

TIPS FOR COMPLETING APPLICATION

1. Application is online and accessible through STTARS. Please read and follow all directions carefully! Documents requiring signatures are revised annually. DO NOT work from any previous applications! Submittal of old documents or pages is cause for disqualification of the application.
2. If you need assistance, contact your program manager. If you are new to application process, call 225-379-3060 for the appropriate manager in your geographic region.
3. Rarely is N/A an appropriate response. The application is designed to eliminate questions that are not applicable to the funding you are requesting.
4. Applicants should budget to reflect accurate, fully allocated costs when requesting operating assistance. The budget portion is a separate tab in the application and you are eligible to request up to half of your total budget.

Example: If your budget page has a total transportation expense of \$400,000.00, the amount requested at the beginning of your application should be \$200,000.00. Also, the match form should document at least \$200,000.00 of eligible match.

5. Approval is based upon relevant factors: past performance, need (as determined by this office compared to statewide need) and the QUALITY (completeness and accuracy) of your application.
 6. Time line is included for guidance.
 7. Sample documents are updated each year and it is strongly suggested to use the samples.
- Application Authority - Signed by the authorized signatory of the contract. This signature should be the same as the person designated in the Authorizing Resolution
 - Authorizing Resolution w/ original signature. 2 originals are required for each program applying for. (example - if you are applying for operating and a vehicle - send 4 total authorizing resolutions) (example - if you are only applying for 5311 operating - send 2 original authorizing resolutions) (example - if you are applying for 5311 and JARC, send 4 original applications)
 - Certificate of Good Standing (only required for not-for-profits, 5311 applicants are from the public body and the Certificate of Good Standing is not required for public body applicants)
 - Matching Funds form - this is required for all applicants and should document the match required for the application. (Example: If you are requesting \$214,000 in operating funds, your match letter should document the source of funds totaling \$214,000. Cash fares and donations DO NOT count as eligible match) This form must be signed by the authorizing official, same person as identified in the authorizing resolution.

- Project notification letters are required for any applicant applying for vehicles. This notification process allows the DOTD Public Transportation Section to make the required certifications to the Federal Transit Administration (FTA) that existing transportation is unavailable, insufficient or inappropriate to meet the needs of the local area, and that other transportation providers have been afforded a fair and timely opportunity to comment on the proposed service.

Notification letter should be sent to all transit providers in your service area informing of your intent to apply for FTA funds. Use sample attached and send through certified mail.

- Copies of certified mail receipts from where you sent out project notification letters
- Public Notice - Prepare the public notice to identify the services being proposed to meet the transportation needs of the public. This notice should invite any interested transportation providers or general public within the service area to comment on the proposal within 15 days.

Publish this public notice in the official parish journal (a general circulation newspaper that covers the applicant's service area). Public Notices must legally appear at least once. Applicants who publish Public Notices that do not follow this format will be disqualified. Do not change any wording other than filling in the blanks with the required information. Upload the public notice that is certified from newspaper.

- Upload the certified newspaper receipt showing the content published and date of publication.
- Opportunity for Public Hearing - This notice is required for any applicant applying for a vehicle and must be published in a local newspaper to offer the opportunity for anyone to publicly comment on the applicant. The Opportunity for Public Hearing must run twice, at least 15 days apart.
- Certified newspaper receipt showing the two dates the Opportunity for Public Hearing was published.
- If there are responses to the opportunity for public hearing, you must include the date a meeting was held and minutes from the public meeting.
- Copies of initial letter to MPO regarding Coordinated Public Transit-Human Services Transportation Plan and the response letter showing that the MPO will include you in their Transportation Improvement Plan (TIP). Please allow 45 days for this letter and discuss specific time line with your MPO.
- Copies of interagency transportation agreements or contract agreements if your agency has these types of agreements. Example may include a contract with a residential facility to transport residents on a routine basis. The revenue from a contract is not treated as cash fares, but it is a contract and can be treated as match.

- Department of Labor Form - This form is forwarded to the Department of Labor to assure that the applicant will comply with the labor protection provisions of the standard 49 USC 5333(b) labor warranty for rural public transit. Required of 5311 applicants only.
- DOTD approval of an indirect cost rate. This only applies to agencies who have applied to DOTD audit, and been approved, for an indirect cost rate other than the 10% de minimis.
- Drug and Alcohol Certification - This is the two paragraph certification that states the applicant will comply with FTA drug and alcohol testing per 49 CFR Part 655. Only required for 5311 applicants.
- Drug and Alcohol Policy - complete policy addressing training, testing, etc. If the agency is a 5311 recipient it should specify the FTA regulations.
- Fare schedule - This is the list of fares charged for particular rides and it should be the same as what is posted in each vehicle and included in the service policy.
- FTA / DOTD Certifications and Assurances - These are provided each year and reflect the most recent FTA certifications and assurances. The sample provided must be used and the 2022 date is correct.
- Letters of support. This is optional if you have partners in your service area who want to show support for your application.
- Organization chart and a list of your board members and advisory groups
- Service map (Required)
- Service Policy Manual
- Non-Discrimination Plan (Includes policies addressing Title VI, ADA, DBE, LEP, and EEO) Required for all recipients.
- Transit Marketing Plan Calendar and Budget. Required for 5311 agencies.
- Vehicle insurance binder, certificate of insurance declaration page or equivalent. Required for all recipients.

RECOMMENDED TIMELINE

In order to submit your application by November 1, several steps must be taken early in the application period. You may complete all of the general agency information, project description/justification, fiscal and managerial capabilities and other general portions of your application packet independently. There are several portions which involve other organizations so these areas must be completed as soon as possible. The dates listed below are the **recommended** dates by which each step should be completed; therefore, we urge you to begin this process as soon as possible. You may begin processing your application as soon as it is posted online and/or you may use the suggested completion dates listed below:

#	ACTION NEEDED	SUGGESTED COMPLETION DATE
1.	Applicants must notify Metropolitan Planning Organizations of their intent to apply. Sample letter in application on "Documents" page.	August 1
2.	Arrange to have Agency's authorized representative to review the certification and assurances and sign all the appropriate pages in application. Have Agency's Board execute an authorizing resolution and obtain copy of Certificate of Good Standing from Secretary of State's Office.	August / September
3.	Publish public notice. All applicants.	September 1
4.	If agency will be applying for Capital (vehicles), applicant must issue first "opportunity for public hearing"	September 10
5.	If agency will be applying for Capital (vehicles), applicant must issue second "opportunity for public hearing". MUST be at least 15 days after the first publish date.	September 30
6.	Applicants in should submit letter of intent to apply to respective Metropolitan Planning Organization for review. A response from the MPO must be included in your application. Check with your MPO if they need notice prior to 45 days from due date.	September 15
7.	If applicable, resolve any conflicts that may have developed as a result of the public notices.	October
8.	If you submit a <u>completed</u> application by October 1st we will conduct a preliminary review to determine accuracy/thoroughness of your application. We will advise you of the corrections needed in time for you to return the corrected application to DOTD by the November 1 st deadline.	October 1
9.	<p>The <u>completed</u> application <u>must</u> be received via online application in STTARS by 11:59 P. M., November 1st.</p> <p>No late applications will be accepted by this office for Capital Assistance Awards after that date and time. FAX transmissions of the application will NOT be accepted. INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED</p> <p>..... NO EXCEPTIONS</p>	November 1