

## FY2023 New Freedom Application Checklist Due February 1, 2022

*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, 2022:
  - 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 January 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 (requirement waived with FY23 application).
- Verify all new equipment over \$5,000 has been entered into PTMS.
- Verify any new facility construction/improvement projects over \$5,000 are entered in PTMS.

Agency Pre-Application Tasks (continued):

- Use the Public Notice Sample Template to ensure correct standard language is included.
- Review and update “Profile Screen” in PTMS to ensure accuracy of DUNS number, contact information, and reflect any new staff changes.
- Review and update agency website to ensure accuracy of service and routes.
- Coordinated Public Transit-Human Services Transportation Plan and/or updates submitted and on file with MDOT

**APPLICATION:**

**Capital Requests**

Include requests for replacement/expansion vehicles, equipment, and/or the Mobility Management Program. FY23 Application cycle will not include expansion activities.

- 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.
- Complete the Priority - Section 5310 Only box based on the type of project request.
- Select the SEC 5310-NF funding source (program) from the drop-down list in the application. Select Mobility Management, Vehicle, or Equipment as the Type.
- If request is for vehicle, 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 in an MPO area).
- If request is for Mobility Management, include a detailed description in the box like the following example: Funding for the mobility manager and other direct costs to the program, including marketing, travel/meals, other wages and fringes, office supplies, telephone, dues and subscriptions, other service (background checks etc.), material and supplies
- If applicable, ensure that requested projects match JobNet.
- 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 FY2023 application, “2023” 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 New Freedom Service

- Ensure that the passenger fares are backed out as ineligible
- NF revenue should be recorded using codes 41399 (50% Federal) and 41199 (50% State)
- Review cost allocation plan for accuracy. If updated, send new copy to your Project Manager

## TA Forms and Other Requirements

### 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.

### Certification of Local Match

- For operating, list each partner and their local match contribution in whole dollars next to their name
- Verify proper amount to match the 50% federal request
- For operating, if in-kind match used- the method used to compute the hourly rate must be shown

### 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.

### General Information

- Verify PTMS- (Projected Ridership field must be populated if the agency applying does not submit non-financial data on their OAR)

## TA Forms and Other Requirements (continued)

### Project Summary - NF

- Verify correct split of funding 50% Federal/ 50% Local for Operating. Mobility management is 80% / 20%.
- Ensure correct coordination plan name and page number are referenced.
- Project Implementation and Timeline- should explain how the project will be implemented and when it will be implemented
- Separate forms must be used for each project and must be identified as continuation or expansion. If an agency is already receiving funding, that project needs to be shown separately as a continuation project with the amount that the agency is currently receiving. If an expansion project is requested, that new amount requested should be a separate project.  
NOTE: no expansion funding for FY23 application cycle.

### 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/details 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.

## TA Forms and Other Requirements (continued)

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

- Hold LAC meeting prior to application deadline of February 1, 2022.
- 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 in the minutes, but list separate from LAC members.
- 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

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