

Grant Funding Review Part 2 and Unified Grant Application (UGA) Program Review





Federally Funded Discretionary Grants

Federal Discretionary Grants applied for through IMD

- Accelerated Innovative Mobility
- RAISE
- 5339(b)&(c)Bus and Bus Facilities
- IMI Integrated Mobility Innovation
- Low or No Emission Program
- HOPE
- Human Trafficking
- Transit Oriented Development

Federally Funded Discretionary Grants

➤ AIM - Accelerating Innovative Mobility (Pilot Programs)

Accelerating Innovative Mobility (AIM) will highlight FTA's commitment to **support and advance innovation in the transit industry.**

➤ RAISE - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) (formerly TIGER) The RAISE program helps communities large and small fix and modernize their infrastructure including transit. ****USDOT funds**

➤ 5339(b) Grants for Buses and Bus Facilities and (c) LoNo – Low or No Emission Program

Provides funding through a competitive allocation process to states and transit agencies to **replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.** The competitive allocation provides funding for major improvements to bus transit systems that would not be achievable through formula allocations.

Provides funding through a competitive process to states and transit agencies:

- **to purchase or lease** low or no emission transit buses and related equipment,
- **to lease, construct, or rehabilitate** facilities to support low or no emission transit buses.
- **to support the wider deployment** of advanced propulsion technologies within the nation's transit fleet.



Federally Funded Discretionary Grants



- **HOPE – Helping Obtain Prosperity for Everyone Program** This program is designed to support projects that will address transportation challenges faced by areas of persistent poverty such as deteriorating conditions and disproportionately high fatality rates on rural transportation infrastructure.
- **Human Trafficking** Traffickers use all modes of transportation to conduct their activities and often use public transit because it is low cost, offers greater anonymity in buying fare cards, and provides less direct interaction with government or transit officials.
- **IMI – Integrated Mobility Innovation** Innovative and effective practices, partnerships and technologies to enhance public transportation effectiveness, increase efficiency, expand quality, promote safety, and improve the traveler’s experience
- **TOD (PILOT) – Transit Oriented Development** Transit-oriented development, or TOD, includes a mix of commercial, residential, office and entertainment centered around or located near a transit station. Dense, walkable, mixed-use development near transit attracts people and adds to vibrant, connected communities.



INTEGRATED
MOBILITY
DIVISION

PUBLIC TRANSPORTATION

FUNDING SOURCES OVERVIEW

FY24



FUNDING SOURCES OVERVIEW



INTRO – Unified Grant Application Guidance

PART 1 – What Funding Sources are Available?

- 1.1 Public Transportation Funding in North Carolina
- 1.2 Funding Available
- 1.3 Additional Guidance on Available Funding

PART 2 – What Expenses are Eligible?

- 2.1 Using Public Transportation Funding in North Carolina
- 2.2 Eligible Administrative Expenses
- 2.3 Eligible Operating Expenses
- 2.4 Eligible Capital Expenses
- 2.5 Eligible Planning Expenses
- 2.6 Guidance on Identifying Reimbursable Expenses

PART 3 – Application Process & Next Steps

- 3.1 Unified Grant Application Process
- 3.2 Application Timeframes
- 3.3 FY24 Master Documents
- 3.4 Funding Program Submittals
- 3.5 Claim Submittals
- 3.6 Final Notes



INTRO – Unified Grant Application Guidance

INTRO.1 How to Access the UGA Guidance

INTRO.2 UGA Guidance Overview

INTRO.2 How to Access the UGA Guidance

The screenshot shows the 'Public Transportation' section of the NCDOT website. The header includes 'Connect NCDOT BUSINESS PARTNER RESOURCES' and navigation links for Home, Help, and Site Map. A menu bar contains 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. A search bar is located to the right of the menu. Below the menu, a secondary navigation bar includes 'Prequalify', 'Small Business', 'Consultants', 'Directory of Firms', 'Trucking', 'Fleet & Material Mgmt', 'DMV', 'Public Trans', 'Purchasing', 'ROW', and 'Turnpike'. The main content area is titled 'Public Transportation' and describes grants, programs, projects, future plans, and resources for North Carolina Public Transportation Systems. A breadcrumb trail shows 'Connect NCDOT > Doing Business > Public Trans'. The main content is divided into two columns. The left column features four green cards with the following titles and 'Click Here' buttons: 'Transportation to COVID-19 Vaccine Sites', 'NC Transit Cares', 'Transit System Meeting Resources', and 'Integrated Mobility Division Strategic Goals'. The right column contains a 'PTD - Document Library' section with a description, followed by an 'IMD - Quick Links' section with links to 'PTD Intern & Apprenticeship Program Video', 'Statewide Benefits of Transit by Transit System', 'Volkswagen Settlement', 'GIS and Mapping', 'NCDOT Approved Product List Portal', and 'BOT Agenda Website'. At the bottom of the right column are two blue buttons: 'Employee Directory' (Staff contacts for Public Transportation Division) and 'Contact Form' (For questions & feedback).

URL

INTRO.1 UGA Guidance Overview

INTEGRATED MOBILITY DIVISION

PUBLIC TRANSPORTATION

UNIFIED GRANT APPLICATION GUIDANCE

FY24

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.
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PART 1
Background /
Eligible Applicants

PART 2
Eligible
Expenditures

PART 3
Application
Processes




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

INTRO.1 UGA Guidance Overview

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

PART 1 – What Funding Sources are Available?

- 1.1 Public Transportation Funding in North Carolina
- 1.2 Funding Available
- 1.3 Additional Guidance on Available Funding

1.1 Public Transportation Funding in North Carolina



Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

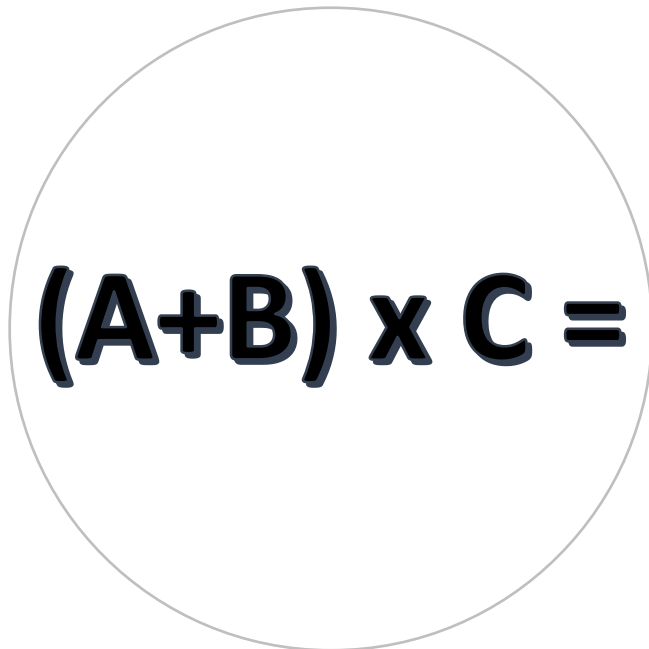
Local Funds
(General Fund, Sales tax, etc.)



1.2 Funding Available

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

Formula


$$(A+B) \times C =$$

Need



Other*
(STI, TDM, etc.)



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

1.2 Funding Available

- ▶ 5303
- ▶ Capital Purchase of Service
- ▶ 5310
- ▶ 5311
- ▶ Urban Strategic Transportation Investments (STI)
- ▶ Rural STI
- ▶ Combined Capital
- ▶ ConCPT Consolidation (CN)
- ▶ ConCPT Coordination (CO)
- ▶ Rural State Operating Funds (RO)
- ▶ Rural Operating Assistance Program (ROAP)
- ▶ State Maintenance Assistance Program (SMAP)
- ▶ Transportation Demand Management (TDM)
- ▶ Travelers' Aid
- ▶ Urban State Match
- ▶ Non-STI
- ▶ Mobility Manager
- ▶ Advanced Urban Technology

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

1.2 Funding Eligibility

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

CHOOSE YOUR ORGANIZATION TYPE

(Click applicable boxes below)

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

1 Choose your organization type.

1.3 Additional Guidance on Available Funding

The screenshot displays the 'PART 1 Background / Eligible Applicants' section of the NCDOT website. The main heading is 'MPO Funding Eligibility'. Below this, the sub-section '1.2.1 MPO Funding Eligibility' is visible. A dark blue box contains the heading 'MPO' and the text 'What funding programs could you manage directly as an MPO? (click the buttons below to open the MPO Eligibility Table)'. Two yellow buttons labeled '5303' and 'TDM' are shown. Below the buttons, the text reads: 'Here are funding programs your partners/member organizations may manage: 5307, 5310, SMAP, Urban STI, Urban State Match, Travelers' Aid, ConCPT, and TDM'. At the bottom of the page, a navigation bar includes 'PART 1 Background / Eligible Applicants' with a '1.2 Home' button, 'PART 2 Eligible Expenditures', 'PART 3 Application Processes', a home icon, and a chat icon.

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

MPO Funding Eligibility

1.2.1.1 MPO Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share*	Local Match
5303	Yes	80%	0 - 10%	10 - 20%
5307	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban STI	-	-	-	-
Rural STI*	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	-	-	-	-
ConCPT CO	-	-	-	-
RO	-	-	-	-
ROAP	-	-	-	-
SMAP	-	-	-	-
TDM	Maybe	There will be a separate application for FY 24		
Travelers' Aid	-	-	-	-
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
Mobility Manager	-	-	-	-

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.

PART 1
Background / Eligible Applicants

PART 2
Eligible Expenditures

PART 3
Application Processes

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

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%
5307	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban STI	-	-	-	-
Rural STI*	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	-	-	-	-
ConCPT CO	-	-	-	-
RO	-	-	-	-
ROAP	-	-	-	-
SMAP	-	-	-	-
TDM	Maybe	There will be a separate application for FY 24		
Travelers' Aid	-	-	-	-
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
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Eligible Sources of Local Match

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PART 1
Background /
Eligible Applicants

1.2.1 Home

PART 2
Eligible
Expenditures

PART 3
Application
Processes

- 1 Choose your organization type.
- 2 Click the funding programs to see the eligibility table.
- 3 Check the eligibility for each program. Click the boxes to the right of the table for more instructions.
- 4 Use the navigation box to go back to Part 1 or 1.2.1 Home.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

1.2 Funding Eligibility

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

CHOOSE YOUR ORGANIZATION TYPE

(Click applicable boxes below)

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

Transit System Funding Eligibility

1.2.2 Transit System Funding Eligibility (1/2)

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

Coastal Plains

[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

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

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	-	-	-	-
5307	-	-	-	-
<i>Capital - Purchase of Service</i>	-	-	-	-
5310 Operating	Yes	50%	0%	50%
5311	Yes	Admin 80%, Operating 50%	Admin 5%, Operating 0%	Admin 15%, Operating 50%
<i>Urban STI</i>	-	-	-	-
Rural STI	Yes	80 - 90%	0 - 10%	10 - 20%
Combined Capital	Yes	80%	0 - 10%	10 - 20%
ConCPT CN	3-system coordination required	0%	50%	50%
ConCPT CO	2-system coordination required	0%	50%	50%
<i>RO</i>	-	-	-	-
ROAP	Yes - May be suballocated through the County	0%	EDTAP 100%, EMPL 100%, RGP 90%	EDTAP 0%, EMPL 0%, RGP 10%
<i>SMAP</i>	-	-	-	-
<i>TDM</i>	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
<i>Urban State Match</i>	-	-	-	-
Non-STI Rural Expansion Vehicle	Yes	80%	0%	20%
Mobility Manager	Yes - But requires 3-county coordination	50%	0%	50%

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Eligible Sources of Local Match

Other Non-USDOT Federal Funds for Local Match

PART 1 Background / Eligible Applicants
1.2.2 Home
PART 2 Eligible Expenditures
PART 3 Application Processes

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

Bladen County (BARTS) (Rural System) Funding Eligibility

1.2.2.1 Transit System Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share*	Local Match
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5307	-	-	-	-
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 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 90%	EDTAP 0%, EMPL 0%, RGP 10%
SMAP	-	-	-	-
TDM	-	-	-	-
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	Yes	80%	0%	20%
Mobility Manager	Yes - But requires 3-county coordination	50%	0%	50%

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PART 1 Background / Eligible Applicants

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1 Choose your organization type.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

County Government Funding Eligibility

1.2.3 County Government Funding Eligibility

County Government

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

ROAP Travelers' Aid

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

5307, 5311, Combined Capital, SMAP, Urban STI, Rural STI, Travelers' Aid, Non-STI Rural Expansion, Mobility Manager, ConCPT, Urban State Match, TDM, 5310 Operating, RO

PART 1 Background / Eligible Applicants **1.2 Home** **PART 2 Eligible Expenditures** **PART 3 Application Processes** Home Chat

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

County Government Funding Eligibility

1.2.3.1 County Government Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share*	Local Match
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5307	-	-	-	-
Capital - Purchase of Service	-	-	-	-
5310 Operating	-	-	-	-
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ConCPT CN	-	-	-	-
ConCPT CO	-	-	-	-
RO	-	-	-	-
ROAP	Yes	0%	EDTAP 100% EMPL 100% RGP 90%	EDTAP 0% EMPL 0% RGP 10%
SMAP	-	-	-	-
TDM	-	-	-	-
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1.2.3 Home

Expenditures Processes

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1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

County Government Funding Eligibility

1.2.3.1 County Government Funding Eligibility Table

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SMAP	-	-	-	-
TDM	-	-	-	-
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Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
Mobility Manager	-	-	-	-

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PART 1 Background / Eligible Applicants 1.2.3 Home

Expenditures Processes

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- 2 Click the funding programs to see the eligibility table.
- 3 Check the eligibility for each program. Click the boxes to the right of the table for more instructions.
- 4 Use the navigation box to go back to Part 1 or 1.2.3 Home.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

1.2 Funding Eligibility

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

CHOOSE YOUR ORGANIZATION TYPE

(Click applicable boxes below)

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

1 Choose your organization type.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

Other Agency Funding Eligibility

1.2.4 Other Agency Funding Eligibility

Other Agency

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

Capital Purchase of Service Travelers' Aid TDM

PART 1 Background / Eligible Applicants **1.2 Home** **PART 2** Eligible Expenditures **PART 3** Application Processes Home Chat

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

Other Agency Funding Eligibility

1.2.4.1 Other Agency Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share*	Local Match
5303	-	-	-	-
5307	-	-	-	-
Capital - Purchase of Service	Yes	80%	0 - 10%	10 - 20%
5310 Operating	-	-	-	-
5311	-	-	-	-
Urban STI	-	-	-	-
Rural STI*	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	-	-	-	-
ConCPT CO	-	-	-	-
RO	-	-	-	-
ROAP	-	-	-	-
SMAP	-	-	-	-
TDM	Maybe	There will be a separate application for FY 24		
Travelers' Aid	Yes	0%	50%	50%
Urban State Match	-	-	-	-
Non-STI Rural Expansion Vehicle	-	-	-	-
Mobility Manager	-	-	-	-

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.

PART 1
Background / Eligible Applicants

1.2.4 Home

PART 2
Eligible Expenditures

PART 3
Application Processes

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

Other Agency Funding Eligibility

1.2.4.1 Other Agency Funding Eligibility Table

Funding Program	Eligibility	Federal Share	State Share*	Local Match
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5311	-	-	-	-
Urban STI	-	-	-	-
Rural STI*	-	-	-	-
Combined Capital	-	-	-	-
ConCPT CN	-	-	-	-
ConCPT CO	-	-	-	-
RO	-	-	-	-
ROAP	-	-	-	-
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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.

PART 1 Background / Eligible Applicants
1.2.4 Home

PART 2 Eligible Expenditures

PART 3 Application Processes

- 1 Choose your organization type.
- 2 Click the funding programs to see the eligibility table.
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1.3 Additional Guidance on Available Funding

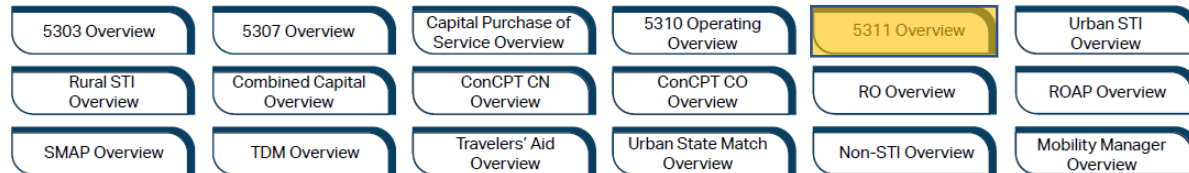
PART 1 Background / Eligible Applicants

1.3 Program Overview / Funding Formula

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

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

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



- 1 Click the program of your interest.

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

5311 Non-Urbanized Area Formula Program Overview

1.3.1 Purpose of Funding Source

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

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 2024 Call for Projects, the 5-year funding allocation formula developed for FY 2023 will continue to be used. The funding formula for FY 2024 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.

Identifying Your
Reimbursable
Operating
Expenditure Amount

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

1.3 Additional Guidance on Available Funding

PART 1 Background / Eligible Applicants

5311 Non-Urbanized Area Formula Program Overview

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Identifying Your
Reimbursable
Operating
Expenditure Amount

- 1 Click the program of your interest.
- 2 Click boxes to the right to see more instructions.
- 3 Use navigation box to go back to Part 1 or 1.3 Home.

PART 2 – What Expenses are Eligible?

- 2.1 Using Public Transportation Funding in North Carolina
- 2.2 Eligible Administrative Expenses
- 2.3 Eligible Operating Expenses
- 2.4 Eligible Capital Expenses
- 2.5 Eligible Planning Expenses
- 2.6 Guidance on Identifying Reimbursable Expenses

2.1 Using Public Transportation Funding in North Carolina

Reimbursement Basis



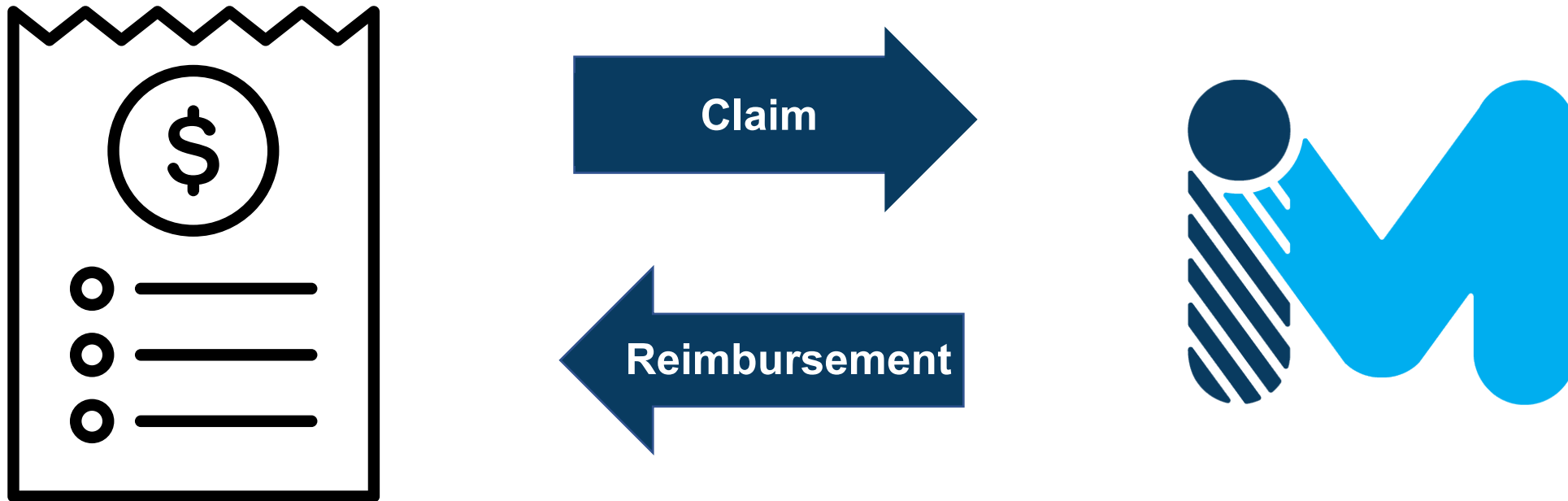
Local Match



Different Rules for Different Funds



2.1 Reimbursement Basis



*Taxes are not usually reimbursable

2.1 Local Match

Eligible Sources

A large, green, rectangular stamp with rounded corners and a thick border. The word "ELIGIBLE" is written in bold, green, uppercase letters across the center of the stamp.

Ineligible Sources

A large, red, rectangular stamp with rounded corners and a thick border. The word "INELIGIBLE" is written in bold, red, uppercase letters across the center of the stamp.

2.1 Local Match

Eligible Sources

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



ELIGIBLE

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

2.1 Local Match

Ineligible Sources



INELIGIBLE

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

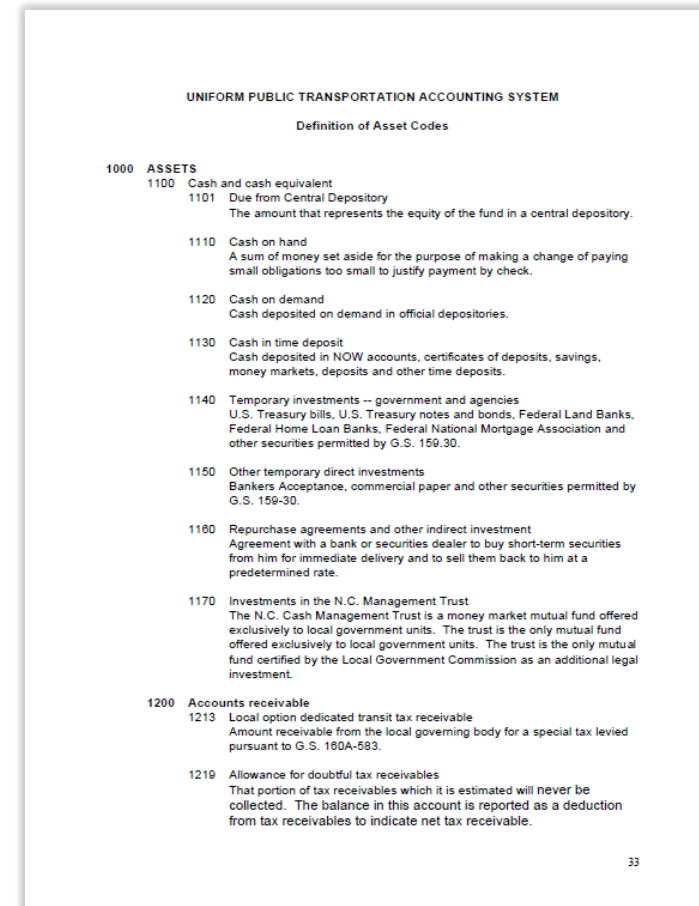
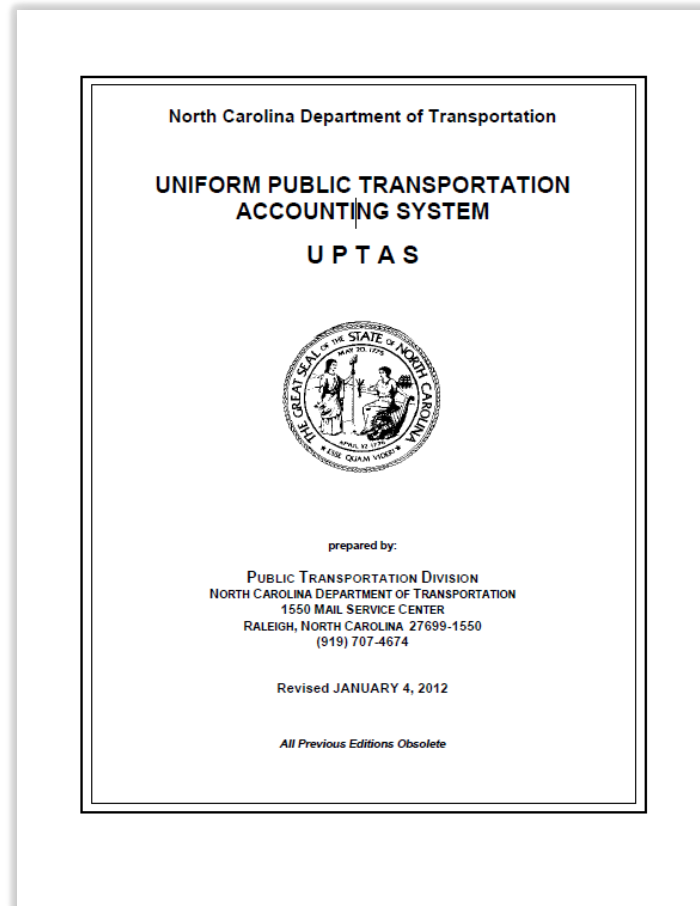
NOTE: Applicants should be prepared for the entire Local Share amount in the event State funding is not available.

2.1 Different Rules for Different Funds



2.6 Guidance on Identifying Reimbursable Expenses

Uniform Public Transportation Accounting System (UPTAS)



2.6 Guidance on Identifying Reimbursable Expenses

PART 2 Eligible Expenditures

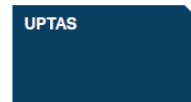
2.2 Eligible Expenses

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

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

Please refer to the UPTAS guidance ([link at right](#)) for further details.

5303	Capital Purchase of Service	5310 Operating	5311*	Urban STI	Rural STI
<ul style="list-style-type: none"> 5303 Eligible Planning Expenses link 	<ul style="list-style-type: none"> Capital Purchase of Service Eligible Expenses link 	<ul style="list-style-type: none"> 5310 Eligible Operating Expenses link 	<ul style="list-style-type: none"> 5311 Eligible Administration Expenses link 5311 Eligible Operating Expenses link 	<ul style="list-style-type: none"> Urban STI Eligible Capital Expenses link 	<ul style="list-style-type: none"> Rural STI Eligible Capital Expenses link
Combined Capital	ConCPT CN	ConCPT CO	RO	Travelers' Aid	Urban State Match
<ul style="list-style-type: none"> Combined Capital Eligible Expenses (Rural System) link Combined Capital Eligible Expenses (Small Urban System) link 	<ul style="list-style-type: none"> ConCPT CN Eligible Administration Expenses link ConCPT CN Eligible Operating Expenses link 	<ul style="list-style-type: none"> ConCPT CO Eligible Operating Expenses link 	<ul style="list-style-type: none"> RO Eligible Operating Expenses link 	<ul style="list-style-type: none"> Travelers' Aid Eligible Capital Expenses link 	<ul style="list-style-type: none"> Urban State Match Eligible Capital Expenses link
Non-STI Rural	Mobility Manager				
<ul style="list-style-type: none"> Non-STI Rural Eligible Capital Expenses link 	<ul style="list-style-type: none"> Mobility Manager Eligible Capital Expenses link 				



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

- 1 Click on one of the hyperlinks in the table to see the program-specific eligible expenditure.



2.6 Guidance on Identifying Reimbursable Expenses

PART 2 Eligible Expenditures

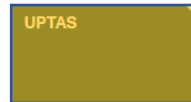
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* May use 5311 allocation for any combination of Administrative and Operating expenses.

- 1 Click on one of the hyperlinks in the table to see the program-specific eligible expenditure.
- 2 Click the box to the right to see the UPTAS document.



2.6 Guidance on Identifying Reimbursable Expenses

PART 2 Eligible Expenditure

5311 Eligible Admin Expenses

2.2.1 5311 Eligible Administration Expenses (1/2)

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

<p>G100 Personal Services (All)</p> <ul style="list-style-type: none"> G120 Salaries and Wages G121 Salaries and Wages - Full-time G122 Salaries and Wages - Overtime G125 Salaries and Wages - Part-time (Receives Benefits) G126 Salaries and Wages-temp. & Part-time (No Benefits) G127 Salaries and Wages - Longevity G180* Fringe Benefit G181 Social Security Contribution G182 Retirement Contribution G183* Hospitalization Insurance Contribution G184 Disability Insurance Contribution G185 Unemployment Compensation Contribution G186 Worker's Compensation Contribution G189* Other (Physicals, Bonus, Insurance, Etc.) Fringe Benefits <p>G190 Professional Services</p> <ul style="list-style-type: none"> G191 Accounting G192 Legal G195 Management Consultant G196 Drug Testing Contract G197 Drug Tests G198 Medical Review Officer 	<p>G199 Other - Professional Services</p> <p>G200 Supplies And Materials</p> <ul style="list-style-type: none"> G210 Household and Cleaning Supplies G211 Janitorial Supplies - (House-keeping) G212 Uniforms G260 Office Supplies and Materials G261 Office Supplies and Materials G270 Donated/Contributed Supplies / Equipment G271 Donated / Contributed Supplies/ Equipment G280 Heating and Utility Supplies G281 Air Conditioner / Furnace Filters G290 Other Supplies and Materials G291 Computer Supplies <p>G300 Current Obligations And Services</p> <ul style="list-style-type: none"> G310 Travel and Transportation G311 Travel G312 Travel Subsistence G320 Communications G321 Telephone Service G322 Internet Service Provider Fee G323 Combined Service Fee G325 Postage G329 Other Communications G330 Utilities G331 Electricity 	<p>G332 Fuel Oil</p> <p>G333 Natural Gas</p> <p>G334 Water</p> <p>G335 Sewer</p> <p>G336 Trash Collection</p> <p>G337 Single / Combined Utility Bill</p> <p>G339 Other Utilities</p> <p>G340 Printing and Binding</p> <p>G341 Printing & Reproduction</p> <p>G349 Other Printing & Binding</p> <p>G350 Repairs and Maintenance</p> <p>G354* Shop Equipment</p> <p>G355 Office & Computer Equipment</p> <p>G357 Communications Equipment</p> <p>G358 Other Repairs and Maintenance - Office Related</p> <p>G359 Other Repairs and Maintenance</p> <p>G360 Donated / Contributed Labor/ Services</p> <p>G361 Donated / Contributed Labor/ Services</p> <p>G370 Advertising / Promotion Media</p> <p>G371* Marketing - Paid Advertisements</p> <p>G372* Promotional Items</p> <p>G373 Other Advertising/Promotion</p>
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Eligible Sources of Local Match

* G180 - Benefits can only be reimbursable for the positions specifically listed in the grant

* G183 - Hospitalization is only for the associated employee cost; family coverage is not eligible

* G189 - Applicants must list specifically what the other fringe benefits are (for example, list the company name e.g. "Charles Schwab" and the type e.g. "401k"). Applicants can also list other insurance types such as "vision" or "dental" without the company name listed.

* G354 - Must have on-site maintenance shop

* G371 - Advertising expenses must make up a minimum of 2% of the requested amount of the overall application budget. (EBS will auto-calculate minimum)

* G372 - Promotional items may make up a maximum of 25% of the requested amount of the overall application budget. (EBS will auto-calculate maximum)

List continues on next page

PART 1

Background / Eligible Applicants

PART 2

Eligible Expenditures

PART 3

Application Processes

2.2 Home

- 1

Click on one of the hyperlinks in the table to see the program-specific eligible expenditure.
- 2

Click the box to the right to see the UPTAS document.
- 3

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



2.6 Guidance on Identifying Reimbursable Expenses

PART 2 Eligible Expenditure

5311 Eligible Admin Expenses

2.2.1 5311 Eligible Administration Expenses (1/2)

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

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List continues on next page

PART 1
Background / Eligible Applicants

\$

PART 2
Eligible Expenditures

2.2 Home

PART 3
Application Processes

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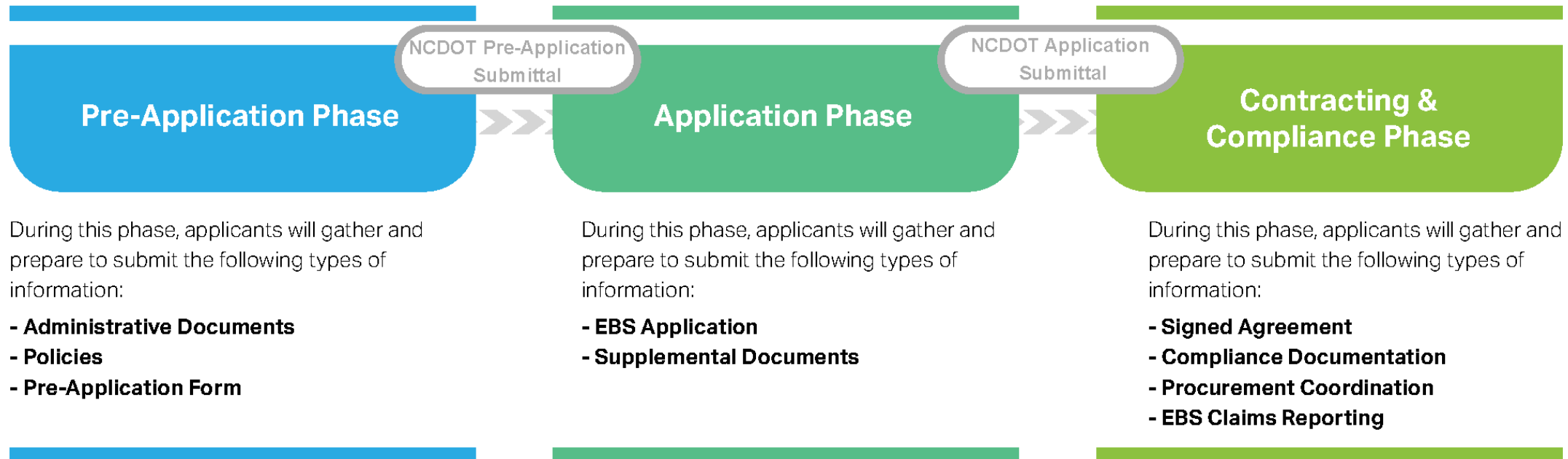
PART 3 – Application Process & Next Steps

- 3.1 Unified Grant Application Process
- 3.2 Application Timeframes

PART 3 – Application Process & Next Steps

- 3.1 Unified Grant Application Process
- 3.2 Application Timeframes
- 3.3 FY24 Master Documents
- 3.4 Funding Program Submittals
- 3.5 Claim Submittals
- 3.6 Final Notes

3.1 Unified Grant Application Process

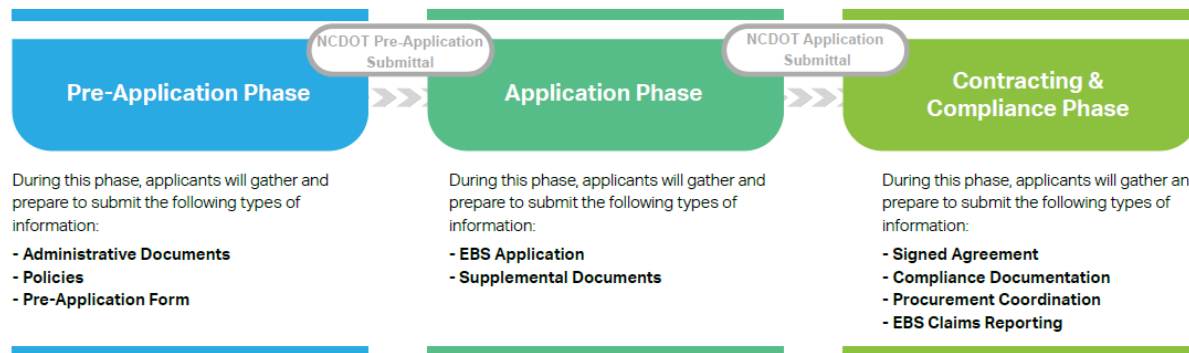


3.1 Unified Grant Application Process

PART 3 Application Processes

3.1 Generalized Unified Grant Application Process

Below you will find a graphic which displays an overview of the three-phase process defining the application process for the grants listed below in Part 3.2.



3.2 Fund-Specific Grant Application Processes

Click on the buttons below to access step-by-step instructions for how to apply for and receive each of the funds below. As a reminder, refer to Part 1 of this guidance document to identify your eligibility for any of these funds and Part 2 for the eligible expenditures for the use of these funds.

5303	Capital Purchase of Service	5310 Operating	5311	Urban STI	Rural STI	Combined Capital
ConCPT CN	ConCPT CO	RO	Travelers' Aid	Urban State Match	Non-STI	Mobility Manager

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



3.1 Unified Grant Application Process

5309
Cap Part of Exp
5310 D
5311
Urban STJ
Rural STJ
Combined Exp
Connect P Ct
Concept CO
RO
Tri-Valley Ad
Urban State Wash
Non-STJ
Mobility Manage

STEP 1
Pre-Application Registration Form

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Steps to Success

- 1-1. Access the FY24 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY24 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 FY24. 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 "FY24 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 FY24 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 FY24 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.

Resources and Links

- ▶ [FY24 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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PART 1
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PART 2
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PART 3
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3.2 Home
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- 1 Follow the steps provided for each funding program.



3.1 Unified Grant Application Process

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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 FY24 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY24 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 FY24. 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 "FY24 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 FY24 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 FY24 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.

Resources and Links

- ▶ [FY24 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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



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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 FY24 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY24 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 FY24. 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 "FY24 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 FY24 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 FY24 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.

Resources and Links

- ▶ [FY24 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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Background / Eligible Applicants

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Application Processes

3.2 Home

- 1 Follow the steps provided for each funding program.
- 2 Make sure you check Notes or Quick Tips.
- 3 Click hyperlinks under Resources and Links for more resources.



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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 FY24 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY24 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 FY24. 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 "FY24 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 FY24 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 FY24 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.

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- ▶ [FY24 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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3.2 Home

- 1 Follow the steps provided for each funding program.
- 2 Make sure you check Notes or Quick Tips.
- 3 Click hyperlinks under Resources and Links for more resources.
- 4 Refer to the general timeframe for completing the step. Refer to Part 3.3 for the Overall Program Timeline.



3.1 Unified Grant Application Process

PART 3 Application Processes
5311 Non-Urbanized Area Formula Program

STEP 1
Pre-Application Registration Form

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

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Urban State Match
Rural STJ
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Steps to Success

- 1-1. Access the FY24 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY24 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 FY24. 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 "FY24 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 FY24 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 FY24 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.

Resources and Links

- ▶ [FY24 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

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PART 2 Eligible Expenditures
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- 1 Follow the steps provided for each funding program.
- 2 Make sure you check Notes or Quick Tips.
- 3 Click hyperlinks under Resources and Links for more resources.
- 4 Refer to the general timeframe for completing the step. Refer to Part 3.3 for the Overall Program Timeline.
- 5 Use Funding Program panel to see Fund-Specific Grant Application Process for other programs.



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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 FY24 Unified Grant Application Pre-Application Registration Form by clicking [here](#). If you have submitted this Pre-Application Registration Form for any other FY24 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 FY24. 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 "FY24 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 FY24 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 FY24 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.

Resources and Links

- ▶ [FY24 Unified Grant Application Pre-Application Registration Form](#)
- ▶ [Regional Grant Specialist Contact Information](#)

PART 1
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3.2 Home

- 1 Follow the steps provided for each funding program.
- 2 Make sure you check Notes or Quick Tips.
- 3 Click hyperlinks under Resources and Links for more resources.
- 4 Refer to the general timeframe for completing the step. Refer to Part 3.3 for the Overall Program Timeline.
- 5 Use Funding Program panel to see Fund-Specific Grant Application Process for other programs.
- 6 Use navigation box to go back to Part 3 or 3.2 Home.



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STEP 2
Gathering Pre-Application Materials

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Steps to Success

- 2-1. In the FY24 Unified Grant Application folder you will find a "Pre-Application Resources" subfolder. This resources folder contains detailed instructions for each of the required FY24 Unified Grant Application Pre-Application Documents submittals.
- 2-2. Create a file folder on your server named "YOURSYSTEMNAME FY24 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 FY24 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 - DBE Certification Form_YOURSYSTEMNAME
 - 2c - Conflict of Interest Policy_YOURSYSTEMNAME
 - 2d - DUNS Verification_YOURSYSTEMNAME
 - 2e - Equal Employment Opportunity (EEO) Form_YOURSYSTEMNAME
- 2-5. Ensure you submitted the following information through Smartsheet forms. You will receive emails to electronically sign selected documents below using DocuSign.
 - [Title VI Certification](#) (Must be electronically signed using DocuSign)
 - [Delegation of Authority](#) (Must be electronically signed using DocuSign)
 - [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 Instruction](#)
- ▶ [2b - DBE Certification Form Instruction](#)
- ▶ [2c - Conflict of Interest Policy Instructions](#)
- ▶ [2d - DUNS Verification Instruction](#)
- ▶ [2e - 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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Note: UGA process incorporates Smartsheet forms to replace some of the Pre-Application documents. Click the hyperlinks to access the Smartsheet forms.



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STEP 3
Pre-Application Submittal

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Steps to Success

- 3-1. Upload all documents as instructed on your customized FY24 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 FY24 Pre-Application Submission Workspace.
- 3-2. You have now completed the submittal of your FY24 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 FY24 Unified Grant Application Pre-Application document submittals you can make revisions directly in your FY24 Pre-Application Submission Workspace by clicking the direct link to your FY24 Pre-Application Submission Workspace from the email received in Step 1-3.

Resources and Links

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

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PART 3 Application Processes
5311 Non-Urbanized Area Formula Program

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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.FY24. 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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Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

3.1 Unified Grant Application Process

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5311 Non-Urbanized Area Formula Program

STEP 5

TAB Meeting & Governing Board Authorization

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Steps to Success

- 5-1. Conduct your TAB Meeting (optional but recommended, see Step 4-6) and obtain TAB approvals towards forwarding the draft Public Transportation Program Resolution and applicable attachments to your local Governing Board.
- 5-2. Host a public hearing (as advertised through Step 4) and obtain approval of your draft Public Transportation Program Resolution and applicable attachments from your local Governing Board. The Program Resolution, Public Hearing Record, and Public Hearing Notice must all have notarized signatures (see note to the right for detailed instructions on preparing for and appropriately documenting your public hearing and obtaining your local Governing Body's necessary approvals).
- 5-3. Label the local Governing Board approval documentation as outlined below (click on the hyperlinks to the right in order to preview the submittal instructions for these documents) and place in the file folder you created in 4-1:
 - 5a - Public Hearing Notice_YOURSYSTEMNAME
 - 5b - Public Hearing Affidavit_YOURSYSTEMNAME
 - 5c - Program Resolution_YOURSYSTEMNAME
 - 5d - Public Hearing Record_YOURSYSTEMNAME
 - 5e - Public Hearing Outreach_YOURSYSTEMNAME
 - 5f - Local Share Certification for Funding_YOURSYSTEMNAME
 - 5g - Public Hearing Meeting Minutes_YOURSYSTEMNAME
- 5-4. Continue on to Step 6; however, continue to prepare to submit a notarized copy of the Public Hearing Minutes to document comments made at the public hearing. You will be required to submit a notarized copy of your Public Hearing Minutes as soon as they are available and before your application can be approved.

Notes or Quick Tips

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

Resources and Links

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

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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 FY24 5311 Application, label 3a – 3z (as needed), and place in the file folder you created in 4-1.
- 6-2. Gather the additional materials noted below (click on the hyperlinks to the right in order to preview the submittal instructions for these documents), name the files as outlined below and place each in the file folder you created in 4-1:
 - 6a - 5311 Designee Certification Form_YOURSYSTEMNAME
 - 6b - Vehicle Insurance Certification_YOURSYSTEMNAME
 - 6c - Insurance Auto Schedule_YOURSYSTEMNAME
- 6-3. Complete/gather the following documents as needed (see note to the right for further details on the requirements for these documents).

<ul style="list-style-type: none"> • IMD Approval Letter for Software • Job Description (if changed) • Retail Estimate(s) or Proposal(s) • Deviated Fixed Route Material • Cost Allocation/Indirect Cost Plan • Indirect Cost Rate Verification 	<ul style="list-style-type: none"> • Facility Insurance Verification • Vehicle Lease Agreement • Third Party Provider Contract • Rental Lease Agreement • Software Lease Agreement
---	---
- 6-4. Zip your folder named "YourSystemName.FY24. 5311 Application" in preparation for attachment to your 5311 application submittal.

Notes or Quick Tips

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

Resources and Links

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

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3.1 Unified Grant Application Process

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5311 Non-Urbanized Area Formula Program

STEP 7

EBS Application Submittal

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

Steps to Success

- 7-1. Access the EBS portal by using the URL <https://www.ebs.nc.gov/irj/portal>. Enter your EBS User ID and Password, then click 'Log On' (see note to the right if you have trouble logging in). Access your FY24 5311 Application by clicking 'New Application' to access the search application pop-up. Click 'Search'. Select the 'P2024_5311_ADMIN' or 'P2024_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 FY24 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 FY24 5311 Application. Click 'Attachment' from the toolbar. Click 'Browse' and then select 'Other'. Navigate to the location of the FY24 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 FY24 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 FY24 5311 EBS PDF budget application form

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STEP 8

**Federal and State
Certifications & Assurances**

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Steps to Success

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

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

8-2. Adopt all documentation within 90 days.

8-3. Upload the documents to EBS.

Notes or Quick Tips

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

Resources and Links

- ▶ [Certifications and Assurances](#)

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3.1 Unified Grant Application Process

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Urban STJ
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Urban State Match
Non-5311
Mobility Manager

Apr
May
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Pre-Application Phase
Application Phase
Contracting & Compliance Phase

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 FY24 5311 funds, check that you have received and duly process the FY24 5311 agreement for your organization.
- 9-3. A signatory authority from your organization must electronically sign the agreement using DocuSign as instructed in the email from DocuSign referenced in 9-2. This signature must also be attested by your local Governing Board's clerk. After the signature has been electronically submitted, it will automatically be routed for further NCDOT signatures.
- 9-4. The application will now be reviewed by NCDOT again prior to final approval of the agreement. After approval, an email notification from DocuSign will be sent to you. This email will contain a finalized Agreement ID along with the agreement.

Notes or Quick Tips

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

Resources and Links

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

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3.1 Unified Grant Application Process

PART 3 Application Processes
5311 Non-Urbanized Area Formula Program

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Mobility Manager

Pre-Application Phase

Application Phase

Contracting & Compliance Phase

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. Develop quarterly spend plan and milestone report. (see Resources and Links to the right)

Notes or Quick Tips

- New Applicants who receive approved projects must receive a favorable pre-award audit before funding is granted.
- 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](#)
- ▶ [Spend Plan and Milestone Report Smartsheet](#)

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STEP 11

Expend Grant Funds

Steps to Success

- 11-1. After receipt of your approved executed agreement through DocuSign (9-4), and preparation of your internal organizational workplan through Step 10, expend grant funds according to approved budget and agreement.
- 11-2. Follow your updated internal organizational workplan to ensure grant agreement compliance and to prepare for NCDOT program auditing.

Pre-Application Phase
Application Phase
Contracting & Compliance Phase

Notes or Quick Tips

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

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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 'Submit Claim' to access the search application pop-up. Click 'Search'. Select the FY24 5311 Application. This application name should match what was referenced in your approved executed agreement (9-4).
- 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 9-4) and explicit approval from NCDOT.

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3.2 Application Timeframes*

January – April 2023

Federal Certifications & Assurances

April – July 2023

Agreement

● **April 2022**
Pre-Application Phase Opens /
Grant Application Package Distributed

● **October 7, 2022**
Grant Application Due to
NCDOT

2022

2023

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



3.3 FY2024 Master Documents

Pre-Application Phase Documents

- Anticipated DBE/MBE/WBE/HUB Vendor Award*
- Conflict of Interest Policy
- DBE Certification Form
- Delegation of Authority Form*
- UEI Verification
- Equal Employment Opportunity Form
- Surface Transportation Providers*
- Title VI Certification*
- Transportation Advisory Board Composition
- Non-Profit Additional Required Submittals
 - IRS Letter
 - Articles of Incorporation
 - By-Laws
 - Members of Board of Directors

Application Phase Documents

- Local Share Certification for Funding
- Program Resolution
- Public Hearing Affidavit
- Public Hearing Meeting Minutes
- Public Hearing Notice
- Public Hearing Outreach
- Public Hearing Record

* Submit through Smartsheet



3.4 Section 5311 Program Submittals

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

3.4 Section 5311 Program Helpful Hints

Quick Tips

1. Budget amount distributed to systems by assigned Regional Grant Specialist
2. Amount can be used as all Admin, all Operating, or Combination
3. State does not participate in Operating budgets
4. Administrative salary reimbursement correlation to public transportation
5. Lease and/or service agreements are required documents

3.4 Combined Capital Program Submittals

- Combined Capital Application
- Fleet Replacement Plan
- Estimate(s) or Proposal(s)
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)

FY 2022 Combined Capital Application

Part 1: Applicant Information

Legal Name of Applicant:	
Applicant's Congressional District (If Applicant's city is included in more than one district, enter primary district only):	
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):	
Address:	
City, State, Zip:	
Federal Taxpayer ID Number:	
Doing Business As (DBA) Name:	
Applicant's DUNS Number (Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at http://dunbradstreet.com):	
Parent Agency DUNS Number:	
Applicant's Service Area's Congressional District (If service area is included in more than one district, enter primary district only):	
Project's Service Area (List the county or counties that will be served by the proposed project):	

Project Manager and Contact Information

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

Alternative Contact Information (in absence of Project Manager)

Name:	
E-mail:	
Phone Number:	

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3.4 Combined Capital Program Helpful Hints

Quick Tips

1. Useful life miles criteria for replacement (Circular 5010.E)
2. Procurements over \$10,000 require procurement checklist, review, and approval from IMD
3. Elaborate as much as possible on the application questions requiring a written answer
4. Regional Grant Specialists will be working with transit systems on determining how many and which vehicles will be in line for replacement in FY 2024

3.4 Section 5310 Operating Program Submittals

- 5310 Application - Operating
- MPO/RPO Letter(s) of Support
- Locally Coordinated Human Service Plan
- Map(s) of Service Area (no Urban service)
- Job Description (Optional)
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)
- Pictures (Optional)
- Marketing Plan (Optional)


Legal Applicant Name: [REDACTED]

Service Area of this Application: Small Urban Service Area Rural Service Area

Project Type: Other Section 5310 Project

Large Urbanized Areas must contact an MPO about applying for 5310 funding.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION



Applicant Information
Project Information and Description
Enhanced Mobility of Seniors and Individuals with Disabilities Program
(Federal Section 5310)
Operating

North Carolina Department of Transportation
Integrated Mobility Division
August 24, 2020

3.4 Section 5310 Operating Program Helpful Hints

Quick Tips

1. Goal: Seniors and Individuals with Disabilities
2. Senior = an individual 65 years or older
3. Section 5310 funding is formula based (The Statewide Locally Coordinated Plan)
4. Funding is not guaranteed
5. Letter of Support from the applicant's MPO/RPO
6. Limited eligibility of operating expenditures

3.4 Capital Purchase of Service Program Submittals

- 5310 Application - Capital Purchase of Service
- Estimate(s) or Proposal(s)
- MPO/RPO Letter(s) of Support
- Locally Coordinated Human Service Plan
- Map(s) of Service Area (no Urban service)
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)
- Pictures (Optional)
- Marketing Plan (Optional)

3.4 Capital Purchase of Service Program Helpful Hints

Quick Tips

1. Goal: Seniors and Individuals with Disabilities
2. Contracts/Memorandums of Agreement for service are required
3. Senior as an individual 65 years or older
4. Locally Coordinated Human Services Transportation Plan
5. Letter of Support from the applicant's MPO/RPO
6. Reimbursements are made on a cost-per-trip basis

3.4 Capital Purchase of Service Contract Template

Contract for Transportation Services

A CONTRACT BETWEEN

(ORGANIZATION NAME)

(CITY/COUNTY), North Carolina

AND

Transportation Services Vendor Name, Location

This Transportation Services Contract Contract (“Contract”) is made and entered into by ORGANIZATION NAME, (CITY/COUNTY) North Carolina, and Transportation Services Vendor, Location, henceforth known as the “Contractor”.

ARTICLE 1. SCOPE OF SERVICES: The parties have entered into a *Contract*. ORGANIZATION NAME (“System”) enters into the *Contract* as Agent for their organization. The *Contractor* agrees to provide Transportation Services and all other duties/responsibilities/deliverables included or referred to in this *Contract*.

ARTICLE 2. DURATION: The *Contract* becomes effective XXX, 20XX, and is to continue through XXX, 20XX.

ARTICLE 3. COMPLETE CONTRACT: The *Contract* shall consist of the following documents:

1. The text of this *Contract* form;
2. The Request for Proposal for Transportation Services, issued by the *System* on XXXX, 20XX, including all federal and state requirements, and all related Addenda;
3. The Proposal submitted by the *Contractor*, all Addenda/Appendices included with the Proposal and all official correspondence regarding the Proposal provided by the *Contractor* and accepted by the *System*;
4. The GOVERNING BODY NAME awarded the *Contract* at their meeting held on XXX, 20XX.

ARTICLE 4. LEGAL AUTHORITY: The parties warrant and represent to each other that they have adequate legal counsel and the authority to enter into this *Contract*.

ARTICLE 5. APPLICABLE LAWS: The parties agree to conduct all activities under this *Contract* in accordance with all applicable rules, regulations, directives, issuances, ordinances, and laws in effect or promulgated during the terms of this *Contract*.

IN WITNESS THEREOF, the parties have caused this contract to be executed by their duly authorized representatives.

Signed for Organization Name:

Signature: _____ Date: _____

Print Name and Title: _____

Attest for Organization Name:

Signature: _____ Date: _____

Print Name and Title: _____

Signed for Transportation Services Vendor, Location:

Signature: _____ Date: _____

Print Name and Title: _____

Attest for Transportation Services Vendor, Location:

Signature: _____ Date: _____

Print Name and Title: _____

NOTE: THIS IS A TEMPLATE - ANOTHER LOCAL TEMPLATE COULD BE USED IF DESIRED

3.4 Mobility Manager Program Submittals

- NCDOT Mobility Manager Application
- Mobility Manager Worksheet
- Locally Coordinated Human Service Plan (MTIP)
- Job Description
- MPO/RPO Letter(s) of Support
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)
- Pictures (Optional)
- Marketing Plan (Optional)

3.4 Mobility Manager Program Helpful Hints

Quick Tips

1. Multi-county with at least 3 counties participating
2. 1 position only per applicant
3. The progress report submitted quarterly or with each claim
4. Not eligible for marketing and general administrative duties
5. Matching funds are 50% federal and 50% local
6. Statewide Locally Coordinated Plan

3.4 Rural State Operating Program Submittals

- Rural State Operating Grant Application

SUBMITTAL INSTRUCTIONS

The applicant will submit their application and all required documentation to the NCDOT - Integrated Mobility Division using the online Enterprise Business System (EBS) by no later than 11:59pm EST, December 1, 2020. Documents are to be uploaded in the FY 2022 Application folder in the drop box and must use the following naming convention: SystemName.FY.DocumentName; i.e. "CarolinaCo.FY22.Trb1a.VIRreport". Early submittals are encouraged. Do not submit the application without all of the required documents attached. An incomplete application will not be reviewed. No applications will be accepted after the deadline. Do not send or bring any documents to the NCDOT office.

Applicants who have submitted a complete FY 2022 application package for 5311 Administrative funding are only required to submit the following additional supporting documents:

- Rural State Operating Grant (RO) Application
- Online Budget

The documents below will be pulled from the 5311 Admin/Operating application and applied to the RO application:

- Local Share Certificate - must show RO funds applied for
- Public Hearing Notice from newspaper - must show RO funds applied for
- Affidavit Public Hearing Minutes - must show RO funds applied for

For convenience, Transit systems may attach one zipped file containing all the supporting documents for all the grants applied for in addition to the 5311 Admin grant.

PART 1 - Applicant Information

Legal Name of Applicant: _____

Applicant's Congressional District: _____ Applicant's County: _____
(If applicant entity is included in more than one district, enter primary district only.)

Address: _____ City: _____ State: _____ Zip Code: _____

Federal Taxpayer ID Number: _____

PART 2 - Project Information

A. PROGRAM APPLICATION

Types of Services Reimbursed:	<input type="checkbox"/> Trips <input type="checkbox"/> Route
Rural State Operating Grant Funds (50%):	\$ _____
50% match:	\$ _____
Total Project Budget:	\$ _____

Reimbursement:

Financial Assistance Transparency Act (FFATA) mandates the disclosure of the names and total salary of the five most highly compensated officers of an entity if: The applicant received 50% or more of its annual gross revenues in the preceding fiscal year from the federal government (all federal sources, not just FTA); and those revenues were greater than \$25M; and the public does not have access to the information through Securities and Exchange Commission or Internal Revenue Service filings as specified in FFATA. It should select "Yes" if they are subject to the reporting requirements of FFATA and "No" if they are not subject to Compensation Reporting. YES No

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

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

3.4 Rural State Operating Program Helpful Hints

Quick Tips

1. Purpose: To extend general transportation opportunities and increase ridership in our rural areas
2. The funding formula is 50% based on individuals in poverty and 50% based on service hours
3. Local match is 50%. ROAP funds are eligible for local match

3.4 Travelers' Aid Program Helpful Hints

Quick Tips

1. Provide intercity bus and/or train tickets for disadvantaged individuals, victims of domestic violence, and stranded travelers in need of transportation to other locations in times of distress.
2. Mission: Advance and support network of human service providers assisting individuals and families in crisis
3. 50% State and 50% Local funding

3.4 ConCPT Program Submittals

- ConCPT Funds Application
- IMD Approved Billing Rate
- Charts and/or Graphs (Optional)
- Route Schedules (Optional)
- Letters of Support (Optional)
- Pictures (Optional)
- Marketing Plan (Optional)

Project's Service Area: _____
List the NCDOT grantees involved in the proposed project.

Project Manager and Title: _____

Telephone: Area Code: _____ Phone Number: _____ - _____

Fax: Area Code: _____ Phone Number: _____ - _____

E-mail Address: _____

Website Address: _____

Federal Financial Assistance Transparency Act (FFATA) mandates the disclosure of the names and total compensation of the five most highly compensated officers of an entity if:

- The Applicant received 50% or more of its annual gross revenues in the preceding fiscal year from the federal government (all federal sources, not just FTA); and
- Those revenues were greater than \$25M; and
- The public does not have access to the information through Securities and Exchange Commission or Internal Revenue Service filings as specified in FFATA.

Applicant should select "Yes" if they are subject to the reporting requirements of FFATA and "No" if they are not subject to Executive Compensation Reporting. YES No

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

Full Name	Total Compensation
1 _____	\$ _____
2 _____	\$ _____
3 _____	\$ _____
4 _____	\$ _____
5 _____	\$ _____

PART 2 - Project Information
INSTRUCTIONS - Fill out only Section A or Section B based on the type of project being proposed. Click on the gray rectangle and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary. NCDOT will use the answers the applicant provides to determine whether the project is worthy of funding. The details are important and applicants should provide detailed answers to these questions.

A. CONSOLIDATION PROJECTS

Funding Source	ConCPT
List NCDOT Grantees as of June 30, 2021 to be Consolidated into a Single Grantee by June 30, 2022	\$ _____
Total Project Administrative and/or Operating Cost:	\$ _____
Total ConCPT Funds Requested (Refer to the General Guidance section for maximum funding levels)	Total ConCPT Request \$ _____

1. Provide a description of your proposed project.
Answer: _____
2. Describe how the ConCPT funding will assist with the consolidation. Be specific in how the funds will be used and the anticipated impact of these funds.
Answer: _____
3. Describe the source of the matching funds (non-State funds only) and provide evidence the matching funds are not currently being used to match other projects.
Answer: _____
4. Describe the major milestones to be achieved and the expected timeline for achieving them.
Answer: _____
5. Describe how the new single grantee will ensure all Federal and State oversight measures are taking place.
Answer: _____

3.4 ConCPT Program Helpful Hints

Quick Tips

1. State Funding
2. Two purposes: A) encourage transit systems to consolidate into a single transit system and B) encourage coordination between providers for longer-distance trips spanning multiple (3 or more) service areas
3. \$1.5M in funding: \$750,000 for each program
3. Must run five days per week to be eligible
4. Coordination amongst partner systems must include explicit billing coordination
5. Separate application components for ConCPT CN and ConCPT CO

3.4 Urban STI / Rural STI Program Submittals and Helpful Hints

- STI Urban (Rural STI) State Match Request Form
- Copy of TrAMS Application
- Board of Transportation Agenda
- Local Funding Commitment
- Feasibility Study (Facility Projects)
- Vehicle Purchase Orders
- Facility Insurance Verification
- 5311 Designee Certification Form (FY24 - FY27)

Quick Tips

1. Eligible Projects : expansion vehicles, facility, fixed guideway
2. Must be identified through NCDOT's Prioritization Process, IMD application required for approved year

3.4 Non-STI Rural Expansion Vehicle Program Submittals and Helpful Hints

- Non-STI Rural Expansion Vehicle application
- 5311 Designee Certification Form (FY24 – FY27)

Quick Tips

1. Access for Rural Systems for funding for expansion vehicles
2. 20% Local match
3. Available only if and after all capital needs have been fulfilled

3.6 Final Notes

- ▶ Incomplete or late applications may delay review and contracting.
- ▶ Incomplete or late applications may result in an impact to funding amounts.
- ▶ Systems must be in compliance to be eligible to receive funding.
- ▶ **Reminder:** State funding may not be available for some programs.



Questions?



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