



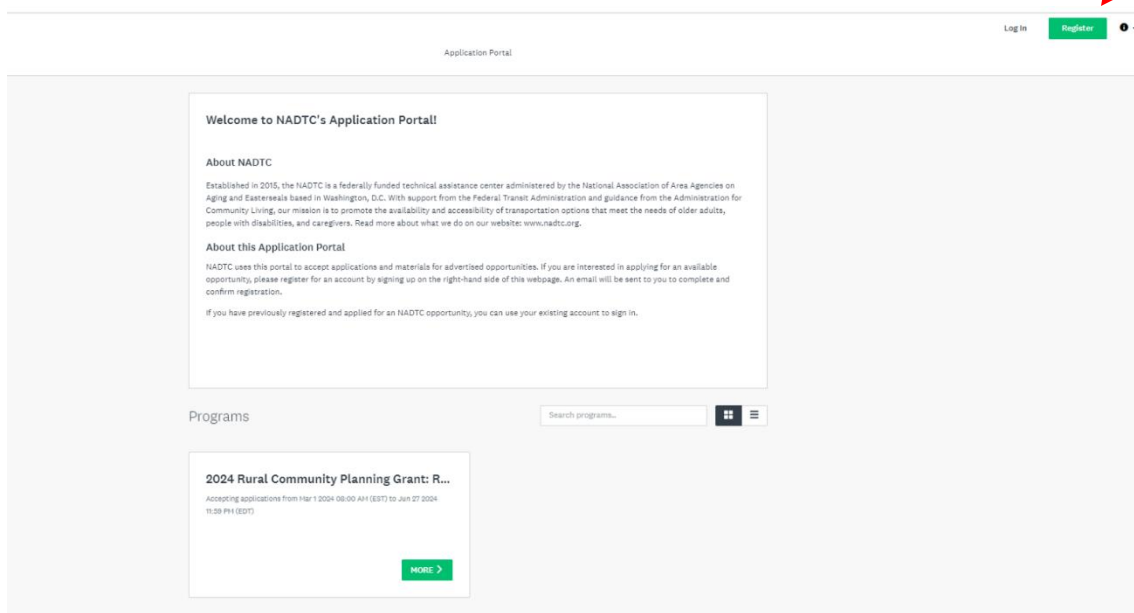
## Instructions for 2024 Grant Application System

This document provides instructions on how to use the National Aging and Disability Transportation Center online application system, SurveyMonkey Apply (SM Apply).

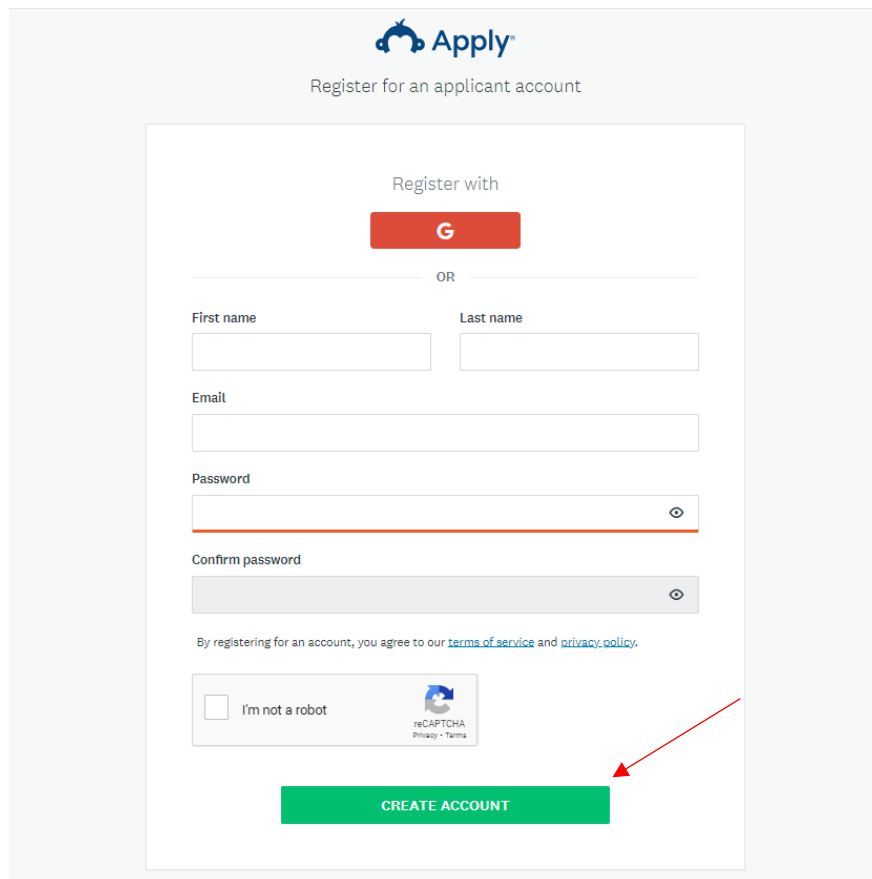
Visit the NADTC [Application Portal](#) to access the system.

### **Step I. Registration**

1. If you previously used SM Apply, you can log in with your existing account and password. After logging in with your credentials, skip to Step II. If you encounter any difficulties accessing an existing account, use the "Forgot your password?" function or email [nadtcgrant@nadtc.org](mailto:nadtcgrant@nadtc.org).
2. If you do not have an SM Apply account, you must first REGISTER.
3. To register for a new account, click on the REGISTER button at the top right of the screen.

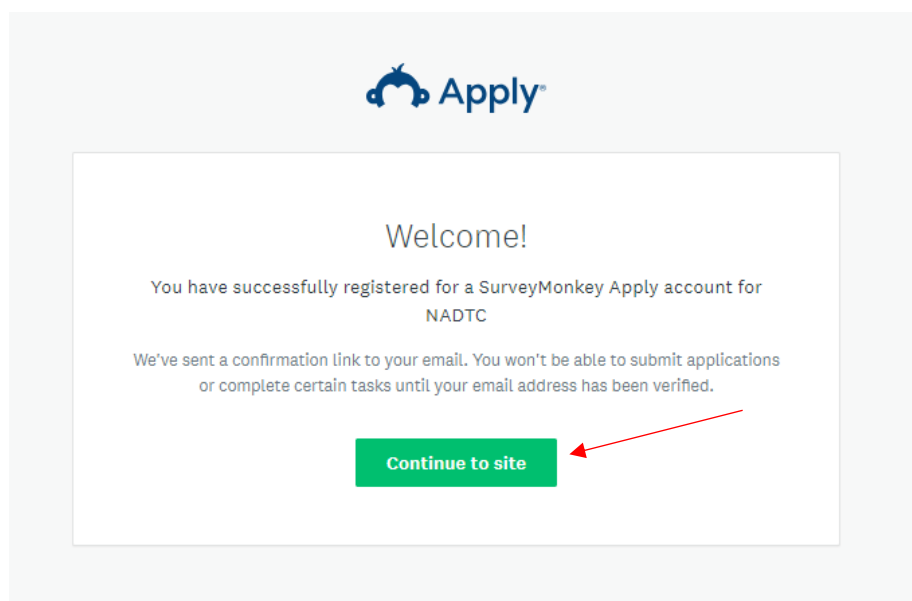


4. Fill out the registration form with your information and then click on CREATE ACCOUNT.



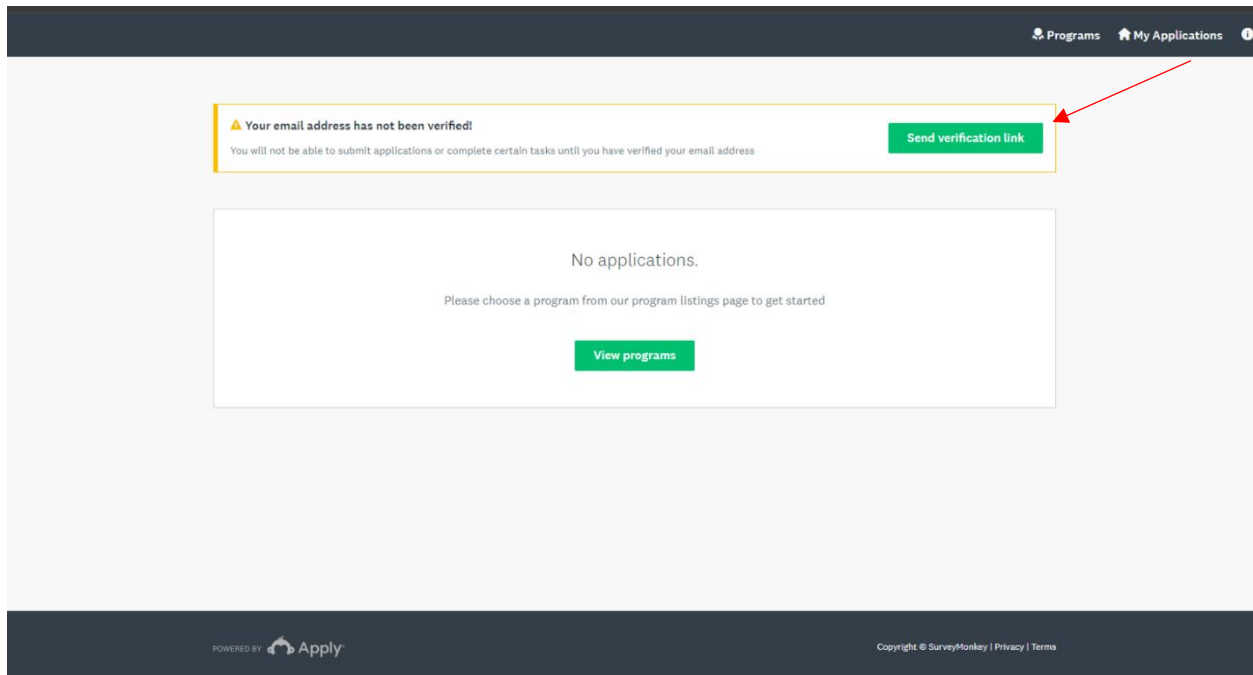
The screenshot shows the 'Apply' registration page for an applicant account. At the top, the 'Apply' logo is displayed, followed by the text 'Register for an applicant account'. Below this, there is a 'Register with' section featuring a red button with a white 'G' icon. Underneath, the word 'OR' is centered. The form contains several input fields: 'First name' and 'Last name' (two separate boxes), 'Email' (one box), 'Password' (one box with an eye icon), and 'Confirm password' (one box with an eye icon). Below the password fields, there is a line of text: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).' At the bottom of the form, there is a reCAPTCHA widget with the text 'I'm not a robot' and a small robot icon. A red arrow points from the right side of the form to a green button labeled 'CREATE ACCOUNT' at the bottom center.

5. After you create your account, you will see a Registration confirmation page. Please click CONTINUE TO SITE.

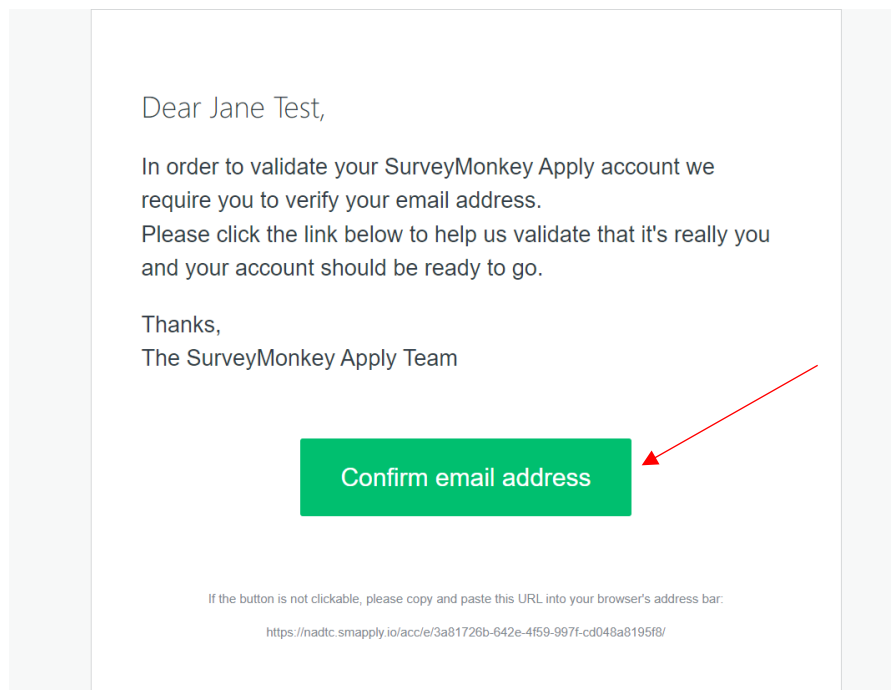


The screenshot shows the 'Apply' registration confirmation page. At the top, the 'Apply' logo is displayed. Below it, the text 'Welcome!' is centered. Underneath, there is a message: 'You have successfully registered for a SurveyMonkey Apply account for NADTC'. Below this, there is another message: 'We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.' At the bottom center, there is a green button labeled 'Continue to site'. A red arrow points from the right side of the page to this button.

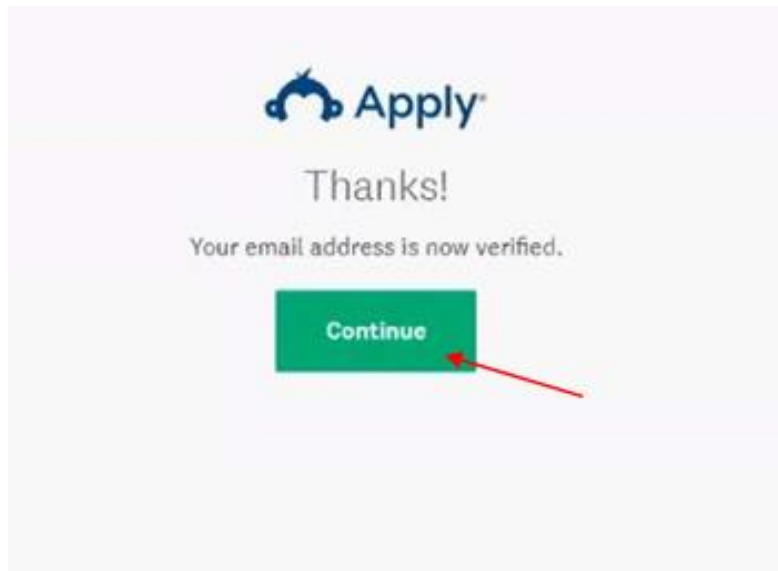
6. You will receive a prompt stating "Your email address has not been verified." Click on SEND VERIFICATION LINK.



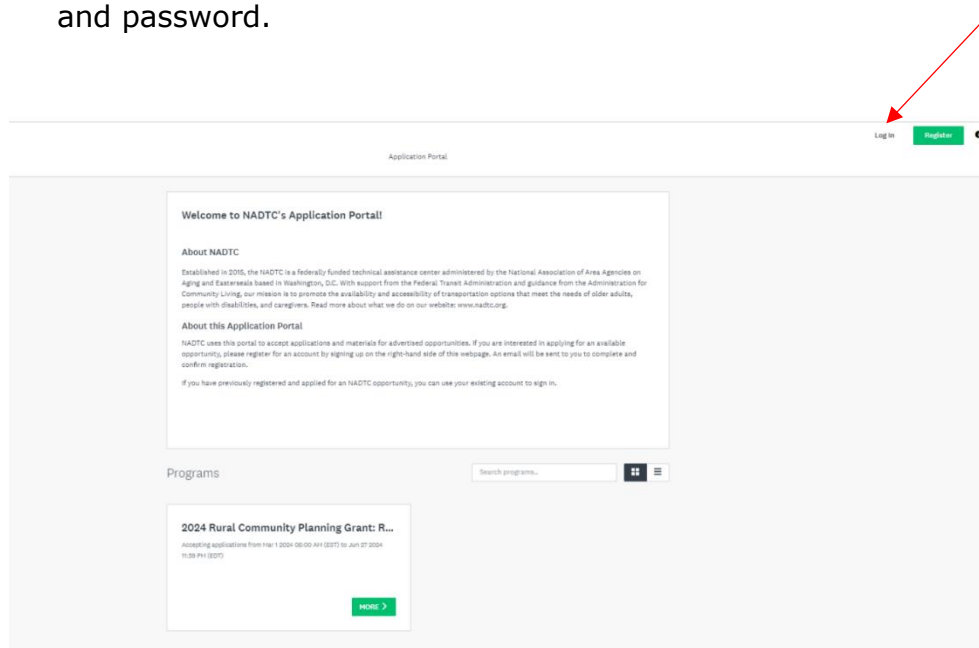
7. You will receive an email to verify your email address. Go to your email and click CONFIRM EMAIL ADDRESS



8. You will now see a screen verifying your email address. Click CONTINUE.

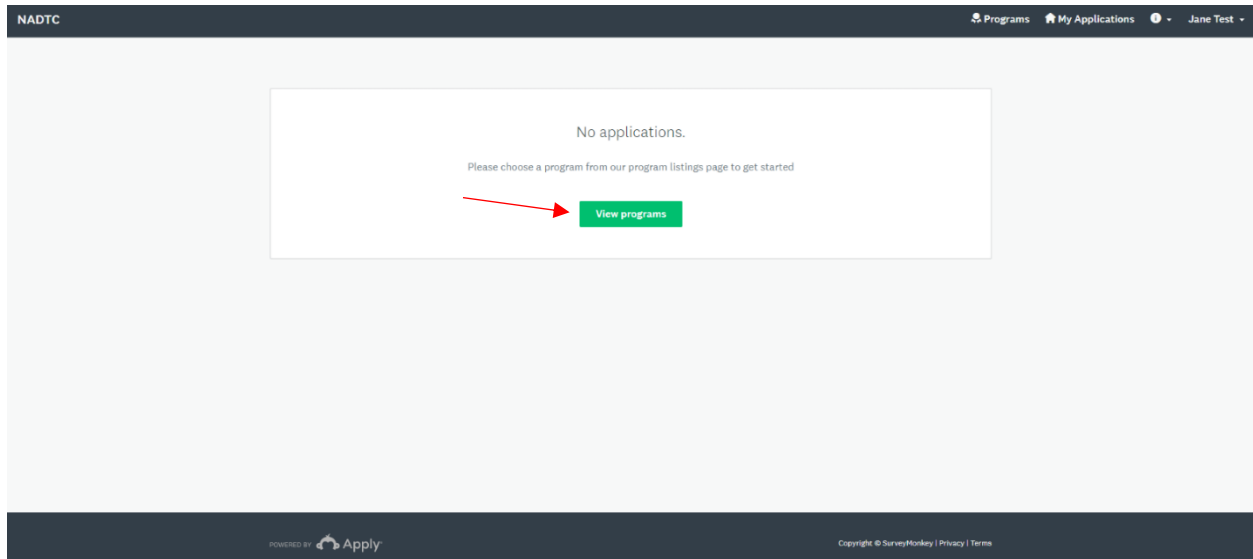


9. After you click CONTINUE click LOG IN on the home screen. Enter your email and password.

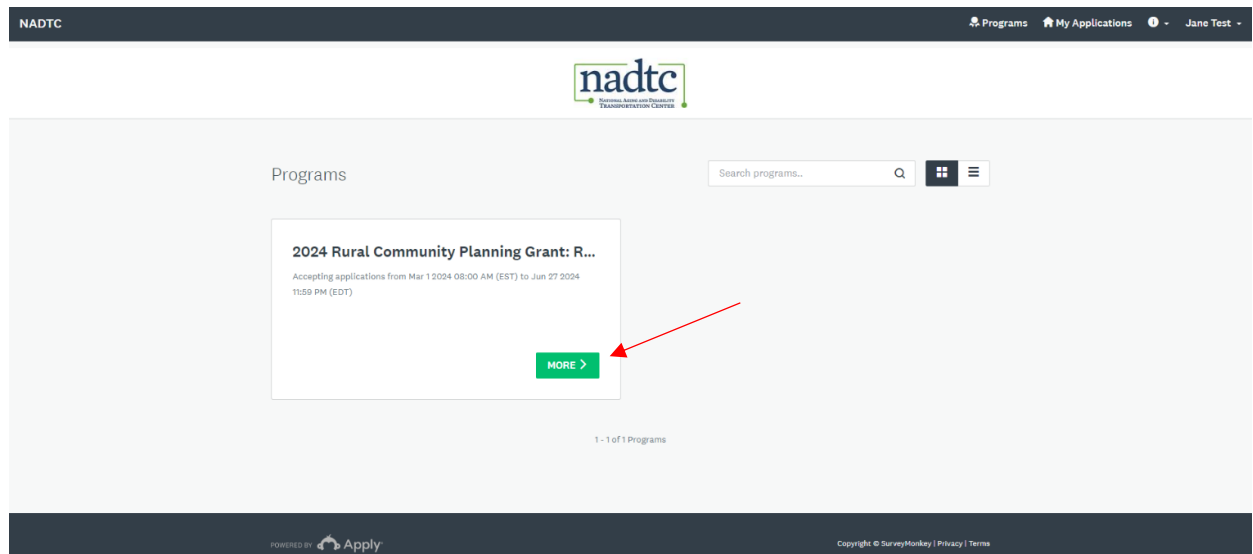


## **Step II. Applying for the 2024 Rural Community Planning Grant**

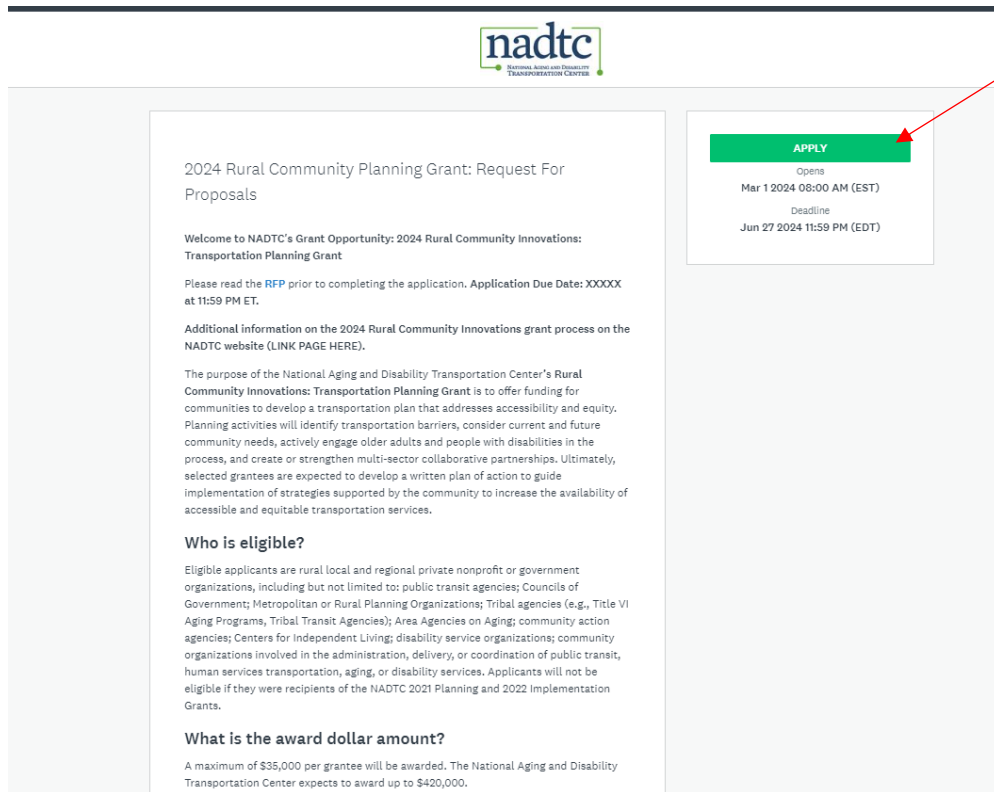
1. After you are logged in, you will see a page that says “No applications” – click VIEW PROGRAMS to see the current grant opportunities.



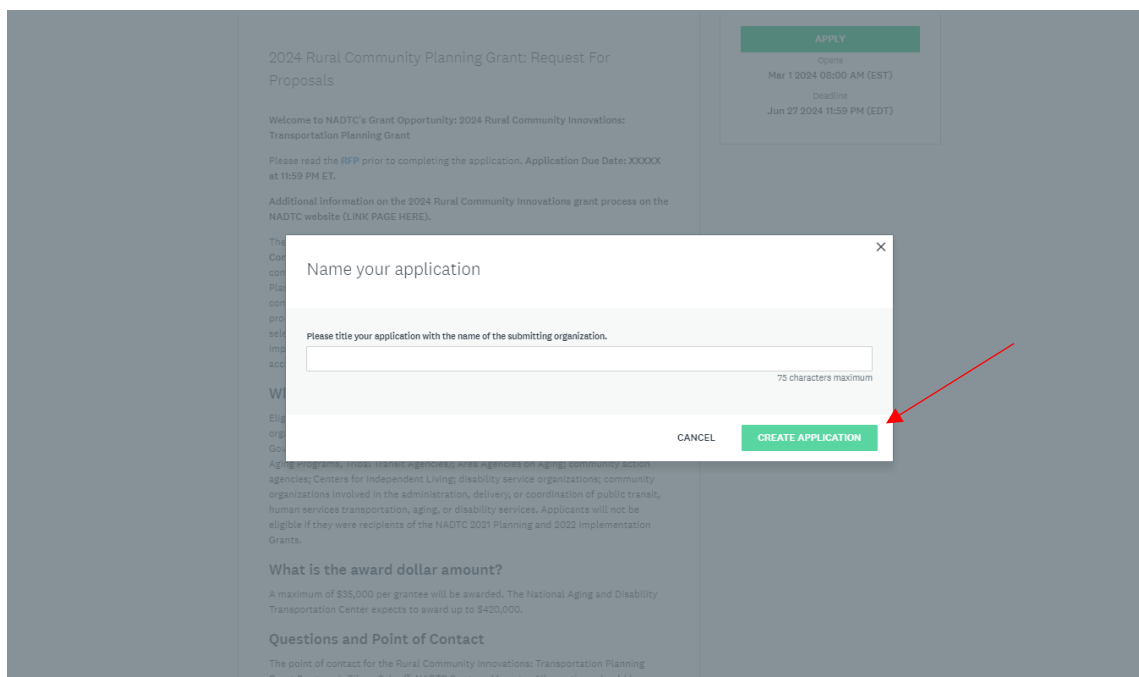
2. Find the 2024 Rural Community Planning Grant and click MORE.



3. You should now see the 2024 Rural Community Planning Grant: Request for Proposals program landing page. Click on APPLY to begin your application.

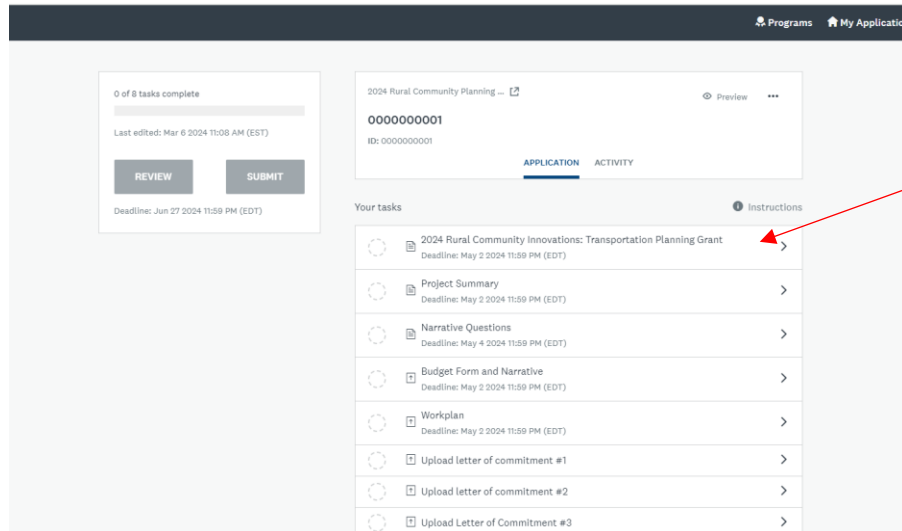


4. On the next screen, enter the name of your organization and click CREATE APPLICATION.

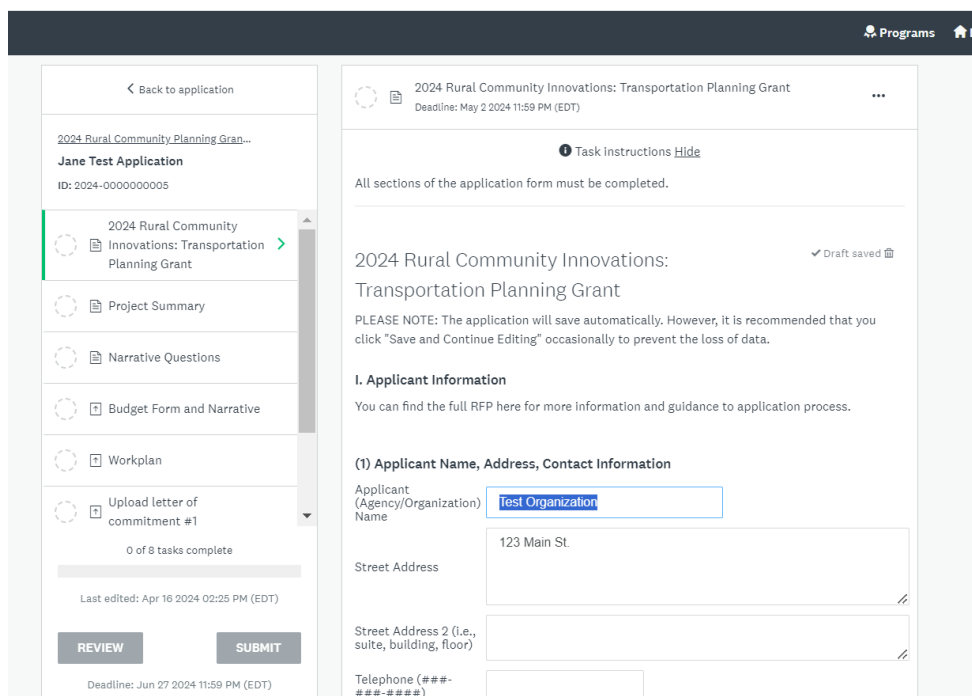


**NOTE:** Within the application, you can **SAVE AND CONTINUE EDITING** or **MARK AS COMPLETE**. You do not have to manually save your work when you exit the application. SM Apply does real-time autosaving, so if at any point you need to exit the portal, the progress previously made will still be in the system.

5. You will now be viewing the Application Landing page. There are 8 tasks that must be completed to submit your application. Each task can be accessed by clicking in the individual task box.



6. The first task will offer you the opportunity to begin to enter your application information.



7. Once you have filled out all the questions in each task, click MARK AS COMPLETE at the bottom of the page.

The screenshot shows a web form with a dark header bar containing a 'Program' icon and label. The main content area is titled '(8) Income of Target Population'. Below the title, there is a paragraph of instructions. Two radio button options are present: 'Low Income' (checked) and 'Other Income Range'. Each option has a text input field. Below this, there is a section for '(9) SAM Registration' with instructions and a file upload area showing a 'Screenshot (436).png' file. The next section is '(10) DUNS registration' with a text input field containing '123123123' and a validation message. At the bottom, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. A red arrow points to the 'MARK AS COMPLETE' button.

**NOTE:** If you attempt to MARK AS COMPLETE when a task has not been filled out completely, you will be directed to fill out missing or incomplete fields via an error message.

The screenshot shows a web form with a dark header bar containing 'Programs' and 'My Applications' icons and labels. The main content area is titled 'I. Applicant Information' and includes a sub-section '(1) Applicant'. Below this, there are four fields: 'Applicant (Agency/Organization) Name', 'Address', 'Zip Code', and 'Telephone'. Each field has a text input box. The 'Applicant (Agency/Organization) Name' and 'Address' fields have a red error message above them: 'An answer to this question is required.' The 'Zip Code' field contains '22204' and the 'Telephone' field contains '4434216366'.



8. As you work through the application you will see your progress on the left-hand side of the screen via the status bar. Each completed task will have a green check mark next to it. Tasks that have been started but not completed will be indicated by a green half circle.

National Aging and Disability Transportation Center

Programs My Applications John

Back to application

2024 Rural Community Planning Gran...

TEST1

ID: 2024-0000000009

2024 Rural Community Innovations: Transportation Planning Grant

Project Summary

Narrative Questions

Budget Form and Narrative

Workplan

Narrative Questions

Deadline: May 4 2024 11:59 PM (EDT)

Task instructions [Hide](#)

All sections of the narrative must be completed. The Narrative should be brief and may be written in bullet format. Responses must adhere to the specified word limits which are incorporated into the electronic application.

2024 Rural Community Innovations: Transportation Planning Grant

PLEASE NOTE: The application will save automatically. However, it is recommended that you click "Save and Continue Editing" occasionally to prevent the loss of data.

Please check your answers below and correct them before continuing.

Proposal Narrative Questions

9. Continue completing the application by clicking on the remaining tasks listed on the left.

Back to application

2024 Rural Community Planning Gran...

Jane Test Application

ID: 2024-0000000005

2024 Rural Community Innovations: Transportation Planning Grant

Project Summary

Narrative Questions

Budget Form and Narrative

Workplan

Upload letter of commitment #1

1 of 8 tasks complete

Last edited: Apr 16 2024 02:45 PM (EDT)

REVIEW SUBMIT

Deadline: Jun 27 2024 11:59 PM (EDT)

2024 Rural Community Innovations: Transportation Planning Grant

Completed Apr 16 2024 02:45 PM (EDT) Deadline: May 2 2024 11:59 PM (EDT)

Task instructions [Hide](#)

All sections of the application form must be completed.

2024 Rural Community Innovations: Transportation Planning Grant

PLEASE NOTE: The application will save automatically. However, it is recommended that you click "Save and Continue Editing" occasionally to prevent the loss of data.

I. Applicant Information

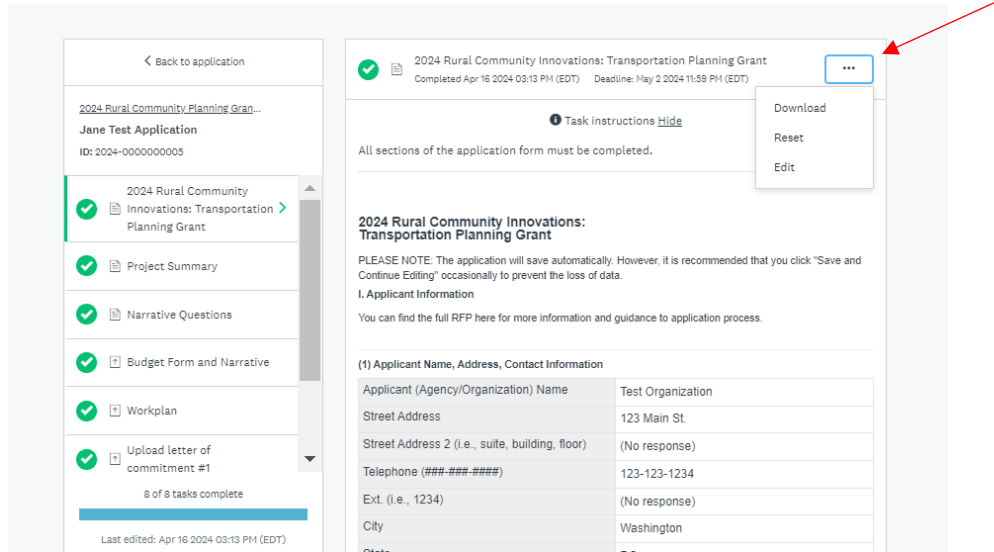
You can find the full RFP here for more information and guidance to application process.

(1) Applicant Name, Address, Contact Information

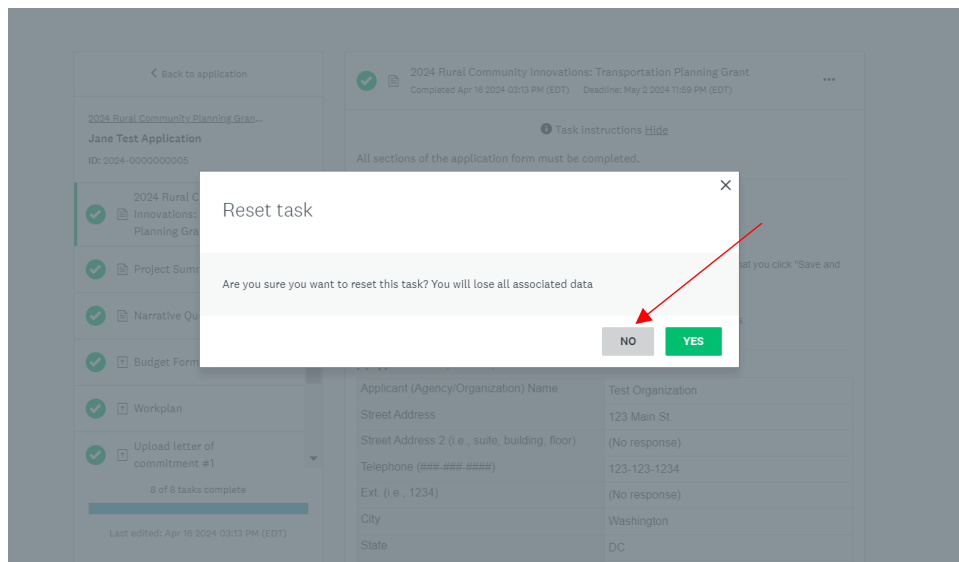
Applicant (Agency/Organization) Name	Test Organization
Street Address	123 Main St.
Street Address 2 (i.e., suite, building, floor)	(No response)
Telephone (###-###-####)	123-123-1234
Ext. (i.e., 1234)	(No response)
City	Washington
State	DC
Zip Code	20003

Primary Contact (Executive Director or Authorized Representative - person authorized to sign legal)

**NOTE:** If you would like to make any changes to any of the tasks after clicking “Mark as Complete”, click the ellipses at the top right of the page and then EDIT to change any of the information already entered. Make sure to click MARK AS COMPLETE at the bottom of the page once you have finished your edits.



**NOTE:** If you would like to erase all of the information that you entered for a task and start from scratch, click the ellipses at the top right of the page and then click RESET. A message will appear confirming that you wish to reset the task. Unless you would like to reset that task of your application, click NO. If you click Yes, the information entered for the task will be erased and reset.



**NOTE:** The Project Summary and Narrative Questions have word limits. The number of words used and the maximum number of words will be displayed below the text box as you type. You will only be able to “Mark as Complete” if your answer is within the word limit. You will receive an error message if your response is over the word limit.

The screenshot displays a web application interface for a project summary. On the left, a sidebar contains a navigation menu with the following items: "2024 Rural Community Planning Gran...", "Jane Test Application" (ID: 2024-0000000005), "2024 Rural Community Innovations: Transportation Planning Grant" (marked with a green checkmark), "Project Summary" (highlighted with a green bar and a right-pointing arrow), "Narrative Questions", "Budget Form and Narrative", "Workplan", and "Upload letter of commitment #1". Below the menu, it shows "1 of 8 tasks complete" with a progress bar and "Last edited: Apr 16 2024 02:45 PM (EDT)". At the bottom of the sidebar are "REVIEW" and "SUBMIT" buttons.

The main content area is titled "Project Summary" with a deadline of "May 2 2024 11:59 PM (EDT)". The heading is "2024 Rural Community Innovations: Transportation Planning Grant". A "PLEASE NOTE" section states: "The application will save automatically. However, it is recommended that you click 'Save and Continue Editing' occasionally to prevent the loss of data." Below this, instructions read: "Provide a specific and concise description of the project. Include the overall goal, significance in your community, and how you will engage targeted populations in the planning process. (Limit 100 words)". A link is provided: "You can find the full RFP here for more information and guidance to application process." The text input field contains "This is test language|". Below the field, the word count "4/100" is displayed, with a red arrow pointing to it. At the bottom of the main area are "SAVE & CONTINUE EDITING" and "MARK AS COMPLETE" buttons.

## 10. Uploading Documents

- You will be required to upload the following documents: SAM Registration document (this is within the first task), Budget Form, Workplan, and three Letters of Commitment.
- To upload documents where templates are provided (e.g. Budget Form and Workplan), click on the provided template hyperlink to download the form. Complete the form offline, and save it. Upload the completed form to the portal by clicking ATTACH FILE, select your saved file, upload and then click MARK AS COMPLETE.

Workplan  
Deadline: May 2 2024 11:59 PM (EDT)

Task instructions [Hide](#)

For more information and guidance on the application process, view the [full RFP](#).

Identify **significant milestones** within a set timeframe. A separate 1-page (8½ x 11) workplan in 11-point Verdana font (.doc, .docx, PDF accepted) should be uploaded below (not included in the word limit).

**Note:** Download the the workplan template, complete it off-line and upload it below as part of a completed application.

[Show accepted formats](#)

**ATTACH FILE**

**MARK AS COMPLETE**

Budget Form and Narrative  
Deadline: May 2 2024 11:59 PM (EDT)

Task instructions [Hide](#)

For more information and guidance on the application process, view the [full RFP](#).

The proposed budget must be provided on the [NADTC Grant Budget Form](#) and will include the following items. In no case may the budget request exceed **\$35,000**.

- **Personnel Costs:** Salaries should specify salary costs, number of staff, percent of staff time (i.e., percent of Full Time Equivalent [FTE] staff; for example, .60 FTE). Salary documentation will be required for selected grantees on a monthly basis as a part of the fiscal reporting process. Fringe benefits to carry out project activities. Specify how fringe is calculated (e.g., 20% of salary costs).
- **Meeting/Training Costs:** Meeting expenses may include the costs of holding one or more community forums or other engagement activities plus costs associated with smaller collaborative meetings (costs should reflect the activities indicated in Question 3 of the application). Such costs may include space rental, food (as reasonable and necessary), copying materials, AV equipment rental, speaker fees/travel costs, accessibility accommodations including captions, language interpretation and stipends to participants.
- **Travel costs:** Travel costs may cover staff travel for local project travel, including mileage, parking, and related costs. This also must include funds to travel to Washington, DC for a two-day kick-off workshop. This should include funds for a two-night stay in a Washington, DC area hotel and food/beverage. All spending will require backup receipts for specific charges and the receipts must be submitted as a part of the monthly fiscal reporting.
- **Consultant Fees and Travel:** Consultant fees anticipated by the applicant should be included as a separate category in the budget. To the greatest extent possible, consultants should be selected and identified in the grant application. If consultants will be used,

- To upload each of your Letters of Commitment, where a template is *not* provided, save letters to your computer in one of these formats : .doc, .docx .pdf. Click ATTACH FILE, and select your saved files. Click MARK AS COMPLETE.

Back to application

2024 Rural Community Planning Grant  
000000001  
ID: 000000001

- ✓ 2024 Rural Community Innovations: Transportation Planning Grant
- ✓ Project Summary
- ✓ Narrative Questions
- ✓ Budget Form and Narrative
- ✓ Workplan
- Upload letter of commitment #1

5 of 8 tasks complete

Last edited: Apr 12 2024 11:22 AM (EDT)

**REVIEW** **SUBMIT**

Deadline: Jun 27 2024 11:59 PM (EDT)

Upload letter of commitment #1

Task instructions [Hide](#)

You can find the full RFP [here](#) more information and guidance to application process.

**Letters of Commitment**

All applicants must provide at **least 3 (and no more than 4) letters of commitment** from key partner organizations. If the applicant is not the local entity responsible for the Section 5310 coordinated transit-human services plan, a letter of commitment should be included from that entity indicating willingness to participate in the project and consider incorporating the innovation developed under the grant as a funding priority in the next coordinated plan. If this letter cannot be obtained, the reason why should be stated in response to Narrative question 5. The letters should specifically describe the planned role of the project partner in the proposed project, anticipated support (including monetary or in-kind support) to be provided and a list of anticipated project activities in which the partner will be involved. Letters of commitment may be attached to the grant application; more than 4 letters will not be reviewed.

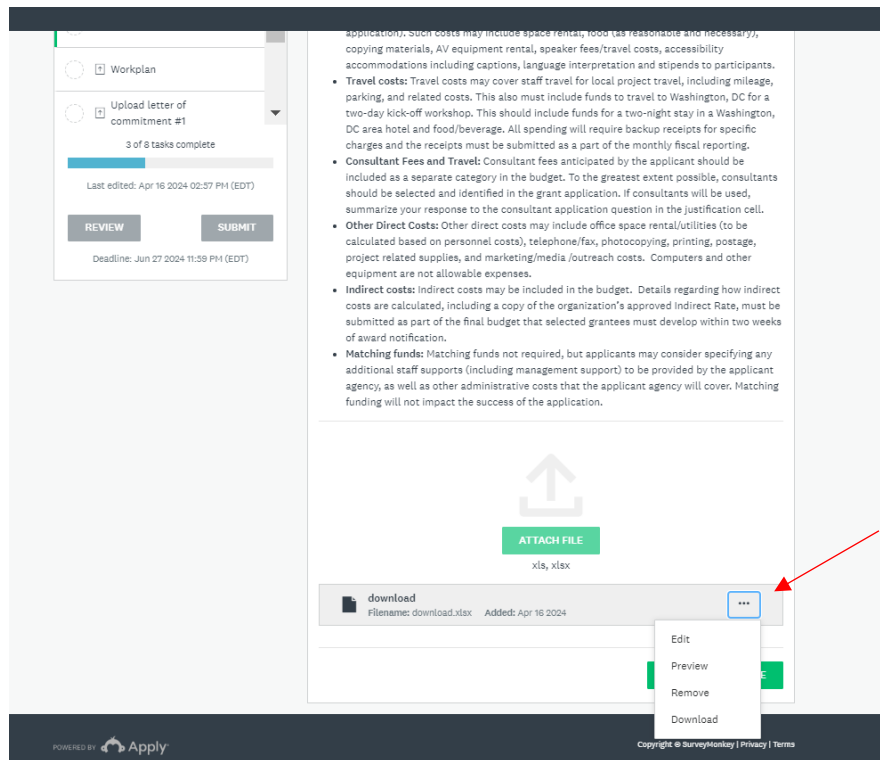
**ATTACH FILE**

[Show accepted formats](#)

**MARK AS COMPLETE**

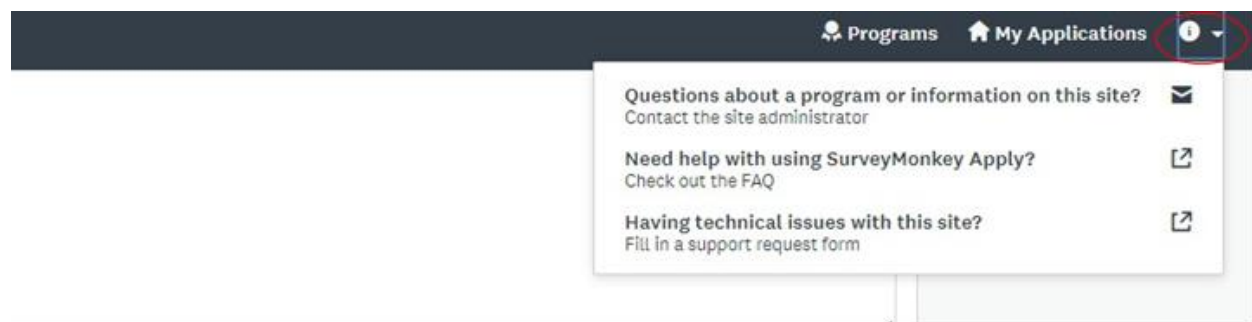
**NOTE:** ONLY doc, pdf, docx will be accepted by SM Apply for the Workplan and Letters of Support. Only xls, xlsx will be accepted by SM Apply for the Budget Form and Narrative.

- If you would like to: make any edits, preview the document, remove the attachment, or download the attachment after you have uploaded your document, but before you have clicked “Mark as complete,” you can click the ellipses on the right side of the rectangular box.

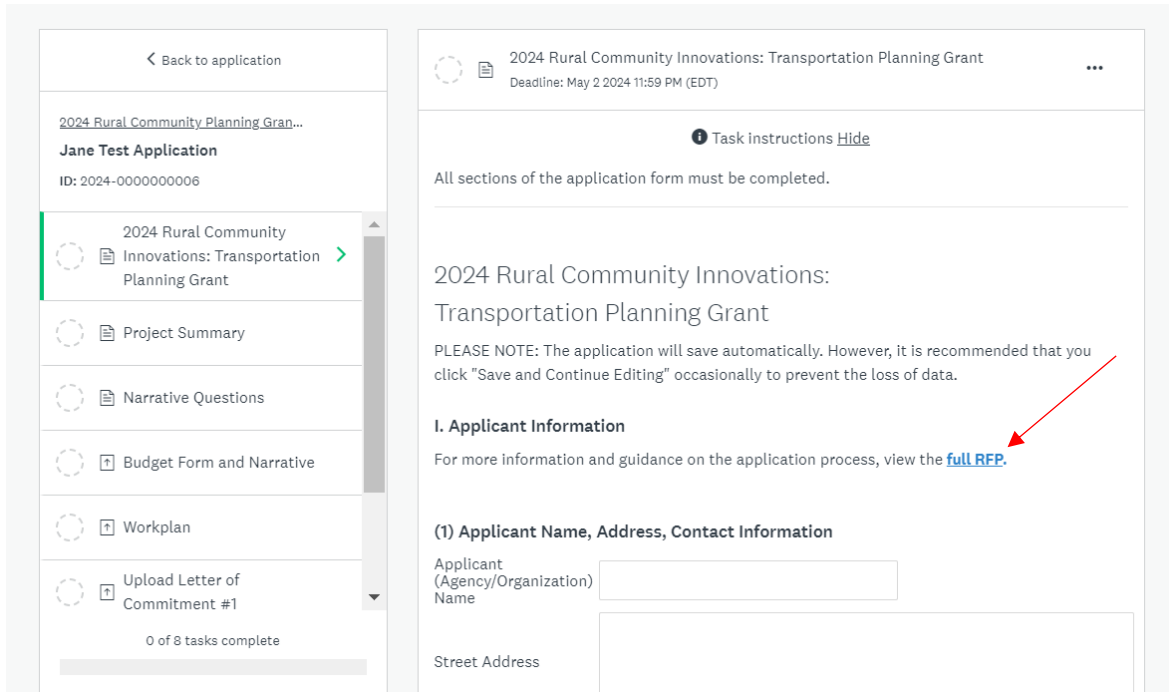


## Application Features:

1. If at any point you have questions or need assistance with the portal, click on the “i” located on the top tool bar and you will be given the following options.

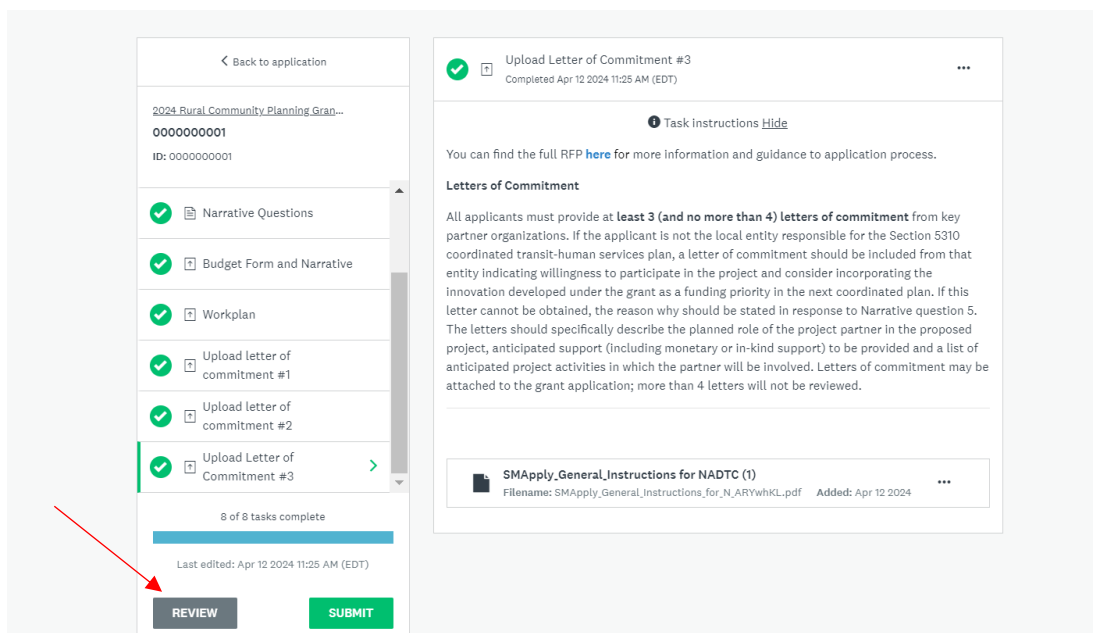


2. On every page of the application there will be an opportunity for you to access the RFP if needed.

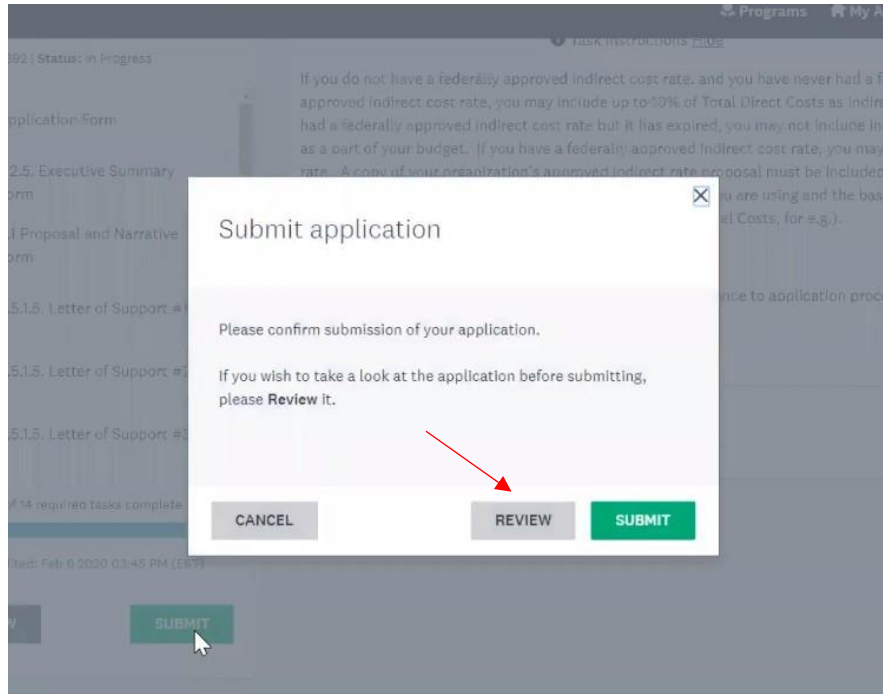


### Step III. Reviewing and Submitting your Application

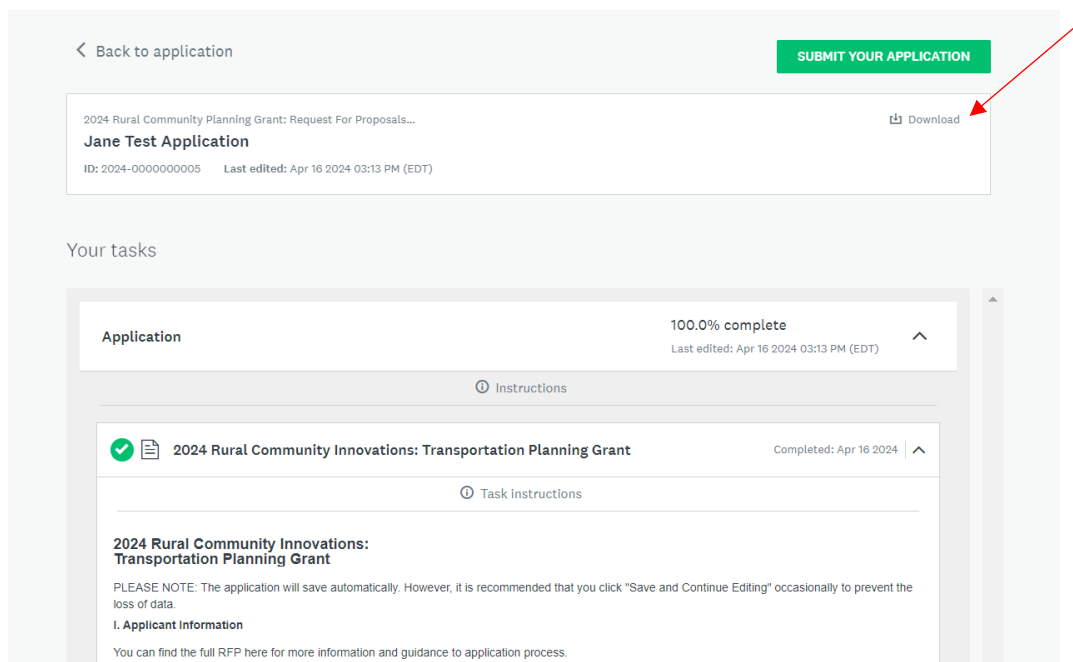
1. Once the application is complete, you have the option to REVIEW or SUBMIT your application.



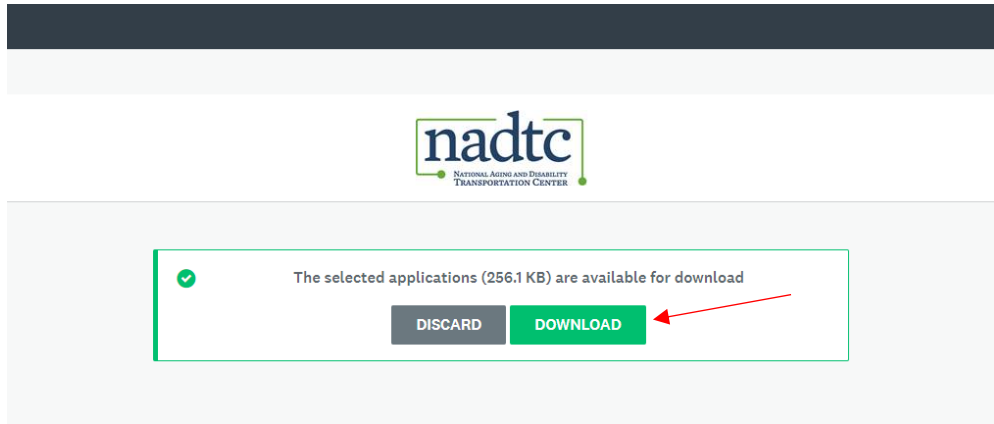
2. If you click SUBMIT, you will see the following screen and will be given the option again to SUBMIT OR REVIEW.



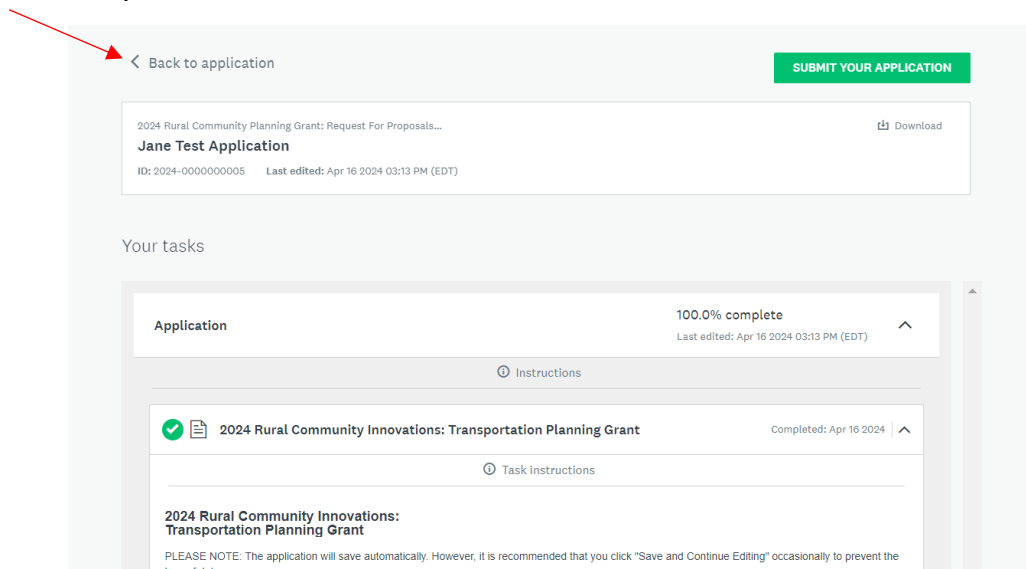
- If you click REVIEW, it will generate a one-page summary of everything you have filled out and uploaded. You will have an option to review it online by scrolling down or to download a preview of the completed application by clicking DOWNLOAD.



- If you choose to download the preview of the application, it will take you to another page, where you can click **DOWNLOAD** and a full download will open in PDF format.

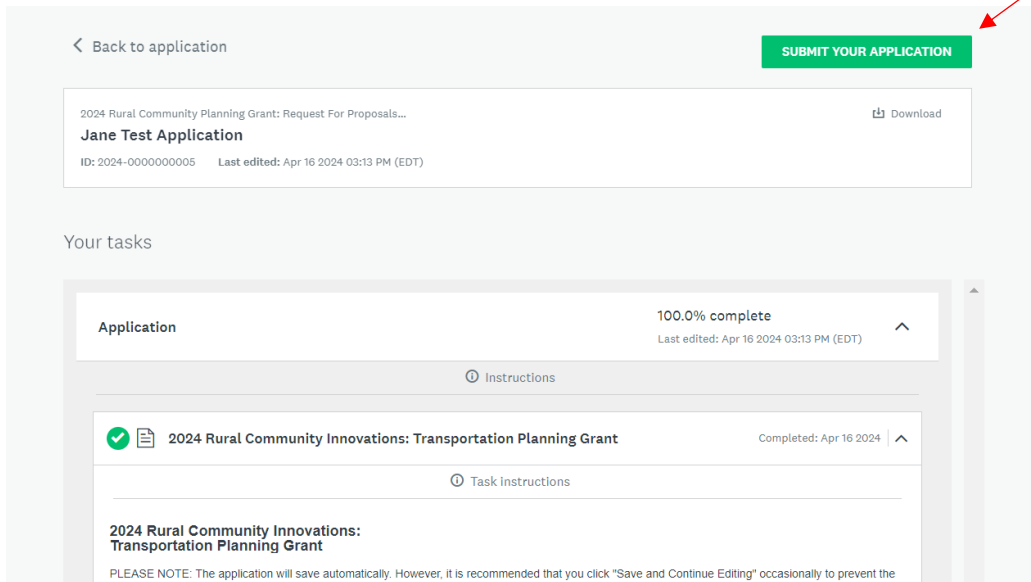


- If you would like to make any changes to your application after looking over the review, click **BACK TO APPLICATION**. You will be taken back to the application page where you can click into and edit any of the sections.

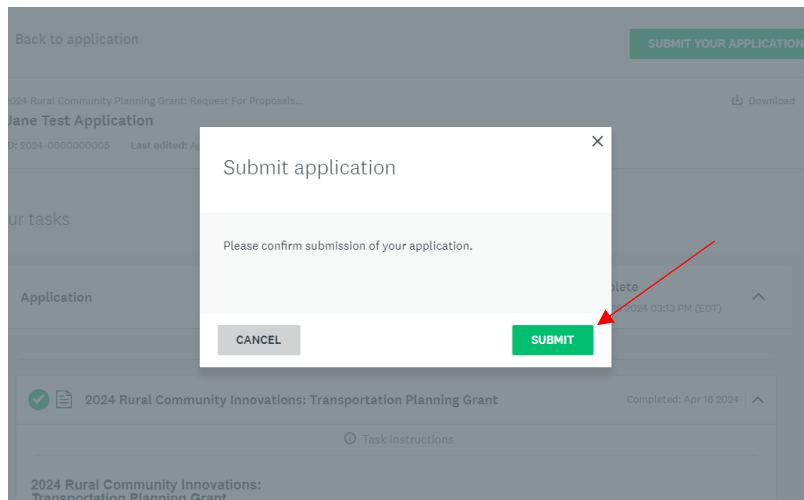




- When you are ready to submit your final application, click **SUBMIT YOUR APPLICATION** located at the top right of the screen.



- Once you click **SUBMIT YOUR APPLICATION**, you will receive a prompt to Submit application. If you need to return to the application to make any changes before submitting, click on "Cancel."
  - Once you are ready to submit the application, click **SUBMIT**.



- Once you click **SUBMIT**, you will receive a confirmation email from SM Apply that the application was submitted. You can view your application any time by logging into your SM Apply account with your login credentials. Please feel free to reach out to [nadtcgrant@nadtc.org](mailto:nadtcgrant@nadtc.org) or 866-983-3222 with any questions. Thank you for your interest in the 2024 Rural Community Innovations: Transportation Planning Grant.