

State RTAP Manager's Roundtable Summary

January 22, 2019

Q: Have you set up an RTAP advisory board? What responsibilities does this board have?

A: California RTAP involves their statewide agency and other stakeholders to plan conferences and education. Ohio RTAP has a public transit association that advises them and meets at their conference. National RTAP utilizes a [review board](#) to advise on products and services.

Q: Do tribal agencies use RTAP training resources or scholarships in your state?

A: New Mexico RTAP has done outreach to tribal agencies and considers this a focus to keep the agencies in compliance. NM RTAP Manager Deborah Bach reported that they have been utilizing RTAP resources and scholarships for CTAA recertification programs. One tribal agency used an RTAP scholarship to obtain wheelchair training. She discussed some barriers to outreach to tribes, including geographic barriers and staff turnover.

Q: Have you developed policies or guidance documents on eligible and ineligible items for RTAP funding?

A: Missouri RTAP has developed a guidance document for scholarships. Washington RTAP has also developed policy on their website for scholarships, that details eligibility/non-eligibility based on factors including non-profits and urban systems and a peer review manual. Nebraska RTAP has developed a policy that includes out of state-travel.

Q: Have you helped subrecipients develop social media policies? What have you found useful?

A: Washington RTAP has heard from remote rural agencies that are just starting to develop social media. RTAP Manager Linda Howell forwarded them the National RTAP [tech brief](#) and [best practices spotlight article](#) on social media (both updated in 2018). New Mexico RTAP asks a series of marketing questions, includes ones regarding social media, in their technical assistance review of subrecipients. Most attendees indicated that a formal policy would be helpful. National RTAP maintains a [policies](#) page in their Find Anything Toolkit that contains social media policies.

Q: How does your state allocate RTAP funding (what percentage do you allocate for training, peer reviews, etc.)

A: New Hampshire RTAP sets aside \$3,000 for 5311 subrecipients and encourages all agencies to attend the Tri-State Conference. Separate scholarship allocations are available for the conference. Washington RTAP allocates \$400K per biennium, with 80% for training, 18% for scholarships and 2% for peer review and other allocations. Nebraska RTAP uses funds to reimburse conference/training travel expenses both in-state and out-of-state, including their own driver training workshop. New Mexico's RTAP funding is administered by the New Mexico Transit Association, with funds that provide quarterly training and annual training, including a rodeo (~90%). Community liaisons may approve or delay awards to plan for geographic equity.

Q: If you provide scholarships for training, what types of rules do you have (minimum dollar amount, types of training that can be attended, etc.)?

A: Washington RTAP has a limit of 10 scholarships per agency per fiscal year and three to any one event. Scholarship recipients are asked to carpool rather than use separate cars for travel reimbursement and limit food expenditures to \$45 a day. They also require individuals to write a brief summary of what the benefits were of attending the conference. Missouri RTAP has an out-of-state travel limit of \$1,500, but has not set a limit on reimbursement per person per agency. The RTAP manager asks that travel expenses be submitted within 30 days for in-state travel and within 60 days for out of state travel. Kari Ruse, Nebraska RTAP Manager, shared their state's [out-of-state travel policy](#) and [policy webpage](#). Linda Howell, Washington, shared their RTAP's [scholarship webpage](#). Fred Butler, New Hampshire, shared their RTAP's [scholarship webpage](#), and Heath Pickerill, Missouri, shared their RTAP's [scholarship webpage](#).

Q. Subrecipients have asked about volunteer drivers submitting mileage at a lower rate (such as \$0.40/mile rather than the IRS allowed rate of \$0.58/mile) and whether the RTAP can use the difference for a match.

A. Linda Howell, Washington, recounted a similar situation with a non-profit leased vehicles at a lower cost, where the difference was used as a match. Cara Marcus, National RTAP Resource Center Manager, advised to ask FTA.

Q. What is new in your RTAP program?

A. Tennessee RTAP has been working on driver recognition programs, including training and rewards. Linda Howell shared Community Transit Association of the Northwest's [Volunteer Driver's Manual](#). Deborah Bach, New Mexico, has been using data from site visits (recommendations, deficiencies, etc.) on an aggregate level to structure training on needed topics, including at an annual conference. She found that procurement and DBEs were topics in need of training, as well as maintenance.

Q. What can National RTAP do for you?

Linda Howell, Washington, asked for a checklist for what transit agencies need to inform the public about before they make a change. She also wanted to let everyone know about her RTAP's [Call for Projects](#). Cara Marcus, National RTAP Resource Center Manager, will initiate this technical assistance request. A number of RTAP Managers asked for guidance to give to transit agencies during the current partial government shutdown. US DOT has created a [webpage](#) with resources.

For more information on any of the information shared in this roundtable, please contact the individuals who provided best their practices and documents in this summary:

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