# Applicant information

[ ] Nonprofit Organizations must include a copy of the organization’s Articles of Incorporation.

# Project Proposal

**☐**Include a copy of your organization’s interagency agreement, if coordinating with an NPO or municipality to provide service or share a vehicle.

**☐**Include a copy of your organization’s service agreement, if contracting out service.

[ ] Include a copy of the Public Notice published in a major newspaper.

[ ] Include a copy of the Public Notice paid invoice from the newspaper (tear sheet).

[ ] Include a copy of each notification of Public Notice sent to transit operators, dated at least one (1) week prior to the Public Notice date.

[ ] Include a copy of written comments received in response to the Public Notice, if any.

[ ] Include copies of the repair bills and correspondence to the vendor and/or original equipment manufacturer, if requesting funding for a replacement vehicle that has not met its useful life but requires excessive maintenance.

# Budget & Signature

[ ] Complete and include the Budget page.

[ ] Sign the Certification for Private Nonprofit Organizations and Eligible Public Bodies.

[ ] Sign the Title VI Requirements Acknowledgement page.

[ ] Sign the Applicant Signature page.

# Application Submission

[ ] Answer all questions in the application.

[ ] Retain a copy of all application materials.

[ ] Submit the application to the Connecticut Department of Transportation (CTDOT) via email.

[ ] Submit the application to the appropriate Regional Council of Governments (RCOG) via email.