TDM Application Process and Checklist:

Partner Connect Application Number:

***Required documents for applicants seeking funds for development of a TDM Plan only**

* ☐ **Cover Letter** – Signed by the local official authorized to enter into a contract with the NC DOT. 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.

* ☐ **Signed Resolution** – Adopted by the entity responsible for ensuring the 50 percent local match is programmed and available for the TDM activities. The resolution is included in the application materials.

☐ **TDM Annual Workplan** – Completed Travel Options program structure and workplan to describe Commute Options Coordinator and other support staff (roles and responsibilities), education of travel options, recruitment activities, associated tools to support education and recruitment activities, and any planned pilot initiatives. The workplan should describe activities and their associated timelines. **(The TDM Annual Workplan template is provided with this grant's application documents.)**

☐ **Scorecard –** Include the FY 25 scorecard, providing baseline data for the FY24 grant year. Mark N/A all data fields that your TDM program will not collect data on based on your Travel Options program structure.

* ☐ **Program Budget –** Use the Administrative Budget form in EBS. Please refer to the Guidance document for regulations on eligible costs.

* ☐ **Local Share Certificate –** Use the Local Share Certificate to show what local funds will be used to match 50 Percent of the project. Once complete, attach to the partner connect application.

* ☐ **Project Funding Justification Form –** Completed project funding justification form found in the application materials.

* ☐ **Map and/or Description of the Service Area** – This should show 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.

☐ **Job Descriptions –** TDM programs new to the application process for FY25 will need to provide job descriptions for <u>all</u> positions funded with the TDM program funds.
For existing grantees, descriptions for each <u>new or altered</u> 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.

☐ **TDM Plan – All applicants** must submit a copy of their adopted TDM plan.

☐ **Cost Allocation Plan/Indirect Cost Plan** – If applicable, this must be submitted and approved by the governing board along with a signed and notarized Cost Allocation Plan/Indirect Cost Plan (CAP) to NCDOT with the administrative grant application.