FY 2018–2019 TDM Set-aside Application Checklist			
Task	Related to Question #	Due Date	Done
Include a map of your service/target area, and where applicable please include specific sites	7	with application	
Contact DRCOG staff if your project involves transportation technology elements, or if you have questions about this.	8	**before application submission**	
Include a letter of support from the applicable local government(s) where your project is located *(Only applies to non-local government applicants)*	9	with application	
Submit a letter of commitment by each financial partner (if applicable)	15	with application	
Correspond/meet with Way to Go staff to discuss potential opportunities for collaboration	16	**before application submission**	
Provide to supporting documents for attribute/project benefits	17a	with application	
Provide supporting documentation for estimated trips/VMT reduction	17b	with application	
Reference the Result Tracking Table for Question 17 (for past applicants)	18	with application	
Complete/Include Risk Assessment Form	Section D	with application	
Applicants using in-kind match must detail how they will make the required local match.	Section E	with application	
Total Project Cost in Section E is equal to the Budget Details total in Section F.	Section F	double-check	