

APPLICATION INSTRUCTIONS

Applications will be reviewed to ensure that all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadline will not be considered for funding. If requesting funding for multiple projects, complete separate forms for each project for which you are seeking funds.

Parts I & II of the application contain information that will be circulated to the Regional Coordinating Committee for their review, evaluation, and scoring. Those applications that are endorsed by the Regional Coordinating Committees are then sent to the State Planning Subcommittee for a second round of review, evaluation, scoring, and then selection recommendations to the MTA. Parts I-III must follow the format as structured in this package, so that the Regional Coordinating Committees and State Planning Subcommittee can fairly evaluate your application. Part I contains an Application Overview, and both Operating and Capital Budget Worksheets. This is in Excel format. Part II is a narrative of the project and is contained in this document.

Part III of the application outlines the requirements for public notification. A certified copy of the published notice is required to be submitted with the application.

Submit one double-sided, unbound 8 ½" x 11" original and fifteen (15) copies of completed application, including the attachments.

Part IV of the application contains Certifications and Assurances that must be met in order for your organization's application to be considered if you are awarded a project. This form must be completed and signed no later than fifteen (15) days after the notification of award, exactly as printed in this package; alternatives to the text of the Certifications and Assurances will invalidate your application. Also, attach a copy of the agency's § 501 (c)(3) certification if it is not a public entity.

One original and one copy of Part IV are required if awarded a project.

The deadline for submitting applications is November 3, 2008, 2:00 p.m.

Submit your application (Parts I-III) with the above-specified copies to the appropriate region:

Baltimore Region

**Anne Arundel, Baltimore, Carroll, Harford, and
Howard Counties, and Baltimore City**

Tyson Byrne
Transportation Planner
Baltimore Metropolitan Council
2700 Lighthouse Point East, Suite 310
Baltimore, MD 21224
410-732-0500 x1048

Lower Eastern Shore Region Somerset, Wicomico, and Worcester Counties

Riggin Johnson
Director
Shore Transit
PO Box 99
Snow Hill, MD 21863
410-632-3300

Southern Maryland Region Calvert, Charles and St. Mary's Counties

Elaine Lancaster
Regional Transit Coordinator
Tri-County Council for Southern Maryland
15045 Burnt Store Road
Hughesville, MD 20637
301-274-1922

Upper Eastern Shore Region Caroline, Cecil, Dorchester, Kent, Queen
Anne's, and Talbot Counties

John General
Maryland Upper Shore Transit (MUST)
c/o Mid-Shore Regional Council
8737 Brooks Drive, Unit 101
Easton, MD 21601
410-819-6550

*Non-Urbanized
Washington Region*

Montgomery and Prince George's Counties

Beth Newman
Transportation Planner II
Department of Transportation Planning
777 North Capitol Street, NE, Suite 300
Washington, DC 20002
(202) 962-3253

Western Maryland Region **Allegany, Frederick, Garrett, and Washington
Counties**

Guy Winterberg
Assistant Director
Tri-County Council for Western Maryland
113 Baltimore Street, Suite 300
Cumberland, MD 21502
301-777-2158