# Applicant information

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

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

[ ] Include a copy of your organization’s service agreement, if currently contracting out service.

[ ] Include the Current Vehicle Inventory sheet.

# Project Proposal

[ ] 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 a document detailing excessive maintenance, if requesting funding for a replacement vehicle that has not yet met its useful life. Include copies of the repair bills.

# Budget & Signature

[ ] Complete the Budget table(s) and double-check the math.

[ ] 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.