



COMMONWEALTH OF KENTUCKY

Matthew G. Bevin
Governor

December 28, 2015

SUBJECT: SFY 2017 Section 5303 Transit Planning Assistance
Application Checklists and Required Certifications/Assurances

Dear MPO Grantee:

Enclosed is an application checklist to guide you in the development of the subject application or Unified Planning Work Program (UPWP) for FY 2017 assistance. This checklist can, also, be found on the KYTC/Office of Transportation Delivery (OTD) website below:

<http://transportation.ky.gov/Transportation-Delivery/Pages/Metropolitan-Planning.aspx>.

In order to formally document our application process for Section 5303 funds, we are asking each MPO to provide a description/justification for their transit planning elements, a proposed budget, and a commitment of local share and federal required certifications and assurances. There remains the requirement that all coordinated service planning activities undertaken in urbanized areas must be included in the UPWP of the applicable MPO. We are, also, asking for acknowledgement that Performance Targets will be established addressing performance measures in 23 U.S.C. 150(c) and coordinating on targets related to Transit Asset Management and Transit Safety (additional FTA guidance is forthcoming). Also, attached is the required commitment of local share & certifications/assurances forms that can be found on our website. Please review the checklist and forms carefully.

Application documents must be submitted in a hard copy format. Scanned signatures and certified receipts, etc. are allowed. An electronic version of the application can be submitted with the hard copy. In order to simplify the application process, you may identify the page number of the Unified Planning Work Program that corresponds with the items on the checklist. **Applications must be received in this office no later than April 1, 2016** and should be submitted to:

ATTN: Vickie S. Bourne, Executive Director
Kentucky Transportation Cabinet
Office of Transportation Delivery
200 Mero Street
Frankfort, KY 40622



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The Checklist should be signed, and each line and section should be addressed. If not applicable, please state in writing why the line or section does not apply. Not addressing each requirement on the Checklist, or not signing it, will delay grant approval and could risk full funding.

If you have any questions, or have trouble accessing the website, please contact Tabitha Martin, Public Transit Branch Manager, or Eric Perez, Staff Assistant, at (502) 564-7433.

Sincerely,



Vickie S. Bourne
Executive Director
Office of Transportation Delivery

VB:EP:tm

Enclosures