

FY2025 Regular Service 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 LAC and board meeting to allow enough time to submit signed documents prior to application deadline of February 1, 2024:
 - Date of LAC meeting: _____
 - Date of board meeting: _____
- Before drafting capital requests, identify four years' worth of STP, CMAQ, or Small Urban funding; if requesting vehicles, identify which vehicles are eligible for replacement (Project Managers will provide agency with vehicle inventory spreadsheet to assist). Coordinate with RPA or MPO representative to confirm they are correctly listed on the S/TIP in JobNet.

Vehicle/Equipment/Facilities Listing in PTMS

- Update miles between October 1-15 and notify Project Manager (except urban systems); Insert Date: _____
- Vehicles Listing Page (PTMS): Verify Total Spare Vehicles* number is correct *Total Spare Vehicles should equal Total Fleet (not including vehicles in local sale) minus Total at Peak Hour.
- Confirm Spare Ratio listed at the top of the Vehicle Inventory page is 20% or less if requesting vehicles, if greater than 20% you can discuss options with your project manager.
- Confirm vehicles in "Local Sale" status longer than 90 days are disposed.
- All new vehicles entered into PTMS have the "In-Service" date filled in on the Vehicle Characteristic screen.
- All vehicles have been driven a minimum of 10,000 miles in the past year; if not, provide justification for underutilized vehicles.
- 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. Not required for urban agencies.
- Verify any new facility construction/improvement projects over \$5,000 are entered in PTMS.

Agency Pre-Application Tasks (continued):

- If agency owns building (with federal/state interest), attach copy of facility insurance coverage, including flood insurance if in flood plain, in PTMS.
- 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 service and routes.

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. Agencies in an MPO region should only include capital requests reasonably expected to be funded. Include all continuation operating funding.
- 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 for rural agencies will fall under 5339 – bus and bus facilities funding; and 5307 for urbans. Choose STBG(STP) for Rural Task Force and Small Urban projects. 5310 funding is used primarily for non-profit agencies providing specialized services but may also be distributed by OPT to rural agencies with substantial senior/disabled trips.
- 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, CMAQ or Small Urban projects.
- If applicable, ensure that requested projects match JobNet. Enter Job Number in justification box of the corresponding capital request.
- Any vehicles being requested for replacement for the first time in the application year, go to Vehicle Inventory under the Financials tab and fill in ‘Replacement Requested’ (VRR) for the application year ONLY. *Example: For the FY2025 application, “2025” will be entered for VRR for any vehicles that this is the FIRST year the agency is requesting replacement for that vehicle. DO NOT CHANGE any previous year VRR fields.*

Annual Budgeted OARs Regular 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.
- Confirm the state and federal revenue amounts are correct based on eligible expenses per budgeted percentage/allocation.
- Record ineligible expenses for pertinent revenues (sales of maintenance, RTAP, refunds and credits, etc.).
- Applicable numbers on non-financial schedule match any TA forms that reference this information.

TA Forms and Other Requirements

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.

Coordination Plan for Local Bus Operating Assistance Update

- Provide adequate detail. Do not copy and paste from prior year application.

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.

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.

TA Forms and Other Requirements (continued)

Resolution of Intent (continued)

- 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.

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.

Vehicle Accessibility Plan Update

- Verify LAC membership and number of attendees meets criteria on the highlighted portion of the form showing the MDOT Administrative Rule 202.
- Does the list of VAP members listed on update match the membership in the LAC minutes? If no, provide explanation in space provided on VAP update.
- Confirm that a member jointly appointed by an area agency on aging attended the meeting.
- Each LAC member has a designation in both the "This Member Represents" and "This Member Is" sections.

Signed minutes of LAC meeting, LAC comments regarding the application and vehicle accessibility plan

- Hold LAC meeting prior to application deadline of February 1, 2024.
- Verify the Vehicle Accessibility Plan (VAP) was discussed at the meeting and included in the minutes.
- The LAC members listed in the minutes MUST match the VAP TA form; note any absent members in the minutes. Consider identifying other transit staff and guests as attendees in the minutes, but do not list on the VAP form.

TA Forms and Other Requirements (continued)

Signed minutes of LAC meeting, LAC comments regarding the application and vehicle accessibility plan (continued)

- Upload signed copy under application attachments; minutes must be signed by LAC member and not agency staff.

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.

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
- Signed LAC Meeting Minutes (including any LAC member comments/acknowledgements/approvals separate from minutes)
- 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.