

# RAP Online System

## *Training Outline*

This class provides participants a foundation in the basic operation and function of the RAP Online System.

- **Introduce the County Road Administration Board's Rural Arterial Program (RAP).**
  - RAP Cycle
  - RAP Regions
  - RAP Funding
- **Introduction to RAP Online**
  - Browser Support
  - Finding RAP Online on the Web
  - Logging In
- **Prospectus**
  - **Preliminary Prospectus:** Discuss what is required for a preliminary prospectus, when they are submitted, and what criteria are evaluated for moving a preliminary prospectus to a final prospectus.
  - **Final Prospectus:** Discuss what is required for a preliminary prospectus, the rating worksheet, when they are submitted, and what criteria are evaluated in selecting final prospectus to become RAP projects.
  - **Emergency Prospectus:** Discuss what is required for an emergency prospectus, and what the conditions are to warrant an emergency prospectus.
- **Contracts**
  - **Lapsing Dates and Project Milestones:** Identify the three project lapsing dates (design, construction, and phase) and what is required to avoid lapsing.
  - **Project Notification:**
    - DAHP or Section 106 review
    - Request new project split request
    - Construction Phase Plan
    - Commencement of work notification
    - Project completion notification