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| --- | --- | --- |
| **Completed** | **Name** | **Needed to Complete Application** |
|   | Project Location Map | Required Document |
|   | Existing & proposed typical section(s) for this project. | Required Document |
|   | Detailed scope for the proposed project. (including specific improvements/elements) | Required |
|   | Map(s) denoting the Right-of-Way for the project | Required Document |
|   | Resolution from the applicant's governing board approving the specific project. | RequiredDocument |
|   | Resolution from the governing board that has ownership of the associated right-of-way where the project is proposed approving the specific project. | RequiredDocument |
|   | Resolution from the responsible governing board confirming commitment to fund the project's O&M. | RequiredDocument |
|   | Detailed public support (how community support for the project was gathered and evaluated, including consideration from Title VI and Environmental Justice populations.) | Required Document |
|   | Completed FDOT Cost Estimate Form. | Required Document |
|   | Page(s) from local plan or program that references the project. | Not Required |
|   | Provide any supporting data and technical analysis referenced in the Purpose and Need. | Not Required |
|   | If the project is part of a Broward MPO endorsed corridor study, include page(s) where the project is referenced. | Not Required |
|   | If the project is adjacent to any upcoming or currently underway projects, then provide available documentation verifying adjacent projects. | Not Required |

## How to Get Organized

The online application must be completed all at once. If you begin filling in the online application and leave before it is complete, your information will not be saved, and you must start from the beginning. Additionally, after completing the application, you must submit your documents to the unique cloud folder that will be emailed to you prior to the deadline. If you are well organized before, the application and document upload should only take about 25-35 minutes to complete.

Before filling out the application online, please review Application Copy which is available on our website at <http://www.browardmpo.org/index.php/major-functions/complete-streets-localized-initiatives-program>. The Application Copy can be used to create a document with all of your answers in it. Then copy and paste the answers into the online application. This process is recommended because the online application does not have spelling and grammar check capabilities or good editing functions. Several documents will have to be uploaded as part of the application. It is best to create a folder on your desktop and copy all of the document that you will need into the single location (Image 1). As shown in Image 1, files have been renamed to match the question they will be used for. For the sake of keeping everything in one location, you can create another folder and place your Word Document and the folder with your files for upload in it (Image 2).

Image 1



Image 2

