

Iowa Department of Transportation Consolidated Transit Funding Application

Required Elements

All consolidated transit funding applications MUST include a draft copy of the local Transportation Improvement Program.

The required contents of your consolidated transit funding application depend on the funding sources you are applying for. Below are checklists based on some of the more common types of applications.

All transit system's applications

- Public hearing notice submitted to the Iowa Department of Transportation's (DOT) Office of Public Transit 30 days in advance of the meeting to be posted on the private sector clearinghouse website.

Large urban transit system application for only State Transit Assistance funds

- Authorizing Resolution (from designated transit systems' board of directors)
- Public hearing documentation (copy of notice, affidavit of publication and proceedings/transcript/minutes)
- Minority Impact Statement
- Board contact information and organizational chart

Large urban transit system application for State Transit Assistance plus statewide federal capital assistance

- Authorizing Resolution (from designated transit systems' board of directors)
- Public hearing documentation (copy of notice, affidavit of publication and proceedings/transcript/minutes)
- Current certifications and assurances for Federal Transit Assistance (FTA) programs (may either provide copy of system's certification submitted directly to FTA or use subrecipient version included here)
- Labor Protection Agreement
- Listing of surface transportation providers (Tables 1 and 2) (Please verify all union affiliation and local designations)
- Cost allocation plan and an indirect cost rate proposal
- ADA certification and analysis if programming any non-ADA vehicles
- Statewide Capital Project Justification form for each capital project not relying solely on criteria from the Public Transit Equipment and Facilities Management System (PTMS) process
- Draft copy of the upcoming year's Transportation Improvement Program

- List any complaints alleging discrimination in service delivery filed within the past year, together with a statement of status or outcome of each such complaint or earlier
- List any lawsuits which might impact ability to implement public transit services, together with a statement of status or outcome of each such lawsuit or earlier lawsuits
- Minority Impact Statement
- Board contact information and Organizational Chart

Small urban/regional transit system application for State Transit Assistance plus federal formula assistance, and possible statewide federal capital assistance

- Authorizing Resolution (from designated transit systems' board of directors)
- Public hearing documentation (copy of notice, affidavit of publication and proceedings/transcript/minutes)
- Current certifications and assurances for FTA programs
- Labor protection agreement
- Listing of surface transportation providers (Tables 1 and 2)
(Please verify all union affiliation and local designations)
- Cost allocation plan and an indirect cost rate proposal
- ADA certification and analysis if programming any non-ADA vehicles
- Statewide Capital Project Justification form for each capital project not relying solely on criteria from the PTMS process
- Draft copy of the upcoming year's Transportation Improvement Program
- List any complaints alleging discrimination in service delivery filed within the past year, together with a statement of status or outcome of each such complaint or earlier
- List any lawsuits which might impact ability to implement public transit services, together with a statement of status or outcome of each such lawsuit or earlier lawsuits
- Minority Impact Statement
- Board contact information and organizational chart

Consolidated Transit Funding Application Guidance

The consolidated transit funding application includes all elements necessary to apply for federal and/or state funding. The application is due to the Iowa Department of Transportation's (DOT) Office of Public Transit no later than the first business day of May.

Two submittals required by the Office of Management and Budget (OMB) must also accompany this application. In particular, OMB Circular A-87 or A-122 requires each applicant for federal transit funding to prepare a cost allocation plan and an indirect cost rate proposal.

In addition, the application must include the following certifications:

- A-87 Certificate of Cost Allocation Plan – http://rates.psc.gov/fms/dca/swcap_cert.pdf (For Governmental entities only)
- A-87 Certificate of Indirect Costs – http://rates.psc.gov/fms/dca/s&l_cert.pdf (For Governmental entities only)
- A-122 Certificate of Cost Allocation Plan – [http://www.aqd.nbc.gov/docs/Certification%20of%20Cost%20Allocation%20Plan%20\(Nonprofit\).doc](http://www.aqd.nbc.gov/docs/Certification%20of%20Cost%20Allocation%20Plan%20(Nonprofit).doc) (For Non Profit entities only)
- A-122 Certificate of Indirect Costs – [http://www.aqd.nbc.gov/docs/Certification%20of%20Indirect%20Costs%20\(nonprofit\).doc](http://www.aqd.nbc.gov/docs/Certification%20of%20Indirect%20Costs%20(nonprofit).doc) (For Non Profit entities only)

OMB Circulars A-87 Revised 5/10/2004 (http://www.whitehouse.gov/omb/circulars_a087_2004 Government) and A-122 (http://www.whitehouse.gov/omb/circulars_a122_2004/ Non-profit) require each applicant for federal transit funding to prepare a cost allocation plan or indirect cost rate, and an indirect cost proposal. These forms (linked above) have been provided, as specified in OMB Circulars A-87 & A-122, as part of the application. Each form must be certified. These certifications provide the Iowa DOT with your agency's assurance that costs will be consistently accounted for, properly segregated and appropriately allocated per Federal Code guidelines. You should carefully review aspects of your application that pertain to the OMB Circulars (A-87 & A-122) requirements with your accountant before having your agency's signatory sign these certifications. If your cost allocation plan or indirect cost rate, and indirect cost proposal have already been approved by another state or federal agency, please send documentation of that approval with your application submittal."

The consolidated transit funding application contains information that directly relates to your Transportation Improvement Program (TIP) submission. Individual project justifications should be contained in your TIP for **all** projects other than replacement or rehabilitation/remanufacture of revenue vehicles. Please complete one [Statewide Capital Project Justification Form](#) for each capital project programmed with Section 5309 funding, other than rollingstock replacement and rehabilitations projects relying on Public Transit Equipment and Facilities Management System (PTMS) factors for their justification.

An authorizing resolution must accompany each application. The authorized signatory listed on this resolution will be the only signatory that may sign agreements between the transit agency and the Iowa DOT.

A minority impact statement be also be submitted. This is the state's mechanism to require grant applications to consider the potential impact of the grants project's proposed programs or policies on minority groups.

All transit systems must provide contact information for their boards, including names, address, phone number and e-mail address. If you do not have a board, please provide the contact information for your direct supervisor. We also need a current organizational chart that includes names of employees in those positions.

A consolidated transit funding application for a transit system requesting only State Transit Assistance (STA) formula funds need only include the authorizing resolution, minority impact statement, public hearing documentation, board contact information and an organizational chart.

Consolidated transit funding applications for large urban transit systems that include a request for statewide capital funding must include an authorizing resolution, minority impact statement, public hearing documentation, individual listings of Surface Transportation Providers (addresses for the providers **must** be listed) both under agreement to the transit system and not under agreement, a list of any complaints alleging discrimination in service delivery filed within the past year with a statement of status or outcome of each such complaint, a list of any lawsuits which might impact the transit system's ability to implement public transit services with a statement of status or outcome of each such lawsuit or earlier lawsuits as part of the consolidated transit funding application (If there are no complaints or lawsuits to list, please state.), a copy of the transit system's federal FY12 certifications and assurances for Federal Transit Assistance (FTA) programs, board contact information and an organizational chart.

Small urban or regional transit systems applying for statewide capital funding must include an authorizing resolution, minority impact statement, public hearing documentation, a subrecipient certification for FTA programs, a labor protection agreement, individual listings of surface transportation providers (addresses for the providers **must** be listed) both under agreement to the transit system and not under agreement, a list of any complaints alleging discrimination in service delivery filed within the past year with a statement of status or outcome of each such complaint, a list of any lawsuits which might impact the transit system's ability to implement public transit services with a statement of status or outcome of each such lawsuit or earlier lawsuits, as part of the consolidated transit funding application (if there are no complaints or lawsuits to list, please state) board contact information and an organizational chart.

For all transit systems, the certification of equal access for persons with disabilities and the Americans with Disabilities Act (ADA) Analysis information need only be completed and returned with the funding application if non-ADA equipment is programmed for your transit system.

A public hearing must be held for the consolidated transit funding application. The public hearing **MUST** take place in an accessible building. A copy of the notice, affidavit of publication, and proceedings is to be included with the application. Combining the funding application hearing with another hearing is allowable, such as with the TIP, so long as the information on the funding hearing is clearly stated and fits within the time frame of the application. The hearing notice should cover both operating and capital projects. For operations, the amount of STA should be listed in terms of projected dollars (rather than just percent of use tax). Any Section 5310/5311 funds to be used for support of operating costs or costs of contracting should also be in dollars.

Capital projects that are to be candidates for statewide capital funding need to be described in the public hearing notice and application using the terminology and funding detailed in the FY13 programming guidance for transit vehicles, which has been provided. For each capital item or group of items list the total costs in whole dollars, and either the federal share in whole dollars, or the federal percentage.

Feasibility studies **MUST** accompany all construction projects, which the Metropolitan Planning Organization (MPO)/Regional Planning Affiliation (RPA) wish to have programmed in the first year of the State Transportation Improvement Program (STIP). These studies must also be submitted by the first business day in May in conjunction with the consolidated funding application. The feasibility study must be available for inclusion into the STIP.

Completed application materials should be submitted to [Pamella Lee](#), Office of Public Transit, 800 Lincoln Way, Ames, IA, 50010, no later than the first business day of May. If you have any questions regarding these materials please feel free to call her at 515-239-1872.