

**STANDARD ASSURANCES FOR APPLICANTS – LTF**  
**(All claimants must complete this document)**

**APPLICANT ASSURANCES:** *Initial Each Section or Indicate N/A.*

- 1) Applicant certifies it has submitted a satisfactory, independent fiscal audit, with required certification statement, to MCTC and to the State Controller, pursuant to PUC 99245 and 21 CCR 6664, for the prior fiscal year (project year minus two). Applicant also assures this audit requirement will be completed for the current fiscal year (project year minus one).  
***Applies to all TDA claimants.***
- 2) Applicant certifies that no more than 50% of the CTSA's operating budget for the year came from LTF. Applicant also certifies that its fiscal audit contains verification of this limitation.  
***Applies to Article 4.5 (CTSAs)***
- 3) Applicant certifies it has submitted an annual report, documenting agency operations, in conformance with the uniform system of accounts and records, to MCTC and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Applicant also assures this report will be completed for the current fiscal year (project year minus one).  
***Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)***
- 4) Applicant certifies it has submitted an annual report, regarding expenditure of funds received, to the State Controller, pursuant to 21 CCR 6665, for the prior year (project year minus two). Applicant also assures this report will be completed for the current fiscal year (project year minus one).  
***Applies to Articles 3 (bike/ped) and 8 (streets/roads)***
- 5) Applicant certifies that (initial one):

  - a) the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC 99271(a)); or
  - b) the operator is implementing a plan approved by MCTC which will fully fund the retirement system for such officers and employees within 40 years (PUC 99271(a)); or
  - c) the operator has a private pension plan which sets aside and invests, on a current basis, funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC 99272 and 99273.  
***Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)***
- 6) Applicant certifies that, pursuant to PUC 99264, it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.  
***Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)***
- 7) Applicant certifies that the transit operator's operating budget has not increased more than 15% over the preceding year, and does not include a substantial increase or decrease in scope of operations or capital budget provisions for major new fixed facilities. ***If the budget does include such changes, documentation is attached*** that identifies and substantiates the reason and need for the changes, pursuant to PUC 99266, CCR 6632(b). E.g., if there is a substantial change between the capital expenditures proposed in this application and those described in the Short Range Transit Development Plan (TDP), the applicant must provide a statement that substantiates the need for this change.  
***ATTACHMENTS MAY BE REQUIRED***  
***Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)***

- 8) Applicant certifies that **attached is certification from the Department of California Highway Patrol** (CHP), completed within the last 13 months, that indicates the operator is in compliance with Section 1808.1 of the Vehicle Code. Section 1808.1 of the Vehicle Code requires, among other things, that operators participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles.  
**ATTACHMENTS REQUIRED**  
***Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)***
- 9) Applicant certifies it is in compliance with PUC 99155: if it offers reduced fares to seniors, it offers the same reduced rate to disabled persons, handicapped persons, and disabled veterans, and it honors the federal Medicare card for identification to receive reduced fares.  
***Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)***
- 10) Applicant certifies it is in compliance with PUC 99155.5: dial-a-ride and paratransit services are accessible to handicapped persons and the service is provided to persons without regard to vehicle ownership and place of residence.  
***Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)***
- 11) Applicants that contract with another entity or entities for transit service certify that a copy of **the contract negotiated with that entity is attached**, pursuant to CCR 6630.  
**ATTACHMENTS REQUIRED**  
***Applies to Articles 4 (transit) and 8 (transit)***
- 12) Applicant certifies that **attached to this claim is an operations plan and budget** that describes existing and proposed service, and report on progress of coordination and consolidation objectives.  
**ATTACHMENTS REQUIRED**  
***Applies to Article 4.5 (CTSAs)***
- 13) Applicant certifies that in its TDA claim, not less than 5% of the amount claimed under Article 4 will be expended for demand-response service for the elderly and individuals with disabilities.  
***Applies to Articles 4 (transit) in service areas without a designated CTSA***
- 14) If MCTC has found that there are unmet transit needs that are reasonable to meet within its jurisdiction, the claimant certifies it has **attached a summary of the actions it plans** to take to meet the needs.  
**ATTACHMENTS MAY BE REQUIRED**  
***Applies to Article 8 (streets/roads)***

The undersigned hereby certifies that the above statements are true and correct.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_