



COMMONWEALTH OF KENTUCKY

Matthew G. Bevin  
Governor

December 28, 2015

SUBJECT: SFY 2017 Section 5304 Assistance – Statewide and Non-Metropolitan Planning Application Checklists and Required Certifications/Assurances

Dear Grantee:

Enclosed is the Section 5304 Application Checklist to guide you in the development of the subject application for SFY 2016 assistance. We ask that you read these guidelines thoroughly. This checklist can, also, be found on the KYTC/Office of Transportation Delivery (OTD) website below:

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

In order to formally document our application process for Section 5304 funds, we are asking each applicant to provide a description/justification of their proposed transportation planning/technical assistance activities for rural areas to be served, a list of Goals & Objectives to be achieved during SFY 2017 and that will be reported on monthly, a proposed budget, a commitment of the local share, and federally required certifications and assurances. The Checklist and assurances found on the website are the only versions of the forms that will be accepted with the application.

Multimodal transportation planning must be cooperative, continuous, and comprehensive through a performance-driven, outcome-based approach to planning. In preparation for these requirements (including the future establishment of performance measures), we are asking each applicant to give a detailed description of the make-up of their Authorizing Board and to detail their involvement in other regional Boards, Authorizing Entities, etc.

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, please identify the page number, in the application, 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,

A handwritten signature in blue ink, appearing to read "Vickie S. Bourne".

Vickie S. Bourne  
Executive Director  
Office of Transportation Delivery

VB:EP:tm

Enclosures