Welcome to E-Grants RTAP Requests Training

Presenters: Diane Ohde

   E-Grants System Administrator

   dohde@azdot.gov

   602-712-7465

   Sarah Wuertz

   RTAP Administrator

   rtap@azdot.gov

   602-712-7385

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

Use Google Chrome to Access E-Grants

https://egrants.azdot.gov

Login with Username & Password

RTAP Application - My Home Screen

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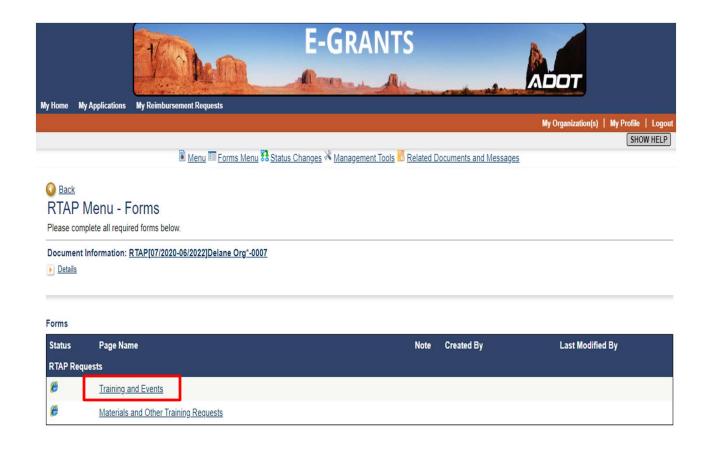
Requests for training must be approved by the RTAP Coordinator at least 30 days prior to attendance and reimbursement for training expenses must be submitted within 30 days of training.

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.
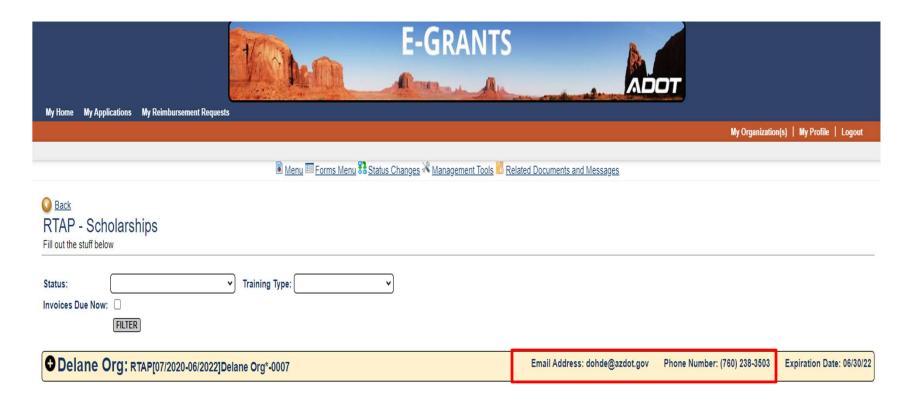
APPLY NOW   NOT INTERESTED

Click on the Application APPLY NOW.

RTAP Application Scholarship Request

RTAP Application – Scholarship Request

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

RTAP Application – Scholarship Request

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

RTAP Application – Scholarship Request

Click on the Plus Sign next to your organization name.

RTAP Application – Scholarship Request

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

RTAP Application – Scholarship Request

Complete the form and click **SAVE**.

RTAP Application – Scholarship Request

Click on the Plus Sign next to New Attendee.

RTAP Application – Scholarship Request

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

Click **SAVE**.

RTAP Application – Scholarship Request

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

RTAP Application – Scholarship Request

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

RTAP Application – Scholarship Request

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

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

RTAP Application Materials Request

RTAP Application – Materials Request

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

RTAP Application – Materials Request

Click on the Plus Sign next to your organization name.

RTAP Application – Materials Request

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: [dropdown]
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
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	☐	$150.00		Choose File No file chosen		N/A		Request In Progress [dropdown] CHANGE STATUS	SAVE
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	☑	$0.00		Choose File No file chosen		N/A		Request In Progress [dropdown] CHANGE STATUS	SAVE
					☐			Choose File No file chosen		N/A		New Request	SAVE

Comment

[text area]

[SAVE COMMENT]

ADOT Comment

[text area]

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

RTAP Application – Materials Request

Select **Request Submitted** from the Status dropdown list, then click on **Change Status**.
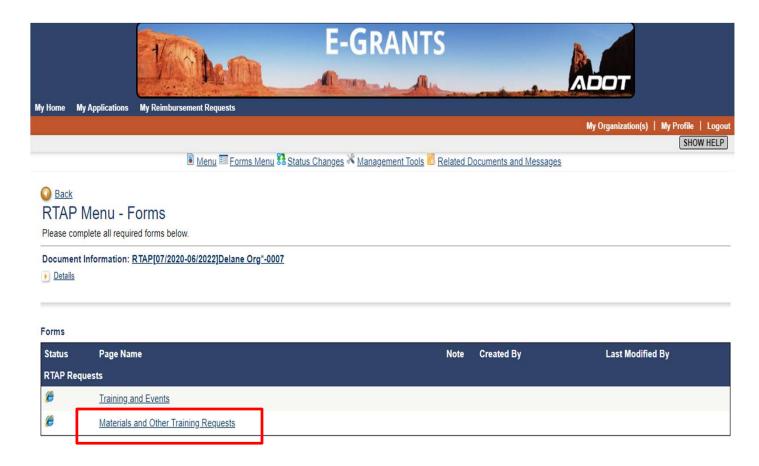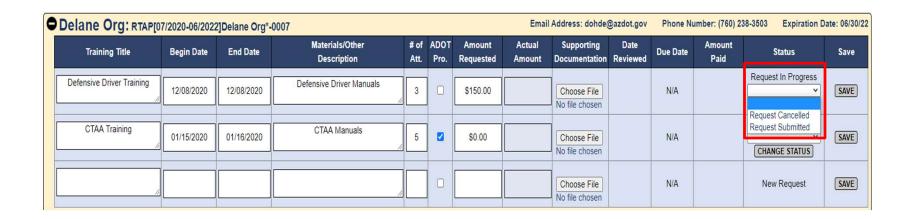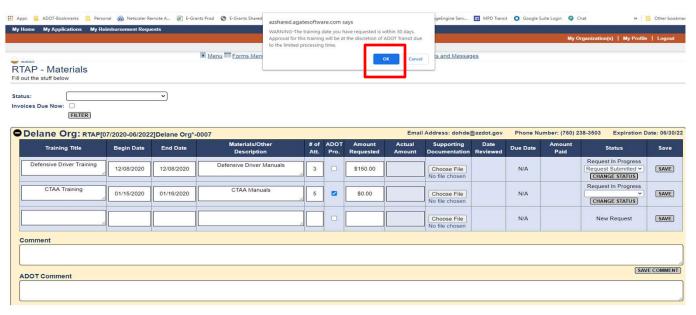
RTAP Application – Materials Request

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

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**