



Community Rides Grants Webinar 2: Project Development, Performance Measures, and Application Portal Overview

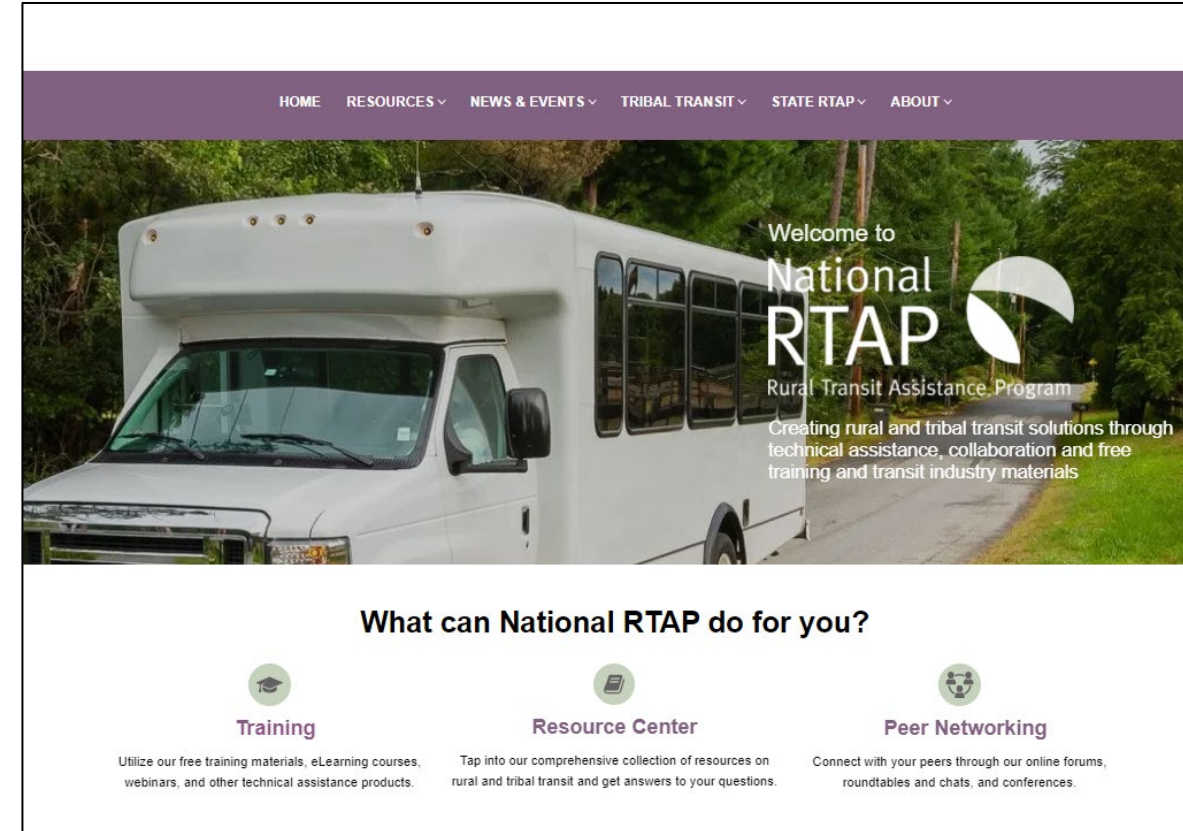
July 31, 2025, 2:00-3:00 PM ET



U.S. Department of Transportation
Federal Transit Administration

National Rural Transit Assistance Program

- Technical assistance center funded by FTA through the Section 5311 Program
- Provides free training materials and technical assistance to rural and tribal transit providers and state RTAP programs
- Review Board – state DOT and rural and tribal transit agency staff
- Learn more at nationalrtap.org



National RTAP Resources and Services

Training

manuals, videos, slides, and eLearning for front-line staff and management

Information

and best practices via tech briefs, toolkits, topic guides, articles, and news

Technology Tools

for procurement, cost allocation, website building, and GTFS

Peer Networking

and training via webinars, conferences, roundtables, and online forums

Assistance

through reference services and tech support – bring us your questions!

Webinar Agenda

Community Rides Grants Overview

- Overview of the Community Rides Grant Program
- Using the Grant Portal
- Cost Allocation Calculator

Time for questions at the end of the presentation

Webinar and Q&A Document will be posted to the Community Rides Grant webpage

How to Access Grant Program Information



For complete up-to-date information:

<https://www.nationalrtap.org/News/Community-Rides-Grants>

- Download the [Request for Proposals](#)
- [Sign-up to be notified](#) about grant program updates
- View helpful resources and past grantee project summaries
- Email grants@nationalrtap.org with any questions
- Questions/Responses from Webinar 1 are posted

Grant Program Summary – Funding and Eligibility

- ~\$250,000 distributed year one / distributed annually
- ***Support Local Partnerships: Must have a minimum of one local partner***
- Additional resources available for Tribal projects
- Grant awards of up to \$100,000; \$25,000 minimum grant amount
- Funding distributed monthly on a reimbursement basis
- Project duration is up to 12 months
- Eligible applicants are rural or tribal transit systems that receive FTA Section 5311
- **Not eligible: vehicle purchases and expenses for existing transit services**

Improve access to critical needs like employment, healthcare, education, healthy food, social services, etc., as well as build the capacity of transit programs

Grant Program Key Dates

7/2/25	Request for proposals (RFP) published
7/22/25	Informational webinar for interested applicants #1
7/31/25	Grant application portal opens
7/31/25	Informational webinar for interested applicants #2
8/29/25	Grant application due date at 11:59 PM EDT
10/24/25	Approximate date of grant award announcements
1/1/26	Selected projects begin work
12/31/26	All Community Rides Grant projects must be completed
3/31/27	Final report/supporting materials due



National RTAP SurveyMonkey Apply Grant Application Portal

<https://nationalrtap.smonlv.org>

Log In

Register



2026 Community Rides Grant Program

Community Rides Grant Program Summary

Request for Proposals

Application Due Date: August 29, 2025

Purpose	Funding Amount	Eligible Applicants
The National RTAP Community Rides Grant Program is intended to develop or strengthen transportation partnerships	National RTAP will award grants, a minimum of \$25,000 and up to \$100,000 to assist transit programs in taking	Eligible applicants for awards are existing rural systems that receive Federal Transit Administration (FTA) Grants under 49 USC Section 5311.

APPLY

Opens

Jul 29 2025 06:00 AM (EDT)

Deadline

Aug 29 2025 11:59 PM (EDT)

Register with SurveyMonkey Apply



SurveyMonkey Apply®

Register for an applicant account

Already have a SurveyMonkey Apply account? [Log in](#)

[Register as an organization](#)

First Name

Al

Last Name

Benedict

Organization name

National RTAP

Tax number (Optional)

Email

Create a password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

Check Your Email to Confirm Registration

National RTAP

Hello Al,

Someone has tried to register on [National RTAP](#) with this email address.

Please use the link below to associate your account with the site.



Complete Registration

If you did not make this request, you can safely disregard this email.

Thanks,
The SurveyMonkey Apply Team

Check your Eligibility



2026 Community Rides Grant Program

Community Rides Grant Program Summary

Request for Proposals

Application Due Date: August 29, 2025

Purpose	Funding Amount	Eligible Applicants
The National RTAP Community Rides Grant	National RTAP will award grants, a maximum of \$25,000	Eligible applicants for awards are existing rural systems that

CHECK ELIGIBILITY

Opens

Jul 29 2025 10:00 AM (GMT)

Deadline

Aug 30 2025 03:59 AM (GMT)

Eligibility Quiz

Are you, as the lead applicant, currently receiving FTA Section 5311 funding?

☒ Yes

☐ No

Do you have authorization from your transit agency's executive management and/or governing board to apply for this grant program and to implement the proposed project?

☒ Yes

☐ No

Do you have a letter or written agreement from a partner organization that commits to being involved in planning and implementing the proposed project?

☒ Yes

☐ No

Does your organization have any outstanding legal or financial issues?

☐ Yes

☒ No

Does your proposal involve using these grant funds to purchase a vehicle?

☐ Yes

☒ No

These
Questions are
in the RFP

[I'll do this later](#)

[Save my profile](#)

Accessing the Application

 National RTAP

Manage organizati



Programs

Search programs..




2026 Community Rides Grant Program

Accepting applications from Jul 29 2025 10:00 AM (GMT) to Aug 30
2025 03:59 AM (GMT)

MORE >

Applying for the Grant



2026 Community Rides Grant Program

Community Rides Grant Program Summary

Request for Proposals

Application Due Date: August 29, 2025

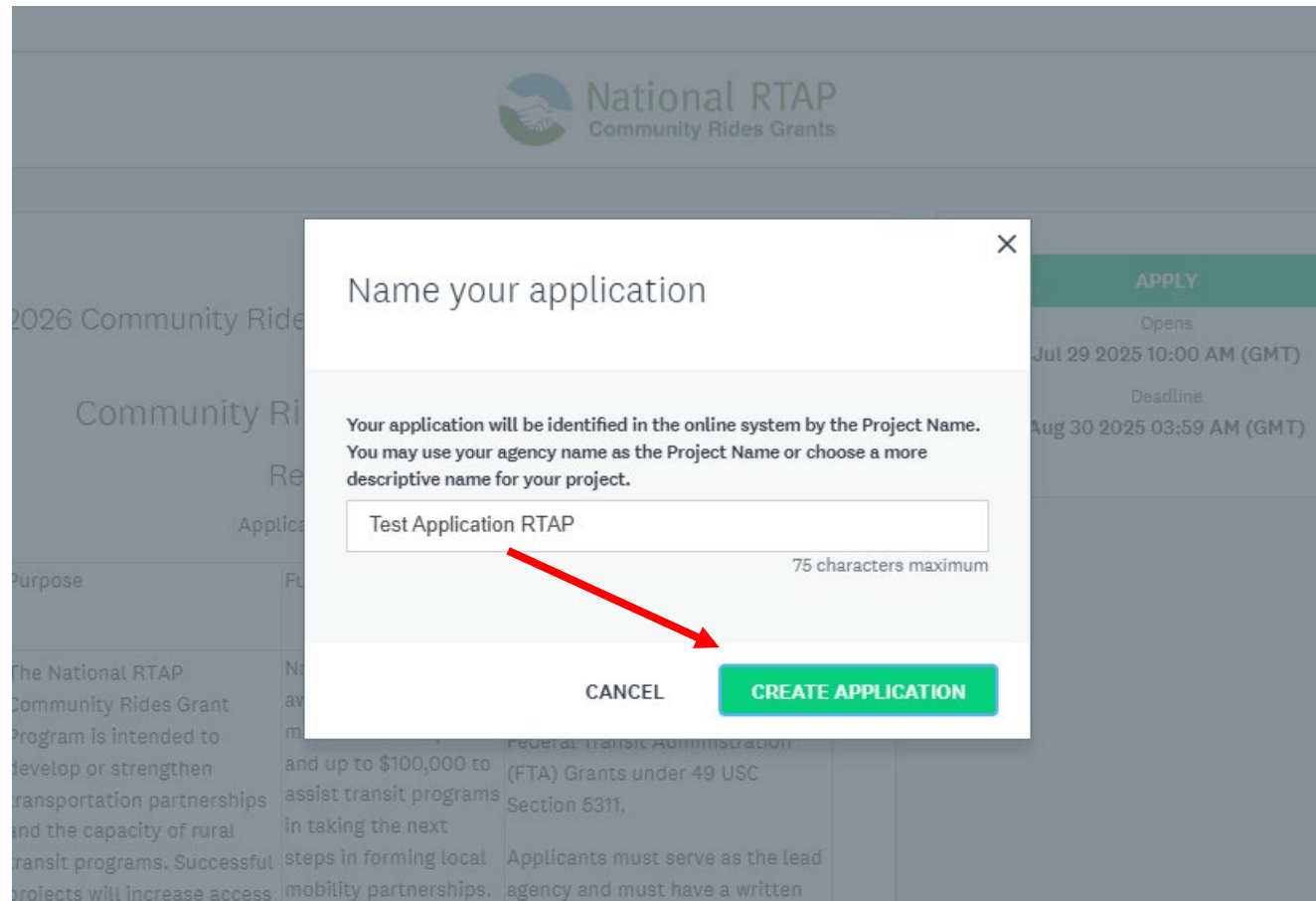
Purpose	Funding Amount	Eligible Applicants
The National RTAP Community Rides Grant Program is intended to develop or strengthen transportation partnerships and the capacity of rural transit programs. Successful projects will increase access to critical needs like	National RTAP will award grants, a minimum of \$25,000 and up to \$100,000 to assist transit programs in taking the next steps in forming local mobility partnerships.	Eligible applicants for awards are existing rural systems that receive Federal Transit Administration (FTA) Grants under 49 USC Section 5311. Applicants must serve as the lead agency and must have a written agreement – such as a

APPLY

Opens
Jul 29 2025 10:00 AM (GMT)

Deadline
Aug 30 2025 03:59 AM (GMT)

Name your Application



The screenshot displays the National RTAP Community Rides Grants application interface. A modal dialog box titled "Name your application" is centered on the screen. The dialog contains instructions: "Your application will be identified in the online system by the Project Name. You may use your agency name as the Project Name or choose a more descriptive name for your project." Below this text is a text input field containing "Test Application RTAP" with a character count of "75 characters maximum". At the bottom of the dialog are two buttons: "CANCEL" and "CREATE APPLICATION". A red arrow points from the text input field to the "CREATE APPLICATION" button. The background shows a blurred view of the application page, including a table with application details.

2026 Community Rides Grants	
Community Rides Grant	Re
Application	Applica
Purpose	Fu
The National RTAP Community Rides Grant Program is intended to develop or strengthen transportation partnerships and the capacity of rural transit programs. Successful projects will increase access	Na av m and up to \$100,000 to assist transit programs in taking the next steps in forming local mobility partnerships.

APPLY	
Opens	Jul 29 2025 10:00 AM (GMT)
Deadline	Aug 30 2025 03:59 AM (GMT)

Federal Transit Administration (FTA) Grants under 49 USC Section 5311. Applicants must serve as the lead agency and must have a written

The Application Dashboard

The screenshot displays the 'Test Application RTAP' dashboard. On the left, a progress bar shows '1 of 8 required tasks complete'. Below it, 'Last edited: Jul 29 2025 05:17 PM (GMT)' and a 'Deadline: Aug 30 2025 03:59 AM (GMT)' are listed. Two buttons, 'REVIEW' and 'SUBMIT', are present, with red arrows pointing to them. Below these is the user profile for 'Al Benedict' with email 'al.benedict.work@gmail....' and a 'View & edit' link. A green 'Add Member or Team' button is at the bottom left, with a red arrow pointing to it. The main section on the right is titled 'Your tasks' and lists ten items, each with a status icon, a title, a completion date, and a chevron arrow. The first item, 'Applicant Information', is completed (green checkmark) and has a red arrow pointing to its chevron. The other items are pending (grey circle) and have grey chevrons. The items are: 'Applicant Information' (Completed on: Jul 29 2025 05:17 PM (GMT)), 'Project Summary', 'Narrative', 'Project Timeline', 'Budget', 'Budget Narrative', 'Upload Letter of Commitment', 'Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board', 'Upload up to four letters of support from other allied organizations and stakeholders (optional)', and 'Upload Additional Documentation (optional)'.

1 of 8 required tasks complete

Last edited: Jul 29 2025 05:17 PM (GMT)

Deadline: Aug 30 2025 03:59 AM (GMT)

REVIEW **SUBMIT**

National RTAP

Al Benedict
al.benedict.work@gmail....
View & edit

Add Member or Team

2026 Community Rides Grant Pr... [Preview](#) ...

Test Application RTAP

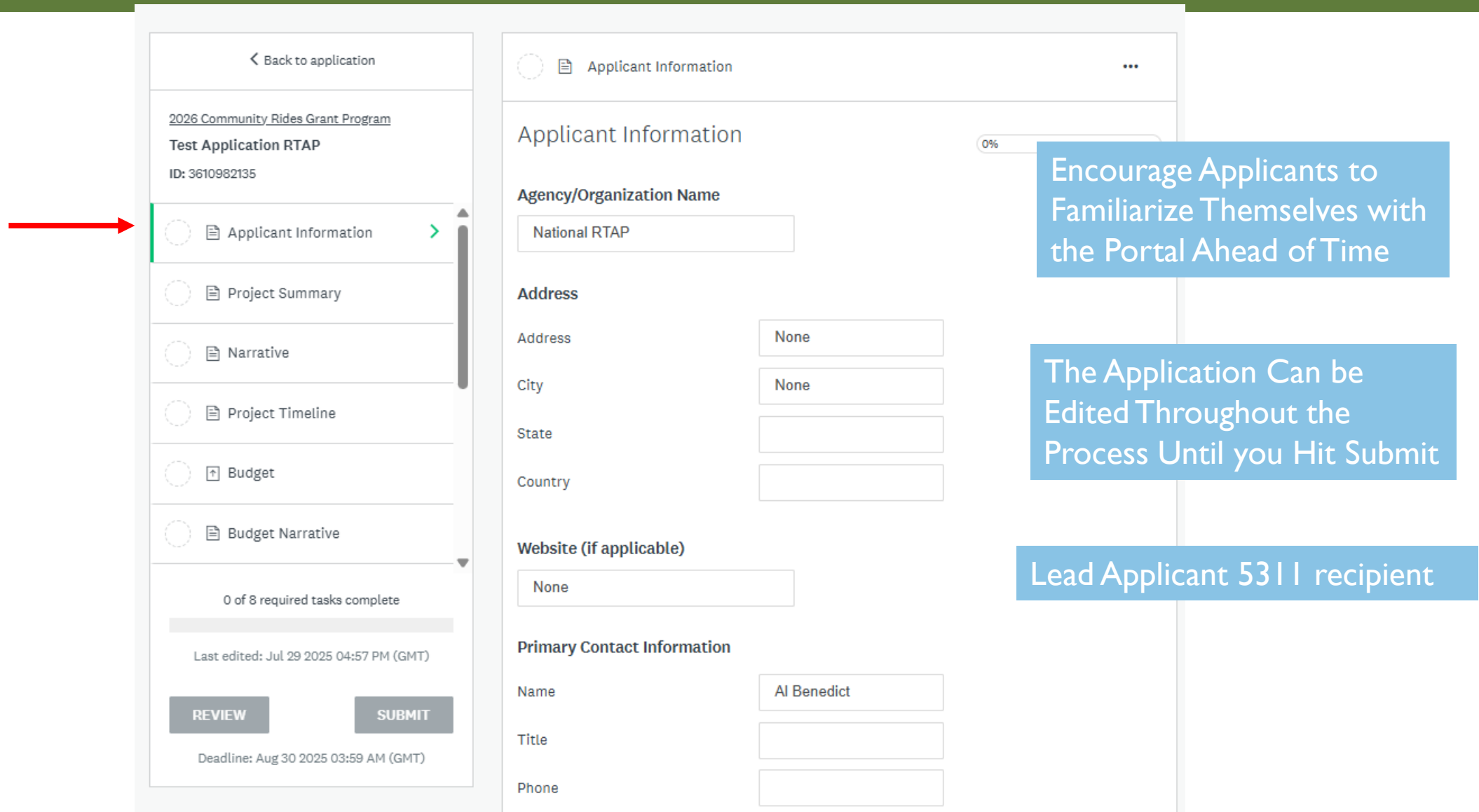
National RTAP ID: 3610982135

APPLICATION ACTIVITY

Your tasks

✓	Applicant Information	Completed on: Jul 29 2025 05:17 PM (GMT)	>
○	Project Summary		>
○	Narrative		>
○	Project Timeline		>
○	Budget		>
○	Budget Narrative		>
○	Upload Letter of Commitment		>
○	Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board		>
○	Upload up to four letters of support from other allied organizations and stakeholders	(optional)	>
○	Upload Additional Documentation	(optional)	>

Applicant Information



The image shows a web application interface for submitting an application. On the left is a sidebar with a list of tasks: 'Applicant Information', 'Project Summary', 'Narrative', 'Project Timeline', 'Budget', and 'Budget Narrative'. A red arrow points to the 'Applicant Information' task, which is highlighted with a green bar. Below the task list, it shows '0 of 8 required tasks complete' and a progress bar. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, and a deadline: 'Aug 30 2025 03:59 AM (GMT)'. The main content area is titled 'Applicant Information' and shows a progress indicator of '0%'. It contains several form fields: 'Agency/Organization Name' (filled with 'National RTAP'), 'Address' (filled with 'None'), 'City' (filled with 'None'), 'State' (empty), 'Country' (empty), 'Website (if applicable)' (filled with 'None'), and 'Primary Contact Information' (Name: 'Al Benedict', Title: empty, Phone: empty). Three blue callout boxes are overlaid on the right side of the form.

2026 Community Rides Grant Program
Test Application RTAP
ID: 3610982135

Applicant Information

Agency/Organization Name

National RTAP

Address

Address: None

City: None

State:

Country:

Website (if applicable)

None

Primary Contact Information

Name: Al Benedict

Title:

Phone:

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

REVIEW SUBMIT

Deadline: Aug 30 2025 03:59 AM (GMT)

Encourage Applicants to Familiarize Themselves with the Portal Ahead of Time

The Application Can be Edited Throughout the Process Until you Hit Submit

Lead Applicant 5311 recipient

Project Summary

← Back to application

2026 Community Rides Grant Program
Test Application RTAP
ID: 3610982135

- Applicant Information
- Project Summary**
- Narrative
- Project Timeline
- Budget
- Budget Narrative

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

REVIEW **SUBMIT**

Deadline: Aug 30 2025 03:59 AM (GMT)

Project Summary

Provide a concise summary of the proposed project.

Briefly describe the project purpose/goals, objectives, and the specific outcomes you expect to achieve from the Community Rides Grant. Think of this as your elevator speech.

SAVE & CONTINUE EDITING MARK AS COMPLETE

These Questions and Other Details are in the RFP

Project Narrative

[← Back to application](#)

2026 Community Rides Grant Program
Test Application RTAP
ID: 3610982135

☐ Applicant Information

☐ Project Summary

☒ Narrative

☐ Project Timeline

☐ Budget

☐ Budget Narrative

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

REVIEW

SUBMIT

Deadline: Aug 30 2025 03:59 AM (GMT)

Narrative

...

Project Narrative

0%

Project Type - Which of the following best describes your project?

☐ New or enhanced routes to increase access to healthcare, addiction treatment/recovery, employment, shopping, social services, or other health-supportive destinations.

☐ Transportation management association (TMA) or employment vanpool.

☐ Feeder route for intercity/regional connectivity to increase access to jobs and medical care.

☐ Improving transportation information and trip planning capacity to increase awareness of existing transit services and improve the ease-of-use for riders.

☐ Implementing new technology to improve the efficiency of transit operations in order to increase/improve service.

☐ Consolidation of transit providers or operations to maintain/increase service capacity.

☐ Other (Please specify.)

Provide a detailed project description that responds to the following questions:

What are the project goals and anticipated outcomes?

What are the key project activities and milestones?

What challenges do you expect to face with this project?

How will you make the project successful? Be sure to identify your plans for marketing and outreach.

Describe the need for the project and the project benefits:

- What need is the project responding to? Be specific and provide evidence if available (e.g., requests from stakeholders, rider feedback, other data).
- How will the project benefit the community? Be specific.
- Who is the target population/beneficiary for this project?

0/500

Describe how the project supports the Community Rides Grant Program goals and how it meets the project objectives listed in the RFP. In particular:

- How does the project improve transportation access and mobility to support the health and well-being in the community?
- How is the project scaled to the rural environment?
- How is the project innovative?
- How is the project replicable?
- How will the project be sustainable after this grant program is over? For example, how will ongoing costs for this project be funded in the future?

SAVE & CONTINUE EDITING

NEXT

Word Limits Visible Once you Start Working on the Sections

Project Timeline

Project Milestones by Quarter
& the First 30 Days

Should Align with the Project
Budget Milestones

Back to application

2026 Community Rides Grant Program
Test Application RTAP
ID: 3610982135

Applicant Information

Project Summary

Narrative

Project Timeline

Budget

Budget Narrative

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

REVIEW

SUBMIT

Deadline: Aug 30 2025 03:59 AM (GMT)

Project Timeline

Provide a project timeline by quarter (up to 12 months) for accomplishing the project goals and deliverables from the Narrative section of the application.

Project Timeline

Please list your project milestones (key activities/accomplishments) and check off when those milestones are expected to take place. You can check the N/A box if you do not have that many milestones. If you have more than 10 milestones, please describe any additional milestones and when they will take place in the next question.

	N/A	Project Milestones	Q1	Q2	Q3	Q4
1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Timeline Description

Provide any additional information about the project timeline. Please address the following, to demonstrate project readiness:

- What will you do in the first 30 days to launch the project?
- What milestones do you plan to achieve in the first 2 quarters (6 months)?

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Budget

[Back to application](#)

2026 Community Rides Grant Program
Test Application RTAP
ID: 3610982135

- ☐ Narrative
- ☐ Project Timeline
- ☒ Budget
- ☐ Budget Narrative
- ☐ Upload Letter of Commitment
- ☐ Upload Letter of Authorization from the Transit Agency Executive

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

[REVIEW](#) [SUBMIT](#)


Deadline: Aug 30 2025 03:59 AM (GMT)

☐ [Budget](#) ...

Task instructions [Hide](#)

Please download this [Community Rides Grants Budget Template](#), which includes both budget forms - Project Budget and Budget by Milestone.

There are instructions provided on the first tab of the spreadsheet. **Be sure to fill out both the Project Budget and Budget by Milestone tabs.** When finished, upload the completed Budget Template here.



[ATTACH FILE](#)
xls, xlsx

[MARK AS COMPLETE](#)

Needs to be Saved in as an Excel File to Upload



H2



A

1

BUDGET FORM INSTRUCTIONS

Fill out the Project Budget and Budget by Milestone tabs. There is a Budget by Milestone Sample for illustration purposes only.

This is a 12-month funding opportunity. The goal is that these projects will be sustainable beyond the 12-month timeframe.

Project proposals need to include a detailed summary of tasks, budget, and outline a clear set of objectives, goals, and milestones. (Awarded projects will start January 1, 2026 and end by December 31, 2026).

The amount of the NRTAP Community Rides Grant Award requested in each budget category must be specified on the form. The total budget for the NRTAP Grant Award must be a minimum of \$25,000 and not exceed \$100,000.

2

Matching funds are not required. However, if the applicant/partner organization will contribute staff hours or funds to the project, or will utilize additional outside funding, the amount to be provided must be specified in the budget categories listed on this form in the Outside Funds column. The Total Project Costs column should match the sum of the Community Rides Grant Funding and any Outside Funds.

All expenses must be directly related to this project and cannot be used for existing services. The Description field must include detail for each budget category, following the guidance provided below. Additional information about the budget can be provided in the Budget Narrative section of the application.

3

BUDGET CATEGORIES

PERSONNEL COSTS should specify salary costs (hourly rate, number of staff, number of hours) and associated fringe benefits (and how fringe is calculated – e.g., a percentage of salary costs) to carry out project activities.

TRAVEL COSTS are for staff travel and may include per diem for meals, mileage, parking, and other necessary costs.

CONSULTANT OR CONTRACTOR FEES, including travel, anticipated by the applicant should be included as a separate category in the budget. Be sure to specify how consultant fees are calculated.

OTHER DIRECT COSTS:



Instructions

Project Budget

Budget by Milestone

Budget by Milestone Sample



Project Budget

Selected projects will be awarded for up to 12 months of funding (January 1, 2026 to December 31, 2026).

Grant funds will be distributed on a reimbursement basis after expenses are incurred.


Monthly invoices must be submitted with proper documentation to be reimbursed (See RFP Award Information, page 17).

NRTAP_Community_Rides_Grant_Budget_Template .XLSX

File Edit View Insert Format Data Tools Help

Search Menus 100% \$ % .00 123 Calibri 14 B I A

A1:G1 | jk NATIONAL RTAP BUDGET FORM















 **NATIONAL RTAP BUDGET FORM**
Community Rides Grant Program

Organization Name: _____			Total Project Costs	Community Rides Grant Funding	Outside Funding (if any)	Detailed Description
Personnel Costs:						
	Hourly Rate	Hours Per Week				
Project Manager			\$ -			
Program Manager			\$ -			
Driver(s)			\$ -			
Dispatch			\$ -			
Administrative			\$ -			
Other Staff (specify)			\$ -			
Subtotal			\$ -	\$ -	\$ -	
Fringe (enter percentage)						
Travel (enter total)						
Total Personnel Cost			\$ -	\$ -	\$ -	
Contracted Services:						
	Hourly Rate	Hours Per Week				
Sub-contracted Services			\$ -			
Consultants			\$ -			
Travel for consultants						
Total Contracted Services Costs			\$ -	\$ -	\$ -	
Other Direct Costs:						
Fuel			\$ -			
Vehicle lease			\$ -			
Maintenance			\$ -			
Meeting/Training Expenses			\$ -			
Office Space Rental/Utilities			\$ -			
Telephone/Fax/Internet			\$ -			
Printing			\$ -			
Mailing/Postage			\$ -			
Supplies			\$ -			
Computer/Technology			\$ -			
Expenses						
Marketing/Media/Outreach			\$ -			
Other (specify)			\$ -			
Other (specify)			\$ -			
Other (specify)			\$ -			
Total Other Direct Costs			\$ -	\$ -	\$ -	
Subtotal			\$ -	\$ -	\$ -	
Indirect Costs (enter percentage)			\$ -	\$ -	\$ -	
Totals			\$ -	\$ -	\$ -	
				Cannot exceed \$100,000.00		

Budget Milestones

NRTAP_Community_Rides_Grant_Budget_Template .XLSX				
File Edit View Insert Format Data Tools Help				
100% \$ % .0 .00 123 Calibri - 11 + B I				
K24				
	A	B	C	D
1	Project Budget by Milestone			
2	Applicants need to identify the milestones (key activities/achievements) appropriate to their project in the application form. Please also list them below and estimate the amount you anticipate spending on achieving each of these milestones.			
3	#	Milestones	Estimated Cost	
4	1		\$ -	
5	2		\$ -	
6	3		\$ -	
7	4		\$ -	
8	5		\$ -	
9	6		\$ -	
10	7		\$ -	
11	8		\$ -	
12	9		\$ -	
13	10		\$ -	
14	11		\$ -	
15	12		\$ -	
16	Total:		\$ -	
17				

Budget Milestone Sample

 NRTAP_Community_Rides_Grant_Budget_Template .XLSX   				
File Edit View Insert Format Data Tools Help				
     100%  \$ % .0  .00  123 Defaul...  - 11 + E				
L14				
	A	B	C	D
1	Budget by Milestone Sample			
2	**Provided as an illustration only.**			
3	#	Milestones	Estimated Cost	
4	1	Ongoing project management and reporting	\$ 1.00	
5	2	Project planning meetings with partners and finalizing memorandum of understanding (MOU)	\$ 1.00	
6	3	Develop and distribute community surveys	\$ 1.00	
7	4	Community stakeholder meetings	\$ 1.00	
8	5	Update transportation plans	\$ 1.00	
9	6	Purchase software/equipment for the project	\$ 1.00	
10	7	Implement new/expanded transit service	\$ 1.00	
11	8	Evaluate service, measure performance, and have follow-up meetings with community stakeholders	\$ 1.00	
12	Total:		\$ 8.00	
13				

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[2026 Community Rides Grant Program](#)

Test Application RTAP

ID: 3610982135

 Applicant Information

 Project Summary

 Narrative

 Project Timeline

 Budget

 Budget Narrative 

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

REVIEW

SUBMIT

Deadline: Aug 30 2025 03:59 AM (GMT)

 Budget Narrative 

Budget Narrative

Describe how the items in your project budget (submitted using the budget template) will help you achieve your project goals.

If applicable, also address the following:

- If additional staff support or in-kind contributions will be provided by the applicant or partner agencies, describe them here.
- If you are planning to utilize outside sources of funding for this project

Community Rides Grant funds:

1. Explain the role of the outside funding in the project and how it will contribute to the project's success.
2. Describe the process of securing that funding, if it is not already available.
3. Provide documentation (may be uploaded as an attachment if necessary) that the outside funds can be used for this project.
4. Explain how you would adjust the project if the outside funds are not secured.

Describe How the Budget Items Will Help Achieve the Project Goals

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Local Partner Letter of Commitment

[Back to application](#)

[2026 Community Rides Grant Program](#)
Test Application RTAP
ID: 3610982135

- ☐ Upload Letter of Commitment
- ☐ Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board
- ☐ Upload up to four letters of support from other allied organizations and stakeholders (optional)
- ☐ Upload Additional Documentation (optional)

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

Deadline: Aug 30 2025 03:59 AM (GMT)

☐ Upload Letter of Commitment ...

i Task instructions [Hide](#)

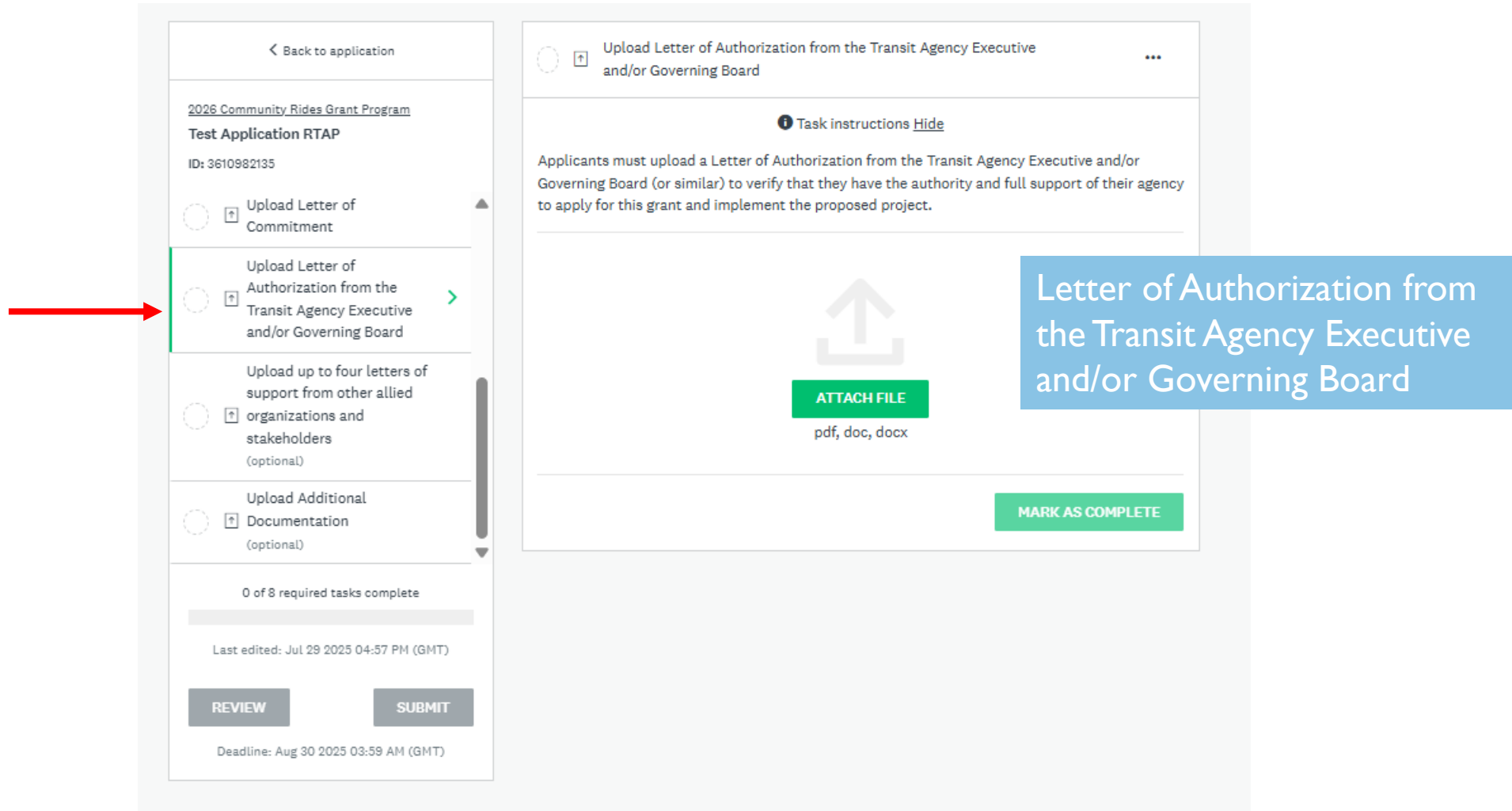
All applicants must upload at least one letter of commitment from a key partner organization for this project.

- The letter(s) should specifically describe the planned role of the partner in the proposed project, anticipated support (including monetary or in-kind support) to be provided, if applicable, and a list of anticipated project activities in which the partner will be involved.
- Any changes to the proposed partnerships will require NRTAP's advance approval and must be consistent with the scope of the approved project.

pdf, doc, docx

Required Local Partner Letter of Commitment

Authorization Letter



The screenshot displays a grant application interface. On the left, a sidebar lists tasks for the '2026 Community Rides Grant Program' under the 'Test Application RTAP' (ID: 3610982135). The tasks are: 'Upload Letter of Commitment', 'Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board' (highlighted with a red arrow), 'Upload up to four letters of support from other allied organizations and stakeholders (optional)', and 'Upload Additional Documentation (optional)'. A progress bar shows '0 of 8 required tasks complete'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, and a deadline of 'Aug 30 2025 03:59 AM (GMT)'. The main content area shows the selected task: 'Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board'. It includes 'Task instructions' which state: 'Applicants must upload a Letter of Authorization from the Transit Agency Executive and/or Governing Board (or similar) to verify that they have the authority and full support of their agency to apply for this grant and implement the proposed project.' Below the instructions is a large upload area with a green 'ATTACH FILE' button and the text 'pdf, doc, docx'. A blue callout box on the right contains the text 'Letter of Authorization from the Transit Agency Executive and/or Governing Board'. At the bottom right of the main area is a green 'MARK AS COMPLETE' button.

< Back to application

2026 Community Rides Grant Program
Test Application RTAP
ID: 3610982135

Upload Letter of Commitment

Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board

Upload up to four letters of support from other allied organizations and stakeholders (optional)

Upload Additional Documentation (optional)

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

REVIEW SUBMIT

Deadline: Aug 30 2025 03:59 AM (GMT)

Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board

Task instructions [Hide](#)

Applicants must upload a Letter of Authorization from the Transit Agency Executive and/or Governing Board (or similar) to verify that they have the authority and full support of their agency to apply for this grant and implement the proposed project.

ATTACH FILE
pdf, doc, docx

MARK AS COMPLETE

Letter of Authorization from the Transit Agency Executive and/or Governing Board

Additional Letters of Support (optional)

The screenshot displays a grant application interface. On the left is a sidebar with a list of tasks. A red arrow points to the third task, "Upload up to four letters of support from other allied organizations and stakeholders (optional)". The main area on the right shows the details for this task, including instructions and an "ATTACH FILE" button. A blue callout box highlights the task title.

[Back to application](#)

2026 Community Rides Grant Program
Test Application RTAP
ID: 3610982135

- ☐ Upload Letter of Commitment
- ☐ Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board
- ☒ Upload up to four letters of support from other allied organizations and stakeholders (optional)
- ☐ Upload Additional Documentation (optional)

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)


[REVIEW](#) [SUBMIT](#)

Deadline: Aug 30 2025 03:59 AM (GMT)

☐ ☐ Upload up to four letters of support from other allied organizations and stakeholders

Task instructions [Hide](#)

Applicants may also upload up to four letters of support from other allied organizations and stakeholders, including institutions, companies, organizations, or government agencies. Although support at all levels (local to federal) is valuable, support at the local level is most important.



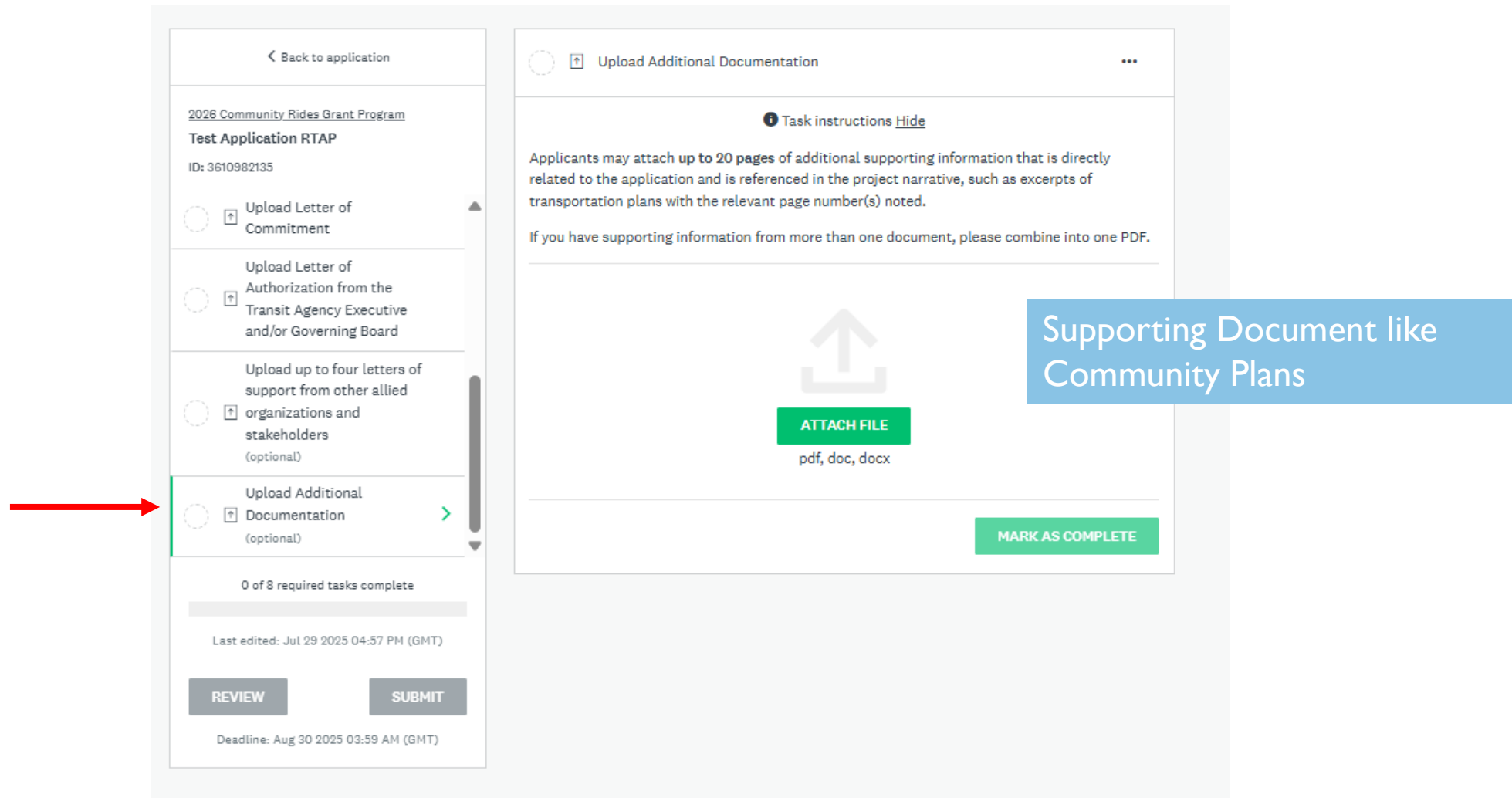
[ATTACH FILE](#)
pdf, doc, docx

Minimum: 1 | Maximum: 4

[MARK AS COMPLETE](#)

Four Letters of Support from Other Project Partners or Stakeholders

Supporting Documents



< Back to application

2026 Community Rides Grant Program

Test Application RTAP

ID: 3610982135

☐ Upload Letter of Commitment

☐ Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board

☐ Upload up to four letters of support from other allied organizations and stakeholders (optional)

☐ Upload Additional Documentation (optional) >

0 of 8 required tasks complete

Last edited: Jul 29 2025 04:57 PM (GMT)

REVIEW

SUBMIT


Deadline: Aug 30 2025 03:59 AM (GMT)

☐ Upload Additional Documentation ...

i Task instructions [Hide](#)

Applicants may attach **up to 20 pages** of additional supporting information that is directly related to the application and is referenced in the project narrative, such as excerpts of transportation plans with the relevant page number(s) noted.

If you have supporting information from more than one document, please combine into one PDF.



ATTACH FILE

pdf, doc, docx

MARK AS COMPLETE

Supporting Document like Community Plans

When Ready to Submit

1 of 8 required tasks complete

Last edited: Jul 29 2025 05:17 PM (GMT)

Deadline: Aug 30 2025 03:59 AM (GMT)

REVIEW **SUBMIT**

National RTAP

Al Benedict
al.benedict.work@gmail...
View & edit

Add Member or Team

2026 Community Rides Grant Pr... [Preview](#) [...](#)

Test Application RTAP

National RTAP ID: 3610982135

APPLICATION **ACTIVITY**

Your tasks


- ☒ Applicant Information
Completed on: Jul 29 2025 05:17 PM (GMT)
- ☐ Project Summary
- ☐ Narrative
- ☐ Project Timeline
- ☐ Budget
- ☐ Budget Narrative
- ☐ Upload Letter of Commitment
- ☐ Upload Letter of Authorization from the Transit Agency Board Governing Board
- ☐ Upload up to four letters of support from other allied organizations and stakeholders (optional) >
- ☐ Upload Additional Documentation (optional) >

When Application is Complete Hit the Submit Button


You will be able to review it but will not be able to make any more edits


Check your email for confirmation

Submitted Application

 **Submitted**


Submitted on: Jul 30 2025 04:04 PM (GMT)


 **National RTAP**

 **AB**


Al Benedict
al.benedict.work@gmail....
[View & edit](#)

[Add Member or Team](#)

2026 Community Rides Grant Pr... 





















[Preview](#) 

Test Application RTAP

 National RTAP ID: 3610982135

[APPLICATION](#) [ACTIVITY](#)

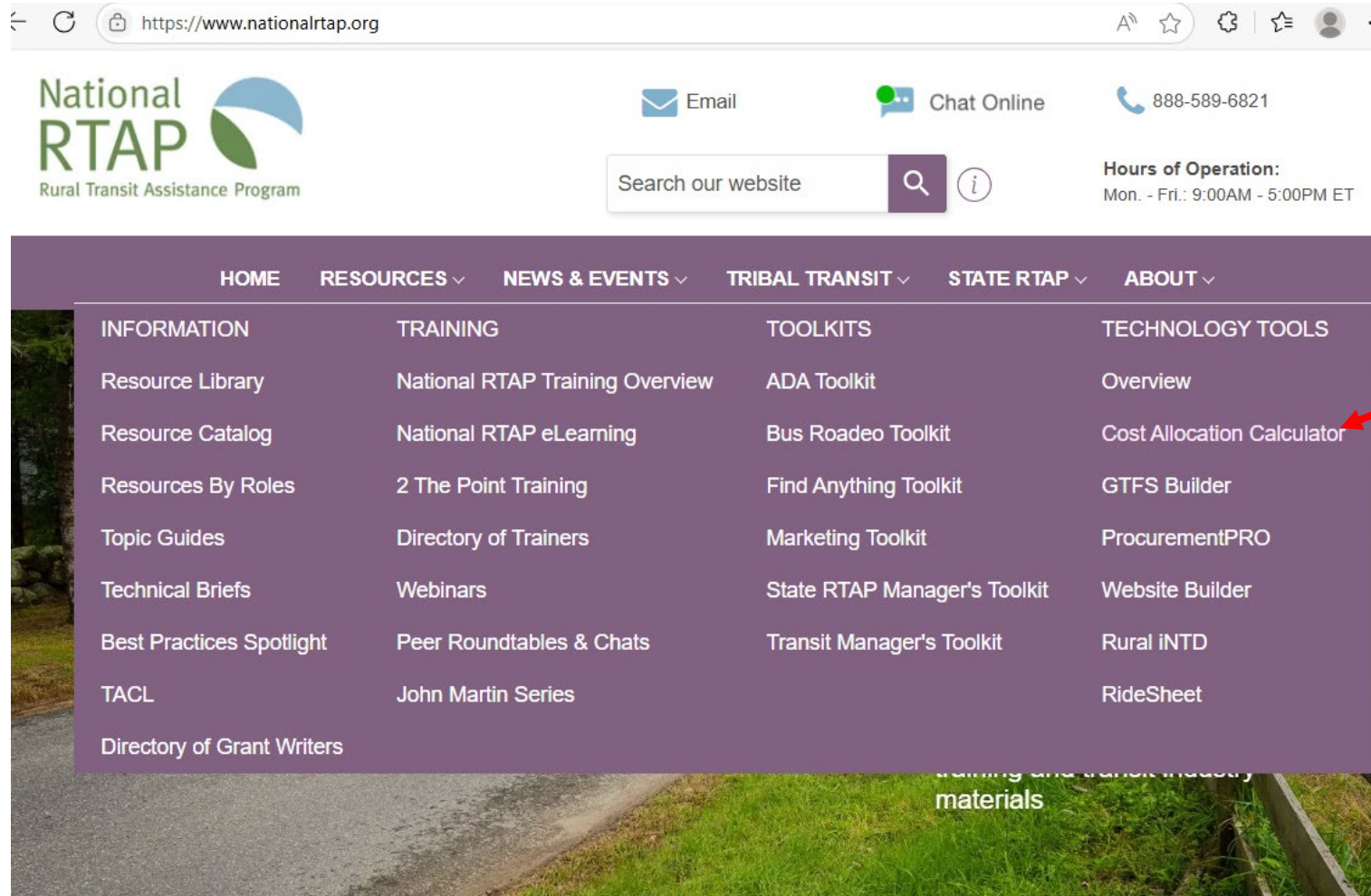
Previous tasks

	 Applicant Information Completed on: Jul 29 2025 05:17 PM (GMT)	>
	 Project Summary Completed on: Jul 30 2025 03:56 PM (GMT)	>
	 Narrative Completed on: Jul 30 2025 04:00 PM (GMT)	>
	 Project Timeline Completed on: Jul 30 2025 04:01 PM (GMT)	>
	 Budget Completed on: Jul 30 2025 04:01 PM (GMT)	>
	 Budget Narrative Completed on: Jul 30 2025 04:02 PM (GMT)	>
	 Upload Letter of Commitment Completed on: Jul 30 2025 04:03 PM (GMT)	>
	 Upload Letter of Authorization from the Transit Agency Executive and/or Governing Board Completed on: Jul 30 2025 04:03 PM (GMT)	>
	 Upload up to four letters of support from other allied organizations and stakeholders (optional) Completed on: Jul 30 2025 04:03 PM (GMT)	>
	 Upload Additional Documentation (optional) Completed on: Jul 30 2025 04:04 PM (GMT)	>

<https://nationalrtap.smapply.org>

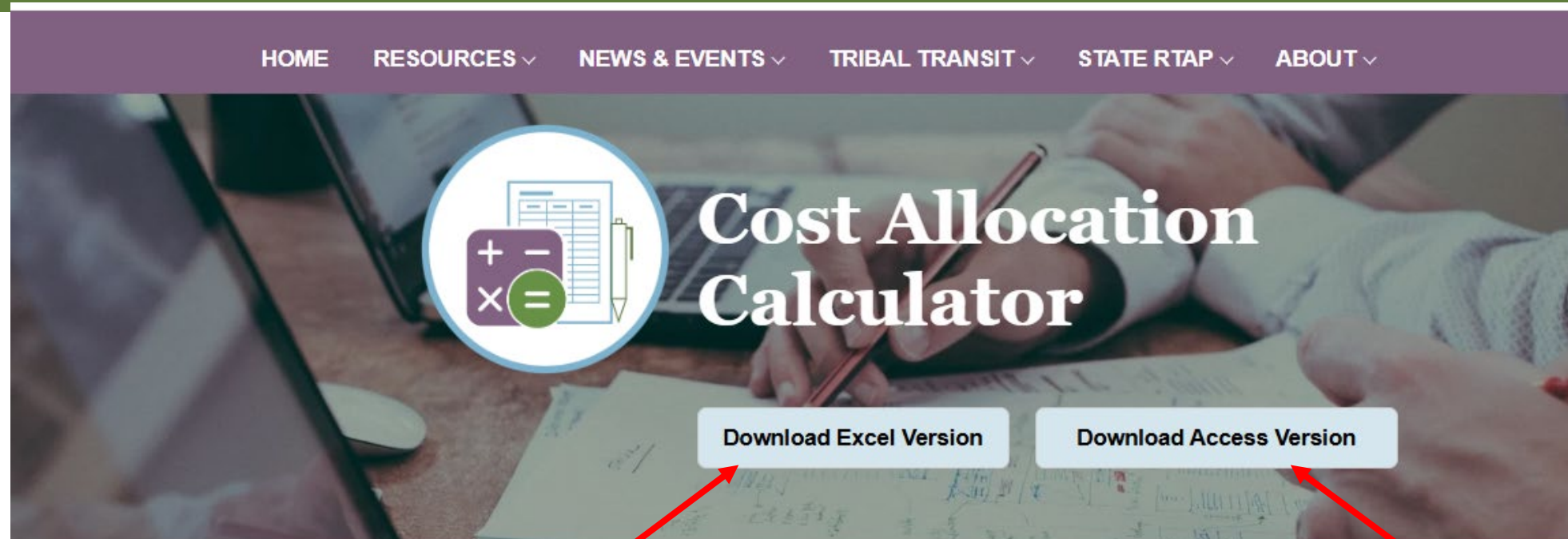
Cost Allocation Calculator

Cost Allocation Calculator



National RTAP is managed under a cooperative agreement with the Federal Transit Administration. This website and resources are being reviewed to ensure they reflect recent Executive Orders. Some

Cost Allocation Calculator



RESOURCES >
TECHNOLOGY TOOLS

Technology Tools

Cost Allocation Calculator

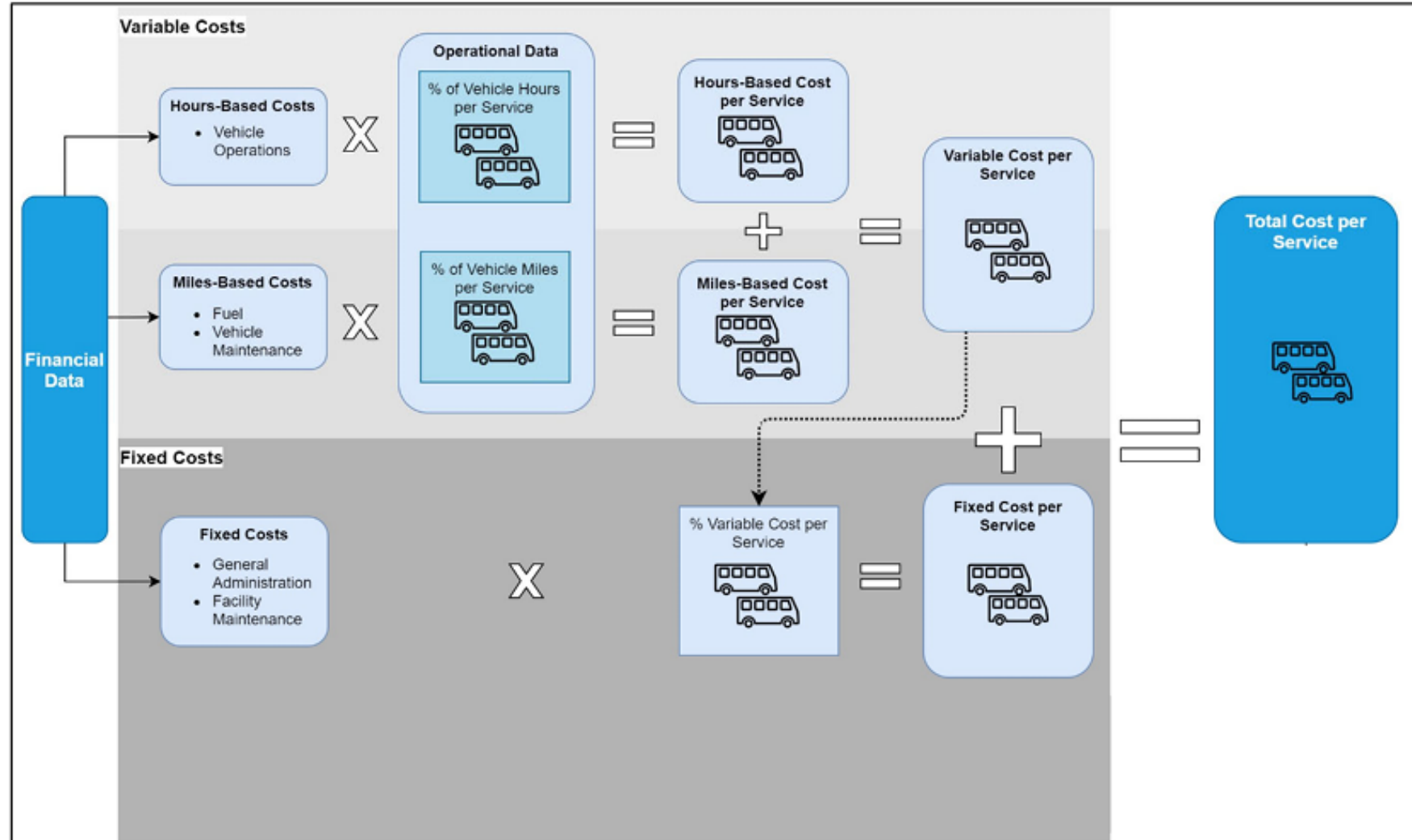


Cost Allocation Calculator

Introduction to the Cost Allocation Calculator

As a requirement of reporting to the National Transit Database (NTD), public transit agencies must be able to provide expense information by different travel modes, jurisdictions, and service types. Transit

Two Variable Cost Calculator



Questions

Questions

- I missed the first webinar. Am I still able to attend the second webinar? Will I still be eligible to apply for the grant?

Have other questions? Put them in the Q&A box

See the [Q&A Document](#) for answers to questions asked thus far. We will update the document after today's webinar.

Upcoming National RTAP Events

Books in Transit Discussion Group: Bus People, August 19, 2025, 2:00-3:00 PM ET

National RTAP Training - Tribal and Rural Transit Mini-Conference, Tuesday, October 14, Rapid City, SD

Transit Manager Peer Roundtable: Mobility Management
Focused August 13, 2025, 2:00 PM ET



**Wrangling Access and Mobility
in Rural and Tribal Transit**

December 7-10, 2025 in Austin Texas

<https://www.nationalrtap.org/News/Conference/2025-Austin>

To register or to access recordings, slides, or summaries, go to:

[nationalrtap.org/Training/Peer-Roundtables-and-Chats](https://www.nationalrtap.org/Training/Peer-Roundtables-and-Chats) and [nationalrtap.org/Webinars](https://www.nationalrtap.org/Webinars).

Thank You!

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Community Rides Grant Program

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781-404-5015



U.S. Department of Transportation
Federal Transit Administration