

Number:	<b>5.3</b>	Subject:	COLORADO RURAL TRANSIT ASSISTANCE PROGRAM SCHOLARSHIP PROGRAM
Effective Date:	<b>1/28/2020</b>		
Revised Date:	1/28/2020		

## I. Purpose

Scholarships are available through the Colorado Rural Transit Assistance Program, RTAP, to assist rural organizations to further the development of management skills, to encourage the development of professional networks, and to offset the expense of attending transit training, seminars, workshops and conferences. Scholarships can be used to attend programs that focus on issues of concern to rural and specialized transit operations.

This policy is designed to allow CASTA staff to systematically provide assistance and funding through the RTAP Program to employees of rural and specialized transit agencies in Colorado. Procedures for applying for and receiving funding through the CO RTAP Scholarship Program will be posted on the CASTA website.

## II. Definitions

CO RTAP Scholarship Program - Colorado Rural Transit Assistance Program Scholarship Program

## III. PROCEDURES

A. Procedures for applying for and receiving funding through the CO RTAP Scholarship Program will be posted on the CASTA website.

### B. Applicant Eligibility

1. Public and non-profit organizations that provide rural or specialized transportation services, including organizations that receive or are eligible to apply for Federal Transit Administration Section 5310 and Section 5311 current year funds, and other organizations that provide transportation services in rural areas.
2. For-profit organizations are not eligible for scholarship funds.
3. Statement of Rights shall be visible on the Scholarship Request Form and shall state:
  - a) Statement of rights: In accordance with the provisions of the American 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 CASTA's Executive Director at 303.839.5197.

C. Program Eligibility Criteria

1. Scholarships are available to reimburse organizations for courses, workshops, seminars, driver roadeos and conferences with subject matter applicable to rural and specialized transportation, and appropriate to the level of expertise of the person(s) attending.
2. Scholarship funds may not be used for lobbying activity, and may not be passed through to for-profit organizations under contract to Section 5310 and 5311 recipients.

D. Expense Eligibility

1. Organizations can apply for as many, or as few, programs as they wish, although the goal is to provide funding to as many agencies as possible. CASTA may decline to award a request or amend the award amount for scholarship funding to an agency if it is determined that the agency has already received appropriate support through the RTAP Scholarship Program.
2. CASTA typically provides scholarships for approximately 50% of the total cost of the training. Scholarship funds may be used for registration fees, lodging, and transportation, including mileage reimbursement.
3. Meal expenses are not reimbursed but can be used toward the match requirement.

E. Application Procedure

1. To apply for a scholarship, applicants shall submit a completed RTAP Scholarship Application form.
2. The applicant will provide an agenda or brochure describing the program to be attended in the RTAP Scholarship Application form.
3. All requests for RTAP Scholarship Funding will be submitted no later than 2 weeks (14-days) prior to the event for which funding is being requested.

F. Application Review

1. All applications will be reviewed for organization eligibility and program applicability.
2. The individual submitting the application will be contacted if additional information is needed.
3. Individuals will be notified in writing, by email of the approval. All scholarship applications and payments are subject to final review by CASTA Staff and may be deemed ineligible during the application process.

4. Applicants will be notified of the application status within two weeks of receipt of the application. Applicants that submit an application at or within two weeks of the event may not receive notification of the status of their application until after the date of the event.

G. Scholarship Reimbursement

1. Reimbursement for expenses will be made to the organization after receipt of a brief Summary Report of the event attended and legible copies of receipts for all reimbursable expenses.
2. The Summary Report should be brief describing all, or a specific session(s) attended; highlights of what was learned; whether you would recommend this program to others; and ideas on how the information gained can be shared with others.
3. Scholarship recipients attending CASTA conferences and courses may be asked to prepare a CASTA In Transit newsletter article based upon a specific conference session attended. Specific requests will be discussed with applicants and described in the Scholarship approval letter.
4. The Summary Report also can include recommendations for future RTAP topics and activities. The Summary Report should not be more than two pages long and must be submitted within 30 days of attending the event. Reimbursement materials submitted more than 30 days after the program attended may not be reimbursed.
5. Scholarship reimbursement payments will be made within 30 days of receipt of the Summary Report and copies of receipts for all reimbursable expenses.

- H. RTAP Scholarship Funds are Federal Transit Administration Section 5311 funds and should be recorded accordingly in financial reporting. Expenses must comply with 2 CFR 200 Subpart E as allowable costs.

**IV. REVIEW DATE**

This Operating Procedure shall be reviewed annually and re-written no later than three years after the effective date.

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Signature Copy on File  
Executive Director

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1/28/2020  
Date