



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

September 13, 2023

AGENDA

- Finance Updates
- Grant Administration Updates
- Compliance & Procurement Updates
- Planning & Programming Updates
- Questions

Finance Updates



Finance Updates

- All program contracts have been sent out via DocuSign.
- We are still waiting on several contracts to come back from the transit agency
- Executed contracts with agreement numbers are being sent via DocuSign to the subrecipient
- In the event that you haven't received your executed contract, please check EBS for a signed copy or reach out to finance asap.
- In the absence of Tangerine Stancil, please refer all questions, comments or concerns to Jocelyn Valdez at 919-707-4683 or Cassandra Wilson at 919-707-4680

ROAP Update

- The **ROAP** application was released on September 6, 2023, and the e-mail notification was sent to transit directors and other contacts on IMD contact list.
- The application was posted to the IMD Connect page, UGA tab and is available to download; link is below.
- Completed applications are due in the ROAP drop box in EBS by October 11, 2023.
- The **SMAP** application for Urban, Small Urban, and Urban regional fixed route and commuter bus systems has also been posted to the same location. Those applications are also due in the SMAP drop box by October 11, 2023.
- <https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx>

ROAP Update (Continued)

FY24 ROAP Funding Analysis:

FY 23 Unspent Funds and FY 24 Allocations

FY23 Unspent Funds: EDTAP = \$1,374,773; EMPL = \$785,628; RGP = \$1,575,926 TOTAL = \$3,737,327

FY24 Allocations: EDTAP = \$8,680,458; EMPL = \$2,175,007; RGP = \$7,822,874 TOTAL = \$18,678,339

*Unspent funds figured into the allocated amounts in the table included in the ROAP application.

ROAP Reporting Update

July reports due September 15th – 28 reports submitted and approved

August reports due October 15th – 4 reports submitted and approved

ROAP Update (Continued)

- The FY24 ROAP monthly report form has been updated and is available for systems to use.
- **NEW:** Fares are to be deducted from expenses and if collected, reported on the “Fares” line in each program.

- In each funding category record the expense minus fares.
- In each funding category a new dropdown box has been added to select Yes or No for fares and if Yes, a box opens to record the amount of fares
- Fare amounts do not calculate from your ROAP allocation amounts but calculate for your record or auditing purposes

EDTAP

EDTAP Trips *

Enter the number of trips taken for the reporting period.

EDTAP Trips Non-Transit *

EDTAP Expend *

Enter the total amount of EDTAP Expenditures minus fares being reported for the month at the transit level and any suballocated funding.

EDTAP Fares? *

Select yes if EDTAP fares were collected for the reporting month.

EDTAP Fares \$

Enter the total amount of EDTAP fares collected for the reporting month.

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

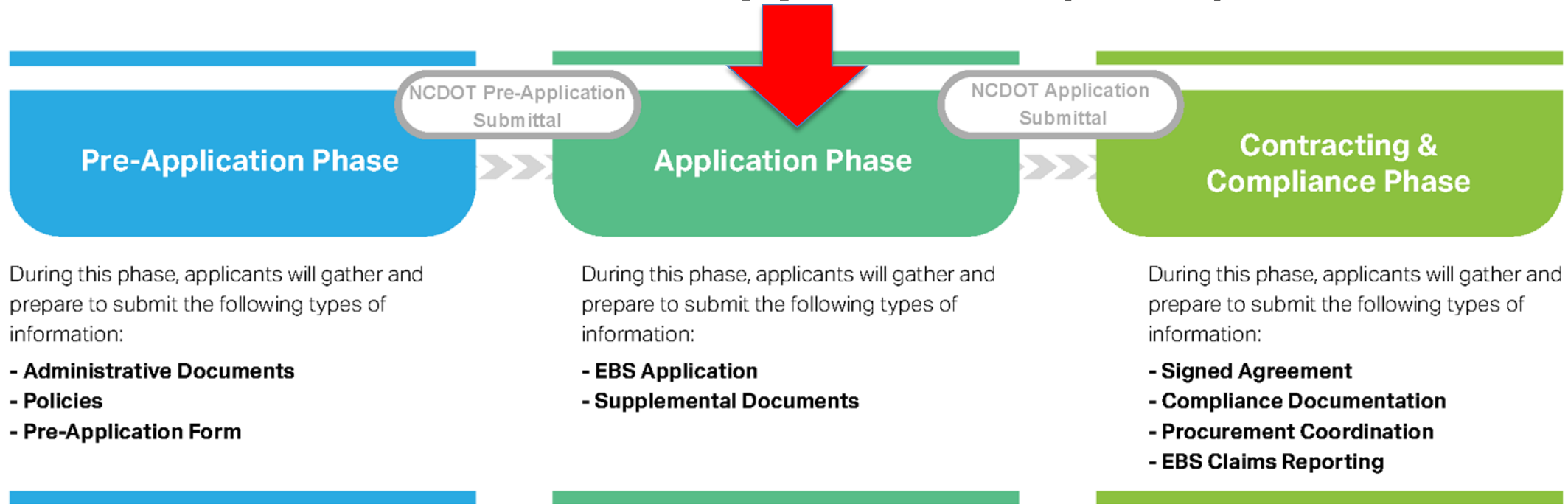
Grant Administration



Vehicle Insurance Eligibility Cap

- Change to Vehicle Insurance Cost Limits
 - Due to escalating Insurance costs that are anticipated to raise over the next few years.
 - There will be no limits to the amount in your grant budget going forward (previously \$2,500).
 - You will still be required to provide documentation to your application and claims to back up your request.
 - You can still make changes to your FY25 applications, if needed.
 - Changes to the UGA Guidance and the Business Guide are being worked on and should be completed soon.

FY 25 Unified Grant Application (UGA) Process



- Completed Grant Applications, including the Combined Capital application, are due in EBS – Friday, **October 6, 2023**
- Quick Reference Guides available on UGA webpage: <https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx>
- For any technical assistance, reach out to your RGS

Completed Grant Applications **Deadline Friday, October 6**

- ▶ Capital Purchase of Service
- ▶ Section 5310
- ▶ Section 5311
- ▶ Urban Advanced Technology
- ▶ Urban Strategic Transportation Investments (STI)
- ▶ Rural STI
- ▶ Combined Capital
- ▶ ConCPT Consolidation (CN)
- ▶ ConCPT Coordination (CO)
- ▶ Rural State Operating Funds (RO)
- ▶ Travelers' Aid
- ▶ Urban State Match
- ▶ Non-STI
- ▶ Mobility Manager
- ▶ Capital Cost of Contracting



Grant Applications Opening Later in 2023

- ▶ 5303 Planning (Fall 2023)
- ▶ Rural Operating Assistance Program Opened September 6th Due in EBS Dropbox October 11th.
- ▶ State Maintenance Assistance Program Opened September 6th Due in EBS Dropbox October 11th.
- ▶ Transportation Demand Management (TBD)
- ▶ Other FTA Discretionary Grants (As Available)



Other Updates and Reminders

- ▶ If you are planning to apply for Indirect Costs on your FY25 application, be sure to include **G481 (Central Services)**. Remember to upload your Indirect Cost documentation to your application no later than October 6th.
- ▶ [IDCR Forms](#)- Link to NC Connect Indirect Cost Allocation Forms.
- ▶ For FY24 if you did not include indirect costs in your application this G code can not be added.
- ▶ For assistance with your claims and change requests, please contact Elizabeth Peak at (904) 813-3283 or ext-eapeak@ncdot.gov.



Compliance & Training Updates

Procurement Updates – Vehicle Ordering

- FY24 Vehicle Order Forms
 - Distributed accordingly to systems as of 8/25/23
 - Systems who have been approved for NCDOT/FTA funding in FY24 may now look to order vehicles utilizing these order forms
 - If you have not placed your FY23 orders, please do so ASAP; if your systems has vehicles on both FY23 and FY24, please make sure to complete FY23 and FY24 orders on separate order forms
 - When placing orders:
 - Please make sure that you have an active executed agreement funding these orders
 - Make sure that the vehicle type you are ordering matches the G-code in your approved agreement
 - CC Chris Dodson, Procurement Officer when the order forms are emailed to the vendor of your choice
 - Chris Dodson
 - cbdodson@ncdot.gov
 - 919-707-4696

2023 Compliance Reviews

- In 2023, we will cover 51 Compliance Reviews
 - 29 5310 Non-Profit Reviews
 - 27 Scheduled
 - 19 Conducted
 - 10 Pending
 - 3 Completed
 - 21 5311 Transit System Reviews (Will begin in the Fall-October)

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)

Training Information

- **Drug & Alcohol Program Manager (DAPM) & Reasonable Suspicion Training**
 - DAPM and Reasonable Suspicion being held online this week

- **Upcoming PASS Train the Trainer Courses**
 - Will be onsite in 3 locations:
 - **Pitt County (Greenville) – Pitt Area Transit System - September 28 – 29**
 - **Burke County (Morganton) – Foothills Higher Education Center- October 9-10**
 - **Harnett County (Lillington) – Harnett Co Public Utilities - October 12-13**
 - Seating capacity for each class is 20
 - Registration is open for all classes – register for Pitt ASAP – there is online work that must be done prior to attending the class.

Registration Links to PASS Train the Trainer

- September 28-29 (9:00 am - 5:00 pm) Pitt Area Transit (PATs), 1717 W. 5th St., Greenville, NC 27834
- <http://rlsandassoc.com/events/pass-greenville-sept-28-29-2023/>
- October 9-10 (9:00 am - 5:00 pm) Foothills Higher Education Center (Burke County), 2128 S. Sterling St., Morganton, NC 28655
- <http://rlsandassoc.com/events/pass-morganton-oct-9-10-2023/>
- October 12-13 (9:00 am - 5:00 pm) Harnett County Public Utilities, 700 Mckinney Pkwy, Lillington, NC 27546
- <http://rlsandassoc.com/events/pass-lillington-oct-12-13-2023/>



Planning & Programming Updates



Statewide Locally Coordinated Plan

- Thanks to all the partners that dispersed the information about the Virtual Public Workshops, Public Survey, and Virtual Room.
 - To date, 1,100+ people have responded from throughout the State!
 - 400+ people have visited the Virtual Room to review Plan information.
 - 40 people attended the First Public Workshop on September 7th.
- The Last Virtual Public Workshops are being held today. A recording of the workshops will be posted in the Virtual Room later this week.
- The Public survey will be open until September 28th. Please continue to promote the survey to your riders and include print copies in your offices and around your transit centers (if applicable).
- All materials and links for the Plan are linked on the Connect Site

Connect NCDOT
BUSINESS PARTNER RESOURCES

Home Help Team Sites Site Map

Doing Business Bidding & Letting Projects Resources Local Governments Search

Regulatory Small Business Consultants Directory of Firms Trucking Fleet & Material Mgmt DMV Public Trans Purchasing ROW Turnpike

Public Transportation
Grants, programs, projects, future plans, and resources for North Carolina Public Transportation Systems

Connect NCDOT > Doing Business > Public Trans

Transportation to COVID-19 Vaccine Sites
Click Here

NC Transit Cares
Click Here

Transit System Meeting Resources
Click Here

Integrated Mobility Division Strategic Goals
Click Here

Unified Grant Application
Click Here

Business Guide
Read More →

Statewide Locally Coordinated Plan Update
The Statewide Locally Coordinated Plan (SLCP) is a strategic framework to expand mobility options to seniors and individuals with disabilities, particularly in small urban and rural communities of North Carolina.
Read More →

PTD – Document Library
Resource documents and materials for Business Partners and Transit Providers

IMD – Quick Links

PTD Intern & Apprenticeship Program Video

Statewide Benefits of Transit by Transit System PDF File
1 pdf file combining all files

Statewide Benefits of Transit by Transit System Zip File
Zip File containing individual files

Volkswagen Settlement

GIS and Mapping

NCDOT Approved Product List Portal

BOT Agenda Website

Employee Directory
Staff contacts for Integrated Mobility Division

Contact Form
For questions & feedback about this area of Connect NCDOT contact Public Transportation Division

Please reach out **Hart Evans** jhevans1@ncdot.gov with any additional questions

Other Updates & Reminders



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)
- 📄 PASS Training Registration Survey (Open)
- 🔗 NCDOT-IMD – Drug & Alcohol Program Management & Compliance Training (USDOT-FTA) on Sep 11-13, 2023, 9:00 AM - 12:00 PM EDT (Open)
- 🔗 NCDOT-IMD - Reasonable Suspicion Determination Training on Sep 14, 2023, 1:00 PM - 4:00 PM EDT (Open)
- 🔗 CTAA PASS: Train-The-Trainer Certification Class - East
- 🔗 CTAA PASS: Train-The-Trainer Certification Class - West
- 🔗 CTAA PASS: Train-The-Trainer Certification Class - Central

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)

Transit Communication Hub

IMD Calendar (Website) (View Only) : smartsheet

Report Abuse Help

Calendar View Filter

September - October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 10	11	12	13	14	15	16
FY25 EBS Grant Application (Phase 2)						
	NCDOT-IMD - Drug & Alcohol Program Management & C...		Transit System	NCDOT-IMD		
17	18	19	20	21	22	23
FY25 EBS Grant Application (Phase 2)						
24	25	26	27	28	29	30
FY25 EBS Grant Application (Phase 2)						
				CTAA PASS: Train-The-Trainer Certi		
October 1	2	3	4	5	6	7
FY25 EBS Grant Application (Phase 2)						
			2023 Board of Transportation			
8	9	10	11	12	13	14
	CTAA PASS: Train-The-Trainer Certi		Transit System	CTAA PASS: Train-The-Trainer Certi		
			Rural Operatin			
			State Maintenz			
					Charter Report	
					Vehicle and Lif	

View Detail

Event Name
NCDOT-IMD - Reasonable Suspicion Determination Training

Event Type
Training Session

Date
09/14/23

End Date
09/14/23

Time
1:00 PM - 4:00 PM EDT

Link
<https://attendee.gotowebinar.com/register/1674188305119>

Point of Contact
Kim Angel
Kevin Edwards

Close

Transit Communication Hub

Due in the Last 30 Days & the Next 45 Days (View in [smartsheet](#))

Transit System Meeting @ 1pm	09/13/23
NCDOT-IMD - Reasonable Suspicion Determination Training	09/14/23
CTAA PASS: Train-The-Trainer Certification Class - East Pitt Area Transit (PATs), 1717 W. 5th St., Greenville, NC 27834	09/28/23
2023 Board of Transportation	10/04/23
CTAA PASS: Train-The-Trainer Certification Class - West Foothills Higher Education Center (Burke County), 2128 S. Sterling St., Morganton NC 28655	10/09/23
Transit System Meeting @ 1pm	10/11/23
Rural Operating Assistance Program (ROAP)	10/11/23
State Maintenance Assistance Program (SMAP)	10/11/23
CTAA PASS: Train-The-Trainer Certification Class - Central Harnett County Public Utilities, 700 McKinney Pkwy, Lillington, NC 27546	10/12/23
Charter Reports Due - FFY23 Q4 (Jul-Sep)	10/13/23

Communications		
✓ Date Sent	📄 Name	Subject
9/7/2023	CTAA PASS_ Train-The-Trainer Certification Class Opportunities	Training
9/6/2023	Announcement_ FY 24 ROAP and SMAP Applications Post to IMD Connect Page	Grant Call
9/1/2023	LCP Public Workshops and Survey Distribution to Partners	Survey
8/30/2023	Hurricane Idalia Situation Report Submittal - August 30, 2023	Announcements
8/29/2023	Reminder - FY23 OpStats Reports - Due August 31st	Announcements
8/11/2023	New Unified Grant Application (UGA) Tutorial Video on Connect Page	Training
8/10/2023	Statewide Benefits of Transit and Business Guide Updates	Announcements
8/3/2023	FY25 Combined Capital Application Open in EBS	Grant Call
7/28/2023	Locally Coordinated Plan - LCP Stakeholder Survey (5310)	Announcements
7/19/2023	NCDOT-IMD Training Opportunity_ CTAA's Train the Trainer PASS Course	Training
7/19/2023	NCDOT-IMD Training Opportunity_ Drug & Alcohol Training Sessions	Training
7/12/2023	RE_ FFY23-Q3 Charter Reports	Announcements

QUESTIONS



Previous slides, recordings and FAQs:

<https://connect.ncdot.gov/business/Transit/Pages/Transit-Meeting-Resources.aspx>

Provide feedback and ideas for topics:

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