

## Community Connections Program Application

### Contact Information

Please provide your contact information in the table below. Feel free to submit additional information (such as contact information for co-sponsors) in the “Other/additional” field.

|                        |                      |
|------------------------|----------------------|
| Name                   | <input type="text"/> |
| Primary/lead applicant | <input type="text"/> |
| Address                | <input type="text"/> |
| City/Town              | <input type="text"/> |
| State                  | <input type="text"/> |
| ZIP code               | <input type="text"/> |
| Phone                  | <input type="text"/> |
| Email address          | <input type="text"/> |
| Other/additional       | <input type="text"/> |

### Project Purpose and Scope

Please provide:

- A concise description of the purpose of the project and how it meets the goals of the CC Program and the MPO (for more, see the MPO's vision and goals for the region, ATTACHED)
- Who will be served by the project (for example, the approximate income, race, gender, age, or ability of potential users/riders)
- How this project fills a key unmet need for potential users

### Proponent's Project Management Capacity

Please describe your readiness and institutional capacity to manage the project, including the following details:

- The name of the entity (or entities) primarily responsible for managing the project
- The institutional capacity of the lead sponsoring entity to manage the project, considering, for example, the availability of management's time and staff's ability to handle reporting activities or civil rights compliance activities
- A list of staff who will work on the project, including the following information:
  - The name and/or position of the anticipated project manager, if known
  - The number of hours each staff member will work on the project over the year(s) of its implementation
  - The relevant skills and experience of the project team

**Fare Structure**

Please detail your proposed fare structure and describe its rationale.

**Financial Sustainability**

The CC Program can fund transit operations projects for a maximum of three years, and the MPO's share of total costs is expected to decrease each year. Projects should demonstrate a capacity to continue after the MPO funding expires. Describe your plans for reaching financial sustainability after the three-year limit for subsidies under this funding program has been reached. In particular, indicate the steps to be taken towards sustainability and the milestones to be reached during the first two years of funding.

**Frequency and Routing**

Please provide details on the planned frequency and routing of the service(s) you are proposing.

**Vehicles**

Please describe the types of vehicles your service would use and to whom they would belong.

**Administration**

Please describe who will administer the service. In particular, who will be responsible for monitoring the service provider and responding to customer concerns? Describe the administrator's track record (if any) in monitoring this type of service.

Note: Transit operating projects are strongly encouraged to be undertaken directly by a regional transit authority (RTA) or administered by an RTA in partnership with a municipal proponent. This is not mandatory, but RTA-administered operating projects have the greatest likelihood of being awarded funding by the MPO.

## **Marketing**

Please describe your marketing plan, including considerations such as:

- Plans informing potential customers about the new service and encouraging them to become regular users.
- Branding of the new service. o How transit stops will be marked (with signage and schedule information, for example).
- Types of printed or electronic schedule information that will be provided.
- How potential customers will be able to find out more about the service.

## **Data Collection**

Please describe how you plan to collect and report the following data, as required for CMAQ compliance:

- Daily one-way person-trips (at a minimum; we welcome additional ridership data, such as demographics gathered through surveys)
- Average one-way person-trip length

## **Project Location**

Please upload a geographic file or files (in .kml, .kmz, or shapefile format) defining the project area. You may use a geographic information system (GIS) program, such as Esri's ArcMap or Google's free My Maps service. A tutorial for My Maps is available [here](#).

## **Network or Connectivity Value**

Please describe any activity hubs, transit nodes, or other relevant elements that your project connects to and/or enhances and that you wish MPO staff to be aware of when evaluating your project. Please identify all known existing or connecting fixed-route and paratransit service within a one-quarter mile of the proposed service.

## **Relationship to Existing Transit Service**

Please describe how your proposed service will complement, rather than compete with, existing transit options in the project area.

## **Relationship to Existing Parking**

Please document the provision of parking within one-half mile of any proposed stops. Include an estimate of the number of spaces available, the percentage of spaces used on an average day, and the prices charged. This information can be provided in the text box below and/or by emailing a spreadsheet, map, or chart to [mgenova@ctps.org](mailto:mgenova@ctps.org).

## **Generation of Modal Flexibility and Shift**

Please describe how the project will accomplish the following:

- Allow new trips that prior to this project would only have been possible by single-occupancy vehicle (SOV)
- Shift existing trips from the SOV mode to other modes

## **Demand Projections**

Please provide an estimate of what the typical weekday and weekend (if applicable) usage of the new service once it has been in operation for six months.

## **Coordination or Cooperation Between Multiple Entities**

In addition to the lead sponsor, identify the names of the other entities supporting this project. Explain their roles in the project, their financial commitments, and any in-kind support (such as staff time or data resources) they may be providing to the project. Explain how the project demonstrates cooperation between these entities to serve the goals of the CC Program and the MPO.

## **Stakeholder Support**

As noted above, the MPO welcomes projects that are supported by multiple entities. If you would like to share letters of support for your project from partner organizations or other key stakeholders, please upload them here as a combined PDF. Transit operating projects that are not directly administered by an RTA are especially encouraged to submit letters of support from any RTAs that have overlapping service areas with the proposed project.

## **Inclusion in and Consistency with Local and Regional Plans**

The Boston Region MPO values continuity and prioritization of projects from the planning phase through implementation. Please document if and how your project has been included in local and/or regional plans or analyses. Examples include local comprehensive plans, transit development plans, or plans produced by the MPO or Metropolitan Area Planning Council.

## **Air Quality Analysis**

In order to be eligible for Community Connections funding, all projects must show a net reduction in greenhouse gas emissions. For transit operating projects, please submit the following data in order for MPO staff to conduct this analysis.

Number of daily one-way person-trips anticipated

Total route distance, in miles

Number of round trips per day

Vehicle type (e.g. cutaway bus, 30-foot bus, 40-foot bus, etc.)

### **Budget Form**

Please fill out and upload a copy of the transit operating project budget spreadsheet, available [here](#).

Drop files or [click here to upload](#)