local funding, or farebox in the public notice.
- Title VI language is included.
- Correct Fiscal Year application year is shown in the first paragraph.
- 30-day time frame for public to review is included. The first date is after publication date. The last date for public to notify agency should NOT be before the final date to review application.
- Send copy to Project Manager to review prior to publication (to avoid having to republish if incorrect information is published).
- Upload published copy or affidavit of publication under attachments.

Other Required TA Forms (if applying for federal funds):

Section 5333(b) Labor Warranty TA Form

- Research and update other public transportation providers, as necessary.

ADA Complaint Form

- If FTA or MDOT Compliance Review completed in last year, include the following in the summary: date of FTA/MDOT review and ADA policy approval date.
- If there was an ADA complaint in the last fiscal year, details explained and attached.

Contract Clauses Certification

- Verify form is signed by the person with authority to sign contracts. If agency has more than one authorized signer, only ONE is required. If agency has 2 legal entities in which they receive funding (i.e., Board of Commissioners, Corporation, etc.) two separate forms are needed.
- Sign copy and upload under attachments. Electronic signatures are acceptable.

FTA Certifications and Assurances

- Check box to agree to comply with applicable requirements for categories listed.
- Since this list can change from year to year, a PDF copy of completed form must be uploaded under attachments. The form does not need to be signed.

Title VI Information

- If agency has had compliance review activity including FTA and/or MDOT compliance review, include the following in the summary: purpose of review, agency performing review, date of review, findings, and recommendations as well as a report on status/disposition of such findings and recommendations.
- Verify date of last Title VI approval (date of letter from MDOT/FTA).
- If prompted to provide a summary/detail with regards to any other questions in this section, confirm that you have included all requested information.

Attachments

Upload to application (other documents may be required in addition to the following):

- FTA Certifications and Assurances
- Signed Contract Clauses
- Signed Resolution of Intent
- Board meeting minutes with applicable comments/acknowledgements/approvals
- Published Public Notice OR Affidavit of Publication
- Signed/stamped Equipment Inventory from PTMS

Copy of Facility Insurance Coverage, if required

Contact your Project Manager if you have any questions.