



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

January 10, 2024

AGENDA

- Finance Updates
- Grant Administration Updates
- Compliance Updates
- Training Updates
- Special Project Updates
 - Human Trafficking Training Update
 - Locally Coordinated Plan Update
 - Bicycle Helmet Initiative Update
- Calendar Updates
- Questions

Finance Updates



Finance Update

- This is just a reminder **all projects** that received funding prior to FY25, funds are expected to be expended by June 30, 2024. Please plan accordingly.
- This does not include any of FY24 Combined Capital projects or the Facility projects.
- Program Income worksheets are due on or before January 15th.



Grant Administration Updates

Grant Application Update

- ▶ All FY 25 Applications are currently under review.
- ▶ FY 25 5303 Planning Application for MPO's **Opened on December 1, 2023, Closes on January 31, 2024**
 - ▶ Draft UPWP's are due in EBS by January 31,2024.
 - ▶ Final UPWP and other required documentation is due March 31,2024.
 - ▶ If you have any questions or issues, please reach out to your assigned RGS.



ROAP Update – January 9, 2024

- ROAP and SMAP disbursements were disbursed on November 20, 2023
- Reminder, disbursed amounts are the balance between FY23 unspent funds and FY24 allocation

ROAP Overview – January 9, 2024

ROAP Overview DASHBOARD

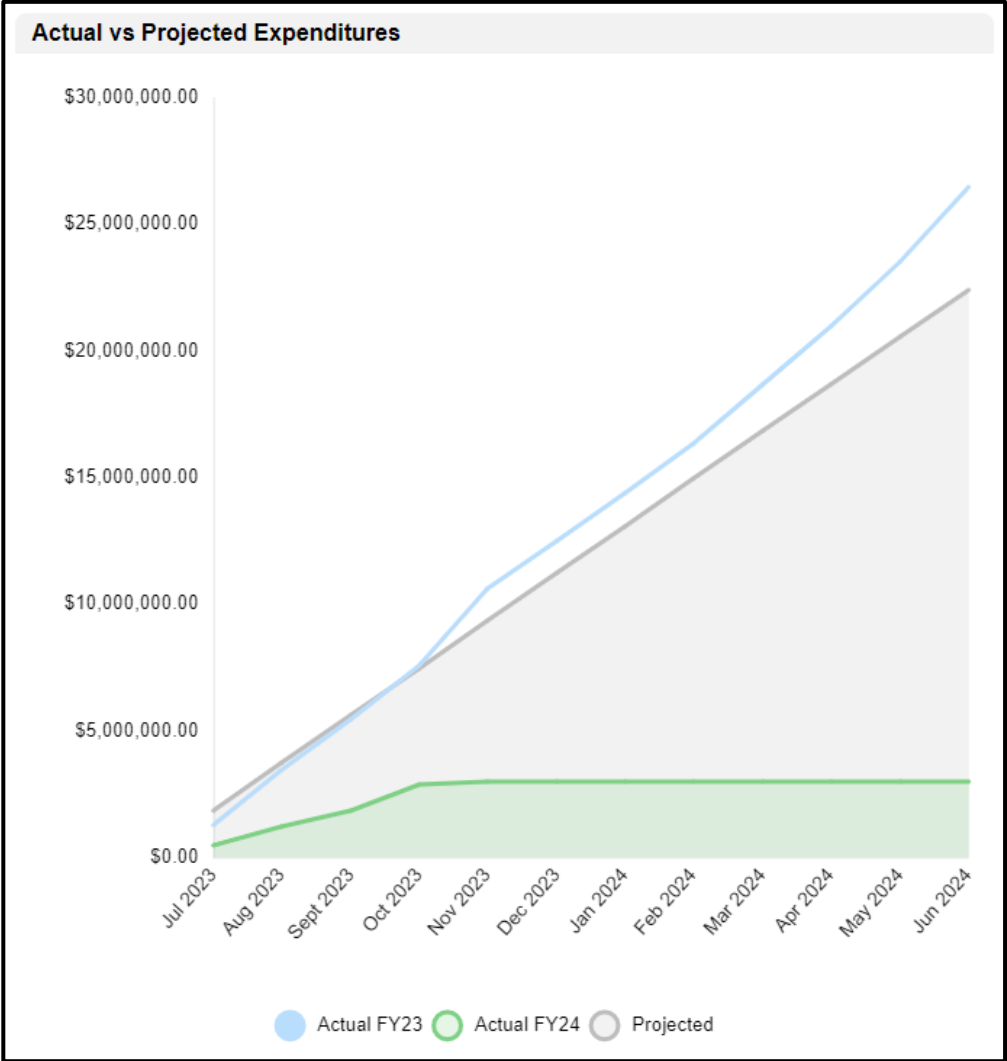
Overall ROAP Stats

| Primary | Amount | % Total Allocation |
|-------------------------------|--------------|--------------------|
| ROAP Allocation | \$18,678,339 | |
| Carryover | \$3,736,327 | |
| Allocation + Carryover | \$22,414,666 | |
| Transferred Out | \$407,966 | 2% |
| YTD Expenditures | \$5,959,267 | 32% |
| Total Balance | \$16,047,433 | 72% |

EDTAP, EMPL, RGP Stats

| SFY2023 | Net Allocation | Expenditures | % Expended | County Funds Used |
|---------------|---------------------|--------------------|------------|-------------------|
| EDTAP | \$9,850,076 | \$2,398,686 | 24% | \$81,478 |
| EMPL | \$2,895,269 | \$915,003 | 32% | \$258,410 |
| RGP | \$9,261,354 | \$2,645,578 | 29% | \$88,331 |
| Totals | \$22,006,700 | \$5,959,267 | 27% | \$428,218 |

Net Allocation includes Carryover Amounts and Transfers.



ROAP Update (Continued)

FY24 ROAP Analysis:

ROAP Reporting Update as of January 8th

July reports due September 15th – 3 reports not submitted, 7 submitted but not approved at this time

August reports due October 15th – 3 reports not submitted, 4 submitted but not approved at this time

September reports due November 15th – 5 reports not submitted, 8 submitted but not approved at this time

October reports due December 15th – 8 reports not submitted, 49 submitted but not approved at this time

November reports are due January 15, 2024 – 8 have been submitted and approved.

Monthly ROAP reporting provides 45 days after the end of each month to submit reports. IMD encourages transit systems to use those days to collect trip and expense information, and back-up documentation to prepare an accurate report.



Looking ahead, end of fiscal year is only a few months away and final ROAP report will be due on July 30th. Systems with late or missing reports please begin now to catch up.

ROAP Update (Continued)

ROAP Monthly Allocation Balance Update Report

The monthly ROAP Allocation Balance report which shows an approximation of running funds balance in each ROAP program.

The report will be automatically sent from SmartSheet on the 8th of the month, prior to the due date of the monthly reports.

The balances in the reports will not include expenditures that have been submitted but not yet approved.

The balance reports are to provide an estimated update of the ROAP balances but transit directors and/or Finance directors are ultimately responsible for keeping up with program funds and reports submitted.

FY24 ROAP Report SmartSheet Link

- <https://app.smartsheet.com/b/form/03221c3f6b9645a89b45ab176f03680b>



Compliance Updates

2023/24 Compliance Reviews

- 5310 Non-Profit Reviews
 - 24 Total Reviews
 - 24 Conducted
 - 19 Closed (5 in the process)
- 5311 Transit System Reviews
 - 19 Total Reviews
 - 19 Scheduled
 - 7 Conducted (3 in the process)

Compliance Reviews

Compliance Reviews

[Home](#) ▶ [Connect NCDOT](#) ▶ [Doing Business](#) ▶ [Public Trans](#) ▶ [Compliance Reviews](#)

Compliance Review Cycles

Compliance Reviews are conducted at least every three years or sooner depending on various factors. Below is a list of transit systems that will have Compliance Reviews within the year at the top.

If you would like to prepare for your review early or learn what is covered within these reviews, please click on this document:

[Compliance Review Workbook](#)

(Workbook is reviewed and changes made on a yearly basis)

Calendar Year 2023

| | | |
|--|---|---|
| Alexander County (DSS) (Non-Profit) | Avery Association of Exceptional Youth (Non-Profit) | Catawba County (Non-Profit) |
| Central Carolina Community College (Lee County) (Non-Profit) | Community & Senior Services of Johnston County (Non-Profit) | Granville County Senior Center (Non-Profit) |
| Johnston County Industries (JCI) (Non-Profit) | MONARCH - Currituck County (Non-Profit) | MONARCH - Pasquotank County (Non-Profit) |
| MONARCH - Columbus County (Non-Profit) | County of Davidson, Senior Services (Non-Profit) | The Life Center (Non-Profit) |
| The Workshop of Davidson (Non-Profit) | Rutherford County Life Services (Non-Profit) | Anson County Council on Aging (Non-Profit) |
| Chatham County Council on Aging (Non-Profit) | Rutherford County Senior Center (Non-Profit) | Graham County-Senior Center (Non-Profit) |
| Hyde Health Dept (Non-Profit) | MONARCH - Stanly County (Non-Profit) | Kerr Tar COG (Non-Profit) |

USDOT DRUG & ALCOHOL REGULATION:49 CFR PART 40- Update

- Newly revised version was effective June 1, 2023
- New Updated and Revised Drug and Alcohol Templates have been provided
- All Drug and Alcohol Policies should be updated and approved reflecting these changes by February 16, 2024
- DOT-regulated Oral Fluid Drug Tests will be permitted once at least two laboratories are certified by DHHS (Oral Fluid Drug Testing isn't mandatory-it is at agencies discretion)
- Please refer to the White Paper which was provided in September for a summary of all changes (Definitions, SAP & MRO guidelines, etc.)

Training Updates



North Carolina Transportation Leadership Development Program

How can your transportation
organization

Grow

if you don't?

Public Transportation Group
An activity of the Institute for Transportation Research
and Education at North Carolina State University

How you will grow...

- Study at your own pace, using an interactive guidebook
- Apply what you learn to your everyday work and your plans for the future
- Develop your own leadership style
- Collaborate with the workshop team to develop and complete a project to improve transportation services
- Develop your own project to address a pertinent issue within your own organization
- Attend two workshops with others in locations across the state
- Work with a sponsor from your organization to ensure the course is relevant to your own work
- Work with a facilitator/advocate who will discuss the ideas and concepts in the workbook with you
- Earn 10 CEUs in recognition of your accomplishments in the NC-TLDP

- Taught for over 20 years
- Over 300 of your peers have gone through the program

Spring 2024 Schedule

Registration Closes: February 5

Start: February 19

Seminar 1: March 13-15

Seminar 2: April 17-19

End: May 24

Cost

Rural: \$950

Urban: \$2,300

Register

<https://itre.ncsu.edu/focus/transit/transportation-leadership-development-program-tldp/>



Jeremy Scott
jscott@ncsu.edu
(919) 515-8624

NCDOT-IMD Strategic Training Program Information

- Procurement training survey is open through 1/18/24

- <https://www.surveymonkey.com/r/VZWT8QG>

SCHEDULED TRAINING

- JANUARY 16 – Financial Management *Virtual*

- <https://attendee.gotowebinar.com/register/2773298614576323419>

- JANUARY 24-25 – ADA – *Virtual*

- <https://attendee.gotowebinar.com/register/5280264290742918487>

- FEBRUARY 8-9 PASS Train-the-Trainer - *In-person*

- PART Administrative Office – Greensboro

- CTAA Course to certify trainers to teach PASS

- <http://rlsandassoc.com/events/pass-greensboro-feb-8-9-2024/>

NCDOT-IMD Strategic Training Program Information

SCHEDULED TRAINING (continued)

- **FEBRUARY 15 Reasonable Suspicion** *Virtual*
 - <https://attendee.gotowebinar.com/register/4485737397900831321>
- **FEBRUARY 29 Conflict De-escalation** *Virtual*
 - <https://attendee.gotowebinar.com/register/6162130889586342232>
- **Scheduled trainings are shown on IMD Calendar (In Blue) and have the link to register**
 - <https://connect.ncdot.gov/business/Transit/Pages/Transit-Communication-Hub.aspx>
- **New Director Boot Camp** *In-person*
 - Likely in late March – 1-Day Class
 - May require overnight travel to Raleigh
 - New Directors with less than 3 years experience should attend
 - Prerequisite to Transit Academy 101

Special Project Updates



Human Trafficking Updates

- Combatting Human Trafficking Training has received over 120 responses so far.
- Training is currently being updated based on feedback.
- Options for taking the Combatting Human Trafficking Training will have multiple options:
 - Online version
 - Paper version
 - QR code for taking the training on mobile devices
- Final version of the Combatting Human Trafficking Training will be finished over next couple weeks.
- FTA will also have a webinar for Human Trafficking awareness month.

Human Trafficking Awareness Month



Join APTA Next Week for a Free Webinar:

Human Trafficking: Awareness to Action Webinar
 Wednesday, January 17
 2:00-3:30 pm ET

APTA is inviting you to a scheduled Zoom meeting, which you can access on January 17 by clicking [here](#) and using the passcode "APTA".

With the proper training, transit employees have a unique opportunity to recognize and report human trafficking. Human trafficking is modern day slavery and is defined by the U.S. Department of Justice as a crime that involves the exploitation of a person for labor, services, or commercial sex. Human trafficking is a worldwide criminal industry that denies freedom from nearly 25 million people around the world, and the number of reported trafficking cases continues to rise each year.

Truckers against Trafficking's Busing on the Lookout (BOTL) program provides free, industry-specific **resources for transit agencies to equip their employees with the information they need to combat human trafficking** in the course of their jobs.

This virtual presentation will:

- Review the anti-trafficking resources available to transit agencies,
- Share success stories from the transit industry, and
- Highlight a newly developed template for implementing human trafficking response protocols, which are vital to effective anti-trafficking initiatives.



REMINDER: Register for the Human Trafficking Prevention Month FTA Webinar — January 24, 2024

FTA is hosting a [Human Trafficking Prevention Month Webinar](#) on Wednesday, January 24, 2024 at 2 p.m. ET. During the webinar, Kristen Joyner of the South West Transit Association (SWTA) will facilitate a discussion with representatives from the Oklahoma Transit Association and Prairie Hills Transit (SD) about how their organizations have implemented resources from the Safety4Transit website to prevent crime and human trafficking.

As part of an FTA-funded crime prevention grant, the Texas Transportation Institute (TTI), SWTA and the Community Transportation Association of America (CTAA) partnered in the development of the [safety4transit.org](#) website with resources to prevent crime and human trafficking at smaller transit agencies.

Links:

[Human Trafficking Prevention Month Webinar Registration](#)
[Human Trafficking Awareness and Public Safety Initiative](#)

Statewide Locally Coordinated Plan

- 4th and final Coordinating Committee Meeting Thursday
 - Will present draft recommendations and priorities for all 10 districts
 - Coordinating Committee will review recommendations and provide comments
- Draft Plan- late January
- Final Plan- March- will be posted online
- Recommendations and Plan will be broken down by District so systems and planners can use for own planning purposes if needed.
- For additional information, please reach out to Hart Evans
jhevans1@ncdot.gov



Bicycle Helmet Initiative

Purpose:

The primary goal of the Bicycle Helmet Initiative is to reduce child/youth bicycle fatalities and serious injuries, including head trauma, in North Carolina by wearing bicycle helmets when riding bicycles.

Eligibility/ Requirements:

- Applicants/Organizations must not be private companies/ for profit and be a North Carolina resident. All distribution activities must take place in North Carolina.
- Helmets should be distributed to low-income children 17 & under.
- Helmets cannot be sold.
- Helmet distribution must take place within 12 months after receiving helmets.
- Awardees will submit a report on their bicycle program within 30 days following event (Final deadline for report is December 31, 2024).

Important Dates

Key dates for the 2024 Bicycle Helmet Initiative cycle.

| Activities | Dates |
|--|---|
| Call for Applications | January 4, 2024 |
| Application Submission Deadline – 5:00 pm | February 9, 2024 |
| Award Notification / BOT Approval | March 2024 |
| Awardees Receive Helmets | By April 2024 |
| Final Bicycle Event Report Submission Deadline | Within 30 days of event or end of the awarding year |

Calendar & Resource Updates



Transit Communication Hub

| January 2024 | | | | | | |
|---------------------------------------|---|-----------------------|---|----------------------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| December 31 | January 1, State Holiday - I | 2 | 3 | 4 NCDOT-IMD Pi | 5 | 6 |
| FY25 5303 Planning Application Window | | | | | | |
| 7 | 8 | 9 | 10 Transit System | 11 | 12 | 13 |
| FY25 5303 Planning Application Window | | | | | | |
| 14 | 15 Charter Report | 16 NCDOT-IMD Fi | 17 | 18 | 19 | 20 |
| FY25 5303 Planning Application Window | | | | | | |
| | Training Repor Vehicle and Lif Program Incorr | | | | | |
| 21 | 22 | 23 | 24 NCDOT-IMD Americans with Disabil | 25 | 26 | 27 |
| FY25 5303 Planning Application Window | | | | | | |
| 28 | 29 | 30 Quarterly Claim | 31 Monthly Claim | February 1 | 2 | 3 |
| FY25 5303 Planning Application Window | | | | | | |
| | | | OpStats Due (| | | |

Important Dates – Next 30 Days

Reporting Due:

- Charter Report Due – 01/15/24
- Training Report Due – 01/15/24
- Vehicle and Lift PM Data (EAM) Due – 01/15/24
- Program Income Report Due – 01/15/24
- November Monthly ROAP Report Due (FY24) – 01/15/24
- TDM Claims/Progress - FY24 Q2 Due – 01/15/24
- Quarterly Claims Due – 01/30/24
- Monthly Claims Due – 01/31/24
- OpStats Due - 01/31/24

Training:

- Financial Management Training Session – 01/16/24
- Americans with Disabilities Act (ADA) – 01/24/24 & 01/25/24

Meetings:

- Next Transit Call is on 2/14/24



IMD SmartSheet Links for Transit Systems

This page will list commonly used SmartSheet Links will doing business with IMD. Please send any questions to Timothy Blair Chambers, Jr., Compliance & Procurement Branch Manager, Integrated Mobility Division, North Carolina Department of Transportation, 919-707-4693 (office) or tbchambers@ncdot.gov.

General/Surveys

- [Provide feedback from Transit Calls and Ideas for training topics here.](#)
- [Transit Facility & Low Emission Fleet Transition Feasibility Survey \(Open\)](#)
- [STIP Amendment Request Database Form](#)
- [NC Department of Transportation Flex Request Form](#)

ROAP Reports

- [ROAP Report Entry \(Monthly\)](#)

Charter Reports

- [Charter Report Quarterly Submission](#)

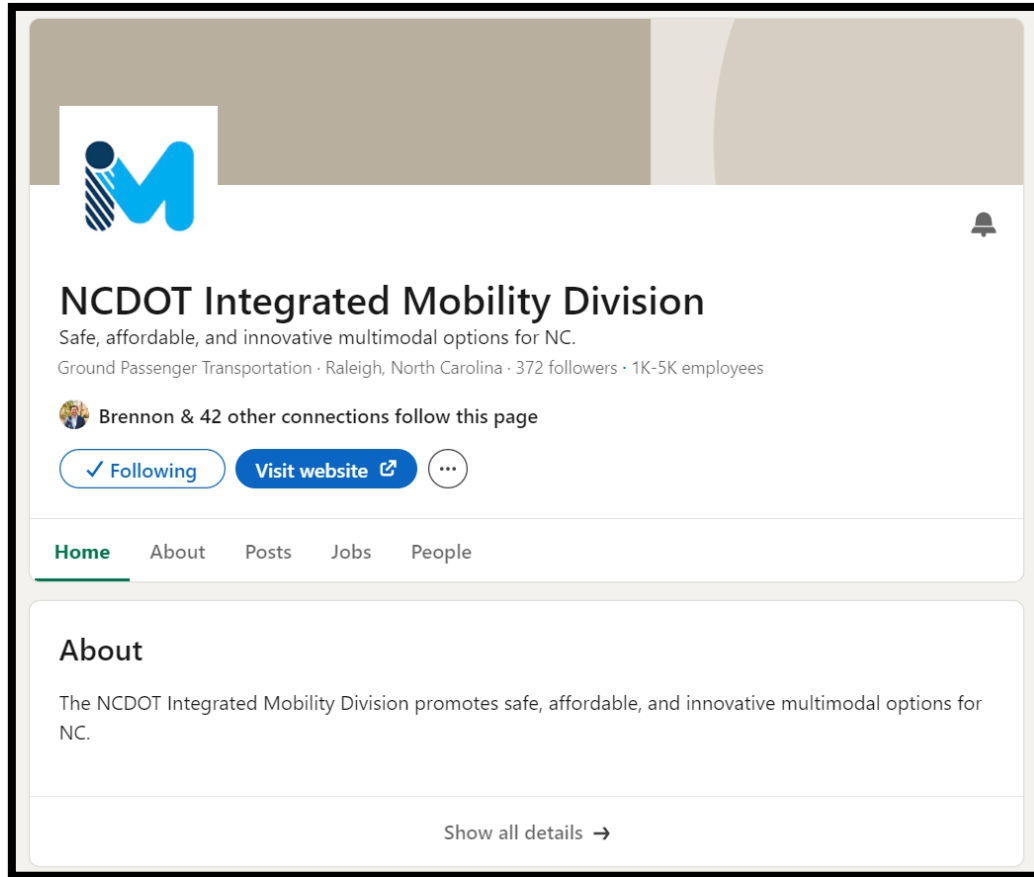
Transit Activity Reporting

- [Accident/Incident Reporting \(Active\)](#)

Vehicle Related Reporting

- [Vehicle Disposition Tracking \(Coming Soon\)](#)

IMD Social Media



The image shows a screenshot of the Facebook profile page for the NCDOT Integrated Mobility Division. At the top left is the profile picture, a blue stylized 'M' logo. Below it is the name 'NCDOT Integrated Mobility Division' and a short bio: 'Safe, affordable, and innovative multimodal options for NC.' Further down, it says 'Ground Passenger Transportation · Raleigh, North Carolina · 372 followers · 1K-5K employees'. There are buttons for 'Following' and 'Visit website'. A navigation bar includes 'Home', 'About', 'Posts', 'Jobs', and 'People'. The 'About' section is expanded, showing the same bio text. At the bottom right of the section is a 'Show all details' link with a right-pointing arrow.



The image shows a screenshot of the Twitter profile card for NCDOT Integrated Mobility. At the top left is a back arrow, the name 'NCDOT Integrated Mobility', and '47 posts'. Below this is a header image showing a person on a bicycle in front of a bus. The profile picture is the blue 'M' logo. To the right of the profile picture are icons for a menu, direct message, share, and a 'Following' button. Below the profile picture is the name 'NCDOT Integrated Mobility' and the handle '@NCDOT_IMD'. The bio reads: 'The NCDOT Integrated Mobility Division promotes safe, affordable, and innovative multimodal options for NC.' Below the bio are location tags for 'North Carolina', a website link 'ncdot.gov/divisions/inte...', and a 'Joined July 2023' tag. At the bottom, it shows '71 Following' and '98 Followers', followed by a small profile picture and the text 'Followed by Alex Rotenberry, NC By Train, and 2 others you follow'.

Questions?



Provide feedback and ideas for topics:

<https://app.smartsheet.com/b/form/f626a9fbbd7649e4ba4dd45b3bedbcfd>