



Idaho 5311 (b)(3) Rural Transportation Assistance Program (RTAP)

The Idaho Transportation Department's Public Transportation Office is committed to advancing the Department's strategic mission of "Your Safety, Your Mobility, and Your Economic Opportunity."

The Idaho Transportation Department Public Transportation Office (ITD-PT) is responsible for administering Idaho's Rural Transportation Assistance Program (RTAP) with funding provided by the Federal Transit Administration (FTA). ITD-PT is committed to fostering a safe, mobility focused public transportation program throughout Idaho that promotes economic opportunity and growth for all of Idaho.

ITD-PT budgets the 5311(b)(3) RTAP funds on an annual basis and will offer scholarship opportunities until such funds are exhausted.

RTAP Program Overview

1. Application Submittal
2. Application Review & Notification
3. Attend Training/Receive Materials
4. Reimbursement Request & Payment

Applicant Eligibility

- Public and non-profit organizations that provide transportation services in non-urbanized areas of Idaho are eligible to apply.
- Organizations that receive or are eligible to apply for FTA Section 5310, 5311 and 5339 funds during the current federal fiscal year.

Program Eligibility

Scholarships *up to \$2,500* per person are available until the budgeted funds are exhausted. RTAP funds can be used for courses, workshops, seminars, materials, driver training(s) and conferences with subject matter applicable to rural and specialized transportation, and appropriate to the level of expertise of the person(s) attending.

Note: Scholarship funds may not be used for lobbying activity, and may not be passed through to for-profit organizations under contract to Section 5310, 5311 and 5339 recipients.

- Maximum of two (2) individuals per training, workshop or conferences
- Maximum of three (3) training, workshop, or conference scholarships per individual per year

Allowable Expense(s)

ITD-PT RTAP Scholarship **will** reimburse the applicant for the following:

- Training, workshops, conference fees and/or materials
- Lodging (GSA rate, governmental rate or conference hotel)
- Lowest cost of travel, whether airfare or mileage (must include map documentation of mileage being requested)

- Airline Baggage Fees
- Meals only when requested as part of scholarship
- Parking, Taxi and/or Shuttle fees
- Rental Car upon request ****ITD-PT encourages use of public transportation*

ITD-PT RTAP Scholarship **will not** reimburse the applicant for the following:

- Travel insurance
- Entertainment costs

Application Procedures

1. [Click here to download the ITD-PT 2017 RTAP Application Packet](#)
2. Submit the Application Form **and** Individual Expense Form- These will be used to determine the eligibility of the training and the expenses being requested.
 - a. Forms can be filled out electronically and allow for electronic signature for email submissions.
 - i. Email: juanita.risch@itd.idaho.gov
 - b. You can also print, sign, and send the forms to:
 - i. Fax: (208) 334-4424 | Attention: Juanita Risch – RTAP Grants Officer
 - ii. Email: juanita.risch@itd.idaho.gov
 - iii. Or mail to: ITD-PT C/O RTAP Attention: Juanita Risch, PO box 7129, Boise, ID 83709-1129

Application Review by ITD-PT

All applications will be reviewed for organization eligibility and program applicability. All scholarship applications and payments are subject to final review by the RTAP Grants Officer 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.

Note: You must receive an email confirmation before making any reservation.

Scholarship Reimbursement

Scholarship reimbursement payments will be made within 30 days of receipt of proper documentation.

Note: Reimbursement materials submitted more than 30 days after the training and/or program attended will not be reimbursed!

Receiving Reimbursement:

1. Submit the Individual Expense Form.
2. Submit a Summary Report on the training you received and rate the training as to whether you would recommend others to attend.
3. Attach required receipts for your expenses, as identified in the Idaho RTAP Scholarship Guidelines.
4. Email your reimbursement request to: juanita.risch@itd.idaho.gov

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

For questions about application, reimbursement, or the program plan, please email: Juanita Risch, Grants Officer at juanita.risch@itd.idaho.gov or call (208) 334-8875.