



INTEGRATED
MOBILITY
DIVISION

Last Updated: 03/16/2023

PUBLIC TRANSPORTATION

FUNDING SOURCES OVERVIEW

FY25



FUNDING SOURCES OVERVIEW



INTRO – Unified Grant Application Guidance

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- 1.2 Funding Available
- 1.3 Additional Guidance on Available Funding

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- 2.2 Eligible Administrative Expenses
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INTRO – Unified Grant Application Guidance

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INTRO.1 UGA Guidance Overview

INTEGRATED MOBILITY DIVISION

PUBLIC TRANSPORTATION

UNIFIED GRANT APPLICATION GUIDANCE

FY25

Last Updated : March 2023

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.


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- 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.

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

PART 1
Background /
Eligible Applicants

PART 2
Eligible
Expenditures


PART 3
Application
Processes

 
SUBMIT UGA
FEEDBACK

INTRO.1 UGA Guidance Overview

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- 1 Click on icons to navigate to each part of the UGA.
- 2 Use navigation buttons to view previous/next pages.
- 3 Use the survey button to leave feedback.

INTRO.2 How to Access the UGA Guidance

The screenshot shows a web browser window displaying the 'Unified Grant Application' page on the Connect NCDOT website. The browser's address bar shows the URL: connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx. The website header includes the 'Connect NCDOT BUSINESS PARTNER RESOURCES' logo and navigation links for Home, Help, and Site Map. A main navigation menu features categories like 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. A secondary menu includes 'Prequalify', 'Small Business', 'Consultants', 'Directory of Firms', 'Trucking', 'Fleet & Material Mgmt', 'DMV', 'Public Trans', 'Purchasing', 'ROW', and 'Turnpike'. The main content area is titled 'Unified Grant Application' and 'Unified Grant Application (UGA)'. It contains a breadcrumb trail: 'Connect NCDOT > Doing Business > Public Trans > Unified Grant Application'. The text explains that the Governor has designated the North Carolina Department of Transportation (NCDOT) as the principal authority for the Federal Transit Administration's (FTA) transit funds. It also states that the Unified Grant Application (UGA) is a comprehensive guide to rural and small urban area transit funding. A 'News & Updates' section highlights a January 30, 2023 update regarding the FY 2024 Certifications and Assurances Package, which is a requirement for federal funding. The package is due in EBS by Thursday, April 27, 2023, and must be submitted within 90 days of publication. The package includes the Applicant's Affirmation and the Applicant's Attorney Affirmation, along with state documents.

The Governor has designated the North Carolina Department of Transportation (NCDOT) as its principal authority and administrator of the **Federal Transit Administration's (FTA)** transit funds for projects in the rural and small urban areas of North Carolina. This authority was established through legislative action as set forth in Article 2B of Chapter 136 of the North Carolina General Statutes.

Where applicable, IMD shall administer these programs in accordance with the guidance published by the Federal Register and Federal Transit Administration (FTA) circulars and in accordance with existing federal and state regulations pertaining to the administration of federal grants by NCDOT.

The Unified Grant Application (UGA) is a comprehensive and consolidated guide to the rural and small urban area transit funding. Please download the UGA file linked below for access to all transit funding programs and eligibility requirements. Please contact your assigned Regional Grant Specialist for further assistance.

News & Updates

January 30, 2023 - The FY 2024 Certifications and Assurances Package, is a requirement to receive federal funding. The Certs and Assurances are due in EBS uploaded into **FY2024 Certs & Assurances Drop Box** by Thursday, April 27, 2023 in order to meet the FTA guidelines of submitting them within 90 days of publication.

The Certs and Assurance package consists of the federal document including the Applicant's Affirmation and the Applicant's Attorney Affirmation, and state documents:

1. Federal Certifications and Assurances

<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

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



Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

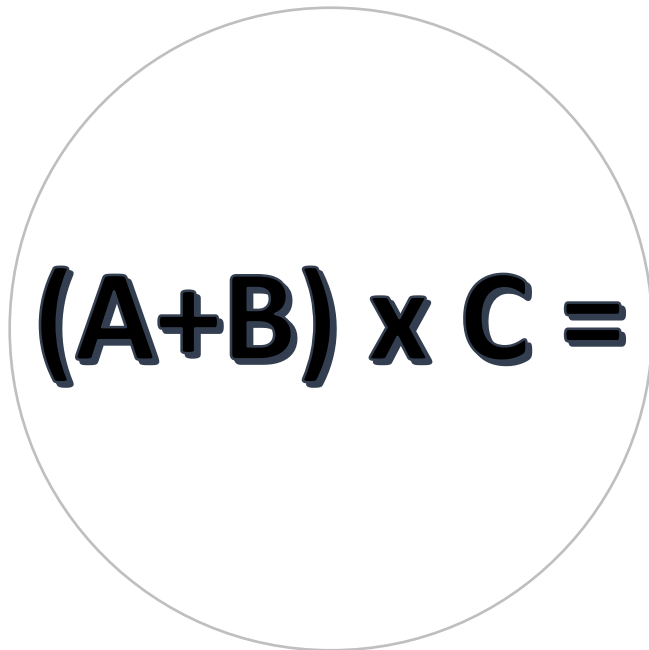
Local Funds
(General Fund, Sales tax, etc.)



1.2 Funding Available

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

Formula

A large circle containing the mathematical formula $(A+B) \times C =$ in bold black text.
$$(A+B) \times C =$$

Need



Other*
(STI, TDM, etc.)

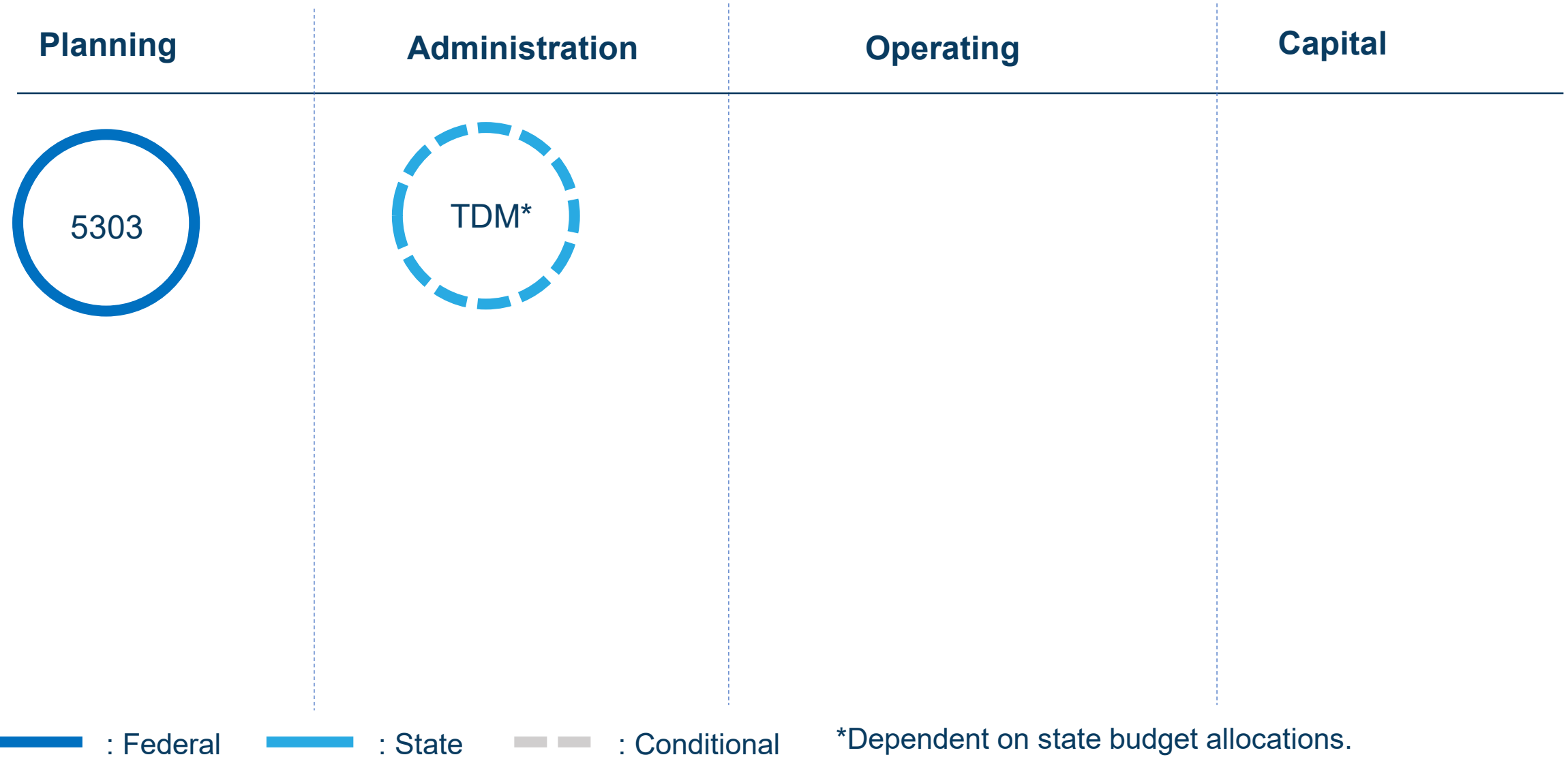


*Discretionary funding (such as HOPE, AIM, etc.) sources also available under “Other”.
Requirements/application process different for each program but typically require submittals through EBS.

1.2 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



1.2 Funding Available for RPO

Administration

Operating

Capital



**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

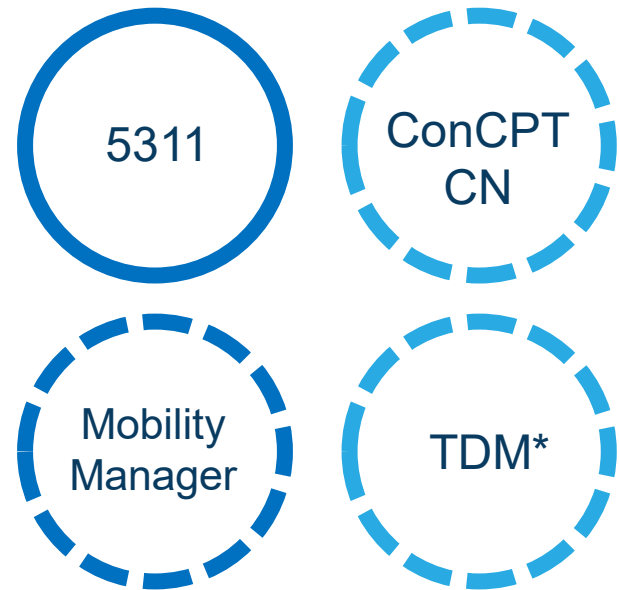


— : Federal — : State — — : Conditional

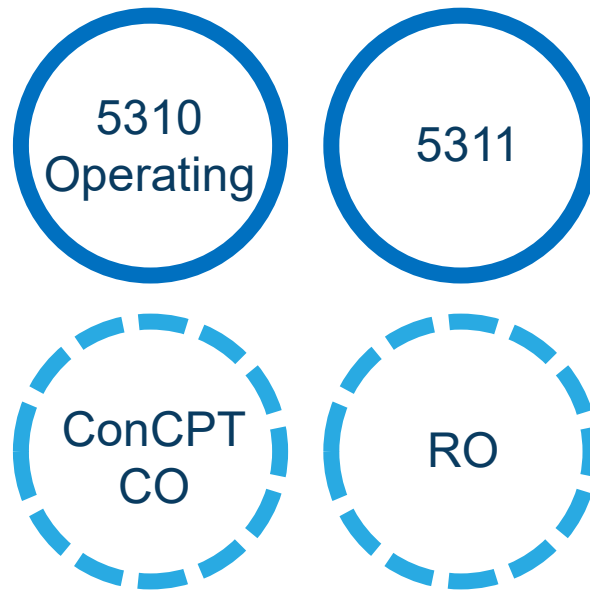
*Dependent on state budget allocations

1.2 Funding Available for Rural System

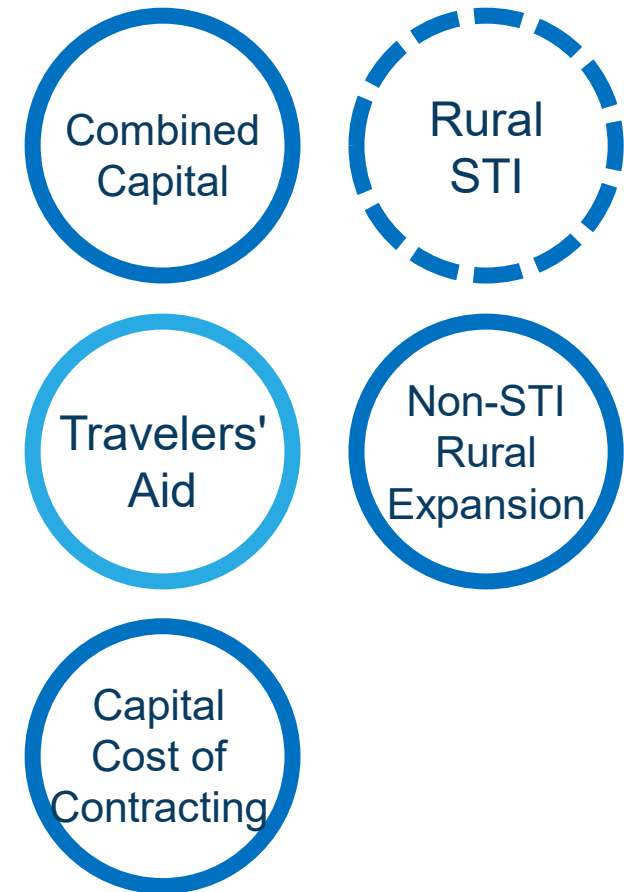
Administration



Operating



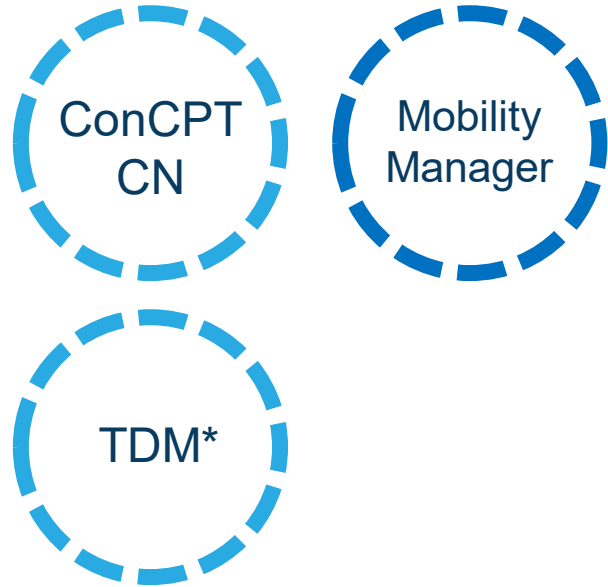
Capital



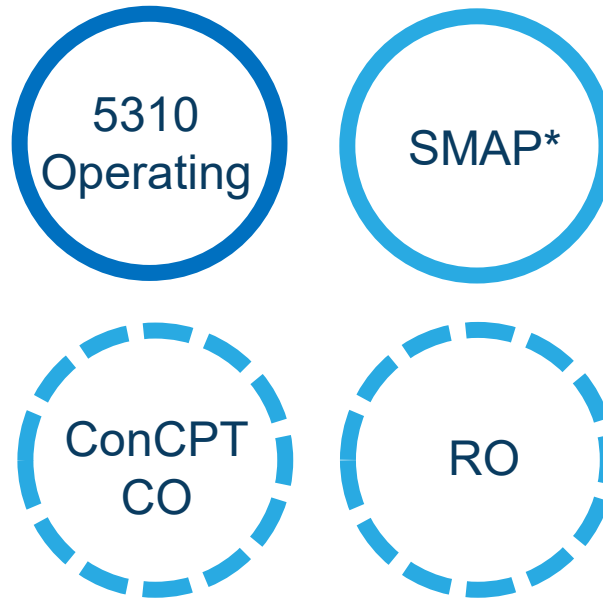
— : Federal — : State - - : Conditional

1.2 Funding Available for Small Urban System

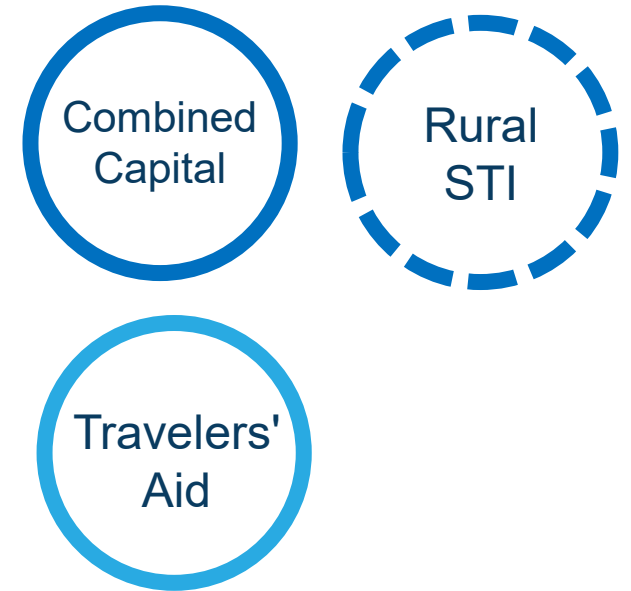
Administration



Operating



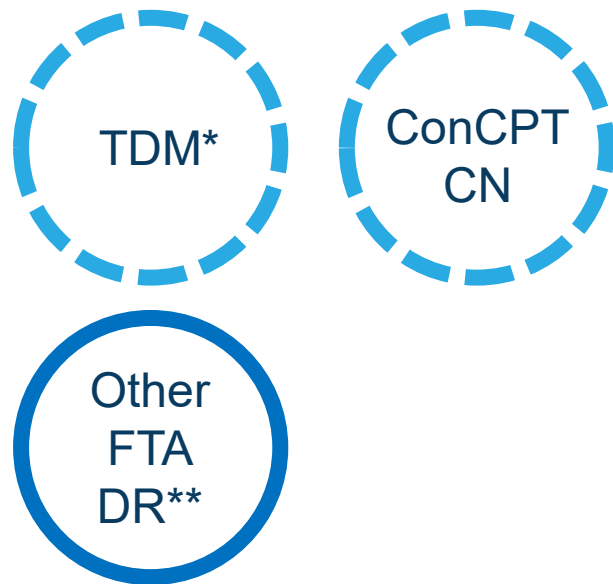
Capital



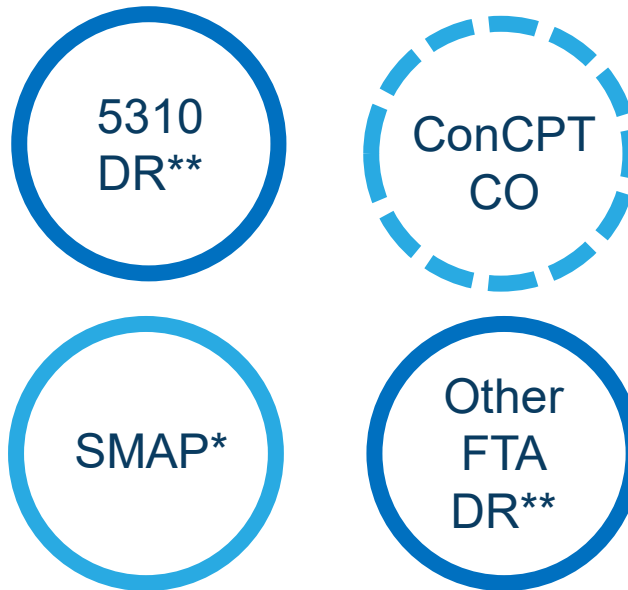
— : Federal — : State - - : Conditional *Dependent on state budget allocations

1.2 Funding Available for Urban System

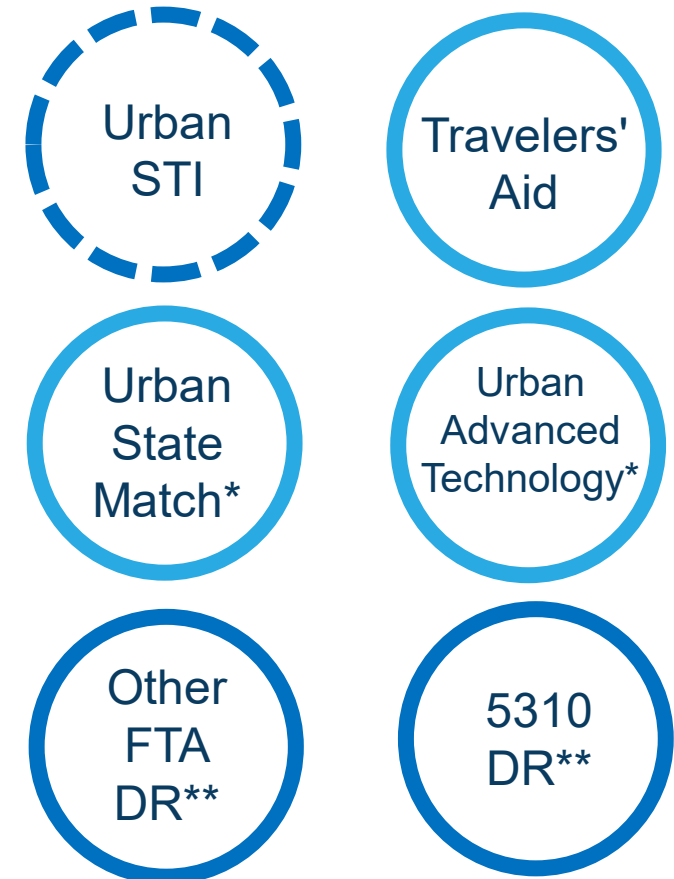
Administration



Operating



Capital



**DR: Direct Recipient

— : Federal — : State — : Conditional

*Dependent on state budget allocations

1.2 Funding Available for Other Agency

Administration



Operating

Capital



— : Federal

— : State

— : Conditional

*Dependent on state budget allocations

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

1.2 Funding Eligibility

The eligibility for any particular public transportation funding program in North Carolina varies significantly between different organization types. This interactive guidance document organizes information about funding program eligibility by organization type or organization characteristics. Choose your organization type below to learn more about funding eligibility.

Disclaimer: Eligibility may vary on a case-by-case basis from what is stated in this guidance document.

CHOOSE YOUR ORGANIZATION TYPE

(Click applicable boxes below)

MPO Policy board of an organization created and designated to carry out the metropolitan transportation planning process	Transit System Regional agency that provides general or special transportation service by operating a vehicle(s) available to the public on a regular and continuing basis	County Government County governments in North Carolina which operate/ administer any forms of transit system(s)	Other Agency Other agencies including non-profit organizations and RPOs.
--	--	---	--

1 Choose your organization type.

1.3 Additional Guidance on Available Funding

The screenshot displays the 'PART 1 Background / Eligible Applicants' section of the NCDOT website. The main heading is 'MPO Funding Eligibility'. Below this, the sub-section '1.2.1 MPO Funding Eligibility' is highlighted. A dark blue box contains the text 'MPO' and 'What funding programs could you manage directly as an MPO? (click the buttons below to open the MPO Eligibility Table)'. Two yellow buttons labeled '5303' and 'TDM' are visible. Below the buttons, it states 'Here are funding programs your partners/member organizations may manage: 5310, SMAP, Urban STI, Urban State Match, Travelers' Aid, ConCPT, and TDM'. The footer contains navigation links for 'PART 1 Background / Eligible Applicants', '1.2 Home', 'PART 2 Eligible Expenditures', 'PART 3 Application Processes', a home icon, and a 'SUBMIT UGA FEEDBACK' button.

PART 1 Background / Eligible Applicants

MPO Funding Eligibility

1.2.1 MPO Funding Eligibility

MPO

What funding programs could you manage directly as an MPO? (click the buttons below to open the MPO Eligibility Table)

5303 TDM

Here are funding programs your partners/member organizations may manage:
5310, SMAP, Urban STI, Urban State Match, Travelers' Aid, ConCPT, and TDM

PART 1 Background / Eligible Applicants 1.2 Home

PART 2 Eligible Expenditures

PART 3 Application Processes

SUBMIT UGA FEEDBACK

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

MPO Funding Eligibility

1.2.1.1 MPO Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

PART 1
Background / Eligible Applicants

1.2.1 Home

PART 2
Eligible Expenditures

PART 3
Application Processes

SUBMIT UGA FEEDBACK

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

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<i>Capital - Purchase of Service</i>				
<i>5310 Operating</i>	-	-	-	-
5311	-	-	-	-
<i>Urban Advanced Technology</i>	-	-	-	-
<i>Urban STI</i>	-	-	-	-
<i>Rural STI</i>	-	-	-	-
<i>Combined Capital</i>	-	-	-	-
<i>ConCPT CN</i>	-	-	-	-
<i>ConCPT CO</i>	-	-	-	-
<i>RO</i>	-	-	-	-
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<i>Urban State Match</i>	-	-	-	-
<i>Non-STI Rural Expansion Vehicle</i>	-	-	-	-
<i>Mobility Manager</i>	-	-	-	-
<i>Capital Cost of Contracting</i>	-	-	-	-

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Other Non-USDOT Federal Funds for Local Match

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1 Choose your organization type.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

Transit System Funding Eligibility

1.2.2 Transit System Funding Eligibility (1/2)

Click on the name of your system below (list continues on next page) for a list of eligible state and federal transportation funding sources administered by NCDOT and detailed through this guidance document.

<p>Coastal Plains</p> <p>Bladen County (BARTS)</p> <p>Brunswick Transit System, Inc.</p> <p>Cape Fear Public Transportation Authority (Wave)</p> <p>Carteret County</p> <p>Choanoke Public Transportation Authority (CPTA)</p> <p>Columbus County</p> <p>Craven County (CARTS)</p> <p>Cumberland County Transit</p> <p>Dare County</p> <p>Fayetteville Area System of Transit</p> <p>Gates County</p> <p>Harnett Area Rural Transit System (HARTS)</p> <p>Hoke Area Transit Service (HATS)</p> <p>Hyde County / Tyrrell County</p> <p>Jacksonville Transit</p> <p>Onslow United Transit System, Inc. (OUTS)</p>	<p>Pender Adult Services Inc.(PAS)</p> <p>Richmond Interagency Transportation, Inc.</p> <p>Robeson County (SEATS)</p> <p>Sampson County</p> <p>Scotland County (SCATS)</p> <p>Washington County (Riverlight Transit)</p> <p>Eastern Piedmont</p> <p>Beaufort County Developmental Center, Inc.</p> <p>Chapel Hill Transit</p> <p>Chatham Transit Network</p> <p>Duplin County</p> <p>GoCary</p> <p>GoDurham/Durham County</p> <p>GoRaleigh</p> <p>GoTriangle</p> <p>Goldsboro-Wayne Transportation Authority</p> <p>GoWake Access</p> <p>Greene County</p>	<p>Greenville Area Transit</p> <p>Johnston County Area Transit (JCATS)</p> <p>Kerr Area (KARTS)</p> <p>Lee County (COLTS)</p> <p>Lenoir County</p> <p>Lincoln County</p> <p>Martin County</p> <p>Moore County</p> <p>Orange County Public Transportation</p> <p>Person County (PATS)</p> <p>Pitt County/Pitt Area Transit System</p> <p>Tar River Transit</p> <p>Wilson County</p> <p>Wilson, City of</p>
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List continues on next page

- 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	-	-	-	-
<i>Capital - Purchase of Service</i>	-	-	-	-
5310 Operating	Yes	50%	0%	50%
5311	Yes	Admin 80%, Operating 50%	Admin 5%, Operating 0%	Admin 15%, Operating 50%
<i>Urban Advanced Technology</i>	-	-	-	-
<i>Urban STI</i>	-	-	-	-
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%
<i>Urban State Match</i>	-	-	-	-
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

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

* State funding is subject to State appropriations and availability of funds. State funding is not guaranteed until appropriated and disbursed.

** 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.

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
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<i>Capital - Purchase of Service</i>	-	-	-	-
5310 Operating	Yes	50%	0%	50%
5311	Yes	Admin 80%, Operating 50%	Admin 5%, Operating 0%	Admin 15%, Operating 50%
<i>Urban Advanced Technology</i>	-	-	-	-
<i>Urban STI</i>	-	-	-	-
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%
<i>Urban State Match</i>	-	-	-	-
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

* State funding is subject to State appropriations and availability of funds. State funding is not guaranteed until appropriated and disbursed.

** 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.

- 1 Choose your organization type.
- 2 Click the name of your system 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 1.2.2 Home.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

1.2 Funding Eligibility

The eligibility for any particular public transportation funding program in North Carolina varies significantly between different organization types. This interactive guidance document organizes information about funding program eligibility by organization type or organization characteristics. Choose your organization type below to learn more about funding eligibility.

Disclaimer: Eligibility may vary on a case-by-case basis from what is stated in this guidance document.

CHOOSE YOUR ORGANIZATION TYPE

(Click applicable boxes below)

MPO Policy board of an organization created and designated to carry out the metropolitan transportation planning process	Transit System Regional agency that provides general or special transportation service by operating a vehicle(s) available to the public on a regular and continuing basis	County Government County governments in North Carolina which operate/ administer any forms of transit system(s)	Other Agency Other agencies including non-profit organizations and RPOs.
--	--	---	--

1 Choose your organization type.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

County Government Funding Eligibility

1.2.3 County Government Funding Eligibility

County Government

What funding programs could you manage directly as a County Government? (click the buttons below to open the County Eligibility Table):

ROAP Travelers' Aid

Here are funding programs your partners/transit departments may manage:

5311, Combined Capital, SMAP, Urban STI, Rural STI, Travelers' Aid, Non-STI Rural Expansion, Mobility Manager, ConCPT, Urban State Match, TDM, 5310 Operating, RO

PART 1 Background / Eligible Applicants **1.2 Home** **PART 2 Eligible Expenditures** **PART 3 Application Processes** **SUBMIT UGA FEEDBACK**

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

1.3 Additional Guidance on Available Funding

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%	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	-	-	-	-
Mobility Manager	-	-	-	-
Capital Cost of Contracting	-	-	-	-

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* State funding is subject to State appropriations and availability of funds. State funding is not guaranteed until appropriated and disbursed.

** 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

1.2.3 Home

PART 2 Eligible Expenditures

PART 3 Application Processes

SUBMIT UGA FEEDBACK

- 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

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%	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	-	-	-	-
Mobility Manager	-	-	-	-
Capital Cost of Contracting	-	-	-	-

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

- 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 1.2.3 Home.

* State funding is subject to State appropriations and availability of funds. State funding is not guaranteed until appropriated and disbursed.

** 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

1.2.3 Home

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Eligible
Expenditures

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Processes



SUBMIT UGA
FEEDBACK

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

1.2 Funding Eligibility

The eligibility for any particular public transportation funding program in North Carolina varies significantly between different organization types. This interactive guidance document organizes information about funding program eligibility by organization type or organization characteristics. Choose your organization type below to learn more about funding eligibility.

Disclaimer: Eligibility may vary on a case-by-case basis from what is stated in this guidance document.

CHOOSE YOUR ORGANIZATION TYPE

(Click applicable boxes below)

MPO Policy board of an organization created and designated to carry out the metropolitan transportation planning process 	Transit System Regional agency that provides general or special transportation service by operating a vehicle(s) available to the public on a regular and continuing basis 	County Government County governments in North Carolina which operate/ administer any forms of transit system(s) 	Other Agency Other agencies including non-profit organizations and RPOs. 
--	--	--	--

1 Choose your organization type.

1.3 Additional Guidance on Available Funding

The screenshot displays a web page titled 'PART 1 Background / Eligible Applicants' with a sub-section 'Other Agency Funding Eligibility'. Below this, a heading reads '1.2.4 Other Agency Funding Eligibility'. A dark blue box contains the text 'Other Agency' and a question: 'What funding programs could you manage directly as a non-transit agency? (click the buttons below to open the Other Agency Eligibility Table):'. Three yellow buttons are visible: 'Capital Purchase of Service', 'Travelers' Aid', and 'TDM'. At the bottom, a navigation bar includes 'PART 1 Background / Eligible Applicants' with a '1.2 Home' button, 'PART 2 Eligible Expenditures', 'PART 3 Application Processes', a home icon, and a 'SUBMIT UGA FEEDBACK' icon.

PART 1 Background / Eligible Applicants

Other Agency Funding Eligibility

1.2.4 Other Agency Funding Eligibility

Other Agency

What funding programs could you manage directly as a non-transit agency? (click the buttons below to open the Other Agency Eligibility Table):

Capital Purchase of Service Travelers' Aid TDM

PART 1 Background / Eligible Applicants 1.2 Home

PART 2 Eligible Expenditures

PART 3 Application Processes

SUBMIT UGA FEEDBACK

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

Other Agency Funding Eligibility

1.2.4.1 Other Agency Funding Eligibility Table

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	-	-	-	-

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

- 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

PART 1 Background / Eligible Applicants

Other Agency Funding Eligibility

1.2.4.1 Other Agency Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	Yes	80%	0 - 10%	10 - 20%
5310 Operating	-	-	-	-
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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	-	-	-	-

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

PART 1 Background / Eligible Applicants
1.2.4 Home

PART 2
Eligible Expenditures

PART 3
Application Processes

SUBMIT UGA FEEDBACK

- 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

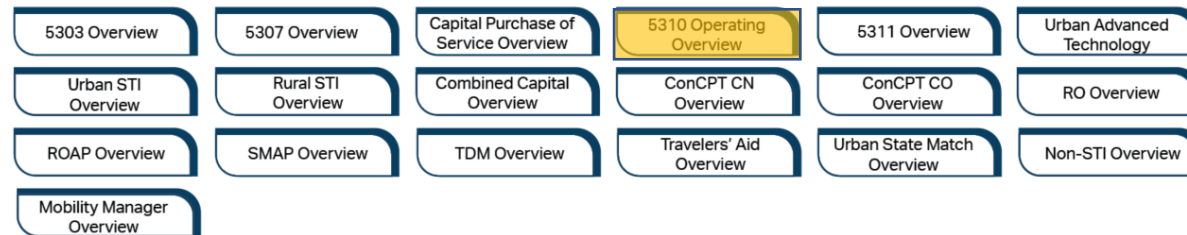
PART 1 Background / Eligible Applicants

1.3 Program Overview / Funding Formula

As described in Parts 1.1 and 1.2 of this guidance, IMD provides access for public transportation systems and partners to receive public transportation funding from both the state and federal government. As an administrator of state and federal public transportation funds, NCDOT administers the application process, application review, contracting, compliance, and claims processes associated with each state or federal public transportation funding source listed below.

Refer to Part 1.2 for your particular eligibility for the public transportation funding programs listed below.

Click the buttons below to access information about particular public transportation funding sources administered by NCDOT.



1 Click the program of your interest.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

5311 Non-Urbanized Area Formula Program Overview

1.3.1 Purpose of Funding Source

Section 5311 funding is a federal formula grant for rural areas established to provide assistance to support public transportation in areas with populations of less than 50,000. This funding is provided to address the needs of rural area residents who often rely on public transit to reach their destinations.

Identifying Your Reimbursable Operating Expenditure Amount

1.3.2 Notes on Eligible Projects

Eligible transportation systems (see Part 1.2) can use Section 5311 funds for public transportation projects in non-urbanized areas. Because most rural trips end in urbanized areas, Section 5311 funds can be used for portions of trips in urbanized areas; however, the primary beneficiary of Section 5311-funded transportation activity must be rural areas. A rural transit provider should consider designing its Section 5311-funded services to maximize use by members of the general public who are transportation disadvantaged such as elderly people and people with disabilities.

1.3.3 Priority of Grant Award

North Carolina's coordinated approach to service delivery currently allows for the award of a single application (as a sub-recipient of NCDOT) within each designated service area as identified in the transit system's Transportation Development Plan (TDP) currently on-file with NCDOT. Section 5311 funding is only provided to a single sub-recipient within each geographical area (county or counties served by a regional transit system) as identified in that transit system's TDP. IMD will implement the adoption of a Governing Board resolution that designates the single designated 5311 applicant on a 5-year cycle. NCDOT's cycle is 2018, 2023, 2028 and so forth.

For the FY 2025 Call for Projects, the 5-year funding allocation formula developed for FY 2023 will continue to be used. The funding formula for FY 2025 provides 1) a base level of \$30,000 for each county in the 5311-funded transit system's service area, 2) a performance bonus carved from a 10% performance set-aside from the overall formula, and 3) a final apportionment based on the amount of funds that were generated by each transit system. The remaining funds are distributed based on the FTA apportionment formula which is how FTA determines the apportionment to each state. If the formula amount apportioned to a transit system was below FY 2023 totals, state or other federal funds were added to equal no more than a 10% reduction. This 10% reduction will continue each year until the funding matches the earned amounts. Ten percent (10%) of the funding will be based on performance as well. If you were above the apportioned amount, you will receive a slight increase. This funding formula allows for the future incorporation of performance criteria.

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

5311 Non-Urbanized Area Formula Program Overview

1.3.1 Purpose of Funding Source

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Identifying Your
Reimbursable
Operating
Expenditure Amount

- 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.

PART 1
Background /
Eligible Applicants

1.3 Home

PART 2
Eligible
Expenditures

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Processes



SUBMIT UGA
FEEDBACK

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



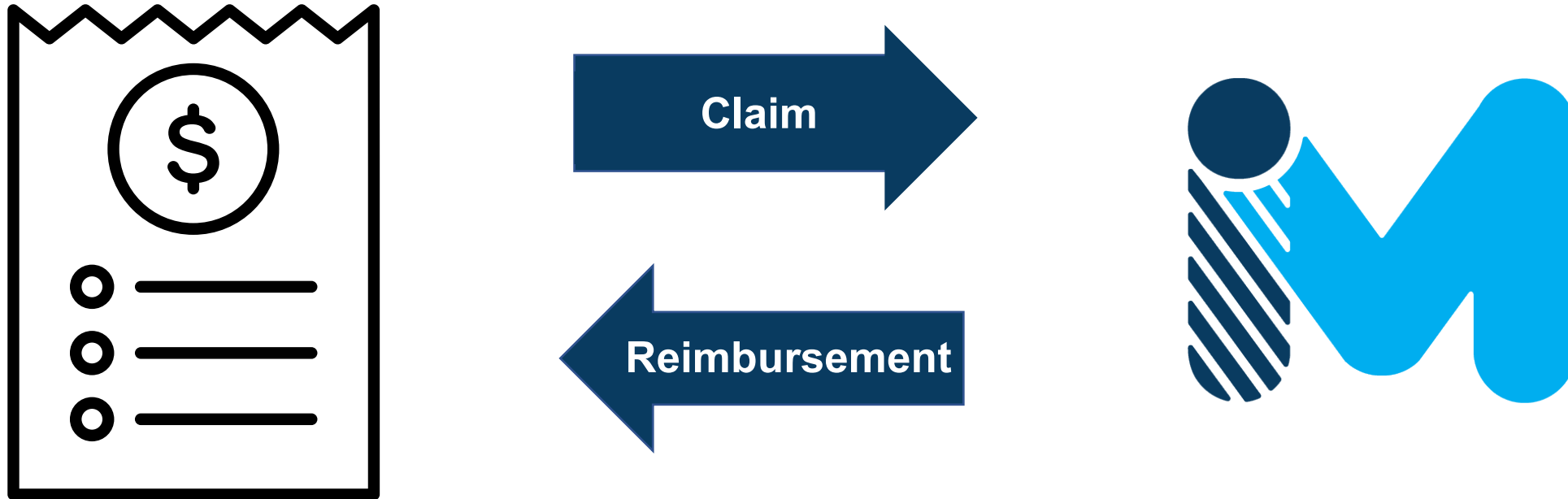
Local Match



Different Rules for Different Funds



2.1 Reimbursement Basis



*Taxes are not usually reimbursable

2.1 Local Match

Eligible Sources

A large, green, rounded rectangular stamp with the word "ELIGIBLE" in bold, uppercase letters, tilted slightly upwards to the right.

Ineligible Sources

A large, red, rounded rectangular stamp with the word "INELIGIBLE" in bold, uppercase letters, tilted slightly upwards to the right.

2.1 Local Match

Eligible Sources

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



ELIGIBLE

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

2.1 Local Match

Ineligible Sources



INELIGIBLE

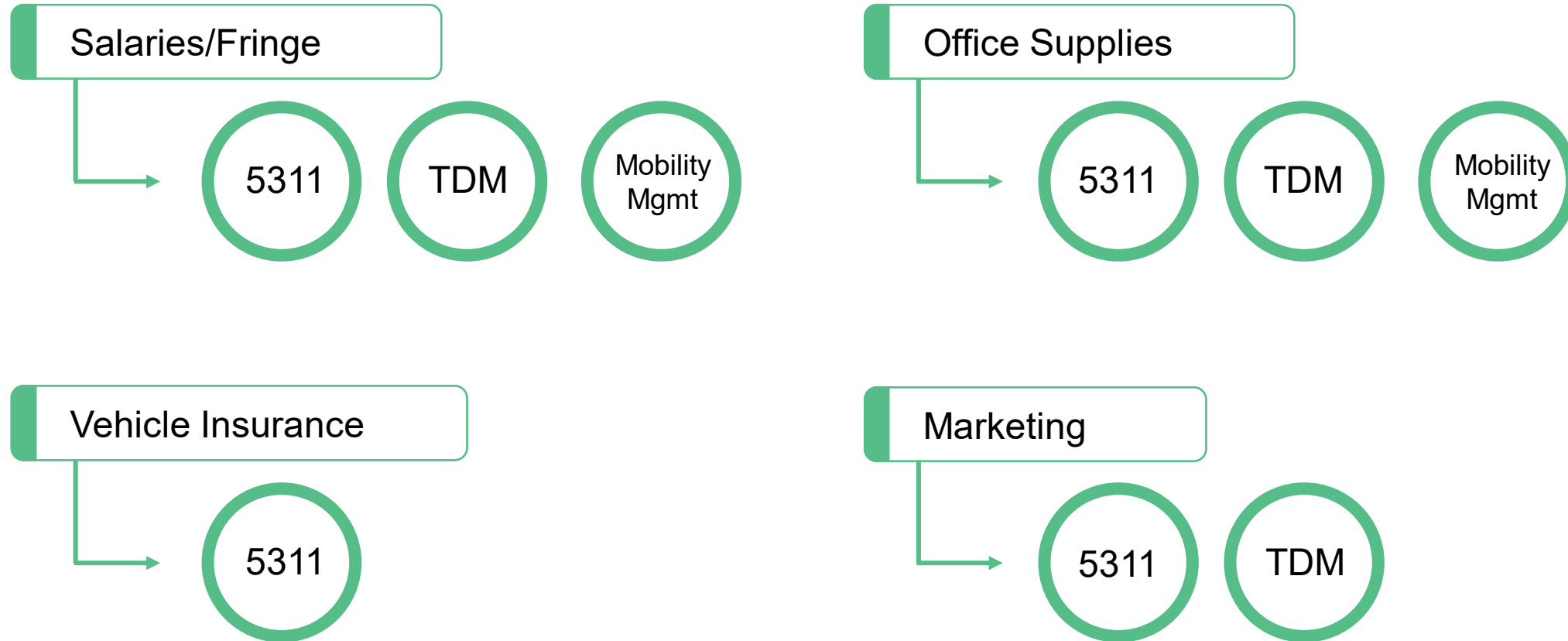
- Farebox revenue
- Federal USDOT funds (when matching federal)

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

2.1 Different Rules for Different Funds

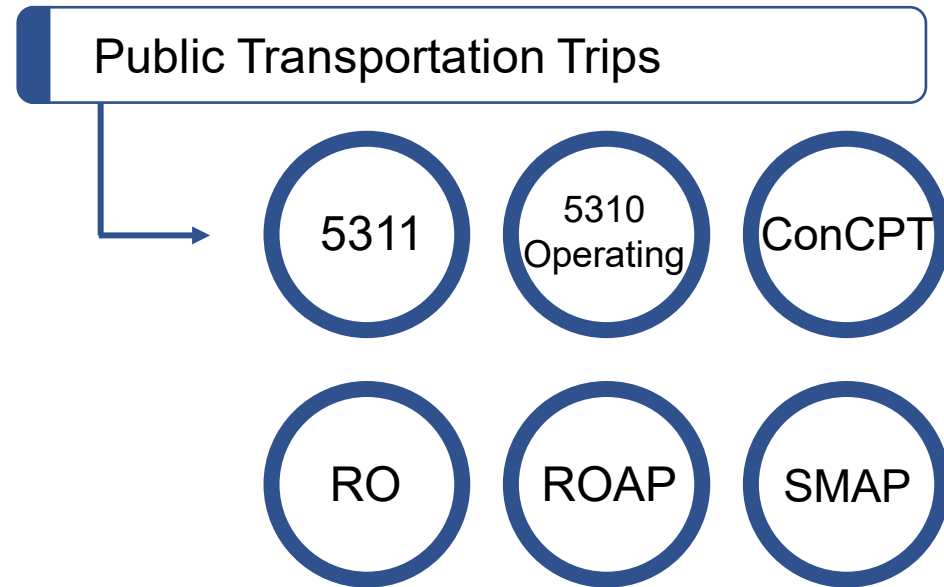


2.2 Eligible Administrative Expenses



*Marketing/advertising not an eligible Mobility Manager expense

2.3 Eligible Operating Expenses



2.4 Eligible Capital Expenses

Purchase/Replacements of Vehicle



Facility Acquisition and Improvements



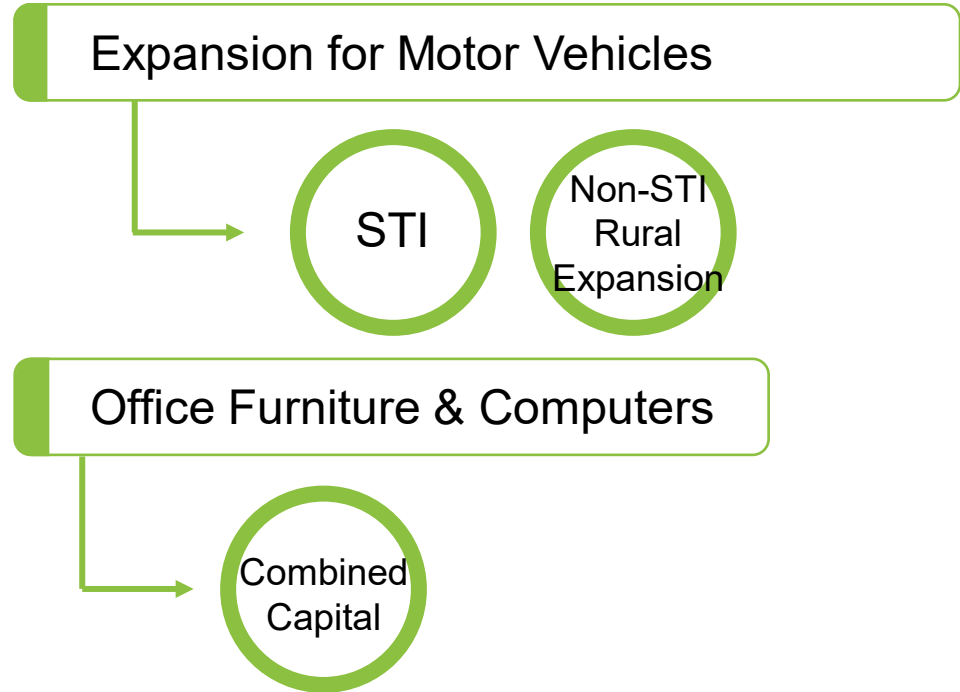
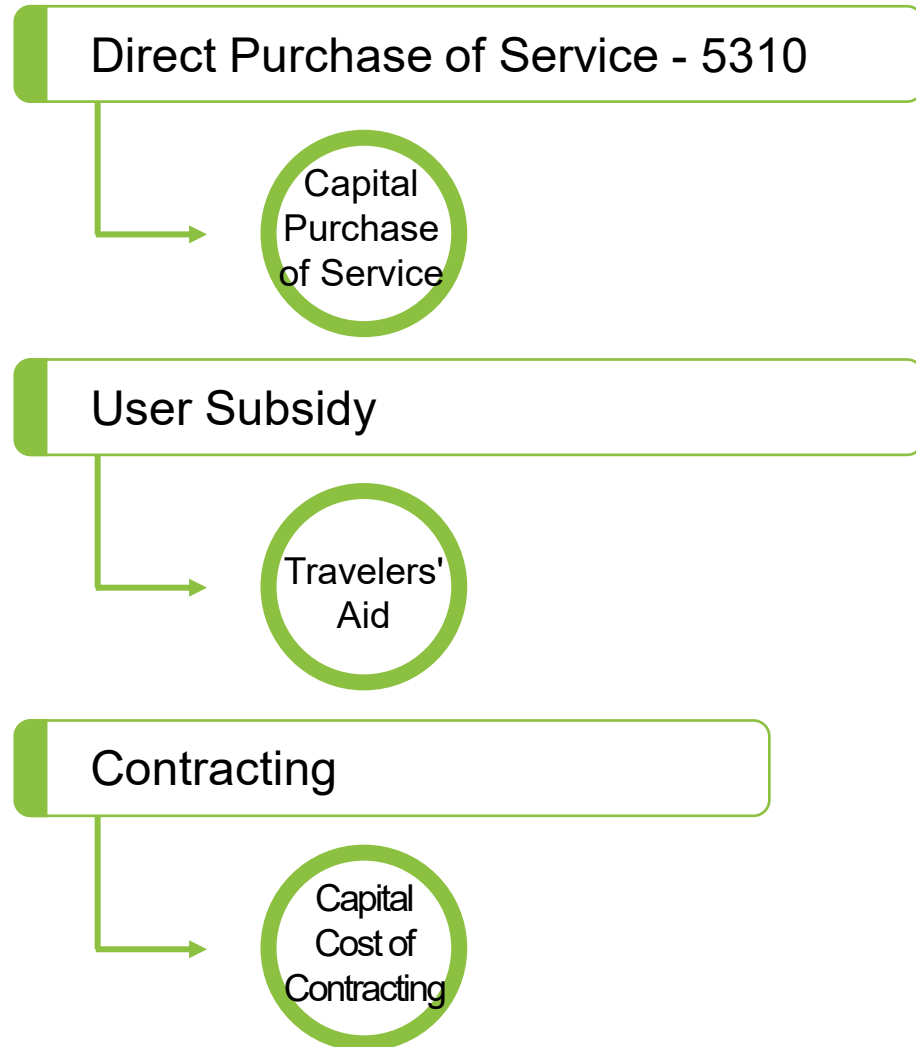
New Construction and Land Purchase



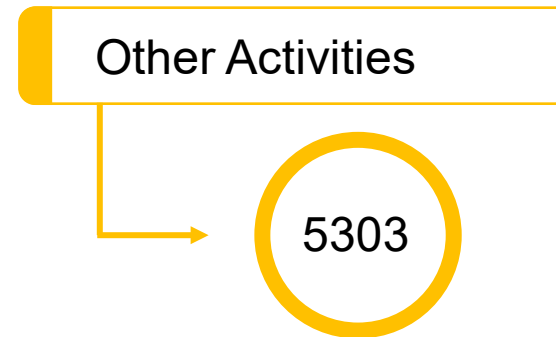
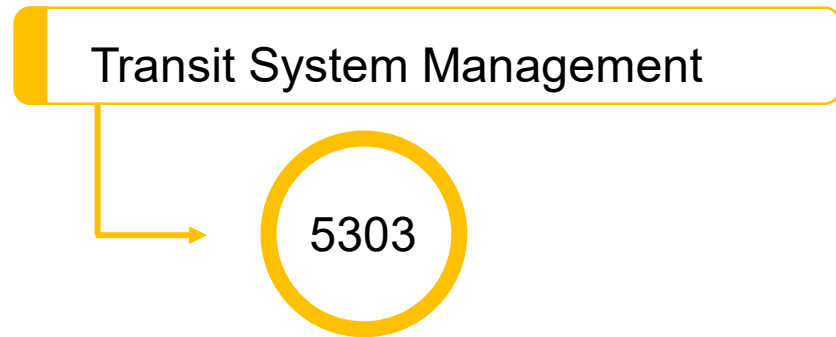
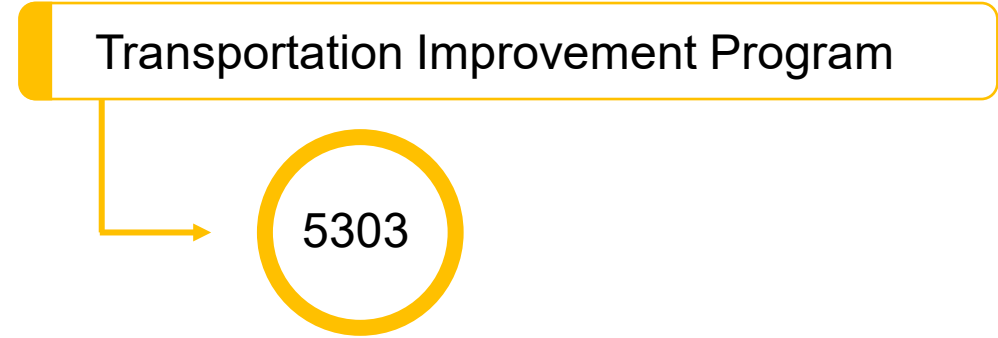
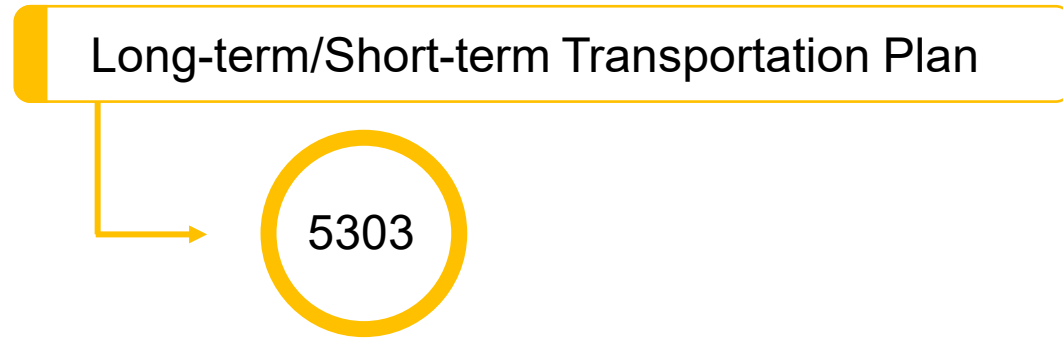
Other Equipment



2.4 Eligible Capital Expenses

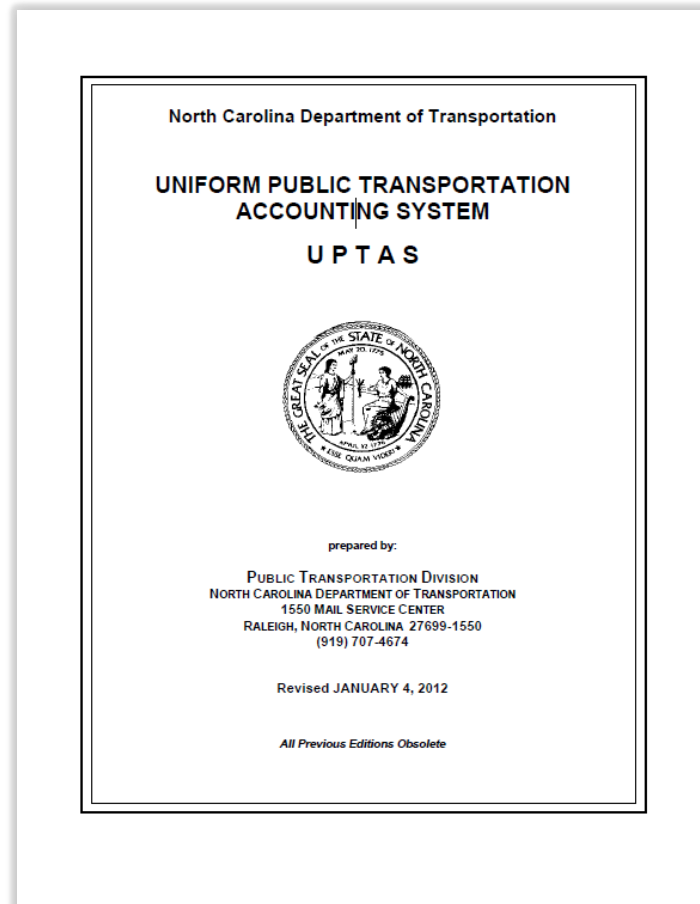


2.5 Eligible Planning Expenses



2.6 Guidance on Identifying Reimbursable Expenses

Uniform Public Transportation Accounting System (UPTAS)



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-593.
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.



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 • 5303 Eligible Planning Expenses link	Capital Purchase of Service • Capital Purchase of Service Eligible Expenses link	5310 Operating • 5310 Eligible Operating Expenses link	5311* • 5311 Eligible Administration Expense link • 5311 Eligible Operating Expenses link	Urban Advanced Technology • Urban Advanced Technology Eligible Capital Expenses link	Urban STI • Urban STI Eligible Capital Expenses link
Rural STI • Rural STI Eligible Capital Expenses link	Combined Capital • Combined Capital Eligible Expenses (Rural System) link • Combined Capital Eligible Expenses (Small Urban System) link	ConCPT CN • ConCPT CN Eligible Administration Expenses link • ConCPT CN Eligible Operating Expenses link	ConCPT CO • ConCPT CO Eligible Operating Expenses link	RO • RO Eligible Operating Expenses link	Travelers' Aid • Travelers' Aid Eligible Capital Expenses link
Urban State Match • Urban State Match Eligible Capital Expenses link	Non-STI Rural • Non-STI Rural Eligible Capital Expenses link	Mobility Manager • Mobility Manager Eligible Capital Expenses link	Capital Cost of Contracting • Capital Cost of Contracting Expenses link		

UPTAS

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

- 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

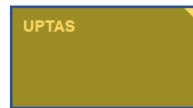
2.2 Eligible Expenses

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.

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5303 • 5303 Eligible Planning Expenses [link]	Capital Purchase of Service • Capital Purchase of Service Eligible Expenses [link]	5310 Operating • 5310 Eligible Operating Expenses [link]	5311* • 5311 Eligible Administration Expenses [link] • 5311 Eligible Operating Expenses [link]	Urban Advanced Technology • Urban Advanced Technology Eligible Capital Expenses [link]	Urban STI • Urban STI Eligible Capital Expenses [link]
Rural STI • Rural STI Eligible Capital Expenses [link]	Combined Capital • Combined Capital Eligible Expenses (Rural System) [link] • Combined Capital Eligible Expenses (Small Urban System) [link]	ConCPT CN • ConCPT CN Eligible Administration Expenses [link] • ConCPT CN Eligible Operating Expenses [link]	ConCPT CO • ConCPT CO Eligible Operating Expenses [link]	RO • RO Eligible Operating Expenses [link]	Travelers' Aid • Travelers' Aid Eligible Capital Expenses [link]
Urban State Match • Urban State Match Eligible Capital Expenses [link]	Non-STI Rural • Non-STI Rural Eligible Capital Expenses [link]	Mobility Manager • Mobility Manager Eligible Capital Expenses [link]	Capital Cost of Contracting • Capital Cost of Contracting Expenses [link]		



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

- 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.



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.

<p>G100 Personal Services (All)</p> <ul style="list-style-type: none"> 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 	<p>G199 Other - Professional Services</p> <p>G200 Supplies And Materials</p> <ul style="list-style-type: none"> 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 <p>G300 Current Obligations And Services</p> <ul style="list-style-type: none"> 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 	<p>G332 Fuel Oil</p> <p>G333 Natural Gas</p> <p>G334 Water</p> <p>G335 Sewer</p> <p>G336 Trash Collection</p> <p>G337 Single / Combined Utility Bill</p> <p>G339 Other Utilities</p> <p>G340 Printing and Binding</p> <p>G341 Printing & Reproduction</p> <p>G349 Other Printing & Binding</p> <p>G350 Repairs and Maintenance</p> <p>G354* Shop Equipment</p> <p>G355 Office & Computer Equipment</p> <p>G357 Communications Equipment</p> <p>G358 Other Repairs and Maintenance - Office Related</p> <p>G359 Other Repairs and Maintenance</p> <p>G360 Donated / Contributed Labor/ Services</p> <p>G361 Donated / Contributed Labor/ Services</p> <p>G370 Advertising / Promotion Media</p> <p>G371 Marketing - Paid Advertisements</p> <p>G372* Promotional Items</p> <p>G373 Other Advertising/Promotion Media (Specify)</p>
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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)

List continues on next page

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Background / Eligible Applicants

PART 2
Eligible Expenditures

PART 3
Application Processes

Home

Submit UGA Feedback

2.2 Home

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



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.

<p>G100 Personal Services (All)</p> <ul style="list-style-type: none"> 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 	<p>G199 Other - Professional Services</p> <p>G200 Supplies And Materials</p> <ul style="list-style-type: none"> 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 <p>G300 Current Obligations And Services</p> <ul style="list-style-type: none"> 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 	<p>G332 Fuel Oil</p> <p>G333 Natural Gas</p> <p>G334 Water</p> <p>G335 Sewer</p> <p>G336 Trash Collection</p> <p>G337 Single / Combined Utility Bill</p> <p>G339 Other Utilities</p> <p>G340 Printing and Binding</p> <p>G341 Printing & Reproduction</p> <p>G349 Other Printing & Binding</p> <p>G350 Repairs and Maintenance</p> <p>G354* Shop Equipment</p> <p>G355 Office & Computer Equipment</p> <p>G357 Communications Equipment</p> <p>G358 Other Repairs and Maintenance - Office Related</p> <p>G359 Other Repairs and Maintenance</p> <p>G360 Donated / Contributed Labor/ Services</p> <p>G361 Donated / Contributed Labor/ Services</p> <p>G370 Advertising / Promotion Media</p> <p>G371 Marketing - Paid Advertisements</p> <p>G372* Promotional Items</p> <p>G373 Other Advertising/Promotion Media (Specify)</p>
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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)

List continues on next page

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Eligible Expenditures

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Application Processes

- 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.
- 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.





PART 3 – Application Process & Next Steps

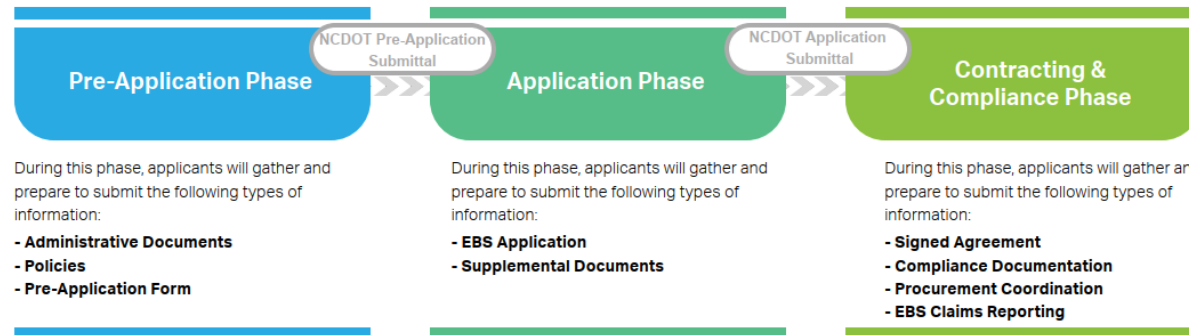
- 3.1 Unified Grant Application Process
- 3.2 Application Timeframes
- 3.3 FY25 Master Documents
- 3.4 Funding Program Submittals
- 3.5 Claim Submittals
- 3.6 Final Notes

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.



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.

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



3.1 Unified Grant Application Process

5303
Cap. Purch. of Equip.
5311 Operating
5311
Urban Adv. Tech.
Urban ST1
Rural ST1
Combined Cap.
CongrPT ON
CongrPT CO
RO
Travelers Aid
Urban State Match
Non-PT1
Mobility Manager
Contracting/Consulting

STEP 1
Pre-Application Registration Form

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Steps to Success

- 1-1. Access the FY25 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY25 application you can skip directly to Step 4.
- 1-2. Complete all the required fields in the form and hit submit in order to be registered as a pre-applicant for FY25. If you have any trouble accessing this form, contact your RGS (see note to the right if you need assistance identifying contact information for your RGS).
- 1-3. Await an email from NCDOT with the subject line "FY25 Unified Grant Application Pre-Application Registration". This email will contain three key pieces of information:
 - (1) Confirmation of your registration as a pre-applicant.
 - (2) Contact information for your assigned RGS who will also be cc'd on the email.
 - (3) A hyperlink to a customized FY25 Pre-Application Submission Workspace assigned specifically to your organization. Note that this hyperlink is specifically customized to your organization and will allow you to upload information and documents specifically to your organization's digital file. Your FY25 Pre-Application Submission Workspace will include instructions for all of your required submittals.

Notes or Quick Tips

- If you are not the only contact who will be uploading documents for the Pre-Application, you can and should note this in the Pre-Application Registration form.
- New Applicants who want to apply for a funding program must receive a favorable pre-award audit.

Resources and Links

- ▶ [FY25 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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Background / Eligible Applicants

💰 PART 2
Eligible Expenditures

📄 PART 3
Application Processes

🏠 3.2 Home

💬 SUBMIT UGA FEEDBACK

- 1 Follow the steps provided for each funding program.



3.1 Unified Grant Application Process

[5302](#)
Cap. Purch. of Equip.
[5310](#)
Operating
[5311](#)
Urban Adv. Tech.
[Urban STI](#)
[Rural STI](#)
[Commutal Cap.](#)
[Concept CN](#)
[Concept CO](#)
[RO](#)
[Traveling Aid](#)
[Urban State Match](#)
[Non-STI](#)
[Mobility Manager](#)
[Contracting/Consulting](#)

STEP 1
Pre-Application Registration Form

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Steps to Success

- 1-1. Access the FY25 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY25 application you can skip directly to Step 4.
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Notes or Quick Tips

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- New Applicants who want to apply for a funding program must receive a favorable pre-award audit.

Resources and Links

- ▶ [FY25 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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Eligible Expenditures
PART 3
Application Processes

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Home
Submit UGA Feedback

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



3.1 Unified Grant Application Process

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[Cap Fund of Exp.](#)
[5311 Operating](#)
[5311](#)
[Urban Adv. Tech.](#)
[Urban STI](#)
[Rural STI](#)
[Combined Cap.](#)
[CongrPT ON](#)
[CongrPT CO](#)
[RO](#)
[Travelers Aid](#)
[Urban State Tech.](#)
[Non-STI](#)
[Mobility Manager](#)
[Contracting/Consulting](#)

PART 3 Application Processes
5311 Non-Urbanized Area Formula Program

STEP 1
Pre-Application Registration Form

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Steps to Success

- 1-1. Access the FY25 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY25 application you can skip directly to Step 4.
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 - (3) A hyperlink to a customized FY25 Pre-Application Submission Workspace assigned specifically to your organization. Note that this hyperlink is specifically customized to your organization and will allow you to upload information and documents specifically to your organization's digital file. Your FY25 Pre-Application Submission Workspace will include instructions for all of your required submittals.

Notes or Quick Tips

- If you are not the only contact who will be uploading documents for the Pre-Application, you can and should note this in the Pre-Application Registration form.
- New Applicants who want to apply for a funding program must receive a favorable pre-award audit.

Resources and Links

- ▶ [FY25 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

3.2 Home

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Background / Eligible Applicants

PART 2
Eligible Expenditures

PART 3
Application Processes

SUBMIT UGA FEEDBACK

- 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.



3.1 Unified Grant Application Process

5303
Cap. Proj. of Cyclic
5311 Operating
5311
Urban Adv. Tech
Urban ST1
Rural ST1
Combined Cap
Concept ON
Concept CO
RO
Traveling Aid
Urban State Tech
Non-ST1
Mobility Manager
Contracting/Consulting

PART 3 Application Processes
**5311 Non-Urbanized Area
Formula Program**

STEP 1

**Pre-Application
Registration Form**

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

Steps to Success

- 1-1. Access the FY25 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY25 application you can skip directly to Step 4.
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Notes or Quick Tips

- If you are not the only contact who will be uploading documents for the Pre-Application, you can and should note this in the Pre-Application Registration form.
- New Applicants who want to apply for a funding program must receive a favorable pre-award audit.

Resources and Links

- ▶ [FY25 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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Background / Eligible Applicants

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Eligible Expenditures

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SUBMIT UGA
FEEDBACK

- 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.



3.1 Unified Grant Application Process

PART 3 Application Processes

5311 Non-Urbanized Area Formula Program

Apr | **STEP 1** // **Pre-Application Registration Form**

Pre-Application Phase Application Phase Contracting & Compliance Phase

5307
Cap. Purch. of Equip.
5310 Operating
5311
Urban Adv. Tech.
Urban STI
Rural STI
Combined Cap.
Concept CM
Concept CO
Traveling Ad.
Urban State Tech.
Non-STI
Mobility Manager
Contractor Contact

Steps to Success

- 1-1. Access the FY25 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY25 application you can skip directly to Step 4.
- 1-2. Complete all the required fields in the form and hit submit in order to be registered as a pre-applicant for FY25. If you have any trouble accessing this form, contact your RGS (see note to the right if you need assistance identifying contact information for your RGS).
- 1-3. Await an email from NCDOT with the subject line "FY25 Unified Grant Application Pre-Application Registration". This email will contain three key pieces of information:
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Notes or Quick Tips

- If you are not the only contact who will be uploading documents for the Pre-Application, you can and should note this in the Pre-Application Registration form.
- New Applicants who want to apply for a funding program must receive a favorable pre-award audit.

Resources and Links

- ▶ [FY25 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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 PART 2 Eligible Expenditures
 PART 3 Application Processes
 3.2 Home
 Home
 SUBMIT UGA FEEDBACK

- 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.



3.1 Unified Grant Application Process

[5302](#)
[Cap. Purch. of Equip.](#)
[5310 Operating](#)
[5311](#)
[Urban Adv. Tech.](#)
[Urban STI](#)
[Rural STI](#)
[Consolidated Cap.](#)
[Conceptual](#)
[Conceptual](#)
[Conceptual](#)
[RO](#)
[Traveling Aid](#)
[Urban State Match](#)
[Non-STI](#)
[Mobility Manager](#)
[Contracting/Consulting](#)

Apr

STEP 1

Pre-Application Registration Form

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

Steps to Success

- 1-1. Access the FY25 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY25 application you can skip directly to Step 4.
- 1-2. Complete all the required fields in the form and hit submit in order to be registered as a pre-applicant for FY25. If you have any trouble accessing this form, contact your RGS (see note to the right if you need assistance identifying contact information for your RGS).
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Notes or Quick Tips

- If you are not the only contact who will be uploading documents for the Pre-Application, you can and should note this in the Pre-Application Registration form.
- New Applicants who want to apply for a funding program must receive a favorable pre-award audit.

Resources and Links

- ▶ [FY25 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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Background / Eligible Applicants

PART 2
Eligible Expenditures

PART 3
Application Processes

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SUBMIT UGA FEEDBACK

- 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.



3.1 Unified Grant Application Process

[5303 Cap. Purch. of Equip.](#)
[5310 Operating](#)
[5311 Urban Adv. Tech.](#)
[Urban STI](#)
[Rural STI](#)
[Combined Cap.](#)
[Cong. CPT. ON](#)
[Cong. CPT. CO](#)
[RO](#)
[Travelers Aid](#)
[Urban State Tech.](#)
[Non-STI](#)
[Mobility Manager](#)
[Contracting](#)

PART 3 Application Processes
5311 Non-Urbanized Area Formula Program

STEP 2
Gathering Pre-Application Materials

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

Steps to Success

- 2-1. In the FY25 Unified Grant Application folder you will find a "Pre-Application Resources" subfolder. This resources folder contains detailed instructions for each of the required FY25 Unified Grant Application Pre-Application Documents submittals.
- 2-2. Create a file folder on your server named "YOURSYSTEMNAME FY25 Unified Grant Application Pre-Application Documents".
- 2-3. Click on each of the hyperlinks to the right in order to preview the submittal instructions for each document/set of documents for your FY25 Unified Grant Application Pre-Application Documents submittal (this links to the folder described in 2-1). Prepare documents for each as instructed.
- 2-4. Save each document prepared as described in Step 2-3 in the folder created in Step 2-2 using the following naming conventions:
 - 2a - Transportation Advisory Board Composition_YOURSYSTEMNAME
 - 2b - Conflict of Interest Policy_YOURSYSTEMNAME
 - 2c - UEI Annual Registration_YOURSYSTEMNAME
- 2-5. Ensure you submitted the following information through Smartsheet forms. You will receive emails with prepopulated PDF forms from your RGS for signature.
 - [DBE Certification Form](#)
 - [Equal Employment Opportunity \(EEO\) Form](#)
 - [Title VI Certification](#)
 - [Delegation of Authority](#)
 - [Anticipated DBE/MBE/WBE/HUB Vendor Award](#)
- 2-6. If you are a non-profit, click [here](#) to identify the list of documents that are additionally required for you to save in this folder.

Notes or Quick Tips

- Unless otherwise noted, Pre-Application Documents are not archived from prior annual submittals and must be submitted annually.

Resources and Links

- ▶ [Requirement for TAB or Governing Board](#)
- ▶ [2a - Transportation Advisory Board Composition List Instructions](#)
- ▶ [2b - Conflict of Interest Policy Instructions](#)
- ▶ [2c - UEI Annual Registration Instructions](#)
- ▶ [DBE Certification Form Instructions](#)
- ▶ [Equal Employment Opportunity \(EEO\) Form](#)
- ▶ [Title VI Certification Instructions](#)
- ▶ [Delegation of Authority Form Instructions](#)
- ▶ [Anticipated DBE/MBE/WBE/HUB Vendor Award Instructions](#)
- ▶ [Non-Profit Additional Required Submittals](#)

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PART 2
Eligible Expenditures

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PART 3
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💬
SUBMIT UGA FEEDBACK

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



3.1 Unified Grant Application Process

[3300](#)
[Cap. Purch. of Evc.](#)
[5310 Operating](#)
[5311](#)
[Urban Adv. Feas.](#)
[Urban STI](#)
[Rural STI](#)
[Combined Cap.](#)
[Con/CP/CM](#)
[Concept CO](#)
[RD](#)
[Travelers Adv.](#)
[Urban Area Replan](#)
[Urban STI](#)
[Mobility Manager](#)
[Contract Funding](#)

PART 3 Application Processes
5311 Non-Urbanized Area Formula Program

STEP 3
Pre-Application Submittal

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

Steps to Success

- 3-1. Upload all documents as instructed on your customized FY25 Pre-Application Submission Workspace. IMD will be notified each time you upload a new or revised document and will provide comments if any changes are required through your customized FY25 Pre-Application Submission Workspace.
- 3-2. You have now completed the submittal of your FY25 Unified Grant Application Pre-Application– await further instructions from your RGS with a Pre-Application Approval Letter.

Notes or Quick Tips

- If you need to make any changes on your FY25 Unified Grant Application Pre-Application document submittals you can make revisions directly in your FY25 Pre-Application Submission Workspace by clicking the direct link to your FY25 Pre-Application Submission Workspace from the email received in Step 1-3.

Resources and Links

- ▶ [Regional Grant Specialist Contact Information](#)

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Eligible
Expenditures

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SUBMIT UGA
FEEDBACK



3.1 Unified Grant Application Process

5309
Capa Push of Svc
5310 Operating
5311
Urban Adv. Tech
Urban STU
Rural STU
Combined Cap
Con/PT ON
Concept CO
RO
Travelers Aid
Urban State Match
NonSTU
Mobility Manager
Public Hearing

PART 3 Application Processes
5311 Non-Urbanized Area Formula Program

Jun
Jul
Aug

STEP 4

Coordination for Application Development

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

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](#)

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3.1 Unified Grant Application Process

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[Rural STI](#)
[Combined Csg](#)
[Cmnty T CX](#)
[ComDPT CO](#)
[PO](#)
[Travelers Adv](#)
[Urban Busn Rehab](#)
[Non-STI](#)
[Mobility Manager](#)
[Capital Conv](#)

PART 3 Application Processes
5311 Non-Urbanized Area Formula Program

Jul
Aug
Sep

STEP 5

TAB Meeting & Governing Board Authorization

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

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](#)

🔍
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3.1 Unified Grant Application Process

[5311](#) [Cape Fear of Svc](#) [5311 Operating](#) [5311](#) [Urban Ashl. Tech](#) [Urban STU](#) [Rural STU](#) [Combined Cagg](#) [ContCPT CM](#) [ContCPT CO](#) [RO](#) [Travelers A&D](#) [Urban State Ashl](#) [Non STU](#) [Mobility Manager](#) [Public covering](#)

Aug
Sep

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

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).

<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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](#)

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3.1 Unified Grant Application Process

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5311 Non-Urbanized Area Formula Program

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

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[Rural STI](#)
[Combined Cagg.](#)
[Cont. CPT CM](#)
[Cont. CPT CO](#)
[RO](#)
[Travelers' Aid](#)
[Urban State Health](#)
[Non-STI](#)
[Mobility Manager](#)
[Capital Corridor](#)

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STEP 8

Federal and State Certifications & Assurances

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

Steps to Success

8-1. Await an email from IMD with the following attached documents (typically these will arrive after the first of the year):

- Federal Certifications and Assurances
- Applicant and Attorney Affirmations
- Certifications and Restrictions on Lobbying
- Special Section 5333(b) Warranty
- Certification of Equivalent Service (if applicable)

8-2. Adopt all documentation within 90 days.

8-3. Upload the documents to EBS.

Notes or Quick Tips

- If your organization has a vehicle fleet you will need to submit "Certification of Equivalent Service" if either (a) you are purchasing a non-lift equipped vehicle, or (b) your fleet includes at least one (1) non-lift equipped vehicle.

Resources and Links

- ▶ [Certifications and Assurances](#)

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SUBMIT UGA FEEDBACK

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process

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 Cap Purch of Svc
 5310 Operating
 5311
 Urban Adv. Tech
 Urban STJ
 Rural STJ
 Combined Csg
 Contract CM
 Contract CO
 RO
 Travelers Adv
 Urban State Maint
 Non-STJ
 Mobility Manager
 Capital Convny

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STEP 9

Electronic Agreement Signature

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

Apr
 May
 Jun
 Jul

Steps to Success

- 9-1. Verify that the Delegation of Authority (DoA) form submitted in Step 2 is updated with the correct contact. If not, revise. (see Resources and Links to the right for access to the DoA Smartsheet form).
- 9-2. Access your draft agreement by awaiting an email notification from DocuSign; the agreement will come to you for electronic signature only after NCDOT's BOT has approved a program of projects and NCDOT leadership has reviewed a draft agreement. (See note to the right if your organization's legal counsel rejects use of NCDOT's DocuSign). NOTE OF CAUTION: If you apply for multiple funding sources from NCDOT, you will receive multiple different contracts that each need to be signed in order to receive a notice to proceed (NTP) to expend funds. For FY25 5311 funds, check that you have received and duly process the FY25 5311 agreement for your organization.
- 9-3. A signatory authority from your organization must electronically sign the agreement using DocuSign as instructed in the email from DocuSign referenced in 9-2. This signature must also be attested by your local Governing Board's clerk. After the signature has been electronically submitted, it will automatically be routed for further NCDOT signatures.
- 9-4. The application will now be reviewed by NCDOT again prior to final approval of the agreement. After approval, an email notification from DocuSign will be sent to you. This email will contain a finalized Agreement ID along with the agreement.

Notes or Quick Tips

- Does your organization have issues with NCDOT's DocuSign process? If so, contact the NCDOT Accounting Specialist assigned to your organization (their name and contact information can be found in the email you received from DocuSign).

Resources and Links

- ▶ [Delegation of Authority Form Instructions](#)

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3.1 Unified Grant Application Process

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5310 Operating
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Urban STI
Rural STI
Combined Capi
Con/CP/CM
Con/CP/CO
RO
Travelers Aid
Urban Share Match
NonSTI
Mobility Manager
Contracting

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STEP 10
Prepare Workplan to Ensure Grant Agreement Compliance

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

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](#)

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3.1 Unified Grant Application Process

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STEP 11
Expend Grant Funds

Steps to Success

11-1. After receipt of your approved executed agreement through DocuSign (9-4), and preparation of your internal organizational workplan through Step 10, expend grant funds according to approved budget and agreement.

11-2. Follow your updated internal organizational workplan to ensure grant agreement compliance and to prepare for NCDOT program auditing.

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Notes or Quick Tips

- Do NOT expend funds without a signed agreement (see Step 9-4) and explicit approval from NCDOT.

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3.1 Unified Grant Application Process

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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

- ▶ [Flori Training Material - How to submit a claim in the Grant Management System](#)

PART 1
Background / Eligible Applicants

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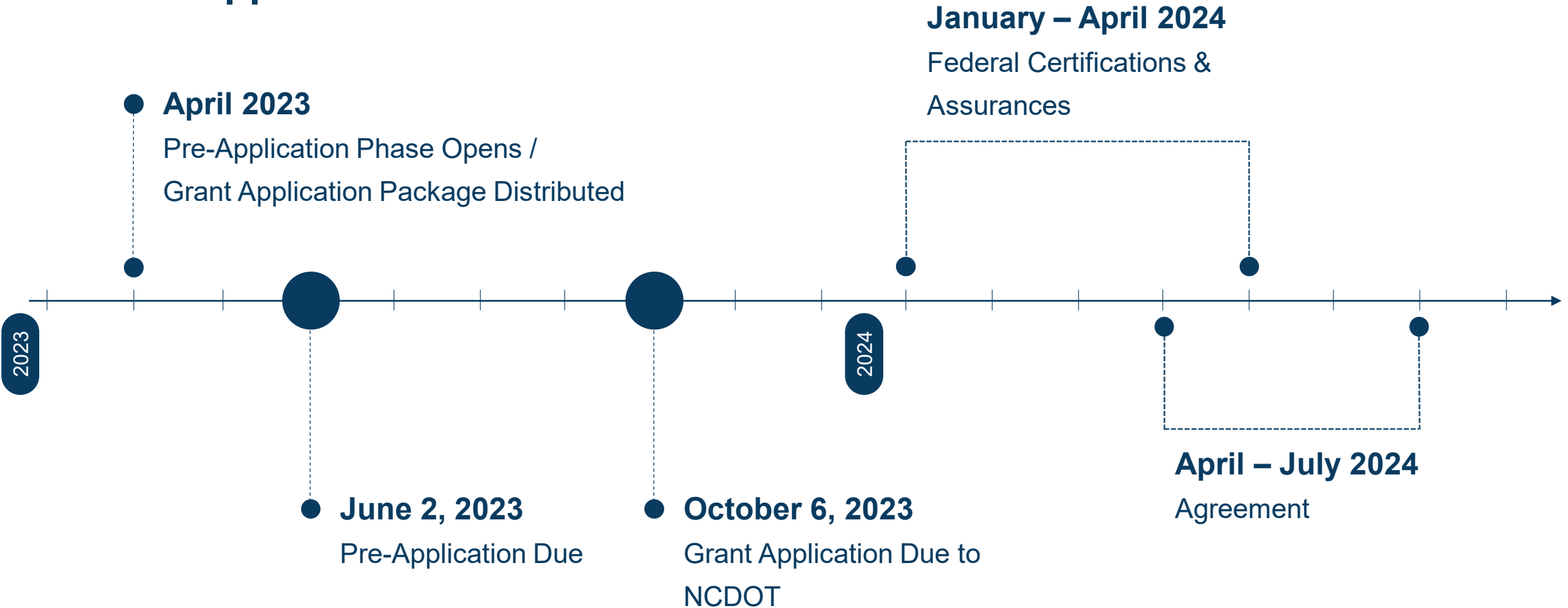
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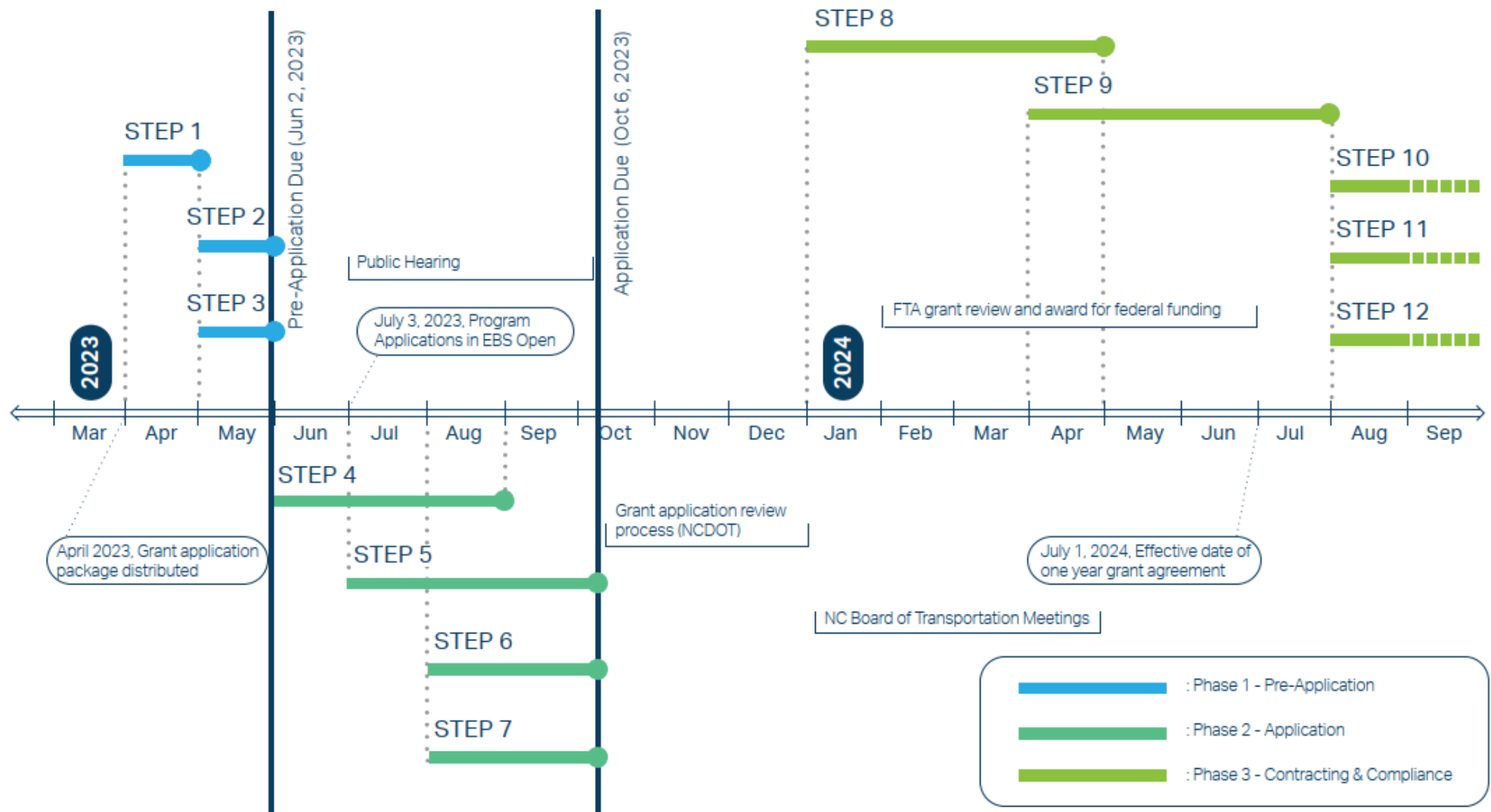
3.2 Application Timeframes*



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



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*
- Title VI Certification*
- Transportation Advisory Board Composition
- Non-Profit Additional Required Submittals
 - IRS Letter
 - Articles of Incorporation
 - By-Laws
 - Members of Board of Directors

* Submit through Smartsheet



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

This form is titled 'FY 2025 LOCAL SHARE CERTIFICATION FOR FUNDING' and includes a table for 'Requesting Funding Sources'. The table has columns for 'Fund Source', 'Total Request', and 'Local Share'. Below the table, there are sections for 'Total Local Share Request' and 'Total Local Share'.

This is another view of the 'FY 2025 LOCAL SHARE CERTIFICATION FOR FUNDING' form, showing the 'TOTAL' section at the bottom.

This form is titled 'PUBLIC TRANSPORTATION PROGRAM RESOLUTION' and contains several paragraphs of text, including a 'RESOLUTION' section and a 'SIGNATURE OF AUTHORITY' section.

This is another view of the 'PUBLIC TRANSPORTATION PROGRAM RESOLUTION' form, showing the signature and date fields.

This form is titled 'PUBLIC HEARING NOTICE' and contains text regarding the public hearing process, including a 'NOTICE' section and a 'PUBLIC HEARING NOTICE' section.

This form is titled 'PUBLIC HEARING OUTREACH' and contains text regarding the public hearing process, including an 'APPLICANT' section and a 'PUBLIC HEARING OUTREACH' section.

This form is titled 'PUBLIC HEARING RECORD' and contains text regarding the public hearing process, including a 'PUBLIC HEARING RECORD' section and a 'PUBLIC HEARING RECORD' section.

This form is titled 'VOLUNTARY TITLE IN PUBLIC INVOLVEMENT' and contains text regarding the public hearing process, including a 'VOLUNTARY TITLE IN PUBLIC INVOLVEMENT' section and a 'VOLUNTARY TITLE IN PUBLIC INVOLVEMENT' section.



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)

The image shows a stack of three forms titled "FY 2025 COMBINED CAPITAL APPLICATION" from the "INTEGRATED MOBILITY DIVISION". The top form is "PART 1: Applicant Information" and includes the following fields:

- 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:
- Federal Taxpayer ID Number:
- Doing Business As (DBA) Name:
- Applicant's Unique Entity ID(UEI) (Register your Entity or get a Unique Entity ID at: <https://sam.gov/center/uei-uei>):
- Parent Agency UEI:
- 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):

Below these fields is the "Project Manager and Contact Information" section, which includes:

- Name of Project Manager:
- Title:
- Address:
- E-mail:
- Phone Number: FAX:
- Mobile Phone Number:

At the bottom of the form is the "Alternative Contact Information (in absence of Project Manager)" section, which includes:

- Name:
- E-mail:
- Phone Number:

The footer of the form reads: "FY 2025 COMBINED CAPITAL APPLICATION Last Updated: 04/03/2023" and "Page 1 of 12".

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)

The image shows a document titled "UNIFIED GRANT APPLICATION" from the "INTEGRATED MOBILITY DIVISION". The specific form is the "FY 2025 5310 OPERATING APPLICATION", "PART 1: Applicant Information". The form includes the following sections and fields:

- Legal Name of Applicant:** A text input field.
- Applicant's Congressional District:** A text input field with a note: "If Applicant's city is included in more than one district, enter primary district only".
- Applicant's County:** A text input field with a note: "If Applicant has offices in more than one county, list county where main office is located".
- Address:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip Code:** A text input field.
- Federal Taxpayer ID Number:** A text input field.
- Doing Business As (DBA) Name:** A text input field with a note: "If applicable (normally the transit system name, if different than applicant)".
- Applicant's Unique Entity ID(UEI):** A text input field with a note: "Register your Entity or get a Unique Entity ID at: <https://sam.gov/ocregister/duns-uei>".
- Parent Agency UEI:** A text input field with a note: "Required only if different than Applicant".
- Applicant's Service Area's Congressional District:** A text input field with a note: "If Service Area is included in more than one district, enter primary district only".
- Project's Service Area:** A text input field with a note: "List the county or counties that will be served by the proposed project."
- Project Manager and Title:** A section with two rows of fields: "Telephone:", "Area Code:", "Phone Number:", "Fax:", and "Area Code:". The "Phone Number" fields contain a hyphen (-).
- E-mail Address:** A text input field.
- Website Address:** A text input field.
- Current Vehicle Inventory:** A section with checkboxes for "Vans", "Vans/Lifts", "Sedans or Minivans", "LTVs", "LTVs/Lifts", "Buses", and "N/A".

At the bottom of the form, it says "FY 2025 5310 OPERATING APPLICATION" and "Last Updated: 04/03/2023". On the right side, it says "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

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 brand 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/contract/uei-req>

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: _____ Vans _____ Vans/Lifts _____ Sedans or Minivans _____
Enter Number in Feet LTVs _____ LTVs/Lifts _____ Buses _____ N/A _____

Page 2 of 4

PART 2: Project Information
A. PROGRAM APPLICATION

Types of Services Reimbursed:	<input type="checkbox"/> Trips
	<input type="checkbox"/> 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 50% 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.

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

Full Name	Total Compensation
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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.](#)
[Click here to enter city.](#) [Click here to enter state.](#) [Click here to enter zip code.](#)

City: [Click here to enter number.](#) [Click here to enter email.](#)

Phone Number: [Click here to enter number.](#) [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 TRAVELERS' 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: _____ Date: _____

Title: _____

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 CONCEPT 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 Reporting: 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 CONCEPT 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 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 \$ _____

- Provide a description of your proposed project.
Answer: _____
- 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: _____
- 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: _____
- Describe the major milestones to be achieved and the expected timeline for achieving them.
Answer: _____
- Describe how the new single grantee will ensure all Federal and State oversight measures are taking place.
Answer: _____

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

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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 – 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: _____

Capital Item #/Code	Description of Item (Items to be new and identify to state contract or local procurement. No items are added for state contract items)	Quantity	Project Status	Date
G-			PS ¹ Issued Contract Awarded Contract Completed	
Status:			PS Issued Contract Awarded Contract Completed	
G-			PS Issued Contract Awarded Contract Completed	
Status:			PS Issued Contract Awarded Contract Completed	
G-			PS Issued Contract Awarded Contract Completed	
Status:			PS Issued Contract Awarded Contract Completed	
G-			PS Issued Contract Awarded Contract Completed	
Status:			PS Issued Contract Awarded Contract Completed	
G-			PS Issued Contract Awarded Contract Completed	
Status:			PS Issued Contract Awarded Contract Completed	
G-			PS Issued Contract Awarded Contract Completed	
Status:			PS Issued Contract Awarded Contract Completed	

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	



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?



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Integrated Mobility Division
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