RTAP FUNDING

URSTA utilizes RTAP funds to further the development of the skills and abilities of persons involved in providing community passenger transportation service to the state’s population. URSTA accomplishes this through meeting the following RTAP objectives as specified by UTA:

1. To promote the safe and effective delivery of public transportation in non-urbanized areas and to make more efficient use of public and private resources.
2. To foster the development of State and local capacity for addressing the training and technical assistance needs of the rural transportation community.
3. To improve the quality of information and technical assistance available through the development of training and technical assistance resource materials.
4. To facilitate peer-to-peer self-help through the development of local networks of transit professionals.
5. To support the coordination of public, private, specialized, and human service transportation services.

WORKING WITH UDOT

1. The Board President will be responsible to submit the appropriate application for RTAP funding to the Utah Department of Transportation Public Transit and Programs department.
2. The Board President will work with URSTA staff to provide UDOT with an accountability report specifying how URSTA has accomplished the RTAP objectives.
3. The Board President will work with URSTA staff to keep all necessary receipts and other paperwork to support URSTA’s requests for RTAP funding.
4. The Board President may require an annual financial audit of URSTA’s records
5. The Board President will work directly with UDOT staff.

URSTA BUDGET

1. The President will work with the Finance Committee, Committee Chairpersons and URSTA staff to develop an overall annual budget. The Board President shall be authorized to incur expenditures for URSTA sponsored activities within the approved budget. Any expenditure outside the budget must have Board approval prior to being incurred.
2. Events sponsored by URSTA shall have a pre-approved event budget; any expenditures beyond the pre-approved event budget must have the Board President’s approval.
3. The annual URSTA budget must be approved by the Board.

GUIDELINES FOR URSTA SPONSORED EVENTS

1. Each event will have an approved budget covering all expenses.
2. URSTA requires 2 month(s) notice in advance to provide any training.
3. Each event will have a host agency that is responsible for the following:
	1. Arrange for a location to host the event.
	2. Work with URSTA staff to arrange for all items necessary to put on the event.
	3. Assist URSTA staff in advertising the event to other agencies in the region.
	4. Assist URSTA staff with other items as requested.
4. The host agency will receive the following:
	1. Recognition by URSTA at the event, on URSTA’s website.
	2. Ability to work with URSTA to determine what training component is offered in conjunction with the event.
	3. Up to 10 scholarships for the host agency’s staff.
5. The event must have a training component pre-approved by URSTA.
6. The training should be advertised and made available to all transit related agencies in the region.
7. Reimbursement requests must be accompanied by:
	1. The event training agenda.
	2. List of attendees.
	3. Signed roll.
	4. Copy of invitation and invitee list.
	5. Training evaluation forms.
	6. Receipts for training materials, office supplies, and food.
	7. Any additional expenses must be requested in writing and approved by the URSTA President prior to the event.

URSTA RTAP SCHOLARSHIP APPLICATION GUIDELINES

ELIGIBLE TRAINING INCLUDES:

1. Courses, seminars, workshops, and conferences with subject matter applicable to the community transportation industry. The training delivered by a third party can be in-house, in-state, or out-of-state. Training materials such as printed, electronic and other applicable materials are also eligible for reimbursement. The sharing of information or materials among agencies is encouraged in accordance with any laws or copyrights.
2. Funds are available to individuals and organizations on a reimbursement basis for eligible trainings. All requests for reimbursements must be accompanied with receipts of eligible expenses.
3. All scholarship application must be approved prior to training to qualify for reimbursement.
4. Each URSTA sponsored event will have a specified number of scholarships that will be given out based on the criteria outlined below. If all of the scholarships are used for a specific event participants can still attend but will be responsible to pay the registration fee.

SELECTION PROCESS

Applications will be reviewed and approved by URSTA’s selection committee. Application will be evaluated on the following basis in no order of preference:

1. Available program funds.
2. Applicant eligibility.
3. Conference/training eligibility.
4. Relevance of the event to rural transit operations and the organization’s needs.
5. Previous organization or individual scholarship awards.
6. The number of organizations already participating in the requested training.
7. The requesting agency must be in good standing with UDOT in regards to compliance and general conduct.
8. Completeness of application.
9. All applications must be submitted at least three weeks prior to the requested training, applications received after this deadline may not be accepted.

Selection of Trainers and Technincal assistance for URSTA sponsored training

URSTA is committed to providing high quality training and technical assistance in a cost effective way. To accomplish this URSTA will draw from a pool of trainers or consultants from its members whenever possible; if this is not possible URSTA will seek high quality trainers or consultants from outside the membership. To make sure the training and consulting is performed in a cost effective way, URSTA will seek competitive bids on a regular basis.

All trainers and consultants utilized by URSTA will meet the following requirements:

1. Must submit an URSTA provided trainer application.
2. Maintain an average of 3 or higher on attendee evaluations for returning trainers.
3. Have the ability to incur the costs to perform the training and wait for reimbursement from URSTA.
4. Have the ability to travel to the requested training location and meet the requested training schedule.
5. Provide copies of all appropriate materials for the specified training.

The Board President and Executive Assistant have final approval of trainers and consultants. The following criteria will be utilized when making the selection:

1. To reduce costs, preference will be begin to local trainers and consultants.
2. The ability of the trainer or consultant to perform the specified training or provide the necessary technical assistance.
3. The average scoring of the trainer or consultant on attendee evaluations.
4. The trainer or consultant’s ability to meet the requested schedule of work to be performed.
5. The amount of training or consulting performed in the past quarter for URSTA. URSTA recognizes the opportunity to develop good trainers through these training opportunities; therefore URSTA will make an effort to utilize all the trainers from the training pool where possible.