

**COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA  
USDA RURAL PASSENGER TRANSPORTATION  
TECHNICAL ASSISTANCE PROGRAM**

***Application For Short Term Technical Assistance***

*INSTRUCTIONS: Short Term Technical Assistance is available to help small communities enhance economic growth and development by improving community transportation services. Short Term Technical Assistance can assist recipients 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 within 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:*

- *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.*
- *Potential for implementation after technical assistance phase of project is completed.*
- *National geographic balance of projects.*
- *Demonstrated consensus and support in the community, among any businesses, agencies, or groups that may be impacted by the project as well as among local and state officials.*
- *Potential for development of unique or innovative strategies, techniques, or approaches in solving identified problems.*
- *Potential for replication of the project elsewhere.*

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.

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

*Please complete sections I, II and III below. Provide answers to Section II on a separate sheet of paper; use no more than two sheets of paper to answer Section II. You may also use a separate sheet of paper to answer Section I.*

**I. ORGANIZATIONAL CHARACTERISTICS**

- A. Type of Organization:
- |  |                              |
|--|------------------------------|
| <input type="checkbox"/> Non profit corporation *      | <input type="checkbox"/> WBE |
| <input type="checkbox"/> Government agency **          | <input type="checkbox"/> MBE |
| <input type="checkbox"/> For profit public corporation | <input type="checkbox"/> DBE |
| <input type="checkbox"/> For profit private business   |                              |
| <input type="checkbox"/> Native American organization  |                              |
| <input type="checkbox"/> Other(Specify) _____          |                              |

\* Please attach your Articles of Incorporation and Bylaws.

\*\* If you checked Government Agency, **STOP**. Government Agencies are currently ineligible for participation. Please call CTAA for more information at (202) 661-0219.

B. List the activities in which your organization is involved: \_\_\_\_\_  
 \_\_\_\_\_

C. On an attached sheet, provide a history of your organization's business activities related to transportation.

List your organization's revenues for the most recent year:

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

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

- F. Projected number of new employees resulting from implementation of project: \_\_\_\_\_
- G. What new or improved services will be provided as a result of the project?  
\_\_\_\_\_
- H. What additional areas will be served as a result of the project?  
\_\_\_\_\_
- I. Population of project area: \_\_\_\_\_
- J. Area in square miles of project area: \_\_\_\_\_
- K. Are the following aware of the proposed project?
- |  |     |    |    |    |
|--|-----|----|----|----|
| Local officials:                           | Yes | __ | No | __ |
| Local transit providers                    | Yes | __ | No | __ |
| State Transportation Department officials: | Yes | __ | No | __ |
- L. 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: \$ \_\_\_\_\_

\* \* \* \* \*

*Return completed application to:*

**Charles A. Rutkowski, Assistant Director  
Community Transportation Association of America  
1341 G Street, NW, 10<sup>th</sup> floor  
Washington, D.C. 20005**

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