

# COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA

## RURAL PASSENGER TRANSPORTATION TECHNICAL ASSISTANCE PROGRAM

### *Application For Short Term Technical Assistance*

*INSTRUCTIONS: The Rural Passenger Transportation Technical Assistance Program helps rural communities enhance economic growth and development by improving passenger transportation services and facilities. Short Term Technical Assistance provides planning assistance in solving relatively small scale, discrete problems. Typically, Short Term Technical Assistance is provided through a site visit of one to four days, and subsequent follow-up work. No local match is required, but recipients should be prepared to provide in-kind support for the project.*

*Proposed projects must meet the following eligibility requirements:*

- *Project must benefit an existing or new non-profit or for-profit small and emerging business. A community transportation system can be a small and emerging business.*
- *Project must be located in a rural area, defined as being not with the outer boundary of a city having a population of 50,000 or more and its immediately adjacent urbanized or urbanizing area with a population density greater than 100 persons per square mile.*

*Applications for Short Term Technical Assistance can be submitted at any time, and will be evaluated on a continuing basis. Selection of projects is made competitively according to the following criteria:*

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- *Local unemployment rate exceeding statewide average.*
- *Local percentage of families below poverty level exceeding statewide average.*
- *Number of new jobs to be created.*
- *Potential economic impact resulting from implementation of project.*
- *Level of economic distress in the community.*
- *Potential for implementation after technical assistance phase of project is completed.*
- *Demonstrated consensus and support in the community.*
- *Potential for development of unique or innovative strategies, techniques, or approaches in solving identified problems.*
- *Potential for replication of the project elsewhere.*

**The Rural Passenger Transportation Technical Assistance Program is an Equal Opportunity Program**

Provision of technical assistance is contingent upon availability of funds. Funding for the Rural Passenger Transportation Technical Assistance Program is provided through the Rural Business-Cooperative Service of the United States Department of Agriculture. Cooperative Service of the United States Department of Agriculture.

APPLICANT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

1. **ORGANIZATIONAL CHARACTERISTICS**

- A. Type of Organization:
- |                                     |           |
|-------------------------------------|-----------|
| _____ Nonprofit corporation *       | _____ WBE |
| _____ Government agency **          | _____ MBE |
| _____ For profit public corporation | _____ DBE |
| _____ For profit private business   |           |
| _____ Native American organization  |           |
| _____ Other (Specify)               |           |

\* Please attach your Articles of Incorporation and Bylaws.

\*\* If you are a government entity we will need to identify an eligible non profit or for profit participating recipient. Please contact us.

Please complete Sections B-E below on a separate sheet.

B. List the activities in which your organization is involved.

C. Provide a history of your organization's business activities related to **transportation**. Please document the growth or expansion of your transportation activities since its establishment. Data in Item 4.E. will support this narrative. If you do **not** currently operate transportation service but are seeking assistance for a new service or facility, check here .

List organization's revenues for the most recent year:

Source	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

D. What is the geographic area served by, or proposed to be served by transportation activities?

E. Projected number of new employees resulting from implementation of project: \_\_\_\_\_

- F. What new or improved services will be provided as a result of the project?  
\_\_\_\_\_
- G. What additional areas will be served as a result of the project?  
\_\_\_\_\_
- H. Population of project area? \_\_\_\_\_
- I. Area in square miles of project area? \_\_\_\_\_
- J. Are the following aware of the proposed project?
- |  |     |     |    |     |
|--|-----|-----|----|-----|
| Local officials:                           | Yes | ___ | No | ___ |
| Local transit providers:                   | Yes | ___ | No | ___ |
| State Transportation Department officials: | Yes | ___ | No | ___ |
- K. When would you like to see the proposed project initiated? \_\_\_\_\_

## **II. PROJECT DESCRIPTION**

- A. Briefly describe the **problem** which you hope to alleviate or solve through a short term technical assistance project.
- B. Summarize the **project** for which short term technical assistance is being requested.
- C. What are the **goals** of the proposed technical assistance project?
- D. What local **resources** are available to support the technical assistance project?
- E. Summarize the economic **benefits** of the project to the community.

## **III. SERVICE CHARACTERISTICS**

*(To be completed only by applicants who currently operate a transportation service.)*

- A. Number of vehicles: \_\_\_\_\_
- B. Number of employees assigned to transportation related duties: \_\_\_\_\_
- C. Total annual ridership: \_\_\_\_\_
- D. Annual general public ridership: \_\_\_\_\_
- E. Annual agency client ridership: \_\_\_\_\_
- F. Annual miles traveled: \_\_\_\_\_
- G. Total annual transportation budget: \$ \_\_\_\_\_

**This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington DC 20250-9410**

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Return completed application to:  
COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA  
10<sup>th</sup> Floor 1341 G Street, NW  
Washington, D.C. 20005

Attention: Charles A. Rutkowski, Assistant Director

(202) 299.6593  
FAX: (202) 737-9197  
E-Mail [rutkowski@ctaa.org](mailto:rutkowski@ctaa.org)