Basic Operating Project Template
For Rural Transit Providers

The purpose of this template is to provide small rural transit agencies with limited staff and funding resources to compile information in a quick and efficient manner that assists them in advocating for improved transit in their community. This template will provide agencies with a means to:

- Explain existing agency service(s).
- Identify an unmet community need.
- Propose a transit-oriented solution to the community need.
- Identify costs and funding related to new services.

While the template does not include the level of detail typically included in a fully comprehensive implementation plan or transit development plan, it will outline costs and funding associated with new service. This creates an entry-level document that can be used as a tool to advocate for new services for the agency. The template provides enough detail to share with local, regional, and statewide agencies for transit project planning efforts.

Information documented in this outline incorporates data that is commonly requested in most operating grant funding applications, which will provide the agency a head start in pursuing funding when it becomes available.

As the document is provided in a fully editable format, agencies may make changes to the structure as they deem appropriate for their project. The template is designed to advocate for one project at a time and not intended to document many projects at one time, although the agency may use the template multiple times for each individual project.

If any agency would like to request further assistance with completing the template or have questions, please contact Michael Koch with Compass Transit Consulting at ***970.581.8155*** *or michael@compasstc.net. This template, and additional technical assistance, is provided at NO*

COST to the user, thanks to funding provided by the Colorado Association of Transit Agencies (CASTA) through the Rural Transit Assistance Program (RTAP).

PROJECT NAME

Description of Existing Service

This section is intended to provide a high-level overview of the system for those who may not be familiar with the system. Provide a description of the services you offer (fixed route, demand response, paratransit, deviated fixed route, etc.). Other helpful details you may include:

- County(s) the agency operates service
- Community(s) served by the system
- Service area size
- Approximate annual ridership
- Include a system map in this section

Existing Costs & Funding

The purpose of this section is to provide a high-level overview of the existing costs to operate the system and what funding sources are currently being utilized. Details may include:

- Simple table of costs for the system (operating budget, administrative budget, marketing, etc.)
- Simple table outlining funding received (fares, local tax, general fund contribution, grants, etc.)

Identified Need

Provide a description of the new service and why it would benefit the community (example: “Providing weekly trips to XYZ Community College in Neighbortown. This connection would improve access to educational opportunities, particularly for low-income and transit-dependent populations). The benefits can include multiple issues, including one or more of the following:

- Improve/increase access and mobility to:
    - Educational opportunities (Connections to community colleges, universities or any other campuses that offer continuing education courses).
    - Employment opportunities (connecting smaller communities to areas with higher job density).
    - Underserved populations (minority, low-income, elderly, disabled, etc.)
    - The community at large – providing extended hours/days of service or offering service to new areas that may be unserved or underserved.
- Attract new ridership to the system through providing new service to areas with transit-depending populations.
- Attract ‘choice riders’ (riders who may own vehicles but would choose to ride transit if the new project were implemented).
- Creating new access to medical facilities, health/human service agencies, senior centers, etc.

Include estimated ridership for the service (utilize resources such as www.uscensus.gov or www.census.gov/quickfacts or the State Demographers Office to identify the population living elderly, disabled, low-income and number of zero-vehicle households). Also, include support for this connection that may be identified in statewide and/or regional plans (Regional Transportation & Transit Plans — Colorado Department of Transportation (codot.gov)).

If you have documentation (such as letters of support or even simple e-mails) from other agencies or organizations that would support this new service be sure to mention this and, if possible, include it as an attachment to this document.

Service Plan

In this section, you will briefly reiterate the general need the project will address, then discuss how the service would operate. Be sure to include things, such as:

- Describe the nature of the project.
- Extension of service area or service availability.
- Address the staff requirements to implement the project, if applicable.
- Address the capital requirements to implement the project (vehicles needed, any new technology required, marketing efforts, etc.).
- Provide the overall cost to implement and operate the project (discuss the details of the cost in the next section).

If you can provide a simple map to include in this section, it is recommended that you do. If your project does not include adding service to new areas or creating new routes, then provide a table showing the extension of new service days and/or hours.

Project Costs & Funding

State the existing total budget number, then state the additional funding that would be required to implement and operate the service. Be sure to include a table or bulleted list of line items that should be budgeted for, examples are provided below. Line items could include:

While you may not need or know some of these line items, it is important to provide as accurate a picture as possible on the required funding needed for the new service. This will assist you when pursuing grants.

Table X: New Project Costs

Item	Quantity	Type	Rate	Cost
Driver Hours	520.00	hours	$ 15.00	$ 7,800.00
Marketing Materials	500	posters	$ 5.00	$ 2,500.00
Estimated Fuel	2080	gallons	$ 4.00	$ 6,320.00
Additional Vehicle	1	vehicle type	$ 50,000.00	$ 50,000.00
Additional Insurance	0	policy	$ -	$ -
Other	0	things	$ -	$ -
Other	0	things	$ -	$ -
			Total Cost to Implement & Operate	$ 68,620.00

Table X: Program Costs & Funding

Funding Source	Project	Total Project Cost	FTA Share	Local Match
202X Adopted Budget Revenue				
CY 2021 FTA 5311	Admin	$ 100,000.00	$ 80,000.00	$ 20,000.00
CY 2021 FTA 5311	Operating	$ 300,000.00	$ 150,000.00	$ 150,000.00
CY 5310 Mobility Mmgt	Mobility Mgmt	$ 30,000.00	$ 24,000.00	$ 6,000.00
	TOTAL	**$ 430,000.00**	**$ 254,000.00**	**$ 176,000.00**
Additional Funding Opportunities to Support New Service				
SB-123	Operating/Admin	$ 20,000.00	$ 10,000.00	$ 10,000.00
FASTER Capital Grant	Vehicle	$ 50,000.00	$ 40,000.00	$ 10,000.00
Other	Other	$ -	$ -	$ -
Other	Other	$ -	$ -	$ -
	TOTAL	**$ 70,000.00**	**$ 50,000.00**	**$ 20,000.00**