



North Carolina Unified Certification Program  
Annual Stakeholders' Meeting

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**Meeting Recap**

The UCP Annual Stakeholders' Meeting was held on December 13, 2006 from 9:30 to 12:30 at the RDU Center at Raleigh Durham International Airport. The purpose of the meeting was to review and update implementation issues, present technological support applications that were developed for the UCP, discuss program costs and cost sharing options, discuss partner roles and responsibilities, and conduct a program evaluation.

Present at the meeting were:

Lynise Devance	Federal Highway Administration
Daryle Parker	City of Wilmington
Deidre Walker	Triangle Transit Authority
Sylvester Goodwin	Triangle Transit Authority
Ebony Fitchett	Bridges Consulting Group, LLC
Bonita Mittman	Bridges Consulting Group, LLC
Chris Garnett	Asheville Regional Airport
Terrence Watson	Charlotte Area Transit System
Keith Barnes	NCDOT – Contractual Services
Jan Bryant	NCDOT – Secretary's Office
Nancy Seigler	NCDOT – Aviation
Shelby Moorman	RDU – AA
Leigh Osborn	Franklin County Regional Airport
Dumon Bunker	City of Asheboro
Michael Leonard	City of Asheboro
Ana Venus Tenorio	Ken Weeden and Associates, Inc.
Bradley S. Whited	Fayetteville Regional Airport
Jeannette Strickland	City of Fayetteville – PWC
Mary Antwine	Albert J. Ellis Airport
Shirley Babbert	Craven Regional Airport
Leila Lanbabi	Charlotte Douglas International Airport
Donna Hughes	Charlotte Douglas International Airport
Don K. Howard	Kinston Airport
Odessa McGlown	NCDOT – Contractual Services

*Commencement (9:30 – 10:00)*

Odessa McGlown, State UCP Manager, greeted the attendees, presented the meeting's objectives, and lead the group in introductions. Shelby Moorman, DBE Program Manager for RDU, greeted the attendees on behalf of John Brantley (RDU Airport Director) and RDU Airport Authority. Jan Bryant, NCDOT Director of Special Projects, delivered the greeting on behalf of the Department of Transportation. Ms. Bryant reaffirmed the Department's commitment to the Unified Certification Program and gave the group an evolution of the UCP.

*Cost Sharing*

Odessa McGlown detailed the costs that are included in the total to be shared by the UCP partners. As outlined in the Memorandum of Agreement executed by all members of the UCP, the NCDOT would bear the costs of program development and maintenance for the first full-year of implementation. At the end of the first full year of implementation, an audit will be conducted to determine the cost of maintaining the program. At that time, the stakeholders will



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reconvene to determine how maintenance costs will be distributed among recipients. September 30, 2006 represented the end of the first full year of implementation. The cost elements used in the audit were Professional Fees, Personnel Cost, Travel Expenses, and Application Development, as follows:

Professional Fees	These are dollars paid to professional consulting firms for their assistance with certifications, certification appeals, and English to Spanish translation.	324,233.94
	Ms. McGlown stated that the costs paid for professional fees were used to justify additional permanent staffing for the Contractor Management Section. The staffing request was approved and, when implemented, will result in a reduction in this area during the next federal fiscal year.	
	Additionally, with more partner participation, the dollars paid for assistance with certification appeals will be eliminated.	
Salaries and Wages	These are dollars paid to permanent personnel assigned to the Contractor Management Section with primary responsibility for supporting the UCP through certification or associated administrative functions.	529,190.56
Travel and Lodging	These are dollars reimbursed the permanent personnel assigned to Contractor Management Section for mileage and overnight accommodations in direct support of the certification function.	11,081.96
Application Development	These are costs incurred through the development and deployment of a unified directory that meets the requirements outlined in 49 CFR 26.81(g).	75,030.08
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	Total	939,536.54

The Department of Transportation desires to develop a redistribution strategy/formula that is equitable, fair, and defensible. In developing this strategy the Department should consider location of the firms, the location of the stakeholders, the types of work performed by the firms, the work types let by the stakeholders. The Department must also consider the number of activities/tasks performed by the UCP and the cost of each activity or task. Additionally, the Department must take into account such usage-based variable as stakeholder usage of the service, frequency of use, and source of referrals.

Because the data mentioned above is not currently available, the development of a cost sharing formula is not possible at this time. Ms. McGlown reported to the stakeholders that the NCDOT Secretary of Transportation had agreed to allow her to develop an in-kind compensation strategy in lieu of direct fiscal reimbursement. The in-kind compensation strategy would be applied to the 2007 federal fiscal year with the expectation that the formula, and data to solve the formula, will be available for the next fiscal year.



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A committee will be created to review costing issues and develop a formula that meets the equity-fairness-defensible criteria. The committee will consist of a representative from FHWA, direct recipients and NCDOT staff representatives from each of USDOT's operating administrations, a representative from the Secretary's Office and the UCP manager.

### *Partner Roles and Responsibilities*

The group discussed the various roles in which the UCP partners could participate. The partners collectively agreed to be active partners in Appeal Hearings, Outreach Programs, Event Hosting, Vendor Interviews, and Investigations. Ms. McGlown will develop a master schedule of events and distribute among the partners for concurrence.

### *Unified Vendor Directory*

In the April 2005 meeting of the UCP partners, their requirements for the directory were gathered and included in the development of the directory. The partners asked that the directory would be easy to access, and easy to query with the results downloadable into Excel. Contractor data should be displayed on a summary screen. Of paramount importance was that the data contained in the database have the highest degree of integrity.

The directory was presented to the partners with a demonstration of the functions that confirmed that their requirements had been included. Ms. McGlown stated that the next significant enhancement to the directory would provide log-in access to scanned documents and the ability for an applicant to submit and online certification application.

Additional enhancements requested by the group included:

- A listing of firms that are either newly certified or decertified by month. The decertified list will be shown on the UCP page, while displaying the newly certified list in association with the directory
- Query all NAICS and/or work codes for a specific word. For example, enter the word "hauling" for a results list that includes general hauling, asphalt hauling, etc. The user should be able to select from this list.

### *Other Issues*

Ms. Bryant presented the Department's expectation that all sub-recipients comply with the contractor reporting requirements outlined in their subgrant agreements. The data gathered through the online reporting process is included in the Executive Report that shows all dollars (direct or indirect) for which the NCDOT is responsible for administering. She encouraged the partners to call for assistance when needed and make training time available when requested.

Ms. McGlown asked the group to identify a logo, from a set of options, that best represents the Unified Certification Program. The group selected a logo for UCP correspondence and a coordinating one for envelopes. The new logo, which will give the program a distinct identity, will be implemented in January 2007.

### *Closing*

Action Items:

- Ms. McGlown will prepare the meeting recap and distribute to the attendees and invitees.



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- Ms. McGlown will prepare and maintain the master event list in support of the in-kind compensation strategy. The list will be distributed among the partners for concurrence and sign-up.
- Ms. McGlown will plan the Cost Sharing Committee meeting to be instituted in January 2007.

The meeting adjourned at 12:30. Thank you RDU for hosting the Annual UCP Meeting.

Respectfully Submitted,

Odessa McGlown  
State UCP Manager