

Department of Transportation (DOT)
Statewide Transportation Planning Office

RTAP Scholarship Program Guidelines

Program Description

Scholarships are available through the Hawaii DOT (HDOT) to assist rural transit operators to further the development of management skills; to encourage the development of professional networks; and to offset the expense of attending transit trainings, seminars, workshops, and conferences. Scholarships can be used to attend programs that focus on issues of concern to rural and specialized transit operations.

Applicant Eligibility

Public transit operators that provide transportation service in rural/non-urbanized areas of Hawaii are eligible to apply. This includes organizations that receive or are eligible to apply for Federal Transit Administration Section 5310 and Section 5311 funds and other organizations that provide transportation services in rural/non-urbanized areas.

Eligible Training

All operators and sponsors of rural transportation funded under Section 5310 and Section 5311 are eligible to use RTAP scholarships for training which contributes to the operation and management of the transportation system. Courses, seminars, workshops, and conferences with a subject matter specifically related to the transportation industry are eligible. The training can be in-house, in-state, or out-of-state.

Conferences or training events sponsored by HDOT, Section 5311 agencies or Section 5310 agencies are also eligible RTAP activities and the travel and related expenses to attend these sponsored events can be reimbursed by RTAP.

Also, certain training materials are eligible to be purchased with RTAP funds, especially if the materials can be shared with other organizations.

Reimbursable Expenses

If an application is approved, the organization will be reimbursed for up to 100 percent of the actual eligible costs.

Ineligible Expenses

Scholarship funds cannot be used to reimburse membership dues for professional organizations, to pay for staff time (wages), or to purchase office equipment. In some cases, equipment needed for a clear training purpose (e.g. projector), may be considered an eligible expense. Inefficient actions, such as sending multiple people to an event in separate cars or lodging expenses over state rate without justification, will not be reimbursed. RTAP scholarships are intended for training-related expenses.

Application Process

RTAP scholarship requests should be submitted to HDOT as early as possible, no later than five (5) weeks prior to the date of the training event. Please complete the RTAP Scholarship Application form. Mail Applications to:

Department of Transportation
Statewide Transportation Planning Office
200 Rodgers Boulevard
Honolulu, Hawaii 96819
Attn: RTAP Manager

Approval

All applications will be reviewed by the RTAP Manager. Applications will be evaluated on the basis of eligibility as a training activity, as well as, the amount of funds available. HDOT will make every effort to review the application within ten (10) working days upon receipt. The agency will be notified via letter if the application is either approved or rejected.

Reimbursement

After attending an approved training program, the applicant must submit a copy of the RTAP scholarship application approval letter, along with the following to the HDOT - Statewide Transportation Planning Office within 30 calendar days of event completion:

- Cover letter on agency letterhead with brief training event description, begin and end dates, event location and total amount of reimbursement requested. (leave a 4" high by 5" wide open space in the lower right corner for HDOT use)
- Event Report
- Reimbursement Report with copies of all applicable receipts

Reimbursement normally takes 6-8 weeks from receipt of the above documentation.

IMPORTANT: HDOT cannot reimburse expenses if the above is not submitted in a timely manner. Any outstanding scholarship requests that are not followed by the submission of expenses within 30 days of the scheduled event end date may be removed from HDOT's files and reimbursement denied.

For More Information

For information concerning the RTAP Scholarship program, application forms, and questions, please contact:

RTAP Program Manager
Department of Transportation
Statewide Transportation Planning Office
200 Rodgers Boulevard
Honolulu, Hawaii 96819
Ph. 808-831-7987
Fax: 808-831-7995

