

FTA Section 5311 DTR Construction and Real Estate Acquisition Checklist *(revised April 2015)*

District: _____ DTR: _____ Date application received: _____

County/Region: _____ Applicant Agency's Name: _____

Project Description: _____

Construction and Real Estate Acquisition 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 – Project Planning Assistance**
 - General Information accurate & complete.
 - Service Operator (check one): **Subrecipient** (or) **THIRD PARTY OPERATOR**, if **THIRD PARTY OPERATOR**, provide the following information:

- Service Operator Name: _____
 - Service Operator (Complete): Name, address, contact person, phone no., email

 - A copy of third-party contract between subrecipient & operator is provided with application.
 - Third-party agreement covers the entire **time period** requested under this project.
 - Third-party agreement covers **geographical area** identified in project description.
 - Geographic service area is clearly identified.
 - Type of service (i.e. fixed route, demand responsive) and service provider clearly identified?
 - If the applicant receives both 5311 and 5307 funding, did they provide the cost allocation methodology and cost allocation plan?
 - Real Estate Activities are clearly defined in question 5.
 - Community Benifit is Clearly defined in Question 7.
 - Proposed method of procurement is identified.
 - Proposed Project schedule (Construction, Real Estate Acquisition, or Purchase and Installation of Transit Related Equipment) is complete.

- PART IV Project Budget Worksheet – CONST/RE Acquisition (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 Worksheet – CONST/RE Acquisition (Third Party Contractor)**
 - 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 VI Project Budget – Project Planning Assistance**
 - 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 VII 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 VIII 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 IX Transit Security and Emergency Preparedness**
 - General Information accurate & complete.
 - Vehicle inventory is provided.

- PART X Documentation of Public Hearing Opportunity**
 - General Information accurate & complete.
 - Proof of public hearing is attached.

- PART XI 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 XII DBE**
 - General Information accurate & complete.
 - Subrecipient’s processes for handling protests are indicated.

- PART XIII Authorizing Resolution**
 - General Information accurate & complete.
 - Certifying Representative - Original Signature and date.

- PART XIV Categorical Exclusion**
 - General Information accurate & complete.
 - Certifying Representative - Original Signature and date.

- PART XV Transit Facility PS&E**
 - General Information accurate & complete.
 - Certifying Representative - Original Signature and date.

- PART XVI Facility/Equipment Maintenance Plan**
 - General Information accurate & complete.
 - Certifying Representative - Original Signature and date.

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
- Exhibit E Special 5333(b) Warranty

DTR's Comments:

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

Application reviewed by:

District Transit Representative (DTR) Signature Phone number Date

District Transit Representative (DTR) Name (Print)