



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

October 12, 2022

AGENDA

- Finance Updates
- Grant Admin. updates
- Procurement & Vehicle Updates
- Compliance updates
- Visioning Workshops key takeaways
- Questions

Finance Updates



Consolidated Claim Form Reminder

Consolidated Claim Form												
Transit System:			Period:									
*Enter full claim amount, not just the Federal/State amounts												
Group	UPTAS Code	Category/Name	Expense Claimed and Documented	Grant Allocation						Total Claims	Unclaimed Expenses	
				5307 Traditional	5307 CARES	5311 Traditional	5311 CARES	5311 ARPA	5310 Traditional			5310 ARPA
Personnel Services	Salaries and Wages											
	G121	SALARIES AND WAGES - FULL TIME	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G122	SALARIES AND WAGES - OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G125	SALARIES AND WAGES-PART-TIME (BENEFITS)	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G126	SAL. AND WAGE-TEMP/PT-TIME (NO BENEFITS)	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G127	SALARIES AND WAGES - LONGEVITY	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G129	SALARIES, TRAVEL, AND OTHER ADMIN COSTS	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	Fringe Benefits											
	G181	SOCIAL SECURITY CONTRIBUTION	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G182	RETIREMENT CONTRIBUTION	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G183	HOSPITALIZATION INSURANCE CONTRIBUTION	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G184	DISABILITY INSURANCE CONTRIBUTION	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G185	UNEMPLOYMENT COMPENSATION	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G186	WORKER'S COMPENSATION	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G187	PAYMENT FOR RELEASED TIME	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G188	FLEXIBLE BENEFIT ADMINISTRATION FEE	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G189	OTHER (PHYSICALS, BONUS, INS, ETC.)	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	Professional Services											
	G191	ACCOUNTING	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	G192	LEGAL	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
G195	MANAGEMENT CONSULTANT	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
G196	DRUG & ALCOHOL TESTING CONTRACT	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
G197	DRUG & ALCOHOL TESTS	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
G198	MEDICAL REVIEW OFFICER	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
G199	OTHER - PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
Household and Cleaning Supplies												
G211	JANITORIAL SUPPLIES - (HOUSEKEEPING)	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
G212	UNIFORMS	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
Educational and First Aid Supplies												
G233	FIRST AID SUPPLIES (REPLACEMENT)	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
Vehicle Supplies and Materials												
G251	MOTOR FUELS & LUBRICATION	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		
G252	TIRES AND TUBES	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0		

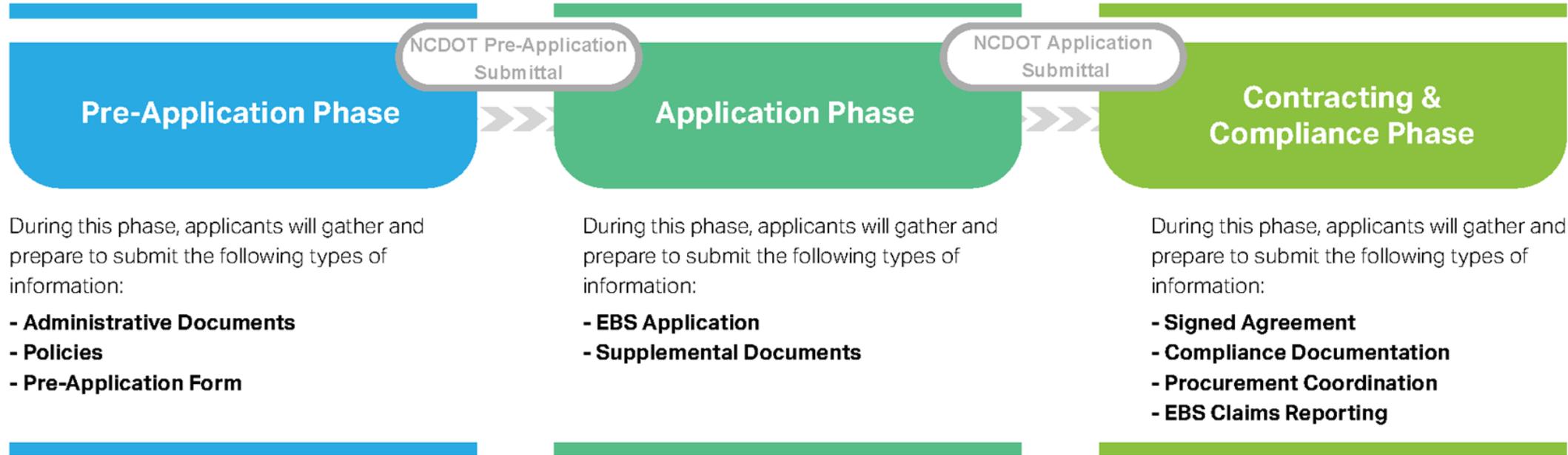
ROAP

- Reminder: FY23 September reports due Friday, October 14th.
- Finalized FY 23 allocation information coming soon; anticipate disbursement in late-October or November.
- ROAP Webinar: October 26th at 1pm
 - Including allocation information and review of eligible uses of funds
- RGP: Updated reporting guidance under development.

Grant Administration & Procurement Updates



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

Procurement Updates

Procurement Contract Updates

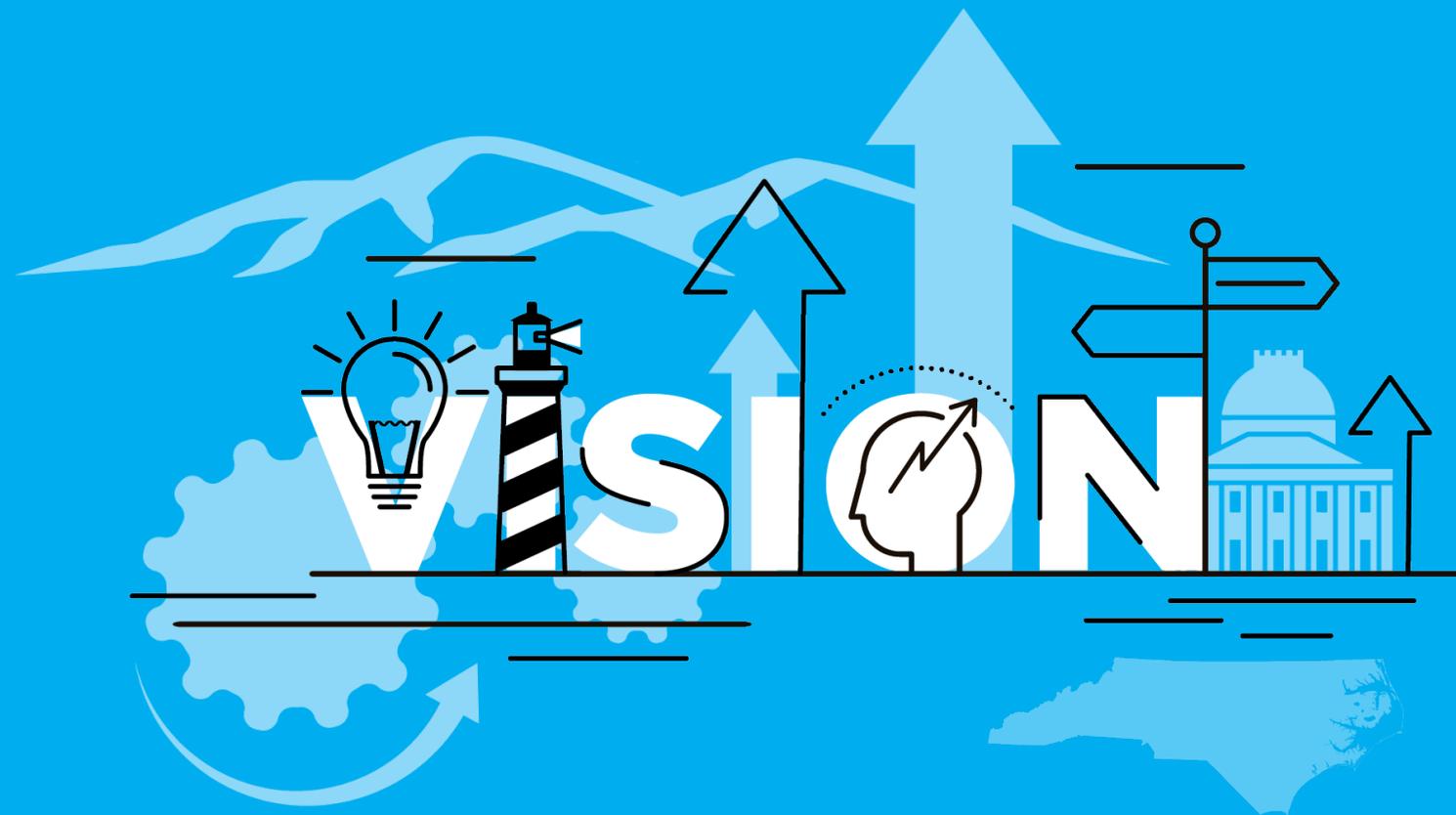
- **Raised Roof Van/LTV Contract Status Update**
 - As of 10/5/21, the previous NCDOT-specific contract for LTVs has expired
 - The IFB (Invitation for Bids) for an NCDOT-specific contract for LTVs and Raised Roof Vans was advertised as of 8/8/22; Pre-bid conference has been completed as of 10/12/22 and we expect the bid to close within the next 3-4 weeks
 - 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 December of 2022

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 ASAP:
 - 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 soon 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

Other Procurement Updates

- Use of Michigan DOT Contract #2200000001206
 - We have received confirmation from Michigan DOT that their contract for Battery-electric cutaway vehicles is eligible for use by agencies outside of the state of Michigan as a means of procurement (as long as you have been approved to procure electric LTVs through NCDOT)
 - This contract was enacted as of 8/2/22 and includes 22' and 25' battery-electric LTVs
 - Pricing and specifications for these vehicles can be found at the following link:
 - <https://www.michigan.gov/mdot/travel/mobility/pub-transit/state-vehicle-contracts-and-procurement>
 - If you are system looking into smaller electric vehicles for your fleet, this contract as well as NCDOT's upcoming contract (when it is awarded) should give an indication of the current state of the market as it relates to battery-electric transit vehicles



TRANSIT VISIONING WORKSHOP SUMMARY

OCTOBER IMD TRANSIT SYSTEM CALL

OCTOBER 12, 2022



Integrated Mobility Division

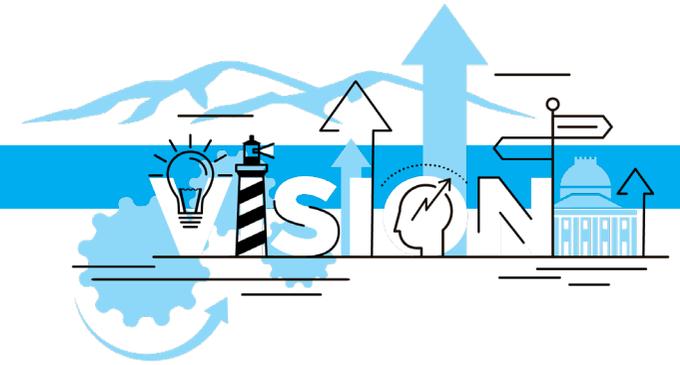
N.C. DEPARTMENT OF TRANSPORTATION

TRANSIT VISIONING WORKSHOPS

7 Workshops
50 Agencies
62 Participants

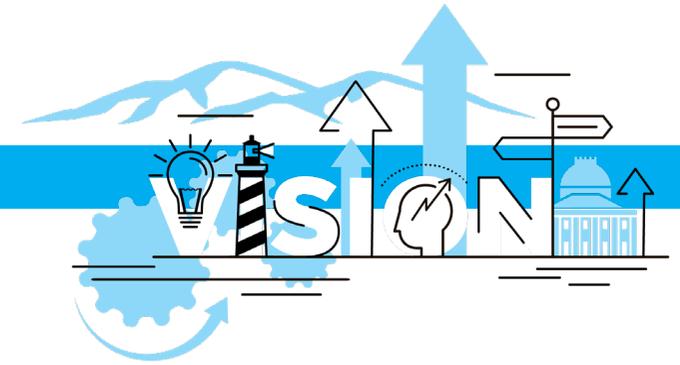


Participating Agencies



- ACCESS
- ACTA
- Aging, Disability & Transit Services (ADTS) of Rockingham County
- Albemarle Regional Health Services Inter-County Public Transportation Authority (ARHS-ICPTA)
- Alleghany in Motion
- AppalCART
- Ashe County Transportation Authority
- Avery County Transportation
- Beaufort Area Transit
- Caswell County Area Transportation System
- CATS
- CFPTA/Wave
- Charlotte Reg TPO/CRTPO
- City of Rocky Mount TRT
- City of Wilson
- Columbus County Transportation
- Concord Kannapolis Area Transit (Rider)
- Cumberland Community Transportation
- Dare County Transportation
- Davidson County Transportation
- Duplin Co. Public Transportation
- FAST
- Fayetteville Area System of Transit
- Gaston County ACCESS
- Go Triangle
- Greene County Transportation
- Greensboro Transit Authority (GTA)
- Greenville Area Transit (GREAT)
- Greenway Public Transportation (WPRTA)
- Guilford County
- GWTA
- Hoke Area Transit Service
- Iredell County Transit (ICATS)
- JCATS
- KARTS
- Lincoln County Transportation
- Macon County Transit
- Martin County Transit
- McDowell Transit
- Mitchell County Transportation
- Onslow United Transit
- Person Area Transportation System (PATS)
- RCATS Transportation
- Robeson County South East Area Transit System (SEATS)
- Rutherford County Transit
- Sampson Area Transit
- Town of Morrisville
- Transportation Administration of Cleveland County, Inc. (TACC)
- Yadkin Valley Economic Development District, Inc. (YVEDDI Public Transportation)
- Yancey County Transportation Authority (YCTA)

Agency Visions



“Go Triangle's vision is to be a mobility leader, advocating for safe public transportation choices and a sustainable future that meets the needs of our customers and the communities we serve.”



“Our community needs an efficient and reliable transit system that is fully integrated into residential and commercial areas, as well as the sidewalk and bike/ped system and MPO.”

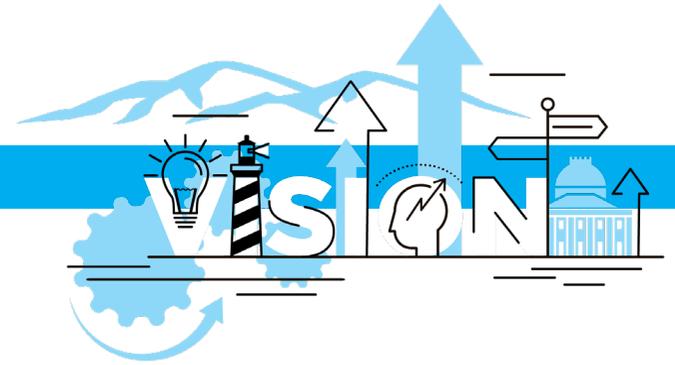
CONNECTING COMMUNITY



Concord Kannapolis Area Transit

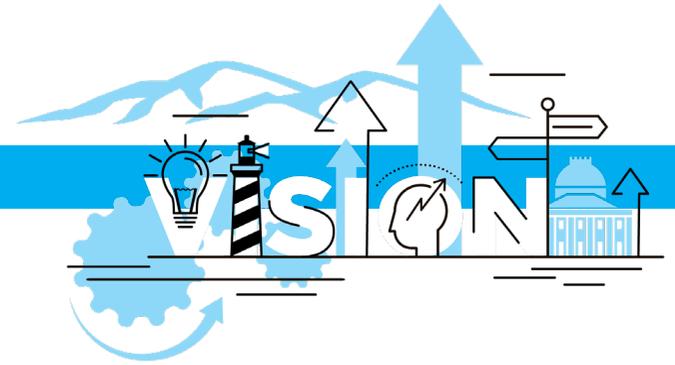
“Provide efficient and convenient service to connect everyone to improve quality of life, provide equitable access, and improve economic opportunities utilizing creative and viable options.”

Goals Themes



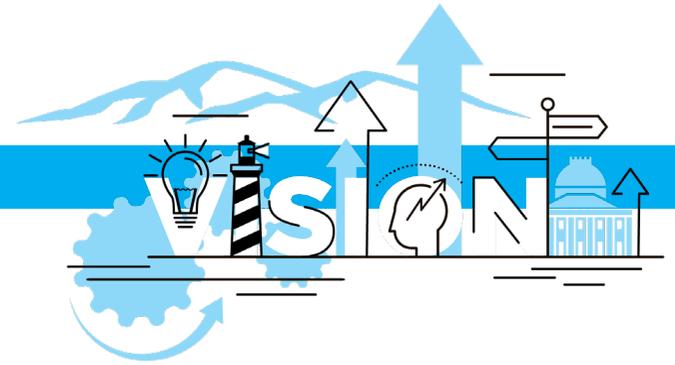
- Service Enhancements
- Enhance Transit Safety
- Fleet Sustainability
- Improve User Scheduling Experience/Access to Information
- Staffing
- New Facilities and Initiatives
- Seek Out and Use New Funding Opportunities
- Lessen the Community's Digital Divide
- Restructure Demand Response Service
- Increase Community Multimodal Options
- Research, Acquire, and Implement New Software

Challenges Themes



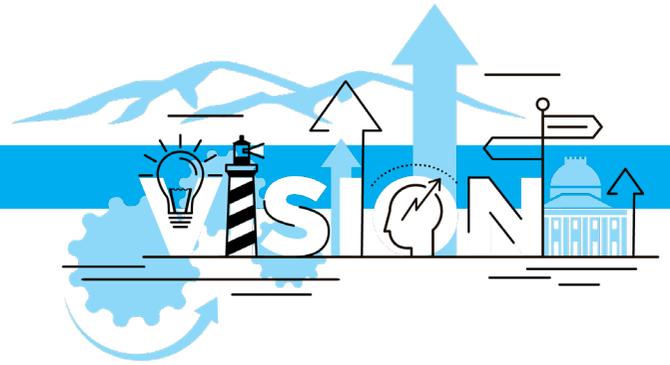
- Staffing and Training
- Funding
- Technology: Software, Communications, and Payment
- Community Outreach/Service Education
- Destination Infrastructure/Land Use
- Interfaces with Health Services
- Vehicle Fleet

Technical Assistance Themes



- Trainings
- Technology Strategies/Feasibility
- Service Plans and Strategies
- Grant Writing and Training
- Community Engagement and Marketing Training
- Implementation and Phasing Plans
- Understanding Funding Opportunities
- Building Partnerships

What is Next?

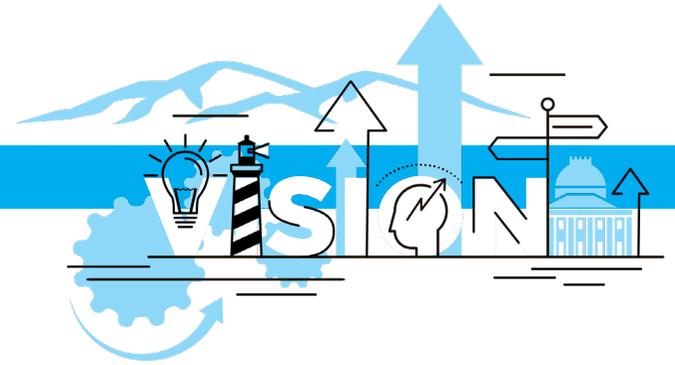


**TRANSIT VISIONING
WORKSHOP**

**TECHNICAL
ASSISTANCE**

NEXT STEPS

Next Steps



- Review and Confirm Your Worksheet Transcription by October 19
 - Check Your Email!
- Workshop Summary Report – December
- Agency Survey To Inform Technical Assistance Needs
- Technical Assistance Program to Start in January 2023

Other Updates & Reminders



OIG CARES AUDIT

- OIG recently completed their internal audit of FY20-21 CARES claims.
- Notification letters have been sent to those transits identified in the audit.
- If your agency has been identified and you would like to set up a meeting to discuss the findings, please contact Beth Gay at bmgay@ncdot.gov, and she will facilitate a meeting with the appropriate staff.
- If your agency has supporting documentation that can be provided related to a finding, please email that documentation to Beth Gay.
- Invoices will be sent later this week with information on how to remit payment.

Compliance Review Updates

- Compliance Review *(32 Reviews in Total)*
 - Compliance Reviews Completed: 19 Completed (59%)
 - Compliance Reviews Scheduled: 32 Scheduled (100%)
 - Non-Profit Reviews Completed: 0 of 16 Completed

- Safety Reviews *(16 Reviews in Total)*
 - Safety Reviews Completed: 16 Fully Completed

Grant Application Period for FY23/24 Apprentice and Intern Sponsorships

- Grant Application Period for FY23/24 Apprentice and Intern Sponsorships is now open in EBS.
- Required Documents are on the website <https://connect.ncdot.gov/business/Transit/Pages/Transit-Grants.aspx>
- We WILL NOT be accepting applications through the NC OSHR website this year. All applications should be solicited by and received by the sponsor agency.
- Eligible sponsors must submit proposals for sponsoring an apprentice no later than **5 p.m. on December 2, 2022.**
- Sponsorships will go to the BOT in January and recruiting should be able to begin Jan 15th pending BOT approval.
- Please contact Kevin Edwards if you have any questions at 919-707-4695

EAM Survey (Assetworks)

- Survey will be released tomorrow.
 - We are evaluating the effectiveness of the EAM/Vehicle Tracking software (also known as "AssetWorks") and gathering information on what features of the software are currently being used.
-

New Accident/Incident Reporting SmartSheet

- We are putting final touches on a new Accident/Incident Reporting SmartSheet.
- This will replace adding these items to EAM/Assetworks.
- This will be effective October 15th, the link will go out early Friday morning.

New Business Guide Format Release

- New Interactive Business Guide Released - Formal Training in November

<https://connect.ncdot.gov/business/Transit/Pages/BusinessGuide.aspx>

The screenshot displays the 'Business Guide' web page. At the top, the title 'Business Guide' is shown. Below it is a breadcrumb trail: 'Connect NCDOT > Doing Business > Public Trans > Business Guide'. A search bar with a magnifying glass icon is positioned on the left. The main content area is divided into two columns. The left column features a table of contents with expandable sections: '00 - INTRODUCTION (3)' containing 'Business Guide', 'Transportation Industry Acronym List', and 'Terminology Table'; '001 - Communication (1)' containing 'Communication with the North Carolina Department of Transportation Integrated Mobility Division'; '002 - Required Policies (1)' containing 'Required Documents, Plans and Policies'; '003 - Postings (1)' containing 'Postings - System Information and Outreach'; and '0100 - Funding Applications (4)' containing '101 - Preparing to Apply'. The right column contains the '00 - INTRODUCTION' section, which includes a 'Business Guide' heading, an 'Overview' paragraph explaining the guide's purpose, and a 'How to Use This Guide' section detailing the organization of the content.

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

Reporting Due on Friday (Oct 14th)

- Charter Reports (24 missing currently)
- Training Reports
- Vehicle and Lift Preventative Maintenance Data (EAM)
- Program Income

Transit Communication Hub

IMD Calendar (Website) (View Only) : smartsheet

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>