



Application Checklist

Directions:

1. Answer all the following questions. All answers should be "YES" or "N/A" before submitting your application.
2. Print, sign with a **wet** signature, and then scan this form to your computer.
3. If Caltrans is listed as a Co-Applicant, the Lead Applicant must coordinate with District Point of Contact **two weeks** prior to the submittal deadline to obtain Caltrans' Deputy District Director signature on the checklist.
4. Save this fully signed form and attach it to your Smartsheet form application in the "Attachments" section before application submittal.

Checklist:

1. Have you attached Attachment A: Proposal Narrative to your application?

 Yes

2. Have you attached Attachment B: Proposed Improvement Area Map to your application?

 Yes

3. Have you attached Attachment C: Underserved Criteria Spreadsheet to your application?

 Yes

4. Have you attached Attachment D: Summary Partnership Structure including supporting documentation (e.g., letter of support, MOU, Budget Letter, Community Advisory Boards, Work Plan, or Other applicable documents) to your application?

 Yes

5. Have you attached any other materials that help demonstrate project need or viability (e.g., Board Resolutions, Project Renderings, Survey Results, Photos, etc.) to this application?

Yes

N/A (*this is an optional attachment*)

6. Are all applicable fields in the main Smartsheet form application complete and accurate?

Yes

7. Will you attach this checklist to your application before submittal?

Yes

Lead Applicant: Units of local government, Metropolitan Planning Organizations, local agencies, regional agencies, joint powers authorities, federally recognized Tribal governments, and transit agencies. The undersigned affirms that their agency will be the "Implementing Agency" for the project if funded with RC:H2B funds, unless the Lead Agency assigns a Co-Applicant to be an implementing agency for a particular phase or component, and they are the Lead contact officer authorized by their governing board with the authority to commit the agency's resources and funds. They are also affirming that the statements, including identified Co-Applicants, contained in this application package are true and complete to the best of their knowledge. **The application will not be accepted without the below signature.**

Lead Applicant Agency Contact Signature

Date

Lead Applicant Agency Contact Full Name

Lead Applicant Agency Contact Title

Lead Applicant Agency Contact Email

Lead Applicant Agency Contact Phone

Caltrans: This portion is for any project that touches the State Highway System (SHS) or for only projects where Caltrans is the Co-Applicant/Right of Way owner, and Caltrans representative is signing that they on behalf of the ROW owner are aware of the applicant's proposal. The undersigned affirms that he/she is the Deputy District Director (DDD), or authorized designee to sign on behalf of the DDD of the respective district of Caltrans, and the statements contained in this application package are true and complete to the best of their knowledge. **The application will not be accepted without the below signature if project touches SHS and Caltrans is a Co-Applicant.**

Caltrans DDD/authorized designee Signature

Date

Caltrans DDD/authorized designee Full Name

Caltrans DDD/authorized designee Title

Caltrans DDD/authorized designee Email

Caltrans DDD/authorized designee Phone