

## FY2026 Section 5304

### Metropolitan & Statewide Planning and NonMetropolitan Transportation Planning Program

#### **Application Checklist - Due February 1, 2025**

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:

- Review Section 5304 Application questions and begin preparing information, data, and responses to the following:
  - Project objectives
  - Deliverables
  - Estimated time frame
  - Secure regional transit agency/other agency letters of support
  - Project budget
  
- 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:

##### TA Forms and Other Requirements

###### Section 5304 Application

- Project Objective addresses all questions listed on TA form.
- Deliverables, Milestones, and Budget information are answered completely.

###### 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.

#### TA Forms and Other Requirements (continued)

##### 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

*All recipients must have an approved Title VI plan.*

- 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/details with regards to any other questions in this section, confirm that you have included all requested information.

##### 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.

##### UWP Requirement (for agencies in Urbanized Areas only)

Project(s) must be included in the approved MPO Unified Work Program for the application fiscal year; coordinate with MPO to ensure plans are submitted to MDOT prior to the fiscal year.

#### Attachments

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

- FTA Certifications and Assurances
- Signed Contract Clauses
- Published Public Notice OR Affidavit of Publication
- Letters of support from local TAs and local coordination committees/boards within the geographical area affected. Letters of support are required.

Contact your Project Manager if you have any questions.