

**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 |   |
|         | <b>One (1) paper copy of TIP application delivered to East-West Gateway (binder clips only, no staples, no ring binding)</b>  |
|         | <b>One (1) electronic copy of application delivered to East-West Gateway</b> (adobe acrobat file .pdf) – may be emailed, delivered on CD/DVD, etc.  |
|         | Online application marked ‘final’   |
|         | Project Location map (8 ½ x 11 preferred)   |
|         | Estimate of project costs spreadsheet – found on TIP application page   |
|         | 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)     |
|         | Signature Pages – required for all sponsors<br>Financial certification of matching funds<br>Person(s) of responsible charge<br>Title VI certification<br>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)   |

**STP-S Project Applications**

|  |   |
|--|---|
|  | Typical section (cross-section) showing before and after improvements (required)  |
|  | Calculations of PASER rating AND map showing where pavement was inspected (required for road projects)  |
|  | Calculations of sidewalk PSR rating (required for sidewalk preservation projects)   |
|  | Bridge inspection report from state DOT (required for bridge projects)  |
|  | Sketch of proposed bridge replacement and realigned road (required for bridge projects that have associated road work beyond the touchdown point – for example vertical or horizontal road realignment)   |
|  | Completed Crash Summary Form and/or Crash Safety Form (.xls file) (required to justify safety priority condition for road/intersection projects)  |
|  | Level of Service Calculations (required to justify congestion priority condition)   |
|  | Congestion Management Study (required only if project would add one or more through lanes on an arterial or expressway for at least 1 mile or for the entire distance between major intersections) - Complete ITS consistency statement if ITS component to project |
|  | Map showing transit route(s) in relationship to project (if applicable)   |
|  | Pages from adopted plans where project is referenced – Not the entire plan (required for sustainable development priority condition)  |

\_\_\_\_\_  
Application Contact or Project Contact Signature and date

Project Record Number \_\_\_\_\_