

**KENTUCKY TRANSPORTATION CABINET
OFFICE OF TRANSPORTATION DELIVERY
SECTION 5339 (CFDA #20.526) BUS AND BUS FACILITIES APPLICATION GUIDELINES
SFY 2023 APPLICATION CHECKLIST
Due April 1, 2022**

AGENCY NAME/DBA (both)

DUNS# & SAM#

Congressional District

	<u>PAGE #</u>	<u>CABINET USE ONLY</u>
1. Proof of Active Registration at SAM.gov		
2. Project Description & Project Justification		
3. Vehicle/Facility Maintenance Plans		
4. Milestone Schedule		
5. Proposed Budget(s) and DBE Goal (with detailed backup)		
6. Project Financing and Commitment of Local Share		
7. Inclusion in MPO's Transportation Improvement Program (TIP) if Part of Urban Area and/or Inclusion in STIP		
8. Labor (see attachment)		
9. Statement that No Persons, Families, or Businesses will be Displaced by the Proposed Project (if applicable)		
10. Anticipation of NEPA Requirements		
11. Protection of the Environment Statement that this Project is a Class 2 Action that has no Significant Impact on the Environment, if applicable, or Planned Environmental Reviews		
12. Evaluation of Flood Plain (if applicable)		
13. Enclosed Executed Documents		
– Certifications & Assurances		
– Local Share & Authorizing Resolution		
– Equivalent Service Analysis		
– Federally Required and Model Contract Clauses		
– Specifications for <u>each Item Requested</u>		
– Bid Package or Request for Proposals and ICE (if applicable) for <u>each Item Requested</u>		

Agency Signature/Title

Date

State/OTD Project Manager Signature/Title

Date

_____ State/OTD Staff Assistant or Branch Manager Acknowledgement

Initials

*All elements must be checked or marked N/A, by the Project Manager, for an application to receive State and Federal Approval.