



## Honoring the Past. Preparing for the future.

Celebrating nearly 40 years of  
RTAP and Building the Future of  
Rural Transit in New Hampshire



*Every trip begins with a driver  
committed to helping reach what  
matters most.*

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### FEATURE PREVIEW

Every morning before sunrise, transit professionals across New Hampshire begin connecting riders with healthcare, employment, education, groceries, and family. Turn to page 2 to learn how NHRTAP continues investing in the future of rural transit.

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# Celebrating Rural Transit Day

*Honoring the People Who Keep New Hampshire Moving*



***"Rural Transit is powered by people- drivers, dispatchers, trainers, mobility professionals, and agency staff working together every day."***

Every morning across New Hampshire, transit professionals begin their day long before many of us are awake. Drivers complete pre-trip inspections, dispatchers coordinate schedules, mechanics prepare vehicles, and office staff work behind the scenes to ensure riders can reach medical appointments, jobs, grocery stores, schools, and family.

These trips may seem routine, but for the people who rely on rural transportation, they represent independence, opportunity, and connection.

**That is why Rural Transit Day celebrated on July 16, is so important.**

The day recognizes the people whose dedication makes rural transportation possible. Drivers, dispatchers, trainers, mobility managers, mechanics, administrators, volunteers, and agency leaders who work together

While Rural Transit Day celebrates the people behind the service, it also provides an opportunity to recognize one of the nation's longest-standing investments in rural public transportation: the Rural Transit Assistance Program (RTAP).

## RTAP Then and Now

For nearly four decades, RTAP has helped rural transit agencies adapt to changing regulations, technologies, and community needs through practical training and technical assistance.

### DID YOU KNOW?



**RTAP was established by Congress in 1987 to provide training, technical assistance and workforce development for transit agencies across the United States.**

**Nearly 40 year later, the program continues helping transit professionals improve safety, strengthen operations, and better serve their communities.**

Here in New Hampshire, NHRTAP continues that mission while evolving to meet today's challenges.

**As the program enters State Fiscal Year 2027, NHRTAP is renewing its focus on the training and technical assistance needs of New Hampshire's Section 5311 transit providers, the primary purpose of the federal RTAP program.**



**1987**  
RTAP Created



**2000's**  
Technology & Training Expand



**Today**  
NHRTAP Supports Training, Technical Assistance & Workforce Development



**SFY27**  
Renewed focus on 5311 Training



[www.newhampshirertap.com](http://www.newhampshirertap.com)

# Investing in Stronger Transit Agencies

## Financial Management Training Under 2 CFR 200

Managing federal transit funding is about more than balancing budgets. It requires thoughtful planning, consistent documentation, and sound financial practices that ensure that every federal dollar is spent appropriately and can withstand audit and oversight.

To help strengthen those practices, NHRTAP recently hosted Financial Management Under 2 CFR Part 200, providing transit professionals with practical guidance on one of the most important and often misunderstood aspects of federal grant management: cost allocation.

The training introduced participants to the purpose of Cost Allocation Plans (CAPs), and explained when they are necessary for agencies administering one or more federal funding sources, including FTA Sections 5310 and 5311.



NHRTAP's Financial Management training provided practical guidance on Cost Allocation Plans and federal financial management under 2 CFR Part 200

### TRAINING HIGHLIGHTS

- ✓ Four Federal Cost Principles
- ✓ Cost Allocation Plans
- ✓ Direct vs. Indirect Costs
- ✓ Shared Cost Allocation
- ✓ Documentation
- ✓ Audit Readiness
- ✓ Roles of Transit Providers
- ✓ State Oversight

### PLANNING TIP

Do not wait until your annual audit to review your Cost Allocation Plan

Review it whenever:

- Funding changes
- Staffing changes
- Programs expand
- Shared costs increase



### AFTER THIS TRAINING PARTICIPANTS WERE ABLE TO:

- ✓ Recognize when a Cost Allocation Plan is required
- ✓ Select an appropriate allocation methodology
- ✓ Apply the four federal cost principles
- ✓ Better understand state and local oversight responsibilities
- ✓ Strengthen documentation practices to support audits and compliance

### THE COST ALLOCATION PROCESS



**1. Federal Funds**  
Multiple federal funding sources support agency operations



**2. Shared Costs**  
Costs are incurred for common or joint activities



**3. Allocation Method**  
An equitable method is used to distribute costs across programs



**4. Documentation**  
Methodology and supporting records are maintained



**5. Compliance**  
Ensures costs are reasonable, allocable, and necessary

“Strong financial management doesn’t begin at audit time. It begins with every documenting decision throughout the year.”



### MISSED THE TRAINING?

The recorded meeting and presentation materials are available anytime online:

<https://www.newhampshirertap.com/>

# Planning for Success in SFY27

## Building the Training Calendar Together



A strong training program starts with strong partnerships. NHRTAP want to extend a sincere thank you to Terri Paige, CAPBM, and all our Section 5311 agencies for your collaboration, input and continued support.

Together we are building a SFY27 Training Calendar that reflects the real needs of our transit professionals across New Hampshire. Your feedback helps ensure we are delivering the right training at the right time, in the right places.

Once we meet the core training needs, NHRTAP will continue to expand into emerging topics and innovative training opportunities that help agencies thrive, today and in the future.



**Together we are building a training program that prepares our teams today and strengthens rural transit for tomorrow!**



### REGISTER EARLY

Early registration helps NHRTAP:

- Ensure instructor availability
- Confirm classroom capacity
- Determine if additional classes are needed
- Reduce waitlists



### TRAINING PHILOSOPHY

*Meet today's needs. Prepare for tomorrow's challenges*

The SFY27 Training Calendar focuses first on meeting identified statewide training needs before expanding to new and emerging topics.

## Seasonal Safety SPOTLIGHT



### Extreme Heat & Passenger Safety

**High temperature can affect passengers and drivers. Stay alert and prepared!**

- Check the vehicle air conditioning before service
- Encourage riders to drink water especially on long trips
- Watch for signs of heat exhaustion, dizziness, nausea, heavy sweating, or confusion.
- Pay extra attention to older adults and riders with chronic medical conditions.
- Never leave passengers unattended in a parked vehicle.



### Did you know?

Heat can become dangerous even when temperatures are below 90 degrees, especially when humidity is higher, which may affect passengers who have underlying medical conditions.



### LOOKING AHEAD

NHRTAP continues evaluating future training opportunities based on:

- Agency feedback
- Regulatory changes
- Emerging technologies
- Industry best practices

*Online registration is now available!*

The SFY27 Training Calendar is available at

<https://www.newhampshirertap.com/> Page 4

# Stronger Teams. Stronger Communities.

Join Us in Supporting Mobility Across New Hampshire



## We're Hiring!

NHDOT is seeking a **Statewide Mobility Manager** to advance coordinated mobility solutions and support communities across New Hampshire.

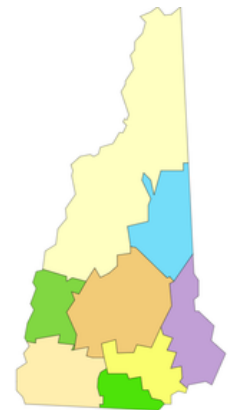
This role provides statewide leadership in transit coordination, stakeholder engagement, and resource development to improve access to transportation for all.

If you know someone who may be interested in this role, please encourage them to apply and feel free to share this announcement within your networks.

The job posting and application information can be found here:

<https://www.indeed.com/job/statewide-mobility-manager-2b8a915911a8ee17>

New Hampshire Mobility Regions



## WHAT IS MOBILITY MANAGEMENT?

Mobility Management connects people with transportation options that meet their unique needs. It brings together services, agencies, and partners to remove barriers and create accessible, efficient, and affordable mobility solutions for all.

## Mobility Managers:

- Access community transportation needs
- Coordinate services across agencies
- Promote accessible transportation options
- Educate and empower riders
- Build partnerships and leverage resources
- Strengthen rural mobility



## What will the Statewide Mobility Manager Do?

### Primary responsibilities include:

- Supporting regional mobility managers
- Building statewide partnerships
- Coordinating mobility initiatives
- Identifying transportation gaps
- Sharing best practices across New Hampshire



## STAY CONNECTED

Stay up to date with the latest news, training opportunities and resources



[nhrtap@rlsandassoc.com](mailto:nhrtap@rlsandassoc.com)



Thank you for all you do  
to keep New Hampshire moving!

Together we make a difference in the lives of our riders and the strength of our communities.

# SFY27 Training Calendar and More

*Plan Ahead. Register Early, Invest in Your Team.*

| Date                                      | Training                              | Location        |
|-------------------------------------------|---------------------------------------|-----------------|
| July 25, 2026<br>(9:00 am - 12:00 pm)     | Defensive Driving                     | Keene, NH       |
| July 25, 2026<br>(12:30 pm - 4:00 pm)     | Emergency Procedures and Evacuation   | Keene, NH       |
| August 15, 2026<br>(8:30 am - 4:30 pm)    | Passenger Assistance Techniques (PAT) | Concord, NH     |
| October 3, 2026<br>(8:30 am - 4:30 pm)    | Passenger Assistance Techniques (PAT) | Berlin, NH      |
| December 12, 2026<br>(8:00 am - 11:00 am) | Defensive Driving                     | Advance Transit |
| December 12, 2026<br>(11:30 am - 3:30 pm) | Emergency Procedures and Evacuation   | Advance Transit |
| January 16, 2027<br>(8:30 am - 12:00 pm)  | Defensive Driving                     | Concord, NH     |
| January 16, 2027<br>(12:30 pm - 4:30 pm)  | Emergency Procedures and Evacuation   | Concord, NH     |
| March 20, 2027<br>(9:00 am - 5:00 pm)     | Passenger Assistance Techniques (PAT) | Keene, NH       |
| April 17, 2027<br>(8:30 am - 12:00 pm)    | Defensive Driving                     | Berlin, NH      |
| April 17, 2027<br>(12:30 pm - 4:30 pm)    | Emergency Procedures and Evacuation   | Berlin, NH      |
| May 1, 2027<br>(8:00 am - 4:30 pm)        | Passenger Assistance Techniques (PAT) | Advance Transit |



## SCHOLARSHIPS

Financial assistance may be available for eligible 5311 agencies and staff.

- Reduce training costs
- Invest in professional growth
- Strengthen your team

Learn more on our website:  
<https://www.newhampshirertap.com/scholarship>



## Quick Tips

### Registration Reminders

**Before you register...**

- Verify your training prerequisites.
- Register early to reserve your seat.
- Notify NHRTAP if you need to cancel
- Share the training calendar with your staff.



DATE:

September 14-16, 2027

VENUE:

DoubleTree by Hilton  
Manchester, Downtown  
Manchester, NH

HOSTED BY:

New Hampshire DOT

State Partners:

Maine DOT & VTrans



## VISIT OUR WEBSITE

Find training information, recordings, tools, templates, news and more.

<https://www.newhampshirertap.com/>