



**PUBLIC TRANSPORTATION DIVISION
TRANSIT ROADEO PROGRAM
JANUARY 1, 2009**

PURPOSE

The Public Transportation Division (PTN) Transit Roadeo Program is designed to provide some financial assistance to Texas rural transit agencies conducting regional roadeos.

SCOPE

Based on TxDOT's budget, the roadeo program will annually support approximately three regional roadeos hosted by Section 5311 Rural Transit Agencies. Transit agencies will be reimbursed by TxDOT with Rural Technical Assistance Program (RTAP) funds for pre-approved eligible expenses only.

GUIDELINES

1. Budget expenses must be pre-approved in writing prior to the date of the roadeo. See matrix below.
2. The roadeo must be regional; with at least two transit agencies participating with a sponsoring rural agency. Small urban transit agencies may participate on a coordinated basis, but the sponsoring agency must be a rural agency due to the source of RTAP funding.
3. The sponsoring transit agency must submit a request letter and a budget to PTN no less than 60 days before the date of the roadeo. The request letter must include a list of participating agencies, a short description of each competitive event, and expected benefits to the participating transit agencies. The budget must include all estimated expenses by item of expenditure and RTAP dollar amount requested.
4. The roadeo must focus on knowledge, skills, and training. It must consist of a written exam, skills tests, or other means for assessing skills.
5. Where practical, promotional materials should acknowledge TxDOT's participation.
6. Reimbursement requests must
 - a. Include only pre-approved items.
 - b. Be received by PTN within 45 calendar days of the last day of the roadeo. Requests received after 45 days will be denied.
 - c. Include legible copies of all receipts.
 - d. Be sent to PTN electronically, by fax, or by postal service.
 - e. Include a written summary report which contains a roster of all individual participants and transit agencies, a list of winners in each competitive event, a list of judges, photographs, and any publicity received as a result of the roadeo.
7. Payments will
 - a. Be made to the transit agency, not to individual employees.
 - b. Be paid within 30 days of submitting a correct and complete reimbursement request to PTN.
8. All records related to the roadeo, including receipts, must be kept on file at the transit agency for a period of three years after final reimbursement from PTN.

ELIGIBLE EXPENSES	
Trophies	1 st , 2 nd , and 3 rd place trophies for each competitive event. Individual trophies may not exceed \$50.
Supplies	Expendable supplies used to set up and support the rodeo. Examples include paint, tape, rope, wooden building materials, traffic cones, and office supplies.
Rental	Expenses for facilities and equipment used to support the rodeo. Examples include parking lot, conference room, banquet room, tables, chairs, barrels, tents, and associated equipment.
Food and Beverage	Bottled water for rodeo participants and rodeo officials only.
Note: All reimbursement requests are limited to the rates set by the Federal Transit Administration's RTAP guidelines, OMB Circular A-87, the TxDOT Human Resources Manual, and the TxDOT General Services Division Purchasing Manual. Copies of all receipts are required.	

NONELIGIBLE EXPENSES	
Trophies and Souvenirs	Tokens of participation for all participants. Some examples include T-shirts, caps, lanyards, etc.
Food and Beverage	Expenses for food and beverage service; including alcohol.
Rental	Equipment used to provide food and beverage service or activities not related to the rodeo.
Advertising	Expenses for promotion or advertisement of rodeo.

SEQUENCE OF EVENTS		
#	Event	Responsible Party
1.	Requests RTAP funding for regional rodeo by completing a request letter and line item budget. Manager or senior official approves with signature and sends to PTN Training Programs Manager.	Transit Agency
2.	Training Programs Manager reviews and recommends approval or disapproval. Forwards request letter and budget to Program Management Section Director for approval or disapproval.	PTN
3.	If not approved, Training Programs Manager advises sponsoring agency of disapproval. If approved, Training Programs Manager implements Project Grant Agreement (PGA) and forwards to sponsoring transit agency for signature.	PTN
4.	Sponsoring agency's manager or senior official signs PGA and returns to PTN Training Programs Manager.	Transit Agency
5.	Program Management Section Director signs PGA and sends executed copy to sponsoring agency with a copy to the TxDOT district PTC	PTN
6.	Conducts rodeo and retains all receipts.	Transit Agency
7.	Requests reimbursement from PTN within 45 days of last day of rodeo.	Transit Agency
8.	Training Programs Manager reviews reimbursement request. Sends e-mail to transit agency to clarify any discrepancies. Once approved, forwards to Financial Program Manager and emails approval to transit agency with copy to TxDOT district PTC.	PTN
9.	Financial Program Manager sends payment request to TxDOT finance within 10 days after receipt.	PTN
10.	Processes payment to transit agency.	TxDOT Finance

PTN CONTACT INFORMATION	
Program Management Section Director	512-374-5234
Training Programs Manager	512-374-5248
Financial Program Manager	512-374-5243
PTN Fax Line	512-374-5244
Email Address	PTN_Training@dot.state.tx.us