

## Instructions for Completing CARS Form A

A CARS Form A **must** be completed for each project submitted.

Line Title	Instructions
Submitting City:	Your city name
City Priority Ranking:	The project priority for the city (1, 2, 3, etc...). <b>Note that each year must have a “Number 1” priority project.</b>
Project Location:	Project location generally consists of the major street on which the project is located and the limiting streets on each end of the project (i.e., State Line Road, 112th Street Terrace to Carondelet Drive).
Joint Project With:	If the project is a cooperative effort between two or more cities, list all cities involved with the project. <b>For the 2021 project, the administering city must attach letters from the participating city acknowledging that city’s participation in the project.</b>
Administering City:	The city that will be responsible for administering the project.
Contact Name/title:	The name and title of the person to be contacted for information concerning the project.
Estimated Project Schedule (Start date/Completion date):	The estimated month and year for the start of construction and completion of construction should be entered on these lines.
Current ADT:	The current average daily traffic on the existing facility and the year the count was taken.
Accident History:	The number of accidents that have occurred within the project limits during the previous three years.
Project Type:	Choose from: Capacity, Major Maintenance, Bridge Replacement, Bridge Rehabilitation, Route Enhancement, or System Management.
Level of Service:	The current Level of Service (LOS) for System Management Projects.
Sufficiency Rating:	For bridge projects, note the sufficiency rating from the most recent SI & A sheet.
Pavement Condition:	Rate the existing pavement as follows: Good (pavement is good condition); Fair (pavement requires some maintenance); Poor (pavement in poor condition).
Detailed Description of Existing Facility / Deficiencies:	A detailed description of the existing facility should be entered in this column. Please note the number of lanes and pavement width of the existing facility.
Detailed Description of Scope of Project:	A detailed description of the proposed improvements to be included in the project should be entered in this column. Please note the number of lanes & pavement width of the proposed improvement.
Design Cost:	The estimated project design cost.
Right-of-way Acquisition Costs:	The estimated project right-of-way and easement acquisition cost.
Utility Relocation Costs:	The estimated project utility relocation cost.
Construction Cost:	The estimated project construction cost.
Construction Engineering Cost:	The estimated project construction engineering and testing services cost.
Sum item #4 & 5 Above:	The total for construction costs and construction engineering costs.
Federal Aid Participation:	The amount of federal funding secured for the project.
State Aid Participation:	The amount of state funding secured for the project.
Other Non-Local Participation:	The amount of other non-local funding secured for the project.
Subtotal (CARS Eligible Costs):	Line A minus Lines B, C and D
CARS Funding Request:	Any amount up to 50% of the CARS eligible costs.
Funding participation by other cities:	If this is a joint project, provide the other city name(s) and the level of participation in the total project costs. Please provide the estimated share in dollars and percentage of eligible project cost.