



TECHNICAL ASSISTANCE APPLICATION

PROJECT INFORMATION TAB

PROJECT NAME

Enter the name of the Technical Assistance Project.

Project Description

This program supports technical assistance to help improve public transportation or commuter assistance related services. It can be used to conduct a wide range of planning and technical analysis that is needed as input into a decision making or evaluation process for which the applicant is lacking the technical capacity to complete on their own.

- **Enter** a concise but specific summary of the technical assistance required.

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.

Technical Capacity

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

Cost Estimate

Enter the total estimated cost of completing the Technical Assistance required.

Total Amount Requested

Enter the total amount requested from DRPT for the Technical Assistance required.

Fund Source

Enter the Fund Source of any funding available for the Technical Assistance required that has already been secured. In other words, if the funding you are requesting from DRPT will cover only a portion of the project, please indicate where the remaining funding is coming from.

Fund Amount

Enter the Fund Amount of any funding available for the Technical Assistance required that has already been secured. (see Fund Source, above)



PROJECT BUDGET TAB

Technical Assistance Expenses

Technical Assistance Expense Line Item

Click on *Add Expense Item* button

Select Technical Assistance expense item from pulldown menu.

Budget Amount

Enter the total expense item cost.

Save Expense Item

CLICK “Save” to save the Expense Item.

Repeat process for all project expenses until total equal 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 Schedule and Milestones

CLICK “Save” to save the data entered. You may also choose *Submit* if you are finished with the application.



ATTACHMENTS TAB

Planning Documentation

Technical Assistance 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.