

CHECKLIST and INSTRUCTIONS FOR HOW TO OBTAIN APPLICATION OF
THE SPECIAL WARRANTY ARRANGEMENT
FOR OTHER THAN URBANIZED AND OVER-THE-ROAD BUS
ACCESSIBILITY GRANTS (2008)

The Federal Transit Administration (FTA) will notify the Department of Labor (DOL) that it has funded an Other Than Urbanized or Over-the-Road Bus (OTRB) grant by transmitting a copy of each grant application to DOL upon approval of the grant.

Applications for Other Than Urbanized grants must contain a labor section which includes the information specified in item 4 below for each grant recipient. **To facilitate inclusion of this information in the grant application, a sample format is posted on the OLMS website.** Applications for Over-the-Road Bus grants must include information in the application identifying labor organizations representing employees of the grant recipient.

The Department will notify labor organizations representing potentially affected transit employees in the service area when Other Than Urbanized and OTRB grants are funded by the FTA.

In order to provide appropriate notification that Other Than Urbanized and OTRB grants have been funded and that employee protections are in place, the applicant must ensure that the following information is included in the grant application submitted to the FTA and provided to DOL:

1. Indicate the Project number (e.g., MD-18-X012).
2. Identify the contact person, address, phone and fax number for the Grantee/applicant.
3. Attach a list of recipients of funds under the grant and include contact information for each recipient. (For OTRB grants there generally will no recipients other than the grantee; in addition to items 1 and 2 above, the additional information in items 4. B, C, and D must be included in the application.)
4. For each recipient of federal funds the following information must be included:
 - A. Identify the contact person, address, phone and fax number for the Grantee/applicant.
 - B. Identify the type of assistance that is being requested (capital or operating) and provide a complete project description.
 - C. Indicate the period of time for which assistance is requested (e.g., January 1, 2009 – December 31, 2009).

- D. Identify labor organizations representing employees of the recipient.
- E. Identify all other transportation providers in the geographic service area and the type of service they provide.
- F. Identify all labor organizations representing employees of other transportation providers in the service area.

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