DATE

«Authorized_Signature»
(Transit_System)
«Mailing_Address»
«City», «State» «Zip__Code»

Re: Project No. (Project_Number) Notice of Participation
Five-Year Community Transportation Service Plan
(Transit_System)

Dear «Authorized_Signature»:

The North Carolina Department of Transportation Public Transportation Division is pleased to issue this Notice of Participation in a 2009 Five-Year Community Transportation Service Plan for the (Transit_System).

Please find enclosed the program 3-ring binder Five-Year Community Transportation Service Plan Packet which includes the following program oriented information:

Tab 1	Notice of Participation Letter
Tab 2	Timeline of Activities for CTSP
	Timeline of Activities for Regional Feasibility Study
	Timeline of Activities for Performance Plan
Tab 3	Roles and Responsibilities for CTSP
Tab 4	Guide to Completing the Five-Year Community Transportation Service Plan (CTSP) Process
Tab 5	CTSP Scope of Work
	Regional Feasibility Study Scope of Work
Tab 6	Notice to Proceed Template
Tab 7	Consultant Information Sheet
Tab 8	Community Transportation Web Resources
Tab 9	Community Transportation Data Set Resources
Tab 10	Contact Information Form
Appendix A	Sample Resolution
Appendix B	Sample Pre-Scoping Conference Call Agenda
Appendix C	Sample Scoping Meeting Agenda
Appendix D	Performance Plan – Business Practices Questionnaire and Employee Information Questionnaire

The purpose of this packet is to serve as a resource guide for you during the development of your Five-Year Community Transportation Plan. Please review the enclosed information and use the 3-ring binder as a recordkeeping tool throughout the Five-Year Community Transportation Planning process.

Please complete the Contact Information Form and submit to your assigned Mobility Development Specialist within three (3) weeks of receipt of this correspondence. Include a list of potential steering committee members and the role they serve in the community. This information will be critical in the final issuance of a Notice to Proceed.

You will be contacted by your assigned Mobility Development Specialist regarding a pre-scoping meeting conference call to discuss the development of your draft scope of work.

Please note that any funds expended prior to executing an agreement and receiving a notice to proceed from NCDOT are not eligible for reimbursement.

We look forward to working with you to create a plan that will improve conditions for mobility in your region. If you have any questions or comments, please contact your assigned Mobility Development Specialist.

Sincerely,

Denese Lavender
Assistant Director

Cc: «Assigned_Mobility_Specialist»