

**EXHIBIT 10-A APPLICATION FORM FOR HIGH RISK RURAL ROAD PROGRAM FUNDS**

Applicants seeking High Risk Rural Road (HR3) Program funds must use this form. Failure to provide information that is required or to prepare the application in accordance with general formatting instructions may result in your application being disqualified. See Exhibit 10-B for the “Application Form Instructions.”

This entire Application Form must be submitted, including this introductory page. Applicants should download the Application Form from the Internet. It can be found on the Division of Local Assistance Home Page at: <http://www.dot.ca.gov/hq/LocalPrograms/HR3.htm>. Limit the application to eight (8) pages plus attachments. Do not provide brochures and samples of materials unless they are directly related to a response.

Information provided with this Application Form will be used to calculate the Safety Index. Exhibit 10-C contains the “Safety Index Calculation Procedure and Instructions.” **Applicants are NOT required to either complete Exhibit 10-C or calculate the Safety Index.**

**Note: All yellow fields are required (after data is entered, the background will change to white).**

Agency:  Date

Caltrans District:

MPO/RTPA:

Project Location:

**Description of Proposed Improvement(s):**

**Type(s) of Improvement(s) (See Exhibit 10-E, “Collision Reduction Factor and Improvement Life”)**

First, select from:

Then, click  to add to the below list.

Selected Types (minimum 1, maximum 3)

<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="button" value="Remove"/>

**Intersection or Road Section. (Select one. If it is a road section, indicate section length.)**

Intersection

Road Section    Section Length (Miles):

**Speed Limit (mph):**

**Number of Lanes:**

**Functional Classification (select one):**

Rural Major Collector       Rural Minor Collector       Rural Local Road

Visit <http://web1.dot.ca.gov/hq/hpms/Page1.php> to verify functional classification.

**Terrain (select one):**

Flat     Rolling     Mountainous

**Average Daily Traffic (ADT) (Current, all directions):**

**Traffic Collision Information**

Time Period	<input type="text"/> to <input type="text"/>		
Collision Type	Fatal	Injury	Property Damage Only (PDO)
All Collisions	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Traffic Collision Information**

Please provide some additional traffic collision data if certain improvement types are proposed (see below).

<b>Type of Improvement</b>	<b>Additional Traffic Collision Data Required</b>
Roadway Illumination (where no lighting exists) .....	Nighttime collisions
Rumble Strip .....	Drift-off-the-road collisions
Superelevation Improvement .....	Run-off-the-road collisions
Truck Escape Ramp .....	Run-away truck collisions

Time Period	[ ] to [ ]		
	Fatal	Injury	PDO
Nighttime Collisions	[ ]	[ ]	[ ]
Drift-off-the-road Collisions	[ ]	[ ]	[ ]
Run-off-the-road Collisions	[ ]	[ ]	[ ]
Run-away Truck Collisions	[ ]	[ ]	[ ]

**Project Cost Estimate**

Complete the following “Project Costs Estimate” section. Include only those costs that are being requested for this project. For the three (3) primary headings, identify the Federal Fiscal Year in which funds should be programmed.

**PROJECT COST ESTIMATE: (REQUIRED)**

Preliminary Engineering .....		Federal Fiscal Year
Environmental.....	\$ [ ]	[ ]
PS&E.....	\$ [ ]	
Right of Way.....		[ ]
Engineering.....	\$ [ ]	
Acquisition.....	\$ [ ]	
Construction.....		[ ]
Construction Engineering.....	\$ [ ]	
Construction.....	\$ [ ]	
Subtotal.....	\$ [ ]	
Contingency... (10% of Subtotal; max)	\$ [ ]	
Total Project Cost.....	\$ [ ]	
Federal Funds Requested.....	\$ [ ]	

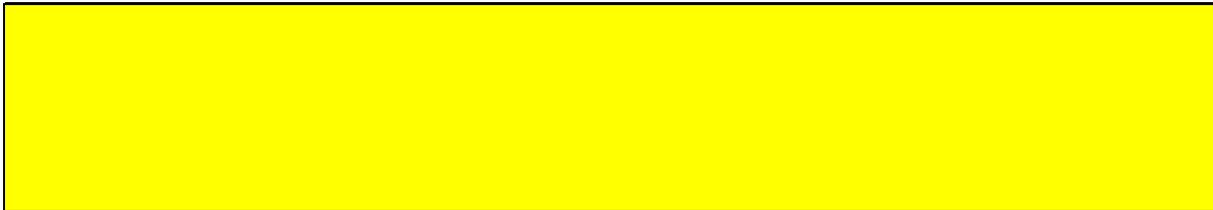
The following parts of this Application Form request specific project-related information. Sections 1 and 2 request the applicant to provide a narration related to a specific topic. If pictures, maps, exhibits, data, diagrams, etc., are submitted in response to questions or statements in the application, they must be attached to the application.

**1. IDENTIFICATION AND DEMONSTRATION OF NEED**

This section requires the applicant to demonstrate the need for the project. Using the following questions and statements as a guide, provide a detailed narrative description of the problem.

Provide some background information about the problem. How was the problem identified? How long has the problem existed? Describe the primary cause(s) of the collisions that have occurred at the location. Given that other problems may exist within the applicant's jurisdiction, explain why this problem was chosen for improvement. Use whatever collision data, traffic data, community surveys, reports, plans, and other environmental conditions that may apply.

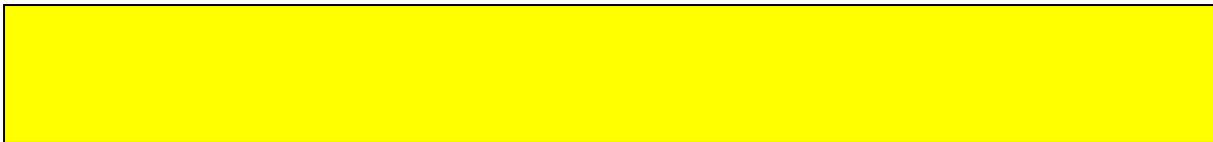
If available, provide photographs to illustrate the problem or deficiency. Include these photographs as attachments.



**2. POTENTIAL FOR PROPOSED IMPROVEMENT TO CORRECT OR IMPROVE THE PROBLEM**

This section requires the applicant to describe how the proposed solution will improve the safety of the public. The applicant must clearly demonstrate the connection between the problem and the proposed solution.

Describe how the proposed project corrects, or improves the traffic safety at or near the project site.



Describe options or alternatives that were considered.



3. IMPLEMENTATION SCHEDULE

Applicants must estimate dates for the following milestones:

Request Authorization to Proceed with Preliminary Engineering .....	<input type="text"/>
Obtain Environmental Clearance (NEPA).....	<input type="text"/>
Request Authorization to Proceed with Right of Way (if applicable).....	<input type="text"/>
Obtain Right of Way Clearance.....	<input type="text"/>
Request Authorization to Proceed with Construction... ..	<input type="text"/>
Complete Construction of Project.....	<input type="text"/>

4. APPLICATION SIGNATURES

An agency official representing the applicant must sign the application. The undersigned affirms that the statements contained in the application package are true and complete to the best of the applicant's knowledge. The undersigned also affirms that the applicant's agency owns, operates and maintains the facility upon which the proposed improvements will be constructed. If portions of the improvements extend into areas where the applicant has no jurisdictional authority, a notation must be made that officials representing the affected local agencies support the project. In the notation, provide names and telephone numbers of whom to contact for corroboration. Only one agency official needs to sign the application. "Agency Official" means Director, Assistant Director, Executive Director, Assistant Executive Director, or their respective designated administrators, engineers, or planners.

Agency Official:

Name

Signature

Title:

Phone Number:

E-mail:

(If available)

Notation: (If applicable)

**Distribution:** 1) Original & one copy - DLAE  
2) One copy - HQ DLA

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**EXHIBIT 10-B APPLICATION FORM INSTRUCTIONS**

For projects that involve multiple locations, a separate form must be submitted for each spot location.

For projects that involve roads of more than 1 mile and if Average Daily Traffic (ADT) varies, a separate form must be submitted for each 1-mile segment. The evaluation of the entire project will be based on the average of the segments in the project.

**The application form contains the following fields:**

**Agency:** Provide the name of your agency

**Date:** Indicate the Application Date

**Caltrans District:** From the drop-down list, select Caltrans District (1 to 12) that the proposed project belongs to. Select "Other" if not applicable.

**MPO/RTPA:** From the drop-down list, select the MPO/RTPA (Metropolitan Planning Organization/Regional Transportation Planning Agency) that the proposed project belongs to. Select "Other" if not applicable. The following 18 MPOs/RTPAs are available from the drop-down list:

AMBAG: Association of Monterey Bay Area Governments  
BCAG: Butte County Association of Governments  
COFCG: Council of Fresno County Governments  
KCAG: Kings County Association of Governments  
KCOG: Kern Council of Governments  
MCAG: Merced County Association of Governments  
MCTC: Madera County Transportation Commission  
MTC: Metropolitan Transportation Commission  
SACOG: Sacramento Area Council of Governments  
SANDAG: San Diego Association of Governments  
SJCOG: San Joaquin Council of Governments  
SLOCOG: San Luis Obispo Council of Governments  
SBCAG: Santa Barbara County Area of Governments  
SCRTPA: Shasta County Regional Transportation Planning Agency  
SCAG: Southern California Association of Governments  
STANCOG: Stanislaus Council of Governments  
TCAG: Tulare County Association of Governments  
TMPO: Tahoe Metropolitan Planning Organization

**Project Location:** Provide road name or geographical references to project location.

**Description of Proposed Improvement(s):** Describe the proposed improvements.

**Type(s) of Improvement(s):** List type(s) of improvement(s) proposed. Select from the predefined list (see Exhibit 10-E, "Collision Reduction Factor and Improvement Life"). Then click "Add." Usually only one (1) item needs to be selected. If multiple items apply, a maximum of three (3) items can be selected.

**Intersection or Road Section:** Check the project if it is for an intersection or a road section. If it is for a road section, indicate the length of the road section in miles.

**Speed Limit (mph):** Indicate the speed limit of the proposed road or location(s).

**Number of Lanes:** Indicate the total number of travel lanes of the current road (both directions). Do not include left-turn lanes, right-turn lanes or two-way turn lanes. If it is an intersection, use the average number of lanes of the roads approaching the intersection.

**Functional Classification:** Select one from the following three eligible categories: 1) Rural Major Collector; 2) Rural Minor Collector, and 3) Rural Local Road.

**Terrain:** Indicate the terrain: Flat, Rolling or Mountainous.

**Average Daily Traffic (ADT):** Indicate the existing (or most current) ADT volume of the proposed location (in thousands).

If the proposed improvement is at an intersection, add the existing (or most current) ADT volumes approaching the intersection from all directions and divide by 1,000. The ADT is the combined traffic volume of all approaches to the intersection on an average day.

If the proposed improvement is not at an intersection, the ADT is the number of vehicles that use the section of roadway proposed for improvement in both directions on an average day.

**Traffic Collision Information:** Do not include unreported collisions since the evaluation formula has already been adjusted to account for this anomaly. Collision summary reports that corroborate the values must be attached to the application. Do not attach the law enforcement field reports.

For spot improvements, collisions that occurred within 1/10 mile may be included.

For corridor or linear improvements, collisions that occurred within the corridor plus collisions that occurred within 1/10 mile of the ends of the project limits may be included.

For intersection improvements, collisions that occurred within 300 feet of the intersection in all directions may be used. If the distance to the nearest intersection is less than 600 feet, only those collisions that occurred from midblock may be used.

**Time Period:** The time period of the collision data provided. Data should be provided for at least the last three years.

**All Collisions:** The occurrences of all collisions (not number of victims) in the time period per three severities: Fatal, Injury and Property Damage Only (PDO).

**Other Traffic Collision Information:** Please provide some additional traffic collision data if certain improvement types are proposed (see below). Each of the below four types of improvements only reduces its corresponding collisions.

<b>Type of Improvement</b>	<b>Additional Traffic Collision Data Required</b>
Roadway Illumination (where no lighting exists) .....	Nighttime collisions
Rumble Strip .....	Drift-off-the-road collisions
Superelevation Improvement .....	Run-off-the-road collisions
Truck Escape Ramp .....	Run-away truck collisions

**Project Cost Estimate:** See the Application Form.

**Identification and Demonstration of Need:** See the Application Form.

**Potential for Proposed Improvement to Correct or Improve the Problem:** See the Application Form.

**Implementation Schedule:** See the Application Form.

**Application Signatures:** See the Application Form.

**EXHIBIT 10-C SAFETY INDEX CALCULATION PROCEDURE AND INSTRUCTIONS**

*(This Exhibit is for information only. Applicants do NOT need to fill in this form.)*

Local Agency: \_\_\_\_\_

Date: \_\_\_\_\_

Calculated By: \_\_\_\_\_

Checked By: \_\_\_\_\_

Project Location: \_\_\_\_\_

Description of Proposed Improvement(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Project Cost (in \$1000s): \_\_\_\_\_

ADT (existing, all directions, in 1000s): \_\_\_\_\_

**STEP 1: SIGNIFICANCE TEST ON THE SEVERITY DISTRIBUTION OF EXISTING COLLISION DATA**

Before estimating collisions that would occur on the existing facilities with no improvements and collisions that would occur after the proposed improvements, a statistical Significance Test needs to be performed on the severity distribution of the collisions occurring over the past several years on the existing road. If the distribution is normal or approximately so, the state average cost of collisions for that road type is used. If, however, the collisions are more severe than normal, a higher collision cost is used to reflect the higher costs of fatal and injury collisions. Conversely, if the collisions are less severe than usual, a lower cost is used. In this manner, considerably more weight is given to the fatal and injury collisions than to the “fender benders.”

The Table below is used to perform the Severity Distribution of Existing Collision Data.

**TABLE 1: SIGNIFICANCE TEST**

Item	Description	Formula/Source	Total	F*	I*	F+I*	PDO*
A	No. of Collisions	(From Application Form)	(A1)				
B	% Severity	(From Exhibit 10-D)	100				
C	Average No. of Collisions	(A1) x B					
D	Difference	A – C					
E	Maximum Expected Deviations	$(2.072 \times B)^{0.5} + 0.5$					
F	Significant	If (absolute value of D) > E, Yes. Otherwise, No.		(Yes +/- /No)**	(Yes +/- /No)**	(Yes +/- /No)**	

\* F: Fatal; I: Injury; F+I: Fatal + Injury; PDO: Property Damage Only.

\*\* Yes (+) when D is positive; Yes (-) when D is negative.

**STEP 2: COLLISION REDUCTION FACTOR (CRF)**

In order to estimate the collisions that may still occur after the proposed improvements are completed, a Collision Reduction Factor (CRF) will be applied to the number of collisions. In Exhibit 10-E “Collision Reduction Factor and Improvement Life,” a standard (or average) CRF can be found for each type of the improvements. However, this CRF may be too large, because it may result in a collision rate less than the Average Base Rate (ABR), which is available in Exhibit 10-D “Average Collision Rate and Collision Cost Table.” In this case, a lesser CRF, or adjusted CRF, should be used.

The following table is used to calculate the CRF of collisions.

**TABLE 2: DETERMINATION OF COLLISION REDUCTION FACTOR**

<b>Item</b>	<b>Description</b>	<b>Formula/Source</b>	<b>Value</b>
1	No. Of Collisions (all severities)	(From Application Form)	
2	Time Period (years)	(From Application Form)	
3	ADT (in 1000s)	(From Application Form)	
4	N*	(From Application Form)	
5	Initial Collision Rate	$(1) \div ((2) \times (3) \times (4) \times 0.365)$	
6	Standard RF (see the instruction)	(From Exhibit 10-E)	
7	Collisions Reduced	$(5) \times (6)$	
8	Reduced Collision Rate	$(5) - (7)$	
9	Average Base Rate	(From Exhibit 10-D)	
10	Differential Rate	$(5) - (\text{the larger of } (8) \text{ and } (9))$	
11	Adjusted RF	$(10) \div (5)$	

\*N: 1 if the project is for an intersection; length in miles (rounded to an integer, minimum 1) if the project is for a road section.

If the project includes more than one type of improvement, adjust the CRF in accordance with the relative percentages of the work category (see example below).

**Example:** A project consists of constructing a left-turn pocket at an unsignalized intersection and installing new safety lighting. From Exhibit 10-E, “Collision Reduction Factor and Improvement Life,” a 35 percent reduction can be applied to the left-turn pocket improvement, and a 15 percent reduction of nighttime collisions can be applied to the safety lighting. If there was an average of 20 collisions/year at this location with an average of 12 nighttime collisions/year, then the combined CRF is calculated as follows:

Lighting:  $(12 \text{ nighttime collisions}) \times 15\% = 1.8 \text{ collisions reduced}$   
 Channelization:  $[(20 \text{ total collisions}) - 1.8 \text{ collisions}] \times 35\% = 18.2 \times 35\% = 6.4 \text{ collisions reduced}$   
 Combined:  $1.8 + 6.4 = 8.2 \text{ total collisions reduced}$   
 Combined CRF:  $8.2 \div 20 = 0.41 \text{ or } 41\%$

**STEP 3: PER COLLISION COST**

If all three Significance Tests result in “No,” which indicates that the actual collision experience is not statistically higher or lower than normal, skip this step. The collision costs used would be the state average collision cost for the identified existing and proposed rate groups.

If Significance Test result is “Yes” for “Fatal,” use Table 3.1 to calculate per collision cost, and then go to Step 4.

If Significance Test result is “No” for “Fatal,” but “Yes” for “Injury” and/or “Fatal + Injury,” use Table 3.2 to calculate per collision cost, and then go to Step 4.

**TABLE 3.1 PER-COLLISION COST CALCULATION TABLE WHEN THE SIGNIFICANCE TEST IS “YES” FOR FATAL**

	<b>Collision Severity</b>	<b>F*</b>	<b>I*</b>	<b>PDO*</b>	<b>All Collisions</b>
A	Collisions Per Year	(A1) (From Application Form)	(A2) (From Application Form)	(A3) (From Application Form)	(A4) = (A1)+(A2)+(A3)
B	Per Collision Cost – before (\$1000s)	\$3,900	\$77.4	\$4	(B4) (From Exhibit 10-D)
C	Total Collision Cost – before (\$1000s)	(C1) =(A1) × \$3,900	(C2) =(A2) × \$77.4	(C3) =(A3) × \$4	(C4) = (C1)+(C2)+(C3)
D	Per Collision Cost – before (all collisions) (\$1000s)				(D4) = (C4)÷(A4)
E	Per Collision Cost – after (all collisions) (\$1000s)**				(B4) or (D4) (See notes **)

\* F: Fatal; I: Injury; F+I: Fatal + Injury; PDO: Property Damage Only.

\*\* Per Collision Cost – After is:

- (B4) if the Significance Test for “Fatal” is Yes (+);
- (D4) (Per Collision Cost – Before) if the Significance Test for “Fatal” is Yes (-).

**TABLE 3.2 PER-COLLISION COST CALCULATION TABLE WHEN SIGNIFICANCE TEST IS “YES” FOR “I” AND/OR “F+I”**

	<b>Collision Severity</b>	<b>F+I*</b>	<b>PDO*</b>	<b>All Collisions</b>
A	Collisions Per Year	(A1) (From Application Form)	(A2) (From Application Form)	(A3) = (A1)+(A2)
B	Per Collision Cost – before (\$1000s)	(B1) (From Exhibit 10-D)	\$4	(B3) (From Exhibit 10-D)
C	Total Collision Cost – Before (\$1000s)	(C1) =(A1) × (B1)	(C2) =(A2) × \$4	(C3) = (C1)+(C2)
D	Per Collision Cost – before (all collisions) (\$1000s)			(D3) = (C3)÷(A3)
E	Per Collision Cost – after (all collisions) (\$1000s)**			(B3) or (D3) (See notes **)

\* F+I: Fatal + Injury; PDO: Property Damage Only.

\*\* Per Collision Cost – After is:

- (B3) if the Significance Test for “Injury” and/or “Fatal + Injury” is Yes (+);
- (D3) (Per Collision Cost – Before) if the Significance Test for “Injury” and/or “Fatal + Injury” is Yes (-).

**STEP 4: SAFETY INDEX CALCULATION**

Use the Table 4 below to calculate the estimated collision costs both before the improvement and after the proposed improvement.

**TABLE 4: COLLISION COSTS BEFORE AND AFTER THE IMPROVEMENT**

<b>Item</b>	<b>Description</b>	<b>Formula/Source</b>	<b>Value</b>
1	No. Of Collisions	(From Application Form)	
2	Time Period (Years)	(From Application Form)	
3	Initial Collisions per Year	(1) ÷ (2)	
4	Per Collision Cost – Before (All collisions)	(From Step 3, if any “yes” in Significance Test, else from Exhibit 10-D)	
5	Per Collision Cost – After (All collisions)	(From Step 3, if any “yes” in Significance Test, else from Exhibit 10-D)	
6	Improvement Life (Years)	(From Exhibit 10-E)	
7	Adjusted RF	(From Step 2)	
8	Expected Collisions per Year after Improvement	(3) × (1.0 - (7))	
9	Total Collision Cost – Before (\$1000)	(3) × (4) × (6)	
10	Total Collision Cost – After (\$1000)	(5) × (6) × (8)	

Then, Safety Index (SI) can be obtained by using the below formula:

**Safety Index = 100 × ( (9) – (10) ) ÷ Project Total Cost (in \$1000s)**

## EXHIBIT 10-D AVERAGE COLLISION RATE AND COLLISION COST TABLE

Rate Group	Area	Terrain	Speed Limit	Base Rate	ADT Factor	Percentage of Collisions (%)			Per Collision Costs (\$1000) <sup>3</sup>	
						F <sup>1</sup>	I <sup>1</sup>	F+I <sup>1</sup>	F + I	All
H01	Rural	Flat	≤55 mph	1.15	0.35	3.4	45.1	48.5	345.4	169.6
H02	Rural	Flat	>55 mph	0.90	0.35	3.8	44.6	48.5	376.7	184.8
H03	Rural	Roll	≤55 mph	1.30	0.35	2.2	46.0	48.2	251.9	123.5
H04	Rural	Roll	>55 mph	0.80	0.35	3.7	46.2	49.9	360.8	182.1
H05	Rural	Mountain	≤55 mph	1.65	0.40	2.1	48.2	50.3	237.0	121.2
H06	Rural	Mountain	>55 mph	1.25	0.40	2.7	44.8	47.5	294.7	142.1

Source: 2002 Caltrans Highway Safety Improvement Program.

1. F: Fatal; I: Injury; F+I: Fatal and Injury.
2. Average Base Rate (ABR) can be obtained by the following 2 steps:
  - a. Use Area, Terrain and Speed Limit to identify the Rate Group;
  - b. Average Base Rate = Base Rate + ADT Factor ÷ ADT (in thousands).
3. For rural roads, the statewide per collision costs are \$3,900,000, \$77,400 and \$4,000 for fatal, injury, and Property Damage Only (PDO) collisions respectively.

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## EXHIBIT 10-E COLLISION REDUCTION FACTOR AND IMPROVEMENT LIFE

## Collision Reduction Factor and Improvement Life

Type Of Improvement	Collision Reduction Factor (CRF)	Improvement Life (Years)
Roadway Illumination (where no lighting exists)	0.15 <sup>(1)</sup>	15
Relocation or Breakaway Utility Poles	0.2	10
Traffic Signs (General)	0.05	6
Curve Warning Arrows	0.2	6
Advance Curve Warning with Advisory Speed	0.2	6
4-Way Stop	0.5	6
Upgrade with Breakaway Supports	0.2	10
Upgrade Median Barrier (includes new median barrier)	0.2	15
Remove Obstacles	0.2	20
New Traffic Signals	0.2	15
Upgrade Guardrail (include new guardrail)	0.2	10
Impact Attenuators	0.2	10
Upgrade Traffic Signals (includes interconnection)	0.2	15
Sight Distance Improvement	0.2	10
Construct Raised Median for Traffic Separation	0.2	20
Groove Pavement for Skid Treatment	0.1	10
Turning Lanes (except for new left-turn lane) and Traffic Channelization	0.15	15
New left-turn lane at signalized intersection (with no left-turn phase)	0.15	15
New left-turn lane at signalized intersection (with left-turn phase)	0.35	15
New left-turn lane at nonsignalized intersection	0.35	15
Two-way left-turn lane	0.25	15
Pavement Markings and Delineation	0.05	2
Widen or Improve Shoulder	0.2	20
Flatten Side Slopes	0.2	20
Realign Roadway	0.5	10
Overlay for Skid Treatment	0.1	10
Rumble Strip	0.5 <sup>(2)</sup>	10
Superelevation Improvement	0.5 <sup>(3)</sup>	15
Truck Escape Ramp	0.75 <sup>(4)</sup>	20
Reconstruction (combinations & miscellaneous)	0.2	10

Source: 2001 Hazard Elimination Safety Program Guidelines supplemented by 2002 Caltrans Highway Safety Improvement Program.

- (1) Applies to nighttime collisions only.
- (2) Applies to drift-off-the-road collisions only.
- (3) Applies to run-off-the-road collisions only.
- (4) Applies to run-away truck collisions only.

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EXHIBIT 10-F PROJECT STATUS REPORT

PROJECT STATUS REPORT

Due July 1 each year

(Required only if a construction contract has not been awarded by July 1.)

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Project Number: \_\_\_\_\_ (to be completed by Caltrans District)

Project Location: \_\_\_\_\_

Work Description: \_\_\_\_\_

Original Projected Award Date: \_\_\_\_\_

Current Projected Award Date: \_\_\_\_\_

If "current projected award date" is not within the same Federal Fiscal Year as the "original projected award date," attach letter requesting a time extension.

Original Cost Estimate: \_\_\_\_\_

Current Cost Estimate: \_\_\_\_\_

Reason for difference (increase or decrease): \_\_\_\_\_

Other comments: \_\_\_\_\_

Prepared by: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Distribution:** 1) Mail to DLAE by July 1 of each year.

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