

Rural Transit Assistance Program (RTAP) Scholarship Information and Guidelines

Purpose: To provide the financial support necessary to enable individuals from small, rural, and/or specialized Colorado transit providers to attend trainings.

Scope: Individuals may request financial assistance to participate in local, regional, state, and national training workshops and seminars. Expenses may include registration fees and travel expenses (i.e., mileage, hotel fees). Meals not included in registration will not be covered by the scholarship.

Reimbursement Rates:

- Vehicle MileagePersonal Vehicle Mileage is reimbursed at the rate of 48.5 cents/mile.
- Other TransportationThe cost of other modes of transportation, including airplanes, rental cars, buses, trains, etc. is reimbursable if the cost of such transportation is demonstrated to be lower than driving a personal vehicle. If a rental car is used, mileage will not be reimbursed.
- LodgingActual cost of the least expensive reasonable available accommodation is reimbursed up to \$100/night. Lodging costs over \$100/night require special approval unless they are part of a conference/training group rate. Funding will be provided only for the number of nights that are reasonably required in order for an individual to participate in training.
- Meals, Salaries, ParkingMeal expenses, employee salaries, and parking fees are not reimbursed.

Eligibility Requirements:

- The requesting agency must be a small, rural and/or specialized transit provider that is either a private nonprofit, or a government-sponsored entity. Agencies do not need to be a member of CASTA.
- The requesting agency must be in good standing with both CASTA and CDOT in regards to finances, compliance issues, and general conduct. An agency considered to be in “good standing” is one that, for example, consistently pays dues/bills on time, responds to requests for information, supplies required reports, and has a demonstrated record of responsible use of funds.
- A portion of the total cost of the training must be paid by the requesting agency (Total cost of training includes *only* the expenses that are a direct result of participating in the training and would not otherwise be incurred.)
- Financial eligibility will be determined by CDOT. However, the more clearly the requesting agency explains its financial need in its letter of application (see below), the more likely its request will be fully funded.

Additional Guidelines: In general, funding priority will be determined by:

- Openness of the agency’s services. Can they demonstrate that they have offered transit services to more than just a closed group of clientele (even if they have not been taken up on this offer)?
- Service coordination efforts. Has the agency made good faith efforts to coordinate transit services, or to explore the possibilities of service coordination, with other agencies?
- Collaboration with other agencies’ training endeavors. Has the requesting agency provided (or offered to provide) assistance, support, mentoring, or collaboration with other agencies’ training efforts?
- Prior financial assistance. All other things being equal, limited funding may be allotted first to agencies that have not received prior assistance.
- Timeliness of the application. Earlier applications are generally given preference.

Please note: CASTA and CDOT recognize that not every agency will be able to meet the above guidelines. If this is the case for your agency, simply include a brief explanation as to why in your attached letter of application.

Application Process:

Please complete the bottom of this page, and attach the following additional information:

A brochure or other information about the event for which you are requesting funding (if not a CASTA or CDOT program.)

A letter that explains why funding is requested, how the proposed funding will benefit your agency/clientele, and how your agency is addressing the guidelines outlined above (or if not addressing them, why not).

Please send your request as early as possible (and no later than 2 weeks before the training) prior to registering for training so that CASTA and CDOT can review your application. You will be notified within two weeks after your application is received about the status of your request. Once a scholarship is approved, you will be eligible for reimbursement of approved expenses using the *RTAP Scholarship Reimbursement* form. Please send your completed application to Angie Ham at:

CASTA
1580 Lincoln Street Suite 780
Denver, CO 80203

FAX: (303) 832-3053
Phone: (303) 839-5197
angie@coloradotransit.com

Name: _____ Position/Title: _____

Agency Name: _____

Agency Phone: _____ Agency FAX: _____

Anticipated Expenses: Please include all costs that are directly (and exclusively) related to the training. Do not include ordinary agency expenses such as regular salary. (please check)

Amount:	For:	Explanation (how you arrived at this figure):	RTAP-funded	Agency-funded

Total Anticipated Expense: _____ RTAP Scholarship Request: _____ Agency Contribution: _____

Statement of Rights: In accordance with the provisions of the Americans with Disabilities Act and the Civil Rights Act of 1964, CASTA does not discriminate on the basis of disability, race, color, national origin, or gender. For more information about these statutes, or to file a complaint, contact the CASTA Executive Director at 303-839-5197.

CASTA use only:

Date Received: _____ Reviewed by: _____ Amount Granted: \$ _____