



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • 304/558-3505

Joe Manchin III
Governor

November 27, 2007

Mr. Jeff Mikorski, Assistant City Manager
City of Morgantown
389 Spruce Street
Morgantown, West Virginia 26505

Dear Mr. Mikorski:

Your Intent-to-Apply form for the Morgantown Effective Cycling Education Project in Monongalia County has been reviewed and found to generally meet the requirements for the Transportation Enhancement (TE) Program. Please complete four (4) copies of the enclosed TE project application for your proposed project and return them prior to the January 15, 2008, deadline for receipt of applications.

Please note that a comment sheet has been enclosed for your review and action when preparing your application. Also, note that a detailed cost estimate for the project must be included with the application and that an applicant has two choices for payment of the required minimum 20% match, either pay-as-you-go or pay up-front. These options may not be mixed; a sponsor is to indicate which method is proposed at the time of application (see enclosed Project Manual page 13 for additional information concerning the required minimum match).

For fiscal year 2007, over 100 Intent-to-Apply forms were received requesting over \$27 million in federal funds. Typically, there is approximately \$6 million available to award, making this program highly competitive. You are encouraged to submit the best application possible and to submit your application well before the deadline date so that any modifications required may be addressed prior to the deadline. Applications should be addressed to: West Virginia Division of Highways, Program Planning and Administration Division, Grant Administration Section, Building 5, Room A-863, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305-0430.

Should you have any questions, please contact Mr. Jeffrey Harpold, TE Grant Coordinator at (304) 558-9596.

Very truly yours,

A handwritten signature in blue ink that reads "Robert L. Pennington".

Robert L. Pennington, P. E.
Acting Director

Program Planning and Administration Division

RLP:Hw

Enclosures

MORGANTOWN EFFECTIVE CYCLING PROGRAM
COMMENT SHEET

1. All printed, posted or electronic/website information must be approved by the WVDOH.
2. Please note that long term salaried participation should be avoided.
3. Please provide a detailed cost estimate for the project.
4. When completing funding amounts in the application, please “round up” to the next dollar, except when calculating “federal funds to be requested,” that amount should always be “rounded down.”
5. In addition to submitting four completed application packages to the WVDOH, Program Planning and Administration Division (see page 55 of the enclosed Manual), a copy of the application package must also be forwarded to both the appropriate Regional Planning and Development Council (see pages 63-65 for contact information) and the appropriate Metropolitan Planning Organization, if applicable (see pages 61-63 for contact information).
6. In the application package, please address the issue of matching funds. Will they be available at the time of application? Are they guaranteed? Please identify source(s) for matching funds.