**AGENCY NAME/DBA (both)**

**DUNS# Congressional District**

|  |  |  |
| --- | --- | --- |
|  | **PAGE #** | **CABINET USE ONLY** |
| 1. **Project Description**
 |  |  |
| 1. **Project Justification**
 |  |  |
| 1. **Vehicle/Facility Maintenance Plans**
 |  |  |
| 1. **Milestone Schedule**
 |  |  |
| 1. **Proposed Budget(s) and DBE Goal (with detailed backup)**
 |  |  |
| 1. **Project Financing and Commitment of Local Share**
 |  |  |
| 1. **Inclusion in MPO’s Transportation Improvement Program (TIP) if Part of Urban Area and/or Inclusion in STIP**
 |  |  |
| 1. **Labor (see attachment)**
 |  |  |
| 1. **Statement that No Persons, Families, or Businesses will be Displaced by the Proposed Project (if applicable)**
 |  |  |
| 1. **Anticipation of NEPA Requirements**
 |  |  |
| 1. **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**
 |  |  |
| 1. **Evaluation of Flood Plain (if applicable)**
 |  |  |
| 1. **Enclosed Executed Documents**
 |  |  |
| * **Certifications & Assurances**
 |  |  |
| * **Authorizing Resolution**
 |  |  |
| * **Equivalent Service Analysis**
 |  |  |
| * **Federally Required and Model Contract Clauses**
 |  |  |
| * **Bid or Quote Specifications with Bid Package and ICE for each Item Requested**
 |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.