State RTAP Manager's Peer Roundtable Summary

July 29, 2025

Our Summer 2025 State RTAP Manager Peer Roundtable was based on questions that State RTAP Managers asked within the past year, including discussions during National RTAP/State RTAP 1:1 outreach calls. There were 13 attendees; the states that participated were Alaska, California, Florida, Massachusetts, Missouri, Minnesota, New Hampshire, Oklahoma, South Dakota, and Washington. The icebreaker question was, "What do you have growing in your garden?". Answers included flowers, snap peas, basil, pickles (or at least cucumbers), zucchini, dahlias, peace lilies, tomatoes, and of course, dandelions.

Q: How do you find the best trainers?

A: Missouri RTAP has had the same trainer, John Rice, who is a DOT employee, since they were granted the contract in 2012. They allow agencies to use RTAP funds to attend training conferences and purchase training materials. Oklahoma doesn't have their own trainers but gives subrecipients RTAP funds to travel for training. They also have monthly meetings with each of their 5310 and 5311 subrecipients, where one of their project managers presents a training that was drawn from an annual poll of trainings requested by the subrecipients. Florida has several trainers on staff including a safety manager, safety supervisor, training instructor, and former bus operator. All CUTR trainers working with Florida RTAP took National RTAP's Active Shooter training and will train others. They also use our Emergency Procedures and START Safety Training. Washington DOT does training primarily through their conference every year, including data management, mobility management, and hands on practical training. They use staff and subcontractors for training. They work with Community Transportation of the Northwest, which focuses on non-profits, rural, and Tribal agencies. Many grantee organizations also do trainings. California CALACT conferences use RTAP funds for Drug and Alcohol training; they also have 105 classes through third-party contracts. They find trainers through the transit community that attends the CALACT conference They also have DBE training for state employees through CALACT funds.

Q: Do you have any formal succession planning for trainers?

A: California has a peer-to-peer program. Missouri would like to start one; CALACT's contact information was shared in the chat. Florida will send two trainers to a training to ensure that at least one of them gets the training in case there is a situation where the other can't make it.

Q: What role does your State RTAP have in mobility management?

A: Missouri RTAP is excited to work with Enjoli Dixon, our new National RTAP Rural Transit Program Manager. Washington State RTAP is supporting special projects with mobility management. Their Mobility Management Coalitions are mostly funded by the State Consolidated Grant program, which uses both state and federal funds. In Oklahoma, Mobility Manager Olivia Hook has built their program to cover the entire state.

Q: National RTAP Compendium of Best Practices. Each participant is asked to list a best practices for their state.

A: **5310/5311 Funding**

California has been looking into their formula that's used to distribute funding regionally. They are also developing their California Intercity Bus Study and looking into state resources that can complement Section 5311(f) so that their statewide intercity bus system can be enhanced. Ultimately it will be coordinated with their rail systems.

Subrecipient Procurement

Minnesota is developing an interactive procurement technology to assist their providers with their procurements.

Grant Management

Oklahoma switched from their old grant management software to a new grant management and oversight software and, rather than have each project manager overseeing their subrecipients' grants, they moved that oversight responsibility to a single manager, who they brought in from their Comptroller's office.

Mobility Management

Minnesota has worked to fund and support Regional Transportation Coordination Councils throughout the state to assist with collaboration/coordination effort to work toward meeting the needs of their rural communities.

Subrecipient Compliance

Oklahoma brought in an outside consultant to do a rewrite on their triennial review workbooks for 5310 and 5311 subrecipients, to update them to the current regulations and to streamline them, especially for the 5310s.

Technical Assistance

In South Dakota technical support is provided as deemed necessary or upon request for subrecipients or deemed necessary by SDDOT staff based on reporting, reviews, inspections, and other oversight.

Oklahoma provides technical assistance to their subrecipients as requested/needed. Some of their smaller, more rural agencies are understaffed due to driver shortages, and in a couple of instances their project managers actually perform those subrecipients' claims so they can maintain a steady stream of funding.

Training

Minnesota biennially provides a 'Transit 101' training and a leadership development program on alternate years.

Massachusetts is reconfiguring the process for scheduling training to more evenly distribute opportunities across the state and proactively solicit new training locations. This is helping to make training more accessible.

Missouri provides on-demand training to 5311 agencies.

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Oklahoma has a monthly meeting with each of their 5310 and 5311 subrecipients, where one of their project managers presents a training that was drawn from an annual poll of trainings requested by the subrecipients.

Technology Implementation

Minnesota is working on a Mobility as a Service (MaaS) project to gradually integrate transit trips and trip planning across the state.

Q: Additional Questions

A: Cara asked if anyone or their subrecipients are interested in joining a TCRP focus group on the benefits of transit. Stephanie Lewis asked if anyone has ambassadors or crisis response/mental health programs in place. If anyone is aware of any at state agencies, let her know. Brian Travis would like to know if any of the states that have a significant or smaller Tribal population, have been contacted by the FTA about the Tribal Transit Readiness Program; no one in the roundtable has been contacted. He also asked if any states have had the circumstance where a rural town has become urban based on its year-round tourists as opposed to how many residents they have; this happened in Lake Tahoe, CA. Oklahoma just had one of their cities become urban after the last census, Tom predicted that four more will become urban after the next census. Cara will reach out to our FTA liaison for guidance then it can be added to the State RTAP Manager Toolkit and/or Transit Manager Toolkit.

Please reach out to info@nationalrtap.org if you would like to suggest any additional topic(s) for our next roundtable, which will be in January 2026.