



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
transportation.ky.gov

Andy Beshear  
GOVERNOR

Jim Gray  
SECRETARY

January 25, 2021

SUBJECT: SFY2022 Section 5304 Rural Transit Planning Assistance  
Application Checklists and Required Certifications/Assurances  
Fixing America's Surface Transportation (FAST) Act  
**Revised**

Dear Subrecipient:

Enclosed is the Section 5304 Application Checklist to guide you in the development of the subject application for SFY 2022 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:

<https://transportation.ky.gov/TransportationDelivery/Pages/5304-Statewide-Planning.aspx>

Application documents must be submitted in a hard copy or electronic format. If you wish to upload an application online, 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. If you need assistance, please contact our office as soon as possible.

In order to formally document our application process for Section 5304 funds, we ask that each applicant provide a description/justification for their proposed transportation planning/technical assistance activities for rural areas to be served, a list of Goals & Objectives to be achieved during SFY22 and that will be reported on a monthly basis, a proposed budget, a commitment of the local share, and federally required certifications and assurances. The Checklist found on the website is the only version that will be accepted with the hard copy application. It is not required for the electronic application. The Assurances found on the website is the only version that will be accepted for the hard copy and electronic application.

In order to simplify the application process, please identify the page number, in the application, that corresponds with the items on the Checklist.

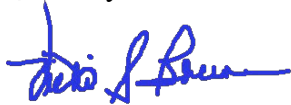
**Applications must be received in this office no later than April 1, 2021** and, if submitting a hard copy, should be mailed to:

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, please contact your Project Manager, or Tabitha Martin, Public Transit Branch Manager, at (502) 564-7433.

Sincerely,



Vickie S. Bourne  
Executive Director  
Office of Transportation Delivery

Enclosure