

**FTA Section 5311 DTR Capital (Equip. & Veh.) Application Checklist** *(revised May 2014)*

District: \_\_\_\_\_ DTR: \_\_\_\_\_ Date application received: \_\_\_\_\_

County/Region: \_\_\_\_\_ Applicant Agency's Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Capital Federal Share  
\$ \_\_\_\_\_ Net Project Cost  
\$ \_\_\_\_\_

- PART I Certifications and Assurances of the Subrecipient**
- General information accurate & complete.
  - Certifying Representative - Original Signature and date.

- PART II Certifications and Assurances of the Regional Transportation Planning Agency**
- General Information accurate & complete.
  - Certifying Representative – Original Signature and date.
  - The applicant is planning on utilizing  Toll Credit or  In-kind Match.

- PART III Project Description – Capital (Equip. & Veh.)**
- General Information accurate & complete.

For Vehicle only:

Replacement (or) Service Expansion(Check one):

- Replacement (or)  Expansion
- If the project is for vehicle replacement, the subrecipient listed the vehicles that will be replaced and provided required information.
- The subrecipient listed the vehicle(s) that they are going to purchase.
- A quote or a purchase agreement with the options highlighted is attached.
- The need for this vehicle is clearly indicated.
- The proposed procurement method and estimated schedule are indicated.

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For ITS Equipment only:

- The subrecipient listed the ITS equipment that they are going to purchase.
- A copy of Regional ITS plan is attached
- IT/ITS Plan on pages 26-30 are completed.
- Three like kind quotes are attached.
- The need for this ITS equipment is clearly indicated.
- The proposed procurement method and estimated schedule are indicated.

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For Non-ITS Equipment only:

- The subrecipient listed the equipment that they are going to purchase.
- Three like kind quotes are attached.
- The need for this equipment is clearly indicated.
- The proposed procurement method and estimated schedule are indicated.

- PART IV Project Budget Worksheet – Capital (Equip. & Veh.) (Subrecipient)**
- General Information accurate & complete.
  - Direct Labor Costs are itemized.
  - Equipment and Supplies Costs are itemized.
  - Other Direct Costs are itemized.
  - Travel Costs are itemized.
  - Costs add up – (1+2+3+4+5=6)

- PART V Project Budget – Capital (Equip. & Veh.)**  
 General Information accurate & complete.  
 Local share itemized by source type & amount.  
 Source of local share is NOT from federal funds.  
 Federal share is within allowable percentage by program.  
 Item 7- Budget adds up – Local Share + Federal Share = Net Project Cost (NPC)
- PART VI Labor Union Information for Section 13c Certification**  
 Subrecipient is identified.  
 Other operators in the service are listed (if applicable).  
 Union Representation of Employee is indicated (if applicable).  
 Email address is provided.
- PART VII Coordination of Services with Social Service Agencies**  
 General Information accurate & complete.  
 Statement documents efforts to notify agencies of the proposed project and to determine the possible coordination and establishment of service agreements.
- PART VIII Transit Security and Emergency Preparedness**  
 General Information accurate & complete.  
 Vehicle inventory is provided.
- PART IX Documentation of Public Hearing Opportunity**  
 General Information accurate & complete.  
 Proof of public hearing is attached.
- PART X Civil Rights**  
 A statement that NO lawsuits or complaints were received is indicated on **Part X #3 (OR)**  
 A description of any lawsuits or complaints that have been received or acted on in the last year regarding Title VI or other relevant civil rights requirements was provided.  
 Provided a status of lawsuits or an explanation of how complaints were resolved including corrective actions taken.  
 Title VI report is up to date.
- PART XI DBE**  
 General Information accurate & complete.  
 Subrecipient's processes for handling protests are indicated.
- PART XII Charter Bus**  
 General Information accurate & complete.  
 Does the agency provide Charter Services?  YES  NO
- PART XIII Authorizing Resolution**  
 General Information accurate & complete.  
 Certifying Representative - Original Signature and date.
- PART XIV IT/ITS Compliance Plan**  
 General Information accurate & complete.  
 Certifying Representative - Original Signature and date
- PART XV Review Checklist for Vehicle Maintenance Plan**  
 General Information accurate & complete.

**Additional Documents:**

- FTA Annual Certifications and Assurances
- PDF copy of POP signed by the certifying representative of MPO
- PDF copy of FHWA/FTA Federally Approved TIP (If applicable)
- PDF copy of Procurement related documents (3 like kind quotes (for equipment), a quote or purchase agreement (for vehicle)) (If applicable)
- PDF copy Approved Indirect Cost Allocation Plan (If applicable)
- PDF copy of In-kind Valuation Plan (If applicable)
- ADA Complementary Paratransit Plan (If updated)
- PDF copy Equal Employment Opportunity (EEO) Plan (If applicable)
- PDF copy of Regional ITS Architecture Plan
- PDF copy of Vehicle Maintenance Plan
- PDF copy of Proof of Public Hearing

**DTR's Comments:**

Application is complete: HQs RTIB to prepare the standard agreement.

**Application reviewed by:**

\_\_\_\_\_  
District Transit Representative (DTR) Signature

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date