



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

March 13, 2024

AGENDA

- Director's Opening Remarks
- Finance Updates
- Grant Administration Updates
- Procurement Updates
- Compliance Updates
- Training Updates
- Special Project Updates
 - TDM Grant App
 - Human Trafficking Posters
- Calendar Updates

Finance Updates



Finance Updates

- **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.
- If you have received your vehicles and have sent the inspection forms to Faye McCullen, please submit your claim in EBS for reimbursement along with proof of payment for the vehicles. If you haven't paid for the vehicles, you can submit an Advance payment form with your reimbursement request. Upon receipt of payment, you must pay the vendor within 3 days.

Vehicle reimbursements must include the following:

- final vendor invoice
- proof of payment or advance payment form
- original vehicle order form
- signed MVR- 1 Title application w/NCDOT IMD listed as the 1st lienholder
- lettering & logo invoice (if applicable)

- Prior to your final claim, a change request must be submitted in EBS to revise the budget in the last quarter on all projects with line items in overdraft
- If you have started a claim, and need to submit a change request, you must contact EBSSupport@ncdot.gov to have them delete the claim in order to submit the change request
- If you need any assistance, please reach out to your accounting specialists



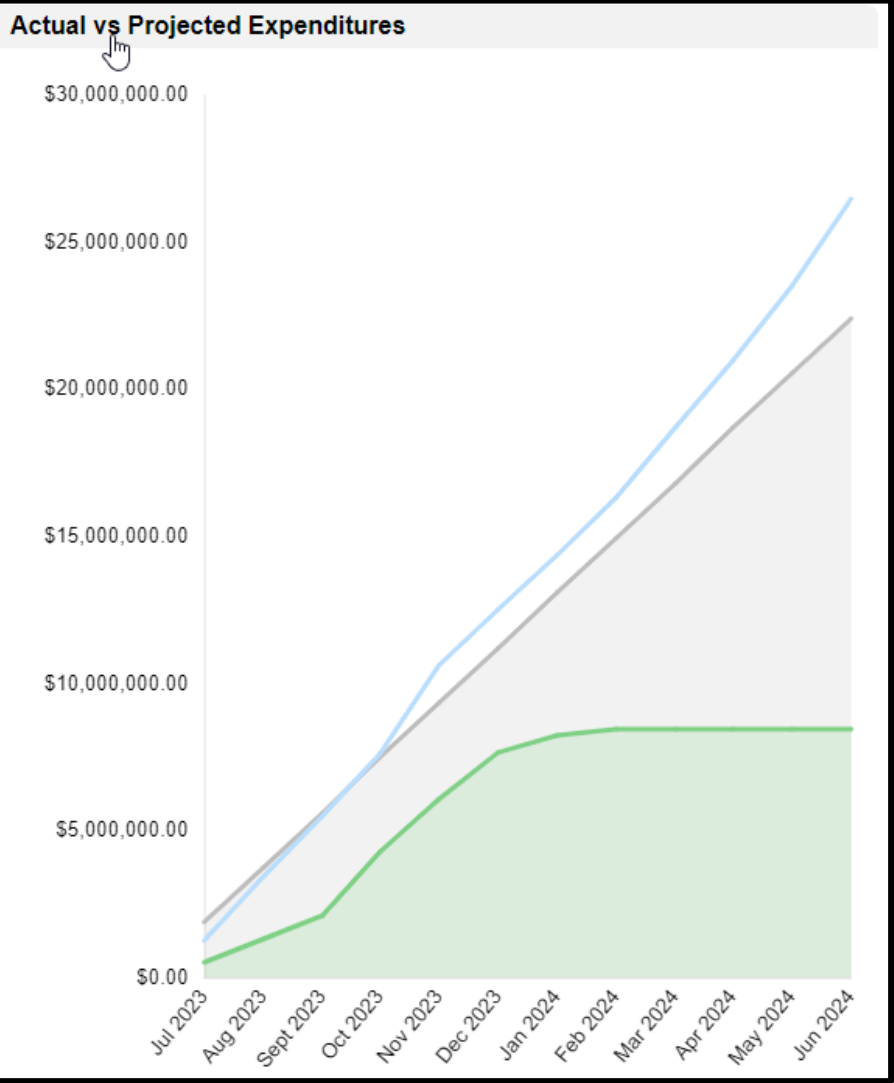
Grant Administration Updates

ROAP Overview – March 13, 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	\$790,335	4%
YTD Expenditures	5. Total approved expenses to date	\$12,168,699	65%
Total Balance	6. Remaining funds to date	\$9,455,632	42%

EDTAP, EMPL, RGP Stats				
SFY2023	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$9,757,018	\$5,039,642	52%	\$351,805
EMPL (Employment Assistance Program)	\$2,785,777	\$1,807,032	65%	\$678,609
RGP (Rural General Public Program)	\$9,081,536	\$5,322,025	59%	\$581,723
Totals	\$21,624,331	\$12,168,699	56%	\$1,612,137

Net Allocation includes Carryover Amounts and Transfers.

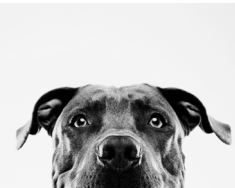


ROAP Update (Continued)

FY24 ROAP Analysis: Upcoming Reporting Dates

- January – due March 15th
- February – due April 15th
- March – due May 15th
- May – due July 15th
- **June – due July 30th**. This report is due early so the ROAP reconciliation can begin and prepare for the FY25 ROAP application allocation and disbursement information.

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.

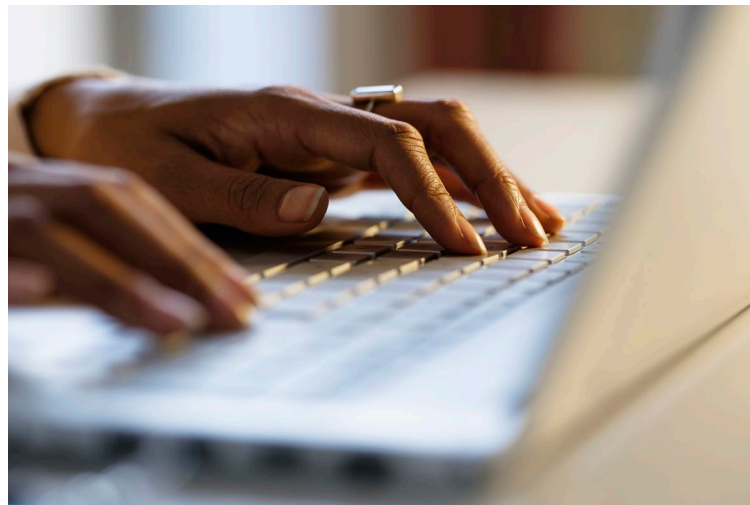
ROAP Update (Continued)

FY24 ROAP Analysis:

ROAP Reporting Update as of March 13, 2024

- July reports due September 15th – 2 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, 1 submitted but not approved at this time
- October reports due December 15th – 3 reports not submitted, 1 submitted but not approved at this time
- November reports due January 15th – 3 reports not submitted, 2 submitted but not approved at this time
- December reports due February 15th – 4 reports not submitted, 2 submitted but not approved at this time

- January reports due March 15th – 47 reports have been submitted and/or approved at this time



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>

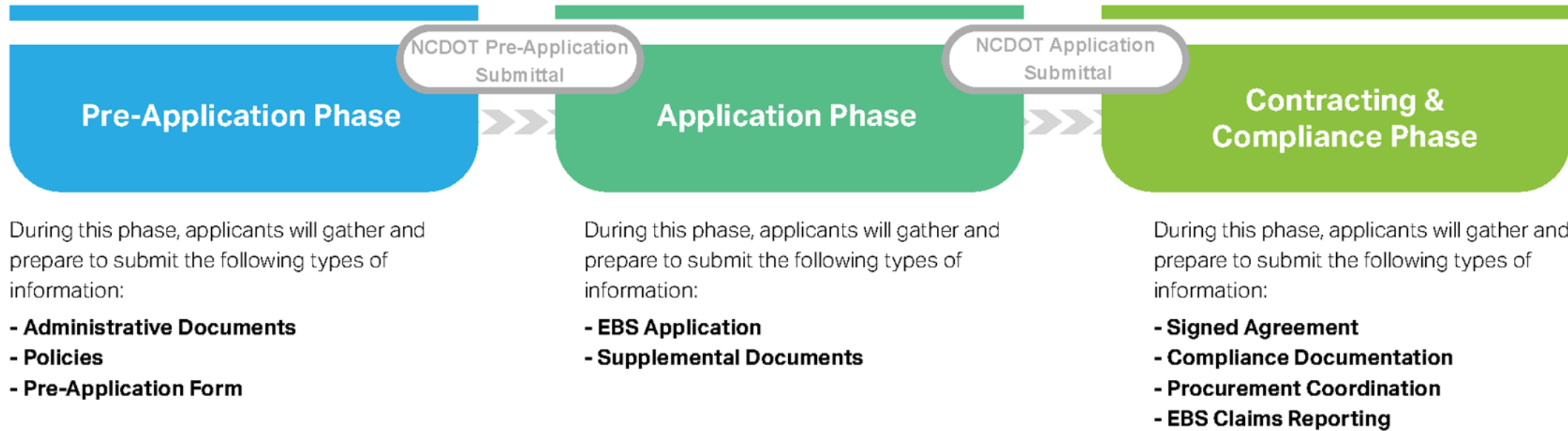
Unified Grant Application (UGA) Process

Key Updates

- Final UPWPs and other required documentation is due March 31st.
- Please work with your RGS to resolve any issues or questions related to your UPWP if needed.
- FTA has released the FY24 Certs and Assurances. Please sign and complete the Certs and Assurances and upload them in the EBS dropbox by May 29, 2024.



FY 26 Unified Grant Application (UGA) Process



Benefits to Applicants

- 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
- 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.

******Unless desired, only one training session is necessary to attend and the UGA demonstration is optional for those who are comfortable using the program.





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

- **CY2023**
 - **5310 Non-Profit Reviews**
 - 24 Total Reviews
 - 24 Conducted
 - 19 Closed (5 in the process)
 - **5311 Transit System Reviews**
 - 19 Total Reviews
 - 10 – conducted / in process
 - 0 – scheduled / not conducted
 - 3 – Desk review in process / on-site to be scheduled
 - 6 – Completed / CLOSED
- **CY2024**
 - **5311 Transit System Reviews**
 - 30 Total Reviews
 - 9 – Systems notified
 - 8 – Scheduled
 - 1 – To Be Scheduled
 - 0 – To be notified for Spring review
 - 21 – Early Summer notification

<u>Calendar Year 2023</u>		
Choanoke Public Transportation Authority (CPTA)	Onslow United Transit System, Inc. (OUTS)	Caswell County
Cumberland County Transit	Mitchell County Transportation Authority	Baron's Bus (Intercity Provider)
Southeastern Stages (Intercity Provider)	Transylvania County	Yancey County Transportation
Greyhound/Flixbus (Intercity Provider)	Trolley Inc. (Intercity Provider)	Orange County Public Transportation
AppalCART Boone	Pitt County/Pitt Area Transit System	Duplin County
Greene County	Randolph County (RCATS)	Harnett Area Rural Transit System (HARTS)
<u>Calendar Year 2024</u>		
Alamance County Transportation Authority (ACTA)	Albemarle Regional Health Services (ICPTA)	Alleghany County
Ashe County Transportation Authority	Avery Co. (ACT)	Bladen County (BARTS)
Buncombe County/Mountain Mobility	Clay County	Gaston County
GoWake Access	Guilford County Transportation and Mobility Services (TAMS)	Hoke Area Transit Service (H.A.T.S.)
Johnston County Area Transit (JCATS)	Kerr Area (KARTS)	Lee County (COLTS)
Madison County Transportation Authority	McDowell County Transportation	Mountain Projects Inc. Haywood Co.
Pender Adult Services Inc.(PAS)	Polk County	Rockingham (ADTS)
Rowan Transit System (RTS)	Rutherford County Transit	Sampson County
Scotland County (SCATS)	Tar River Transit / City of Rocky Mount	Union County Transportation
Western Carolina Community Action, Inc. (WCCA-Apple Country (Henderson County)	Western Piedmont Regional Transit Authority	Wilkes Transportation Authority (WTA)

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 deadline to be updated and approved reflecting these changes by February 16, 2024, has passed.
- Email a copy of your board approved Drug and Alcohol Policy to Earle McNeill at elmcneill1@ncdot.gov asap for NCDOT IMD records.

Training Updates



NCPTA Conference

Mobility Hubs Session

Presenters:

Grady McCullum, Michael Stafford

Description:

Grady McCollum and Michael Stafford are presenting on new mobility initiatives in the Integrated Mobility Division, The Multimodal Infrastructure Pipeline and the planning and implementation of Mobility Hubs. The Multimodal Infrastructure Pipeline is a program starting this year that will incorporate all bike/ped and transit infrastructure projects, including Zero-Emission Vehicle Plans. Mobility Hubs are currently in planning along the S-Line and this presentation will explain what they are, what their role is in our mobility environment, and where we are in our process along the S-Line.

Combatting Human Trafficking Session

Presenters:

Kristin Joyner, Nathan Spencer, Christine Shaw Long

Description:

Human trafficking sounds like something out of a Law & Order SVU episode, but it is happening around your transit agency – in both rural and urban areas. Hear from Christine Shaw Long, MSW, the Executive Director of the North Carolina Judicial Branch’s North Carolina Human Trafficking Commission, speak with firsthand experience how traffickers may be using your agency, region, or transit network and how a simple and free training module can help train your staff identify signs of and stop human trafficking. Leave this session informed, inspired and with free resources to do something to within your community and agency.

FTA Grants Overview Session

Presenters:

Kenetta Spence, Carolyn Freitag, Kim Angel, Jennifer Hibbert, Kevin Edwards

Description:

IMD Grants Process Trivia/Scavenger Hunt- This session will consist of a game for participants to enhance their knowledge of the federal and state grants IMD administers throughout the year and the process the subrecipient will use to apply for funding based on the individual systems eligibility. This interactive session will compliment grants administration information presented on monthly transit calls and annual UGA training.

Automated Transportation Session

Presenters:

Sarah Searcy

Description:

NCDOT-IMD Strategic Training Program

- **Transit Director Boot Camp #1**
 - March 19, 2024, 8:00 a.m. – 4:30 p.m.
 - 22 Participants Registered to attend
 - Boot Camp #2 will be held later in 2024 (October time-frame)
 - Prerequisite to Transit Academy 101
- **Additional March Training**
 - **Drug & Alcohol Program Manager (DAPM) - Virtual**
 - » March 25, 26, & 27 (9:00-12:00 Each Day)
 - » <https://attendee.gotowebinar.com/register/6590834873448625242>
 - **Unified Grant Application (UGA) – Virtual**
 - » March 28th - Part 1 & 2
 - » April 3rd - Part 1
 - » April 4th - Part 2

NCDOT-IMD Strategic Training Program

– 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: Harnett County
- Send email to Kim Angel ([ext-kpangel@ncdot.gov](mailto:kpangel@ncdot.gov)) if interested in signing up

– Transit Academy 101 – Module 2

- June 25-26, 2024, 8:00 a.m. – 4:30 p.m.
- Topic: Financial Management
- Location: TBD

• Transit Academy 101 – Module 3

- July (1-2-days), 2024, 8:00 a.m. – 4:30 p.m.
- Topic: Procurement
- Location: TBD

• Transit Academy 101 – Module 4

- August (2-days), 2024, 8:00 a.m. – 4:30 p.m.
- Topic: Introduction to Transit Management Operations
- Location: TBD

• Transit Academy 101 – Module 5

- September (2-days), 2024, 8:00 a.m. – 4:30 p.m.
- Topic: Service Planning & Performance Measures
- Location: TBD

NCDOT-IMD Strategic Training Program

ADDITIONAL TRAINING OPPORTUNITIES COMING SOON

- **Certified Safety & Security Officer**
 - April 8-9, 2024 (2-Day Training)
 - Register through NCPTA Conference Registration
 - » Register for CSSO, NOT as conference attendee
 - » <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

- **May 2024**
 - **TA101 – Module 1**
 - » May 29-30

 - **State-funded Grants Management (ROAP, ConCpt, etc)**
 - » Date TBD

 - **Additional training may be offered – announcements will be made via e-mail and posted to the IMD Calendar.**

NCDOT-IMD Strategic Training Program

ADDITIONAL INFORMATION

- 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 via the registration link in order to get credit for attendance
- Each person attending should register with a unique email address (can be a personal address)
- Training, including virtual, is for agencies that are sub-recipients of IMD.
 - Training links should not be shared with agencies that are not sub-recipients of IMD

Special Project Updates



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*.

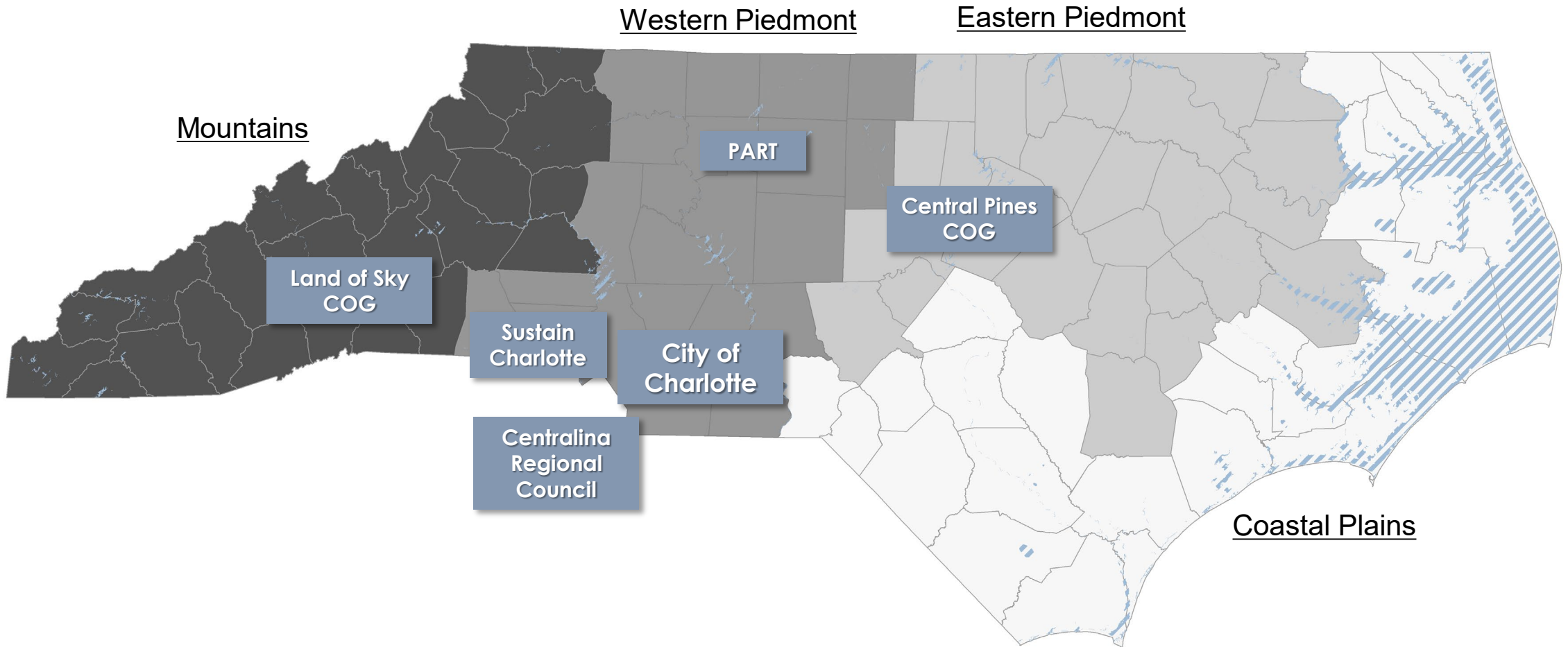


[Transportation Demand Management \(TDM\) \(ncdot.gov\)](https://www.ncdot.gov/Doing-Business/Public-Trans/Transportation-Demand-Management)

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

Currently Funded TDM Partners



Human Trafficking Awareness Program Updates

- 291 members of transit staff have completed Human Trafficking Awareness Training (03/11/24).
 - 4 Separate Urban Agencies
 - 41 Separate Rural Agencies

Human Trafficking Posters

- We will have your posters, if you ordered them, at the NCPTA Conference. Please visit our table to pick them up.
- If you did not order any, we have extras. First come, first serve.

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](#)

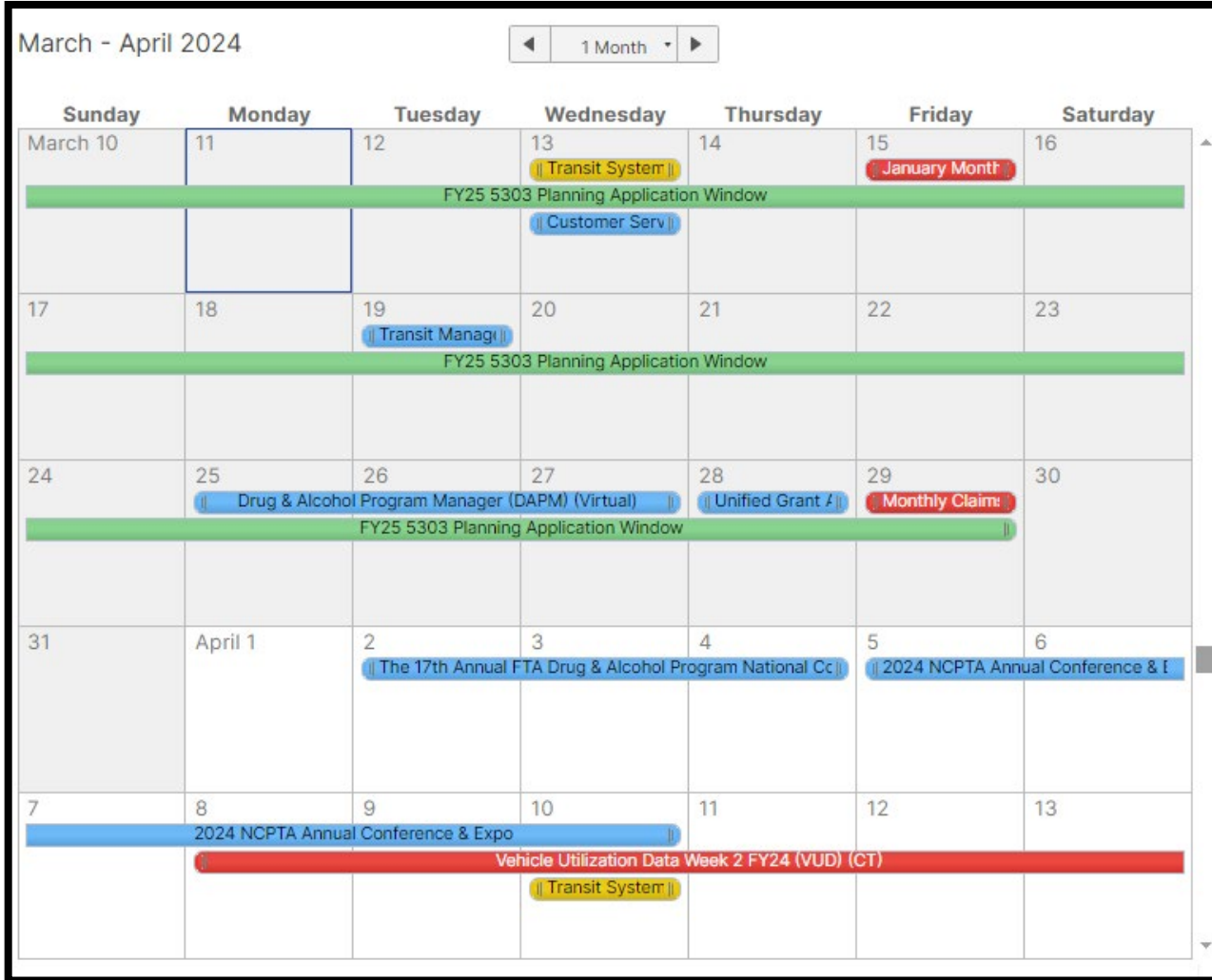
[Video #2](#)

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)

Calendar & Resource Updates



Transit Communication Hub



Important Dates – Next 30 Days

Reporting Due:

- January Monthly ROAP Report – 03/15
- Monthly Claims – 03/29
- VUD Week – 04/08 – 04/12

Training:

- Boot Camp – 03/19
- Drug & Alcohol Program Manager (DAPM) – 03/25 – 03/27
- Unified Grant Application Training – 03/28 (2 Sessions)

Meetings:

- No Transit Call in April
- Next Transit Call is on 5/15/24 (Moved from the 8th)



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)

Transit Activity Reporting

- Accident/Incident Reporting (Active)

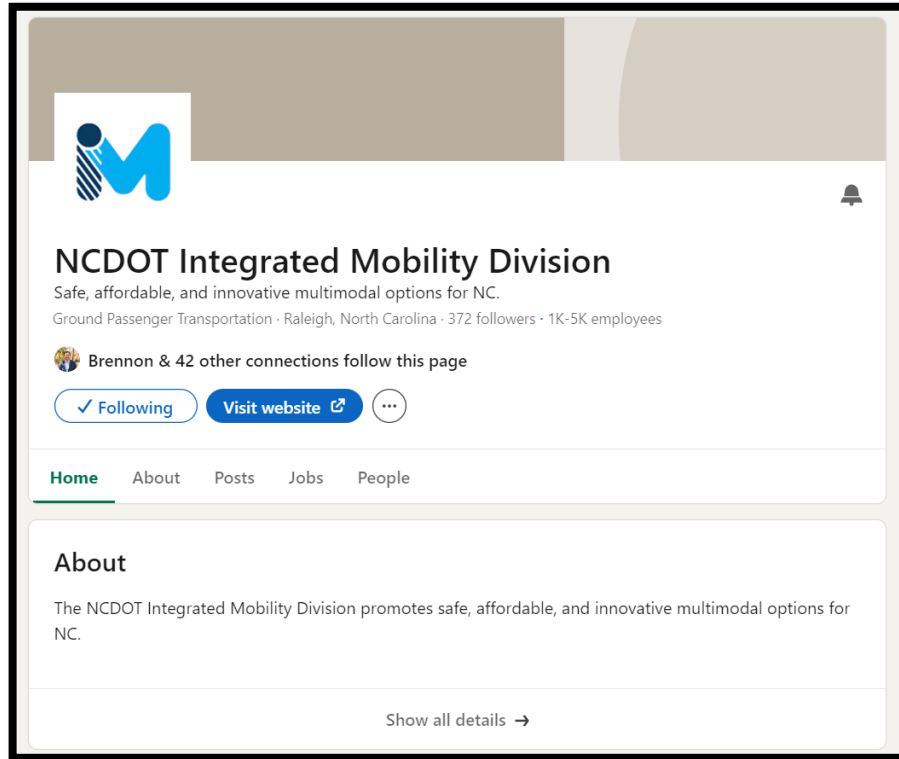
Charter Reports

- Charter Report Quarterly Submission

Vehicle Related Reporting

- Vehicle Disposition Tracking (Coming Soon)

Contact IMD



ncdot.gov/divisions/integrated-mobility

[@NCDOT_IMD](#) [NCDOT-IMD](#)

[@NCDOT](#) [ncdotcom](#) [NCDOTcommunications](#) [ncdotcom](#)

[@NCDOT](#) [NCDOT](#) [NCDOTcommunications](#) [View All Channels](#)

Questions?



Provide feedback and ideas for topics:

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