




# NORTH CAROLINA

Department of Transportation



# Integrated Mobility Division Transit Systems Call

December 11, 2024

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# AGENDA

- Director Opening
- Finance Updates
- Grant Administration Updates
- Procurement Updates
  - Vehicle Orders
  - Statewide Contracts
- Compliance Updates
  - Asset Dispositions
- Training Updates
- Special Project Updates
  - FEMA Claims
  - Apprenticeship/Internship
- Calendar Updates

# Finance Updates



# Open Grants

- We have been working internally to develop a list of open grant projects that are considered inactive.
  - Inactive = no claim in 6 months or longer, or the project is currently outside of the POP.
- **\$ 32.1 million** on open, inactive projects.
  - Projects have been completed, just not closed,
  - Projects that have not made progress as originally planned.

Leaving projects open that are inactive makes it difficult to forecast future allocations, ask for additional funding, and hampers the abilities of agencies as a whole to find the funding necessary for projects that are ready to implement.

To remedy this situation, IMD is proposing the following steps to close these inactive projects.

To remedy this situation, IMD is proposing the following steps to close these inactive projects:

- Send each individual agency a list of their inactive projects
- Agencies will have until February 28<sup>th</sup>, 2025, to submit any claims for work on the project that fell within the project POP
  - If a claim is submitted, agencies must inform their Accounting Specialist and provide the specific final claim number.
- If IMD does not hear back from the agencies on individual projects prior to the Feb 28<sup>th</sup> date, the project will be closed.

Closing out projects, even if they have funds remaining, will not prohibit agencies from applying or being awarded future grants.

## Open Grants

In addition to the open projects, IMD will be working with individual agencies that are still utilizing CARES funds to spend those down with the goal of closing the grant at the end of 2025. This will allow for better utilization and understanding of future available funding. Agencies as a whole have spent down over 90% of CARES funds and only the following allotments remain on projects:

• <b>FTA Grant #1</b>	<b><u>Balances on projects</u></b>
• 5311 CARES ADTAP oper	\$ 183,096
• 5311 CARES oper	\$3,263,539
• 5311 CARES Intercity	<u>\$729,789</u>
	<b>\$4,176,424</b>
• <b>FTA Grant #2</b>	<b><u>Balances on projects</u></b>
• 5307 Cares oper	<b>\$494,651</b>



# Grant Administration Updates

# Grant Applications Update

- FY26 5303 Planning Applications for MPOs opened on **September 11, 2024 and will close on January 31, 2025.**
- FY 26 5303 allocations were distributed to the MPOs earlier in the fall.
- Several planning activities qualify for a higher federal match of 80%.
  - This provision began last year and is continued over to FY 26.
  - Complete Streets planning activities conducted by MPOs may request 100% federal funding with no local match needed.
  - Transportation planning activities impacting areas that have lower population density OR lower average income compared to the surrounding areas may be eligible for 90% federal share. The state and local match would be 5% each.
  - For more information, please contact your RGS.



# ROAP Update

- **Rural Operating Assistance Program –**  
disbursements made at the end of October. Late applications or those with missing documents will receive disbursements in November.
- **State Maintenance Assistance Program –**  
disbursements were made mid-November.



# ROAP Overview – December 11, 2024

Overall ROAP Stats			
Primary	Description	Amount	% Total Allocation
<b>ROAP Allocation</b>	1. Funds approved from legislators	\$18,664,423	
<b>Carryover</b>	2. Unspent funds from previous year	\$2,435,924	
<b>Allocation + Carryover</b>	3. Total of 1 + 2	\$21,100,347	
<b>Transferred Out</b>	4. Transferring ROAP funds to match eligible grant programs	\$507,704	3%
<b>YTD Expenditures</b>	5. Total approved expenses to date	\$8,128,030	44%
<b>Total Balance</b>	6. Remaining funds to date	\$12,464,613	59%

EDTAP, EMPL, RGP Stats				
SFY2023	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$9,776,850	\$3,478,074	36%	\$167,446
EMPL (Employment Assistance Program)	\$2,303,626	\$1,301,204	56%	\$491,655
RGP (Rural General Public Program)	\$8,512,167	\$3,348,752	39%	\$196,735
<b>Totals</b>	<b>\$20,592,643</b>	<b>\$8,128,030</b>	<b>39%</b>	<b>\$855,836</b>

*Net Allocation includes Carryover Amounts and Transfers.*

% Transit Systems Reported by Month	
July 2024	99%
August 2024	98%
September 2024	94%
October 2024	35%
November 2024	2%
December 2024	0%
January 2025	0%
February 2025	0%
March 2025	0%
April 2025	0%
May 2025	0%
June 2025	0%

*The percentages do not include unapproved ROAP reports.*

# ROAP Reporting

## FY25 ROAP Analysis:

### ROAP Reporting Update as of December 6, 2024

- July reports due September 15<sup>th</sup> – 93 reports approved
- August reports due October 15<sup>th</sup> – 92 reports approved, 1 submitted but not approved yet
- September reports due November 15<sup>th</sup> – 88 reports approved, 1 report submitted but not approved yet, 5 not submitted
- October reports due December 15<sup>th</sup> – 33 reports approved, 19 reports submitted but not approved yet
- November reports due January 15<sup>th</sup> – 5 reports submitted but not yet approved
- December reports due January 30<sup>th</sup> – reports not submitted
- January reports due February 28<sup>th</sup> – reports not submitted
- February reports due March 30<sup>th</sup> – reports not submitted
- March reports due April 30<sup>th</sup> – reports not submitted
- April reports due May 30<sup>th</sup> - reports not submitted
- May reports due June 30<sup>th</sup> - reports not submitted
- June reports due July 30<sup>th</sup> - reports not submitted

# New ROAP Dashboard

- IMD has made some changes to the ROAP reporting process that will be explained in this slide deck.
- These changes have been made to streamline the reporting process and to ensure that any financial errors are resolved and not continued over several reporting cycles.



# ROAP Process Changes

## New ROAP reporting timeline:

- ROAP reports are now due **30** days after the end of the reporting month (i.e., July report is due August 30<sup>th</sup>)
- The **November** report is still due **January 15, 2025** and the **December** report due **January 30, 2025**

# ROAP Update (Continued)

## FY25 ROAP Report SmartSheet Link:

<https://app.smartsheet.com/b/form/5cd8951fef8845a699ec23382a249331>

- SmartSheet system will send automated emails once the RGS has reviewed and approved the monthly report. Transit directors are asked to acknowledge accuracy of information by following the instructions in the automated email within **five (5)** business days.
- If an error is discovered **one (1)** report correction per monthly report is allowed. This change is effective with the December 2024 report.

# ROAP Update (Continued)

## NEW Monthly ROAP Report and Program Balances SmartSheet

- NEW external-facing dashboard has been created to provide more transparency and information about the ROAP balances for each transit system.
- This new dashboard is being integrated into the new reporting process and will assist the transit agencies and IMD in ensuring correct financial information is being captured.



# ROAP Update (Continued)

## NEW Monthly ROAP Report and Program Balances SmartSheet

- Series of screenshots from the new SmartSheet tool.

Month	Total Allocation	EDTAP →	EDTAP Net Allocation	EDTAP Transfers	EDTAP Interagency Transfers	EDTAP Expended	EDTAP Remaining Balance	EDTAP County Funds Used
Jul 2024	\$231,935.49		\$96,978.00	\$0.00		\$60,254.35	\$36,723.65	\$0.00
Aug 2024	\$165,622.74		\$36,723.65	\$0.00		\$63,814.35	\$0.00	\$27,090.70
Sept 2024	\$126,439.69		\$0.00	\$0.00		\$65,530.40	\$0.00	\$65,530.40
Oct 2024	\$124,835.33		\$0.00	\$0.00		\$62,938.67	\$0.00	\$62,938.67
Nov 2024			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Dec 2024			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Jan 2025			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Feb 2025			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Mar 2025			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Apr 2025			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
May 2025			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Jun 2025			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00



# ROAP Update (Continued)

## NEW Monthly ROAP Report and Program Balances SmartSheet

Month	EMPL →	EMPL Net Allocation	EMPL Expended	EMPL Transfers	EMPL Remaining Balance	EMPL County Funds Used
Jul 2024		\$34,354.00	\$5,868.54	\$0.00	\$28,485.46	\$0.00
Aug 2024		\$28,485.46	\$2,433.64	\$0.00	\$26,051.82	\$0.00
Sept 2024		\$26,051.82	\$1,439.62	\$0.00	\$24,612.20	\$0.00
Oct 2024		\$24,612.20	\$1,509.02	\$0.00	\$23,103.18	\$0.00
Nov 2024		\$23,103.18	\$0.00	\$0.00	\$23,103.18	\$0.00
Dec 2024		\$23,103.18	\$0.00	\$0.00	\$23,103.18	\$0.00
Jan 2025		\$23,103.18	\$0.00	\$0.00	\$23,103.18	\$0.00
Feb 2025		\$23,103.18	\$0.00	\$0.00	\$23,103.18	\$0.00
Mar 2025		\$23,103.18	\$0.00	\$0.00	\$23,103.18	\$0.00
Apr 2025		\$23,103.18	\$0.00	\$0.00	\$23,103.18	\$0.00
May 2025		\$23,103.18	\$0.00	\$0.00	\$23,103.18	\$0.00
Jun 2025		\$23,103.18	\$0.00	\$0.00	\$23,103.18	\$0.00

# ROAP Update (Continued)

## NEW Monthly ROAP Report and Program Balances SmartSheet

Month	RGP →	RGP Net Allocation	RGP Expended	RGP Transfers	RGP Interagency Transfers	RGP Remaining Balance	RGP County Funds Used
Jul 2024		\$100,603.49	\$189.86	\$0.00		\$100,413.63	\$0.00
Aug 2024		\$100,413.63	\$25.76	\$0.00		\$100,387.87	\$0.00
Sept 2024		\$100,387.87	\$164.74	\$0.00		\$100,223.13	\$0.00
Oct 2024		\$100,223.13	\$1,192.89	\$0.00		\$99,030.24	\$0.00
Nov 2024		\$99,030.24	\$0.00	\$0.00		\$99,030.24	\$0.00
Dec 2024		\$99,030.24	\$0.00	\$0.00		\$99,030.24	\$0.00
Jan 2025		\$99,030.24	\$0.00	\$0.00		\$99,030.24	\$0.00
Feb 2025		\$99,030.24	\$0.00	\$0.00		\$99,030.24	\$0.00
Mar 2025		\$99,030.24	\$0.00	\$0.00		\$99,030.24	\$0.00
Apr 2025		\$99,030.24	\$0.00	\$0.00		\$99,030.24	\$0.00
May 2025		\$99,030.24	\$0.00	\$0.00		\$99,030.24	\$0.00
Jun 2025		\$99,030.24	\$0.00	\$0.00		\$99,030.24	\$0.00

# ROAP Update (Continued)

## NEW Monthly ROAP Report and Program Balances SmartSheet




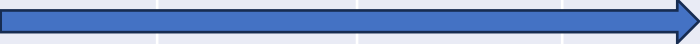
- All aspects of ROAP reporting will be shown in this new dashboard to ensure that the transit systems and IMD have the same information.
- Once the transit systems acknowledge the accuracy of the ROAP monthly report, SmartSheet will check the box noting their approval.
- If the transit system does not approve the information, SmartSheet instructs the system to reach out to their RGS for resolution.

Month	RGS Approval Date	Transit System Approval
Jul 2024	09/18/24	<input type="checkbox"/>
Aug 2024	10/08/24	<input type="checkbox"/>
Sept 2024	11/04/24	<input type="checkbox"/>
Oct 2024	11/21/24	<input checked="" type="checkbox"/>
Nov 2024	Not yet approved	<input type="checkbox"/>
Dec 2024	Not yet approved	<input type="checkbox"/>
Jan 2025	Not yet approved	<input type="checkbox"/>
Feb 2025	Not yet approved	<input type="checkbox"/>
Mar 2025	Not yet approved	<input type="checkbox"/>
Apr 2025	Not yet approved	<input type="checkbox"/>
May 2025	Not yet approved	<input type="checkbox"/>
Jun 2025	Not yet approved	<input type="checkbox"/>



# Procurement

# Procurement Project Status Report

Project	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025
25 Vehicle Orders	NCDOT Purchasing Approval 12/09/24	NCDOA Approval 1 <sup>st</sup> or 2 <sup>nd</sup> Week of January						
ProcurementPro				Training 				Active
					Pilots 			
Statewide Routing Software – Tech RFP	Contracting Stage	*Tentative Approved Contracts	*Training and Education on what is available and how to utilize	*Contract Active				
Propane Conversion Kits (NCDOA)	RFP Closed (12/06)	*Tentative Approved Contracts	*New Contract Active					
Statewide Camera Contract	Agency Workgroup (12/04) Specs and Comments Summarized	Working with NCDIT on putting RFP together	*Tentative RFP & Contracting 			*Contract Active		
Statewide Vehicle Contract (2026-2028)	Agency Workgroup (11/20) Vendor Workgroup (11/19)	Specs and Comments Summarized  IMD Meeting with Purchasing to discuss issues		*Tentative RFP & Contracting				



# Compliance Updates

# 2024 Compliance Reviews

## CY24 5311

- 31 Total
- 8 Closed
- 9 In-Process
- 1 Scheduled
- 13 Postponed (Hurricane Helene – Kevin recently reached out)

<u>Calendar Year 2024</u>		
Alamance County Transportation Authority (ACTA) - <b>Completed</b>	Albemarle Regional Health Services (ICPTA)- <b>In Process</b>	Alleghany County
Ashe County Transportation Authority	Avery Co. (ACT)	Bladen County (BARTS)- <b>In Process</b>
Buncombe County/Mountain Mobility	Clay County	Gaston County- <b>In Process</b>
Goldsboro-Wayne County (GWTA)- <b>Completed</b>	GoWake Access- <b>In Process</b>	Guilford County Transportation and Mobility Services (TAMS)- <b>Completed</b>
Hoke Area Transit Service (H.A.T.S.)- <b>Completed</b>	Johnston County Area Transit (JCATS)- <b>Completed</b>	Kerr Area (KARTS)- <b>Completed</b>
Lee County (COLTS) - <b>Completed</b>	Madison County Transportation Authority	McDowell County Transportation
Mountain Projects Inc. Haywood Co.	Pender Adult Services Inc.(PAS)- <b>In Process</b>	Polk County
Rockingham (ADTS)- <b>In Process</b>	Rowan Transit System (RTS)- <b>In Process</b>	Rutherford County Transit
Sampson County - <b>Completed</b>	Scotland County (SCATS)- <b>In Process</b>	Tar River Transit / City of Rocky Mount- <b>In Process</b>
Union County Transportation- <b>In Process</b>	Western Carolina Community Action, Inc. (WCCA-Apple Country (Henderson County)	Western Piedmont Regional Transit Authority
Wilkes Transportation Authority (WTA)		

# NCDOT-IMD Asset Disposition Tracker

- 632 Vehicles currently listed in the tracker SmartSheet
- 120 Completed
- 16 In process in DocuSign
- 35 Awaiting Payment
- 256 posted in SmartSheet awaiting disposition information
  
- **11/15/2021 – 06/02/2024**
- 322 Vehicles
- 107 Completed
- 34 Awaiting Payment
- 23 Information received, in process
- 129 SmartSheet request for information sent with no response



# Training Updates



# NCDOT-IMD Strategic Training Program 2024 Training Review

- **29 Training Programs Delivered (Virtual and In-Person)**
- **14 Different Subjects**
- **1 Boot Camp**
- **5 Transit Academy 101 Modules**
- **806 Attendees Trained**



# NCDOT-IMD Strategic Training Program 2025 Program

- 3-4 Trainings Per Month
- Based on 4 Categories
  - Compliance
  - Administration
  - Operations
  - Specialty/Certification
- Incorporates input from the 2024 Annual Training Survey
- Goal is to continue to grow and enhance training program that promotes compliance, safety, and customer service
- Training calendar will be posted to IMD Communication Hub as far in advance as possible

# NCDOT-IMD Strategic Training Program

## January 2025

**ALL TRAINING IS VIRTUAL UNLESS NOTED AS IN-PERSON**

- **Diversity and Sensitivity for Operations Personnel**
  - January 16, 2025
  - 10:00 am-12:00 Noon
  - This 2-hour webinar on Diversity and Sensitivity in Transit is designed to assist transit employees in maintaining effective customer service relationships by recognizing and responding to the diverse needs of individuals and groups they serve.
- **Policies and Procedures – 2025 Series - Part 1**
  - January 23, 2025
  - 10:00 am-12:00 Noon
  - This 2-hour webinar focuses on 5 important policies NC Transit Systems are required to have, where to find information about them on the IMD website, who to contact for help on each policy, and other great resources on the policy topic.
  - Policies discussed in this series: ADA, Title VI, Drug & Alcohol Testing Program, Procurement and Financial Management.

# NCDOT-IMD Strategic Training Program

## January 2025

- **Compliance Review Preparedness**
  - January 29, 2025
  - 10:00 am – 12:00 Noon
  - Systems scheduled for an IMD Compliance Review in 2025 are strongly encouraged to attend
  - Others may attend for general knowledge about preparing for an IMD Compliance Review

## February 2025

**ALL TRAINING IS VIRTUAL UNLESS NOTED AS IN-PERSON**

- R-STEP Listening Session **2/5/25** (Confirmed)
- Dealing With Difficult People – 2/13/25 (Tentative)
- Procurement Compliance – 2/19/25 (Tentative)
- Financial Management – 2/27/25 (Tentative)

**Links to training registration will be posted on the IMD Communications Hub**

# NCDOT-IMD Strategic Training Program

## March 2025

- **ALL TRAINING IS VIRTUAL UNLESS NOTED AS IN-PERSON**
- Drug & Alcohol Program Management (DAPM) – **3/4/25 – 3/6/25** (Confirmed)
- Drug & Alcohol Reasonable Suspicion – **3/7/25** – (Confirmed)
- Conflict De-escalation – 3/11/25(Tentative)
- Service Planning – 3/13/25 - (Tentative)
- **Boot Camp – In-Person (Raleigh) 3/18-3/19** (Tentative)
- PASS Trainer – In-Person - 3/25-3/26 (West) 3/27-3/28 (East) (Tentative)

**Links to training registration will be posted on the IMD Communications Hub**

# Special Project Updates



# Hurricane Helene Update

- FEMA Claims Instructions will be coming out this week.
- Be sure to collect your data on operations/trips related to Hurricane response during and after the storm (No Capital).
- A Meeting will be setup to help you walk through the process and make sure everything is completed correctly.



# Apprenticeship and Internship Grants

## **NOW OPEN – FY26 Apprentice and Intern Grant Opportunities**

### Apprenticeship

The Integrated Mobility Division Apprentice Program, administered through the N.C. Department of Transportation Integrated Mobility Division (NCDOT-IMD), offers work experience and learning opportunities to individuals who **have earned a bachelor's degree** and have the desire to work in the field of public transportation. The program provides exposure to all aspects of a transit system and allows apprentices to gain experience in public transportation operations. The Apprentice Program develops a pool of qualified individuals for the future of the state's public transportation industry.

### Internship

The Public Transportation Internship Program, administered by the N.C. Department of Transportation Integrated Mobility Division (NCDOT-IMD), provides work experience and learning opportunities for **students attending a college or university in North Carolina** who have the desire to work in the field of public transportation management.

The program provides exposure to all aspects of a transit system, allowing interns to gain experience in managing public transportation operations. The Internship Program also assists with developing a pool of qualified workers for the future of the state's public transportation industry.

Sponsor transit systems benefit from the program by having interns on staff to assist with everyday operational tasks and address special projects. A 12-month commitment is required for the Internship Program. Interns work approximately 12 weeks full time, 40 hours per week during the summer between their two years of graduate school, and 10 hours per week during the fall and spring semesters of their second year (880 Hours max).

DATES	TASK/EVENT
November 22, 2024	FY26 Opportunity Announcement
December 31, 2024	FY26 Application Deadline
Janaury-March 2025	FY27 Program Planning
February 2025	FY27 Agency Feedback Workshop
April 2025	FY27 Opportunity Announcement
TBD - will be part of the UGA Timeline	FY27 Application Deadline

<https://connect.ncdot.gov/business/Transit/Pages/Apprenticeship-Internship-Grants.aspx>

# Calendar & Resource Updates



# Transit Communication Hub

December 2024 - January 2025 ◀ 1 Month ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 8	9	10	11    Transit System	12	13 October Month	14
15	16	17	18	19	20	21
22	23	24    State Holiday-Christmas (NCDOT Closed)	25	26	27	28
29	30	31 Monthly Claim!	January 1, 2025    State Holiday-	2	3	4
5	6	7	8    Transit System	9	10	11

## Important Dates – Next 30 Days

### Reporting Due:

- **Monthly Claims Due** – 12/31
- **ROAP Report (Oct)** – 12/13

### Meetings:

- **Next Transit Call** is on 02/12/25

### Training:

- None

### Holidays:

- **Closed Christmas** – 12/24/24 & 12/26/24
- **New Year's Day** – 01/01/25

# Transit Communication Hub

January - February 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 5	6	7	8    Transit System	9	10	11
12	13	14	15 Charter Report Training Repor Vehicle and Lif Program Incorr Transportation	16    Diversity and S	17	18
19	20	21	22	23    Policies and Pr	24	25
26	27	28	29    Compliance Re	30 Quarterly Claim December Mor	31 Monthly Claim: OpStats Due (	February 1
2	3	4	5    STRATEGIC TR	6	7	8

## Important Dates – Next 30 Days

### Reporting Due:

- Charter Reports Due – 01/15/25
- Training Reports Due – 01/15/25
- Vehicle and Lift Due – 01/15/25
- Program Income – 01/15/25
- TDM Claims – 01/15/25
- Monthly Claims Due – 1/31/25
- Quarterly Claims Due – 1/30/25
- OPSTATS – 1/31/25
- ROAP Report (Dec) – 1/30/25

### Training:

- Diversity and Sensitivity in Operations – 01/16/25
- Policies and Procedures – 01/23/25
- Compliance Review Preparedness – 01/29/25
- Strategic Training Listening Session – 02/05/25

# IMD Meeting Resources

## Transit System Meetings

**Transit System Meetings Playlist**  
**IMD Feedback Submittal**

**09/11/2024**

- **Meeting Presentation**
- **Meeting Recording**

**08/14/2024**

- **Meeting Presentation**
- **Meeting Recording**

**07/25/2024 Multimodal Webinar**

- **Meeting Presentation**
- **Meeting Recording**

<https://connect.ncdot.gov/business/Transit/Pages/Transit-Meeting-Resources.aspx>

# IMD SmartSheet Links

## IMD SmartSheet Links for Transit Systems (View Only)

**IMD SmartSheet Links for Transit Systems**

This page will list commonly used SmartSheet Links will doing business with IMD. Please send any questions to Timothy Blair Chambers, Jr., Compliance & Procurement Branch Manager, Integrated Mobility Division, North Carolina Department of Transportation, 919-707-4693 (office) or [tbcchambers@ncdot.gov](mailto:tbcchambers@ncdot.gov).

**General/Surveys**

- ☞ Provide feedback from Transit Calls and Ideas for training topics here.
- ☞ Transit Facility & Low Emission Fleet Transition Feasibility Survey (Open)
- ☞ STIP Amendment Request Database Form
- ☞ NC Department of Transportation Flex Request Form

**ROAP Reports**

- ☞ ROAP Report Entry (Monthly)

**Transit Activity Reporting**

- ☞ Accident/Incident Reporting (Active)

**Charter Reports**

- ☞ Charter Report Quarterly Submission

**Vehicle Related Reporting**

- ☞ Vehicle Disposition Tracking (Coming Soon)

<https://connect.ncdot.gov/business/Transit/Pages/IMD-SmartSheet-Resources.aspx>