

NORTH CAROLINA

Department of Transportation



Compliance Reporting

Kevin Edwards, IMD, Safety, Education & Compliance Manager

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Mark Whisenant, Program Manager, NCDOT Office of Civil Rights

AGENDA

Grant Related Required Reporting:

- DBE Reporting
- EEO
- ROAP Reporting
- Charter Reports
- Annual Audits/Financial Statements
- Civil Rights/Title VI Updates
- Program Income Reporting
- Annual Facility Reporting

Vehicle Related Required Reporting:

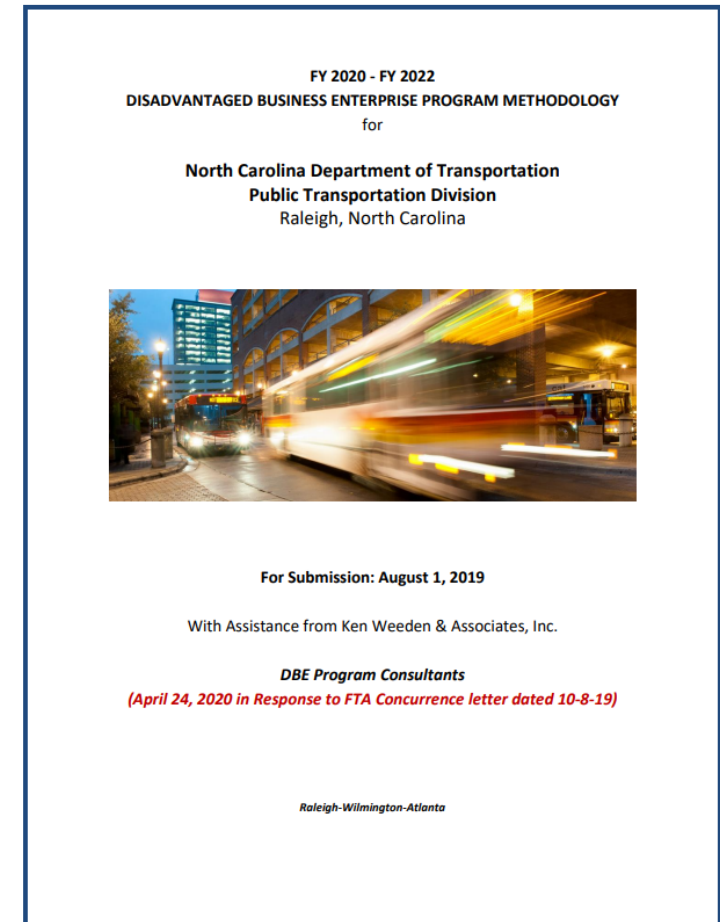
- OPSTATS
- VUD Weeks
- EAM – Fleet Management
- National Transit Database (NTD)
- Transit Asset Management (TAM)

Other Required Reporting:

- DAMIS Survey
- FTA Required surveys (COVID Response Tool)
- Emergency reporting for the State's Emergency Management Department.

Disadvantaged Business Enterprise (DBE)

- Required by 49 CFR Part 26 - <https://www.ecfr.gov/current/title-49/subtitle-A/part-26?toc=1>
- Development of DBE goals is a regulatory compliance element required as a condition to receiving FTA Funding (5307, 5311 and additional funding like CARES).
- NCDOT-IMD's goals cover those funds and any contracting we do using Federal Funds.
- Our current DBE Methodology is located here: <https://connect.ncdot.gov/business/Transit/Pages/DBE-Goals-Reporting.aspx>



DBE Methodology

- This goal is also measured through subcontracting by transit systems that are paid for by grant funding.
- Subcontracts could include janitorial services, vehicle or camera maintenance services, planning study services, construction services, etc. Businesses and Firms should be registered in our DBE Directory here:
<https://www.ebs.nc.gov/VendorDirectory/search.html?s=pc&a=new>
- These contracts should be reported in the Anticipated DBE Report during the Pre-Application stage, when you sign your agreements (what you are contracting) and within your claim documentation. If you determine you are contracting with a DBE firm during the grant year, please contact us so that we can make sure it is being reported correctly.
- IMD will be kicking off our Methodology process within the month. We will be conducting Stakeholder Meetings that you can be a part of, so be on the lookout.

Equal Employment Opportunity

- FTA Circular: C 4704.1A. (April 20, 2017) - [https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eo-circular#:~:text=FTA's%20EEO%20Circular%20\(4704.1A,and%20prepare%20EEO%20Program%20Plans.](https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eo-circular#:~:text=FTA's%20EEO%20Circular%20(4704.1A,and%20prepare%20EEO%20Program%20Plans.)
- Any FTA applicant, recipient, subrecipient, and contractor who meet both of the following threshold requirements must implement all of the EEO Program elements:
 - Employs **100 or more transit-related employees**, and
 - Requests or receives capital or operating assistance in **excess of \$1 million** in the previous Federal fiscal year, or requests **or receives planning assistance in excess of \$250,000** in the previous Federal fiscal year.

Equal Employment Opportunity

- Any FTA applicant, recipient, subrecipient, and contractor who meets both of the following threshold requirements must prepare and maintain an abbreviated EEO Program:
 - Employs between **50-99 transit-related employees**, and
 - Requests or receives capital or operating assistance in **excess of \$1 million** in the previous Federal fiscal year, or requests **or receives planning assistance in excess of \$250,000** in the previous Federal fiscal year.
- FTA applicants, recipients, subrecipients, and contractors who do not meet the EEO Program threshold above are not required to submit an EEO Program to FTA, but are still required to comply with all Equal Employment Opportunity statutes and regulations.
- Included in IMD annual grant application master documents

Rural Operating Assistant Program Reporting

- ROAP funds are State funds disbursed to each county each fiscal year after the budget has been approved.
- Monthly reporting on the [EDTAP](#), [Employment](#), and [Rural General Public](#) programs provides IMD with trip and expenditure information through-out the fiscal year and allows for up-to-date information if requested by the legislature.
- Reports submitted through SmartSheet link:
<https://app.smartsheet.com/b/form/f574e95f6e5942958bfba83ab63aacd2>

Charter Reports

- Charter reports are submitted quarterly by the 15th of the month. IMD will send out a link for your charter report submission by the 1st of the month. Please submit your responses via Smart Sheet and include your Excel report form.
- Please use the proper naming convention: **2022_Qx_[Agency Name]_CharterReport.**
- For tracking purposes, IMD will no longer accept submissions via EBS or email.
- Charter reports follow the Federal Fiscal Year which runs October 1st to September 30th.
- Reports will be due:
 - Jan 15th (Q1: Oct-Dec)
 - April 15th (Q2: Jan-Mar)
 - July 15th (Q3: Apr-Jun)
 - October 15th (Q4: Jul-Sept)

CHARTER REPORTS

- ❖ Grantee name
- ❖ Completed by
- ❖ Calendar year in which the reporting months fall
- ❖ Check the months for which you are reporting
- ❖ Check if there are no charters
- ❖ List any charters (rare) under Exceptions

Grantee: <input type="text" value="Transit Name"/>		<input type="checkbox"/> Check if NO Charter										
Completed by: <input type="text" value="Person who completed this report"/>												
Calendar Year of Reporting Period: <input type="text" value="Calendar year in which the months fall"/>												
Reporting Period:	<input type="checkbox"/> Oct-Dec	<input type="checkbox"/> Jan-Mar	<input checked="" type="checkbox"/> Apr-Jun	<input type="checkbox"/> Jul-Sep	<input type="checkbox"/> Oct-Dec	<input type="checkbox"/> Jan-Mar	<input type="checkbox"/> Apr-Jun	<input type="checkbox"/> Jul-Sep	<input type="checkbox"/> Oct-Dec	<input type="checkbox"/> Jan-Mar		
Submit to PTD by:	15 Jan	15 Apr	15 Jul	15 Oct	15 Jan	15 Apr	15 Jul	15 Oct	15 Jan	15 Apr		
COMPLETE FOR ALL EXCEPTIONS					FOR EXCEPTIONS 1, 2, 4, 5, AND 6 ONLY					FOR ALL EXCEPTIONS		
Exception	Organization				Service			Trip Duration		Fee Collected (per capita or total)	VIN (separated by semicolon)	
	Name	Address	Phone Number	Email Address	Date mm/dd/yyyy	Start Time 24 HR Clock HH:MM	Nbr of Passengers	Trip Origination	Trip Destination			Miles
1	<input type="text"/>											
2	<input type="text"/>											

Audited Financial Statements/Single Audit

- Transits must submit audited financial statements each year which are to be completed by an independent third party.
- IMD is working to create a Smart Sheet for audit submissions. This will allow for greater efficiency and tracking.
- Audited financial statements are due no later than 9 months following the agency's fiscal year end. (i.e., if agency's YE is 6/30 – audit is due 3/30)

- Any agency that expends \$750,000 or more during their fiscal year in federal awards must have a single or program-specific audit in accordance with 2 CFR § 200.500 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F>.
- Agencies receiving \$500,000 or more in state funding must have a single or program-specific audit in accordance with GAAP (aka Yellow Book Audit).
- IMD and OIG will review all audits. For any agency with findings, IMD will issue a Corrective Action Plan (CAP letter), and the agency will have a specific time period (i.e. 60-90 days) to provide a written response with corrective actions.



NORTH CAROLINA

Department of Transportation



Title VI Training: Public Transportation Division (PTD)

Title VI Program

June 7, 2022

What is Title VI?

- **Title VI of the Civil Rights Act of 1964:**
 - No person in the United States shall be discriminated against based on race, color, or national origin under any program or activity receiving Federal financial assistance.
- **1987 Civil Rights Restoration Act:**
 - No discrimination across all NCDOT programs and activities, and all modes, whether federally-assisted or state-funded, with the notable exception of creed/religion

What is Discrimination?

- **Federal Transit Administration (FTA):**
 - Any action or inaction, whether intentional or unintentional, in any program or activity of a Federal aid **recipient, subrecipient, or contractor** that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on **race, color, national origin, sex, age, creed (religion), or disability**. (49 U.S.C. 5332)

Role of Title VI Program

- Develop and administer NCDOT's Title VI programs and policies
- Prepare and submit Title VI implementation plans
- Execute NCDOT's complaints process, investigate and resolve claims of discrimination
- Review and assist in the development of the Unit's program directives to ensure Title VI requirements are included

Role of Title VI Program cont.

- Provide education and technical assistance to business units and subrecipients
- Submit annual reports to federal oversight agencies
- Ensure the Department, subrecipients and contractors, are complying with federal nondiscrimination requirements
 - Compliance reviews, corrective action and sanctions, etc.

Title VI Program Plan

- Internal regulatory document approved by FTA for direct recipients (i.e., NCDOT) and by NCDOT for subrecipients
 - Outlines procedures, strategies, and activities used to facilitate and assure nondiscrimination
 - Assists granting agency in its oversight of external civil rights programs
 - Must be approved by grantee's Board of Directors or appropriate governing entity
 - NCDOT – Secretary signs letter in NCDOT's Title VI plan
 - Subrecipient – Submit documentation to NCDOT showing their governing entity has approved their plan
 - Timeframe for subrecipient plans to PTD

Title VI Program Plan Template

- Assists subrecipients with compliance of Title VI and related nondiscrimination requirements
- Subrecipients may use the template to develop a Title VI Nondiscrimination Plan
 - Must contain **all** the required Title VI elements
 - Generic information may be changed, but not Title VI specific information (indicated in the template)

Title VI Program Documents

- **Plan Review and Adoption** – (page 3)
 - Signature on this page by the head of the Board or governing entity is required
 - Recommend subrecipients do not alter this page
- **Policy Statement** (page 10)
- **Annual Education and Acknowledgement** (page 12)
- **Nondiscrimination Agreement** (page 6)
 - Subrecipient may not alter this language

Title VI Nondiscrimination Agreement

- Agreement between NCDOT and subrecipients
 - Signed by CEO, Transit Director or Title VI Coordinator,
 - Authority to sign designated by governing board,
 - Document language may not be altered

Description of Programs and Services

- **Section 2.0-2.6**
 - Detail the programs and services you provide
 - Types, schedules, fees, service area(s)
- **Funding Sources / Tables**
 - FTA Formula Grants (delete any grant titles that do not apply)
- **Decision-Making Process**
 - Advisory boards and other committees
 - Periodic meetings and voting procedure
 - Organizational structure

Programs and Services cont.

- **Title VI Coordinator**
 - Contact information and essential Title VI duties
 - Authority to administer program
 - Must receive training to implement the program
- **Change of Title VI Coordinator**
 - Include in the statement all officials that have signed Title VI documents for the system
- **Organizational Chart**
 - Summarize staffing
 - Include org chart in this section or appendix

Service Area Population Characteristics

- In order to ensure compliance with Title VI and related laws, the subrecipient must collect data to assess the extent to which its programs and services benefit (“are used or accessed by”) protected populations
- Demographic Profile of service area:
 1. Race & Ethnicity (C 4703.1)
 2. Age & Sex
 3. Disability
 4. Poverty (C 4703.1)
 5. Household Income (C 4703.1)
 6. LEP (DOT LEP Guidance)
- Map or provide the locations of Title VI, low-income and LEP groups (identify concentrations)

Public Involvement Plan

- Subrecipients may develop a different PIP if they do not wish to adopt the PIP in the template.
 - However, their PIP will also need to detail how they ensure inclusive participation by traditionally underserved populations.
- Subrecipients can also delete any outreach methods that are not available to them
 - e.g., if there is no local radio station, they can delete any references to the radio
- Ensure public's understanding of its rights
 - Notice to Public
 - Dissemination of information

Limited English Proficiency (LEP)

- **Safe Harbor Threshold** (*written* translation)
 - 5% or 1,000, whichever is less
 - Speaks English “less than very well”
 - http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_B16001&prodType=table
- **Four Factor Analysis** (*reasonable* steps)
 - **Number or proportion** eligible to be served or likely to be encountered by the program
 - **Frequency** of contact with the program
 - **Nature and importance** of the program, activity, or service provided by the program to people's lives
 - **Resources** available and costs

Staff Training

- Subrecipients should outline in the plan :
 - Frequency of Title VI training (e.g., annually, biennially, etc.)
 - Training timeframes for new employees
 - How long training records will be maintained
 - Remainder of this section should not be altered
- Determine training needs of transit staff and (if applicable) contractors and subrecipients
- Provide training to TAB, as appropriate
 - Title VI Coordinator
 - Seek or request outside training, when necessary
 - State and federal agencies
- Document training efforts
 - Calendars and attendance records, certificates, etc.
 - Communications and contacts

Records and Reports

- Document all Title VI-related activities
 - Unless otherwise specified, retain records indefinitely
 - Records must be provided to NCDOT, upon request
- Title VI plans and triennial reports will be provided to NCDOT on PTD's CCAP schedule
 - Current plan: Title VI staff will review the plans and reports for compliance
 - PTD will ensure systems correct any deficiencies
 - Title VI staff will concur on no deficiencies

Tips for Transit Providers

- Ensure transit providers develop and detail transit service standards and policies in their Title VI plans
- In many cases, maps and tables will be more effective than just a narrative
- PTD will need to provide technical expertise to ensure completion of this section, not OCR

NCDOT Title VI Team

Mark Whisenant, Title VI Manager

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Irene Diaz-Clark

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Tina Johnson, Title VI Officer

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Program Income

- “FTA recognizes program income to be gross income earned by the recipient, or subrecipient, that is directly generated by a supported activity, or earned only as a result of the federal Award during the period of performance, Page VI-12 FTA C 5010.1E per 2 CFR § 200.77.”
https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Grant%20Management%20Requirements%20Circular_5010-1E_1.pdf
- “Proceeds from the sale of real property, equipment, or supplies are not program income.” For example, vehicles replaced at the end of useful life, is not considered program income according to FTA C 5010.1E
- Recipients are encouraged to earn income to defray program costs where appropriate.
- IMD is required to report this on a quarterly basis.

Program Income

- “Program Income includes, but is not limited to, the following income:
 1. Fees for services performed;
 2. The use or rental of real or personal property acquired under its Award;
 3. The sale of commodities or items fabricated under its Award;
 4. License fees and royalties on patents and copyrights;
 5. Advertising/concessions specifically required by the federal Award, and pertaining to specific activities or accomplishments which result from performance of the federal Award; or
 6. Payments of principal and interest on loans made with federal assistance.”
- Farebox revenue may not be used as non-federal share for any of FTA’s grant programs. Farebox revenue is used to determine “net project cost” for operating assistance grants only. Farebox revenue is **not considered program income for capital assistance grants.**

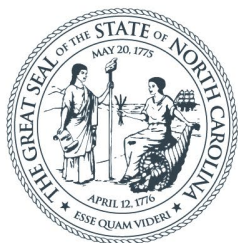
Program Income

- “Use of program income. Unless FTA determines otherwise in writing, the Recipient may use program income earned during the period of performance of the Grant or Cooperative Agreement as follows:
 1. The Recipient may retain the income for other capital or operating public transportation expenses. If the Recipient chooses not to use program income for current or future FTA Grants or Cooperative Agreements or for other public transportation purposes, then the amount of program income used for non-public transportation related purposes will be deducted from the total allowable costs to determine the net allowable costs.
 2. For each research-type project or related activities, the Recipient may add to the Award.
 3. Depending on federal statutory or regulatory restrictions, the Recipient may use the program income for the non-federal share for a future public transportation Project that will receive federal assistance provided by FTA.”

Facility Maintenance

Facility Maintenance Checklist

- Agencies with State/Federally funded facilities are responsible for yearly preventative maintenance
- Agencies will need to fill out a Facility Maintenance Checklist to attest that the applicable facility features are maintained in working order; including (but not limited to):
 - Equipment
 - Building/Site Materials
 - Building Systems
 - Fixtures
- For agencies with State/Federally funded facilities, please identify a staff member who will be responsible for completing the inspection as well as the Checklist
- Agencies will be submitted this checklist at the beginning of each fiscal year; the completed checklist will be due by July 15th (to cover the prior fiscal year)
- Please reach out to Chris Dodson (Procurement Officer-IMD) with any questions
 - cbdodson@ncdot.gov
 - 919-707-4696



NORTH CAROLINA Department of Transportation



Integrated Mobility Division: OpStats, VUD, NTD, EAM, TAM

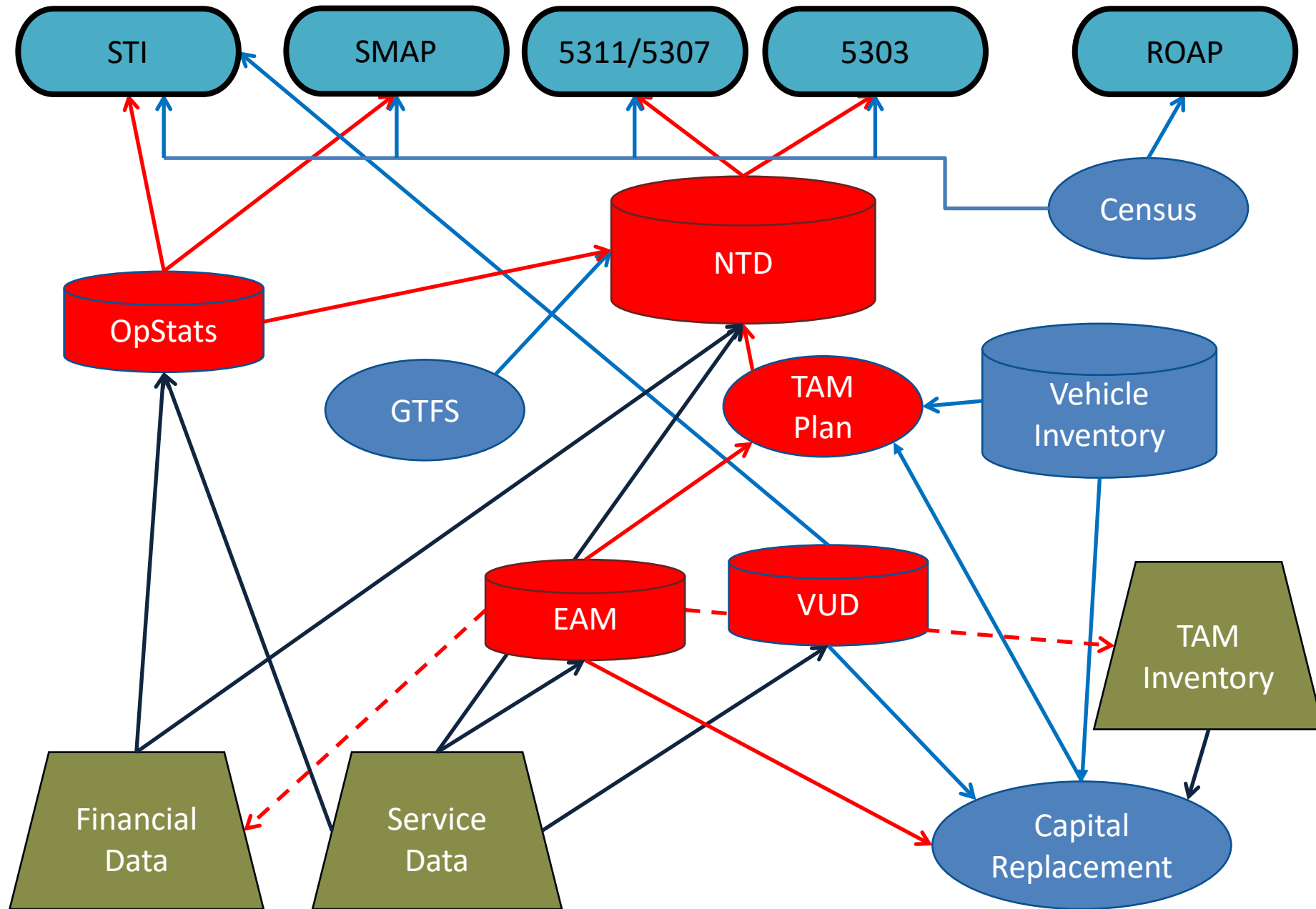
Jonah Freedman jfreedm@ncsu.edu

Kai Monast kcmonast@ncsu.edu

June 7th, 2022

Essential Datasets

- **OpStats (Operating Statistics)**- quarterly service statistics and annual financial data reported to NCDOT
- **VUD (Vehicle Utilization Data)**- biannual weekly snapshot of when vehicles are in service
- **NTD (National Transit Database)**- required annual report to FTA compiled from OpStats, VUD, Vehicle Inventory, and other sources
- **EAM (Enterprise Asset Management)**- asset management software used to track and predict preventative maintenance
- **TAM (Transit Asset Management)**- required USDOT plan to ensure agencies have goals and plan for maintaining and replacing capital



FY22 OpStats Report

- Excel file will be available on IMD website

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

Operating and Financial Statistics Report - General Instructions

Getting Started

General Overview

This Excel workbook collects essential financial and service information on each community transportation provider. The workbook is organized into a series of worksheets. The form will be a different color each fiscal year. Make sure the fiscal year showing on the Overview tab matches the current fiscal year prior to completing the form.

Saving the OPSTATS Report File

Your first step should be to save the file to a location where it can be retrieved and updated. It is helpful to save the document with the transit system name and fiscal year. Once saved, open the file and review and complete the form following the instructions in this document. It is recommended that the file be saved frequently while updating information so as not to lose data if technical difficulties with hardware or software are experienced.

Worksheet Tabs and Line Numbers

Tabs for each worksheet are located at the bottom of the Excel program screen and are labeled. Lines in the form that require a number or other information to be entered are numbered. The line numbers are on the left and right sides of the page. Instructions are provided in this document for all numbered lines. (A hyperlink is provided which will take you to a page with specific instructions and/or definitions for that line. To return to the worksheet you were working on, simply click on the appropriate worksheet tab at the bottom.)

Reporting Period

The Fiscal Year period of performance is July 1 to June 30.

1. OVERVIEW:

FY2022

A

B

C

System Information

[CTP Grantee's Legal Name](#)

First Name

Middle Initial

Last Name

[Transit's Contact Person](#)

[Contact Email](#)

[Transit's Website Address http://](#)

[Transit's Telephone Number](#)

Service Area

[Select service area](#)

[List counties in Multi-County System \(if applicable\)](#)

Operating Modes

[Demand Response Directly Operated \(DR DO\)](#)

[Demand Response Purchased \(DR PT\)](#)

[Fixed Route Directly Operated \(MB DO\)](#)

[Fixed Route Purchased \(MB PT\)](#)

Operating Modes

[Route types](#)

Instructions

Overview

Weekday

Saturday

Sunday

Weekly Totals

Dashboard

Finance

Annual Statistics

Completion

Definitions


OpStats (Operating Statistics) Reports

Comprehensive Training Webinars - July 2022

Report Deadlines

The reports are due to IMD no later than:

- 1st Quarter: October 31
- 2nd Quarter: January 31
- 3rd Quarter: April 30
- 4th Quarter/Annual Report: August 31




Buncombe County
FY 2019 NCDOT Public Transportation Division
Community Transportation Operating and Financial Statistics Report

Page 1

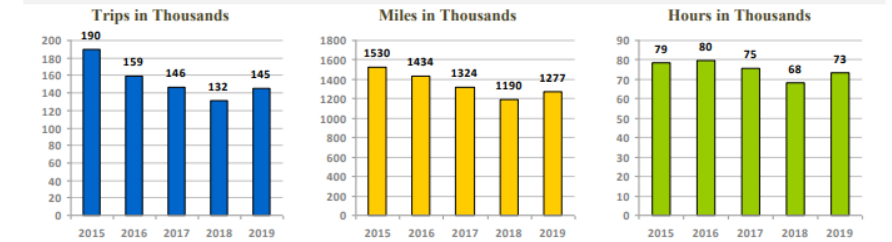
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Peer Group: 3



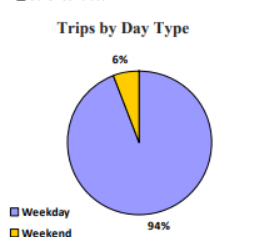
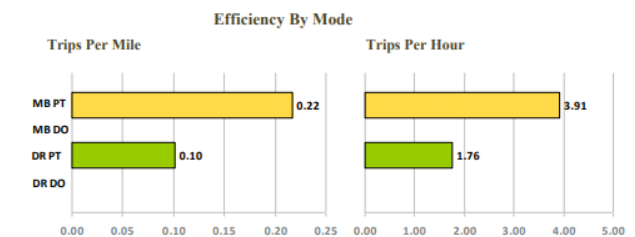
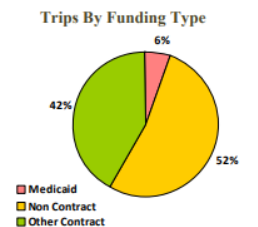
www.buncombecounty.org/mm

Contact Name: Cable, Matthew
Contact Phone: 828.250.6750
System Type: Community
Contractor: RATP Dev America, Inc.
Service Area Type: Single-County
Counties Served:
Out Of Area Service Provided? No
Coordination with Other Transit System? Yes



Trips, Miles and Hours By Mode

Service Type	Trips	Miles	Hours
DR DO-Demand Response Directly Operated	0	0	0
DR PT-Demand Response Purchased	115,662	1,139,301	65,812
MB DO-Fixed Route Directly Operated	0	0	0
MB PT-Fixed Route Purchased	29,724	137,342	7,593
TOTAL	145,386	1,276,643	73,405



Vehicle Utilization Data (VUD)

The VUD is used...

- To determine an agency's spare ratio by estimating peak vehicle utilization
- For reporting VOMS (Vehicles Operating in Maximum Service) to NTD
- To assess the potential for transfers of underutilized vehicles
- To understand patterns of utilization to identify potential for growth

Export from your software, then copy and paste or just email the export (depends on software)

???	System Name	Veh #	VIN #	Vehicle Type	Capacity	Revenue or Waiting for Disposition?	Lift Equipped	Wheel Chair Stations
HELP	ACTA	9065	1FDEE3FL5GDC31954	20-FOOT LIGHT TRANSIT VEHICLE	8	R	Y	2
	ACTA	9068	2C4RDGCG4GR362684	2016 DODGE CARAVAN MINIVAN	5	R	N	0
	ACTA	9069	2C4RDGCG3FR541037	2015 DODGE CARAVAN MINIVAN	5	R	N	0
	ACTA	9070	2C4RDGCG8HR619900	2017 DODGE CARAVAN MINIVAN	5	R	N	0
	ACTA	9071	1FDEE3FS6HDC37710	20-FOOT LIGHT TRANSIT VEHICLE	8	R	Y	2
	ACTA	9072	1FDEE3FS2HDC38109	20-FOOT LIGHT TRANSIT VEHICLE	8	R	Y	2
	ACTA	9073	1FDDE4FS4JDC16385	25-FOOT LIGHT TRANSIT VEHICLE	16	R	Y	4
	ACTA	9074	1FDDE4FS2JDC16384	25-FOOT LIGHT TRANSIT VEHICLE	16	R	Y	4

???	Route	Vehicle	Driver	Pull Out Time	Pull Out Odometer	1st Pick-up Time	1st Pick-up Odometer	Begin Break Time	Begin Break Odometer	End Break Time	End Break Odometer	Last Drop-off Time	Last Drop-off Odometer	Pull In Time	Pull In Odometer	Total Passengers	No Shows	Wheel Chair Passengers Carried	Amount Billed	Out of County (Y or N)
HELP	Tuesday																			
	4/5/2022																			
	RUN 71	9071	PETTIFORD	7:17	131006	7:58	131014	46:53.0	131069	18:26.0	131069	16:44	131126	16:44	131126	12	0	2	243.53	N
	RUN 73	9073	PETTIFORD	8:00	137325	9:20	137331	00:00.0	0	00:00.0	0	16:49	137469	17:09	137475	12	0	4	265.86	Y
	RUN-75	9075	HARRIS	4:17	107169	5:34	107170	00:00.0	0	00:00.0	0	10:52	107247	11:01	107250	10	1	0	205.50	N
	RUN 76	9076	McLEOD	5:30	83222	5:38	83224	00:00.0	0	00:00.0	0	10:35	83315	11:14	83325	8	0	1	173.67	Y
	RUN 77	9077	DAYE	8:09	82994	8:39	83004	48:47.0	83059	48:49.0	83059	17:29	83143	17:42	83147	14	2	1	341.01	N
	RUN 78	9078	GRAVES	9:57	83435	10:30	83440	22:25.0	83498	22:27.0	83498	16:16	83559	16:52	83569	8	0	3	175.27	N
	RUN 79	9079	HINTON	10:19	74464	10:33	74467	02:04.0	74507	35:30.0	74510	17:27	74592	17:51	74606	11	0	2	249.24	N
	RUN 80A	9080	BURNETTE	11:02	90288	11:50	90291	00:00.0	0	00:00.0	0	16:10	90354	17:08	90379	8	1	2	169.12	N
	RUN-81	9081	STANFIELD	5:32	102788	5:47	102790	00:00.0	0	00:00.0	0	11:31	102902	11:55	102909	9	1	4	273.78	N

NTD (National Transit Database) Validation

- Reports due to NTD by October 31
 - Rural- ITRE
 - Small urban and urban- transit systems, ITRE available to assist
- ITRE & IMD validate OpStats after submission
- NTD runs analysis comparing current fiscal year to previous fiscal year
 - If current fiscal year values more than 10% NTD requires explanation
 - Examples
 - Added/removed service
 - Gained/lost sponsoring agency/funding
 - Higher fuel/maintenance costs
 - Increase in driver salaries
 - etc...

NTD Outputs

<http://www.buncombecounty.org/transportation>
 c/o Buncombe County Planning and Development
 46 Valley Street
 Asheville, NC 28801

Buncombe County dba Mountain Mobility 2019 Annual Agency Profile

Planner III: Mr. Matthew Cable
 #



General Information

Urbanized Area Statistics - 2010 Census

Asheville, NC
 265 Square Miles
 280,648 Population
 133 Pop. Rank out of 498 UZAs

Other UZAs Served

0 North Carolina Non-UZA

Service Area Statistics

657 Square Miles
 238,318 Population

Service Consumption

1,368,678 Annual Passenger Miles (PMT)
 145,386 Annual Unlinked Trips (UPT)
 533 Average Weekday Unlinked Trips
 143 Average Saturday Unlinked Trips
 16 Average Sunday Unlinked Trips

Service Supplied

1,058,527 Annual Vehicle Revenue Miles (VRM)
 58,293 Annual Vehicle Revenue Hours (VRH)
 34 Vehicles Operated in Maximum Service (VOMS)
 43 Vehicles Available for Maximum Service (VAMS)

Database Information

NTDID: 40224
 Reporter Type: Full Reporter

Financial Information

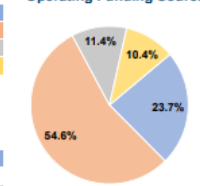
Sources of Operating Funds Expended

Fares and Directly Generated	\$852,576	23.7%
Local Funds	\$1,968,592	54.6%
State Funds	\$409,172	11.4%
Federal Assistance	\$373,364	10.4%
Total Operating Funds Expended	\$3,603,704	100.0%

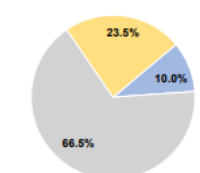
Sources of Capital Funds Expended

Fares and Directly Generated	\$39,173	10.0%
Local Funds	\$0	0.0%
State Funds	\$260,635	66.5%
Federal Assistance	\$91,912	23.5%
Total Capital Funds Expended	\$391,720	100.0%

Operating Funding Sources



Capital Funding Sources



Summary of Operating Expenses (OE)

Labor	\$66,028	1.9%
Materials and Supplies	\$302,712	8.5%
Purchased Transportation	\$2,763,326	77.8%
Other Operating Expenses	\$420,110	11.8%
Total Operating Expenses	\$3,552,176	100.0%
Reconciling OE Cash Expenditures	\$51,528	
Purchased Transportation (Reported Separately)	\$0	

Modal Characteristics

Modal Overview

Mode	Vehicles Operated in Maximum Service		Uses of Capital Funds				Total
	Directly Operated	Purchased Transportation	Revenue Vehicles	Systems and Guideways	Facilities and Stations	Other	
Demand Response	-	31	\$391,720	\$0	\$0	\$0	\$391,720
Bus	-	3	\$0	\$0	\$0	\$0	\$0
Total	-	34	\$391,720	\$0	\$0	\$0	\$391,720

Operation Characteristics

Mode	Operating Expenses	Fare Revenues	Uses of Capital Funds	Annual Passenger Miles	Annual Unlinked Trips	Annual Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Fixed Guideway Directional Route Miles	Vehicles Available for Maximum Service	Vehicles Operated in Maximum Service	Percent Spare Vehicles	Average Fleet Age in Years*
Demand Response	\$2,850,669	\$849,186	\$391,720	978,525	115,662	921,185	50,700	0.0	38	31	18.4%	3.9
Bus	\$701,507	\$318	\$0	390,153	29,724	137,342	7,593	0.0	5	3	40.0%	1.8
Total	\$3,552,176	\$849,504	\$391,720	1,368,678	145,386	1,058,527	58,293	0.0	43	34	20.9%	

Performance Measures

Mode	Service Efficiency		Service Effectiveness	
	Operating Expenses per Vehicle Revenue Mile	Operating Expenses per Vehicle Revenue Hour	Operating Expenses per Passenger Mile	Unlinked Trips per Vehicle Revenue Mile
Demand Response	\$3.09	\$56.23	\$2.91	0.1
Bus	\$5.11	\$92.39	\$1.80	0.2
Total	\$3.36	\$60.94	\$2.60	0.1



Notes:
 *Demand Response - Taxi (DT) and non-dedicated fleets do not report fleet age data.

EAM – Fleet Management

← → ↻ 🏠 faweb13.assetworks.com/NCDOT/

Messages ★ Screens 📄 Reports 🔒 Admin

Trapeze™

Home **Helpful Documents** Supervisor Technician Service Requests TTA-Service Requests Reports Scheduling Mobile Focus StoreKeeper MAXQueue Query Notifications

Quick Links

- NAFA Home Page
- Trapeze Webex
- APTA Home Page
- ATA Technology & Maintenance Council
- ICUEE Home Page

Welcome

Welcome to the FASuite InfoCenter Home Page for **NORTH CAROLINA!**

You are now connected to the North Carolina Agencies FASuite Production database. Please use the window on the left to log in and begin using FASuite.

If you have any support issues including problems with your **User ID or Password**, please utilize our [Support Request Form](#).

You may also contact Jonah Freedman at 919.515.8622 or Jeremy Scott at 919.515.8624.

EAM Version 20.1.4

IMPORTANT INFORMATION

Please Note

Important Compatibility News:

- EAM/FASuite now supports Internet Explorer up to version 11
- EAM/FASuite does not support Mozilla Firefox version 34.0.0 and above
- EAM/FASuite supports all versions of Google Chrome

[Click here for an Alternate Print Method if you receive an error when trying to print using the TO PDF button](#)

The test site can be found at the following link: <https://faweb13.assetworks.com/ncdotest/>

- Please make sure to exit out of the production site after clicking the above link

← → ↻ 🏠 faweb13.assetworks.com/NCDOT/

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Trapeze™

Home Helpful Documents **Supervisor** Technician Service Requests TTA-Service Requests Reports Sc

Webinar links

Help

How to run the NCDOT PM Compliance by Calculated Meter report

FAQ - Quick Reference Guides - Training Manuals

- [Frequently Asked Questions](#)

Quick Reference Videos

Vehicle/Lift Management

- [Entering a New Vehicle](#)
 - [Entering a New Equipment Type](#)
 - [Setting up Inspections - Annual](#)
 - [Setting up Inspections - Camera](#)
- [Entering a New Lift](#)
- [Retiring/Disposing a Vehicle or Lift](#)
- [Entering Meter Readings in the CA Portal \(Entering Mileage/Lift Counts\)](#)
 - [Updating "Out of Edit Range" Mileage](#)

PM Management

- [Current and PM Due Miles with Miles Until Due Query -Forecasting Vehicle PMs](#)
- [NCDOT PM Compliance by Calculated Meter -Vehicle Compliance](#)
- [Current and PM Due Lift Cycles With Lift Cycles until Due -Forecasting Lift PMs](#)

Queries

- 2:11 - Vehicle PM Service Query
- 15:05 - Lift PM Service Queries

Supervisor Portal

[The Complete Supervisor Portal Guide](#)

- 27:00 - Calendar
- 40:51 - Open A Work Order (Method 1: From the Calendar)
- 46:55 - Print a Work Order
- 50:11 - Sign off Tasks
- 52:26 - PM Checklist Signoff
- 59:49 - Add a Work Order Task
- 1:05:46 - Remove a Work Order Task
- 1:07:40 - Change Work Order Mileage
- 1:11:31 - Entering Commercial Work
- 1:16:41 - Change Commercial Work
- 1:19:16 - Finish and Close Work Order
- 1:27:30 - Open A Work Order (Method 2: From Equipment Management Section)
- 1:43:16 - EAM Training Exam Answers - Explained

EAM – Fleet Management

User should enter the following information into the software:

- Vehicle
- Lift
- Preventative Maintenance information
- Vehicle state inspection
- Camera Inspection

Make sure to double-check the VIN number with a VIN decoder.

The screenshot displays the EAM Fleet Management software interface. The top section shows a list of equipment units under the heading "Components - Primary Information". Below this, a table lists equipment details:

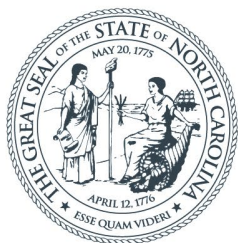
Row #	Equipment ID	Model year	Manufacturer ID	Model ID	Description
1	ALAM-L-9065	2016	BRAU	MILL2	LIFT
2	ALAM-L-9071	2017	BRAU	MILL2	LIFT
3	ALAM-L-9072				
4	ALAM-L-9073				
5	ALAM-L-9074				

The bottom section shows a detailed view of a specific equipment unit, "Fleet Equipment", with a table listing equipment details:

Row #	Equipment ID	Model year	Manufacturer ID	Model ID	Equipment description
1	ALAM-9065	2016	FORD	LTV	FORD-LTV
2	ALAM-9068	2016	DODG	MVAN	DODGE MINI VAN
3	ALAM-9069	2015	DODG	MVAN	DODGE MINI VAN
4	ALAM-9070	2017	DODG	MVAN	DODGE MINI VAN
5	ALAM-9071	2017	FORD	LTV	FORD-LTV
6	ALAM-9072	2017	FORD	LTV	FORD-LTV

The detailed view for Equipment ID ALAM-9065 shows the following information:

- Equipment ID: ALAM-9065
- 2016 FORD LTV FORD-LTV
- Basic Info:
 - Model year: 2016
 - Manufacturer ID: FORD (FORD MOTOR COMPANY)
 - Model ID: LTV
 - Equipment type: 2016-FORD-E350-LTV
 - Description: FORD-LTV
 - Color: WHITE
 - Serial number: 1FDEE3FL5GDC31954
 - Asset number: [Blank]
 - Associated file: [Blank]
 - Path and file name: [Blank]
 - Description: [Blank]
- PM program type: CLASS (selected), INDIVIDUAL, BOTH, NONE



NORTH CAROLINA
Department of Transportation

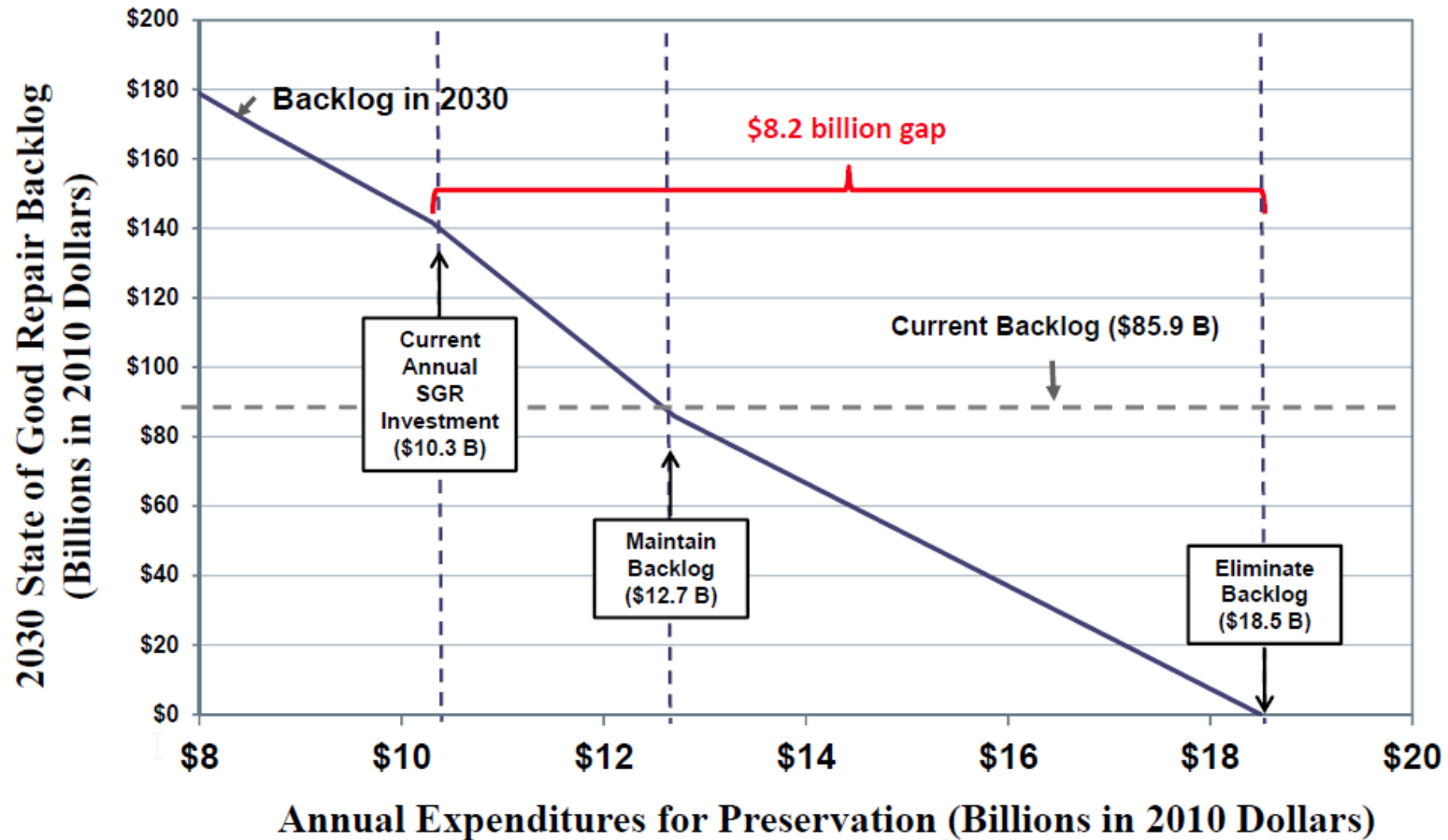


Integrated Mobility Division: NCDOT-Sponsored Group TAM Plan

Jonah Freedman

June 7th, 2022

FTA State of Good Repair Backlog

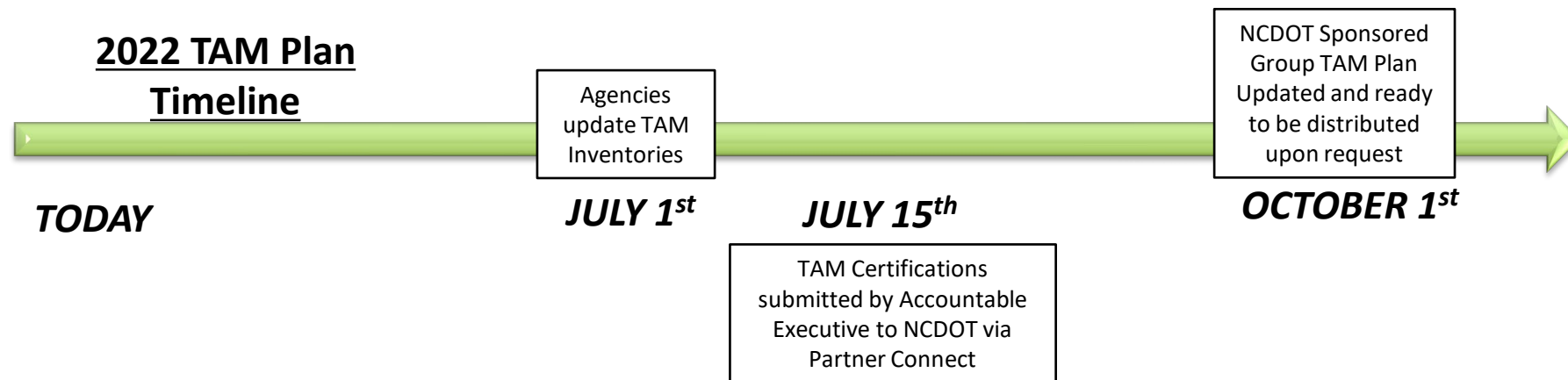


NCDOT Group TAM Plan and Participation

The purpose of the group plan option is to reduce the planning and reporting burden on smaller transit agencies from having to develop individual plans and to report to FTA's National Transit Database (NTD) on their own.

Participation in this Group TAM Plan is optional but all non-participating agencies must develop their own plan for FTA. Agencies that may participate in the Group TAM Plan include:

- § 5311 sub-recipient agencies of NCDOT
- § 5307 recipients with 100 or less vehicles
- All participating agencies must update their TAM Inventory and submit a signed certification annually.



TAM Inventory

- Rolling Stock

Select System Name		ONLY ENTER REVENUE VEHICLES WITHOUT NCDOT HELD TITLES. (E.g. Locally owned/Urban Vehicles) SERVICE/SUPPORT VEHICLES ARE RECORDED IN THE EQUIPMENT TAB														
Agency Asset ID	Asset Class	Funding Source	Date of Purchase/Rental	VIN #	Model Year	Fuel Type	Make (Chassis)	Model	Ambulatory Seats	Non-Ambulatory Seats	Seating	June 30th Odometer	Asset Owner	Age (Years)	Replacement Cost	Acquisition Year
CT-Veh-1	VN - Van	Local	6/20/2008	12345678912345600	2008	Gasoline	Ford	E-350	6	2	6/2	123456	Agency	14	\$123,456.00	2008
CT-Veh-3	MV - Mini-van	Local	6/21/2007	12345678910111231	2007	Electric battery	Chrysler	EV-20	4		4	123457	Agency	15	\$123,456.00	2007

- Each agency will receive an email with a link to their cloud-based inventory
- **NEW! Fuel Type field with NTD Fuel Types**
- Utilizes NTD Asset Classes
- Tracking all locally-owned or urban revenue vehicles- **NOT vehicles with NCDOT liens**
- Need entire existing inventory
- DOES NOT include locally owned service/support vehicles (considered Equipment as shown in next slide)

TAM Inventory

- Equipment

Select System Name

Document all equipment with a purchase price (\geq) \$100 and with a useful life greater than 1 year. ALSO DOCUMENT ANY ACTIVE ASSET WITH A REPLACEMENT COST (\geq) \$50,000 REGARDLESS OF WHEN THE ASSET WAS PURCHASED (EX. Service/Support Vehicle, Hydraulic Lift, Generator) DO NOT DOCUMENT: Cell Phones, Administrative Marketing Items

Agency Asset ID	Asset Class	LoNo	Claim ID	Funding Source (dropdown)	Date of Purchase/Rental	Description/Model	Asset Owner	Replacement Cost	Age (Years)	Useful Life Benchmark (years)
CT-Vehicle-Jeep	Non Revenue/Service Automobile		3000012345	5311	6/20/2013	Jeep Patriot	Agency	\$500.00	9	
CT-Charger1	Charging Infrastructure	No	3000012344	5339	6/20/2004	1 Port Charging Station	Agency	\$200.00	17	10
CT-Vehicle-Prius	Non Revenue/Service Automobile	Lo		Local	6/20/2021	Toyota Prius	Agency	\$25,000.00	1	

Step 2a:
Select "Lo" for a Low-Emission related asset or

Select System Name

Document all equipment with a purchase price (\geq) \$100 and with a useful life greater than 1 year. ALSO DOCUMENT ANY ACTIVE ASSET WITH A REPLACEMENT COST (\geq) \$50,000 REGARDLESS OF WHEN THE ASSET WAS PURCHASED (EX. Service/Support Vehicle, Hydraulic Lift, Generator) DO NOT DOCUMENT: Cell Phones, Administrative Marketing Items

Agency Asset ID	Asset Class	LoNo	Claim ID	Funding Source (dropdown)	Date of Purchase/Rental	Description/Model	Asset Owner	Replacement Cost	Age (Years)	Useful Life Benchmark (years)	FOR SERVICE/SUPPORT VEHICLES							
											VIN #	Model Year	Fuel Type	Make (Chassis)	Ambulatory Seats	Non-Ambulatory Seats	Seating	June 30th Odometer
CT-Vehicle-Jeep	Non Revenue/Service Automobile		3000012345	5311	6/20/2013	Jeep Patriot	Agency	\$500.00	9		12345678910111200	2013	Gasoline	Jeep	3	0	3	123456
CT-Charger1	Charging Infrastructure	No	3000012344	5339	6/20/2004	1 Port Charging Station	Agency	\$200.00	17	10								
CT-Vehicle-Prius	Non Revenue/Service Automobile	Lo		Local	6/20/2021	Toyota Prius	Agency	\$25,000.00	1		123456789101112kk	2021	Electric	Toyota	3	0	3	1234

FOR SERVICE/SUPPORT VEHICLES

VIN #	Model Year	Fuel Type	Make (Chassis)	Ambulatory Seats	Non-Ambulatory Seats	Seating	June 30th Odometer
12345678910111200	2013	Gasoline	Jeep	3	0	3	123456
123456789101112kk	2021	Electric	Toyota	3	0	3	1234

- **NEW! LoNo field (all assets) and Fuel Type field (Non-revenue Service/Support Vehicles)**
- All tangible assets with **Replacement/Annual Rental Cost > \$100.00**
- Non-Revenue Service/Support Vehicles considered equipment under FTA guidelines
- All Equipment with a Replacement Cost > \$50,000 regardless of age.

TAM Inventory

- Facilities

Agency Asset ID	Asset Class	Funding Source (dropdown)	Year Built	Date of Acquisition/Rental	Facility Address (Street, City, State, Zip)	Square Footage (sq ft.)	Asset Owner	Space Utilized (dropdown)	TERM Scale Condition	Replacement Cost/Annual Rent
HCT-FAC-1	Administration	State	1980	7/15/2013	110A Kitty Hawk Lane Elizabeth City, NC 27909	5,500	Authority	50% or More	3	\$584,617.00
Facility	Maintenance	5311	2007	9/8/2008	110A Kitty Hawk Lane Elizabeth City, NC 27909	4,000	Authority	50% or More	5	\$524,333.00

Step 6:
Enter the street address of the facility. E.g. 1 S
Wilmington St, Raleigh, NC 27601

- Agencies must give a complete address for each facility listed
- Each agency must list their administrative facility regardless of ownership
- Facilities are given a condition rating based on the FTA TERM Scale (shown in next slide).

TAM Inventory

- TERM Scale Condition

- Please Review these Ratings annually
- Condition ratings by component give an overall TERM Scale Condition
- Separate ratings for each facility recorded in the facilities tab

Administrative Facility			
ID	Component	Asset Quantity	Overall Condition Rating
A	Roof	1	3
B	Building Ext.	1	3
C	Elevator/Lift	1	N/A
D	Plumbing	1	3
E	Heating/Cooling	1	3
F	Fire Protection	1	3
G	Electrical	1	3
H	Site (Park & Ride Lot, Plot)	1	N/A
I	Fueling Station	1	N/A
J	Paving/Sidewalks	1	3
K	Surveillance	1	3
L	Fencing/Lighting	1	3
Value to enter into TERM Scale Condition =>			3

Maintenance Facility			
ID	Component	Asset Quantity	Overall Condition Rating
A	Roof		5
B	Building Ext.	1	
C	Elevator/Lift	2	
D	Plumbing	3	
E	Heating/Cooling	4	
F	Fire Protection	5	
G	Electrical		
H	Site (Park & Ride Lot, Plot)		N/A
I	Fueling Station		
J	Paving/Sidewalks		
K	Surveillance		
L	Fencing/Lighting		
M	Maintenance Building - Equipment		
Value to enter into TERM Scale Condition =>			Enter a value for each cell above

Facilities

Space Utilized (dropdown)	Age (Years)	TERM Scale Condition	Replacement Cost/Annual Rent
50% or More	101	3	\$500,000.00
Less Than 50%	101	5	\$12,000,000.00

TAM Inventory

- Completion

- Contains summary data about the inventory
- Signature affirms participation in, and approval of, the NCDOT Sponsored Group TAM Plan

Select System Name			
4. COMPLETION AND CERTIFICATION OF TAM INVENTORY			
FY2021			
Summary	Record Counts	Total Cost (\$)	Average Age (Years)
Rolling Stock Count	2	\$246,246	5.0
Equipment Units Count	1	\$500	1.0
Facilities Count	2	\$5,500,000	100.0
Total Records	5	\$5,746,746	35.3
Accountable Executive Contact Information Full Name: Jon Doe Phone Number: 99-999-9999 Email Address: joedoe@doetransit.com			
I hereby certify that, to the best of my knowledge, the information in this TAM Inventory is accurate and complete. I also affirm my participation in and approval of, the NCDOT Sponsored Group TAM Plan.			
<i>Jon Doe</i>		<i>7/15/2021</i>	
Signature of Accountable Executive		Date	
PTD/ITRE Comments about the data			
Upload this original excel file and scanned .pdf version of this signed completion tab to Partner Connect.			

DAMIS Survey

- Drug and Alcohol Management Information System (MIS) report required as a subrecipient or contractor to a subrecipient of Federal Transit Administration (FTA) Section 5311 funds.
- Governing Regulation is 49 CFR Part 40 - <https://www.ecfr.gov/current/title-49/subtitle-A/part-40>
- Who needs to be tested?
 - Safety-sensitive transportation employees (including self-employed individuals), contractors and volunteers as covered by DOT agency regulations), and service agents.
- Who may collect urine specimens for DOT drug testing
 - Collectors meeting the requirements of § 40.33 are the only persons authorized to collect specimens for DOT drug testing.
 - As the immediate supervisor of an employee being tested, you may not act as the collector when that employee is tested, unless no other collector is available, and you are permitted to do so under DOT agency drug and alcohol regulations.

Hello!

On behalf of NCDOT-IMD, this correspondence requests that you prepare and electronically report, via internet, the calendar year **2021** Drug and Alcohol Management Information System (MIS) report required as a subrecipient or contractor to a subrecipient of Federal Transit Administration (FTA) Section 5311 funds.

The report is due by the end of the day on February 15, 2022.

Your system user name and password are below. Please **immediately verify** that your username and password work by logging on to the website at <https://damis.dot.gov>.

Name of Agency: [REDACTED]

User Name: [REDACTED]

Password: [REDACTED]

INSTRUCTIONS:

- **Step 1:** Navigate to <http://damis.dot.gov>
- **Step 2:** Log-In by entering your Username & Password
- **Step 3:** Click on "Enter or Edit Your Data"
- **Step 4:** Complete each section of the report and then electronically "sign" / submit the report.
 - For your convenience, we've attached a document to this email with instructions on how to complete the MIS report.
 - Additionally, FTA has a video where they walk you through how to complete the report, you can access this video at <https://www.youtube.com/watch?v=Csbh9hY6mv0>
 - MIS Reporting Help Files can be accessed by clicking any underlined topic in the DAMIS system website.

United States
Department of Transportation

2021 Drug & Alcohol Testing Management Information System

Login

User Name:

Password:

[Click here to obtain a user name and password or if you have any questions.](#)

WARNING:

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.

DOT Privacy Policy
Paperwork Reduction Act Notice
(as required by 5 CFR 1320.21)

FTA Required Surveys

- COVID-19 Response Tool Survey
- May help guide funding
- May help recoup damages due to a natural disaster
- Emergency Response

Emergency Reporting

- It is Officially Hurricane Season and we as a state do have other disaster occasionally (forest fires, emergency events, etc.)
- It is very important to have updated contact information for your transit system and emergency contacts for your county.
- It is very important to respond to our status surveys in event we are experiencing a natural disaster.

- FTA is generally looking for updates on:
 - Impacts to status of regular service.
 - Evacuation services planned and/or provided, including number of passengers/buses/trips
 - Damages to vehicles and facilities.
 - Impacts to transit employees.
- As per FTA guidance, **grantees and subgrantees may assist with evacuations or other movement of people that might otherwise be considered charter transportation** when that transportation is in response to an emergency declared by the President, governor, mayor, or in an emergency requiring immediate action prior to a formal declaration. Keep records of transportation services provided to evacuees and the cost of these services as they may be reimbursed by FTA or FEMA (Federal Emergency Management Agency).

- Should your agency be affected by a declared emergency, it is important that **all expenses related to disaster response before, during, and after the event be documented** so that they can be evaluated for reimbursement eligibility if disaster or emergency relief funding is made available. The major data points that should be tracked include:
 - The type of any emergency transportation services being provided, including the number and type of vehicles, the number of trips provided, the number of passengers transported, the dates and hours of service, and any fares collected for emergency transportation services.
 - Emergency protective measures put in place to protect transit assets and/or personnel.
 - Damages to vehicles, facilities, or equipment.
 - Any temporary or permanent repairs made to damaged vehicles, facilities, or equipment.
- The FTA has many resources that can help with these efforts, so make sure you stay tuned to IMD when these events happen.