# 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.