

**KENTUCKY TRANSPORTATION CABINET
OFFICE OF TRANSPORTATION DELIVERY
SUPER GRANT FOR
SECTION 5311 (CFDA #20.509), SECTION 5310 (CFDA #20.513), SECTION 5339 (CFDA #20.526),
SECTION 5303 and 5304 (CFDA #20.505)
APPLICATION GUIDELINES
RURAL AREA FORMULA GRANTS AND METROPOLITAN PLANNING
SFY 2021 APPLICATION CHECKLIST
Due March 2, 2020**

Information will be obtain in profile entry.

AGENCY NAME/DBA (both)

DUNS#

Congressional District

SAM.GOV Status and Expiration Date

Type of Entity – Government or Non-Profit

PART I PLANNING & PROGRAMMING

<u>PAGE</u> <u>#</u>	<u>CABINET</u> <u>USE</u> <u>ONLY</u>
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1. Project Description

– Updated Project Description (Routes, Fares, Hours, Days, etc.) (Please include Rural Public, Appalachian, Intercity Bus, Statewide, Metropolitan and Non-Metropolitan Planning/Justification of Proposed Coordination/Transit Planning Elements/Technical Assistance etc.) – 5311, 5303, 5304		
– Appalachian Counties listed (if applicable) - 5311		
– HSTD/NEMT Involvement/Participation – 5311		
– Vehicle/Facility Maintenance Plans – 5311		
– Fixed Route/Supplemental ADA Paratransit – 5311		
– Deviated or Flexible Fixed Route – 5311		
– Demand-Response – 5311		
– Intercity Bus Assurance and Description - 5311		
– Incidental Services/Cost Recovery (Facilities, Charter, Meals, etc.) – 5311, 5310		
– Updated Equipment/Rolling Stock/Real Property Inventory Listing – 5311		
– Maps of Service Area for <u>each service</u> (Demand Response/Intercity, etc.) or Metropolitan Planning Area Boundaries and Map – 5311, 5303		
– Articles of Incorporation/Transit Authority/Local Gov (current) – 5311, 5310 (Lead and Applicants)		
– Legal Name Form – 5311, 5310		
– Updated Drug & Alcohol Policy - 5311		
– List of Safety Sensitive Employees (w/o SS#) including Job Titles – 5311		
– Low Income Population for Service Area – 5311		

– Disabled Population for Service Area – 5311		
– Training Conducted during Current and One (1) Past Fiscal Year – 5311		
– Status of Open 5311/5310/5309/5339 Capital Projects with Updated Milestones – 5311, 5310 & 5339		
– Description of Capital Request – 5311, 5310 & 5339		
– Traditional Capital Project – Replacement Vehicles - 5310		
– Needs Ranked - 5310		
– Project(s) Exceed Requirements of ADA, Improve Access to Fixed Route Services and/or Alternatives that Assist Seniors and Individuals with Disabilities (Formerly 5317 New Freedom) - 5310		

2. Project Justification

– Benefits/Changes/Impact – 5311		
– Personnel - 5311		
– Relationship to Community – 5311		
– Local Support Letters – 5311		
– Inaccessible Vehicle Purchase -5311, 5310		

3. Project Budget(s) Operating/Administrative/Planning/RTAP

– Separate Budget for each Applicable Service (Operating, Administrative, Appalachian, Intercity, Intercity Administrative, Statewide, MPO, and Non-Metropolitan Planning) – 5311, 5310, 5303, 5304		
– Separate <u>Detailed</u> Backup for <u>each</u> Line Item on <u>each</u> Budget – 5311		
– Explain Non-Emergency Medicaid Involvement in Detail – 5311		
– Indirect Line Item (Approved Non-Profit Rate Agreement) – 5311		
– In-Kind Backup Documentation/Justification – 5311		
– RTAP Needs Explained & Budget(s) – 5311		
– RTAP Application Spreadsheet - 5311		
– Source(s) of Contract Revenue w/Description of Services Provided - 5311		
Capital Budgets(s) 5311, 5310 and 5339		
– Section Capital Budget Request – Section 5311 Capital, Appalachian Capital, Intercity Capital, Section 5339 – Attach budget for <u>each</u> capital request – 5311, 5339, 5310		
– Separate <u>Detailed</u> Backup Justification for <u>each</u> Capital Budget Requests and DBE Goal (If needed) – 5311, 5310, 5339		
– Milestone Schedule for <u>each</u> Capital Budget Requests – 5311, 5310, 5339		
– Project Financing and Commitment of Local Share – 5311 & 5310		
– Anticipation of NEPA Requirements - 5311 & 5339		
– Protection of the Environment Statement that this Project is a Class 2		

Action that has no Significant Impact on the Environment, if applicable, or Planned Environmental Reviews - 5311 & 5339		
– Statement that No Persons, Families, or Businesses will be Displaced by the Proposed Project (if applicable) – 5311 & 5339		
– Evaluation of Flood Plain (if applicable) – 5311 & 5339		
– Bid or Quote Specifications with Bid Package and ICE for <u>each Item Requested</u>		
– Each Counties Needs Address - 5310		
– Preliminary Assessment of Needs Ranked - 5310		
– Letter(s) from Agency(s) Providing Operating Funds for Vehicle - 5310		
– Letter(s) from Agency(s) Providing Required Local Match - 5310		

4. Requirements

– Fiscal/Managerial Capability of Lead Agency & Applicants - 5310		
– Title VI: Minorities Served Estimated by Category – 5310, 5311		
– Equivalent Service Analysis of Lead Agency & Applicants – 5310 & 5311		
– Preventive Maintenance Program and Forms – 5310		

5. 5311 Purchase Requirement(s)

– Agency Purchase Procedures (one-time only) – 5311, 5339		
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6. Planning

– Monitoring Agency(s) (Board, Commission, State, ADD, etc.) – 5311			
– Studies & Dates - 5311			
– Three One-Year Operating Budgets (SFY22, SFY23 & SFY24) – Due again SFY22 - 5311			
– Three One-Year Capital Budgets (SFY22, SFY23 & SFY24) – Due again SFY22 - 5311			
– Population of Service Area by County - 5311			
– Community Development Projects Description - 5311			
– Inclusion in MPO’s Transportation Improvement Program (TIP) if Part of Urban Area and/or Inclusion in State Transportation Improvement Program (STIP) – 5339, 5311, 5310			
MPO Planning Program - Section 5303 Only	<u>UPWP</u> <u>PAGE #</u>	<u>MPO</u>	<u>CABINET</u> <u>USE ONLY</u>
- MPO is coordinating with 5307 recipients to establish Performance Measures that will aid in the establishment of Addressing Performance Targets in 23 U.S.C. 150(c) and Coordinating on Targets related to Transit Safety			
- Copy of TIP/Amendment pages that relate to Transit Asset Management (TAM) – must include description of the anticipated progress brought about by implementing the TIP towards achieving the performance targets.			
- MPO UPWP includes performance targets that address			

performance measures and standards and a system performance report.			
- Unified Planning Work Program (Draft/Final)			
- Coordinated Planning Activities for the Locally Developed Public Transit/Human Services Transportation Coordinated Plan			
- MPO Policy Board Public Transit Representation (attached)			
Statewide and Non-Metropolitan Planning – Section 5304 Only		<u>PAGE #</u>	<u>CABINET USE ONLY</u>
- Description of Board Make-Up and Participation in Regional Boards			
- Goals & Objectives			

PART II COMPLIANCE

1. Coordination Meeting

- Certified Mail/Returned Receipts and/or List of Agencies – 5311 & 5310		
- Providers Notified/Copy of Letter – 5311 & 5310		
- Participants/Summary 5311 & 5310		
- All Agencies Contracted/Dates Listed – 5310, 5311		
- Groups Serving Minorities Notified – 5310, 5311		
- Private Sector Notification - Dates/Early Notification/Consultation/Certified Mail/Returned Receipts – 5311, 5310		

2. Public Hearing (if necessary) – Did an increase of fare or reduction of service occur?

- Copy of Advertisement/Proof of Publication – 5311,5310, 5339		
- Participants/Certified Verbatim Transcript -5311,5310,5339		
- LEP Accommodations – 5311,5310,5339		

3. Title VI – Has this been submitted to OTD and approved? – Attach if not attached. – 5311, 5310, 5339, 5303, 5304

4. EEO – Equal Employment Opportunity

- Affirmative Action Plan (100 or more employees) – 5311, 5310, 5339, 5303, 5304		
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5. Elderly and Persons with Disabilities

- Hearing (if service for disabled changed) - 5311		
- Status Report on Service for Disabled DUE in FY23 Application - 5311		

6. Opinion of Counsel

– Current Letter from Counsel - 5311		
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7. Certifications and Assurances

– FY2021 Certifications and Assurances – 5311, 5310, 5339, 5303, 5304		
– Signed Federal Model Clauses – 5311, 5310, 5339, 5303, 5304		
– Authorizing Resolution – 5311, 5310, 5339, 5303, 5304		

8. Coordinated Plan

– Coordinated Plan Attached – 5310		
– Coordinated Plan Checklist Attached (Fully Completed and Signed) 5310		

The below signature hereby certify that all the above listed documents including certifications and assurances, have been submitted to the Kentucky Transportation Cabinet, Office of Transportation Delivery through the Online Grant Program of the SFY2021 Super Grant.

Electronic Signature will be prompted.

_____ Agency Signature	_____ Title	_____ Date
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Electronic Signature will be prompted.

_____ State/OTD Project Manager Signature	_____ Title	_____ Date
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Initials State/OTD Staff Assistant or Branch Manager Acknowledgement

****All elements must be checked or marked N/A, by the Project Manager, for an application to receive State and Federal Approval.**