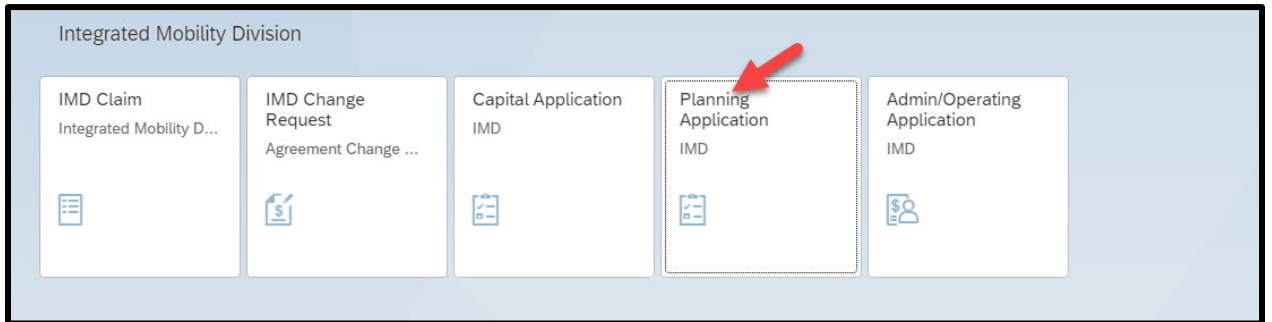# GRANT APPLICATION INSTRUCTIONS
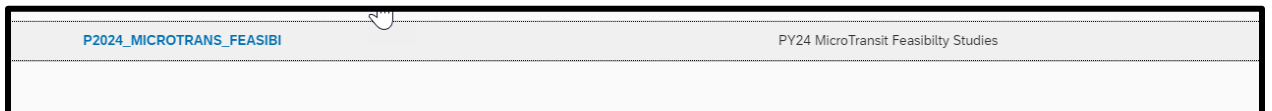## Microtransit Feasibility Studies

Program website: [Microtransit Feasibility Study Grants (ncdot.gov)](#)

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:



(Continued on next page)



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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.



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:
   a. Completed Grant Application Questions document, linked to on program website (**required**)
   b. TAB resolution supporting application* (**required**).
   c. MPO resolution of support* (optional).
   d. Other partner Letter(s) of Support (optional).
   e. 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 perquisite for award eligibility.

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

balopez@ncdot.gov | 919-707-2606 (office) | 828-292-9877 (cell)

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