



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

January 10, 2023

AGENDA

- MEE NC Grant Award
- Finance & Grant Admin. Updates
- Procurement & Vehicle Updates
- Compliance Updates
- Other Updates
- RTAP Training Program
- Transit Visioning Update
- Bike Helmet Initiative
- Transit Communications Hub
- DBE updates
- Questions

- On December 22, USDOT awarded \$10.4 Million to NCDOT for the Mobility for Everyone, Everywhere in North Carolina (MEE NC) project.
- The project will deploy on-demand microtransit in eleven rural communities.
- Final scope, schedule and budget details are still being confirmed.
- IMD will meet with participating communities to discuss next steps on January 17.

FY 2022 USDOT Rural Surface Transportation Grant Summary

Mobility for Everyone, Everywhere in NC (MEE NC) will accelerate the deployment of high-quality, on-demand transit services to rural, low-income communities throughout North Carolina, leading to more equitable mobility and improved access to opportunities, services, and resources for transportation disadvantaged populations.

811k

SERVED BY ON-DEMAND MOBILITY

45%

PEOPLE OF COLOR ON AVERAGE IN MEE NC SERVICE AREAS

89

HISTORICALLY DISADVANTAGED COMMUNITIES SERVED

On-demand mobility is a technology-enabled service typically using shuttles or vans to provide pooled responsive transit with dynamic routing.



On-Demand Mobility Benefits

- ▷ **More efficient and responsive** service that responds to rider demands
- ▷ **Increases flexibility** when planning and scheduling trips
- ▷ **Provides transit** to low density, hilly, or otherwise difficult to serve areas
- ▷ **Does not require** advance reservations
- ▷ **Serves late-shift workers** and those with unpredictable schedules
- ▷ **Generates robust data** and insights on trip behavior
- ▷ Assists with **providing paratransit services**
- ▷ Offers a **public, subsidized** form of rideshare services

Equity for Everyone, Everywhere

- ▷ **Reaches underserved communities** not served by fixed routes or unable to access a personal vehicle
- ▷ Provides more **responsive** service with shorter wait times and a higher **level of service**
- ▷ **Improves access** to essential services, healthcare, and employment opportunities, which improves quality of life
- ▷ Creates a system **responsive to evolving needs** and public feedback
- ▷ MEE NC service areas are **45% non-white with 20% living below the poverty line**, compared to North Carolina at 31% and 15% respectively
- ▷ 262 census block groups in participating communities have **poverty rates greater than 2x the statewide average** and 149 block groups have **people of color populations greater than 2x the statewide average**

MEE NC Participating Communities



Alamance County Transportation Authority
 City of Sanford
 City of Wilson
 Kerr Area Regional Transit
 McDowell County Transportation
 Johnston County Area Transit
 Randolph County

Rockingham
 Salisbury Transit System
 Tar River Transit
 Wave Transit



Finance Updates



Finance and Grants Administration Staffing Updates

- New Staff:
 - Iliana Ochoa, Accounting Tech
 - Irene Johnson, Regional Grant Specialist
- Upcoming Departures:
 - Pam DiGiovanni: January 13
 - Mary Schuler: January 20
- Kenetta Spence will be Interim Grant Administration Manager
- See the [Regional Contact Information](#) page for updated contacts

Finance Updates

- Projects reported on the consolidated claim form, must reflect the same reporting periods for that month or quarter
- Mid-year budget revisions to align your budgets are now due on admin and operating projects
- Program Income reports are due by Jan 15th
- NEW Webinar – Claims Submittal 101
 - January 12th: 1-2:30p, if you haven't registered, please do so immediately

ROAP Update as of January 10, 2023

ROAP Overview DASHBOARD

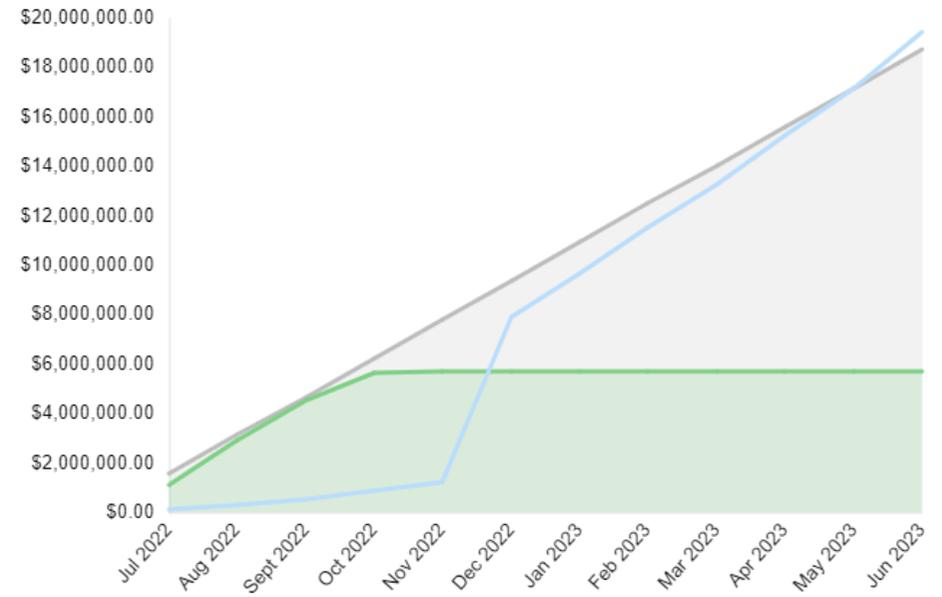


Overall ROAP Stats		
Primary	Amount	% Total Allocation
ROAP Allocation	\$18,690,029	
Carryover	\$3,629,744	
Allocation + Carryover	\$22,319,773	
Transferred Out	\$71,895	0%
YTD Expenditures	\$6,171,826	33%
Total Balance	\$16,076,053	86%

EDTAP, EMPL, RGP Stats				
SFY2023	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP	\$9,994,604	\$2,748,494	27%	\$170,066
EMPL	\$2,890,910	\$1,024,280	35%	\$371,719
RGP	\$9,362,357	\$2,399,052	26%	\$30,541
Totals	\$22,247,870	\$6,171,826	28%	\$572,327

Net Allocation includes Carryover Amounts and Transfers.

Actual vs Projected Expenditures



ROAP Update Continued

- FY 2023 ROAP 2nd disbursement will occur during the week of January 16, 2023.
- A 2nd Certified Statement is required to acknowledge the 2nd disbursement. The Certified Statement was e-mailed to transit systems and the link posted to the News and Tips section of the Unified Grants Application (UGA) page on IMD's Connect site for anyone who needs a second form.
- The completed Certified Statement is due in the FY23 ROAP drop box in EBS by January 20, 2023.

ROAP Update Continued

- **FY 2023 ROAP Monthly Report SmartSheet Link**

The monthly ROAP reports continue to be reviewed and approved. If a correction is required, the report will be sent back via a SmartSheet request. Please make the correction noted and resubmit the report.

I have some reports which will require follow up by phone to help me understand how to read the back-up data and numbers reported. I will contact transit directors individually to set up calls for these reports.

The November report is due by Friday, January 13th and the December report is due February 15th.

The link to the SmartSheet is:

- <https://app.smartsheet.com/b/form/ea46d9e0611c406d84b62a9b72b82c78>

Grant Administration & Procurement Updates



Unified Grant Application (UGA) Process

Key Updates

Program Release: FY24 Capital Cost of Contracting

Opened: January 6, 2023 Deadline: Friday, February 3rd.

Eligible recipients: 5311 Subrecipients when offering additional types of transit service like microtransit, that have not been traditionally offered in a particular location.

FY24 5303 Planning Grant MPOS/RPOS Draft UPWPS due January 31, 2023 in EBS.

Final UPWP and other required documentation is due March 31st.



Please partner with RGS to complete any and all documentation follow-up and requests for 5311 Admin/Operating and Combined Capital.

Procurement Updates

Vehicle Bid Status

- Raised Roof Van/LTV Contract Status Update
 - As of 10/5/21, the previous NCDOT-specific contract for LTVs has expired
 - The IFB (Invitation for Bids) for an NCDOT-specific contract for LTVs and Raised Roof Vans was advertised as of 8/8/22; **Bids opened as of 12/13/22**
 - Mid-roof and high-top RR vans
 - 20ft, 22ft, 25ft and 28ft Light Transit Cutaway-type Vehicles (LTV)
 - Fully electric has been advertised as an eligible option for vendors to bid on
 - Currently projecting that contract awards will take place in February of 2022
 - Order forms for FY23 vehicle projects will be released shortly after
 - NCDOT will pay the federal and state share for the higher pricing on FY22 and FY23 vehicle projects

Compliance Updates



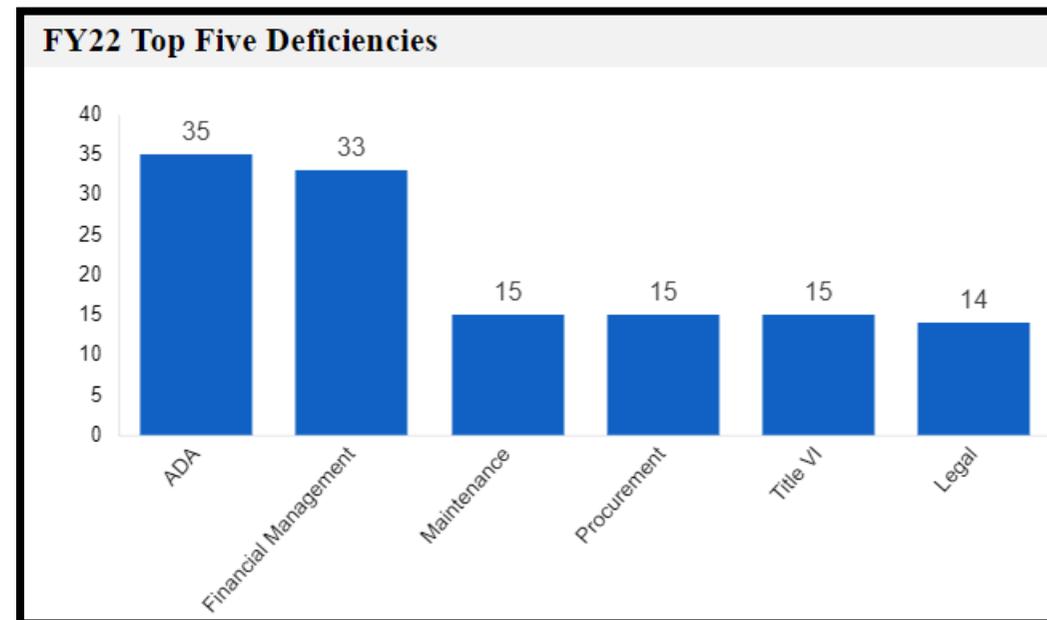
Compliance Review Updates

Compliance Review (34 Reviews in Total)

- Compliance Review Visits Conducted: 33 (97%)
- Scheduled, but not conducted: 1 (3%)
- Compliance Reviews in the Corrective Action Stage: 30 (88%)
- Closed (1 – No Deficiencies, 2 – Deficiencies Satisfied): 3 (10%)

Current Trends so far

- 182 Total Deficiencies (40 closed)
- Top Five Findings Categories:
 - ADA (35)
 - Financial Management (33)
 - Maintenance (15)
 - Procurement (15)
 - Title VI (15)



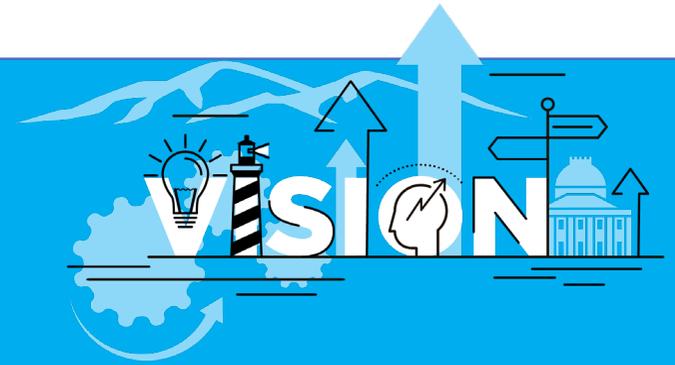
Other Updates & Reminders



Rural Transit Assistance Program (RTAP) Updates

- Kim Angel, former Director of Greenway Public Transportation, has joined RLS and Associates to serve as NCDOT's lead for the RTAP program.
- Kim will develop and facilitate implementation of a training and technical assistance strategy for NCDOT.
- More information to follow soon.

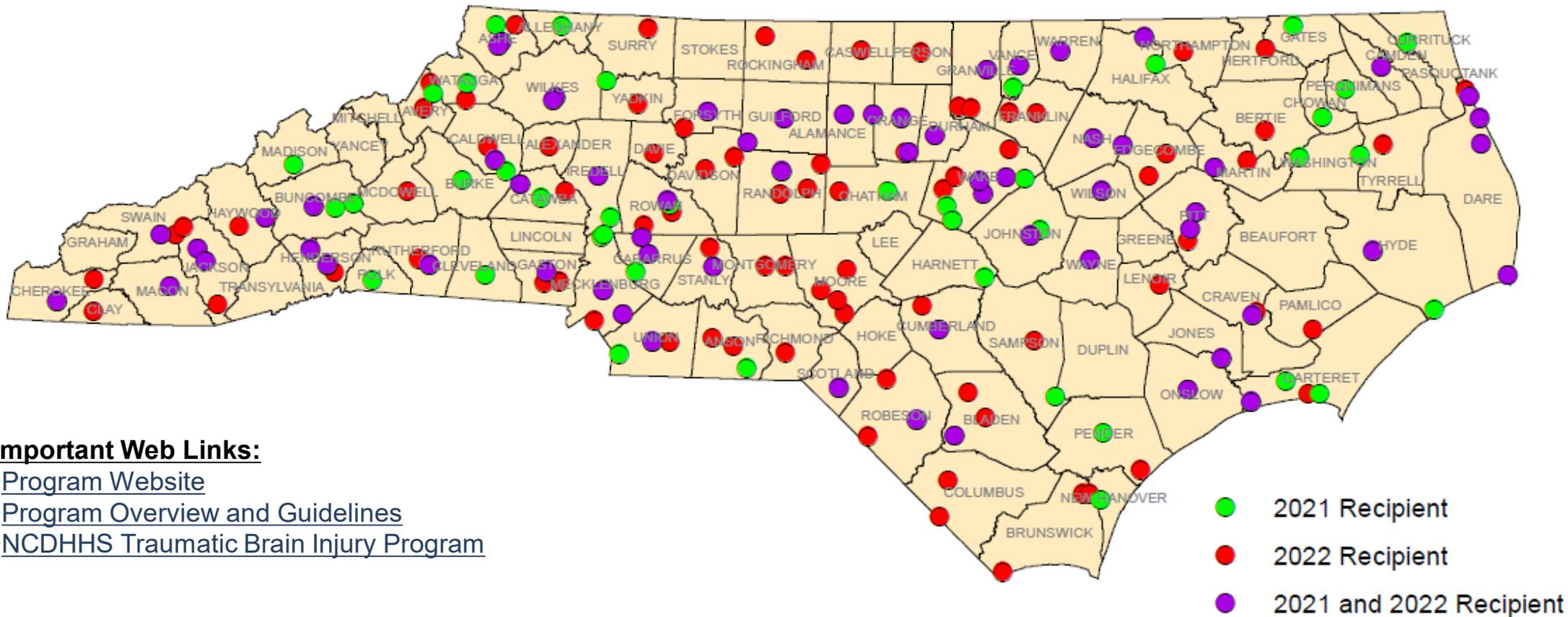
Technical Assistance: Reminder to sign up



Emails were sent last week, final reminder will be sent this week

- Bottom line: What help do you need?
- **January:** One-on-one meetings with operators
 - Focused half-hour discussions building on what we've heard
 - Refine SMART goals (specific, measurable, achievable, relevant, time-bound)
 - Which technical assistance workshop topic would be most helpful?
- **February-June:** Technical assistance group workshops

2021 - 2022 Bicycle Helmet Initiative



Important Web Links:

- [Program Website](#)
- [Program Overview and Guidelines](#)
- [NCDHHS Traumatic Brain Injury Program](#)

Timeline:

- Call for Applications - January 3, 2023
- Application Submission Deadline – 5:00 pm February 3, 2023
- Award Notification - April 6, 2023
- Awardees Receive Helmets - (estimated by) April 27, 2023

New Accident/Incident Reporting SmartSheet

- The new Accident/Incident Reporting SmartSheet is active.
 - This replaces EAM/Assetworks submittals for Accidents and Incidents.
 - As of today, we've had 55 submittals since it's release on 11/14/2022.
-

New Charter Reporting SmartSheet

A few key things to note with the new process:

- You no longer need to complete the Excel form and attach to your submission. All relevant information will be captured in the Smart Sheet survey.
- If you have zero charters, please select "0" and click submit after selecting the appropriate agency/contact/FFY/Q in the drop-down box. Your submission process is complete at this point.
- If you have 1 or more charters, please select the appropriate number of charters you had for this quarter. This will open the other fields that need to be completed based on your response.

Please complete the survey by January 15th. If you have any questions or need any assistance, please feel free to reach out to Beth Gay via email.

IMD SmartSheet Links for Transit Systems

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.
- Vehicle Rebuild Waiver Survey (Closes 01/13/23)
- 🔗 HOPE Grant Project - Mountains to Sea: Electrifying North Carolina's Transit Fleets Webinar (Jan 17)
- 🔗 NCDOT-IMD Presents "Claim Submittal 101" (Jan 12)
- 🔗 Disadvantaged Business Enterprise Stakeholders Meeting (Jan 10)

ROAP Reports

- ROAP Report Entry (Monthly)

Transit Activity Reporting

- Accident/Incident Reporting (Active)

Charter Reports

- Charter Report Quarterly Submission (new)

Vehicle Related Reporting

- Vehicle Disposition Tracking (Coming Soon)

Transit Communication Hub

IMD Calendar (Website) (View Only) : smartsheet Report Abuse Help

Calendar View Filter

July - 2022 3 Weeks

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 10	11 Mandatory FT	12	13	14	15 Charter Report Annual Facility Transit Asset M Training Repor Vehicle and Lif Program Incon Transportation	16
17	18	19	20 Transit System	21	22	23
24	25	26 FY22 OpStats FY22 OpStats	27 Multimodal Up	28 FY22 OpStats FY22 OpStats	29 Monthly Claim Quarterly Clair Final Year-End ROAP Report* DAMIS #1 Surv	30 Emergency Co Monthly ROAP

View Detail ▾

Event Name
Transit System Meeting @ 1pm

Date
07/20/22

End Date
07/20/22

Time
1pm

Link
<https://global.gotomeeting.com/join/202588895>

Point of Contact
Blair Chambers

Contact Email
tbchambers@ncdot.gov

Description

Transit Communication Hub

Due in the Last 30 Days & the Next 45 Days (View in [smartsheet](#))

2022 Board of Transportation	07/07/22
Mandatory FTA COVID-19 Impact Update Due (5311 Subrecipients to NCDOT Only)	07/11/22
Charter Reports Due - FFY22 Q3 (Apr-Jun)	07/15/22
Annual Facility Maintenance Checklist (CT Federal and State Funded Facilities)	07/15/22
Transit Asset Management (TAM) Certified Inventory (CT, Tier II Providers)	07/15/22
Training Reports (CT) - FY22 Q4 (Apr-Jun)	07/15/22
Vehicle and Lift Preventative Maintenance Data (EAM)	07/15/22
Program Income (CT) - FY22 Q4 (Apr-Jun)	07/15/22
Transportation Demand Management (TDM) Claims/Progress - FY22 Q4	07/15/22
Transit System Meeting @ 1pm	07/20/22
FY22 OpStats Training - Rural Reporters Option #1	07/26/22
FY22 OpStats Training - Urban Reporters Option #1	07/26/22
Multimodal Updates Meeting	07/27/22

Communications

✓	Date Sent	Name	Subject
	7/5/2022	 Program Income - 07052022	Announcements
	7/1/2022	 FY24 EBS Grant Applications Open	Announcements
	6/27/2022	 IMD Multimodal Updates Webinar - July 27	Announcements
	6/20/2022	 FY22 OpStats Forms & Training	Training
	6/14/2022	 NCDOT Vendor Payments	Announcements
	6/6/2022	 IMD Training - Drug & Alcohol Program Management & Compliance Training Workshop & Reasonable Suspicion Determination Training	Training
	6/2/2022	 IMD Visioning Webinar Visioning for Transit Agencies Best Practices and Case Studies	Announcements
	6/1/2022	 Unified Grant Application Pre-Application Training Webinar and Quick Reference Guide	Announcements
	5/16/2022	 TCRP-F29_ Mental Health, Wellness, and Resilience for Transit System Workers (Interview Interest Form)	Announcements



NCDOT-Integrated Mobility Division- Transit DBE Goal Methodology FY 2023-2025 Overview: Subrecipient Meeting

January 11, 2023

FY 2023-2025
NC IMD-

Overall DBE
Goal
Methodology



- **SUMMARY AND REVIEW OF THE GOAL
METHODOLOGY PROCESS:**

DBE GOAL METHODOLOGY:

- **The DBE Goal Methodology is based on:**
- **1. The Estimated Budget** of Federal Funds for projects for the next three (3) Fiscal Years, i.e. FY 2023, 2024, and 2025.
- **2. The NC IMD is the DIRECT RECIPIENT**, and the principal responsibility entity, responsible for establishing goals, interactions and responding to the FTA, and **PASSING ALONG** the responsibilities to the **SUBRECIPIENTS**.
- **3. The GOAL METHODOLOGY** is based only on subcontracting opportunities, and/or potential procurement opportunities by vendors, for **GOODS and SERVICES**.
- **4. EXCLUSIONS:** Transit Vehicles, Administration and Operations costs, with no procurement opportunities.

Based on: ADJUSTED FY 2023-2025 Projects & Expenditures

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars	FY23-25 Funding
Building Construction	236220	78	1072	7.3%	\$312,678	\$22,751	
Highway & Street	237310	226	359	63.0%	\$52,626	\$33,129	
Electrical Contractors	238210	37	2727	1.4%	\$14,880	\$202	
Building Equipment Contractors	238290	5	235	2.1%	\$29,399	\$626	
Site Prep	238910	108	1327	8.1%	\$81,120	\$6,602	
Specialty Trade Contractors	238990	54	926	5.8%	\$0	\$0	
Other Apparel Knitting	315190	0	10	0.0%	\$125,930	\$0	
Commercial Printing	323111	1	463	0.2%	\$22,329	\$48	
Machine Shops	332710	2	471	0.4%	\$19,750	\$84	
Telephone Systems	334210	1	3	33.3%	\$3,638	\$1,213	
Other Communications Equipment	334290	0	8	0.0%	\$809,265	\$0	
Office Equipment Merchant Wholesalers	423420	1	251	0.4%	\$249,825	\$995	
Electrical Apparatus & Equipment	423610	10	466	2.1%	\$6,728	\$144	
Service Establishment Equipment & Supplies	423850	3	128	2.3%	\$37,187	\$872	
Other Miscellaneous Durable Goods	423990	8	220	3.6%	\$3,072	\$112	
Stationary & Office Supplies	424120	0	117	0.0%	\$108,532	\$0	
Automotive Parts & Accessories Retailers	441330	0	0	0.0%	\$54,196	\$0	
Furniture Stores	442110	0	950	0.0%	\$25,506	\$0	
Electronic Stores	443142	1	498	0.2%	\$26,126	\$52	
Software Publishers	511210	0	429	0.0%	\$13,859	\$0	
Insurance Agencies	524210	3	3958	0.1%	\$1,565,424	\$1,187	
Office Machinery Equipment	532420	0	16	0.0%	\$26,059	\$0	
Law Offices	541110	4	4096	0.1%	\$11,292	\$11	
Certified Public Accountants	541211	4	1657	0.2%	\$130,644	\$315	
Custom Computer Programming Services	541511	41	1567	2.6%	\$795,751	\$20,821	
Media Representative	541840	4	23	17.4%	\$533,842	\$92,842	
Other Services Related to Advertising	541890	19	224	8.5%	\$160,375	\$13,603	
All Other Professional, Technical, Scientific & Technical Services	541990	60	466	12.9%	\$23,748	\$3,058	
Security Systems Services	561621	8	227	3.5%	\$67,412	\$2,376	
Janitorial Services	561720	58	2151	2.7%	\$43,188	\$1,165	
Other Services to Buildings & Dwellings	561790	28	459	6.1%	\$28,528	\$1,740	
Professional & Management Development Training	611430	40	232	17.2%	\$62,824	\$10,832	
All Other Miscellaneous Ambulatory Health Care Services	621999	7	126	5.6%	\$66,186	\$3,677	
Computer & Office Machine Repair & Maintenance	811212	3	163	1.8%	\$32,620	\$600	
Communication Equipment Repair & Maintenance	811213	0	73	0.0%	\$13,068	\$0	
Drycleaning & Laundry Services	812320	2	547	0.4%	\$5,040	\$18	
					\$5,562,647	\$219,075	\$16,687,941
Weighted Step 1 Goal =						3.94%	

FY 2023-2025 DBE goal = **3.94%**, with no adjustment at this time.

The State is estimated that approximately **\$16,687,941** of federal grant funds will be spent on potential opportunities, over the next three years.

Goal means that the **IMD** has a goal of expending approximately **\$657,505** with DBEs during the three-year period, passed along to Subrecipients.

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2-Step Process

```
graph TD; A[2-Step Process] --> B[Step 1 - Base figure calculation]; B --> C[Step 2 - Consider evidence for adjustment of base figure]; C --> D[Review past participation data]; C --> E[Review disparity study data]; C --> F[Other factors];
```

Step 1 - Base figure calculation

Calculate relative availability of DBE firms for proposed projects and/or estimated procurement opportunities.

Step 2 - Consider evidence for adjustment of base figure

Review past participation data

Review disparity study data

Other factors



NORTH CAROLINA



DETERMINED BY WHERE MAJORITY OF
BIDDERS HAVE COME



DETERMINED BY WHERE MAJORITY
OF DOLLARS ARE EXPENDED

Step 2 – Consider evidence for adjustment of base figure

Adjustment Factors to Consider

- The regulations further state that there are several types of evidence that must be considered when adjusting the base figure. These include:
 - *“(i) The current capacity of DBEs to perform work in your USDOT-assisted contracting program, as measured by the volume of work DBEs have performed in recent years.*
 - *“(ii) Evidence from disparity studies conducted anywhere within your jurisdiction, to the extent it is not already accounted for in your base figure...*

Typically, this would include consideration of prior DBE attainment history for recent years.

PROPOSED FY 2023-2025 DBE goal = 3.94%, with no adjustment at this time.

During the next three (3) years, approximately **\$16,687,941** of federal grant funds will be spent on potential opportunities, over the next three years, by Subrecipients:

This would amount to an annual expenditure of approximately **\$219,168** by Subrecipients.

FR

QUESTIONS?

Kenneth-
weeden@kwapanning.com



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>