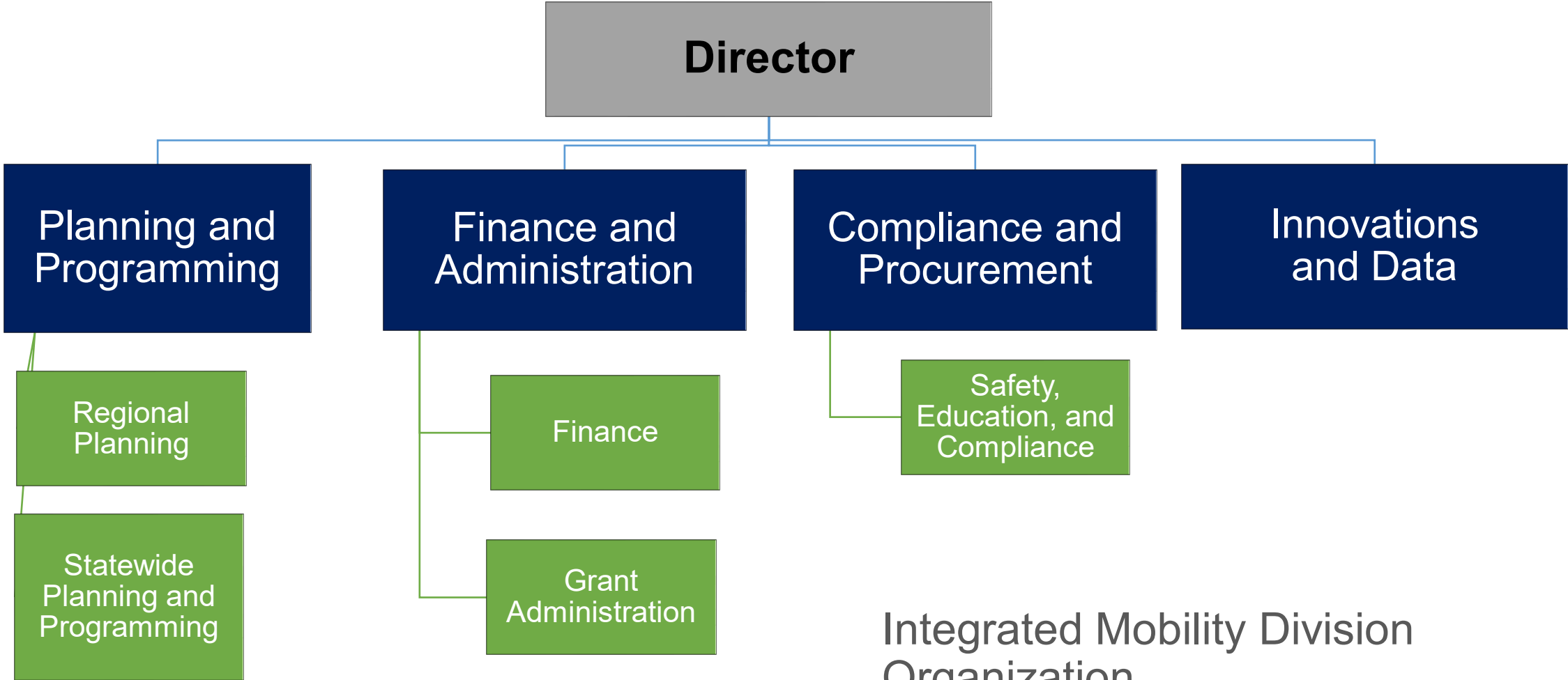


Grants Administration Section Overview and Grant Funding Review



IMD's Merger is Complete



Integrated Mobility Division
Organization

Finance & Administration

**Deputy Director of Finance & Administration
- Vacant -**

**Grants Administration Manager
Pam DiGiovanni**

**Grant Administrator II
Carolyn Freitag**

**Mountains
RGS
Brandi Claybrooks**

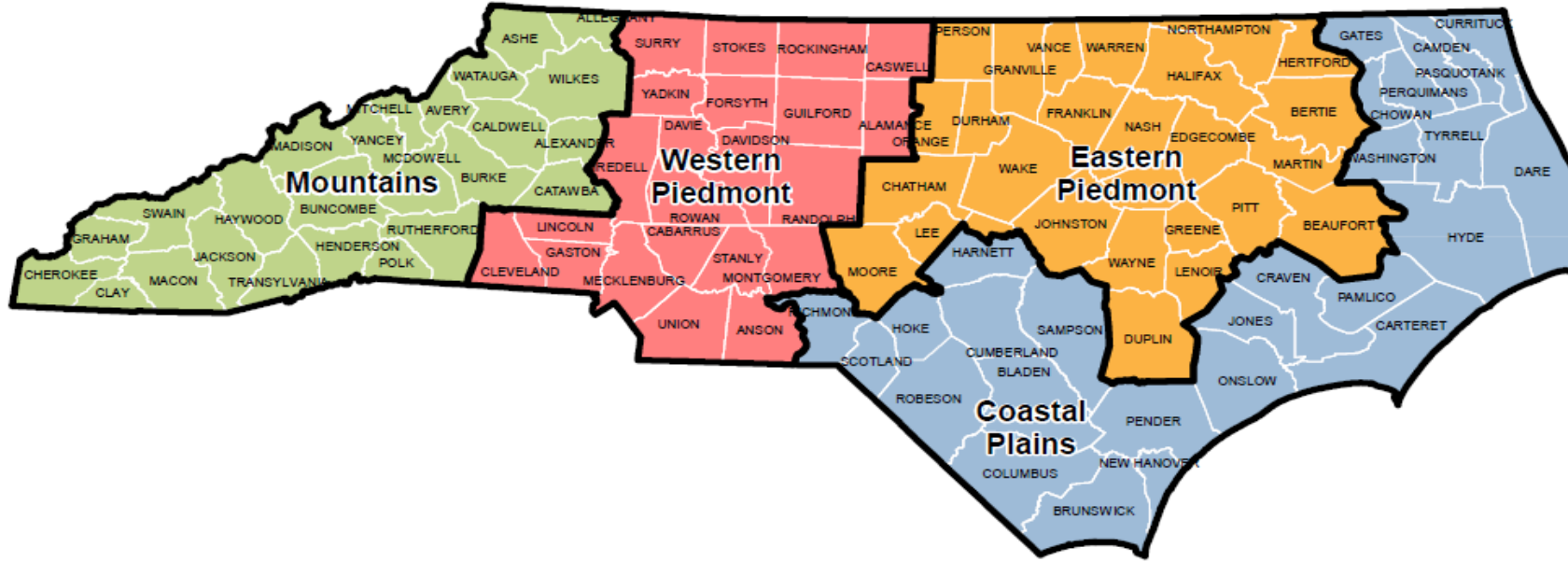
**Western Piedmont,
Sr. RGS
Kenetta Spence**

**Eastern Piedmont, Sr.
RGS
Bernard Clark**

**Coastal Plains
RGS
Anne Galamb**

NDOT Integrated Mobility Division

Regional Contact Information



Mountains			
Section	Contact	Office Number	Email Address
Finance	Monique Frasier	919-707-4681	msfrasier@ncdot.gov
Grants Administration	Brandi Claybrooks	919-707-4679	bclaybrooks@ncdot.gov
Planning	Alexius Farris	919-707-4698	aafarris@ncdot.gov
Safety, Education and Compliance	Kevin Edwards*	919-707-4695	kbedwards2@ncdot.gov

* - Interim

Western Piedmont			
Section	Contact	Office Number	Email Address
Finance	Cassandra Wilson	919-707-4671	cdwilson@ncdot.gov
Grants Administration	Kenetta Spence	919-707-4673	kmspence1@ncdot.gov
Planning	Alex Rotenberry	919-707-4682	jarotenberry@ncdot.gov
Safety, Education and Compliance	Kevin Edwards*	919-707-4695	kbedwards2@ncdot.gov

* - Interim

Eastern Piedmont			
Section	Contact	Office Number	Email Address
Finance	Konnadi Dhatnubia	919-707-2600	ext-kdhatnubia@ncdot.gov
Grants Administration	Bernard Clark	919-707-4678	bbclark2@ncdot.gov
Planning	Nick Morrison	919-707-2608	nemorrison@ncdot.gov
Safety, Education and Compliance	Eartle McNeill	919-707-4686	elmcneill1@ncdot.gov

Coastal Plains			
Section	Contact	Office Number	Email Address
Finance	Jocelyn Valdez	919-707-4683	jpetatanvaldez@ncdot.gov
Grants Administration	Anne Galamb	919-707-4674	asgalamb@ncdot.gov
Planning	Tony Sumter	919-707-4689	asumter@ncdot.gov
Safety, Education and Compliance	Eartle McNeill	919-707-4686	elmcneill1@ncdot.gov

Mountains	Western Piedmont	Eastern Piedmont	Coastal Plains
MPOs/RPOs			
French Broad River MPO Greater Hickory MPO High Country RPO Isothermal RPO Land of Sky RPO Southwestern RPO	Burlington-Graham MPO Cabarrus-Rowan MPO Charlotte Regional TPO Gaston-Cleveland-Lincoln MPO Greensboro MPO High Point MPO Winston-Salem MPO Northwest Piedmont RPO Piedmont Triad RPO Rocky River RPO	Capital Area MPO Durham-Chapel Hill-Carrboro MPO Goldboro MPO Greenville MPO Rocky Mount MPO Eastern Carolina RPO Kerr-Tar RPO Mid East RPO Peanut Belt RPO Triangle RPO Upper Coastal Plain RPO	Fayetteville MPO Grand Strand MPO Jacksonville MPO New Bern MPO Wilmington MPO Albemarle RPO Cape Fear RPO Down East RPO Lumber River RPO Mid-Carolina RPO
Transit Systems			
Alleghany County AppalCART Ashe County Transportation Authority Asheville Rides Transit Avery County (ACT) Buncombe County Cherokee County Clay County EBCI Graham County Jackson County Macon County Madison County Transportation Authority McDowell County Transportation Mitchell County Transportation Authority Mountain Projects Inc. Haywood County Polk County Rutherford County Transit Swain County Focal Point on Aging Inc. Transylvania County Western Carolina Community Action, Inc. (WCCA) Western Piedmont Regional Transit Authority (WPRTA) Wilkes Transportation Authority (WTA) Yancey County Transportation	Cleveland County (Transp. Admin. of Cleveland County) Alamance (ACT) Anson County Burlington Link Transit Cabarrus County Caswell County Charlotte Area Transit System Concord CK Rider Davidson County Gaston County Gastonia, City of Greensboro Transit Authority Gulford County High Point Transit Iredell County (ICATS) Lincoln County Mecklenburg County (MTS) Piedmont Authority for Regional Transportation (PART) Randolph County (RCATS) Rockingham (ADTS) Rowan Transit System (RTS) Salisbury Transit System (STS) Stanly County (SCUSA) Union County Winston-Salem Transit Authority (WSTA) Yadkin Valley Economic Dev. District (YVEDDI)	Moore County Beaufort County Developmental Center, Inc. Chapel Hill Transit Chatham Transit Network Choanoke Public Transportation Authority (CPTA) Duplin County Go Cary Go Durham/Durham County Go Raleigh Go Triangle Goldboro-Wayne Transportation Authority GoWake Access Greene County Greenville Area Transit Johnston County Area Transit (JCATS) Kerr Area Transportation Authority (KARTS) Lee County (COLTS) Lenoir County Martin County Orange County Person County (PATS) Pitt County/Pitt Area Transit System Tar River Transit Wilson County Wilson, City of	Gates County Albemarle Regional Health Services (ICPTA) Bladen County (BARTS) Brunswick Transit System, Inc. Cape Fear Public Transportation Authority (Wave) Carteret County Columbus County Craven County (CARTS) Cumberland County Transit Dare County Fayetteville Area System of Transit (FAST) Harnett County Hoke County Hyde County/Tyrrell County Jacksonville Transit Onslow United Transit System, Inc. (OUTS) Pender Adult Services Inc. (PAS) Richmond Interagency Transportation, Inc. Robeson County (SEATS) Sampson County Scotland County (SCATS) Washington County (Riverlight Transit)
Non-Profits			
Alexander County Department of Social Services Avery Association of Exceptional Youth Catawba County Graham County-Senior Center Land of Sky Regional Council Mayland Community College Rutherford County Life Services Rutherford County Senior Center	Anson County Council on Aging County of Davidson, Senior Services Iredell County Council on Aging Lincoln County Senior Services Stanly County Senior Services The Life Center The Workshop of Davidson	Central Carolina Community College (Lee County) Chatham County Council on Aging Community & Senior Services of Johnston County Granville County Senior Center Johnston County Industries (JCI) Kerr Tar COG Pitt County Council on Aging Stevens Center (Lee County)	Hyde Health Dept



INTEGRATED
MOBILITY
DIVISION

PUBLIC TRANSPORTATION

NEW DIRECTOR'S TRAINING OVERVIEW

FY22



FUNDING SOURCES OVERVIEW



PART 1 – What Funding Sources are Available?

- 1.1 Public Transportation Funding in North Carolina
- 1.2 Funding Available
- 1.3 Guidance on Available Funding

PART 2 – What Expenses are Eligible?

- 2.1 Using Public Transportation Funding in North Carolina
- 2.2 Eligible Administrative Expenses
- 2.3 Eligible Operating Expenses
- 2.4 Eligible Capital Expenses
- 2.5 Eligible Planning Expenses
- 2.6 Guidance on Identifying Reimbursable Expenses

PART 3 – Application Process & Next Steps

- 3.1 Accessing FY24 Public Transportation Funding through NCDOT
- 3.2 Application Timeframes
- 3.3 FY24 Master Documents
- 3.4 Funding Program Submittals
- 3.5 Claim Submittals
- 3.6 Final notes

PART 1 – What Funding Sources are Available?

- 1.1 Public Transportation Funding in North Carolina
- 1.2 Funding Available
- 1.3 Guidance on Available Funding

1.1 Public Transportation Funding in North Carolina



Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

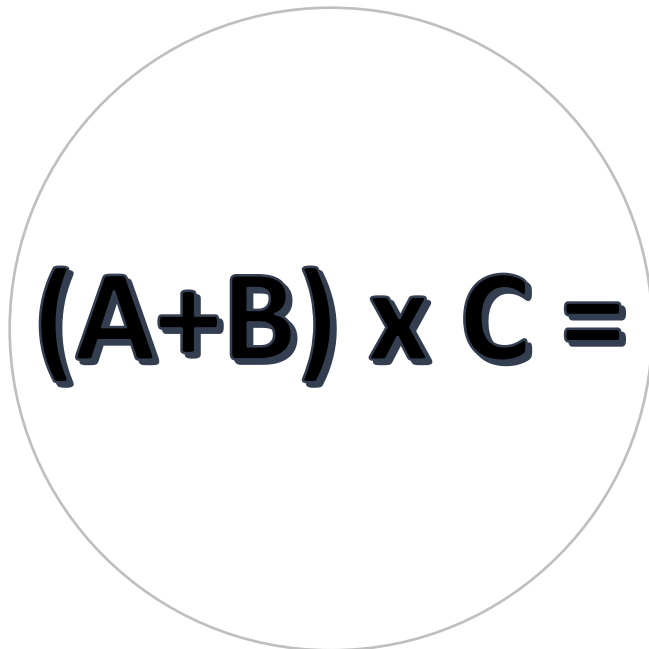
Local Funds
(General Fund, Sales tax, etc.)



1.2 Funding Available

Depending on the funding program, particular funding amounts determined by:

Formula


$$(A+B) \times C =$$

Need



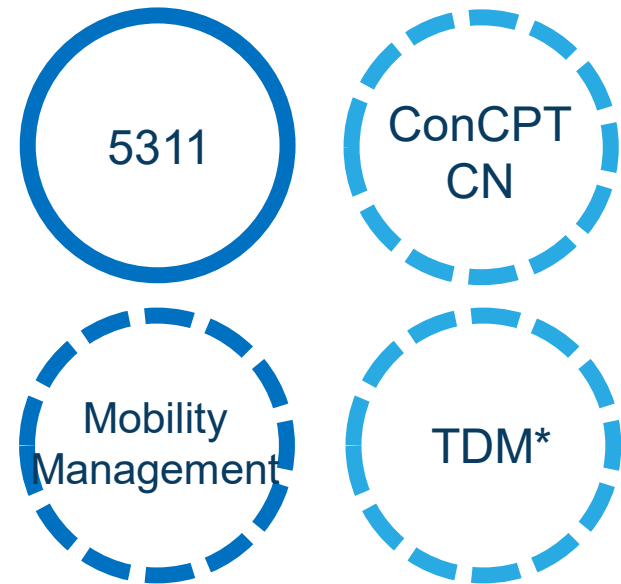
Other*
(STI, TDM, etc.)



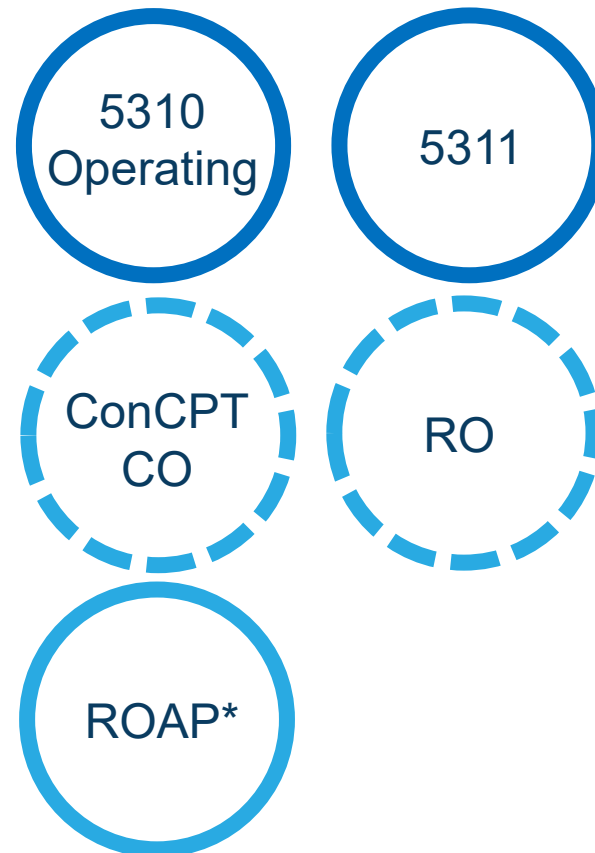
*Discretionary funding (such as HOPE, AIM, etc.) sources also available under “Other”.
Requirements/application process different for each program but typically require submittals through EBS.

1.2 Rural System Funding Opportunities

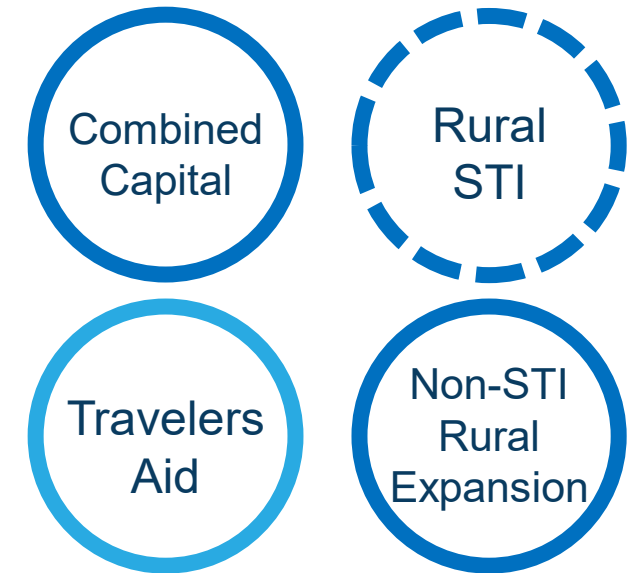
Administration



Operating



Capital



— : Federal

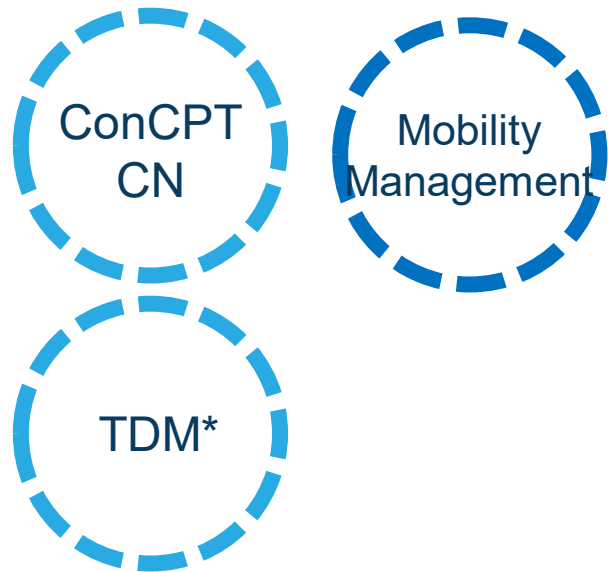
— : State

- - - : Conditional

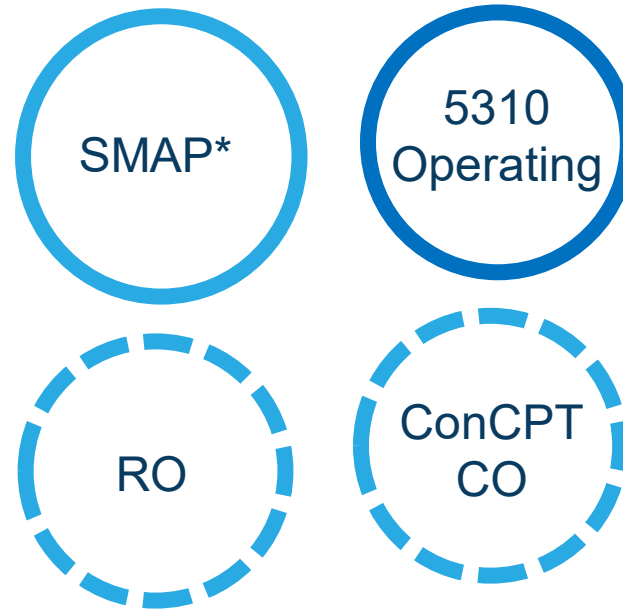
*Dependent on state budget allocations

1.2 Small Urban Funding Opportunities

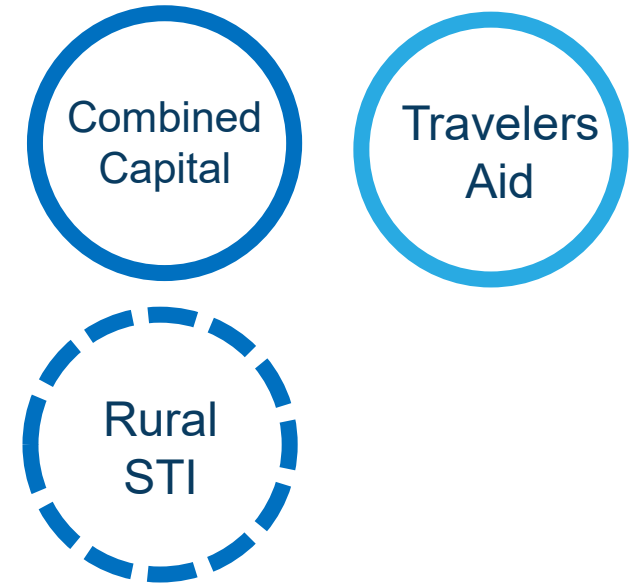
Administration



Operating



Capital



█ : Federal
 █ : State
 █ : Conditional

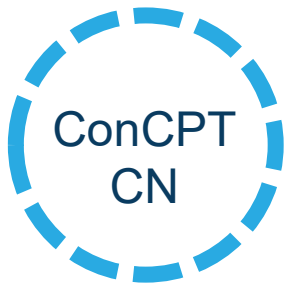
*Dependent on state budget allocations

1.2 Urban System Funding Opportunities

Administration

Operating

Capital



**DR: Direct Recipient

— : Federal — : State - - : Conditional

*Dependent on state budget allocations

1.2 Non-Transit Agency Funding Opportunities

Administration

Operating

Capital



— : Federal — : State — — : Conditional

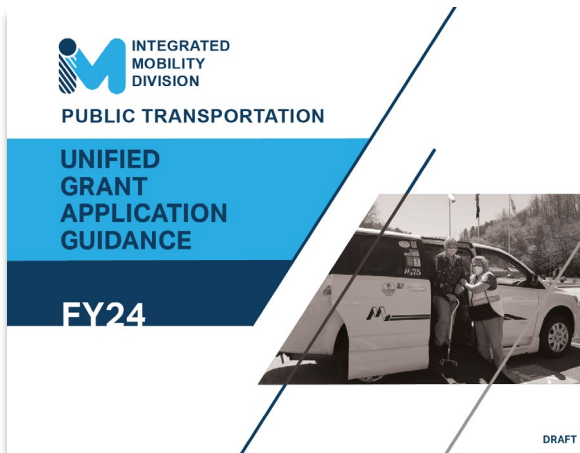
*Dependent on state budget allocations

1.3 Guidance on Available Funding



Accessible through NCDOT's Connect Website

- 5303
- 5311
- TDM
- ROAP
- SMAP
- Urban or Rural STI
- Combined Capital
- ConCPT CN/CO
- Non-STI Rural Expansion Vehicles
- RO
- Traveler's Aid
- Urban State Match
- Mobility Management
- Capital Purchase of Service
- 5310 Operating



PART 2 – What Expenses are Eligible?

- 2.1 Using Public Transportation Funding in North Carolina
- 2.2 Eligible Administrative Expenses
- 2.3 Eligible Operating Expenses
- 2.4 Eligible Capital Expenses
- 2.5 Eligible Planning Expenses
- 2.6 Guidance on Identifying Reimbursable Expenses

2.1 Using Public Transportation Funding in North Carolina

Reimbursement Basis



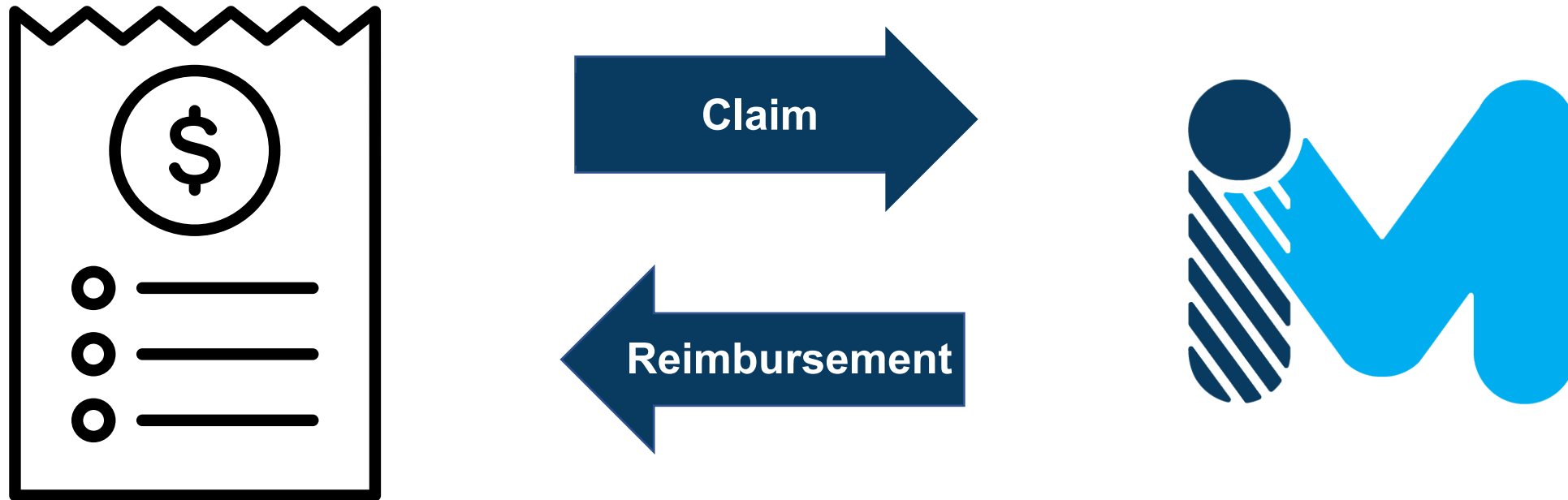
Local Match



Different Rules for Different Funds



2.1 Reimbursement Basis



*Taxes are not usually reimbursable

*****The reimbursement process will be discussed in Session #2 on May 26th***

2.1 Local Match

Eligible Sources

A large, green, rectangular stamp with rounded corners and a thick border. The word "ELIGIBLE" is written in bold, green, uppercase letters across the center of the stamp.

Ineligible Sources

A large, red, rectangular stamp with rounded corners and a thick border. The word "INELIGIBLE" is written in bold, red, uppercase letters across the center of the stamp.

2.1 Local Match

Eligible Sources

- Local or state appropriations
- Dedicated tax revenues
- Federal funds – non-USDOT – must have Transportation component (employment training, aging, community services, vocational rehabilitation, etc.)
- Private donations
- Revenue from human services contracts and net income generated from advertising and concessions



ELIGIBLE

NOTE: Applicants should be prepared for the entire Local Share amount in the event State funding is not available.

2.1 Local Match

Ineligible Sources



INELIGIBLE

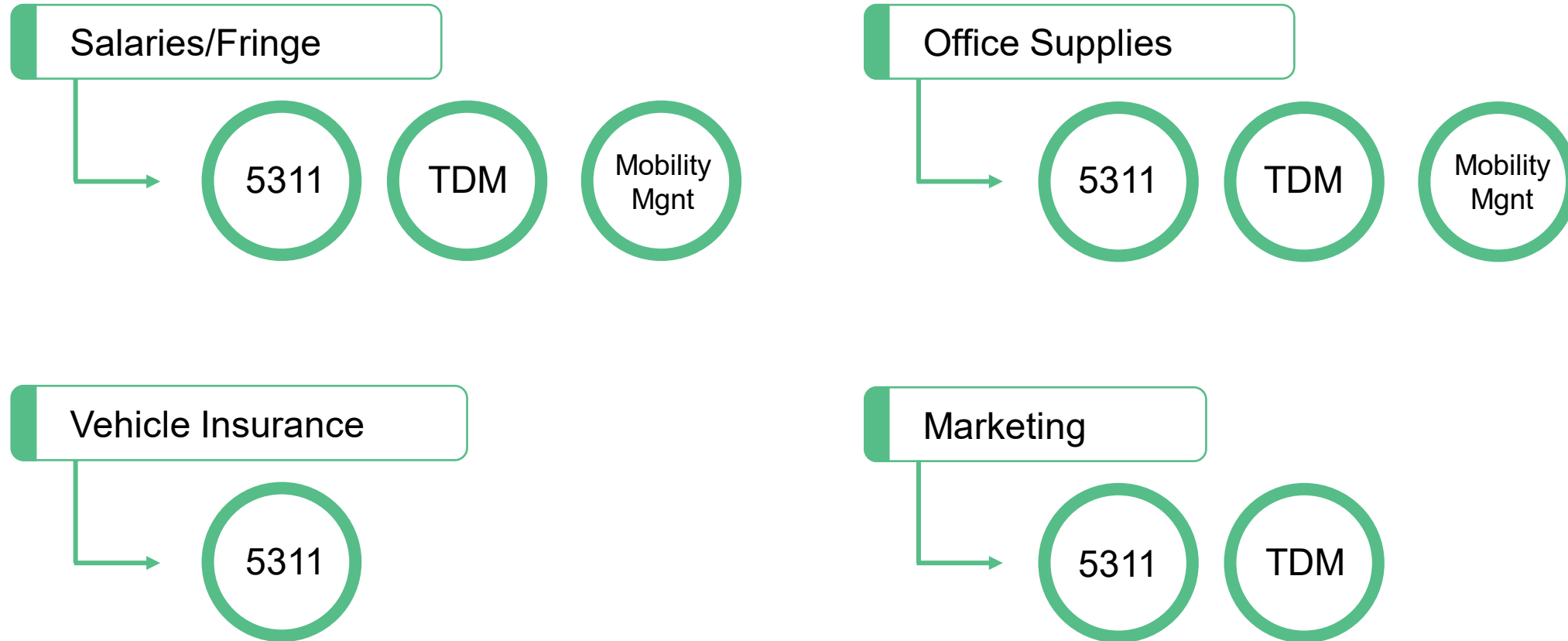
- Farebox revenue
- Federal USDOT funds (when matching federal)

NOTE: Applicants should be prepared for the entire Local Share amount in the event State funding is not available.

2.1 Different Rules for Different Funds

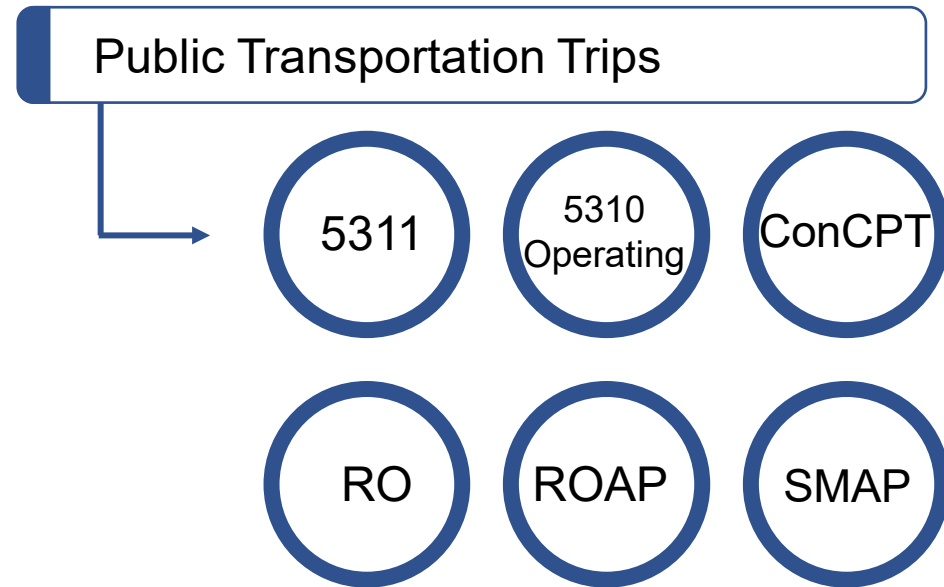


2.2 Eligible Administrative Expenses

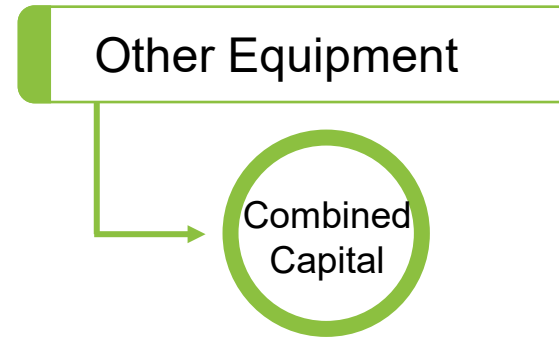
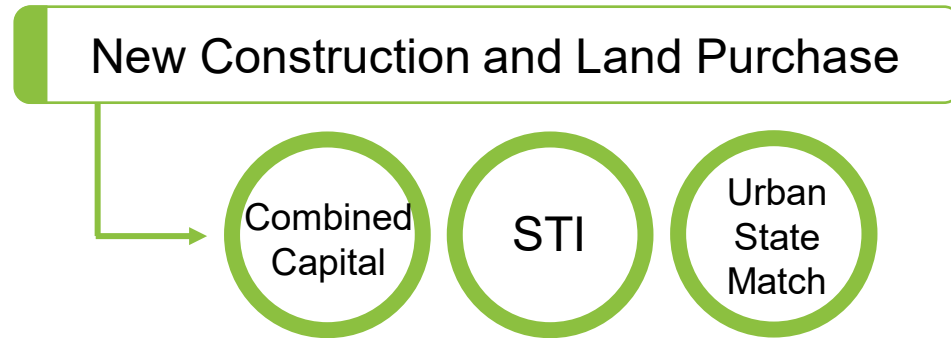
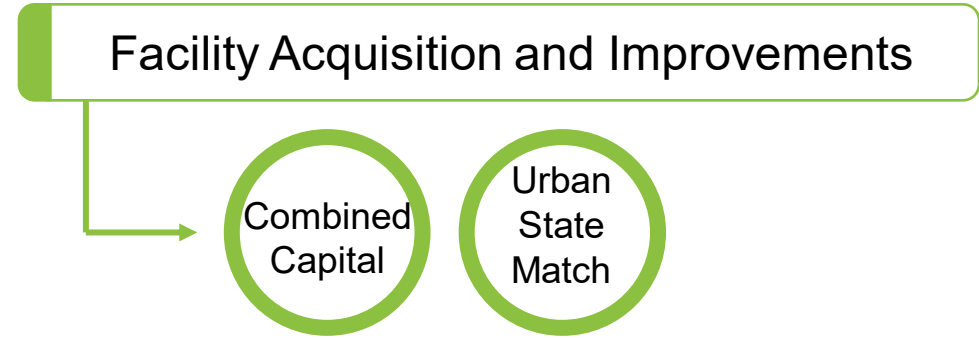
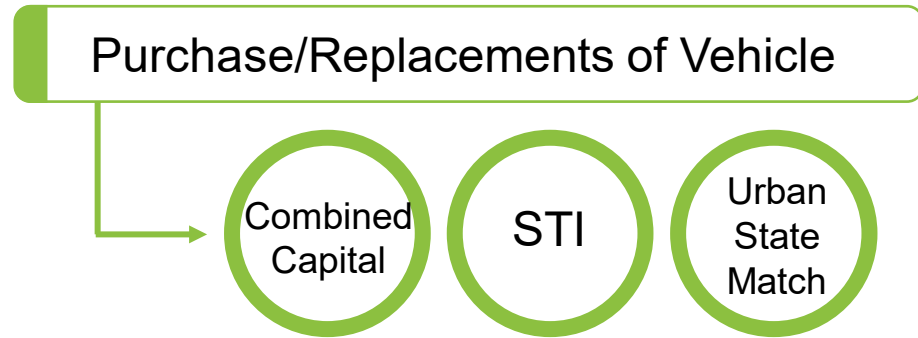


*Marketing/advertising not an eligible Mobility Management expense

2.3 Eligible Operating Expenses

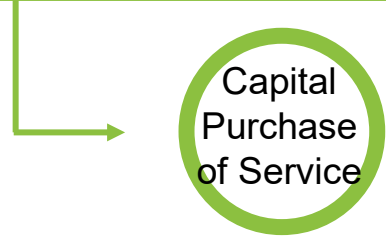


2.4 Eligible Capital Expenses



2.4 Eligible Capital Expenses (Continued)

Direct Purchase of Service - 5310



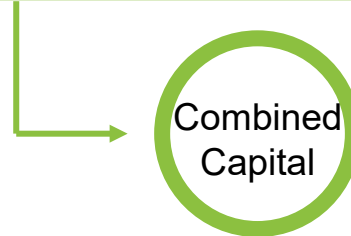
Expansion for Motor Vehicles



User Subsidy



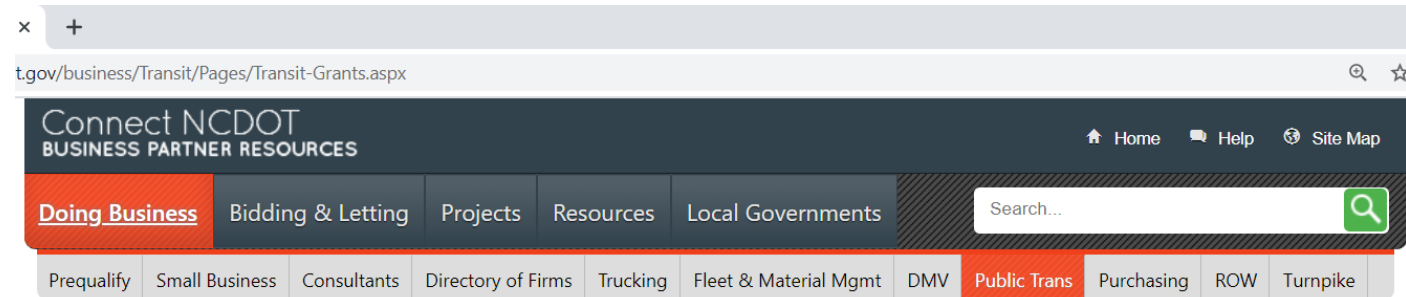
Office Furniture & Computers



PART 3 – Application Process & Next Steps

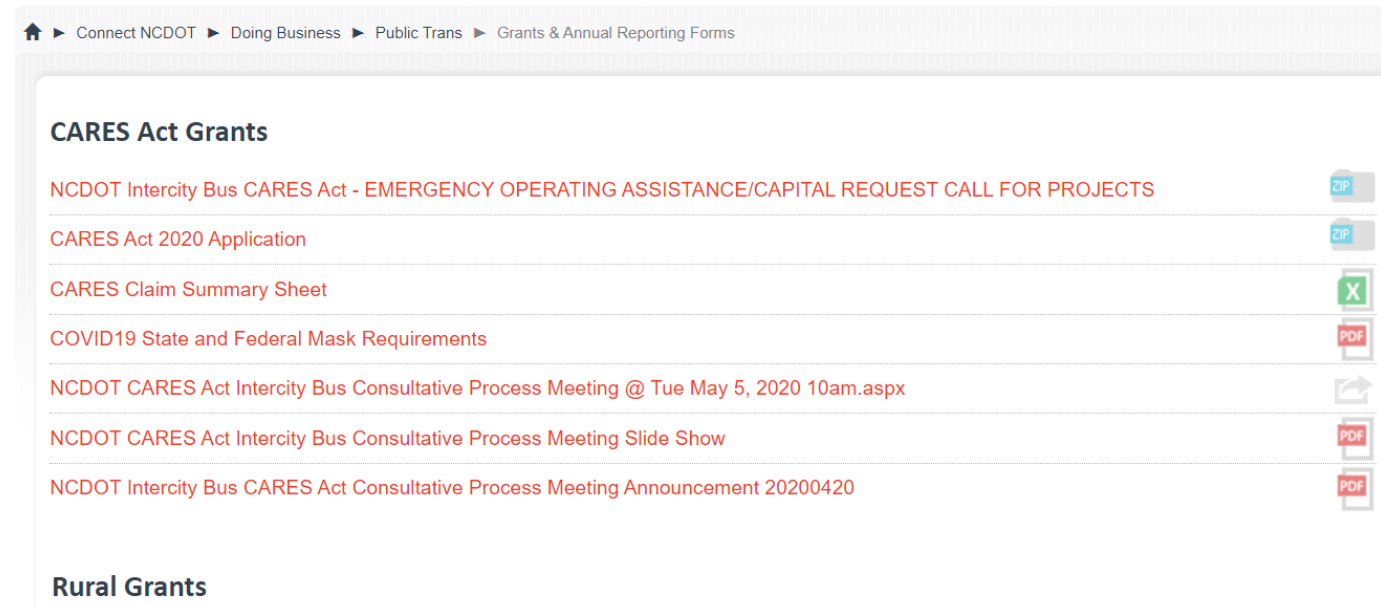
- 3.1 Accessing Public Transportation Funding through NCDOT
- 3.2 Application Timeframes
- 3.3 Master Documents
- 3.4 Funding Program Submittals
- 3.5 Final notes

3.1 Accessing Public Transportation Funding through NCDOT



Grants & Annual Reporting Forms

Resource documents for NCDOT Public Transportation grant programs and projects



3.2 Application Timeframes*

Date	Task/Event
April 4, 2022	Grant Application Package Distributed
April 4 – October 7, 2022	Regional Grant Specialists Available to Assist Grantees with Questions
October 7, 2022	Application Package due to NCDOT
October – December, 2022	Grant Application Review Process
January – April, 2023	IMD makes funding review recommendations to NCDOT Board of Transportation
February – June, 2023	FTA grant review for Federal Funding Award
July 1, 2023	Effective Date of Grant Agreement

April 4, 2022

Grant Application
Package Posted

October 7, 2022

Grant Application Due to
NCDOT

*Some applications have different timeframes (e.g. TDM, SMAP, ROAP, etc.)



3.3 Master Documents

Basic Supporting Documents

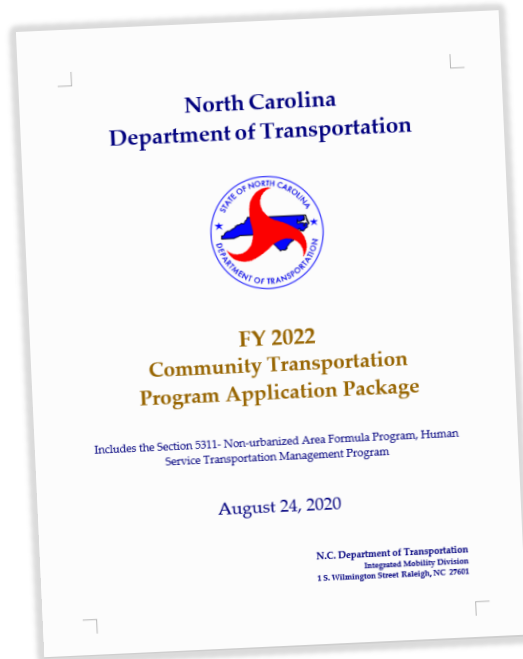
- Anticipated DBE/MBE/WBE/HUB Vendor Award
- Conflict of Interest Form
- DBE Certification
- Delegation of Authority Form
- UEI Verification (formerly DUNS)
- EEO form (if applicable)
- Surface Transportation Providers
- Title VI Certification
- Transportation Advisory Board Composition
- Unified Application Checklist

Documentation Related to Funding

- Authorizing Resolution
- Local Share Certification for funding
- Public Hearing Affidavit
- Public Hearing Meeting Minutes
- Public Hearing Notice
- Public Hearing Outreach
- Public Hearing Record



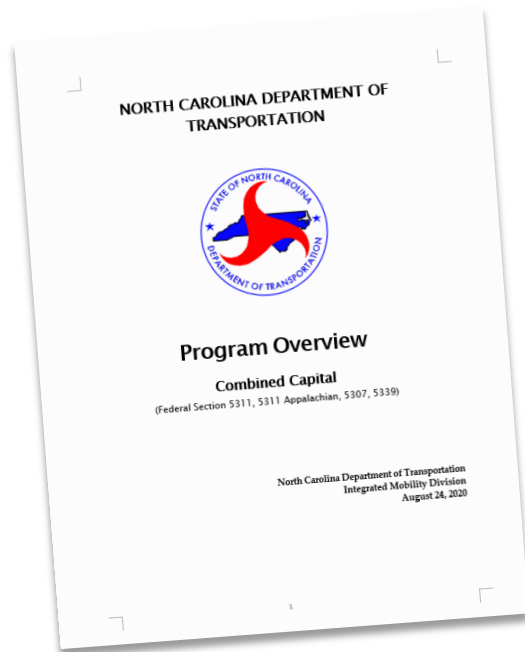
3.4 Section 5311 Program Helpful Hints



Quick Tips

1. Budget amount distributed to systems by assigned Regional Grant Specialist
2. Amount can be used as all Admin, all Operating or Combination
3. State does not participate in Operating budgets
4. Administrative salary reimbursement correlation to public transportation
5. Lease and/or service agreements are required documents

3.4 Combined Capital Program Helpful Hints



Quick Tips

1. Useful life miles criteria for replacement (Circular 5010.E.D)
2. Procurements over \$10,000 require procurement checklist, review, and approval from IMD
3. Elaborate as much as possible on the application questions requiring a written answer
4. Regional Grant Specialists will be working with transit systems on determining how many and which vehicles will be in line for replacement in FY 2024

3.4 Section 5310 Operating Program Helpful Hints

Quick Tips

1. Goal: Seniors and Individuals with Disabilities
2. Senior = an individual 65 years or older
3. Section 5310 funding is formula based (The Statewide Locally Coordinated Plan)
4. Funding is not guaranteed
5. Letter of Support from the applicant's MPO/RPO
6. Limited eligibility of operating expenditures



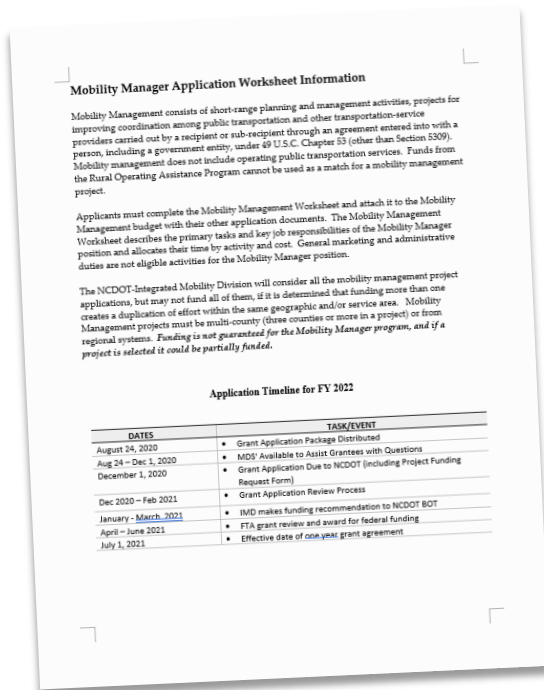
3.4 Capital Purchase of Service Program Helpful Hints

Quick Tips

1. Goal: Seniors and Individuals with Disabilities
2. Contracts/Memorandums of Agreement for service are required
3. Senior as an individual 65 years or older
4. Locally Coordinated Human Services Transportation Plan
5. Letter of Support from the applicant's MPO/RPO
6. Reimbursements are made on a cost-per-trip basis



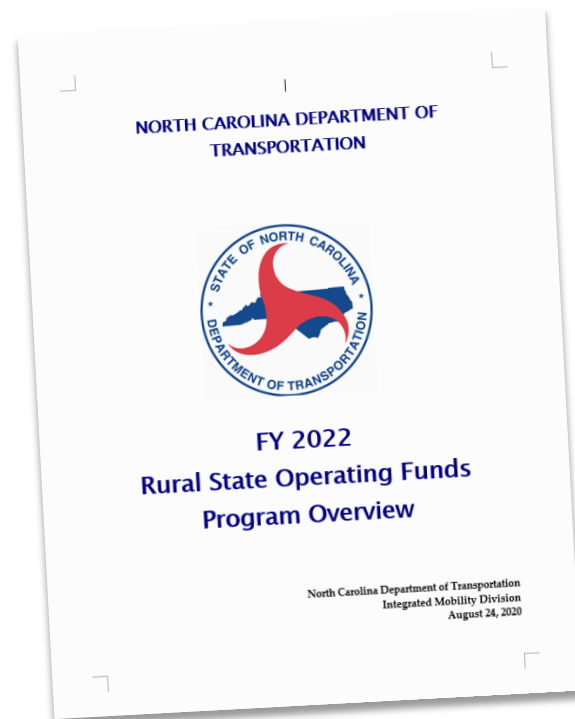
3.4 Mobility Management Program Helpful Hints



Quick Tips

1. Multi-county with at least 3 counties participating
2. 1 position only per applicant
3. The progress report submitted quarterly or with each claim
4. Not eligible for marketing and general administrative duties
5. Matching funds are 50% federal and 50% local
6. Statewide Locally Coordinated Plan

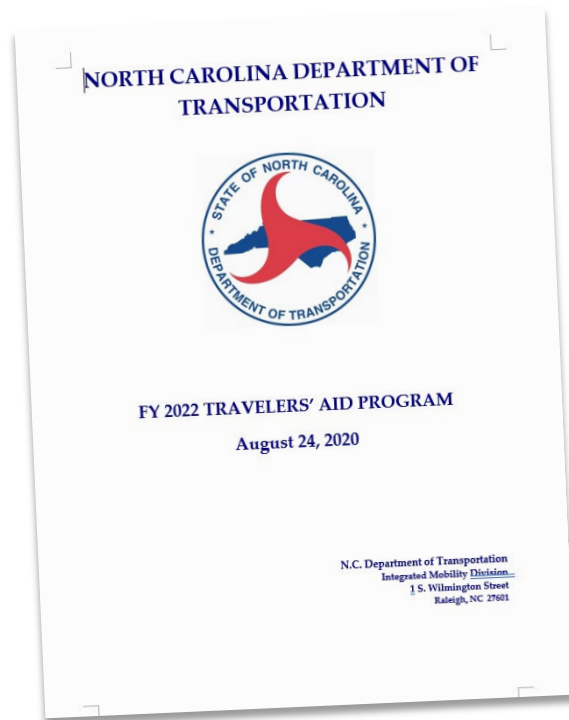
3.4 Rural State Operating Program Helpful Hints



Quick Tips

1. Purpose: To extend general transportation opportunities and increase ridership in our rural areas
2. The funding formula is 50% based on individuals in poverty and 50% based on service hours
3. Local match is 50%. ROAP funds are eligible for local match

3.4 Traveler's Aid Program Helpful Hints



Quick Tips

1. Provide intercity bus and/or train tickets for disadvantaged individuals, victims of domestic violence, and stranded travelers in need of transportation to other locations in times of distress.
2. Mission: Advance & support network of human service providers assisting individuals & families in crisis
3. 50% State and 50% Local funding

3.4 ConCPT Program Helpful Hints



Quick Tips

1. State Funding
2. Two purposes: A) encourage transit systems to consolidate into a single transit system and B) encourage coordination between providers for longer-distance trips spanning multiple (3 or more) service areas
3. \$1.5M in funding: \$750,000 for each program
3. Must run 5-days per week to be eligible
4. Coordination amongst partner systems must include explicit billing coordination
5. Separate application components for CONCPT CN and CONCPT CO

3.4 Urban STI / Rural STI Program Submittals and Helpful Hints



- STI Urban (Rural STI) State Match Request Form*
- Copy of TRAMS Application
- Board of Transportation Agenda
- Feasibility Study (Facility Projects)
- Vehicle Purchase Orders
- Facility Insurance Verification
- 5311 Designee Certification Form (FY23 - FY27)

Quick Tips

1. Eligible Projects : expansion vehicles, facility, fixed guideway
2. Must be identified through NCDOT's Prioritization Process, IMD application required for approved year

3.4 Non-STI Rural Expansion Vehicle Program Submittals and Helpful Hints



- Non-STI Rural Expansion Vehicle application*
- 5311 Designee Certification Form (FY23 – FY27)

Quick Tips

1. Access for Rural Systems for funding for expansion vehicles
2. 20% Local match
3. Available only if and after all capital needs have been fulfilled

3.6 Final Notes

- Incomplete or late applications may delay review and contracting.
- Incomplete or late applications may result in an impact to funding amounts.
- Systems must be in compliance to be eligible to receive funding.
- **Reminder:** State funding may not be available for some programs.



Questions?

