

# DOT

# FTA

U.S. Department of Transportation

Federal Transit Administration

## Application

<b>Federal Award Identification Number (FAIN)</b>	MA-2024-001-00
<b>Temporary Application Number</b>	6844-2024-1
<b>Award Name</b>	National RTAP FY2024
<b>Application Status</b>	Final Concurrence / Reservation
<b>Application Budget Number</b>	0

<b>Period of Performance Start Date</b>	N/A
<b>Original Period of Performance End Date</b>	1/31/2025
<b>Current Period of Performance End Date</b>	N/A Revision #: N/A

<b>Budget Period Start Date</b>	N/A
<b>Budget Period End Date</b>	1/31/2025

### Part 1: Recipient Information

**Name: NEPONSET VALLEY TRANSPORTATION MANAGEMENT ASSOCIATION, INC.**

Recipient ID	Recipient OST Type	Recipient Alias	UEI	DUNS
6844	Other NonProfit Organization	NEPONSET VALLEY TRANSPORTATION MANAGEMENT ASSOC.	UMDGHPF51791	828233788

Location Type	Address	City	State	Zip
Headquarters				
Physical Address	5 WHEELING AVE	WOBURN	MA	01801
Mailing Address	5 WHEELING AVE	WOBURN	MA	01801

## Union Information

There are no union contacts for this application

## Part 2: Application Information

**Title: National RTAP FY2024**

FAIN	Application Status	Award Type	Application Cost Center	Date Created	Last Updated Date	From TEAM?
MA-2024-001-00	Final Concurrence / Reservation	Cooperative Agreement	Office of Program Management	10/27/2023	10/27/2023	No

### Application Executive Summary

This application is to request Section 5311 National Rural Transit Assistance Program funds allocated to Neponset Valley TMA in the state of Massachusetts for the National Rural Transit Assistance Program (NRTAP) in the amount of \$2,680,726. This is for year 5 of our National RTAP Cooperative Agreement. It is set to run January 1, 2024 through January 31, 2025. The mission of National RTAP is to assist transit programs through the design and implementation of training and technical assistance projects and other support services tailored to meet the specific needs of rural and tribal transit operators, and support FTAs Formula Grants for Rural Areas Program. The purpose of this award is to provide one year of funding for the National Rural Transit Assistance Program (NRTAP), which provides training materials and technical assistance to state RTAP programs, rural transit operators and tribal transit operators throughout the United States. NRTAP and its partners share goals of maximizing access and mobility in rural and tribal areas and supporting Federal program compliance with best practices and training materials.

### Frequency of Milestone Progress Reports (MPR)

Quarterly

### Frequency of Federal Financial Reports (FFR)

Quarterly

### Does this application include funds for research and/or development activities?

This award does not include research and development activities.

### Pre-Award Authority

This award is not using Pre-Award Authority.

### Does this application include suballocation funds?

Recipient organization is directly allocated these funds and is eligible to apply for and receive these funds directly.

### Will this Grant be using Lapsing Funds?

No, this Grant does not use Lapsing Funds.

### Will indirect costs be applied to this application?

The de minimus 10% indirect cost rate is applied to this application.

*Indirect Rate Details: N/A*

**Requires E.O. 12372 Review**

No, this application does not require E.O. 12372 Review.

**Delinquent Federal Debt**

No, my organization does not have delinquent federal debt.

## Award Description

**Purpose**

This application is to request Section 5311 National Rural Transit Assistance Program funds in the amount of \$2,680,726 allocated to Neponset Valley TMA in the state of Massachusetts to operate the National Rural Transit Assistance Program technical assistance center. This is for year 5 of our National RTAP Cooperative Agreement. It is set to run January 1, 2024 through January 31, 2025. The mission of National RTAP is to assist transit programs through the design and implementation of training and technical assistance projects and other support services tailored to meet the specific needs of rural and tribal transit operators, and other support tailored to meet the specific needs of rural and tribal transit operators, and support FTA's Formula Grants for Rural Areas Program.

**Activities to be performed:**

Funds will be used to cover eligible expenses such as staff salaries and direct costs; hire Subject Matter Experts to design and implement training products and web applications; and provide direct technical assistance and other support services tailored to meet the specific needs of rural and tribal transit operators.

**Expected outcomes:**

NRTAP assists transit programs through the design and implementation of training and technical assistance projects and other support services tailored to meet the specific needs of rural and tribal transit operators. Working closely with State Departments of Transportation and tribal and rural operators, NRTAP provides a forum for identifying issues and supporting coordinated responses between State programs, tribal entities, and rural and tribal operators.

**Intended beneficiaries:**

NRTAP and its partners share goals of maximizing access and mobility in rural and tribal areas and supporting Federal program compliance with best practices and training materials.

**Subrecipient Activities:**

None.

## Application Point of Contact Information

First Name	Last Name	Title	E-mail Address	Phone
Cynthia	Frene	Executive Director	cfrene@transactionassoc.com	781-895-1100
Heather	Edmonds	Program Analyst	heather.edmonds@dot.gov	202-366-3748

## Application Budget Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5311 - Rural Area Formula	5311-1A	20509	\$2,680,726

Local		\$0
Local/In-Kind		\$0
State		\$0
State/In-Kind		\$0
Other Federal		\$0
Transportation Development Credit		\$0
Adjustment		\$0
<b>Total Eligible Cost</b>		<b>\$2,680,726</b>

## Application Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
MA-2024-001-01-00	435-00 (435-A1) RURAL TRANSIT ASST PROGRAM	\$2,560,726.00	\$0.00	\$2,560,726.00	35
MA-2024-001-01-00	43.50.01 TRAINING	\$975,579.00	\$0.00	\$975,579.00	12
MA-2024-001-01-00	43.50.02 TECHNICAL ASSISTANCE	\$1,160,590.00	\$0.00	\$1,160,590.00	8
MA-2024-001-01-00	43.50.03 TRANSIT RESEARCH	\$99,898.00	\$0.00	\$99,898.00	6
MA-2024-001-01-00	43.50.04 RELATED SUPPORT SERVICES	\$324,659.00	\$0.00	\$324,659.00	9
MA-2024-001-02-00	435-00 (435-A2) RURAL TRANSIT ASST PROGRAM	\$120,000.00	\$0.00	\$120,000.00	6
MA-2024-001-02-00	43.50.02 TECHNICAL ASSISTANCE	\$120,000.00	\$0.00	\$120,000.00	6

## Discretionary Allocations

This application does not contain discretionary allocations.

## Part 3: Project Information

### Project Title: National RTAP Training and Technical Assistance

Project Number	Temporary Project Number	Date Created	Start Date	End Date
MA-2024-001-01-00	6844-2024-1-P1	10/27/2023	11/3/2023	12/31/2024

**Project Description**

Funding would provide for the ongoing work of National RTAP. The mission of National Rural Transit Assistance Program (NRTAP) is to assist transit programs through the design and implementation of training and technical assistance projects and other support services tailored to meet the specific needs of rural and tribal transit operators. Working closely with State Departments of Transportation and tribal and rural operators, NRTAP provides a forum for identifying issues and supporting coordinated responses between State programs, tribal entities, and rural and tribal operators. The NRTAP vision is for safe, secure, compliant, efficient and effective rural and tribal transit that reflects the needs and values of communities nationally.

**Project Benefits**

NRTAP is structurally independent of State RTAP programs but inextricably involved in the success and effectiveness of those programs. Through the NRTAP Review Board and State RTAP manager and operator forums, State officials and rural and tribal operators can share interests and needs, as well as guide development of products and services to achieve the National RTAP vision. NRTAP and its partners share goals of maximizing access and mobility in rural and tribal areas and supporting Federal program compliance with best practices and training materials.

**Additional Information**

None.

**Location Description**

National RTAP staff are located in Massachusetts, Washington DC, Florida and Maine. However, NRTAP provides services, products and support to RTAP initiatives in every state.

**Project Location (Urbanized Areas)**

UZA Code	Area Name
250000	Massachusetts

**Congressional District Information**

State	District	Representative
Massachusetts	8	Stephen F Lynch

**Program Plan Information**

**STIP/TIP**

Date: Not Provided

Description: NA

**UPWP**

Date: Not Provided

Description: NA

**Long Range Plan**

Date: Not Provided

Description: NA

**Project Control Totals**

Funding Source	Section of Statute	CFDA Number	Amount
5311 - Rural Area Formula	5311-1A	20509	\$2,560,726
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$2,560,726</b>

## Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
MA-2024-001-01-00	435-00 (435-A1) RURAL TRANSIT ASST PROGRAM	\$2,560,726.00	\$0.00	\$2,560,726.00	35
MA-2024-001-01-00	43.50.01 TRAINING	\$975,579.00	\$0.00	\$975,579.00	12
MA-2024-001-01-00	43.50.02 TECHNICAL ASSISTANCE	\$1,160,590.00	\$0.00	\$1,160,590.00	8
MA-2024-001-01-00	43.50.03 TRANSIT RESEARCH	\$99,898.00	\$0.00	\$99,898.00	6
MA-2024-001-01-00	43.50.04 RELATED SUPPORT SERVICES	\$324,659.00	\$0.00	\$324,659.00	9

## Project Budget Activity Line Items

### Budget Activity Line Item: 43.50.04 - RELATED SUPPORT SERVICES

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.04	RELATED SUPPORT SERVICES	RURAL TRANSIT ASST PROGRAM	9

### Extended Budget Description

Prepare budget, management plan, quarterly and annual report, coordinate with LTAP and TTAP, stay informed about other rural technical assistance activities, publish outreach and activity information, convene two Review Board meetings

**Will 3rd Party contractors be used to fulfill this activity line item?**

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5311 - Rural Area Formula	5311-1A	20509	\$324,659
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$324,659</b>

Milestone Name	Est. Completion Date	Description
Submit Statement of Work	11/3/2023	Submit Statement of Work to FTA for review and comment
Start Date	1/1/2024	Project to start upon award
Spring Review Board meeting	5/30/2024	Hold Spring Review Board meeting in DC
Submit 2023 Annual Report	7/31/2024	Prepare and submit 2023 Annual Report
Fall Review Board meeting	10/31/2024	Hold Fall Review Board meeting (location to be determined)
End Date	12/31/2024	End date
Prepare monthly and quarterly reports	12/31/2024	Prepare monthly and quarterly reports; meet with FTA quarterly to review
Remain informed about other national rural transportation assistance activities	12/31/2024	Identify training materials developed outside of National RTAP; remain informed about other national rural transportation assistance activities; publish outreach information in other forums such as FTA, NADTC, APTA, NADO, NCMM
Coordinate with FHWA LTAP and TTAP	12/31/2024	Coordinate with FHWA Local Area Technical Assistance Program (LTAP), Tribal Technical Assistance Program (TTAP), and other Federal agencies

**Budget Activity Line Item: 43.50.03 - TRANSIT RESEARCH**

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.03	TRANSIT RESEARCH	RURAL TRANSIT ASST PROGRAM	6

**Extended Budget Description**

Prepare issue papers, convene focus groups, participate on panels and TRB committees as appropriate and assist with FTA directives

**Will 3rd Party contractors be used to fulfill this activity line item?**

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5311 - Rural Area Formula	5311-1A	20509	\$99,898
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$99,898</b>

Milestone Name	Est. Completion Date	Description
Start Date	1/1/2024	Project to start upon award
End Date	12/31/2024	End date
Assist with FTA Directives	12/31/2024	Assist with FTA directives for rural areas or State RTAPs
Participate on TRB committees	12/31/2024	Participate as appropriate on committees or panels of the Transportation Research Board
Research projects; coordinate with other FTA TA Centers	12/31/2024	Participate in research projects and on panels of organizations other than TRB if appropriate; coordinate with other FTA-funded Technical Assistance Centers
Assist with FTA directives	12/31/2024	Convene focus groups on specific topics; prepare issues papers as directed by FTA

**Budget Activity Line Item: 43.50.02 - TECHNICAL ASSISTANCE**

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.02	TECHNICAL ASSISTANCE	RURAL TRANSIT ASST PROGRAM	8

**Extended Budget Description**

Training packages, technical briefs, toolkits, website and electronic access

**Will 3rd Party contractors be used to fulfill this activity line item?**

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5311 - Rural Area Formula	5311-1A	20509	\$1,160,590
Local			\$0
Local/In-Kind			\$0
State			\$0



State/In-Kind		\$0
Other Federal		\$0
Transportation Development Credit		\$0
Adjustment		\$0
<b>Total Eligible Cost</b>		<b>\$1,160,590</b>

Milestone Name	Est. Completion Date	Description
Start Date	1/1/2024	Start date
End Date	12/31/2024	End date
Develop or update training packages, or online toolkits	12/31/2024	Develop training packages, products, new services and/or software tools
Develop or update technical briefs	12/31/2024	Develop or update technical briefs on topics of immediate or current interest
Telephone hotline and chat	12/31/2024	Operate a telephone information service and chat line
Website	12/31/2024	Maintain and update the NationalRTAP.org website
Provide individualized technical assistance	12/31/2024	Provide individualized technical assistance to State RTAP managers, and rural and tribal transit providers as requested by the state, transit provider or FTA
Develop or update toolkits	12/31/2024	Develop new or update existing online toolkits

**Budget Activity Line Item: 43.50.01 - TRAINING**

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.01	TRAINING	RURAL TRANSIT ASST PROGRAM	12

**Extended Budget Description**

Webinars, regional or national conferences, technical workshops, Technical Assistance Coordination Library (TACL), eLearning hub, disseminate training materials, promote National RTAP products and services.

**Will 3rd Party contractors be used to fulfill this activity line item?**

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5311 - Rural Area Formula	5311-1A	20509	\$975,579
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0

Transportation Development Credit	\$0
Adjustment	\$0
<b>Total Eligible Cost</b>	<b>\$975,579</b>

<b>Milestone Name</b>	<b>Est. Completion Date</b>	<b>Description</b>
Start Date	1/1/2024	Start date.
Conduct webinars	12/31/2024	Conduct 4-6 instructional webinars on various topics or products.
Participate in conferences, workshops and meetings	12/31/2024	Participate in regional or national conferences, workshops and meetings; provide scholarships to regional RTAP miniconferences
Maintain eLearning Hub	12/31/2024	Maintain eLearning hub to support states, tribes and transit agencies with training products
Disseminate training materials	12/31/2024	Disseminate training materials for rural transit providers and state RTAP managers
Technical Assistance Coordination Library (TACL)	12/31/2024	Maintain and update TACL for FTA and its Technical Assistance Centers
Promote National RTAP products and services	12/31/2024	Promote and monitor the effectiveness of National RTAP products and services
Host 2-3 virtual or in-person regional conferences	12/31/2024	Plan and deliver 2-3 virtual or in-person regional conferences or workshops
Peer to peer networking	12/31/2024	Provide opportunities for peer to peer State RTAP Managers and Transit Managers interaction and technical assistance networking
Maintain and update technology tools	12/31/2024	Maintain and update existing National RTAP technology tools and develop new tools as appropriate
Rural iNTD	12/31/2024	Update and provide access to the rural National Transit Database date through the iNTD Rural Module, hosted and managed by Florida International University
End date	12/31/2024	End date

## Project Environmental Findings

### Finding: Class II(c) - Categorical Exclusions (C-List)

#### Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

#### Categorical Exclusion Description

Type 04: Planning and administrative activities which do not involve or lead directly to construction,

such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.04	RELATED SUPPORT SERVICES	9	\$324,659.00	\$324,659.00
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.03	TRANSIT RESEARCH	6	\$99,898.00	\$99,898.00
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.02	TECHNICAL ASSISTANCE	8	\$1,160,590.00	\$1,160,590.00
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.01	TRAINING	12	\$975,579.00	\$975,579.00

**Project Title: National RTAP - Tribal Transit Technical Assistance Program**

Project Number	Temporary Project Number	Date Created	Start Date	End Date
MA-2024-001-02-00	6844-2024-1-P2	11/6/2023	1/31/2024	12/31/2024

**Project Description**

Tribal transit system support is an increasing element of NRTAP’s technical assistance. Over the last 5 years we have increased the resources and attention to the expanding needs of tribal programs in rural areas nationally. We have paid particular attention to creating training and networking opportunities for tribal transit managers and FTA Tribal Liaisons. The goal of this program is to build sustainable capacity in tribal transit programs. We have done this by creating materials and training that respond to the compliance and development needs of tribal programs, as well as changing opportunities for self-governance.

**Project Benefits**

Direct impact on the Tribal transit agencies and communities by strengthening partnerships, building transit agency capacity, more successful projects, and fewer lapsed grants. Build awareness of NRTAP Tribal Transit technical assistance resources and reduce barriers to accessing information and expertise. Build tribal stakeholder relationships and Tribal transit training capacity within tribal programs and with consultants. Consistent incorporation of tribal perspectives in NRTAP materials, increasing relevance and usability of NRTAP resources for tribal transit programs.

**Additional Information**

None

**Location Description**

National RTAP staff are located in Massachusetts, Washington DC, Florida and Maine. However, National RTAP provides services and products, as well as support to RTAP initiatives and Tribal transit in every

state.

### Project Location (Urbanized Areas)

UZA Code	Area Name
250000	Massachusetts

### Congressional District Information

State	District	Representative
Massachusetts	8	Stephen F Lynch

### Program Plan Information

#### STIP/TIP

Date: Not Provided  
Description: NA

#### UPWP

Date: Not Provided  
Description: NA

#### Long Range Plan

Date: Not Provided  
Description: NA

### Project Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5311 - Rural Area Formula	5311-1A	20509	\$120,000
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$120,000</b>

### Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA	Total Eligible	Quantity
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				Amount	Amount	
MA-2024-001-02-00	435-00 (435-A2)	RURAL TRANSIT ASST PROGRAM	\$120,000.00	\$0.00	\$120,000.00	6
MA-2024-001-02-00		43.50.02 TECHNICAL ASSISTANCE	\$120,000.00	\$0.00	\$120,000.00	6

## Project Budget Activity Line Items

### Budget Activity Line Item: 43.50.02 - TECHNICAL ASSISTANCE

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.02	TECHNICAL ASSISTANCE	RURAL TRANSIT ASST PROGRAM	6

#### Extended Budget Description

Provide technical support and training to Tribal Transit operators.

#### Will 3rd Party contractors be used to fulfill this activity line item?

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5311 - Rural Area Formula	5311-1A	20509	\$120,000
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$120,000</b>

Milestone Name	Est. Completion Date	Description
Start Date	1/31/2024	Start date is upon award.
Tribal transit focused training	4/30/2024	Plan and implement a Tribal transit focused training in coordination with FTA and Tribal transportation organizations/stakeholders, including Tribal NRTAP Review Board members.
Encourage Tribal Transit Participation on Review Board	10/31/2024	Encourage tribal transit participation in the NRTAP Review Board to meet our goal of two tribal participants on the Review Board. Tribal Board members participating in NRTAP tribal events.
End Date	12/31/2024	End date.

Schedule and host "office hours"	12/31/2024	Assistance to tribes and FTA Regional staff to support successful Tribal Transit projects. Scheduled and hosted "office hours" to provide access to expertise and opportunities to discuss challenges regularly and informally.
Increase tribal transit access to training and technical assistance conferences	12/31/2024	Coordinate with Tribal transportation organizations to provide 1-2 transit- focused trainings as part of their conferences or as standalone events.

## Project Environmental Findings

### Finding: Class II(c) - Categorical Exclusions (C-List)

#### Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

#### Categorical Exclusion Description

Type 04: Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
RURAL TRANSIT ASST PROGRAM (435-00)	43.50.02	TECHNICAL ASSISTANCE	6	\$120,000.00	\$120,000.00

## Part 4: Fleet Details

No fleet data exists for this application.

## Part 5: FTA Review Comments

### FTA Comments for DOL

Comment By **Heather Edmonds**

Comment Type DOL Review for Information

Date 11/27/2023

Comment

