

Welcome to E-Grants RTAP Requests Training



Presenters:

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RTAP Requests Agenda

- RTAP Purpose and Resources
- RTAP Program Mission
- RTAP Procedures and Application
- Presentation on RTAP Scholarship Requests
- Presentation on RTAP Materials Requests
- Demonstration on Entering Scholarship and Materials Requests in E-Grants

RTAP Program - Purpose & Resources

► Purpose

The Rural Transit Assistance Program (49 U.S.C. 5311(b)(3)) is funded through the Federal Transit Administration (FTA) and offers training, technical assistance, and research opportunities as well as other support services to improve the delivery of transit services in non-urbanized areas.

► Resources

The [National RTAP](#) website offers many valuable resources such as toolkits, a Resource Library, and e-learning opportunities.

The [Arizona Transit Association \(AzTA\)](#) and [SEAGO](#) websites offer resources and training opportunities for Arizona transit providers.

RTAP Program Mission

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.

RTAP Program Mission (Cont)

- 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.

RTAP Procedures

- Requests for training must be submitted by the agency in the E-Grants System at least 30 days prior to training attendance and reimbursement for training expenses must be submitted within 45 days of training.
- All training requests will follow the procedure outlined in the [RTAP Policy & Procedures Handbook](#).
- For additional information on program training requirements or to request training, contact the RTAP Training Coordinator at RTAP@azdot.gov or 602-712-7385.

RTAP Program - Requests

E-Grants Application Procedures

- You will apply for the RTAP 2021 application in E-Grants.
- This is a 2 year application that will be used by the entire agency for requesting:
 - Scholarship funding for all the staff
 - Training materials
 - Other training requests.
- Users with the following User Roles may apply for an RTAP application and submit unlimited requests in E-Grants during the 2 year application period:
 - ***AGENCY Organization Administrator***
 - ***AGENCY Authorized Official***
 - ***AGENCY Financial Officer***

Login to E-Grants



E-GRANTS

ADOT

System Login Portal Home

Welcome to E-Grants

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization; e.g. Program Director
- Once the Organization Administrator registers the organization, they will receive an email *Notification of Access Approval* from the online systems administrator
- Once your organization is registered in the system, you can apply for grants, complete/submit reports and submit requests for reimbursement.

New Users Register [HERE](#)

Login

Username

Password

LOGIN

[New User Registration](#)

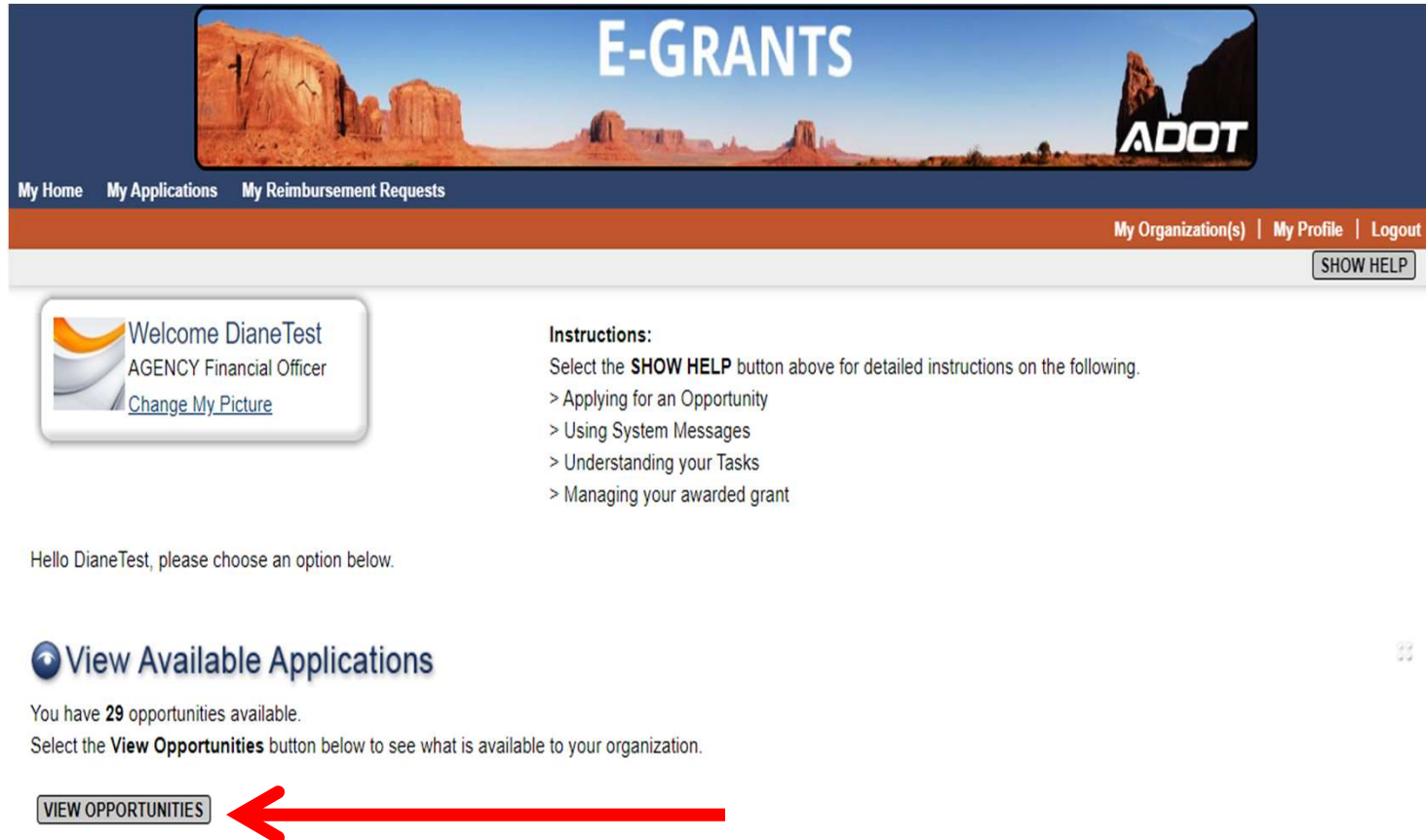
[Forgot Password?](#)

Use Google Chrome to Access E-Grants

<https://egrants.azdot.gov>

Login with Username & Password

RTAP Application - My Home Screen



The screenshot shows the 'My Home Screen' of the RTAP Application. At the top is a banner with a desert landscape and the text 'E-GRANTS' and 'ADOT'. Below the banner is a navigation bar with links: 'My Home', 'My Applications', 'My Reimbursement Requests', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is also present. On the left, a welcome message for 'DianeTest' (AGENCY Financial Officer) includes a 'Change My Picture' link. To the right, an 'Instructions' section lists topics like 'Applying for an Opportunity' and 'Using System Messages'. Below this, a message says 'Hello DianeTest, please choose an option below.' and a section titled 'View Available Applications' states 'You have 29 opportunities available.' and 'Select the View Opportunities button below to see what is available to your organization.' A red arrow points to the 'VIEW OPPORTUNITIES' button.

Welcome DianeTest
AGENCY Financial Officer
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello DianeTest, please choose an option below.

View Available Applications

You have **29** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Click on **VIEW OPPORTUNITIES**.

RTAP Application - Scroll down the View Opportunities.

RTAP Period:
07/01/2020-01/15/2022

RTAP Due Date:
not set

Description:

The Rural Transit Assistance Program (49 U.S.C. 5311(b)(3)) is funded through the Federal Transit Administration (FTA) and offers training, technical assistance, and research opportunities as well as other support services to improve the delivery of transit services in non-urbanized areas.

The [National RTAP](#) website offers many valuable resources such as toolkits, a Resource Library, and e-learning opportunities.

The [Arizona Transit Association \(AzTA\)](#) website offers resources and training opportunities for Arizona transit providers.

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.

Requests for training must be approved by the RTAP Coordinator at least 30 days prior to attendance and reimbursement for training expenses must be submitted within 30 days of training.

All training requests will follow the procedure outlined in the [RTAP Policy & Procedures Handbook](#). For additional information on program training requirements or to request training, contact the RTAP Training Coordinator at RTAP@azdot.gov.

APPLY NOW

NOT INTERESTED

Click on the Application **APPLY NOW**.

RTAP Application Scholarship Request

RTAP Application – Scholarship Request

E-GRANTS ADOT

My Home My Applications My Reimbursement Requests

My Organization(s) My Profile Logout

SHOW HELP

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

[Back](#)

RTAP Menu - Forms

Please complete all required forms below.

Document Information: [RTAP\[07/2020-06/2022\]Delane Org"-0007](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
RTAP Requests				
	Training and Events			
	Materials and Other Training Requests			

*Under the **Forms** menu, click on **Training and Events**.*

RTAP Application – Scholarship Request

The screenshot displays the RTAP E-GRANTS system interface. At the top, there is a banner with the text "E-GRANTS" and the ADOT logo. Below the banner, there are navigation links: "My Home", "My Applications", and "My Reimbursement Requests". On the right side, there are links for "My Organization(s)", "My Profile", and "Logout". Below these links, there is a horizontal menu with icons and labels: "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages".

The main content area shows the "RTAP - Scholarships" section. It includes a "Back" link, the title "RTAP - Scholarships", and the instruction "Fill out the stuff below". Below this, there are two dropdown menus: "Status:" and "Training Type:". There is also a checkbox labeled "Invoices Due Now:" and a "FILTER" button.

At the bottom, there is a yellow bar containing organization information. On the left, it says "Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007". On the right, there is a red-bordered box containing the text "Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22".

The system displays the organization's main Email and Phone Number. Confirm this information is correct.

RTAP Application – Scholarship Request

E-GRANTS ADOT


My Home My Applications My Reimbursement Requests My Organization(s) My Profile Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

[Back](#)
RTAP - Scholarships
Fill out the stuff below

Status: Training Type:

Invoices Due Now: ☐

 Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22
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Click on the Plus Sign next to your organization name.

RTAP Application – Scholarship Request

E-GRANTS ADOT

My Home | My Applications | My Reimbursement Requests | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

[Back](#)
RTAP - Scholarships
Fill out the stuff below

Status: Training Type:

Invoices Due Now: ☐ [FILTER](#)

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22
New Training: New Request	Amount Requested: N/A

Click on the Plus Sign next to **New Training: New Request**.

RTAP Application – Scholarship Request

RTAP - Scholarships

Fill out the stuff below

Status: Training Type:

Invoices Due Now: ☐

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

New Training: New Request Amount Requested: N/A

Reimbursement Due Date: N/A Review Date: N/A

Training Type: Event Name: Start Date: End Date:

Training Location: Address:

Registration Fee: City: State: Event Brochure: Test File.docx

Comments:

ADOT Comments:

Complete the form and click **SAVE**.

RTAP Application – Scholarship Request

RTAP - Scholarships

Fill out the stuff below

Status: Training Type:

Invoices Due Now: ☐

FILTER

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: N/A **CHANGE STATUS** **SAVE**

Reimbursement Due Date: N/A Review Date: N/A

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 End Date: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: [Test File.docx](#)
 Choose File No file chosen

Comments:

ADOT Comments:

+ New Attendee

+ New Training: New Request Amount Requested: N/A

Click on the Plus Sign next to New Attendee.

RTAP Application – Scholarship Request

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: N/A CHANGE STATUS SAVE

Reimbursement Due Date: N/A Review Date: N/A

Training Type: Event Name: Start Date: End Date:

Training Location: Address:

Registration Fee: City: State: Event Brochure: [Test File.docx](#)
Choose File No file chosen

Comments:

ADOT Comments:

New Attendee SAVE DELETE

Name: Title: Are you using an agency vehicle? ☐ Yes ☒ No

Conference/Training Hotel Rate or Out of State travel? ☐ Yes ☒ No Map Link:

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312		\$85.00	\$25.00		
Reimbursement Actual										

Backup Documentation: Choose Files No file chosen Paid:

+ New Training: New Request Amount Requested: N/A

Complete the top section and the Pre-Approval Estimated row of the New Attendee form.

Click **SAVE**.

RTAP Application – Scholarship Request

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: \$993.84 **CHANGE STATUS** **SAVE**

Reimbursement Due Date: N/A Review Date: N/A

Training Type: Event Name: Start Date: End Date:

Training Location: Address:

Registration Fee: City: State: Event Brochure: [Test File.docx](#)
 No file chosen

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/20/20 01:39:28 PM **SAVE** **DELETE**

Name: Title: Are you using an agency vehicle? ☐ Yes ☒ No

Conference/Training Hotel Rate or Out of State travel? ☐ Yes ☒ No Map Link:

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$138.84	\$85.00	\$25.00	\$993.84	
Reimbursement Actual									\$0.00	

Backup Documentation: No file chosen **Paid:**

+ New Attendee

+ New Training: New Request Amount Requested: N/A

For additional attendees, click on the Plus Sign next to New Attendee.

RTAP Application – Scholarship Request

My Home My Applications My Reimbursement Requests

My Organization(s) My Profile Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back
RTAP - Scholarships
Fill out the stuff below

Status: Training Type:

Invoices Due Now: ☐

FILTER

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: \$1,848.84

Reimbursement Due Date: N/A Review Date: N/A

Training Type: AZTAADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: Test File.docx

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/20/20 01:39:28 PM

Name: Sam Smith Title: Transit Manager Are you using an agency vehicle? ☐ Yes ☒ No

Request Cancelled
Request Submitted

CHANGE STATUS

After entering all the attendees, submit the request for approval by selecting **Request Submitted** then click on **CHANGE STATUS**.

RTAP Application – Scholarship Request

The screenshot displays the RTAP application interface. At the top, a navigation bar includes links for 'My Home', 'My Applications', and 'My Reimbursement Requests'. A warning message from 'azshared.agatesoftware.com' is overlaid on the page, stating: 'WARNING-The training date you have requested is within 30 days. Approval for this training will be at the discretion of ADOT Transit due to the limited processing time.' The 'OK' button in the warning message is highlighted with a red rectangle. Below the warning, the 'RTAP - Scholarships' section is visible, with a 'Back' link and a 'Fill out the stuff below' instruction. The form includes fields for 'Status', 'Training Type', and 'Invoices Due Now'. A 'FILTER' button is located below the 'Invoices Due Now' field. The main form area is titled 'Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007' and contains details for an 'AZTA ADOT Conference: Request In Progress'. It includes fields for 'Reimbursement Due Date', 'Review Date', 'Training Type', 'Event Name', 'Start Date', 'End Date', 'Training Location', 'Address', 'Registration Fee', 'City', 'State', and 'Event Brochure'. The 'Amount Requested' is \$1,848.84. The 'Request Submitted' status is shown, along with 'CHANGE STATUS' and 'SAVE' buttons. The 'Comments' and 'ADOT Comments' sections are also present.

azshared.agatesoftware.com says
WARNING-The training date you have requested is within 30 days.
Approval for this training will be at the discretion of ADOT Transit due to the limited processing time.

OK Cancel

My Home My Applications My Reimbursement Requests

Menu Forms Menu

Back
RTAP - Scholarships
Fill out the stuff below

Status: Training Type:
Invoices Due Now: ☐
FILTER

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: \$1,848.84 Request Submitted CHANGE STATUS SAVE

Reimbursement Due Date: N/A Review Date: N/A

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 End Date: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: Test File.docx
Choose File No file chosen

Comments:

ADOT Comments:

The system will give you a warning message, if the requested training is within 30 days. *“Approval for this training will be at the discretion of ADOT Transit due to the limited processing time.”* Click on **OK**, if you receive this message.

RTAP Application – Scholarship Request

RTAP - Scholarships

Fill out the stuff below

Status: Training Type:

Invoices Due Now: ☐

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference **Request Submitted** Last Modified: 11/20/20 02:07:46 PM Amount Requested: \$1,848.84

Reimbursement Due Date: N/A Review Date: N/A

Training Type: Event Name: Start Date: End Date:

Training Location: Address:

Registration Fee: City: State: Event Brochure: [Test File.docx](#)

No file chosen

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/20/20 02:07:46 PM

Name: Title: Are you using an agency vehicle? ☐ Yes ☒ No

Conference/Training Hotel Rate or Out of State travel? ☐ Yes ☒ No Map Link:

Your request is now in Request Submitted status and will be reviewed by ADOT Transit.

RTAP Application Materials Request

RTAP Application – Materials Request

The screenshot displays the RTAP Application E-GRANTS interface. At the top, there is a banner with the text "E-GRANTS" and the ADOT logo. Below the banner, there are navigation links: "My Home", "My Applications", and "My Reimbursement Requests". On the right side, there are links for "My Organization(s)", "My Profile", and "Logout", along with a "SHOW HELP" button. A secondary navigation bar contains links for "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages".

Below the navigation bar, there is a "Back" link and the heading "RTAP Menu - Forms". A message states: "Please complete all required forms below." Below this, the "Document Information" is shown as "RTAP[07/2020-06/2022]Delane Org*-0007", with a "Details" link.

The "Forms" section contains a table with the following columns: "Status", "Page Name", "Note", "Created By", and "Last Modified By". The table lists two forms under the heading "RTAP Requests":

Status	Page Name	Note	Created By	Last Modified By
	Training and Events			
	Materials and Other Training Requests			

The "Materials and Other Training Requests" link is highlighted with a red rectangle.

Under the **Forms** Menu, Click on **Materials and Other Training Requests**.

RTAP Application – Materials Request

E-GRANTS ADOT

My Home | My Applications | My Reimbursement Requests

My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

[Back](#)

RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now: ☐

[FILTER](#)

 **Delane Org**: RTAP[07/2020-06/2022]Delane Org*-0007

Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Click on the Plus Sign next to your organization name.

RTAP Application – Materials Request

[Back](#)
RTAP - Materials
Fill out the stuff below

Status:
Invoices Due Now: ☐
[FILTER](#)

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request	SAVE

Comment

[SAVE COMMENT](#)

ADOT Comment

Complete the RTAP Materials request form and attach an estimate as Supporting Documentation, then click **SAVE**.

RTAP Application – Materials Request

RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now: ☐

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00		<input type="button" value="Choose File"/> No file chosen		N/A		Request In Progress <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		<input type="button" value="Choose File"/> No file chosen		N/A		Request In Progress <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

If you are requesting **ADOT Transit** purchase the Materials Request for you (ADOT Procured), select checkbox for **ADOT Pro**.

RTAP Application – Materials Request

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00		Choose File No file chosen		N/A		Request In Progress Request Cancelled Request Submitted	SAVE
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		Choose File No file chosen		N/A		CHANGE STATUS	SAVE
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request	SAVE

Select **Request Submitted** from the Status dropdown list, then click on **Change Status**.

RTAP Application – Materials Request

The screenshot shows the RTAP - Materials application interface. A warning message from azshared.agatesoftware.com is displayed, stating: "WARNING-The training date you have requested is within 30 days. Approval for this training will be at the discretion of ADOT Transit due to the limited processing time." The "OK" button in the warning message is highlighted with a red box. Below the warning, the application title "RTAP - Materials" is visible, followed by a "Fill out the stuff below" instruction. There are fields for "Status:" and "Invoices Due Now:" with a "FILTER" button. Below this is a table titled "Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007" with columns for Training Title, Begin Date, End Date, Materials/Other Description, # of Att., ADOT Pro., Amount Requested, Actual Amount, Supporting Documentation, Date Reviewed, Due Date, Amount Paid, Status, and Save. The table contains three rows of data. The first row is for "Defensive Driver Training" with a status of "Request In Progress" and a "SAVE" button. The second row is for "CTAA Training" with a status of "Request In Progress" and a "SAVE" button. The third row is for a new request with a status of "New Request" and a "SAVE" button. Below the table are fields for "Comment" and "ADOT Comment" with "SAVE COMMENT" buttons.

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00		Choose File No file chosen		N/A		Request In Progress Request Submitted CHANGE STATUS	SAVE
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		Choose File No file chosen		N/A		Request In Progress CHANGE STATUS	SAVE
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request	SAVE

The system will give you a warning message, if the requested training is within 30 days. *“Approval for this training will be at the discretion of ADOT Transit due to the limited processing time.”* Click on **OK**, if you receive this message.

RTAP Application – Materials Request

RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now: ☐

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00		<input type="button" value="Choose File"/> No file chosen		N/A		Request Submitted <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		<input type="button" value="Choose File"/> No file chosen		N/A		Request Submitted <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

Your request is now in Request Submitted status and will be reviewed by ADOT Transit.

Questions ?

THANK YOU!

E-Grants questions can be directed to:

Diane Ohde at dohde@azdot.gov

RTAP specific questions should be directed to:

Sarah Wuertz at RTAP@azdot.gov or 602-712-7385