

CHECKLIST FOR SECTION 5311 OPERATING ASSISTANCE APPLICATION FY 21-23

Please ensure **ALL** of the following documents are uploaded before submitting your application. If any documents are missing or incomplete, your application will be rejected.

1. Resolution from your governing body supporting the application and committing local match (if applicant is supplying local match).
2. Documentation of commitment from other local match sources (if applicable).
3. Copy of public notice. Example [HERE](#)
4. Copy of public hearing notice and minutes (applicable only if there is a change in service or fares from previous application) Example [HERE](#)
5. Copy of affidavit for proof of public notice
6. Organizational chart for the transit system showing relationship to the governing body.
7. Indirect Cost Rate Agreement (applicable to nonprofit agencies claiming an indirect cost).
8. Documentation of fair market value for in-kind services or goods (applicable only if claimed on application and invoices).
9. [Exhibit A](#)
 - a. Certification of Compliance with Civil Rights
 - b. Certification of Restrictions on Lobbying
 - c. Labor Narrative, Example [HERE](#)
 - d. Acceptance of Special 5333(B) of Title 49
 - e. Certifications and Assurances for FTA Programs
 - f. Transit Asset Management (TAM) Certification and Accountable Executive designation