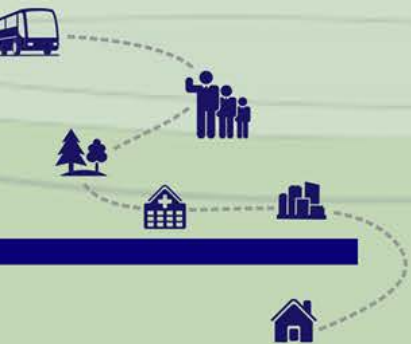


2018 Subrecipient
Workshop

Rural Technical Assistance Program

RTAP



SOUTH CAROLINA PUBLIC TRANSPORTATION - CONNECTING PEOPLE TO PLACES

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.



2018 Subrecipient Workshop National RTAP

www.nationalrtap.org

National RTAP
Rural Transit Assistance Program

Cloud Signup Cloud Login

Chat Online Click to Email Call Us at: 888-589-6821

Home | About Us | News | Resource Library | Training | Web Apps | Toolkits | Webinars | Peer Program | Tribal Transit | State RTAP

Find Information & Resources

The National RTAP Resource Library is a comprehensive collection of rural transit-related materials, including training modules, reports, technical briefs, and articles that you can view, order, or download.

- Visit our Resource Library
- Download Resource Catalog
- Sign up for eNews

How does SCDOT OPT support RTAP?

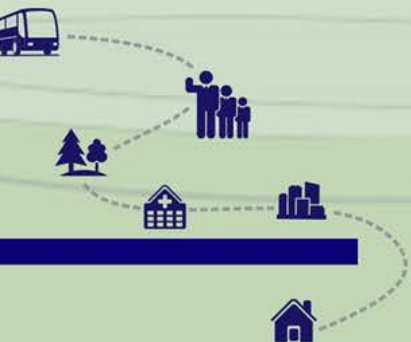
Rural Transit Assistance Program

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



SCRTAP
SCDOT

South Carolina Rural Transit Assistance Program



2018 Subrecipient Workshop Annual Training 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**



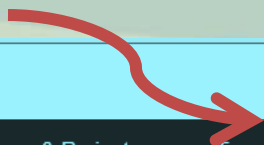
Don't forget:

2018 Subrecipient Workshop

How to apply for RTAP Scholarship?

www.scdot.org

Click here



SCDOT

Search scdot.org



Popular

Programs & Projects

Travel

Business

Inside

Performance

Contact

Your Complete Resource for South Carolina's Transportation System

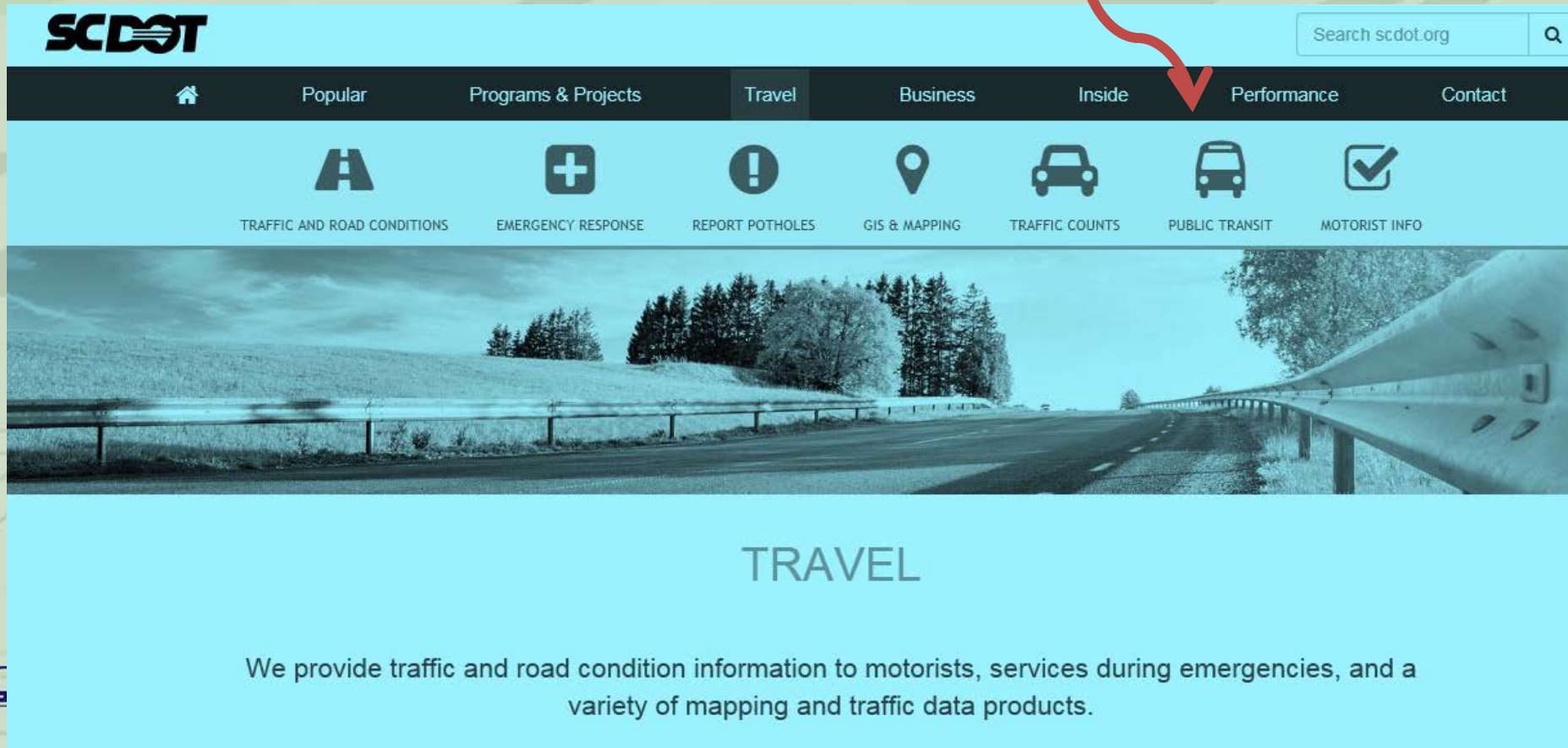
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SOUTH CAROLINA PUBLIC TRANSPORTATION - CONNECTING PEOPLE TO PLACES

2018 Subrecipient Workshop

How to apply for RTAP Scholarship?



The screenshot shows the SCDOT website interface. At the top left is the SCDOT logo. To the right is a search bar with the text "Search scdot.org" and a magnifying glass icon. Below the search bar is a navigation menu with the following items: Home, Popular, Programs & Projects, Travel (highlighted with a red arrow), Business, Inside, Performance, and Contact. Underneath the navigation menu is a row of seven service icons with labels: Traffic and Road Conditions (road icon), Emergency Response (plus sign icon), Report Potholes (exclamation mark icon), GIS & Mapping (location pin icon), Traffic Counts (car icon), Public Transit (bus icon), and Motorist Info (checkmark icon). Below this is a large banner image of a road in winter. Under the banner, the word "TRAVEL" is displayed in large, bold, blue letters. Below "TRAVEL" is a paragraph of text: "We provide traffic and road condition information to motorists, services during emergencies, and a variety of mapping and traffic data products."

2018 Subrecipient Workshop

How to apply for RTAP Scholarship?

The screenshot displays the SCDOT website interface. At the top, there is a navigation bar with links for Home, Popular, Programs & Projects, Travel, Business, Inside, Performance, and Contact. Below this is a secondary navigation bar with icons and labels for Traffic and Road Conditions, Emergency Response, Report Potholes, GIS & Mapping, Traffic Counts, Public Transit, and Motorist Info. The main content area features a large image of a road with a guardrail, followed by the heading "PUBLIC TRANSIT PROVIDERS". On the left side, a sidebar menu is visible with the following items: Transit Providers (highlighted), Public Transit Services (indicated by a red arrow), Transit Programs, SCDOT State Management Plan, E-FORMS Office of Public Transit (Login Required), and Signature of Authorization Form (SAF e-form). To the right of the sidebar is a map of South Carolina divided into counties, with various transit service areas marked with numbers and names like APPALCHIAN, CATAWBA, UPPER SAVANNAH, CENTRAL MIDLANDS, LOWER SAVANNAH, WACCAMAW, BERKELEY, CHARLESTON, DORCHESTER, and LOWCOUNTRY.

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)

- 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
- Vehicle Contract

Vehicle Preventative Maintenance

- Preventive Maintenance Program
- Vehicle Inspection Form
- Property Delivery Receipt Form

It's right here!!!!

How to apply for 2018 RTAP Scholarship? 2018 Subrecipient Workshop

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

Agency Name

Agency FEIN#

Agency Mailing Address (including zip code)

Telephone Number (Area Code & Extension)

Fax Number

E-mail Address

Name of Employee Receiving Training

Official Job Title

Training Course Title

Training Location

Training Sponsor

Training Date(s)

Date and Time of Departure

Date and Time of Return

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: \$

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

2018 Subrecipient Workshop 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**

2018 Subrecipient 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

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- 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)

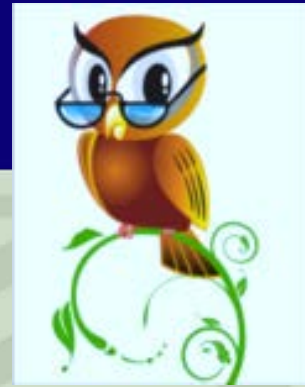
Monthly Reimbursement Request

- 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



2018 Subrecipient Workshop

Helpful Suggestions for RTAP Reimbursement Requests



Read the instructions

Include the required documentation

Submit Your Reimbursement Timely



2018 Subrecipient Workshop

