



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

November 15, 2023

AGENDA

- Grant Administration Updates
- Compliance & Procurement Updates
- Training Updates
- Human Trafficking Grant
- Questions

Grant Administration



ROAP Update – November 15, 2023

- Due to unforeseen circumstances at IMD, the planned ROAP and SMAP disbursements scheduled for November 13-17 will be postponed for a week or two
- An anticipated disbursement date has not been established at this time
- Notification will be made when a disbursement timeline has been established

ROAP Update (Continued)

FY24 ROAP Analysis:

ROAP Reporting Update as of November 14th

July reports due September 15th – 85 reports submitted and approved

- 9 reports not submitted or not approved at this time

August reports due October 15th – 81 reports submitted and approved

- 13 reports not submitted or not approved at this time

September reports due November 15th – 43 reports have been submitted at this time

Thank you for the attention to making corrections to reporting errors. Our new procedure of sending back a report, transit director makes corrections and initial and dates the notes section and resubmits has been successfully used during the past month. This will prevent duplicate reports and errors in calculations throughout the year.

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.

ROAP Update (Continued)

- Only actual program expenses for EDTAP, EMPL and RGP are to be reported in the program expenditure fields

- 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.

100

EDTAP Trips Non-Transit *

0

EDTAP Expend *

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

500.00

EDTAP Fares? *

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

Yes

EDTAP Fares \$

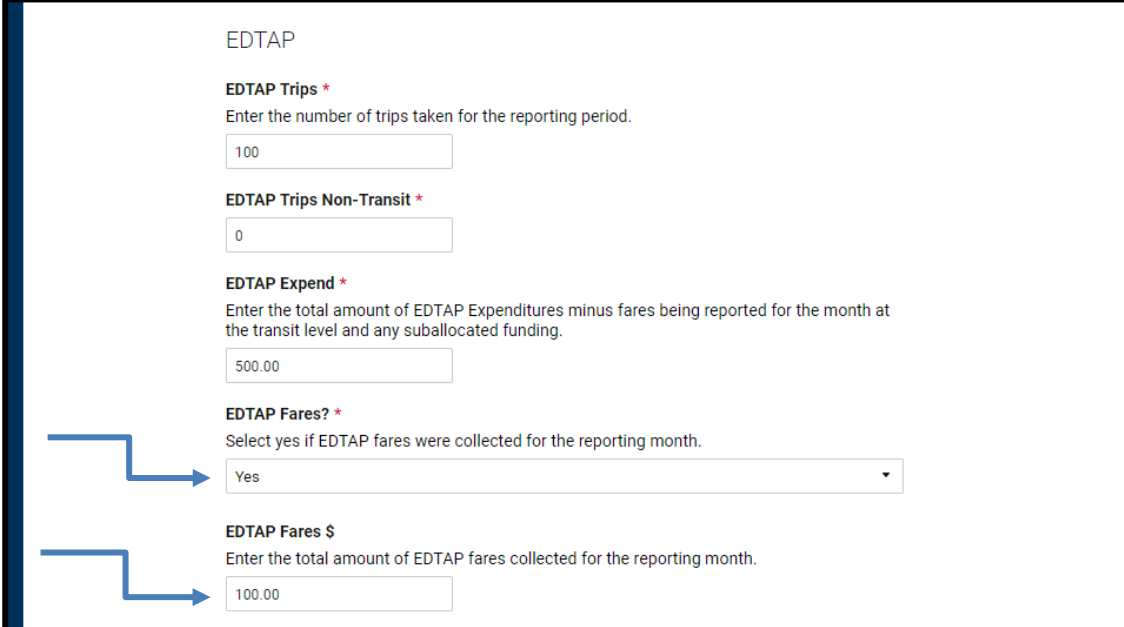
Enter the total amount of EDTAP fares collected for the reporting month.

100.00

ROAP Update (Continued)

- **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.

Blue arrows point from the text on the left to the 'EDTAP Fares?' dropdown and the 'EDTAP Fares \$' input field.

IMD is working on the monthly ROAP report to include a running funds balance in each program. Stay tuned.

ROAP Update (Continued)

ROAP Monthly Allocation Balance Update Report

IMD is working on the monthly ROAP report which will include a 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.

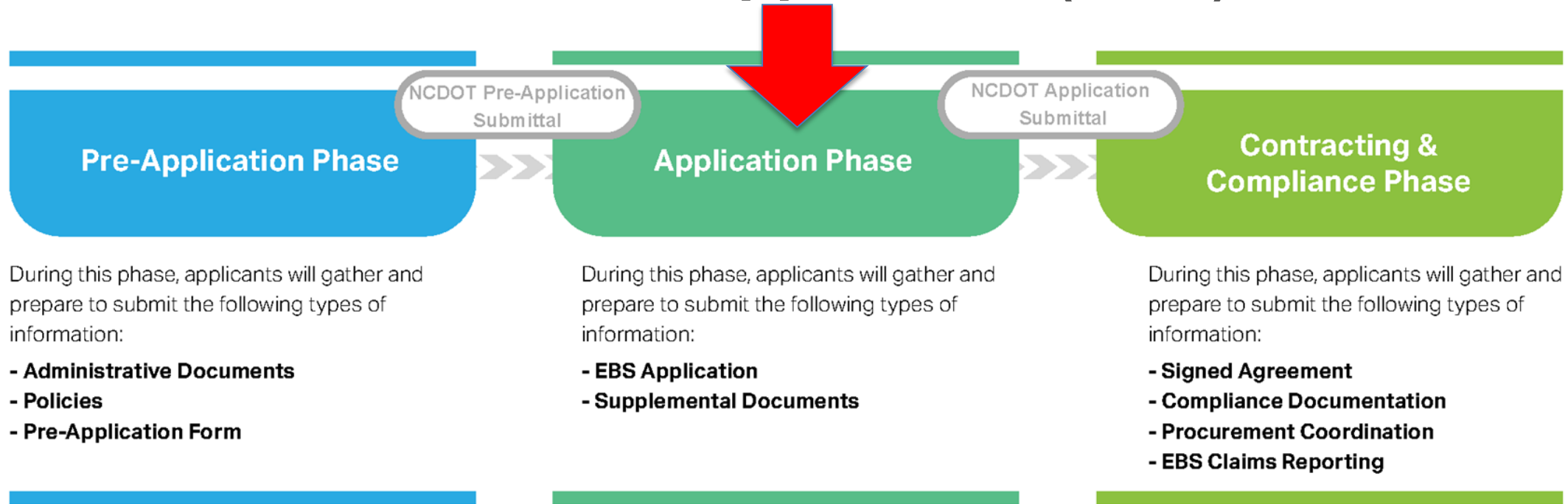
The balances in the reports will not include reports that have been submitted but not yet approved. The balance reports are to provide an estimated update of the ROAP balances but transit directors and/or Finance directors are ultimately responsible for keeping up with program funds and reports submitted.

The initial balance report had an error which has been corrected and new reports will be run and sent out to transit directors.

FY24 ROAP Report SmartSheet Link

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

FY 25 Unified Grant Application (UGA) Process



- All Applications are currently under review by the RGS Staff.
- Please be responsive should they reach out to your agency requesting missing documentation.
- For any technical assistance, reach out to your assigned RGS.

Grant Applications Opening Later in 2023

- ▶ 5303 Planning Application for MPO's **Opening December 1, 2023,**
Closing January 26, 2024
 - ▶ FY 25 5303 Allocations will be distributed prior to the opening of the grant application period.
 - ▶ There has been some changes to the program this year we will host a training webinar on **November 30th** stay tuned for more details.
- ▶ Transportation Demand Management (TBD)
- ▶ Other FTA Discretionary Grants (As Available)



Other Updates and Reminders

- ▶ For assistance with your claims and change requests, please contact Elizabeth Peak at (904) 813-3283 or ext-eapeak@ncdot.gov.
- ▶ Please be responsive to Liz if she reaches out to your agency requesting additional information this will help expedite the review of your claims and change requests.



2024/25 Intern & Apprenticeship

- Sponsorship applications MUST be received no later than 5 PM on December 8, 2023
- The hourly rate for this project is a MAXIMUM of \$24.00 / hour.
- The Apprenticeship has a MAXIMUM budget of \$52,774 (includes 10% local match) 2080 Hrs. @ \$24.00/hr. Max salary is \$49,920 (includes match)
- The Internship has a MAX budget of \$23,828 (includes a 10% local match) 880 hrs. @ \$24.00/hr. Max salary is \$21,120 (includes match)
- Educational requirements/restrictions have been waived for this cycle.
- **Request for Sponsors** information is available on the Connect NCDOT website and by request. kbedwards2@ncdot.gov

Compliance & Training Updates

2023 Compliance Reviews

- 5310 Non-Profit Reviews
 - 25 Total
 - 24 Conducted
 - 1 Scheduled
 - 17 Closed (8 in the process)

- 5311 Transit System Reviews
 - 20 – Total Reviews
 - 16 – On-site, 4 – Virtual (Inter-city Bus)
 - 11 – D&A Policies Submitted for Review / 9 – To Be Submitted
 - 20 – Title VI Policies Received / 2 – Deficient but In Process

Compliance Reviews

Compliance Reviews

[↑](#) ▶ [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 Page which was provided in September for a summary of all changes (Definitions, SAP & MRO guidelines, etc.)

Training Information

- **Training Calendar for 2024 is being developed**
 - January-March classes are being confirmed
 - Most training will be virtual

- **January-March 2024 Training Topics (planned):**
 - Procurement
 - Financial Management
 - ADA for Administrative Staff
 - PASS Train the Trainer
 - Reasonable Suspicion
 - Conflict De-escalation
 - UGA Training
 - Customer Service/Disability Awareness
 - DAPM
 - Compliance Review
 - New Director Boot Camp
 - Transit Academy 101



5th National RTAP Conference Navigating the Tides of Change with Rural & Tribal Transit

December 3-6, 2023

Marriott Myrtle Beach Resort at Grande Dunes
8400 Costa Verde Drive, Myrtle Beach, South Carolina 29572

[Book your hotel room today](#)

Rooms are \$209 per night at this 4-star beach-front hotel!

Conference Website and Registration

Conference Agenda

[View the agenda here \(updated 10-6-23\)](#). While still subject to change, the sessions are mostly finalized. Additional session details coming soon. Scroll down for the **Pre-Conference Trainings**, **NTI training** on Rural NTD Reporting, and **TSI training** on SMS Principles for Transit.

- Alternative fuels and electric vehicles
- Capital project management
- Civil rights (ADA, DBE, Title VI)
- Conflict resolution and de-escalation
- Cost allocation
- Cybersecurity
- Bus roadeos and other driver retention strategies
- Post-Accident and Random Drug & Alcohol Testing Requirements and Best Practices
- Financial forecasting and planning
- Intercity bus routes and programs
- Microtransit, vanpools, and MaaS
- Mobility management
- Procurement
- Safety plans
- Technology procurement
- Transit and tourism
- Transportation for employment, healthcare, and veterans
- Tribal programs
- Vehicle procurement and maintenance

Pre-Conference Training

Below are the options for the free trainings on Sunday, December 3, 2023. Registration is required.

The exact times have NOT been set yet. We are gauging the level of interest in the topics. In registration you can select up to two topics and will have a chance to edit your registration later to make a final decision.

- **Being Intentional: Inclusive and Equitable Initiatives In Transportation** (3 hours) - Carrie Diamond, Melissa Gray, Jane Mahoney, National Aging and Disability Transportation Center (NADTC); Joelle Kanter, Rhode Island Public Transit Authority (RIPTA); Kathryn Carroll, Association on Aging in New York
- **Financial Management 101 Training** (8 hours) - Richard Garrity, RLS & Associates
- **Grant Writing Workshop** (3 hours) - Carol Wright Kenderdine, Carol Wright Consulting
- **GTFIS Builder Workshop** (4 hours) - Marcy Jaffe, Transnnoation, Inc.
- **Intercity Bus Route Development Workshop** (4 hours) - Stephanie Gonterman, Isaacs & Associates and Fred Fravel, KFH Group
- **Marketing and Advocacy: Telling the Stories that Sell Transit** (3 hours) - Kristen Joyner, Georgia Transit Association
- **Rural and Tribal Service Design Training** (6 hours) - Ken Hosen, KFH Group
- **State Oversight 101** (8 hours) - Robbie Sarles, RLS & Associates
- **Tribal Transit Assessment Manual Review** (8 hours) - Dana Lucas, DMP Group
- **Website Builder Training** (4 hours) - Frank Condon, DevObal Technologies
- *Active Shooter Training - tentative*



NORTH CAROLINA
Department of Transportation

NCDOT IMD Combatting Human Trafficking Grant

November 15th, 2023

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Background

- FTA Innovations in Transit Public Safety Grant
 - Awarded in 2019
- High incidence of trafficking in NC
 - In 2019, 11th out of 50 states for reported cases
- Original training deliverables:
 - Printed materials for transit vehicles and stations
 - In-person training sessions for bus drivers and transit staff

Background cont.

- Pivot to web training due to COVID in 2020
 - Hosted on NCDIT-created webpage
- Grant amendment approved in 2021
- PSA video conceived as supplement to training



Training Materials Overview

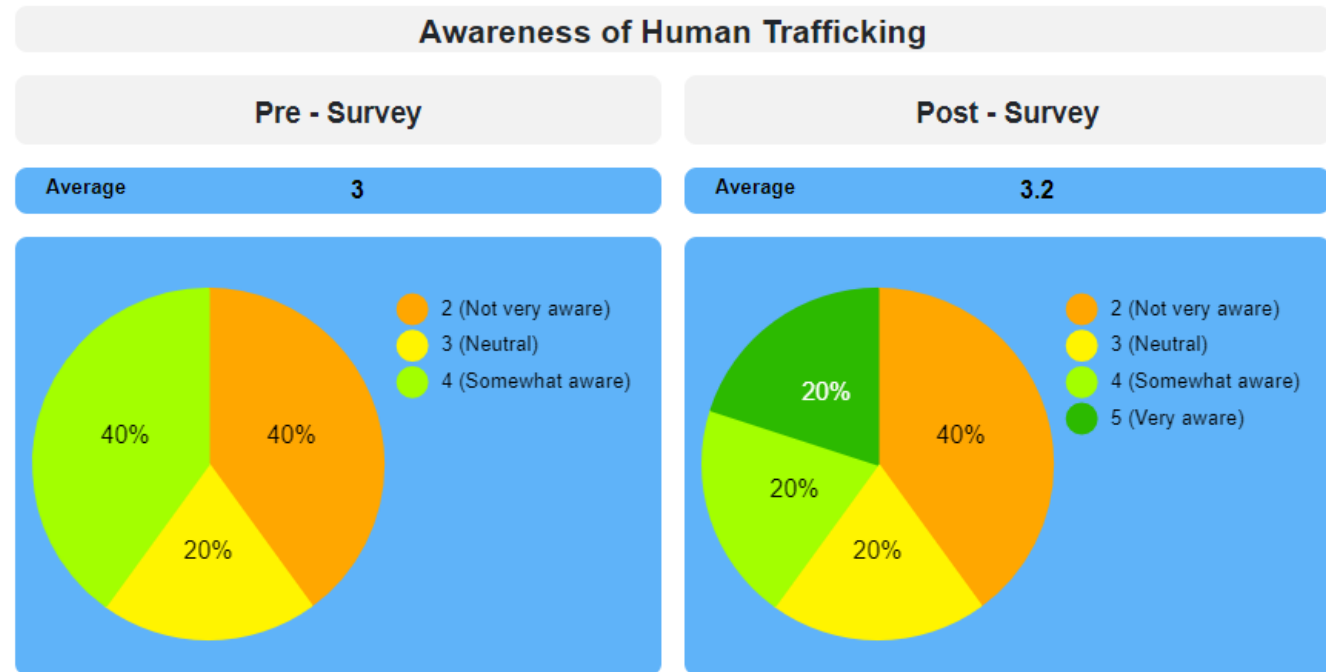
- Content informed by specialist organizations such as Blue Campaign and Truckers against Trafficking
- Materials reviewed by NC Department of Public Instruction staff
 - Survivor centered
 - Avoidance of stereotypes



North Carolina Department of
PUBLIC INSTRUCTION

Combatting Human Trafficking Training

- Tailored to transit employees
- Includes:
 - Pre and post-training questions
 - Two informational videos (BOTL)
 - Comprehension questions
- Certificate of Completion
- Smartsheet form for tracking



Combating Human Trafficking Posters

- Distinct designs for target audience
 - Agency employees
 - Public/Riders
- Consistent messaging with other resources
 - Hotline numbers
- Posted in English and Spanish
 - Templates available for additional languages online
- Print quantities from NTD



Combatting Human Trafficking PSA

- Intended to reach broader audience
- 30-second video
 - Plausible human trafficking scenario
 - Common warning signs
 - Reporting instructions

**Report human trafficking,
call (888) 373-7888 or
text “BE FREE” (233733).**



Human Trafficking PSA Video Link: <https://youtu.be/ObBNpJesdLo?si=yy8dxs46dl27gDlx>

Next Steps

- Develop a quick user guide for accessing and taking the training
- Translate print materials into additional languages
- Feature Combatting Human Trafficking training reminders and facts during monthly Transit System Calls
- Plan for integrating resources and guidance for reporting human trafficking into the Mobility-as-a-Service (MaaS) app

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 \(Open\)](#)
- [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 \(Coming Soon\)](#)

Transit Communication Hub

IMD Calendar (Website) (View Only) : smartsheet

Report Abuse Help

Calendar View Filter

November - December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 5	6	7	8	9	10 State Holiday -	11
12	13	14	15 Transit System September Mo	16	17	18
19	20	21	22	23 State Holiday - Thanksgiving (NCDO)	24	25
26	27	28	29	30 Monthly Claim	December 1	2
3 5th National RTAP Conference in Myrtle Beach, SC	4	5	6 2023 Board of Transportation	7	8	9

Important Dates – Next 30 Days

- September Monthly ROAP Reports Due (11/15)
- Thanksgiving Holidays –Office is Closed (11/23 & 11/24)
- Monthly Claims Due (11/30)
- National RTAP –Myrtle Beach (12/03-12/06)
- Next Transit Call is on 12/13

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>