

ATTACHMENT A COST ALLOCATION PLAN (CAP) CHECKLIST

TRANSIT AGENCY (TA) NAME	COMPLIANCE ANALYST
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PART I - List all current CAPs		

PART II

Please mark "yes" or "no" for each item and add any CAP not listed.
Please note: the following list is only illustrative and not all inclusive; other conditions may require a CAP.

ACTIVITIES THAT MAY REQUIRE A CAP	YES	NO
Package Delivery / Meal Delivery Programs: Does your TA provide any package delivery or meals on wheels service? (Cannot conflict with public transit services, nor result in a reduction of service to transit passengers.)		
Charter: Does your TA provide incidental charter service?		
Multiple Operating Funding Sources: Does your TA receive State or Federal operating funds for more than one program? (Example: TA that participates in the Job Access Reverse Commute program and provides Regular Service)		
Rental / Other Income: Does your TA rent space, vehicles, or parking lots to others? (Examples: Concession stand, candy counters, restaurants, garage space)		
Maintenance Services: Does your TA sell maintenance services to others?		
Contributed Service: Does your TA receive donated services that benefit transit operations and would need to be purchased if the services were not donated?		
Joint Costs with Others: Is your TA a department, office, etc. of a local government (city, county, or township) and has joint cost with other units of the local government? (Examples: Building maintenance, bookkeeping services, information technology, payroll service, insurance, joint job responsibilities between departments). This does not apply to transit authorities.		
Other:		

PART III

- A. If "yes" was indicated in Part II, a CAP is required; continue to B. If only "no" was indicated in Part II, and you are unsure if a CAP is required contact your Project Manager.
- B. Is a corresponding CAP listed in Part I? If yes, has the CAP been approved by MDOT? If yes, continue to C, if no, continue to D. If your CAP is a CSCAP it will need to be submitted to the Office of Passenger Transportation annually along with the approval and/or submittal to the federal cognizant agency.
- C. Has the methodology changed since the plan was approved? If yes, continue to D, if no, end of process.
- D. An approved CAP methodology or updated methodology is required. Your TA needs to formulate the plan methodology and submit it to your project manager. Contact your project manager if you have questions.

I certify that the above information is true and correct to the best of my knowledge.

TRANSIT AGENCY REPRESENTATIVE	SIGNATURE	DATE