



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

September 14, 2022

AGENDA

- Procurement & Vehicle Updates
- Finance Updates
- Grant Admin. updates
- Other Updates and Reminders
 - Compliance reminders
 - Visioning workshops
- Questions

Compliance Reminders

- NCDOT OIG is wrapping up a review of CARES claims from 2020 and 2021
 - This review may result in findings related to payment of ineligible expenses.
 - We will follow up with impacted transit agencies once the audit final report is issued.
- If IMD or OIG reach out with questions related to an ongoing audit, please be timely, transparent, and thorough in your response.
- When submitting claims, provide as much information as possible to ensure IMD, OIG or others who review the claim can easily confirm eligibility and compliance within supporting documentation.
- Ensure you are only requesting reimbursement once for expenses.

Procurement Contract Updates

- 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; bid will close on 10/11/22
 - 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 November 2022

Vehicle Supply Chain Response

- Creative Bus Sales identified 66 vehicles (RR vans) that can be made available to NC transit agencies
 - A Letter of Intent was issued to Creative on 8/10/22 to hold these 66 vehicles
- 66 Creative vehicles were held for systems who expressed interest; as of now all 66 vehicles have been claimed
- IMD will determine categories of need for other cancelled FY 22 orders based on conversations with each system, useful life information, and spare ratio.
- Based on pricing in new vehicle contract, IMD will determine how many FY 22 orders can be retained and how many need to shift to FY 23 and 24.
- Highest-need agencies will retain FY 22 contracts while lower-need agencies may shift to FY 23 or 24.
- IMD is currently working with a working group of transit directors to address the long-term strategy regarding vehicle supply chain issues

Vehicle Next Steps

- If you are a transit system with cancelled orders in FY22 and are not able to obtain vehicles as an FY22 project, please look to submit the following documentation by 9/21:
 - Capital Withdrawal Form (can be found on the NCDOT Transit Procurement Page); completed and signed forms to be submitted to Chris Dodson via email
 - Submit a letter on system letterhead to Myra Freeman via email addressing the need to close out the associated project and de-obligate funding from that existing project
- IMD will look to set up another vehicle working group call for the beginning of October to discuss any remaining issues with vehicle deliveries and any outstanding questions regarding vehicles ordered from Creative Bus Sales utilizing the State of Oklahoma Contract

Finance Updates



Finance Frequently Asked Questions

- **Claims**
 - IMD is working to hire additional staff and contracting support to address processing delays.
- **ROAP Allocations**
 - Reductions in allocations from FY 2021-22 are due to a smaller amount of unspent funds to be reallocated.

	FY 2021-22 (\$ in millions)	FY 2022-23 (\$ in millions)
Appropriations (Current Year)	\$18.69	\$18.69
Unspent Funds (Prior Years)	\$2.60	\$.03
Total Allocated	\$21.29	\$18.72

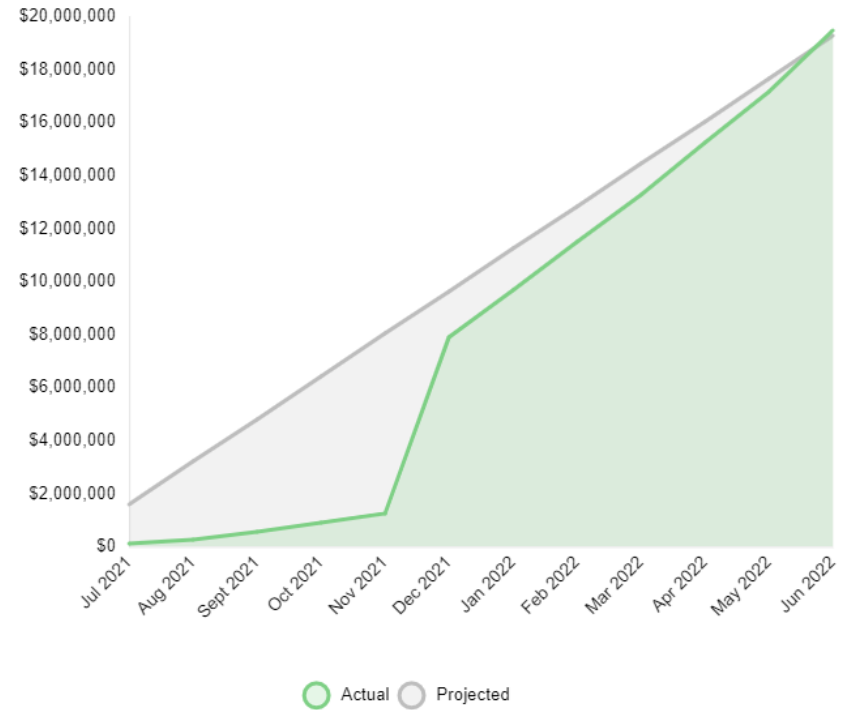
ROAP Update as of September 13, 2022

ROAP Overview DASHBOARD

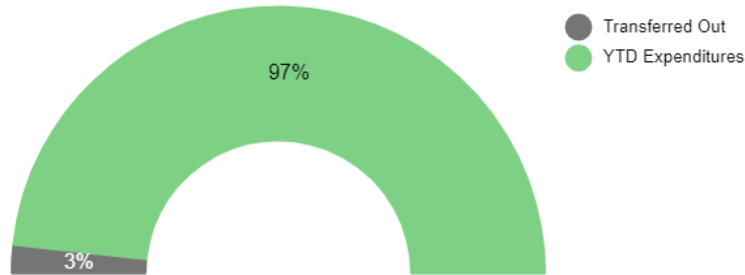


Overall ROAP Stats		
Primary	Amount	% Total Allocation
ROAP Allocation	\$19,242,909	
Transferred Out	\$714,384	4%
YTD Expenditures	\$20,170,585	105%
Total Balance	-\$1,642,060	-9%
		% Expended from Net Allocations
EDTAP Expenditures	\$9,592,891	112%
EMPL Expenditures	\$3,083,328	131%
RGP Expenditures	\$7,494,366	37%

Actual vs Projected Expenditures



Expenditure Progress



ROAP Update Continued

- FY 2022 ROAP reports have been reconciled.
 - Regional Grant Specialists have reached out to remaining transit directors for any needed corrections, or clarifications
 - Unspent funds determined for adjustment to FY2023 disbursement
- Unspent funds have been entered into the Allocation worksheet to determine amount for disbursement. This activity is under review for accuracy.
- ROAP and SMAP applications have been posted to the IMD Connect site under “Grants and Annual Reporting Forms” and are due by **September 30th**.
- Anticipate FY2023 ROAP disbursement to be in late-October or November after all the verifications and adjustments have been completed.
- **NEW: Beginning with the FY 23 July report, due date will be 45 days after the end of the month (ex: July report due on September 15th).**

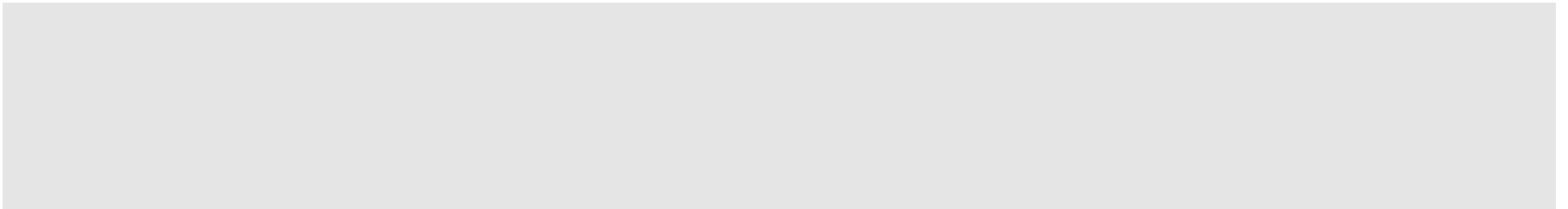
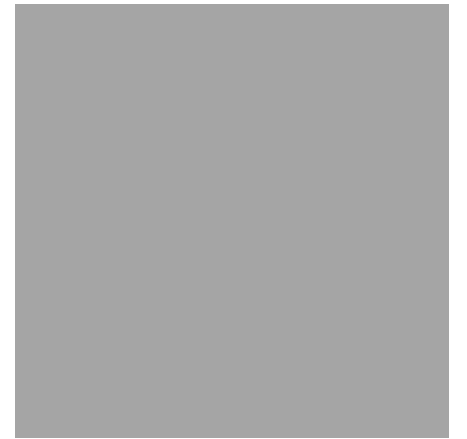
ROAP Update Continued

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

The FY 2023 ROAP monthly reporting SmartSheet has been created and is ready for reports to be submitted. The due date for reports is 45 days after the end of the reporting month (example: July 2022 report due on September 15, 2022). The FY 2023 ROAP report survey instructions have been updated with the reporting timeline (i.e., 45 days) and performance period. The survey questions have been updated to include inter-agency transfers for regional systems who may need to transfer funds between counties in the regional system. The link to the SmartSheet is:

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

New Claim Form Overview



Claims Cover Sheet

- **Issue that needs to be resolved**
 - Overlapping claims where expenses are eligible to be reimbursed by multiple grants (CARES, ARPA, 5311)
 - Lengthy claims review process
- **Solution**
 - Implement a claims cover sheet that lists all expenses once by G-code and then reimbursement claims in each category
 - Pilot tested by a transit system and IMD financial staff

Claims Cover Sheet Example

5311/CARES/ARPA Claims Cover Sheet

Transit System:

ABCD

Period:

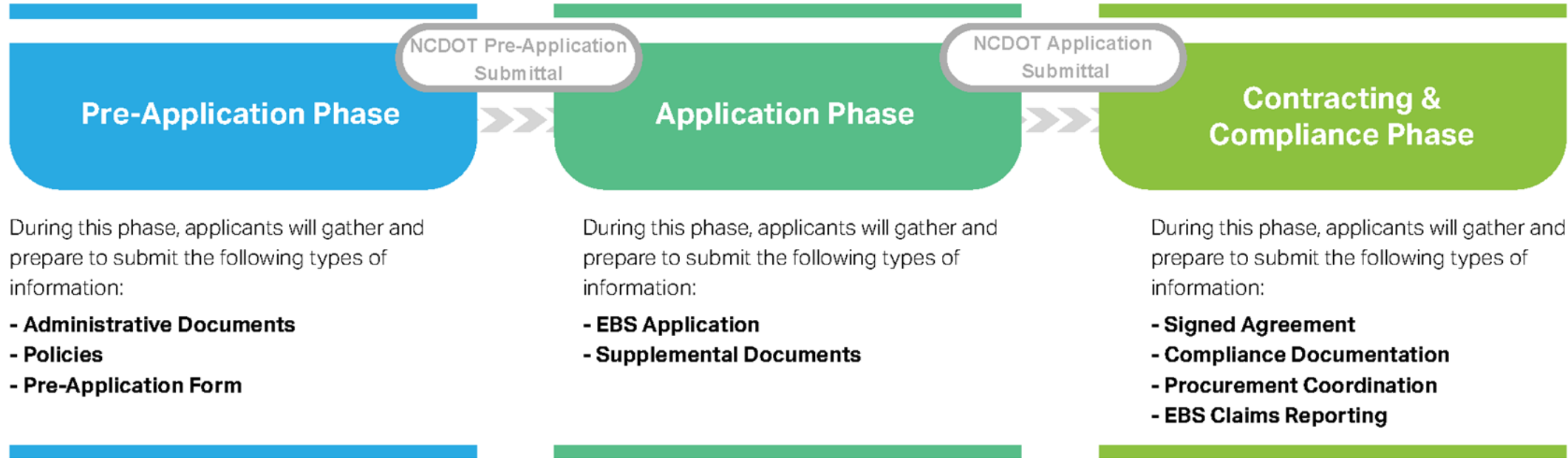
Aug-22

Group	UPTAS Code	Category/Name	Expense Claimed and Documented	Expenses Verified with Documentation (NCDOT USE ONLY)	Grant Allocation			Total Claims	Unclaimed
					5311	CARES	ARPA		
Personnel Services	Salaries and Wages								
	G121	SALARIES AND WAGES - FULL TIME	\$10,000	\$10,000	\$5,000	\$5,000	\$0	\$10,000	\$0
	G122	SALARIES AND WAGES - OVERTIME	\$5,000	\$5,000	\$0	\$0	\$5,000	\$5,000	\$0
	G125	SALARIES AND WAGES-PART-TIME (BENEFITS)	\$15,000	\$15,000	\$0	\$15,000	\$0	\$15,000	\$0
	G126	SAL. AND WAGE-TEMP/PT-TIME (NO BENEFITS)	\$5,000	\$3,000	\$3,000	\$0	\$0	\$3,000	\$2,000
TOTALS			\$35,000	\$33,000	\$8,000	\$20,000	\$5,000	\$33,000	\$2,000

Grant Administration



Unified Grant Application (UGA) Process



➤ Pre-Application Period open and underway – complete by mid June

Key Updates

- FY24 5311 Admin & Operating formula allocation released in May through assigned RGS
- Application Phase: EBS Applications will open July 1 2022 – Due date is October 7, 2022.
- Pre-Application Quick Reference Guide issued June 1st with a recorded training available for review.

****FY 24 Capital Application will open in late Fall 2022 – Est. Nov 1st**

- State vehicle contract will determine pricing – releasing application after contract is complete will ensure accurate pricing and costs to be covered.

Recent Grant Administration Updates

UGA Updates & News on Website:

<https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx>

New for September!

Unified Grant Application checklist available:

[**FY24 Unified Grant Application checklist**](#)



Complete & upload with each program request in EBS

News & Updates

July 8, 2022 – FY24 5311 Admin applications will no longer require the minimum 2% marketing and promotions (G-Code 371)

August 17, 2022 - With the recent delay in the State's vehicle contract, the Integrated Mobility Division (IMD) will postpone opening the FY2024 Combined Capital grant application until Fall 2022 (Est opening on Nov 1st).

IMD understands this action will impact the grant application requirement for the public hearing processes and may result in the

Recent Grant Administration Updates

Smartsheet link to select emailed on September 9th

5339 Small Urban Funding Path Forward (50k-200k pop)

Recent outreach for input on (3) proposed approaches: Hybrid Model Selected

- A. **Formula** – Use formula based on the 5307 GA for all (5339 Sm Urban and 5311/5339);
- B. **NCDOT discretion** – Continue to use the discretionary combined capital funding process, & include ALL possible recipients of the funds (all eligible apply to NCDOT, discretionary selection for Sm Urban)

**If an eligible subrecipient does not provide a choice (Choice A or B) for this program, a 'non-choice' will default the subrecipient to the formula option for further consideration.*

Grant Administration

- 5307 Transition Updates

- Working with EasterSeals to develop TrAMS and Grant Training for new direct recipients

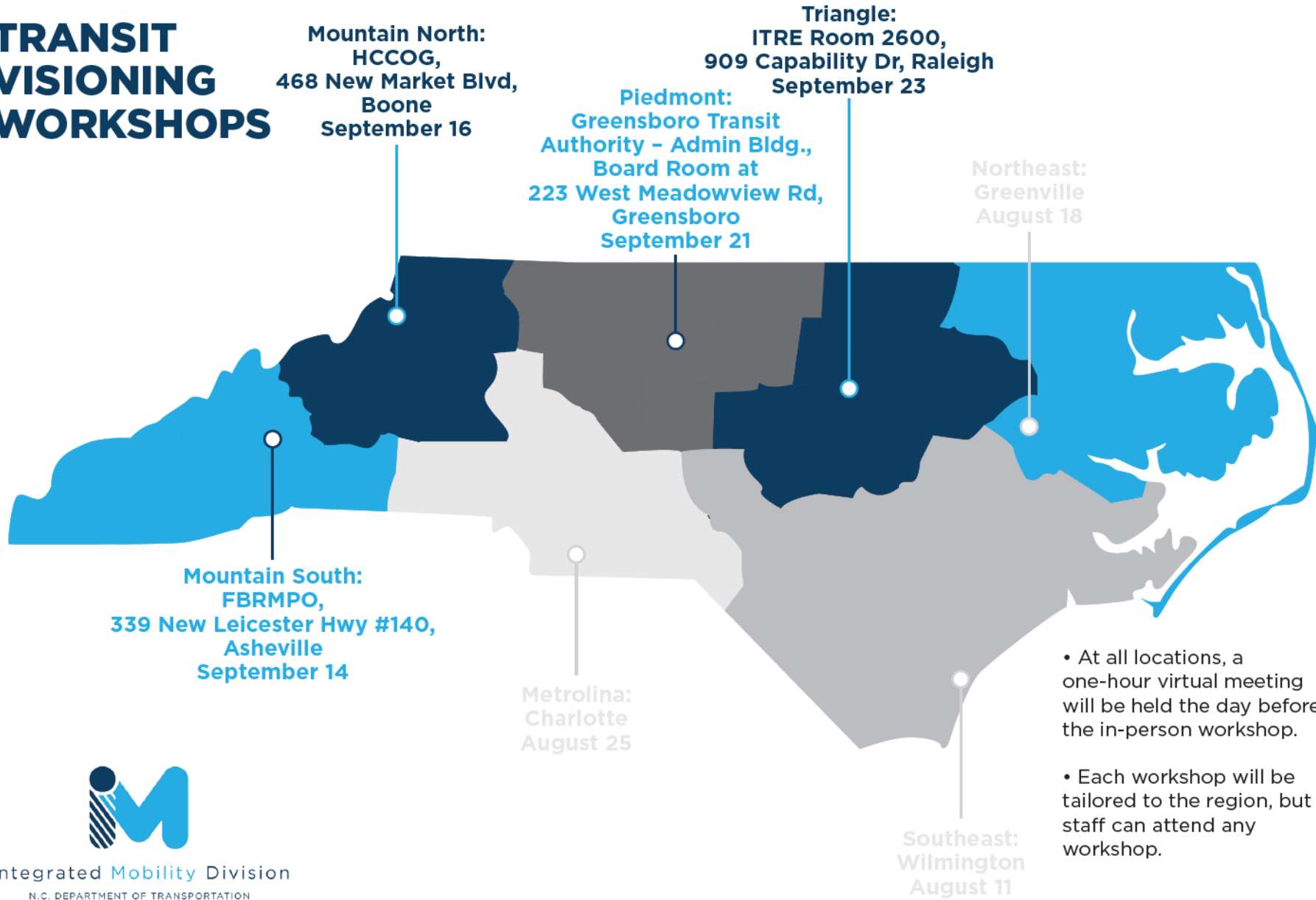
Website: <https://connect.ncdot.gov/business/Transit/Pages/5307-Transition.aspx>

- NCDOT working with each transitioning subrecipient and FTA to resolve unobligated balances

Other Updates & Reminders



TRANSIT VISIONING WORKSHOPS



- At all locations, a one-hour virtual meeting will be held the day before the in-person workshop.

- Each workshop will be tailored to the region, but staff can attend any workshop.





Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

TRANSIT VISIONING WORKSHOPS

AUGUST -SEPTEMBER 2022

Region	Hosting City	Location	In-Person Workshop	In-Person Workshop
Southeast	Wilmington	Northeast Branch Library	August 10	August 11
Northeast	Greenville/Rocky Mount	Marriott Courtyard	August 17	August 18
Metrolina	Charlotte	Urban Design Center	August 24	August 25
Mountain South	Asheville	Land of Sky Regional Council	September 13	September 14
Mountain North	Boone	High Country Council of Governments	September 15	September 16
Piedmont	Greensboro	Greensboro Transit Authority	September 20	September 21
Triangle	Raleigh	NC State – ITRE	September 22	September 23

For more information, contact Bryan Lopez at balopez@ncdot.gov

Compliance Review Trends

- Compliance Review *(32 Reviews in Total)*
 - Compliance Reviews Completed: 16 Completed
 - Compliance Reviews Scheduled: 11 Scheduled
- Safety Reviews *(16 Reviews in Total)*
 - Safety Reviews Completed: 15 Fully Completed
 - Non-Profit Reviews Completed: 0 of 16 Completed

Upcoming Training and Education Opportunities

- ADA Training Sessions In September through November
 - These sessions begin on Sept 27 and are scheduled through November 3rd
 - You must be registered to attend.
 - There are only a few sessions that still have openings.
- New Vehicle Disposition Process and Fleet Management Training In November
 - New process will be SmartSheet based and address new FTA rules
- New Interactive Business Guide Release and Training in November
- Don't forget to visit our Integrated Mobility Division Transit System Training Hub at <https://connect.ncdot.gov/business/Transit/Pages/Training-Hub.aspx>
 - This page includes our Training Calendar and previous recordings

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

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>