

APPLICATION PROCESS

Note that TDM grants will not provide funding for salaries and fringe benefits of personnel that are associated with the operational aspects of vehicles for TDM programs, such as costs for personnel to handle vehicle maintenance functions. The grants also do not fund capital items.

The application consists of seven components:

1. **Cover Letter**. Signed by the local official authorized to enter into a contract with the North Carolina Department of Transportation. 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 in order to ensure the entire local match is programmed and available to the TDM program.
2. **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. Please note the due date is December 28, 2012. This should give applicants time to get the resolution before their governing board for approval.
3. **Program Work Plan**. Include your FY 2014 program goals and a detailed description of activities for the grant. (Please refer to the earlier section titled “Workplan and Performance Measures” for the format of this part of the application)
4. **Program Budget**. Use the Administrative Budget form and Salary and Wage Detail form in the application materials. Note that money may not be budgeted for prizes, gift cards, other incentives, or food (except per diem meal reimbursement per NCDOT travel policy). The expectation is that any prizes will be donated or paid for in some manner that is “off-line” of this TDM budget. Do not forget to budget for the local share of the annual operating and maintenance fee associated with your Ridepro license(s). The annual operating and maintenance fees for the Ridepro licenses are paid with 50 percent local money and 50 percent state money. Triangle Transit will invoice the TDM Programs for their 50 percent share, which is paid directly to Triangle Transit by the grantee. Triangle Transit will apply to PTD for the entire 50 percent state share. Therefore, do not include the cost of the operating and maintenance fee in the line items of your budget worksheet. Instead, at the end of the budget worksheet, below the total budget line, there is a line titled “Ridepro Fee paid to Triangle Transit.” Enter the amount on this line. The total amount payable to Triangle Transit for those TDM Programs that have a Ridepro license is listed in the Interlocal Agreement signed with Triangle Transit.
5. **Job Descriptions**. Descriptions for each new or altered position for which you are requesting full or partial funding need to be provided. These should focus on job responsibilities, tasks, and performance goals of the positions as opposed to qualifications necessary for the position. The job descriptions submitted for the 2013 TDM application are kept in a standing file. Therefore, only submit job descriptions for any positions that have changed or been added since the 2013 application. Identify any deleted job descriptions, if applicable, so the file stays current. TDM programs new to the application process for 2014 will need to provide job descriptions for all positions funded with the TDM program funds. Also, copies of any contracts/agreements for third party work to be performed for activities in the TDM workplan should be submitted to your Mobility Development Specialist (MDS) in your respective district; see attached listing of MDS assignments.

6. **Rideshare Statistics Report**. Completed Form for the July 1, 2011 – June 30, 2012 reporting period, using the ridesharing statistics form in the application materials.
7. **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.

If you have any questions concerning preparation of the application, contact your Mobility Development Specialist (MDS) in your respective district; see attached listing of MDS assignments. After applications are reviewed, we will develop a program of projects and submit it to the North Carolina Board of Transportation for funding consideration at the February 2013-meeting.

NOTE: The original of this document with signature is on file on the office of NCDOT – Public Transportation Division

To access your application package please click on the appropriate link below:

[2. Charlotte Area Transit System \(CATS\)](#)

[3. Piedmont Authority for Regional Transportation \(PART\)](#)

[4. Triangle J Council of Governments \(TJCOG\)](#)