

New Jersey Community Transportation Training Program

SCHOLARSHIP PROGRAM

The *New Jersey Community Transportation Training Program* is pleased to provide financial assistance to individuals from New Jersey rural and community transportation providers to participate in training workshops and seminars, held outside New Jersey, through its **Scholarship Program**. The *New Jersey Community Transportation Training Program* is operated by New Jersey Transit and funded by federal grants such as the Rural Transportation Assistance Program and State of New Jersey Casino Revenue funds. The program is administered by the National Transit Institute at Rutgers, The State University of New Jersey.

Program Guidelines

The purpose of the Scholarship Program is to provide funding support to eligible agencies to help defray the cost of sending personnel to approved training courses, workshops, and conferences. The intent of the program is to supplement existing training resources, not to supplant them. Scholarship award recipients are expected to attend all events in the program that are included in the registration.

A scholarship is intended to provide incentive and support for the primary expenses associated with attending a training opportunity. It will cover 80% of eligible expenses. The applicant must identify the funding source for the remaining 20% of the eligible expenses. Individuals are not permitted to cover the remaining 20% of eligible expenses.

Scholarship requests must be submitted through and approved by the applicant's agency. Eligible expenses for out-of-state travel include lodging, conference registration, major conveyance (airfare, train fare, privately owned vehicle mileage), necessary ground transportation, and meals not provided as part of the registration fee based on the applicable per diem rate. Scholarships will not cover the expenses associated with automobile rental. Eligible expenses will be paid on a **Reimbursement Basis Only**. **Original receipts** are required for reimbursement, including airline tickets or e-ticket/itinerary. Hotel receipts must show a zero balance.

Program Eligibility

Scholarship opportunities are limited to individuals who are directors, managers, and/or operations and support staff of:

1. Recipients of FTA funding including Section's 5310, 5311, 5316 and 5317 grants as well as recipients of New Jersey Senior Citizens and Disabled Resident Transportation Assistance Program funds (Casino Revenue).
2. Rural transportation providers
3. Providers of special needs transportation services funded through Department of Human Services programs or any other state department

Third party providers are not eligible for scholarships.

NJ TRANSIT employees are not eligible, nor are individuals without a clear link to a local transit provider. Eligible training workshops and seminars include those held within the continental United States.

Categories, Limitations and Conditions

In order to assure an equitable distribution of scholarship funds the following categories are established:

Category 1	under \$500
Category 2	\$500 - \$1,499
Category 3	\$1,500 and above

There is no limit to the number of Category 1 scholarships an individual may receive in a calendar year. Eligible applicants may not receive more than two Category 2 scholarships or more than one Category 3 scholarship within a calendar year. In general, Category 3 scholarships are limited to one award per year per agency.

The number of Category 2 and 3 scholarships will be limited to five per event. If more than five applications are received, scholarships will be awarded in the following order;

1 st	Sub-recipients of FTA Section 5311 funds and/or recipients of Casino Revenue funds
2 nd	Sub-recipients of FTA Section 5310 funds
3 rd	Recipients of other FTA funds

If New Jersey Transit determines the need is great, it reserves the right of awarding more than five scholarships for a particular event.

Scholarship awards will be based on the content of the proposed training, its usefulness to the individual and his/her agency, its relationship to the goals of the New Jersey Community Transportation Training Program and program funds.

Application Requirements

A scholarship application must be completed for each individual scholarship request. Applicants are required to indicate how they will use the information that will be learned. Scholarship award recipients must commit to attend all program events that are included in the registration fee. Unless otherwise noted, scholarship applications must be received no later than 21 days prior to the start of the event.

The following application schedule applies to this event only: Scholarship applications for the CTAA Expo, May 23-28, 2010, in Long Beach, CA must be submitted to Susan Greenstone at the National Transit Institute by April 1. Scholarship awards will be announced by email by April 8th.

Following completion of the training, the scholarship recipient is required to prepare a summary report and evaluation. This typed document shall summarize the program and how the information obtained will be of value to the recipient and his/her agency. This document must be attached to the Reimbursement Request Form and received by NTI within 10 business days of attendance.

Failure to comply with these Scholarship requirements will result in non-reimbursement of expenses and ineligibility of the individual/agency to receive future scholarships.

New Jersey Transit reserves the right to modify these requirements.

For more information contact Susan Greenstone at 732/932-1700 ext. 219 or email her at sgreenstone@nti.rutgers.edu.