



National RTAP Overview and Updates

2023 National Transportation in Indian Country Conference
Anchorage, Alaska
September 27, 2023



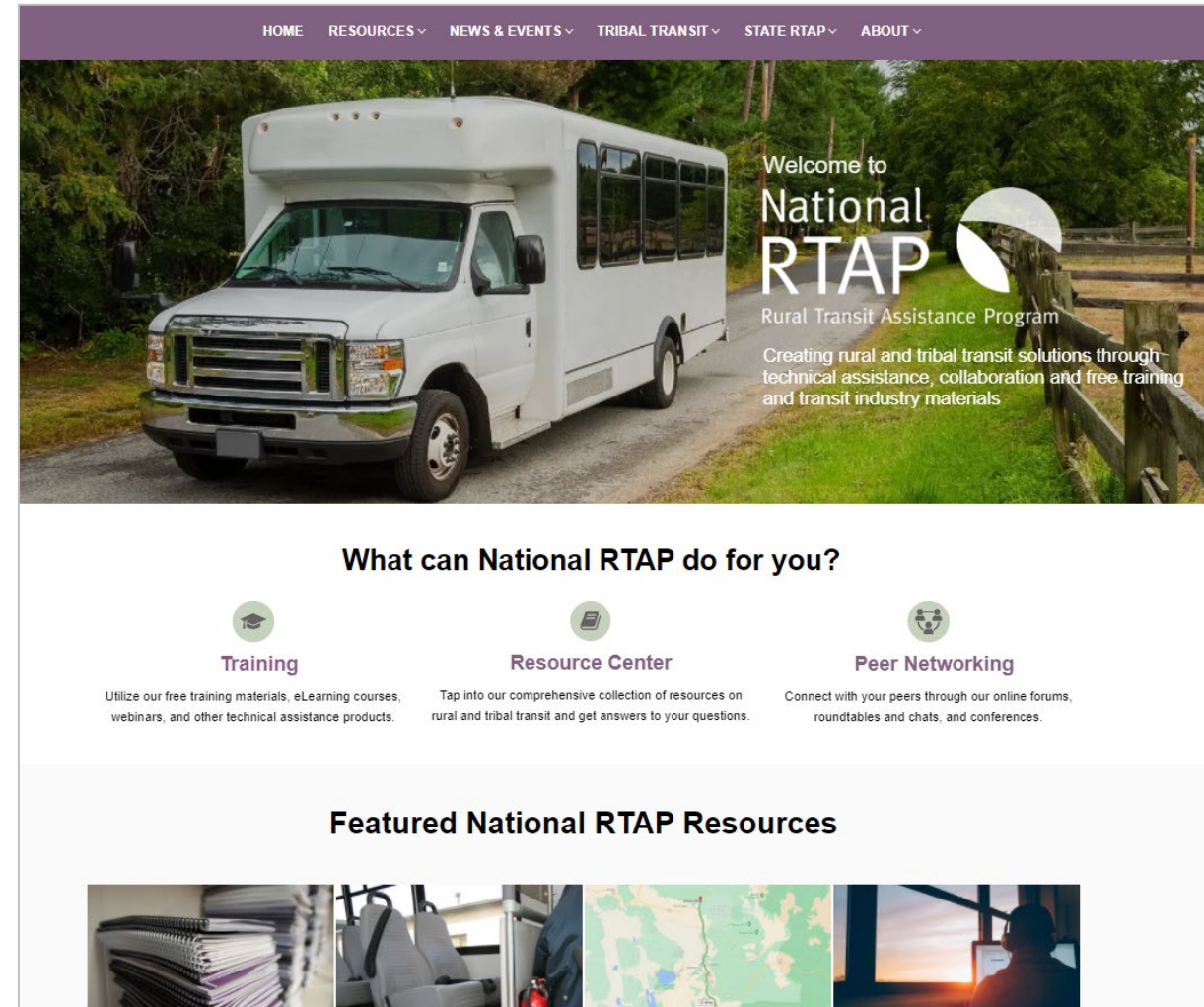
U.S. Department of Transportation
Federal Transit Administration

National Rural Transit Assistance Program (RTAP)

- Technical assistance center funded by FTA through Section 5311 since 1987

Vision: Safe, compliant, efficient and effective rural and tribal transit that reflects the needs and values of communities nationally.

- Guided by a 14-member Review Board
- Learn more at nationalrtap.org



The screenshot shows the homepage of the National Rural Transit Assistance Program (RTAP). At the top is a purple navigation bar with links for HOME, RESOURCES, NEWS & EVENTS, TRIBAL TRANSIT, STATE RTAP, and ABOUT. Below the navigation bar is a large hero image of a white transit bus parked on a dirt road. To the right of the bus, the text reads: "Welcome to National RTAP Rural Transit Assistance Program" followed by a circular logo and the tagline "Creating rural and tribal transit solutions through technical assistance, collaboration and free training and transit industry materials". Below the hero image is a section titled "What can National RTAP do for you?" with three columns: "Training" (with a graduation cap icon), "Resource Center" (with a document icon), and "Peer Networking" (with a group of people icon). Each column has a brief description of the service. At the bottom is a section titled "Featured National RTAP Resources" with four small images: a stack of papers, the interior of a bus, a map, and a person working at a computer.

National RTAP Resources and Services

Training

Manuals, videos, PPTs,
eLearning, webinars

Information

Technical briefs, toolkits,
eNews, research

Technology Tools

For procurement, GTFS,
websites, cost allocation

Peer Networking

Conferences, roundtables,
forums

Assistance

Reference services – bring
us your questions!

National RTAP Products and Services

HOME	RESOURCES ▾	NEWS & EVENTS ▾	TRIBAL TRANSIT ▾	STATE RTAP ▾	ABOUT ▾
INFORMATION	TRAINING	TOOLKITS	TECHNOLOGY TOOLS		
Resource Library	National RTAP Training Overview	ADA Toolkit	Overview		
Resource Catalog	National RTAP eLearning	Bus Roadeo Toolkit	Cost Allocation Calculator		
Topic Guides	2 The Point Training	How to Find Anything Toolkit	GTFS Builder		
Technical Briefs	Directory of Trainers	Marketing Toolkit	ProcurementPRO		
Best Practices Spotlight	Webinars	State RTAP Manager's Toolkit	Website Builder		
COVID-19 Information	Peer Roundtables & Chats	Transit Manager's Toolkit	Rural iNTD		
TACL					

nationalrtap.org

News you can use!

- eNews - biweekly newsletter (email or online)
- Information and opportunities are pulled from nearly 200 sites and newsletters
- National RTAP news, resources, events
- Industry webinars, conferences, trainings
- FTA and USDOT updates
- Industry publications
- Funding opportunities



Information Resources

- **Technical Briefs**
 - 1-12 pages. Short guides to a topic, with case study examples and links to resources.
- **Best Practices Spotlight Articles**
 - **Sharing Training with Agencies Coordinating Transportation**
 - **Transportation to Scenic Destinations**
 - **Social Media**
- **Rural Integrated National Transit Database (iNTD)**
 - Compare your state or system to peers and look at your efficiency and effectiveness measures
- **Biennial Surveys of Rural and Tribal Transit Agencies and State RTAPs**
 - See national trends and use the Job Description and Salary Database

Technical Assistance

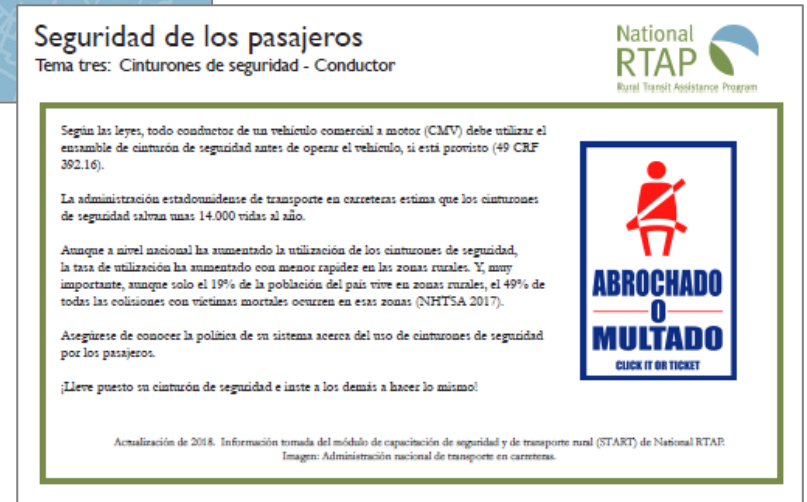
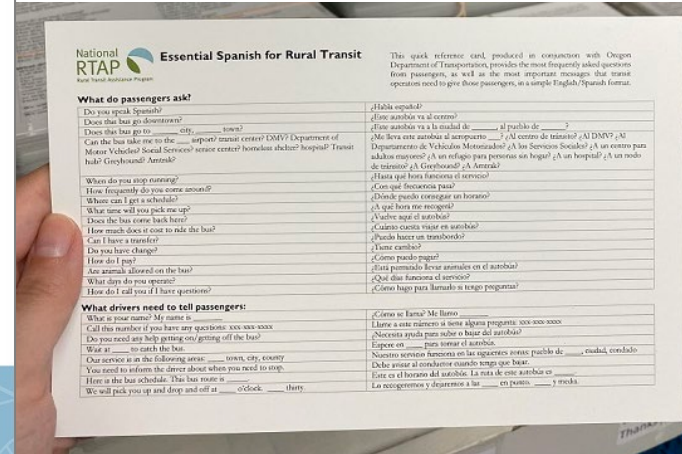
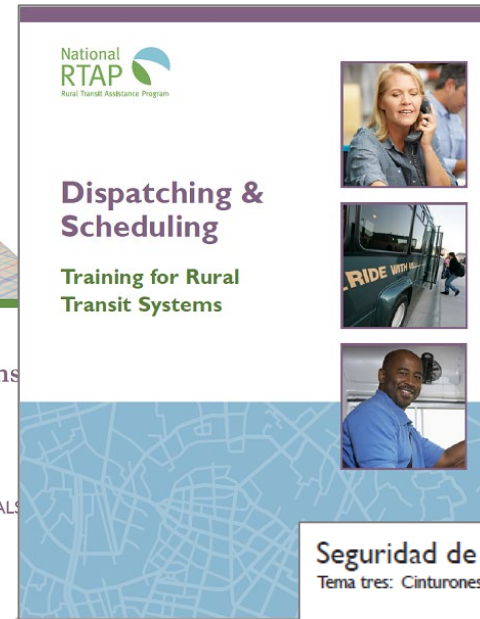
- **Reference services – for questions or a template**
- **Peer Assistance**
 - **Online Forums**
 - **Roundtables on Zoom**
 - **Twitter Chats**
 - **Peer Mentoring**
- **National RTAP Conferences**
 - **Participation in national, state, and regional conferences**
- **Direct technical assistance – evaluated upon request**



Resource Center and Training Modules

National RTAP Training Modules

- 2 The Point Training (English and Spanish)
- Advanced Topics in Financial Management
- Boards that Perform
- Delivering Excellent Customer Servi
- Dispatching and Scheduling
- Essential Spanish
- Essential Skills for Trainers
- Emergency Procedures
- Fundamental Financial Management
- Problem Passengers
- Reasonable Suspicion for Supervisors
- Safety Training and Rural Transit (START)
- Substance Abuse Awareness for Safety Sensitive Employees
- Top Shops: Emergency Management in Facilities



Resource Library

RTAP Resource Library

The National RTAP Resource Library's mission is to provide access to free, high quality technical assistance and training materials dedicated to rural and Tribal transit systems.

[Resource Library Policies](#)

[Take a Virtual Tour!](#)

Find and Access Resources

[Search](#)

Featured Resources



Emergency Evacuation and Sheltering During the COVID-19 Pandemic

A rapid expert consultation from the National Academies of Sciences, Engineering, and Medicine



Analysis of Green Bond Financing in the Public Transportation Industry

This TRCP report provides public transit agencies with an introduction to green bonds and how they can be used to advance sustainability goals.

RTAP Resource Catalog

National RTAP's Resource Catalog lists all of our popular products, including training modules, web apps, and technical briefs.

[Resource Catalog](#)

Need Help?

info@nationalrtap.org

888-589-6821

Mon-Fri 9am-5pm ET

Quick Links



National RTAP eLearning Portal

Self-guided, online courses where learner progress and scores can be tracked and documented by managers in the portal.

[Learn More](#)



Resource Share Account

Access your Resource Share account by logging in with your username and password.

[Learn More](#)



Directory of Trainers

Outside training resources and trainers-for-hire. Search by name, state, FTA region, and/or keyword.

[Learn More](#)



Rural iNTD Data

To access to the Rural iNTD system, [Register Here](#) and then enter your password on the Rural iNTD login page.

[Learn More](#)



TACL

Visit the Transportation Technical Assistance Coordination Library (TACL) and click on the Training tab at the top for instructions.

[Learn More](#)



Resource Library Widget

Add the National RTAP Resource Library Widget to your website.

[Learn More](#)

TACL: The Transportation Technical Assistance Coordination Library



<http://transportation-tacl.org>

A sustainable methodology and platform to access transportation coordination resources from transportation technical assistance centers and the [Federal Transit Administration \(FTA\)](#).

The FTA-funded technical assistance centers participating:

- [National Aging & Disability Transportation Center \(NADTC\)](#)
- [National Center for Applied Transit Technology \(N-CATT\)](#)
- [National Center for Mobility Management \(NCMM\)](#)
- [National Rural Transit Assistance Program \(NRTAP\)](#)
- [Shared-Use Mobility Center \(SUMC\)](#)

National RTAP eLearning

elearning.nationalrtap.org

1. Go to <https://elearning.nationalrtap.org/>

The screenshot shows the elearning.nationalrtap.org website. On the left is a navigation menu with 'Courses', 'Agency Request Form', and 'National RTAP Website'. The main area has a 'Welcome Back!' banner with the text 'Let's start right where you left off!'. Below this is a 'My Courses' section with a search bar and a grid of course cards. The cards include: 'National RTAP eLearning' (Troubleshooting - Frequently ...), 'NTRANSIT The Way To Go' (COVID-19 Safety Guidance for ...), 'nadtc NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER' (Cost Allocation Meets Coordin...), 'EMERGENCY PROCEDURES for Rural Transit Drivers' (Emergency Procedures for Ru...), 'Dispatching and Scheduling Tr...' (Dispatching and Scheduling Tr...), 'NDSU UGPTI SURCOM' (Small Urban and Rural Center ...), 'Delivering Excellent Customer...' (Delivering Excellent Customer...), 'Reasonable Suspicion Trainin...' (Reasonable Suspicion Trainin...), '2 the Point training' (2 The Point Training), and 'BUSING ON THE LOOKOUT B.O.T.L.' (Transit and Human Trafficking). A red arrow points to the 'Login' link in the top right corner.

2. Click on Login at the top right side of the page

Courses/Homepage

My Courses

Troubleshooting - Frequently ...
Look here for answers to technical questions about the National RTAP...
Not Started

COVID-19 Safety Guidance for ...
This training was sponsored by NJ Transit, in collaboration with the NJ...
0%

Cost Allocation Meets Coordin...
Developed by the National Aging and Disability Transportation Center...
Not Started

Emergency Procedures for Ru...
This training was originally developed by National RTAP as a self-paced...
Not Started

Dispatching and Scheduling Tr...
This updated and enhanced training is designed for staff who perform th...
Not Started

NDSU
UGPTI
SURCOM
Small Urban and Rural Center ...
The Small Urban and Rural Center on Mobility (SURCOM), formerly Small...
Not Started

Delivering Excellent Customer...
This folder contains two courses: one designed for general education on...
Not Started

Reasonable Suspicion Trainin...
Reasonable Suspicion Training for Supervisors Reasonable Suspicion...
0%

2 The Point Training
This is an online version of National RTAP's 2 the Point Training series fo...
Not Started


BUSING ON THE LOOKOUT
B.O.T.L.
Transit and Human Trafficking
When building an army to fight a crime like human trafficking, the bu...
Not Started

Problem Passengers
Managing Difficult Passengers and Situations
National RTAP

Safety-Sensitive Employee
Drug Abuse Online Program
National RTAP

Federal Transit Administration

Federal Transit Administration



Courses Available

National RTAP:

- 2 the Point Training
- Dispatching and Scheduling
- Emergency Procedures for Rural Transit Drivers
- Problem Passengers: Managing Difficult Passengers & Situations
- Reasonable Suspicion Training for Supervisors
- START Online - Safety Training and Rural Transit
- Substance Abuse Awareness Training for Safety Sensitive Employees
- Reasonable Suspicion Training
- Top Shops: Emergency Management in Maintenance Facilities

National Aging and Disability Transportation Center:

- Cost Allocation Meets Coordination: A Mini-Course for Human Services Transportation Providers

Other Partner Organizations:

- COVID-19 Safety for Frontline Transit Employees (NJ Transit)
- FTA Title VI Program Requirements for FTA Grantees
- Transit and Human Trafficking: Busing on the Lookout
- Wheelchair Securement and Lifts Training Videos

Small Urban and Rural Center on Mobility:

- Crisis Management for Rural and Tribal Transit Providers
- Customer Service for Rural and Tribal Transit Providers
- FTA 101: An Introduction to the Federal Transit Administration
- Grant Writing for Rural and Tribal Transit Providers
- Financial Management Short - The Basics
- HR Training Shorts: Onboarding, Interview Questions, Performance Appraisals, Employee Recognition

Toolkits

Toolkits

- **ADA**
- **Bus Roadeo**
- **Find Anything**
- **Marketing**
- **State RTAP Manager's**
- **Transit Manager's**
- **Tribal Transit Manager's***

Featured Toolkit – Transit Manager’s Toolkit

- Developed for new rural transit managers, but a resource for any transit manager.
- Information to ensure their rural transit organizations operate smoothly.
- Assures compliance with the federal regulations associated with Section 5311 funding.
- www.nationalrtap.org/Toolkits/Transit-Managers-Toolkit/Welcome



Transit Managers Toolkit - Administration

- **Mission and Leadership**
- **Budgeting and Finance 101**
- **Operations Management Models**
- **Human Resources**
- **Driver Recruitment, Training, and Retention**

Transit Manager's Toolkit – Operations and Planning

- **Safety, Security and Emergency Management**
- **Coordination and Mobility Management**
- **Planning and Evaluation**
- **Communicating with the Public**



Transit Manager's Toolkit - Compliance

- **Federal Regulations and Circulars**
- **Americans with Disabilities Act (ADA)**
- **Grant Compliance Requirements**
- **Drug and Alcohol Programs**
- **Civil Rights**
- **Procurement 101**
- **Procurement – Beyond 101**
- **Transit Asset Management**



Transit Manager's Toolkit – Procurement 101

Section Sources

- APTA Standard Bus Procurement Guidelines (2013)
- APTA Standards Development Program, Recommended Practice, The Process of Transit Procurement (2013)
- APTA Transit Procurement: A Guide for Transit Board Members (2010)
- FTA Best Practices Procurement and Lessons Learned Manual (2016)
- FTA Buy America Handbook (2017)
- FTA Buy America web page
- FTA Circular 4220.1F, Third Party Contracting Guidance (2013)
- FTA Circular 9040.1G, Formula Grants for Rural Areas: Program Guidance and Application Instructions (2014)
- FTA Contract Files web page
- FTA Existing Recipients web page
- FTA Frequently Asked Questions Regarding Section 7613 of the National Defense Authorization Act for Fiscal Year 2020
- FTA FY 2020 Comprehensive Review Guide
- FTA Guide for Procurement System Reviews (2013)
- National RTAP ProcurementPRO 2.0 web application
- OMB, Guidance for Grants and Agreements, 2 CFR Parts 25, 170, 183, and 200, Federal Register, August 13, 2020
- OMB Memorandum M-18-18, Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, "Super Circular")
- U.S. DOT, FTA Master Agreement

A variety of additional resources, including trainings and templates, can be found on National RTAP's **Procurement topic guide**

Technology Tools

Technology Tools

- **Cost Allocation Calculator**
- **GTFS Builder**
- **ProcurementPRO**
- **Website Builder**



**COST ALLOCATION
CALCULATOR**



**PROCUREMENT
PRO**



**GTFS
BUILDER**



**WEBSITE
BUILDER**

Two-Variable Cost Allocation Calculator



1. Service Data



2. Financial Data



3. Operational Data



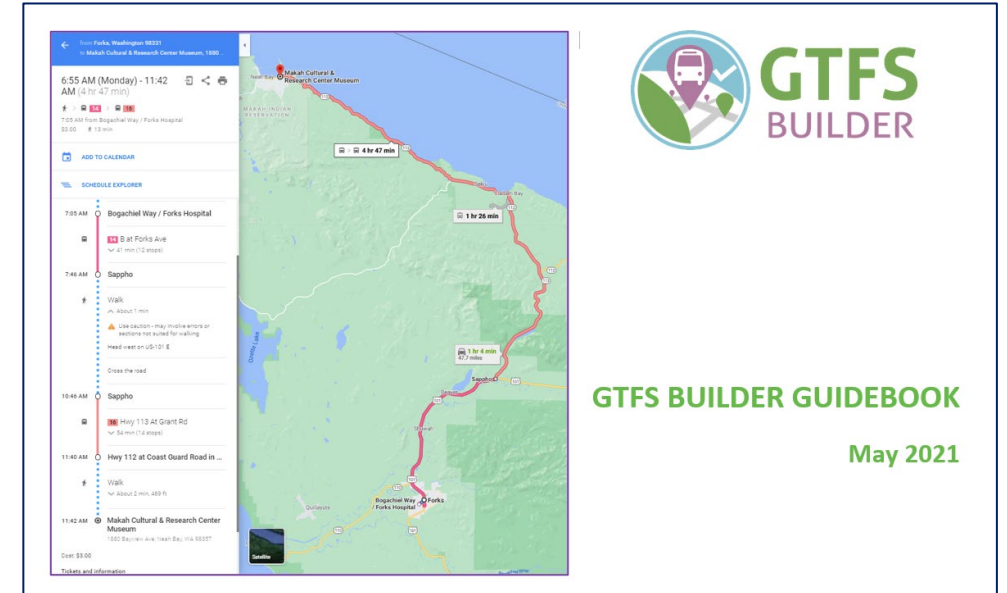
4. Allocate Costs

Each data entry page is accessible from the Navigation Menu page

Steps 1 through 3 must be completed in order before allocating costs in Step 4

GTFS Builder

- **Create Trip Planning Data**
- **Input/Export Spreadsheet**
- **Agency Information**
 - **Calendar**
 - **Fare Information**
- **Scheduling Spreadsheet**
 - **Bus Stop Coordinates (latitude/longitude)**
 - **Schedule Information**
- **Exports into a file that is uploaded to Google**
- **Updated instruction manual and videos available**



ProcurementPRO

- **Web-based application that guides rural and tribal grantees and state DOTs through FTA procurement procedures.**
- **After entering basic project information, it provides the FTA clauses and certifications required for procurement documents.**
- **Provides helpful checklists and guidance.**
- **State portal option available for states with thresholds that differ from Federal.**
- **Demo webinar available on our website.**



Website Builder

- **Easy to use drag-and-drop system with great features**
- **Integrates with Google sheets, PayPal, etc.**
- **Transit agency and state RTAP website templates**
- **Translated to over 55 languages**
- **Built in trip planner**
- **Display and update schedules using Google Sheets**



Website Builder



Select Language ▾

Powered by Google Translate



Search...:

Search...

[Maps & Schedules](#) ▾ [Rider Guide](#) ▾ [Fares & Programs](#) ▾ [News & Events](#) ▾ [Contacts & Comments](#) ▾



NOTICE:
Masks on public transit *encouraged* but not required.



Maps & Schedules

Mountain Line has 24 routes that service Morgantown and Monongalia County.

[Route List](#) →



Trip Planner

All Mountain Line bus routes are available on Google Maps. Plan your trip now!

[Trip Planner](#) →



Bus Finder App

Avoid standing by the road too long. Track your bus with our mobile app.

[Bus Finder App](#) →

New Products and Upcoming Events

What's New in the Resource Library?

- **Delivering Excellent Customer Service in Rural Transit**
- **Dispatching and Scheduling**
- **Updated ADA and Transit Manager's Toolkits**
- **School Bus and Rural Transit Coordination NEW**
- **Transit Website Checklist NEW**
- **Leading the Rural Transit Agency**
- **Substance Abuse**
- **Incident and Injury Report Form**
- **Emergency Response Checklists**
- **Developing, Designing and Delivering Community Transportation**
- **Insurance and Risk Management Technical Briefs**

In progress or starting soon:

Active Shooter Training

Tribal Transit Toolkit

Updated Marketing Transit Toolkit

Updated Board Training

Rider Survey Toolkit

ProcurementPRO Enhancements

Recent Webinars

- **Succession Planning 101**
- **Entry-Level Driver Training Requirements**
- **GTFS: Three Steps to Online Trip Planning**
- **Microtransit vs. Micromobility Series Webinar**
- **Mobility Management and Veterans Transportation to Healthcare Series**
- **Marketing Workshops #1-5**
- **Building Better Bus Stops: Planning and Partnerships**
- **Risky Business: Transit Insurance and Risk Management**
- **Rural Transit Planning and Route Design**
- **Transportation Management Association (TMA) Workshop**
- **Financial Management and Indirect Cost Rates**
- **Microtransit and Rural Mobility**
- **Impact of Marijuana Legalization on Transit Operations**
- **Demystifying Trip Planner Licensing Agreements**
- **RideSheet Pilot Program Informational Webinar - May 31, 2023, 2:00-3:00 PM ET**
- **Successful Strategies for Hiring Rural and Tribal Transit Operators, June 15, 2023**

View recordings at: www.nationalrtap.org/webinar

Upcoming

- **Webinar: Client Self-Advocacy Training, Sept 28, 2023**
- **eLearning Course: Active Shooter Preparedness, Mitigation and Response Training at or for Rural Transit Systems – Fall 2023**
- **Financial Management, ELDT, GTFS eLearning training modules 2023**
- **Marketing Toolkit Updates (RFP is out).**
- **Solicitations for Review Board Nominations 2024-2025**

National RTAP Tribal Transit Training

Tribal Transit Training Mini-Conferences

- Feb 2020 – MT
- May 2021 - OK
- June 2021- MT
- October 2021- MN/WI
- March 2022 – AK
- June 2022 – AZ
- Spring 2023 - AK



2024 Tribal Transit Training (Planned)

- **TSI: Safety, Security and Emergency Management Considerations for Capital Projects – March 12-14, 2024 - Albuquerque, NM**
- **WSDOT: Capital Projects Training - April 21-22, 2024 - Spokane, WA**
- **TSI: Substance Abuse Management and Program Compliance - September 17-19, 2024 – Billings, MT**

2023 Staff and Review Board



2023 National RTAP Rural and Tribal Transit Conference



5th National RTAP Conference **Navigating the Tides of Change with Rural & Tribal Transit**

December 3-6, 2023 in Myrtle Beach, SC

The National Rural Transit Assistance Program is excited to host our 5th Technical Assistance Conference, offering trainings, hands-on workshops, keynotes, regulatory updates, innovative strategies, and best practices. There will be opportunities for networking, learning from your peers, and connecting with vendors. Attendees will leave with information, inspiration, and an action plan.

Partners and participating organizations include the Federal Transit Administration (FTA), South Carolina Department of Transportation (SCDOT), Transit Association of South Carolina (TASC), National Transit Institute (NTI), Transportation Safety Institute (TSI) and FTA Technical Assistance Centers.

Questions?

Quyana!



National Rural Transit Assistance Program

nationalrtap.org | 888-589-6821 | info@nationalrtap.org

Find us on Facebook, Twitter, YouTube, LinkedIn & Instagram



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