Multimodal Planning Division
Public Transportation

RTAP Policy & Procedures

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Arizona Department of Transportation
Multimodal Planning Division
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Arizona RTAP Policy & Procedures

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Rural Transit Assistance Program Overview

The Rural Transit Assistance Program (RTAP) provides funding support to assist in implementation of training and also provide technical assistance to meet the specific needs of section 5311 Rural Transit Program and 5310 Coordinated Mobility Program. RTAP funds may be used to support transit activities in these categories:

Training is fundamental to the transit programs. National RTAP is the organization tasked with providing training materials and technical assistance for rural transit grantees. The state RTAP program offers training through a variety of delivery methods. Training opportunities include online and in classroom options, national and local conferences, workshops, webinars, audio conferences and free National RTAP training products.

Technical Assistance and Research is a comprehensive set of services that are available to help small urban and rural communities create transit options and succeed in addressing rural transit issues. RTAP Technical Assistance may include: operational or management assistance, coordination plans, marketing, strategic planning, training materials, transit conference scholarships, workshops, webinars, reports, studies, surveys, planning, programming and/or funding assistance.

National RTAP provides many tools for Transit programs. Procurement Pro provides federal procurement language, checklists, and assistance in developing compliant procurement processes. National RTAP also provides assistance in building website and putting your bus stops into Google Maps. We encourage the use of the training materials and technical assistance provided free at [www.NationalRTAP.org.](www.NationalRTAP.org)

Mission Statements

The mission of the Arizona State RTAP is to:

- Enhance and develop the skills and abilities of the persons involved in providing passenger service in rural Arizona.

- To promote the safe and effective delivery of training for the 5311 and 5310 grantees.

- To foster the development of state and local capacity for addressing the training and technical assistance needs of the rural/small urban transportation community.

- To improve the quality of information through the development of training and technical assistance resource materials.

- To facilitate peer-to-peer self-help through the development of local networks of transit professionals.

- To support the coordination of public, private, specialized and human service transportation services.

- To provide necessary training materials, a network of certified trainers, and scholarships for training events and conferences.

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Purpose of Scholarships:

The purpose of the RTAP Scholarship Program is to assist Section 5311 Rural Transit, the 5310 Coordinated Mobility grantees to further the development of management skills and to encourage professional networking. In some cases, a limited number of scholarships may be available for any one event. Scholarships are available to agencies for transit related courses, workshops, seminars, driver training and conferences with subject matter applicable to rural transportation, and appropriate to the level of expertise of the persons attending.

The trainings, workshops, seminars, or conferences and/or materials must further the development of the professional skills and abilities of the rural transportation providers or agencies that support the development of rural transportation.

Eligibility:

To be eligible to receive a RTAP Scholarship, requestors must be an active Arizona ADOT Transit grantee/subrecipient supporting rural transit. FTA funded tribal transit grantees may also request RTAP scholarships. ADOT may at its discretion expand the eligible recipients when the recipient training would benefit the rural transit program.

Agencies will be limited to five (5) scholarship training events per year. Attendance is typically limited to two (2) individuals per event. ***Driver and dispatch training is not included in these restrictions.*** A maximum of two (2) out of state travel training events will be considered per agency. Justification must be provided and written approval from ADOT must be obtained for exceptions. ADOT may at its discretion modify these limitations.

RTAP Scholarship, Materials, and Other Training Requests Program Guidelines:

Requesting Process:

To apply for a scholarship, materials, and other training:

- The existing agency's E-Grants administrators must initiate an RTAP application and submit scholarship, materials, and other training requests through the E-Grants website. https://egrants.azdot.gov

- The requests must be submitted at least 30 days prior to the training event. Applications received in less than 30 days prior to the event will be at the discretion of ADOT Transit due to the limited processing time.

- The agency will be notified by email of the approval or denial. Agencies shall submit invoices through the E-Grants RTAP application.

- New grantees must register as a supplier on the Arizona Procure Portal and have been issued a state vendor number prior to submitting a scholarship request. Go to the website: https://spo.az.gov/app/supplier/overview for more information.

- Submittals are approved for requesting agencies not to individuals.

- Approvals are contingent on available funding.
- All submittals will be reviewed for requestor eligibility, eligible expenses and program applicability.
- If additional information is needed, the agency submitting the request will be contacted.
- All requests and payments are subject to final review by ADOT.
- Scholarship recipients attending conferences, workshops, or training may be asked to prepare a presentation for their agency or ADOT based upon the specific event attended.

Scholarship, Materials, and Other Training Reimbursement Process:

To receive reimbursement for pre-approved eligible expenses:

- **All recipients** must submit invoices and supporting documentation through the E-Grants RTAP application. Invoices must be submitted within 45 days along with required electronic copies of receipts and documentation.
- Payments are made on a reimbursement basis to requesting agencies not individuals after the submittal of the required documentation.
- Reimbursement requests submitted without required copies of receipts and/or pre-approval will not be reimbursed.

PASS Training Materials Request Process:

ADOT has a direct pay and shipping option. For those agencies that are not CTAA members, books should be ordered through ADOT. This ensures that the books are purchased at the CTAA member price. For CTAA member agencies please follow the direct from CTAA book order process. PASS training using ADOT provided materials should be open to other ADOT grantees who can participate when accommodations are available.

To request workbooks through ADOT Direct Pay:

All Section 5311 and 5310 grantees who have a certified PASS trainer on staff may request PASS workbooks through the E-Grants RTAP application. Books can be ordered quarterly and at a minimum 30 days prior to the training. The training agency must submit a request through the RTAP application and provide:

- Training date
- # of books
- Shipping address (Address on the E-Grants Organization profile will be used unless other stated in the Request comments.)
- Contact information. (Name of the Requestor will be used unless otherwise stated in the Request Comments. Phone # and email on the E-Grants main Organization profile will be used unless other stated in the Request Comments.)

The agency will be notified by email of the approval or denial. ADOT will order the materials from CTAA.

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A confirmation email that books have been received must be sent to RTAP@azdot.gov within 10 days of receipt.

Excess books remaining after the training should be shared with the regional mobility manager for use by other ADOT subrecipient trainings in the area.

To request workbooks direct from CTAA:

- All Section 5311 and 5310 grantees who have a certified PASS trainer on staff may request PASS workbooks by submitting a request with an estimate through the E-Grants RTAP application.

- The agency will be notified by email of the approval or denial. Agencies shall submit invoices through the E-Grants RTAP application.

- Once approval is received the grantee must contact CTAA and place their order. Contact the following to place an order:

  Stephanee Smith
  Training & Development
  Community Transportation Association
  1341 G Street, NW, 10th Floor
  Washington, DC 20005
  Tele: 202-415-0220 or 1-800-891-0590 x740
  Fax: 202-737-9197
  Email: training@ctaa.org
  Web: www.ctaa.org/training

- The grantee must pay the CTAA invoice, and then submit the invoice and shipping receipt as supporting documentation through the E-Grants RTAP application. A photo of the books is acceptable in lieu of a shipping receipt.

- Excess books remaining after the training should be shared with the regional mobility manager for use by other ADOT subrecipient trainings in the area.

Out of State Travel:

Training that occurs within 50 miles of the AZ border is not considered out of state travel.

ADOT will generally limit out of state training requests to FTA sponsored trainings, NTI courses, CTAA or SWATA conferences, RTAP National Conference, Drug and Alcohol, Tribal conferences. All out of state scholarship requests must be tied specifically to an ADOT Transit grant funded activity such as 5311 Rural Transit. Out of state travel should not be assumed to be approved until written confirmation is received.

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Eligible Expenses:

The following expenses are *eligible* for 100% reimbursement with receipts or documentation:

Registration Fees: Conferences, Trainings, Workshops

Meals:

- RTAP will only reimburse up to the following rates per person.
  - For single-day travel and no overnight stay, the maximum allowable is $17.00 .
  - For overnight stay, the maximum allowable is $82.00.
    - Overnight travel beginning after 10AM or ending before 4PM partial day rates apply. Partial day rates: Breakfast $16.00 , Lunch $21.00 , Dinner $45.00
- Receipts are required and must clearly indicate dates, purchases, and the name of the consumer.

Personal Vehicle Mileage Reimbursement Rate:

- The current personal vehicles mileage reimbursement rate is 67 cents per mile at the time of this publication.
- Use Google Maps or Map Quest to determine the round-trip miles calculated from workplace/home (shortest distance) to training site.

Lodging:

- RTAP will reimburse up to the state maximum reimbursement rate plus taxes by location regardless of date of travel. Refer to [GAO – State of Arizona Accounting Manual](#) rates; date of stay does apply.
- Training site must be 50 plus miles from both home and workplace. ADOT may at its discretion modify these limitations.
- ADOT will accept the hotel conference rate as posted on the agenda/brochure including overflow hotels.

Transportation:

- Coach Airfare, Baggage fees (Two standard bags.), Airport Shuttles, Tolls and Parking.
- Rental Car:
- To request a rental car, the [Vehicle Rental Justification Worksheet](#) must be submitted with the E-Grants Scholarship request. When a rental car and gas would be less than the cost of mileage, a rental car may be used. ADOT will only reimburse up to the cost of mileage going to and from the event or rental car, whichever is less.

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- Any overages or fees that would not normally be incurred should adequate care be given such as late fees shall not be covered by RTAP.

Non-Eligible Expenses:

Expenses *not eligible* for reimbursement:

- Incidentals such as: in-room movies, room service charge, phone charges, alcoholic beverages.
- Meals provided by the conference will be deducted from the daily allowance at the partial day rate.
- Salaries
- Any expenses not pre-approved per this policy.
- If the vehicle used to attend a pre-approved event is funded by FTA, mileage claim is ineligible.
- Change, cancellation, and no-show fees.

ADOA General Accounting Office (GAO) – State of Arizona Accounting Manual

Please refer to the ADOA-General Accounting Office (GAO) – State of Arizona Accounting Manual (SAAM) link for more information:

https://gao.az.gov/publications/SAAM/

Step 1 – Choose Topic '**50 Travel**'.

Step 2 – View PDF's:

- **Mileage** - per reimbursement rate at time of travel - find rate in SAAM policy 50.95, #1.
    - when personal vehicle is used
    - agency vehicle would be reimbursed for fuel used, no mileage

- **Lodging and M&IE**- per location rate (including out of state) - find table in SAAM policy 50.95, #10 (use graph by State and City)

- **Lodging conference/training** rate permitted when published - per the SAAM policy 50.40, #2.1 (require attendee to attach published room rate or publication of event)

    Lodging reimbursements related to these events may not exceed the least expensive single room rate published in the conference brochure (*or other official publication of the event, such as its website or solicitation correspondence*) for the conference designated lodging; this may not necessarily be the host hotel.

- **Meals** day of travel is 75% the full day rate - per
    - SAAM policy 50.95, # 6, 7 or 8 (which every applies appropriately)
    - n/a if meal is provided at conf or training -
        - per the SAAM policy 50.40, #2.2.1 (only reimburse if meal is not included in the conference fee, typically states in brochure/agenda)

- ○ **Airfare/ground transportation** - similar to SAAM policy 50.65, # *13.2: Both the cost to the State and the reasonable convenience of the traveler should be taken into account* .
  - ■ covers airfare, excess mileage, ground transportation, etc.
  - ■ Ground transportation can include Uber, Lift, car rental (when necessary and applicable)

Note: If conflict with policies, ADOT staff will follow full State Policy.

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Reimbursement FAQ's

How long will it be before I receive my reimbursement?

If all documentation is submitted on time, typically the state accounting office issues payments within 30 days of receipt by ADOT.

Is there a time limit to file my reimbursement request?

All requests for reimbursement must be submitted within 45 days of the event. Any requests for reimbursement submitted after 45 days will be reviewed on a case by case basis.

Do I have to provide receipts with my reimbursement request?

Reimbursement for all expenses requires copies of all receipts to be submitted.

How do I report mileage verification?

Utilize a link from MapQuest or Google Maps to determine actual mileage. Only mileage to and from work/home location (shortest distance) to training event site are reimbursable.

What if I pay more than the state reimbursement rate?

Only the amount up to the state maximum reimbursement rate will be reimbursed. An exception would be if a higher rate was pre-approved, such as at contracted conference hotels.

What if I pay for lodging and I can't attend due to an emergency?

Most hotels and conferences have a cancellation policy. If a life event emergency (i.e. death in family, illness, accident etc.) occurs, a written explanation along with the reimbursement request will be considered.

Can I appeal a denied request and to whom?

Submit the written appeal to your assigned Program Manager.

How will I know if my request is approved / denied?

You will be notified via email once your request is approved in the E-Grants system, typically within 10 working days after request is submitted.

If my request is disapproved and I attend anyway and then ask for reimbursement, will I receive anything?

No, all requests must have pre-approval.

In Good Standing

It is the policy of the Arizona Department of Transportation (ADOT), Transit Programs section to administer the RTAP federal grants in compliance with all applicable and state regulations and to use best practices. All grantee agencies must maintain a status of "in good standing" to remain in compliance and to be eligible for grant awards.

Procedure for determining "In Good Standing"

- Responsiveness to communications.

- Requests for information from ADOT.

- Maintenance of current training records that document and support training activities.

- Participate in site visits.

- Respond to any deficiencies that are noted during and/or after the site visit.

- Comply with all mandatory training requirements.

For agencies that do not meet any of the above requirements, they will not maintain "in good standing" status which will make them ineligible for RTAP scholarships. Agencies can appeal their status by submitting a request in writing to their Program Manager.

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