



IDAHO RTAP SCHOLARSHIP Q&A's

WHAT IS THE SCHOLARSHIP PROGRAM?

The Community Transportation Association of Idaho (CTAI) is responsible for administering Idaho's Rural Transportation Assistance Program (RTAP) with funding provided by the Federal Transit Administration (FTA). The RTAP program supports a variety of services including the provision of technical assistance and training to meet the specific needs of transportation operators in rural areas. The Idaho RTAP Program Plan, which identifies established priorities, is available at www.ctai.org. Included in those priorities is the provision of scholarships to cover tuition and expenses for individuals to attend trainings, workshops, and conferences. The scholarship program is administered by the CTAI Director of Programs.

WHAT IS THE PURPOSE OF THE SCHOLARSHIPS?

The purpose of the scholarship program is to provide funding support to eligible recipients to help defray the cost of trainings, workshops, and conferences.

WHO IS ELIGIBLE FOR A SCHOLARSHIP?

Eligible recipients include:

- ✓ Recipients of FTA ~~5310, 5311, and 5311f~~ [grants Transportation Funds for Rural Areas](#)
- ✓ Rural transportation [and Medicaid](#) providers
- ✓ ~~Rural~~ JARC and New Freedom providers [in rural communities](#)
- ✓ Providers of special needs transportation services [in rural communities](#)
- ✓ ~~Officers and staff of~~ CTAI [Board, Staff, and members of the Statewide Advisory Committee](#)
- ✓ Other local public bodies, agencies, and non-profit organizations working to improve mobility in Idaho at the discretion of the CTAI Director of Programs, with guidance from the Statewide Advisory Committee

WHAT ARE THE REQUIREMENTS?

To receive an RTAP training scholarship, you must meet the following requirements:

- ✓ The recipient must meet the program eligibility requirements outlined above.
- ✓ The training, workshop, or conference must further the development of the professional skills and abilities of rural transportation providers or agencies that support the development of rural transportation.
- ✓ You must comply with all application process requirements as outlined in the Idaho RTAP Scholarship Application Packet, including receipt of written confirmation from CTAI.
- ✓ The request for a scholarship must be approved by your authorized agency personnel.
- ✓ The agency must be in good standing with the Idaho Transportation Department.



WHO APPROVES THE SCHOLARSHIPS?

The CTAI Director of Programs reviews each application and awards scholarships as they address the Idaho RTAP Program Plan priorities and meet the criteria approved by the Statewide Advisory Committee. Criteria used in the approval determination include:

- ✓ Justification in terms of financial need and anticipated value to the agency and/or improving mobility.
- ✓ Relevance of training to the individual's duties and responsibilities at their agency.
- ✓ Financial contributions provided by the agency.
- ✓ Amount of funds requested.
- ✓ Agency and individual scholarships previously received within the last year.
- ✓ Availability of funds remaining in the Idaho RTAP Scholarship Program Budget.

WHAT WILL AN IDAHO RTAP SCHOLARSHIP COVER?

An Idaho RTAP Scholarship will reimburse the applicant for the following expenses:

- ✓ Training, workshop, or conference fees.
- ✓ Lodging, at or closest to the GSA allowed federal per diem rate.
- ✓ Lowest cost of travel, whether airfare or mileage (*reimbursed at a rate of \$.5455/mile*).
- ✓ Meals, when not provided by training, workshop, or conference, and when requested as part of scholarship.
- ✓ Parking, Taxi, and/or Shuttle fees.

WHAT WILL AN IDAHO RTAP SCHOLARSHIP NOT COVER?

An Idaho RTAP Scholarship will NOT reimburse the applicant for the following expenses:

- ✓ Travel insurance
- ✓ Airline Baggage Fees (for trips shorter than 3 days in length)
- ✓ Rental car (when not the lowest cost mode of travel)

HOW MUCH FUNDING CAN BE REQUESTED?

In-State Trainings – Approved scholarships for in-state training will be reimbursed at 100%.

Out-of-State Trainings – Approved scholarships for out-of-state trainings will be reimbursed as follows:

- ✓ Costs up to \$1,000 are reimbursed at 100%.
- ✓ Additional costs up to \$2,000 will be reimbursed at 50%.
- ✓ All costs beyond \$2,000 will be borne by the recipient/agency.
- ✓ There is a limit of three (3) scholarships per individual per year.
- ✓ There is a scholarship limit per training/workshop opportunity:
 - One (1) individual per train the trainer.
 - Up to two (2) individuals per training/workshop.
 - Up to three (3) individuals from a single agency per conference.
- ✓ Exceptions to these limits are at the discretion of CTAI and must be applied for in writing at the time the scholarships are requested.



Idaho Rural Transportation Assistance Program (RTAP)
Community Transportation Association of Idaho
913 W. River Street, Suite 440 Boise, Idaho 83702
Tel. 208.344.2354 | Fax 208.343.4543

WHEN ARE APPLICATIONS DUE?

Idaho RTAP Scholarship Applications must be submitted at least 2-3 weeks prior to the training. You are encouraged to apply one month prior to the training, to achieve lower airfare costs, if flying, and availability of hotels at the GSA Per Diem rate.

WHAT IS THE IDAHO RTAP SCHOLARSHIP APPLICATION PROCESS?

The Idaho RTAP Scholarship Application Process is outlined below:

1. Download the Idaho RTAP Application Packet from www.ctai.org.
2. Send the application and estimated expenses as listed in the Idaho RTAP Scholarship Application Checklist.
3. The application can be filled electronically and allows for an electronic signature for email submission to emacdonald@ctai.org.
4. Otherwise, print, sign, and send your application and subsequent reimbursement request via:
 - o Fax: 208-343-4543 | Attention: Idaho RTAP
 - o Email: emacdonaldinfo@ctai.org
 - o Or, mail to: Idaho RTAP, CTAI 913 W. River Street, Ste 440 Boise, ID 83702
5. Wait for email confirmation from CTAI that states approval or denial of scholarship request.
 - o If **approved**, you will receive an email confirmation that approves the request. The approval may indicate modifications to the request.
 - o If **denied**, you will receive an email stating the reasons why your request was not approved.
 - o A phone conversation should not be considered official approval. You must receive the email confirmation before making any reservations.
6. Following your training, workshop, or conference, CTAI will reimburse actual expenses up to the approved amount of the scholarship. If taxes or fees are calculated incorrectly, the correct amount will be reimbursed.
7. You must follow the Idaho RTAP Reimbursement Checklist guidelines and submit the Idaho RTAP Reimbursement Request form (including copies of relevant receipts), and a written summary of the training received and its benefits.
8. You may be required to submit a Fund Tracking Statement after you have had time to implement what was learned. The Fund Tracking Statement is included in the Idaho RTAP Scholarship Application Packet.

HOW DO I GET REIMBURSED?

Following the training course, workshop, or conference —and within 30 days—you must:

- ✓ Review the Idaho RTAP Scholarship Reimbursement Checklist.
- ✓ Submit the Idaho RTAP Scholarship Reimbursement Request Form.



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- ✓ Include a written report summarizing the training you received and rate the training as to whether you would recommend others to attend.
- ✓ Attach required receipts for your expenses, as identified in the Idaho RTAP Scholarship Reimbursement Checklist.
- ✓ Mail your reimbursement request to:
[Idaho RTAP Elsa MacDonald](#) | Director of Programs, CTAI | 913 W. River Street, Suite 440 | Boise, ID 83702
- ✓ Reimbursement requests will not be honored if submitted 30 days after the training has concluded.

WHERE DO I GET AN APPLICATION?

The Idaho RTAP Application Packet can be downloaded from the CTAI website at www.ctai.org, under the *Programs RTAP* tab. This application packet was developed to assist you in effectively applying for and receiving reimbursement through the Idaho RTAP Program.

WHO DO I CONTACT WITH QUESTIONS?

For questions about applications, reimbursement, or the program plan, email emacdonald@ctai.org or info@ctai.org or call 208-344-2354.