INTEGRATED MOBILITY DIVISION

PUBLIC TRANSPORTATION

Last Updated: 03/16/2023

FUNDING SOURCES OVERVIEW

FY25

FUNDING SOURCES OVERVIEW

INTEGRATED MOBILITY DIVISION

INTRO – Unified Grant Application Guidance

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

PART 2 – What Expenses are Eligible?

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2.2 Eligible Administrative Expenses
2.3 Eligible Operating Expenses
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2.6 Guidance on Identifying Reimbursable Expenses

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3.2 Application Timeframes
3.3 FY25 Master Documents
3.4 Funding Program Submittals
3.5 Claim Submittals
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INTEGRATED MOBILITY DIVISION

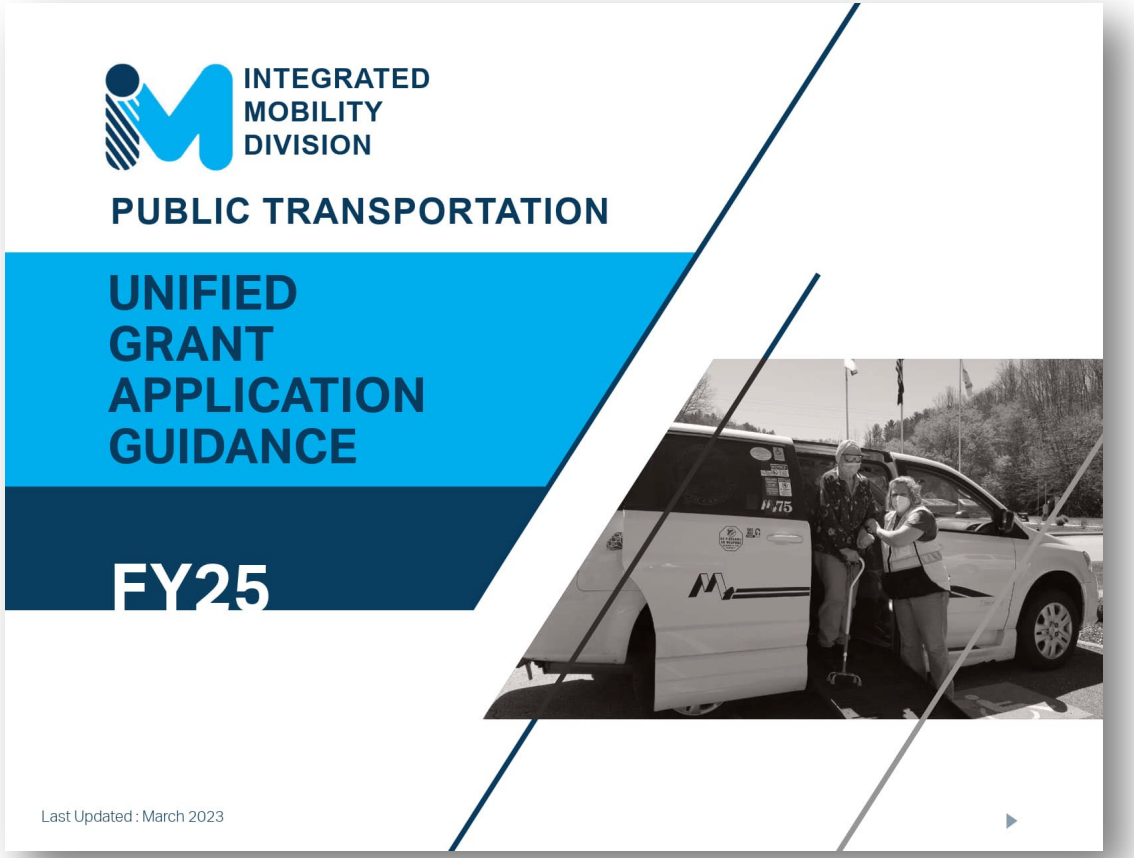
INTRO – Unified Grant Application Guidance

INTRO.1 UGA Guidance Overview

INTRO.2 How to Access the UGA Guidance

INTRO.3 New to FY25

INTRO.1 UGA Guidance Overview



INTRO.1 UGA Guidance Overview

1. Click on icons to navigate to each part of the UGA.

INTRO.1 UGA Guidance Overview

Introduction

Congratulations! If you have opened this interactive document, you are interested in submitting an application for public transportation funding from NCDOT.

As identified below, this guidance document is divided into three parts to guide you through the process of submitting one or more applications for funding. This document is also set up as an interactive document, **so you can click on buttons to navigate between pages as noted by the following popup icon:**

PART 1 **Background / Eligible Applicants**

Part 1 provides basic information about NCDOT's Public Transportation grant programs and funding goals. Part 1 would be of most interest when a prospective applicant is wanting to learn about which funding programs they are eligible for.

PART 2 **Eligible Expenditures**

Part 2 details what type of expenditures are eligible within each funding program. Part 2 would be of most interest when a prospective applicant is wanting to understand how they can expend specific funding sources.

PART 3 **Application Processes**

Part 3 provides an overview of the grant application process along with linked step-by-step guidance for each funding program. Part 3 will be of most interest when a prospective applicant is wanting specific guidance on steps towards completing a public transportation funding application.

How to Use this Document

1) Try clicking buttons for more information.

2) Links are also interactive! Some links will guide you to external links such as URLs and documents saved in the same package as this guidance document.

3) The document is structured in levels - Level 1 information "Part X" will apply universally. Level 2 information "Part X.X" will provide more detailed universal information. Level 3 information "Part X.X.X" will be specific to your situation, so be sure to click the links that apply to you.

PART 1 Background / Eligible Applicants
PART 2 Eligible Expenditures
PART 3 Application Processes
SUBMIT UGA FEEDBACK

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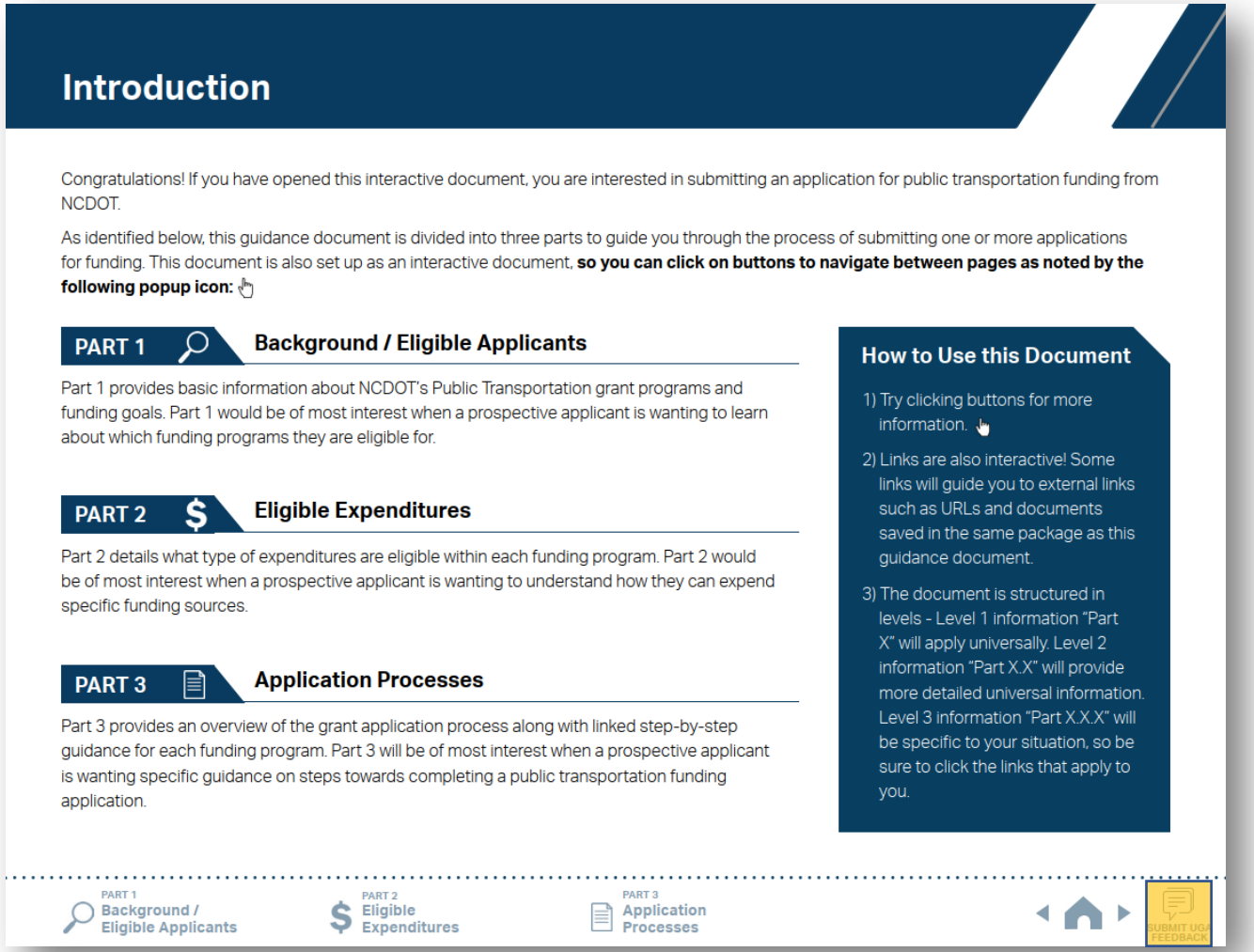

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3. Use the survey button to leave feedback.

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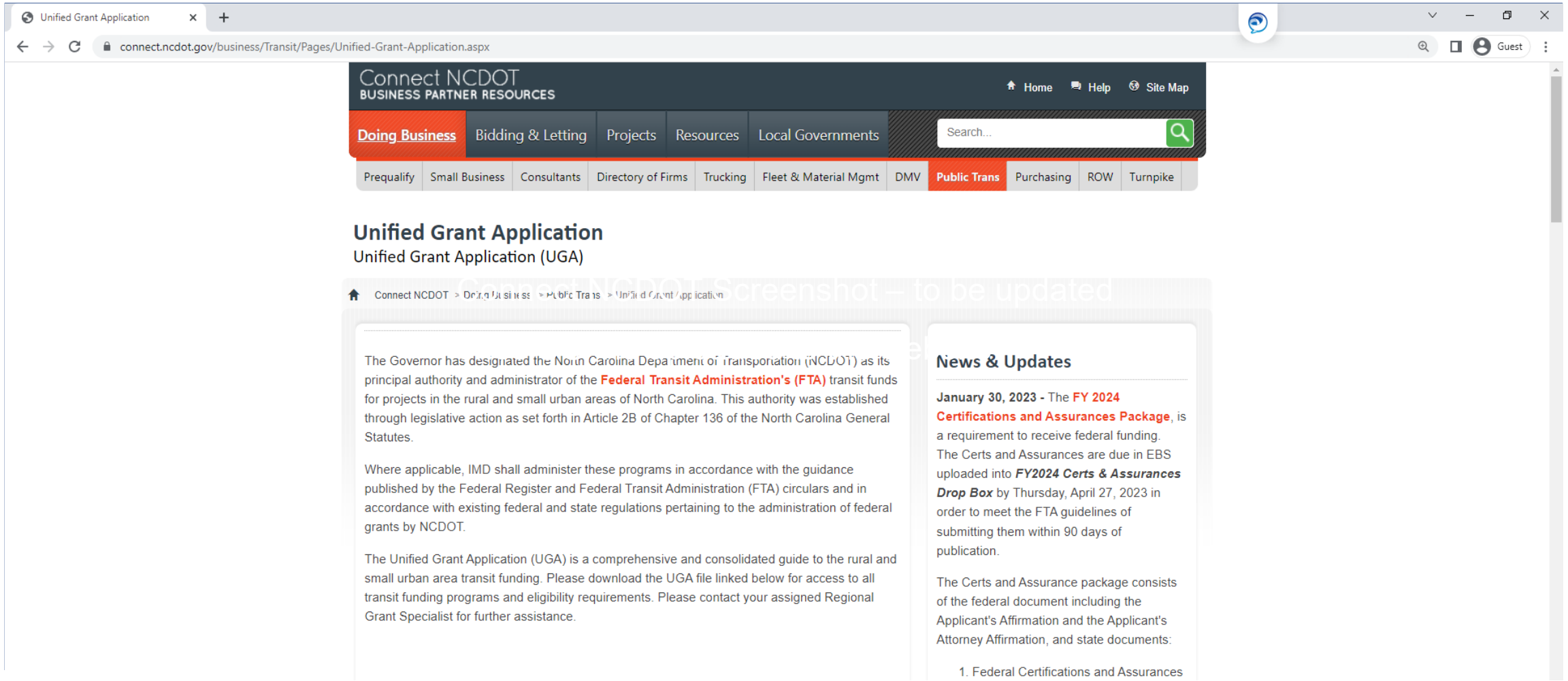


https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx

INTRO.3 New to FY25

UGA Guidance Updates

- Enhanced the UGA interface and navigation
- Posted and linked to supplemental documents online
- Converted additional Pre-Application documents to Smartsheets
- Included the FY25 Capital Cost of Contracting in the UGA
- Added systematic set of scoring criteria for funding determinations in 5310 Programs
- Updated the Combined Capital Program to include electric vehicles and infrastructure
- Modified the Mobility Manager Program to no longer require three-county participation and have an 80/10/10 funding split

INTEGRATED MOBILITY DIVISION

PART 1 – What Funding Sources are Available?

1.1 Public Transportation Funding in North Carolina

1.2 Funding Available

1.3 Additional Guidance on Available Funding

1.1 Public Transportation Funding in North Carolina

Federal Transit Administration

Integrated Mobility Division

N.C. DEPARTMENT OF TRANSPORTATION

Local Funds

(General Fund, Sales tax, etc.)

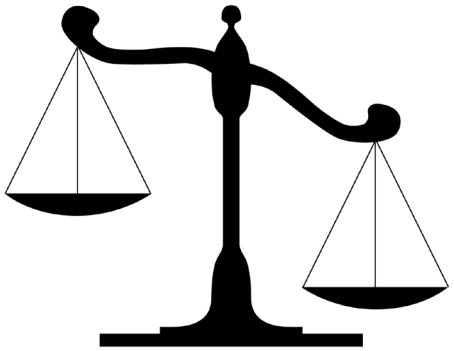
1.2 Funding Available

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

Formula

(A+B) x 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 Funding Available

- 5303
- Capital Purchase of Service
- 5310
- 5311
- Urban Advanced Technology
- Urban Strategic Transportation Investments (STI)
- Rural STI
- Combined Capital
- ConCPT Consolidation (CN)
- ConCPT Coordination (CO)
- Rural State Operating Funds (RO)
- Rural Operating Assistance Program (ROAP)
- State Maintenance Assistance Program (SMAP)
- Transportation Demand Management (TDM)
- Travelers' Aid
- Urban State Match
- Non-STI
- Mobility Manager
- Capital Cost of Contracting

1.2 Funding Available for MPO

Planning	Administration	Operating	Capital
5303	TDM*		

: Federal : State : Conditional

*Dependent on state budget allocations.

1.2 Funding Available for RPO

Administration	Operating	Capital
TDM*	5310 Operating **	

**5310 Operating: Only available to RPOs for mileage reimbursement of volunteer drivers

: Federal : State : Conditional *Dependent on state budget allocations

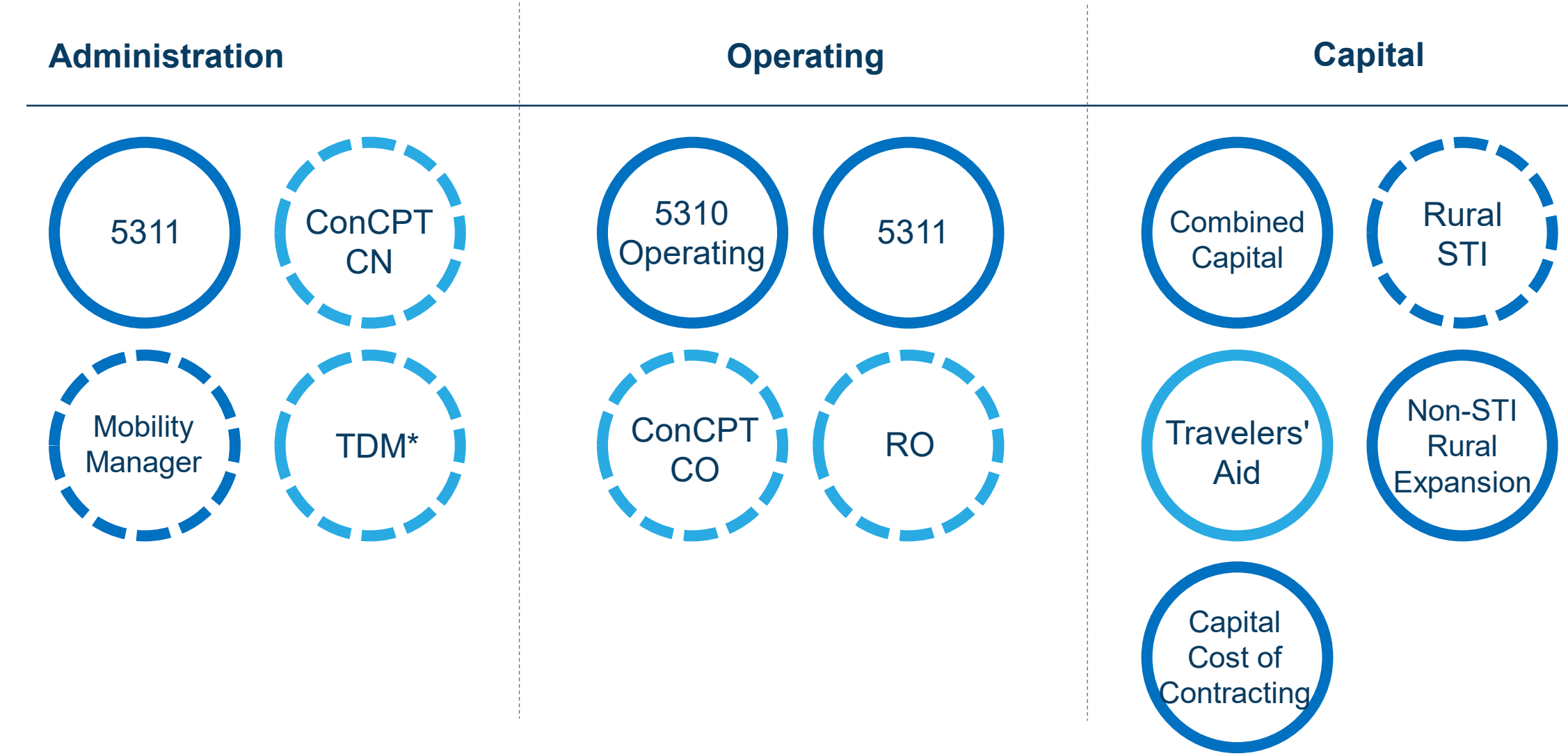
1.2 Funding Available for County

Administration	Operating	Capital
TDM*	ROAP*	Travelers' Aid

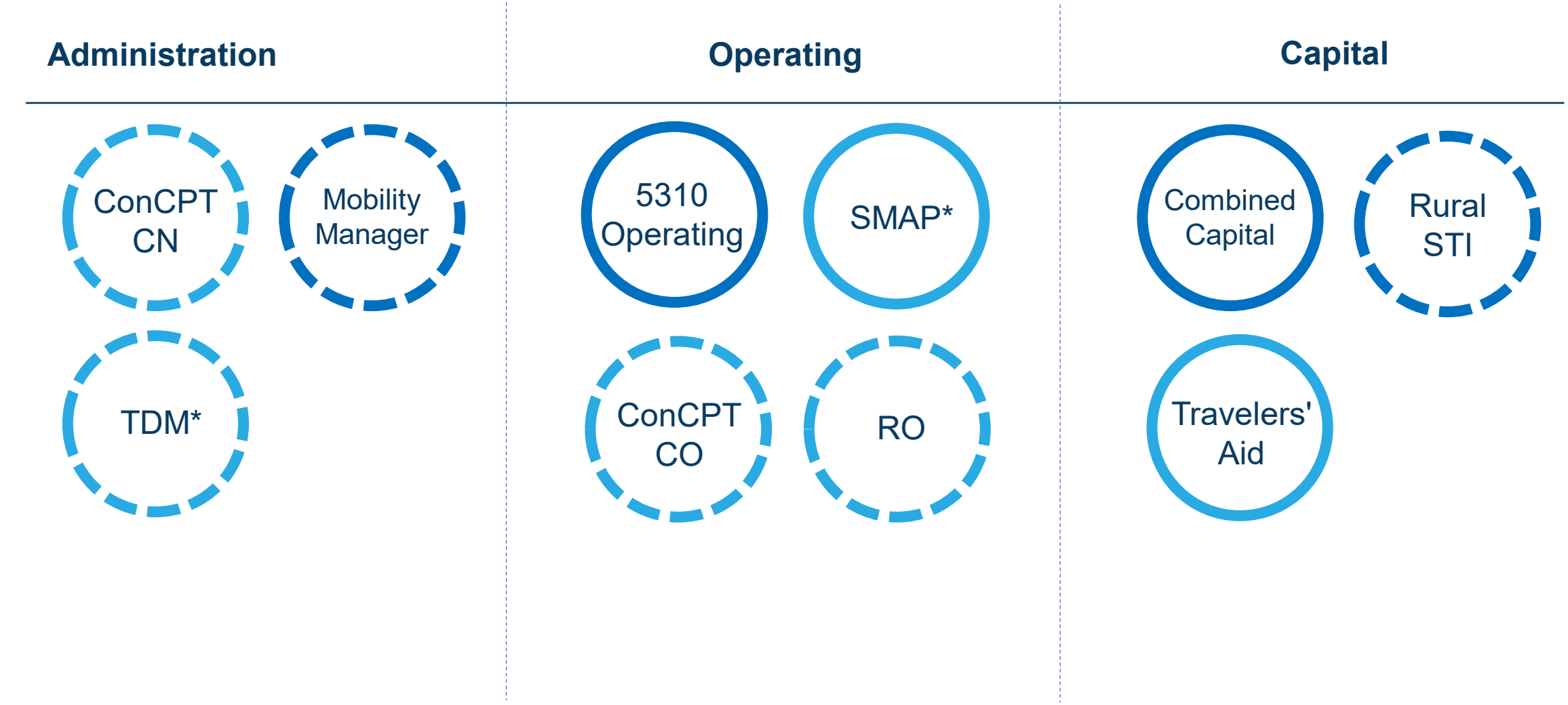
: Federal : State : Conditional

*Dependent on state budget allocations

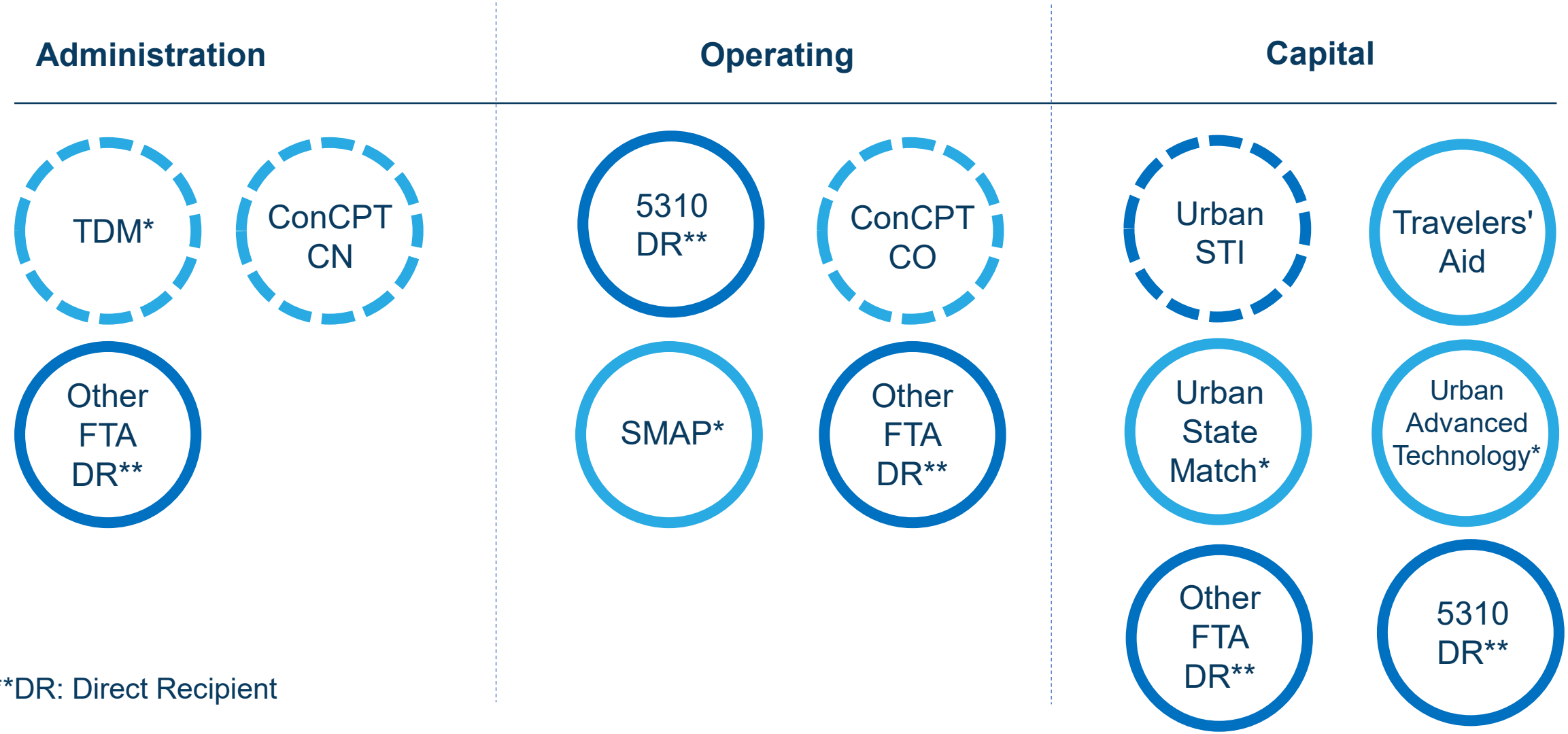
1.2 Funding Available for Rural System



1.2 Funding Available for Small Urban System



1.2 Funding Available for Urban System



**DR: Direct Recipient

: Federal : State : Conditional

*Dependent on state budget allocations

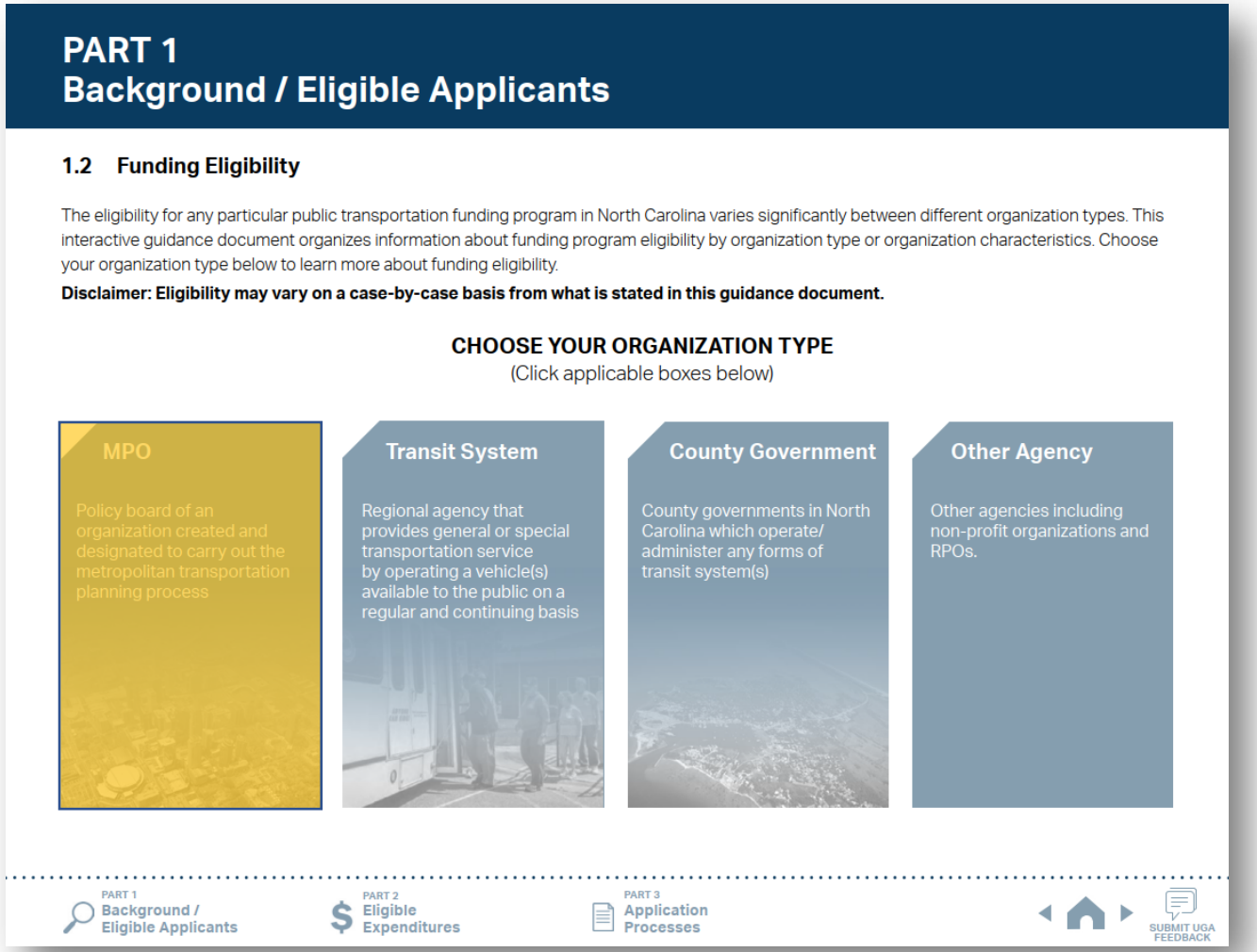
1.2 Funding Available for Other Agency

Administration	Operating	Capital
TDM*		Capital – Purchase of Service Travelers' Aid

: Federal : State : Conditional

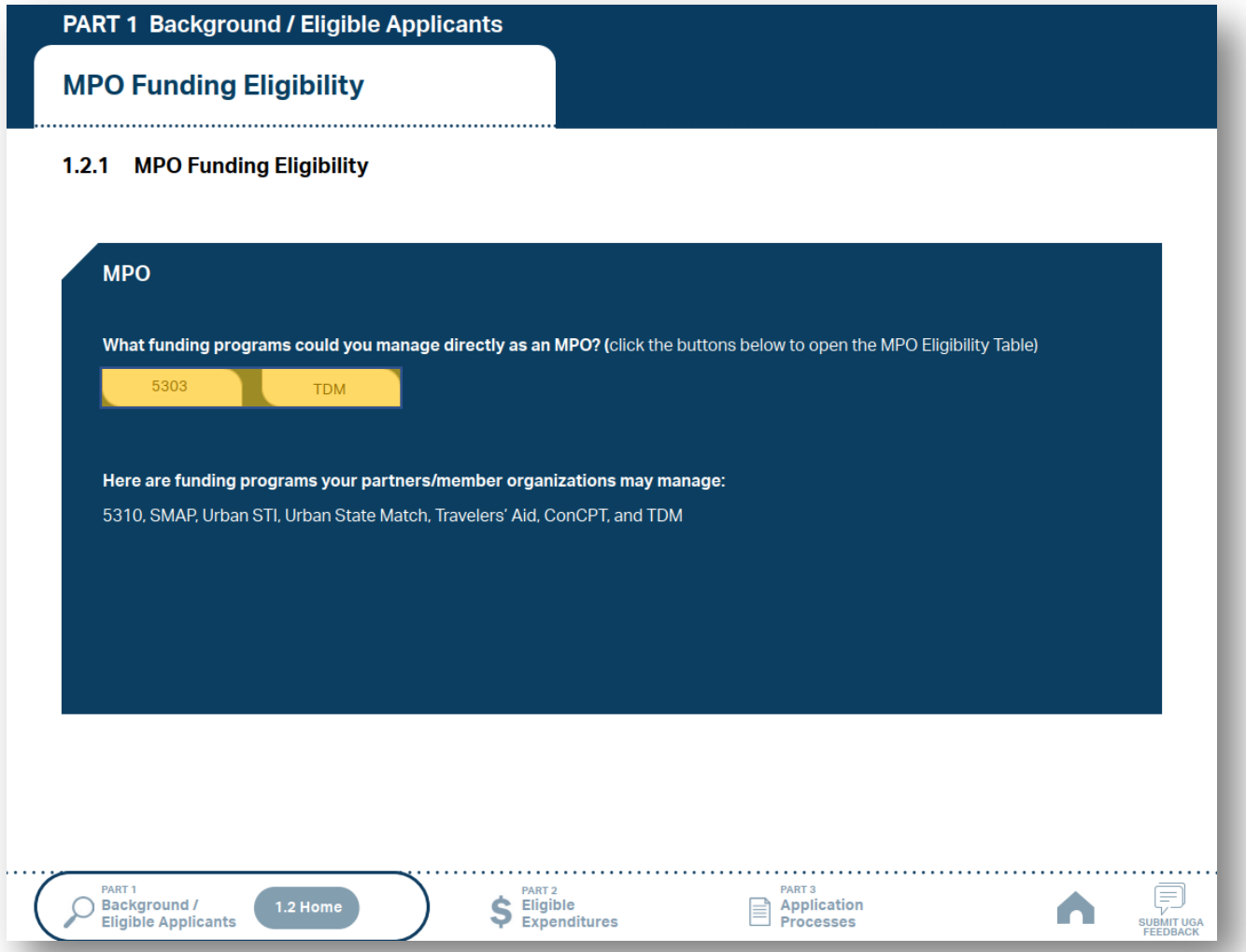
*Dependent on state budget allocations

1.3 Additional Guidance on Available Funding



1. Choose your organization type.

1.3 Additional Guidance on Available Funding



1. Choose your organization type.
2. Click the funding programs to see the eligibility table.

1.3 Additional Guidance on Available Funding

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes	80%	0 - 10%	10 - 20%
Capital - Purchase of Service				
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI	-	-	-	-
Rural STI	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	-	-	-	-
ConCPT CO	-	-	-	-
RO	-	-	-	-
ROAP	-	-	-	-
SMAP	-	-	-	-
TDM	Maybe	There will be a separate application for FY25		
Travelers' Aid	-	-	-	-
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
Mobility Manager	-	-	-	-
Capital Cost of Contracting	-	-	-	-

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Capital - Purchase of Service				
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI	-	-	-	-
Rural STI	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	-	-	-	-
ConCPT CO	-	-	-	-
RO	-	-	-	-
ROAP	-	-	-	-
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Travelers' Aid	-	-	-	-
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
Mobility Manager	-	-	-	-
Capital Cost of Contracting	-	-	-	-

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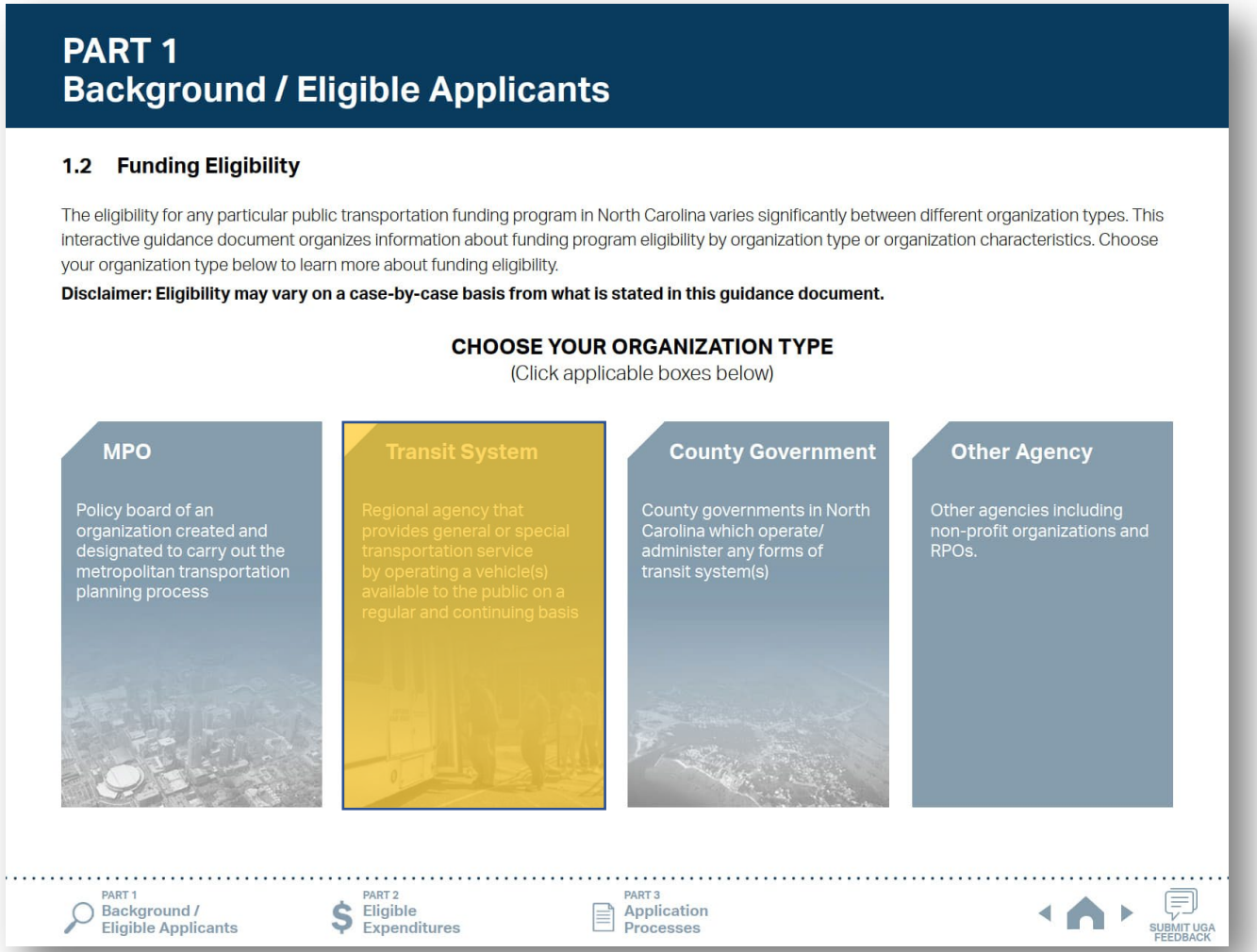

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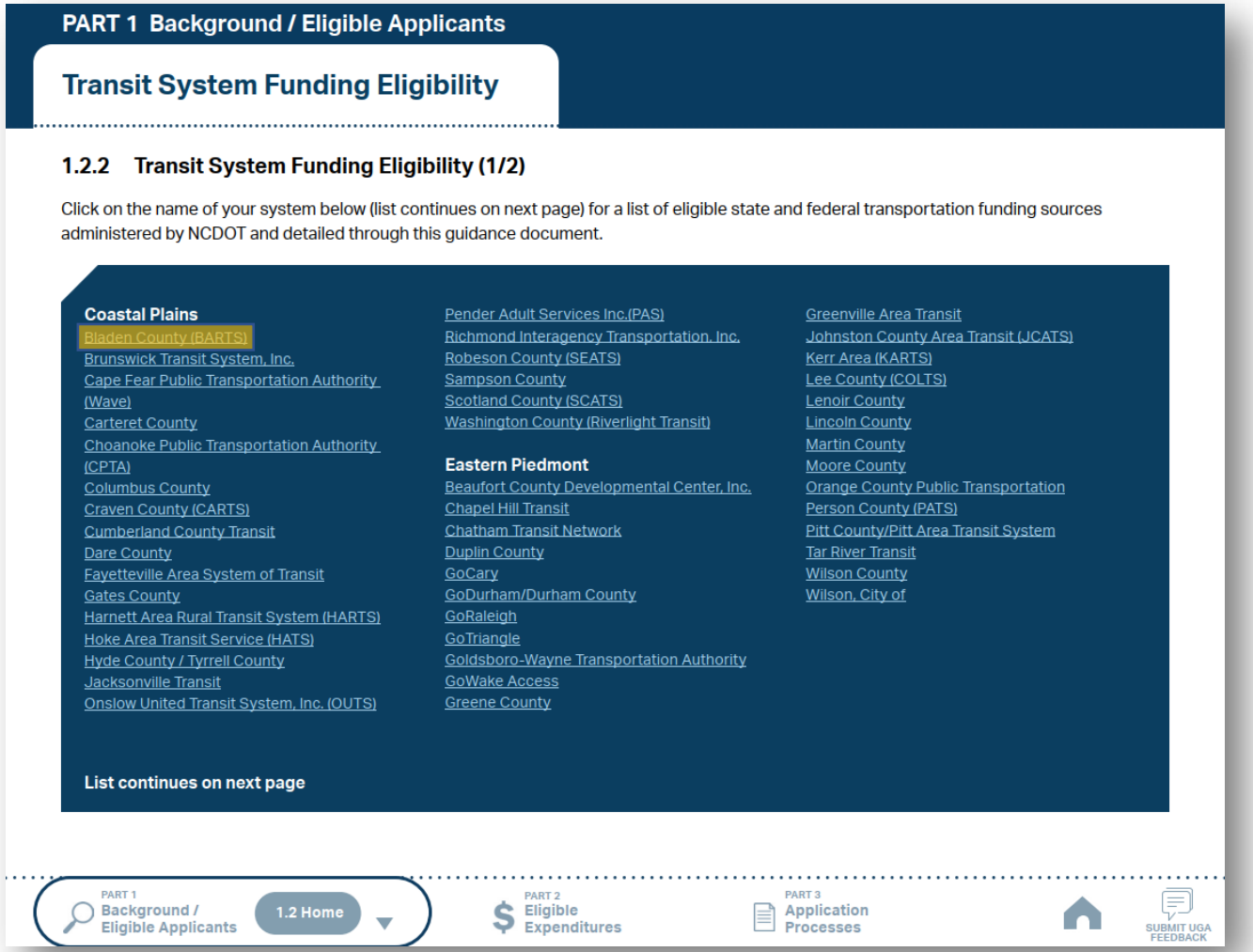
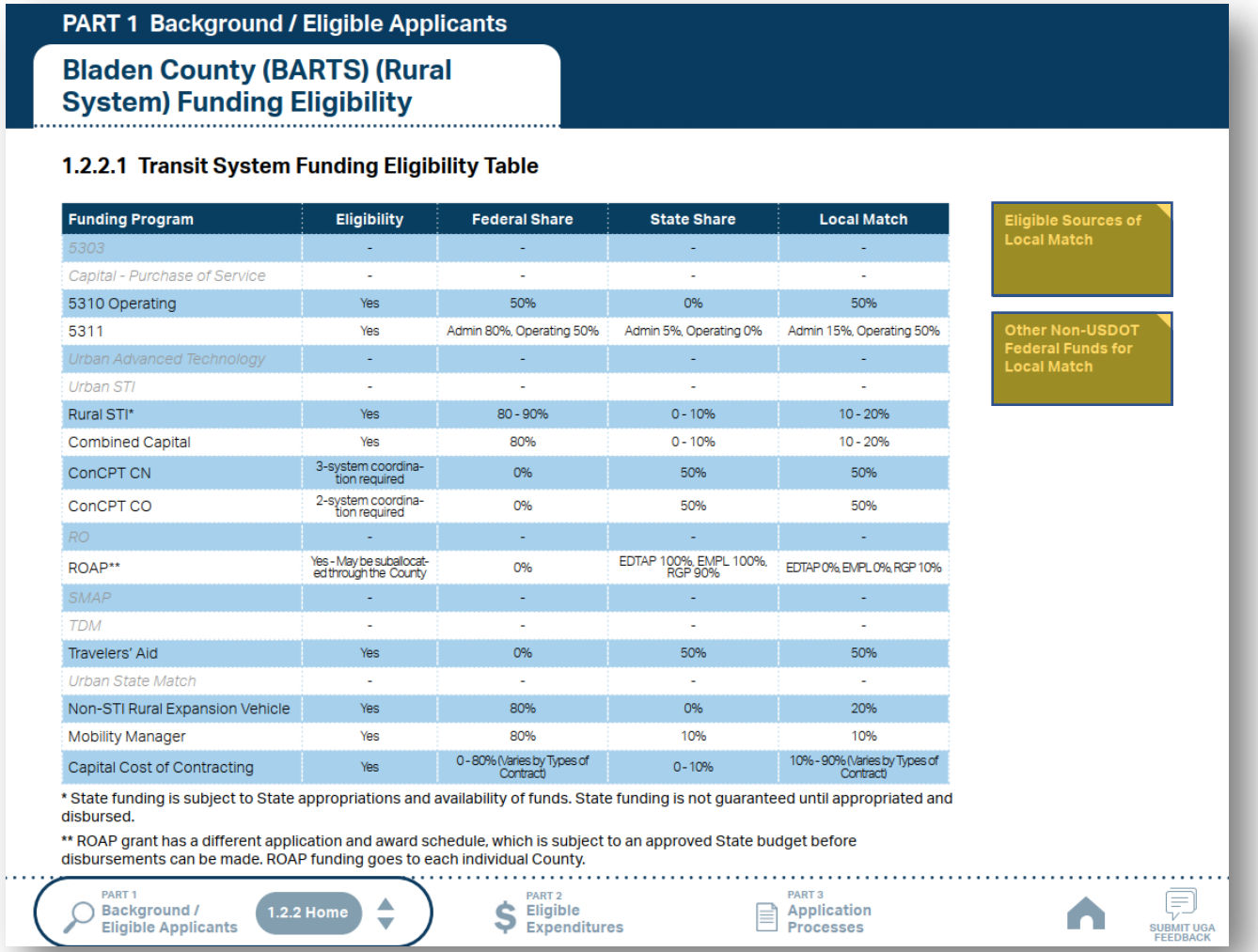


1. Choose your organization type.
2. Click the name of your system to see the eligibility table.

1.3 Additional Guidance on Available Funding



PART 1 Background / Eligible Applicants

Bladen County (BARTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	Yes	50%	0%	50%
5311	Yes	Admin 80%, Operating 50%	Admin 5%, Operating 0%	Admin 15%, Operating 50%
Urban Advanced Technology	-	-	-	-
Urban STI	-	-	-	-
Rural STI*	Yes	80 - 90%	0 - 10%	10 - 20%
Combined Capital	Yes	80%	0 - 10%	10 - 20%
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP**	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 90%	EDTAP 0%, EMPL 0%, RGP 10%
SMAP	-	-	-	-
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	Yes	80%	0%	20%
Mobility Manager	Yes	80%	10%	10%
Capital Cost of Contracting	Yes	0 - 80% (Varies by Types of Contract)	0 - 10%	10% - 90% (Varies by Types of Contract)

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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** ROAP grant has a different application and award schedule, which is subject to an approved State budget before disbursements can be made. ROAP funding goes to each individual County.

PART 1 Background / Eligible Applicants | 1.2.2 Home | PART 2 Eligible Expenditures | PART 3 Application Processes | SUBMIT UGA FEEDBACK

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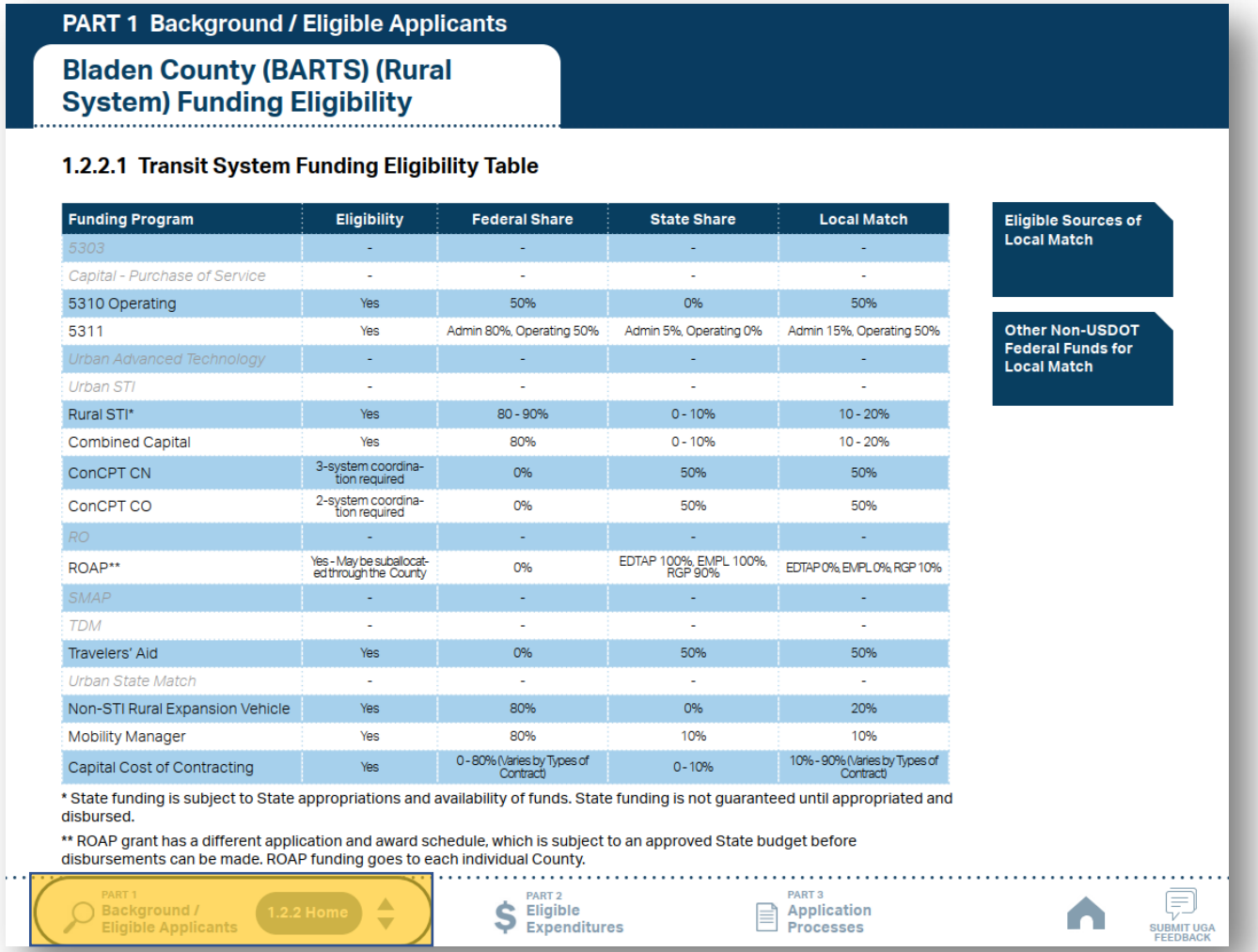

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Funding Program	Eligibility	Federal Share	State Share	Local Match
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Capital - Purchase of Service	-	-	-	-
5310 Operating	Yes	50%	0%	50%
5311	Yes	Admin 80%, Operating 50%	Admin 5%, Operating 0%	Admin 15%, Operating 50%
Urban Advanced Technology	-	-	-	-
Urban STI	-	-	-	-
Rural STI*	Yes	80 - 90%	0 - 10%	10 - 20%
Combined Capital	Yes	80%	0 - 10%	10 - 20%
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ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP**	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 90%	EDTAP 0%, EMPL 0%, RGP 10%
SMAP	-	-	-	-
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	Yes	80%	0%	20%
Mobility Manager	Yes	80%	10%	10%
Capital Cost of Contracting	Yes	0 - 80% (Varies by Types of Contract)	0 - 10%	10% - 90% (Varies by Types of Contract)

Eligible Sources of Local Match

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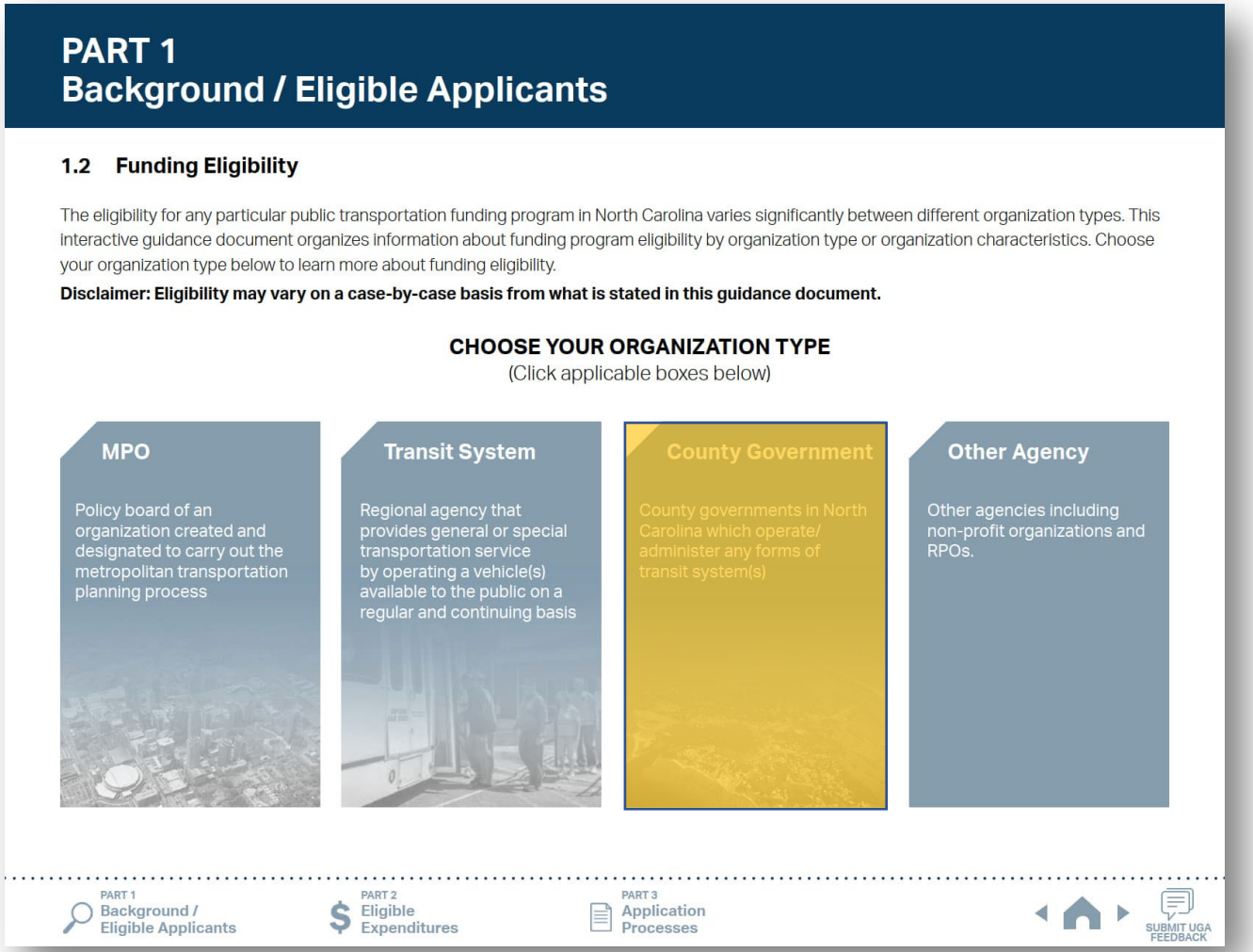

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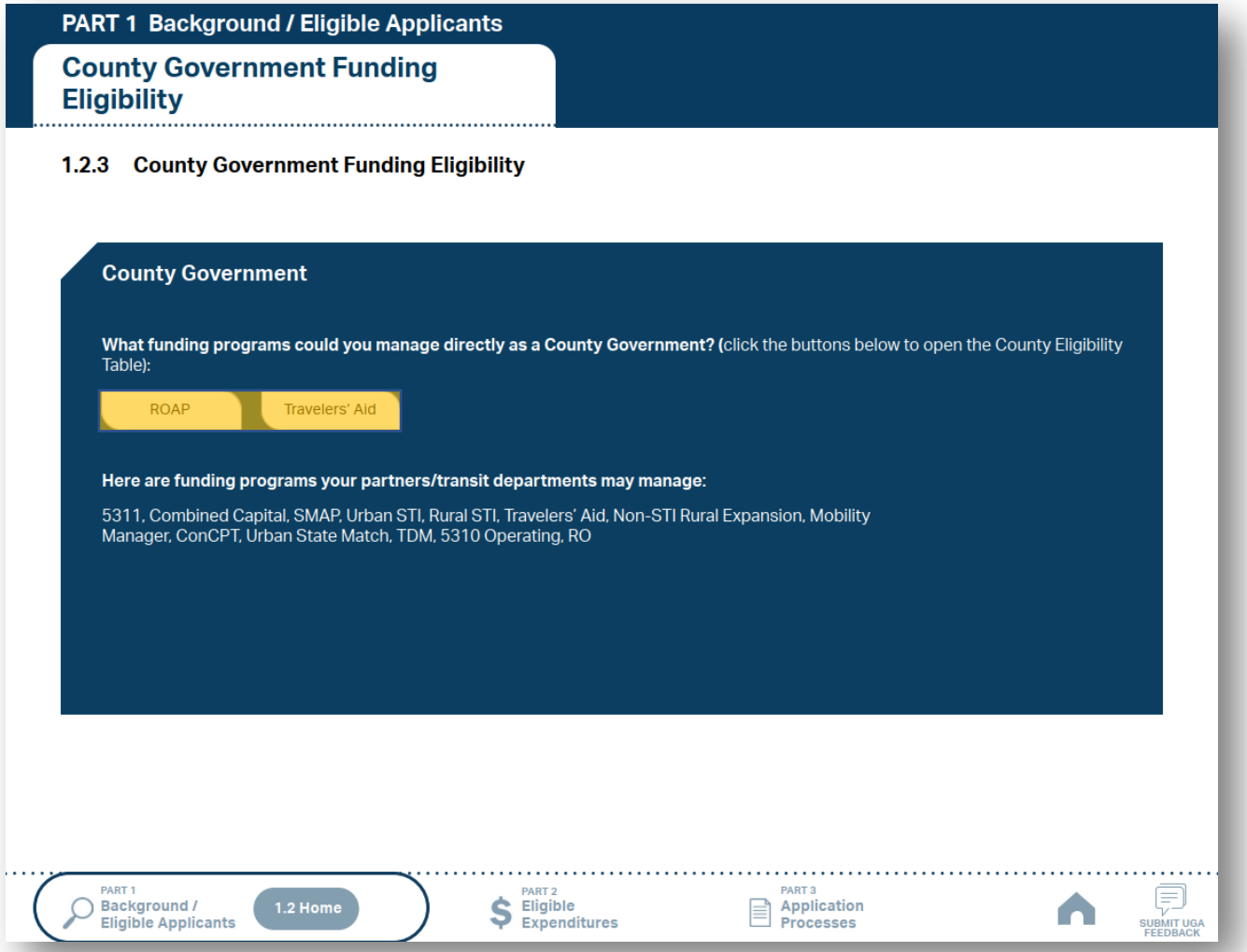

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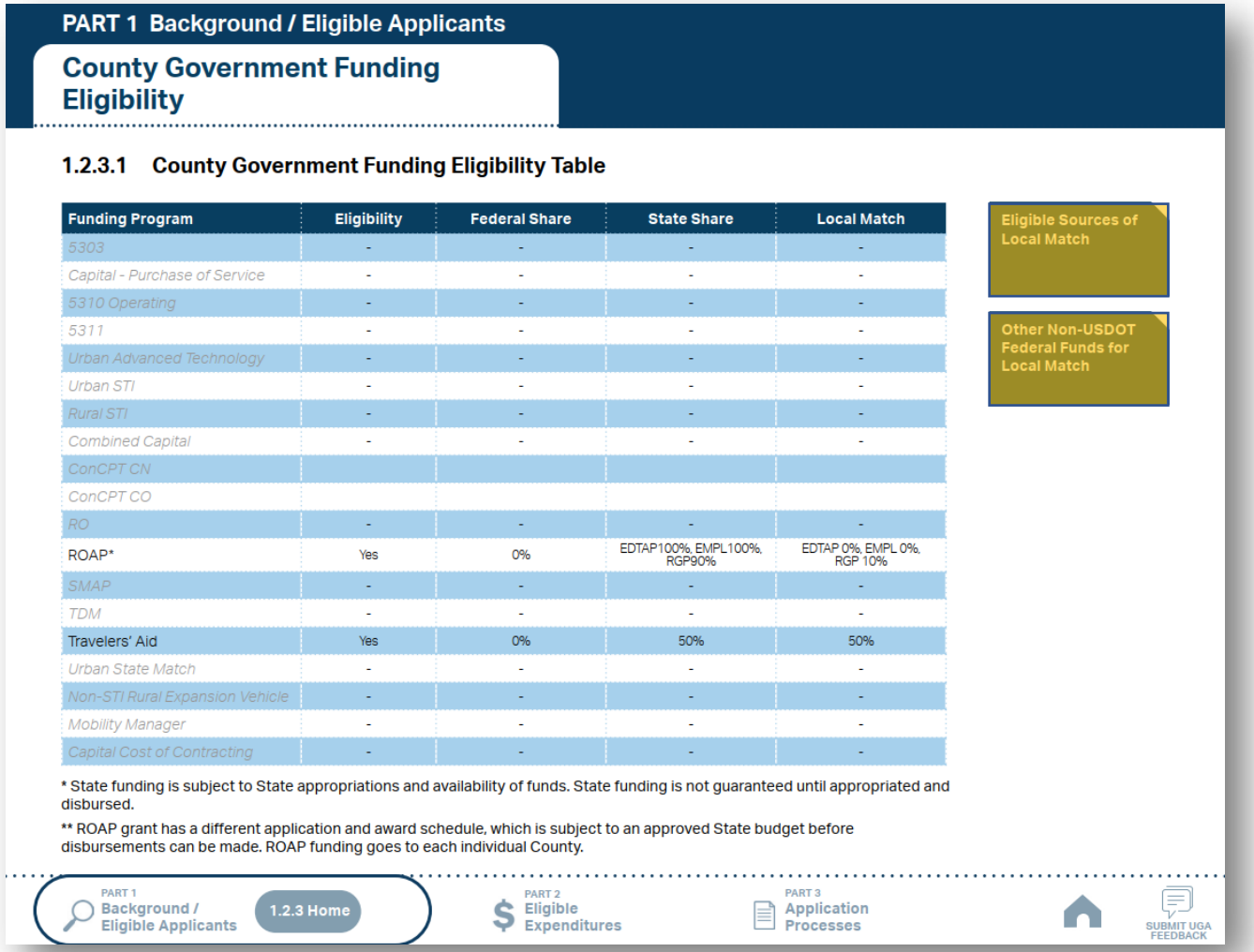

PART 1 Background / Eligible Applicants

County Government Funding Eligibility

1.2.3.1 County Government Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI	-	-	-	-
Rural STI	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN				
ConCPT CO				
RO	-	-	-	-
ROAP*	Yes	0%	EDTAP100%, EMPL100%, RGP90%	EDTAP 0%, EMPL 0%, RGP 10%
SMAP	-	-	-	-
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
Mobility Manager	-	-	-	-
Capital Cost of Contracting	-	-	-	-

Eligible Sources of Local Match

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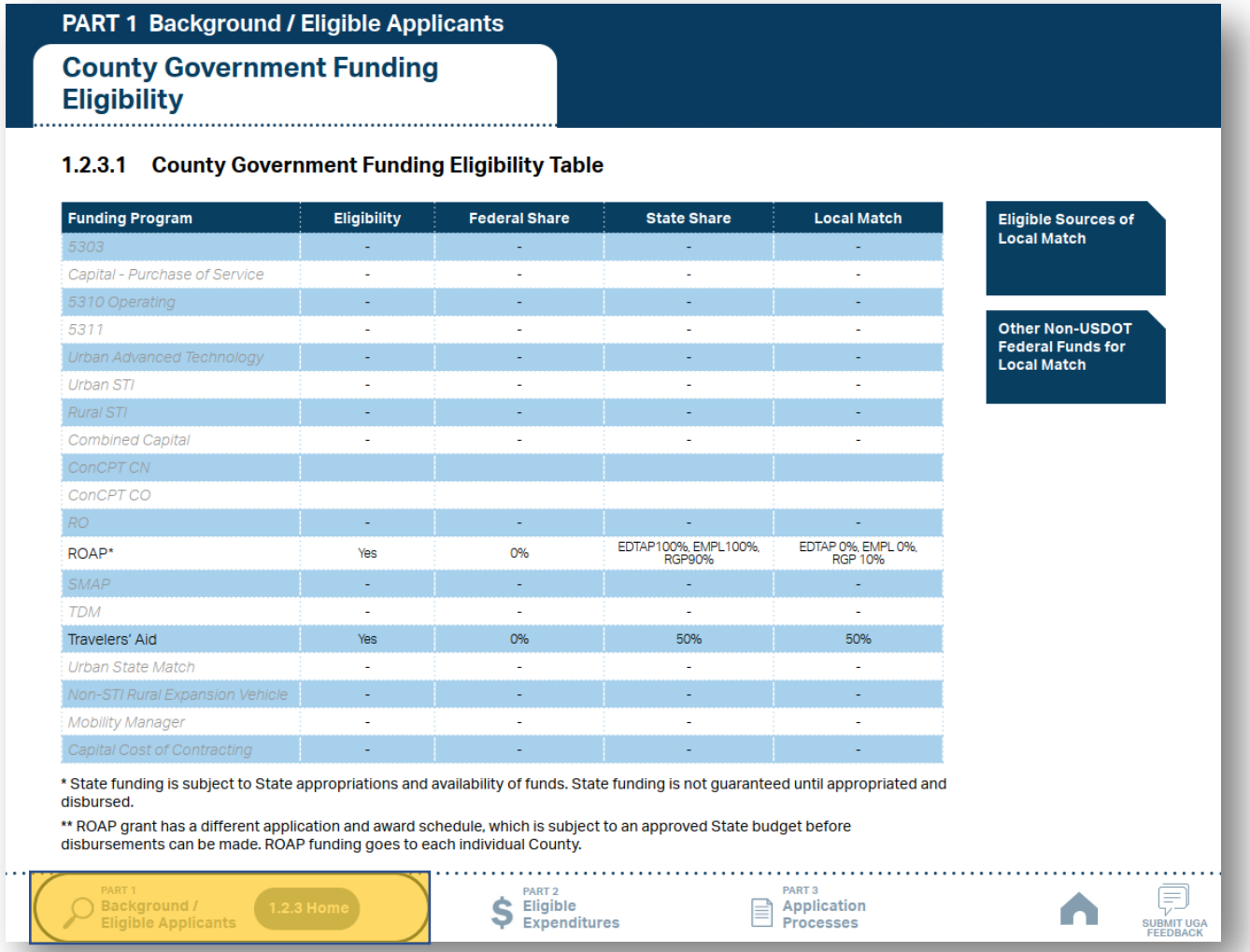

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County Government Funding Eligibility

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5311	-	-	-	-
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Urban STI	-	-	-	-
Rural STI	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN				
ConCPT CO				
RO	-	-	-	-
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SMAP	-	-	-	-
TDM	-	-	-	-
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Non-STI Rural Expansion Vehicle	-	-	-	-
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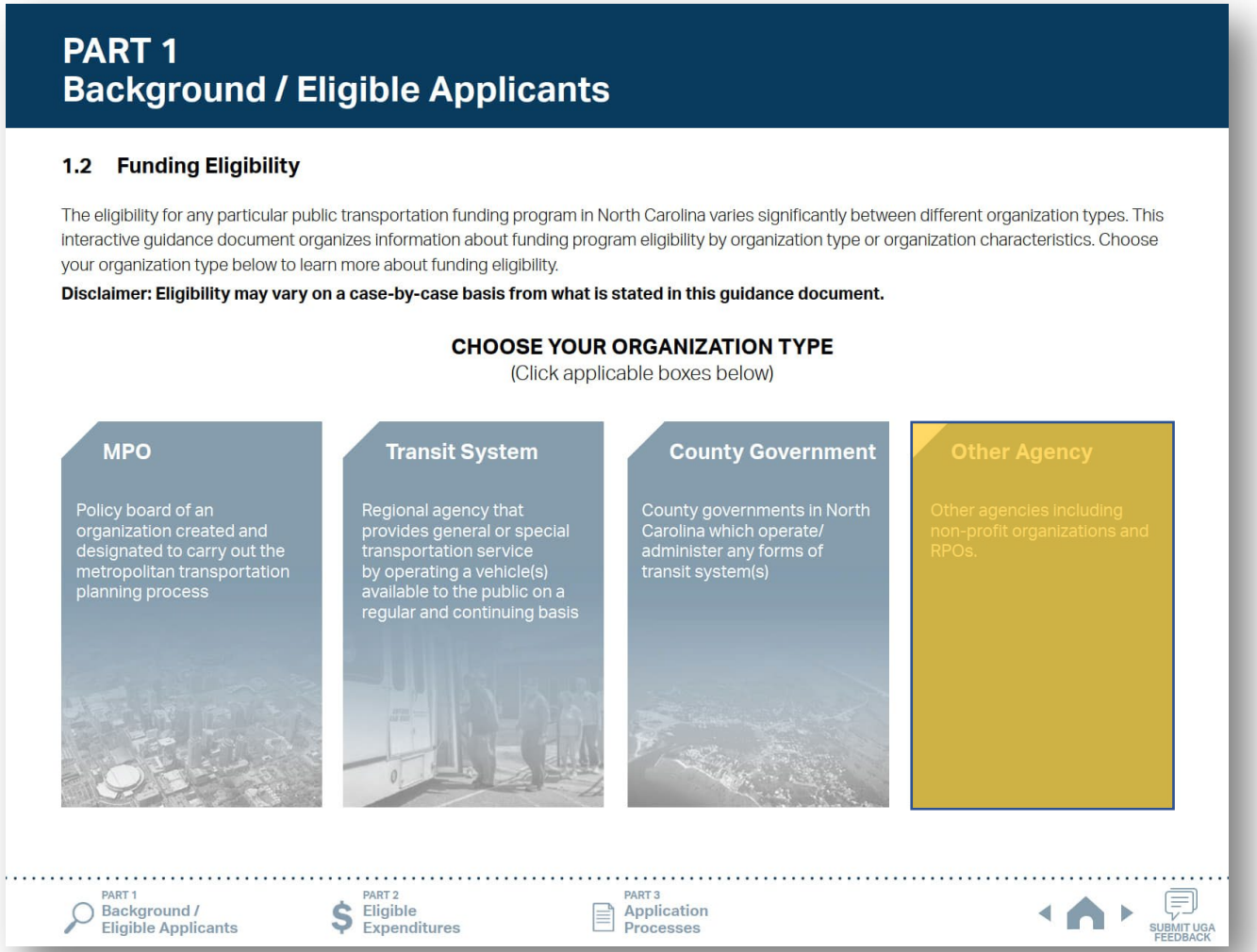

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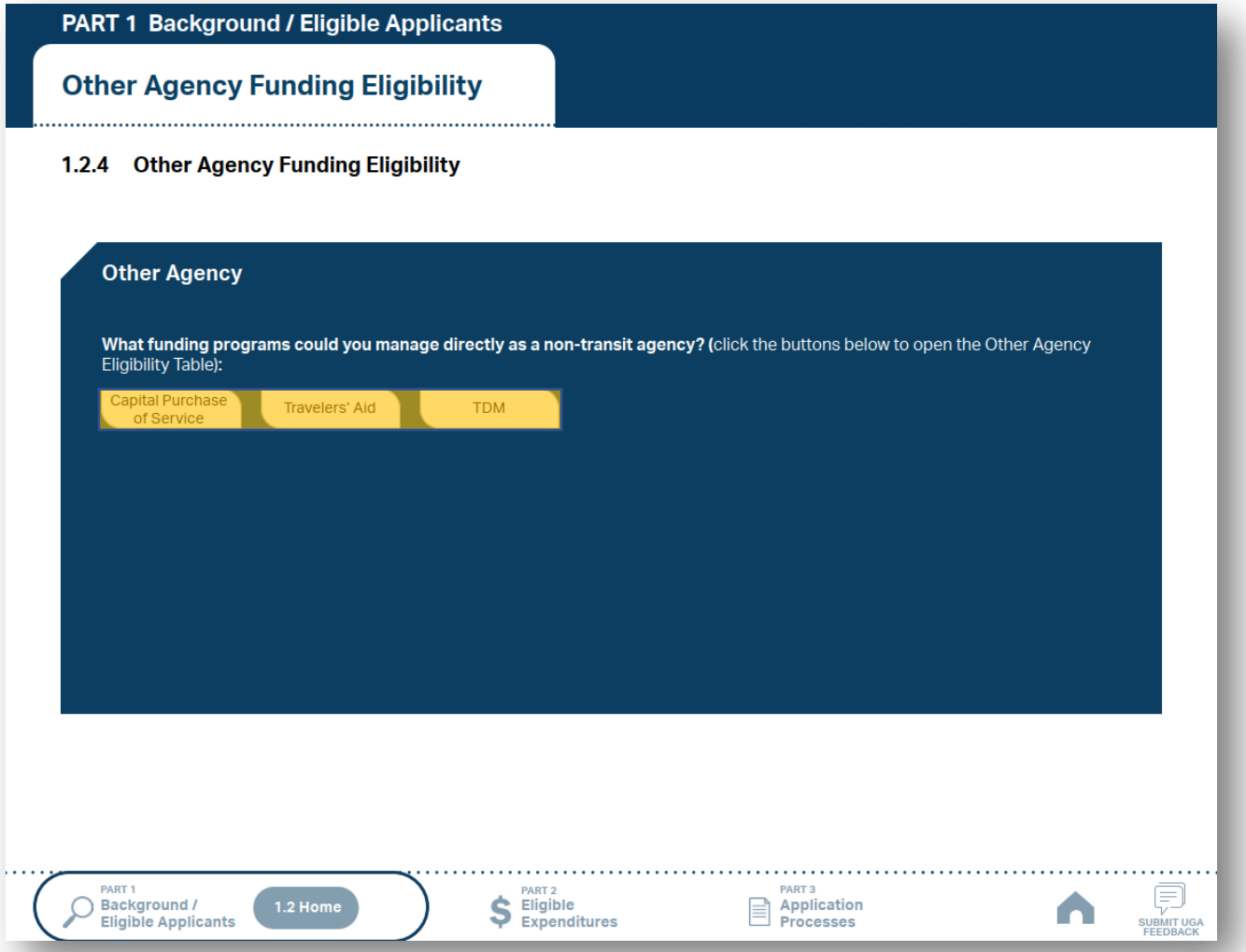

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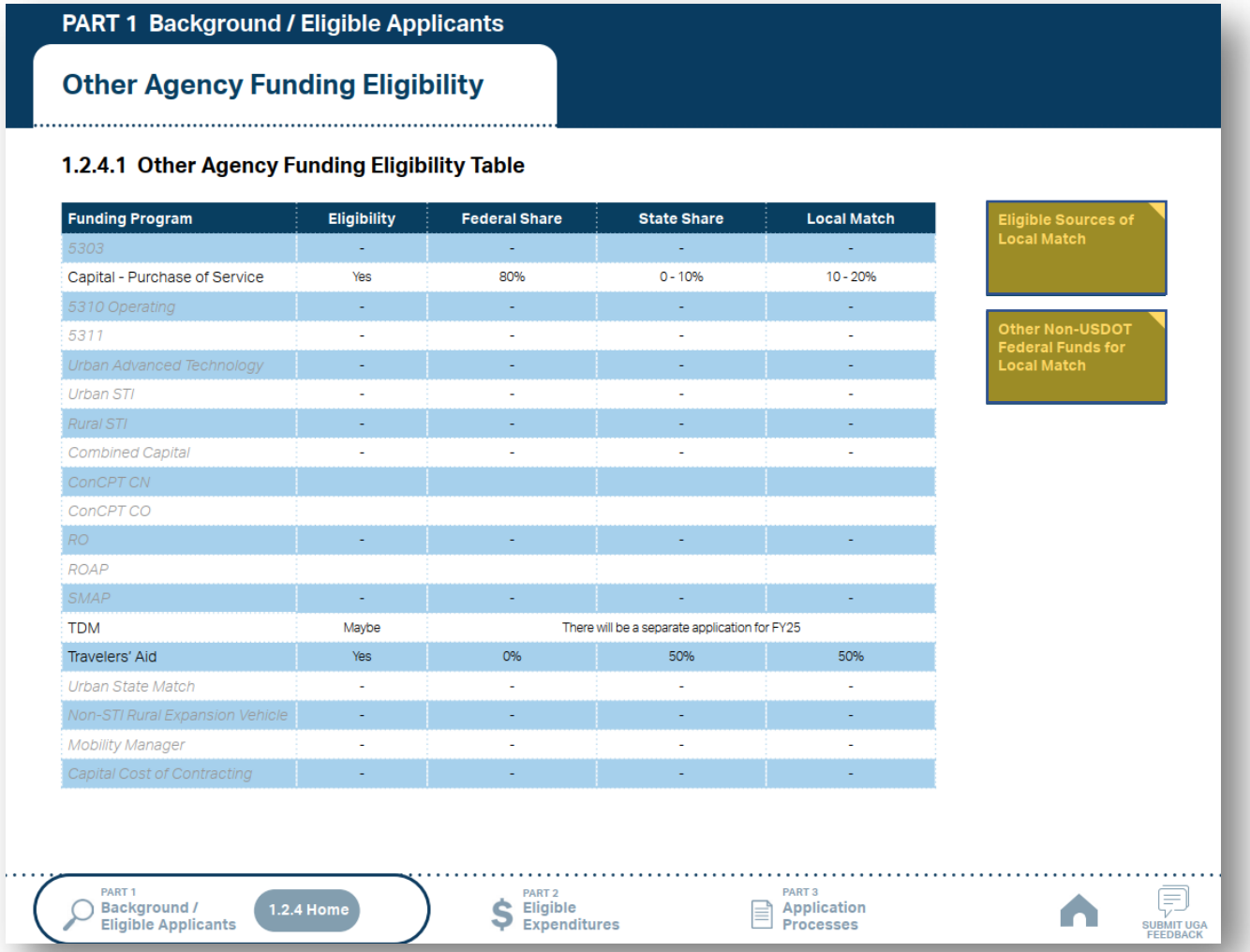
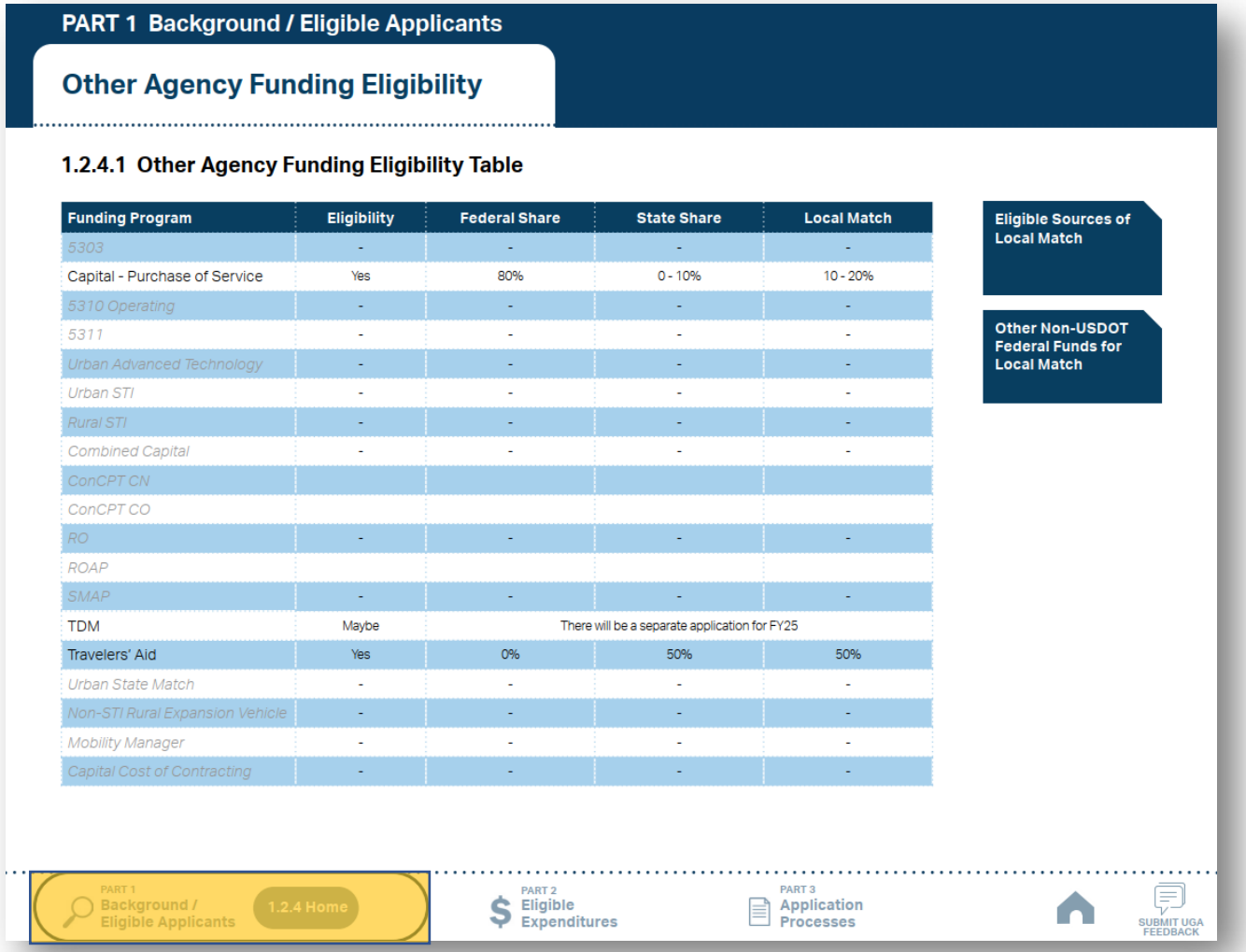


Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	Yes	80%	0 - 10%	10 - 20%
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI	-	-	-	-
Rural STI	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN				
ConCPT CO				
RO	-	-	-	-
ROAP				
SMAP	-	-	-	-
TDM	Maybe	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
Mobility Manager	-	-	-	-
Capital Cost of Contracting	-	-	-	-

1. Choose your organization type.
2. Click the funding programs to see the eligibility table.
3. Check the eligibility for each program. Click the boxes to the right of the table for more instructions.

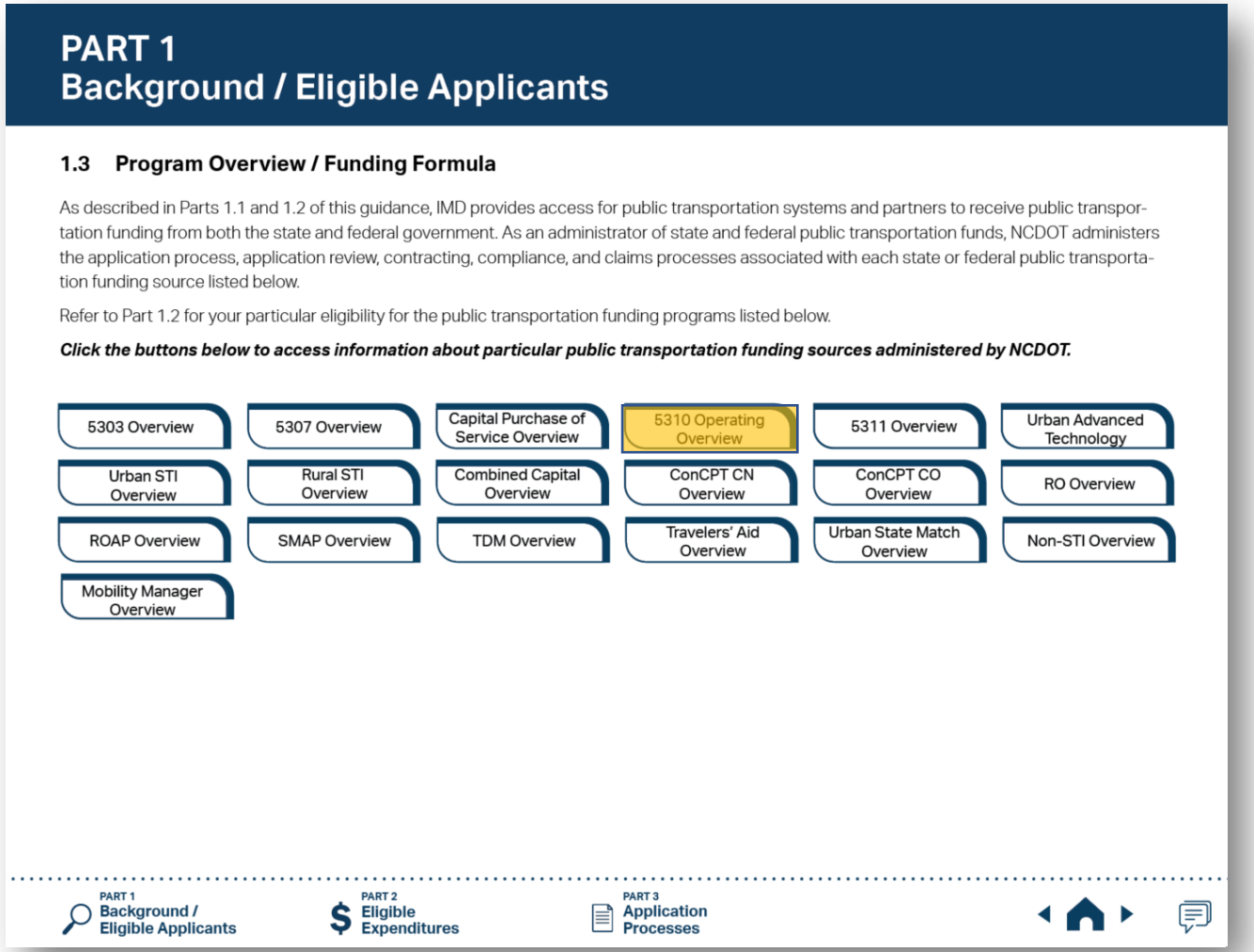
1.3 Additional Guidance on Available Funding



Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	Yes	80%	0 - 10%	10 - 20%
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI	-	-	-	-
Rural STI	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN				
ConCPT CO				
RO	-	-	-	-
ROAP				
SMAP	-	-	-	-
TDM	Maybe	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
Mobility Manager	-	-	-	-
Capital Cost of Contracting	-	-	-	-

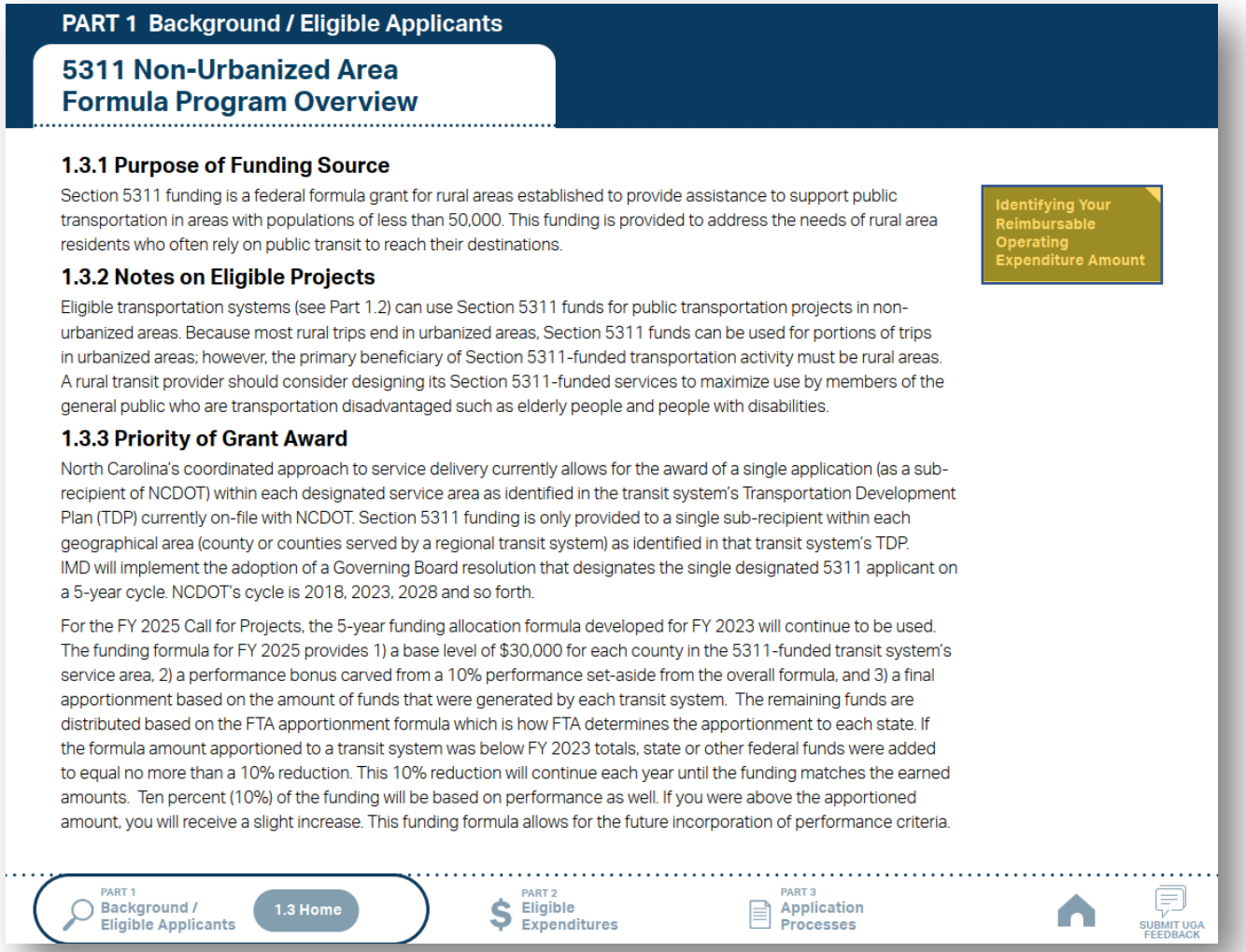
1. Choose your organization type.
2. Click the funding programs to see the eligibility table.
3. Check the eligibility for each program. Click the boxes to the right of the table for more instructions.
4. Use the navigation box to go back to Part 1 or 1.2.4 Home.

1.3 Additional Guidance on Available Funding



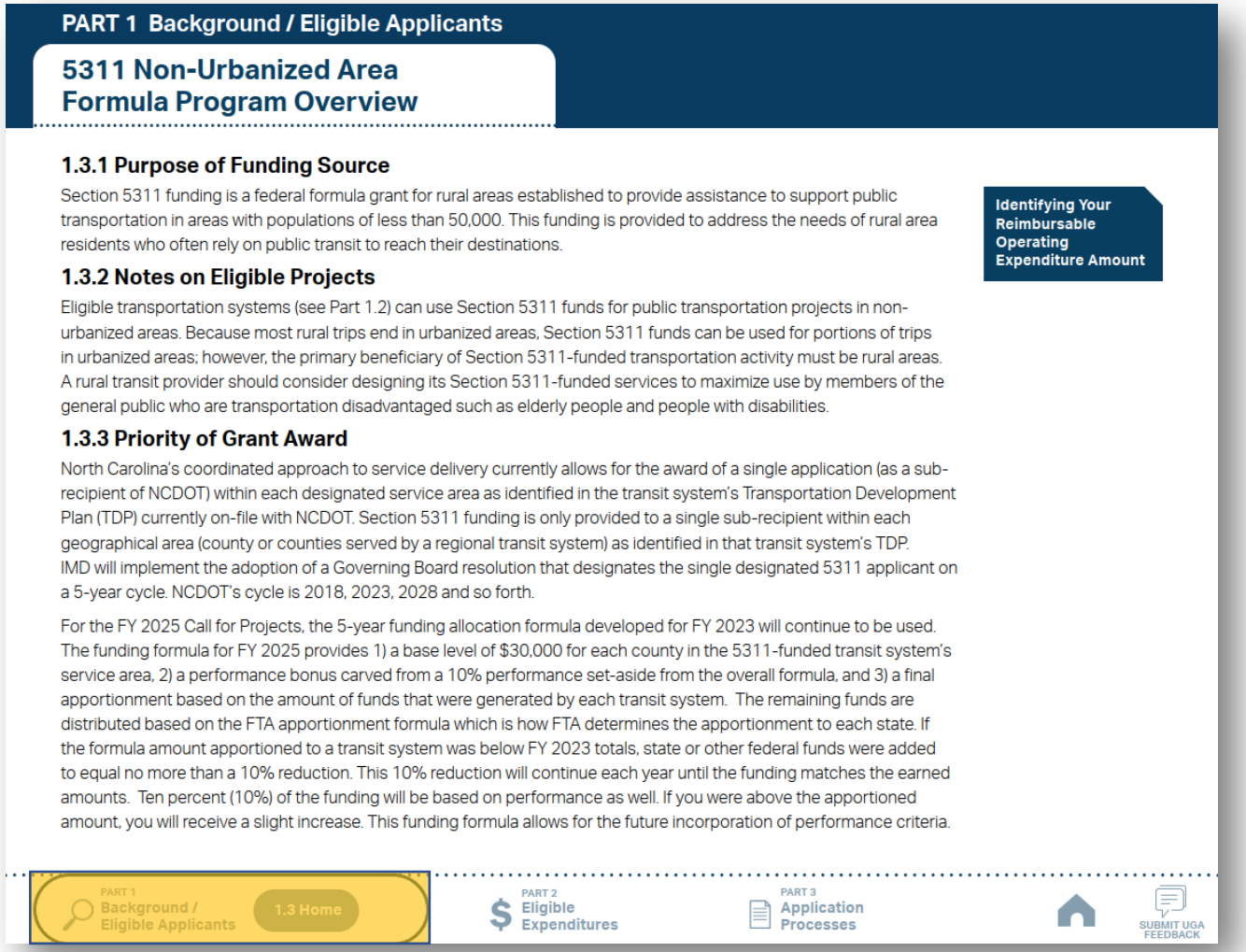
1. Click the program of your interest.

1.3 Additional Guidance on Available Funding



1. Click the program of your interest.
2. Click boxes to the right to see more instructions.

1.3 Additional Guidance on Available Funding



1. Click the program of your interest.
2. Click boxes to the right to see more instructions.
3. Use navigation box to go back to Part 1 or 1.3 Home.

INTEGRATED MOBILITY DIVISION

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

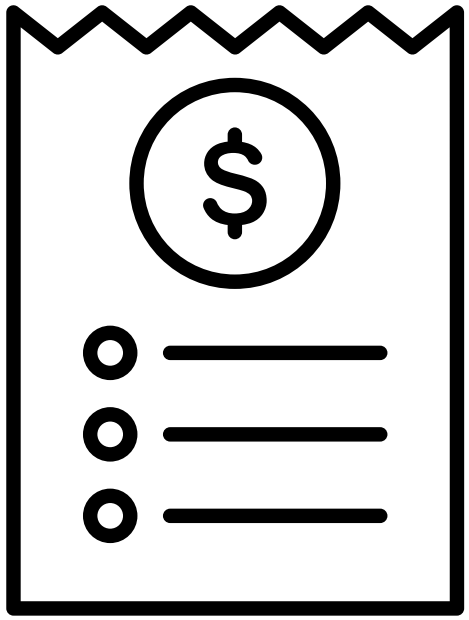
2.1 Using Public Transportation Funding in North Carolina

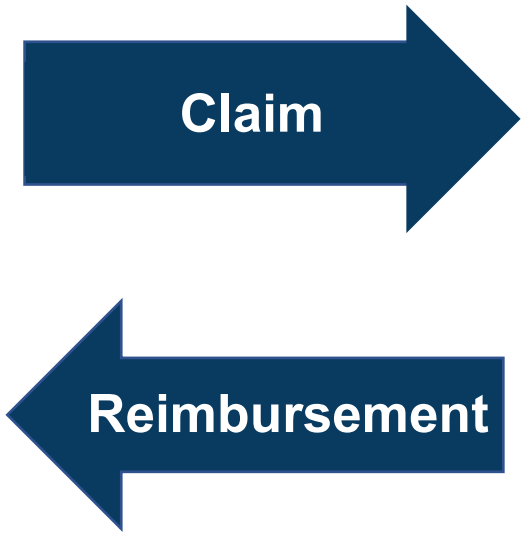
Reimbursement Basis

Local Match

Different Rules for Different Funds

2.1 Reimbursement Basis





*Taxes are not usually reimbursable

2.1 Local Match

Eligible Sources	Ineligible Sources

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

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

2.1 Local Match

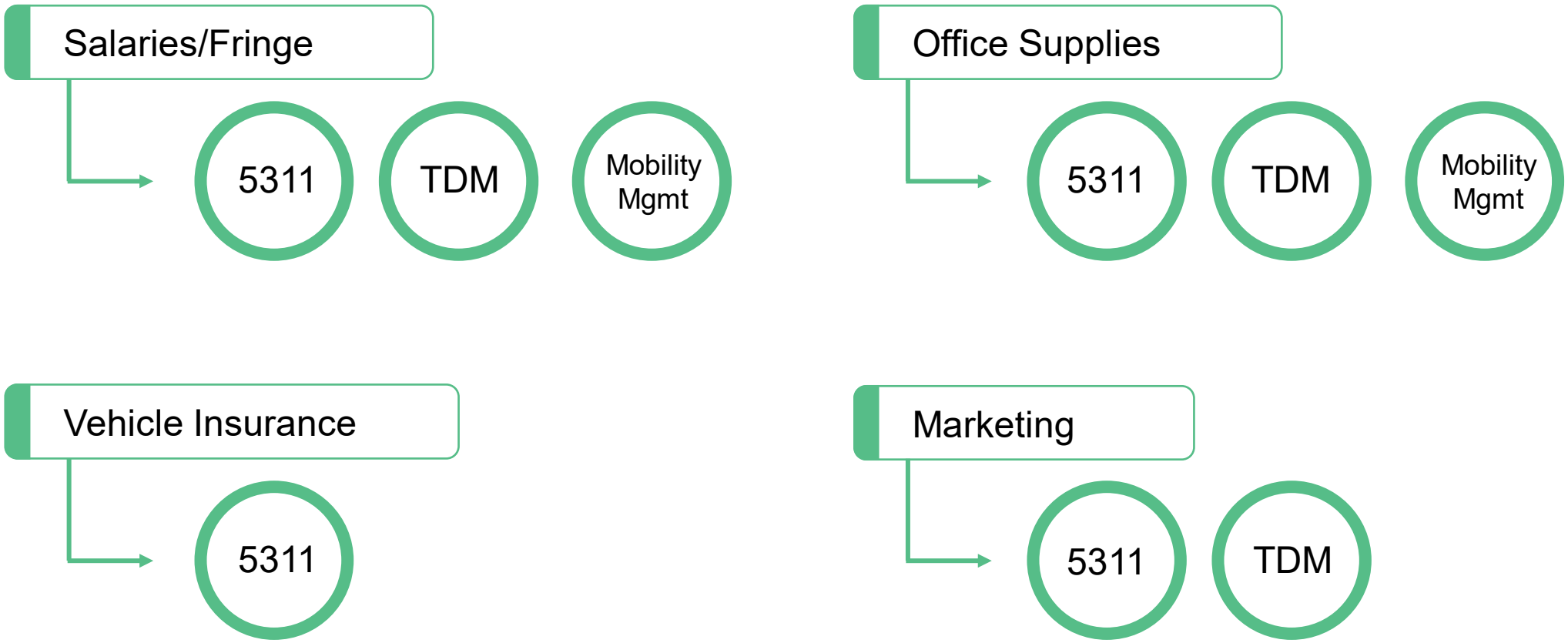
Ineligible Sources

- 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.

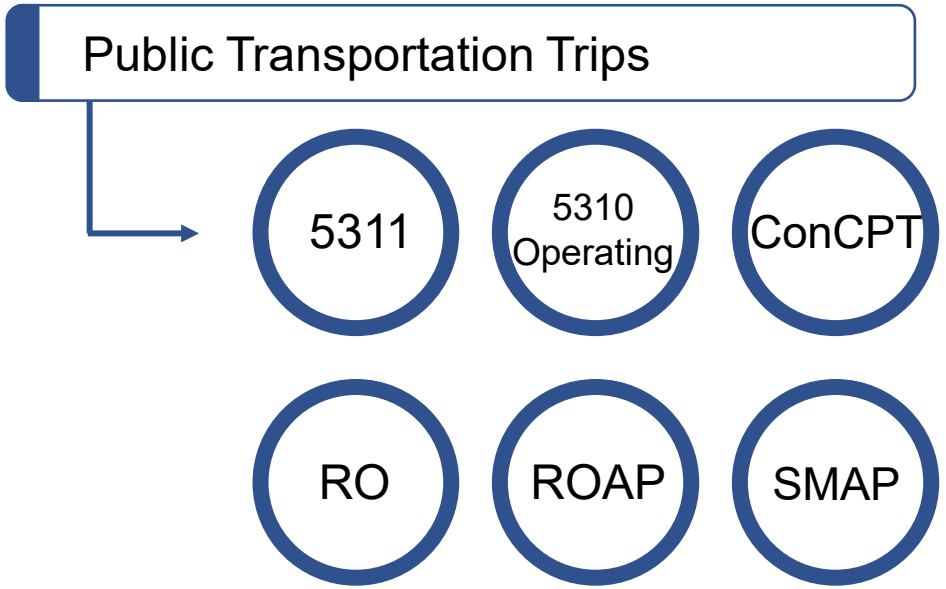
2.1 Different Rules for Different Funds

2.2 Eligible Administrative Expenses

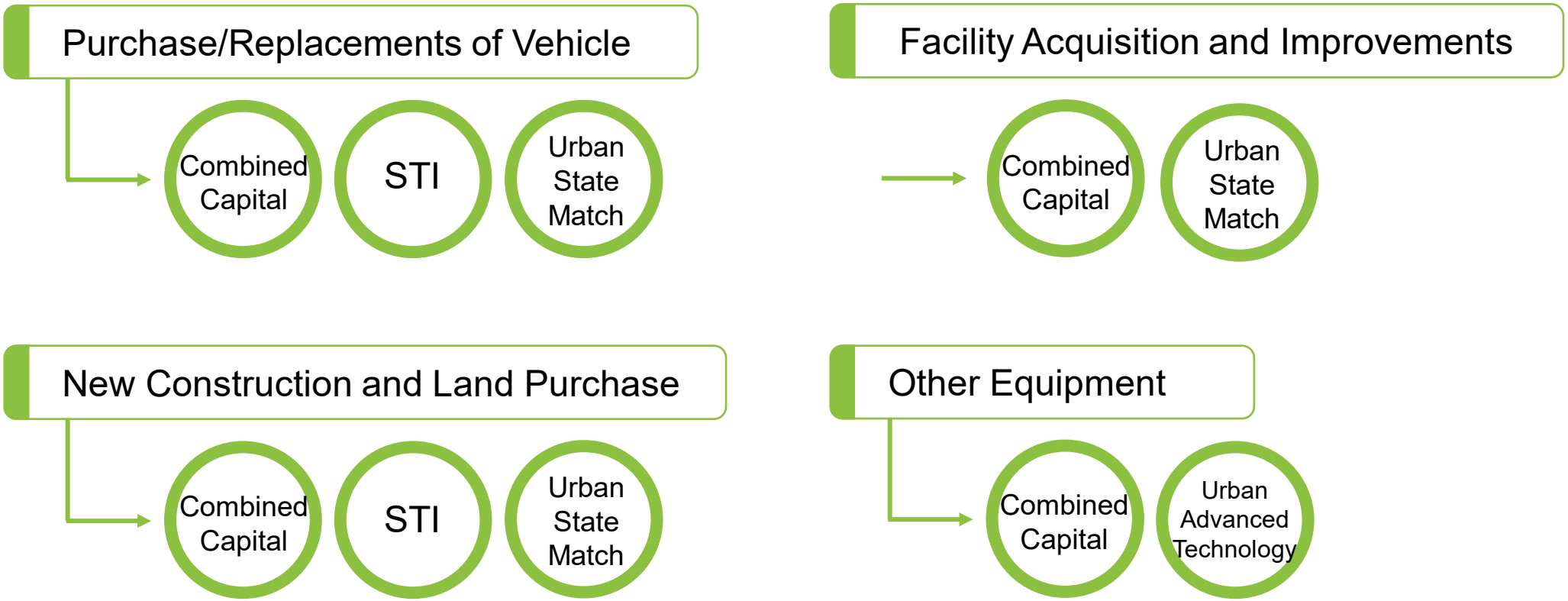


*Marketing/advertising not an eligible Mobility Manager expense

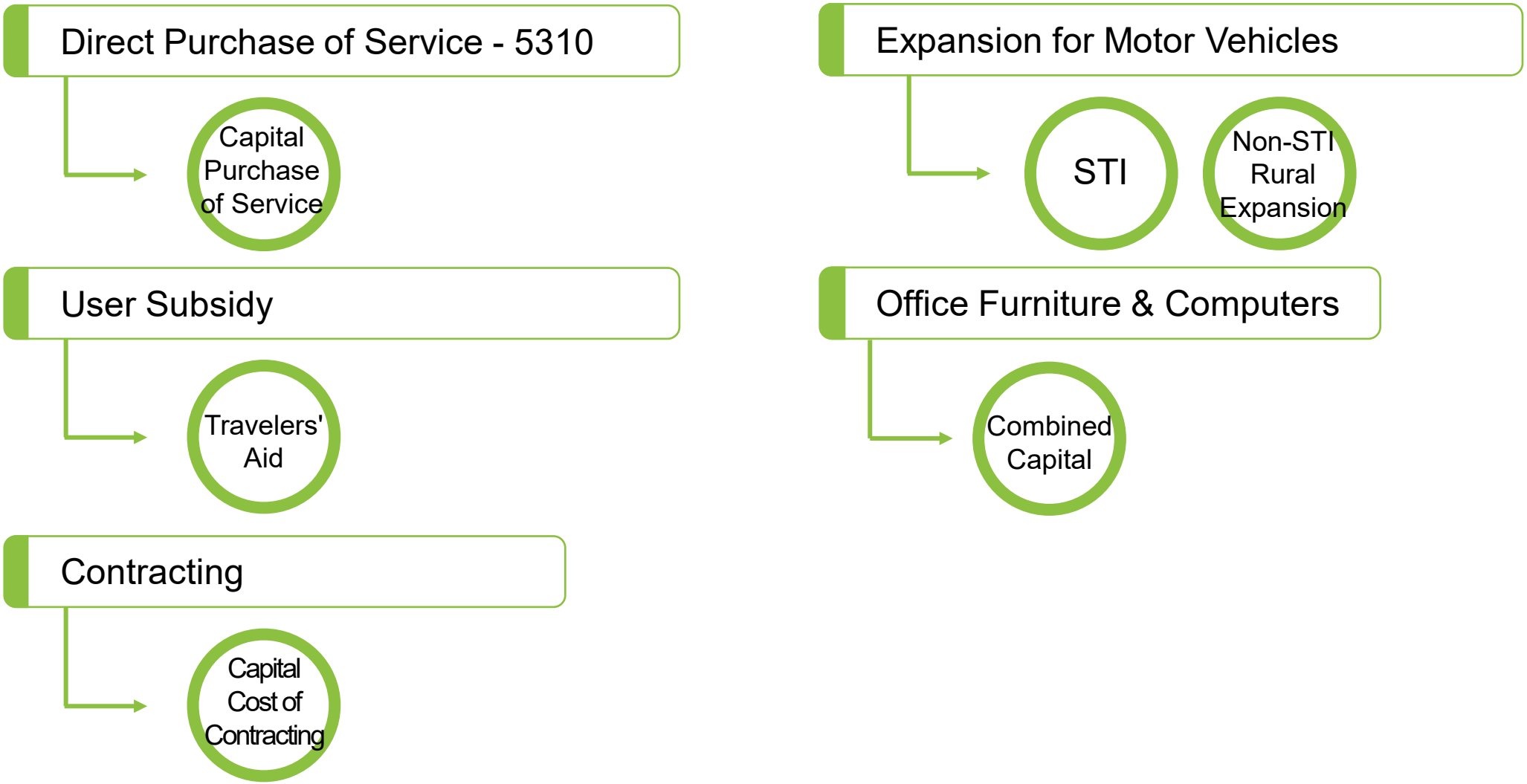
2.3 Eligible Operating Expenses



2.4 Eligible Capital Expenses



2.4 Eligible Capital Expenses

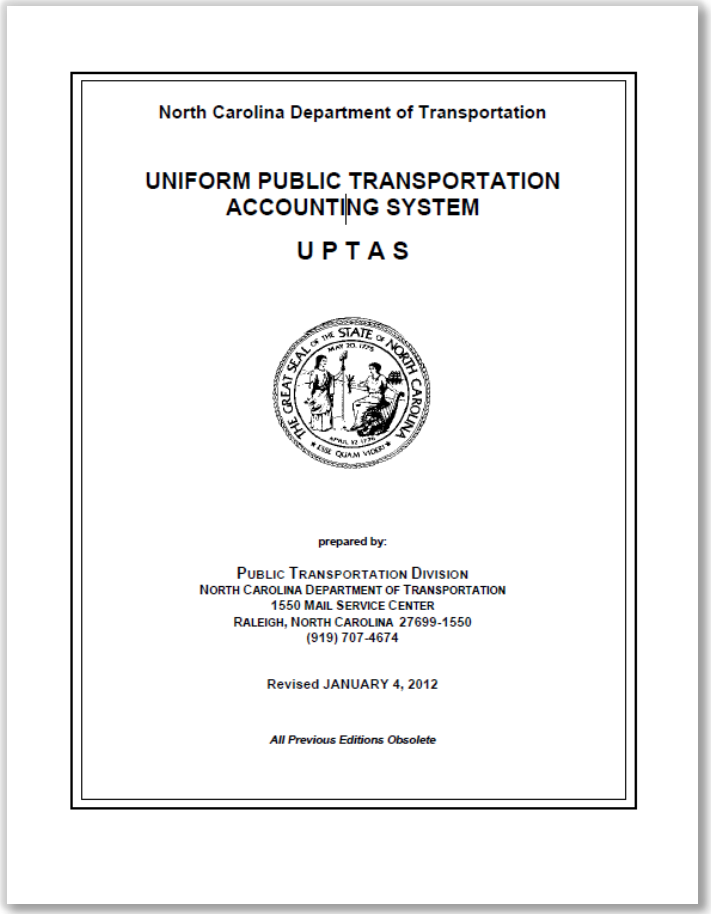


2.5 Eligible Planning Expenses

- Long-term/Short-term Transportation Plan
  - 5303
- Transportation Improvement Program
  - 5303
- Transit System Management
  - 5303
- Other Activities
  - 5303

2.6 Guidance on Identifying Reimbursable Expenses

Uniform Public Transportation Accounting System (UPTAS)



North Carolina Department of Transportation

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM

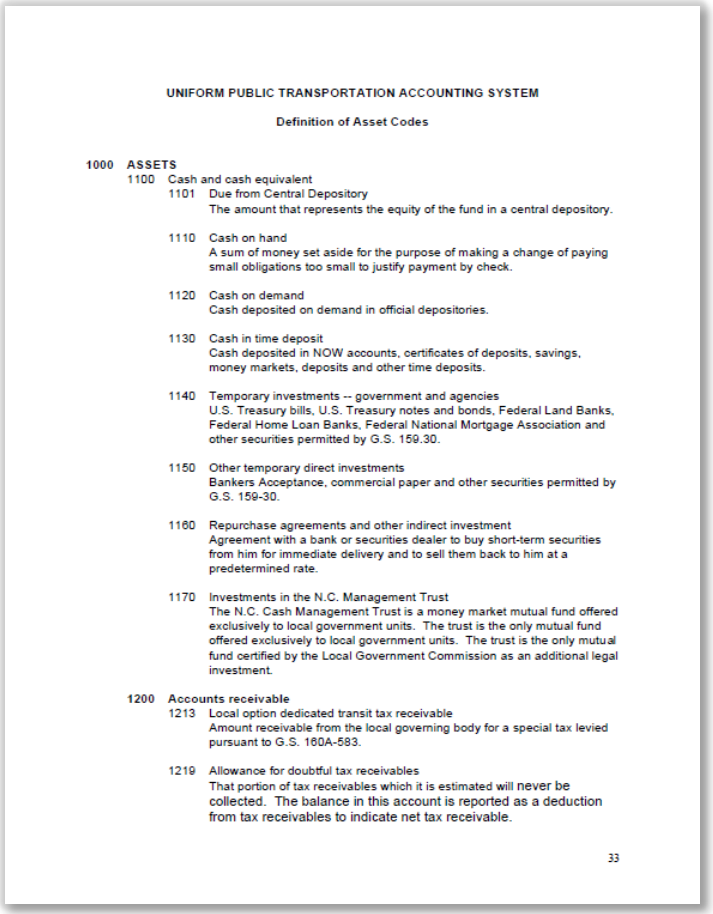
U P T A S

prepared by:

PUBLIC TRANSPORTATION DIVISION
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
1550 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-1550
(919) 707-4674

Revised JANUARY 4, 2012

All Previous Editions Obsolete



UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM

Definition of Asset Codes

1000 ASSETS

1100 Cash and cash equivalent

1101 Due from Central Depository
The amount that represents the equity of the fund in a central depository.

1110 Cash on hand
A sum of money set aside for the purpose of making a change of paying small obligations too small to justify payment by check.

1120 Cash on demand
Cash deposited on demand in official depositories.

1130 Cash in time deposit
Cash deposited in NOW accounts, certificates of deposits, savings, money markets, deposits and other time deposits.

1140 Temporary investments -- government and agencies
U.S. Treasury bills, U.S. Treasury notes and bonds, Federal Land Banks, Federal Home Loan Banks, Federal National Mortgage Association and other securities permitted by G.S. 159.30.

1150 Other temporary direct investments
Bankers Acceptance, commercial paper and other securities permitted by G.S. 159-30.

1160 Repurchase agreements and other indirect investment
Agreement with a bank or securities dealer to buy short-term securities from him for immediate delivery and to sell them back to him at a predetermined rate.

1170 Investments in the N.C. Management Trust
The N.C. Cash Management Trust is a money market mutual fund offered exclusively to local government units. The trust is the only mutual fund offered exclusively to local government units. The trust is the only mutual fund certified by the Local Government Commission as an additional legal investment.

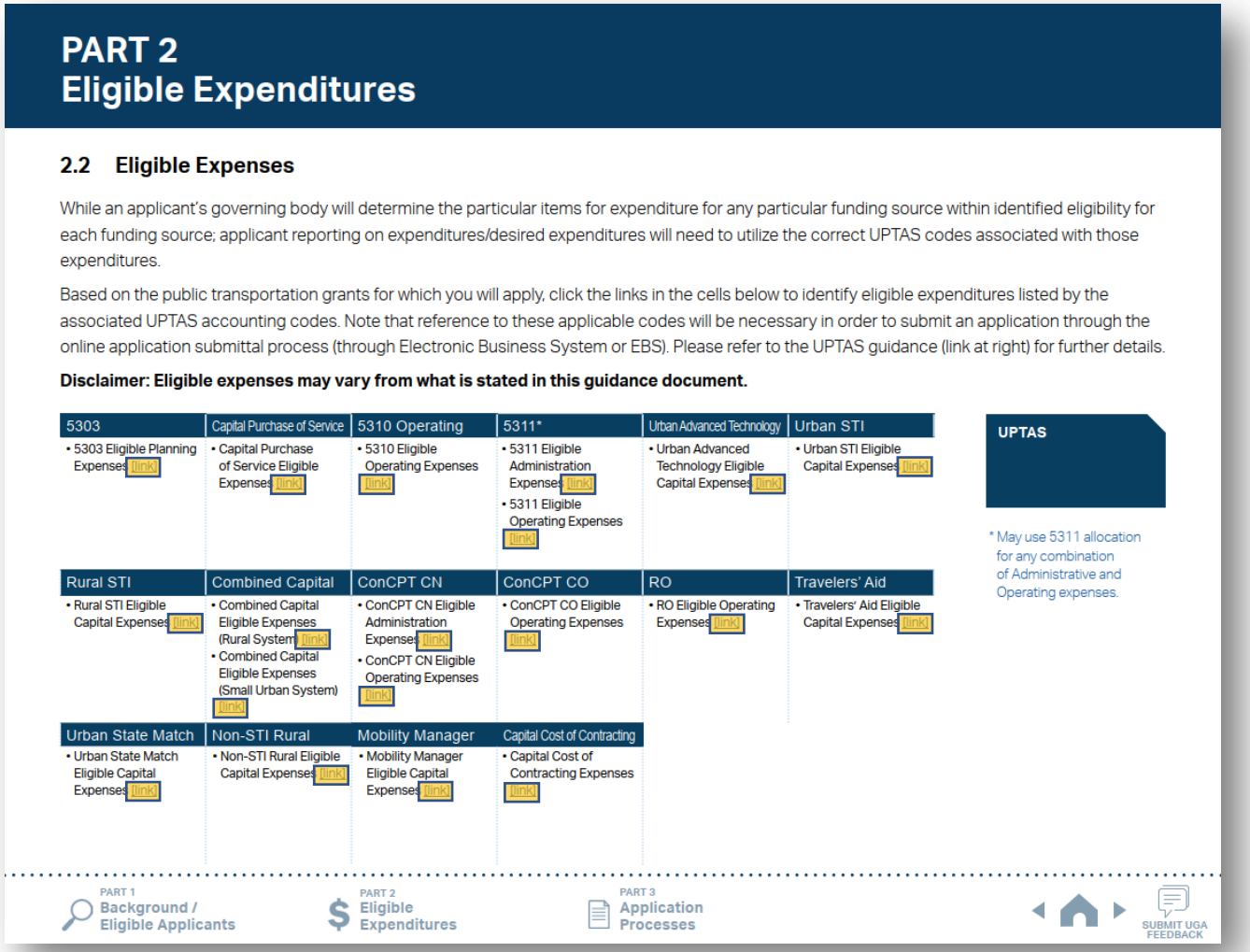
1200 Accounts receivable

1213 Local option dedicated transit tax receivable
Amount receivable from the local governing body for a special tax levied pursuant to G.S. 160A-583.

1219 Allowance for doubtful tax receivables
That portion of tax receivables which it is estimated will never be collected. The balance in this account is reported as a deduction from tax receivables to indicate net tax receivable.

33

2.6 Guidance on Identifying Reimbursable Expenses



PART 2
Eligible Expenditures

2.2 Eligible Expenses

While an applicant's governing body will determine the particular items for expenditure for any particular funding source within identified eligibility for each funding source; applicant reporting on expenditures/desired expenditures will need to utilize the correct UPTAS codes associated with those expenditures.

Based on the public transportation grants for which you will apply, click the links in the cells below to identify eligible expenditures listed by the associated UPTAS accounting codes. Note that reference to these applicable codes will be necessary in order to submit an application through the online application submittal process (through Electronic Business System or EBS). Please refer to the UPTAS guidance (link at right) for further details.

Disclaimer: Eligible expenses may vary from what is stated in this guidance document.

5303	Capital Purchase of Service	5310 Operating	5311*	Urban Advanced Technology	Urban STI
• 5303 Eligible Planning Expenses [link]	• Capital Purchase of Service Eligible Expenses [link]	• 5310 Eligible Operating Expenses [link]	• 5311 Eligible Administration Expenses [link] • 5311 Eligible Operating Expenses [link]	• Urban Advanced Technology Eligible Capital Expenses [link]	• Urban STI Eligible Capital Expenses [link]

Rural STI	Combined Capital	ConCPT CN	ConCPT CO	RO	Travelers' Aid
• Rural STI Eligible Capital Expenses [link]	• Combined Capital Eligible Expenses (Rural System) [link] • Combined Capital Eligible Expenses (Small Urban System) [link]	• ConCPT CN Eligible Administration Expenses [link] • ConCPT CN Eligible Operating Expenses [link]	• ConCPT CO Eligible Operating Expenses [link]	• RO Eligible Operating Expenses [link]	• Travelers' Aid Eligible Capital Expenses [link]

Urban State Match	Non-STI Rural	Mobility Manager	Capital Cost of Contracting
• Urban State Match Eligible Capital Expenses [link]	• Non-STI Rural Eligible Capital Expenses [link]	• Mobility Manager Eligible Capital Expenses [link]	• Capital Cost of Contracting Expenses [link]

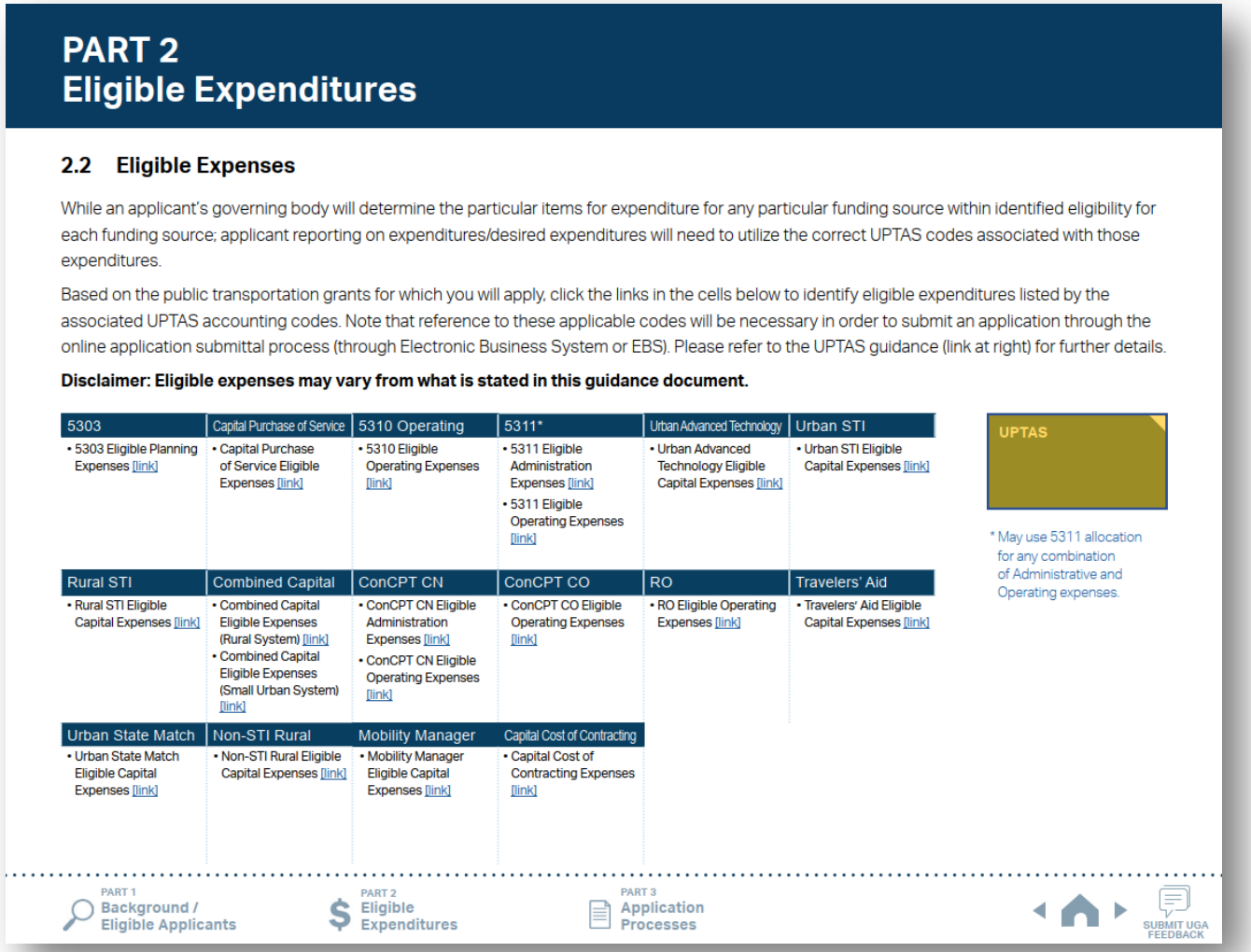
UPTAS

* May use 5311 allocation for any combination of Administrative and Operating expenses.

PART 1 Background / Eligible Applicants
PART 2 Eligible Expenditures
PART 3 Application Processes
SUBMIT UGA FEEDBACK

1. Click on one of the hyperlinks in the table to see the program-specific eligible expenditure.

2.6 Guidance on Identifying Reimbursable Expenses



PART 2
Eligible Expenditures

2.2 Eligible Expenses

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Rural STI	Combined Capital	ConCPT CN	ConCPT CO	RO	Travelers' Aid
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Urban State Match	Non-STI Rural	Mobility Manager	Capital Cost of Contracting
• Urban State Match Eligible Capital Expenses [link]	• Non-STI Rural Eligible Capital Expenses [link]	• Mobility Manager Eligible Capital Expenses [link]	• Capital Cost of Contracting Expenses [link]

UPTAS

* May use 5311 allocation for any combination of Administrative and Operating expenses.

PART 1 Background / Eligible Applicants
PART 2 Eligible Expenditures
PART 3 Application Processes
SUBMIT UGA FEEDBACK

1. Click on one of the hyperlinks in the table to see the program-specific eligible expenditure.
2. Click the box to the right to see the UPTAS document.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

2.6 Guidance on Identifying Reimbursable Expenses

PART 2 Eligible Expenditure

5311 Eligible Admin Expenses

2.2.1 5311 Eligible Administration Expenses (1/2)

Applicants eligible for Section 5311 funding may apply to use their allocated funding for either administration expenses, operating expenses, or a combination of both administration and operating expenses. The total of an applicant's Section 5311 Administration and Section 5311 Operating expenses cannot exceed the amount allocated to that applicant for Section 5311.

G100 Personal Services (All)
- G120 Salaries and Wages
  - G121 Salaries and Wages - Full-time
  - G122 Salaries and Wages - Overtime
  - G125 Salaries and Wages - Part-time (Receives Benefits)
  - G126 Salaries and Wages-temp. & Part-time (No Benefits)
  - G127 Salaries and Wages - Longevity
- G180* Fringe Benefit
  - G181 Social Security Contribution
  - G182 Retirement Contribution
  - G183* Hospitalization Insurance Contribution
  - G184 Disability Insurance Contribution
  - G185 Unemployment Compensation Contribution
  - G186 Worker's Compensation Contribution
  - G189* Other (Physicals, Bonus, Insurance, Etc.) Fringe Benefits
- G190 Professional Services
  - G191 Accounting
  - G192 Legal
  - G195 Management Consultant
  - G196 Drug Testing Contract
  - G197 Drug Tests
  - G198 Medical Review Officer
  - G199 Other - Professional Services

G200 Supplies And Materials
- G210 Household and Cleaning Supplies
  - G211 Janitorial Supplies - (House-keeping)
  - G212 Uniforms
- G260 Office Supplies and Materials
  - G261 Office Supplies and Materials
- G270 Donated/Contributed Supplies / Equipment
  - G271 Donated / Contributed Supplies/ Equipment
- G280 Heating and Utility Supplies
  - G281 Air Conditioner / Furnace Filters
- G290 Other Supplies and Materials
  - G291 Computer Supplies

G300 Current Obligations And Services
- G310 Travel and Transportation
  - G311 Travel
  - G312 Travel Subsistence
- G320 Communications
  - G321 Telephone Service
  - G322 Internet Service Provider Fee
  - G323 Combined Service Fee
  - G325 Postage
  - G329 Other Communications
- G330 Utilities
  - G331 Electricity
  - G332 Fuel Oil
  - G333 Natural Gas
  - G334 Water
  - G335 Sewer
  - G336 Trash Collection
  - G337 Single / Combined Utility Bill
  - G339 Other Utilities
- G340 Printing and Binding
  - G341 Printing & Reproduction
  - G349 Other Printing & Binding
- G350 Repairs and Maintenance
  - G354* Shop Equipment
  - G355 Office & Computer Equipment
  - G357 Communications Equipment
  - G358 Other Repairs and Maintenance - Office Related
  - G359 Other Repairs and Maintenance
- G360 Donated / Contributed Labor/ Services
  - G361 Donated / Contributed Labor/ Services
- G370 Advertising / Promotion Media
  - G371 Marketing - Paid Advertisements
  - G372* Promotional Items
  - G373 Other Advertising/Promotion Media (Specify)

List continues on next page

Eligible Sources of Local Match

* G180 - Benefits can only be reimbursable for the positions specifically listed in the grant
* G183 - Hospitalization is only for the associated employee cost; family coverage is not eligible
* G189 - Applicants must list specifically what the other fringe benefits are (for example, list the company name e.g. "Charles Schwab" and the type e.g." 401k"). Applicants can also list other insurance types such as "vision" or "dental" without the company name listed.
* G354 - Must have on-site maintenance shop
* G372 - Promotional items may make up a maximum of 25% of the requested amount of the overall application budget. (EBS will auto-calculate maximum)

PART 1 Background / Eligible Applicants | PART 2 Eligible Expenditures | 2.2 Home | PART 3 Application Processes | SUBMIT UGA FEEDBACK

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3. Check the eligible expenses for each program. Click the boxes to the right to see more instructions.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

2.6 Guidance on Identifying Reimbursable Expenses

PART 2 Eligible Expenditure

5311 Eligible Admin Expenses

2.2.1 5311 Eligible Administration Expenses (1/2)

Applicants eligible for Section 5311 funding may apply to use their allocated funding for either administration expenses, operating expenses, or a combination of both administration and operating expenses. The total of an applicant's Section 5311 Administration and Section 5311 Operating expenses cannot exceed the amount allocated to that applicant for Section 5311.

G100 Personal Services (All)
- G120 Salaries and Wages
  - G121 Salaries and Wages - Full-time
  - G122 Salaries and Wages - Overtime
  - G125 Salaries and Wages - Part-time (Receives Benefits)
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  - G333 Natural Gas
  - G334 Water
  - G335 Sewer
  - G336 Trash Collection
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PART 1 Background / Eligible Applicants | PART 2 Eligible Expenditures | 2.2 Home | PART 3 Application Processes | SUBMIT UGA FEEDBACK

1. Click on one of the hyperlinks in the table to see the program-specific eligible expenditure.
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3. Check the eligible expenses for each program. Click the boxes to the right to see more instructions.
4. Use navigation box to go back to Part 2 or 2.2 Home.

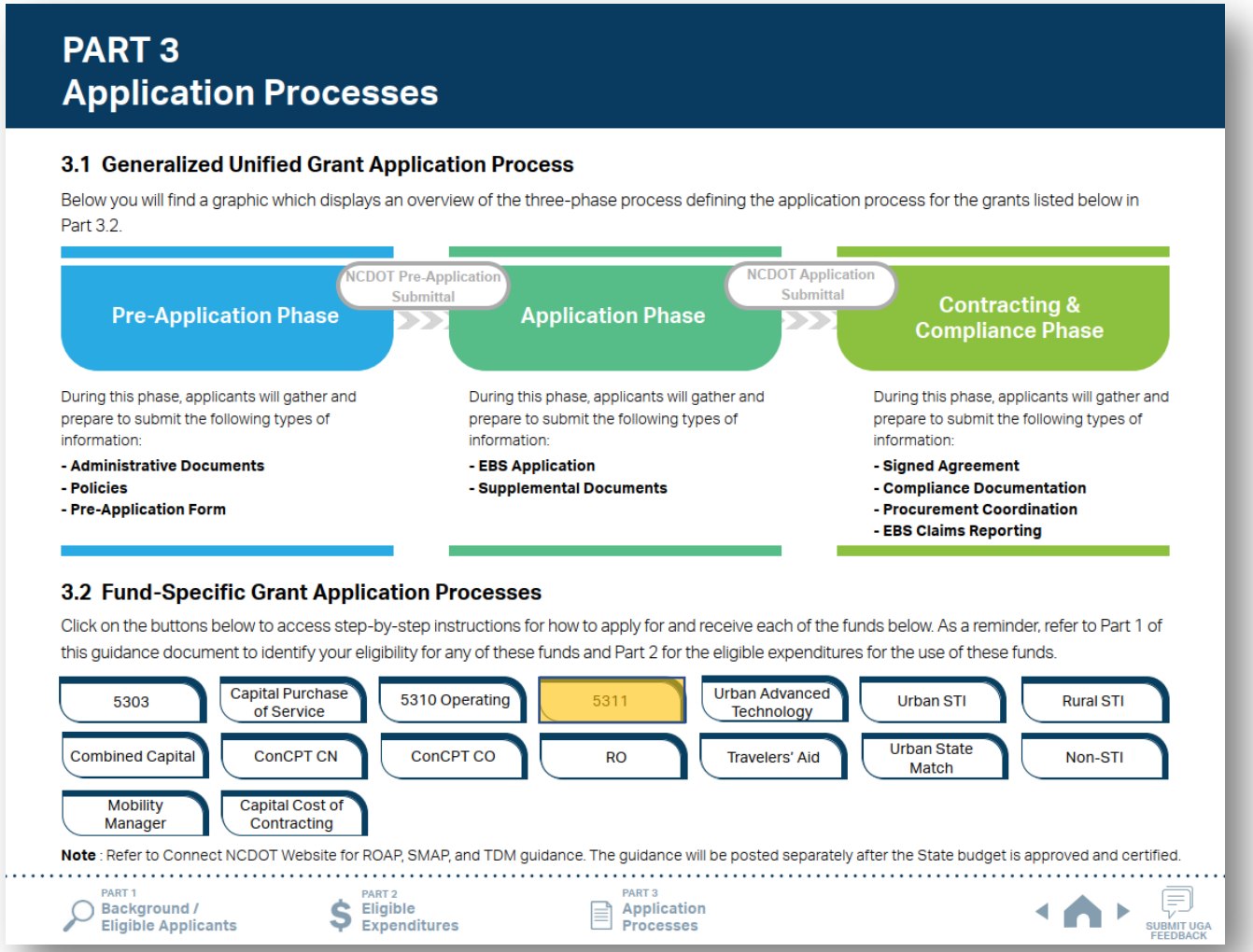
Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

INTEGRATED MOBILITY DIVISION

PART 3 – Application Process & Next Steps

3.1 Unified Grant Application Process
3.2 Application Timeframes
3.3 FY25 Master Documents
3.4 Funding Program Submittals
3.5 Claim Submittals
3.6 Final Notes

3.1 Unified Grant Application Process



PART 3
Application Processes

3.1 Generalized Unified Grant Application Process

Below you will find a graphic which displays an overview of the three-phase process defining the application process for the grants listed below in Part 3.2.

Pre-Application Phase → NCDOT Pre-Application Submittal → **Application Phase** → NCDOT Application Submittal → **Contracting & Compliance Phase**

During this phase, applicants will gather and prepare to submit the following types of information:
- **Administrative Documents**
- **Policies**
- **Pre-Application Form**

During this phase, applicants will gather and prepare to submit the following types of information:
- **EBS Application**
- **Supplemental Documents**

During this phase, applicants will gather and prepare to submit the following types of information:
- **Signed Agreement**
- **Compliance Documentation**
- **Procurement Coordination**
- **EBS Claims Reporting**

3.2 Fund-Specific Grant Application Processes

Click on the buttons below to access step-by-step instructions for how to apply for and receive each of the funds below. As a reminder, refer to Part 1 of this guidance document to identify your eligibility for any of these funds and Part 2 for the eligible expenditures for the use of these funds.

5303	Capital Purchase of Service	5310 Operating	5311	Urban Advanced Technology	Urban STI	Rural STI
Combined Capital	ConCPT CN	ConCPT CO	RO	Travelers' Aid	Urban State Match	Non-STI
Mobility Manager	Capital Cost of Contracting					

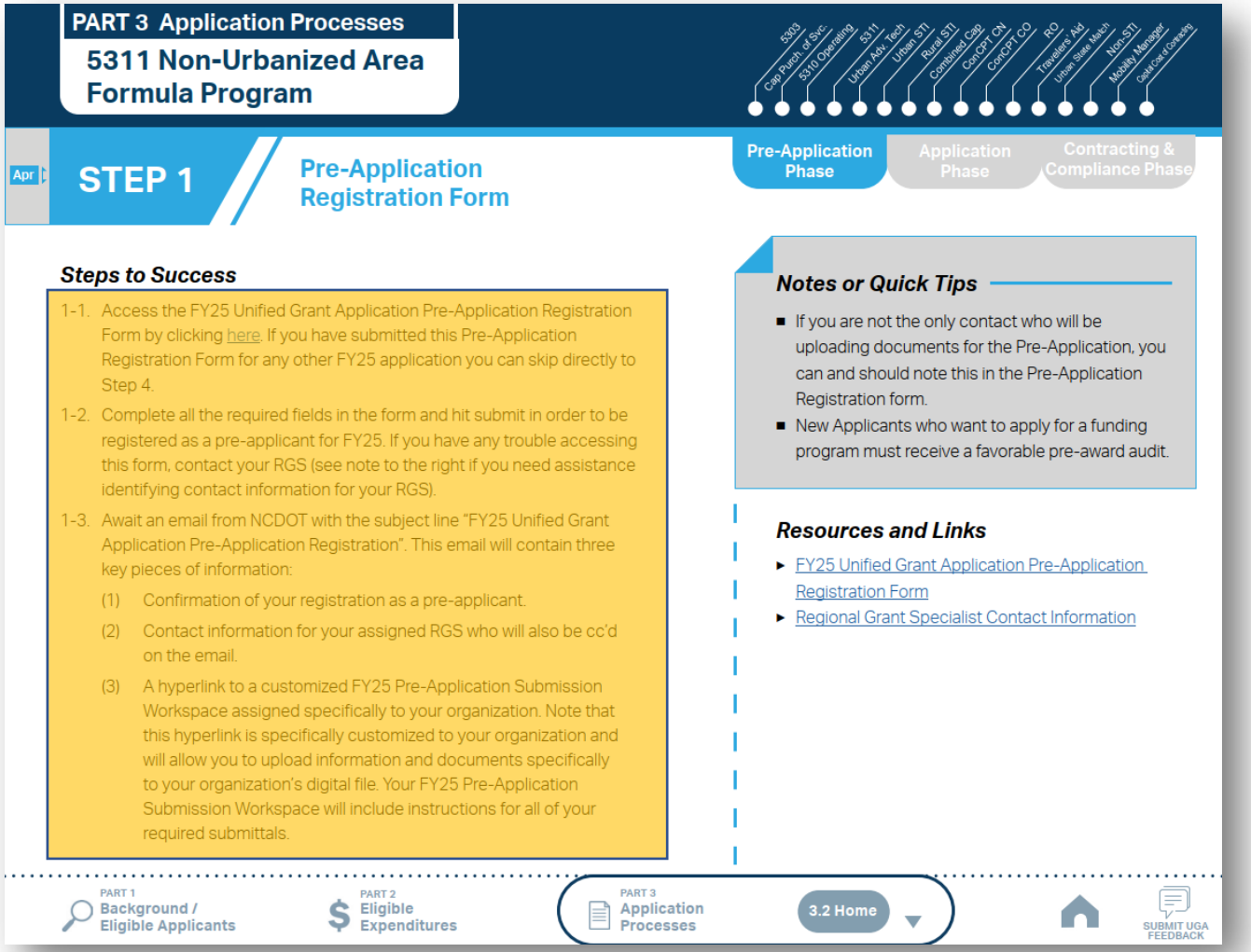
Note : Refer to Connect NCDOT Website for ROAP, SMAP, and TDM guidance. The guidance will be posted separately after the State budget is approved and certified.

PART 1 Background / Eligible Applicants | PART 2 Eligible Expenditures | PART 3 Application Processes | SUBMIT UGA FEEDBACK

1. Click funding program names to check program specific step-by-step instructions.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

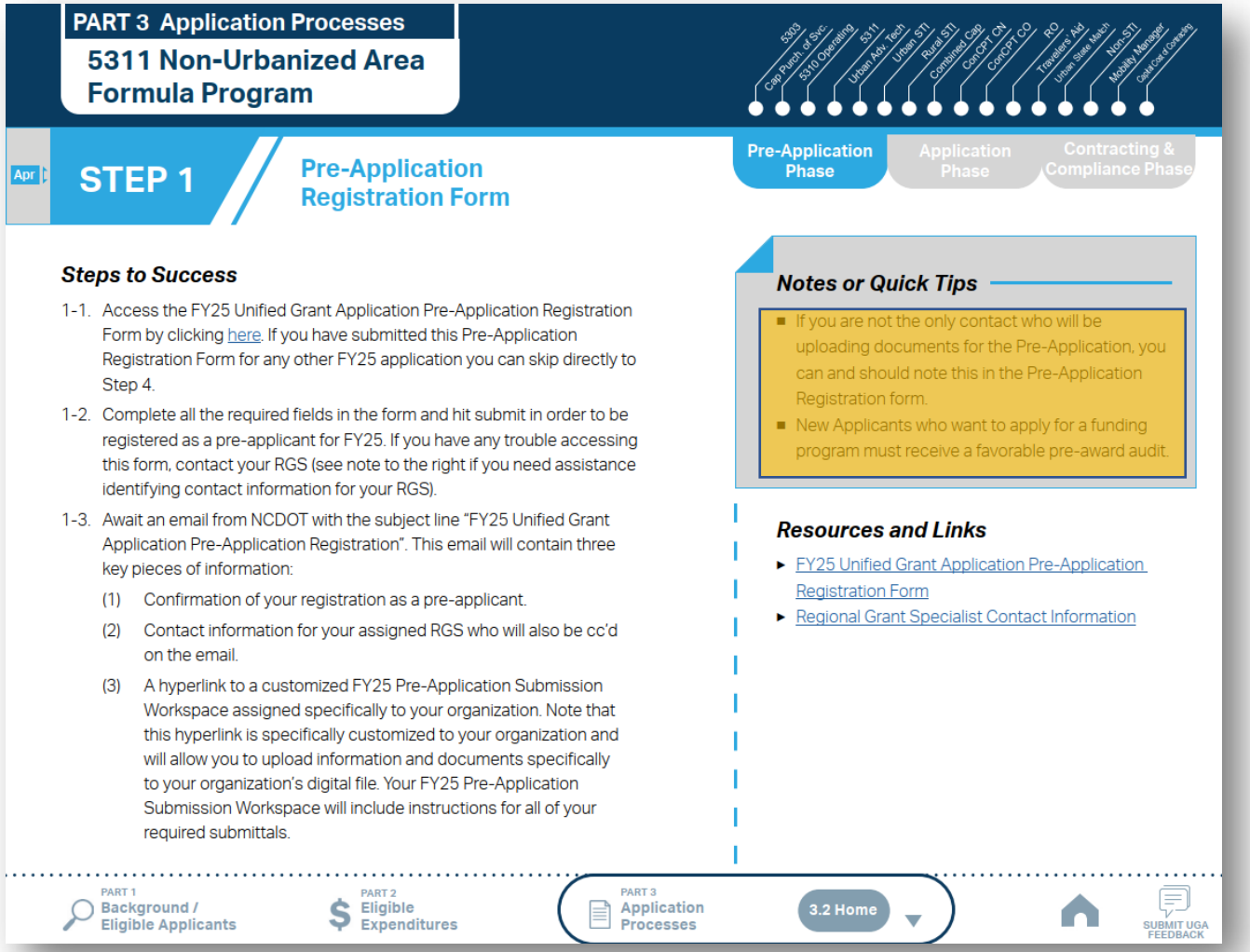
3.1 Unified Grant Application Process



1. Follow the steps provided for each funding program.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

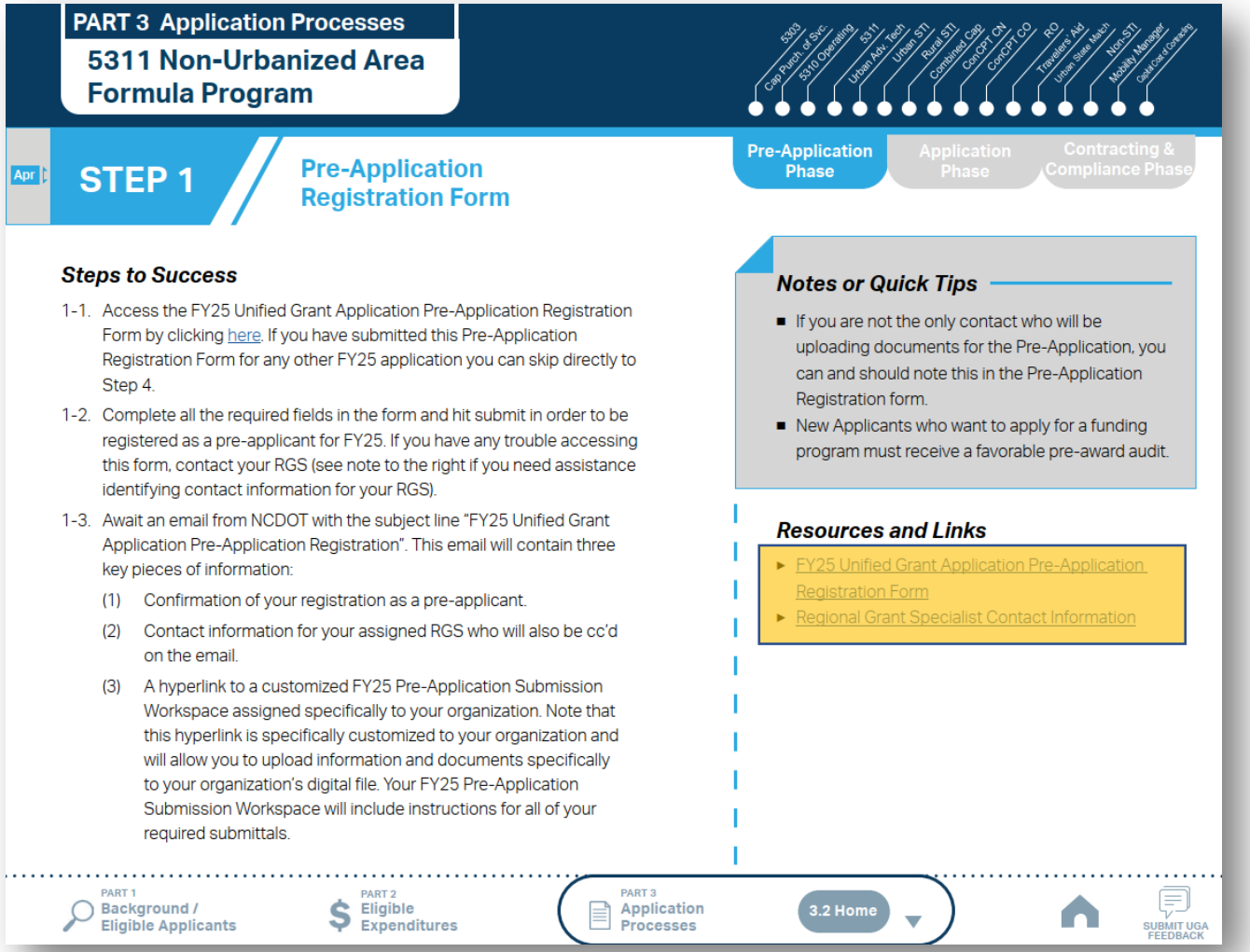
3.1 Unified Grant Application Process



1. Follow the steps provided for each funding program.
2. Make sure you check Notes or Quick Tips.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

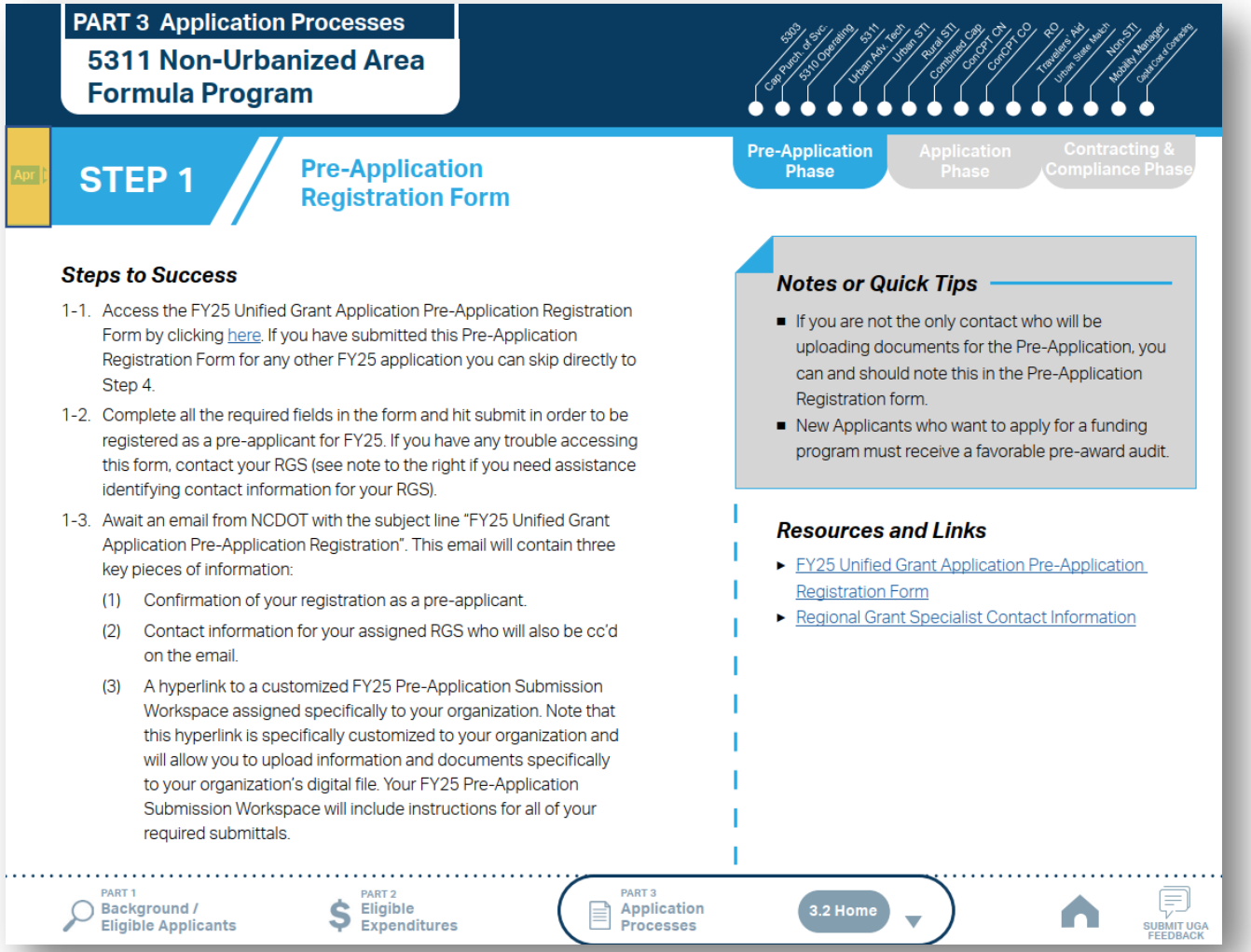
3.1 Unified Grant Application Process



1. Follow the steps provided for each funding program.
2. Make sure you check Notes or Quick Tips.
3. Click hyperlinks under Resources and Links for more resources.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

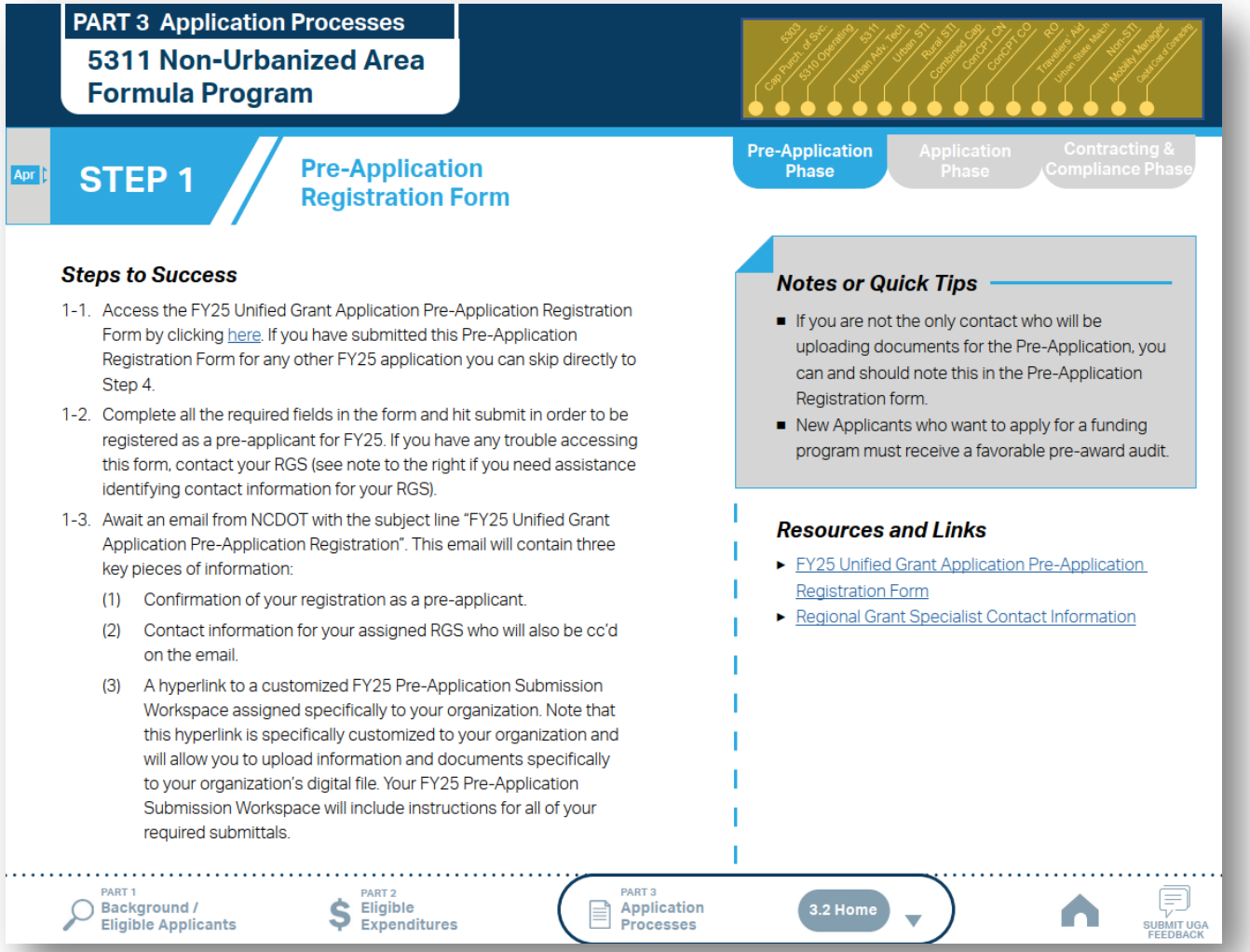
3.1 Unified Grant Application Process



1. Follow the steps provided for each funding program.
2. Make sure you check Notes or Quick Tips.
3. Click hyperlinks under Resources and Links for more resources.
4. Refer to the general timeframe for completing the step. Refer to Part 3.3 for the Overall Program Timeline.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

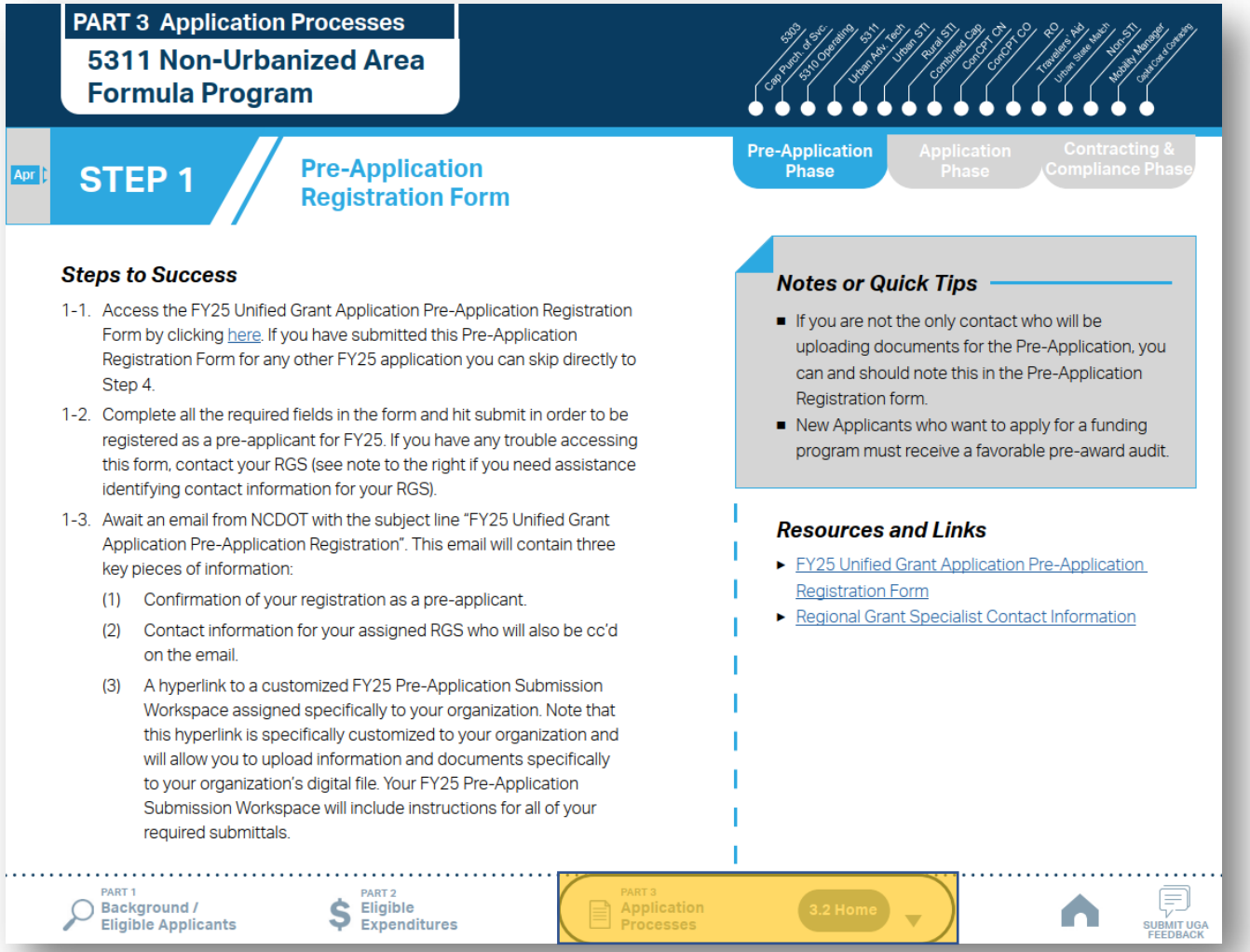
3.1 Unified Grant Application Process



1. Follow the steps provided for each funding program.
2. Make sure you check Notes or Quick Tips.
3. Click hyperlinks under Resources and Links for more resources.
4. Refer to the general timeframe for completing the step. Refer to Part 3.3 for the Overall Program Timeline.
5. Use Funding Program panel to see Fund-Specific Grant Application Process for other programs.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

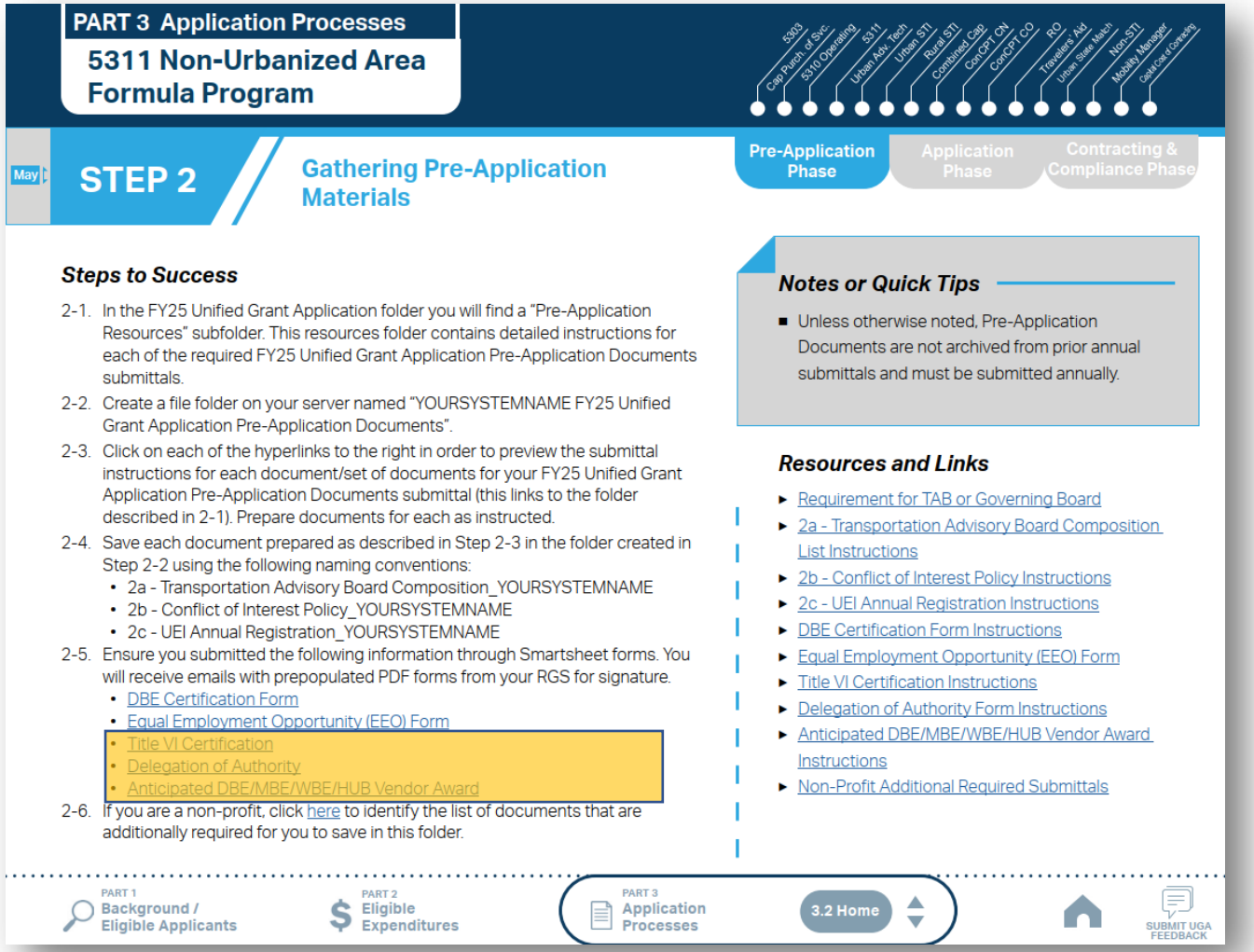
3.1 Unified Grant Application Process



1. Follow the steps provided for each funding program.
2. Make sure you check Notes or Quick Tips.
3. Click hyperlinks under Resources and Links for more resources.
4. Refer to the general timeframe for completing the step. Refer to Part 3.3 for the Overall Program Timeline.
5. Use Funding Program panel to see Fund-Specific Grant Application Process for other programs.
6. Use navigation box to go back to Part 3 or 3.2 Home.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process



Note: UGA process incorporates Smartsheet forms to replace some of the Pre-Application documents. Click the hyperlinks to access the Smartsheet forms.

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process

PART 3 Application Processes

5311 Non-Urbanized Area Formula Program

5303 · Cap Purch. of Svc. · 5310 Operating · 5311 · Urban Adv. Tech · Urban STI · Rural STI · Combined Cap · ConOPT CN · ConOPT CO · RO · Travelers' Aid · Urban State Match · Non-STI · Mobility Manager · Cash/Car Donating

Pre-Application Phase | Application Phase | Contracting & Compliance Phase

Jun Jul Aug

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25. 5311 Application"

4-2. Check to confirm that you have the required EBS Access. Access the EBS portal by using the URL https://www.ebs.nc.gov/irj/portal. Enter your EBS User ID and Password, then click 'Log On' (see note to the right if you have trouble logging in).

4-3. Your RGS will contact you with your specific 5311 funding allocation. Use this information to identify your desired 5311 expenditures by G-Code and applicable local, state, and federal match allocations (see Part 1.2.2.1 for additional assistance).

4-4. Draft the Public Transportation Program Resolution and applicable attachments towards obtaining your local Governing Body's approval for signed and notarized submittal by the application deadline (Click on the hyperlink to the right in order to preview the submittal instructions for this document).

4-5. Draft and publish your public hearing notice in advance of the public hearing held during your local Governing Body's upcoming meeting (Click on the hyperlink to the right in order to preview the submittal instructions for this document).

4-6. As a recommended but optional activity, prepare to bring the Public Transportation Program Resolution and applicable attachments for consideration to your upcoming TAB meeting for feedback in advance of your local Governing Body's meeting and public hearing.

Notes or Quick Tips

- If you forget your User ID, Password, or PIN number, call the NCDOT Help Desk at (919) 707-7000 or 800-368-2778. Please let the Help Desk technician know that you are an external user for the Grants System. You will be asked to provide the security code that you entered on the security form.
- If you need help identifying which G-Codes to use, return to 2.2 Eligible Expenses.

Resources and Links

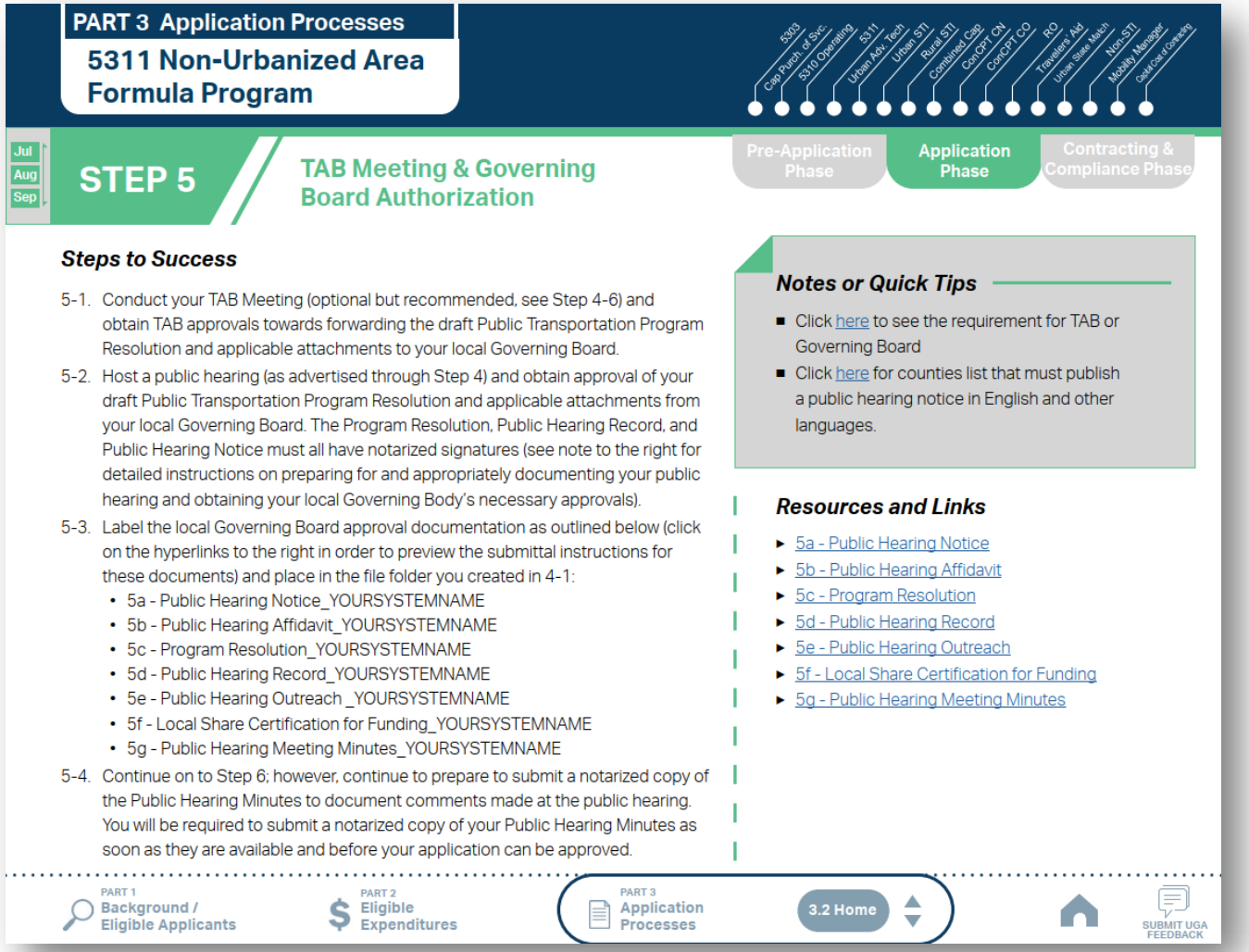
- 5a - Public Hearing Notice
- 5c - Program Resolution

PART 1 Background / Eligible Applicants | PART 2 Eligible Expenditures | PART 3 Application Processes | 3.2 Home | SUBMIT UGA FEEDBACK

Integrated Mobility Division

N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process



PART 3 Application Processes

5311 Non-Urbanized Area Formula Program

5303 · Cap Purch. of Svc. · 5310 Operating · 5311 · Urban Adv. Tech · Urban STI · Rural STI · Combined Cap · ConOPT CN · ConOPT CO · RO · Travelers Aid · Urban State Match · Non-STI · Mobility Manager · Capital Cost of Contctng

Pre-Application Phase | Application Phase | Contracting & Compliance Phase

Jul · Aug · Sep

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

5-1. Conduct your TAB Meeting (optional but recommended, see Step 4-6) and obtain TAB approvals towards forwarding the draft Public Transportation Program Resolution and applicable attachments to your local Governing Board.

5-2. Host a public hearing (as advertised through Step 4) and obtain approval of your draft Public Transportation Program Resolution and applicable attachments from your local Governing Board. The Program Resolution, Public Hearing Record, and Public Hearing Notice must all have notarized signatures (see note to the right for detailed instructions on preparing for and appropriately documenting your public hearing and obtaining your local Governing Body's necessary approvals).

5-3. Label the local Governing Board approval documentation as outlined below (click on the hyperlinks to the right in order to preview the submittal instructions for these documents) and place in the file folder you created in 4-1:

- 5a - Public Hearing Notice_YOURSYSTEMNAME
- 5b - Public Hearing Affidavit_YOURSYSTEMNAME
- 5c - Program Resolution_YOURSYSTEMNAME
- 5d - Public Hearing Record_YOURSYSTEMNAME
- 5e - Public Hearing Outreach _YOURSYSTEMNAME
- 5f - Local Share Certification for Funding_YOURSYSTEMNAME
- 5g - Public Hearing Meeting Minutes_YOURSYSTEMNAME

5-4. Continue on to Step 6; however, continue to prepare to submit a notarized copy of the Public Hearing Minutes to document comments made at the public hearing. You will be required to submit a notarized copy of your Public Hearing Minutes as soon as they are available and before your application can be approved.

Notes or Quick Tips

- Click here to see the requirement for TAB or Governing Board
- Click here for counties list that must publish a public hearing notice in English and other languages.

Resources and Links

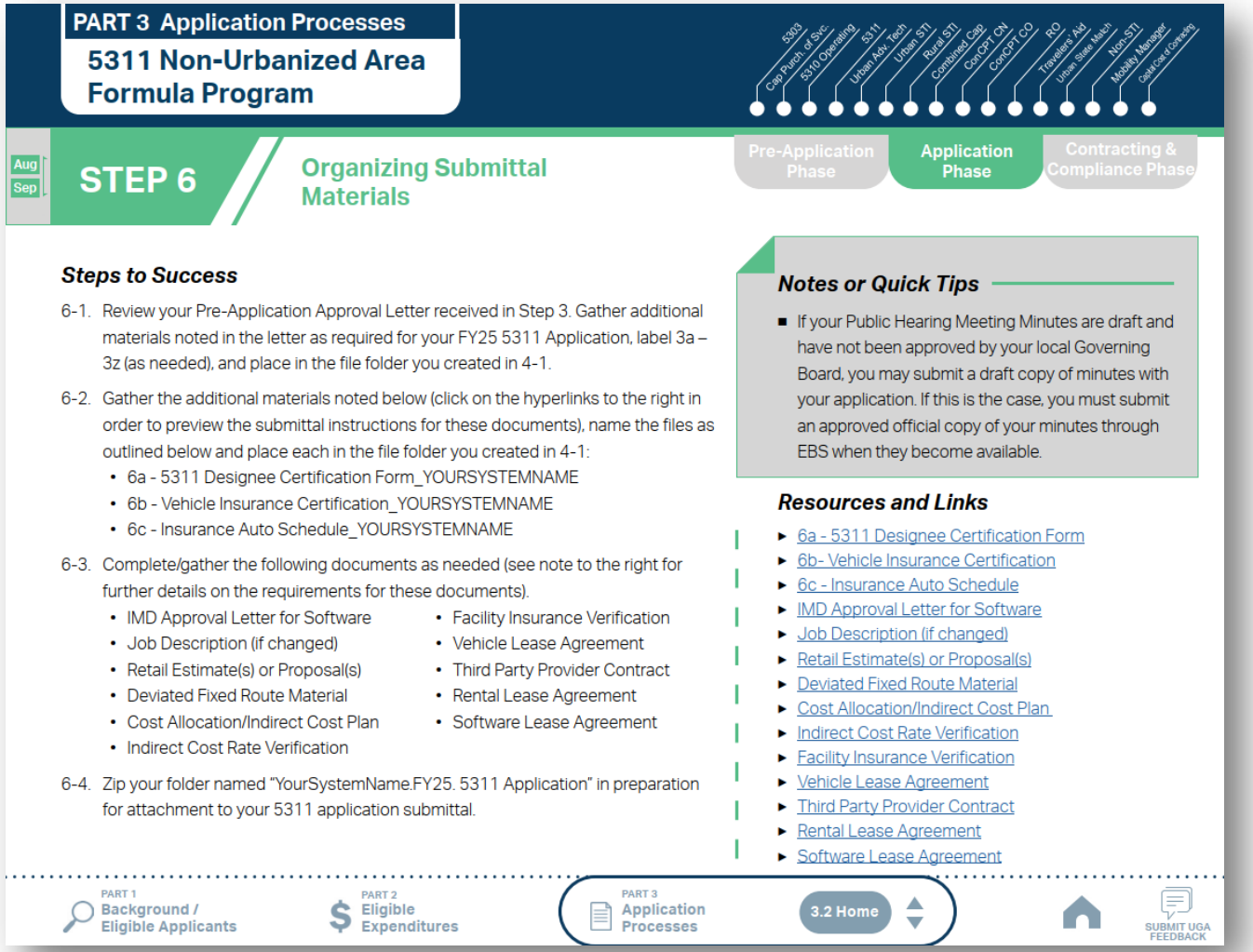
- 5a - Public Hearing Notice
- 5b - Public Hearing Affidavit
- 5c - Program Resolution
- 5d - Public Hearing Record
- 5e - Public Hearing Outreach
- 5f - Local Share Certification for Funding
- 5g - Public Hearing Meeting Minutes

PART 1 Background / Eligible Applicants · PART 2 Eligible Expenditures · PART 3 Application Processes · 3.2 Home · SUBMIT UGA FEEDBACK

Integrated Mobility Division

N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process



PART 3 Application Processes

5311 Non-Urbanized Area Formula Program

5303 · Cap Purch. of Svc. · 5310 Operating · 5311 · Urban Adv. Tech · Urban STI · Rural STI · Combined Cap · ConOPT CN · ConOPT CO · RO · Travelers' Aid · Urban State Match · Non-STI · Mobility Manager · Deficits (Coming)

Pre-Application Phase | Application Phase | Contracting & Compliance Phase

Aug – Sep

STEP 6 Organizing Submittal Materials

Steps to Success

6-1. Review your Pre-Application Approval Letter received in Step 3. Gather additional materials noted in the letter as required for your FY25 5311 Application, label 3a – 3z (as needed), and place in the file folder you created in 4-1.

6-2. Gather the additional materials noted below (click on the hyperlinks to the right in order to preview the submittal instructions for these documents), name the files as outlined below and place each in the file folder you created in 4-1:

- 6a - 5311 Designee Certification Form_YOURSYSTEMNAME
- 6b - Vehicle Insurance Certification_YOURSYSTEMNAME
- 6c - Insurance Auto Schedule_YOURSYSTEMNAME

6-3. Complete/gather the following documents as needed (see note to the right for further details on the requirements for these documents).

- IMD Approval Letter for Software
- Job Description (if changed)
- Retail Estimate(s) or Proposal(s)
- Deviated Fixed Route Material
- Cost Allocation/Indirect Cost Plan
- Indirect Cost Rate Verification
- Facility Insurance Verification
- Vehicle Lease Agreement
- Third Party Provider Contract
- Rental Lease Agreement
- Software Lease Agreement

6-4. Zip your folder named "YourSystemName.FY25. 5311 Application" in preparation for attachment to your 5311 application submittal.

Notes or Quick Tips

- If your Public Hearing Meeting Minutes are draft and have not been approved by your local Governing Board, you may submit a draft copy of minutes with your application. If this is the case, you must submit an approved official copy of your minutes through EBS when they become available.

Resources and Links

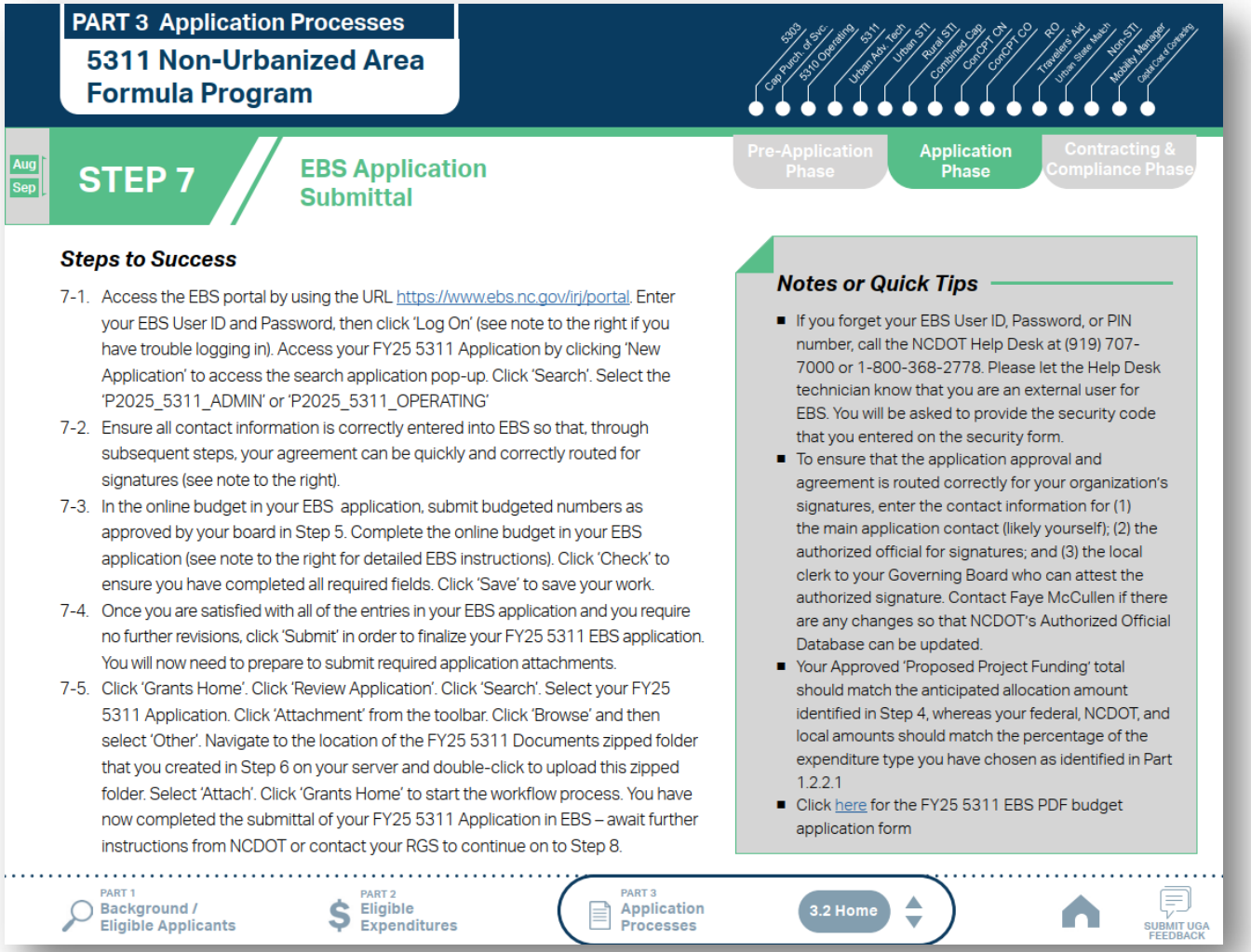
- 6a - 5311 Designee Certification Form
- 6b- Vehicle Insurance Certification
- 6c - Insurance Auto Schedule
- IMD Approval Letter for Software
- Job Description (if changed)
- Retail Estimate(s) or Proposal(s)
- Deviated Fixed Route Material
- Cost Allocation/Indirect Cost Plan
- Indirect Cost Rate Verification
- Facility Insurance Verification
- Vehicle Lease Agreement
- Third Party Provider Contract
- Rental Lease Agreement
- Software Lease Agreement

PART 1 Background / Eligible Applicants | PART 2 Eligible Expenditures | PART 3 Application Processes | 3.2 Home | SUBMIT UGA FEEDBACK

Integrated Mobility Division

N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process



PART 3 Application Processes

5311 Non-Urbanized Area Formula Program

5303 Cap Purch. of Svc. · 5310 Operating · 5311 Urban Adv. Tech · Urban STI · Rural STI · Combined Cap · ConCPT CN · ConCPT CO · RO · Travelers' Aid · Urban State Match · Non-STI · Mobility Manager · Capital Cost of Contracting

Aug Sep

STEP 7 EBS Application Submittal

Pre-Application Phase | Application Phase | Contracting & Compliance Phase

Steps to Success

7-1. Access the EBS portal by using the URL https://www.ebs.nc.gov/irj/portal. Enter your EBS User ID and Password, then click 'Log On' (see note to the right if you have trouble logging in). Access your FY25 5311 Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_5311_ADMIN' or 'P2025_5311_OPERATING'

7-2. Ensure all contact information is correctly entered into EBS so that, through subsequent steps, your agreement can be quickly and correctly routed for signatures (see note to the right).

7-3. In the online budget in your EBS application, submit budgeted numbers as approved by your board in Step 5. Complete the online budget in your EBS application (see note to the right for detailed EBS instructions). Click 'Check' to ensure you have completed all required fields. Click 'Save' to save your work.

7-4. Once you are satisfied with all of the entries in your EBS application and you require no further revisions, click 'Submit' in order to finalize your FY25 5311 EBS application. You will now need to prepare to submit required application attachments.

7-5. Click 'Grants Home'. Click 'Review Application'. Click 'Search'. Select your FY25 5311 Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 5311 Documents zipped folder that you created in Step 6 on your server and double-click to upload this zipped folder. Select 'Attach'. Click 'Grants Home' to start the workflow process. You have now completed the submittal of your FY25 5311 Application in EBS – await further instructions from NCDOT or contact your RGS to continue on to Step 8.

Notes or Quick Tips

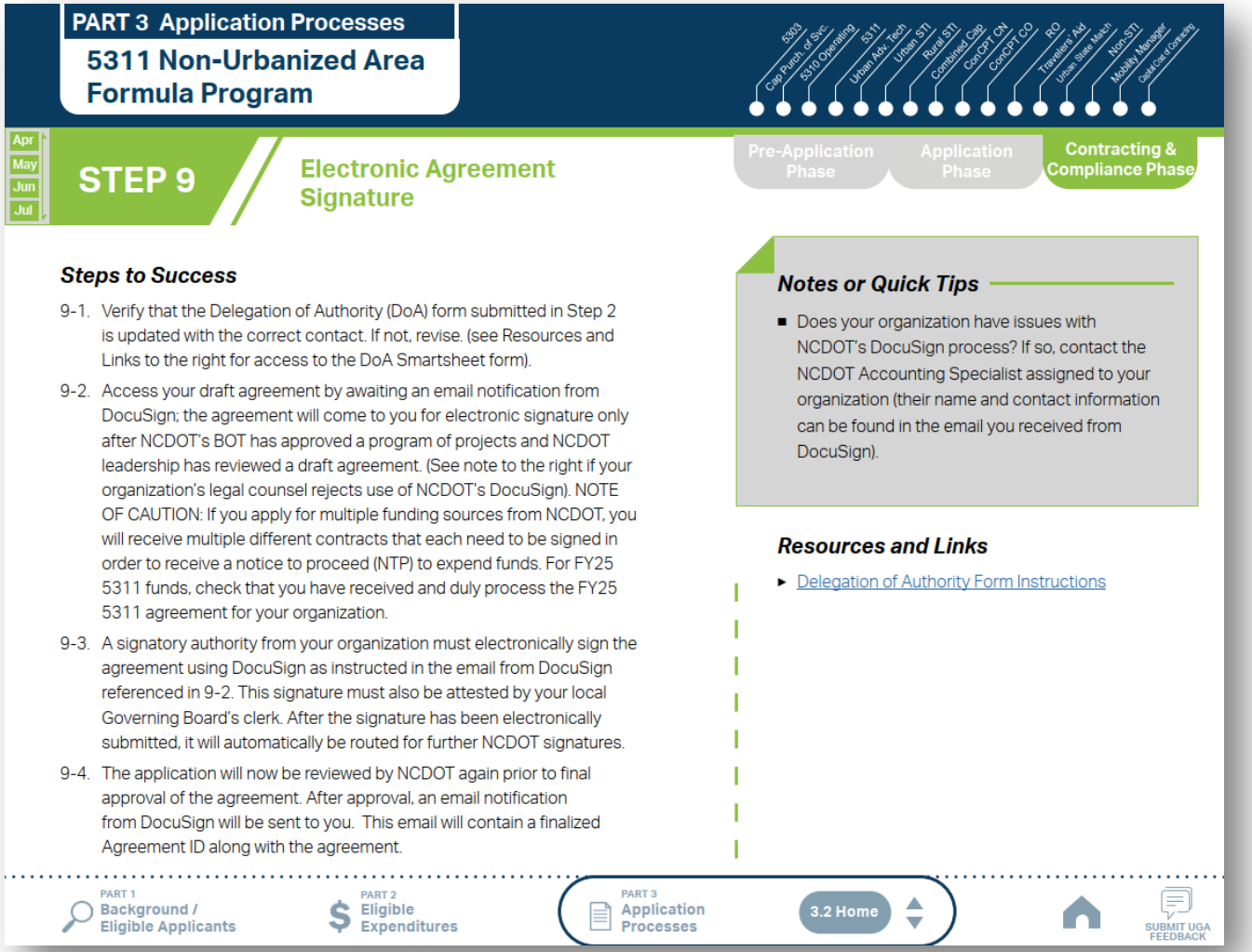
- If you forget your EBS User ID, Password, or PIN number, call the NCDOT Help Desk at (919) 707-7000 or 1-800-368-2778. Please let the Help Desk technician know that you are an external user for EBS. You will be asked to provide the security code that you entered on the security form.
- To ensure that the application approval and agreement is routed correctly for your organization's signatures, enter the contact information for (1) the main application contact (likely yourself); (2) the authorized official for signatures; and (3) the local clerk to your Governing Board who can attest the authorized signature. Contact Faye McCullen if there are any changes so that NCDOT's Authorized Official Database can be updated.
- Your Approved 'Proposed Project Funding' total should match the anticipated allocation amount identified in Step 4, whereas your federal, NCDOT, and local amounts should match the percentage of the expenditure type you have chosen as identified in Part 1.2.2.1
- Click here for the FY25 5311 EBS PDF budget application form

PART 1 Background / Eligible Applicants | PART 2 Eligible Expenditures | PART 3 Application Processes | 3.2 Home | SUBMIT UGA FEEDBACK

3.1 Unified Grant Application Process

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process



Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process

PART 3 Application Processes

5311 Non-Urbanized Area Formula Program

5303 · Cap Purch. of Svc. · 5310 Operating · 5311 · Urban Adv. Tech · Urban STI · Rural STI · Combined Cap · ConOPT CN · ConOPT CO · RO · Travelers' Aid · Urban State Match · Non-STI · Mobility Manager · Cash/Car Covering

Pre-Application Phase | Application Phase | Contracting & Compliance Phase

Aug

STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

10-1. After receipt of your approved executed agreement through DocuSign (9-4), complete the activities below to prepare for program auditing before expenditure of any grant funds. Completion of the activities outlined in Step 10 will include a review and potentially a revision to your internal organizational workplan.

10-2. Implement automated scheduling software or ensure your existing automated scheduling software is in compliance with state requirements.

10-3. Update EAM (formerly known as AssetWorks) and implement a workplan to ensure 80% or greater continued compliance.

10-4. Implement a workplan to ensure invoices are submitted on a monthly or quarterly basis.

10-5. Prepare for grant oversight by IMD. Refer to the Business Guide for additional information. (see Resources and Links to the right)

10-6. Review procurement guidance to ensure all procurement processes follow state and federal standards (see note to the right).

10-7. Review your Safety and Security Plan. Identify your Safety Officer and Accountable Executive and ensure they are prepared to lead Safety and Security activities as outlined in your Safety and Security Plan.

10-8. Ensure compliance with Federal Drug & Alcohol Testing Requirements.

Notes or Quick Tips

- Do NOT expend funds without a signed agreement (see Step 9-4) and explicit approval from NCDOT.
- Procurement and third party contracting activities are primarily the responsibility of the sub-recipient and must be completed according to federal and state guidelines. All procurements >$10,000 must be reviewed and approved by NCDOT's procurement section in order to be eligible for reimbursement.

Resources and Links

- NCDOT Business Guide
- Procurement Guidance

PART 1 Background / Eligible Applicants | PART 2 Eligible Expenditures | PART 3 Application Processes | 3.2 Home | SUBMIT UGA FEEDBACK

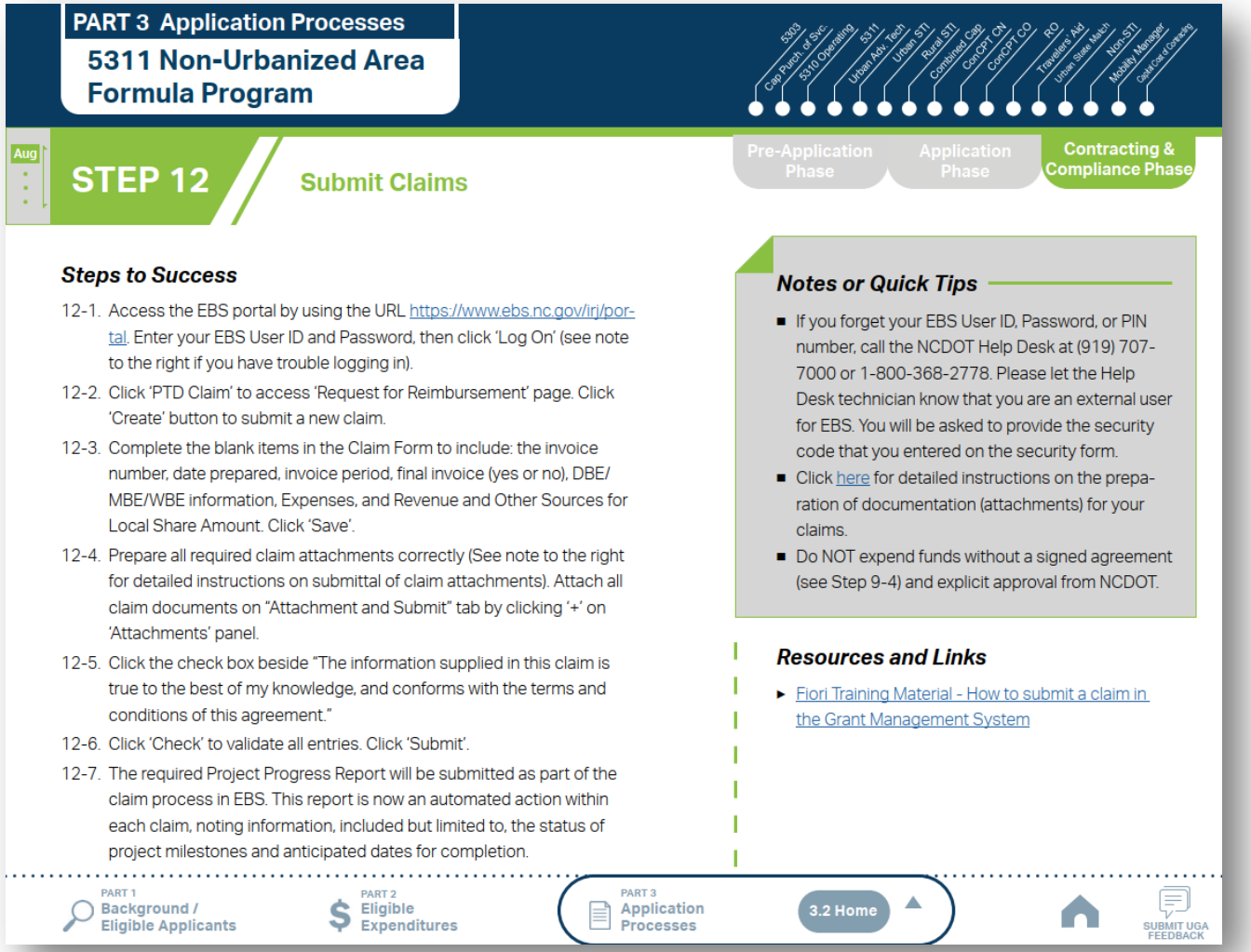
Integrated Mobility Division

N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process



PART 3 Application Processes

5311 Non-Urbanized Area Formula Program

5303 Cap Purch. of Svc. · 5310 Operating · 5311 Urban Adv. Tech · Urban STI · Rural STI · Combined Cap · ConCPT CN · ConCPT CO · RO · Travelers' Aid · Urban State Match · Non-STI · Mobility Manager · Capital Cost of Contracting

Aug

STEP 12 Submit Claims

Pre-Application Phase | Application Phase | Contracting & Compliance Phase

Steps to Success

12-1. Access the EBS portal by using the URL https://www.ebs.nc.gov/irj/portal. Enter your EBS User ID and Password, then click 'Log On' (see note to the right if you have trouble logging in).

12-2. Click 'PTD Claim' to access 'Request for Reimbursement' page. Click 'Create' button to submit a new claim.

12-3. Complete the blank items in the Claim Form to include: the invoice number, date prepared, invoice period, final invoice (yes or no), DBE/MBE/WBE information, Expenses, and Revenue and Other Sources for Local Share Amount. Click 'Save'.

12-4. Prepare all required claim attachments correctly (See note to the right for detailed instructions on submittal of claim attachments). Attach all claim documents on "Attachment and Submit" tab by clicking '+' on 'Attachments' panel.

12-5. Click the check box beside "The information supplied in this claim is true to the best of my knowledge, and conforms with the terms and conditions of this agreement."

12-6. Click 'Check' to validate all entries. Click 'Submit'.

12-7. The required Project Progress Report will be submitted as part of the claim process in EBS. This report is now an automated action within each claim, noting information, included but limited to, the status of project milestones and anticipated dates for completion.

Notes or Quick Tips

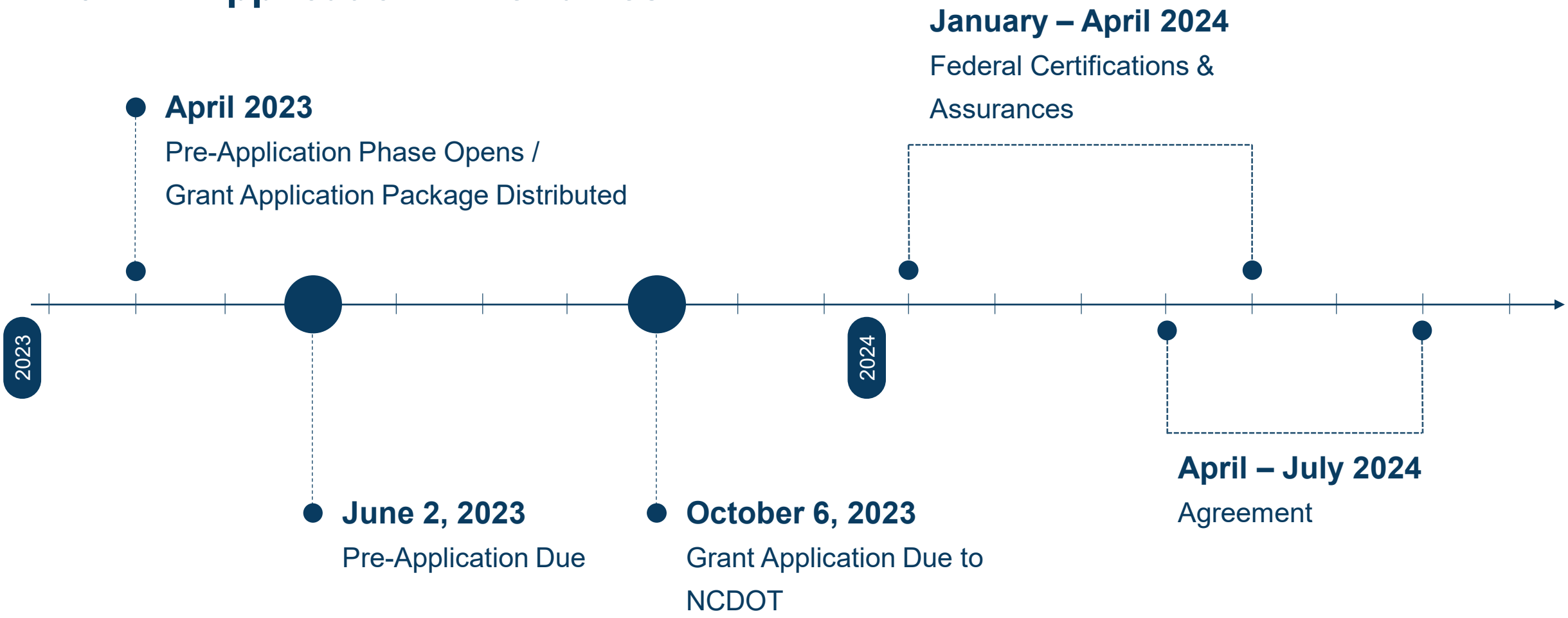
- If you forget your EBS User ID, Password, or PIN number, call the NCDOT Help Desk at (919) 707-7000 or 1-800-368-2778. Please let the Help Desk technician know that you are an external user for EBS. You will be asked to provide the security code that you entered on the security form.
- Click here for detailed instructions on the preparation of documentation (attachments) for your claims.
- Do NOT expend funds without a signed agreement (see Step 9-4) and explicit approval from NCDOT.

Resources and Links

- Fiori Training Material - How to submit a claim in the Grant Management System

PART 1 Background / Eligible Applicants | PART 2 Eligible Expenditures | PART 3 Application Processes | 3.2 Home | SUBMIT UGA FEEDBACK

3.2 Application Timeframes*



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

Integrated Mobility Division
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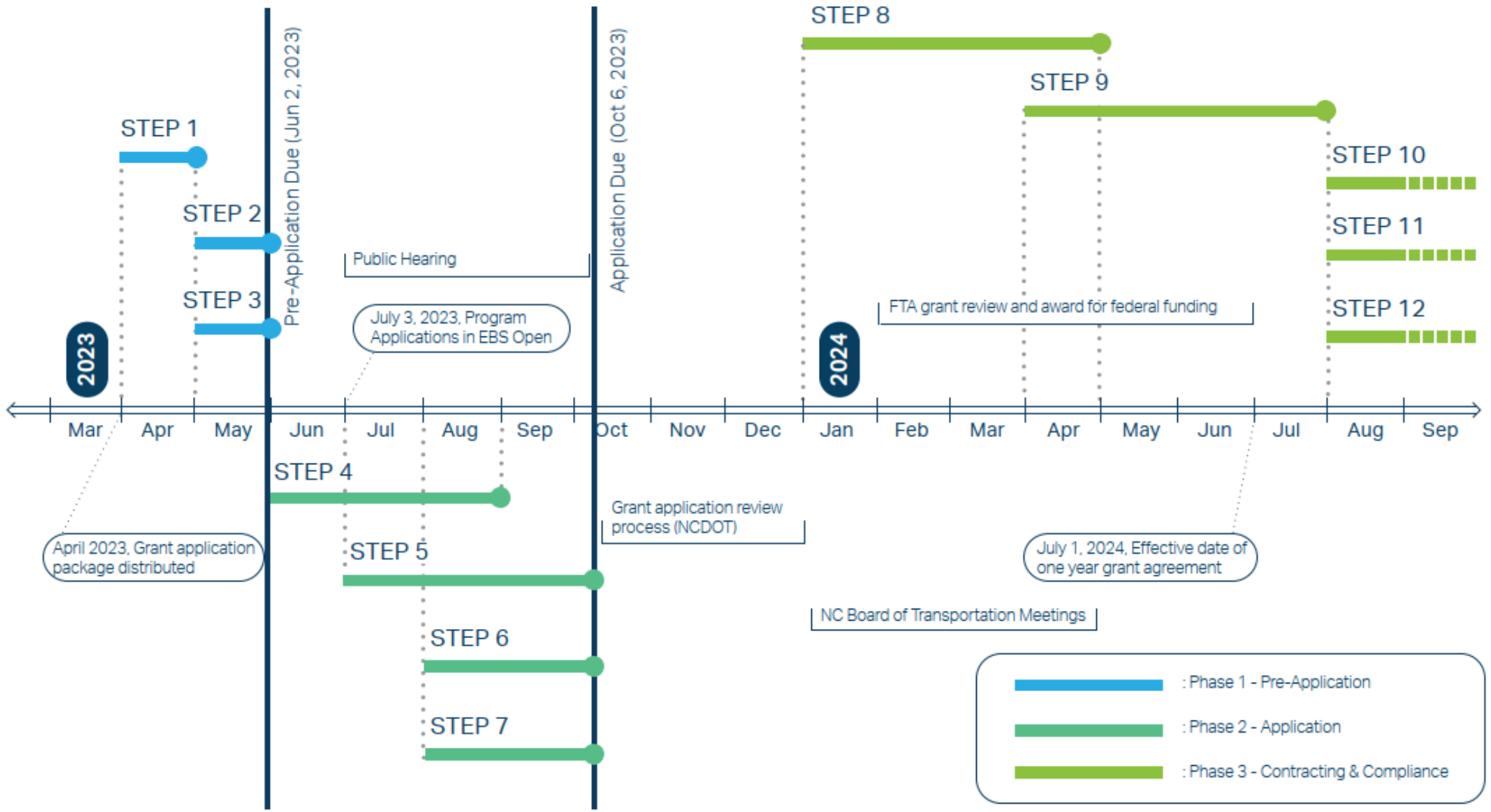
3.2 Application Timeframes*



Note: Several programs may have a different schedule or a rolling grant award schedule. These programs include: TDM, ConCPT CN, ConCPT CO, and others. Contact your RGS for more information about the timelines for these programs.

3.3 FY2025 Master Documents

Pre-Application Phase Documents

- Anticipated DBE/MBE/WBE/HUB Vendor Award*
- Conflict of Interest Policy
- DBE Certification Form*
- Delegation of Authority Form*
- UEI Verification
- Equal Employment Opportunity Form*
- Title VI Certification*
- Transportation Advisory Board Composition
- Non-Profit Additional Required Submittals
  - IRS Letter
  - Articles of Incorporation
  - By-Laws
  - Members of Board of Directors

Application Phase Documents

- Local Share Certification for Funding
- Program Resolution
- Public Hearing Affidavit
- Public Hearing Meeting Minutes
- Public Hearing Notice
- Public Hearing Outreach
- Public Hearing Record

* Submit through Smartsheet

3.3 FY2025 Master Documents

Pre-Application Phase Documents

- Anticipated DBE/MBE/WBE/HUB Vendor Award*
- Conflict of Interest Policy
- DBE Certification Form*
- Delegation of Authority Form*
- UEI Verification
- Equal Employment Opportunity Form*
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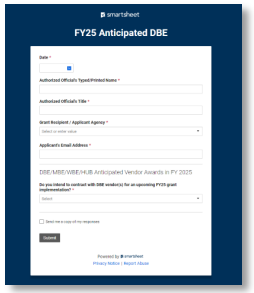
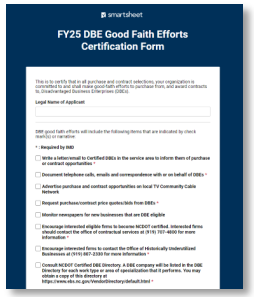
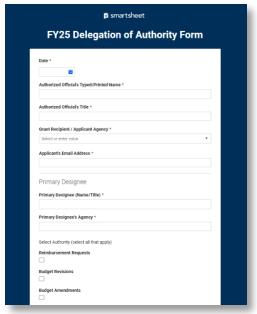
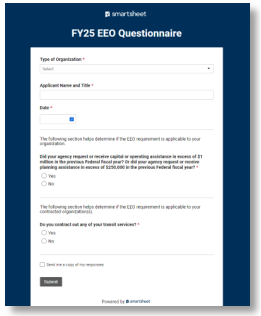
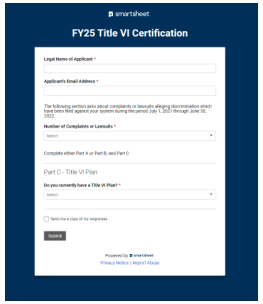
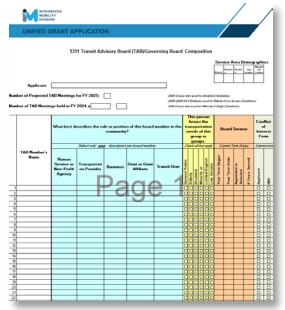












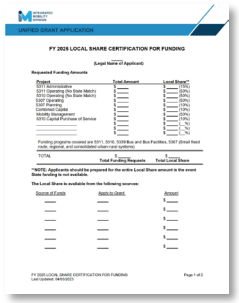
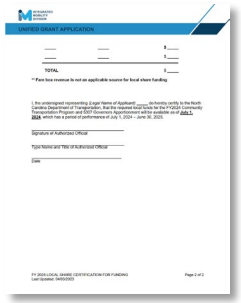
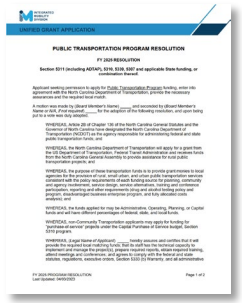
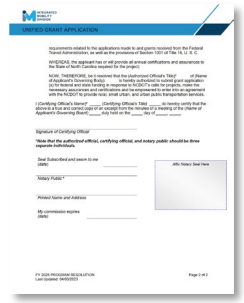
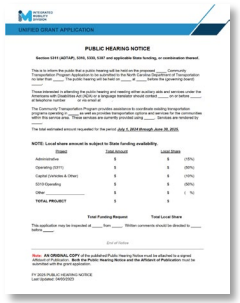
* Submit through Smartsheet

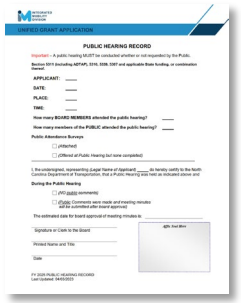
Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.3 FY2025 Master Documents

Application Phase Documents

- Local Share Certification for Funding
- Program Resolution
- Public Hearing Affidavit
- Public Hearing Meeting Minutes
- Public Hearing Notice
- Public Hearing Outreach
- Public Hearing Record



Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.4 Section 5311 Program Submittals

- 5311 Designee Certification Form
- Cost Allocation/Indirect Cost Plan
- Deviated Fixed Route Material
- Facility Insurance Verification
- IMD Approval Letter for Software
- Indirect Cost rate Verification
- Insurance Auto Schedule
- Job Description (if changed)
- Rental Lease Agreement
- Retail Estimate(s) or Proposal(s)
- Software Leases
- Third Party Provider Contract
- Vehicle Insurance Certification
- Vehicle Lease Agreement

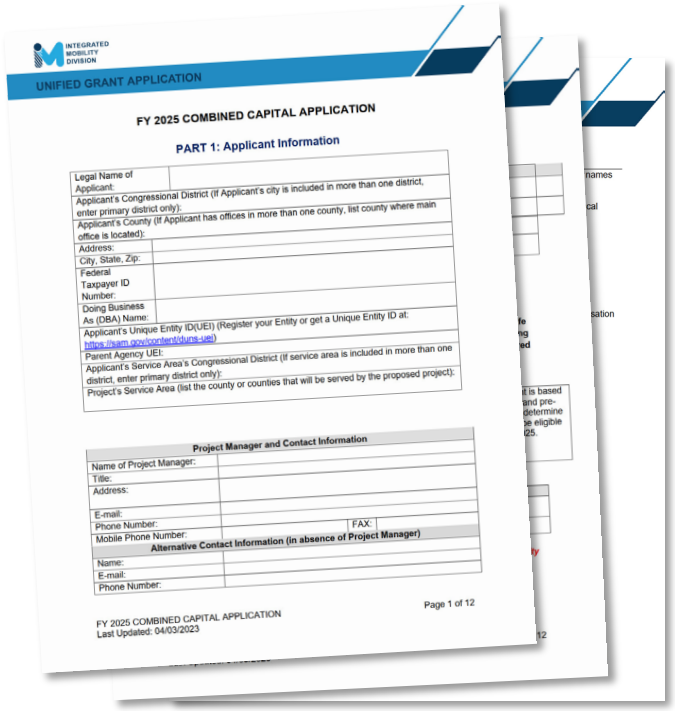
3.4 Section 5311 Program Helpful Hints

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 Submittals

- Combined Capital Application
- Fleet Replacement Plan
- Estimate(s) or Proposal(s)
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)



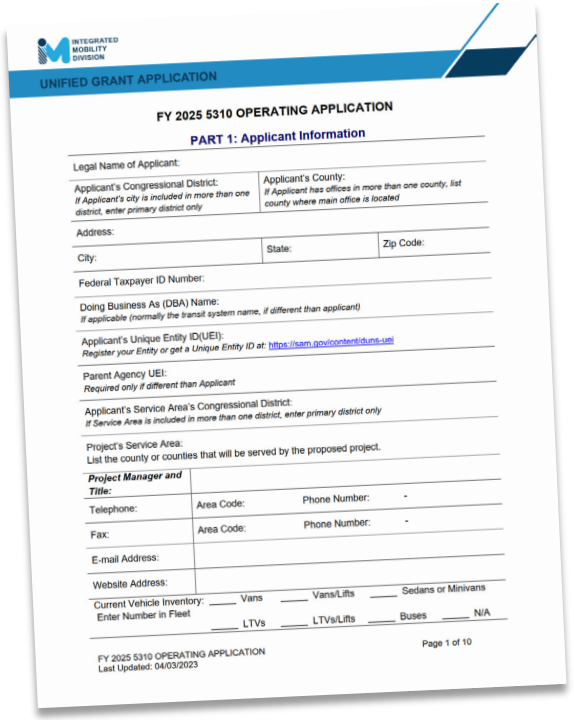
3.4 Combined Capital Program Helpful Hints

Quick Tips

1. Useful life miles criteria for replacement (Circular 5010.E)
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 FY2025
5. Eligible for electric vehicles (EV) if systems have initiated a feasibility study and EV infrastructure design OR already have charging infrastructure in place. Charging infrastructure must be used for transit vehicles only.
6. ITRE pre-approval no longer required

3.4 Section 5310 Operating Program Submittals

- 5310 Application - Operating
- MPO/RPO Letter(s) of Support
- Locally Coordinated Human Service Plan
- Map(s) of Service Area (no Urban service)
- Job Description (Optional)
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)
- Pictures (Optional)
- Marketing Plan (Optional)



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

FY 2025 5310 OPERATING APPLICATION

PART 1: Applicant Information

Legal Name of Applicant:

Applicant's Congressional District:
If Applicant's city is included in more than one district, enter primary district only

Applicant's County:
If Applicant has offices in more than one county, list county where main office is located

Address:

City: | State: | Zip Code:

Federal Taxpayer ID Number:

Doing Business As (DBA) Name:
If applicable (normally the transit system name, if different than applicant)

Applicant's Unique Entity ID(UEI):
Register your Entity or get a Unique Entity ID at: https://sam.gov/content/duns-uei

Parent Agency UEI:
Required only if different than Applicant

Applicant's Service Area's Congressional District:
If Service Area is included in more than one district, enter primary district only

Project's Service Area:
List the county or counties that will be served by the proposed project.

Project Manager and Title:

Telephone: Area Code: Phone Number: -

Fax: Area Code: Phone Number: -

E-mail Address:

Website Address:

Current Vehicle Inventory: Enter Number in Fleet ____ Vans ____ Vans/Lifts ____ Sedans or Minivans ____ LTVs ____ LTVs/Lifts ____ Buses ____ N/A

FY 2025 5310 OPERATING APPLICATION
Last Updated: 04/03/2023

Page 1 of 10

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 allocated based on systematic set of project scoring criteria
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 Submittals

- 5310 Application - Capital Purchase of Service
- Estimate(s) or Proposal(s)
- MPO/RPO Letter(s) of Support
- Locally Coordinated Human Service Plan
- Map(s) of Service Area (no Urban service)
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)
- Pictures (Optional)
- Marketing Plan (Optional)

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. Section 5310 funding is allocated based on systematic set of project scoring criteria
5. Locally Coordinated Human Services Transportation Plan
6. Letter of Support from the applicant's MPO/RPO
7. Reimbursements are made on a cost-per-trip basis

3.4 Capital Purchase of Service Contract Template

Contract for Transportation Services

A CONTRACT BETWEEN

(ORGANIZATION NAME)

(CITY/COUNTY), North Carolina

AND

Transportation Services Vendor Name, Location

This Transportation Services Contract Contract ("*Contract*") is made and entered into by ORGANIZATION NAME, (CITY/COUNTY) North Carolina, and Transportation Services Vendor, Location, henceforth known as the "*Contractor*".

ARTICLE 1. SCOPE OF SERVICES: The parties have entered into a *Contract*. ORGANIZATION NAME ("System") enters into the *Contract* as Agent for their organization. The *Contractor* agrees to provide Transportation Services and all other duties/responsibilities/deliverables included or referred to in this *Contract*.

ARTICLE 2. DURATION: The *Contract* becomes effective XXX, 20XX, and is to continue through XXX, 20XX.

ARTICLE 3. COMPLETE CONTRACT: The *Contract* shall consist of the following documents:

1. The text of this *Contract* form;
2. The Request for Proposal for Transportation Services, issued by the *System* on XXXX, 20XX, including all federal and state requirements, and all related Addenda;
3. The Proposal submitted by the *Contractor*, all Addenda/Appendices included with the Proposal and all official correspondence regarding the Proposal provided by the *Contractor* and accepted by the *System*;
4. The GOVERNING BODY NAME awarded the *Contract* at their meeting held on XXX, 20XX.

ARTICLE 4. LEGAL AUTHORITY: The parties warrant and represent to each other that they have adequate legal counsel and the authority to enter into this *Contract*.

ARTICLE 5. APPLICABLE LAWS: The parties agree to conduct all activities under this *Contract* in accordance with all applicable rules, regulations, directives, issuances, ordinances, and laws in effect or promulgated during the terms of this *Contract*.

IN WITNESS THEREOF, the parties have caused this contract to be executed by their duly authorized representatives.

Signed for Organization Name:

Signature: _____ Date: _____

Print Name and Title: _____

Attest for Organization Name:

Signature: _____ Date: _____

Print Name and Title: _____

Signed for Transportation Services Vendor, Location:

Signature: _____ Date: _____

Print Name and Title: _____

Attest for Transportation Services Vendor, Location:

Signature: _____ Date: _____

Print Name and Title: _____

NOTE: THIS IS A TEMPLATE - ANOTHER LOCAL TEMPLATE COULD BE USED IF DESIRED

3.4 Mobility Manager Program Submittals

- NCDOT Mobility Manager Application
- Mobility Manager Worksheet
- Locally Coordinated Human Service Plan (MTIP)
- Job Description
- MPO/RPO Letter(s) of Support
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)
- Pictures (Optional)
- Marketing Plan (Optional)

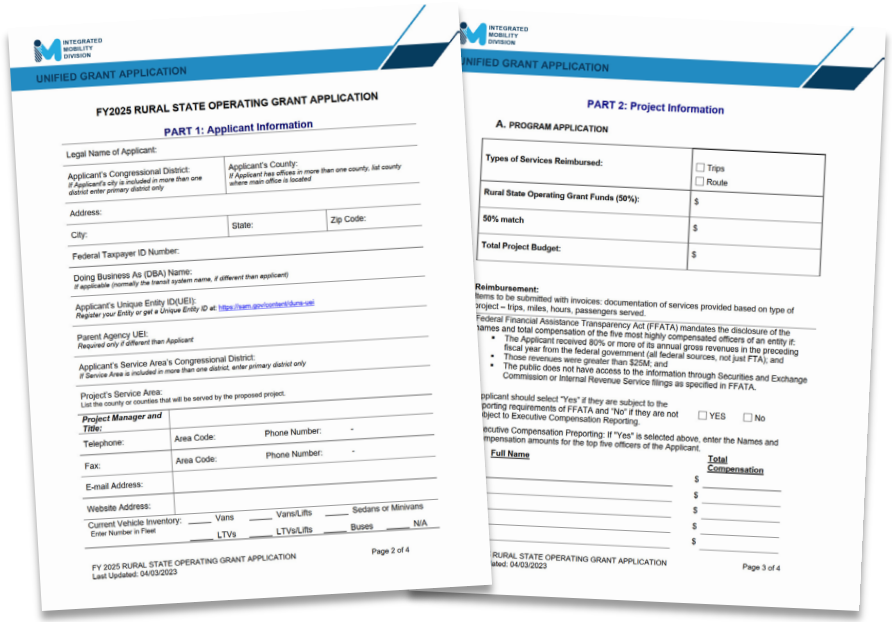
3.4 Mobility Manager Program Helpful Hints

Quick Tips

1. Multi-county participation **no longer** required in FY25
2. 1 position only per applicant
3. Section 5310 funding is allocated based on systematic set of project scoring criteria
4. The progress report submitted quarterly or with each claim
5. Not eligible for marketing and general administrative duties
6. **Matching funds are 80% federal, 10% state, and 10% local**
6. Statewide Locally Coordinated Plan

3.4 Rural State Operating Program Submittals

- Rural State Operating Grant Application



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

FY2025 RURAL STATE OPERATING GRANT APPLICATION

PART 1: Applicant Information

Legal Name of Applicant:

Applicant's Congressional District:
If Applicant's city is included in more than one district enter primary district only

Applicant's County:
If Applicant has offices in more than one county, list county where main office is located

Address:

City: State: Zip Code:

Federal Taxpayer ID Number:

Doing Business As (DBA) Name:
If applicable (normally the transit system name, if different than applicant)

Applicant's Unique Entity ID(UEI):
Register your Entity or get a Unique Entity ID at: https://sam.gov/content/duns-uei

Parent Agency UEI:
Required only if different than Applicant

Applicant's Service Area's Congressional District:
If Service Area is included in more than one district, enter primary district only

Project's Service Area:
List the county or counties that will be served by the proposed project.

Project Manager and Title:

Telephone: Area Code: Phone Number: -

Fax: Area Code: Phone Number: -

E-mail Address:

Website Address:

Current Vehicle Inventory: Enter Number in Fleet ____ Vans ____ Vans/Lifts ____ Sedans or Minivans ____ LTVs ____ LTVs/Lifts ____ Buses ____ N/A

FY 2025 RURAL STATE OPERATING GRANT APPLICATION
Last Updated: 04/03/2023

Page 2 of 4

INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

PART 2: Project Information

A. PROGRAM APPLICATION

Types of Services Reimbursed:	☐ Trips ☐ Route
Rural State Operating Grant Funds (50%):	$
50% match	$
Total Project Budget:	$

Reimbursement:
Items to be submitted with invoices: documentation of services provided based on type of project – trips, miles, hours, passengers served.

Federal Financial Assistance Transparency Act (FFATA) mandates the disclosure of the names and total compensation of the five most highly compensated officers of an entity if:

- The Applicant received 80% or more of its annual gross revenues in the preceding fiscal year from the federal government (all federal sources, not just FTA); and
- Those revenues were greater than $25M; and
- The public does not have access to the information through Securities and Exchange Commission or Internal Revenue Service filings as specified in FFATA.

Applicant should select "Yes" if they are subject to the reporting requirements of FFATA and "No" if they are not subject to Executive Compensation Reporting. ☐ YES ☐ No

Executive Compensation Preporting: If "Yes" is selected above, enter the Names and compensation amounts for the top five officers of the Applicant.

Full Name	Total Compensation
	$
	$
	$
	$
	$

RURAL STATE OPERATING GRANT APPLICATION
dated: 04/03/2023

Page 3 of 4

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 Travelers' Aid Program Submittals

- Project Funding Justification Form
- Project Description
- Local Funding Commitment Form

INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

FY 2025 TRAVELERS' AID PROGRAM FUNDING FORM

PROJECT SPONSOR/AGENCY CONTACT INFORMATION

Contact Name: Click here to enter name.

Organization: Click here to enter organization name.

Address: Click here to enter street address.

City: Click here to enter city. State: Click here to enter state. Zip: Click here to enter zip code.

Phone Number: Click here to enter number. Email Address: Click here to enter email.

PROJECT/PROGRAM DESCRIPTION:
Click here to enter text.

PROJECT/PROGRAM BENEFITS:
Click here to enter text.

RESULT OF PROJECT/PROGRAM NOT BEING FUNDED:
Click here to enter text.

FY2025 TRAVELER'S AID PROJECT FUNDING JUSTIFICATION FORM
Last Updated: 04/03/2023

INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

LOCAL FUNDING COMMITMENT FORM

Attach Completed Form To: Application in Enterprise Business System

APPLICANT NAME:

DESCRIPTION OF PROJECT AND YEAR APPROVED IN STIP FOR FUNDING:

COMMITMENT OF LOCAL FUNDS AND APPLICANT INFORMATION:

Total State Highway Trust Funds Approved In STI $ _____ STIP #_____

PART 1: Applicant Information

Official Name of Applicant: _____

Name of Official Responsible for Project: _____

Title of Official Responsible for Project: _____

Official Address: _____

Official Telephone Number: _____ FAX: _____

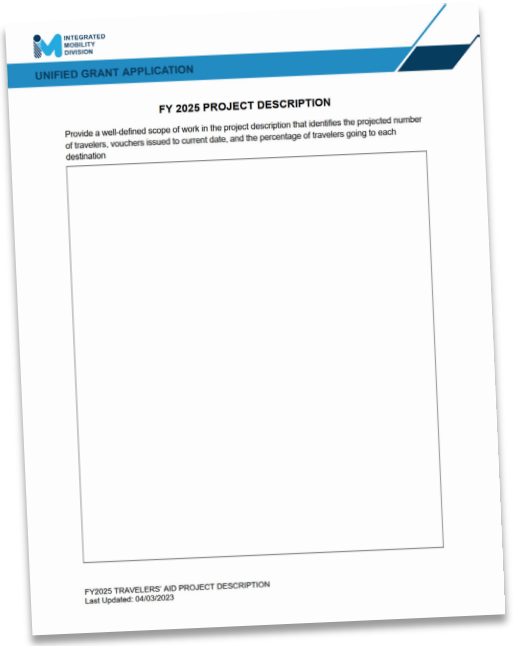
PART 2: Commitment of Local Funds

I hereby confirm that (Name of Applicant) is committed to the local matching share of $_____ required for this project as funds are available during the requested project year. I further confirm the applicant is duly authorized to commit and enter into an Agreement with the North Carolina Department of Transportation during the appropriate Fiscal Year.

Signature of Authorized Official: _____

Title: _____ Date: _____

FY 2025 LOCAL FUNDING COMMITMENT FORM
Last Updated: 04/03/2023



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

FY 2025 PROJECT DESCRIPTION

Provide a well-defined scope of work in the project description that identifies the projected number of travelers, vouchers issued to current date, and the percentage of travelers going to each destination

FY2025 TRAVELERS' AID PROJECT DESCRIPTION
Last Updated: 04/03/2023

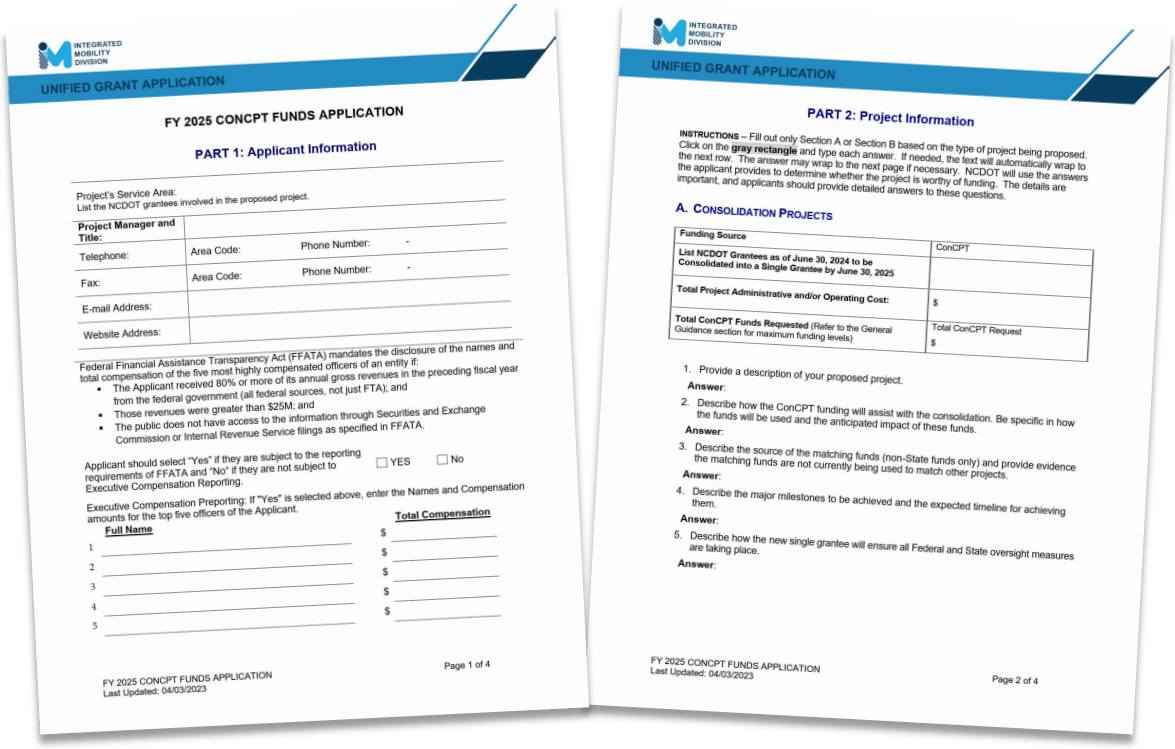
3.4 Travelers' Aid Program Helpful Hints

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 and support network of human service providers assisting individuals and families in crisis
3. 50% State and 50% Local funding

3.4 ConCPT Program Submittals

- ConCPT Funds Application
- IMD Approved Billing Rate
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)
- Letters of Support (Optional)
- Pictures (Optional)
- Marketing Plan (Optional)



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

FY 2025 CONCPT FUNDS APPLICATION

PART 1: Applicant Information

Project's Service Area:
List the NCDOT grantees involved in the proposed project.

Project Manager and Title:		
Telephone:	Area Code:	Phone Number: -
Fax:	Area Code:	Phone Number: -
E-mail Address:		
Website Address:		

Federal Financial Assistance Transparency Act (FFATA) mandates the disclosure of the names and total compensation of the five most highly compensated officers of an entity if:

- The Applicant received 80% or more of its annual gross revenues in the preceding fiscal year from the federal government (all federal sources, not just FTA); and
- Those revenues were greater than $25M; and
- The public does not have access to the information through Securities and Exchange Commission or Internal Revenue Service filings as specified in FFATA.

Applicant should select "Yes" if they are subject to the reporting requirements of FFATA and "No" if they are not subject to Executive Compensation Reporting. ☐ YES ☐ No

Executive Compensation Preporting: If "Yes" is selected above, enter the Names and Compensation amounts for the top five officers of the Applicant.

	Full Name	**Total Compensation**
1		$
2		$
3		$
4		$
5		$

FY 2025 CONCPT FUNDS APPLICATION
Last Updated: 04/03/2023

Page 1 of 4

INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

PART 2: Project Information

INSTRUCTIONS – Fill out only Section A or Section B based on the type of project being proposed. Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary. NCDOT will use the answers the applicant provides to determine whether the project is worthy of funding. The details are important, and applicants should provide detailed answers to these questions.

A. CONSOLIDATION PROJECTS

Funding Source	ConCPT
List NCDOT Grantees as of June 30, 2024 to be Consolidated into a Single Grantee by June 30, 2025	
Total Project Administrative and/or Operating Cost:	$
Total ConCPT Funds Requested (Refer to the General Guidance section for maximum funding levels)	Total ConCPT Request $

1. Provide a description of your proposed project.
   Answer:
2. Describe how the ConCPT funding will assist with the consolidation. Be specific in how the funds will be used and the anticipated impact of these funds.
   Answer:
3. Describe the source of the matching funds (non-State funds only) and provide evidence the matching funds are not currently being used to match other projects.
   Answer:
4. Describe the major milestones to be achieved and the expected timeline for achieving them.
   Answer:
5. Describe how the new single grantee will ensure all Federal and State oversight measures are taking place.
   Answer:

FY 2025 CONCPT FUNDS APPLICATION
Last Updated: 04/03/2023

Page 2 of 4

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 five 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 Section 5303 Program Submittals and Helpful Hints

- Unified Planning Work Program (UPWP)
- UPWP Task Summary Table
- PWP Approval Resolution
- FTA Task Narrative Table
- DBE Anticipated Contracting Opportunities Form
- Resolution Certifying of the Transportation Planning Process

Quick Tips

1. Allocation table uses same criteria as 2022, draft and final UPWP submittal schedules follow Transportation Planning Division Schedule
2. Draft and Final UPWP schedule outlined in Program Overview

3.4 Urban Advanced Technology Program Submittals and Helpful Hints

- Advanced Technology Application
- Program Resolution
- Current Projects
- FY 22 Budget_3-Year Plan_Quarterly Report_Cash Flow
- Memorandum of Understanding for the Project
- Urban Advanced Technology Project Application Requirements Form
- Application Checklist
- Cover Letter

Quick Tips

1. Eligible projects may include items such as:
    - Technologies designed to enhance safety and customer experience
    - Technologies designed to improve operational efficiency
    - Technologies designed to reduce the impacts of COVID-19
    - Camera systems
2. Up to 90% State and 10% Local funding

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
- Local Funding Commitment
- Feasibility Study (Facility Projects)
- Vehicle Purchase Orders
- Facility Insurance Verification
- 5311 Designee Certification Form (FY24 - 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 (FY24 – 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

3.4 Capital Cost of Contracting Program Submittals and Helpful Hints

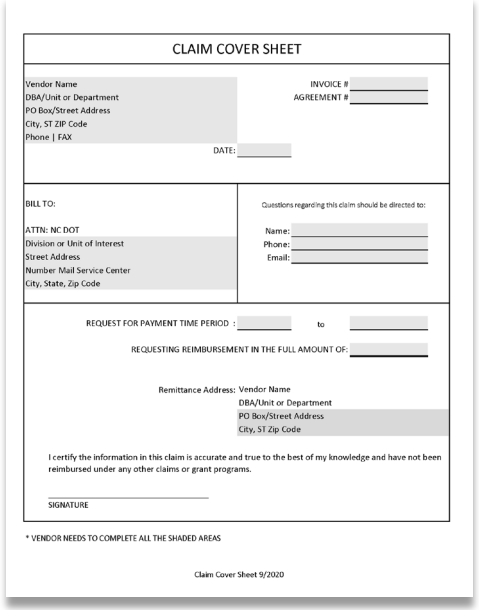
- IMD Capital Cost of Contracting Toolkit
- Service Contracts
- Vehicle Maintenance Contract
- Vehicle and/or Maintenance Lease Agreements
- Turnkey Contract

Quick Tips

1. Sub-section of the State's allocation of Section 5311 or 5339 funding
2. Current Section 5311 sub-recipients are eligible to apply
3. Only costs that are attributed to the privately owned assets by contractor are eligible for funding assistance

3.5 Claim Submittal

- Claims Cover Sheet
- Claims Reimbursement Letter
- Progress Report
- DBE Form
- Supporting Materials (Invoices, Salary Ledgers, etc.)



CLAIM COVER SHEET

Vendor Name
DBA/Unit or Department
PO Box/Street Address
City, ST ZIP Code
Phone | FAX

INVOICE #
AGREEMENT #
DATE:

BILL TO:

ATTN: NC DOT
Division or Unit of Interest
Street Address
Number Mail Service Center
City, State, Zip Code

Questions regarding this claim should be directed to:
Name:
Phone:
Email:

REQUEST FOR PAYMENT TIME PERIOD : to

REQUESTING REIMBURSEMENT IN THE FULL AMOUNT OF:

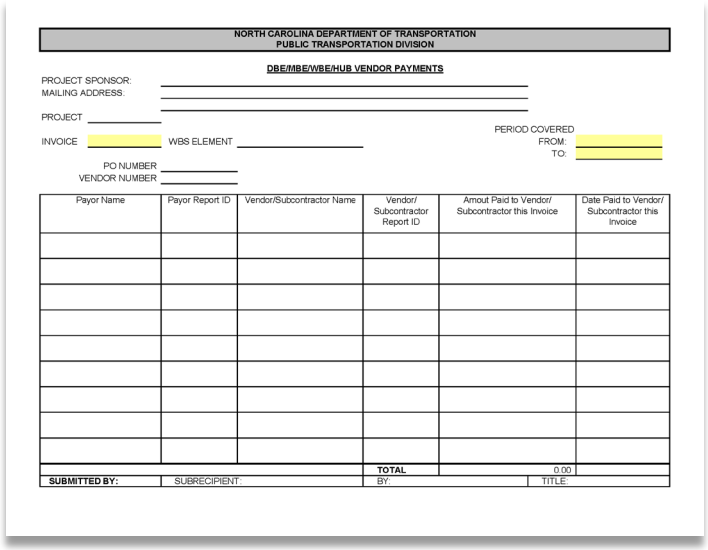
Remittance Address: Vendor Name
DBA/Unit or Department
PO Box/Street Address
City, ST Zip Code

I certify the information in this claim is accurate and true to the best of my knowledge and have not been reimbursed under any other claims or grant programs.

SIGNATURE

* VENDOR NEEDS TO COMPLETE ALL THE SHADED AREAS

Claim Cover Sheet 9/2020



NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION

DBE/MBE/WBE/HUB VENDOR PAYMENTS

PROJECT SPONSOR:
MAILING ADDRESS:

PROJECT

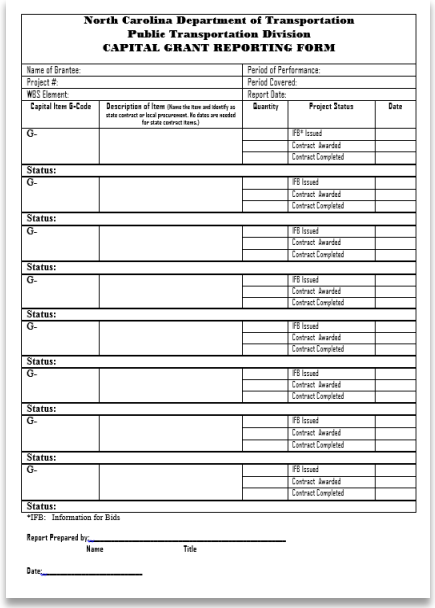
INVOICE WBS ELEMENT

PERIOD COVERED
FROM:
TO:

PO NUMBER
VENDOR NUMBER

Payor Name	Payor Report ID	Vendor/Subcontractor Name	Vendor/ Subcontractor Report ID	Amout Paid to Vendor/ Subcontractor this Invoice	Date Paid to Vendor/ Subcontractor this Invoice
			TOTAL	0.00	

SUBMITTED BY: SUBRECIPIENT: BY: TITLE:



North Carolina Department of Transportation
Public Transportation Division
CAPITAL GRANT REPORTING FORM

Name of Grantee: Period of Performance:
Project #: Period Covered:
WBS Element: Report Date:

Capital Item & Code	Description of Item (Name the item and identify as state contract or local procurement. No dates are needed for state contract items.)	Quantity	Project Status	Date
G-			IFB* Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				

*IFB: Information for Bids

Report Prepared by:
Name Title

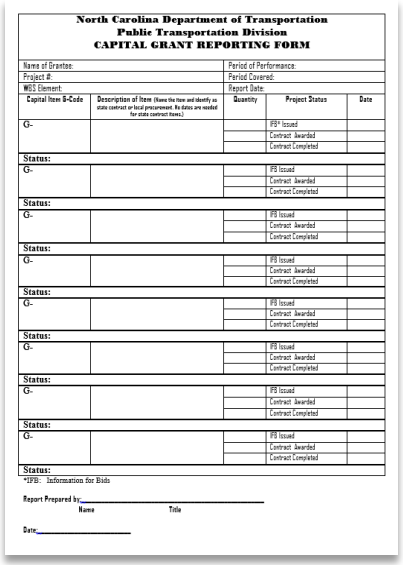
Date:

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.5 Claim Submittal – Progress Report*

*FY23 progress reports will be automated in EBS.

(Progress Report Examples)



North Carolina Department of Transportation
Public Transportation Division
CAPITAL GRANT REPORTING FORM

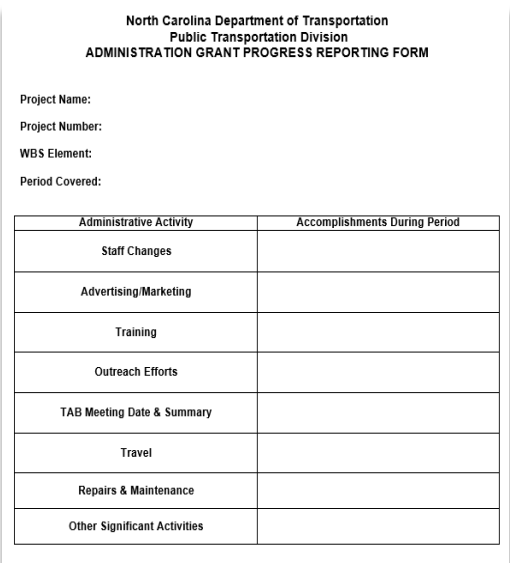
Name of Grantee: | Period of Performance:
Project #: | Period Covered:
WBS Element: | Report Date:

Capital Item &-Code	Description of Item (Name the item and identify as state contract or local procurement. No dates are needed for state contract items.)	Quantity	Project Status	Date
G-			IFB* Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				
G-			IFB Issued	
			Contract Awarded	
			Contract Completed	
Status:				

*IFB: Information for Bids

Report Prepared by:_____
Name Title

Date:_____



North Carolina Department of Transportation
Public Transportation Division
ADMINISTRATION GRANT PROGRESS REPORTING FORM

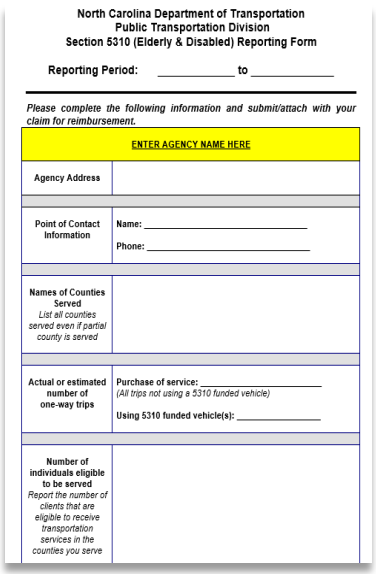
Project Name:

Project Number:

WBS Element:

Period Covered:

Administrative Activity	Accomplishments During Period
Staff Changes	
Advertising/Marketing	
Training	
Outreach Efforts	
TAB Meeting Date & Summary	
Travel	
Repairs & Maintenance	
Other Significant Activities	

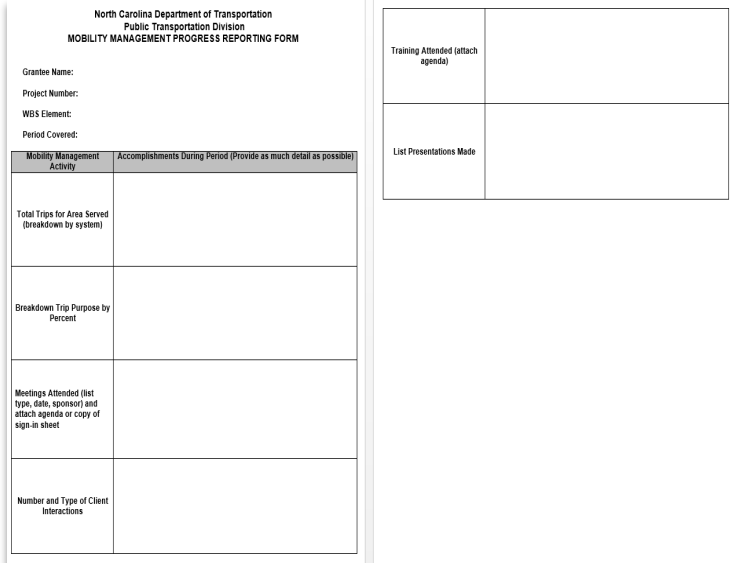


North Carolina Department of Transportation
Public Transportation Division
Section 5310 (Elderly & Disabled) Reporting Form

Reporting Period: _____ to _____

Please complete the following information and submit/attach with your claim for reimbursement.

ENTER AGENCY NAME HERE	
Agency Address	
Point of Contact Information	Name: _____ Phone: _____
Names of Counties Served *List all counties served even if partial county is served*	
Actual or estimated number of one-way trips	Purchase of service: _____ *(All trips not using a 5310 funded vehicle)* Using 5310 funded vehicle(s): _____
Number of individuals eligible to be served *Report the number of clients that are eligible to receive transportation services in the counties you serve*	



North Carolina Department of Transportation
Public Transportation Division
MOBILITY MANAGEMENT PROGRESS REPORTING FORM

Grantee Name:

Project Number:

WBS Element:

Period Covered:

Mobility Management Activity	Accomplishments During Period (Provide as much detail as possible)
Total Trips for Area Served (breakdown by system)	
Breakdown Trip Purpose by Percent	
Meetings Attended (list type, date, sponsor) and attach agenda or copy of sign-in sheet	
Number and Type of Client Interactions	
Training Attended (attach agenda)	
List Presentations Made	

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

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?

Carolyn M. Freitag
Grant Administrator II
Integrated Mobility Division
919-707-4677
cmfreitag@ncdot.gov