



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
transportation.ky.gov

Andy Beshear
GOVERNOR

Jim Gray
SECRETARY

January 25, 2021

SUBJECT: SFY 2022 Section 5303 Transit Planning Assistance
Application Checklists and Required Certifications/Assurances
REVISED

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 2022 assistance. This checklist can, also, be found on the KYTC/Office of Transportation Delivery (OTD) website below:

<https://transportation.ky.gov/TransportationDelivery/Pages/5303-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 were 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 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.

Scanned signatures and certified receipts, etc. are allowed. 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.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

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 Authorizing Resolution along with 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, at (502) 564-7433.

Sincerely,



Vickie S. Bourne
Executive Director
Office of Transportation Delivery

Enclosure