

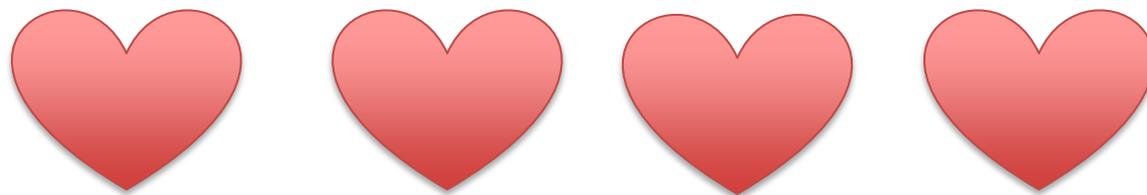


NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call



February 14, 2024

AGENDA

- Director's Intro
- Grant Administration Updates
- Finance Updates
- Compliance Updates
- Training Updates
- Special Project & Planning Updates
- Calendar Updates
- Questions

FY25 Available Funding

- Several grant programs in FY25 are being adjusted based on available state and federal funds.
- IMD has received more funding requests than available dollars.
- The combined capital and rural state operating applications will be adjusted according to available funding.
- All reductions made to applications will be done in an equitable manner.
- Combined capital requests not approved in FY25 may be resubmitted in FY26 for consideration.



Grant Administration Updates

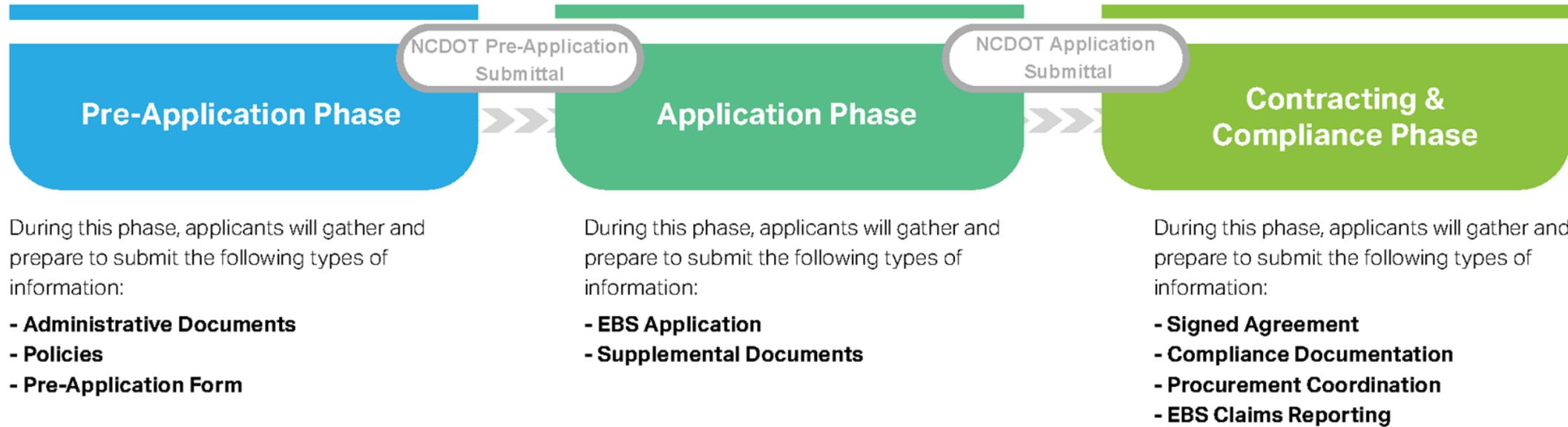
Unified Grant Application (UGA) Process

Key Updates

- FY25 5303 Planning Applications for the MPOs and the draft UPWPs were due January 31, 2024, in EBS.
- Final UPWPs and other required documentation is due March 31st.
- Please partner with your RGS to complete any and all documentation follow-up and requests for **any EBS application submitted for FY25**.
- FTA has not released the FY24 Certs and Assurances. IMD will be in touch once they are released.



FY 26 Unified Grant Application (UGA) Process



- Interactive, single guidance document
- Organized into 3 distinct phases
- Efficiency by pre-completing some documents in pre-application phase
- State and Federal guidance
- Extended application period

Benefits to Applicants

- Simplified process by integrating applications into single process
- Streamlined process and material, and outlining eligibility clearly
- Modernized process by incorporating SmartSheet

Key Dates: Monday, April 1, 2024, Open Call for Projects – Friday, October 4, 2024, Grant Applications due in EBS

Unified Grant Application (UGA) Process

FY26 UGA Upcoming Training Sessions

UGA Training #1, **March 19**, In person. Held during New Director's Bootcamp

UGA Training #2, Part 1 **March 28**, 10:00-11:00. FY26 program update, 1-hour webinar

UGA Training #2, Part 2 **March 28**, 2:00 – 3:00. FY26 hands-on program demonstration from IMD Connect UGA page via webinar.

UGA Training #3, Part 1 **April 3**, 10:00 – 11:00. FY26 program update, 1-hour webinar

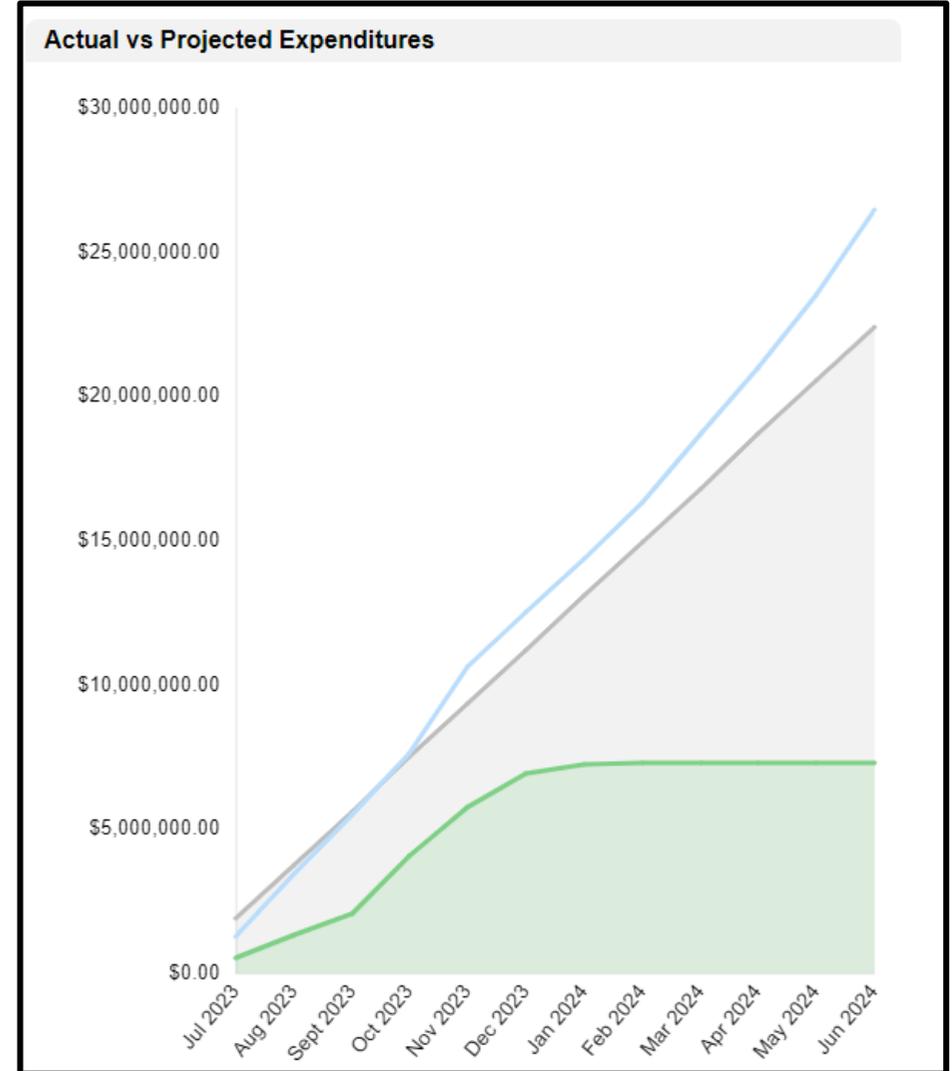
UGA Training #3, Part 2 **April 4**, 2:00 – 3:00. FY26 hands-on program demonstration from IMD Connect UGA page via webinar.



ROAP Overview – February 14, 2024

Overall ROAP Stats				
Primary	Description	Amount	% Total Allocation	
ROAP Allocation	1. Funds approved from legislators	\$18,678,339		
Carryover	2. Unspent funds from previous year	\$3,736,327		
Allocation + Carryover	3. Total of 1 + 2	\$22,414,666		
Transferred Out	4. Transferring ROAP funds to match eligible grant programs	\$763,571	4%	
YTD Expenditures	5. Total approved expenses to date	\$10,627,496	57%	
Total Balance	6. Remaining funds to date	\$11,023,599	49%	

EDTAP, EMPL, RGP Stats				
SFY2023	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$9,783,031	\$4,331,686	44%	\$305,631
EMPL (Employment Assistance Program)	\$2,783,654	\$1,613,938	58%	\$627,162
RGP (Rural General Public Program)	\$9,084,411	\$4,681,871	52%	\$404,330
Totals	\$21,651,095	\$10,627,496	49%	\$1,337,123



ROAP Update (Continued)

FY24 ROAP Analysis:

ROAP Reporting Update as of February 13, 2024

July reports due September 15th – 3 reports not submitted, 2 submitted but not approved at this time

August reports due October 15th – 3 reports not submitted, 3 submitted but not approved at this time

September reports due November 15th – 3 reports not submitted, 2 submitted but not approved at this time

October reports due December 15th – 2 reports not submitted, 2 submitted but not approved at this time

November reports due January 15th – 5 reports not submitted, 1 submitted but not approved at this time

December reports are due February 15, 2024 –66 have been submitted and approved.

Monthly 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.



Looking ahead, end of fiscal year is only a few months away and final ROAP report will be due on July 30th. Systems with late or missing reports please begin now to catch up.

ROAP Update (Continued)

ROAP Monthly Allocation Balance Update Report

The monthly ROAP Allocation Balance report which shows an approximation of running funds balance in each ROAP program.

The report will be automatically sent from SmartSheet on the 8th of the month, prior to the due date of the monthly reports.

The balances in the reports will not include expenditures that have been submitted but not yet approved.

The balance reports are to provide an estimated update of the ROAP balances but transit directors and/or Finance directors are ultimately responsible for keeping up with program funds and reports submitted.

FY24 ROAP Report SmartSheet Link

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

Finance Updates



Finance Update

- This is just a reminder **all projects** that received funding prior to FY25, funds are expected to be expended by June 30, 2024. Please plan accordingly.
- This does not include any of FY24 Combined Capital projects or the Facility projects.
- Vehicle reimbursements must include the following:
 - final vendor invoice
 - proof of payment or advance payment form
 - original vehicle order form
 - MVR-1 Title application with NC Department of Transportation Integrated Mobility as the 1st Lien holder
 - Logos & lettering invoices (if applicable)



Procurement

Procurement Updates – Camera Contract

- NCDOT Contract for Mobile Digital Video Recording Systems
 - Contract will expire **March 15th, 2024**
 - If you were approved to purchase cameras in FY24, you will need to utilize this contract as soon as possible
 - Vendors under the expiring contract include:
 - Fortress Mobile, Safety Vision, SEON/Safe Fleet, Radio Engineering Industries, Inc. AngelTrax, Apollo Video
- IMD is currently weighing options and will work towards future vehicle camera systems ordering options very soon.
- If you do need to order cameras after the contract has expired, remember that you will need to solicit for quotes or issue a formal solicitation (for purchases over \$90,000) to procure for vehicle camera systems (if you have identified funding for that line item).
- Please feel free to contact Chris Dodson, Procurement Manager for further questions
 - Chris Dodson - cbdodson@ncdot.gov - 919-707-4696



Compliance Updates

2023/24 Compliance Reviews

- 5310 Non-Profit Reviews
 - 24 Total Reviews
 - 24 Conducted
 - 22 Closed (2 in the process)

- 5311 Transit System Reviews (CY23)
 - 19 Total Reviews
 - 9 Conducted / in process
 - 2 Scheduled / not conducted
 - 3 Desk review in process / on-site to be scheduled
 - 4 Completed / CLOSED

- 5311 Transit System Reviews (CY24)
 - 30 Total Reviews
 - 5 Systems notified
 - 4 To be notified for Spring review
 - 21 Early Summer notification

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)

USDOT DRUG & ALCOHOL REGULATION:49 CFR PART 40- Update

- Newly revised version was effective June 1, 2023
- New Updated and Revised Drug and Alcohol Templates have been provided
- All Drug and Alcohol Policies should be updated and approved reflecting these changes by **February 16, 2024**
- DOT-regulated Oral Fluid Drug Tests will be permitted once at least two laboratories are certified by DHHS (Oral Fluid Drug Testing isn't mandatory-it is at agencies discretion)
- Please refer to the White Paper which was provided in September for a summary of all changes (Definitions, SAP & MRO guidelines, etc.)

Training Updates



North Carolina Transportation Leadership Development Program

How can your transportation
organization

Grow

if you don't?

Public Transportation Group
An activity of the Institute for Transportation Research
and Education at North Carolina State University

How you will grow...

- Study at your own pace, using an interactive guidebook
- Apply what you learn to your everyday work and your plans for the future
- Develop your own leadership style
- Collaborate with the workshop team to develop and complete a project to improve transportation services
- Develop your own project to address a pertinent issue within your own organization
- Attend two workshops with others in locations across the state
- Work with a sponsor from your organization to ensure the course is relevant to your own work
- Work with a facilitator/advocate who will discuss the ideas and concepts in the workbook with you
- Earn 10 CEUs in recognition of your accomplishments in the NC-TLDP

- Taught for over 20 years
- Over 300 of your peers have gone through the program

Spring 2024 Schedule

Registration Closes: February 5

Start: February 19

Seminar 1: March 13-15

Seminar 2: April 17-19

End: May 24

Cost

Rural: \$950

Urban: \$2,300

Register

<https://itre.ncsu.edu/focus/transit/transportation-leadership-development-program-tldp/>



Jeremy Scott
jscott@ncsu.edu
(919) 515-8624

NCDOT-IMD Strategic Training Program

FEBRUARY TRAINING

- **FEBRUARY 15 Reasonable Suspicion** *Virtual*
 - <https://attendee.gotowebinar.com/register/4485737397900831321>
- **FEBRUARY 29 Conflict De-escalation** *Virtual*
 - <https://attendee.gotowebinar.com/register/6162130889586342232>
- Scheduled trainings are shown on IMD Calendar (In Blue) and have the link to register
 - <https://connect.ncdot.gov/business/Transit/Pages/Transit-Communication-Hub.aspx>
- All individuals attending virtual training should register for the training in order to get credit for attendance
- If multiple employees join virtual training from a single log-in, the Director, Supervisor, or Training Manager must send an email to Kim Angel stating who attended the training

NCDOT-IMD Strategic Training Program

- **Transit Director Boot Camp #1**

- March 19, 2024, 8:00 a.m. – 4:30 p.m.
- NCSU-ITRE - Centennial Campus
 - » 909 Capability Drive, Suite 3600
Research Building IV
Raleigh, North Carolina 27606-3870
- \$50 Registration Fee – Covers parking, facility fees, snacks, drinks, and lunch
- Class size is limited to 25 participants
- Directors with 3 years or less experience should attend
 - » Directors with more experience will be considered if seats are open
- IMD will review requests for attendance by staff other than Director (i.e. Asst. Director)
 - » Send request to Kim Angel at ext-kpangel@ncdot.gov with justification for person other than Director to attend
 - » Based on seat availability

NCDOT-IMD Strategic Training Program

- **Transit Director Boot Camp – General Information**
 - **Boot Camp & Transit Academy 101 Attendance Survey**
 - » Complete by 2/16/24
 - » <https://app.smartsheet.com/b/form/c1e5fed554694eafa41de03921a7b677>
 - Boot Camp #2 will be held later in 2024 (October time-frame)
 - Prerequisite to Transit Academy 101
- **Transit Academy 101 – Module 1**
 - May 29-30, 2024, 8:00 a.m. – 4:30 p.m.
 - Topic: Introduction to Transit Management – Administration and Oversight
 - Location: TBD
- **Transit Academy 101 – Module 2**
 - June 25-26, 2024, 8:00 a.m. – 4:30 p.m.
 - Topic: Financial Management
 - Location: TBD

NCDOT-IMD Strategic Training Program

ADDITIONAL TRAINING OPPORTUNITIES COMING SOON

- **Certified Safety & Security Officer**
 - April 8-9, 2024 (2-Day Training)
 - NCPTA Conference in Concord
 - CTAA Certification Program
 - Register through NCPTA Conference Registration
 - » <https://web.cvent.com/event/13df4335-267a-4d01-92ce-dd04cb340e88/summary?locale=en>
 - » No additional fee but must register for conference and can participate in meals and activities
 - » Maximum participants = 25

- **March 2024 – Registrations will be open soon**
 - Customer Service/Disability Awareness - **Virtual**
 - » Date To Be Announced
 - Transit Director Boot Camp – **In-Person**
 - » March 19
 - Drug & Alcohol Program Manager (DAPM) - **Virtual**
 - » March 25, 26, & 27 (3 Hours per Day)
 - Unified Grant Application (UGA) – **Virtual**
 - » March 28, 10:00-11:00
 - » March 28, 2:00 – 3:00
 - » April 3, 10:00 – 11:00
 - » April 4, 2:00 – 3:00

Human Trafficking Awareness Program Updates

- 204 members of transit staff have completed Human Trafficking Awareness Training (02/13/24).
 - 3 Separate Urban Agencies
 - 28 Separate Rural Agencies
- Training has been updated based on feedback.

Training

The training below will provide information about human trafficking and assess your knowledge before and after. Please be aware that the training includes videos detailing firsthand accounts of trafficking victims. It will take approximately 40 minutes to complete the training. This training is required for public transit drivers who work for a system that receives state funding from the N.C. Department of Transportation.

[Click here for the training course.](#)



[NCDOT Human Trafficking Quick Guide.pdf](#)

Manual/Paper Option

Alternatively, physical copies of the above training course can be printed and completed for assessment.

Training Course Sheets

[NCDOT Human Trafficking Paper Survey](#)

[NCDOT Human Trafficking Training Assessment Notes](#)

[NCDOT Human Trafficking Paper Survey Key](#)

Videos

The videos necessary to answer the training questions can be downloaded below:

[Video #1](#)

[Video #2](#)

Once the trainings are completed and checked for a passing score using the answer key provided, please scan and email to Blair Chambers (tbchambers@ncdot.gov)



Special Project and Planning Updates

2024 Multimodal Planning Grant

Key Dates

Home > Connect NCDOT > Local Governments > Planning > IMD Multimodal Planning Program

About the Multimodal Planning Program



Since 2004, 244 planning grants have been awarded to-date with a total of approximately \$7.5 million in funds being allocated to 238 municipalities and 6 counties through the planning grant initiative.

The NCDOT Integrated Mobility Division (IMD) and the Transportation Planning Division created an annual matching grant program – the Multimodal Planning Grant Program (MMPG) – to encourage municipalities to develop comprehensive bicycle plans and pedestrian plans. This program was initiated in January 2004 and is currently administered through NCDOT-IMD.

Overview

[Multimodal Planning Grant Program Overview](#) PDF

Program Options for Local Governments

[Bicycle and/or Pedestrian Plan](#)

[Multimodal Network Plan](#)

[Plan Update](#)

[Project Acceleration Plan](#)

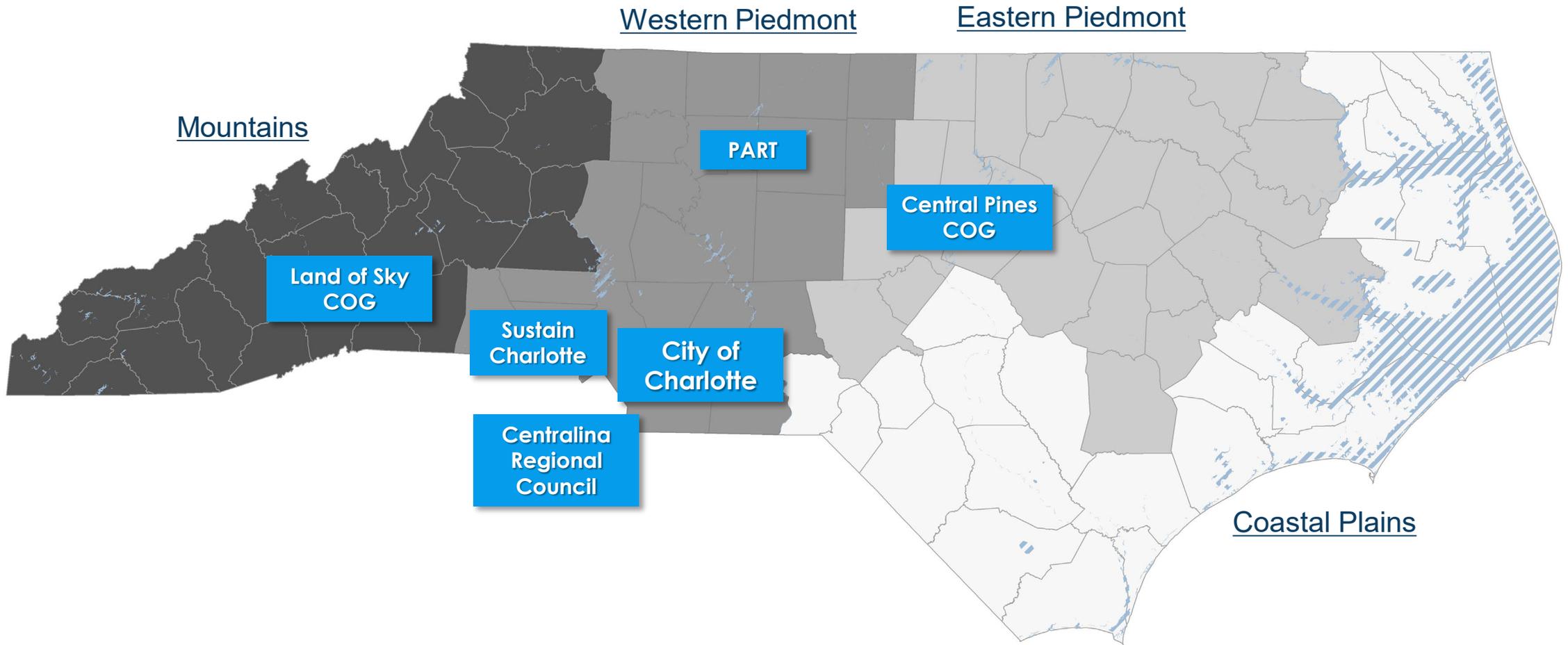
FAQs

[Multimodal Planning Program Frequently Asked Questions](#) PDF

Municipal Plan Implementation Progress

Activity	Date
Issue call for applications	February 12, 2024
Application submission deadline (5 PM COB)	March 25, 2024
Awards committee makes selection	April 2024
Board of Transportation approval	June 2024
Award notices	June 2024

Currently Funded TDM Partners



FY 2025 TDM Program

Home ▶ Connect NCDOT ▶ Doing Business ▶ Public Trans ▶ Transportation Demand Management (TDM)

Transportation Demand Management (TDM) Rectangular Snip

Transportation Demand Management (TDM) programs promote the use of all transportation options available, rather than defaulting to single occupant vehicle use. Included among these travel options are carpooling, vanpooling, teleworking, transit, bicycle, flexible work hours, compressed work weeks and parking policies/pricing structures. The NCDOT Integrated Mobility Division (IMD) funds TDM programs to continue supporting the provisions of the Ambient Air Quality Improvement Act of 1999, Senate Bill 953, which addressed concerns over ground level ozone pollution from motor vehicles and the need to deal with increasing vehicle miles traveled (VMT) and NOx emissions. The bill established a goal of reducing the growth of commuter VMT in the state by 25 percent from 2000 until 2009 and that goal was achieved. Continuing strides have been made in the years following this achievement.

Grant Application Call for Projects

Application	Deadline
FY23 TDM Application Package	Deadline March 18th

PTD – Document Library
Resource documents and materials for Business Partners and Transit Providers.

PTD – Quick Links

- [PTD Intern & Apprenticeship Program Video](#)
- [Statewide Benefits of Transit by Transit System](#)
- [Volkswagen Settlement](#)
- [GIS and Mapping](#)
- [NCDOT Approved Product List Portal](#)
- [BOT Agenda Website](#)

Employee Directory
Staff contacts for *Integrated Mobility Division*.



[Transportation Demand Management \(TDM\) \(ncdot.gov\)](https://www.ncdot.gov/transportation-demand-management)

FY 2025 TDM Key Dates

Dates	Task/Event
Feb-23-2024	TDM application materials posted to NCDOT website
Mar-29-2024	Deadline for FY 2025 TDM applications & budget to be submitted in EBS
May-2024	FY 2025 TDM Projects presented to NC Board of Transportation
Jul-1-2024	Beginning of State fiscal year & Period of Performance for FY 2025 TDM programs

FTA Discretionary Grant NOFO – 5339 B & C

Grants for Buses and Bus Facilities Program – 5339(b) & Low or No Emission Grant Program - 5339(c)

Grants for Buses and Bus Facilities Program – 5339(b)

The Grants for Buses and Bus Facilities Competitive Program (49 U.S.C. 5339(b)) makes federal resources available to states and direct recipients to **replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities**, including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants.

Low or No Emission Grant Program - 5339(c)

The Low or No Emission competitive program provides funding to state and local governmental authorities for the **purchase or lease of zero-emission and low-emission transit buses** as well as **acquisition, construction, and leasing of required supporting facilities**.

IMD's Subrecipients must go through IMD to apply.

Transit Facility and Low/No Emissions Vehicle and Infrastructure Needs Survey

<https://app.smartsheet.com/b/form/a2654cb695634048a408fdf0157ffc24>

Calendar & Resource Updates



Transit Communication Hub

February - March 2024

◀ 1 Month ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 11	12	13	14 Transit System	15 Reasonable Su	16	17
FY25 5303 Planning Application Window						
				December Mor		
18	19	20	21	22	23	24
FY25 5303 Planning Application Window						
25	26	27	28 Conflict De-es	29 Monthly Claim	March 1	2
FY25 5303 Planning Application Window						
3	4	5	6	7	8	9
FY25 5303 Planning Application Window						
10	11	12	13 Transit System	14	15 January Month	16
FY25 5303 Planning Application Window						

Important Dates – Next 30 Days

Reporting Due:

- December Monthly ROAP Report Due (FY24) – 02/15/24
- Monthly Claims Due – 02/29/24

Training:

- Reasonable Suspicion Training (Virtual) – 02/15/24
- Conflict De-escalation (Virtual) – 02/28/24

Meetings:

- Next Transit Call is on 3/13/24



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)
- STIP Amendment Request Database Form
- NC Department of Transportation Flex Request Form

ROAP Reports

- ROAP Report Entry (Monthly)

Charter Reports

- Charter Report Quarterly Submission

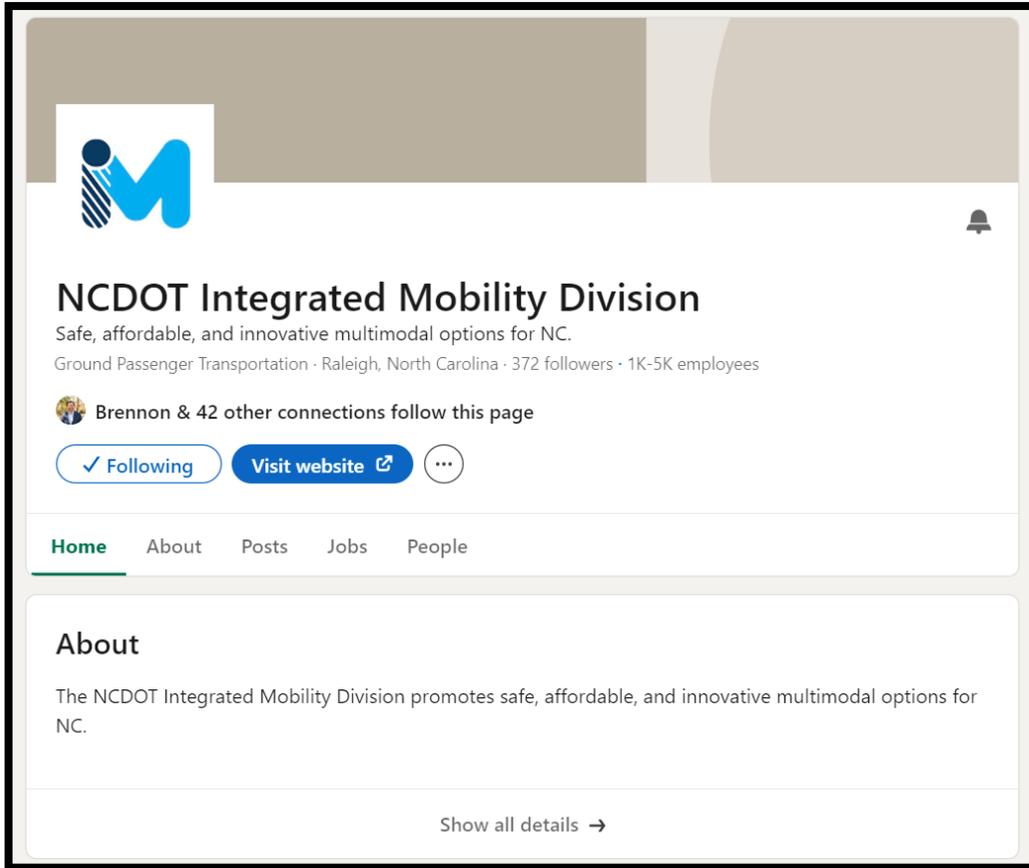
Transit Activity Reporting

- Accident/Incident Reporting (Active)

Vehicle Related Reporting

- Vehicle Disposition Tracking (Coming Soon)

IMD Social Media



The image shows a screenshot of the Facebook profile page for the NCDOT Integrated Mobility Division. At the top left is the profile picture, a blue stylized 'M' logo. Below it is the name 'NCDOT Integrated Mobility Division' and the tagline 'Safe, affordable, and innovative multimodal options for NC.' Further down, it says 'Ground Passenger Transportation · Raleigh, North Carolina · 372 followers · 1K-5K employees'. There are buttons for 'Following', 'Visit website', and a menu icon. A navigation bar includes 'Home', 'About', 'Posts', 'Jobs', and 'People'. The 'About' section is expanded, showing the same tagline. At the bottom, there is a 'Show all details' link.

NCDOT Integrated Mobility Division
Safe, affordable, and innovative multimodal options for NC.
Ground Passenger Transportation · Raleigh, North Carolina · 372 followers · 1K-5K employees

Brennon & 42 other connections follow this page

Following Visit website

Home About Posts Jobs People

About
The NCDOT Integrated Mobility Division promotes safe, affordable, and innovative multimodal options for NC.

Show all details →



The image shows a screenshot of the Twitter profile page for NCDOT Integrated Mobility. At the top left is a back arrow, followed by the name 'NCDOT Integrated Mobility' and '47 posts'. Below this is a header image showing a person on a bicycle in front of a bus. The profile picture is the blue stylized 'M' logo. To the right of the profile picture are icons for a menu, direct message, retweet, and a 'Following' button. The bio reads 'The NCDOT Integrated Mobility Division promotes safe, affordable, and innovative multimodal options for NC.' Below the bio are location and website links: 'North Carolina' and 'ncdot.gov/divisions/inte...'. It also says 'Joined July 2023'. At the bottom, it shows '71 Following' and '98 Followers', and a list of users followed: 'Followed by Alex Rotenberry, NC By Train, and 2 others you follow'.

← **NCDOT Integrated Mobility**
47 posts



NCDOT Integrated Mobility
@NCDOT_IMD

The NCDOT Integrated Mobility Division promotes safe, affordable, and innovative multimodal options for NC.

North Carolina ncdot.gov/divisions/inte... Joined July 2023

71 Following 98 Followers

Followed by Alex Rotenberry, NC By Train, and 2 others you follow

Questions?



Provide feedback and ideas for topics:

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