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.

How to Use this Document

1) Try clicking buttons for more information.
2) Links are also interactive! Some links will guide you to external links such as URLs and documents saved in the same package as this guidance document.
3) The document is structured in levels - Level 1 information "Part X" will apply universally. Level 2 information "Part X.X" will provide more detailed universal information. Level 3 information "Part X.X.X" will be specific to your situation, so be sure to click the links that apply to you.

PART 1 Background / Eligible Applicants

1.1 IMD Goals / Program Mission / Program Authority

1.2 Funding Eligibility

1.3 Program Overview / Funding Formula

PART 1
Background / Eligible Applicants

The Integrated Mobility Division (IMD) administers state and federal funds for public transportation, bicycle, and pedestrian programs and provides subject matter expertise related to multimodal transportation planning, innovation, technology, and emerging mobility trends.

1.1.1 IMD Mission and Goals

- IMD Mission –

  To provide leadership for safe, affordable, and innovative multimodal transportation throughout North Carolina.
- IMD Core Goals –

  1. Increase Access – eliminate transportation barriers and ensure all North Carolinians have equal access to opportunities and services.
  2. Enhance Quality of Life – offer a convenient network of multimodal choices to enhance the quality of life for North Carolinians.
  3. Ensure Safety – ensure all road users can travel safely by building complete streets and proactively correcting areas susceptible to crashes involving vulnerable road users.
  4. Decarbonize Transportation – create a multimodal system that minimizes harmful greenhouse gas emissions by providing more safe, convenient, efficient, reliable, and clean human-powered and shared mobility options.

1.1.2 Program Authority

The Governor has designated the North Carolina Department of Transportation (NCDOT) as recipient and administrator of the program funds for projects in the small urban and rural 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.

IMD shall have principal responsibility and legal authority for the administration of the state managed portions of funding programs outlined in this guidance. Where applicable, IMD shall administer the 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.

1.1.3 Missed Deadline / Incomplete Application

An incomplete application will result in the application being returned for correction. Only complete applications will be reviewed and moved through the review process for approval. If you have questions, please contact your Regional Grant Specialist (RGS) who can provide more information and assistance. See Part 3 for details about the application process for particular grants.

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)

Note: click on 'Transit System' if you are a transit system under county government.

Other Agency

Other agencies including non-profit organizations and RPOs.

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

MPO Funding Eligibility

1.2.1.1 MPO Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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.

Coastal Plains

Albemarle Regional Health Services (ICPTA)
Bladen County (BARTS)
Brunswick Transit System, Inc.
Cape Fear Public Transportation Authority (Wave)
Carteret County
Choanoke Public Transportation Authority (CPTA)
Columbus County
Craven County (CARTS)
Cumberland County Transit
Dare County
Fayetteville Area System of Transit
Gates County
Harnett Area Rural Transit System (HARTS)
Hoke Area Transit Service (HATS)
Hyde County / Tyrrell County
Jacksonville Transit
Onslow United Transit System, Inc. (OUTS)
Pender Adult Services Inc.(PAS)
Richmond Interagency Transportation, Inc.
Robeson County (SEATS)
Sampson County
Scotland County (SCATS)
Washington County (Riverlight Transit)

Eastern Piedmont

Beaufort County Developmental Center, Inc.
Chapel Hill Transit
Chatham Transit Network
Duplin County
GoCary
GoDurham/Durham County
GoRaleigh
GoTriangle
Goldsboro-Wayne Transportation Authority
GoWake Access
Greene County
Greenville Area Transit
Johnston County Area Transit (JCATS)
Kerr Area (KARTS)
Lee County (COLTS)
Lenoir County
Lincoln County
Martin County
Moore County
Orange County Public Transportation
Person County (PATS)
Pitt County/Pitt Area Transit System
Tar River Transit
Wilson County
Wilson, City of

List continues on next page

Transit System Funding Eligibility

1.2.2 Transit System Funding Eligibility (2/2)

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.

Mountain

Alleghany County
AppalCART Boone
Ashe County Transportation Authority
Asheville Rides Transit
Avery Co. (ACT)
Buncombe County/Mountain Mobility
Cherokee County
Clay County
EBCI
Graham County
Jackson County
Macon County
Madison County Transportation Authority
McDowell County Transportation
Mitchell County Transportation Authority
Mountain Projects Inc. Haywood Co.
Polk County
Rutherford County Transit
Swain County Focal Point on Aging Inc.
Transylvania County
Western Carolina Community Action, Inc. (WCCA-Apple Country (Henderson County)
Western Carolina Community Action, Inc. (WCCA-Apple Country (Hendersonville)
Western Piedmont Regional Transit Authority
Wilkes Transportation Authority (WTA)
Yancey County Transportation

Western Piedmont

Alamance County Transportation Authority (ACTA)
Anson County Transportation System
Burlington Link Transit
Cabarrus County Transportation Services (CCTS)
Caswell County
Charlotte Area Transit System
Cleveland County (Transportation Administration of Cleveland County, Inc.)
Concord CK Rider
Davidson County Transportation System (DCTS)
Gaston County
Gastonia City
Greensboro Transit Authority
Guilford County Transportation and Mobility Services (TAMS)
High Point Transit
Iredell County (ICATS)
Mecklenburg County (MTS)
Piedmont Authority for Regional Transportation
Randolph County (RCATS)
Rockingham (ADTS)
Rowan Transit System (RTS)
Salisbury Transit System (STS)
Stanly County (SCUSA)
Union County Transportation
Winston-Salem Transit Authority (WSTA)
Yadkin Valley Economic Development District

Albemarle Regional Health Services (ICPTA) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Bladen County (BARTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Brunswick Transit System, Inc. (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Cape Fear Public Transportation Authority (Wave) (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	Yes	0%	50%	50%
ROAP**	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 100%	EDTAP 0%, EMPL 0%, RGP 0%
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP grants have 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.

Carteret County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Choanoke Public Transportation Authority (CPTA) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Columbus County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Craven County (CARTS) (Small Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	Yes	50%	0%	50%
5311	Yes	Admin 80%, Operating 50%	Admin 5%, Operating 0%	Admin 15%, Operating 50%
Urban Advanced Technology	-	-	-	-
Urban STI*	Yes	80%	0 - 10%	10 - 20%
Rural STI	-	-	-	-
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	Yes	0%	50%	50%
ROAP**	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 100%	EDTAP 0%, EMPL 0%, RGP 0%
SMAP**	Yes	0%	50%	50%
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP 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.

Cumberland County Transit (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Dare County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Fayetteville Area System of Transit (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	Yes	0%	50%	50%
ROAP**	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 100%	EDTAP 0%, EMPL 0%, RGP 0%
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP grants have 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.

Gates County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Harnett Area Rural Transit System (HARTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Hoke Area Transit System (HATS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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

Hyde County / Tyrrell County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Jacksonville Transit (Small Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI*	Yes	80%	0 - 10%	10 - 20%
Rural STI	-	-	-	-
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	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
Non-STI Rural Expansion Vehicle	Yes	80%	0%	20%
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.

** SMAP 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.

Onslow United Transit System, Inc. (OUTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Pender Adult Services Inc. (PAS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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

Richmond Interagency Transportation, Inc. (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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

Robeson County (SEATS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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

Sampson County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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

Scotland County (SCATS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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

Washington County (Riverlight Transit) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Beaufort County Developmental Center, Inc. (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Chapel Hill Transit (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Chatham Transit Network (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Duplin County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

GoCary (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

GoDurham / Durham County (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	Yes	0%	50%	50%
ROAP**	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 100%	EDTAP 0%, EMPL 0%, RGP 0%
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP grants have 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.

GoRaleigh (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP grants have 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.

GoTriangle (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Goldsboro-Wayne Transportation Authority (Small Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating	Yes	50%	0%	50%
5311	Yes	Admin 80%, Operating 50%	Admin 5%, Operating 0%	Admin 15%, Operating 50%
Urban Advanced Technology	-	-	-	-
Urban STI*	Yes	80%	0 - 10%	10 - 20%
Rural STI	-	-	-	-
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	Yes	0%	50%	50%
ROAP**	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 100%	EDTAP 0%, EMPL 0%, RGP 0%
SMAP**	Yes	0%	50%	50%
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP 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.

GoWake Access (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Greene County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Greenville Area Transit (Small Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI*	Yes	80%	0 - 10%	10 - 20%
Rural STI	-	-	-	-
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	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
Non-STI Rural Expansion Vehicle	Yes	80%	0%	20%
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.

** SMAP grant has a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Johnston County Area Transit (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Kerr Area (KARTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Lee County (COLTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Lenoir County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Lincoln County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Martin County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Moore County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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

Orange County Public Transportation (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Person County (PATS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Pitt County/Pitt Area Transit System (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Tar River Transit (Small Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	Yes	50%	0%	50%
5311	Yes	Admin 80%, Operating 50%	Admin 5%, Operating 0%	Admin 15%, Operating 50%
Urban Advanced Technology	-	-	-	-
Urban STI*	Yes	80%	0 - 10%	10 - 20%
Rural STI	-	-	-	-
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	Yes	0%	50%	50%
ROAP**	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 100%	EDTAP 0%, EMPL 0%, RGP 0%
SMAP**	Yes	0%	50%	50%
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP 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.

Wilson County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Wilson, City of (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Alleghany County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

AppalCART Boone (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

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

** ROAP and SMAP 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.

Ashe County Transportation Authority (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Asheville Rides Transit (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
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 100%	EDTAP 0%, EMPL 0%, RGP 0%
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP grants have 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.

Avery Co. (ACT) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Buncombe County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Cherokee County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Clay County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

EBCI (Non-Profit) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI	-	-	-	-
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP**	Yes (RGP only)	0%	RGP 100%	RGP 0%
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.

Graham County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Jackson County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Macon County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Madison County Transportation Authority (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

McDowell County Transportation (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Mitchell County Transportation Authority (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Mountain Projects Inc. Haywood Co. (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Polk County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Rutherford County Transit (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Swain County Focal Point on Aging Inc. (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Transylvania County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

WCCA-Apple Country (Henderson County) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

WCCA-Apple Country (Hendersonville) (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

WPRTA (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Wilkes Transportation Authority (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Yancey County Transportation (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Alamance County (ACTA) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Anson County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Burlington Link Transit (Small Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI*	Yes	80%	0 - 10%	10 - 20%
Rural STI	-	-	-	-
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	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grant has a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Cabarrus County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Caswell County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Charlotte Area Transit System (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Cleveland County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Concord CK Rider (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Davidson County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Gaston County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Gastonia City (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
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	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Greensboro Transit Authority (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Guilford County (TAMS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

High Point Transit (Small Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban Advanced Technology	-	-	-	-
Urban STI*	Yes	80%	0 - 10%	10 - 20%
Rural STI	-	-	-	-
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	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
Non-STI Rural Expansion Vehicle	Yes	80%	0%	20%
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.

** SMAP grant has a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Iredell County (ICATS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Mecklenburg County (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

PART (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Randolph County (RCATS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Rockingham (ADTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Rowan Transit System (RTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Salisbury Transit System (STS) (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
RO	-	-	-	-
ROAP	-	-	-	-
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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.

** SMAP grants have a different application and award schedule, which is subject to an approved State budget before disbursements can be made.

Stanly County (SCUSA) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

Union County (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

WSTA (Urban System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share	Local Match
5303	Yes - May be suballocated through MPO	80%	0 - 10%	10 - 20%
Capital - Purchase of Service	-	-	-	-
5310 Operating - Direct Apportionment	Yes - Direct apportionment [not NCDOT]	50%	0%	50%
5311	-	-	-	-
Urban Advanced Technology	Yes	-	90%	10%
Urban STI*	Yes	80%	0 - 10%	10 - 20%
*Rural STI**	-	-	-	-
Combined Capital	-	-	-	-
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 100%	EDTAP 0%, EMPL 0%, RGP 0%
SMAP**	Yes	0%	50%	50%
TDM	Yes	There will be a separate application for FY25		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	Yes	0%	10%	Variable
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 and SMAP grants have 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.

YVEDDI (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

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

Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

* 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.

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

County Government Funding Eligibility

1.2.3.1 County Government Funding Eligibility Table

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

Eligible Sources of Local Match

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.

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

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

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.

5303 Overview

Capital Purchase of Service Overview

5310 Operating Overview

5311 Overview

Urban Advanced Technology

Urban STI Overview

Rural STI Overview

Combined Capital Overview

ConCPT CN Overview

ConCPT CO Overview

RO Overview

ROAP Overview

SMAP Overview

TDM Overview

Travelers' Aid Overview

Urban State Match Overview

Non-STI Overview

Mobility Manager Overview

Capital Cost of Contracting Overview

5303 Program Overview

1.3.1 Purpose of Funding Source

The Section 5303 program provides funding for multi-modal transportation planning in metropolitan areas and states. Planning needs to be cooperative, continuous, and comprehensive resulting in long-range plans and short-range programs reflecting transportation investment priorities.

1.3.2 Notes on Eligible Projects

IMD will provide one half the local match (10%) for FTA Section 5303 funded transit planning tasks if State funds are available. No state match will be provided for Section 5303 funds used for highway planning (see more on this below).

If the Section 5303 allocation for your urbanized area does not provide adequate funding to address the area's transit planning tasks, please indicate the additional source of funds in your Unified Planning Work Program (UPWP), such as Section 5307 Planning, Section 104(f) (PL), or local funds.

Note all of the Section 5303 and 5307 funds to be used for planning tasks must be shown in the UPWP.

1.3.3 Priority of Grant Award

Each urbanized area receives a Section 5303 allocation from NCDOT for MPO transit planning activities. The allocations are provided in the 5303 Allocation Table.

5303 Allocation Table

MPO/RPO Important Dates

Capital Purchase of Service Program Overview

1.3.1 Purpose of Funding Source

The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas. A senior is an individual who is 65 years of age or older and the term 'disability' is defined in section 3(1) of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12102). NCDOT provides access to Section 5310 funding for capital purchase of service expenditures through this application.

1.3.2 Notes on Eligible Projects

Eligible projects include the purchase of public transportation trips/fares towards meeting the goals of the Section 5310 Program.

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities;
- Public transportation projects that exceed the requirements of the ADA of 1990 (42 U.S.C. 12101 et seq.);
- Public transportation projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

The applicant must be the one administering the project, determining eligibility, arranging transit services, and/or operating the funded service. Passing through grant funding to another entity will not be allowed.

1.3.3 Priority of Grant Award

In determining a fair and equitable process for project selection, IMD considers the needs of projects that are currently in operation and the need to allow for the implementation of new projects. To that end, IMD has created a systematic set of scoring criteria that will be used to determine an overall point value per project score submitted by transit subrecipients across the state. This comprehensive scoring selection process has been created in conjunction with the overall program goals and to advance transportation services for elderly and disabled individuals in North Carolina. This scoring and evaluation framework for Section 5310 projects will result in an overall composite score that is used to make funding determinations per project.

5310 Operating Program Overview (1/2)

1.3.1 Purpose of Funding Source

The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas. A senior is an individual who is 65 years of age or older and the term 'disability' is defined in section 3(1) of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12102). NCDOT provides access to Section 5310 funding for rural and small urban transit systems for operating expenditures through this application.

1.3.2 Notes on Eligible Projects

The Section 5310 "Other Section 5310 Projects" provides grant funds for capital and operating expenses to recipients for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities;
- Public transportation projects that exceed the requirements of the ADA of 1990 (42 U.S.C. 12101 et seq.);
- Public transportation projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

Only applications from Community Transportation systems proposing projects benefiting seniors and individuals with disabilities living in rural areas and/or small urban areas, or non-transit systems such as an RPO applying for volunteer reimbursement projects will be reviewed for funding with this application. If you are interested in 5310 funding for services in a large urbanized area, you must contact your MPO to find out how their FTA-appropriated large urban 5310 funds are awarded.

The applicant must be the one administering the project, determining eligibility, arranging transit services, and/or operating the funded service. Passing through grant funding to another entity will not be allowed.

Continues on next page

5310 Operating Program Overview (2/2)

1.3.3 Priority of Grant Award

In determining a fair and equitable process for project selection, IMD considers the needs of projects that are currently in operation and the need to allow for the implementation of new projects. To that end, IMD has created a systematic set of scoring criteria that will be used to determine an overall point value per project score submitted by transit subrecipients across the state. This comprehensive scoring selection process has been created in conjunction with the overall program goals and to advance transportation services for elderly and disabled individuals in North Carolina. This scoring and evaluation framework for Section 5310 projects will result in an overall composite score that is used to make funding determinations per project.

If operating projects are approved, they will be approved on a cost-per-trip reimbursement basis (50/50 cost sharing ratio – no state match will be provided for operating projects).

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.

Urban Advanced Technology Program Overview

1.3.1 Purpose of Funding Source

Urban Advanced Technology funding is used to benefit transit systems in North Carolina utilizing a wide selection of technologies available today, enhancing the passenger experience enabling transit systems to improve safety and efficiencies in their operations. IMD encourages North Carolina's transit systems to employ advanced technologies fostering increased efficiencies throughout the state.

1.3.2 Notes on Eligible Projects

IMD administers the Urban Advanced Technology grant available to the urban and regional transit systems of North Carolina on a competitive basis. Urban Advanced Technology grants provide funding for technology projects meeting the following criteria:

- The project must be included in the Regional Intelligent Transportation System (ITS) Strategic Deployment Plans
- Depicts an understanding and implementation of the NCDOT/ITRE Definitions for Implementing Technologies
- Adheres to the Advanced Technology Policy
- Submits a Memorandum of Understanding for execution with IMD related to initial implementation and on-going maintenance of technologies purchased with funding from this program.
- Adopts a resolution authorizing the transit system to enter into an agreement with NCDOT and verified in the local share certificate

Projects may request up to 90% state match with a 10% local share.

1.3.3 Priority of Grant Award

Funding is awarded to projects that can be completed within the period of performance and are ready to move forward as soon as the project period of performance begins. Proof of these activities must be submitted prior to the project being released. If this requirement cannot be met, the application should be postponed to future years. If you have active projects and are unable to complete another project on time or have not started your current project(s), please wait on another application cycle to apply.

Applications are evaluated based on:

- Addressing NCDOT mission, goals, values, and meeting focus areas of application
- Application quality, project goals, and measurements of success
- Past successes in project management and completions
- Successful past project management experience

Urban STI Program Overview

1.3.1 Purpose of Funding Source

Systems awarded a grant through NCDOT's Prioritization Process must complete an application in the fiscal year they are using the funds to receive the state match of Highway Trust Funds. The Urban-STI application is used by direct recipients of federal funds from the FTA to apply for and receive reimbursement of the State portion of STI.

STIP Approved Project List

1.3.2 Notes on Eligible Projects

Transit systems have the opportunity to apply for an expansion vehicle using the Urban STI Capital application after successfully working with the local RPO, MPO, or NCDOT Division Engineer to submit for and win award of funding through NCDOT's Prioritization Process. The entire project must be submitted for funding consideration through this program (partial phases cannot be submitted for funding e.g., engineering and design). However, a segment including all phases (ROW, Utilities, Design, and Construction) for a fixed guideway project can be submitted. Only projects with a total cost of $40,000 or greater are eligible.

Note that technology projects are not eligible to be submitted as an STI project. This includes projects such as transit signal prioritization and cameras.

Click the box to the right to see the summary of Urban-STI projects programmed in FY 2025.

1.3.3 Priority of Grant Award

Funding allocations made through this program will be considered on a competitive basis and are not guaranteed.

Rural STI Program Overview

1.3.1 Purpose of Funding Source

Systems awarded a grant through STI in NCDOT's Prioritization Process must complete an application in the fiscal year they are using the funds to receive the state match of Highway Trust Funds. The Rural-STI application allows systems to add federal funds where IMD has oversight of the application for the project and receives reimbursement.

STIP Approved Project List

1.3.2 Notes on Eligible Projects

Transit systems have the opportunity to apply for an expansion vehicle using the Rural STI Capital application after successfully working with the local RPO, MPO, or NCDOT Division Engineer to submit for and win award of funding through NCDOT's Prioritization Process. The entire project must be submitted for funding consideration through this program (partial phases cannot be submitted for funding e.g., engineering and design). However, a segment including all phases (ROW, Utilities, Design, and Construction) for a fixed guideway project can be submitted. Only projects with a total cost of $40,000 or greater are eligible.

Note that technology projects are not eligible to be submitted as an STI project. This includes projects such as transit signal prioritization and cameras.

Click the box to the right to see the summary of Rural-STI projects programmed in FY 2025.

1.3.3 Priority of Grant Award

Funding allocations made through this program will be considered on a competitive basis and are not guaranteed.

Combined Capital Overview

1.3.1 Purpose of Funding Source

The Combined Capital program allows identified rural and small urban systems the opportunity to apply for funding for capital projects in a single application. This provides IMD the flexibility to fund the approved projects with the type of federal funding programs that best suit the desired projects while managing the funds in the most efficient and effective manner. The Combined Capital application utilizes funds from the 5311, 5307, and 5339 federal programs.

Capital Replacement Schedule

FY25 Technology Specifications*

* The list of replacement vehicles won't be available in the EBS applications until mid-to-late July.

1.3.2 Notes on Eligible Projects

Section 5311 grantees and/or small urban Section 5307 grantees are allowed to request vehicles based on the replacement schedule provided by their assigned Regional Grant Specialist (RGS).

Replacement vehicles must meet the minimum useful life mileage outlined in Capital Replacement Schedule. Click the box to the right to access the Capital Replacement Schedule. Vehicles must meet useful life by June 30, 2023 to be replaced in FY 2025. Vehicles applied for that do not meet the required mileage criteria will be withdrawn from the list and from the system's individual application. Vehicles will not be replaced due to the age of the vehicle. Note in particular that assets that have met useful life will not automatically be replaced.

Systems can apply for EV's but are only eligible if they have initiated a feasibility study and EV infrastructure design OR already have charging infrastructure in place. Funding for the feasibility study may or may not be included in the grant award. Charging infrastructure must be used for transit vehicles only.

Applicants should consult the FY2025 Technology Specification (Click the box to the right) before requesting any replacements of Other Capital Technology or Advanced Baseline Technology.

Transit systems should not use this application for expansion vehicle needs. Transit systems have the opportunity to apply for an expansion vehicle using either the Non-STI Rural Expansion Vehicle application or the Rural STI Capital application. Note that the Rural STI application is applicable only where an applicant has successfully worked with their local RPO, MPO, or NCDOT Division Engineer to submit for and win award of funding through NCDOT's Prioritization Process.

This application excludes Direct Purchase of Service requests, which should be included in the Capital Purchase of Service application.

1.3.2 Priority of Grant Award

Please note that this is a competitive program and, while every effort will be made to fund eligible capital needs identified through the application process, overall program funding is limited and award of all funding requests is not guaranteed.

ConCPT CN Program Overview (1/2)

1.3.1 Purpose of Funding Source

The purpose of the consolidation portion (CN) of the ConCPT funding is to reduce the number of NCDOT IMD grantees while expanding the level of services offered in our communities. Funding will be provided for full-consolidations where two or more public transportation grantees merge into a single grantee.

1.3.2 Notes on Eligible Projects

ConCPT funds must be directly applied to public transportation projects and cannot be used to offset local funding. Consolidation funds may only be used for operating expenses. The lead agency will be the applicant/recipient of the funds.

ConCPT funding is limited to a maximum of $200,000 per year for each grantee involved in the consolidation project. However, the actual funding levels will be based on the local funds used to pay for expenses according to the most recent NC Operating Statistics (OpStats) for the individual public transportation systems involved in the project. For FY 2025 applications, Fiscal Year 2022 Operating Statics will be used. The figures in Table 1 show the maximum funding level and are based on each individual system's OpStats data, not the combined total after consolidation. Thus, the maximum available funding is the sum of the figures for each system involved in the consolidation. For example, two-system consolidation where one system has greater than $800,000 in local funding and the other has system has $250,000 in funding will receive a maximum of $325,000. Funds may be reduced depending on the number and quality of applications received.

Table 1. Maximum Funding Per Consolidating System

Local Funding (OpStats)	ConCPT Funding (Maximum)
>$800,000	$200,000
$601,000-$800,000	$175,000
$400,001-$600,000	$150,000
$200,000-$400,000	$125,000
<$200,000	1/2 of Local Funding

Continues on next page

ConCPT CN Program Overview (2/2)

1.3.3 Priority of Grant Award

Consolidation plans will be evaluated according to their potential for reducing the number of NCDOT IMD grantees while improving the quality of services in the local areas.

Because it is unlikely applications received will perfectly align to the targeted expenditure level (based on quality and quantity of applications), NCDOT reserves the right to adjust the funding levels below the maximum to enable all funds to be expended on projects meeting the goals of the ConCPT program.

ConCPT CO Program Overview

1.3.1 Purpose of Funding Source

The purpose of the coordination portion (CO) of the ConCPT funding is to enhance coordination between NCDOT IMD grantees. Funding will be provided for coordination activities where three or more public transportation grantees agree to establish formal relationships to maximize resources, gain efficiencies, and improve access to public transportation. The primary goal of this ConCPT funding is to establish formal relationships between the transit systems for long-distance routes.

1.3.2 Notes on Eligible Projects

ConCPT funds must be directly applied to public transportation projects and cannot be used to offset local funding. Coordination funds may only be used for operating expenses. The lead agency will be the applicant/recipient of the funds.

The routes should include at least three transit systems and must operate every weekday using a published schedule. The routes should be designed to provide access to major medical destinations and nearby regional and intercity transportation facilities such as multi-modal centers and intercity bus stops. Service to other regional destinations such as community colleges should also be considered.

NCDOT IMD's preferred method of reimbursement is to agree with the lead agency on the cost of service to be provided (miles/hours, hours and a wait time hourly rate) and agree on the base route of the service to be provided, preferably two times per day. Then, with appropriate documentation, NCDOT IMD will pay for ½ of the service provided.

ConCPT funding is limited to a maximum of $200,000 per year for each grantee involved in the coordination project. However, it is anticipated that most projects will be funded at levels lower than the maximum.

1.3.3 Priority of Grant Award

Criteria for evaluating the plans will be based on the increased mobility and cost savings the proposed service will provide.

Because it is unlikely applications received will perfectly align to the targeted expenditure level (based on quality and quantity of applications), NCDOT reserves the right to adjust the funding levels below the maximum to enable all funds to be expended.

Rural State Operating Funds Program Overview

1.3.1 Purpose of Funding Source

The Rural State Operating (RO) grants are available to Small Fixed Route, Regional, and Rural/Urban Consolidated systems to assist in delivering important transit service beyond that which is supported by federal formula funding programs. The purpose of the RO funding program is to extend general transportation opportunities and increase ridership in our rural areas.

1.3.2 Notes on Eligible Projects

The RO grant is made up of state and local dollars. The state share will be 50% and the local share will also be 50%. Reimbursement will either be by route or trip as selected in the application. The state will pay 50% of the net operating expenses.

1.3.3 Priority of Grant Award

Click the box to the right to see the instructions for identifying your reimbursable operating expenditure amount.

How to Calculate Net Operating Expense

RO Funding Availabliity

Rural Operating Assistance Program Overview (1/2)

1.3.1 Purpose of Funding Source

NCDOT provides state-funded transportation assistance for rural transit providers through the Rural Operating Assistance Program (ROAP). ROAP has three components outlined below:

Elderly and Disabled Transportation Assistance Program (EDTAP) :

Provides operating assistance for the transportation of the state's elderly and disabled citizens

Employment and Transportation Assistance Program (EMPL) :

1) Intended to help DSS clients that transitioned off Work First or Temporary Assistance for Needy Families (TANF) in the previous 12 months; or Workforce Development Program participants; or
2) Intended to help the transportation of disadvantaged public; and/or
3) Intended to help the general public travel to work, employment training, and/or other employment-related destinations

Rural General Public Program (RGP) :

Intended to provide transportation services for individuals from the county who do NOT have a human service agency or organization that will pay for the transportation service.

1) The passenger's origin or destination must be in the rural area.
2) RGP trips can be coordinated on vehicles with other human services trips.

1.3.2 Notes on Eligible Projects

A county which uses any ROAP funds for non-public transportation trips will not receive further disbursements of ROAP funding until the amount of ROAP funds misspent has been repaid. ROAP funds spent will be accounted for by program on the monthly ROAP report form through Smartsheet.

The county or eligible authority may choose to maintain control of the ROAP funds and reimburse sub-recipients for trip-based services after they have been provided. Or, the county or eligible authority may disburse the ROAP funds to the sub-recipients prior to trips being provided, assuming the county or authority plans to monitor throughout the period of performance whether the trips and transportation services are being provided to eligible individuals and whether all expenditures are allowable.

Continues on next page

Rural Operating Assistance Program Overview (2/2)

1.3.3 Priority of Grant Award

The ROAP funding formulas remain the same as in previous years and are distributed across the following three funding project categories EDTAP, EMPL, and RGP. ROAP is a disbursement program and, as such, differs from other funding programs defined by this Unified Grant Application process.

***Refer to the ROAP guidance available on Connect NCDOT Website for the FY25 application. The guidance will be posted after the State budget is approved and certified.**

SMAP Program Overview

1.3.1 Purpose of Funding Source

The intention of this State Maintenance Assistance Program (SMAP) is to provide operating assistance to urban, small-urban, and urban regional fixed route and commuter bus systems through a state-funded disbursement that functions with low overhead and paperwork.

1.3.2 Notes on Eligible Projects

Eligible uses of the funds are limited to a system's operating costs. Operating expenses are defined in the FTA Circular 9030.1E for the Section 5307 program. Preventive maintenance and ADA service costs now defined for federal grants as capital eligible expenses are still considered operating expenses for SMAP funds. Note: SMAP funds cannot be used as a local match to other state-funded programs, such as the Urban Technology Program grants or the Transportation Demand Management program. These funds support statewide mobility interests including cross-jurisdictional travel.

1.3.3 Priority of Grant Award

The grant will be disbursed as follows:

- 10% equal share
- 30% local commitment
- 60% performance
  - o 30% trips relative to the statewide average
  - o 30% net cost per trip relative to the statewide average
  - o Total expenses minus fares and other operating revenues divided by total trips
  - o Regional providers handled separately

The connectivity portion of the formula is $2M and distributed proportionally.

SMAP is a disbursement program and, as such, differs from other funding programs defined by this Unified Grant Application process.

***Refer to the SMAP guidance available on Connect NCDOT Website for the FY25 application. The guidance will be posted after the State budget is approved and certified.**

Transportation Demand Management Application Overview

1.3.1 Purpose of Funding Source

Transportation Demand Management (TDM) programs promote alternative transportation options to the single occupant vehicle. Included among these alternatives are carpooling, vanpooling, telecommuting, transit, bicycle, flexible work hours, compressed workweeks and parking policies/pricing structures. NCDOT IMD is funding these TDM programs to continue supporting the provisions of the Ambient Air Quality Improvement Act of 1999 (Senate Bill 953), which addressed concerns over ground level ozone pollution from motor vehicles and the need to deal with increasing vehicle miles traveled (VMT) and nitrous oxide (NOx) emissions. The bill established a goal of reducing the growth of commuter VMT in the state by 25 percent from 2000 until 2009, which was achieved. Continuing strides have been made in the years following this achievement.

Urban and rural areas in the state interested in a TDM Program who do not currently receive state TDM funds should contact their regional planner (Regional Contact Information).

Travelers' Aid Program Overview

1.3.1 Purpose of Funding Source

The mission of the Travelers' Aid program is to advance and support a network of human service providers committed to assisting individuals and families who are in transition or crisis and are disconnected from their support systems. Travelers' Aid programs consist of a diverse group of human service non-profit organizations and a network of transportation providers. While each agency shares the core service of helping stranded travelers, many Travelers' Aid agencies provide shelter for the homeless, transitional housing, job training, counseling, local transportation assistance, and other programs to help people in crisis.

1.3.2 Notes on Eligible Projects

The overall purpose of the Travelers' Aid Program is to 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.

Urban State Match Program Overview

1.3.1 Purpose of Funding Source

NCDOT IMD responds to requests for Urban State Match Funding to be used as a match for both federal (FTA and FHWA) and locally funded urban transit projects. Federal funding sources which can be matched through these requests include 5307 Urbanized Area Formula Grants, 5339 Bus and Bus Facilities, 5337 State of Good Repair Grants, 5310 Elderly and Disabled, and Discretionary grants from the FTA. In addition, locally funded projects are eligible for a state match. Urban State Match funds are available from the upcoming State Fiscal Year 2025 appropriations and must be used in the fiscal year they are received.

1.3.2 Notes on Eligible Projects

Only facility projects included in the STIP in FY 2013 or before and not part of the STI Process are eligible for state match. Facility projects are limited to costs associated with a new building or rehabilitation/renovation of an existing building. They do not include other projects such as park and ride lots, bus shelters, etc. Vehicle replacements prioritized through the STI process are not eligible for state match.

Note that any project where reimbursement requests will not be made during FY 2025 (July 1, 2024 to June 30, 2025) is not eligible for FY 2025 state match. Those projects can be submitted for a state match request during a year in which claims will be submitted. Urban State Match money must be spent in the fiscal year it is acquired.

1.3.3 Priority of Grant Award

Projects will be evaluated based on transit system operating performance factors and vehicle fleet characteristics. In addition, whether the transit system has received state match funds over the past two years will be considered. Flexibility is important in the analysis of project submissions due to individual transit system characteristics and funding amounts of individual project submissions in relation to limits on funding totals.

Non-STI Rural Expansion Vehicle Program Overview

1.3.1 Purpose of Funding Source

This funding opportunity is for rural systems who are interested in applying for an expansion vehicle. State matching funds will not be provided for projects funded through this program.

1.3.2 Notes on Eligible Projects

Eligible projects are expansion vehicles and the security cameras, lettering and logos, and other such additions to the vehicle only. Computers, furniture, and other capital requests are not eligible under this grant.

All projects eligible for STI to be funded with FTA Section 5311 funds or 5307 funds must be submitted and scored under STI.

1.3.3 Priority of Grant Award

The opportunity for funding requests made through this program will only be considered after all Combined Capital funding requests. NCDOT will prioritize the funding of vehicle replacement requests over any requests made through this program. Funding allocations made through this program will be considered on a competitive basis.

Mobility Manager Program Overview

1.3.1 Purpose of Funding Source

The Mobility Manager Program consists of short-range planning and management activities, projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than Section 5309).

1.3.2 Notes on Eligible Projects

General marketing and administrative duties are not eligible activities for the Mobility Manager position. The Mobility Manager Program does not include operating public transportation services. Funds from the Rural Operating Assistance Program cannot be used as a match for a Mobility Manager project.

1.3.3 Priority of Grant Award

NCDOT IMD will consider all the Mobility Manager project applications, but may not fund all of them, if it is determined that funding more than one creates a duplication of effort within the same geographic and/or service area. Funding is not guaranteed for the Mobility Manager Program, and if a project is selected it could be partially funded.

In determining a fair and equitable process for project selection, IMD considers the needs of projects that are currently in operation and the need to allow for the implementation of new projects. To that end, IMD has created a systematic set of scoring criteria that will be used to determine an overall point value per project score submitted by transit subrecipients across the state. This comprehensive scoring selection process has been created in conjunction with the overall program goals and to advance transportation services for elderly and disabled individuals in North Carolina. This scoring and evaluation framework for Section 5310 projects will result in an overall composite score that is used to make funding determinations per project.

Capital Cost of Contracting Program Overview

1.3.1 Purpose of Funding Source

The Integrated Mobility Division (IMD) has created a separate grant for Capital activities related to Capital Cost of Contracting. This grant opportunity is a sub-section of the State's allocation of Section 5311 or 5339 funding and has been developed to promote the development and expansion of microtransit systems across the state.

IMD Capital Cost of Contracting Toolkit

Capital cost of contracting is used in cases when transit agencies elect to work with a contractor to provide transit operations or maintenance services or vehicles that will be used in public transportation service. The Federal Transit Administration (FTA) will provide funding assistance for the capital used for these types of transit service contracts with a private company. The capital consumed during the contract period typically includes a proportionate share of funding provided by the FTA, the private contractor along with the transit agency. FTA refers to this concept of assisting with the capital used in the contract period as "Capital Cost of Contracting."

Only costs that are attributed to the privately owned assets by contractor are eligible for funding assistance. Capital items, like rolling stock, purchased with federal, state or local funding assistance are not eligible expenses for capital cost of contracting.

1.3.2 Notes on Eligible Projects

Current Section 5311 sub-recipients are eligible to apply for funding for Capital Cost of Contracting, but application restrictions, i.e., complete project, duplicate project, regional participation, may apply. Transit agencies may utilize Capital Cost of Contracting when offering additional types of transit service like microtransit, that have not been traditionally offered in a particular location.

PART 2 Eligible Expenditures

2.1 G Codes & UPTAS Compliance

2.2 Eligible Expenses

PART 2
Eligible Expenditures

2.1 G Codes & UPTAS Compliance

UPTAS

All community transportation systems are required to utilize the Uniform Public Transportation Accounting

System (UPTAS) for budgeting and reporting. NCDOT created and maintains UPTAS to communicate in a standardized language with transportation partners (to include local governments and transit authorities) through a unified set of accounting codes specific to transportation expenditures. UPTAS outlines the codes to be used by applicants so that applicants can communicate with NCDOT accountants for budgeting, accounting, invoicing, and reporting purposes. Please refer to the UPTAS guidance (link at right) for further details.

In the following Part 2.2, this guidance document will detail which codes, as outlined in UPTAS, are eligible by associated public transportation grant funding source. Part 2.2 details the accounting codes that should be used when creating, submitting, and reporting on your public transportation grant applications. Although not detailed in the linked UPTAS document, Part 2.2 also provides information for programs that utilize M-Codes and other accounting mechanisms where managed by NCDOT.

PART 2
Eligible Expenditures

2.2 Eligible Expenses

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

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

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

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

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

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

UPTAS

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

5303 Eligible Planning Expenses

2.2.1 5303 Eligible Planning Expenses

Applicants eligible for Section 5303 funding may apply for eligible planning expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired 5303 expenditures by M-Code.

Applications not using valid FTA task codes will not be approved. Please be sure that codes used match FTA codes currently in use. Check the FTA website for possible updates to FTA codes prior to application submission: https://www.transit.dot.gov/funding/grantee-resources/teamtrams/scope-activity-line-item-tree

In addition, please make sure these codes match the ones used in the budget within your EBS application.

Eligible Sources of Local Match

Metropolitan Planning

M-Code - FTA task code - Description
M302 - 442100 - Program Support Administration
M303 - 442200 - General Development / Comprehensive Planning
M304 - 442301 - Longterm Trans Plan - System Level
M305 - 442302 - Longterm Trans Plan - Project Level
M306 - 442400 - Short Range Transportation Planning
M307 - 442500 - Transportation Improvement Program
M308 - 442612 - Coordination of Non- Emergency Human Service Transportation
M309 - 442613 - Participation of Transit Operators in Metropolitan & Statewide Planning
M310 - 442614 - Planning for Transit Systems Management / Operations to Increase Ridership
M311 - 442615 - Support Transit Capital Investment Decisions through Effective Systems Planning
M312 - 442616 - Incorporating Safety & Security in Transp Planning
M313 - 442700-Other Activities

Capital Purchase of Service Eligible Expenses

2.2.1 Capital Purchase of Service Eligible Expenses

Funding for the Capital Purchase of Service Program comes from the state's allocation of Section 5310. Funding is not guaranteed and will only be approved for the codes listed below. If an application is approved, full documentation will be required when submitting claims for reimbursement.

G600 Contracts, Grants, Subsidies and Allocations
- G610 Private Operator Contracts
  - G611 Direct Purchase of Service (Private)
- G640 Public Operator Contracts
  - G641 Direct Purchase of Service (Public)

UPTAS

Eligible Sources of Local Match

5310 Eligible Operating Expenses

2.2.1 5310 Eligible Operating Expenses

Applicants eligible for Section 5310 funding may apply for eligible operating expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired 5310 expenditures by G-Code.

G300 Current Obligations And Services
- G310 Travel and Transportation
  - G313 Transportation of Clients / Others for transit systems

G600 Contracts, Grants, Subsidies and Allocations
- G620 Purchased Transportation Services
  - G621 Volunteer Reimbursement

UPTAS

Eligible Sources of Local Match

5311 Eligible Admin Expenses

2.2.1 5311 Eligible Administration Expenses (1/2)

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

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

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

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

List continues on next page

Eligible Sources of Local Match

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

5311 Eligible Admin Expenses

2.2.1 5311 Eligible Administration Expenses (2/2)

- G380 Computer Support Services
  - G381 Computer Programming Services
  - G382 Computer Support / Technical Assistance Services
- G390 Other Services
  - G391 Legal Advertising
  - G392 Laundry and Dry Cleaning
  - G393 Temporary Help Services
  - G394 Cleaning Services
  - G395 Training - Employee Education Expense
  - G396 Management Services
  - G398 Security Services
  - G399 Other Services

G400 Fixed Charges And Other Services

- G410 Rental of Real Property
  - G412 Rent of Building
  - G413 Rent of Offices
  - G419 Other Rentals
- G420 Lease of Computer Equipment
  - G421 Lease of Computer Hardware
  - G422 Lease of Computer Software
- G430 Lease of Other Equipment
  - G431 Lease of Reproduction Equipment
  - G432 Lease of Postal Meter
  - G433 Lease of Communication Equipment
  - G439 Lease Other Equipment
- G440 Services And Maintenance Contracts
  - G441 Maintenance Contracts – Communications Equipment
  - G442 Maintenance Contracts - Office Equipment
  - G443 Maintenance Contracts - Reproduction Equipment
  - G444 Maintenance Contracts - Vehicles
  - G448 Other Service and Maintenance Contracts - Office Related
  - G449 Other Service and Maintenance Contracts
- G450 Insurance and Bonding
  - G451 Insurance - Property and General Liability
  - G452 Insurance – Vehicles
  - G453 Insurance - Fidelity
  - G454 Insurance - Professional Liabilities
  - G455 Insurance - Special Liabilities
- G480* Indirect Costs
  - G481 Central Services
- G490 Other Fixed Charges / Current Expenses
  - G491 Dues and Subscriptions
  - G499 Other Fixed Charges / Current Expenses

Eligible Sources of Local Match

* G480 - Indirect costs must be verified by our compliance officer. Contact IMD's compliance officer during the application process if there is a desire to use this G-Code.

5311 Eligible Operating Expenses

2.2.1 5311 Eligible Operating Expenses

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.

Only net operating expenses are eligible for reimbursement. Click the link in the blue box below and to the right for detailed instructions to identify reimbursable operating expenses.

G300 Current Obligations and Services
G313 Transportation of Clients / Others for transit systems

UPTAS

Eligible Sources of Local Match

Identifying your Reimbursable Operating Expenditure Amount

Urban Advanced Technology Eligible Capital Expenses

2.2.1 Urban Advanced Technology Eligible Capital Expenses

Applicants eligible for Urban Advanced Technology funding may apply for capital expenses. Use this information below to identify your desired Urban Advanced Technology expenditures by G-Code. Eligible expenditures may include but are not limited to:

1. Technologies designed to enhance safety and customer experience
2. Technologies designed to improve operational efficiency including advanced scheduling software and integration of on-demand micro-transit solutions (refer to Technology RFP)
3. Technologies designed to reduce the impacts of COVID-19 on passengers (i.e., contactless payment system, etc.)
4. Camera systems

G500 Capital Outlay
- G520 Technology
  - G523 Computer Software
  - G524 Scheduling Software for AT
  - G525 Network Server
  - G527 Automatic Vehicle Location
  - G528 Data Communication Device

UPTAS

Eligible Sources of Local Match

Urban STI Eligible Capital Expenses

2.2.1 Urban STI Eligible Capital Expenses

Applicants eligible for Urban STI funding may apply for eligible capital expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired Urban STI expenditures by M-Code.

Bus Rolling Stock

Buy Replacements - Capital Bus

M100 - 111201 - Buy Bus 40ft Replacements
M101 - 111202 - Buy Bus 35ft Replacements
M102 - 111203 - Buy Bus 30ft Replacements
M103 - 111204 - Buy Bus <30ft Replacements
M105 - 111207 - Buy Bus Commuter / Suburban Replacements
M106 - 111209 - Buy Bus Trolley Replacements
M107 - 111215 - Buy Vans Replacements
M108 - 111216 - Buy Sedan / Station Wagon Replacements

Bus Stations/ Stops / Terminals

M165 - 113301 - Construction of Bus Terminal
M175 - 113401 - Rehab / Renovation of Bus Terminal

Bus Support Equipments / Facilities

Acquisition

M216 - 114209 - Acquisition of Surveillance / Security

Construction

M221 - 114301 - Construction of Admin Building
M222 - 114302 - Construction of Maintenance Facility
M223 - 114303 - Construction of Admin / Maintenance Facility
M224 - 114304 - Construction of Storage Facility
M225 - 114305 - Construction of Yards & Shops

Rehab / Renovation

M234 - 114401 - Rehab / Renovation of Admin Building
M235 - 114402 - Rehab / Renovation of Maintenance Facility
M236 - 114403 - Rehab / Renovation of Admin / Maintenance Facility
M237 - 114404 - Rehab / Renovation of Storage Facility
M238 - 114405 - Rehab / Renovation of Yards & Shops

Eligible Sources of Local Match

Rural STI Eligible Capital Expenses

2.2.1 Rural STI Eligible Capital Expenses

Applicants eligible for Rural STI funding may apply for eligible capital expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired Rural STI expenditures by G-Code.

G500 Capital Outlay

- G530 New Construction and Land Purchase
  - G531 New Construction of Transit Facility
  - G532 Purchase Of Modular Structure
  - G535 Land Acquisition
  - G550 Other Equipment
  - G557 Fareboxes
- G560 Motor Vehicles for Expansion of Services
  - G561 30 - to 40-ft Transit Bus W/lift (Expansion)
  - G562 30 - to 40-ft Transit Bus W/lift (Expansion)
  - G563 25-ft Light Transit Vehicle (Expansion)
  - G565 Van Conversion (Expansion)
  - G566 Standard Van (Expansion)
  - G567 25-ft Light Transit Vehicle W/lift (Expansion)
  - G568 Lift-equipped Van (Expansion)
- G570 Other Motor Vehicles
  - G572 Mini-van (Expansion)
  - G574 Support Vehicle (Specify Replacement or Expansion)
  - G578 20-ft Light Transit Vehicle W/lift (Specify Replacement or Expansion)
  - G579 22-ft Light Transit Vehicle W/lift (Expansion)
- G580 Facility Acquisitions and Improvement
  - G581 Construction / Project Management Services
  - G582 Facility Acquisition
  - G583* Bus Stop Shelters / Benches
  - G584 Park and Ride Lots
  - G588 Engineering & Design Services
- G590 Other Improvements and Capital Outlay
- G591 Vehicle Lettering and Logos
- G595 Service Vehicle
- G596 Vehicle Security / Surveillance Equipment

UPTAS

Eligible Sources of Local Match

* G583 - Must be $40,000 or greater, or bundled along corridor

Combined Capital Eligible Expenses

2.2.1 Combined Capital Eligible Expenses (Rural System)

This program allows eligible transit systems an opportunity to apply for funding capital projects on a single application while providing IMD the flexibility to fund the approved projects in the most efficient manner possible. Funding is prioritized for requests made for vehicles based on the replacement schedule provided by IMD. Other capital needs are funded on an as-available basis at the discretion of IMD.

G500 Capital Outlay
- G510 Office Furniture and Equipment
  - G511 Office Furniture
  - G512 Office Equipment
  - G513 Audio Visual Equipment
  - G514 Micro Portable Projector / Laptop
- G520 Technology
  - G521 Personal Computer System
  - G522 Printer
  - G523 Computer Software
  - G524 Telephone System
  - G525 Network Server
  - G526 Mobile Data Devices
  - G527 Automatic Vehicle Location
  - G528 Data Communication Device
  - G529 Other Technology
- G530 New Construction and Land Purchase
  - G531* New Construction of Transit Facility
  - G532* Purchase Of Modular Structure
  - G533 Legal Fees, Appraisal, Survey
  - G535* Land Acquisition
  - G536 Sitework / Grading
  - G537 Utility Work / Hook-ups
  - G538 Fencing / Lighting
  - G539 Landscaping / Accessway / Signage
- G540 Motor Vehicles for Replacement of Existing Vehicle
  - G541 30- to 40-ft Transit Bus W/lift (Replacement)
  - G542 30- to 40-ft Transit Bus W/lift (Replacement)
  - G543 25-ft Light Transit Vehicle (Replacement)
  - G545 Van Conversion (Replacement)
  - G546 Standard Van (Replacement)
  - G547 25-ft Light Transit Vehicle W/lift (Replacement)
  - G548 Lift-equipped Conversion Van (Replacement)
- G550 Other Equipment
  - G551* Vehicle Spare Parts
  - G552* Shop Equipment
  - G553 Repeater Station
  - G554 Radio Base Station
  - G555 Radio Unit (Mobile or Hand-held)
  - G556 Telephone Equipment
  - G557 Fare boxes
  - G558 Telephone System
  - G559 Other Equipment (Specify)
- G570 Other Motor Vehicles
  - G571 Mini-van (Replacement)
  - G573 Allowable Alternate Vehicle (Specify Rep/exp)
  - G575 20-ft Light Transit Vehicle (Specify Replacement or Expansion)
  - G576 22-ft Light Transit Vehicle W/lift (Replacement)
  - G577 Other Transit Vehicle (Specify Rep/exp)
- G580 Facility Acquisition and Improvements
  - G581* Construction / Project Management Services
  - G582* Facility Acquisition
  - G583 Bus Stop Shelters / Benches
  - G584 Park and Ride Lots
  - G585 Bus Stop Signs
  - G586 Building Security / Surveillance Equipment
  - G587 Paving / Resurfacing
  - G588* Engineering & Design Services
  - G589* Facility Improvement
- G590 Other Improvements and Capital Outlay
  - G591 Vehicle Lettering and Logos
  - G592 Other Advanced Technology Items - Advance Technology
  - G596 Vehicle Security / Surveillance Equipment

UPTAS

Eligible Sources of Local Match

Capital Replacement Schedule

FY25 Technology Specifications

* G551; G552 - Require on-site maintenance shop

* G531; G532; G535; G581; G582; G588 - Must be approved through STI and initiate a feasibility study and NEPA process to be included in the capital budget.

* G589 - Charging infrastructure must be used for transit vehicles only.

Note - Systems can apply for EV's but are only eligible if they have initiated a feasibility study and EV infrastructure design OR already have charging infrastructure in place.

Combined Capital Eligible Expenses

2.2.1 Combined Capital Eligible Expenses (Small Urban System)

This program allows eligible transit systems an opportunity to apply for funding capital projects on a single application while providing IMD the flexibility to fund the approved projects in the most efficient manner possible. Funding is prioritized for requests made for vehicles based on the replacement schedule provided by IMD. Other capital needs are funded on an as-available basis at the discretion of IMD.

Bus Rolling Stock

Buy Replacements - Capital Bus

M100 - 111201 - Buy Bus 40ft Repl
M101 - 111202 - Buy Bus 35ft Repl
M102 - 111203 - Buy Bus 30ft Repl
M103 - 111204 - Buy Bus <30ft Repl
M104 - 111205 - Buy School Bus Repl
M105 - 111207 - Buy Bus C/S Repl
M106 - 111209 - Buy Bus Trley Repl
M107 - 111215 - Buy Vans Repl
M108 - 111216 - Buy Sdan/S-wgn Repl
M112 - 111303 - Buy Bus 30ft Exp

Bus Stations/ Stops / Terminals

M160 - 113207 - Acq Surv/Sec Sys
M175 - 113401 - Reh/Ren Bus Trml

Bus Support Equipments / Facilities

Construction

M221 - 114301 - Const Admin Bldg
M222 - 114302 - Const Maint Fac
M223 - 114303 - Const Adm/mnt Fac
M224 - 114304 - Const Storage Fac
M225 - 114305 - Const Yards&shops
M226 - 114306 - Const Shop Equip
M227 - 114307 - Const Adp Hardware
M228 - 114308 - Const Adp Software

Eligible Sources of Local Match

Capital Replacement Schedule

FY25 Technology Specifications

ConCPT CN Eligible Expenses

2.2.1 ConCPT CN Eligible Administration/Operating Expenses (1/2)

Applicants eligible for ConCPT CN funding may apply for eligible administration/operating expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired ConCPT CN expenditures by G-Code.

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

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

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

List continues on next page

Eligible Sources of Local Match

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

ConCPT CN Eligible Expenses

2.2.1 ConCPT CN Eligible Administration/Operating Expenses (2/2)

- G380 Computer Support Services
  - G381 Computer Programming Services
  - G382 Computer Support / Technical Assistance Services
- G390 Other Services
  - G391 Legal Advertising
  - G392 Laundry and Dry Cleaning
  - G393 Temporary Help Services
  - G394 Cleaning Services
  - G395 Training - Employee Education Expense
  - G396 Management Services
  - G398 Security Services
  - G399 Other Services

G400 Fixed Charges And Other Services

- G410 Rental of Real Property
  - G412 Rent of Building
  - G413 Rent of Offices
  - G419 Other Rentals
- G420 Lease of Computer Equipment
  - G421 Lease of Computer Hardware
  - G422 Lease of Computer Software
- G430 Lease of Other Equipment
  - G431 Lease of Reproduction Equipment
  - G432 Lease of Postal Meter
  - G433 Lease of Communication Equipment
  - G439 Lease Other Equipment
- G440 Services And Maintenance Contracts
  - G441 Maintenance Contracts – Communications Equipment
  - G442 Maintenance Contracts - Office Equipment
  - G443 Maintenance Contracts - Reproduction Equipment
  - G444 Maintenance Contracts - Vehicles
  - G448 Other Service and Maintenance Contracts - Office Related
  - G449 Other Service and Maintenance Contracts
- G450 Insurance and Bonding
  - G451 Insurance - Property and General Liability
  - G452 Insurance – Vehicles
  - G453 Insurance - Fidelity
  - G454 Insurance - Professional Liabilities
  - G455 Insurance - Special Liabilities
- G480* Indirect Costs
  - G481 Central Services
- G490 Other Fixed Charges / Current Expenses
  - G491 Dues and Subscriptions
  - G499 Other Fixed Charges / Current Expenses

Eligible Sources of Local Match

* G480 - Indirect costs must be verified by our compliance officer. Contact IMD's compliance officer during the application process if there is a desire to use this G-Code.

ConCPT CO Eligible Expenses

2.2.1 ConCPT CO Eligible Operating Expenses

Applicants eligible for ConCPT CO funding may apply for eligible operating expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired ConCPT CO expenditures by G-Code.

G300 Current Obligations and Services
- G310 Travel and Transportation
  - G313 Transportation of Clients / Others for Transit Systems

UPTAS

Eligible Sources of Local Match

RO Eligible Operating Expenses

2.2.1 RO Eligible Operating Expenses

Applicants eligible for RO funding may apply for eligible operating expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired RO expenditures by G-Code.

G300 Current Obligations and Services
- G310 Travel and Transportation
  - G313 Transportation of Clients / Others for Transit Systems

UPTAS

Eligible Sources of Local Match

How to Calculate Net Operating Expense

Travelers' Aid Eligible Capital Expenses

2.2.1 Travelers' Aid Eligible Expenses

Applicants eligible for Travelers' Aid funding may apply for eligible capital expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired Travelers' Aid expenditures by G-Code.

G600 Contracts, Grants, Subsidies and Allocations
G610 Private Operator Contracts
G612 User Subsidy

UPTAS

Eligible Sources of Local Match

Urban State Match Eligible Expenses

2.2.1 Urban State Match Eligible Expenses

Applicants eligible for Urban State Match funding may apply for eligible capital expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired Urban State Match expenditures by M-Code.

Eligible Sources of Local Match

Bus Rolling Stock

Buy Replacements - Capital Bus

M100 - 111201 - Buy Bus 40ft Replacements
M101 - 111202 - Buy Bus 35ft Replacements
M102 - 111203 - Buy Bus 30ft Replacements
M103 - 111204 - Buy Bus <30ft Replacements
M105 - 111207 - Buy Bus Commuter / Suburban Replacements
M106 - 111209 - Buy Bus Trolley Replacements
M107 - 111215 - Buy Vans Replacements
M108 - 111216 - Buy Sedan / Station Wagon Replacements

Bus Stations / Stops / Terminals

M165 - 113301 - Construction of Bus Terminal
M175 - 113401 - Rehab / Renovation of Bus Terminal

Bus Support Equipments / Facilities

Construction

M221 - 114301 - Construction of Admin Building
M222 - 114302 - Construction of Maintenance Facility
M223 - 114303 - Construction of Admin / Maintenance Facility
M224 - 114304 - Construction of Storage Facility
M225 - 114305 - Construction of Yards & Shops

Rehab / Renovation

M234 - 114401 - Rehab / Renovation of Admin Building
M235 - 114402 - Rehab / Renovation of Maintenance Facility
M236 - 114403 - Rehab / Renovation of Admin / Maintenance Facility
M237 - 114404 - Rehab / Renovation of Storage Facility
M238 - 114405 - Rehab / Renovation of Yards & Shops

Non-STI Rural Eligible Capital Expenses

2.2.1 Non-STI Rural Eligible Capital Expenses

Applicants eligible for Non-STI Rural funding may apply for eligible capital expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired Non-STI Rural expenditures by G-Code.

G500 Capital Outlay

- G520 Technology
  - G526* Mobile Data Devices
  - G527* Automatic Vehicle Location
- G550 Other Equipment
  - G554 Radio Base Station
  - G555 Radio Unit (Mobile or Hand-held)
  - G557 Fareboxes
  - G558 Telephone System
- G560 Motor Vehicles for Expansion Of Services
  - G561 30 - To 40-ft Transit Bus W/lift (Expansion)
  - G562 30 - To 40-ft Transit Bus W/lift (Expansion)
  - G563 25-ft Light Transit Vehicle (Expansion)
  - G565 Van Conversion (Expansion)
  - G566 Standard Van (Expansion)
  - G567 25-ft Light Transit Vehicle W/lift (Expansion)
  - G568 Lift-equipped Van (Expansion)
- G570 Other Motor Vehicles
  - G572 Mini-van (Expansion)
  - G578 20-ft Light Transit Vehicle W/lift (Specify Replacement or Expansion)
  - G579 22-ft Light Transit Vehicle W/lift (Expansion)
- G590 Other Improvements and Capital Outlay
  - G591 Vehicle Lettering and Logos
  - G595 Service Vehicle
  - G596 Vehicle Security / Surveillance Equipment

UPTAS

Eligible Sources of Local Match

* G526; G527 - require ITRE pre-approval

Mobility Manager Eligible Expenses

2.2.1 Mobility Manager Eligible Capital Expenses

Applicants eligible for Mobility Manager funding may apply for eligible capital expenses. State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired Mobility Manager expenditures by G-Code.

G100 Personal Services
- 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
  - G129 Salaries, Travel and Other Administrative Costs
- 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
  - G187 Payment for Released Time
  - G188 Flexible Benefit Administration Fee (Fringe Benefit Allocated)
  - G189* Other (Physicals, Bonus, Insurance, Etc.) Fringe Benefits

G200 Supplies And Materials
- G261 Office Supplies and Materials

G300 Current Obligations And Services
- G311 Travel
- G312 Travel Subsistence

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.

Capital Cost of Contracting Eligible Expenses

2.2.1 Capital Cost of Contracting Eligible Expenses

The Capital Cost of Contracting grant is targeted to project-specific activities typically included in common transit service contracts with a private provider. Both FTA and IMD will allow a transit agency to fund a percentage of leased service or contracted maintenance capital costs. The percentages are shown in the table below are based on the type of contract exercised by the transit agency. The allowed percent of funding assistance is based on the traditional 80 percent federal share, typical for most capital purchases. The percentages apply whether the service is local, express, shuttle, paratransit or demand-responsive service.

The eligible activities and the corresponding allowed funding percentages are found in Appendix F of the FTA Section 5311 circular 9040.1G, Formula Grants for Rural Areas and are included in the table below.

State funding is not guaranteed until programmed and is only partially reimbursed depending on the availability. Use this information below to identify your desired Capital Cost of Contracting eligible expenditures by G-Code.

Type of Contract	EBS G-Code	Federal Participation	State Participation	Local Funding Participation
1. Service Contract (Contractor provides maintenance and transit service; recipient provides vehicles)	G-600	32%	10%	58%
2. Service Contract (Contractor provides transit service only; recipient provides vehicles and maintenance)	N/A	0%	10%	90%
3. Vehicle Maintenance Contract (Contractor provides maintenance; recipient provides vehicles and transit service)	G-601	80%	10%	10%
4. Vehicle Lease Contract (Contractor provides vehicles; recipient provides maintenance and transit service)	G-602	80%	10%	10%
5. Maintenance/Lease Contract (Contractor provides vehicles and maintenance; recipient provides transit service)	G-603	80%	10%	10%
6. Turnkey Contract (Contractor provides vehicles, maintenance, and transit service)	G-604	40%	10%	50%
7. Vehicle/Service Contract (Contractor provides vehicles and transit service; recipient provides maintenance)	G-605	8%	10%	82%

IMD Capital Cost of Contracting Toolkit

Eligible Sources of Local Match

PART 3 Application Processes

3.1 Overall Program Timeline

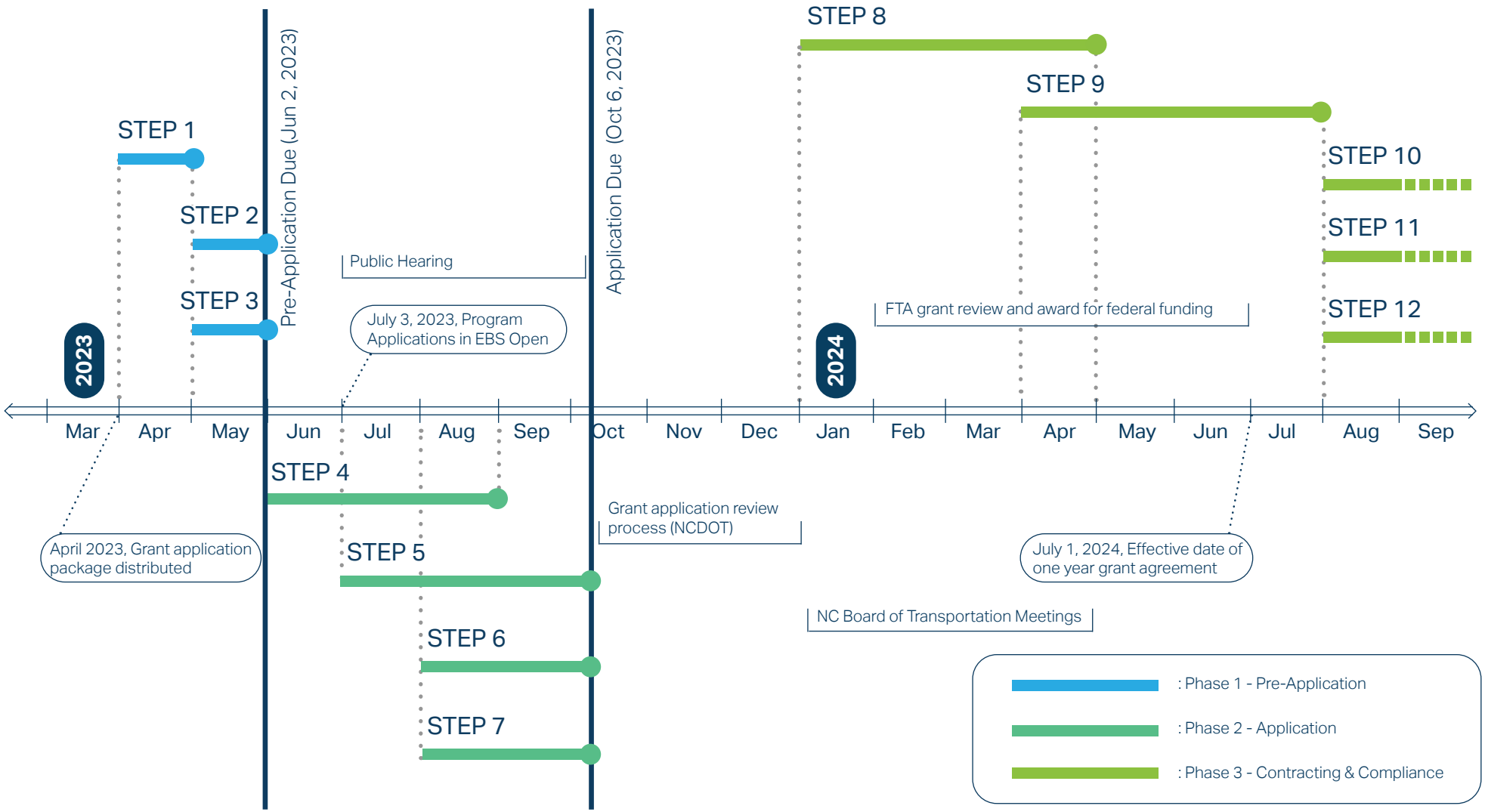
3.2 Generalized Unified Grant Application Process

3.3 Fund-Specific Grant Application Processes

PART 3
Application Processes

3.1 Overall Program Timeline

Link to the Key Dates Timetable >>



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.

PART 3
Application Processes

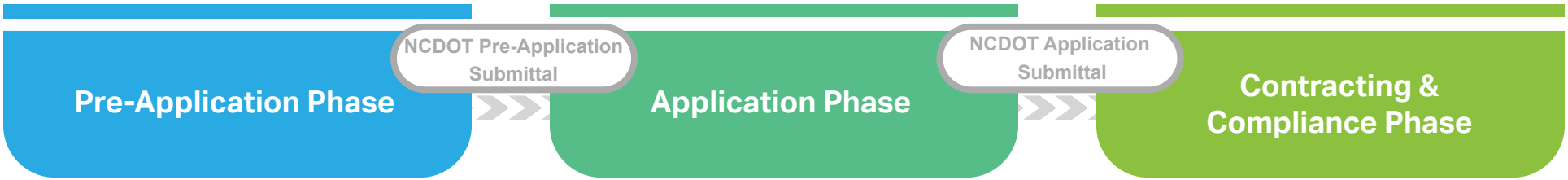
Key Dates Timetable

DATES	TASK/EVENT
April 3, 2023	Grant Application Package Distributed
April 3 – October 6, 2023	Regional Grant Specialists Available to Assist Grantees with Questions
June 2, 2023	Pre-Application Due to NCDOT
July 3, 2023	Program Applications in EBS Open
October 6, 2023	EBS Grant Application Due to NCDOT
October – December, 2023	Grant Application Review Process
January – April 2024	IMD makes funding recommendation to NCDOT Board of Transportation
February – June 2024	FTA grant review and award for federal funding
July 1, 2024	Effective date of one year grant agreement

PART 3
Application Processes

3.2 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.



During this phase, applicants will gather and prepare to submit the following types of information:

- **Administrative Documents**
- **Policies**
- **Pre-Application Form**

During this phase, applicants will gather and prepare to submit the following types of information:

- **EBS Application**
- **Supplemental Documents**

During this phase, applicants will gather and prepare to submit the following types of information:

- **Signed Agreement**
- **Compliance Documentation**
- **Procurement Coordination**
- **EBS Claims Reporting**

3.3 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.

Apr

STEP 1

Pre-Application Registration Form

Steps to Success

1-1. If 5303 is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

Notes or Quick Tips

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

May

STEP 2

Gathering Pre-Application Materials

Steps to Success

2-1. If 5303 is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

May

STEP 3

Pre-Application Submittal

Steps to Success

3-1. If 5303 is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

Jun
Jul
Aug

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.5303 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. Use the link to the right to identify your FY25 5303 application submittal amount. Use this information to identify your desired 5303 expenditures by M-Code (see Part 1.2.2.1 for additional assistance).

4-4. Draft the Resolution Approving your FY25 UPWP, Resolution Certifying the Transportation Planning Process for FY25, and applicable attachments towards obtaining your TAC's approval for submittal by the application deadline (Click on the hyperlink to the right in order to preview the submittal instructions for these documents).

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 M-Codes to use, return to 2.2 Eligible Expenses.

Resources and Links

- Regional Grant Specialist (RGS) Assignment/ Contact Information
- 5d - Resolution Approving your FY25 UPWP

Jul Aug Sep

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

5-1. Note that the steps outlined through 5-2 & 5-3 below are required to be complete before final approval of your 5303 contract, but may not be complete by the time of the submittal of your application.

5-2. Label the TAC 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 - FY25 PWP Funding Sources Table_YOURORGANIZATIONNAME
- 5b - FTA Task Narrative Table_YOURORGANIZATIONNAME
- 5c - Report of Anticipated DBE Contracting Opportunities_ YOURORGANIZATIONNAME
- 5d - Resolution Approving your FY25 UPWP _YOURORGANIZATIONNAME
- 5e - Resolution Certifying the Transportation Planning Process for FY25 _YOURORGANIZATIONNAME

5-3. Obtain approval of your draft UPWP and applicable attachments from your local Governing Board. Obtain approval of the documents listed in 5-2 from your TAC.

5-4. Continue on to Step 6; however, if you have not yet received approvals as outlined through 5-2 & 5-3 above, submit at least the draft (unapproved) UPWP components (5a, 5b, 5c) by the application deadline. You will be required to submit a full set of materials listed above as soon as they are available and before your contract can be signed to authorize funding reimbursement.

Resources and Links

- 5a - FY25 PWP Funding Sources Table
- 5b - FTA Task Narrative
- 5c - Report of Anticipated DBE Contracting Opportunities
- 5d - Resolution Approving your FY25 UPWP
- FTA UPWP Review Checklist

Aug
Sep

STEP 6

Organizing Submittal Materials

Steps to Success

6-1. Develop a transmittal letter for 5303 Application components. Have this letter signed by your TAC Chair and save it to the folder you created in 4-1 labeled as shown below:

- 6a - 5303 Transmittal Letter _YOURORGANIZATIONNAME

6-2. Zip your folder named "YourSystemName.FY25.Draft PWP Application" in preparation for attachment to your 5303 application submittal.

Notes or Quick Tips

- All sources of funding, including Section 104(f) (PL) and SPR funds, in the Funding Sources Table in the "draft" submission are required to be identified.
- 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 - 5303 Transmittal Letter

Aug
Sep

STEP 7

EBS Application Submittal

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 5303 Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_5303_Planning'

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 5303 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 5303 Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Draft PWP Documents zipped folder that you created in Step 2 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 Draft PWP 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 5303 EBS PDF budget application form

Jan
Feb
Mar
Apr

STEP 8

Federal and State Certifications & Assurances

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 along with any final UPWP materials approved by your TAC as outlined through steps 5 & 6.

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.
- All changes made to the draft UPWP and the attachments should be a result of concerns voiced by IMD, FTA, TCC or TAC during the final approval process. If a change is made, the application budget in EBS mush be updated to reflect the change.

Resources and Links

- Certifications and Assurances

Apr
May
Jun
Jul

STEP 9

Electronic Agreement Signature

Steps to Success

9-1. 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 5303 funds, check that you have received and duly process the FY25 5303 Program agreement for your organization.

9-2. A signatory authority from your organization must electronically sign the agreement using DocuSign as instructed in the email from DocuSign referenced in 9-1. 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.

9-3. 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).

STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

10-1. If 5303 is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 11.

Aug

STEP 11 Expend Grant Funds

Steps to Success

11-1. After receipt of your approved executed agreement through DocuSign (9-3), 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.

Notes or Quick Tips

- Do NOT expend funds without a signed agreement (see Step 9-3) and explicit approval from NCDOT.

Aug

STEP 12 Submit Claims

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 'Submit Claim' to access the search application pop-up. Click 'Search'. Select the FY25 5303 Application. This application name should match what was referenced in your approved executed agreement (9-3).

12-3. Complete the blank items in the Claim Form to include: the invoice number, invoice period, final invoice (yes or no), DBE/MBE/WBE information, Expenses This Period, and Comments.

12-4. 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." Enter your name and PIN. Click 'Save'. Click 'Yes' after reading and acknowledging information in the pop-up. Click 'Submit'.

12-5. Prepare all required claim attachments correctly – note that correct submittal of claim attachments expedites claim review and approvals. (See note to the right for detailed instructions on submittal of claim attachments). Submit attachments by clicking on the pop-up that follows.

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 9-3) and explicit approval from NCDOT.

Capital Purchase of Service Program

Apr

STEP 1

Pre-Application Registration Form

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.

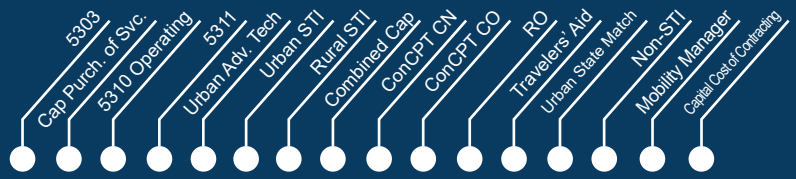
Notes or Quick Tips

- 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

Capital Purchase of Service Program



May

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 using this link. 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

Capital Purchase of Service Program

May

STEP 3

Pre-Application Submittal

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

Capital Purchase of Service Program

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.Capital Purchase of Service 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. Identify your organization's FY25 trip reimbursement request for this Capital Purchase of Service application (note that funding is not guaranteed until programmed and is only partially reimbursed). Use this information to identify your desired Capital Purchase of Service 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

Capital Purchase of Service Program

Jul Aug Sep

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Capital Purchase of Service Program

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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 Capital Purchase of Service 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 - 5310 Application - Capital Purchase of Service_YOURSYSTEMNAME
- 6b - MPO/RPO Letter(s) of Support_YOURSYSTEMNAME
- 6c - Copy of the Locally Coordinated Human Service Plan_YOURSYSTEMNAME

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

- Estimate(s) or Proposal(s)

6-4. Zip your folder named "YourSystemName.FY25.Capital Purchase of Service Application" in preparation for attachment to your Capital Purchase of Service 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.
- Optional materials such as map(s) of service area, charts/graphs, route schedules, pictures, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - 5310 Application - Capital Purchase of Service
- 6b - MPO/RPO Letter(s) of Support
- 6c - Copy of the Locally Coordinated Human Service Plan
- Estimate(s) or Proposal(s)

Capital Purchase of Service Program

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STEP 7

EBS Application Submittal

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 Capital Purchase of Service Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_Capital Purchase of Service'

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 Capital Purchase of Service 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 Capital Purchase of Service Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Capital Purchase of Service 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 Capital Purchase of Service 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 Capital Purchase of Service EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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

Capital Purchase of Service Program

STEP 9

Electronic Agreement Signature

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 Capital Purchase of Service funds, check that you have received and duly process the FY25 Capital Purchase of Service 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.

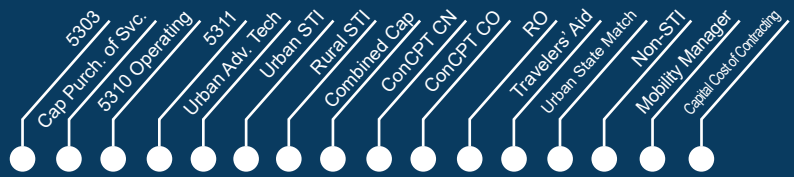
Notes or Quick Tips

- 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

Capital Purchase of Service Program



Aug

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. If your organization does not maintain a vehicle fleet, skip steps 10-2, 10-3, 10-5 & 10-6 below.

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. If you only receive Section 5310 assistance, refer to Resources and Links for Federal Motor Carrier Safety Administration rule.

10-9. If the proposed service is within and urbanized area, confirm with your MPO that this project is included in the MTIP.

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
- Federal Motor Carrier Safety Administration rule

Capital Purchase of Service Program

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.

Notes or Quick Tips

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

Capital Purchase of Service Program

Aug

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

5310 Operating Program

Apr

STEP 1 Pre-Application Registration Form

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

5310 Operating Program

May

STEP 2

Gathering Pre-Application Materials

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 using this link. 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

May

STEP 3

Pre-Application Submittal

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

5310 Operating Program

Jun Jul Aug

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.5310 Operating 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. Identify your organization's FY25 trip reimbursement request for this 5310 Operating application (note that there will be a maximum of 50% cost sharing potentially available which is not guaranteed until programmed). Use this information to identify your desired 5310 Operating 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

5310 Operating Program

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STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

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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 5310 Operating 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 - 5310 Application - Operating_YOURSYSTEMNAME
- 6b - MPO/RPO Letter(s) of Support_YOURSYSTEMNAME
- 6c - Copy of the Locally Coordinated Human Service Plan_YOURSYSTEMNAME

6-3. Zip your folder named "YourSystemName.FY25.5310 Operating Application" in preparation for attachment to your 5310 Operating 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.
- Optional materials such as job description, letter of support, marketing plan, charts/graphs, route schedules, pictures, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - 5310 Application - Operating
- 6b - MPO/RPO Letter(s) of Support
- 6c - Copy of the Locally Coordinated Human Service Plan

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STEP 7 EBS Application Submittal

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 5310 Operating Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_5310 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 5310 Operating 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 5310 Operating Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 5310 Operating 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 5310 Operating 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 5310 Operating EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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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STEP 9

Electronic Agreement Signature

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 5310 Operating funds, check that you have received and duly process the FY25 5310 Operating 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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STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

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

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

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

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

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

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

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

10-8. Ensure compliance with Federal Drug & Alcohol Testing Requirements. If you only receive Section 5310 assistance, refer to Resources and Links for Federal Motor Carrier Safety Administration rule.

10-9. If the proposed service is within and urbanized area, confirm with your MPO that this project is included in the MTIP.

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
- Federal Motor Carrier Safety Administration rule

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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.

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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STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

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STEP 1 Pre-Application Registration Form

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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STEP 2

Gathering Pre-Application Materials

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 using this link. 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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STEP 3

Pre-Application Submittal

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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STEP 4

Coordination for Application Development

Steps to Success

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

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STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

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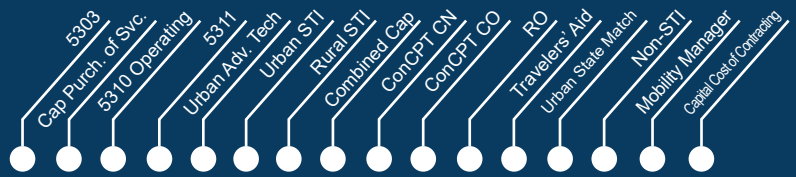

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STEP 6

Organizing Submittal Materials

Steps to Success

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

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STEP 7 EBS Application Submittal

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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STEP 8

Federal and State Certifications & Assurances

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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STEP 9

Electronic Agreement Signature

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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STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

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

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

- NCDOT Business Guide
- Procurement Guidance

5311 Non-Urbanized Area Formula Program

Aug

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.

Notes or Quick Tips

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

5311 Non-Urbanized Area Formula Program

Aug

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Urban Advanced Technology Program

Apr

STEP 1

Pre-Application Registration Form

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

Urban Advanced Technology Program

May

STEP 2

Gathering Pre-Application Materials

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 using this link. 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

Urban Advanced Technology Program

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STEP 3

Pre-Application Submittal

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

Urban Advanced Technology Program

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STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25. UAT 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. Identify your organization's FY25 technology capital needs. Use this information to identify your desired Urban Advanced Technology 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

Urban Advanced Technology Program

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STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

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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 Urban Advanced Technology 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 - Advanced Technology Application_YOURSYSTEMNAME
- 6b - Memorandum of Understatnding for the Project_YOURSYSTEMNAME
- 6c - Urban Advanced Technology Project Application Requirements Form_ YOURSYSTEMNAME
- 6d - Current Projects_YOURSYSTEMNAME
- 6e - Budget 3-Year Plan Quarterly Report Cash Flow_YOURSYSTEMNAME
- 6f - Application Checklist_YOURSYSTEMNAME
- 6g - UAT Cover Letter_YOURSYSTEMNAME

6-3. Zip your folder named "YourSystemName.FY25.UAT Application" in preparation for attachment to your Urban Advanced Technology 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 - Advanced Technology Application
- 6b - Memorandum of Understanding for the Project
- 6c - Urban Advanced Technology Project Application Requirements Form
- 6d - Current Projects
- 6e - Budget 3-Year Plan Quarterly Report Cash Flow
- 6f - Application Checklist
- 6g - UAT Cover Letter

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STEP 7

EBS Application Submittal

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 UAT Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_URBAN ADVANCED TECHNOLOGY'.

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 UAT 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 UAT Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 UAT 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 UAT 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 UAT EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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

STEP 9

Electronic Agreement Signature

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 UAT funds, check that you have received and duly process the FY25 UAT 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

Steps to Success

10-1. If Urban Advanced Technology is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 11.

Aug

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.

Notes or Quick Tips

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

Urban Advanced Technology Program

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Urban STI Program

Apr

STEP 1

Pre-Application Registration Form

Steps to Success

1-1. If Urban STI is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

Notes or Quick Tips

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

Urban STI Program

May

STEP 2

Gathering Pre-Application Materials

Steps to Success

2-1. If Urban STI is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

Urban STI Program

May

STEP 3

Pre-Application Submittal

Steps to Success

3-1. If Urban STI is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

Urban STI Program

Jun Jul Aug

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.Urban STI 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. Coordinate with your RGS to identify applicable project submittals for FY25 as noted in the STIP. Use this information to identify your desired Urban STI expenditures by M-Code (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

Urban STI Program

Jul Aug Sep

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Urban STI Program

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STEP 6

Organizing Submittal Materials

Steps to Success

6-1. 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 - STI Urban State Match Request Form_YOURSYSTEMNAME
- 6b - Copy of TrAMS Application_YOURSYSTEMNAME
- 6c - Board of Transportation Agenda_YOURSYSTEMNAME
- 6d - Local Funding Commitment_YOURSYSTEMNAME
- 6e - UEI Annual Registration_YOURSYSTEMNAME

6-2. Complete/gather the following documents as needed (see note to the right for further details on the requirements for these documents).

- Facility Insurance Verification
- Vehicle Purchase Orders
- Feasibility Study (Facility Projects)

6-3. Zip your folder named "YourSystemName.FY25.Urban STI Application" in preparation for attachment to your Urban STI 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.
- Optional materials such as charts/graphs, route schedules, pictures, letter of support, marketing plan etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - STI Urban State Match Request Form
- 6d - Local Funding Commitment
- 6e - UEI Annual Registration
- Facility Insurance Verification
- Vehicle Purchase Orders
- Feasibility Study (Facility Projects)

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STEP 7

EBS Application Submittal

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 Urban STI Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_Urban STI'

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 Urban STI 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 Urban STI Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Urban STI 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 Urban STI 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 1, 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 Urban STI EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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

Urban STI Program

STEP 9

Electronic Agreement Signature

Steps to Success

9-1. 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 Urban STI funds, check that you have received and duly process the FY25 Urban STI agreement for your organization.

9-2. A signatory authority from your organization must electronically sign the agreement using DocuSign as instructed in the email from DocuSign referenced in 9-1. 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.

9-3. 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).

Urban STI Program

Aug

STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

10-1. If Urban STI is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 11.

Aug

STEP 11 Expend Grant Funds

Steps to Success

11-1. After receipt of your approved executed agreement through DocuSign (9-3), 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.

Notes or Quick Tips

- Do NOT expend funds without a signed agreement (see Step 9-3) and explicit approval from NCDOT.

Urban STI Program

Aug

STEP 12 Submit Claims

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 9-3) and explicit approval from NCDOT.

Resources and Links

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

Apr

STEP 1

Pre-Application Registration Form

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

Rural STI Program

May

STEP 2

Gathering Pre-Application Materials

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 using this link. 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

May

STEP 3

Pre-Application Submittal

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

Rural STI Program

Jun Jul Aug

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.Rural STI 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. Coordinate with your RGS to identify applicable project submittals for FY25 as noted in the STIP. Use this information to identify your desired Rural STI 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

Rural STI Program

Jul Aug Sep

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Aug
Sep

STEP 6

Organizing Submittal Materials

Steps to Success

6-1. Review your Pre-Application Approval Letter received in Step 3. Gather additional materials noted in the letter as required for your FY25 Rural STI 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 - Rural STI State Match Request Form_YOURSYSTEMNAME
- 6b - 5311 Designee Certification Form_YOURSYSTEMNAME

6-3. Zip your folder named "YourSystemName.FY25.Rural STI Application" in preparation for attachment to your Non-STI Rural 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 - Rural STI State Match Request Form
- 6b - 5311 Designee Certification Form

Aug
Sep

STEP 7

EBS Application Submittal

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 Rural STI Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_Rural STI'

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 Rural STI 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 Rural STI Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Rural STI 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 Rural STI 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 Rural STI EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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

Rural STI Program

Apr May Jun Jul

STEP 9

Electronic Agreement Signature

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 Rural STI funds, check that you have received and duly process the FY25 Rural STI 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.

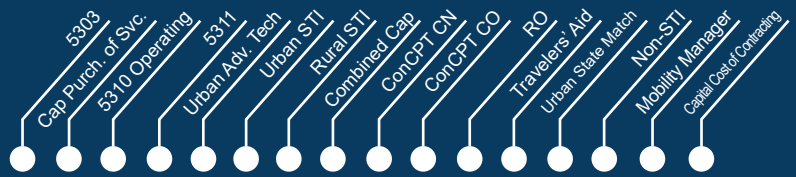
Notes or Quick Tips

- 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

Rural STI Program



Aug

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

Aug

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.

Notes or Quick Tips

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

Aug

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Apr

STEP 1

Pre-Application Registration Form

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.

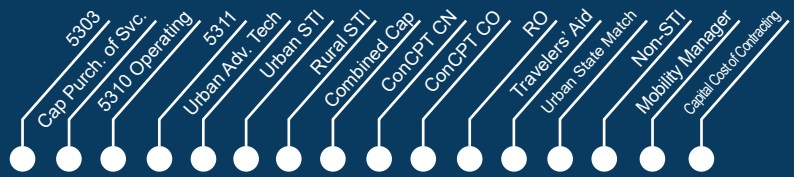
Notes or Quick Tips

- 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

Combined Capital Program



May

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 using this link. 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

May

STEP 3

Pre-Application Submittal

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

Combined Capital Program

Jun Jul Aug

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.Combined Capital 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. Identify all of your organization's FY25 capital needs. This should include all eligible desired vehicle replacement requests (see note to the right) in addition to all of your other FY25 capital needs. Use this information to identify your desired Combined Capital 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.
- Replacement vehicle list won't be available in EBS until mid-to-late July.

Resources and Links

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

Combined Capital Program

Jul Aug Sep

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

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Sep

STEP 6

Organizing Submittal Materials

Steps to Success

6-1. Review your Pre-Application Approval Letter received in Step 3. Gather additional materials noted in the letter as required for your FY25 Combined Capital 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 - Combined Capital Application

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

- Fleet Replacement Plan
- Estimate(s) or Proposal(s)
- Other optional materials (see note to the right)

6-4. Zip your folder named "YourSystemName.FY25.Combined Capital Application" in preparation for attachment to your Combined Capital 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.
- Optional materials such as charts/graphs, route schedules, pictures, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - Combined Capital Application
- Fleet Replacement Plan
- Estimate(s) or Proposal(s)

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Sep

STEP 7

EBS Application Submittal

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 Combined Capital Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_Combined Capital'

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 Combined Capital 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 Combined Capital Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Combined Capital 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 Combined Capital 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 Combined Capital EBS PDF budget application form
- Replacement vehicle list won't be available in EBS until mid-to-late July.

STEP 8

Federal and State Certifications & Assurances

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

Combined Capital Program

STEP 9

Electronic Agreement Signature

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 Combined Capital funds, check that you have received and duly process the FY25 Combined Capital 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.

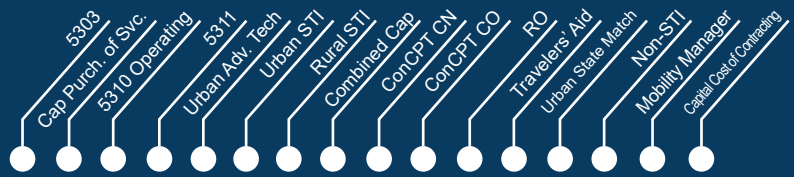
Notes or Quick Tips

- 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

Combined Capital Program



Aug

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

Aug

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.

Notes or Quick Tips

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

Aug

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Apr

STEP 1

Pre-Application Registration Form

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

May

STEP 2

Gathering Pre-Application Materials

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 using this link. 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

May

STEP 3

Pre-Application Submittal

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.

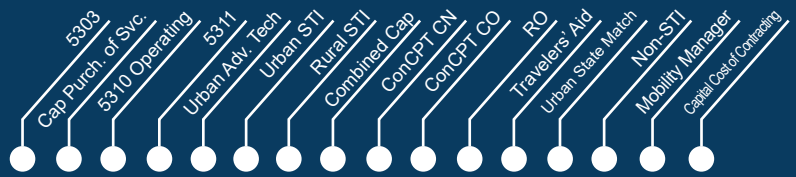
Notes or Quick Tips

- 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

ConCPT CN 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.ConCPT CN 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. Identify your organization's FY25 ConCPT CN program reimbursement request for this application. Note that funding is not guaranteed and requires service for two or more counties for partial reimbursement. Use this information to identify your desired ConCPT CN 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

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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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 ConCPT CN 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 - ConCPT Funds Application_YOURSYSTEMNAME
- 6b - IMD Approved Billing Rate_YOURSYSTEMNAME

6-3. Zip your folder named "YourSystemName.FY25.ConCPT CN Application" in preparation for attachment to your ConCPT CN 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.
- Optional materials such as letters of support, marketing plan, charts/graphs, route schedules, pictures, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - ConCPT Funds Application
- 6b - IMD Approved Billing Rate

Aug
Sep

STEP 7

EBS Application Submittal

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 ConCPT CN Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_ConCPT CN'

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 ConCPT CN 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 ConCPT CN Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 ConCPT CN 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 ConCPT CN 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 ConCPT EBS PDF budget application form

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

STEP 9

Electronic Agreement Signature

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 ConCPT CN funds, check that you have received and duly process the FY25 ConCPT CN 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

Aug

STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

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

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

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

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

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

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

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

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

10-9. Implement a workplan to ensure quarterly reports on consolidation progress are submitted.

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

Aug

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.

Notes or Quick Tips

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

Aug

STEP 12 Submit Claims

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 9-3) and explicit approval from NCDOT.

Resources and Links

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

Apr

STEP 1

Pre-Application Registration Form

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

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 using this link. 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

May

STEP 3

Pre-Application Submittal

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

ConCPT CO Program

Jun Jul Aug

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.ConCPT CO 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. Identify your organization's FY25 ConCPT CO program reimbursement request for this application. Note that funding is not guaranteed and requires service for three or more counties for partial reimbursement. Use this information to identify your desired ConCPT CO 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

ConCPT CO Program

Jul Aug Sep

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

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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 ConCPT CO 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 - ConCPT Funds Application_YOURSYSTEMNAME
- 6b - IMD Approved Billing Rate_YOURSYSTEMNAME

6-3. Zip your folder named "YourSystemName.FY25.ConCPT CO Application" in preparation for attachment to your ConCPT CO 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.
- Optional materials such as letters of support, marketing plan, charts/graphs, route schedules, pictures, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - ConCPT Funds Application
- 6b - IMD Approved Billing Rate

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STEP 7

EBS Application Submittal

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 ConCPT CO Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_ConCPT CO'

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 ConCPT CO 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 ConCPT CO Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 ConCPT CO 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 ConCPT CO 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 ConCPT EBS PDF budget application form

Federal and State Certifications & Assurances

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

STEP 9

Electronic Agreement Signature

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 ConCPT CO funds, check that you have received and duly process the FY25 ConCPT CO 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

Aug

STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

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

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

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

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

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

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

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

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

10-9. Implement a workplan to ensure quarterly reports on coordination progress are submitted.

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

Aug

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.

Notes or Quick Tips

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

Aug

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

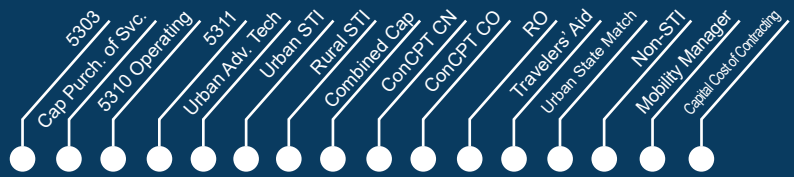
Notes or Quick Tips

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

Resources and Links

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

Rural State Operating Funds Program



Apr

STEP 1 Pre-Application Registration Form

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

Rural State Operating Funds Program

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STEP 2

Gathering Pre-Application Materials

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 using this link. 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

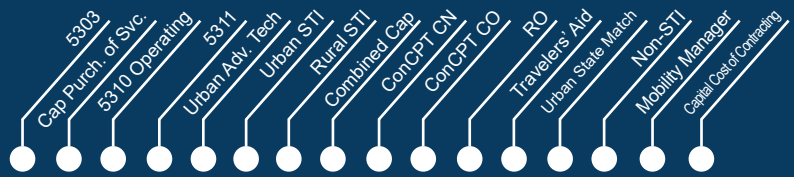
2-6. If you are a non-profit, click here to identify the list of documents that are additionally required for you to save in this folder.

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



May

STEP 3

Pre-Application Submittal

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

Rural State Operating Funds Program

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.RO 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. Use the link to the right to identify your maximum FY25 Rural State Operating application submittal amount. Use this information to identify your desired RO 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.
- Click here if you need assistance in identifying the applicable net operating expenses eligible for your FY25 RO application.

Resources and Links

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

Rural State Operating Funds Program

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STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Rural State Operating Funds Program

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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 RO 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 - Rural State Operating Grant (RO) Application_YOURSYSTEMNAME

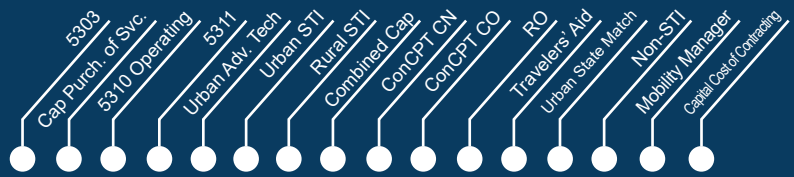
6-3. Zip your folder named "YourSystemName.FY25.RO Application" in preparation for attachment to your RO application submittal.

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 - Rural State Operating Grant (RO) Application



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STEP 7

EBS Application Submittal

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 RO Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_RO'

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 RO 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 RO Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 RO 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 RO 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 RO EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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

Rural State Operating Funds Program

STEP 9

Electronic Agreement Signature

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 RO funds, check that you have received and duly process the FY25 RO 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

Rural State Operating Funds Program

Aug

STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

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

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

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

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

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

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

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

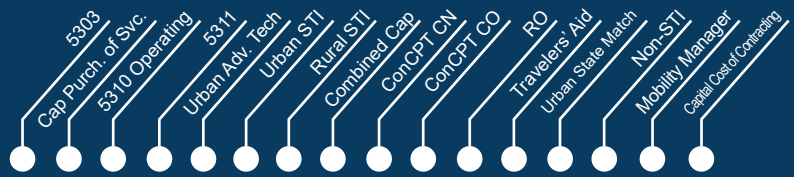
10-8. Ensure compliance with Federal Drug & Alcohol Testing Requirements.

Notes or Quick Tips

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

Resources and Links

- NCDOT Business Guide
- Procurement Guidance



Aug

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.

Notes or Quick Tips

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

Rural State Operating Funds Program

Aug

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Travelers' Aid Program

Apr

STEP 1 Pre-Application Registration Form

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

Travelers' Aid Program

May

STEP 2

Gathering Pre-Application Materials

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 using this link. 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

Travelers' Aid Program

May

STEP 3

Pre-Application Submittal

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

Travelers' Aid Program

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.Travelers' Aid 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. Identify your organization's FY25 Travelers' Aid reimbursement requests (note that funding is not guaranteed until programmed and is only partially reimbursed). Use this information to identify your desired Travelers' Aid 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

Travelers' Aid Program

Jul Aug Sep

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

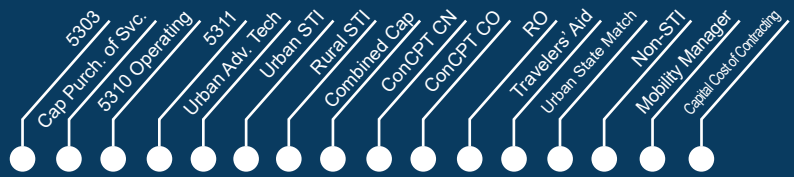
Notes or Quick Tips

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

Resources and Links

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

Travelers' Aid Program



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STEP 6

Organizing Submittal Materials

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

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 Travelers' Aid 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 - Project Funding Justification Form_YOURSYSTEMNAME
- 6b - Project Description_YOURSYSTEMNAME
- 6c - Local Funding Commitment Form_YOURSYSTEMNAME

6-3. Zip your folder named "YourSystemName.FY25.Travelers Aid Application" in preparation for attachment to your Travelers' Aid application submittal.

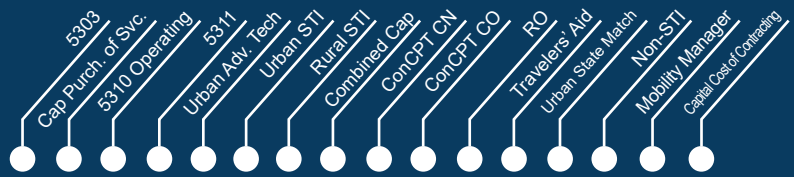
Notes or Quick Tips

- 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.
- Optional materials such as charts/graphs, route schedules, pictures, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - Project Funding Justification Form
- 6b - Project Description
- 6c - Local Funding Commitment Form

Travelers' Aid Program



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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 Travelers' Aid Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_Travelers' Aid'

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 Travelers' Aid 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 Travelers' Aid Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Travelers' Aid 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 Travelers' Aid 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 Travelers' Aid EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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

Apr May Jun Jul

STEP 9

Electronic Agreement Signature

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 Travelers' Aid funds, check that you have received and duly process the FY25 Travelers' Aid 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

Steps to Success

10-1. If Travelers' Aid is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 11.

Aug

STEP 11 Expend Grant Funds

Steps to Success

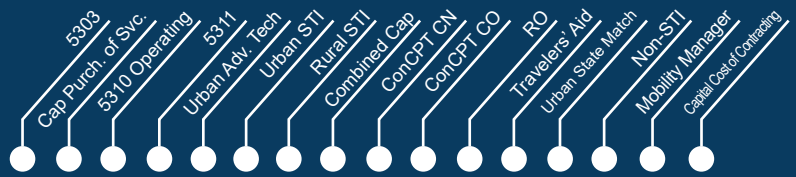
11-1. After receipt of your approved executed agreement through DocuSign (9-4), expend grant funds according to approved budget and agreement.

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

Notes or Quick Tips

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

Travelers' Aid Program



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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 incldluing Traveler's Aid Project Analysis (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

- Travelers' Aid Project Analysis
- Fiori Training Material - How to submit a claim in the Grant Management System

Urban State Match Program

Apr

STEP 1

Pre-Application Registration Form

Steps to Success

1-1. If Urban State Match is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

Notes or Quick Tips

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

Urban State Match Program

May

STEP 2

Gathering Pre-Application Materials

Steps to Success

2-1. If Urban State Match is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

Urban State Match Program

May

STEP 3

Pre-Application Submittal

Steps to Success

3-1. If Urban State Match is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 4. If you are applying to other FY25 Unified Grant Application programs through NCDOT for public transportation funding, you may be required to complete a pre-application through those other programs (see "Part 3 Application Processes" for other applicable FY25 programs)

Urban State Match Program

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STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.Urban State Match 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. Identify your organization's total list of FY25 Urban State Match reimbursement requests. Complete a separate application for each request (note that you will be required to list the priority rank of each request in each application). Note that funding is not guaranteed. Use this information to identify your desired Urban State Match expenditures by M-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).

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 M-Codes to use, return to 2.2 Eligible Expenses.

Resources and Links

- 5a - Program Resolution

Steps to Success

5-1. Obtain approval of your draft Public Transportation Program Resolution and applicable attachments from your local Governing Board. The Program Resolution must have notarized signatures.

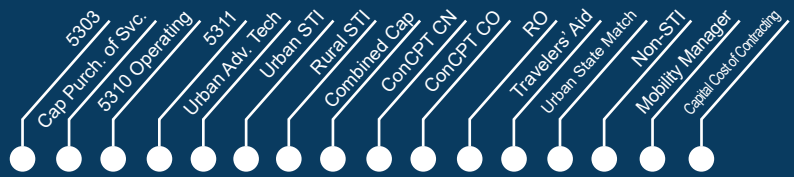
5-2. Label the local Governing Board approval documentation as outlined below (click on the hyperlinks to the right in order to preview the submittal instructions for these documents) and place in the file folder you created in 4-1:

- 5a - Program Resolution_YOURSYSTEMNAME

Resources and Links

- 5a - Program Resolution

Urban State Match Program



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STEP 6

Organizing Submittal Materials

Steps to Success

6-1. 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 - Urban State Match Request Form_YOURSYSTEMNAME
- 6b - Local Funding Commitment Form_YOURSYSTEMNAME
- 6c - Copy of TrAMS Application_YOURSYSTEMNAME

6-2. Complete/gather the following documents as needed (see note to the right for further details on the requirements for these documents).

- Feasibility Study (Facility Project)
- Facility Insurance Verification
- Vehicle Purchase Orders (If locally funded only)
- Sub-recipient Request

6-3. Zip your folder named "YourSystemName.FY25.Urban State Match Application" in preparation for attachment to your Urban State Match application submittal.

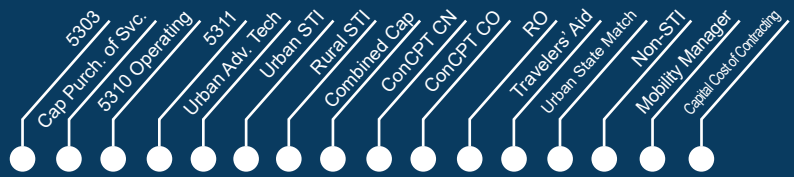
Notes or Quick Tips

- Optional materials such as charts/graphs, route schedules, letter of support, pictures, marketing plan, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - Urban State Match Request Form
- 6b - Local Funding Commitment Form
- Feasibility Study (Facility Project)
- Facility Insurance Verification
- Vehicle Purchase Orders (If locally funded only)
- Sub-recipient Request

Urban State Match Program



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STEP 7

EBS Application Submittal

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 Urban State Match Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_Urban State Match'

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 Urban State Match 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 Urban State Match Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Urban State Match 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 Urban State Match 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.
- If requesting a vehicle(s) the year, Local ID, and VIN of all vehicles being replaced and their replacements should be attached to your EBS application.
- Ensure the grant is marked as Non-Billable in EBS.
- Click here for the FY25 Urban State Match EBS PDF budget application form

Federal and State Certifications & Assurances

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

Urban State Match Program

STEP 9

Electronic Agreement Signature

Steps to Success

9-1. 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 Urban State Match funds, check that you have received and duly process the FY25 Urban State Match agreement for your organization.

9-2. A signatory authority from your organization must electronically sign the agreement using DocuSign as instructed in the email from DocuSign referenced in 9-1. 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.

9-3. 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).

Urban State Match Program

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STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

10-1. If Urban State Match is your only NCDOT Public Transportation Grant Application for FY25, you may skip ahead to Step 11.

Aug

STEP 11 Expend Grant Funds

Steps to Success

11-1. After receipt of your approved executed agreement through DocuSign (9-3), 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.

Notes or Quick Tips

- Do NOT expend funds without a signed agreement (see Step 9-3) and explicit approval from NCDOT.

Urban State Match Program

Aug

STEP 12 Submit Claims

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.

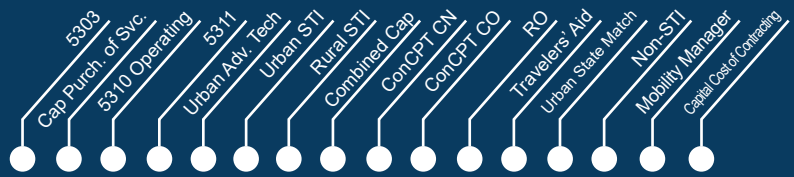
Notes or Quick Tips

- 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 9-3) and explicit approval from NCDOT.

Resources and Links

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

Non-STI Rural Expansion Vehicle Program



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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.

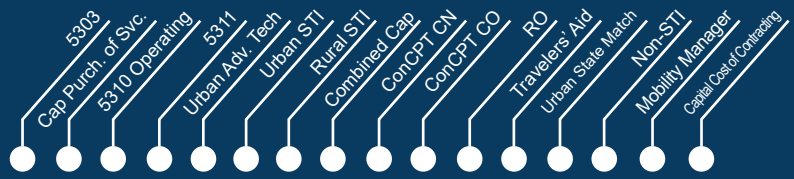
Notes or Quick Tips

- 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

Non-STI Rural Expansion Vehicle Program



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STEP 2

Gathering Pre-Application Materials

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 using this link. 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

Non-STI Rural Expansion Vehicle Program

May

STEP 3

Pre-Application Submittal

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

Non-STI Rural Expansion Vehicle Program

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STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.Non-STI Rural 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. Identify your organization's FY25 Non-STI Vehicle Expansion reimbursement request for this application (note that funding is not guaranteed). Use this information to identify your desired Non-STI Rural Expansion Vehicle 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

Non-STI Rural Expansion Vehicle Program

STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Non-STI Rural Expansion Vehicle Program

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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 Non-STI Rural 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 - Non-STI Rural Expansion Vehicle application_YOURSYSTEMNAME
- 6b - 5311 Designee Certification Form_YOURSYSTEMNAME

6-3. Zip your folder named "YourSystemName.FY25.Non-STI Rural Application" in preparation for attachment to your Non-STI Rural application submittal.

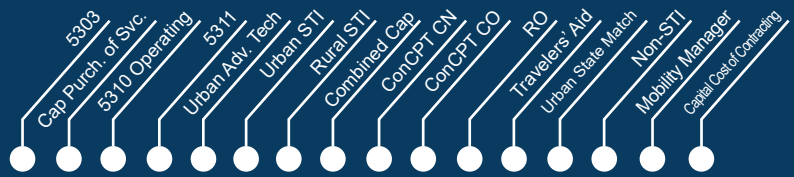
Notes or Quick Tips

- 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.
- Optional materials such as charts/graphs, route schedules, pictures, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - Non-STI Rural Expansion Vehicle application
- 6b - 5311 Designee Certification Form

Non-STI Rural Expansion Vehicle Program



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STEP 7

EBS Application Submittal

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 Non-STI Rural Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_Non-STI Rural'

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 Non-STI Rural 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 Non-STI Rural Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Non-STI Rural 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 Non-STI Rural 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 Non-STI Rural EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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 5339(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

Non-STI Rural Expansion Vehicle Program

STEP 9

Electronic Agreement Signature

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 Non-STI funds, check that you have received and duly process the FY25 Non-STI 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.

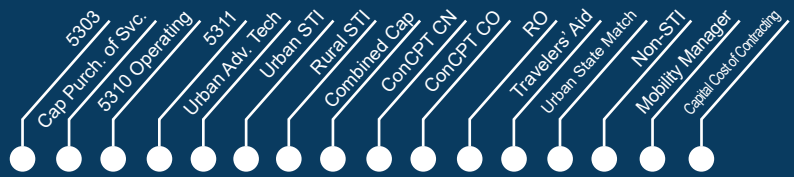
Notes or Quick Tips

- 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

Non-STI Rural Expansion Vehicle Program



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STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

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

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

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

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

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

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

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

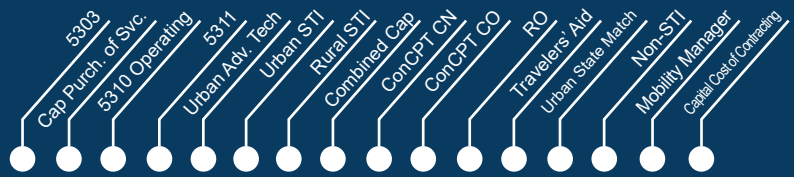
10-8. Ensure compliance with Federal Drug & Alcohol Testing Requirements.

Notes or Quick Tips

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

Resources and Links

- NCDOT Business Guide
- Procurement Guidance



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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.

Notes or Quick Tips

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

Non-STI Rural Expansion Vehicle Program

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Apr

STEP 1

Pre-Application Registration Form

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

Mobility Manager Program

May

STEP 2

Gathering Pre-Application Materials

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 using this link. 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

May

STEP 3

Pre-Application Submittal

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

Mobility Manager Program

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25.Mobility Manager 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. Identify your organization's FY25 Mobility Manager Program reimbursement request for this application. Note that funding is not guaranteed and requires service for three or more counties for partial reimbursement. Use this information to identify your desired Mobility Manager 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

Mobility Manager Program

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STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

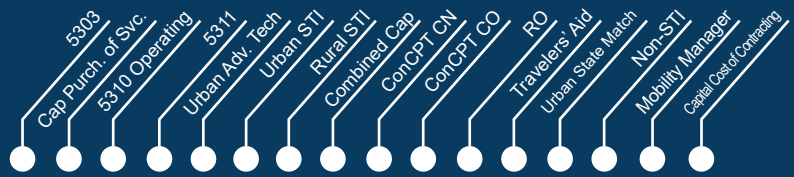
5-4. Continue on to Step 6; however, continue to prepare to submit a notarized copy of the Public Hearing Minutes to document comments made at the public hearing. You will be required to submit a notarized copy of your Public Hearing Minutes as soon as they are available and before your application can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

Notes or Quick Tips

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

Resources and Links

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



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STEP 6

Organizing Submittal Materials

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

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 Mobility Manager 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 - Mobility Manager Application_YOURSYSTEMNAME
- 6b - Job Description_YOURSYSTEMNAME

6-3. Complete/gather the following documents as needed (see note to the right for further details on the requirements for these documents).
- Copy of Locally Coordinated Human Service Plan
- MPO/RPO Letter of Support

6-4. Zip your folder named "YourSystemName.FY25.Mobility Manager Application" in preparation for attachment to your Mobility Manager 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.
- Optional materials such as job description, letter of support, marketing plan, charts/graphs, route schedules, pictures, etc. can help illustrate your funding needs. Consider attaching any of these optional submittal materials to strengthen your application.

Resources and Links

- 6a - Mobility Manager Application
- 6b - Job Description_YOURSYSTEMNAME
- Copy of Locally Coordinated Human Service Plan
- MPO/RPO Letter of Support

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STEP 7

EBS Application Submittal

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 Mobility Manager Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_Mobility Manager'

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 Mobility Manager 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 Mobility Manager Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Mobility Manager 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 Mobility Manager 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 Mobility Manager EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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.

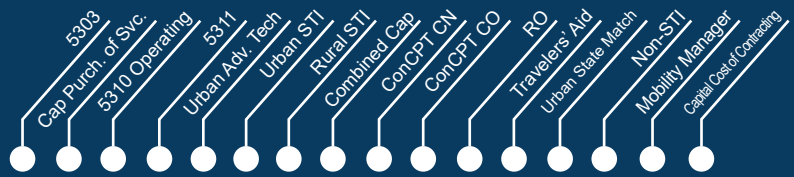
8-3. Upload the documents to EBS.

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



STEP 9

Electronic Agreement Signature

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 Mobility Manager funds, check that you have received and duly process the FY25 Mobility Manager 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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STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

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

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

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

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

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

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

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

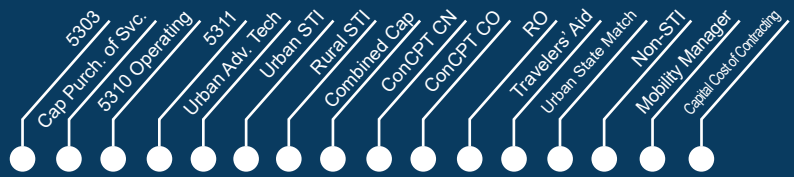
10-8. Ensure compliance with Federal Drug & Alcohol Testing Requirements.

Notes or Quick Tips

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

Resources and Links

- NCDOT Business Guide
- Procurement Guidance



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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.

Notes or Quick Tips

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

STEP 12 Submit Claims

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 9-3) and explicit approval from NCDOT.

Resources and Links

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

Capital Cost of Contracting Program

Apr

STEP 1

Pre-Application Registration Form

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

Capital Cost of Contracting Program

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STEP 2

Gathering Pre-Application Materials

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 using this link. 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

Capital Cost of Contracting Program

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STEP 3

Pre-Application Submittal

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

Capital Cost of Contracting Program

STEP 4

Coordination for Application Development

Steps to Success

4-1. Create a file folder on your server named "YourSystemName.FY25. CapitalCostof Contracting 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. Identify your organization's FY25 Capital Cost of Contracting needs. Use this information to identify your desired Capital Cost of Contracting 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

Capital Cost of Contracting Program

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STEP 5

TAB Meeting & Governing Board Authorization

Steps to Success

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

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

Capital Cost of Contracting Program

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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 Capital Cost of Contracting 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 - IMD Capital Cost of Contracting Toolkit

6-3. Complete/gather the following documents as needed (see note to the right for further details on the requirements for these documents).
- Service Contracts
- Vehicle Maintenance Contract
- Vehicle and/or Maintenance Lease Agreements
- Turnkey Contract

6-4. Zip your folder named "YourSystemName.FY25.CapitalCostofContracting Application" in preparation for attachment to your Capital Cost of Contracting 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 - IMD Capital Cost of Contracting Toolkit

Capital Cost of Contracting Program

Aug
Sep

STEP 7

EBS Application Submittal

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 Capital Cost of Contracting Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2025_CAPITAL COST OF CONTRACTING'

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 Capital Cost of Contracting 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 Capital Cost of Contracting Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY25 Capital Cost of Contracting 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 Capital Cost of Contracting 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 Capital Cost of Contracting EBS PDF budget application form

STEP 8

Federal and State Certifications & Assurances

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

Capital Cost of Contracting Program

STEP 9

Electronic Agreement Signature

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 Capital Cost of Contracting funds, check that you have received and duly process the FY25 Capital Cost of Contracting 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

Capital Cost of Contracting Program

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STEP 10

Prepare Workplan to Ensure Grant Agreement Compliance

Steps to Success

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

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

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

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

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

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

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

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

Notes or Quick Tips

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

Resources and Links

- NCDOT Business Guide
- Procurement Guidance

Capital Cost of Contracting Program

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.

Notes or Quick Tips

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

Capital Cost of Contracting Program

STEP 12 Submit Claims

Steps to Success

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

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

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

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

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

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

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

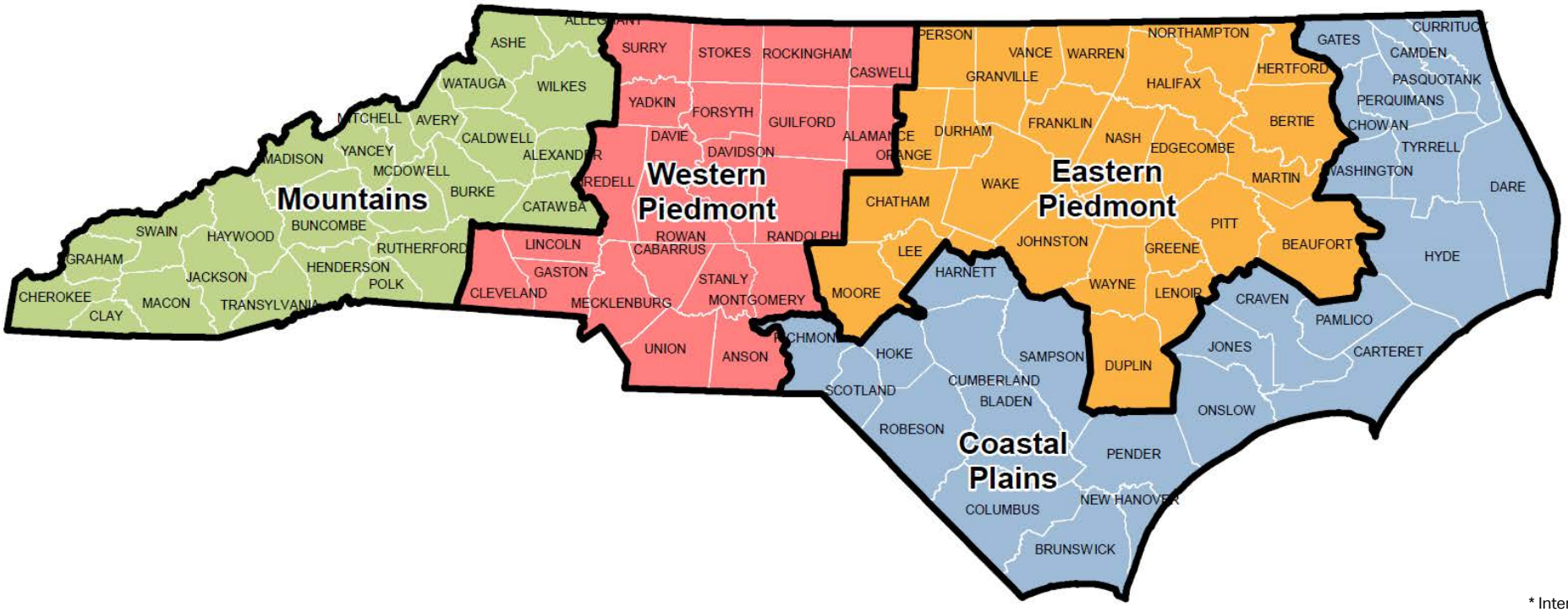
Notes or Quick Tips

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

Resources and Links

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

Regional Grant Specialist Contact Information



* Interim

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

Eastern Piedmont			
Section	Contact	Office Number	Email Address
Finance - Lead	Konnadi Dhatnubia	919-707-2600	kdhatnubia@ncdot.gov
Grant Administration	Anne Galamb	919-707-4674	asgalamb@ncdot.gov
Planning	Nick Morrison	919-707-2608	nemorrison@ncdot.gov
Safety, Education, and Compliance	Eartle McNeill	919-707-4686	elmcneill1@ncdot.gov

Western Piedmont			
Section	Contact	Office Number	Email Address
Finance	Katie Dunn	919-707-4691	kedunn@ncdot.gov
Grant Administration	Carolyn Freitag	919-707-4677	cmfreitag@ncdot.gov
Planning	Alex Rotenberry	919-707-4682	jarotenberry@ncdot.gov
Safety, Education, and Compliance	Kevin Edwards*	919-707-4695	kbedwards2@ncdot.gov

Coastal Plains			
Section	Contact	Office Number	Email Address
Finance - Lead	Jocelyn Valdez	919-707-4683	jpetatanvaldez@ncdot.gov
Grant Administration	Irene Johnson Lisa Avery*	919-707-4670 919-762-3734	iwjohnson@ncdot.gov ext-lnavery@ncdot.gov
Planning	Kim Nguyen	919-707-4676	kpnguyen1@ncdot.gov
Safety, Education, and Compliance	Eartle McNeill	919-707-4686	elmcneill1@ncdot.gov

Follow this link for the most up-to-date contact information: https://connect.ncdot.gov/business/Transit/Pages/Regional-Support-Map.aspx

Eligible Sources of Local Match

Instructions

As with all FTA formula program grants administered by NCDOT, the local match must be provided from sources other than United States Department of Transportation funds (USDOT). Examples of possible local match sources include:

- Undistributed cash surplus
- Replacement cash fund or reserve
- Service agreement with a state or local social service agency or a private social service organization
- Amounts appropriated or otherwise made available to a department or agency of the Government (other than the USDOT) that are eligible to be expended for transportation
- Employment training, aging, community services, vocational rehabilitation services
- TANF
- Other non-USDOT federal funds for local match (click here for more instruction)
- Non-Federal sources that may be used for any or all of the local share include:
  - State or local appropriations
  - Dedicated tax revenues
  - Private donations
  - Net income generated from advertising and concessions

Notes

- Farebox revenue is not an applicable source of local match.
- Applicants are responsible for verifying the eligibility of non-USDOT federal funds the applicant proposes to use as their local match.
- Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for operating assistance. In either case, the cost of providing the contracted service must be included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service.
- The state-funded Rural Operating Assistance Program (ROAP) funds can also be used as matching funds. These funds are allocated to the county or to a transportation authority. Applicants should inquire with the county manager and/or county finance office about the availability of the ROAP funds.

Other Non-USDOT Federal Funds for Local Match

Instructions

The local match may be derived from federal funding programs other than DOT programs. Federal programs used as match must include funding for transportation. **To use these funds as local match for FTA funds, the cost of the activities funded by the non-DOT federal funds must be integrated into the total net project costs of the FTA grant**. The transportation activities funded by the non-USDOT federal funds must be inside the scope of the project to be used as part of your local match.

Notes

- Applicants are responsible for verifying the eligibility of non-USDOT federal funds the applicant proposes to use as their local match.

Capital Replacement Schedule

CATEGORY CAPITAL ITEMS	MINIMUM REQUIREMENTS	MINIMUM DOCUMENTATION REQUIRED
MAJOR FACILITY RENOVATIONS AND NEW CONSTRUCTION ▪ Building Purchase ▪ Facility Construction	40 years	**Note:** Major Renovation involves the purchase of an existing building and complete refurbishing of the building. **Needs Assessment required.** Plans and specs required. **At least 1 retail estimate required**
OFFICE/BREAKROOM FURNITURE ▪ Desk ▪ Chairs ▪ Bookcase ▪ Conference Table ▪ File Cabinet ▪ Safe (Fireproof) (25 yrs.) ▪ Lockers	12 Years	□ Explanation of need for replacement
OFFICE EQUIPMENT ▪ Fax Machine ▪ Calculator ▪ Copier ▪ Etc.	5 Years	□ Explanation of need for replacement
AUDIO VISUAL EQUIPMENT ▪ VCR/DVD ▪ Camcorder ▪ TV ▪ Etc	10 Years	□ Explanation of need for replacement
BASELINE TECHNOLOGY ▪ Projector ▪ Laptop ▪ Desktop ▪ Server ▪ Printer ▪ Scanner (6 yrs.)	5 Years	□ Explanation of need for replacement in item #14 of project description * Presentations may be required.
SECURITY & SURVELLIENCE ▪ Video (facility and vehicles) ▪ Cameras ▪ Wireless unit ▪ DVR ▪ Antenna	7 Years	□ Explanation of need for replacement
COMMUNICATIONS EQUIPMENT ▪ Radio units ▪ Antenna ▪ Base Station ▪ Repeater ▪ Cell phones	6 Years	□ Explanation of need for replacement in item #14 of project description
MAINTENANCE EQUIPMENT & FIXTURES ▪ Roller cabinets ▪ Diagnostic equip ▪ Portable tool stands ▪ Lift truck ▪ Compressors- (5 yrs.) ▪ Engine stands ▪ Hoists - (10 yrs.) ▪ Brake lathes ▪ Bus washers- (10-15 yrs.)	12 Years	□ Only Transit Systems with in-house maintenance garages are eligible
SUPPORT VEHICLES		
▪ Trucks/Sedans – Light Duty	100,000 miles	□ Only Systems with in-house maintenance garages are eligible
REVENUE VEHICLES		
Vans		○ Updated PTMS ○ Current VUD ○ Once required fleet size has been determinedthrough the capital assessment process, local vehicles may be designated for disposition and not be eligible for replacement.
▪ Center Aisle Van (2010 or older) ▪ Mini-Van ▪ Conversion Van or Raised Roof Van	100,000 miles	
Buses		
Light Transit Vehicle (medium duty) 20ft, 22ft. 25ft and 28 ft. LTVs (body on cut-a-way chassis)	100,000 miles	
LTV (heavy duty) Approximately 30 ft. (body on truck chassis)	350,000 miles	
Large Bus (heavy duty) 35-40 ft.	500,000 miles	

Notes

- Assets that have met their useful life will not automatically be replaced. This schedule represents the minimum threshold for replacement consideration. Listed capital items are illustrative and not exhaustive. *Updated 1/2021*

FY25 Technology Specifications:
Standards for Hardware, Software, and Networking

Desktop	
Operating System:	Windows 7
Processor:	Intel I5-750
Memory:	4.0GB or higher
Hard Drive (s):	80G, partitioned so C: drive is for programs and D: drive is for data
Software:	Microsoft Office Professional 2010
Video Card:	GeForce GTS250 1GB/Radeon HD4850 512MB
Network Card:	100/1000 Mbps
UPS Backup/Surge Protection:	Multi-outlet AC Surge Protector with power supply backup (if necessary)
Multimedia Devices:	Pair of desktop speakers (if not included with monitor), Microphone, optional Camera
Monitor:	Any standard monitor capable of display in 1024x768 or greater. Purchase larger monitors if required by specific applications.
Other Drives:	CD/DVD ROM Drive
Anti-Virus Software:	Any industry standard anti-virus software
Service Program:	3-year warranty with on-site service

Network	
Configuration:	100/1000 MB using switches (no hubs), TCP/IP Protocol

Server	
All server specifications are minimums only. Servers should be expandable to enable increases in memory, processors, hard drive, etc.	
Operating System:	Microsoft Windows Server 2008
Database Software:	Microsoft SQL Server 2005 SP2 or 2008 Standard (if necessary)
Network Card:	(2) 100/1000 MB
Processor Type:	Intel Xenon 2.5Ghz or higher
Memory:	12 GB
Hard Drive(s):	300 GB
Monitor:	15” or larger
Graphics Card:	64MB or greater
Other Drives:	CD/DVD ROM
Anti-Virus Software:	Any industry standard anti-virus software
Service Program:	3-year warranty with on-site service

Notes

- These are MINIMUM standards only. NCDOT guidelines require that each computer last at least 5 years. If you plan on installing automated scheduling software or other technologies during the lifetime of the computer, please consult with the appropriate resource to determine minimum requirements.

Identifying Your Reimbursable Operating Expenditure Amount

Instructions

Applicants must ensure their 5311 operating and 5311 administrative budget requests match the FY 2025 approved budgets (see Part 3 Application Processes: 5311 Non-Urbanized Area Formula Program, Step 4-3 for more information). Section 5311 reimbursable operating expenses must account for specific restrictions as detailed below. Section 5311 operating funds can ONLY be used to support rural general public routes (RGP).

Only net operating expenses are eligible for reimbursement (click here to see how to calculate net operating expenses).

Funds received pursuant to a service agreement with a State or local social service agency or a private social service organization may be used as local match. Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5311 operating assistance. In either case, the cost of providing the contract service is included in the total project cost.

Note that the manner in which a sub-recipient applies income from human service agencies to a project affects the calculation of net operating expenses and, therefore, the amount of Section 5311 operating assistance the project is eligible to receive.

Notes

- RGP Routes - Services intended to provide transportation for individuals from the county who do not have a human service agency or organization that will pay for the transportation service. The passenger's origin or destination must be in the rural area.
- Operating Expenses - Operating expenses are considered those costs directly related to system operations. Eligible items are defined as stated in the UPTAS manual and State Management Plan.

How to Calculate Net Operating Expense

Instructions

Net operating expenses are those expenses remaining after the provider subtracts operating revenues from eligible operating expenses. Operating revenues must include farebox revenues. Farebox revenues include fares paid by riders who are later reimbursed by a human service agency or other user-side subsidy arrangement. Farebox revenues do not include payments made directly to the transit system by human service agencies to purchase service. However, purchase of transit passes or other fare media for clients would be considered farebox revenue. A voluntary or mandatory fee that a college, university, or similar institution imposes on all its students for free or discounted transit service is not farebox revenue. Farebox revenue must be used to reduce total operating expenses (treated as revenue).

Net Operating Expenses = Total Eligible Operating Expenses – Fare Revenues

RO Funding Availability

Instructions

- NCDOT created a funding formula for equitable distribution of the RO funds to all systems that qualify. The funding formula is 50% based on individuals in poverty and 50% based on service hours.
- The systems identified below are the only applicants that are eligible for RO funding.
- The maximum amount of RO funding a system may apply for is listed in the funding table below. Systems may only use budget line item G-313 (Transportation of Clients and Others) and this funding supports 50% of the proposed service.

System	*County names*	*Counties served*	*2016 Estimate percent of Poverty*	*2010 Population*	*Individuals in Poverty*	*Individuals in Poverty By Transit System*	*Hours FY16 OpStats*	*Poverty Funding*	*Hours Funding*	*Total Funding*
AppalCart	Watauga /Boone	1	25.30%	51079	12923	12923	68092	$29,383.67	$83,569.79	$112,953.46
ARHS	Camden, Chowan, Currituck, Pasqu	5		102434	16421	16421	46656	$37,336.76	$57,261.24	$94,598.00
CARTS	Craven/ New Bern, Jones, Pamlico	3		126802	19618	19618	42754	$44,605.37	$52,472.29	$97,077.66
CFPTA	New Hanover/ Wilmington	1	17.30%	202667	35061	35061	22189	$79,720.92	$27,232.72	$106,953.63
CPTA	Bertie, Halifax, Hertford, Northhar	4		122741	33095	33095	38070	$75,250.33	$46,723.58	$121,973.91
GWTA	Goldsboro /Wayne	1	18.40%	122623	22563	22563	29760	$51,301.83	$36,524.66	$87,826.49
Karts	Franklin, Vance, Granville, Warren	4		186929	36185	36185	125583	$82,275.20	$154,128.91	$236,404.10
RCATS	Randolph, Montgomery	2		169550	28779	28779	39531	$65,436.61	$48,516.68	$113,953.29
TRT	Nash, Edgecombe/ Rocky Mount	2		152392	33068	33068	53853	$75,189.57	$66,094.17	$141,283.74
WPRTA	Alexander, Burke, Catawba, Caldw	5		365497	57707	57707	19004	$131,210.85	$23,323.74	$154,534.60
Yveddi	Davie, Stokes, Surry, Yadkin	4		200720	31994	31994	119186	$72,745.38	$146,277.82	$219,023.20
Tyrell Hyde		2		10217	2438	2438	6416	$5,543.52	$7,874.40	$13,417.92
Totals						329851	611094			$1,500,000.00

2015 Certified County Population Estimates. OSBM. 9/19/2016
https://files.nc.gov/ncosbm/demog/countygrowth_cert_2015.html

Available	Available
$750,000	$750,000
Per Unit	Per Unit
$2.2738	$1.2273

Requirement for TAB or Governing Board (1/2)

Each applicant is REQUIRED to have a Transportation Advisory Board (TAB) or a Governing Board if an Authority or non-profit organization. A TAB is made up of stakeholders from the service area that care about the services provided by the transit system. The make-up of the TAB is representative of the various target audiences in the service area and includes one or more actual passengers of the transit system. An "ACTIVELY ENGAGED" TAB is expected to discuss unmet needs in the service area, service design and scheduling, billing rates and fares, and to resolve complaints. They also monitor compliance with federal regulations and the status of any deficiencies noted in any official federal, state, or local review or report. The TAB is a locally formed advisory group based on the following guidelines and requirements:

TAB Composition

CATEGORIES	PUBLIC HUMAN SERVICE AGENCY	TRANSPORTATION PROVIDERS	PUBLIC AND BUSINESS SECTORS	GOVERNMENT AND GOVERNMENTAL AFFILIATES	TRANSIT USER
Suggested number of representatives per category	3-5	1-2	4-5	3-5	1-3
NOTE: TAB members should be individuals that know about the transit needs of the general public including the elderly, minorities, people with disabilities, Limited English Proficiency (LEP), or low income populations living in the service area.	▪ Senior Services ▪ DSS ▪ Vocational Rehabilitation ▪ Head Start ▪ Shelter Workshop ▪ Health Dept. ▪ Veterans Admin ▪ Smart Start ▪ Mental Health ▪ Housing Authority ▪ Human Service Transit Users	▪ Private transportation providers ▪ Intercity bus providers ▪ Ambulance Service ▪ Regional Authority ▪ Urban System ▪ Faith based services ▪ Volunteers	▪ Chamber of Commerce ▪ Major employers ▪ DBE's ▪ Hospital/Dialysis Ctr. Staff ▪ Non-profit organizations ▪ Employment Transit Users ▪ General Public Transit Users ▪ Public Citizens	▪ *MPO ▪ *RPO ▪ *Emergency Management ▪ Economic Development ▪ Employment Security Commission ▪ Job Link and/or Career Centers ▪ Elected Officials ▪ County Government staff ▪ Community	▪ Passenger(s) that currently utilize the transit system

Continues on next page

Requirement for TAB or Governing Board (2/2)

*Representatives from Emergency Management and the local Rural Planning Organization or Metropolitan Planning Organization are encouraged to attend at least 1 TAB meeting per year if possible to understand the priorities of the transit system; offer advice on what they can do for, or need from, public transportation; and to build strong working relationships.

- The TAB must include representatives from the elderly, minority, Limited English Proficiency (LEP), disabled and/or low-income populations in the service area or include individuals that represent these consumer groups that will challenge the transit system to be more sensitive to their needs or to discuss unmet needs of their consumer group. Census data should be consulted to determine which groups should be represented and the size of the representation needed.
- If the applicant serves as an "umbrella" agency for programs in addition to transportation services, then the Executive or Governing Board may not serve as the TAB. There may be overlapping of members from the Executive or Governing Board, but there must be a separate TAB that meets the requirements.
- If the applicant is a transportation authority or a non-profit organization that only provides transportation, the Executive or Governing Board may serve as the TAB. In this case, the composition of the Executive or Governing Board will have to meet the 5311 Program requirements to serve as the TAB or consider creating a separate TAB that does meet the requirements.
- IMD expects, at a minimum, a quarterly TAB meeting for the community transportation system to maintain ongoing communications as one means of seeking public involvement, and ongoing administrative oversight. TAB meetings must be open to the public and the public must be notified of the scheduled meetings through such means as posting notices on agency websites; local news media; flyers; etc. Additionally, meeting minutes must be published and distributed to IMD Regional Grant Specialists, with original file copies maintained by the transportation system for a minimum of five (5) years.
- All TAB or Governing Board members must sign an annual Conflict of Interest form and the signed form must be attached as an application document (see Step 2 and Step 3 in Part 3).

STIP Approved Projects List

Urban Projects (apply through Urban STI) - *Draft 2024-2033 STIP*

STIP #	System	Description	Total Funds	Federal	State	Local	HTF $	Type
TD - 5281	Tar River Transit	Enlarge Drivers Breakroom	$15,000	-	-	$1,500	$13,500	2- Facility

Procurement Guidance

BEFORE making a $10,000 or greater (procurement) purchase, contact IMD's Procurement Section Staff to obtain approval to make the purchase and to ensure proper procedures are followed for project costs to be reimbursed.

A quick reference of requirements associated with different procurement thresholds is provided by clicking the links below. The following procurement thresholds meet dollar amounts required by IMD. Your agency may set more stringent requirements.

- **Micro-Purchases (Procurements under $10,000)**
- **Price Quotes (Procurements greater than or equal to $10,000, but less $30,000)**
- **Informal Bids (Procurements greater than or equal to $30,000, but less $90,000)**
- **Formal (Sealed) Bids (Procurements equal to or over $90,000)**

When submitting Claim for reimbursement in EBS, an approved Procurement Checklist is required as part of your documentation.

A written record of procurement history must be maintained for at least five (5) years after project closeout. Minimum documentation requirements are listed above with each procurement threshold.

Micro-Purchases
(Procurements under $10,000)

Submittals to NCDOT IMD generally not required, but documentation noted below must be compliant with requirements and available upon request.

- May be made without obtaining price quotes
- Must document how price was determined to be fair and reasonable (comparison of catalog/online prices, etc.)
- Procurement History Form may be used to document
- Obtain written approval (in accordance with local policy) prior to purchase—submit Procurement History Form and other documentation to:
  - Executive Director/Other – up to $XXX
  - Board of Directors – $XXX or more
- Vendor does not have to comply with federal requirements, except if federal funds are used for construction. The Davis-Bacon Act applies to costs of $2,000 or more, and this requirement must be included with solicitation.

Price Quotes (Procurements greater than or equal to $10,000, but less $30,000)

IMD Submittals Required:

1) Price Quote Procurement Checklist
2) Procurement History Form and Applicable Documentation (read form for list of applicable documentation)

Notes

- IMD must review new or adapted specifications prior to solicitation of all "new type" rolling stock.
  - "New-Type" Rolling Stock excludes standard minivans or vehicles available on IMD contracts.
- Solicit from at least three suppliers/vendors by email, mail, or in person.
- Applicable federal requirements and certifications must be included with solicitation (if funded in part with federal funds).
- Document quotes solicited and received (at least three quotes should be received) on Procurement History Form and complete IMD Procurement Checklist
- If vendor with lowest price is not selected, include basis/reason for selection (delivery date; better warranty/service; etc.); prior IMD approval is required.
- Obtain written approval (in accordance with local policy) prior to purchase—submit Procurement History Form and other documentation to:
- Executive Director/Other – up to $XXX
- Board of Directors – $XXX or more
- Procurement Checklist must be submitted to IMD for prior approval on all purchases over $10,000.

Informal Bids (Procurements greater than or equal to $30,000, but less $90,000)

IMD Submittals Required:

1) Informal Bids Procurement Checklist
2) Procurement History Form and Applicable Documentation (read form for list of applicable documentation)

Notes

- IMD must review new or adapted specifications prior to solicitation of all "new type" rolling stock and ALL construction related procurements.
  - "New-Type" Rolling Stock excludes vehicles available on IMD contracts.
- Solicit written quotes from at least three suppliers/vendors.
- Applicable federal requirements and certifications must be included with solicitation (if funded in part with federal funds)
- Construction – MBE or DBE verifiable goals for construction procurements must be established (IMD must be contacted for goal)
- Required steps must be taken to satisfy MBE requirements—G.S. 143-128.2(f)
- Document quotes solicited and quotes received (at least three quotes should be received) on Procurement History Form, attach written quotes, and complete IMD Procurement Checklist and submit to IMD for prior approval.
- Obtain written approval (in accordance with local policy) prior to award—submit Procurement History Form, Procurement Checklist, and any other documentation to:
  - Executive Director/Other – up to $XXX
  - Board of Directors – $XXX or more
- IMD requires pre-award approval for all procurements > $30,000. Submit Procurement Checklist (History form may be included), and any other related documentation for review.
- Maintain written documentation to support that each requirement was met.

Formal (Sealed) Bids (Procurements equal to or over $90,000)

IMD Submittals Required:

1) Formal Bids Procurement Checklist
2) Procurement History Form and Applicable Documentation (read form for list of applicable documentation)

More Specific Threshold Requirements May Apply:

- If only state funds are used:
  - $90,000 or more – Equipment & Supplies
  - $500,000 or more – Construction
- If federal & state funds are used
  - $90,000 or more – Equipment & Supplies
  - $150,000 or more – Construction

Notes

- IMD must review all specifications prior to solicitation of all types of procurement.
- Publish advertisement (electronic ad may be used) for the bid, at least once, seven days prior to opening.
- All bids must be sealed and opened at stated time and place in advertisement.
- At least three suppliers/contractors must be solicited (in addition to advertisement, at least three suppliers/contractors must be notified)
- Applicable federal requirements and certifications must be included with solicitation (if funded in part with federal funds).
- Additional requirements for construction procurements:
  - A minimum of three sealed bids must be received. If less than three bids are received, agency must re-advertise for bids; and if as a result of such second advertisement, less than three competitive bids are received from reputable and qualified contractors, the agency may open bids.
  - Bid guarantee bond (5% of bid price)
  - Performance and payment bonds (100% of contract price)
    - MBE or DBE verifiable goals for all construction procurements must be established (IMD must be contacted to set goal). Required steps must be taken to satisfy MBE requirements—G.S. 143-128.2(f)
  - Any of the following methods may be used for construction contracts (over $300,000):
    - Separate-prime bidding
    - Single-prime bidding
    - Dual bidding pursuant to subsection (d1) of G.S. 143-128
    - Construction management at risk contracts pursuant to G.S. 143-128.1
    - Alternative contracting methods authorized pursuant to G.S. 143-135.26(9)
- Obtain written approval (in accordance with local policy) prior to award—submit Procurement History Form, Procurement Checklist, and any other documentation to:
  - Executive Director/Other – up to $XXX
  - Board of Directors – $XXX or more
- Procurement Checklist must be submitted to IMD for review and approval prior to award for all formal bids.
- Maintain written documentation to support that each requirement was met

Federal Motor Carrier Safety Administration (FMCSA) Rule

Grantees that receive only Section 5310 assistance are not subject to FTA's Drug and Alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for employees who hold Commercial Driver's Licenses (49 CFR part 382). Section 5311 grantees that also receive funding under one of the covered FTA programs should include any employees funded under Section 5310 projects in their testing program. An FTA compliant testing program, as required by the receipt of FTA operating or capital funding (5307, 5309, 5311), can be used for Section 5310 employees; there is no need to have two testing programs. Employees of a grantee of Section 5310 funds from a designated recipient of another FTA program (such as 5307 or 5311) should also be included in the designated recipient's testing program.

Sub-recipient Request

Urban State Match requests submitted for projects being funded through 5339 funds at the request of an Urban System's sub-recipient must include documentation of the official sub-recipient request as an attachment submitted as part of the application phase (see Step 6).

Claim Attachments List

Link to the form >>

For each claim submission, you must attach the following five (5) document sets to your EBS claim submission. Click the hyperlinks above to access blank forms or to obtain more information (as applicable).

1) Claim Cover Sheet
2) Claim Reimbursement Letter
3) Progress Report

5310 Reporting Form	5317 Reporting Form	Operating Grant Reporting Form
5311 Administration Reporting Form	Capital Grant Reporting Form - 5310, 5311, 5316	Progress Report - 5303 projects only
5316 Reporting Form	Mobility Manager Reporting Form	Progress Report - RS, 5307, 5309, DG, AT

4) DBE form
5) Other backup documents as required:

If you are purchasing a vehicle	If you apply for salary reimbursement	If you apply for mileage reimbursement	If your project is over procurement threshold
Check	Detailed Payroll Register	Mileage Reimbursement Form	Check
Final Invoice			Invoice
Title Application MVR1			Procurement Agreement
Order Form			

Unique Entity ID (UEI) Annual Registration (Formerly DUNS)

Instructions

1. Open a web browser to www.SAM.gov and click “Search”.
2. Sign in or create a login account to begin a search.
3. Enter your UEI (DUNS #) in the search box and hit enter.
4. Click your system’s profile.
5. Download the verification PDF.
6. Save the PDF to your local drive.

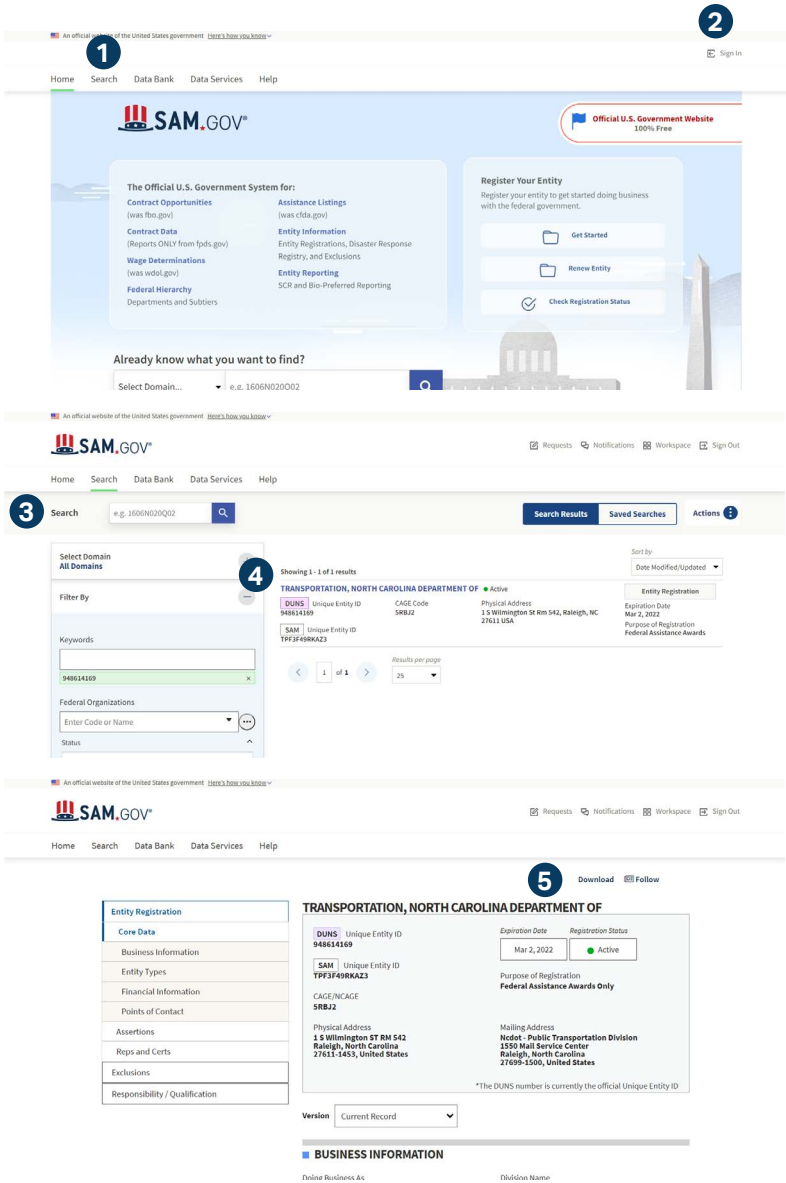
Resources & Links

- Quick Start Guide for New SAM Registrations
- Quick Start Guide for Updating and Entity Registration

Notes

- All applicants must verify their UEI (DUNS #) has been verified and is active. A copy of the verification is a document to be uploaded as part of the Pre-Application phase.
- Refer to Step 2 and Step 3 in Part 3 for instructions for document submission.

Screenshots



Conflict of Interest Policy

Link to the form >>

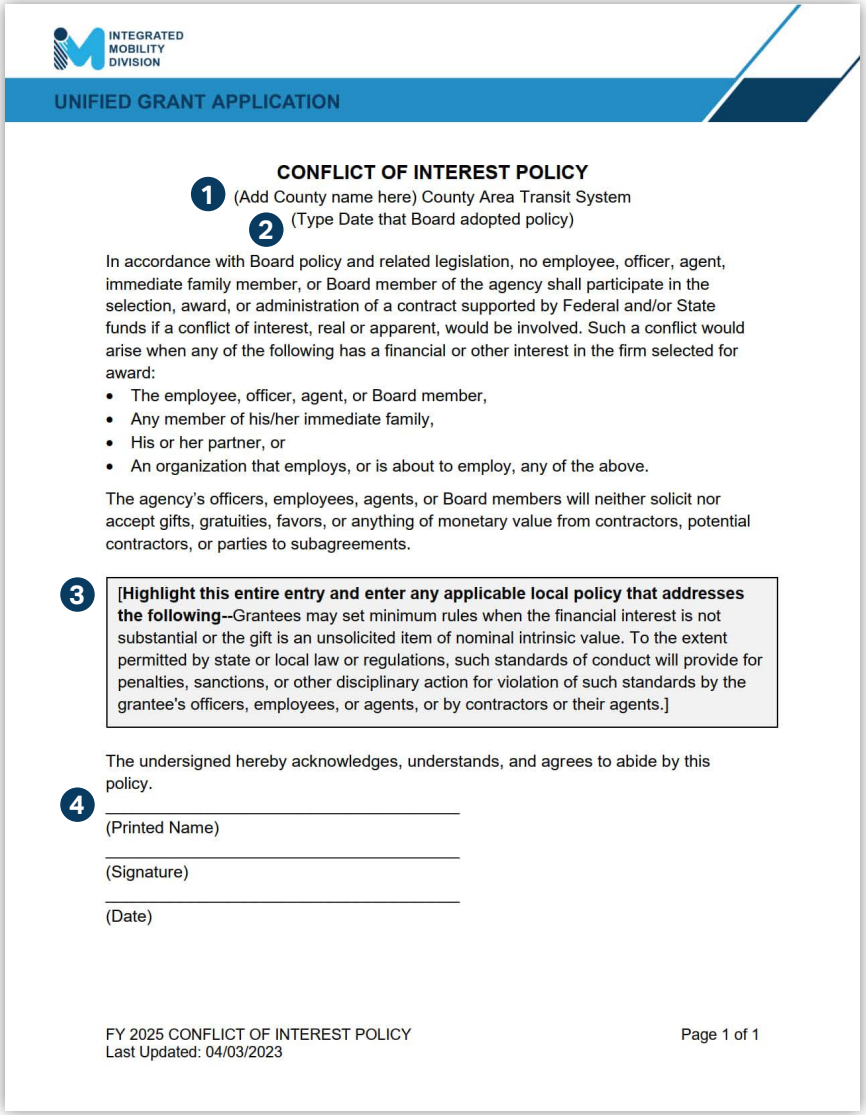
Instructions

1. Type the applicant's organization name.
2. Type date that the Board adopted this policy.
3. Enter any applicable local policy that addresses the following - *Grantees may set minimum rules when the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by state or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary action for violation of such standards by the grantee's officers, employees, or agents, or by contractors or their agents.*
4. Complete this form by printing the board member's name, typing the date of the board member's signature, and obtaining the board member's signature..

Notes

- All TAB and/or Governing Board Members must sign an annual Conflict of Interest Form.
- Signed forms must be scanned and uploaded as part of the Pre-Application phase.
- Refer to Step 2 and Step 3 in Part 3 for instructions for document submission.

Example



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

CONFLICT OF INTEREST POLICY

1 (Add County name here) County Area Transit System

2 (Type Date that Board adopted policy)

In accordance with Board policy and related legislation, no employee, officer, agent, immediate family member, or Board member of the agency shall participate in the selection, award, or administration of a contract supported by Federal and/or State funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The employee, officer, agent, or Board member,
- Any member of his/her immediate family,
- His or her partner, or
- An organization that employs, or is about to employ, any of the above.

The agency's officers, employees, agents, or Board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

3 [**Highlight this entire entry and enter any applicable local policy that addresses the following--**Grantees may set minimum rules when the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by state or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary action for violation of such standards by the grantee's officers, employees, or agents, or by contractors or their agents.]

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

4 _____
(Printed Name)

_____
(Signature)

_____
(Date)

FY 2025 CONFLICT OF INTEREST POLICY
Last Updated: 04/03/2023

Page 1 of 1

Anticipated DBE/MBE/WBE/HUB Vendor Awards

Link to the form >>

Instructions

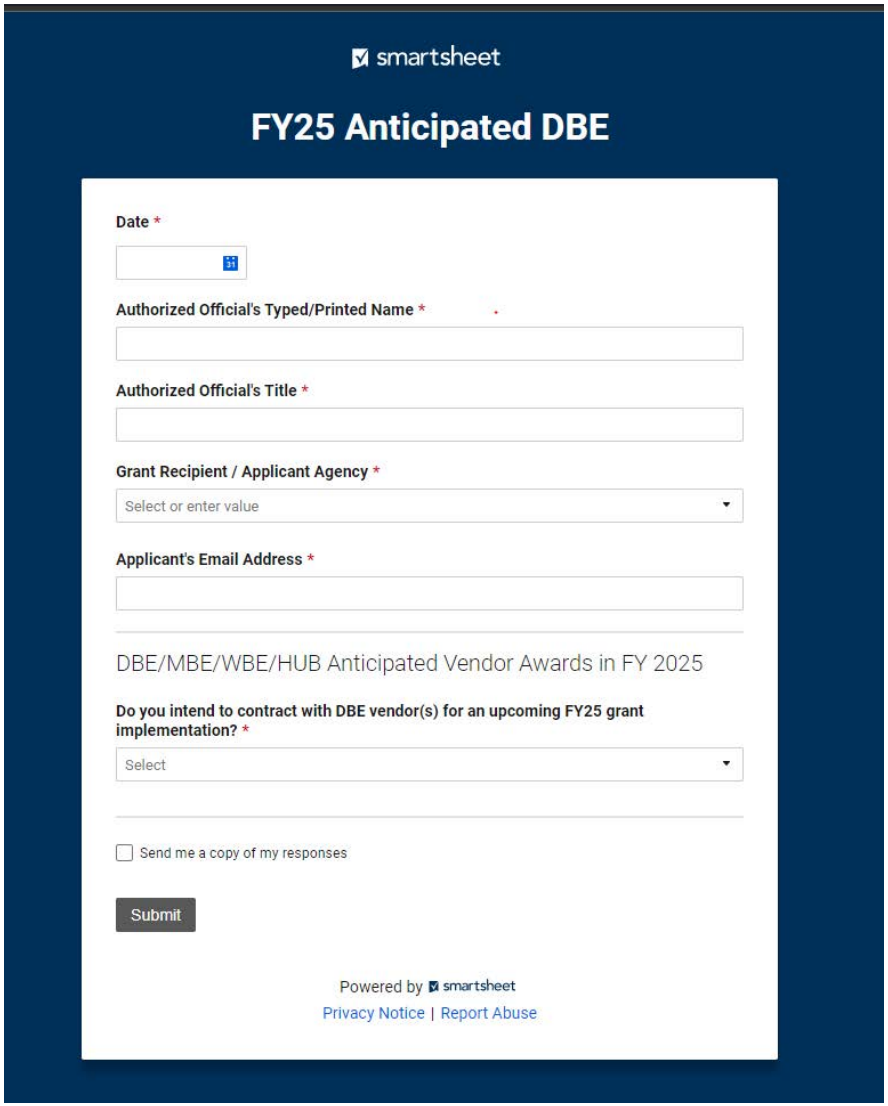
1. Type applicant information and date.
2. List all expected DBE/MBE/WBE/HUB to be used in the current fiscal year.

* You only need to complete one combined Smartsheet form that includes information for DBE Certification Form, EEO Form, Title VI Certification, Delegation of Authority, and Anticipated DBE Form.

Notes

- Refer to Step 2 and Step 3 in Part 3 for instructions for document submission.

Snapshot



DBE Certification Form

Link to the form >>

Instructions

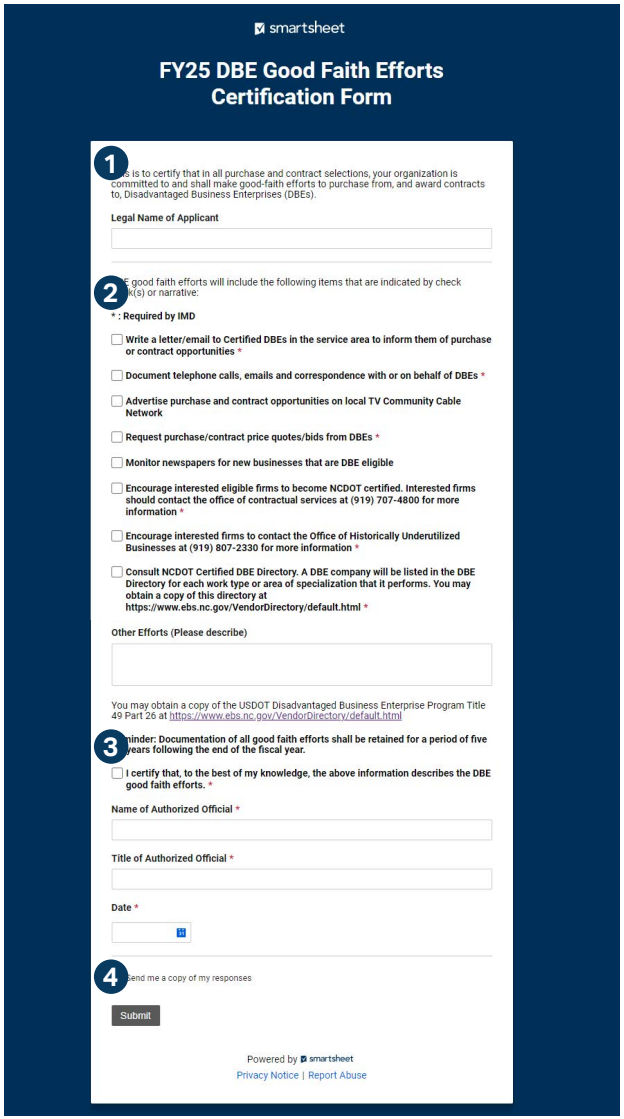
1. Type the legal name of an applicant.
2. Check all check boxes that apply to your organization. At a minimum, the DBE actions marked as required by IMD must be checked.
3. Type the name and the title of an authorized official who will be signing their certification of the DBE good faith efforts.
4. Hit submit button and await an email from RGS.

* You only need to complete one combined Smartsheet form that includes information for DBE Certification Form, EEO Form, Title VI Certification, Delegation of Authority, and Anticipated DBE Form.

Notes

- All recipients and sub-recipients of grant funds from the FTA and/or the State of North Carolina must participate in the DBE Program/Minority Business Enterprises (MBE) Program. DBE Program information may be found at https://www.ebs.nc.gov/VendorDirectory/default.html
- All required (*) activities must be completed and documents are to be kept for five years.
- Signed forms must be scanned and uploaded as part of the Pre-Application phase.
- Refer to Step 2 and Step 3 in Part 3 for instructions for document submission.

Snapshot



Delegation of Authority Form

Link to the form >>

Instructions

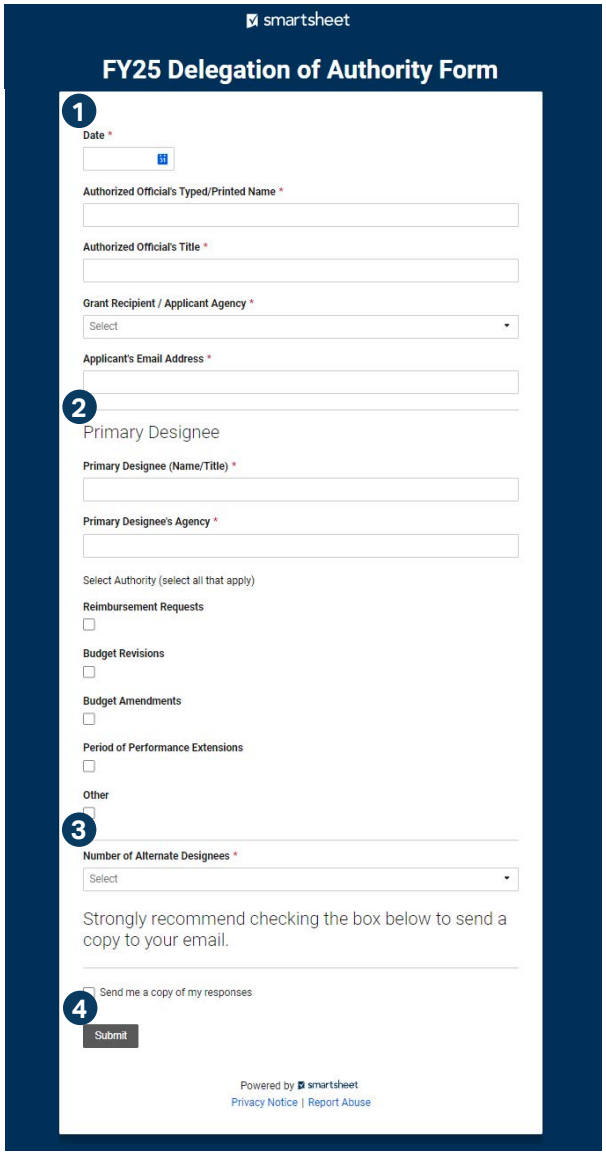
1. Type the information of an authorized official.
2. Type the information of a primary designee and check any authority that will be given to the primary designee.
3. Choose the number of alternative designees from the drop down list. If you have more than one alternative designee, fill out additional questions that appear.
4. Hit submit button and await an email from RGS.

* You only need to complete one combined Smartsheet form that includes information for DBE Certification Form, EEO Form, Title VI Certification, Delegation of Authority, and Anticipated DBE Form.

Notes

- Refer to Step 2 and Step 3 in Part 3 for instructions for document submission.

Snapshot



EEO Form

Link to the form >>

Instructions

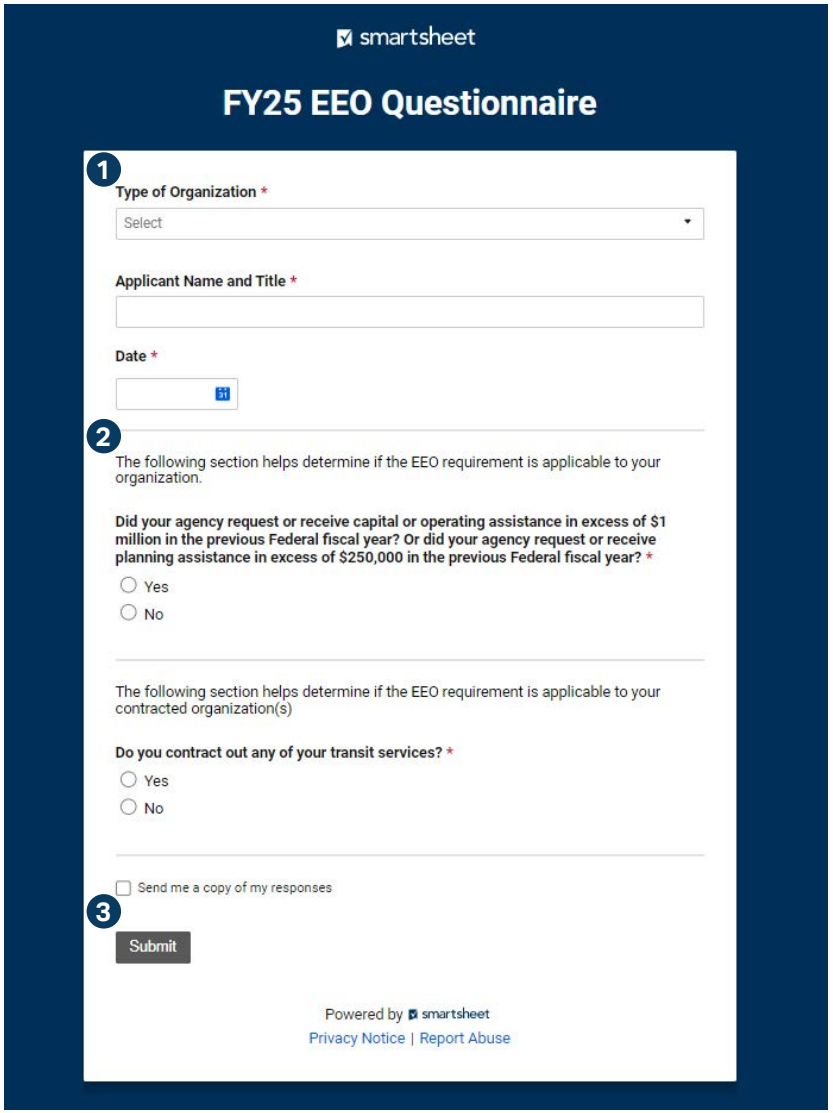
1. Select/Type the organization information.
2. Complete question sets below as applicable.
3. Hit submit button and await an email from RGS.

* You only need to complete one combined Smartsheet form that includes information for DBE Certification Form, EEO Form, Title VI Certification, Delegation of Authority, and Anticipated DBE Form.

Notes

- EEO Certification Checklist is required from all systems.
- EEO Plan is required to be submitted to IMD if a system has 100 (+) employees and either $1M in federal grants or $250,000 in federal planning funds. Systems with 50-99 employees must have an EEO plan and keep it on file for review if requested.
- Signed forms must be scanned and uploaded as part of the Pre-Application phase.
- Refer to Step 2 and Step 3 in Part 3 for instructions for document submission.

Snapshot



Local Share Certification Form

Link to the form >>

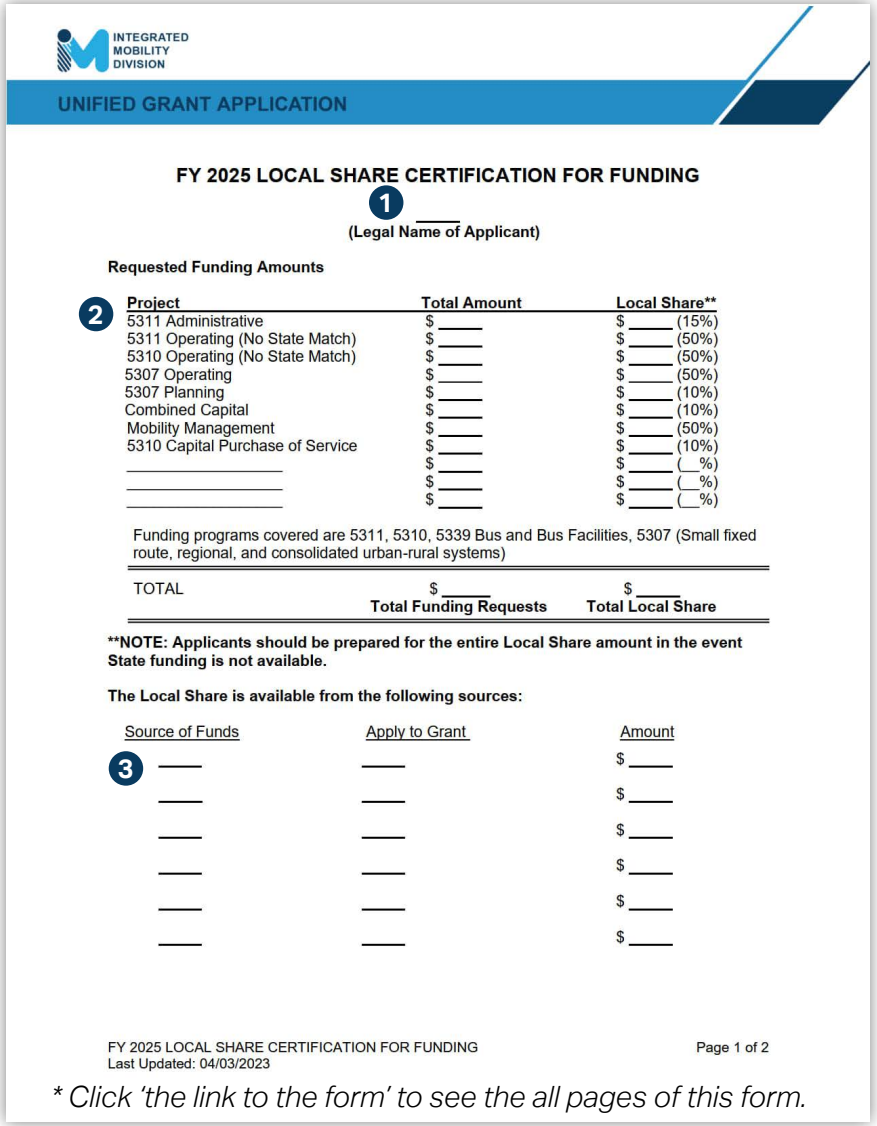
Instructions

1. Type the legal name of an applicant.
2. Type the total amount of funding requested for the fiscal year and the local share match amount. Fill in the blanks in the "Project" row for additional funding programs if needed.
3. Type sources of local funds, project (grant) name that each source is to be used for, and the amount of local share funds to be certified for this purpose.
4. Type the name and the title of authorized official.
5. Obtain the authorized official's signature and type the date of their signature to complete this form and prepare it for submittal.

Notes

- The Legal Applicant must certify to the North Carolina Department of Transportation that the required local funds for the FY 2025 Community Transportation Program will be available as of July 1, 2024 for FY 2025, which has a period of performance of July 1, 2024 – June 30, 2025.
- Signed forms must be scanned and uploaded as part of the Application phase.
- Refer to Step 5 through Step 7 in Part 3 for instructions for document submission.

Snapshot



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

FY 2025 LOCAL SHARE CERTIFICATION FOR FUNDING

1

(Legal Name of Applicant)

Requested Funding Amounts

2

Project	Total Amount	Local Share**
5311 Administrative	$ ____	$ ____ (15%)
5311 Operating (No State Match)	$ ____	$ ____ (50%)
5310 Operating (No State Match)	$ ____	$ ____ (50%)
5307 Operating	$ ____	$ ____ (50%)
5307 Planning	$ ____	$ ____ (10%)
Combined Capital	$ ____	$ ____ (10%)
Mobility Management	$ ____	$ ____ (50%)
5310 Capital Purchase of Service	$ ____	$ ____ (10%)
_____	$ ____	$ ____ (__%)
_____	$ ____	$ ____ (__%)
_____	$ ____	$ ____ (__%)

Funding programs covered are 5311, 5310, 5339 Bus and Bus Facilities, 5307 (Small fixed route, regional, and consolidated urban-rural systems)

TOTAL	$ ____	$ ____
	Total Funding Requests	**Total Local Share**

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

The Local Share is available from the following sources:

Source of Funds	Apply to Grant	Amount
3 ____	____	$ ____
____	____	$ ____
____	____	$ ____
____	____	$ ____
____	____	$ ____
____	____	$ ____

FY 2025 LOCAL SHARE CERTIFICATION FOR FUNDING
Last Updated: 04/03/2023

Page 1 of 2

** Click 'the link to the form' to see the all pages of this form.*

Program Resolution

Link to the form >>

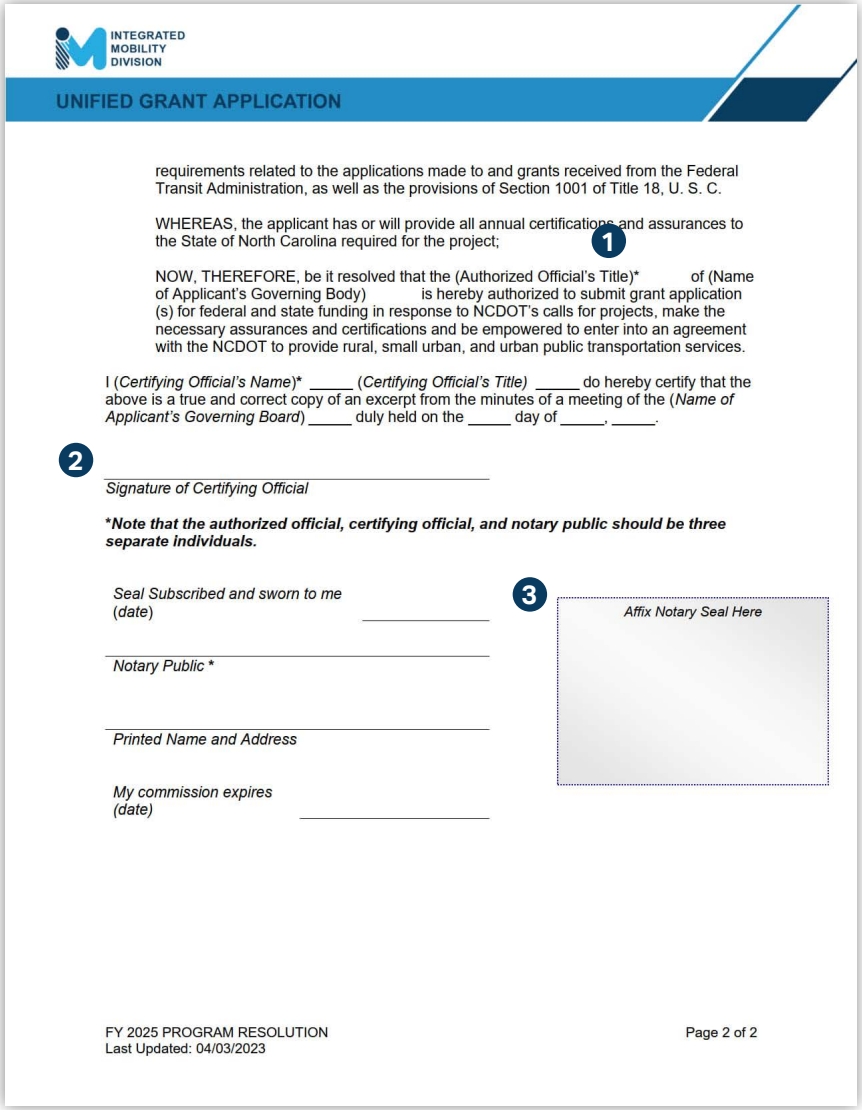
Instructions

1. Type applicable information in the blank boxes. (Look to the italicized note preceding the gray blank boxes for a prompt for the appropriate information needed).
2. Print this form and obtain a notarized signature from the authorized official.
3. Ensure that the notary affixes their seal in the appropriate location.

Notes

- Verify that the certifying official has signed the resolution and the signature has been notarized.
- Signed forms must be scanned and uploaded as part of the Application phase. You can lightly shade over a seal with a pencil so the seal is more easily read on a scanner on a computer screen.
- Refer to Step 4 through Step 7 in Part 3 for instructions for document submission.

Snapshot



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project; 1

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* of (Name of Applicant's Governing Body) is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (*Certifying Official's Name*)* _____ (*Certifying Official's Title*) _____ do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (*Name of Applicant's Governing Board*) _____ duly held on the _____ day of _____, _____.

2

_____
Signature of Certifying Official

***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (date) _____

3 *Affix Notary Seal Here*

_____
*Notary Public **

_____
Printed Name and Address

My commission expires (date) _____

FY 2025 PROGRAM RESOLUTION
Last Updated: 04/03/2023

Page 2 of 2

* Click 'the link to the form' to see the previous page of this form.

Public Hearing Meeting Minutes

Instructions

To support the combined program Resolution for FY 2025, a copy of the minutes from your public hearing reflecting the grant funds applied for must be uploaded into EBS as a supporting document.

While you may submit draft (unapproved) meeting minutes as part of and so as not to delay the submittal of your application, the final Board-approved minutes must be uploaded as soon as possible but no later than January 15, 2023.

Notes

- A copy of the board approved minutes must be submitted to support the Transportation Program Resolution. The approved minutes should include documentation of any applicable public comments made as part of the official record.
- Refer to Step 4 through Step 7 in Part 3 for instructions for document submission.

Public Hearing Record

Link to the form >>

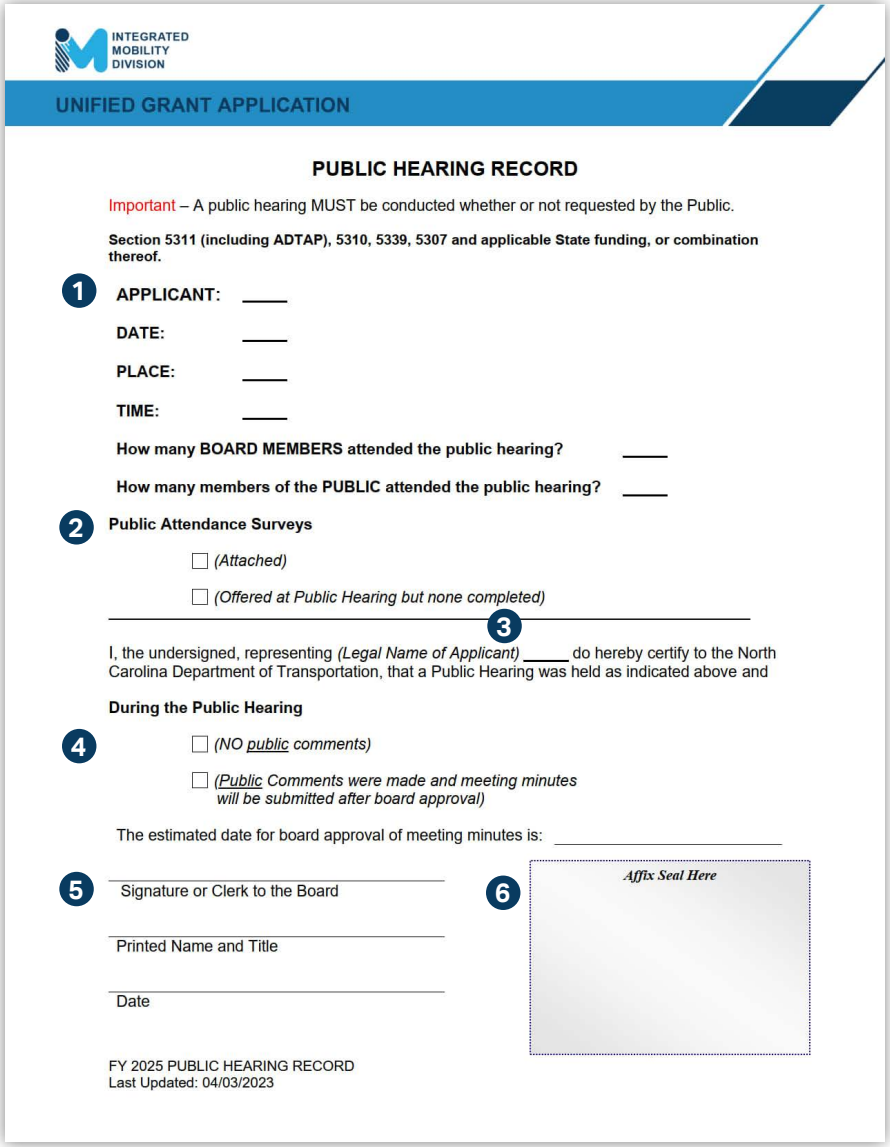
Instructions

1. Fill in the blank boxes.
2. Check one of the check boxes.
3. Type the legal name of an applicant.
4. Check one of the check boxes.
5. Print and this form and obtain appropriate notarized signatures.
6. Ensure that the notary affixes their seal in the appropriate location.

Notes

- Conduct of the public hearings should include addressing each proposed grant application funding request individually. The minutes should reflect the opening of each public hearing, statement of public comments, and the closing of each public hearing individually for each grant application funding request. During each hearing the public should explicitly be asked if they wish to comment on the proposed funding. The public hearings must be held before the governing board.
- Signed forms must be scanned and uploaded as part of the Application phase. You can lightly shade over a seal with a pencil so the seal is more easily read on a scanner on a computer screen.
- Refer to Step 4 through Step 7 in Part 3 for instructions for document submission.

Snapshot



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

PUBLIC HEARING RECORD

Important – A public hearing MUST be conducted whether or not requested by the Public.

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

1 **APPLICANT:** ____

DATE: ____

PLACE: ____

TIME: ____

How many BOARD MEMBERS attended the public hearing? ____

How many members of the PUBLIC attended the public hearing? ____

2 **Public Attendance Surveys**

☐ *(Attached)*

☐ *(Offered at Public Hearing but none completed)*

3

I, the undersigned, representing *(Legal Name of Applicant)* ____ do hereby certify to the North Carolina Department of Transportation, that a Public Hearing was held as indicated above and

During the Public Hearing

4 ☐ *(NO public comments)*

☐ *(Public Comments were made and meeting minutes will be submitted after board approval)*

The estimated date for board approval of meeting minutes is: _____

5 _____ Signature or Clerk to the Board

_____ Printed Name and Title

_____ Date

6 *Affix Seal Here*

FY 2025 PUBLIC HEARING RECORD
Last Updated: 04/03/2023

Public Hearing Notice

Link to the form >>

Instructions

1. Fill in the blank boxes.
2. Type the total amount of funding requested for the fiscal year and the local share match amount. Fill in the blanks in the "Project" row for additional funding programs if needed.

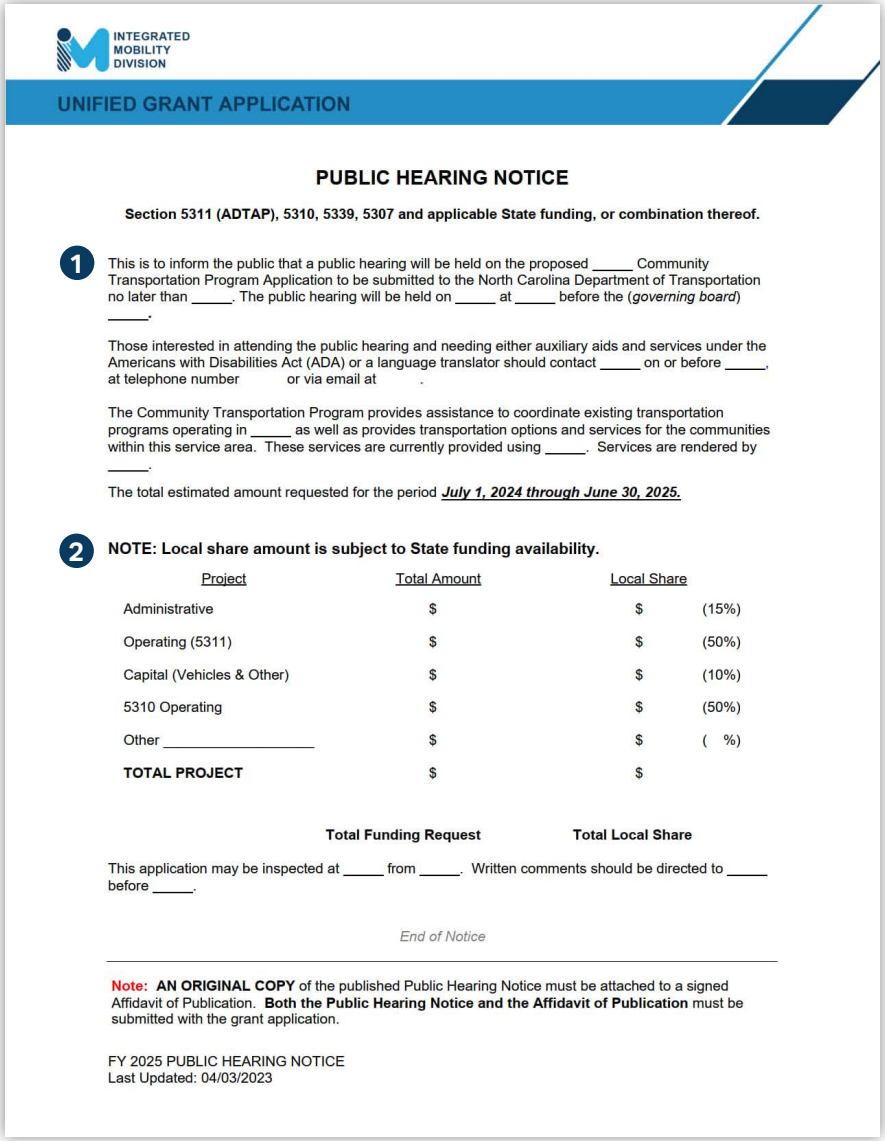
Resources & Links

- Public Hearing Notice in Spanish and/or Other Languages Required

Notes

- The applicant must publish one public notice in a newspaper(s) having general circulation in the project's proposed service area. It is recommended that the Public Hearing Notice provide a minimum of seven (7) calendar days' notice and a maximum of fourteen (14) calendar days' notice between the time that the Public Hearing Notice is published in the newspaper and the actual public hearing date.
- A public notice will also be published in Spanish and/or other languages in counties that have 1,000 people or 5% of their population that speaks Spanish and/or other languages at home, but speaks English less than well (See Resources & Links above).
- Refer to Step 4 through Step 7 in Part 3 for instructions for document submission.

Snapshot



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

PUBLIC HEARING NOTICE

Section 5311 (ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

1 This is to inform the public that a public hearing will be held on the proposed _____ Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than _____. The public hearing will be held on _____ at _____ before the (*governing board*) _____.

Those interested in attending the public hearing and needing either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact _____ on or before _____, at telephone number or via email at .

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in _____ as well as provides transportation options and services for the communities within this service area. These services are currently provided using _____. Services are rendered by _____.

The total estimated amount requested for the period ***July 1, 2024 through June 30, 2025.***

2 **NOTE: Local share amount is subject to State funding availability.**

Project	Total Amount	Local Share
Administrative	$	$ (15%)
Operating (5311)	$	$ (50%)
Capital (Vehicles & Other)	$	$ (10%)
5310 Operating	$	$ (50%)
Other _____	$	$ (%)
TOTAL PROJECT	$	$

Total Funding Request **Total Local Share**

This application may be inspected at _____ from _____. Written comments should be directed to _____ before _____.

End of Notice

Note: **AN ORIGINAL COPY** of the published Public Hearing Notice must be attached to a signed Affidavit of Publication. **Both the Public Hearing Notice and the Affidavit of Publication** must be submitted with the grant application.

FY 2025 PUBLIC HEARING NOTICE
Last Updated: 04/03/2023

Public Hearing Notice in Spanish and/or Other Languages Required (1/5)

Instructions

In accordance with the DOT LEP Guidance, 70 FR 74087, (December 14, 2005), a public notice will also be published in Spanish and/or other languages in counties that have 1,000 people or 5% of their population that speaks Spanish and/or other languages at home, but speaks English less than well. See below list of counties that may publish a public hearing notice in English and/or other languages.

Counties	Spanish LEP	Other Indo-Euro LEP*	Asian/Pacific LEP*	Other LEP*
Alamance County	X			
Alexander County				
Alleghany County				
Anson County				
Ashe County				
Avery County				
Beaufort County				
Bertie County				
Bladen County				
Brunswick County	X			
Buncombe County	X	X		
Burke County	X			
Cabarrus County	X		X	
Caldwell County	X			
Camden County				
Carteret County				
Caswell County				

*** Local research is needed to determine which specific languages are spoken by these communities. Please refer to LEP.gov for guidance on identifying specific languages spoken by LEP groups and ensuring meaningful access.**

Public Hearing Notice in Spanish and/or Other Languages Required (2/5)

Counties	Spanish LEP	Other Indo-Euro LEP*	Asian/Pacific LEP*	Other LEP*
Catawba County	X		X	
Chatham County	X			
Cherokee County				
Chowan County				
Clay County				
Cleveland County				
Columbus County				
Craven County	X			
Cumberland County	X	X	X	
Currituck County				
Dare County				
Davidson County	X		X	
Davie County	X			
Duplin County	X			
Durham County	X	X	X	X
Edgecombe County				
Forsyth County	X	X	X	
Franklin County	X			
Gaston County	X			
Gates County				
Graham County				

*** Local research is needed to determine which specific languages are spoken by these communities. Please refer to LEP.gov for guidance on identifying specific languages spoken by LEP groups and ensuring meaningful access.**

Public Hearing Notice in Spanish and/ or Other Languages Required (3/5)

Counties	Spanish LEP	Other Indo-Euro LEP*	Asian/Pacific LEP*	Other LEP*
Granville County	X			
Greene County	X			
Guilford County	X	X	X	X
Halifax County				
Harnett County	X			
Haywood County				
Henderson County	X			
Hertford County				
Hoke County	X			
Hyde County				
Iredell County	X		X	
Jackson County				
Johnston County	X			
Jones County				
Lee County	X			
Lenoir County	X			
Lincoln County	X			
McDowell County				
Macon County				
Madison County				
Martin County				

*** Local research is needed to determine which specific languages are spoken by these communities. Please refer to LEP.gov for guidance on identifying specific languages spoken by LEP groups and ensuring meaningful access.**

Public Hearing Notice in Spanish and/or Other Languages Required (4/5)

Counties	Spanish LEP	Other Indo-Euro LEP*	Asian/Pacific LEP*	Other LEP*
Mecklenburg County	X	X	X	X
Mitchell County				
Montgomery County	X			
Moore County	X			
Nash County	X			
New Hanover County	X			
Northampton County				
Onslow County	X		X	
Orange County	X		X	
Pamlico County				
Pasquotank County				
Pender County	X			
Perquimans County				
Person County				
Pitt County	X		X	
Polk County				
Randolph County	X			
Richmond County				
Robeson County	X			
Rockingham County	X			
Rowan County	X			

*** Local research is needed to determine which specific languages are spoken by these communities. Please refer to LEP.gov for guidance on identifying specific languages spoken by LEP groups and ensuring meaningful access.**

Public Hearing Notice in Spanish and/or Other Languages Required (5/5)

Counties	Spanish LEP	Other Indo-Euro LEP*	Asian/Pacific LEP*	Other LEP*
Rutherford County				
Sampson County	X			
Scotland County				
Stanly County				
Stokes County				
Surry County	X			
Swain County				
Transylvania County				
Tyrrell County				
Union County	X	X		
Vance County	X			
Wake County	X	X	X	X
Warren County				
Washington County				
Watauga County				
Wayne County	X			
Wilkes County	X			
Wilson County	X			
Yadkin County	X			
Yancey County				

Source: US Census Bureau, American Community Survey 5-year Estimates (2015-2019), Table B16004, "Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over."

*** Local research is needed to determine which specific languages are spoken by these communities. Please refer to LEP.gov for guidance on identifying specific languages spoken by LEP groups and ensuring meaningful access.**

Public Hearing Outreach

Link to the form >>

Instructions

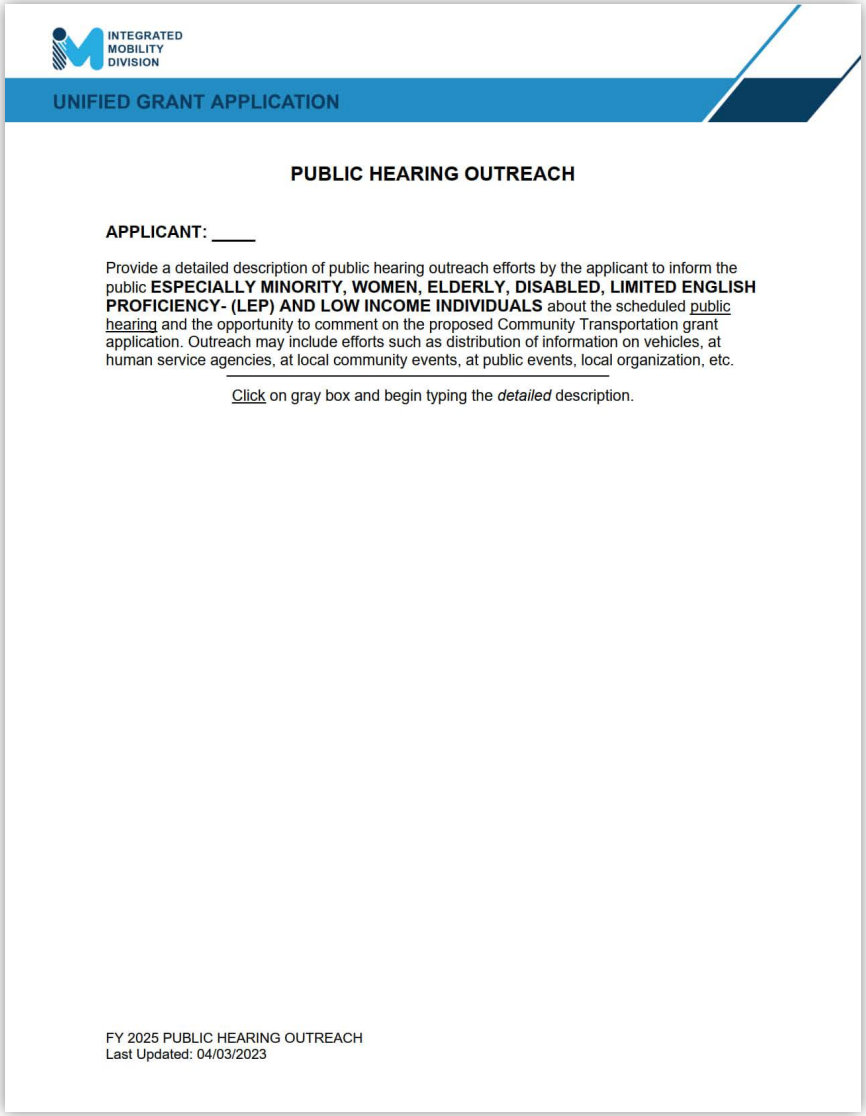
Outreach efforts beyond holding a public hearing must be conducted to inform the public including minorities, women, elderly, disabled, Limited English Proficiency (LEP), low income individuals, and persons who are not human service agency clients, about the availability of public transportation funds and to discuss transportation service needs. These efforts should include, but are not limited to surveys, presentations to groups, committees, fliers and/or posters. The intent is to remove barriers and conditions that prevent these groups from receiving access, participation and benefits of the funded services.

Services and benefits must be distributed in a non-discriminatory manner. Title VI of the Civil Rights Act of 1964 applies. This form should include a detailed description of public hearing outreach efforts by the applicant to inform the public (including minority, women, elderly, disabled, limited English proficiency (LEP) and low income individuals) about the public hearing to comment on the application.

Notes

- Refer to Step 4 through Step 7 in Part 3 for instructions for document submission.

Snapshot



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

PUBLIC HEARING OUTREACH

APPLICANT: ____

Provide a detailed description of public hearing outreach efforts by the applicant to inform the public **ESPECIALLY MINORITY, WOMEN, ELDERLY, DISABLED, LIMITED ENGLISH PROFICIENCY- (LEP) AND LOW INCOME INDIVIDUALS** about the scheduled public hearing and the opportunity to comment on the proposed Community Transportation grant application. Outreach may include efforts such as distribution of information on vehicles, at human service agencies, at local community events, at public events, local organization, etc.

Click on gray box and begin typing the *detailed* description.

FY 2025 PUBLIC HEARING OUTREACH
Last Updated: 04/03/2023

Public Hearing Affidavit

Instructions

1. Fill in the blank areas.
2. Print the form and attach a Public Hearing Notice published in a newspaper.
3. Obtain appropriate notarized signatures.

Example

AFFIDAVIT OF PUBLICATION

STATE OF NORTH CAROLINA

1 _____*(organization name)*

_____*(legal name and title of newspaper staff)* being duly sworn, says that at the time the attached notice was published in the _____, said newspaper met all of the requirements and qualifications prescribed by North Carolina General Statue 1-597; that said newspaper had a general circulation to actual paid subscribers; and was admitted to the United Sates mail as second class matter in _____*(organization name)*; and further, that the attached notice was published in the _____ on _____*(date)*

_____*(signature of newspaper staff)*

Sworn to and subscribed before me this the _____*(date)* day of _____*(date)*

3 _____*(signature of notary public)*

NOTORY PUBLIC

2

Public Hearing Notice Published on a Newspaper

Notes

- An Affidavit of Publication is provided by the newspaper staff.
- If the notice was published in English and other languages, there should be an affidavit(s) that all notices were published.

Certifications and Assurances

Instructions

In accordance with 49 U.S.C. 5323(n), Certifications and Assurances have been compiled for the North Carolina Community Transportation Program. NCDOT requires sub-recipients to certify to all applicable categories.

Certifications and Assurances documents are received from the FTA. All State and Federal certification documents will be distributed as a package upon receipt of federal documents.

- **Compliance Checklist** (check boxes): Applicants can choose all the check boxes that apply to them or check the single check box at the top of the page. Bus testing should be checked if buses will be procured locally, not off state contract.
- **Affirmation of Applicant** (signature page), legal name of applicant, not the transit system's name, has to be entered and must be signed and dated by Authorized Official. This form must be notarized and include the notary's seal.
- **Attorney Affirmation** (signature page), legal name of applicant, not the transit system's name, has to be entered; must be signed by legal counsel of applicant. This form must be notarized and include the notary's seal.
- **Certification and Restrictions on Lobbying** (signature page) printed name of Authorized Official and legal name of applicant, not the transit system's name; must be signed by the Authorized Official. This form must be notarized and include the notary's seal.
- **Certification of Equivalent Service** (signature page) is required of all applicants that plan to procure inaccessible vehicles or have inaccessible vehicles in their fleet. Legal name of applicant, not the transit system's name, has to be entered and must be signed by the Authorized Official. This form must be notarized and include the notary's seal. Note: New FTA standard, the Certification of Equivalent Service must be completed for the lifetime of the vehicle.

Notes

- The entire federal Certifications and Assurances document, not just the pages with check boxes or requiring signatures, must be scanned in to one file and attached.
- Refer to Step 8 in Part 3 for instructions for document submission.

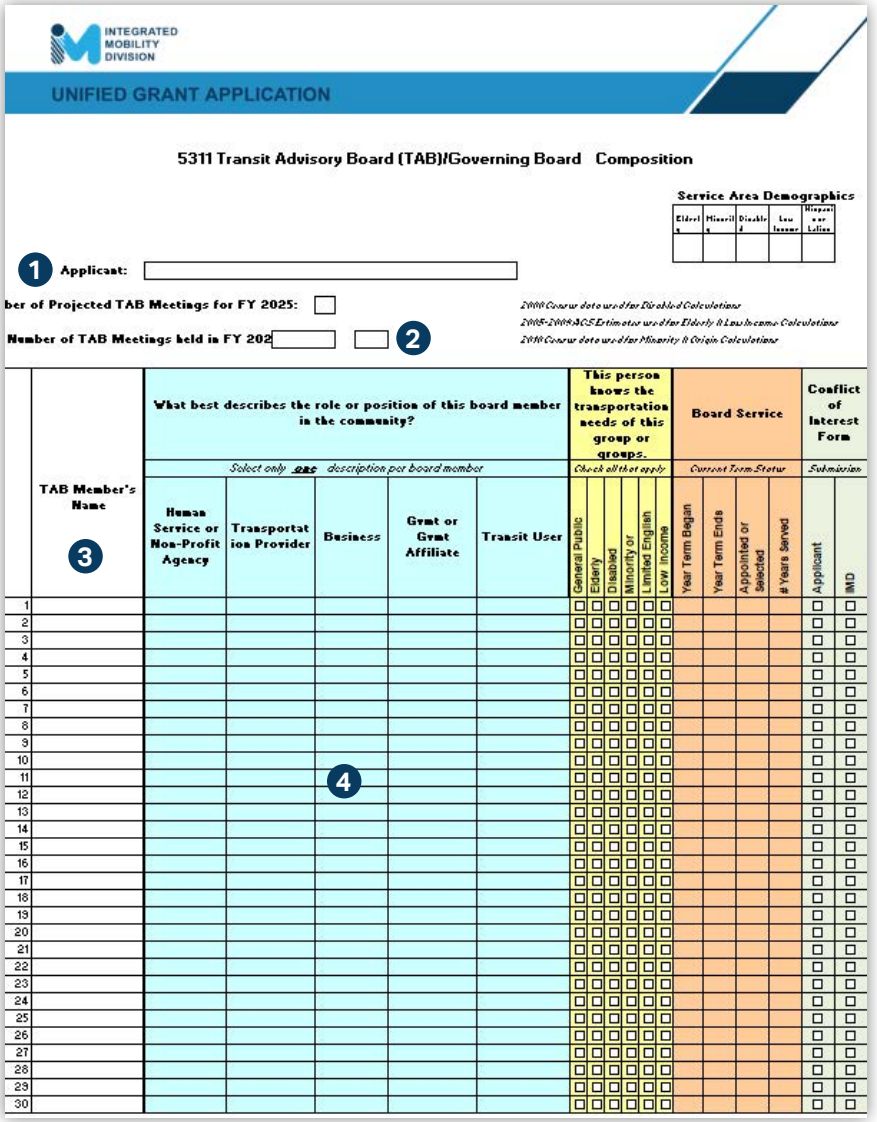
TAB Composition List

Link to the form >>

Instructions

1. Choose an applicant name from the dropdown list.
2. Type the number of projected TAB meetings and TAB meetings held as of today.
3. List all TAB members in the table. Use the second tab if your organization has more than 20 TAB members.
4. Verify if the five categories are represented on the TAB based on the service area demographics provided.

Snapshot



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

5311 Transit Advisory Board (TAB)/Governing Board Composition

Service Area Demographics

Elderly	Minority	Disabled	Low Income	Hispanic or Latino

1 Applicant:

ber of Projected TAB Meetings for FY 2025:

Number of TAB Meetings held in FY 202 2

2010 Census data used for Disabled Calculations
2006-2010 ACS Estimates used for Elderly & Low Income Calculations
2010 Census data used for Minority & Origin Calculations

	TAB Member's Name 3	What best describes the role or position of this board member in the community? (Select only one description per board member)					This person knows the transportation needs of this group or groups. (Check all that apply)						Board Service (Current Term Status)				Conflict of Interest Form (Submission)	
		Human Service or Non-Profit Agency	Transportation Provider	Business	Gvmt or Gvmt Affiliate	Transit User	General Public	Elderly	Disabled	Minority or	Limited English	Low Income	Year Term Began	Year Term Ends	Appointed or Selected	# Years Served	Applicant	IMD
1							☐	☐	☐	☐	☐	☐					☐	☐
2							☐	☐	☐	☐	☐	☐					☐	☐
3							☐	☐	☐	☐	☐	☐					☐	☐
4							☐	☐	☐	☐	☐	☐					☐	☐
5							☐	☐	☐	☐	☐	☐					☐	☐
6							☐	☐	☐	☐	☐	☐					☐	☐
7							☐	☐	☐	☐	☐	☐					☐	☐
8							☐	☐	☐	☐	☐	☐					☐	☐
9							☐	☐	☐	☐	☐	☐					☐	☐
10							☐	☐	☐	☐	☐	☐					☐	☐
11				4			☐	☐	☐	☐	☐	☐					☐	☐
12							☐	☐	☐	☐	☐	☐					☐	☐
13							☐	☐	☐	☐	☐	☐					☐	☐
14							☐	☐	☐	☐	☐	☐					☐	☐
15							☐	☐	☐	☐	☐	☐					☐	☐
16							☐	☐	☐	☐	☐	☐					☐	☐
17							☐	☐	☐	☐	☐	☐					☐	☐
18							☐	☐	☐	☐	☐	☐					☐	☐
19							☐	☐	☐	☐	☐	☐					☐	☐
20							☐	☐	☐	☐	☐	☐					☐	☐
21							☐	☐	☐	☐	☐	☐					☐	☐
22							☐	☐	☐	☐	☐	☐					☐	☐
23							☐	☐	☐	☐	☐	☐					☐	☐
24							☐	☐	☐	☐	☐	☐					☐	☐
25							☐	☐	☐	☐	☐	☐					☐	☐
26							☐	☐	☐	☐	☐	☐					☐	☐
27							☐	☐	☐	☐	☐	☐					☐	☐
28							☐	☐	☐	☐	☐	☐					☐	☐
29							☐	☐	☐	☐	☐	☐					☐	☐
30							☐	☐	☐	☐	☐	☐					☐	☐

Notes

- Verify and compare TAB Composition matrix to the signed Conflict of Interest forms to ensure all members are listed on the TAB Composition matrix.
- Refer to Step 2 and Step 3 in Part 3 for instructions for document submission.

Go back to previous page

Title VI Certification

Link to the form >>

Instructions

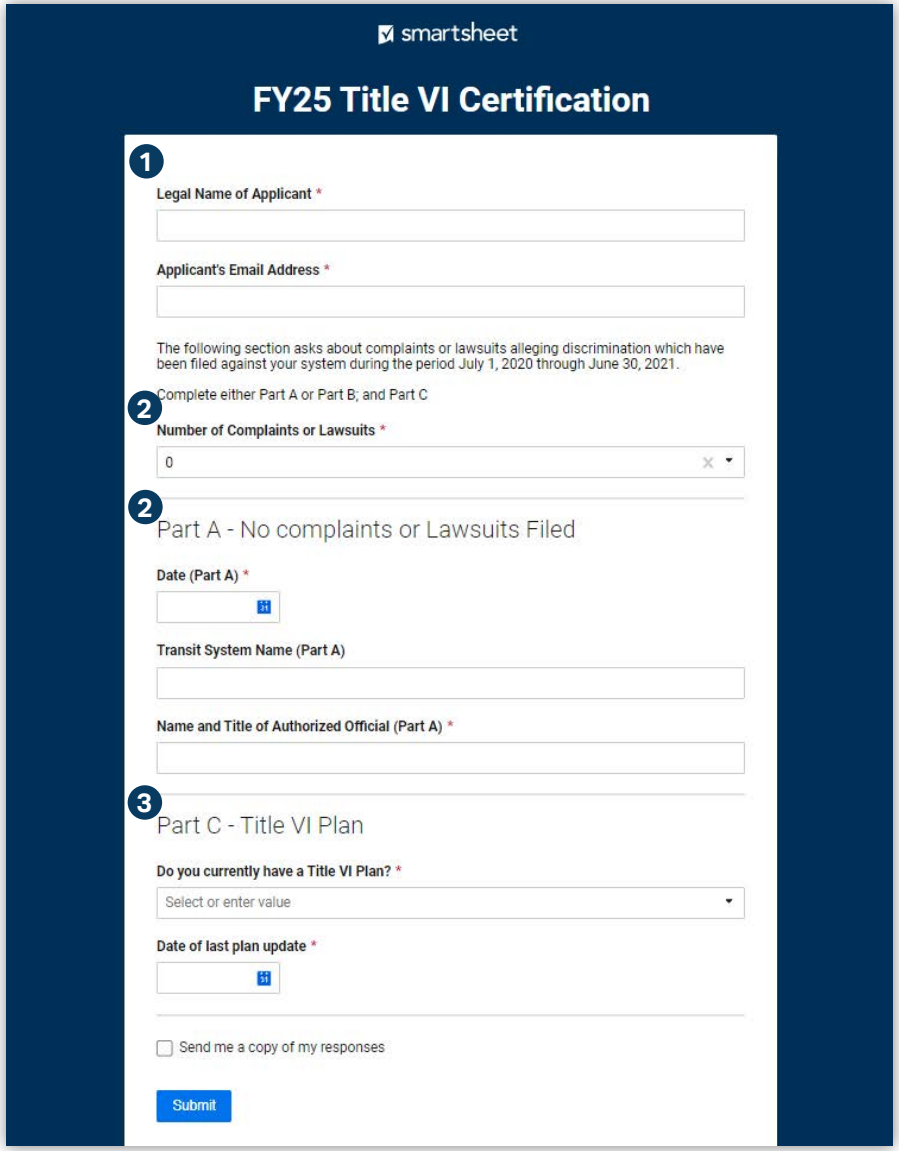
1. Type the legal name of an applicant.
2. If no complaints or lawsuits alleging discrimination have been filed against your system during the period July 1, 2021 through June 30, 2022, complete Part A. If not, complete Part B.
3. Complete Part C.
4. Hit submit button and await an email from RGS.

* You only need to complete one combined Smartsheet form that includes information for DBE Certification Form, EEO Form, Title VI Certification, Delegation of Authority, and Anticipated DBE Form.

Notes

- All Recipients of FTA and State funds must comply with Title VI of the 1964 Civil Rights Act, Section 601. Title VI states that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."
- Additional federal information may be found in FTA Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," dated October 1, 2012 at: http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf
- Refer to Step 2 and Step 3 in Part 3 for instructions for document submission.

Snapshot

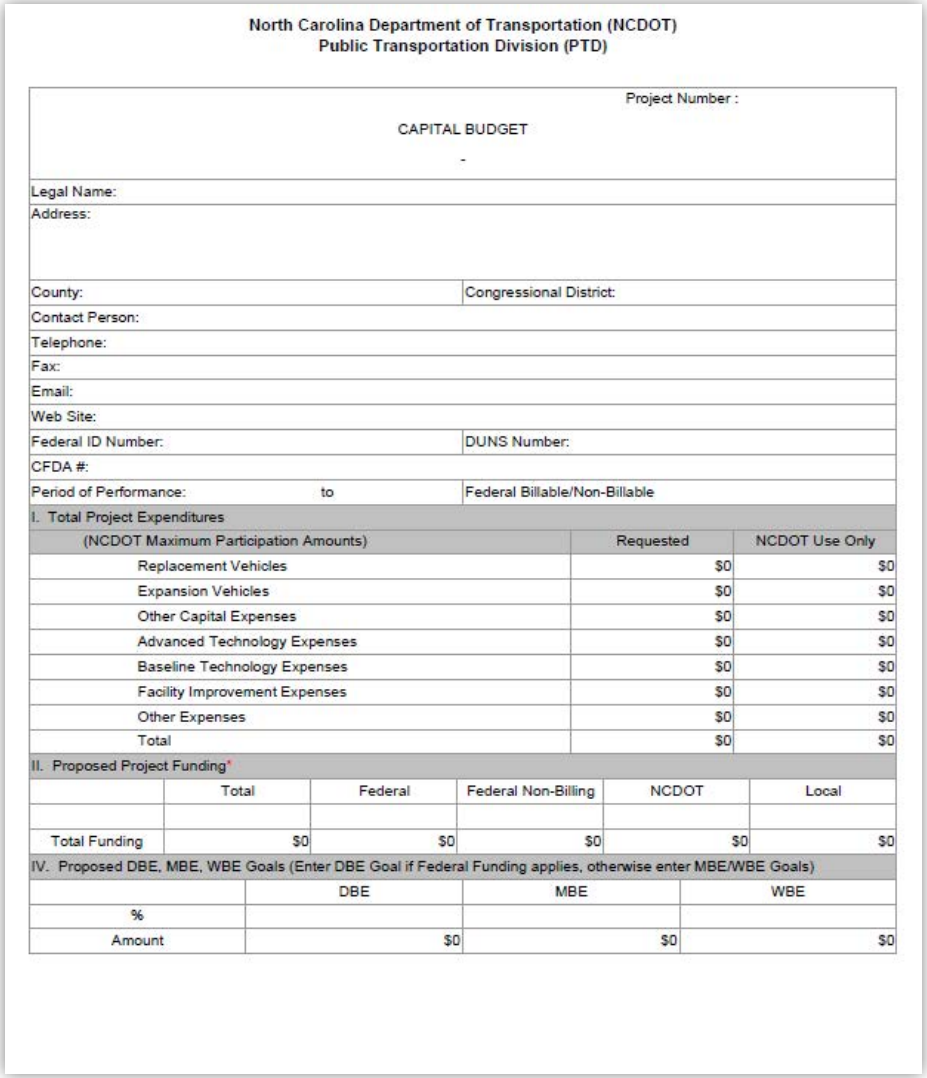


EBS Application Template #1

Link to the form >>

Snapshots

Applicable funding programs : Rural STI, Combined Capital, and Non-STI Rural Vehicle Expansion



North Carolina Department of Transportation (NCDOT)
Public Transportation Division (PTD)

Project Number :

CAPITAL BUDGET

-

Legal Name:	
Address:	
County:	Congressional District:
Contact Person:	
Telephone:	
Fax:	
Email:	
Web Site:	
Federal ID Number:	DUNS Number:
CFDA #:	
Period of Performance: to	Federal Billable/Non-Billable

I. Total Project Expenditures

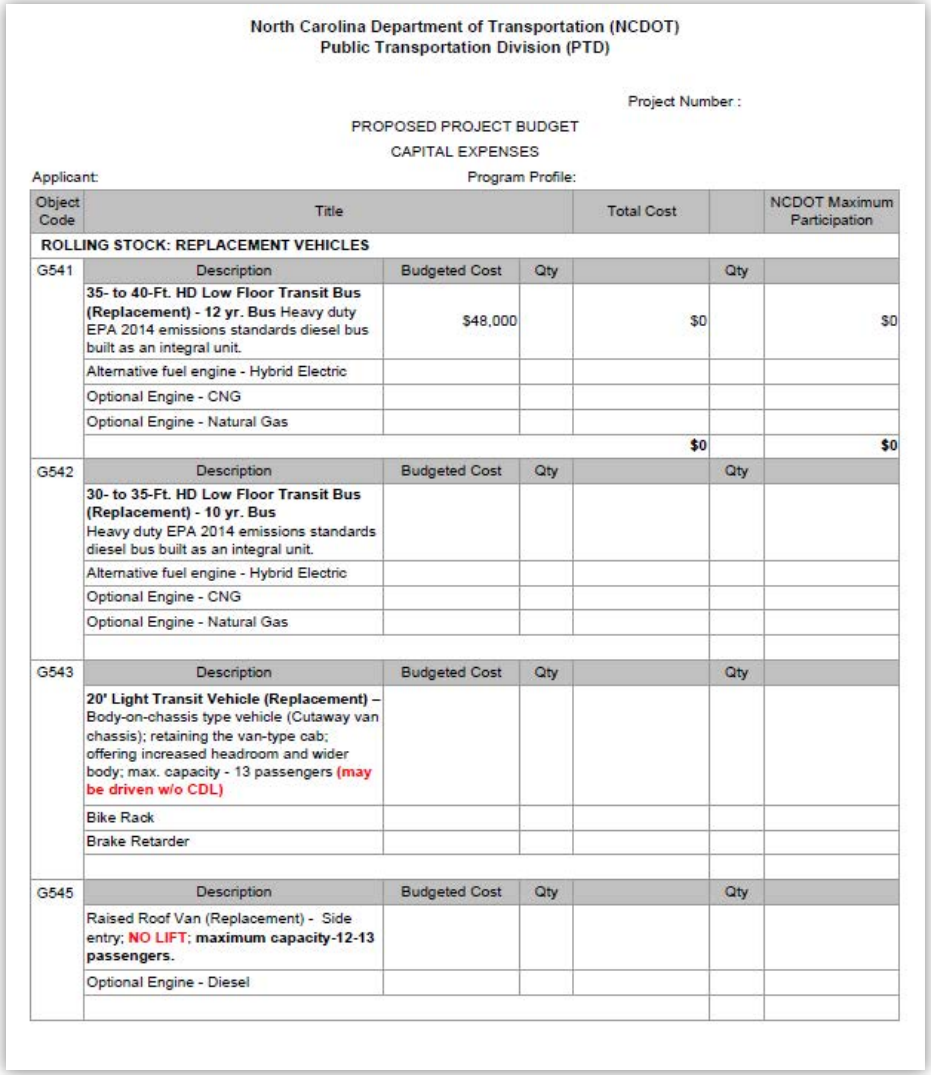
(NCDOT Maximum Participation Amounts)	Requested	NCDOT Use Only
Replacement Vehicles	$0	$0
Expansion Vehicles	$0	$0
Other Capital Expenses	$0	$0
Advanced Technology Expenses	$0	$0
Baseline Technology Expenses	$0	$0
Facility Improvement Expenses	$0	$0
Other Expenses	$0	$0
Total	$0	$0

II. Proposed Project Funding*

	Total	Federal	Federal Non-Billing	NCDOT	Local
Total Funding	$0	$0	$0	$0	$0

IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)

	DBE	MBE	WBE
%			
Amount	$0	$0	$0



North Carolina Department of Transportation (NCDOT)
Public Transportation Division (PTD)

Project Number :

PROPOSED PROJECT BUDGET

CAPITAL EXPENSES

Applicant: Program Profile:

Object Code	Title			Total Cost		NCDOT Maximum Participation
ROLLING STOCK: REPLACEMENT VEHICLES						
G541	Description	Budgeted Cost	Qty		Qty	
	35- to 40-Ft. HD Low Floor Transit Bus (Replacement) - 12 yr. Bus Heavy duty EPA 2014 emissions standards diesel bus built as an integral unit.	$48,000		$0		$0
	Alternative fuel engine - Hybrid Electric					
	Optional Engine - CNG					
	Optional Engine - Natural Gas					
				$0		**$0**
G542	Description	Budgeted Cost	Qty		Qty	
	30- to 35-Ft. HD Low Floor Transit Bus (Replacement) - 10 yr. Bus Heavy duty EPA 2014 emissions standards diesel bus built as an integral unit.					
	Alternative fuel engine - Hybrid Electric					
	Optional Engine - CNG					
	Optional Engine - Natural Gas					
G543	Description	Budgeted Cost	Qty		Qty	
	20' Light Transit Vehicle (Replacement) – Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; max. capacity - 13 passengers **(may be driven w/o CDL)**					
	Bike Rack					
	Brake Retarder					
G545	Description	Budgeted Cost	Qty		Qty	
	Raised Roof Van (Replacement) - Side entry; **NO LIFT; maximum capacity-12-13 passengers.**					
	Optional Engine - Diesel					

EBS Application Template #2

Link to the form >>

Snapshots

Applicable funding programs : Capital Purchase of Service, 5310 Operating, 5311, ConCPT CN, ConCPT CO, RO, Travelers' Aid, and Mobility Manager

Project Number :

BUDGET SUMMARY

-

Legal Name:					
Address:					
County:		Congressional District:			
Contact Person:					
Telephone:					
Fax:					
Email:					
Web Site:					
Federal ID Number:		DUNS Number:			
CFDA #					
Period of Performance:	to	Federal Billable/Non-Billable			
I. Total Project Expenditures					
(NCDOT Maximum Participation Amounts)				Requested	NCDOT Use Only
Total Expenses				$0	
Total Contra Accts and Fare Revenue					
Total Net Expenses/Cost				$0	
II. Proposed Project Funding*					
	Total	Federal	Federal Non-Billing	NCDOT	Local
Total Funding	$0	$0	$0	$0	$0
IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)					
	DBE	MBE	WBE		
%					
Amount	$0	$0	$0		

Project Number :

PROPOSED BUDGET

SALARY AND WAGE DETAIL

Applicant :

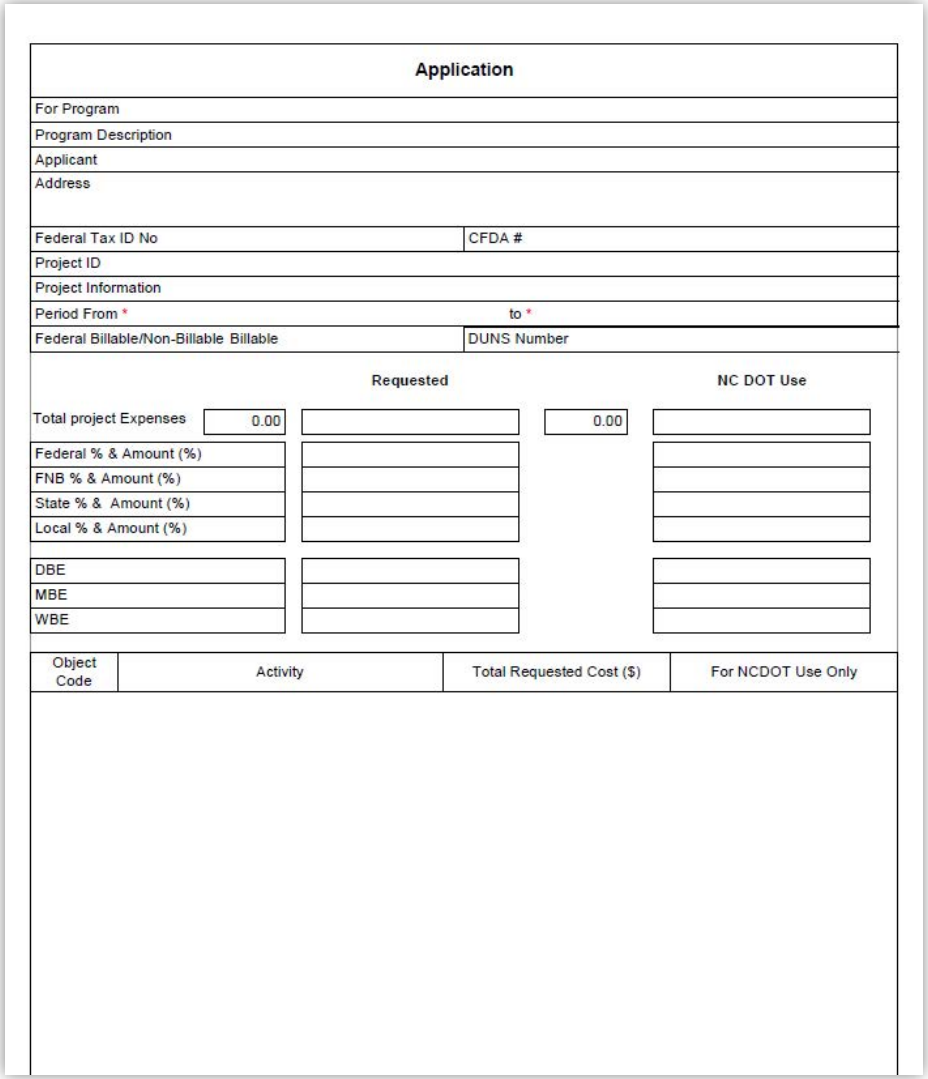
Object Code	Position Title	No.	Total Annual Salary	Pct. (%) Oper Transp. Tasks	No. of Years	Budgeted Amount	No.of Positions Approved	NCDOT Maximum Participation
FULL TIME EMPLOYEES								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
TOTAL G121 SALARIES								
PART-TIME EMPLOYEES - RECEIVING BENEFITS								
G125								
G125								
G125								
G125								
G125								
G125								
TOTAL G125 SALARIES								
PART-TIME EMPLOYEES - RECEIVING NO BENEFITS								
G126								
G126								
G126								
G126								
G126								
G126								
TOTAL G126 SALARIES								
TOTAL SALARY & WAGE								

EBS Application Template #3

Link to the form >>

Snapshots

Applicable funding programs : 5303, Urban Advanced Technology, Urban STI, and Urban State Match



Application			
For Program			
Program Description			
Applicant			
Address			
Federal Tax ID No	CFDA #		
Project ID			
Project Information			
Period From *	to *		
Federal Billable/Non-Billable Billable	DUNS Number		
	Requested		NC DOT Use
Total project Expenses	0.00	0.00	
Federal % & Amount (%)			
FNB % & Amount (%)			
State % & Amount (%)			
Local % & Amount (%)			
DBE			
MBE			
WBE			

Object Code	Activity	Total Requested Cost ($)	For NCDOT Use Only

FTA UPWP Review Checklist

- ☐ Planning activities should be programmed which support required actions emanating from a **minimum twenty-year horizon long range transportation plan** (the Plan) which **conforms to Environmental Protection Agency air quality standards**; any goals and objectives stated in the UPWP should reflect goals and objectives stated in the Plan;
- ☐ **Description of each discreet task** (in simple narrative sentence(s). Note that not only "new" actions, but also "carry-over" actions listed in previous programming documents must be described, for each UPWP should be independent and comprehensive; new actions should be clearly differentiated from carry-over action; tasks that may be within the MPO's charter, but will not be included in the current year planning should be excluded/deleted; the UPWP should not be constructed as a universal or perpetual document, but should be tailored each year;
- ☐ **Amount of FTA planning funds** sought to support each planning action/task in the current FY; note that administrative costs including indirect overhead costs may be spread across tasks, and not listed as a separate task OR at the option of the author, an overhead rate applicable across the board to all activities may be indicated and the totals extended;
- ☐ **FTA Program** (e.g. Section 5307 Urbanized Area Formula Program, Section 5303 Metropolitan Planning Program etc.) from which those funds will be drawn; when a specific task is proposed to be funded from more than one source, it is necessary to indicate FTA funding associated with each programmatic source;
- ☐ **Cumulative amount of FTA** funds previously drawn to support each task during past fiscal years (ONLY for multi-year tasks which produce specific deliverables); note that amounts should be identified in terms of the year of federal allocation and year of expenditure;
- ☐ **Product/Deliverable** that will be derived from the planning effort (e.g. study, model, UPWP, TIP, etc); deliverables should be actual tangible products rather than indications of progress or expended efforts;
- ☐ **Schedule indicating progress for multi-year tasks,** including date when FTA can expect completion of the planning action/task; here, we seek a completion date rather than an expression of the duration of time expected for completion (e.g. "the study will be completed by April 30, 2020" rather than "the study will require six months to complete");
- ☐ **Indication that FTA funds are being used efficiently** for the programmed tasks rather than being banked;
- ☐ **Planning should be accomplished within the environment of robust public involvement** in compliance with the MPO Public Participation Plan (conforming to SAFETEA-LU, MAP-21, and FAST Act requirements) endorsed through the Planning Certification Review process;
- ☐ Specific reference should be made to **SAFETEA-LU, MAP-21, and FAST Act** reauthorization legislation.

FTA Task Codes

Applications not using valid FTA task codes will not be approved. Please be sure that codes used match FTA codes currently in use. Check the FTA website for possible updates to FTA codes prior to application submission: https://www.transit.dot.gov/funding/grantee-resources/teamtrams/scope-activity-line-item-tree

In addition, please make sure these codes match the ones used in the budget within your EBS application (see Part 2 for assistance).

Planning – Metropolitan:

44.21.00	Program Support Administration
44.22.00	General Development/Comprehensive Planning
44.23.00	Long Range Transportation Planning
	44.23.01 – System Level
	44.23.02 – Project Level
44.24.00	Short Range Transportation Planning
44.25.00	Transportation Improvement Program
44.26.12	Coordination of non-emergency Human Service Transportation
44.26.13	Transit operator participation in Metropolitan Statewide Planning
44.26.14	Planning Transit Systems Management/Operations to increase ridership
44.26.15	System planning to support transit capital investment decisions
44.26.16	Safety-Security Planning
44.27.00	Other Activities

FTA Task Narrative

Instructions

This table must include the tasks to be funded with the Section 5303 and 5307 funds. This table provides the input for the statewide Section 5303 grant application to FTA. To ensure correct and complete input for the grant application, the IMD staff will provide comments on your draft table.

Example

SAMPLE FTA TASK NARRATIVE TABLE

I- MPO	City of Dogwood
2- FTA Code	442301
3- Task Code	II-B-17
4- Title	Congestion Management Analysis
5- Task Objective	To initiate a Transportation Energy Conservation Plan to include energy conservation, ridesharing, carpooling, and enhanced transit.
6- Tangible Product Expected	The Transportation Energy Conservation Planning Document will be updated to include new and innovative measures of energy conservation (i.e. TDM activities).
7- Expected Completion Date of Products	June-2021
8- Previous Work	Several earlier efforts have been made with the use of alternative fuels with city vehicles. The Stevens Study has also provided evidence that there exists a need for alternative modes of transportation.
9- Prior FTA Funds	0
10- Relationship	The Planning and Research Branch, Traffic Engineering Branch and the Division of Public Information will provide technical assistance to the Dogwood Department of Transportation in the development and periodic update of this plan.
11- Agency	City of Dogwood Transportation Department
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	400
17- Section 5303 NCDOT 10%	400
18- Section 5303 FTA 80%	3200
19- Section 5307 Transit - Local 10%	
20- Section 5307 Transit - NCDOT 10%	
2 1- Section 5307 Transit - FTA 80%	
22- Additional Funds - Local 100%	

1. The name of the grantee.
2. This is the federal code for the activity/project.
3. This is the Prospectus task code for the activity/project, used in conjunction with the FTA code.
4. The title of the planning activity.
5. The objective(s) of the task to be undertaken.
6. Identify the tangible products expected to be produced.
7. Show the expected completion date of the planning activity.
8. List any previous work on this planning task.
9. Provide the total amount of FTA funds already spent on this planning activity,
10. Identify any relationships to other activities being undertaken by your agency or other agencies.
11. Entity responsible for the work element or work activity.
12-22. Cost and funding breakdown of the planning activity.

9

5303 Allocation Table

Instructions

We will be posting the allocation table and the finalized schedule for the draft and final UPWP to our website later in 2022, and notification of information will be made to 5303 applicants.

MPO/RPO Important Dates

July 1, 2023 - June 30, 2024

Dates	Tasks
July 1, 2023	State FY24 begins
July 28, 2023	Last date to submit 4th Quarter 5303 Claim (April 1, 2023 – June 30, 2023)
July 28, 2023	IMD provides MPO 5303 planning funds allocations for FY25 and application instructions
August 11, 2023	**4th Quarter (Final) invoice, work summary and annual performance report due for FY23**
October 1, 2023	Federal FY24 begins
October 31, 2023	1st Quarter 5303 Claim (July 1, 2023 to September 30 2023) due
November 1, 2023	MPO Evaluation Report due to Transportation Oversight Committee (NCGS 136-200.4)
November 2, 2023	IMD provides MPO/RPO planning fund allocations for FY25
November 13, 2023	**1st Quarter invoice and work summary due**
January 31, 2024	Draft (U)PWPs for FY25 due
January 31, 2024	2nd Quarter 5303 Claim (October 1, 2023 to December 31, 2023) due
February 11, 2024	**2nd Quarter invoice and work summary due**
February 26, 2024	Draft PWP and Indirect Cost Allocation Plan for FY25 due
March 29, 2024	Last day to submit adopted FY25 (U)PWP with resolution, 5-year planning calendar, and MPO self-certification of long range planning. Documents are to be submitted with separate uploads for (U)PWP, self-certification, and 5-year work plan.
April 19, 2024	Last day to submit revisions to IMD for FY24 (U)PWP with signatures
April 30, 2024	3rd Quarter 5303 Claim (January 1, 2024 to March 31, 2024) due
May 10, 2024	**3rd Quarter invoice and work summary due**
May 31, 2024	Last day to submit adopted FY25 PWP
June 28, 2024	Last day to submit revised FY25 PWPs with signatures
June 28, 2024	IMD approves FY25 (U)PWPs and Indirect Cost Allocation Plan

Notes

- MPO-only tasks are in blue, RPO-only tasks are in red, and Common tasks are in black.
- Any dates are subject to change. IMD will announce the final dates when the 5303 funding allocation table is posted.
- All (U)PWP, Indirect Cost Plans and invoices should be submitted online via the MPO/RPO Planning Grants Site

FY25 PWP Funding Sources Table

Instructions

This table serves as a project budget and task summary for the PWP. The table will indicate all transportation planning tasks to be accomplished in the urbanized area.

Notes

- Certain information is required for each planning activity on the PWP Funding Sources Table. This information is to be completed for each budget line item.

Report of Anticipated DBE Contracting Opportunities

Link to the form >>

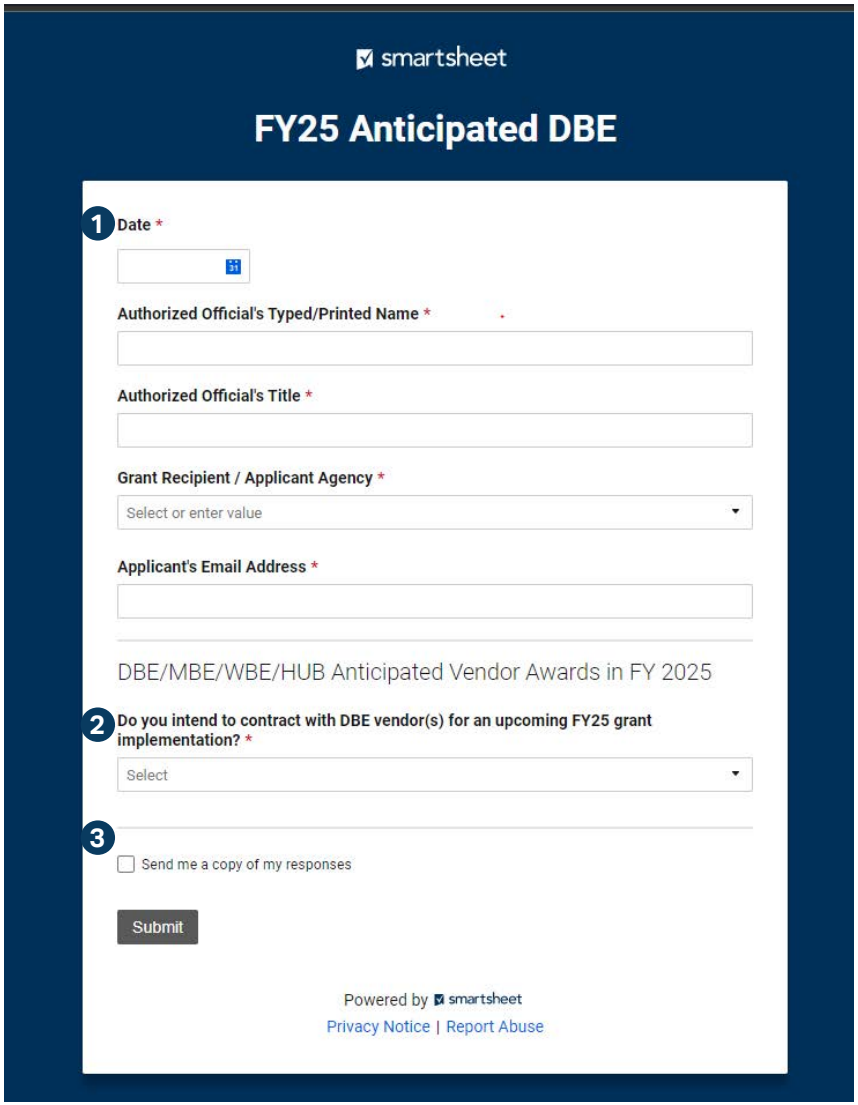
Instructions

1. Type applicant information
2. Select an answer from the dropdown menu. Following questions will appear depending on the answer.
3. If answered 'Yes' to the previous question, list all expected DBE to be used in the current fiscal year.

Notes

- The Anticipated DBE Contracting Opportunities form should disclose any possible DBE contracting opportunities and must be included with your 5303 PWP.
- You must provide a completed form even if you do not anticipate any DBE contracting opportunities. If no contracting opportunities are anticipated, write "No contracting opportunities" in the form.
- Refer to Step 5 through Step 7 in Part 3 for instructions for document submission.

Snapshot



Resolution Approving the Planning Work Program

Link to the form >>

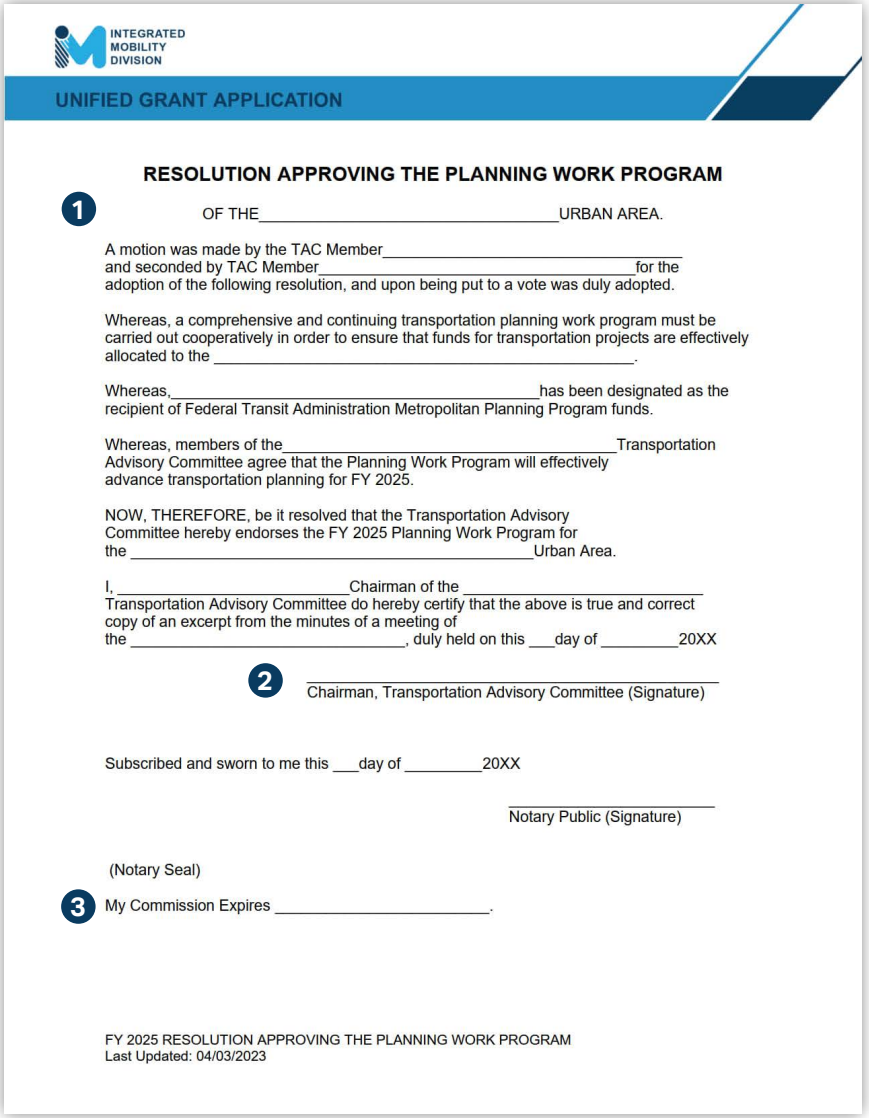
Instructions

1. Fill in blank areas.
2. Print this form and obtain the notarized signature of the TAC chair.
3. Ensure that the notary affixes their seal in the appropriate location.

Notes

- Signed forms must be scanned and uploaded as part of the Application phase. You can lightly shade over a seal with a pencil so the seal is more easily read on a scanner on a computer screen.
- Refer to Step 5 through Step 7 in Part 3 for instructions for document submission.

Example



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

RESOLUTION APPROVING THE PLANNING WORK PROGRAM

1 OF THE_____URBAN AREA.

A motion was made by the TAC Member_____
and seconded by TAC Member_____for the
adoption of the following resolution, and upon being put to a vote was duly adopted.

Whereas, a comprehensive and continuing transportation planning work program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the _____.

Whereas,_____has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program funds.

Whereas, members of the_____Transportation Advisory Committee agree that the Planning Work Program will effectively advance transportation planning for FY 2025.

NOW, THEREFORE, be it resolved that the Transportation Advisory Committee hereby endorses the FY 2025 Planning Work Program for the _____Urban Area.

I, _____Chairman of the _____
Transportation Advisory Committee do hereby certify that the above is true and correct copy of an excerpt from the minutes of a meeting of
the _____, duly held on this ___day of _____20XX

2 _____
Chairman, Transportation Advisory Committee (Signature)

Subscribed and sworn to me this ___day of _____20XX

_____
Notary Public (Signature)

(Notary Seal)

3 My Commission Expires _____.

FY 2025 RESOLUTION APPROVING THE PLANNING WORK PROGRAM
Last Updated: 04/03/2023

5303 Transmittal Letter

Each MPO is required to send a transmittal letter notifying IMD of the submission of the final PWP and requesting FTA Metropolitan Planning Program (Section 5303) funds. The letter must include:

1. An original signature of the person authorized by resolution to apply for the funds;

2. The dollar amounts requested in FTA Section 5303 funds and the appropriate local and state matches; and

3. Source of the local match to be provided.

Copy of Locally Coordinated Human Service Plan

To be eligible for Section 5310 funding, the FAST Act requires projects and services funded through Section 5310 be derived from or included in a locally developed, Coordinated Public Transit – Human Service Transportation Plan; and that the plan was developed and approved through a process that includes the participation of seniors and individuals with disabilities, public and private transportation providers, community agencies, and others stakeholders. FTA maintains flexibility in how projects appear in the coordination plan. The applicant's proposed project may be identified as filling a transportation need, or as strategies and activities addressing an identified service gap or transportation coordination objective articulated and prioritized within the plan. This plan cannot be more than four (4) years old in air quality non-attainment and maintenance areas and five (5) years in air quality attainment areas.

The locally developed, Coordinated Public Transit – Human Service Transportation Plan includes 1) an assessment of available services that identifies current transportation providers, 2) an assessment of transportation needs for individuals with disabilities and seniors, 3) strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery, and 4) priorities for implementation based on resources, time, and feasibility.

The applicant will be asked to provide the page number from the locally developed, Coordinated Public Transit - Human Services Transportation Plan that mentions or describes the strategy or action included in the application. The application will not be considered unless a copy of the locally coordinated plan from the applicant's service area is attached with the application documents.

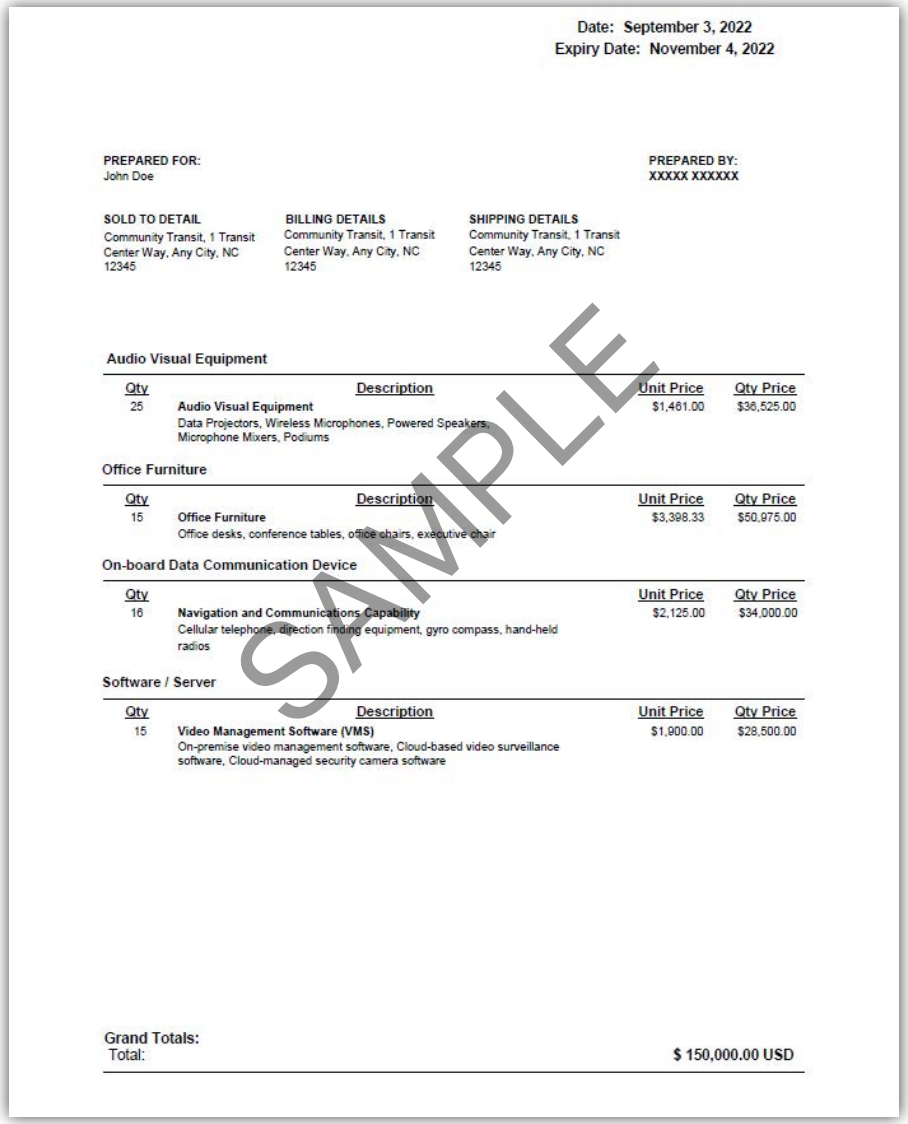
MPO/RPO Letter of Support

The FTA requires that projects receiving funds under Sections 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program address the unmet transportation needs or gaps in service as described in the locally developed, Coordinated Public Transportation - Human Service Plan. If the proposed service is within an urbanized area and funded, the project must be listed in the MTIP. Grantees preparing to operate a 5310-funded service in a small urbanized area should notify the MPO staff immediately that they have applied for funding from these programs. This will allow the MPO staff and committee to begin the process of amending the MTIP and requesting an amendment of the STIP before the project is presented to FTA.

Estimate(s) or Proposal(s)

If the applicant intends to include capital items in the funding request, an Estimate(s) or Proposal(s) must be submitted along with other required documents.

Sample



Date: September 3, 2022
Expiry Date: November 4, 2022

PREPARED FOR:
John Doe

PREPARED BY:
XXXXX XXXXXX

SOLD TO DETAIL	BILLING DETAILS	SHIPPING DETAILS
Community Transit, 1 Transit Center Way, Any City, NC 12345	Community Transit, 1 Transit Center Way, Any City, NC 12345	Community Transit, 1 Transit Center Way, Any City, NC 12345

Audio Visual Equipment

Qty	Description	Unit Price	Qty Price
25	**Audio Visual Equipment** Data Projectors, Wireless Microphones, Powered Speakers, Microphone Mixers, Podiums	$1,461.00	$36,525.00

Office Furniture

Qty	Description	Unit Price	Qty Price
15	**Office Furniture** Office desks, conference tables, office chairs, executive chair	$3,398.33	$50,975.00

On-board Data Communication Device

Qty	Description	Unit Price	Qty Price
16	**Navigation and Communications Capability** Cellular telephone, direction finding equipment, gyro compass, hand-held radios	$2,125.00	$34,000.00

Software / Server

Qty	Description	Unit Price	Qty Price
15	**Video Management Software (VMS)** On-premise video management software, Cloud-based video surveillance software, Cloud-managed security camera software	$1,900.00	$28,500.00

SAMPLE

Grand Totals:
Total: **$ 150,000.00 USD**

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

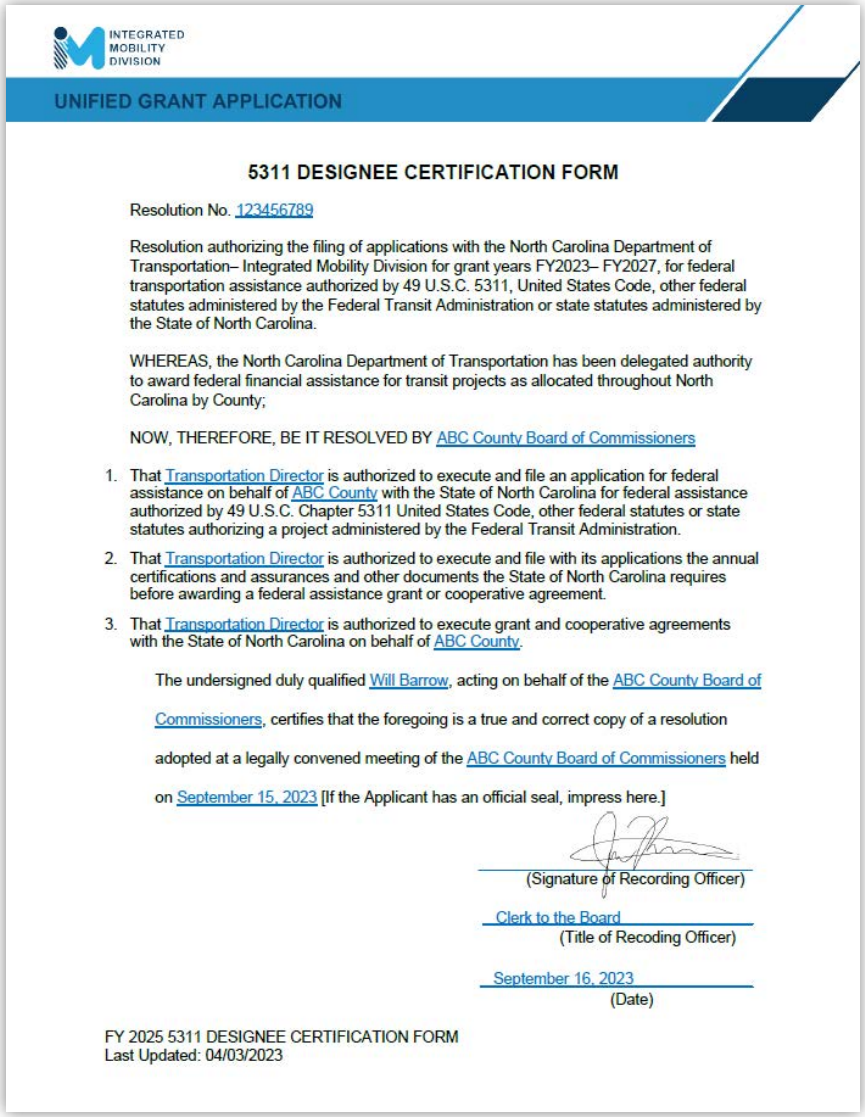
5311 Designee Certification Form

Link to the form >>

Instructions

1. Fill in blank areas.
2. Print this form and obtain the notarized signature of a recording officer.

Snapshot



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

5311 DESIGNEE CERTIFICATION FORM

Resolution No. 123456789

Resolution authorizing the filing of applications with the North Carolina Department of Transportation– Integrated Mobility Division for grant years FY2023– FY2027, for federal transportation assistance authorized by 49 U.S.C. 5311, United States Code, other federal statutes administered by the Federal Transit Administration or state statutes administered by the State of North Carolina.

WHEREAS, the North Carolina Department of Transportation has been delegated authority to award federal financial assistance for transit projects as allocated throughout North Carolina by County;

NOW, THEREFORE, BE IT RESOLVED BY ABC County Board of Commissioners

1. That Transportation Director is authorized to execute and file an application for federal assistance on behalf of ABC County with the State of North Carolina for federal assistance authorized by 49 U.S.C. Chapter 5311 United States Code, other federal statutes or state statutes authorizing a project administered by the Federal Transit Administration.
2. That Transportation Director is authorized to execute and file with its applications the annual certifications and assurances and other documents the State of North Carolina requires before awarding a federal assistance grant or cooperative agreement.
3. That Transportation Director is authorized to execute grant and cooperative agreements with the State of North Carolina on behalf of ABC County.

The undersigned duly qualified Will Barrow, acting on behalf of the ABC County Board of Commissioners, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the ABC County Board of Commissioners held on September 15, 2023 [If the Applicant has an official seal, impress here.]

(Signature of Recording Officer)

Clerk to the Board
(Title of Recoding Officer)

September 16, 2023
(Date)

FY 2025 5311 DESIGNEE CERTIFICATION FORM
Last Updated: 04/03/2023

Notes

- This form is a 5-year document. Applicants are not required to submit this form until FY27.
- Refer to Step 6 and Step 7 in Part 3 for more instructions for document submission.

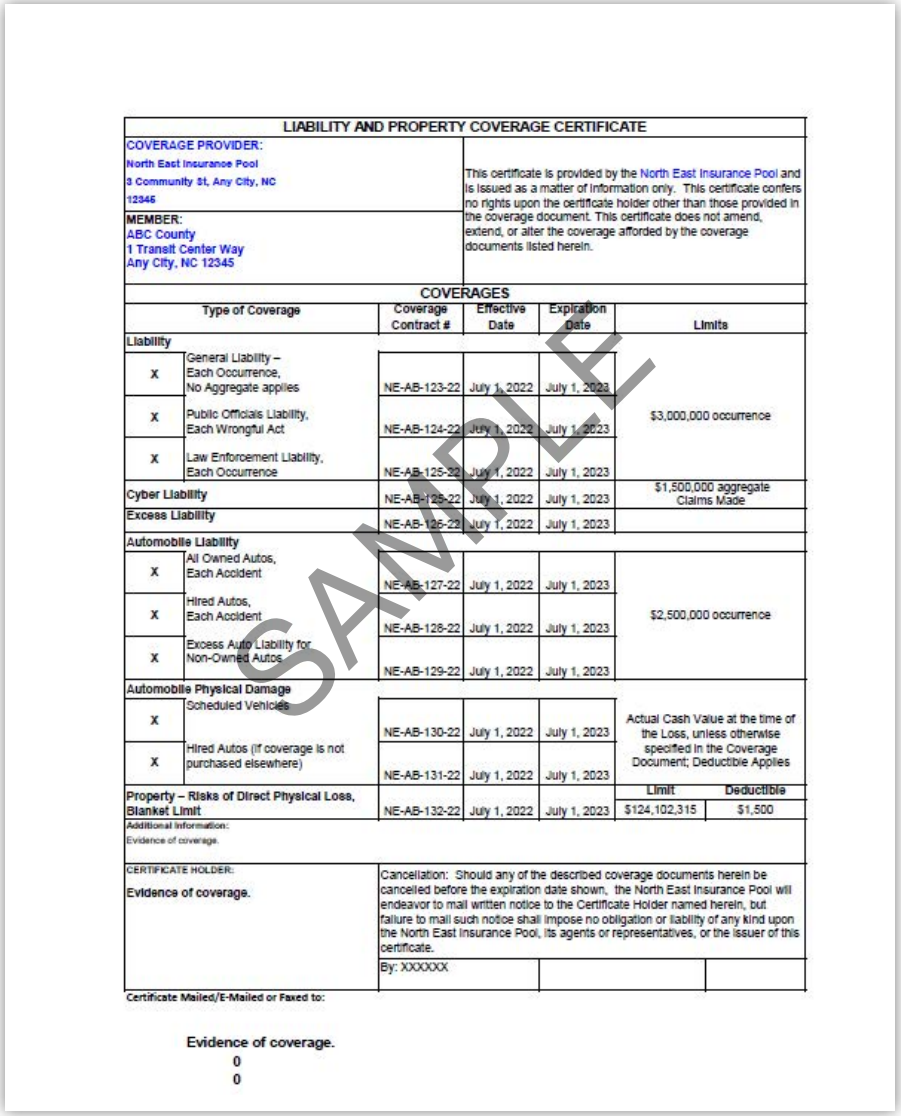
Vehicle Insurance Certification

If you are applying for 5311 Non-Urbanized Area Formula Program, a Vehicle Insurance Certification must be submitted along with other required documents. This insurance documentation will certify that the existing vehicle fleet is fully ensured.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Sample



LIABILITY AND PROPERTY COVERAGE CERTIFICATE

COVERAGE PROVIDER:
North East Insurance Pool
3 Community St, Any City, NC
12345

MEMBER:
ABC County
1 Transit Center Way
Any City, NC 12345

This certificate is provided by the North East Insurance Pool and is issued as a matter of information only. This certificate confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend, or alter the coverage afforded by the coverage documents listed herein.

COVERAGES

	Type of Coverage	Coverage Contract #	Effective Date	Expiration Date	Limits	
	Liability					
X	General Liability – Each Occurrence, No Aggregate applies	NE-AB-123-22	July 1, 2022	July 1, 2023	$3,000,000 occurrence	
X	Public Officials Liability, Each Wrongful Act	NE-AB-124-22	July 1, 2022	July 1, 2023		
X	Law Enforcement Liability, Each Occurrence	NE-AB-125-22	July 1, 2022	July 1, 2023		
	Cyber Liability	NE-AB-125-22	July 1, 2022	July 1, 2023	$1,500,000 aggregate Claims Made	
	Excess Liability	NE-AB-125-22	July 1, 2022	July 1, 2023		
	Automobile Liability					
X	All Owned Autos, Each Accident	NE-AB-127-22	July 1, 2022	July 1, 2023	$2,500,000 occurrence	
X	Hired Autos, Each Accident	NE-AB-128-22	July 1, 2022	July 1, 2023		
X	Excess Auto Liability for Non-Owned Autos	NE-AB-129-22	July 1, 2022	July 1, 2023		
	Automobile Physical Damage					
X	Scheduled Vehicles	NE-AB-130-22	July 1, 2022	July 1, 2023	Actual Cash Value at the time of the Loss, unless otherwise specified in the Coverage Document; Deductible Applies	
X	Hired Autos (if coverage is not purchased elsewhere)	NE-AB-131-22	July 1, 2022	July 1, 2023		
	Property – Risks of Direct Physical Loss, Blanket Limit	NE-AB-132-22	July 1, 2022	July 1, 2023	Limit: $124,102,315	Deductible: $1,500

Additional Information:
Evidence of coverage.

CERTIFICATE HOLDER:
Evidence of coverage.

Cancellation: Should any of the described coverage documents herein be cancelled before the expiration date shown, the North East Insurance Pool will endeavor to mail written notice to the Certificate Holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon the North East Insurance Pool, its agents or representatives, or the issuer of this certificate.

By: XXXXXX

Certificate Mailed/E-Mailed or Faxed to:

Evidence of coverage.
0
0

SAMPLE

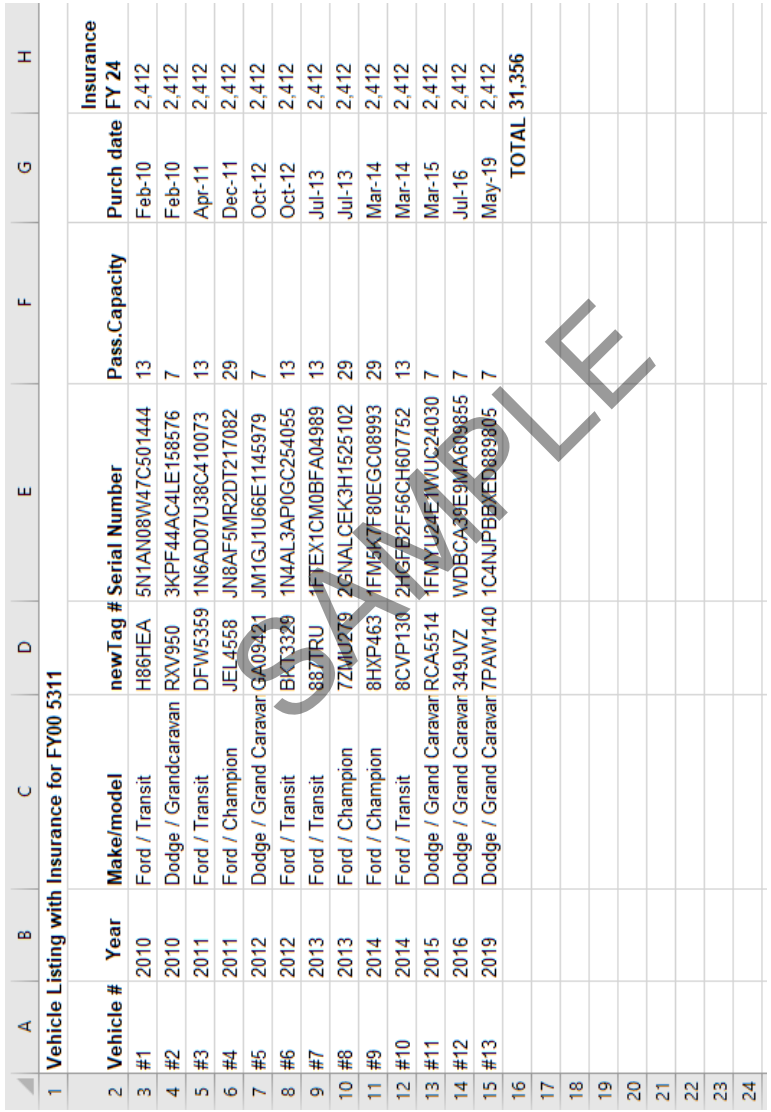
Insurance Auto Schedule

If you are applying for 5311 Non-Urbanized Area Formula Program, an Insurance Auto Schedule must be submitted along with other required documents. This schedule will show the duration of the insurance and insurance renewal requirements for the existing vehicle fleet.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Sample



	A	B	C	D	E	F	G	H
1	Vehicle Listing with Insurance for FY00 5311							
2	Vehicle #	Year	Make/model	newTag #	Serial Number	Pass.Capacity	Purch date	Insurance FY 24
3	#1	2010	Ford / Transit	H86HEA	5N1AN08W47C501444	13	Feb-10	2,412
4	#2	2010	Dodge / Grandcaravan	RXV950	3KPF44AC4LE158576	7	Feb-10	2,412
5	#3	2011	Ford / Transit	DFW5359	1N6AD07U38C410073	13	Apr-11	2,412
6	#4	2011	Ford / Champion	JEL4558	JN8AF5MR2DT217082	29	Dec-11	2,412
7	#5	2012	Dodge / Grand Caravar	GAA09421	JM1GJ1U66E1145979	7	Oct-12	2,412
8	#6	2012	Ford / Transit	BKK3329	1N4AL3AP0GC254055	13	Oct-12	2,412
9	#7	2013	Ford / Transit	887TRU	1FTEX1CM0BFA04989	13	Jul-13	2,412
10	#8	2013	Ford / Champion	72MU279	2GNALCEK3H1525102	29	Jul-13	2,412
11	#9	2014	Ford / Champion	8HXP463	1FM5K7F80EGC08993	29	Mar-14	2,412
12	#10	2014	Ford / Transit	8CVP130	2HGFB2F56CH607752	13	Mar-14	2,412
13	#11	2015	Dodge / Grand Caravar	RCA5514	1FMYU24E1WUC24030	7	Mar-15	2,412
14	#12	2016	Dodge / Grand Caravar	349JVZ	WDBCA39E9MA609855	7	Jul-16	2,412
15	#13	2019	Dodge / Grand Caravar	7PAW140	1C4NJPBBXED889805	7	May-19	2,412
16							TOTAL	31,356
17								
18								
19								
20								
21								
22								
23								
24								

SAMPLE

IMD Approval Letter for Software

If the applicant intends to include software costs in the funding request, an IMD Approval Letter for Software must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Job Description

If the applicant intends to include salary reimbursement in the funding request, a Job Description must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Retail Estimate(s) or Proposal(s)

If the applicant intends to include retail purchase costs in the funding request, Retail Estimate(s) or Proposal(s) must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Deviated Fixed Route Material

If the applicant intends to include costs for deviated fixed routes in the funding request, additional documentation about the proposed deviated fixed route including advertising/informational materials prepared for the public about the deviated fixed route must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Cost Allocation/Indirect Cost Plan

If the applicant intends to include indirect overhead costs in the funding request, a Cost Allocation Plan (CAP)/Indirect Cost Plan must be submitted and approved by the governing board along with a signed and notarized Cost Allocation Plan (CAP)/Indirect Cost Plan to NCDOT with the administrative grant application. Documentation to support the requested indirect cost rate must be submitted along with the 5311 Administrative application. The documentation needed includes: Signed Certification page from the CAP, page(s) from the CAP showing indirect costs allocated to the transportation department, page(s) from the transit system's financial report showing total salaries & fringes paid to the entire transportation department staff and an official statement verifying the Cognizant Agency. Requests for the 10% de-minimis rate will be approved if FTA requirements are met. The applicant may request less funding in the indirect cost line item than that which is approved. Central Services G481 funds may not be re-allocated to other line items through Change Requests.

NOTE: Indirect Overhead Costs are only allowable under 5311 Administrative grants.

Indirect Cost Rate Verification

If the applicant intends to include indirect overhead costs in the funding request, an Indirect Cost Rate Verification must be submitted along with a signed and notarized Cost Allocation Plan/Indirect Cost Plan (CAP) to NCDOT with the 5311 Administrative grant application.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Facility Insurance Verification

If the applicant intends to include facility costs in the funding request, a Facility Insurance Verification must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Vehicle Lease Agreement

If the applicant intends to include vehicle lease costs in the funding request, a Vehicle Lease Agreement must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Third Party Provider Contract

If the applicant intends to include third party contracting costs in the funding request, a Third Party Provider Contract must be submitted along with other required documents. Please note that 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.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Rental Lease Agreement

If the applicant intends to include rental lease costs in the funding request, a Rental Lease Agreement must be submitted along with other required documents.

Notes

- Refer to Step 6 and Step 7 in Part 3 for more instructions for document submission.

Software Lease Agreement

If the applicant intends to include software lease costs in the funding request, a Software Lease Agreement must be submitted along with other required documents.

Notes

- Refer to Step 6 and Step 7 in Part 3 for more instructions for document submission.

UAT Cover Letter

Cover Letter with total request. Include Statements of Understanding regarding the below three items:

1) Application meets focus area timeline requirements;

2) Application meets technology policy (Attachment B, & D) and definitions in (Attachment A);

3) FY25 Budget_3-Year Plan_Quarterly Report_Cash Flow in Urban application FY25 Excel workbook will be submitted even if no activity. The report is to include a cash flow plan that is to be updated each quarter. The progress reports and cash flow plans are to be attached in EBS on a quarterly basis.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Vehicle Purchase Orders

If the applicant intends to include vehicle purchase costs in the funding request outside of the state contract for vehicle procurement, Vehicle Purchase Orders must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Feasibility Study

If the applicant intends to include facility siting, development, or renovation costs in the funding request, a Feasibility Study must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Fleet Replacement Plan

If the applicant intends to include vehicle replacement costs in the funding request, a Fleet Replacement Plan must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

IMD Approved Billing Rate

If you are applying for the ConCPT Program, an IMD Approved Billing Rate must be submitted along with other required documents.

Notes

- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

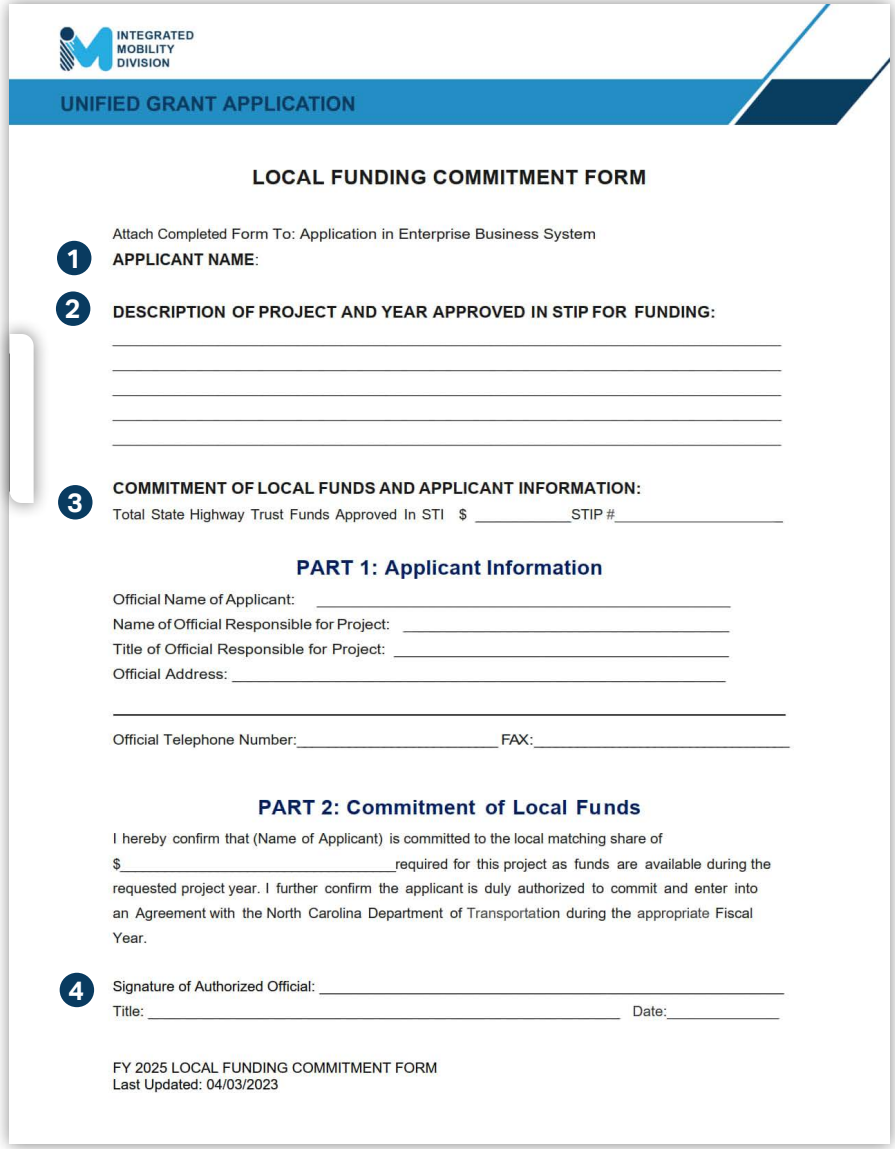
Local Funding Commitment Form

Link to the form >>

Instructions

1. Type the official name of an applicant.
2. Fill in the project description and the year the federal funding is approved in STIP.
3. Fill in application information.
4. Print and this form and obtain the signature of the authorized official.

Example



INTEGRATED MOBILITY DIVISION

UNIFIED GRANT APPLICATION

LOCAL FUNDING COMMITMENT FORM

Attach Completed Form To: Application in Enterprise Business System

1 **APPLICANT NAME**:

2 **DESCRIPTION OF PROJECT AND YEAR APPROVED IN STIP FOR FUNDING:**

_____

_____

_____

_____

_____

3 **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.

4 Signature of Authorized Official: _____

Title: _____ Date:_____

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

Notes

- Signed forms must be scanned and uploaded as part of the Application phase.
- Refer to Step 6 through Step 7 in Part 3 for instructions for document submission.

Non-Profit Additional Required Submittals

Instructions

If you are a non-profit, prepare documents listed below in addition to other pre-application required documents.

- IRS Letter
- Articles of Incorporation
- By-Laws
- Members of Board of Directors

Notes

- Signed forms must be scanned and uploaded as part of the Pre-Application phase.
- Refer to Step 2 through Step 3 in Part 3 for instructions for document submission.

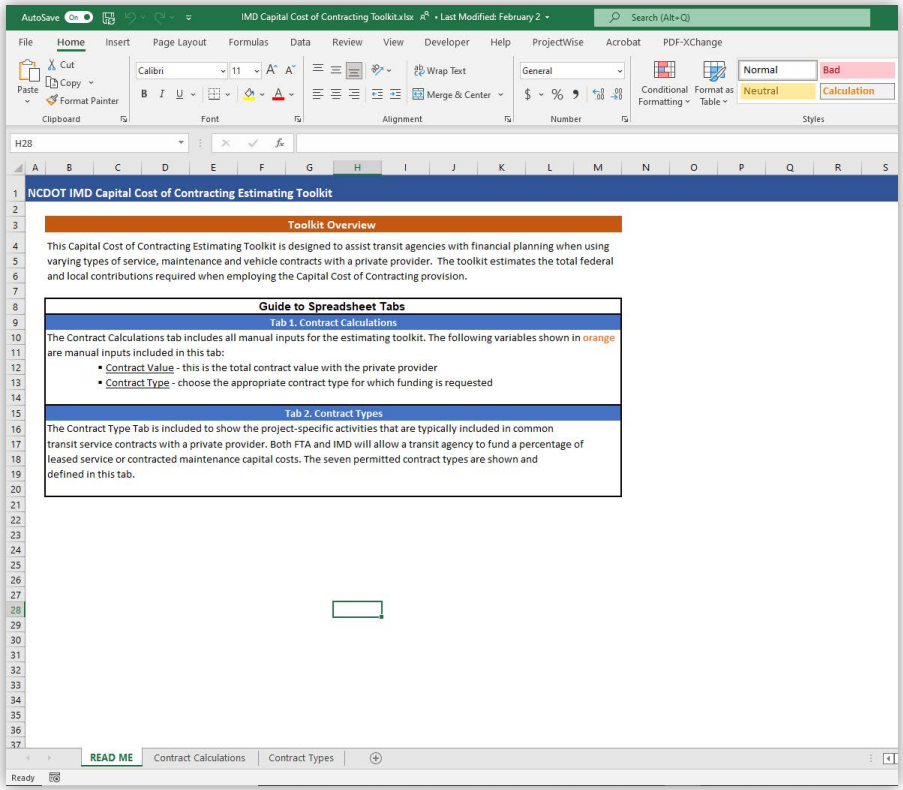
IMD Capital Cost of Contracting Toolkit

Link to the form >>

Instructions

A templated Calculation Spreadsheet will be provided to each transit agency to be used for calculation of the required local match. The completed Calculation Spreadsheet will be a required attachment in the application process. Services shall only be reimbursed once, and not for duplicative services. Please contact your Regional Grant Specialist for additional information.

Snapshot



Upcoming Information/Linkage

[Placeholder]

Terminology (1/3)

- Accessible Taxi – An accessible taxi is a vehicle that is used by a private provider of on-demand transportation service to the public that is regulated and licensed for such use by the municipality, county, or other government entity. An accessible taxi is one which has the capacity to accommodate a passenger who uses a wheelchair as defined in DOT Final Rule.
- Americans with Disabilities Act (ADA) – Public Law 336 of the 101st Congress, enacted July 26, 1990 (42 U.S.C. 12101 et seq.) The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.
- Applicant- An eligible entity that has submitted an application for funding, but which has not yet been awarded a grant for the funding cycle.
- Competitive Selection Process - A process to rank and choose which projects will be funded. The projects selected must be derived from a locally developed, Coordinated Public Transit- Human Services Transportation Plan.
- Disability – The term 'disability' has the same meaning as in section 3(l) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) The term "disability" means, with respect to an individual:

  A. A physical or mental impairment that substantially limits one or more major life activities of such individual;

  B. A record of such an impairment; or

  C. Being regarded as having such an impairment.
- Federal Transit Administration – The agency under the U.S. Department of Transportation that provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems.
- Grantee – Also referred to as a sub-recipient, a grantee is an eligible entity that has applied for funds, has been awarded funds, and has executed a contract with the designated recipient of FTA funds.
- Human Service Transportation – means transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.
- Lead Planning Agency - The agency selected at the local level to lead the planning process for development of the coordinated public transit-human services transportation plan.

Terminology (2/3)

- Locally Developed, Coordinated Public Transit-Human Services Transportation Plan - Means a plan that identifies the transportation needs of individuals with disabilities, older adults and people with low incomes and provides strategies for meeting those local needs and prioritizes transportation services for funding and implementation.
- Mass Transportation or Mass Transit – Synonymous with public transportation.
- Mobility Manager - Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation- service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than Section 5309). Mobility Manager does not include operating public transportation services.
- Non-profit Organization - Means a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization.
- Paratransit – Type of passenger transportation which is more flexible than conventional fixed- route transit but more structured than the use of private automobiles. Most often refers to wheelchair-accessible, demand response service.
- Preventive Maintenance – All maintenance costs related to vehicles and non-vehicles. Specifically, it is defined as all the activities, supplies, materials, labor, services and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such an asset.
- Public Transportation – Regular, continuing shared ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include: intercity passenger rail provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intra-terminal or intra-facility shuttle services.
- Purchase of Services or Purchased Transportation - Transportation services provided to an entity from a public or private transportation provider based on a written contract. The provider is obligated in advance to provide a transportation service for the entity using its own employees in vehicles operated by the provider. Purchased transportation does not include franchising, licensing operations, management services, cooperate agreements, or private conventional bus service.

Terminology (3/3)

- Recipient - Means a state agency designated by the governor to receive funds apportioned by formula to the states under Federal Section 5310, 5316, or 5317. NCDOT is the designated agency in North Carolina for the Section 5310 Program in rural areas and small urban areas.
- Rural Area – The term 'rural area' means an area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an "urbanized area" by the Secretary of Commerce.
- Senior – The term 'senior' means an individual who is 65 years old or older.
- Small urbanized areas - As used in the context of FTA formula grant programs are urbanized areas (UZA) with a population of at least 50,000 but less than 200,000 as determined by the Bureau of Census. The small urbanized areas in North Carolina include the areas of Burlington- Graham, Gastonia, Goldsboro, Greenville, High Point, Jacksonville, New Bern and Rocky Mount.
- Sub-recipient - Refers to a state or local governmental agency, non-profit organization or operator of public transportation services, including private operators of public transportation services that receives a grant under Federal Section 5310, 5316, or 5317 indirectly through a recipient.
- Traditional Section 5310 Projects – Traditional Section 5310 projects are those public transportation capital projects planned, designed and carried out to meet the special needs of seniors and individuals with disabilities. For FY2020 there will be a separate Capital application for Purchase of Service projects from non-CT systems.
- Urbanized Area - Means an area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an "urbanized area" by the Secretary of Commerce. Small urbanized areas as used in the context of FTA formula grant programs are urbanized areas with a population of at least 50,000 but less than 200,000.