What is RTAP?

Title 49 U.S.C.5311(b)(3)

- To make grants and contracts for transportation research, technical assistance, training and related support services in other than urbanized areas.
How does SCDOT OPT support RTAP?

Rural Transit Assistance Program

- Annual Training Calendar
- Peer to Peer Support/Instructor Cadre
- Support Annual TASC Conference
- Technical Assistance
- Reimbursement Scholarship Program
2018-2019 Event Calendar

- 5310 Application Workshops
  - Clemson – 16-Aug-2018
  - Columbia – 9-Sep-2018
  - Florence 27-Sep-2018
  - Bluffton 18-Oct-2018
- Subrecipient Workshop – Columbia 10-Sep-2018
- Appalachian Region Regional Roadeo – 8-Sep-2018
- Pee Dee Region Regional Roadeo – 20-Oct-2018
- Central Midlands Region Regional Roadeo – 10-Nov-2018
- CTAA PASS Train the Trainer – 7th- 9th Nov-2018
How to apply for RTAP Scholarship?

www.scdot.org

Click here
How to apply for RTAP Scholarship?

TRAVEL

We provide traffic and road condition information to motorists, services during emergencies, and a variety of mapping and traffic data products.
How to apply for RTAP Scholarship?
How to apply for RTAP Scholarship?

2018 - 2019 Announcements

All participants are required to send 1 Original Application to SCDOT/OPT, and 1 additional Copy to your Regional COG (see announcement for details).

- FY2018-2019 Section 5310 Rural/Small Urban Application (Fillable)
- Announcement of SFY 2018-2019 Human Service Transit Programs Assistance

2016 Human Service Compliance Form

Title VI Notice to the Public
- Title VI Notice to the Public

Electronic Forms (e-forms)
- Virtual Transit e-forms (VT e-forms)
- Signature of Authorization Form (SAF e-form)
- RTAP Training Request Form and Instructions
- SF-424 Federal Assistance Application
- Budget Adjustment Form
- Property Delivery Receipt
- Subrecipient Activity Status Report
- Human Service Compliance Form
- RTAP Evaluation
- Out of State Travel Request
- RTAP Attendance Acknowledgement
- Vehicle Contract

Vehicle Preventative Maintenance
- Preventive Maintenance Program
- Vehicle Inspection Form
- Property Delivery Receipt Form
How to apply for RTAP Scholarship?

South Carolina Department of Transportation
Division of Intermodal & Freight Programs, OPT
RTAP Training Request Form
(Form P-22R, Revised 07/09/2012)

Complete and Return Form to:
Curtis Sims, Jr. RTAP Program Manager
SimsC@scdot.org
P. O. Box 191.955 Park Street, Room 201
Columbia, SC 29202-0191

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Agency FEIN#</th>
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<table>
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<tr>
<th>Agency Mailing Address (including zip code)</th>
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<thead>
<tr>
<th>Telephone Number (Area Code &amp; Extension)</th>
<th>Fax Number</th>
<th>E-mail Address</th>
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<table>
<thead>
<tr>
<th>Name of Employee Receiving Training</th>
<th>Official Job Title</th>
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<table>
<thead>
<tr>
<th>Training Course Title</th>
<th>Training Location</th>
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<table>
<thead>
<tr>
<th>Training Sponsor</th>
<th>Training Date(s)</th>
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<thead>
<tr>
<th>Date and Time of Departure</th>
<th>Date and Time of Return</th>
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Estimated Cost of Attendance: (List amount ONLY for costs for which you request reimbursement)

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<tr>
<th>Registration/Tuition</th>
<th>Lodging</th>
<th>Meals</th>
<th>Airfare</th>
<th>Mileage</th>
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Other (Please specify): $  

TOTAL AMOUNT REQUESTED FROM RTAP: $
How to apply for RTAP Scholarship?

Start with the P-22 - RTAP Training Request Form (P-22R)

- **Estimated Cost of Attendance:** (List amount ONLY for costs for which you request reimbursement)
  - Registration/Tuition: $____
  - Lodging: $____
  - Meals: $____
  - Airfare: $____
  - Mileage: ______ miles x State approved rate = $____
  - Other (Please specify): $____

**TOTAL AMOUNT REQUESTED FROM RTAP:** $____

GSA rate plus tax:
http://www.gsa.gov/portal/content/104877

Based upon SCDOT Department Directive #15:

**Breakfast:**
Departure must be before 6:30 AM and return after 11:00 AM on the same day to qualify for reimbursement.
   - In State: $6.00 Out of State: $7.00

**Lunch:**
Departure must be before 11:00 AM and return after 1:30 PM on the same day to qualify for reimbursement.
   - In State: $7.00 Out of State: $9.00

**Dinner:**
Departure must be before 5:15 PM and return after 8:30 PM on the same day to qualify for reimbursement.
   - In State: $12.00 Out of State: $16.00
How to apply for RTAP Scholarship?

Airfare:
- Must submit a copy of the flight itinerary with request
- Airline tickets must be purchased at least thirty (30) days in advance of the travel date to secure the lowest rates.

Mileage:
- Attached the agenda for the training and advocate why this individual should attend, and the benefit to the agency.
- Check for additional fees that may be associated:
  - Parking fees
  - Baggage fees
  - Etc.
How to apply for RTAP Scholarship?

**JUSTIFICATION IF REQUESTING RTAP FUNDS FOR COSTS OTHER THAN REGISTRATION:** Please provide a brief justification of the need for RTAP funds for travel expenses.

Have you attached an agenda for the training or a copy of the course description/outline to this request, along with a copy of the participant’s registration form? (Requests will NOT be considered without this information attached.)

_____ Yes  _____ No

I certify to the following (Please have the Authorizing Official initial in the space by each statement):

_____ The above information is true and correct, and this training request is not fulfilling any Degree requirements.

_____ The employee requesting RTAP assistance is a full-time employee or a driver.

_____ The agency will NOT be sending additional employees to the training for which financial assistance is requested and paying for their participation through other sources of funding.

_______________________________  ________________________________
Employee Signature                Authorizing Signature

______________________________  ________________________________
Date Request Submitted            Date Request Received by OPT
RTAP Authorization to Proceed

Tuesday, July 24, 2018

Please find attached your RTAP reimbursement authorization for **Minnie Mouse to attend Managing Community Mobility in Disney, CA.** You will also find attached an Attendance Acknowledgement Form P-22AA, and Training Evaluation Form, which must be completed and returned with your reimbursement request. Please review the authorization in its entirety and submit the proper documentation for reimbursement (receipts for airfare, hotel, registration and meals if applicable), along with an invoice on **your agency’s letterhead** for the appropriate reimbursement amount.

The following information should be included on the invoice:

- **Your FEIN #** and

  - CFDA# - 20.509
  - FTA Grant# - SC-2018-009
  - OPT RTAP# - 18R777-01
  - SCEIS Vendor # - 70000000000

SOUTH CAROLINA PUBLIC TRANSPORTATION - CONNECTING PEOPLE TO PLACES
RTAP Reimbursement Request

• Read the RTAP Authorization
Submit the proper documentation for reimbursement (receipts for airfare, hotel, registration and meals if applicable), along with an invoice on your Agency’s letterhead for the appropriate reimbursement amount.

The following information should be included on the invoice:

• CFDA# - 20.509
• FTA Grant # - SC-2018-009
• OPT RTAP # - 19R10000-01
• SCEIS Vendor # - 70000000000

• Attach Completed & Signed
  • Attendance & Acknowledgement Form – P22AA
  • RTAP Evaluation Form
RTAP Reimbursement Request

- 2016 Human Service Compliance Form
- Title VI Notice to the Public
  - Title VI Notice to the Public
- Electronic Forms (e-forms)
  - Virtual Transit e-forms (VT e-forms)
  - Signature of Authorization Form (SAF e-form)

Monthly Reimbursement Request

--- Select a Form ---
SF-424 Federal Assistance Application
Budget Adjustment Form
Property Delivery Receipt
Subrecipient Activity Status Report
Human Service Compliance Form
RTAP Evaluation
Out of State Travel Request
RTAP Attendance Acknowledgement
RTAP Training Request Form and Instructions
Local Match Requirements
5310 Program Measures Report Form
Categorical Exclusion Checklist
App B OPT Procurement Approval Form
  • Preventive Maintenance Program
  • Vehicle Inspection Form
  • Property Delivery Receipt Form
Helpful Suggestions for RTAP Reimbursement Requests

Read the instructions

Include the required documentation

Submit Your Reimbursement Timely