



BOBBY JINDAL
GOVERNOR

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245
www.dotd.la.gov
{put your office/section's telephone number here}



SHERRI H. LEBAS, P.E.
SECRETARY

MEMORANDUM

TO: Louisiana Public Transportation Agencies

FROM: Donna Lavigne 
Public Transportation Administrator

DATE: April 25, 2012

SUBJECT: RTAP Scholarship Guidelines Effective as of 7/1/12

What is the scholarship program?

The Louisiana Department of Transportation and Development (LADOTD) is responsible for administering the Rural Transit 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 non-urbanized areas. Included in those services is the provision of scholarships to cover tuition and expenses for individuals to attend training courses, workshops, and conferences.

What is the purpose of the scholarship?

The purpose of the scholarship program is to provide funding support to eligible agencies to help defray the cost of sending personnel to approved training courses, workshops, and conferences. The intent of the program is to supplement existing training resources, not to replace them.

Our goal is to further the development of the professional skills and abilities of rural and small urban transportation providers in Louisiana as well as to increase the efficiency and effectiveness of the RTAP training efforts by taking advantage of training resources developed by other organizations within Louisiana and other states.

Who is eligible for a scholarship?

Eligible transportation agencies include:

- Recipients of FTA 5310 and 5311 grants
- Rural transportation providers
- Small urban transportation providers (on a space available basis, or at the discretion of the RTAP Manager)
- Others at the discretion of the RTAP Manager

What are the requirements?

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

- The training or conference you wish to participate in must further the development of the professional skills and abilities of rural, small urban, and specialized transportation providers in Louisiana.
- The request for a scholarship must be sponsored by an agency, and signed by the chief executive officer of the agency and submitted to LADOTD prior to the scholarship application deadline.

Who makes decisions about the scholarships?

The RTAP Manager reviews each application and awards the scholarships. Criteria used in that determination include:

- Justification in terms of financial need and anticipated value to the agency.
- Relevance of training to the individual's job at the agency.
- Timely submission of agency's monthly reports.
- Agency and individual scholarships previously received within the last year.
- Availability of funds remaining in the scholarship program budget.
- Justification for out-of-state training due to limited supply or location.

What will a training scholarship cover?

RTAP training scholarships will reimburse you at the state rate for the following expenses:

- Training or conference registration
- Travel costs, such as airfare, and ground transportation at a cost-effective rate
- Mileage and parking when applicable
- RTAP scholarships will not cover the cost of food outside of the training/conference registration.
- Government lodging rate information can be found at:
http://doa.louisiana.gov/osp/travel_index.htm

How does a scholarship work?

Send an application to the RTAP Manager

After reviewing the application, if appropriate, LADOTD will approve your scholarship; then using state travel rates, we will calculate the expenses the scholarship will cover. Information on state rates can found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/pocketguide.pdf>.

You will know that your scholarship has been approved when you receive an approved memorandum from the RTAP Manager.

Immediately following your training or conference, return the original expense worksheet signed by your chief executive officer, with all relevant receipts, and a written summary on the training/conference you attended. Reimbursements will only be done within 30 days of the

training/conference.

RTAP will only pay up to the amount that was first agreed upon. All other costs over the approved amount will be the responsibility of the recipient's agency or organization.

How much funding is available?

RTAP will reimburse for approved scholarships based upon the following guidelines:

- Total reimbursement will not exceed \$1,650 per scholarship.
- There is a limit of two scholarships per individual per year.
- There is a limit of one individual from a single agency, per training opportunity.
- Exceptions to these limits are at the discretion of the RTAP Manager and must be applied for in writing at the time the scholarships are requested.

When are applications due?

You must send a scholarship application to the RTAP Manager by the provided deadline.

What about special events?

LADOTD recognizes that certain conferences have special value to transportation providers in Louisiana. For those events, a specific number of scholarships will be set aside to encourage participation. The RTAP Manager, in consultation with the Louisiana RTAP Advisory Board, will determine the number of scholarships.

The RTAP Manager may offer a specific number of scholarships to LADOTD Public Transit Agencies and require each to submit a prioritized list of candidates that meet scholarship eligibility standards. The RTAP Manager will make the final award from those lists.

Special events include:

- The annual Louisiana Public Transportation Conference
- Louisiana Public Transportation Rodeo
- CTAA, SWATA, and a selected number of FTA conferences
- RTAP trainings and classes

How do I get my reimbursement?

Return the original copy of the LADOTD approved expense worksheet, signed by your chief executive officer confirming your attendance at the conference/training along with the following:

- Include a written report summarizing the training you received.
- Attach all receipts for your eligible expenses.
- Mail to the LADOTD Public Transportation Division at the below address within 60 days of your training/conference.

How do I apply for a scholarship?

- Complete the designated RTAP application form. Be sure that your agency's chief executive officer signs it.
- Note: The signed application form must be submitted on paper.
- Send your application using either of the following methods:

Mail it to:

Krystal Kaufman

RTAP Manager

Louisiana Department of Transportation and Development

P.O. Box 94245

Baton Rouge, LA 70804-9245

Or email a signed, scanned copy to:

Krystal.Barkley@la.gov

Or fax a signed copy to:

225-379-3071