



Matthew G. Bevin
Governor

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

Frankfort, Kentucky 40622
www.transportation.ky.gov/

Greg Thomas
Secretary

January 9, 2017

SUBJECT: SFY 2018 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 2018 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. 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 or electronic format. If you wish to submit an application online, please utilize log-in information from the previous fiscal year. If you do not have previous log-in information, please contact our office as soon as possible with your request. In order to access the Online Grant System, please enter the following web address into your browser: <https://business.kytc.ky.gov/work/TDG>. You will be prompted to enter a Username and Password.

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 3, 2017** and, if submitting a hard copy, should be mailed to:



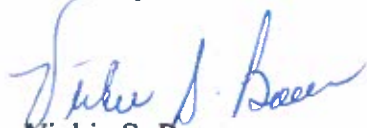
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ATTN: Vickie S. Bourne, Executive Director
Kentucky Transportation Cabinet
Office of Transportation Delivery
200 Mero Street
Frankfort, KY 40622

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, Deputy Executive Director, at (502) 564-7433.

Sincerely,



Vickie S. Bourne
Executive Director
Office of Transportation Delivery

VB:EP:tm

Enclosure