What's New from National RTAP?

Connecticut RTAP Spring Conference
April 24, 2019

National **RTAP**
Rural Transit Assistance Program

FTA U.S. Department of Transportation
Federal Transit Administration

Agenda

- **National RTAP Overview**

- **New Products**

  – Reasonable Suspicion for Supervisors Training

  – ProcurementPRO 2.0

  – Problem Passengers Training (updated)

  – 2 the Point Training (updated and translated)

  – Job Description and Salary Range Database

- **Coming Soon**

  – Transit Manager's Toolkit (updated)

  – Cost Allocation Calculator

  – Financial Management Training (updated)

  – Website Builder 3.0

  – eLearning versions of Customer Driven Service and Emergency Procedures

  – Webinars

  – 2019 Conference

National RTAP Overview

National Rural Transit Assistance Program

What is National RTAP?

- Technical assistance center funded by the FTA through the Section 5311 Formula Program for Rural Areas

- FREE training materials and technical assistance products and services for rural and tribal transit providers

- Supports the State RTAP programs

- Review Board – 7 state DOT officials and 7 rural transit providers

National RTAP Products and Services

- **Resource Center** – nationalrtap.org, reference services

- **eNews** – news, events, opportunities from RTAP and industry

- **Trainings** – books (free shipping) and eLearning

- **Web Apps** – Website Builder, GTFS, ProcurementPRO

- **Online Toolkits** – Transit Manager, ADA, Marketing

- **Technical Briefs** – Social Media, Volunteer Transportation

- **Resource Library** – Topic guides, National RTAP and partner resources

- **Webinars** – NTD, Grant Writing, Wellness Programs, Cost Allocation

- **Peer Program** – Peer Roundtables, Forums, and Best Practices Articles

- **Technical Assistance Conference** – September 15-18, 2019, Portland, OR
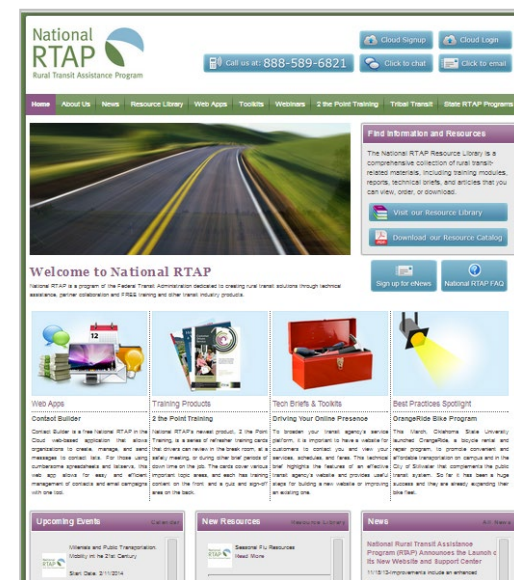
Resource Library

Find & Access Resources

[   ] [Keyword Search] [🔍 Advanced Search]

[🔍 How to Find Resources] [Browse by Subject] [Browse by Format]

Need Help?

✉ info@nationalrtap.org

📞 888-589-6821

🕐 Mon-Fri 9am - 5pm ET

[📄 Mission & Policies]

[Resource Share Account]

Topic Guides

ADA

Alternative Fuels

Bloodborne Pathogens

Defensive Driving

Disasters

Distracted Driving

Drug and Alcohol

Livability

Mobility Management

Procurement

Safety/Transit Asset Managment

Tribal Transit

Wheelchair Securement

Featured Resource

What Transit Agencies Need to Inform the Public About Before Making Changes Checklist

What Transit Agencies Need to Inform the Public About Before Making Changes is a new National RTAP checklist that agencies can use to determine what they need to notify the public about and gather public comments. Potential changes a transit agency may make are grouped into three areas: compliance, priorities and strategies, and allocating funds. Resource links on administrative procedures, public hearings, and informal rulemaking are provided.

Resource Catalog

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

[Download]

[Rural iNTD Data] [National RTAP eLearning Portal] [Directory of Trainers]

Popular Training Modules

- Substance Abuse Awareness

- Problem Passengers

- Safety Training & Rural Transit

- 2 the Point Refresher Training

- Customer Driven Service

- Emergency Procedures

- Top Shops: Emergency Management in Vehicle Maintenance Facilities

- Fundamental Financial Management

- Scheduling & Dispatching

- Boards that Perform

- Essential Skills for Trainers

- **Available at nationalrtap.org or register at elearning.nationalrtap.org**
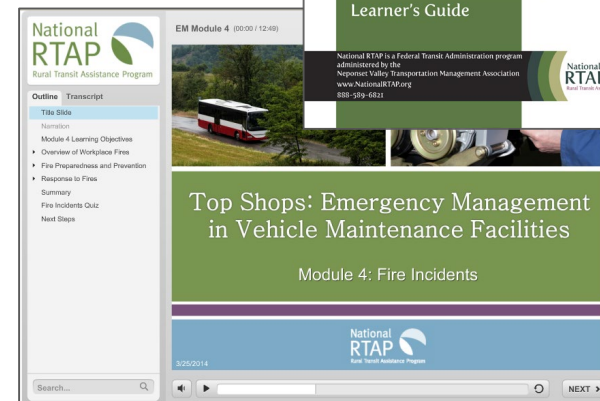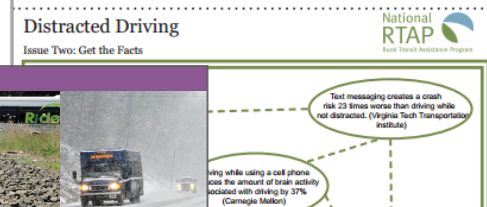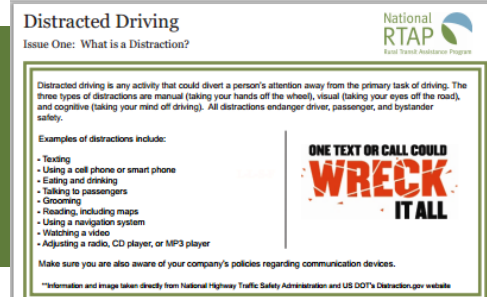
National RTAP eLearning

National RTAP eLearning: Courses

National RTAP eLearning: Certificates

Substance Abuse Awareness Training

Certificate of Completion

The Substance Abuse Awareness Training Program required for all
Safety-Sensitive Employees in accordance with 49 CFR Part 655.14,
has been successfully completed by:

Neil Rodriguez

On   24 May 2016

Training Time Requirement:
60 Minutes

Completion Time:
01:00:35

Administered through the Safety-Sensitive Employee Substance Abuse Awareness Online Program and National RTAP

New Products

Reasonable Suspicion for Supervisors Training

- Available now – "official" launch coming soon

- For supervisors who are in charge of making reasonable suspicion referrals of safety-sensitive employees

Reasonable Suspicion for Supervisors Training (cont.)

- **To be authorized to make referrals, the FTA requires:**

  – 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use.

  – 60 minutes of training on the physical, behavioral, and performance indicators of probable alcohol misuse.

- The course meets those requirements

- It includes exercises and video scenarios to engage learners and enhance learning

ProcurementPRO 2.0

- New faster and streamlined version launched in February.

- Web-based application that guides rural and tribal grantees and state DOTs through FTA procurement procedures.

- After entering basic project information, it provides the Federal 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 held February 14 – recording available.

My Project

Title

1

Info! In the Title field you cannot use special characters. All numbers and letters are allowed but no punctuation, dashes or other special characters. **Example : $#%,.!>-/**

Description

2

Who will be FUNDING this project

3

☐ Federal Government

Procurement Type

4

○ Rolling Stock ○ Materials & Supplies ○ Professional Services ○ Architecture

○ Engineering ○ Architectural & Engineering ○ Operations & Management ○ Construction

Examples

Help

What is the TOTAL cost for this project?

5

$ _____ .00

What is the METHOD of procurement you will be using for this project?

6

○ Invitation for Bid (IFB) ○ Request for Proposal (RFP) ○ Request for Qualification (RFQ)

○ Sole Source ○ Piggyback ○ Non-Competitive Quotation

BACK ✕ CLEAR ProcurementPRO QuickPRO

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Problem Passengers Training Update

- Launched June 2018

- Portrays difficult situations and explains appropriate driver responses. Covers customer management and behavior modification techniques.

- Content on service animals and illegal drugs

- New videos with scenarios – 13 clips or one 25 minute video

- eLearning version – 6 modules with an exam, 1.5-2 hour duration

- Narrated Facilitator's PPT about how to deliver the course and key content to cover
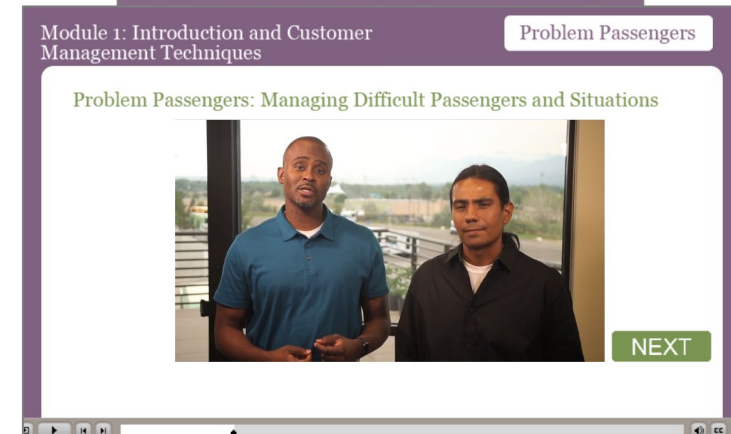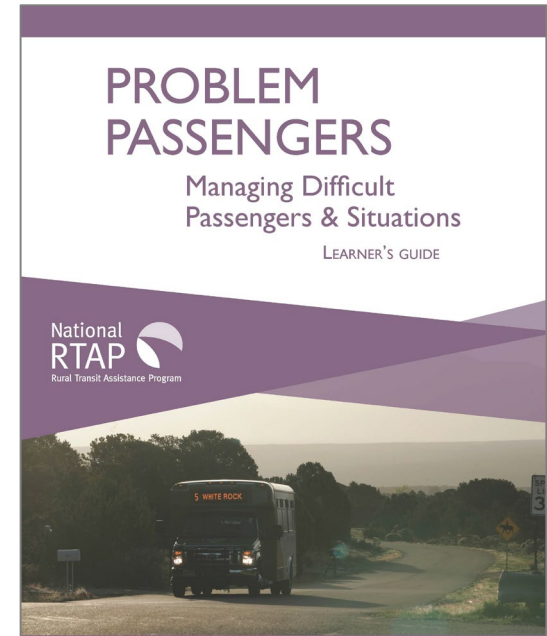
2 the Point Training Translation

- Cards updated in 2018 and translated into Spanish

- Available for download and agencies can order 1 full hardcopy set per year

- Updated eLearning modules launching soon

Job Description and Salary Database

- From a survey of rural and tribal public transit agencies in 2018, with responses from over 300 agencies

- The downloadable zip file contains the database and a summary table

- You can filter and sort each column by FTA Region, job title, union/non-union, CDL/non-CDL, full/part-time and/or salary range

- Use this for your next job posting or to make sure your agency's salaries are comparable to others in your region

Coming Soon

Updated Transit Manager's Toolkit

- Launching in May 2019

- Online toolkit to help transit managers ensure their transit organizations are operating smoothly and are in compliance with the federal rules associated with FTA Section 5311 funding

- Updated content and new section on grant writing

- Glossary now included

- Searchable PDF option now available

Two Variable Cost Allocation Calculator

- An application that will enable users to input service, financial and operational data to allocate expenses by routes, travel modes, jurisdictions, and other common transit designations

- Generates cost per service and measures service performance

- Excel and Access versions

- Developed for National RTAP by Texas A&M Transportation Institute, with help from Rich Garrity of RLS & Associates

- Launching in May – introductory webinars on May 14 and 15

Financial Management Training Update

- Ten chapters, plus advanced topics:
  1. Introduction
  2. OMB's Super Circular (2 CFR Part 200)
  3. Accounting/Chart of Accounts
  4. Understanding Direct and Indirect Costs
  5. Cost Allowability Under FTA Awards
  6. Local Match to FTA Grant Awards
  7. Contributions and Donations
  8. Reporting Requirements
  9. Cash Handling
  10. Audit

- Includes quizzes, charts, and examples

- Expected this summer
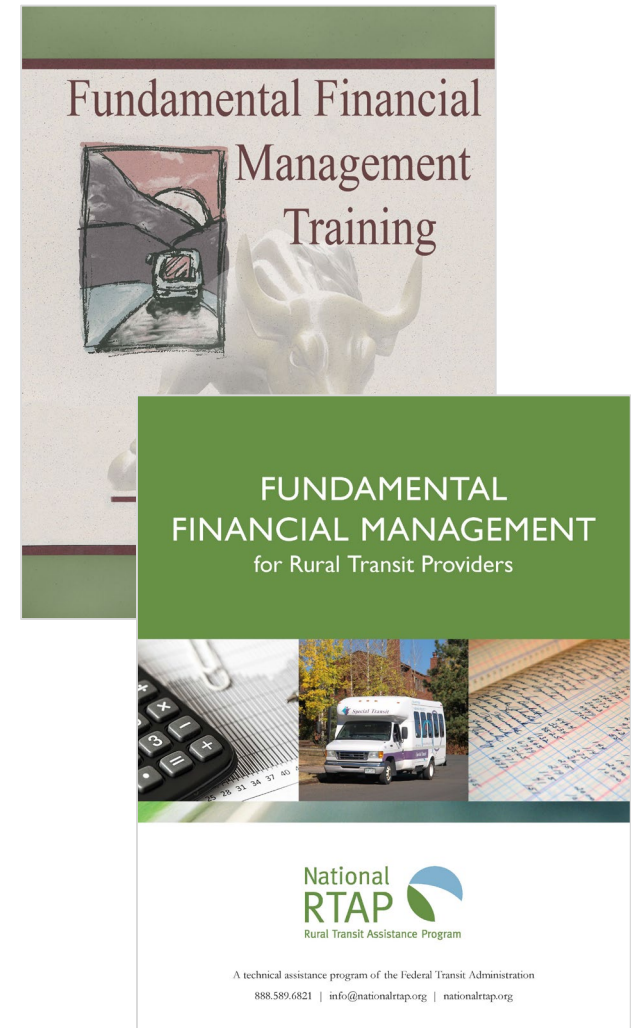
Website Builder 3.0

- Brand new system with easy to use editing tools and drag and drop features

- More transit website templates to choose from

- Easier tech support functionality

- Built in trip planner

- Easy way to display and update schedules on your website using Google Sheets

- Expected by summer or fall 2019

2019 eLearning Course Updates

Webinars & Peer Roundtables

- Tribal Transit Peer Roundtable – April 30, 3:00 PM

- Two Variable Cost Allocation Calculator Webinars:
    - Excel Version – May 14, 12:30 PM
    - Access Version – May 15, 2:00 PM

- On-Ramps, Intersections, Exits: Roadmap for Transit Agencies to Prevent and Disrupt Human Trafficking – May 14, 2:30 PM

- Transit Manager Peer Roundtable – May 29, 2:00 PM

Register or view recorded Webinars and Peer Calls at
nationalrtap.org/Webinar#UpcomingWebinars.

2019 Technical Assistance Conference

4th National RTAP
Technical Assistance Conference
Charting New Trails
FOR **Rural & Tribal Transit**

SAVE THE DATE!

September 15-18, 2019
DoubleTree by Hilton, Portland, Oregon

*Presented by the National Rural Transit Assistance Program,
in partnership with Oregon Department of Transportation*

National RTAP
Rural Transit Assistance Program

Oregon Department of Transportation

Register now at <u>nationalrtap.org/conference-2019</u>!

Questions

Contact Information

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Find us on:

- – Facebook
- – Twitter (@nat_rtap)
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U.S. Department of Transportation
Federal Transit Administration