

## **“How-To” Guide To The Electronic Version Of The LRTP Project Application Forms**

If you decide to use the electronic versions of the LRTP project application forms, you will need to download the Word Document or PDF version of the Project Profile and the Project Evaluation Forms and save them on your device. You can use many different PDF programs to edit the document in PDF Form- many of which are free! Adobe Acrobat Reader (free to download) is a good free option, but Microsoft Edge, Google Chrome, and Firefox have also been tested and confirmed to work successfully when saving an edited form of the Project Application.

**Note: If you need any help in the project form submittal process, Hannah Wilson will be happy to assist you and can be reached at [hwilson@mvrpc.org](mailto:hwilson@mvrpc.org) or 937-531-6546.**

To work with the PDF format of the document:

- Save the PDF to your local hard drive (Right-click, Save As ...).
- Open the PDF in your preferred program.
- Fill out the form including all required fields. If you use an Adobe program, you can check the box near the top of the Acrobat window that says ‘Highlight Fields’ to double check you filled out every field.
  - After filling out the form, you can save the PDF as an electronic document. From the menu, choose File-> Save As and rename the file and save it. You can also print a copy for your records, by selecting File-> Print.
  - ***Note: If you use Google, ensure you click the download button on the right and select “With your changes” if you enter info before downloading the pdf.***
- We would like you to email the filled out version of the project profile form to MVRPC to aid in the scoring process.
  - Please put the project name and your agency’s name in the title of your email and put [plan2050@mvrpc.org](mailto:plan2050@mvrpc.org) in the “To:” field.

Microsoft Word - ProjectProfileForm\_LRTP2021.doc

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**MVRPC** Long Range Transportation Plan List Project Profile Form **RESET**

I. Name of Jurisdiction  
Testing

II. County ☒ GRE ☐ MIA ☐ MOT ☐ WAR

III. Name of Project  
Testing

IV. Project Type ☒ Roadway Project (Congestion Management Project) ☐ Bikeway/Pedestrian Only Project ☐ Transit Project

V. Project Location/Limits  
Testing

VI. Brief Project Description  
Testing

VII. TIP Status/Committed Funding  
☒ Yes ☐ No PID #

VIII. Feasibility: timeframe (SFY) in which the funding needs to be committed for implementation  
☒ 2026 - 2030 ☐ 2031 - 2035 ☐ 2041 - 2045  
☐ 2036 - 2040 ☐ 2046 - 2050

IX. For projects in the SFY 2026-2030 timeframe not currently programmed in the TIP indicate source of funding  
Testing

X. Mileage  
Testing

XI. Cost (In millions of 2025 Dollars)

XII. Was this project part of the previous Long Range Transportation Plan update in 2021?  
☒ Yes - Project Number in the 2021 Long Range Transportation Plan? Project # Testing ☐ No

July 2023

MEHAR VALLEY REGIONAL PLANNING COMMISSION

With your changes  
Without your changes

- If you want to submit another project, you can either click the Reset button near the top left corner of the form to start with an empty form, or go back and change the appropriate fields for the new project—**then make sure to save those changes in a new pdf so the info is in the file you send to us.**