



CIRTPA Small Community Fund Application

November 2023

Schedule and Decision Making Process

November 17, 2023 Application posted to the CIRTPA website.

January 18, 2023 CIRTPA Small Community Fund Surface Transportation Block Grant (STBG) Program Workshop held to provide a brief overview of the funding programs, discuss scoring, applications, and to answer any questions to be held after the CIRTPA Board Meeting.

February 16, 2024 **Small Community Fund applications due by 4:30.**

February 2024 Small Community Fund project evaluation and scoring by CIRTPA staff.

Late February 2024 CIRTPA Funding Subcommittee hears short project presentations given by sponsor communities.

March 2024 STBG Recommendations to CIRTPA TTC and Policy for discussion.

May 2024 STBG Recommendations to CIRTPA TTC and Policy for action.

May 2024 Draft *Federal Fiscal Years 2025-2028 Transportation Improvement Program* (FFY 2025-2028 TIP) to CIRTPA TTC and Policy for review, comment, and action. Public comment period and public meeting held.

June 2024 Draft FFY 2025-2028 TIP transmitted to Iowa DOT and Federal Highway Administration.

July 2024 Draft FFY 2025-2028 TIP to CIRTPA TTC and Policy for action.

July 2024 Final FFY 2025-2028 TIP transmitted to Iowa DOT.

** All dates are tentative and subject to change.*

Grant Information and Guidelines

Eligibility

- Projects applying for Small Community funding are not required to be sponsored by one or more of the nineteen CIRTPA member governments or the Heart of Iowa Regional Transit Authority.
- Projects must be consistent with the goals of the CIRTPA's Long Range Transportation plan. The project does not need to be listed in the plan.
- Road projects must be on the federal-aid system. Bridges must be on the Structurally Deficient/Functionally Obsolete (SD/FO) list.

Eligible Projects

- Non-bicycle and pedestrian roadway projects
- Bridge projects

Long Range Plan: Preparing the Grant Application

Applicants are expected to refer to the approved long range transportation plan while preparing the grant application as well as the grant review criteria found in Appendix A.

Grant Application

- The application may be submitted on-line or in paper format. The link to Small Community Fund grant applications and copies of the application questions can found on the CIRTPA website.
- Each grant application must answer all of the questions including providing a detailed summary of expenditures.
- Email a scanned copy of the resolution from that sponsor's council, board of supervisors, or similar governing body, guaranteeing the local funds for the STBG match and authorizing the project. An example resolution can be found in Appendix C.
- If you have ESRI ArcGIS software, please click [here](#) and follow the instructions to draw your projects in GIS. Otherwise, a map showing the project area and project termini locations.
- Applications are due on or before 4:30 p.m., February 16, 2024.
- For general STBG applications: Questions, scanned letters and GIS shapefiles should be sent to: Andrew Collings, acollings@dmampo.org.

Grant Review Criteria

- The CIRTPA, when considering project requests for Small Community funds, shall place primary emphasis upon maintenance of region-wide transportation systems as identified in the Long Range Transportation plan.
- Criteria used for evaluating the project's ability to meet targeted performance measures can be found in Appendix A-B for general STBG applications.

Project Status Updates

If awarded the funds, the community is required to update the CIRTPA on the status of the project. The status updates should follow the Iowa DOT's development progress in TPMS which includes the following steps:

1. Concept Statement
2. Preliminary Plans

3. Check Plans
4. Final Plans
5. Clearances
6. Development Certification
7. Plan Turn In

Project sponsors will include the CIRTPA staff in their correspondence with the Iowa DOT at each stage in the development process. This will increase coordination and allow the staff to better serve its member governments.

Funding Considerations

- Jurisdictions must bear the initial expenditures of the project, and receive reimbursement for eligible expenditures, as defined by the Iowa DOT. The agreement with the Iowa DOT provides for reimbursement of up to 80 percent of the project cost, or a set amount, whichever is less. Design and engineering costs are generally incurred in the early stages of a project.
- The CIRTPA will strive to fund projects at appropriate levels, however the CIRTPA reserves the right to fund projects as needed and will award at CIRTPA's discretion as much or as little funding as deemed worthy.
- STBG funds shall be allocated to an individual project for a specific fiscal year in the TIP. For projects extending over multiple years for implementation, funds may be allocated to each of the necessary fiscal years within the TIP to complete the requested project.
- Prior to review of new projects to be considered for STBG funding, the CIRTPA shall determine the status of all prior commitments. All projects previously approved and for which some part of STBG funds have been obligated shall receive priority consideration for future or additional funding, except if reasonable progress to completion is not maintained as determined by the CIRTPA. However, the CIRTPA may reduce or eliminate multi-year funding commitments in response to revenue shortfalls, reductions in its STBG allocation, or new priorities.
- CIRTPA staff shall submit to the Funding Subcommittee a ranking of individual project based on the project's ability to meet targeted performance measures. Staff recommendations for individual projects shall be used by the CIRTPA in the CIRTPA's decision-making process for assigning STBG funds to requesting transportation improvement projects. Staff's recommendations shall be based on the project's ability to support achievement of the CIRTPA's performance measure targets.
- Once the CIRTPA has selected projects for funding, the CIRTPA shall forward a letter to recipient outlining the stipulations associated with acceptance of the CIRTPA's funds, including the need for the recipient to provide periodic updates on the project to the CIRTPA.
- Funding can support multi-year projects.
- The CIRTPA receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. By applying to receive these funds the applicant is acknowledging that they understand and adhere to the principles of Title VI when performing activities related to the funding they receive from the Central Iowa Regional Transportation Planning Alliance.

Bridge Program

The CIRTPA staff will provide a technical ranking of submitted bridge projects to the Funding Subcommittee. The Funding Subcommittee will use the bridge rating and their discretion to recommend a funding award for the bridge projects.

Project Amendment Process

When a jurisdiction changes the scope of a project, after funds are awarded by the CIRTPA, the project must be reviewed again by the TTC and the Funding Subcommittee to determine whether the change in project scope would have materially changed the project's original performance to meet set performance measures and targets. Based on that determination, the Subcommittee will make a recommendation to the Policy Committee, up to and including the withdrawal of CIRTPA approval for STBG funding for the project. This is the same process that may occur when a project does not make appropriate, scheduled progress leading to recapture and reallocation of future funds previously designated for the project. The CIRTPA Policy Committee will, after due consideration, make a final decision. Immaterial changes that would not affect the original performance of a project previously ranked and approved for CIRTPA funding may be permitted in the sound discretion of the CIRTPA Executive Director.

TIP Amendment Process

Amendments

An amendment is a revision to the TIP. An amendment can include an addition or deletion of a project or a major change in design concept or scope. Any proposed changes that meet any of the following criteria are considered amendments.

- **Project cost:** Projects in which the recalculated project costs increase federal aid by more than 30 percent or increase total federal aid by more than \$2 million from the original amount.
- **Schedule changes:** Projects added or deleted from the TIP.
- **Funding sources:** Adding an additional federal funding source.
- **Scope changes:** Changing the project termini, project alignment, the amount of through traffic lanes, type of work from an overlay to reconstruction, or a change to include widening of the roadway.

If the change to the TIP is an amendment, two primary procedural requirements exist: approval by the CIRTPA's technical and policy boards and that the project follow the CIRTPA's public participation process. When the TIP is amended, the CIRTPA is required to re-demonstrate fiscal constraint of the TIP/STIP. An amendment is limited by the CIRTPA's fiscal constraint determined by the projects programmed at the TIP's approval.

Administrative Modifications

An administrative modification is a revision making a minor change to a project in the TIP. An administrative modification does not require public review and comment or board approval. In most instances, administrative modifications are also subject to re-demonstration of fiscal constraint of the TIP/STIP.

An administrative modification can include minor changes to project costs and project or project phase initiation dates. Any proposed changes that meet any of the following criteria are considered administrative modifications.

- **Project cost:** Projects in which the recalculated project costs do not increase federal aid by more than 30 percent or do not increase total federal aid by more than \$2 million from the original

amount.

- **Schedule changes:** Changes in schedules to projects included in the first four years of the TIP.
- **Funding sources:** Changing funding from one source to another.
- **Scope changes:** All changes to a project's scope require an amendment.

Fiscal Constraint

Any change to the TIP, whether it is an administrative modification or an amendment, is subject to the fiscal constraints of the CIRTPA. For example, if a community has a programmed project in the current construction year of the TIP has \$1 million in federal aid (FFY 2017 in the FFY 2017-2020 TIP) and another project in FFY 2019 has \$1.5 million in federal aid and they requested to move the FFY 2019 project up to FFY 2017, then the requesting jurisdiction would either have to move their currently programmed project backwards and another project with at least \$500,000 in federal aid move backwards to FFY 2018 or later or find a project with at least \$1.5 million in federal aid and have that project move backwards.

Note that the CIRTPA's fiscal constraint is by funding type. For example, if the CIRTPA has \$5 million in STBG funding programmed in the construction year of the TIP, that is the total amount of STBG funding that is available to be spent in that year. In the example in the previous paragraph, funding has to be the same type (e.g. STBG, CMAQ, TAP, etc.).

The requirement to ensure fiscal constraint does not apply to construction year projects that have already been programmed at their full federal aid participation rate and whose programming entry is being adjusted based on an updated cost estimate. That would include all projects that have been programmed with an 80/20 or 90/10 split. Fiscal constraint also does not apply to non-formula funds such as TIGER funding and reapportioned earmark funds.

Termination of Funding: Considerations

If a jurisdiction/agency's STBG funded project does not make satisfactory progress, does not follow the original scope of the project, or does not obligate the STBG funds provided within the year those funds were authorized by the CIRTPA and noted for that project as previously documented, then the CIRTPA may cancel the remaining STBG funding for that project and return those STBG funds. Such action to cancel project funding shall be based on the following criteria:

- 1) The CIRTPA strongly believes it necessary to maintain rapid turnover of funds and implementation of specific projects so as not to jeopardize the loss of any funding.
- 2) The CIRTPA strongly encourages jurisdictions/agencies to have at least preliminary project plans completed prior to submitting a project for the CIRTPA's consideration for funding.
- 3) The CIRTPA strongly believes that such a stipulation shall cause jurisdictions/agencies to provide better and more accurate project cost estimates and detailed traffic and engineering data, enabling the CIRTPA to evaluate a project's feasibility in a more detailed manner.

Interpretation

When and as necessary, the Funding Subcommittee will exercise responsibility for interpreting the applicable Guidelines, subject to review and approval, disapproval, or modification by the CIRTPA Technical Committee, subject to review and approval, disapproval, or modification by the full CIRTPA Policy Committee.

2025 Surface Transportation Block Grant Program Application

The following is the application for STBG funding made available by the Central Iowa Transportation Planning Alliance (CIRTPA).

Contact Information

1. CIRTPA Membership Support

Please mark each CIRTPA member that supports your project.

- Boone County
 - City of Boone
- Dallas County
 - City of Adel
 - City of Perry
- Jasper County
 - City of Newton
- Madison County
 - City of Winterset
- Marion County
 - City of Knoxville
 - City of Pella
- Polk County
- Story County
 - City of Huxley
 - City of Nevada
 - City of Story City
- Warren County
 - City of Indianola
- HIRTA

2. Contact Person

3. Phone Number

4. Email Address

Project Description

5. Project Title

6. Termini Description (i.e. Park Avenue to 19t street)

7. Total Estimated Project Cost

8. Federal Fiscal Year 2025 STBG Request

9. Total Funding Secured

10. Source of additional funds and local match?

If the proposed improvement has secured funding, please list the sources and FFY of secured funding.

11. Is this project seeking funding over multiple years?

(Circle One)

- Yes
- No

12. How many consecutive years will funding be requested?

(i.e. 2, 3, or 4+ years)

13. What is the total anticipated STBG funding request over the multiple years?

14. What is the projects LRTP number (if available)?

15. Has any part of this project been started or completed?

- Yes
- No

16. Has your agency previously applied for STBG funds for this project?

- Yes
- No

17. Has this project previously been awarded STBG funds?

- Yes
- No (Skip to question 19)

18. What is the project's TPMS number?

TPMS# is located in the CIRTPA's FFY 2024-2027 TIP or the online TPMS system

Project Need

19. The Federal Highway Administration requires STBG funds to be used towards regionally significant projects. Please describe how this project fulfills this requirement.

20. Describe how this project impacts other city/county goals, plans, and projects.

21 Describe any work previously completed (or underway) that this project complements or is recommended in other planning studies/construction projects.

22. Expansion is considered an expensive and last resort to address congestion issues. If this is an expansion project, please explain what other methods have been used to address congestion.

23. Project Type

Circle all that apply

- New road
- Paving gravel road
- Road Extension
- Road widening
- Improved alignment
- Conversion (4 to 3 lane, 1-way to 2-way)
- Reconstruction
- Overlay/mill-and-overlay/diamond grind
- Bridge
- Interchange
- Intersection
- Freight
- ITS improvements
- Transit
- Bicycle Facility
- Streetscape

24. If other, please describe

Design Elements

25. Surface Type

Mark only one box per row.

	Gravel	Asphalt	Portland Cement	N/A
Existing				
Proposed				

26. Number of Travel Lanes

Mark only one box per row.

	0	1	2	3	4	5	6	N/A
Existing								
Proposed								

27. Existing Travel Lane Width (ft)

28. Proposed Travel Lane Width (ft)

29. Existing Total Facility Width (ft)

30. Proposed Total Facility Width (ft)

31. Existing Posted Speed (mph)

32. Proposed Posted Speed (mph)

33. Existing Median

- Yes
- No

34. Describe Existing Median (width, plantings, etc.)

35. Proposed Median

- Yes
- No

36. Describe Proposed Median (width, plantings, etc.)

37. Does the Project Include Any of the Following Improvement to Turning Movement?

Mark only one box per row

	Yes	No
Left turn lanes		
Right turn lanes		
Center turn lanes		
Turning signals		
Extending turn lanes		
Roundabouts		

38. Existing Paved Shoulders?

- Yes
- No

39. Proposed Paved Shoulders?

- Yes
- No

40. Existing Curb Radius at Intersections?

41. Proposed Curb Radius at Intersections?

42. Existing Signal Interconnection?

- Yes
- No

43. Does the Project Include Improvements to Signal Interconnection?
(I.e. Interconnection, adaptive control, cameras, or wiring upgrade)

- Yes
- No

44. Existing Number of Access Points Along Project Length?

45. Proposed Number of Access Points Along Project Length?

46. Existing Sidewalk Width?

47. Proposed Sidewalk Width?

48. Number of Existing Pedestrian Benches?

49. Number of Proposed Pedestrian Benches?

50. Existing Curb Extensions?

- Yes
- No

51. Proposed Curb Extensions?

- Yes
- No

52. Existing Crosswalks?

- Yes
- No *Skip to question 54*

53. Do current crosswalks have a raised pedestrian refuge?

- Yes
- No

54. Proposed Crosswalks?

- Yes
- No *Skip to question 56*

55. Do Proposed Crosswalks Have a Raised Pedestrian Refuge?

- Yes
- No

56. Number of Existing Bus Shelters?

57. Is There an Existing Paved Connection Between Sidewalk and Bus Shelter?

- Yes
- No

58. Number of Proposed Bus Shelters?

59. Is There a Proposed Paved Connection Between Sidewalk and Bus Shelters?

- Yes
- No

60. Number of Existing On-Street Parking Spots?

61. Number of Proposed On-Street Parking Spots?

62. How Many Electric Vehicle Charging Stations Does This Project Include?

63. Existing Bicycle Facility?

- Yes
- No

64. Existing Bicycle Facility Type?

- Traditional Bicycle Lane
- Buffered/Protected Bicycle Lane
- Shared-Use path

65. Existing Bicycle Facility Width?

66. Proposed Bicycle Facility?

- Yes
- No *Skip to Question 69*

67. What Type of Bicycle Facility?

- Traditional Bicycle Lane
- Buffered/Protected Bicycle Lane
- Shared-Use path

68. What is the Width of the Bicycle Facility?

69. Existing Bicycle Signals?

- Yes
- No

70. Proposed Bicycle Signals?

- Yes
- No

71. Existing Pedestrian Signals?

- Yes
- No

72. Proposed Pedestrian Signals?

- Yes
- No

73. Existing Street Trees?

Street trees are trees that are located between the curb and no more than five feet back of sidewalk or located within the center median. Must be a species of tree that grows tall enough to create an overstory.

- Yes
- No

74. Proposed Street Trees?

Street trees are trees that are located between the curb and no more than five feet back of sidewalk or located within the center median. Must be a species of tree that grows tall enough to create an overstory.

- Yes
- No *Skip to Question 78*

75. What Variety of Tree(s) Will be Planted?

76. What is the Spacing of Street Trees Along the Corridor (ft)?

77. If the Project Has Additional Landscaping, Please Describe.

78. Does the Project Improve a Parallel Facility or Contribute to Alternative Routing?

- Yes
- No *Skip to Question 80*

79. Describe How the Project Improves a Parallel Facility or Contribute to Alternative Routing?

80. Does the Project Use Green Infrastructure to Manage 1 ¼ Inches of Rainfall?

- Yes
- No *Skip to Question 82*

81. Describe How the Project Uses Green Infrastructure to Manage 1 ¼ Inches of Rainfall?

82. Does the Project use Traffic Calming Measures?

(i.e. on-street parking, converting one-way street to two-way, narrowing street/travel lanes, bulbs, chokers, neckdowns, chicanes, roundabouts, traffic circles, raised medians, tight corner curbs, diverters, road humps, speed tables, cushions, and alternative surface treatments.)

- Yes
- No *Skip to Question 84*

83. Describe How the Project Uses Traffic Calming Measures.

84. Does the Project Incorporate Solution to Reduce Idling?

- Yes
- No *Skip to Question 86*

85. Describe How the Project Incorporates Solutions to Reduce Idling?

86. Does the Project Address a Freight Impediment?

- Yes
- No *Skip to Question 88*

87. Describe How the Project Addresses a Freight Impediment?

88. Does the Project Cross a Bridge?

- Yes
- No *Skip to Question 92*

89. Is the Bridge Structurally Deficient/Functionally Obsolete?

- Yes
- No *Skip to Question 92*

90. What is the Structural Rating of the Bridge?

91. Will the Project Include the Replacement or Reconstruction of the Bridge?

- Yes
- No

92. The CIRTPA receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. By applying to receive these funds the applicant is acknowledging that they understand and adhere to the principles of Title VI when performing activities related to the funding they receive from the Central Iowa Regional Transportation Planning Alliance.

- Yes
- No

93. To the best of my knowledge all information included in this application is true and accurate, including the commitment of all design features, physical and financial resources. This application has been duly authorized by participating local authority(s). I understand the FORMAL RESOLUTION binds the participating local governments to provide the required matching funds, design features according to those listed in the application and to assume responsibility for adequate maintenance of any new or improved facilities. I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Iowa Department of Transportation is required prior to the authorization of funds.

- Yes
- No

94. A GIS shapefile or map has been sent to the CIRTPA.

- Yes
- No

95. An executed City/County/Organizational Resolutions has been sent to the CIRTPA.

- Yes
- No

96. Additional Information You Would Like to Share:

Appendix A: Performance Measure Evaluation Criteria

EVALUATION CRITERIA		SCORE
TOTAL POSSIBLE POINTS		100
<i>Maintain our existing transportation system</i>		40
1	Project addresses major maintenance including deficient or obsolete bridge, pavement in poor or very poor condition	+
2	Project is on a road with existing congestion (LOS E or F in peak hours)	+
3	Project design includes one or more of the following congestion management strategies:	
	a. Improvements to access management	+
	b. ITS/Signalization improvements	+
	c. Improvements to turning movements	+
	d. Improves parallel facility/contributes to alternative routing	+
4	Route addresses freight impediment	+
<i>Promote livability</i>		10
5	The project includes design elements such as bus shelters, benches, pullouts, pedestrian connection from transit stop to sidewalk	+
6	Project includes an addition to or improvement of the bicycle network	+
7	Project enhances multi-modal opportunities	+
8	Project improves pedestrian access and facilities	+
<i>Protect the environment and conserve resources</i>		25
9	Project increases the number of street tree plantings or other landscaping.	+
10	Project avoids natural areas such as: floodplains, wetlands, and threatened or endangered federal and state wildlife habitats.	+
11	Project is using permeable paving, vegetation or other green streets techniques to manage 1 ¼ inches of the average rainfall.	+
12	Project decreases energy consumption (idle reduction, electric vehicle infrastructure, etc.)	+
<i>Provide a safe transportation system</i>		25
13	Project is located in a high-crash area as defined by CMAT and the project incorporates traffic calming solutions	+
14	Project has traffic calming solutions to reduce modal conflict	+
15	Project is entirely or partially located within a social justice area	+
16	Project enhances multimodal transportation to/from a social justice area	+
17	Project promotes safe routes to schools (within 1/2 mile radius of a school with multi-modal elements)	+

Appendix B: Small Community Fund Scoring Matrix

Criteria No.	Evaluation	Points
1	If project is located on an existing route or intersection, project receives points	5
2	Project satisfies at least one of the following questions: Project is located on roadway segment with pavement in poor or very poor condition Project meets map criteria for SD/FO bridges and answers YES to question's 88, 89, & 91	5
3	If project is located on corridor with existing congestion (peak hours) at LOS of E or F, project receives points.	5
4a	If project satisfies any of the following: If answer to question 45 is less than the answer to question 44, project receives points If answer to question 35 is YES, project receives points	5
4b	If answer to question 43 is YES, project receives points	5
4c	If answer to question 37 is YES to any of the options, project receives points	5
4d	If answer to question 78 is YES, project receives points	5
5	If answer to question 86 is YES, project receives points	5
6	Project satisfies at least 2 out of 3 of the following questions: If the sum of the answers to question 48 and 49 is greater than answer to question 48, project receives points If the sum of the answers to question 56 and 58 is greater than answer to question 56, project receives points If answer to question 59 is YES, project receives points	5
7	If answer to question 66 is YES, project receives points	5
8	Project satisfies following questions (up to four, one point each): If answer to question 28 is less than or equal to 10 feet, project receives point If answer to question 32 is less than or equal to 35 mph, project receives point If answer to question 41 is less than or equal to 10 feet, project receives point If answer to question 47 is equal to or greater than 6 feet, project receives point If the sum of the answers to question 48 and 49 is greater than answer to question 48, project receives point If answer to question 54 is YES, project receives point If answer to question 55 is YES, project receives point If the sum of the answers to question 60 and 61 is greater than the answer to question 60, project receives point (if >0) If answer to question 72 is YES, project receives point If answer to question 82 is YES, project receives point	5
9	If answer to question 74 is YES, project receives points	5
10	If project avoids natural areas, project receives points	5
11	If answer to question 80 is YES, project receives points	5

Criteria No.	Evaluation	Points
12	Project satisfies at least one of the following questions: If answer to question 62 is greater than 0, project receives points If answer to question 84 is YES, project receives points	5
13	If project is located in a high crash area and satisfies at least one the following: If answer to question 32 is less than or equal to 35 mph, project receives points If answer to question 82 is YES, project receives points	5
14	If answer to question 82 is YES, project receives points	5
15	If project is located in an environmental justice area, project receives points	5
16	If project is located in an environmental justice area and satisfies criteria 8, 9, 10, 11, or 12, project receives points	5
17	If project is located within ½ mile radius of school and satisfies criteria 8, 9, 10, 11, or 12, project receives points	5
Total Points		100

Appendix C: Example Formal Resolution

A RESOLUTION AUTHORIZING THE **[GOVERNMENT]** TO SUBMIT AN APPLICATION FOR FUNDING FROM THE FEDERAL SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBG) TO THE CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE (CIRTPA) FOR THE PARTIAL FUNDING OF THE CONSTRUCTION OF **[PROJECT NAME]** AND FURTHER APPROVING THE APPLICATION WHICH OBLIGATES THE **[CITY]** TO MATCHING FUNDS FOR THE CONSTRUCTION OF SAID PROJECT

Whereas, the **[Government]** is located in the Central Iowa Regional Transportation Planning Alliance Planning Area; and

Whereas, the Federal Surface Transportation Block Grant Program provides funding to local jurisdictions for the construction of eligible projects; and

Whereas, the program is administered by the Central Iowa Regional Transportation Planning Alliance which prioritizes and ranks all project applications; and

NOW, THEREFORE, BE IT RESOLVED BY THE **[GOVERNING BODY]** OF THE **[GOVERNMENT]** that:

The **[Governing Body]** supports and approves the attached application for Federal Surface Transportation Program funding.

The **[Governing Body]** hereby commits to the **[Government]** matching monies as required by the Federal Surface Transportation Program funding.

The **[Government]** hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.

The **[Designated Official]** is hereby authorized to approve and execute the application on behalf of the **[Governing Body]**.

PASSED AND APPROVED THIS _____
Date

