



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

December 13, 2023

AGENDA

- Introduction – Lisa Penny
- Grant Administration Updates
- Compliance & Procurement Updates
- IMD On-Demand Microtransit Annual Report 2023
- Training Updates
- Human Trafficking Grant Update
- Questions

Grant Administration



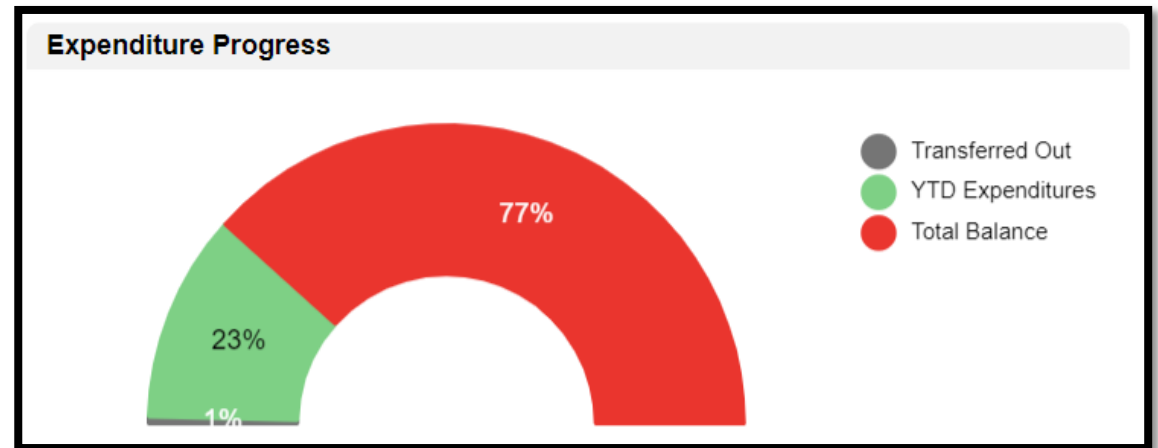
ROAP Update – December 13, 2023

- ROAP and SMAP disbursements were disbursed on November 20, 2023

ROAP Update – December 13, 2023

Overall ROAP Stats				
Primary	Amount	% Total Allocation		
ROAP Allocation	\$18,678,339			
Carryover	\$3,736,327			
Allocation + Carryover	\$22,414,666			
Transferred Out	\$170,019	1%		
YTD Expenditures	\$5,048,742	27%		
Total Balance	\$17,195,905	77%		

EDTAP, EMPL, RGP Stats				
SFY2023	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP	\$9,921,221	\$2,036,340	21%	\$22,126
EMPL	\$2,959,948	\$754,338	25%	\$177,627
RGP	\$9,363,479	\$2,258,064	24%	\$66,683
Totals	\$22,244,647	\$5,048,742	23%	\$266,435



ROAP Update (Continued)

FY24 ROAP Analysis:

ROAP Reporting Update as of December 12th

July reports due September 15th – 85 reports submitted and approved

- 11 reports not submitted or not approved at this time

August reports due October 15th – 84 reports submitted and approved

- 10 reports not submitted or not approved at this time

September reports due November 15th – 72 reports have been submitted and approved

- 24 reports not submitted or not approved at this time

October reports are due December 15th – 20 reports have been submitted and approved

- 41 reports have been submitted but not approved at this time

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.

ROAP Update (Continued)

ROAP Monthly Allocation Balance Update Report

IMD created a new monthly ROAP Allocation Balance report which will show 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>

Grant Application Update

- ▶ 5303 Planning Application for MPO's **Opened on December 1, 2023,**
Closes on January 31, 2024
 - ▶ FY 25 5303 Allocations were distributed to the MPOs
 - ▶ As a reminder, there were some changes made to the program this year. IMD hosted a training webinar on November 30th and posted the training webinar to the NC Connect page.
- ▶ Other FTA Discretionary Grants (As Available)



2024/25 Intern & Apprenticeship

- Sponsorship applications **MUST** be received no later than 5 PM on January 12, 2024 (deadline has been extended)
- The hourly rate for this project is a **MAXIMUM** of \$24.00 / hour.
- The Apprenticeship has a **MAXIMUM** budget of \$52,774 (includes 10% local match) 2080 Hrs. @ \$24.00/hr. Max salary is \$49,920 (includes match)
- The Internship has a **MAX** budget of \$23,828 (includes a 10% local match) 880 hrs. @ \$24.00/hr. Max salary is \$21,120 (includes match)
- Educational requirements/restrictions have been waived for this cycle.
- **Request for Sponsors** information is available on the Connect NCDOT website and by request. kbedwards2@ncdot.gov

Other Updates and Reminders

- ▶ For assistance with your claims and change requests, please contact Elizabeth Peak at (904) 813-3283 or ext-eapeak@ncdot.gov.
- ▶ Please be responsive to Liz if she reaches out to your agency requesting additional information this will help expedite the review of your claims and change requests.



Microtransit Annual Report

- New Report has been released and is located here - <https://www.ncdot.gov/divisions/integrated-mobility/public-transit-services/on-demand-microtransit/Documents/ncdot-on-demand-microtransit-annual-report.pdf>



Compliance & Training Updates

2023 Compliance Reviews

- 5310 Non-Profit Reviews
 - 24 Total
 - 23 Conducted
 - 1 Scheduled
 - 18 Closed (6 in the process)
- 5311 Transit System Reviews
 - 19 – Total Reviews
 - Schedules are in the process of being finalized
 - Drug and Alcohol Policies and Procedures - All Received
 - Title VI 18/19 compliant, one is in review

Compliance Reviews

Compliance Reviews

[↑](#)
[▶ 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.)

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

Training Information

- 2024 will bring **MORE** training opportunities!!
- **JANUARY 4- Procurement Training** *Virtual*
- **JANUARY 16 – Financial Management** *Virtual*
- **JANUARY 24-25 – ADA for Administration** – Day 1 focuses on ADA in Demand Response; Day 2 focuses on ADA in Complimentary Paratransit *Virtual*
- ***Coming in February: (Dates are tentative except PASS)***
- ***FEBRUARY 8-9 PASS Trainer In-person TBD***
- ***FEBRUARY 15 Reasonable Suspicion Virtual***
- ***FEBRUARY 20 New Director Boot Camp In-person Raleigh area***
- ***FEBRUARY 29 Conflict De-escalation Virtual***

Procurement Training

This training will provide an overview on FTA and State procurement regulations, common issues in procurements, documents and resources, and an introduction to National RTAP's Procurement Pro – software designed to assist with maintaining compliance in procurements, including required federal clauses.

Registration is required to participate in this 4-hour training. Please register for NCDOT-IMD Procurement Requirements Training on Jan 4, 2024, 8:30 AM - 12:30 PM EST at:

<https://attendee.gotowebinar.com/register/4677712127044769113>

After registering, you will receive a confirmation email containing information about joining the webinar.

Human Trafficking Training Program

- Mandatory Awareness Training for all agency staff and drivers
- Posters for vehicles and facilities will be in route soon
- Training can be conducted in multiple ways:
 - Individually
 - Large Group setting
 - Small Group setting

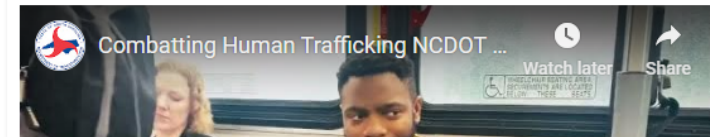
Human Trafficking in Transit – What Can You Do?



Human trafficking is a widespread problem and the second largest criminal activity in the world. Human trafficking refers to the exploitation of human beings for the purposes of commercial sex or forced labor where the trafficker uses force, fraud, or coercion to make money off a victim.

While trafficking can happen anywhere, traffickers often use public transit to transport their victims. A 2018 survey of human trafficking survivors conducted by the Polaris Project revealed that 42% of surveyed victims in the United States were trafficked using local or long-distance buses. Research shows that train stations, bus stops and other facilities are key locations that criminals use to recruit, meet, or transport victims. However, transit facilities also provide an opportunity for human trafficking victims to escape.

To combat this serious problem, the N.C. Department of Transportation is working with its federal, state, and local partners on an educational campaign aimed at teaching transit drivers, travelers, and others how to properly identify and handle suspected cases of human trafficking. By recognizing the signs of human trafficking, travelers and transit employees can discreetly alert authorities, who can take action to address the problem.



Other Updates & Reminders





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)

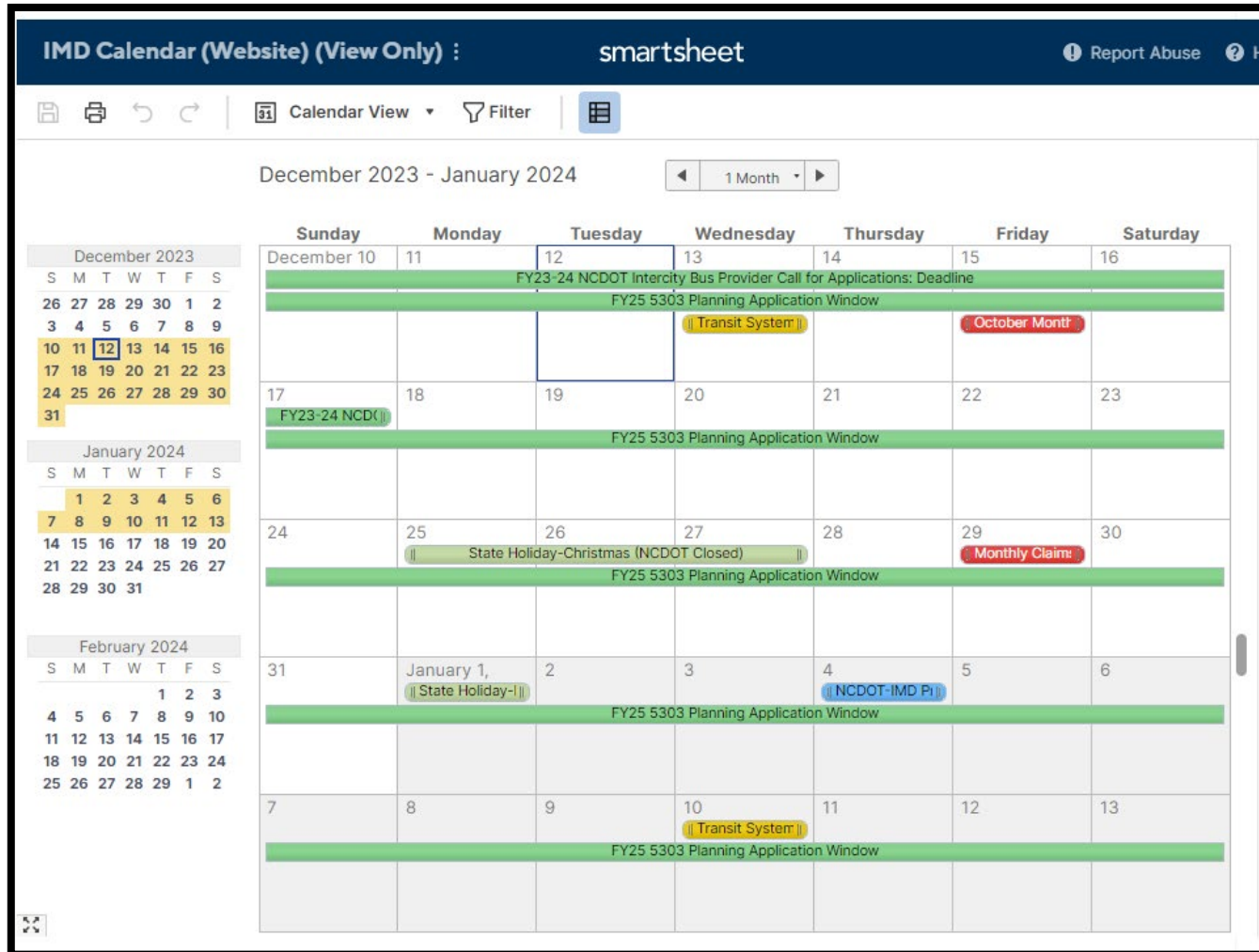
Charter Reports

- Charter Report Quarterly Submission

Vehicle Related Reporting

- Vehicle Disposition Tracking (Coming Soon)

Transit Communication Hub



Important Dates – Next 30 Days

- October Monthly ROAP Reports Due on 12/15/23
- FY23-24 NCDOT Intercity Bus Provider Call for Applications Deadline on 12/17/23
- FY25 5303 Planning Application Opened on 12/01/23 through 03/29/24
- Christmas Holidays –Office is Closed on 12/25/23 - 12/27/23
- New Year’s Day – Office is Closed on 01/01/23
- Monthly Claims Due on 12/29/23
- Procurement Training on 01/04/24
- Next Transit Call is on 1/10/24

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>