



2025 DOTDTAP APPLICATION TRANSMITTAL LETTER

- Project applications will be accepted between April 1, 2025 and 4:00PM May 15, 2025.
- No applications will be accepted outside of these dates.
- Applications must be emailed to one of the three correct addresses listed in the Call for Applications in PDF format.
- Electronic submittals only.

Entity Name: _____

Project Name: _____

THE FOLLOWING ITEMS ARE REQUIRED:

(Note: Failure to provide ALL of these items will result in rejection of the entire application. Ensure that ALL FORMS have the appropriate signatures prior to submittal.)

- ☐ One (1) electronic copy of the application.
- ☐ One (1) electronic copy of the Responsible Charge Form
- ☐ One (1) electronic copy of the Internal Control Questionnaire (ICQ) for Local Public Agencies and Not-For-Profit Organizations

OTHER ITEMS THAT MAY NEED TO BE ATTACHED:

- ☐ For Metropolitan Areas over 50,000 population, is the letter of MPO endorsement attached?
- ☐ If any part of the project encroaches on or crosses railroad right of way, is the document from the affected railroad attached, stating that they are aware of the project?
- ☐ If the project involves a Scenic Byway, is the letter of no objection from the LaDCRT attached?
- ☐ If the project involves piping a ditch that contributes to over 50% of the overall project cost and has reported vehicular/pedestrian incidents, are the reports attached?

(FOR DOTD USE ONLY)

APPLICATION RECEIVED BY: _____

APPLICATION RECEIVED ON: _____ TIME: _____

DISTRICT: _____ MPO: _____