



KYOVA INTERSTATE PLANNING COMMISSION

Suballocated Funds Application for Infrastructure Projects – Highway and Transit

Funding Source: Surface Transportation Block Grant (STBG) Program

APPLICATION INSTRUCTIONS

When completing the application, applicants shall follow these guidelines:

- Applications will be accepted from eligible agencies within Cabell and Wayne counties, WV, Boyd and Greenup Counties, Kentucky and Lawrence County, OH.
- Complete the application in its entirety and submit on or before the advertised deadline.
- Project description should give a clear, concise and detailed representation of the project specifics including project termini (i.e. beginning and ending points) referencing on which side of the street/roadway work will occur, etc.
- Do not use “see attached” as an answer to any question in the application. If you require more space please continue on an attached separate 8 ½ x 11-inch sheet of paper with the Heading and Section Name/Question at the top of each page.

Mail applications to: Christopher M. Chiles, Executive Director
 KYVOA Interstate Planning Commission
 400 Third Avenue
 Huntington, WV 25701

FY 2017 Application Dates

	Round 3	Round 4*
Application Dates	August 15, 2016 through October 31, 2016	February 6, 2017 through April 28, 2017
Intent to Apply Deadline	August 31, 2016	March 17, 2017
Workshop	September 1, 2016	To Be Determined
Application Deadline	October 31, 2016	April 28, 2017

*Round 4 will occur following Round 3 project selection and only if funding is available by each state’s federally predetermined suballocated allowance.

REQUIRED ATTACHMENTS FOR APPLICATION

Attachment A – Location Map(s) or Proposed Site(s)

- An 8 1/2 “x 11” location map identifying the site in proximity to federal, state or local highways. An aerial map is preferred.
- If the project involves acquiring real-property interest, include:
 - Current ownership of the property.
 - Plat or property sketch.
 - Type of title being acquired.
 - Identification of any improvements.
 - Size of tract or size or area acquired.
 - Parent tract if it is a partial acquisition.

Attachment B – Detailed Engineer’s Estimate

An engineer’s estimate must be included with the application. The estimate will be used to assess the project construction cost.

Attachment C – Resolution and/or Letter of Match Commitment

A 20% match is required for all STBG projects. A Resolution and/or signed letter of commitment from the signature authority (Judge/Executive, Mayor, etc.) committing the match for this project must be included. Please keep in mind there is extensive documentation required when using in-kind match and the project sponsor will be required to provide this as part of the reimbursement process. If cash will be used for match, the letter should indicate that the Local Public Agency (LPA) has the funds available to use as soon as the project is approved to commence.



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This application is divided into sections. Please answer each question to the best of your ability. STBG funding may be used for transit projects as well as highway projects. Refer to each individual section pertaining to either “Highway” or “Transit”. Information concerning each type of project has been outlined below to serve as an overview of eligible projects.

Highway Projects

SECTION 2 is to be completed **ONLY** by applicants applying for highway construction projects. Priority will be given to projects that:

- Improve highway safety through off-road accident prevention design.
- Improve highway safety through increasing shoulder width.
- Include improvements to bridges. Points are awarded to projects that include bridge rails, sidewalks, potholes, skid resistance, crash cushions, signage, pavement markings, and bridge approach delineation.
- Eliminate an at-grade railroad crossing(s) or include safety improvements.
- Correct poor design features. This includes straightening excessive curves, improving signs and pavement markings and installing median barriers.
- The Air Quality factor relates to continued efforts to improve the regional air quality and encourage investment in more environmentally friendly forms of fuel use and/or incorporate traffic congestion reduction measures.
- Incorporate noise abatement measures, such as sound barriers.
- Include historic preservation. This may include such things as restoring historic buildings or using facades from historic buildings that have been torn down.
- Include aesthetic features. This includes such improvements as landscaping, visual easements or scenic overlooks.
- Incorporate environmentally friendly modes of transportation such as walking, bicycles and transit.
- Correct highway design and/or construction deficiencies. Improvements to horizontal or vertical curvatures, sight lines, substandard or aged construction or other similar types of improvements are preferred.
- Preserve or improve highway integrity – traffic flow along a highway should not be impeded as a result of the project.
- Exceed design standards for the particular roadway section but do not result in excessive increased costs.
- Include improvements for other types of transportation. This may include bicycle trails, transit improvements, pedestrian improvements or accommodations for other non-auto modes.
- Include lower emissions from vehicles or facilities.
- Improve integration of freight and other transportation modes.
- Improve circulation for large trucks and/or freight delivery.

Please note:

- Highway improvements included in the proposed project should be appropriate for the road's functional classification. Applicants should take care not to over-design improvements that result in excessive or higher than necessary costs.
- Public acceptance of the project is desired. Those living along or near the proposed project should be consulted. Results of any public input should be included in this application.



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Transit Projects

SECTION 3 is to be completed **ONLY** by applicants applying for transit and transit facilities projects. The following items are guidelines that KYOVA will be using to evaluate all transit related projects.

- Preference will be given to projects that improve roadway design for transit vehicles as well as general vehicle circulation. This may include such improvements as bus lanes, bus stop turn outs, improved shoulders to accommodate bus stops and other improvements that preserve or improve traffic flow and transit vehicle operations.
- Projects that create safe and secure waiting and boarding areas for passengers. This may include off-street transit centers, enhanced bus stops, passenger boarding centers or other similar facilities.
- Projects that result in lower auto traffic volumes that result in lower emissions such as projects that are projected to increase transit ridership.
- Transit vehicle projects that utilize low emission alternative fuels and/or incorporate technologies to improve fuel mileage. This includes facility projects that meet LEEDS standards.
- Projects that include sound barriers or other noise abatement measures.
- Projects that incorporate historic preservation. This may include restoration of historic buildings or reuse of facades from older buildings that are removed.
- Visual enhancements on roadways such as landscaping, visual easements or scenic overlooks are encouraged.
- Projects with longer useful lives. FTA standards should be used for transit vehicles.
- Positive impacts are desired for transit passengers and for the transit system operations. This may include various types of passenger amenities or improved bus turning movements.
- Transit vehicle purchase or the construction/rehabilitation of needed transit facilities.
- Projects that are ready for implementation.
- Replacement vehicles or facilities.
- High utilization of vehicles or equipment that is being replaced is desired.
- Projects that incorporate other transportation modes. Other transportation modes include: bicycling, pedestrian, auto, freight and other non-transit modes.



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SECTION 1: GENERAL INFORMATION

SECTION 1.1: APPLICANT INFORMATION

ORGANIZATION/AGENCY NAME		PROJECT LOCATION(CITY/COUNTY/TOWNSHIP)	HIGHWAY DISTRICT
ADDRESS		CITY	STATE
ZIP	PHONE		FAX
POINT OF CONTACT		CONTACT E-MAIL	
PROJECT NAME OR LOCATION			
WHICH STATE FUNDS ARE YOU APPLY?		PROJECT TYPE	
<input type="checkbox"/> West Virginia <input type="checkbox"/> Kentucky <input type="checkbox"/> Ohio		<input type="checkbox"/> Roadway <input type="checkbox"/> Planning Study <input type="checkbox"/> Transit <input type="checkbox"/> Bicycle/Pedestrian <input type="checkbox"/> Intermodal <input type="checkbox"/> Other _____	
INSTRUCTION: The person designated as the point of contact will be the contact for the life of the project and should be able to answer any questions regarding this project. All correspondence and other documents from KYOVA, WVDOH, KYTC, ODOT, FHWA, FTA, etc., will be sent to this person. Applicant will be responsible for notifying all agencies if the point of contact for the project changes.			

SECTION 1.2: KYOVA PLANNING DOCUMENTS (4 points possible)

Is the project included in KYOVA's current Metropolitan Transportation Plan (MTP)? <input type="checkbox"/> Yes (1 point) <input type="checkbox"/> No If yes, please identify the location (page number) and project identification number. Page # : _____ MTP Project ID: _____
Is the project included in KYOVA's current Transportation Improvement Program (TIP)? <input type="checkbox"/> Yes (1 point) <input type="checkbox"/> No If yes, please identify the location (page number) and project identification number. Page # : _____ TIP Project ID: _____
Describe any work that has already taken place on this project such as studies regarding travel or other impacts of the project, preliminary engineering/design, meeting with public officials, civic groups, community, and the community, project cost incurred to date, etc. Please include any barriers that you may or have already encountered. (2 points possible)



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SECTION 1.3: PROJECT DESCRIPTION (HIGHWAY AND TRANSIT PROJECTS) *(10 points possible)*

Please provide a detailed description of the project. Include targeted letting dates, purpose and need, impacts of the project, preliminary engineering, meetings with public and local officials, project cost incurred, data, etc. If you require additional space for the Project Description please attach separate sheet labeled with Section and Description.



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SECTION 1.4: BUDGET INFORMATION (HIGHWAY AND TRANSIT PROJECTS) *(7 points possible)*

SECTION 1.4A: PROJECTED BUDGET (HIGHWAY AND TRANSIT PROJECTS) *(5 points possible)*

List each phase and description of proposed project, estimated completion dates and project cost.

PHASE TYPE/ACTIVITY	PROJECT PHASE/ACTIVITY DESCRIPTION	ESTIMATED COMPLETION DATE	COST
Preliminary Engineering/ Detailed Environmental			
Design			
Design/Build Project			
Right of Way (ROW)			
Utilities			
Construction			
Construction Engineering/Inspection			
Contingency (____)%			
Other			
Other			
TOTAL FUNDS REQUESTED			

SECTION 1.4B: LOCAL PUBLIC AGENCY MATCH (HIGHWAY AND TRANSIT PROJECTS)

(2 points possible: 1 point for 20% match; 2 points for above 20% match)

Projects require a 20 percent minimum match. Please provide source and amount.

ITEM/SOURCE	MATCH AMOUNT
TOTAL LPA MATCH	

SECTION 1.4C: RESOLUTION/LETTER OF COMMITMENT

Please attach a Resolution or Letter of Commitment signed by the agency’s Chief Official stating they support the project (include brief project description, dollars committed with source and timeline for project). If not included, the application may not be processed.



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SECTION 1.5: FUTURE OF FUNDING (HIGHWAY AND TRANSIT PROJECTS) *(6 points possible)*

1. Will the funds requested in this application fully fund the project? Yes No *(2 points possible)*

If no, provide the gap amount and how the difference will be covered.

What is the status of future financing to maintain and/or continue the project after the STBG Program funds are spent and the project is complete?

<input type="checkbox"/> Unknown/Not identified <i>(0 points)</i>	<input type="checkbox"/> Good potential for future funding <i>(2 points possible)</i>	<input type="checkbox"/> Future financing committed <i>(4 points possible)</i>
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Please explain future financing commitment(s) and how they will relate to the project.



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SECTION 1.6: ECONOMIC VITALITY (HIGHWAY AND TRANSIT PROJECTS) *(9 points possible)*

1. Will the project increase employment? If so, how many positions will the project create? <i>(4 points possible)</i> <i>Please skip to Question #4 if project does not increase employment.</i>		
<input type="checkbox"/> No impact on employment <i>(0 points)</i>	<input type="checkbox"/> 0-9 positions <i>(2 points possible)</i>	<input type="checkbox"/> Over 10 positions <i>(4 points possible)</i>
Please explain the increased employment.		
2. If the project increases employment, are these jobs guaranteed? <i>(2 points possible)</i>		
<input type="checkbox"/> No, jobs are not guaranteed <i>(0 points)</i> <i>(Please skip to Question #4 if no jobs are guaranteed)</i>	<input type="checkbox"/> Yes, jobs are guaranteed <i>(2 points possible)</i> If yes, please attach documentation to application	
3. Are potential jobs localized, regional or multi-jurisdictional? <i>(3 points possible)</i>		
<input type="checkbox"/> No, jobs are not localized, regional or multi-jurisdictional <i>(0 point)</i>	<input type="checkbox"/> Yes, jobs are localized <i>(1 point possible)</i>	
<input type="checkbox"/> Yes, jobs are regional <i>(2 points possible)</i>	<input type="checkbox"/> Yes, jobs are multi-jurisdictional <i>(3 points possible)</i>	
Please explain where the jobs will be located and how it will affect the region.		



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SECTION 2: HIGHWAY PROJECTS ONLY

SECTION 2.1: SAFETY AND HAZARDS (HIGHWAY PROJECTS) *(11 points possible)*

1. Does the project eliminate a run-off the road situation or off-the-road impact? <i>(1 point possible)</i>	
<input type="checkbox"/> No <i>(0 points)</i>	<input type="checkbox"/> Yes <i>(1 point)</i>
Please explain	
2. Does the project increase roadway and shoulder width to eliminate narrow roadway situations? <i>(1 point possible)</i>	
<input type="checkbox"/> No <i>(0 points)</i>	<input type="checkbox"/> Yes <i>(1 point)</i>
Please explain	
3. Does the project eliminate a narrow bridge situation? <i>(2 points possible)</i>	
<input type="checkbox"/> No <i>(0 points)</i> Please skip to Question #4	<input type="checkbox"/> Yes (Please answer Questions 3a, 3b, and 3c) <i>(1 point possible)</i>
3a. Does the project improve bridge rails, sidewalks, potholes and poor skid resistance?	
<input type="checkbox"/> No <i>(0 points)</i>	<input type="checkbox"/> Yes <i>(1 point possible)</i>
If yes, please explain how the project improves bridge rails, sidewalks, potholes and poor skid resistance.	
4. Does the project improve or eliminate a railroad crossing hazard? <i>(1 point possible)</i>	
<input type="checkbox"/> No <i>(0 points)</i>	<input type="checkbox"/> Yes <i>(1 point)</i>
If yes, please explain how the project improves or eliminates a railroad crossing hazard.	



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5. Does the project correct poor design features (6 points possible)	
<input type="checkbox"/> No (0 points) <i>Please skip to Question #6</i>	<input type="checkbox"/> Yes (Please answer Questions 5a, 5b, and 5c)
5a. Does the project eliminate excessive curves? (1 point possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (1 point possible)
If yes, please describe location of curve and how it will correct the poor design features.	
5b. Does the project improve poor sign and/or pavement markings? (4 points possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (4 points possible)
If yes, please explain how the project will improve poor sign and/or pavement markings.	
5c. Does the project install medians to separate on-coming traffic? (1 point possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (2 points possible)
If yes, please explain the improvement by installation of medians to separate on-coming traffic.	



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SECTION 2.2: ENVIRONMENTAL ENHANCEMENT (HIGHWAY PROJECTS) (23 points possible)

1. Does the project have a positive effect on air quality? (10 points possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (10 points possible)
If yes, please explain how the project will have a positive effect on the air quality.	
2. Does the project accommodate historic preservation? (4 points possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (4 points possible)
If yes, please explain how the project accommodates historic preservation.	
3. Does the project have a positive effect on water quality? (2 points possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (2 points possible)
If yes, please explain how the project will have a positive effect on the water quality.	
4. Does the project design provide for aesthetics or enhancement such as landscaping, visual easements or scenic overlooks? (2 points possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (2 points possible)
If yes, please explain how the project design will provide for aesthetics or enhancement such as landscaping, visual easements or scenic overlooks.	



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5. Does the project include new significant transit, bicycle or pedestrian facilities? (5 points possible)

No (0 points)

Yes (5 points possible)

If yes, please explain how the project includes new significant transit, bicycle or pedestrian facilities.

SECTION 2.3: MANAGEMENT AND OPERATION (HIGHWAY PROJECTS) (5 points possible)

How is the project appropriate for the Federal Functional Classification for which it is recommended? Does the project address deficiencies on the highway for which it is being recommended? Explain.

SECTION 2.4: SYSTEM PRESERVATION (HIGHWAY PROJECTS) (7 points possible)

1. Does the proposed project bring the highway for which it is recommended up to its design standard? (4 points possible)

No (0 points)

Yes (4 points possible)

Please explain how the proposed project will bring the highway up to its design standard.



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2. Are the residents living along or using the highway or facility for which the proposed improvement(s) satisfied with the project approach? Has there been any public meetings or outreach activities (3 points possible)		
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Limited Outreach (1 point possible)	<input type="checkbox"/> Yes (3 points possible)
Please explain how the residents are satisfied with the project approach. Also provide meeting and outreach activities already completed and/or planned.		

SECTION 2.5: MULTIMODAL AND AIR QUALITY (HIGHWAY PROJECTS) (18 points possible)

1. Does the project include other modes of transportation, as well as the transportation type for which it is recommended? (5 points possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (5 points possible)
Please explain other modes of transportation and type for which it is recommended for the project.	
2. Does the project help resolve air quality issues by recommending a low/no emissions type of transportation? (5 points possible)	
<input type="checkbox"/> No (0 points)	<input type="checkbox"/> Yes (5 points possible)
Please describe how the proposed project will resolve air quality issues.	



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3. Does the project integrate the transportation system between modes for people and freight? (4 points possible)

No (0 points)

Yes (4 points possible)

Please explain how the project integrates the transportation system between modes for people and freight.

4. Does the project create opportunities for larger trucks and increased freight delivery to businesses along the highway? (4 points possible)

No (0 points)

Yes (4 points possible)

Please explain the opportunities created for larger trucks and increasing freight delivery to businesses. Points will be awarded based on the opportunities provided.



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SECTION 3: TRANSIT PROJECTS ONLY

SECTION 3.1: GENERAL TRANSIT (TRANSIT PROJECTS) *(48 points possible)*

1. Does the project impact vehicular safety through improved roadway design or bus routing? <i>(4 points possible)</i>	
<input type="checkbox"/> No <i>(0 points)</i>	<input type="checkbox"/> Yes <i>(4 points possible)</i>
Please explain how vehicular safety will be improved through roadway design or bus routing.	
2. Does the project improve passenger safety and/or security on-board or while waiting to board buses? <i>(5 points possible)</i>	
<input type="checkbox"/> No <i>(0 points)</i>	<input type="checkbox"/> Yes <i>(5 points possible)</i>
Please explain how the project will improve passenger safety/security on-board or while waiting to board buses.	
3. Is there anticipated impact on ridership from this project? <i>(5 points possible)</i>	
<input type="checkbox"/> No <i>(0 points)</i>	<input type="checkbox"/> Yes <i>(5 points possible)</i>
Please explain the anticipated impact on ridership from this project.	



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4. Does the project utilize vehicles that use alternative low emission fuels, technology to improve mileage or buildings meeting LEED standards? (5 points possible)

No (0 points)

Yes (5 points possible)

Please explain the results of alternative low emission fuels, technology to improve mileage or buildings meeting LEEDS standards.

5. Does the project accommodate historic preservation (3 points possible)

No (0 points)

Yes (3 points possible)

Please explain how the project accommodates historic preservation.

6. Does the project design provide for aesthetics or enhancement such as landscaping, visual easements or scenic overlooks? (2 points possible)

No (0 points)

Yes (2 points possible)

Please explain how the project design will provide for aesthetics or enhancement such as landscaping, visual easements or scenic overlooks.



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7. What is the useful life of the proposed project? Please use FTA Guidelines. (5 points possible)			
<input type="checkbox"/> Less than 4 years (1 point)	<input type="checkbox"/> 4 to 9 years (3 points)	<input type="checkbox"/> 10 to 14 years (4 points)	<input type="checkbox"/> 15 or more years (5 points)
8. What is the system impact of the project? (5 points possible)			
<input type="checkbox"/> No impact (0 point)	<input type="checkbox"/> Impact on system only (3 points)	<input type="checkbox"/> Impact on passengers everywhere (4 points)	<input type="checkbox"/> Impact on system and passengers (5 points)
<p>Please explain the system impact of the project.</p>			

SECTION 3.2 SYSTEM PRESERVATION (TRANSIT PROJECTS) (10 points possible)

1. For vehicles, is it a replacement or expansion vehicle? (6 points possible)		
<input type="checkbox"/> Replacement Vehicle (2 points)	<input type="checkbox"/> Expansion Vehicle (6 points)	<input type="checkbox"/> Does not apply (0 points)
2. Capital Utilization – How has the equipment being replaced been utilized? (4 points possible)		
<input type="checkbox"/> 3 years or 40% in miles over the FTA value (4 points)	<input type="checkbox"/> 2 years or 30% in miles over the FTA value (2 points)	<input type="checkbox"/> 1 year or 20% in miles over the FTA value (1 point)
<p>Please explain how the equipment being replaced is utilized.</p>		



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SECTION 3.3 MULTIMODAL CRITERIA *(5 points possible)*

1. Does the project incorporate improvements for other transportation alternatives and modes? Please mark all that apply. *(5 points possible)*

<input type="checkbox"/> Bicycle <i>(1 point)</i>	<input type="checkbox"/> Pedestrian <i>(1 point)</i>	<input type="checkbox"/> Auto <i>(1 point)</i>	<input type="checkbox"/> Freight <i>(1 point)</i>	<input type="checkbox"/> Other <i>(1 point)</i>
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Please explain how the project incorporates improvements for other transportation modes.

To the best of my knowledge, the information with this application for the STBG program is accurate; and as the applicant I have the authority to pursue funding opportunities for _____(agency)

Chief Official: _____

Title: _____

Signature: _____

Date: _____