

Project Sponsor Checklist – Submit with application. Project applicant must initial or mark n/a and sign bottom of page. Attach to front of application.

All project applications

Initial	
	One (1) paper copy of TIP application delivered to East-West Gateway (binder clips only, no staples, no ring binding)
	One (1) electronic copy of application delivered to East-West Gateway (adobe acrobat file .pdf) – may be emailed, delivered on CD/DVD, etc.
	Online application marked ‘final’
	Project Location map (8 ½ x 11 preferred)
	Detailed cost estimate for project
	Letter of permission from owner of facility (required if sponsor does not own roadway)
	Letter of project support from individual, business, local public agency or other third party provide matching funds or be requested to provide matching funds in the future for project (if necessary)
	Complete ITS architecture consistency statement if ITS component to project
	Signature Pages – required for all sponsors Financial certification of matching funds Person(s) of responsible charge Title VI certification Right-of-way Acquisition Statement (Missouri only)
	Reasonable Progress (Missouri only)
	Application fee equal to ½% of federal funds requested for the project. Make checks payable to “East-West Gateway Council of Governments”; or “East-West Gateway COG”– required for all sponsors
	Operations and Maintenance Form - required for all sponsors (one per sponsor)

CMAQ Project Applications

Initial	
	Completed CMAQdata.xls file included with application (required for project evaluation). The file can be found on the TIP application homepage under the CMAQ section (found at bit.ly/Tipapphomepage). Documentation that supports data is recommended. Contact Jason Lange for questions on how to complete spreadsheet.
	Typical section showing before and after improvements (required for roadway projects)
	Traffic engineering analysis (required for roadway projects)

Application Contact or Project Contact Signature and date

Project Record Number _____