

Public Transportation Division
Transit Assistance and Training Program
Scholarship Procedure

GENERAL INFORMATION

The Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) Rural Technical Assistance Program (TAP) scholarships provide financial assistance to transportation professionals and other select transportation associates from Oregon transit agencies. Each year PTD provides training opportunities through scholarships to attend state, regional, or national workshops or conferences, or hosted in coordination directly with PTD staff. These opportunities are to attend courses or conferences providing training in the public transportation field. This program supports expenses such as tuition, travel (train, air or automobile) and per diem lodging expenses, **excluding meals and incidentals**, of persons traveling to training.

GUIDELINES

Funds are not to be used for salaries or other administrative purposes. Any staff member of a small city, rural, or special transportation system who receives funding from Public Transportation Division (PTD) is given priority for scholarships; first priority is given to recipients of Section 5311 funds. Scholarships are non-competitive. Scholarship applications are either accessed online or are sent to applicants by the PTD Training Coordinator or designated staff.

For the Oregon Public Transportation Conference (OPTC) only, each provider agency may receive up to three (3) full scholarships, and any additional registered attendees of that agency will receive “registration only” scholarships. The provider agency is responsible to determine which of their staff will be receiving those scholarships.

For General out of state training scholarships the amount received is determined by the number of scholarships provided the applicant within a calendar year, the relevance of the training to the applicant’s role in their agency, and availability of funding. Scholarships will typically only be awarded up to \$5,000 per applicant, per calendar year and no more than 80% of the total costs.

Scholarship applications should be received no later than **30 days prior** to the training or conference and award is based on funding available.

PROCESS FOR APPLYING FOR TAP SCHOLARSHIPS

Applying for TAP Scholarships must be done at least 30 days prior to training and the applicant will provide the following:

1. Complete TAP Scholarship Application ensuring you are answering the questions completely.
 - Why the training is important and applicable to your role in your agency.
 - List the need for the scholarship assistance.
 - A list of all costs associated with the training including
 - Training announcement, conference brochure, or meeting agenda that includes the location, cost and schedule.
 - Hotel estimate or receipt and the total nights of stay. Reimbursement is limited to the current GSA per diem rate plus tax.

- If parking is on the hotel receipt, note parking costs in the supplemental travel field section of the application form.
 - Screenshot from Google Maps or MapQuest showing driving distance.
 - Airline itinerary with estimated cost, if applicable. Baggage can be reimbursement up to a maximum of \$50 per roundtrip.
2. Submit completed Cognito scholarship application form and it will be forwarded to the PTD Training Coordinator or designated staff for review. Questions contact Jennifer.boardman@odot.oregon.gov
- (If your agency does not have a W9 on file with ODOT, you will need to complete this item prior to payment being made for your employee)

PROCESS FOR PTD FOR TAP SCHOLARSHIP REVIEW

1. PTD will review and return an answer to your scholarship request within seven business days.
2. PTD will email a signed copy of your scholarship application with an estimated amount to be paid. All scholarship estimates are based on information recipient provides. Estimates should fall no more than 10-15% above or below the actual costs.
3. Recipient will acknowledge acceptance of the scholarship by scholarship form. Manager of employee must also sign the scholarship form.
4. Once PTD receives the scholarship form with signatures, recipient will be emailed a reimbursement request form for submission upon completion of their training/event.

By signing scholarship document, the applicant agrees to the terms and conditions for the scholarship activities under the federal RTAP 5311(b)(c) funding program (FTA Circular 9040.1G, available at <https://www.transit.dot.gov/regulations-and-guidance/fta-circular-90401g-formula-grants-rural-areas-program-guidance-and>). For more information, see the Federal Transit Administration website at:

<https://www.transit.dot.gov/funding/grants/rural-transportation-assistance-program-5311b3>.

The applicant also agrees to the scholarship program as outlined in this TAP Scholarship Procedure. More information on training can be found on our website at (<https://www.oregon.gov/odot/RPTD/Pages/Training.aspx>). The applicant is also certifying that they will attend the training/event and that it provides a direct benefit to their position at their transit agency.

PROCESS FOR REIMBURSEMENT FOR TAP SCHOLARSHIPS

Reimbursement for the training must be submitted and no later than 60 days after the training/event is completed and applicant will provide the following:

- A completed the TAP Scholarship Cognito Reimbursement Form.
- All required back-up receipts to show justification of the expense. Expenses should be within 10-15% of the amount of the estimates submitted. If not, please note why costs were higher or lower than estimated. Reimbursement form should detail actual expenses with supporting documentation listed below.

- Scholarship application form
 - Training registration invoice, cost and agenda/schedule
 - Hotel receipts (will only be paid the GSA per diem rate for the location and the dates of the training/conference.
 - Parking receipts
 - Mileage based on the screenshots shared with the application
 - Airline receipt, including baggage up to \$50.00 for the round trip.
 - For Training provide evaluation (passing certification, license or proof training was received).
- Submit completed Reimbursement Form, with all supporting documents attached t **no later than 60 days** after the training/event is completed. ***Send all documentation through the Cognito form and it will go directly to Training Coordinator or designated employee: Questions, please email jennifer.boardman@odot.oregon.gov***

PTD will review your reimbursement request and submit payments to ODOT Finance no later than two weeks after all documentation has been received. Payment will be made only to the transit agency and the employee will not receive funding directly from PTD for scholarships.