



DEMONSTRATION PROJECT APPLICATION

PROJECT INFORMATION TAB

PROJECT NAME

Enter the name of the Demonstration Project.

Project Description

A clear and accurate description of a project is one of the most important actions you can take to ensure the project's success. Likewise, it is essential for the proper evaluation of this Demonstration Project application.

- **Enter** a concise but specific summary of the project and its resulting end product. Detailed supporting documentation should be attached.

Project Justification

Enter a concise but specific project justification. Detailed supporting documentation should be attached. At a minimum the following should be included in this text box:

- What need or problem does the project address and how would the completion of this project advance the Commonwealth's transportation goals and objectives.
- Describe how the completion of the project mitigates the need or problem.
- Describe the planning that has been carried out that demonstrates project feasibility and readiness.

Technical Capacity

Enter the name, position title, phone number, email address, and qualifications of the person responsible for the completion of this project.

Total Revenues

Enter the total of all revenues you anticipate will be generated by this project once it is up and running.

Total Federal Aid

Enter the total of all Federal funding that will be applied to this project. This includes Federal funding passed through DRPT or any other State agency.

Federal Fund Source

Using the drop down menu, **select** the source of Federal funds. If "Other Federal Source" is selected, a description of that Federal source must be **entered** into the Description field (field will appear once "Other Federal Source" has been entered).

Save Project Information

CLICK "Save" before moving on to next tab.



PROJECT BUDGET TAB

Demonstration Project Expenses

Demonstration Project Expense Line Item

Click on *Add Expense Item* button

Enter a project expense item from the pull down menu.

Budget Amount

Enter the total expense item cost for the project expense item.

Save Expense Item

CLICK “Save” to save the Expense Item.

Repeat process for all project expenses until total equals total expenses.

PROJECT SCHEDULE TAB

Start Date

Using the calendar icon, **enter** the proposed Start Date of the project.

Note: The Start Date is the first Milestone of the project for which you will be held accountable. The Start Date should be within the Fiscal Year from which funds will be allocated.

End Date

Using the calendar icon, **enter** the proposed End Date of the project.

MILESTONES/EVENTS

Project Milestones are scheduled events that indicate the completion of a major deliverable or event. They will be used to monitor and evaluate the progress of the project.

Note: In addition to project Start Date and End Date at least one Milestone must be entered. In most cases, however, multiple Milestones should be necessary to correspond to project deliverables.

Milestone

Select a project milestone using the drop down menu. If “other” is selected, a text field will appear. You must enter a description into the text field provided.

Milestone Date

Using the calendar icon, **enter** the Milestone date.

Save Project Schedule

CLICK “Save” before moving on to another tab.



ATTACHMENTS TAB

Planning Documentation

Demonstration projects must be supported with appropriate planning documentation, indicating the need for the project in question. Attach whatever documentation is appropriate, after considering the guidelines listed on this tab regarding file size and type. These documents will be reviewed as part of the grant application.

The *Browse* button will allow you to locate the correct file. Click the *Upload* button to include the documentation in your grant application.

Additional Documentation

Allows for documentation to be submitted other than the required planning documentation. The parameters are as noted in the **Planning Documentation** section above.

Save Attachments

CLICK “Save” before moving on to another tab.

Submit Application.

When the *Submit* button is no longer grayed out, your application is available for submission. You may click *Submit* at any time from any tab.