

## **Consolidated Transit Funding Application Guidance**

Iowa's Consolidated Transit Funding Application is used by all transit agencies to apply for State Transit Assistance (STA). Transit systems providing service in areas up to 200,000 in population also use this process to apply for state administered federal transit assistance under the 5310 program. Small urban and regional transit systems, along with the Des Moines Area Regional Transit Authority (DART), a rural provider in Polk County, use this process to apply for state administered federal transit assistance under the 5311 program. Any system applying for statewide 5339 capital funds must include its request in the consolidated application. The consolidated application also requests information on expected direct-funded federal transit assistance grants for large urban transit systems under the 5307 program, along with the 5310 program for transit systems serving areas with a population greater than 200,000. Any individual earmarks for capital projects for all transit systems should also be included. The Consolidated Transit Funding Application is due to the Iowa Department of Transportation's (DOT) Office of Public Transit (OPT) no later than the first business day of May.

### **All Consolidated Transit Funding Applications**

- Public hearing notice documentation (copy of notice, affidavit of publication and proceedings/transcript/minutes) submitted to OPT 30 days in advance of the public hearing

### **Large urban transit system application for State Transit Assistance funds only**

- Authorizing Resolution
- Public hearing notice documentation (copy of notice, affidavit of publication and proceedings/transcript/minutes) submitted to OPT 30 days in advance of the public hearing
- Minority Impact Statement
- Board contact information and organizational chart
- Performance Management Agreement

### **Large urban transit system application for State Transit Assistance funds plus federal formula assistance, and possible statewide federal capital assistance.**

- Authorizing Resolution
- Labor Protection Agreement
- Listing of surface transportation providers (Tables 1 and 2) (Please verify all union affiliation and local designations)
- Cost Allocation Plan, Indirect Cost Rate Proposal, or letter stating your agency does not bill indirect costs
- Certificate of Cost Allocation Plan or Certificate of Indirect Costs
- Current Certifications and Assurances for Federal Transit Assistance programs
- Public hearing notice documentation (copy of notice, affidavit of publication and proceedings/transcript/minutes) submitted to OPT 30 days in advance of the public hearing
- 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
- Draft copy of the upcoming year's Transportation Improvement Program
- Certification of Equal Access for Persons with Disabilities (if programming any non-ADA vehicles).

- Performance Management Agreement

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

- Authorizing Resolution
- Labor Protection Agreement
- Listing of surface transportation providers (Tables 1 and 2) (Please verify all union affiliation and local designations)
- Cost Allocation Plan or Indirect Cost Rate Proposal
- Certificate of Cost Allocation Plan or Certificate of Indirect Costs
- Lobbying Cost Certificate (Non-profit Organizations Only)
- Current Certifications and Assurances for Federal Transit Assistance programs
- Public hearing notice documentation (copy of notice, affidavit of publication and proceedings/transcript/minutes) submitted to OPT 30 days in advance of the public hearing
- 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
- Draft copy of the upcoming year's Transportation Improvement Program
- Certification of Equal Access for Persons with Disabilities (if programming any non-ADA vehicles)

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Public Hearing Notice and Documentation – A public hearing notice should be submitted to the OPT 30 days in advance of the meeting, to be posted on the private sector clearinghouse website <https://iowadot.gov/transit/private-sector-notification-clearinghouse>. Please send copies of the public hearing notices to [emma.borchers@iowadot.us](mailto:emma.borchers@iowadot.us)

The public hearing notice should cover both operating and capital projects. For operating projects, 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 current fiscal year programming guidance for transit vehicles. 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.

A public hearing must be held for a consolidated transit funding application, and the public hearing must take place in an accessible building. A copy of the notice, affidavit of publication, and proceedings/ transcripts/minutes 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.

Authorizing Resolution – 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.

Labor Protection Agreement – All transit systems must submit a signed Labor Protection Agreement certifying that the transit system will comply with the terms and conditions of the Special Warranty Arrangement.

Listing of Surface Transportation Providers – Each transit system applying for federal funds must supply two tables listing surface transportation providers in the project area. The first table should list providers under contract to the transit system. The second table should list providers not under contract, but operating in the area. The address and the union affiliation (if any) of the provider's employees must be listed in both tables. OPT is required to submit this information to the U.S. Department of Labor as part of the statewide 5339 and 5311 applications each year.

Cost Allocation Plan or Indirect Cost Rate Proposal – The federal Office of Management and Budget (OMB) requires that each entity receiving federal funding prepare either a cost allocation plan or an indirect cost rate proposal if any indirect costs will be charged to the federally assisted project per 2 CFR Part 225: Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87), and 2 CFR Part 230: Cost Principles for State, Local, and Non-Profit Organizations (OMB Circular A-122). If no indirect costs are charged to the transit program a statement as such must be included. Each year, any system requesting federal funds that will be administered as part of a statewide grant must provide a cost allocation plan or indirect cost rate proposal.

If the cost allocation plan or indirect cost rate proposal have already been approved by another state or federal agency, please send documentation of that approval with your application submittal.

Certificate of Cost Allocation Plan and Certificate of Indirect Costs – 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. Transit systems should carefully review aspects of the application pertaining to the 2 CFR Part 225 and 2 CFR Part 230 requirements with your accountant before having your agency's signatory sign these certifications.

Lobbying Cost Certificate – All non-profit organizations are required to submit a Lobbying Cost Certificate per 2 CFR Part 230: Cost Principles for State, Local, and Non-Profit Organizations (OMB Circular A-122). All certifications should be printed on your organization's letterhead.

FTA Certifications and Assurances – Each small urban and regional transit system must include a signed copy of FTA's current Certifications and Assurances. Large urban transit systems participating in FTA's TEAM electronic grant management system may provide a signed copy of FTA's current Certifications and Assurances, or provide the date the Certifications and Assurances were executed electronically.

Complaints Alleging Discrimination – 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. Please state if there are no complaints alleging discrimination to list.

Lawsuits – 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. Please state if there are no lawsuits to list.

Minority Impact Statement – 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.

Contact Information – 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. A current organizational chart that includes names of employees in those positions is required.

Draft Copy of the Upcoming Year's Transportation Improvement Program – All projects submitted in the Consolidated Transit Funding Application are required to be included in the annual transit element of the local Transportation Improvement Program (TIP). The funding requests in the application must match the amounts programmed in the TIP. For rollingstock projects funded with statewide funds, the maximum programmed amount cannot exceed the ceilings for federal participation provided in the programming guidance for transit vehicles.

Certification of Equal Access for Persons With Disabilities – Any transit system requesting funds for the purchase of vehicles not meeting the standards of the Americans with Disabilities Act (ADA) (possible only for demand-responsive service) must submit a Certification of Equal Access for Persons With Disabilities reporting that when viewed in its entirety, the system provides equivalent levels of service for persons with disabilities. The accompanying ADA Needs Analysis for Demand Responsive Public Transit must also be submitted.

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A feasibility study **MUST** be included with all construction projects, which the Metropolitan Planning Organization (MPO)/Regional Planning Affiliation (RPA) has programmed in the first year of the STIP with federal funding. These studies must be submitted by the first business day in May in conjunction with the consolidated transit funding application. The feasibility study must be available for inclusion into the STIP.

Only capital projects programmed under the Section 5339 funding source will be pulled from the first year of the State Transportation Improvement Program (STIP) to compete for funding through the PTMS process.

Completed application materials should be submitted to [Sreeparna.Mitra@iowadot.us](mailto:Sreeparna.Mitra@iowadot.us), 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 him at 515-239-1872.