

National RTAP Conference Preproposal Call Q&A

May 5 and 7, 2026



Question 1: What should we include in the proposal? Is there a formal outline we should follow?

Answer: The proposal does not have to follow a formal outline. We want to know that you're able to commit the State DOT and work to work with us and help develop the conference. We want to know how you will bring your rural and Tribal grantees to the conference. We want to hear your ideas about hotels and offsite/onsite events for Big Night Out/In.

Question 2: How do we know if the conference can "afford" our area?

Answer: We will look for good deals in the off-season and the lowest per diem rates. You don't have to do that level of research; just give us general hotel options. Sometimes vendors and other organizations will sponsor meals, which helps.

Question 3: Are we proposing for both your 2027 and 2029 technical assistance conference?

Answer: Yes, and your proposal may also be used to select a host for one of our mini-conferences which take place one or more times every year.

Question 4: Does the group need to pay the federal per diem rate or is there flexibility?

Answer: We make sure there are federal per diem rates available at the hotel, so that there are rooms available for people that can't pay the conference hotel price. We also work to keep our meals around the per diem. We start with the per diem amount as kind of our go-to compensation provided for the host state.

Question 5: Is there any compensation for the local host?

Answer: If we hire you as the conference administrator, we will compensate you. We have done this in the past.

Question 6: How do you feel about partnering with our state conference? Have you done that before in any other places?

Answer: In Omaha, NE in 2017, we worked directly with the State DOT and partnered with the state transit association. We would be amenable to doing this again.

Question 7: What would be asked from our State DOT and our RTAP program?

Answer: We sign the hotel contract. We take on that liability. We pay for everything. You bring your staff, the state staff and the local operators to come to the conference and work with us and with them for, you know, helping volunteer at the conference for registration, or moderating sessions that they're interested in. You work with us to find activities that people might be interested in tours of transit agencies adjacent to the area. We want your help bringing in vendors. We expect the DOT to support participation and provide scholarships to its rural subrecipients for the conference.

Question 8: Is there a committee for the conference?

Answer: Yes, there is a conference committee. We have a local host committee and a program committee. We do a solicitation for presentations, and we build the conference from that and get subject matter experts across the country to plan the conference with us. We expect committee conference participation.

Question 9: How do you submit a proposal?

Answer: Answer all the questions in the RFP and submit it as directed. We want to have an understanding of your level of engagement. We also want to have an idea of the adequacy of the facilities in the city/state.

Question 9: How do you choose a date?

Answer: Per-diem hotel rates, holidays, and weather can affect whether it takes place anytime between mid-September and early December.