NORTH CAROLINA
Department of Transportation

Integrated Mobility Division
Transit Systems Call

August 14, 2024

AGENDA

- Director Opening
- Finance Updates
- Grant Administration Updates
- Procurement Updates
- Compliance Updates
- Training Updates
- Special Project Updates
  - Contacts Update
  - Tropical Storm Debby
- Calendar Updates

Finance Updates

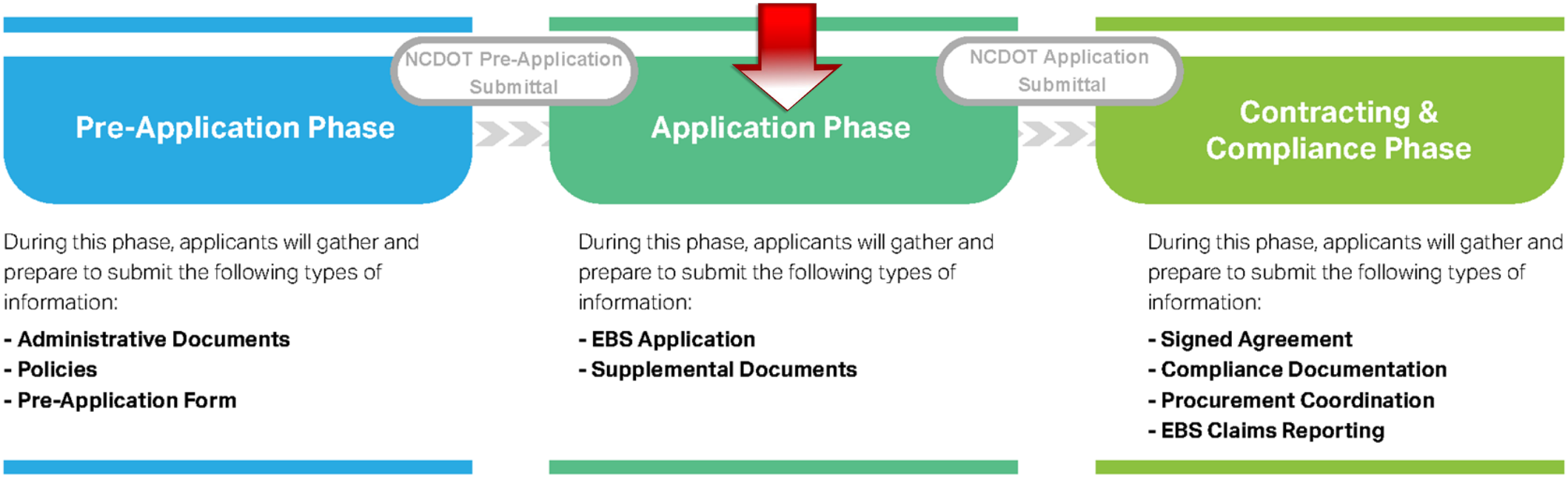
- FY25 federal contracts will not be issued via DocuSign until FTA approves the grant award. We are currently sending out the 5310 contracts now.

- We encourage all to submit claims monthly, but you do have the option to submit claims for reimbursement monthly or quarterly. However you start, you must continue that same format until the grant cycle ends.

- Contact for the Coastal Plains region has changed. Please reach out to myself or Jocelyn Valdez if you need assistance or have questions regarding any projects in this region.

Grant Administration Updates

FY 26 Unified Grant Application (UGA) Process



Key Dates:

- The FY 26 Combined Capital application has been opened in EBS
- Completed grant applications, including the combined capital application, are due in EBS– Friday, **October 4, 2024.**
- For any technical assistance, reach out to your RGS

Grant Applications Due in EBS October 4,2024

- 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 the year

- 5303 Planning
- Rural Operating Assistance Program
- State Maintenance Assistance Program
- Transportation Demand Management
- Other FTA Discretionary Grants

Unified Grant Application (UGA) Process

Helpful Tool

- The UGA page has a lot of useful information refer to the screenshot below for a sample, i.e., Unified Grant Application (UGA) Program Tutorial Phase I - Pre-application How-to-video
- https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx

Unified Grant Application (UGA)

The Unified Grant Application (UGA) is designed to simplify, streamline, and modernize the process by which applicants apply for state-administered transit funds.

Please download the UGA Guidance. IMD opened the Call for Projects on April 1, 2024:

FY26 Unified Grant Application (UGA) (Last Modifed July 10, 2024)

***Note the UGA PDF works best when saved to your computer and opened in a PDF reader.**

Supplemental documents and guidance are provided under the tabs below. Additional calls for projects including SMAP, ROAP and 5303, can be found as links under the Timeline.

Please contact your assigned Regional Grant Specialist for further assistance.

IMD has prepared an **FY26 Unified Grant Application (UGA) Overview** handout as a job-aid to guide subrecipients through the phased approach of the FY26 UGA. Each phase lists the details and steps which will occur as the application moves through the process.

The folloing documents are job aids and information to assist with the UGA. The **UGA Roadmap** is your guide to getting started, illustrating the relationship between each document.

- **FY26 UGA Pre-Application (Phase 1) Quick Reference Guide**
- **FY26 UGA Application (Phase 2) Quick Reference Guide**
- **FY26 UGA Application Contracting & Compliance (Phase 3) Quick Reference Guide**
- **Smartsheet Quick Reference Guide**

Funding Program Cheat Sheet – this documents provides information to sub-recipients on the various programs and is a quick reference guide.

- **FY26 NCDOT IMD UGA Funding Cheat Sheet**

Timeline

DATES	TASK/EVENT
April 1, 2024	Grant Application Package Distributed
April 1 - October 4, 2024	Regional Grant Specialists Available to Assist Grantees with Questions
June 3, 2024	Pre-Application Due to NCDOT
July 1, 2024	Program Applications in EBS Open
October 4, 2024	EBS Grant Application Due to NCDOT
October - December, 2024	Grant Applications Review Process

News & Updates

April 1, 2024 –

IMD has published the **FY26 Unified Grant Application** and opened the Call for Projects.

Smartsheet Quick Reference Guide – IMD has gathered tips and tricks to best utilize Smartsheet and prepared this reference guide. This guide includes how to complete Smartsheet forms and grids which are used throughout the entire UGA process.

UGA Progress Sheet – This progress sheet serves as tracking sheet for application process. This progress sheet does not need to be submitted to IMD.

UGA Roadmap - This document provides a quick snapshot of the UGA tools and resources. This roadmap is especially helpful for those who are new to the UGA process.

IMD has prepared following short video tutorials for each phase of the UGA.

- **Unified Grant Application (UGA) Program Playlist**
  - **Unified Grant Application (UGA) Program Tutorial**
  - **Phase I - Pre-application How-to-video**
  - **Phase II - Application How-to-video**
  - **Phase III - Contracting & Compliance How-to-video**

If you have questions or need additional information, please contact your assigned Regional Grant Specialist, or contact me at **cmfreitag@ncdot.gov**.

ROAP Overview – August 13, 2024

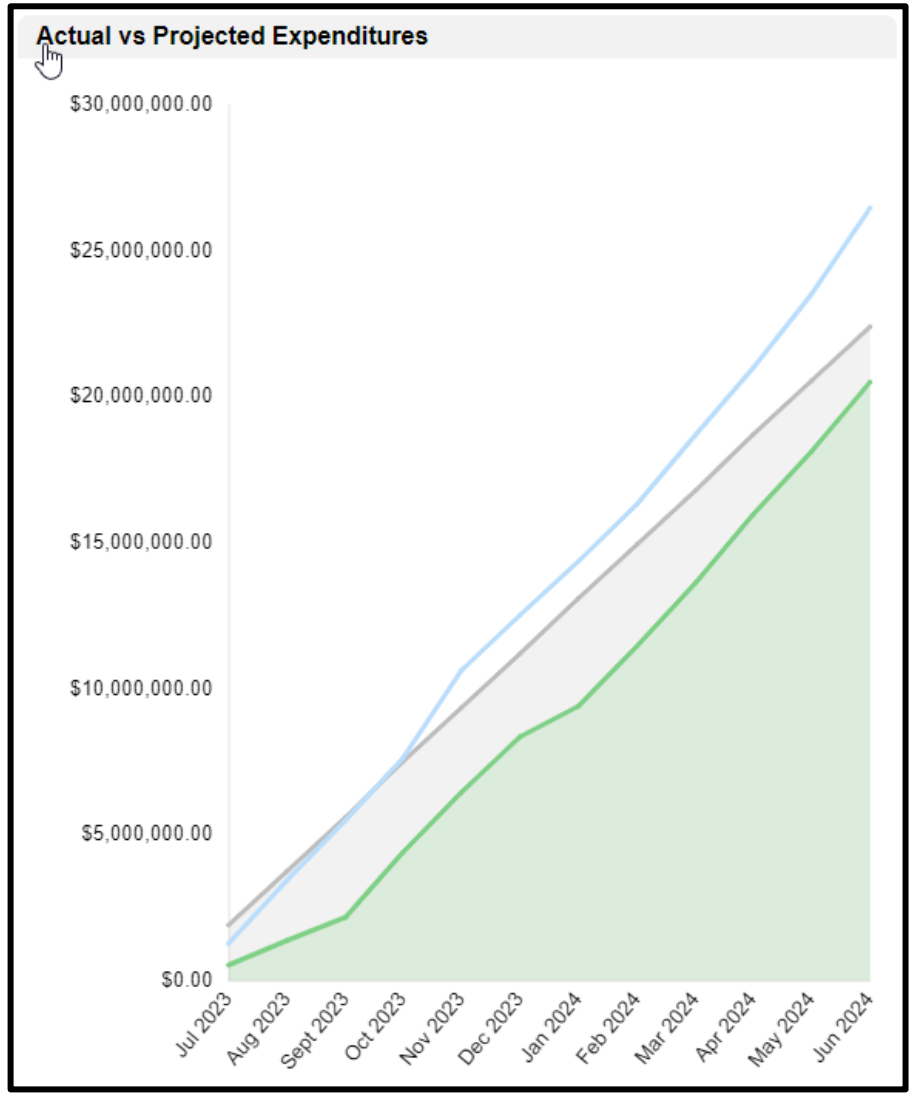
Overall ROAP Stats

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	$1,589,582	9%
YTD Expenditures	5. Total approved expenses to date	$24,869,899	133%
Total Balance	6. Remaining funds to date	-$4,044,816	-18%

EDTAP, EMPL, RGP Stats

SFY2023	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	$10,261,910	$11,283,108	110%	$2,086,462
EMPL (Employment Assistance Program)	$2,138,980	$3,574,703	167%	$1,827,737
RGP (Rural General Public Program)	$8,400,329	$10,012,089	119%	$2,651,397
Totals	**$20,801,220**	**$24,869,899**	**120%**	**$6,565,596**

Net Allocation includes Carryover Amounts and Transfers.



ROAP Update (Continued)

Thank you for submitting your FY24 ROAP reports through the year and as we worked hard to close them out to prepare FY25's program.

FY24 ROAP Analysis:

ROAP Reporting Update as of August 13, 2024

- July reports due September 15th – 0 reports not submitted
- August reports due October 15th – 0 reports not submitted
- September reports due November 15th – 0 reports not submitted
- October reports due December 15th – 0 reports not submitted
- November reports due January 15th – 0reports not submitted
- December reports due February 15th – 0 reports not submitted
- January reports due March 15th – 0 reports not submitted
- February reports due April 15th – 0eports not submitted
- March reports due May 15th – 0 reports not submitted
- April reports due June 15th - 0 reports not submitted
- May reports due July 15th - 0 reports currently submitted and or approved
- June reports due July 30th - 0 reports currently submitted and or approved

ROAP Update (Continued)

FY24 ROAP Closeout:

FY24 ROAP reconciliation is underway to prepare for the FY25 ROAP allocation and disbursement.

The FY25 ROAP application will be posted to the Connect site as soon as the package is complete. Notification will be sent out via e-mail when it is available to you to download. More details will follow with that.

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.

The final balance report for FY24 was sent out on August 8th but may not have accounted for unapproved expenses. If you need an ending balance report, please contact your RGS.

FY25 ROAP Report SmartSheet Link is under development and will be sent out when it is available.

Procurement

Procurement

FY25 Vehicle Order Forms

- Should be distributed no later than 8/23/24

- Currently processing price increase amendments to the existing NCDOT contract “54-SG-05062022”

    - Roughly a 3-5% increase in pricing for base model vehicles as well as participating priced options

    - FY26 Combined Capital application has been adjusted to reflect the budget amount that will be needed for systems to procure vehicles as well as commonly requested options

- Vendors currently under contract:

    - Model 1 (formerly Creative Bus Sales)
    - Interstate Transportation Sales
    - Palmetto Bus Sales

- Vehicle types covered

    - Raised Roof vans (mid-roof Ford Transit 150 Connects as well as high-top roof Ford Transit 350s)
    - 20’, 22’, and 25’ LTVs

- Vehicle types outside of the NCDOT contract will need to be procured competitively through either independent solicitation or potentially by identifying an FTA/NCDOT compliant purchasing schedule/state contract to utilize

Procurement

Starting in the FY26 Combined Capital Application cycle, IMD will begin requesting a documented independent cost estimate for any capital line items

- Used to assess what you would expect to pay for goods or services, based on reliable sources such as:
  - Paid historical prices (prior projects)
  - Industry standard (from a price catalog, etc…)
  - Market survey
  - Informal request from suppliers or manufacturers
- **Systems using the NCDOT Agency-specific contract for raised roof vans and LTVs as their vehicle procurement method are not obligated to use the ICE form; minivans and buses are NOT covered under the NCDOT contract**
- **Projects under $10,000 are not required to use the NCDOT-IMD ICE form as their "formal" ICE; you will still need to document for your records how you determined pricing to be fair and reasonable**
- Will be collected during the UGA document submittal process (due 10/4/24)
  - Reviewed by IMD Procurement staff for compliance
- Further detailed instruction along with a sample ICE form has been distributed along with Combined Capital Applications
  - Please feel free to contact Chris Dodson, Procurement Manager for further questions
    - Chris Dodson
    - cbdodson@ncdot.gov
    - 919-707-4696

Compliance Updates

2024 Compliance Reviews

CY24 5311 – Round 1

- 8 Total
- 3 Closed
- 5 In-Process

CY24 5311 – Round 2

- 23 Notification Letters Pending

Note:
Delay is due to our Triennial, several changes were needed to the Workbook, which are almost completed.

Calendar Year 2024

Alamance County Transportation Authority (ACTA) - **Completed**	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- **In Process**	Guilford County Transportation and Mobility Services (TAMS)- **In Process**	Hoke Area Transit Service (H.A.T.S.)- **In Process**
Johnston County Area Transit (JCATS)- **In Process**	Kerr Area (KARTS)- **In Process**	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 - **In Process**
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)

Training Updates

NCDOT-IMD Strategic Training Program
Training Updates

- **Annual Training Survey**
  - Link will be sent via email soon
  - Please complete as soon as possible after receiving
- **Rural Strategic Training Engagement Process (R-STEP)**
  - **Goals**
    - Receive input and feedback on NCDOT-IMD's Strategic Training Program through an active, engaging process with subrecipients delivering public transportation in North Carolina.
    - Receive input on the development and delivery of current and future training courses that assists with achieving and maintaining Federal and State compliance requirements of rural public transit systems.
    - Receive input and feedback on operational and in-house instructor training needs.
    - Engage with rural transit systems regarding the Strategic Training Program delivery methods, resources, and training courses to deliver an effective training program that accomplishes compliance goals and/or improves system safety and security.
    - Receive active participation from all rural transit systems to provide input and feedback that assists the Strategic Training Program Coordinator in the development and delivery of training, resources, and technical assistance.
  - **Location/Frequency/Time Commitment**
    - Meetings will be held virtually unless otherwise deemed necessary by IMD
    - Participants will register via a registration link on IMD's Calendar
    - Meetings will be held 2-4 Times per year (Early Spring and Fall at a minimum)
    - The first meeting will be scheduled for 2 hours but may take less time. Subsequent Meetings will be scheduled accordingly

NCDOT-IMD Strategic Training Program Training Update

- **Rural Strategic Training Engagement Process (R-STEP) (continued)**
  - **Process for Participation**
    - Participation is voluntary
    - The maximum number of participants per R-STEP session will be 30.
    - Participants will be determined on a first-come, first-served basis based on registration completion.
    - A maximum of 2 participants per system will be registered per meeting and should include the staff person most involved in training and/or the Transit Manager.
    - If registration is greater than the maximum number of participants, additional sessions may be scheduled.

NCDOT-IMD Strategic Training Program
Upcoming Training Opportunities

- **Advanced Mobility Device Securement (AMDS) – In-Person - NTI Training (Michael Noel & Peter Albrecht)**
  - **Two Locations**
    - September 17-18 – Western Location: Foot Hills Higher Education Center, 2128 S. Sterling St, Morganton (Burke County)
    - September 19-20 – Eastern Location: Charles W. Pittman Operations Center, 1800 Herring Avenue, Wilson (Wilson County)
    - Class size = 25
      - NTI requires a minimum of 20
    - Description: This workshop specifically addresses the special challenges of oversized and powered wheelchairs and scooters. The goal of this workshop is to present, demonstrate, and practice problem-solving skills for securing powered mobility devices.
    - Target Audience: Staff who perform Operator training in Lift and Wheelchair securement. The attendee would benefit from having previously attended PASS Train the Trainer.
    - Registration links
      - Morganton - https://rlsandassoc.com/events/amds-morganton-sept-17-18-2024/
      - Wilson - https://rlsandassoc.com/events/amds-wilson-sept-19-20-2024/
    - Register by September 4

NCDOT-IMD Strategic Training Program
Upcoming Training Opportunities

- **Americans with Disabilities Act – In-Person – ADA Guru – Jess Segovia**
  - **4 Locations**
    - 10/29 – Macon County Transit – 36 Pannell Ln, Franklin
    - 10/30 – Iredell County – Goodwill 124 4th Crescent Pl, Statesville
    - 10/31 – Duplin County Public Transportation – 144 Duplin Commons Dr. Kenansville
    - 11/01 – Tar River Transit 101 Coastline St. Rocky Mount
    - Class size = 25
    - Description: This course reviews the operating elements required by the Americans with Disabilities Act (ADA) in providing fully accessible fixed route bus and demand-responsive services (*ADA Paratransit, Dial-A-Ride, Deviated Fixed Route, Human Service Transportation, etc.) to people with disabilities. Content includes Non-Discrimination Requirements, Assisting Riders with Disabilities (including riders using wheelchairs, walkers, hidden disabilities, etc.), Service Animals, Direct Threat/Denial of Service, Reasonable Modification, and ADA Paratransit requirements.

NCDOT-IMD Strategic Training Program
Upcoming Training Opportunities

- **Succession Planning – CTAA – Caryn Souza**
  - **4 Sessions will be offered in person at 4 locations across the state**
    - November* – 2 Sessions
      - Contact Kim Angel to Host a session in your location (does NOT have to be transit facility)
    - December/January*– 2 sessions
      - Contact Kim Angel to Host a session in your location (does NOT have to be transit facility)
    - Class size = 20
      - Minimum of 10 per location to hold training
    - Description: Your agency's success depends on its ability to identify, retain and prepare future leaders. Preparations must go beyond simply staffing positions that become vacant. Effective succession planning is a process of identifying, assessing, and developing talent and knowledge transfer that ensures continuity throughout your agency. This interactive session will have you come away with the assessment tools. Templates and an action plan are needed to strengthen and support the overall capacity of your organization.
    - Registration will be required

*Dates TBD – working with CTAA to schedule

NCDOT-IMD Strategic Training Program
Upcoming Training Opportunities

- **Other Training Planned for CY2024**
  - Emergency Preparedness - Virtual
  - Reasonable Suspicion - Virtual
  - Drug & Alcohol Program Manager - Virtual
  - PASS (Train the Trainer) – In-person
  - Documentation and Records Retention - Virtual

NCDOT-IMD Strategic Training Program
Other Training & Information

Training Reminders

- 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
- When registration is required for virtual classes, each person participating should register via the registration link and use a unique email address to get credit and/or certificate for attendance
- The Transit Director or Training Manager must notify the Training Coordinator by email if multiple people view the training from one person's log-in. It is the Transit System's responsibility to document the individuals' participation
- Training, including virtual, is designed for rural transit sub-recipients of IMD.

Special Project Updates

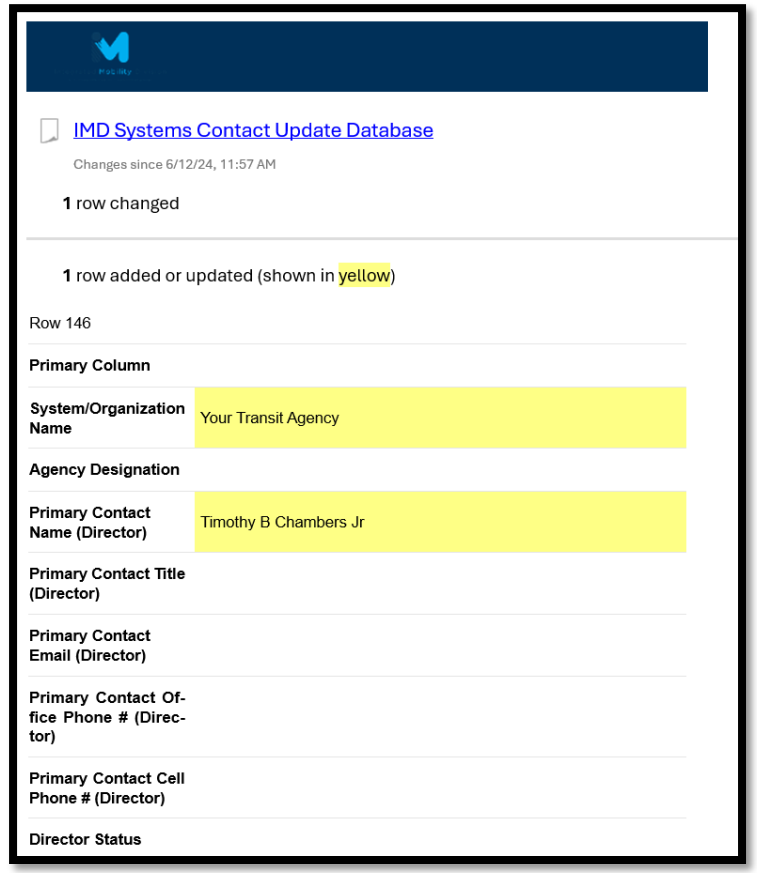
Contact Database Update

- Annual Contact Update to confirm info is correct was sent out on 08/04/2024.

- You should receive an email that looks like the image to the right:

- Please complete all fields as accurately as you can.
- This will determine who receives emails and invites from us (multiple contact options).
- There are two Emergency Contacts here – Transit System and the County EOC – should be two different people.
- Accountable Executive is your County Manager or highest person your agency answers to.
- Facility Ownership and funding source questions need to be completed. Please research this if you do not know.

Note: This is completed annually, but if you have any changes throughout the year, please contact your RGS or any staff and we can help you update your info.



IMD Systems Contact Update Database

Changes since 6/12/24, 11:57 AM

1 row changed

1 row added or updated (shown in yellow)

Row 146

Primary Column	
System/Organization Name	Your Transit Agency
Agency Designation	
Primary Contact Name (Director)	Timothy B Chambers Jr
Primary Contact Title (Director)	
Primary Contact Email (Director)	
Primary Contact Office Phone # (Director)	
Primary Contact Cell Phone # (Director)	
Director Status	

Tropical Storm Debby Updates

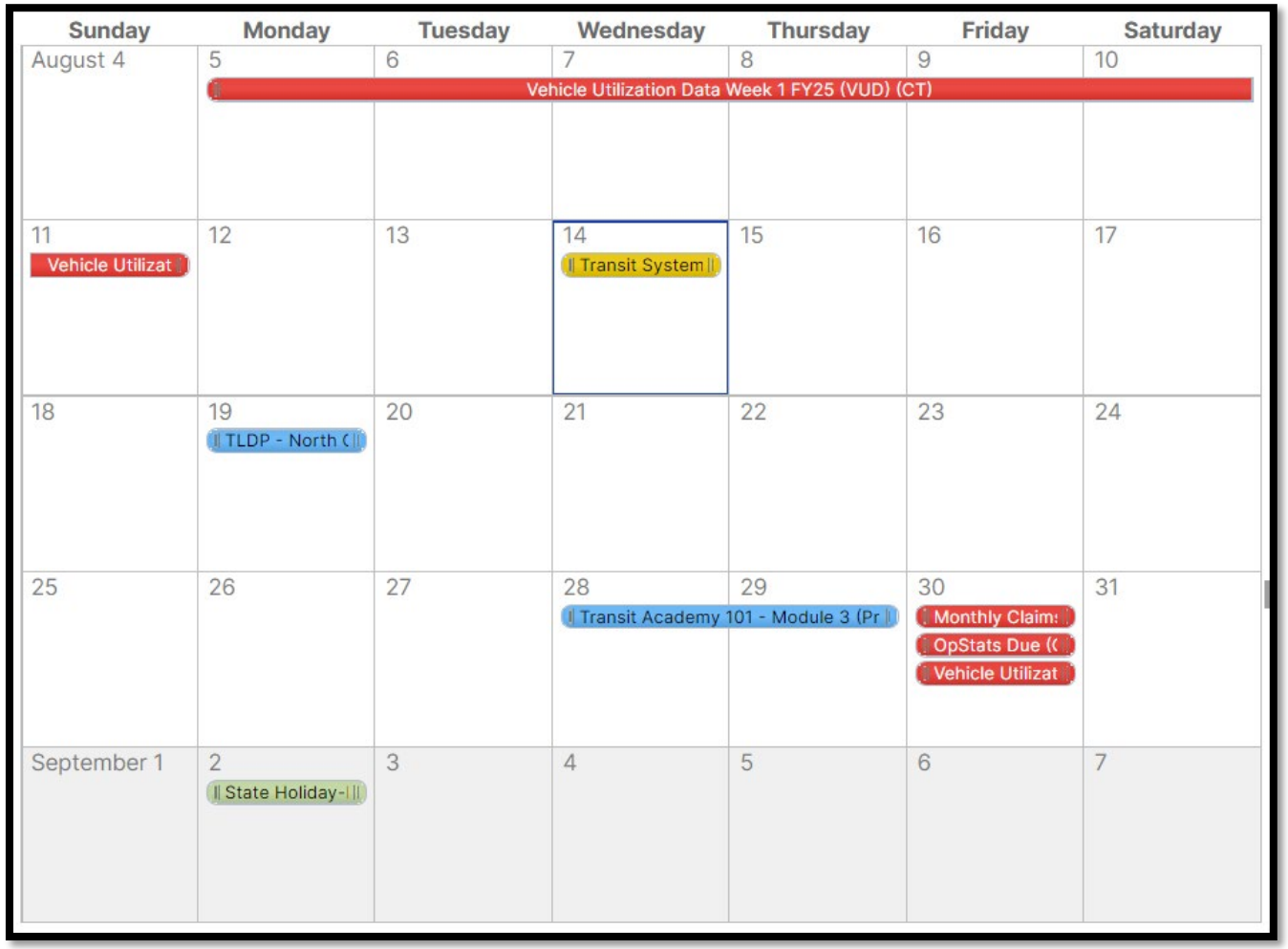
- 172 total reports representing 61 of our 97 agencies (63%)

- Currently in the Post Storm Stage

  Only report impacts to:
  - Transit employees,
  - Vehicles,
  - Facilities
  - Any unreported evacuations your agency performed

Calendar & Resource Updates

Transit Communication Hub



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 4	5	6	7	8	9	10
	Vehicle Utilization Data Week 1 FY25 (VUD) (CT)					
11	12	13	14	15	16	17
Vehicle Utilizat			Transit System			
18	19	20	21	22	23	24
	TLDP - North (					
25	26	27	28	29	30	31
			Transit Academy 101 - Module 3 (Pr		Monthly Claim:	
					OpStats Due ((	
					Vehicle Utilizat	
September 1	2	3	4	5	6	7
	State Holiday-					

Important Dates – Next 30 Days

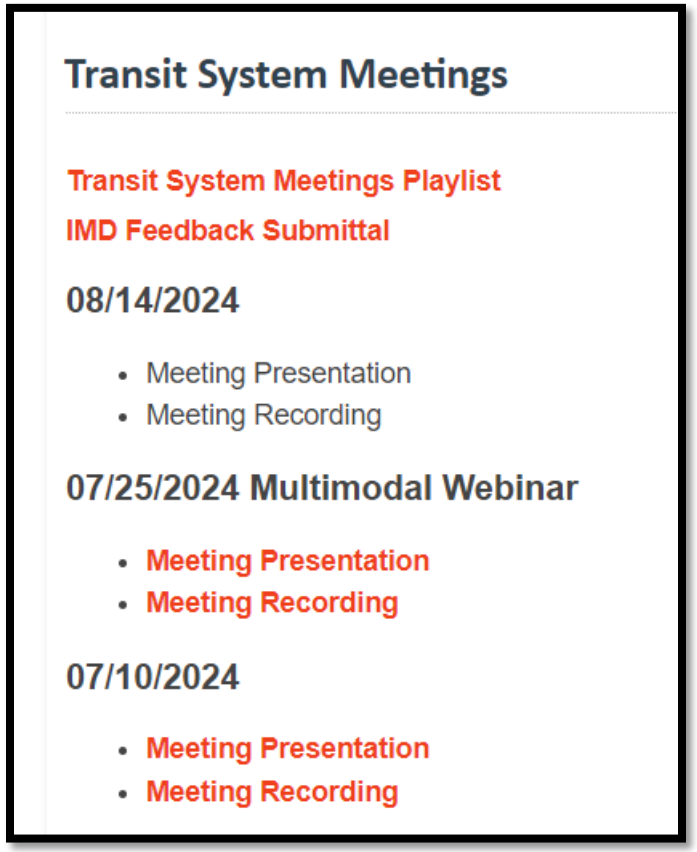
Reporting Due:

- **Monthly Claims Due** – 08/30
- **OPSTATS Due** - 08/30
- **Vehicle Utilization Data Week 1 FY25 Due Back –** 08/30
- **Emergency Contacts Update Due** – ASAP

Transit Call:

- **Next Transit Call** is on 09/11/24

IMD Meeting Resources



Transit System Meetings

Transit System Meetings Playlist

IMD Feedback Submittal

08/14/2024

- Meeting Presentation
- Meeting Recording

07/25/2024 Multimodal Webinar

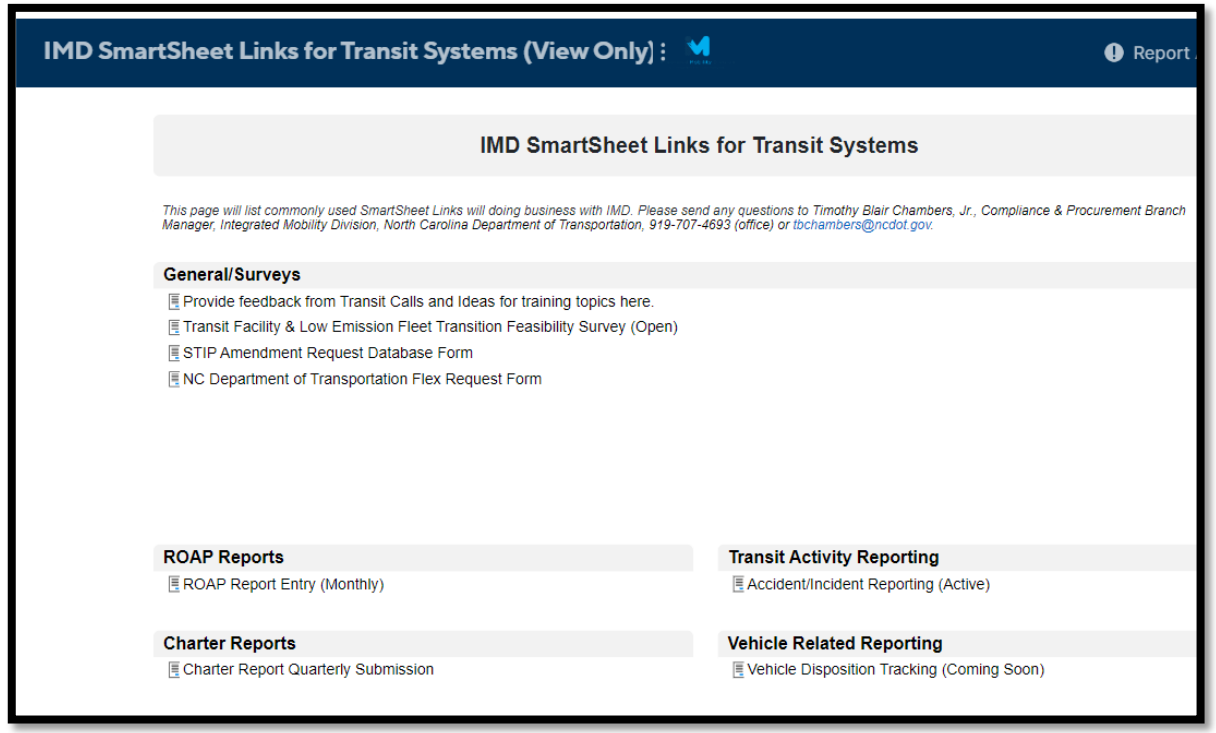
- Meeting Presentation
- Meeting Recording

07/10/2024

- 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) :

Report

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

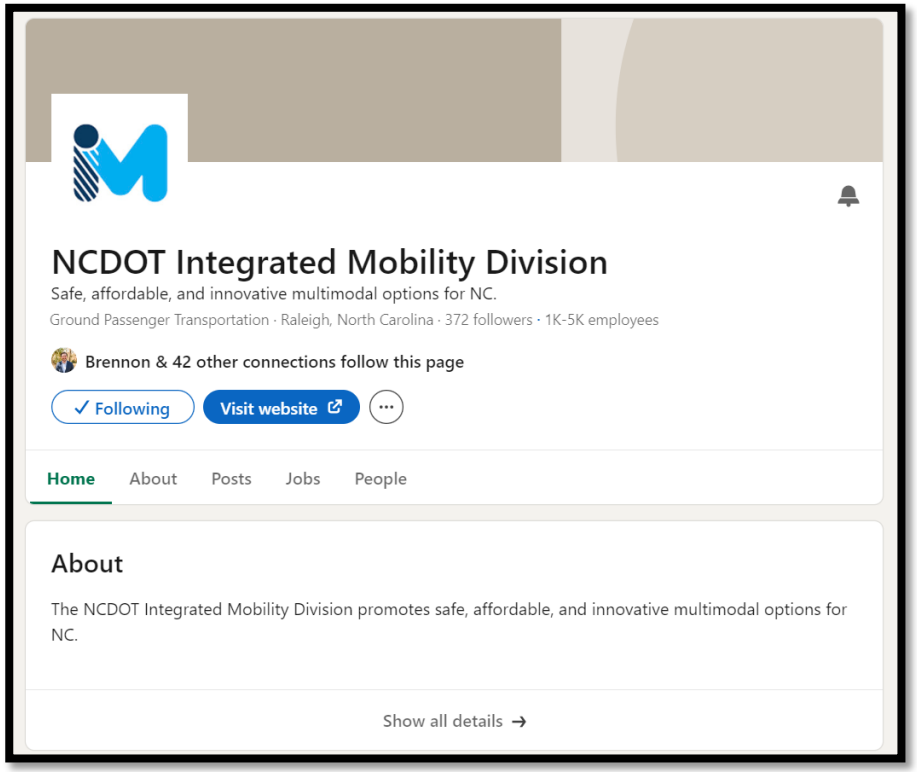
- Charter Report Quarterly Submission

Vehicle Related Reporting

- Vehicle Disposition Tracking (Coming Soon)

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

Contact IMD


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

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