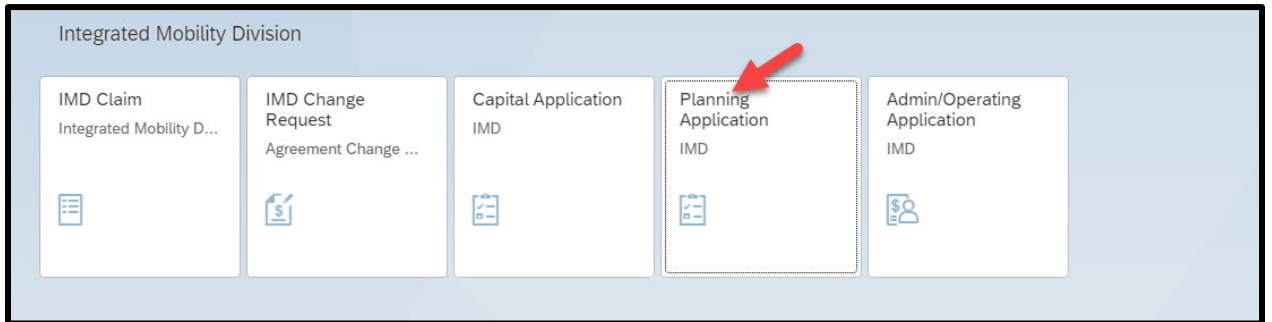


# GRANT APPLICATION INSTRUCTIONS

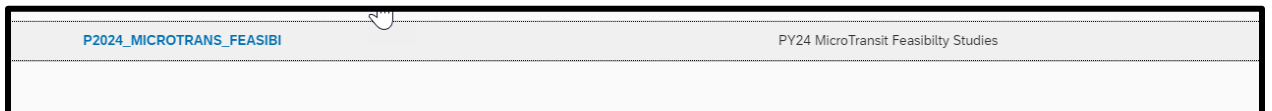
## Microtransit Feasibility Studies

Program website: [Microtransit Feasibility Study Grants \(ncdot.gov\)](https://www.ncdot.gov/microtransit-feasibility-study-grants)

1. Login to EBS using your transit agency account, and access IMD planning applications using the tile shown below:



2. Create New Application for program ID **P2024\_MICROTRANS\_FEASIBI**. See image below:



3. For section **Proposed Funding**, set Federal share to 100%, and leave Proposed Goals set to defaults (0.00). See image below:

The screenshot shows the 'Funding & Goals' section of the application form. The 'Proposed Funding' section is highlighted with a red arrow, showing the Federal share set to 100.00. The 'Proposed Goals' section shows all values set to 0.00.

Proposed Funding		Approved Funding	
Federal:	100.00	0.00	0.00
Federal Non-Billing:	0.00	0.00	0.00
NCDOT:	0.00000	0.00	0.00
Local:	0.00000	0.00	0.00
TOTAL:	100.00	0.00	0.00

Proposed Goals		Approved Goals	
DBE:	0.00000	0.00	0.00
MBE:	0.00	0.00000	0.00
WBE:	0.00	0.00000	0.00
TOTAL:	0.00	0.00000	0.00

(Continued on next page)

4. For section **Other Expenses**, set line item to code M351 – Microtransit Feasibility. **Leave Total Request Cost (\$) section blank.** NCDOT will complete this section post-application submission.

OTHER EXPENSES			
Code	Activity	Total Requested Cost (\$)	For NCDOT Use Only
M351	M351 - Microtransit Feasibility		
Total		0.00	0.00

5. Sections for **Project Information** (near the top), and **Agency Comments** (near the bottom of page), can remain blank. No information is required for those two sections.
6. Upload attachments to the application. Some attachments are **required**, as indicated below:
- Completed Grant Application Questions document, linked to on [program website](#) (**required**)
  - TAB resolution supporting application\* (**required**).
  - MPO resolution of support\* (optional).
  - Other partner Letter(s) of Support (optional).
  - Recent (< 10 years old) transit planning studies (**required**).
- \* **Note**, it is OK if supporting TAB or MPO resolutions are submitted to IMD after the application deadline but will be a required prerequisite for award eligibility.

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For Questions, please contact Bryan Lopez, IMD Regional Planning Manager

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