

# FY2025 Specialized Services Operating Assistance 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:**

- Identify which vehicles are eligible for replacement (Project Managers will provide agency with vehicle inventory spreadsheet to assist). If agency has vehicles eligible for replacement IN APPLICATION YEAR, complete Section 5310 funding application in addition to Specialized Services Operating Assistance application.
- 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, website, contact information, and any staff changes.

### **APPLICATION:**

Annual Budgeted OAR: Specialized Services/5310 – Non-Financial Schedule

- Compare to prior year OAR for reasonableness; provide comment if significant changes from prior year.
- If agency had unspent Specialized Services funding several years in a row, provide justification for unspent funds in comments of OAR.
- If applicable, review Cost Allocation Plan and confirm it is up to date
- Applicable numbers on non-financial schedule match any TA forms that reference this information.

## TA Forms

### Budget Data

- Balanced budget; Total Operating Revenue equals Total Operating Expenses.

### Coordination Plan for Specialized Services

- Provide complete information regarding Coordination Committee.
- Review Annual Application instructions regarding Act 51 requirements.

### Service Description

- If you have multiple sub-applicants, provide information for each sub-applicant.
- Amount requesting is equal to or less than previous year funding.
- Verify the Applicant requested continuation amounts equals the amount requested and estimated miles/passengers for both agency and any sub-recipients
- If applicable, provide additional information for volunteer drivers.
- Describe training efforts for BOTH agency staff and volunteer drivers.

## Attachments

### 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.
- 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.

*Contact your Project Manager if you have any questions.*