

RTAP SCHOLARSHIP PROGRAM GUIDELINES

Scholarships are available through the California Rural Transit Assistance Program, RTAP, to assist rural organizations to further the development of management skills to encourage the development of professional networks: and to offset the expense of attending transit trainings, seminars, workshops and conferences. Scholarships can be used to attend programs that focus on issues of concern to rural and specialized transit operations.

Applicant Eligibility

Public and non-profit organizations that provide transportation services in non-urbanized areas of California are eligible to apply. This includes organizations that receive or are eligible to apply for Federal Transit Administration Section 5310 and Section 5311 current year funds, and other organizations that provide transportation services in rural areas. Rural Transit Planning Agencies are not eligible for scholarships unless they operate a rural public transit system either directly or by contracting to provide direct transportation services in rural areas of the state. For profit organizations are not eligible for scholarship funds. Each organization may receive up to \$1,500 per calendar year until the funds budgeted for the year is exhausted. Scholarships have a 20 to 50% match depending on the eligibility of the agency. The match can be paid through ineligible scholarship expenses such as meals and rental cars. The organization must indicate its need for financial assistance. **Scholarships are awarded to organizations not to individuals.** However, if an individual works for several agencies in California that individual is only eligible for a maximum of \$1500 per year. Scholarship payments are made on a reimbursement basis to organizations after the submittal of the required Summary Report and Post Expense form. **If reimbursement requests are not submitted by the final deadline indicated on the approval letter then the monies will not be reimbursed to the agency.**

Program Eligibility Criteria

Scholarships are available to reimburse organizations for courses, workshops, seminars, driver roadeos and conferences with subject matter applicable to rural and specialized transportation, and appropriate to the level of expertise of the person(s) attending. **Scholarship funds may not be used for lobbying activity, and may not be passed through to for-profit organizations under contract to Section 5310 and 5311 recipients.**

Expense Eligibility

California RTAP will reimburse approved applicant organizations up to \$1,500 per calendar year or until the funds budgeted for the year are exhausted. Organizations can apply for as many, or as few, programs as they wish. Scholarship funds may be used for registration fees, lodging, and transportation, including mileage reimbursement air, train or bus fares, parking, taxi, shuttles and tolls. Meal expenses and car rental fees are not reimbursed but can be used toward the match requirement. In many cases, some meals are included as part of the registration fee.

- Rural agencies that provide rural services in counties with no urbanized area are eligible for 80% reimbursement of approved expenses up to \$1500 per year.
- Rural agencies that provide rural services in counties with a population under 200,000 are eligible for 80% reimbursement of approved expenses up to \$1500 per year.
- Rural agencies that provide rural and urban services in a county with an urbanized area and receive 5307 funding are eligible for 50% reimbursement of approved expenses up to \$1500 per year. However, agencies that provide urban services only are not eligible for the RTAP scholarship.

Application Procedures

To apply for a scholarship, submit a completed Scholarship Program Application Form and an agenda or brochure describing the program to be attended. Please submit this information at least two weeks before the program to: CalACT, Scholarship Program, 4632 Duckhorn Drive, Sacramento, CA.

Applications can also be submitted by FAX: 916.920.8021, e-mail: jacklyn@calact.org, or on-line through the CALACT website at <https://calact.org/programs/rtap/>.

Please keep in mind the following as you complete the Application Form:

- Estimate the total expenses to be incurred.
- Indicate the amount of Scholarship requested.
- Include the signature of the person attending the event/training.
- Maximum per diem reimbursement rates for rooms and meals are paid according to California State guidelines by county. [Click Here](#)

- Mileage: [\\$2023 IRS Rate](#)
- Air, bus and train fares must be booked at lowest available coach rates at least 14 days in advance, airfare purchased at a later date will be paid at the IRS rate or equivalent air fare rate.
- Rental car fees are not eligible for reimbursement but can be used as match at a rate of \$50.00 per day, with a maximum of \$300.00
- Meals at the following state rates can be used toward the match requirement. Breakfast-\$6.00 per day, Lunch-\$10.00 per day and dinner-\$18.00 per day

Application Review

All applications will be reviewed for organization eligibility and program applicability. The individual submitting the application will be contacted if additional information is needed. Individuals will be notified in writing, by mail, or email of the approval. All scholarship applications and payments are subject to final review by the RTAP Program Manager and may be deemed ineligible during the application process. Applicants will be notified of the application status within two weeks of receipt of the application.

Scholarship Reimbursement

Reimbursement for expenses will be made to the organization, not the individual, after receipt of a brief Summary Report of the event attended and completion of a Post-Expense Form, with legible copies of receipts for all reimbursable expenses. The Summary Report should be brief describing all, or a specific session(s) attended; highlights of what was learned; whether you would recommend this program to others; and ideas on how the information gained can be shared with others. Scholarship recipients attending CalACT conferences and courses of the Transit and Paratransit Management Certificate Program may be asked to prepare a CalACTION newsletter article based upon a specific conference session attended. Specific requests will be discussed with applicants and described in the Scholarship approval letter. The Summary Report also can include recommendations for future RTAP topics and activities. The Summary Report should not be more than two pages long and must be submitted within 30 days of attending the event. **Reimbursement materials submitted more than 30 days after the program attended will not be reimbursed!**

Scholarship reimbursement payments will be made within 60 days of receipt of the Summary Report, Post-Expense Form and receipts.

NOTE: RTAP Scholarship Funds are Federal Transit Administration Section 5311 funds, and should be recorded accordingly in your financial reporting.

Should you have any questions about the Scholarship Program, please call us at **916-920-8018**.