



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

October 11, 2023



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AGENDA

- Finance Updates
- Grant Administration Updates
- Compliance & Procurement Updates
- Planning & Programming Updates
 - LCP Updates
 - TDI Update
 - New Translation Support
- Questions

Finance Updates



Finance Updates

- IMD has been experiencing issues with new claims in workflow. When we open the claim, it gives us an error message of insufficient funds on the project. IT is currently working to resolve the issue.
- First quarter claims are due on or before Oct 30, 2023
- Program Income reports are due by October 15, 2023
- Prior to purchasing capital items over \$10,000, you must receive written approval from Chris Dodson, Procurement Manager
- In the absence of Tanisha O'Keefe, please refer all questions, comments or concerns to Jocelyn Valdez at 919-707-4683 or Tangerine Stancil at 919-707- 4671

Grant Administration



ROAP Update – October 11, 2023

- The **ROAP and SMAP** applications were released on September 6, 2023; e-mail notification was sent to transit directors and other contacts on IMD contact list.
- The applications were posted to the IMD Connect page, UGA tab and is available to download; link is below.
- Completed applications are due in the ROAP drop box in EBS by October 11, 2023.
- <https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx>

ROAP Update (Continued)

FY24 ROAP Analysis:

ROAP Reporting Update as of October 9th

July reports due September 15th – 75 reports submitted and approved

- 12 submitted but not approved at this time

August reports due October 15th – 20 reports submitted and approved

- 33 reports submitted but not approved at this time

ROAP reporting provides 45 days after the end of each month to submit reports. IMD encourages transit systems to use those days to collect trip and expense information, and back-up documentation to prepare an accurate report.

- ➔ If a correction to a ROAP report is required, notify your RGS to have report returned for correction. **DO NOT** submit a second report for the correction. If multiple reports are submitted, all reports will be sent back and transit director will make correction on one report and transit director will sign and date corrected report and resubmit. **A note to archive the duplicate report must be put in the notes field and initialed by transit director.**

ROAP Update (Continued)

- The FY24 ROAP monthly report form has been updated and is available for systems to use.
- Only actual program expenses for EDTAP, EMPL and RGP are to be reported in the program expenditure fields

- In each funding category record the expense **minus fares.**
- In each funding category a new dropdown box has been added to select Yes or No for fares and if Yes, a box opens to record the amount of fares
- Fare amounts do not calculate from your ROAP allocation amounts but calculate for your record or auditing purposes

EDTAP

EDTAP Trips *

Enter the number of trips taken for the reporting period.

100

EDTAP Trips Non-Transit *

0

EDTAP Expend *

Enter the total amount of EDTAP Expenditures minus fares being reported for the month at the transit level and any suballocated funding.

500.00

EDTAP Fares? *

Select yes if EDTAP fares were collected for the reporting month.

Yes

EDTAP Fares \$

Enter the total amount of EDTAP fares collected for the reporting month.

100.00

ROAP Update (Continued)

- **NEW:** Fares are to be deducted from expenses and if collected, reported on the “Fares” line in each program.

- In each funding category record the expense minus fares.
- In each funding category a new dropdown box has been added to select Yes or No for fares and if Yes, a box opens to record the amount of fares
- Fare amounts do not calculate from your ROAP allocation amounts but calculate for your record or auditing purposes

EDTAP

EDTAP Trips *
Enter the number of trips taken for the reporting period.

EDTAP Trips Non-Transit *

EDTAP Expend *
Enter the total amount of EDTAP Expenditures minus fares being reported for the month at the transit level and any suballocated funding.

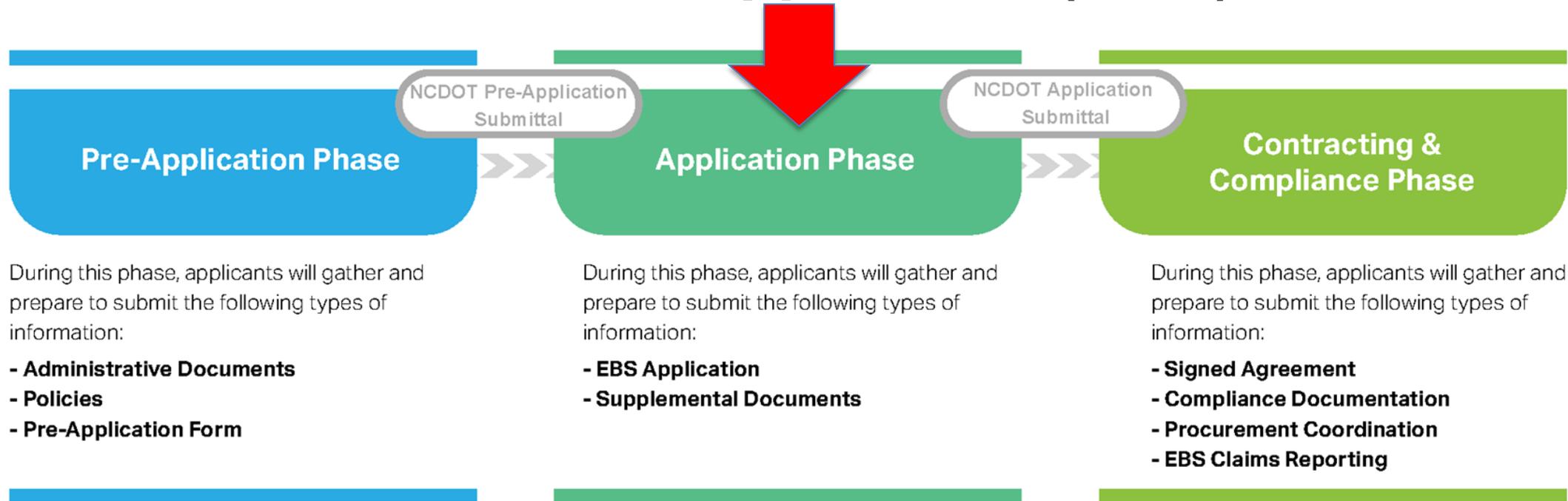
EDTAP Fares? *
Select yes if EDTAP fares were collected for the reporting month.

EDTAP Fares \$
Enter the total amount of EDTAP fares collected for the reporting month.

IMD is working on the monthly ROAP report to include a running funds balance in each program. Stay tuned.

- <https://app.smartsheet.com/b/form/03221c3f6b9645a89b45ab176f03680b>

FY 25 Unified Grant Application (UGA) Process



- Completed Grant Applications, including the Combined Capital application, were due in EBS – Friday, **October 6, 2023**
- Quick Reference Guides available on UGA webpage: <https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx>
- For any technical assistance, reach out to your RGS

Completed Grant Applications **Deadline Friday, October 6**

- ▶ Capital Purchase of Service
- ▶ Section 5310
- ▶ Section 5311
- ▶ Urban Advanced Technology
- ▶ Urban Strategic Transportation Investments (STI)
- ▶ Rural STI
- ▶ Combined Capital
- ▶ ConCPT Consolidation (CN)
- ▶ ConCPT Coordination (CO)
- ▶ Rural State Operating Funds (RO)
- ▶ Travelers' Aid
- ▶ Urban State Match
- ▶ Non-STI
- ▶ Mobility Manager
- ▶ Capital Cost of Contracting



Grant Applications Opening Later in 2023

- ▶ 5303 Planning (Fall 2023)
- ▶ Rural Operating Assistance Program Opened September 6th Due in EBS Dropbox October 11th.
- ▶ State Maintenance Assistance Program Opened September 6th Due in EBS Dropbox October 11th.
- ▶ Transportation Demand Management (TBD)
- ▶ Other FTA Discretionary Grants (As Available)



Other Updates and Reminders

- ▶ For assistance with your claims and change requests, please contact Elizabeth Peak at (904) 813-3283 or ext-eapeak@ncdot.gov.



Compliance & Training Updates

2023 Compliance Reviews

- In 2023, we will cover 51 Compliance Reviews
 - 29 5310 Non-Profit Reviews
 - 27 Scheduled
 - 22 Conducted
 - 14 In Process
 - 8 Closed
 - 21 5311 Transit System Reviews (Notification Letters were recently sent)

Compliance Reviews
Compliance Reviews

[Home](#) ▶ [Connect NCDOT](#) ▶ [Doing Business](#) ▶ [Public Trans](#) ▶ [Compliance Reviews](#)

Compliance Review Cycles

Compliance Reviews are conducted at least every three years or sooner depending on various factors. Below is a list of transit systems that will have Compliance Reviews within the year at the top.

If you would like to prepare for your review early or learn what is covered within these reviews, please click on this document:

[Compliance Review Workbook](#)

(Workbook is reviewed and changes made on a yearly basis)

Calendar Year 2023

Alexander County (DSS) (Non-Profit)	Avery Association of Exceptional Youth (Non-Profit)	Catawba County (Non-Profit)
Central Carolina Community College (Lee County) (Non-Profit)	Community & Senior Services of Johnston County (Non-Profit)	Granville County Senior Center (Non-Profit)
Johnston County Industries (JCI) (Non-Profit)	MONARCH - Currituck County (Non-Profit)	MONARCH - Pasquotank County (Non-Profit)
MONARCH - Columbus County (Non-Profit)	County of Davidson, Senior Services (Non-Profit)	The Life Center (Non-Profit)
The Workshop of Davidson (Non-Profit)	Rutherford County Life Services (Non-Profit)	Anson County Council on Aging (Non-Profit)
Chatham County Council on Aging (Non-Profit)	Rutherford County Senior Center (Non-Profit)	Graham County-Senior Center (Non-Profit)
Hyde Health Dept (Non-Profit)	MONARCH - Stanly County (Non-Profit)	Kerr Tar COG (Non-Profit)

Training Information

- **Drug & Alcohol Program Manager (DAPM) & Reasonable Suspicion Training**
 - Fall classes have completed
 - We are working on a Spring offering
- **PASS Train the Trainer Courses**
 - Will be onsite in 3 locations:
 - **Pitt County (Greenville) – Completed**
 - **Burke County (Morganton) – Completed**
 - **Harnett County (Lillington) – Harnett Co Public Utilities - October 12-13**
- **Human Trafficking Training Program (2019 FTA Discretionary Grant)**
 - Will be released at November Transit Call
 - Mandatory Training for staff and drivers
 - Training Module, webpage, videos and posters



5th National RTAP Conference Navigating the Tides of Change with Rural & Tribal Transit

December 3-6, 2023

Marriott Myrtle Beach Resort at Grande Dunes
8400 Costa Verde Drive, Myrtle Beach, South Carolina 29572

[Book your hotel room today](#)

Rooms are \$209 per night at this 4-star beach-front hotel!

Conference Website and Registration

Conference Agenda

[View the agenda here \(updated 10-6-23\)](#). While still subject to change, the sessions are mostly finalized. Additional session details coming soon. Scroll down for the **Pre-Conference Trainings**, **NTI training** on Rural NTD Reporting, and **TSI training** on SMS Principles for Transit.

- Alternative fuels and electric vehicles
- Capital project management
- Civil rights (ADA, DBE, Title VI)
- Conflict resolution and de-escalation
- Cost allocation
- Cybersecurity
- Bus roadeos and other driver retention strategies
- Post-Accident and Random Drug & Alcohol Testing Requirements and Best Practices
- Financial forecasting and planning
- Intercity bus routes and programs
- Microtransit, vanpools, and MaaS
- Mobility management
- Procurement
- Safety plans
- Technology procurement
- Transit and tourism
- Transportation for employment, healthcare, and veterans
- Tribal programs
- Vehicle procurement and maintenance

Pre-Conference Training

Below are the options for the free trainings on Sunday, December 3, 2023. Registration is required.

The exact times have NOT been set yet. We are gauging the level of interest in the topics. In registration you can select up to two topics and will have a chance to edit your registration later to make a final decision.

- **Being Intentional: Inclusive and Equitable Initiatives In Transportation** (3 hours) - Carrie Diamond, Melissa Gray, Jane Mahoney, National Aging and Disability Transportation Center (NADTC); Joelle Kanter, Rhode Island Public Transit Authority (RIPTA); Kathryn Carroll, Association on Aging in New York
- **Financial Management 101 Training** (8 hours) - Richard Garrity, RLS & Associates
- **Grant Writing Workshop** (3 hours) - Carol Wright Kenderdine, Carol Wright Consulting
- **GTFIS Builder Workshop** (4 hours) - Marcy Jaffe, Transnnovation, Inc.
- **Intercity Bus Route Development Workshop** (4 hours) - Stephanie Gonterman, Isaacs & Associates and Fred Fravel, KFH Group
- **Marketing and Advocacy: Telling the Stories that Sell Transit** (3 hours) - Kristen Joyner, Georgia Transit Association
- **Rural and Tribal Service Design Training** (6 hours) - Ken Hosen, KFH Group
- **State Oversight 101** (8 hours) - Robbie Sarles, RLS & Associates
- **Tribal Transit Assessment Manual Review** (8 hours) - Dana Lucas, DMP Group
- **Website Builder Training** (4 hours) - Frank Condon, DevObal Technologies
- *Active Shooter Training - tentative*

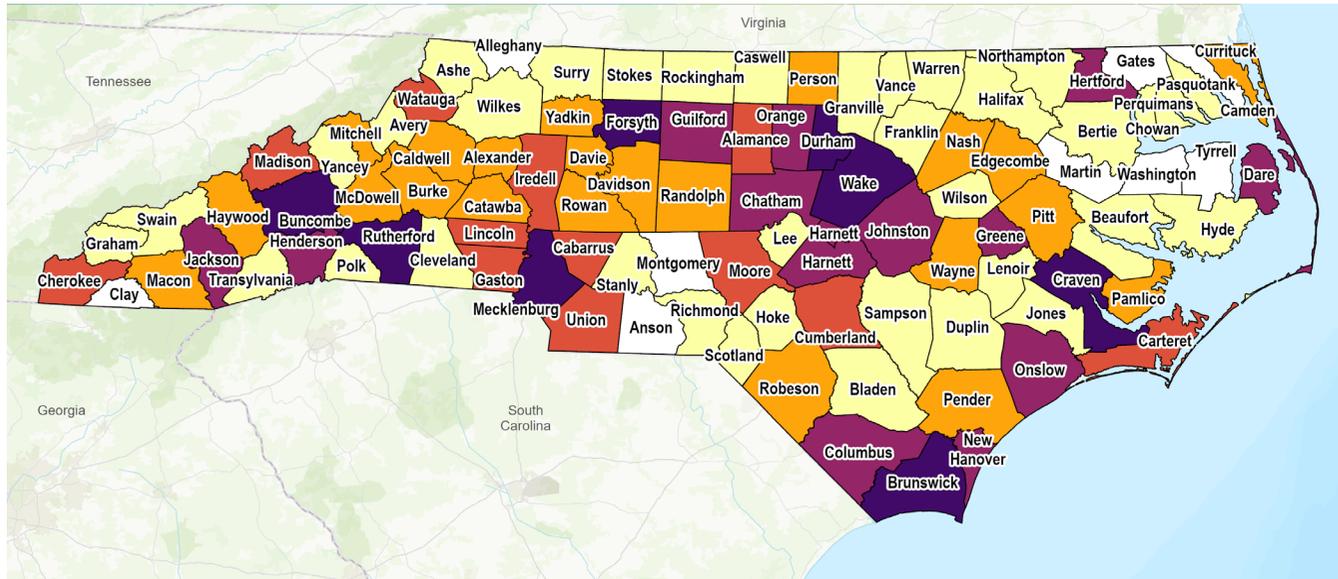


Planning & Programming Updates

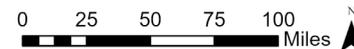
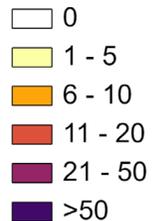


Statewide Locally Coordinated Plan

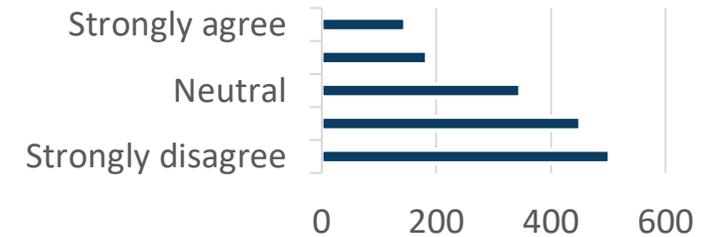
- 1,800 Surveys completed in 91 Counties!
- Majority of respondents felt that public transportation was not sufficient/prioritized in their communities.



Locally Coordinated Plan Public Surveys Completed by County



Do you agree public transportation is prioritized/sufficient in your community?



What's Next?

- 3rd Coordinating Committee Meeting- October 19th
- Summarizing Public Comments
- Drafting Strategies and Recommendations based on public input
- Draft Plan late Winter 2024
- Final Plan Spring 2024

Public-facing website is live. QR code → to view
Public workshop recordings and other materials



Please reach out **Hart Evans** jhevans1@ncdot.gov with any additional questions

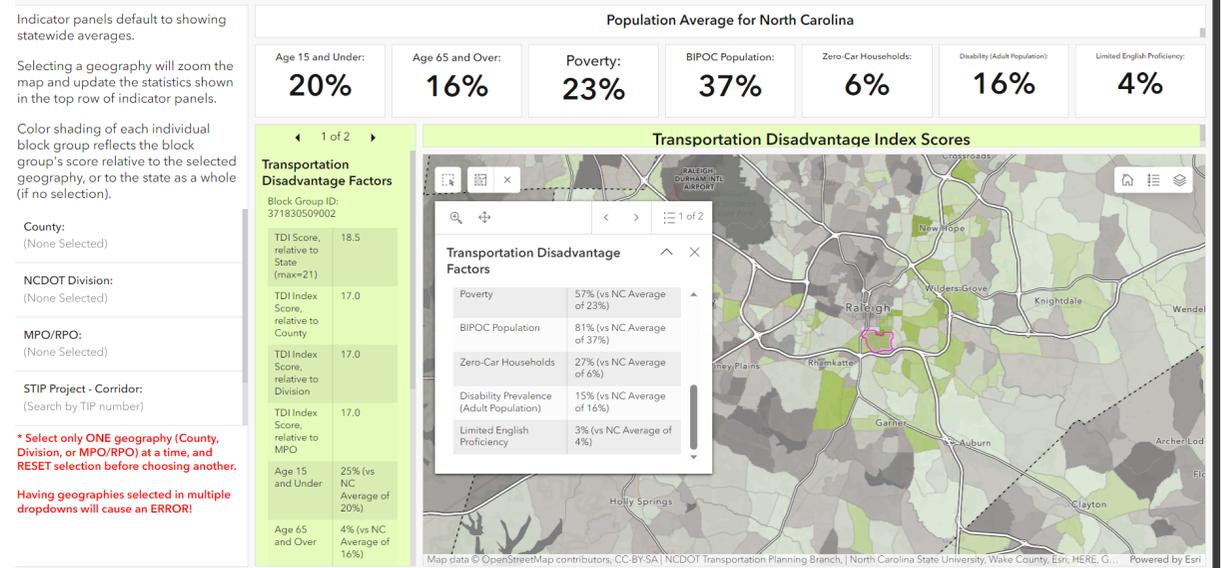
EJ/TDI Tool Update

EJ/TDI Tool Updates

LEP data added; TDI scores can be “0” instead of “1”

- LEP data was added as part of TDI score (now 7 variables)
 - 2020 5-year ACS data consistent with other variables
- TDI Scoring Methodology updated to help with interpretation
 - Scores will be adjusted relative to previous methodology
 - Population groups may now score 0 instead of 1 if population group is not present in block group, i.e. 0%
 - This change helps interpreting results

TDI Score - v1.1



Spanish Language Translation Support

Spanish Language Translation Support

Print materials can be translated to Spanish by contacting IMD staff

- New resource available to IMD utilizing NCDOT Office of Public Involvement
- Surveys, websites, posters, etc.
- For support with translation: contact Bryan Lopez at balopez@ncdot.gov

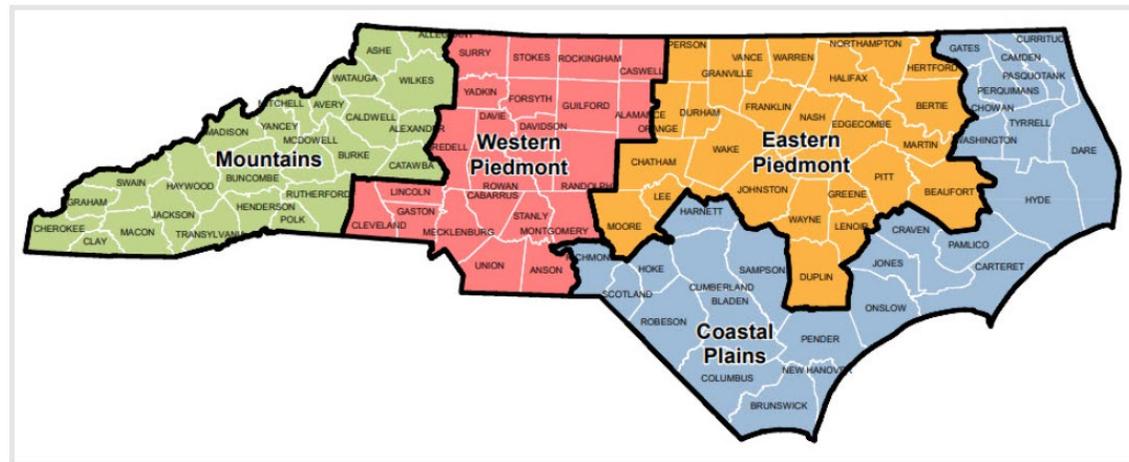
Other Updates & Reminders



Regional Contact Support

Recently updated and now includes:

- a description of each section of support,
- primary and secondary contacts for each section and each region,
- their contact information (phone and email),
- a link to a list of all subrecipients within each region



[Click map for a PDF version](#)

Roles - Who to Contact

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 tbchambers@ncdot.gov.

General/Surveys

- Provide feedback from Transit Calls and Ideas for training topics here.
- Transit Facility & Low Emission Fleet Transition Feasibility Survey (Open)
- CTAA PASS: Train-The-Trainer Certification Class - Central

ROAP Reports

- ROAP Report Entry (Monthly)

Charter Reports

- Charter Report Quarterly Submission

Transit Activity Reporting

- Accident/Incident Reporting (Active)

Vehicle Related Reporting

- Vehicle Disposition Tracking (Coming Soon)

Transit Communication Hub

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 8	9 CTAA PASS: Train-The-Trainer Certi	10	11 Transit System Rural Operatin State Maintenanc	12 CTAA PASS: Train-The-Trainer Certi	13 Charter Report Training Repor Vehicle and Lif Program Incom	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Quarterly Claim	31 Monthly Claim OpStats Due (November 1 2023 Board of Transportation	2	3	4
5	6	7	8	9	10 State Holiday-	11

Important Dates – Next 30 Days

- Applications Due Today:
 - FY24 ROAP
 - FY24 SMAP
- Oct 12-13 CTAA (Central)
- Reports Due 10/13:
 - Charter Report
 - Training Report
 - Program Income
 - August Monthly ROAP Report
 - TDM Claims/Reports
- Vehicle & Lift Maintenance Data in EAM
- Quarterly Claims Due 10/30
- Monthly Claims Due 10/31
- OPSTATS Due 10/31
- November Transit Call – Moved to the 15th

QUESTIONS



Previous slides, recordings and FAQs:

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

Provide feedback and ideas for topics:

<https://app.smartsheet.com/b/form/f626a9fbbd7649e4ba4dd45b3bedbcfd>