**Section 651.202 Contents of Operating Assistance Applications**

a) Preliminary operating assistance applications shall contain the following information:

1) The name of the participant and the name and address of the contact person for the participant.

2) A brief description of the proposed transportation program including the geographic area to be served by the program, the number and type of vehicles that will be operated and the name of the proposed transit provider(s).

3) An estimate of the deficit expected to be incurred in the operation of the program, and the amount of Section 18 funds that will be requested in the formal application.

4) The sources of funding expected to provide the matching funds required under the Section 18 program.

b) Formal operating assistance applications shall contain the following information:

1) A cover letter from the participant to the Department requesting Section 18 operating assistance funds.

2) A board resolution and certification by the participant that it will supply or cause to be supplied funds which, together with funds made available under the Section 18 program, will be sufficient to cover the cost of operating the proposed program.

3) Applications containing proposals to provide transportation service to an area through a transportation provider other than the participant must contain copies of purchase of service agreements entered into by the participant and the provider(s). Purchase of service agreements must contain the following information:

A) A description of the service to be provided, including the service area covered under the agreement.

B) The amount to be paid for the purchase of service under the agreement.

C) A certified copy of the resolution of the governing board of each party authorizing the execution of the agreement.

D) An explanation of the method used by the transportation provider to allocate expenses and revenues to the transportation service provided under the purchase of service agreement. Transportation providers which have entered into a purchase of service agreement with a participant are subject to both pre-grant and post-grant award audits by the State to determine the acceptability of the method for allocating expenses and revenues to the transportation service provided under the purchase of service agreement and to determine the adequacy of the transportation provider's record-keeping system.

4) Such other information as is required in the application forms provided by the Department, including information that is necessary for the Department to evaluate a proposed program based on the criteria provided in Section 651.301 herein and other documentation and assurances required by The Federal Highway Administration (FHWA).