

North Carolina Department of Transportation

FY 2026 Transportation Demand Management (TDM) Application Overview and Guidance

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N.C. Department of Transportation
Integrated Mobility Division
1 S. Wilmington Street Raleigh, NC 27601



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— 1.0 Program Background

Transportation Demand Management (TDM) programs promote the use of all transportation options available, rather than defaulting to single occupant vehicle (SOV) use. Included among these travel options may be carpooling, vanpooling, teleworking, transit, bicycling, flexible work hours, compressed work weeks, parking policies/pricing structures. The NCDOT Integrated Mobility Division (IMD) funds TDM programs to support the provisions of the Ambient Air Quality Improvement Act of 1999, Senate Bill 953, which addressed concerns over ground level ozone pollution from motor vehicles and the need to deal with increasing vehicle miles traveled (VMT) and NOx emissions. The bill established a goal of reducing the growth of commuter VMT in the state by 25% from 2000 until 2009 and that goal was achieved. NCDOT continues to make strides in TDM to achieve even more.

— 2.0 Funding Details

Funding for this program is contingent on NCDOT-IMD receiving funds allocated towards this program. Funding allocated to TDM programs each year cannot roll over to the next year and any unspent funds will be de-obligated at the end of the cycle by NCDOT-IMD. As such, subrecipients should only request funding they can justify as necessary funding for the 2026 Fiscal Year. This justification should be made clear in the TDM Project Funding Justification Form provided in Attachmenta 2a and 2b of the application package.

This program requires a 50 percent match. The source of the matching funds may come from a variety of sources. The only restriction is that in-kind services cannot be used toward the match.

2.1 What can funds be used for?

Funds can be used for staff salaries to administer regional TDM programs, marketing efforts/activities, and planning activities, including development or update of a TDM plan (see Section 8.0).

2.2 What's not eligible?

Funds can not be used for capital expenses such as vehicles or vehicle parts, building costs, or operating costs like vehicle maintenance. This program also does not provide funding for prizes or incentives and does not provide funding for food for events/meetings.

— 3.0 Who Can Apply?

Public organizations in the state of North Carolina (such as regional transit or planning agencies) responsible for promotion of TDM activities and providing TDM services.

Areas in the state interested in a TDM program, but are not currently receiving state TDM funds should contact Danielle Kittredge, Statewide Planner, at (919) 707-2604 or via e-mail at dkittredge1@ncdot.gov to discuss planning requirements for establishing a TDM program.



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— 4.0 Timeline

Date	Task/Event
January 31, 2025	TDM application package posted to NCDOT website and sent to all TDM programs
March 21, 2025	Deadline for FY 2026 TDM applications and budget to be submitted in EBS
March/April 2025	NCDOT review of TDM applications
May/June 2025	FY 2026 TDM projects will be presented to the NC Board of Transportation
July 1, 2025	Beginning of state fiscal year and Period of Performance for FY 2026 TDM programs

— 5.0 How to Apply?

Completed FY 2026 TDM applications must be submitted through the [Enterprise Business System](#) (EBS) no later than Friday, March 21, 2025. Applications can be accessed through the “Admin/Operating Application” tile within EBS. Create a New Application for program ID P2026_RIDESHARE.

If you are accessing the EBS Portal for the first time you will need to have an account setup. Please contact Danielle Kittredge, Statewide Planner, at (919) 707-2604 or via e-mail at dkittredge1@ncdot.gov to for additional information on the process.

All required documents described in Section 6.0 must be completed and uploaded to the “FY 2026 Application” in EBS. The full application package along with the Application Checklist can be downloaded from the [NCDOT TDM Connect webpage](#).

5.1 Naming Convention

Please name each individual file by the naming convention OrganizationName.FY.DocType (for example; NameofTDMProgram.FY2026.LocalShareCertification). After all the required documents are completed and scanned, they may uploaded to the application. **Please do not zip these files together.**

Note: Do not submit the application without all of the required documents attached. Use the Application Checklist as a guide. Applicants will receive a confirmation when NCDOT receives the application.



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5.2 Missed Deadlines & Incomplete Applications

Incomplete applications will be returned for correction. Only complete applications will be reviewed and moved through the review process for approval. Applicants are strongly encouraged to refer to the Application Checklist to assure the completeness of the application. For questions, please contact Danielle Kittredge at (919) 707-2604 or via e-mail at dkittredge1@ncdot.gov for additional information and assistance. **Applications are due on or before Friday, March 21, 2025.** EBS will close on Friday, March 21, 2025, and applications will not be accepted after this date. Do not mail applications to NCDOT.

— 6.0 Required Documents

All items listed below are required to be submitted with your application. **An Application Checklist is provided in the application package as Attachment 1 and required to be submitted along with your application.**

Applicants requesting the funds for a TDM Plan ONLY (see Section 8.0) will not be required to submit an Annual TDM Travel Options Program Structure and Workplan, Scorecard, Job Descriptions, TDM Plan, or Cost Allocation Plan/Indirect Cost Plan (unless staff time is applied).

6.1 Cover Letter

Provide a cover letter signed by the local official authorized to enter into a contract with the NCDOT. The letter must note the amount of state funds requested for your program. The letter must also include a description of how the 50 percent local share match will be budgeted and approved to ensure the entire local match is programmed and available to the TDM program.

6.2 Program Budget

Use the Administrative Budget form in EBS. All TDM applicants are required to utilize the [Uniform Public Transportation Accounting System](#) (UPTAS) for budgeting and reporting. The administrative funding allocated to an organization can be budgeted at the discretion of the organization, utilizing eligible UPTAS cost categories (Object Codes).

Eligible Expenses

This program funds up to 50% percent of the total expenses associated with TDM programs. Eligible expenses include salaries, fringe benefits, office supplies, marketing, planning, and other program related items. The list of eligible administrative items is included in the TDM application form in EBS. Detailed definitions for each item are in the UPTAS document. This program does not fund capital expenses such as vehicles or vehicle parts, building costs, or operating costs like vehicle maintenance. This program also does not provide funding for prizes or incentives and does not provide funding for food for events/meetings with the exception of personal per diem charges during travel, as stated in the [NCDOT Travel Policy](#).



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6.3 Project Funding Justification Form

Each applicant must complete a Funding Request Justification form provided as Attachment 2a of the application package. This form is used to provide a brief project/program description, outline the benefits of the proposed project/program, and discuss the impacts resulting should the project/program not be funded.

For applicants seeking funding for ONLY development or update of a TDM plan, use the alternative version of the project funding justification form provided as Attachment 2b of the application package.

6.4 Local Share Certificate

Use the Local Share Certificate provided as Attachment 3 in the application package to show what funds will be used to match 50 percent of the project. The source of the matching funds may come from a variety of sources. The only restriction is that in-kind services cannot be used toward the match.

6.5 Signed Resolution

Provide a signed resolution adopted by the entity responsible for ensuring the 50 percent local match is programmed and available for the TDM activities as stated on the Local Share Certification. A resolution template is provided as Attachment 4 in the application package.

6.6 Cost Allocation Plan/Indirect Cost Plan (if applicable)

If the application includes indirect overhead costs in the funding request, a Cost Allocation Plan/Indirect Cost Plan (CAP) must be submitted and approved by the governing board along with a signed and notarized CAP to NCDOT with the grant application. Documentation to support the indirect cost rate must be submitted to IMD with the application or no later than the application deadline.

Necessary documentation includes:

- Signed Certification page from the Cost Allocation Plan (CAP);
- Page(s) from the CAP showing indirect costs allocated to the Transportation Department, page(s) from the organization's financial report showing total salaries & fringes paid to the entire Transportation Department staff; and
- An official statement verifying the Cognizant Agency.

An allowable indirect rate will be approved by IMD. The applicant may request less funding in the indirect cost line item when completing your Program Budget (Section 6.2.) than which is allowed as the maximum amount. Indirect costs rates from the Department of the Interior will be approved with proper documentation. Administrative budget lines related to using indirect cost rates must be developed sufficient to cover only those administrative costs directly attributable to the execution of the TDM grant.



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6.7 Unique Entity ID (UEI) Number Verification

All applicants must provide proof of a verified and active UEI number. A copy of the verification must be uploaded with the grant application. Additional information on the UEI number is provided as Attachment 5 in the application package.

6.8 Map and/or Description of the Service Area

Provide a map showing the geographic area served by the TDM program and any qualifications for activities, such as a policy that vanpools must have at least one origin or destination in the service area.

6.9 TDM Annual Travel Options Program Structure and Work Plan

All applicants shall operate in a manner consistent with NCDOT goals to make our transportation network safer, make our transportation network move people and goods more efficiently, and make our infrastructure last longer. To achieve the statewide goals, each grant applicant shall provide a completed travel options program structure and workplan provided as Attachment 6 in the application package. Additional details on the components of the Travel Options Program Structure are described in Section 7.0.

6.10 Scorecard

All existing TDM programs and potential applicants must commit to performance metrics and continue to update a scorecard to receive TDM funds. These scorecards encourage consistent data collection across all applicants, set baselines, and allow IMD to strategically plan for future program development and track growth. Outcomes reported in the scorecard will be used to gauge the effectiveness of TDM programs across the state.

Every application must include an FY 26 scorecard spreadsheet as a template for activities in the TDM program and aligned with the Travel Options Program structure. Existing programs are required to provide baseline data for the FY25 grant year. Mark N/A all data fields that your TDM program will not collect data on based on your Travel Options program structure. A template for the scorecard is provided as Attachment 7 in the application package.

6.11 Job Descriptions

TDM programs new to the application process for FY26 will need to provide job descriptions for all positions funded with the TDM program funds.

For existing grantees, descriptions for each new or altered position for which you are requesting full or partial funding is required. These should focus on job responsibilities, tasks, and performance goals of the positions as opposed to qualifications necessary for the position.

6.12 TDM Plan

All applicants must submit a copy of their adopted TDM plan.



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– 7.0 Travel Options Program Structure

The Travel Options Program Structure is a framework for how a program will work to reduce VMT and achieve greater mobility for all travelers. All applicants (see Section 6.9) should have the same framework in place for their travel options programs, however, the scale will vary based on size and reach. The information below outlines the travel options program structure.

Travel Options Coordinator(s) – Provide an organizational chart showing the anticipated personnel to support the TDM programming, their role using the program structure as a guide, and estimated percentage of time spent on TDM programming. The local Coordinator is also responsible for building awareness and interest in TDM strategies in planning documents, regulations, and construction projects. This role will also report program effectiveness to IMD. This section should also highlight any additional subrecipients who may receive IMD funding for TDM programming.

Education of Travel Options (Marketing) – Each applicant should describe their plan for educating travelers. This plan should outline the following key areas:

- Identification of Audiences (employers and commuters at a minimum)
- Development of Key Messages (aligned with each audience segment)
- Delivery Channels (examples could include emails, newsletters, events, and display materials, among others)
- Feedback Measures (how efforts will be evaluated and continuously aligned to audience(s) and their needs)

Recruitment of Travelers into Non-SOV Modes (Outreach) – The goal of all TDM efforts across the state should be rooted in creating behavior change to reduce VMT. Applicants should detail the tactics to be used for recruitment activities, which could include (but are not limited to) community events, vanpool formation meetings, hosting worksite-based events, or conducting modal promotions like Try Transit or Carpool Challenges.

Tools for Employers and Commuters (Programs) – Each Travel Options program should have tools in place to support employer and commuter outreach activities. Describe the tools that will be used for education, recruitment, and general outreach. Applicants must actively promote the rideshare matching website www.ShareTheRideNC.org and describe how they will incorporate the ridematching tool into promotional events and campaigns.

Pilot Programs – While Travel Options programs should be focusing on employers and commuters, applicants may identify a new audience to target or want to test a new promotional campaign. Innovation and/or pilot program plans should address the opportunity, the approach, identified program goal(s) and objectives, and the associated data metrics that will be provided to NCDOT for evaluation purposes.



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Transportation Innovations – Each regional program should be in coordination with local municipalities and planning organizations to anticipate these emerging transportation solutions and identify ways to support their existence. Applicants should address the coordinating agencies, opportunities for collaboration, and any additional program metrics associated with new transportation programs.

— 8.0 TDM Plan Development or Update

For applicants who currently do not have a TDM program in place or wish to update an existing TDM plan that is at least five years old, funds for the development or update of a TDM Plan are an eligible item under this grant program.

A TDM Plan is a document intended to assist agencies as they prepare to develop a fully-scaled TDM program and direct an agency's efforts to align with the established to establish TDM goals in the Plan. TDM Plans should outline specific strategies for expanding mobility choices, changing travel behavior, reducing single occupancy vehicle miles traveled, and describing the intended outcomes of a successful TDM program within their organization. Plans approved for funding are expected to follow the [NCDOT TDM Plan Development Content Standards](#).

— 9.0 Quarterly Invoicing & Progress Reports

Invoices and progress reports should be submitted on a quarterly basis. Invoices must include all applicable back-up documentation needed, NCDOT Cover Sheet, and DBE Reporting Form. Information on the [NCDOT Cover Sheet](#) (opens as an Excel document) and [DBE Reporting Form](#) (opens as an Excel document) can be found on the NCDOT Consulting Firm Resources Connect Page: <https://connect.ncdot.gov/business/Transit/Pages/Consultant-Firm-Resources.aspx>.

Quarterly Progress Reports must include:

- Updated Scorecard with the most recent quarter's data. (This requirement does not apply to applicants utilizing funds for development of a TDM plan only.)
- Narrative report of activities conducted by the TDM program within the last quarter. The progress report should specifically address progress toward items outlined in individual program work plans submitted and approved with your application. A template is provided as Attachment 8a of the application package. Applicants only utilizing funds for developing a TDM plan should use alternative Attachment 8b for reporting.

The Progress Report and Scorecard will be used for baseline activity and to gauge the effectiveness of the TDM program.

The quarterly invoices progress reports will be due no later than 30 days past the end of the quarter. The quarter time periods are July to September, October to December, January to March and April to June. **The final invoice is due no later than 90 days past the end of the funding year.**



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— 10.0 Procurement & Third-party Contracting

Procurement and third-party contracting activities are primarily the responsibility of the subrecipient. Subrecipients should follow established local procedures and applicable state or federal standards in accordance with the North Carolina Consolidated Procurement Code (as amended). The procurement and contract standards set forth under N.C. G. S. 143 Article 8 shall apply to the procurement of all goods and services the subrecipient will purchase under the project contract.

— 11.0 Program Auditing

IMD is responsible for providing program monitoring and oversight to ensure State funds are used for the intended purpose. This is accomplished through various onsite program monitoring and evaluation tools including but not limited to: site visits, compliance reviews, and financial reviews. Recipients will be required to attend a mid-year check-in following the second quarter reporting to discuss progress on their approved program work plan and scorecard metrics. A year-end closeout review may also be required.

