



Your Safety.  
Your Mobility.  
Your Economic Opportunity.

## 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.

### 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 per training** 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 calendar year
- ITD Hosted trainings do not apply towards the maximums.
- Webinars, online conferences, and online trainings do not currently apply towards the maximums through December 31, 2020.

### 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 **only-please provide documentation**)
- 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**



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

- Travel insurance
- Entertainment costs
- Costs not originally accounted for in the scholarship application

### **Application Procedures**

1. [Click here to download the ITD-PT RTAP Application Packet](#)
2. Submit the Application Form and backup documentation for estimates **only**- This 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: [shauna.miller@itd.idaho.gov](mailto:shauna.miller@itd.idaho.gov)
  - b. You can also print, sign, and send the forms to:
    - i. Fax: (208) 334-8533 | Attention: Shauna Miller – RTAP Program Manager
    - ii. Or mail to: Idaho Transportation Department, Public Transportation Office  
Attention: Shauna Miller, PO box 7129, Boise, ID 83709-1129

### **Application Review by ITD-PT**

All applications will be reviewed for organization eligibility and program applicability. Priority will be given to applications that tie to most recent ITD-PT Site Review if applicable. 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.

### **Scholarship Reimbursement**

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

Receiving Reimbursement:

1. Submit the Individual Expense Form reflecting actual expenses.
2. Attach **required** receipts for your expenses, as identified in the Idaho RTAP Scholarship Guidelines. Meal reimbursements are made by per diem rates and do not require receipts.
3. Submit a Summary Report on the training you received and rate the training as to whether you would recommend others to attend.
4. Email your reimbursement request to: [shauna.miller@itd.idaho.gov](mailto:shauna.miller@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: Shauna Miller, RTAP Program Manager at [shauna.miller@itd.idaho.gov](mailto:shauna.miller@itd.idaho.gov) or call (208) 334-8533.