



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

NICHOLAS J. TENNYSON  
SECRETARY

**Memorandum**

**Date:** September 1, 2015  
**To:** 5311 Sub-recipients  
**From:** Debra G. Collins, Director Public Transportation *dgc*  
**Subject:** **FY 2017 5311 Call for Projects**

The Public Transportation Division (PTD) of the N.C. Department of Transportation is soliciting applications for the Fiscal Year (FY) 2017, 5311 Program. Grant applications are located on the PTD website, [connecting partners](#), for review beginning **September 1, 2015**. Applications must be transmitted through the online Partner Connect Grants System no later than 11:59 pm, EST, **November 6, 2015**.

For the FY2017 Call for Projects, an interim funding allocation formula will be used. The interim funding formula for Fiscal Year 2017 provides 1) a base level of \$30,000 for each county in the 5311-funded transit system's service area, and 2) allocates the remaining funds 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 2016 totals, state or other federal funds were added to equal the FY2016 total. If you were above the amount, you will receive a slight increase. This interim funding formula will allow for future incorporation of to-be-defined performance criteria. **NOTE: In FY2015 many systems submitted Capital projects through the Strategic Transportation Investment (STI) process for FY2017 however; no Strategic Transportation Investment (STI) projects are eligible for rural FY 2017 funds. These projects include facilities, expansion vehicles and fixed guideway.**

Applicants may have one combined public hearing for the following programs: ROAP, 5311 Community Transportation, and 5310 Enhanced Mobility for Seniors and Individuals with Disabilities. All documents identified within the Application Submission Checklist for each grant application must be submitted in the new Drop Box within the Partner Connect System. Federal Certification and Assurances will be provided to the transit systems upon receipt from FTA. **NOTE: An incomplete application will not be considered for funding; except where delays occur in the receipt of the federal and state certifications and assurances document.**

If you have questions or need assistance, contact your Mobility Development Specialist (MDS).

DGC: cmf

**MAILING ADDRESS:**  
NC DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSPORTATION DIVISION  
1550 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1550

TELEPHONE: 919-707-4670  
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[WWW.NCDOT.GOV/NCTRANSIT](http://WWW.NCDOT.GOV/NCTRANSIT)

**LOCATION:**  
TRANSPORTATION BUILDING  
1 SOUTH WILMINGTON STREET  
ROOM 542  
RALEIGH, NC

# North Carolina Department of Transportation



## FY17 Community Transportation Program Application Package

Includes the Section 5311- Non-urbanized Area Formula Program, Human  
Service Transportation Management Program  
and Rural Capital Program

SEPTEMBER 01, 2015

N.C. Department of Transportation  
Public Transportation Division  
1 S. Wilmington Street  
Raleigh, NC 27601

## Background

The Federal Transit Administration, on the behalf of the Secretary of Transportation, apportions appropriated 5311 funds annually to the Governor of each state for public transportation projects in non-urbanized areas.

Specifically, the Section 5311 program intends to: (1) enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services and recreation; (2) assist in the maintenance, development, improvement and use of public transportation systems in non-urbanized areas; (3) encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in nonurbanized areas through the coordination of programs and services; (4) assist in the development and support of intercity bus transportation; (5) provide for the participation of private transportation providers in non-urbanized transportation; (6) to provide and enhance public transportation to the Tribal Transit Program on Indian reservations/tribal lands and to provide transit services to serve tribal communities; (7) to provide technical assistance to include project planning, program and management development, public transportation coordination activities, and research to promote effective delivery of public transportation in rural areas of the designated Appalachian region, and (8) to enhance and improve access to jobs through employment-related transportation services for welfare recipients and eligible low-income individuals; this includes transportation of residents from urbanized and rural areas to suburban employment opportunities. Public Transportation definition has changed slightly under MAP-21 by including a reference to 'shared ride' transportation. From the FTA Circular C 9040.1G, the definition is:

*“Public transportation means regular, continuing **shared-ride** surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income... Public transportation can be either fixed-route or demand-response service, but excludes intercity passenger rail provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing services, courtesy shuttle services provided by individual businesses, and intra-terminal or intra-facility shuttle services.”*

The Governor of North Carolina, in accordance with the Urban Mass Transportation Act of 1964, as amended, designated the N.C. Department of Transportation (NCDOT) Public Transportation Division (PTD) as the agency to receive and administer federal and state public transportation funds. The NCDOT (G.S. 136-44.20) is the recipient of all Section 5311 funds and the Community Transportation Program (CTP) applicant is the sub-recipient. The purpose of Section 5311 assistance is the provision of public transportation services and maximum feasible coordination with other rural transportation services.

The Public Transportation Division shall have principal responsibility and authority for the administration of the Section 5311 Program, and shall administer the programs in accordance with the guidance published by the Federal Transit Administration Circular 9040.1G and in accordance with existing Federal and State regulations pertaining to the administration of Federal grants by the North Carolina Department of Transportation. Transportation systems

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 the transportation must be rural areas. A rural transit provider may design its Section 5311 funded services to maximize use by members of the general public who are transportation disadvantaged. Transportation disadvantaged people include elderly people and people with disabilities.

NCDOT incorporates the Federal Section 5311, State Rural Capital Program (includes vehicles and related equipment, facility improvements and baseline technology) and the State Human Service Transportation Management Program into a single CTP funding application.

## Timetable

### **Application Process for FY17**

<b>DATES</b>	<b>TASK/EVENT</b>
September 1	<ul style="list-style-type: none"> <li>▪ Funding Solicitation (Grant Application and Instructions Distributed)</li> </ul>
November 6	<ul style="list-style-type: none"> <li>▪ Grant Application Due to NCDOT (including Project Funding Request Form)</li> </ul>
Nov. – Feb.	<ul style="list-style-type: none"> <li>▪ Grant Application Review Process</li> </ul>
March	<ul style="list-style-type: none"> <li>▪ PTD makes funding recommendation to NCDOT BOT</li> </ul>
April - June	<ul style="list-style-type: none"> <li>▪ FTA grant review and award</li> </ul>
July 1	<ul style="list-style-type: none"> <li>▪ Effective date of one year grant agreement</li> </ul>

## MAP-21 OVERVIEW

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On July 6, 2012 President Obama signed into law a new two-year transportation authorization, entitled Moving Ahead for Progress in the 21st Century (MAP-21). MAP-21 furthers several important goals, including safety, state of good repair, performance, and program efficiency. MAP-21 gives FTA significant new authority to strengthen the safety of public transportation systems throughout the United States. The act also puts new emphasis on restoring and replacing our aging public transportation infrastructure by establishing a new needs-based formula program and new asset management requirements. In addition, it establishes performance-based planning requirements that align Federal funding with key goals and tracks progress towards these goals. Finally, MAP-21 improves the efficiency of administering grant programs by consolidating several programs and streamlining the major capital investment grant program known as “New Starts.” These, and other important changes, are summarized in this document.

While this summary focuses on the transit title (Division B, including amendments to chapter 53 of title 49, United States Code), several provisions that reside in the highway title (Division A, including amendments to title 23, United States Code) also affect transit. These provisions include performance measures in transportation planning, the Transportation Infrastructure Finance and Innovation Act (TIFIA), the Surface Transportation Program (STP), the Congestion Management and Air Quality program (CMAQ), and acceleration of project delivery through streamlining environmental reviews. A summary of these provisions can be found at <http://www.fhwa.dot.gov/map21/summaryinfo.cfm>.

## Designated Applicant

North Carolina’s coordinated approach to service delivery allows only a single applicant (sub-recipient) for CTP funding within a county or group of counties as identified by an approved Community Transportation Service Plan (CTSP). Applicants must maintain a minimum level of coordinated transportation services to be eligible to receive any public transportation assistance through the CTP program. The minimum level will be determined in the CTSP process and must be illustrated beyond vehicle sharing unless local conditions clearly prohibit greater coordinating opportunities. Each applicant shall ensure that, to the maximum extent feasible, all transportation services provided utilizing funding through the CTP are coordinated with transportation services provided by other entities receiving federal funds, including any urban transit providers. Coordination can be used to improve transportation system performance by eliminating duplicative efforts and improving the efficiency of transportation operations. Each transportation system will have a Transportation Advisory Board (TAB) approved by the applicant’s governing body.

## Transportation Advisory Board

Each applicant is REQUIRED to have a Transportation Advisory Board (TAB). A TAB is made up of stakeholders from the service area that care about the services provided by the transit system. The make-up of the TAB is representative of the various target audiences in the service area and includes one or more actual passengers of the transit system. An “ACTIVELY ENGAGED” Transportation Advisory Board is expected to discuss unmet needs in the service area, service design and scheduling, billing rates and fares, and to resolve complaints. They also monitor compliance with federal regulations and the status of any deficiencies noted in any official federal, state or local review or report. The Transportation Advisory Board is a locally formed advisory group based on the following guidelines and requirements:

### TRANSPORTATION ADVISORY BOARD (TAB) COMPOSITION

CATEGORIES	PUBLIC HUMAN SERVICE AGENCY	TRANSPORTATION PROVIDERS	PUBLIC AND BUSINESS SECTORS	GOVERNMENT AND GOVERNMENTAL AFFILIATES	TRANSIT USER
<i>Suggested number of representatives per category</i>	<b>3-5</b>	<b>1-2</b>	<b>4-5</b>	<b>3-5</b>	<b>1-3</b>
<p><b>NOTE:</b> TAB members should be individuals that know about the transit needs of the general public including the elderly, minorities, disabled, LEP, or low income populations living in the service area.</p>	<ul style="list-style-type: none"> <li>▪ Senior Services</li> <li>▪ DSS</li> <li>▪ Vocational Rehabilitation</li> <li>▪ Head Start</li> <li>▪ Shelter Workshop</li> <li>▪ Health Dept.</li> <li>▪ Veterans Admin</li> <li>▪ Smart Start</li> <li>▪ Mental Health</li> <li>▪ Housing Authority</li> <li>▪ Human Service Transit Users</li> </ul>	<ul style="list-style-type: none"> <li>▪ Private transportation providers</li> <li>▪ Intercity bus providers</li> <li>▪ Ambulance Service</li> <li>▪ Regional Authority</li> <li>▪ Urban System</li> <li>▪ Faith based services</li> <li>▪ Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chamber of Commerce</li> <li>▪ Major employers</li> <li>▪ DBE’s</li> <li>▪ Hospital/Dialysis Ctr. Staff</li> <li>▪ Non-profit organizations</li> <li>▪ Employment Transit Users</li> <li>▪ General Public Transit Users</li> <li>▪ Public Citizens</li> </ul>	<ul style="list-style-type: none"> <li>▪ MPO</li> <li>▪ RPO</li> <li>▪ Economic Development</li> <li>▪ Employment Security Commission</li> <li>▪ Job Link and/or Career Centers</li> <li>▪ Elected Officials</li> <li>▪ County Government staff</li> <li>▪ Community College</li> </ul>	<ul style="list-style-type: none"> <li>▪ Passenger(s) that currently utilize the transit system</li> </ul>

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- The Transportation Advisory Board must include representatives from the elderly, minority, LEP, disabled and/or low income populations in the service area **or** include individuals that represent these consumer groups that will challenge the transit system to be more sensitive to their needs or to discuss unmet needs of their consumer group. Census data should be consulted to determine which groups should be represented and the size of the representation needed.
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- If the applicant serves as an “umbrella” agency for programs in addition to transportation services, then the Executive or Governing Board may not serve as the Transportation Advisory Board. There may be overlapping of members from the Executive or Governing Board, but there must be a separate Transportation Advisory Board that meets the requirements.
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- If the applicant is a transportation authority or a non-profit organization that only provides transportation, the Executive or Governing Board may serve as the Transportation Advisory Board. In this case, the composition of the Executive or Governing Board will have to meet the 5311 Program requirements to serve as the TAB or consider creating a separate TAB that does meet the requirements.
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- PTD expects, at a minimum, **quarterly TAB meetings** for the community transportation system to maintain ongoing communications as one means of seeking public involvement, and ongoing administrative oversight. TAB meetings must be open to the public and the public must be notified of the scheduled meetings through such means as posting notices on agency Web sites; local news media; flyers; etc. Additionally, meeting minutes must be published and distributed to PTD regional mobility development specialists, with original file copies maintained by the transportation system for a minimum of five (5) years.
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- All TAB or Governing Board members must sign a Conflict of Interest form and the signed form(s) must be attached as an application document.
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## **Regulatory Compliance**

All projects must annually meet all Federal/State requirements prior to July 1, the beginning of the project period and State fiscal year, to be eligible for reimbursement of Federal funds for the entire project period. **Applicants that do not meet federal and state requirements are not eligible to receive reimbursement for expenses incurred prior to the effective date of compliance.** NCDOT will not award any financial assistance until the applicant provides assurance of compliance and it has been determined that federal and state requirements are met. **In addition to Federal compliance requirements, PTD requires all transit systems to:**

- 1)** submit a 5-year budget with account codes mapped to PTD G-codes;
- 2)** use automated scheduling software;
- 3)** maintain 80% or greater compliance in AssetWorks;
- 4)** submit required reports such as Charter, OpStats, ROAP, etc...by the designated due date;
- 5)** submit a Fully Allocated Cost Model;
- 6)** submit invoices on a monthly or quarterly basis;
- 7)** participate in 2 official site visits per fiscal year with Mobility Development Specialist.

ALL the documents below must be completed and returned as part of the CTP application. Documents will be uploaded as “Miscellaneous” documents to the Drop Box in Partner Connect. Where applicable, documents that apply to multiple budgets i.e., Authorizing Resolution, Title VI Report, etc...only have to be uploaded one time.

- Some documents must be signed by the AUTHORIZED OFFICIAL as indicated
- Some documents must AFFIX A SEAL as indicated on the form
- Instructions are included with the form

	<b>DOCUMENTS</b>	<b>COMMENTS</b>
1	<b><i>Authorizing Resolution</i></b>	Each applicant will accurately complete and submit with its grant application a Governing Board Approved Community Transportation Program <b><i>OR</i></b> Human Service Transportation authorizing resolution, whichever is applicable. The Community Transportation Program Resolution is for Federal and State funded projects that provide general public transportation, while the Human Service Transportation Resolution is for State funded projects that provide only human service transportation.
2	<b><i>Certifications and Assurances, Attorney's Affirmation, Lobbying Certification, Equivalent Service Certification, and 5333(b) Labor Warranty</i></b>	In accordance with 49 U.S.C. 5323(n), Certifications and Assurances have been compiled for the North Carolina Community Transportation Program. NCDOT requires sub-recipients to certify to all applicable categories.  Certifications and Assurances documents are received from the FTA. All State and Federal certification documents will be distributed as a package upon receipt of federal documents.
3	<b><i>Title VI Certification</i></b>	All Recipients of FTA and State funds must comply with Title VI of the 1964 Civil Rights Act, Section 601. Title VI states that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”  <ul style="list-style-type: none"> <li>▪ Additional federal information may be found in FTA Circular 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” dated October 1, 2012 at: <a href="http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf">http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf</a></li> </ul>
4	<b><i>Disadvantaged Business Enterprise (DBE) Certification</i></b>	All recipients and sub-recipients of grant funds from the FTA and/or the State of North Carolina must participate in the DBE Program/Minority Business Enterprises (MBE) Program. DBE Program information may be found at <a href="https://apps.dot.state.nc.us/vendor/directory/">https://apps.dot.state.nc.us/vendor/directory/</a> .
5	<b><i>DBE/MBE/WBE/HUB Anticipated Vendor Awards</i></b>	Expected DBE/MBE/WBE/ and HUB to be used in FY2017.

6	<i>Public Hearing Notice</i>	<p>As part of the CTP application, a public hearing must be held in front of the applicant’s governing body. The public hearing may cover multiple grant requests to include 5311, Appalachian Program, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities, and ROAP. The applicant must publish one public notice in a newspaper(s) having general circulation in the project’s proposed service area. It is recommended that the Public Hearing Notice provide a minimum of seven (7) calendar days notice and a maximum of fourteen (14) calendar days notice between the time that the Public Hearing Notice is published in the newspaper and the actual public hearing date. In accordance with the DOT LEP Guidance, 70 FR 74087, (December 14, 2005), a public notice will also be published in <b>Spanish</b> in counties that have 1,000 or 5% of their population that speaks Spanish at home, but speaks English less than well. <b>Applicants in the counties listed in Appendix B MUST publish a public hearing notice in English and Spanish. PTD is not including a Spanish version of the public notice in the application package. Applicants should have the public notice translated locally to ensure the accuracy of the translation.</b></p>
7	<i>Public Hearing / Public Hearing Record / Public Hearing Minutes</i>	<p>The applicant must hold a public hearing on the proposed project(s) to allow members of the community the opportunity to comment on transportation needs and the grant application. Each grant request (i.e., 5311, Appalachian, 5310, or ROAP) must be addressed individually with the hearing formally opened and closed, and reflected in the minutes. During the hearing the public should explicitly be asked if they wish to comment on the proposed funding. The public hearing will be held before the governing board.</p> <ul style="list-style-type: none"> <li>▪ County Commissioners - county applicants</li> <li>▪ Board of Directors - non-profit applicants</li> <li>▪ Authority Board of Directors or Executive Board - public transportation authorities</li> <li>▪ City/Town Council - municipalities</li> </ul> <p>The Clerk/Secretary to the Board must complete, sign and certify the Public Hearing Record form. Either indicate that NO public comments were made <i>or</i> public comments were made and enter the estimated date for board approval of meeting minutes. A copy of the board approved minutes must be submitted if comments were made at the Public Hearing.</p>

8	<b>Public Hearing Outreach</b>	Outreach efforts beyond holding a public hearing must be conducted to inform the public including minorities, women, elderly, disabled, Limited English Proficiency (LEP), low income individuals, and persons who are not human service agency clients, about the availability of CTP funds and to discuss transportation service needs. These efforts should include, but are not limited to surveys, presentations to groups, committees, fliers and/or posters. The intent is to remove barriers and conditions that prevent these groups from receiving access, participation and benefits of the CTP funded services. Services and benefits must be distributed in a non-discriminatory manner. Title VI of the Civil Rights Act of 1964 applies. This form should include a <u>DETAILED DESCRIPTION</u> of public hearing outreach efforts by the applicant to inform the public ( <u>INCLUDING MINORITY, WOMEN, ELDERLY, DISABLED, LIMITED ENGLISH PROFICIENCY (LEP), AND LOW INCOME INDIVIDUALS</u> ) about the public hearing to comment on the Community Transportation Grant application.
9	<b>Local Share Certification for Funding</b>	The Legal Applicant must certify to the North Carolina Department of Transportation that the required local funds for the FY2017 Community Transportation Program will <u>be</u> available as of July 1, 2016 for FY2017, which has a period of performance of July 1, 2016 – June 30, 2017.
10	<b>Surface Transportation Providers</b>	List of all private transportation providers.
11	<b>Transportation Advisory Board Composition</b>	Each applicant is <u>REQUIRED</u> to have a Transportation Advisory Board (TAB). A TAB is made up of stakeholders from the service area that care about the services provided by the transit system. The make-up of the TAB is representative of the various target audiences in the service area and includes one or more actual passengers of the transit system. An “ <u>ACTIVELY ENGAGED</u> ” Transportation Advisory Board is expected to discuss unmet needs in the service area, service design and scheduling, billing rates and fares, and to resolve complaints. They also monitor compliance with federal regulations and the status of any deficiencies noted in any official federal, state or local review or report.
12	<b>Equal Employment Opportunity (EEO)</b>	Threshold Requirements: Any applicant, recipient, or sub-recipient is required to comply with program requirements in Chapter III if it meets the following thresholds: <ul style="list-style-type: none"> <li>a. Employees 50 or more transit-related employees*; <b>and</b></li> <li>b. Requests or receives capital or operating assistance under Sections 3, 4(i), or 9 of the FTA; assistance under 23 U.S.C. 142(a)(2) or 23 U.S.C. 103(e)(4), or any combination thereof, in excess of \$1 million in the previous Federal fiscal year; <b>or</b></li> <li>c. Request and receives planning assistance under Sections 8 and/or 9 in excess of \$250,000 in the previous Federal fiscal year.</li> </ul>

13	<i>Project Funding Request Form</i>	<b>Attention:</b> The Project Funding Request Form (Page 1) must be completed by all systems for each budget requested and placed in the grant application. <b>In FY2017 no projects have been approved for funding in the Strategic Transportation Investment (STI) process. This includes Expansion Vehicles, Facilities, and Fixed Guideway.</b>
14	<i>Conflict of Interest Form(s)</i>	All TAB and/or Governing Board members must sign a Conflict of Interest form. Signed forms must be scanned and uploaded.

## [Procurement and Third Party Contracting](#)

Procurement and third party contracting activities are primarily the responsibility of the subrecipient. Subrecipients should follow established local procedures and applicable state or federal standards in accordance with the North Carolina Consolidated Procurement Code (as amended). The procurement and contract standards set forth under N.C. G. S. 143 Article 8 and FTA Circular 4220.1F shall apply to the procurement of all goods and services the sub-recipient will purchase under the project contract.

For more information on procurement and third party contracting refer to item “P”, *Procurement and Third Party Contracting*, and item “Q”, *Circular 4220.1F, Third Party Contracting Guidance*.

## [Application Process](#)

The FY2017 CTP grant application must be transmitted through the online NCDOT Grants Module no later than 11:59 pm EST, Friday, November 6, 2015. **An incomplete application will not be reviewed.** The documents identified in the Application Submission Checklist must be submitted as attachments in the **Drop Box** within Partner Connect. Note that documents with original signatures must be scanned for electronic submittal (ensure that seal is visible for documents with seals) and some forms/other documents must be saved and attached in their original form (Microsoft Word/Excel), as indicated in the Application Submission Checklist.

**All documents are to be uploaded as “Miscellaneous” in the Drop Box and must use the following naming convention: SystemName.FY.DocumentName; i.e. “CarolinaCounty.FY2017.TitleVIReport”.** Mobility Development Specialists will review uploaded documents and attach them to the appropriate budget forms as necessary. Refer to item “R” in the application package for Drop Box document uploading instructions.

The PTD supports community transportation systems in fulfilling the transportation needs of each community by providing **ADMINISTRATIVE, CAPITAL, AND OPERATING** funding assistance programs. The division has sought increased state funding in these key areas to assist in meeting the goals and policy objectives of the Community Transportation Program. Community transportation systems will be eligible to receive these funding assistance programs if the policy requirements of the Community Transportation Program are met.

Budget Category	Not to exceed		Local Share
	Federal	State <sup>1</sup>	
ADMINISTRATION	80%	5%	15%
CAPITAL	80%	10%	10%
▪ Other Vehicles / Capital	80%	10%	10%
▪ Technology	80%	10%	10%
▪ Facilities	80%	10%	10%
OPERATING (net)	50%		50% or more <sup>2</sup>

<sup>1</sup> State funding is subject to State appropriations and availability of funds

<sup>2</sup> Small Fixed Route Systems' Local Share exceeds 50%

**Community Transportation Systems in Urbanized Area Counties** – For the FY2017 Call for Projects, an interim funding allocation formula will be used. The interim funding formula for Fiscal Year 2017 provides 1) a base level of \$30,000 for each county in the 5311-funded transit system's service area, and 2) allocates the remaining funds 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 2016 totals, state or other federal funds were added to equal the FY2016 total. If you were above the apportioned amount, you will receive a slight increase. This interim funding formula will allow for future incorporation of to-be-defined performance criteria. NOTE: In FY2015 many systems submitted Capital projects through the Strategic Transportation Investment (STI) process for FY2017 however; no Strategic Transportation Investment (STI) projects are eligible for rural FY 2017 funds. These projects include facilities, expansion vehicles and fixed guideway.

**Funding Requests** - All community transportation systems are required to utilize the Uniform Public Transportation Accounting System (UPTAS) for budgeting and reporting. The governing board determines how to allocate the maximum amount of funds for which they are eligible, to meet the transportation needs of the service area for the fiscal year. The administrative funding (with the exception of G481 central services [indirect cost], G452 vehicle insurance, G371 marketing, G372 promotional items, and G395 Training [employee development]), allocated to the system can be budgeted at the discretion of the system, utilizing eligible UPTAS cost categories (Object Codes).

**Indirect Cost Plans** - Under Federal and State funded grant programs, recipients may incur costs of both a direct and indirect nature. Sub-recipients who seek federal or state funding for indirect costs must have an approved indirect cost plan (cost allocation plan) and an approved indirect cost rate. A cost allocation plan is required if a grantee desires to charge indirect program-related costs. The Public Transportation Division requires each sub-recipient

requesting central services (indirect costs) in their CTP budget to submit a copy of their most recently audited cost allocation plan and obtain an approved indirect cost rate prior to submitting their grant application.

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**NOTE:** Indirect cost is an eligible operating expense for small fixed route, regional transportation systems, and urban-rural consolidated transportation systems. Grantees must have an **approved cost allocation plan and indirect cost rate prior to submitting their grant application.**

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**Program Auditing** -The Public Transportation Division is responsible for providing program monitoring and oversight to ensure that Federal/State funds are used for the intended purpose. This is accomplished through various onsite program monitoring and evaluation tools including but not limited to: Maintenance Reviews, Site Visits, Compliance Reviews, Drug and Alcohol Reviews and attendance at TAB meetings. In addition, the Community Transportation Program is subject to the OMB A-133 single audit requirement. The department's Office of Inspector General periodically conducts site visits to audit expenditures of the local Community Transportation Grant program sub-recipient.

### Administrative Budgets

Applicants are expected to carefully consider administrative budget request submissions. A careful review of actual line item expenditures over the past 2-3 years should play an integral role in determining current budget request. For the FY2017 Call for Projects, an interim funding allocation formula will be used. The interim funding formula provides 1) a base level of \$30,000 for each county in the 5311-funded transit system's service area, and 2) allocates the remaining funds 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 amount apportioned to a transit system was below FY 2016 totals, state or other federal funds were added to bring the allocation to back to that level. If you were above the amount, you will receive a slight increase. Funding allocations will be provided to each transit system through their Mobility Development Specialist.

**Vehicle insurance** is an allowable administrative expense in the CTP application. Only active revenue vehicles are eligible for vehicle insurance cost participation by PTD. The applicant will be required to submit the following documentation that will be used to determine the PTD financial participation level for vehicle insurance:

- Certificate of Insurance - verifying liability limits, and the deductible amount,
- Auto Schedule – a list of the vehicles insured and the cost associated with insuring each vehicle at the required levels. The PTMS cannot be used as a substitute for the Auto Schedule.

The applicant should request this information from their insurance provider. PTD will cap reimbursement to the federal and state share of 85% of the actual annual premium cost, up to a maximum annual premium cost of \$2,500 per revenue vehicle.

**Note: All Transit systems are required to have a minimum amount of insurance, \$1.5 Million per vehicle, but transit systems that have 16 passenger vehicles or larger in their fleet must have insurance coverage of \$5 Million.**

**Training - Employee Education Expenses (Object Code 395)** – These funds are intended to support training and development activities for community transportation systems' employees. Eligible employee training expenses include: registration fees, tuition, books and materials for approved courses; travel, lodging and meals related to approved training activities; fees for purchase or rental of Video or CD-ROM training or fees for participation in Internet or world wide web based training courses (excluding basic Internet service provider fees); and instructor fees and materials cost for approved courses. Employee Development funds may be used to support the travel and registration fees for no more than two drivers for the annual statewide Bus and Van Roadeo.

**NOTE:** Travel expenses for Roadeo volunteers and judges must be paid from another source or the administrative travel line items (object codes 311, 312, and/or 314. Employee Development funds may not be used to defray the cost of salaries for staff attending a training course or conducting a training course for other system employees.

**IMPORTANT:** No costs that are actually or potentially associated with lobbying activities may be paid for using funds approved in the CTP grant in general and in object code 395 in particular. Applicants may not co-mingle approved activities eligible to be funded in this line item with any lobbying activities.

The Public Transportation Division will issue minimum training standards for all community transportation systems that receive state financial assistance from the department.

**Marketing and Promotional Items** – Applicants are required to budget Marketing (Object Code 371) and Promotional Items (Object Code 372) at designated levels. According to the 2014 State Management Plan, State Role in Program Administration, “Technical Management Assistance” page 72, “Systems are required to spend 2% of the total of their Section 5311 administrative funding request, minus vehicle insurance, on marketing.” Applicants should thoroughly evaluate their marketing needs to determine if more than the 2% minimum should be budgeted. Additionally, funding requests for Object Code 372 cannot exceed 25% of the budgeted amount for Object Code 371.

### Capital Budgets

All rural transportation systems will be eligible for capital assistance funds. A Capital Replacement Schedule is included in Appendix A of this document. **ASSETS THAT HAVE MET USEFUL LIFE WILL NOT AUTOMATICALLY BE REPLACED.** The Capital Replacement Schedule represents the minimum threshold for replacement consideration unless the applicant can document that a capital item has a history of mechanical failure, is un-repairable or that it is financially prohibitive to repair the item.

**Expansion Vehicles and Replacements** – For FY2017, expansion vehicles are not an eligible Capital expense.

**Other Capital, Advanced Technology and Baseline Technology** – Applicants should consult the Capital Replacement Schedule before requesting any replacements of Other Capital or Advanced/Baseline Technology. Appendix C lists the minimum specifications for technology items. New Advanced Technology users must have completed the Advanced Technology Pre-Application process with ITRE. Current Advanced Technology users may request to replace existing Advanced Technology items as necessary. Any system requesting expansion vehicles should also request vehicle security and surveillance equipment and any other advanced technology items currently used. The applicant must provide one (1) retail estimate per item if they request funding to replace or purchase Other Capital or Advanced/Baseline Technology. The estimate will determine the amount of funding recommended by the reviewer. Some Object Codes in the Other Capital and Baseline Technology budgets include the maximum cost in which PTD will participate. Requests for funding cannot exceed these amounts per item. The applicant is required to enter written justification in No. 14 of the System Description form for Advanced/Baseline Technology; Radio Equipment; and Telephone Equipment.

### Operating Budgets

Applicants must cap their operating budget requests to the FY16 approved budgets. PTD reserves the right to decrease the FY2018 operating allocation for those applicants that have significant unexpended operating funds over the past two fiscal years and for budget line costs

that appear excessive. Section 5311 operating funds can ONLY be used to support rural general public routes (RGP).

**RGP DEFINITION:** Service provided on a repetitive, fixed-route schedule or deviated fixed-route schedule basis along a specific route for pick up and delivery of passengers to specific locations; each fixed-route trip serves the same origins and destinations, unlike demand responsive, taxicabs, or subscription service.

Operating Expenses - Operating expenses are considered those costs directly related to system operations. Eligible items are defined as stated in the UPTAS manual and State Management Plan.

Net operating expenses are eligible for assistance. Net operating expenses are those expenses that remain after the provider subtracts operating revenues from eligible operating expenses. Operating revenues must include farebox revenues. Farebox revenues include fares paid by riders who are later reimbursed by a human service agency or other user-side subsidy arrangement. Farebox revenues do not include payments made directly to the transit system by human service agencies to purchase service. However, purchase of transit passes or other fare media for clients would be considered farebox revenue. A voluntary or mandatory fee that a college, university, or similar institution imposes on all its students for free or discounted transit service is not farebox revenue. Farebox revenue must be used to reduce total operating expenses (treated as revenue).

Funds received pursuant to a service agreement with a State or local social service agency or a private social service organization may be used as local match. Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5311 operating assistance. In either case, the cost of providing the contract service is included in the total project cost.

The manner in which a subrecipient applies income from human service agencies to a project affects the calculation of net operating expenses and, therefore, the amount of Section 5311 operating assistance the project is eligible to receive.

Sources of Local Match. Local match for the remainder of net project costs may be provided from:

- An undistributed cash surplus, a replacement cash fund or reserve, a service agreement with a State or local social service agency or a private social service organization; or
- Amounts appropriated or otherwise made available to a department or agency of the Government (other than the [U.S.] Department of Transportation) that are eligible to be expended for transportation.

**Note:** Fare box revenue is not an applicable source of local match.

Examples of non-Federal sources that may be used for any or all of the local share include: State or local appropriations; dedicated tax revenues; private donations; and net income generated from advertising and concessions.

Subrecipients may use funds from other non-DOT Federal agencies (e.g., employment training, aging, community services, vocational rehabilitation services, and TANF) for the entire local match if the other agency makes the funds available to the recipient for the purposes of the project. Any non-DOT Federal funds used as local match must be used for activities included in total net project costs of this grant.

Net Operating Expenses = Total Eligible Operating Expenses – Fare Revenues

*Cost Participation:* The Federal share for net-operating expenses may not exceed 50%.

**ONLY the systems listed below are eligible for 5311 OPERATING Funds**

Small Fixed Route Systems	Regional Systems	Urban/Rural Consolidated Systems
NOTE: Increases in operating assistance are provided consistent with percentage increases in the State’s Governor’s Apportionment through the Section 5307 Program and/or at the discretion of PTD.	NOTE: Section 5311 operating funds are also provided to the regional transportation systems listed below to support rural general public routes as defined above.	NOTE: Section 5311 operating funds will be available to the systems listed below to support <u>GENERAL PUBLIC ROUTES</u> in the non-urbanized area. Consolidated urban/rural transportation systems will use a cost allocation based on urban/rural miles and hours from FY 2013 Operating Statistics to allocate any joint urban/rural expenses and determine the rural share eligible for Section 5311 funding.
<b>WILSON TRANSIT</b> City of Wilson	<b>ICPTA</b> Albemarle Regional Health Services	<b>GATEWAY</b> Goldsboro-Wayne Transportation Authority
	<b>CPTA</b> Choanoke Public Transportation Authority	<b>APPLE COUNTRY TRANSIT</b> Western Carolina Community Action, Inc.
<b>AppalCART</b> Town of Boone and Watauga County	<b>KARTS</b> Kerr Area Transportation Authority	<b>TAR RIVER TRANSIT</b> City of Rocky Mount (operates in a region)
	<b>RCATS</b> Randolph County Senior Adults Association, Inc.	<b>GREENWAY PUBLIC TRANSPORTATION</b> Western Piedmont Regional Transit Authority (operates in a region)
	<b>YVEDDI</b> Yadkin Valley Economic Development District, Inc.	<b>CARTS</b> Craven County

**Facility Safety and Security Improvement Budgets** - Applicants will be eligible to request facility *SAFETY AND SECURITY IMPROVEMENT* assistance to address safety and compliance with federal and state regulations. Facility improvement/repairs funding is available only for a facility owned by the applicant and occupied by the transit system.

**NOTE: DOCUMENTATION TO INCLUDE WITH APPLICATION**

- A copy of the deed of ownership must be provided to the Public Transportation Division (PTD) with the safety and/or security renovation budget request.
- An estimate is required if funding is applied for in the application.

## Appendix A

# CAPITAL REPLACEMENT SCHEDULE

**Note:** Assets that have met their useful life will *not* automatically be replaced. This schedule represents the minimum threshold for replacement consideration. Listed capital items are illustrative and not exhaustive.

**Effective 7/1/2012**

CATEGORY CAPITAL ITEMS	MINIMUM REQUIREMENTS	MINIMUM DOCUMENTATION REPLACEMENT CONSIDERATION
<b>MAJOR FACILITY RENOVATIONS AND NEW CONSTRUCTION</b>	<b>40 years</b>	
<ul style="list-style-type: none"> <li>▪ Building Purchase</li> <li>▪ Facility Construction</li> </ul>		<b>Note:</b> Major Renovation involves the purchase of an existing building and complete refurbishing of the building. <b>Needs Assessment required.</b> Plans and specs would be required.
<b>OFFICE FURNITURE</b>	<b>12 Years</b>	
<ul style="list-style-type: none"> <li>▪ Desk</li> <li>▪ Bookcase</li> <li>▪ File Cabinet</li> <li>▪ Chairs</li> <li>▪ Conference Table</li> <li>▪ Safe (Fireproof) (25 yrs.)</li> </ul>		<ul style="list-style-type: none"> <li>○ 1 retail estimate</li> <li>○ Description of need for replacement</li> </ul>
<b>OFFICE EQUIPMENT</b>	<b>5 Years</b>	
<ul style="list-style-type: none"> <li>▪ Fax Machine</li> <li>▪ Copier</li> <li>▪ Calculator</li> <li>▪ Etc.</li> </ul>		<ul style="list-style-type: none"> <li>○ 1 retail estimate</li> <li>○ Description of need for replacement</li> </ul>
<b>AUDIO VISUAL EQUIPMENT</b>	<b>10 Years</b>	
<ul style="list-style-type: none"> <li>▪ VCR/DVD</li> <li>▪ TV</li> <li>▪ Camcorder</li> <li>▪ Etc.</li> </ul>		<ul style="list-style-type: none"> <li>○ 1 retail estimate</li> <li>○ Description of need for replacement</li> </ul>
<b>BASELINE TECHNOLOGY</b>	<b>5 Years</b>	
<ul style="list-style-type: none"> <li>▪ Computer</li> <li>▪ Printer</li> <li>▪ Laptop (Includes Projector)*</li> <li>▪ Server</li> <li>▪ Scanner (6 yrs.)</li> </ul>		<ul style="list-style-type: none"> <li>○ 1 retail estimate</li> <li>○ Description of need for replacement in item #14 of project description</li> <li>* Will be considered if needed for presentations</li> </ul>
<b>SECURITY &amp; SURVEILLIANCE</b>	<b>7 Years</b>	
<ul style="list-style-type: none"> <li>▪ Video (facility and vehicles)</li> <li>▪ Cameras</li> <li>▪ DVR</li> <li>▪ Wireless unit</li> <li>▪ Antenna</li> </ul>		<ul style="list-style-type: none"> <li>○ 1 retail estimate</li> <li>○ Description of need for replacement</li> </ul>
<b>COMMUNICATIONS EQUIPMENT</b>	<b>6 Years</b>	
<ul style="list-style-type: none"> <li>▪ Radio units</li> <li>▪ Base Station</li> <li>▪ Cell phones</li> <li>▪ Antenna</li> <li>▪ Repeater</li> </ul>		<ul style="list-style-type: none"> <li>○ 1 retail estimate</li> <li>○ Description of need for replacement in item #14 of project description</li> </ul>
<b>MAINTENANCE EQUIPMENT &amp; FIXTURES</b>	<b>12 Years</b>	
<ul style="list-style-type: none"> <li>▪ Roller cabinets</li> <li>▪ Portable tool stands</li> <li>▪ Compressors- (5 yrs.)</li> <li>▪ Hoists- (10 yrs.)</li> <li>▪ Bus washers- (10-15 yrs.)</li> <li>▪ Diagnostic equip</li> <li>▪ Lift truck</li> <li>▪ Engine stands</li> <li>▪ Brake lathes</li> <li>▪ Etc.</li> </ul>		<ul style="list-style-type: none"> <li>○ Only Systems with in-house Maintenance Garage are eligible</li> <li>○ 1 retail estimate</li> </ul>
<b>SUPPORT VEHICLES</b>		
<ul style="list-style-type: none"> <li>▪ Trucks - Light Duty (under 12,500 lbs. g.v.w.)</li> </ul>	<b>7 Years</b>	<ul style="list-style-type: none"> <li>○ Only Systems with in-house maintenance garage are eligible</li> <li>○ 1 retail estimate &amp; Justification for replacement</li> </ul>
<b>REVENUE VEHICLES</b>		
<b>Vans</b>		
<ul style="list-style-type: none"> <li>▪ Center Aisle Van (2010 or older)</li> <li>▪ Mini-Van</li> <li>▪ Conversion Van or Lift Van</li> </ul>	<b>115,000 miles</b>	<ul style="list-style-type: none"> <li>○ Updated PTMS</li> <li>○ Current VUD</li> <li>○ Once required fleet size has been determined through the capital assessment process, vehicles may be designated for disposition and not be eligible for replacement.</li> </ul>
<b>Buses</b>		
Light Transit Vehicle (LTV) 20-28 ft. - body on cut-a-way chassis	<b>145,000 miles</b>	
Medium (Medium duty chassis) Over 28 ft. - body on truck chassis	<b>7 Years or 200,000 miles</b>	
Medium (Heavy Duty Chassis) 30-35 ft.	<b>10 Years or 350,000 miles</b>	
Large (Heavy Duty Chassis) 35-40 ft.	<b>12 years or 500,000 miles</b>	

## Appendix B

### Public Hearing Notice Safe Harbor Requirement

County population includes at least 1,000 persons  
who speak Spanish at home and English "less than well"

Alamance County, North Carolina  
Alleghany County, North Carolina  
Bladen County, North Carolina  
Brunswick County, North Carolina  
Buncombe County, North Carolina  
Burke County, North Carolina  
Cabarrus County, North Carolina  
Catawba County, North Carolina  
Chatham County, North Carolina  
Cleveland County, North Carolina  
Columbus County, North Carolina  
Craven County, North Carolina  
Cumberland County, North Carolina  
Davidson County, North Carolina  
Davie County, North Carolina  
Duplin County, North Carolina  
Durham County, North Carolina  
Forsyth County, North Carolina  
Franklin County, North Carolina  
Gaston County, North Carolina  
Granville County, North Carolina  
Greene County, North Carolina  
Guilford County, North Carolina  
Harnett County, North Carolina  
Henderson County, North Carolina  
Hoke County, North Carolina  
Iredell County, North Carolina

Johnston County, North Carolina  
Lee County, North Carolina  
Lenoir County, North Carolina  
Lincoln County, North Carolina  
Mecklenburg County, North Carolina  
Montgomery County, North Carolina  
Moore County, North Carolina  
Nash County, North Carolina  
New Hanover County, North Carolina  
Onslow County, North Carolina  
Orange County, North Carolina  
Pender County, North Carolina  
Pitt County, North Carolina  
Randolph County, North Carolina  
Robeson County, North Carolina  
Rockingham County, North Carolina  
Rowan County, North Carolina  
Sampson County, North Carolina  
Stanly County, North Carolina  
Surry County, North Carolina  
Union County, North Carolina  
Vance County, North Carolina  
Wake County, North Carolina  
Wayne County, North Carolina  
Wilkes County, North Carolina  
Wilson County, North Carolina  
Yadkin County, North Carolina

## Appendix C

### **FY2017 Technology Specifications:** *(to be used as guideline for **minimum** standards only)* **Standards for Hardware, Software and Networking**

**These are MINIMUM standards only. NCDOT guidelines require that each computer last at least 5 years. If you plan on installing automated scheduling software or other technologies during the lifetime of the computer, please consult with the appropriate resource to determine minimum requirements.**

#### **Desktop**

<b>Operating System:</b>	Windows 7
<b>Processor:</b>	Intel I5-750
<b>Memory:</b>	4.0GB or higher
<b>Hard Drive (s):</b>	80G, partitioned so C: drive is for programs and D: drive is for data
<b>Software:</b>	Microsoft Office Professional 2010
<b>Video Card:</b>	GeForce GTS250 1GB/Radeon HD4850 512MB
<b>Network Card:</b>	100/1000 Mbps
<b>UPS Backup/Surge Protection:</b>	Multi-outlet AC Surge Protector with power supply backup (if necessary)
<b>Multimedia Devices:</b>	Pair of desktop speakers (if not included with monitor), Microphone, optional Camera
<b>Monitor:</b>	Any standard monitor capable of display in 1024x768 or greater. Purchase larger monitors if required by specific applications.
<b>Other Drives:</b>	CD/DVD ROM Drive
<b>Anti-Virus Software:</b>	Any industry standard anti-virus software
<b>Service Program:</b>	3-year warranty with on-site service

#### **Network**

<b>Configuration:</b>	100/1000 MB using switches (no hubs), TCP/IP Protocol
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#### **Server**

All server specifications are minimums only. Servers should be expandable to enable increases in memory, processors, hard drive, etc.

<b>Operating System:</b>	Microsoft Windows Server 2008
<b>Database Software:</b>	Microsoft SQL Server 2005 SP2 or 2008 Standard (if necessary)
<b>Network Card:</b>	(2) 100/1000 MB
<b>Processor Type:</b>	Intel Xenon 2.5Ghz or higher
<b>Memory:</b>	12 GB
<b>Hard Drive(s):</b>	300 GB
<b>Monitor:</b>	15" or larger
<b>Graphics Card:</b>	64MB or greater
<b>Other Drives:</b>	CD/DVD ROM
<b>Anti-Virus Software:</b>	Any industry standard anti-virus software
<b>Service Program:</b>	3-year warranty with on-site service

## Appendix D

### REGIONAL MOBILITY DEVELOPMENT SPECIALISTS ASSIGNMENTS

<b>CAROLYN FREITAG</b> 919-707-4677 <a href="mailto:cmfreitag@ncdot.gov">cmfreitag@ncdot.gov</a> DISTRICT 8	<b>RYAN MAYERS</b> 919-707-4694 <a href="mailto:ramayers@ncdot.gov">ramayers@ncdot.gov</a> DISTRICT 7	<b>CHERYL LEONARD</b> (INTERIM) 919-707-4675 <a href="mailto:cleonard@ncdot.gov">cleonard@ncdot.gov</a> DISTRICT 6	<b>TAMRA SHAW</b> 919-707-4679 <a href="mailto:tshaw@ncdot.gov">tshaw@ncdot.gov</a> DISTRICT 5
BERTIE (CPTA) CAMDEN (ARHS) CHOWAN (ARHS) CURRITUCK (ARHS) DARE EDGECOMBE (TRT) GATES HALIFAX (CPTA) HERTFORD (CPTA) HYDE MARTIN NASH (TRT) NORTHAMPTON (CPTA) PASQUOTANK (ARHS) PERQUIMANS (ARHS) TYRRELL WASHINGTON	BEAUFORT CARTERET CRAVEN (CARTS) DUPLIN GREENE JONES (CARTS) LENOIR NEW HANOVER ONSLOW PAMLICO (CARTS) PITT WAYNE	BLADEN BRUNSWICK COLUMBUS CUMBERLAND HARNETT HOKE JOHNSTON PENDER RICHMOND ROBESON SAMPSON SCOTLAND WILSON	CHATHAM DURHAM FRANKLIN (KARTS) GRANVILLE (KARTS) LEE MOORE ORANGE PERSON VANCE (KARTS) WAKE WARREN (KARTS)
<b>PHILLIP VEREEN</b> (INTERIM) 919-707-4690 <a href="mailto:plvereen@ncdot.gov">plvereen@ncdot.gov</a> DISTRICT 4	<b>PHILLIP VEREEN</b> (INTERIM) 919-707-4690 <a href="mailto:plvereen@ncdot.gov">plvereen@ncdot.gov</a> DISTRICT 3	Gretchen Vetter 828-434-6478 <a href="mailto:gavetter@ncdot.gov">gavetter@ncdot.gov</a> DISTRICT 2	<b>NICK SCHEUER</b> 919-707-4695 <a href="mailto:nrscheuer@ncdot.gov">nrscheuer@ncdot.gov</a> DISTRICT 1
ANSON CABARRUS CHARLOTTE AREA TRANSIT SYSTEM (CATS) CLEVELAND GASTON IREDELL LINCOLN MECKLENBURG ROWAN STANLY UNION	ALAMANCE CASWELL DAVIDSON DAVIE (YVEDDI) FORSYTH GUILFORD MONTGOMERY PART RANDOLPH ROCKINGHAM STOKES (YVEDDI) SURRY (YVEDDI) YADKIN (YVEDDI)	ALEXANDER (WPRTA) ALLEGHANY ASHE AVERY BURKE (WPRTA) CALDWELL (WPRTA) CATAWBA (WPRTA) MADISON MCDOWELL MITCHELL WATAUGA YANCEY	BUNCOMBE CHEROKEE CLAY EASTERN BAND OF CHEROKEE INDIANS (EBCI) GRAHAM HAYWOOD HENDERSON JACKSON MACON POLK RUTHERFORD SWAIN TRANSYLVANIA

ARHS - ALBEMARLE REGIONAL HEALTH SERVICES dba ICPTA – INTER-COUNTY PUBLIC TRANSPORTATION AUTHORITY  
 CARTS – CRAVEN AREA RURAL TRANSIT SYSTEM  
 CATS – CHARLOTTE AREA TRANSIT SYSTEM  
 CFPTA – CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY (WAVE TRANSIT)  
 CPTA – CHOANOKE PUBLIC TRANSPORTATION AUTHORITY  
 EBCI – EASTERN BAND OF CHEROKEE INDIANS  
 FAST – FAYETTEVILLE AREA SYSTEM OF TRANSIT  
 GATEWAY or GWTA – GOLDSBORO-WAYNE TRANSIT AUTHORITY  
 KARTS - KERR AREA REGIONAL TRANSPORTATION SYSTEM  
 PART – PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION  
 SEATS – SOUTH EAST AREA TRANSIT SYSTEM (ROBESON)  
 TRT – TAR RIVER TRANSIT  
 WPRTA – WESTERN PIEDMONT REGIONAL TRANSIT AUTHORITY  
 WTA – WILKES TRANSIT AUTHORITY  
 YVEDDI – YADKIN VALLEY ECONOMIC DEVELOPMENT DISTRICT, INC.

BUDGET SUMMARY

September 2015 - June 2017

Legal Name:	CRAVEN COUNTY		
Address:	PO Box 13605 NEW BERN, NC 28561-3605		
County:	CRAVEN COUNTY	Congressional District: 1	
Contact Person:	Kelly Walker		
Telephone:	+1 (252) 636-4917		
Fax:	+1 (252) 636-4919		
Email:	kwalker@cravencountync.gov		
Web Site:	http://www.cravencountync.gov/departments/trn.cfm		
Federal ID Number:	56-6000290	DUNS Number: 091564294	
CFDA #			
Period of Performance:	Jul 1, 2016	to Jun 30, 2017	Federal Billable/Non-Billable Billable

I. Total Project Expenditures		
(NCDOT Maximum Participation Amounts)	Requested	NCDOT Use Only
Total Expenses	\$318,854	\$318,854
Total Contra Accts and Fare Revenue		
Total Net Expenses/Cost	\$318,854	\$318,854

II. Proposed Project Funding*					
	Total	Federal	Federal Non-Billing	NCDOT	Local
	100.00%	80.00%		5.00%	15.00%
Total Funding	\$318,854	\$255,083	\$0	\$15,942	\$47,829

IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)			
	DBE	MBE	WBE
%			
Amount	\$0	\$0	\$0

PROPOSED BUDGET  
SALARY AND WAGE DETAIL

Applicant : CRAVEN COUNTY

Object Code	Position Title	No.	Total Annual Salary	Pct. (%) Oper Transp. Tasks	No. of Years	Budgeted Amount	No. of Positions Approved	NCDOT Maximum Participation
<b>FULL TIME EMPLOYEES</b>								
G121	Director	1	\$60,904	60%	1	\$36,542	1	\$36,542
G121	Assistant Director	1	\$43,866	60%	1	\$26,320	1	\$26,320
G121	Accounting Tech III	1	\$39,941	60%	1	\$23,965	1	\$23,965
G121	Accounting Tech III	1	\$34,695	60%	1	\$20,817	1	\$20,817
G121	Office Assistant	1	\$26,818	60%	1	\$16,091	1	\$16,091
G121								
G121								
G121								
G121								
G121								
TOTAL G121 SALARIES		5				\$123,735	5	\$123,735
<b>PART-TIME EMPLOYEES - RECEIVING BENEFITS</b>								
G125								
G125								
G125								
G125								
G125								
G125								
TOTAL G125 SALARIES								
<b>PART-TIME EMPLOYEES - RECEIVING NO BENEFITS</b>								
G126								
G126								
G126								
G126								
G126								
G126								
TOTAL G126 SALARIES								
TOTAL SALARY & WAGE		5				\$123,735	5	\$123,735

Applicant: CRAVEN COUNTY

Project Number :

PROPOSED BUDGET  
EXPENSES

Object Code	Title	Total Cost	For NCDOT Use Only
<b>G120</b>	<b>Salaries and Wages</b>		
G121	Full-time employees	\$123,735	\$123,735
G122	Overtime	\$0	\$0
G125	Part-time (receives benefits)		
G126	Temporary and part-time (receives no benefits)		
G127	Longevity	\$1,100	\$1,100
<b>Subtotal Salaries:</b>		<b>\$124,835</b>	<b>\$124,835</b>
<b>G180</b>	<b>Fringe Benefits</b>		
G181	Social security contribution (7.65% of total salaries)	\$9,550	\$9,550
G182	Retirement contribution; total salaries X participating percentage \$124,835 X 6.76%	\$8,439	\$8,439
G183	Hospitalization insurance; cost per month X no. of months X no. of employees. \$600.00 X 12 X 3	\$21,600	\$21,600
G184	Disability insurance; cost per month X no. of months X no. of employees. \$3.00 X 12 X 3	\$108	\$108
G185	Unemployment compensation; Number of Employees:	\$0	\$0
G186	Workers compensation; Number of Employees: 5	\$500	\$500
G189	Other: Dental, 401K, Life	\$10,294	\$10,294
<b>Subtotal Fringe:</b>		<b>\$50,491</b>	<b>\$50,491</b>
<b>TOTAL SALARY &amp; FRINGE:</b>		<b>\$175,326</b>	<b>\$175,326</b>
<b>G190</b>	<b>Professional Services</b>		
G191	Accounting	\$0	\$0
G192	Legal	\$0	\$0
G195	Management Consultant	\$5,000	\$5,000
G196	Drug & Alcohol Testing Contract	\$0	\$0
G197	Drug & Alcohol tests Provide # of employees in test pool: 40	\$2,000	\$2,000
G198	Medical review officer	\$0	\$0
G199	Other: Criminal Background	\$1,500	\$1,500
<b>G200</b>	<b>Supplies and Materials</b>		
G211	Janitorial Supplies - (Housekeeping)	\$500	\$500
G212	Uniforms	\$4,000	\$4,000
G233	First Aid supplies (replacement)		
G251	Motor Fuels and Lubricants		
G252	Tires and Tubes		
G253	Associated Capital Maint		

G254	Licenses, tags and fees		
G255	Vehicle cleaning supplies		
G256	Hand tools		
G257	Vehicle signs & Paint Supplies		
G258	Vehicle touch up paint (non-contract)		
G259	Other:		
G261	Office Supplies and Materials	\$2,000	\$2,000
G281	Air Conditioner / Furnace Filters	\$0	\$0
G291	Computer Supplies	\$2,500	\$2,500
G292	Fire Extinguisher- recharging system		
<b>G300</b>	<b>Travel and Transportation (other than employee development)</b>		
G311	Travel: Anticipated trips: NCDOT related, NCPTA related, ADA training, ITRE training classes	\$500	\$500
G312	Travel subsistence	\$2,000	\$2,000
G313	Transportation of clients/others	\$0	\$0
G314	Travel - Motor-pool or leased vehicles (Does NOT include vehicles used in the provision of contracted transportation services.)	\$500	\$500
<b>G320</b>	<b>Communications</b>		
G321	Telephone Service	\$1,500	\$1,500
G322	Internet Service Fee	\$0	\$0
G323	Combined Service Fee	\$0	\$0
G325	Postage	\$1,000	\$1,000
G329	Other Communications:	\$0	\$0
<b>G330</b>	<b>Utilities</b>		
G331	Electricity	\$0	\$0
G332	Fuel oil	\$0	\$0
G333	Natural Gas	\$0	\$0
G334	Water	\$0	\$0
G335	Sewer	\$0	\$0
G336	Trash collection	\$0	\$0
G337	Single/combined utility bill	\$2,500	\$2,500
G339	Other:		
<b>G340</b>	<b>Printing and Binding</b>		
G341	Printing and reproduction	\$3,000	\$3,000
G349	Other:		
<b>G350</b>	<b>Repairs and Maintenance</b>		
G353	Vehicles (use 257/258 for vehicle signs & in-house paint supplies)		
G354	Shop equipment		
G355	Office and computer equipment		
G357	Communications equipment	\$1,000	\$1,000
G358	Other Repairs and Maintenance - Office Related		
G359	Other-Describe:		
<b>G370</b>	<b>Advertising/Promotion</b>		

G371	Marketing (paid ads, marketing firm, etc.) Newspapers, community newspapers, marketing firm, signs, Describe: radio and/or TV ads, printing/reproductions costs of in-house marketing Minimum Amount (2% of Admin Budget): \$5,602	\$7,000	\$7,000
G372	Promotional items Describe: Pens, Notepads, Calendars, Cups, Key rings (examples) Maximum Amount (25% of G371 Total Cost): \$1,750	\$1,750	\$1,750
G373	Other:		
<b>G380</b>	<b>Computer Support Services (contracted)</b>		
G381	Computer programming services		
G382	Computer support/technical assistance	\$10,000	\$10,000
<b>G390</b>	<b>Other Services</b>		
G391	Legal advertising	\$1,200	\$1,200
G392	Laundry and dry cleaning	\$200	\$200
G393	Temporary help services	\$1,187	\$1,187
G394	Cleaning services	\$1,000	\$1,000
G395	Training - Employee Education Expense	\$5,000	\$5,000
G396	Management services (contracted transit system mgmt/admin services)	\$0	\$0
G398	Security services	\$400	\$400
G399	Other:		
<b>G410</b>	<b>Rental of Real Property (include copy of current lease agreement)</b>		
G412	Rent of building X number of monthly payments X		
G413	Rent of offices X number of monthly payments \$445 X 12	\$5,340	\$5,340
G419	Other:		
<b>G420</b>	<b>Lease of Computer Equipment</b>		
G421	Lease of Computer Hardware	\$6,000	\$6,000
G422	Lease of Computer Software	\$25,000	\$25,000
<b>G430</b>	<b>Lease of Equipment</b>		
G431	Lease of Reproduction equipment		
G432	Lease of Postage Meter		
G433	Lease of Communications equipment (includes radio, cable lines and antennae)		
G439	Other:		
<b>G440</b>	<b>Service and Maintenance Contracts</b>		
G441	Communications equipment	\$3,000	\$3,000
G442	Office equipment		
G443	Reproduction equipment	\$750	\$750
G444	Vehicles		
G445	Computer equipment		
G446	Tires		
G448	Other Service and Maintenance Contracts - Office Related		

G449	Other:				
<b>G450</b>	<b>Insurance and Bonding</b>				
G451	Property and general liability (does not include vehicle insurance)				
G452	Vehicles			\$30,000	\$30,000
	Number of Fleet Vehicle: 32 Maximum Amount: \$80,000				
G453	Fidelity				
G454	Professional liabilities			\$3,000	\$3,000
G455	Special liabilities				
<b>G480</b>	<b>Indirect Costs</b>				
G481	Central services: (budget direct cost base) X (percentage rate)				
	\$89,610 X 12.50% Maximum Amount \$11,201.25			\$11,201	\$11,201
	Prior approval of Indirect Cost Percentage Rate required. Questions should be directed to NCDOT Financial Management				
<b>G490</b>	<b>Other Fixed Charges</b>				
G491	Dues and subscriptions: NCPTA, CTAA, NCSC, etc.			\$2,000	\$2,000
G499	Other:				
<b>G600</b>	<b>Private / Public Operator Contracts - Purchase Services</b>				
G611	Direct purchase of service from privately owned provider				
G612	User side subsidy				
G621	Volunteer reimbursement				
G641	Direct purchase of service from publicly owned provider				
<b>Total Expenses:</b>				<b>\$318,854</b>	<b>\$318,854</b>
<b>OPERATING REVENUES</b>					
	<b>Contra Account</b>				
G821	General Fund				
G822	Capital Reserve Fund				
G832	N.C. Sales Taxes				
G833	N.C. Gas Tax Refund				
G834	County Sales Taxes				
G836	Fed Gas Tax Refund				
G839	Other Taxes				
G841	Charter Expenses				
G842	Garage Services				
G843	Advertising Expenses				
G844	Insurance Settlement				
G847	Inc Elderly/Disable				
G849	Other Contra Accts				
G991	Contingency/Prog Res				
<b>TOTAL CONTRA ACCOUNTS:</b>					
<b>F500</b>	<b>Fare Revenue</b>				
F511	General Public Fares				
F521	Prepaid Fares/Bulk Discounts				
F522	Senior Citizen Fares				
F523	Student Fares				

F524	Child Fares		
F525	Paratransit Fares		
F533	Special Route Guarantees		
F529	Other Special Fares:		
<b>TOTAL FARE REVENUES:</b>			
<b>TOTAL CONTRA ACCOUNTS AND FARE REVENUES:</b>			
<b>TOTAL EXPENSES LESS TOTAL CONTRA ACCOUNTS AND FARE REVENUES = TOTAL NET OPERATING EXPENSES (TNOE):</b>		<b>\$318,854</b>	<b>\$318,854</b>

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

Project Number :

**CAPITAL BUDGET SUMMARY**

September 2015 - June 2017

Legal Name:	CRAVEN COUNTY		
Address:	PO Box 13605 NEW BERN, NC 28561-3605		
County:	CRAVEN COUNTY	Congressional District:	1
Contact Person:	Kelly Walker		
Telephone:	+1 (252) 636-4917		
Fax:	+1 (252) 636-4919		
Email:	kwalker@cravencountync.gov		
Web Site:	http://www.cravencountync.gov/departments/trn.cfm		
Federal ID Number:	56-6000290	DUNS Number:	091564294
CFDA #:			

Period of Performance: Jul 1, 2016 to Jun 30, 2017 Federal Billable/Non-Billable Billable

I. Total Project Expenditures		
(NCDOT Maximum Participation Amounts)	Requested	NCDOT Use Only
Replacement Vehicles	\$174,000	\$174,000
Expansion Vehicles	\$0	\$0
Other Capital Expenses	\$6,000	\$6,000
Advanced Technology Expenses	\$78,000	\$78,000
Baseline Technology Expenses	\$125	\$125
Facility Improvement Expenses	\$0	\$0
<b>Total</b>	<b>\$258,125</b>	<b>\$258,125</b>

II. Proposed Project Funding*					
	Total	Federal	Federal Non-Billing	NCDOT	Local
	100.00%	80.00%		10.00%	10.00%
Total Funding	\$258,125	\$206,500	\$0	\$25,812	\$25,813

IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)			
	DBE	MBE	WBE
%			
Amount	\$0	\$0	\$0

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

Project Number :

PROPOSED PROJECT BUDGET  
CAPITAL EXPENSES

Applicant: CRAVEN COUNTY

Program Profile:ZPT2

Object Code	Title	Total Cost		NCDOT Maximum Participation
<b>ROLLING STOCK: REPLACEMENT VEHICLES</b>				
G541	Description	Budgeted Cost	Qty	Qty
	<b>35- to 40-Ft. HD Low Floor Transit Bus (Replacement) - 12 yr. Bus</b> Heavy duty 2010-EPA diesel bus built as an integral unit.	\$500,000		\$0
	Alternative fuel engine - Hybrid Electric	\$250,000		\$0
	Optional Engine - CNG			
	Optional Engine - Natural Gas			
				\$0
G542	Description	Budgeted Cost	Qty	Qty
	<b>30- to 35-Ft. HD Low Floor Transit Bus (Replacement) - 10 yr. Bus</b> Heavy duty 2010-EPA diesel bus built as an integral unit.	\$460,000		\$0
	Alternative fuel engine - Hybrid Electric	\$200,000		\$0
	Optional Engine - CNG			
	Optional Engine - Natural Gas			
				\$0
G543	Description	Budgeted Cost	Qty	Qty
	<b>20' Light Transit Vehicle (Replacement) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; max. capacity - 13 passengers (may be driven w/o CDL)	\$52,000		\$0
	Bike Rack	\$2,200		\$0
	Brake Retarder	\$9,400		\$0
				\$0
G545	Description	Budgeted Cost	Qty	Qty
	<b>High-top Vehicle (Replacement) - School bus door entry; lowered stepwell; NO LIFT; maximum capacity-12 passengers.</b>	\$52,500		\$0
	Optional Engine - Diesel	\$6,500		\$0
				\$0

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

G546	Description	Budgeted Cost	Qty		Qty	
	<b>20' Light Transit Vehicle w/wheelchair lift (Replacement)</b> – Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. <b>2 wheelchair station floor plan. Min. ambulatory capacity -8 pax; Max. ambulatory capacity -10 pax. (may be driven w/o CDL)</b>	\$58,000	3	\$174,000	3	\$174,000
	Optional Engine - Diesel	\$14,000		\$0		\$0
	Bike Rack	\$1,500		\$0		\$0
				<b>\$174,000</b>		<b>\$174,000</b>
A546	Description	Budgeted Cost	Qty		Qty	
	<b>20' Light Transit Vehicle w/wheelchair lift (Replacement)</b> - Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. <b>2 wheelchair station floor plan. Min. ambulatory capacity -8 pax; Max. ambulatory capacity -10 pax</b>					
	Optional Engine - Diesel					
G547	Description	Budgeted Cost	Qty		Qty	
	<b>25' Light Transit Vehicle w/wheelchair lift (Replacement)</b> - Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. <b>2 and 4 Wheelchair Station floor plans. Min. ambulatory capacity - 8 pax; Max. ambulatory capacity - 18 pax.</b>	\$70,000		\$0		\$0
	Optional Engine - CNG	\$32,500		\$0		\$0
	Optional Engine - Hybrid Electric	\$50,000		\$0		\$0
	Optional Engine - Diesel	\$14,000		\$0		\$0
	Brake Retarder	\$9,400		\$0		\$0
	Bike Rack	\$1,500		\$0		\$0
				<b>\$0</b>		<b>\$0</b>
G548	Description	Budgeted Cost	Qty		Qty	
	<b>Lift-Equipped High-top Vehicle (Replacement)</b> - School bus door entry; lowered stepwell; fully automatic interior lifts. <b>2 to 3 Wheelchair Stations. Min. ambulatory capacity - 5 pax; Max. ambulatory capacity-8 pax.</b>	\$58,500		\$0		\$0
	Optional Engine - Diesel	\$6,500		\$0		\$0
				<b>\$0</b>		<b>\$0</b>

North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)  
FY17 Community Transportation Capital

A548	Description	Budgeted Cost	Qty	Qty
	Lift-Equipped High-top Vehicle (Replacement) - School bus door entry; lowered stepwell; fully automatic interior lifts. 2 to 3 Wheelchair Stations. Min. ambulatory capacity - 5 pax; Max. ambulatory capacity-8 pax.			
	Optional Engine - Diesel			
G571	Description	Budgeted Cost	Qty	Qty
	<b>Minivan / Crossover (Replacement) –</b> Small vehicle; standard production vehicle; <b>maximum capacity - 6 passengers.</b> Crossover vehicle (6 pax) available <b>ONLY for ALL-WHEEL DRIVE</b>	\$29,000		\$0
	<b>Option: Accessible Minivan compliant with ADA;</b> Lowered floor, wheelchair ramp and 1 to 2 wheelchair stations.	\$16,000		\$0
				\$0
				\$0
G573	Description	Budgeted Cost	Qty	Qty
	<b>Support Vehicle (Replacement) - a</b> vehicle used to support the transit system; maintenance needs.	\$40,000		\$0
	Optional Engine - Diesel			
	Optional Engine - Hybrid Electric			
				\$0
				\$0
G575	Description	Budgeted Cost	Qty	Qty
	<b>28' Light Transit Vehicle w/wheelchair lift (Replacement) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift. <b>2 and 6 Wheelchair Station floor plans Min. ambulatory capacity -8 pax; Max. ambulatory capacity -22 pax.</b>	\$90,500		\$0
	Optional Engine - CNG	\$40,000		\$0
	Optional Engine - Hybrid Electric	\$60,000		\$0
	Optional Engine - Diesel	\$12,000		\$0
	Brake Retarder	\$10,700		\$0
	Bike Rack	\$1,900		\$0
				\$0
				\$0



North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)  
FY17 Community Transportation Capital

VEHICLE REPLACEMENT INFORMATION						NCDOT	

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

Project Number :

**PROPOSED PROJECT BUDGET  
CAPITAL EXPENSES**

Applicant: CRAVEN COUNTY

Object Code	Title	Total Cost		NCDOT Maximum Participation
<b>ROLLING STOCK: EXPANSION VEHICLES</b>				
G561	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>
	<b>35- to 40-FT HD Transit Bus w/Lift (Expansion) - 12 yr. bus</b> Heavy duty diesel bus built as an integral unit.	\$450,000		\$0
	Optional Engine - CNG			
	Alternative fuel Engine - Hybrid Electric	\$250,000		\$0
	Optional Engine - Diesel			
				\$0
				\$0
G562	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>
	<b>30- to 35-FT HD Transit Bus w/Lift (Expansion) - 10 yr. bus</b> Heavy duty diesel bus built as an integral unit.	\$410,000		\$0
	Alternative fuel engine: Hybrid	\$200,000		\$0
	Optional Engine - CNG			
	Optional Engine - Natural Gas			
				\$0
				\$0
G563	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>
	<b>20' Light Transit Vehicle (Expansion) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; max. capacity - 13 passengers (may be driven w/o CDL)	\$55,000		\$0
	Bike Rack	\$1,500		\$0
	Brake Retarder	\$8,600		\$0
				\$0
				\$0
G565	<b>Description</b>	<b>Budgeted Cost</b>	<b>Qty</b>	<b>Qty</b>
	<b>High - top Vehicle (Expansion) –</b> School bus door entry; lowered stepwell; NO LIFT ; maximum capacity-12 passengers.	\$55,000		\$0
	Optional Engine - Diesel	\$5,000		\$0
				\$0
				\$0

**North Carolina Department of Transportation (NCDOT)**

**Public Transportation Division (PTD)**

FY17 Community Transportation Capital

G566	Description	Budgeted Cost	Qty	Qty	Qty
	<b>20' Light Transit Vehicle w/wheelchair lift (Expansion) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. 2 wheelchair station floor plan. Min. ambulatory capacity -8 pax; Max. ambulatory capacity -10 pax. (may be driven w/o CDL)	\$60,100			\$0
	Optional Engine - Diesel	\$13,000			\$0
	Bike Rack	\$1,410			\$0
					\$0
					\$0
G567	Description	Budgeted Cost	Qty	Qty	Qty
	<b>25' Light Transit Vehicle w/Lift (Expansion) –</b> Body-on-chassis type vehicle(Cutaway van chassis);retaining the van-type cab; offering increased headroom and wider body; fully automatic side life. <b>2 &amp; 4 Wheelchair Station floor plans Min. ambulatory capacity - 8 pax; Max. ambulatory capacity - 18 pax.</b>	\$71,500			\$0
	Optional Engine - CNG	\$30,000			\$0
	Optional Engine - Hybrid Electric	\$45,000			\$0
	Optional Engine - Diesel	\$13,000			\$0
	Brake Retarder	\$8,500			\$0
	Bike Rack	\$1,410			\$0
					\$0
					\$0
G568	Description	Budgeted Cost	Qty	Qty	Qty
	<b>Lift-Equipped High-top Vehicle (Expansion) –</b> School bus door entry; stepwell; fully automatic interior lifts. <b>2 to 4 Wheelchair Stations. Min. ambulatory capacity - 5 pax; Max. ambulatory capacity-8 pax.</b>	\$60,100			\$0
	Optional Engine - Diesel	\$5,000			\$0
					\$0
					\$0
G572	Description	Budgeted Cost	Qty	Qty	Qty
	<b>Minivan / Crossover (Expansion) –</b> Small vehicle; standard production vehicle; <b>maximum capacity - 6 passengers.</b> Crossover vehicle (6 pax) available <b>ONLY for ALL-WHEEL DRIVE</b>	\$31,500			\$0
	<b>Option: (a) Accessible Minivan compliant with ADA;</b> Lowered floor, wheelchair ramp and 1 to 2 wheelchair stations.	\$14,500			\$0
					\$0
					\$0

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

G574	Description	Budgeted Cost	Qty	Qty	Qty
	<b>Support Vehicle (Expansion) –</b> Vehicle used to support transit system; maintenance needs.	\$40,000			\$0
	Optional Engine - Diesel				
	Optional Engine - Hybrid Electric				
					\$0
					\$0
G578	Description	Budgeted Cost	Qty	Qty	Qty
	<b>28' Light Transit Vehicle w/wheelchair lift (Expansion) –</b> Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; max. capacity - 22 passengers, depending on floor plan.	\$91,200			\$0
	Optional Engine - CNG	\$36,000			\$0
	Optional Engine - Hybrid Electric	\$55,000			\$0
	Optional Engine - Diesel	\$12,000			\$0
	Brake Retarder	\$9,600			\$0
	Bike Rack	\$1,900			\$0
					\$0
					\$0
G579	Description	Budgeted Cost	Qty	Qty	Qty
	<b>22' Light Transit Vehicle w/Lift (Expansion) –</b> Body-on chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift. 2 <b>Wheelchair Station floor plan. Min. ambulatory capacity - 12 pax; Max. ambulatory capacity - 14 pax.</b> <b>THIS LTV REQUIRES A CDL - LTV seating CANNOT BE MODIFIED.</b>	\$66,000			\$0
	Optional Engine - Hybrid Electric	\$45,000			\$0
	Optional Engine - Diesel	\$12,000			\$0
	Brake Retarder	\$8,600			\$0
	Optional Engine - CNG	\$27,000			\$0
	Bike Rack	\$1,410			\$0
					\$0
					\$0
G595	Description	Budgeted Cost	Qty	Qty	Qty
	<b>Other Transit Vehicle (Expansion) -</b> Other transit-type vehicle not otherwise identified in UPTAS. Specify type and if lift equipped. (include estimated cost documentation)				
	Optional Engine - Hybrid Electric				
	Optional Engine - Diesel				

North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)

FY17 Community Transportation Capital

TOTAL EXPANSION VEHICLE QUANTITY & EXPENSES:	\$0	\$0
*NOTE: If you prefer to use a local vendor for lettering, please budget cost under line code G591 located under "Other Capital". Logos are now eligible under that code also.		



**North Carolina Department of Transportation (NCDOT)**

**Public Transportation Division (PTD)**

FY17 Community Transportation Capital

**G551 Vehicle Spare Parts** - Cost of spare parts for revenue producing vehicles. The spare part must have a unit cost of greater than \$300 and a useful life of more than one (1) year. This expenditure is only available to systems with in-house maintenance facilities which maintain an inventory of spare parts.  
List one item per line, the number of units, and the estimated cost per each.  
(provide one cost estimate for each item requested.)

Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total

**G552 Shop Equipment** - Purchase of equipment for maintaining vehicles, including, but not limited to, motor hoist, tire balancer, etc.  
List one item per line, the no. of units per item, and the estimated cost.  
(provide one cost estimate for each item requested.)

Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total

**G553 Repeater Station** - Used to extend the range of the base installation.  
Attach estimate of cost from vendor.  
Watts:

Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
New						
Replacement						

**G554 Radio Base Station** - Desk-type unit used to transmit to mobile units in the vehicles. Includes remotes and mobiles with power packs.  
Attach estimate of cost from vendor.  
Watts:

Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
New						
Replacement						

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

G555	<b>Mobile Radio Unit - 2-way radio installed in vehicle</b> Attach estimate of cost from vendor. Watts:						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	New						
	Replacement						
G556	<b>Hand-held Radio Unit - portable 2-way radio (limit 2 per transit system)</b> Attach estimate of cost from vendor. Watts:						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	New						
	Replacement						
G557	<b>Telephone equipment - Individual telephone instruments (does not include new or replacement telephone systems – see G524 in Facility Improvements); may include cellular (digital) phones.</b> List one item per line, the no. per item, and the estimated cost.						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G559	<b>Fareboxes - Coin collection unit installed on vehicle.</b> List item and indicate no. of units: Attach estimated cost & type.						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	New	3	\$1,500	\$4,500	3	\$1,500	\$4,500
	Replacement			\$4,500			\$4,500
G559	<b>Other Equipment - Specify item if not listed above.</b> List one item per line, the no. per item, and the estimated cost. <b>Provide one cost estimate for each item requested.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G585	<b>Bus Stop Signs - Sign used to indicate location where passengers can board or exit a public transit vehicle.</b> <b>*Do not request Bus Stop Shelters/Benches here. Must request in Facility Improve.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Bus Stop Sign(s)						

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

G591	<b>Vehicle Lettering &amp; Logos</b> - Cost of lettering and/or logos and the labor involved in having the transit system name, phone number, and/or logo applied to vehicles. Costs to be incurred by using a local vendor. (Attach cost estimate for reference only.)						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Vehicle Lettering & Logos	3	\$500	\$1,500	3	\$500	\$1,500
G611	<b>Direct Purchase of Service (Private)</b> Purchase of transportation services from a privately owned transportation provider.						
G612	<b>User Side Subsidy</b> Purchase of service contract in which the passenger (user) pays for a portion of the full fare.						
G621	<b>Volunteer Reimbursement</b> Reimbursement to volunteers for mileage on personal vehicle for public transportation.						
G641	<b>Direct Purchase of Service (Public)</b> Purchase of transportation services from a publicly owned transportation provider.						
<b>TOTAL OTHER CAPITAL EXPENSES:</b>						<b>\$6,000</b>	<b>\$6,000</b>

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)  
FY17 Community Transportation Capital**

Project Number :

**PROPOSED PROJECT BUDGET  
CAPITAL EXPENSES**

Applicant: CRAVEN COUNTY

Object Code	Title	Total Cost				NCDOT Maximum Participation	
<b>ADVANCED TECHNOLOGY</b>							
G524	<b>Scheduling Software for Advance Technology- Must comply with:</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G526	<b>Mobile Data Devices (MDTs/MDCs) - Must comply with:</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
	<b>Fare Media: Smart Card / Magenetic Stripe Card</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Initial Installation						
	Expansion						
G527	<b>Automatic Vehicle Location (AVL) - Must comply with:</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
G528	<b>Data Communication Device - Must comply with:</b>						
	<b>Describe Data Communication Device Upgrades that may be necessary for MDT technology:</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G592	<b>Other Advanced Technology Items - Advance Technology - Must comply with:</b>						
	<b>List other hardware not included above, such as replacement hard drives, network cards, etc.</b>						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

G596	<b>Vehicle Security / Surveillance Equipment - Must comply with:</b>							
	<b>Cost and installation of on-board security systems and surveillance equipment.</b>							
		<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	Replacement							
	Expansion	Digital Video Recording System	1	\$78,000	\$78,000	1	\$78,000	\$78,000
				<b>\$78,000</b>			<b>\$78,000</b>	
<b>TOTAL ADVANCED TECHNOLOGY EXPENSES:</b>				<b>\$78,000</b>			<b>\$78,000</b>	

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

Project Number :

**PROPOSED PROJECT BUDGET  
CAPITAL EXPENSES**

Applicant: CRAVEN COUNTY

Object Code	Title	Total Cost				NCDOT Maximum Participation	
<b>BASELINE TECHNOLOGY</b>							
G514	<b>Micro Portable Projector/Laptop -</b> Note: laptop is part of operation of projector NCDOT will participate UP TO \$4,000						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	New						
G521	<b>Personal Computer System (PC) -</b> DESKTOP computers include CPU, Office XP, 17" monitor, keyboard, mouse and Microsoft Office XP software, 2 yr. technical support contract)						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
G522	<b>Printers - Laser jet network and non-network printers</b>						
	Non-network	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion	1	\$125	\$125	1	\$125	\$125
	Network	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Replacement						
	Expansion						
			\$125			\$125	

**North Carolina Department of Transportation (NCDOT)**

**Public Transportation Division (PTD)**

FY17 Community Transportation Capital

G523	<b>Software -</b>						
	<b>Eligible software listed under FY08 Technical Specifications *</b>						
	<b>List software:</b>						
	<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
			\$0	\$0		\$0	\$0
	<b>Operating System Software Upgrade:</b>						
	<b>(Ensure that your current pc has enough RAM)</b>						
	<b>Windows XP PROFESSIONAL operating system</b>						
	<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	Upgrade Version						
	Full Version						
	<b>Microsoft Office Software:</b>						
	<b>(Ensure that your current pc has enough RAM)</b>						
	<b>MS Office XP PROFESSIONAL</b>						
<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>	
Upgrade Version							
Full Version							
			\$0			\$0	
<b>*Scheduling Software requests should be made on the Advanced Technology Budget</b>							
G525	<b>Network Server -</b>						
	<b>For use with network application/programs</b>						
	<b>(Use standard local IT specifications)</b>						
	<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	Replacement						
Expansion							
G529	<b>Other Technology Items - List other hardware not</b>						
	<b>included above, such as replacement hard drives</b>						
	<b>network cards, etc. (baseline technology)</b>						
	<b>Item Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
			\$0	\$0		\$0	\$0
			\$0	\$0		\$0	\$0
				\$0			\$0
<b>TOTAL BASELINE TECHNOLOGY EXPENSES:</b>			<b>\$125</b>			<b>\$125</b>	

**North Carolina Department of Transportation (NCDOT)  
Public Transportation Division (PTD)**

FY17 Community Transportation Capital

Project Number :

**PROPOSED PROJECT BUDGET  
FACILITY EXPENSES**

Applicant: CRAVEN COUNTY

Object Code	Title	Total Cost		NCDOT Maximum Participation			
<b>FACILITY BUDGET</b>							
<b>G531</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	<b>New Construction of Transit Facility-</b> New building construction for Administration, Maintenance, Transfer, or Multi-Modal purposes. Attach study and cost estimate						
<b>G532</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	<b>Purchase of Modular Structure -</b> Purchase of modular unit Attach study and cost estimate						
<b>G533</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	<b>Legal Fees, Appraisal, Survey - Fees</b> associated with construction or land acquisition. Survey, Appraisal, Title fees, and closing costs Describe items needed and attach cost estimate.						
<b>G535</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	<b>Land Acquisition - Purchase of parcel</b> of land for construction Attach study or appraisal						
<b>G536</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	<b>Sitework/Grading - Pre-construction</b> work including site prep Describe work to be completed and attach cost estimate.						
<b>G537</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Ea.</b>	<b>Total</b>	<b>Qty</b>	<b>Dot Rate</b>	<b>Total</b>
	<b>Utility Work/ Hook-Ups - Costs</b> associated with water, sewer, electrical or telephone lines or wiring, pre or post construction. Describe work to be completed and attach cost estimate.						

**North Carolina Department of Transportation (NCDOT)**  
**Public Transportation Division (PTD)**  
 FY17 Community Transportation Capital

G538	<b>Fencing/Lighting</b> - Exterior building and parking lot lighting. Fencing and gate to secure parking area for vehicles. List one item per line Attach cost estimate for reference only.						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G539	<b>Accessway/ Signage/Landscaping</b> - Post-construction site work Construction of ramps and and walkways that meet ADA. Permanent signs, such as a facility signs. Soil erosion containment. List one item per line Attach cost estimate for reference only.						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G558	<b>Telephone system</b> - New or Replacement telephone system Attach cost estimate for reference only.						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
G581	Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	<b>Construction/ Project Management Services</b> - A firm or individual that acts on behalf of the owner to oversee entire construction project. Attach study and projected cost estimate						
G582	Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	<b>Facility Acquisition</b> - Purchase of existing structure Attach study and appraisal						
G583	<b>Bus Stop Shelter and Benches</b> - Enclosure and seating provided to passengers at bus stop. *Requires plan approval by city or county regarding location. ADA requirements include minimum size and width of the shelter; min. turning radius in shelter; accessibility to shelter by sidewalk; and concrete pad adjacent to shelter for loading and unloading bus. Provide plan approval with application.						
	Item Description	Qty	Estimated Cost Ea.	Total	Qty	Dot Rate	Total
	Bus Shelters						
	Benches						



North Carolina Department of Transportation (NCDOT)

Public Transportation Division (PTD)

FY17 Community Transportation Capital

Physical Address of Facility:

Facility Improvement Questionnaire - Must be completed for consideration.

Do you currently operate out of this location?

YES  NO

If you DO NOT currently operate out of this location, what is the anticipated date that you will occupy this location?

What is the total square footage of the facility?

Is this facility shared for other uses or with other entities?

YES  NO

If yes, list entities, square footage occupied, and purposes:

Entity	Sq. Feet	Purpose

**AGENCY COMMENTS**

**NCDOT COMMENTS**

**Check**

**Save**

**Submit**

FY2017 COMMUNITY TRANSPORTATION PROGRAM GRANT APPLICATION  
 NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
 FEDERAL SECTION 5311 & STATE FUNDING  
 TRANSIT SYSTEM DESCRIPTION

Check If New Sub-Recipient   
 1. GENERAL INFORMATION

APPLICANT'S LEGAL NAME:

APPLICANT'S CONGRESSIONAL DISTRICT:  *If incorrect, enter correct primary district:*   
*If Applicant's city is included in more than one district, enter primary district only*

MAILING ADDRESS:   
*PO Box or Street Address*  
  
*City, State Zip (9-digit zip)*

PHYSICAL ADDRESS:   
*Street Address*  
  
*City, State*

TAXPAYER IDENTIFICATION NUMBER:

DOING BUSINESS AS (DBA) NAME:   
*Normally the transit system name, if different than applicant name*

APPLICANT DUNS NUMBER:   
*Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at:  
<http://fedgov.dnb.com/webform>*

DUNS NUMBER OF PARENT AGENCY:   
*Required only if different than Applicant*

CONTACT PERSON:

PHONE NUMBER:   
*Area Code & Phone Number*

FAX NUMBER:   
*Area Code & Phone Number*

EMAIL ADDRESS:

SERVICE AREA'S CONGRESSIONAL DISTRICT:  *If incorrect, enter correct primary district:*   
*If Service Area is included in more than one district, enter primary district only*

SERVICE AREA:

FEDERAL FINANCIAL ASSISTANCE  
 TRANSPARENCY ACT (FFATA):

FFATA mandates the disclosure of the names and total compensation of the five most highly compensated officers of an entity if:

- The Applicant received 80% 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.

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

1.	<input type="text"/>	\$	-
	<i>Enter full name</i>		<i>Total compensation</i>
2.	<input type="text"/>	\$	-
	<i>Enter full name</i>		<i>Total compensation</i>
3.	<input type="text"/>	\$	-
	<i>Enter full name</i>		<i>Total compensation</i>
4.	<input type="text"/>	\$	-
	<i>Enter full name</i>		<i>Total compensation</i>
5.	<input type="text"/>	\$	-
	<i>Enter full name</i>		<i>Total compensation</i>

2. TYPE OF APPLICANT

Public County Government

3. TYPE OF TRANSIT SYSTEM

Regional

4. TYPE OF SERVICE – (check all that apply)

Demand Response

Fixed Route

Subscription

Other: (specify below)  
ADA Complementary Paratransit

Deviated Fixed Route

5. SERVICE OPTIONS – (check all that apply)

General Public

Brokerage (Contractual service not a referral)

Human Service

Other: (describe below)

6. PURCHASE SERVICE - List agencies that purchase service from the transit system. Note: List agency ONCE

Agency

1

Name: Craven County Dept. of Social Services

Check if agency purchased service last year

List Programs Served:

- 1) Medicaid/Medical
- 2) Workfirst/Employment/Daycare
- 3) Elderly/Disabled/Low Income
- 4) Social Security Disability Determination
- 5)

Agency 2

Name: Pamlico Dept. of Social Services

Check if agency purchased service last year

List Programs Served:

- 1) Medicaid/Medical
- 2) Workfirst/Employment/Daycare
- 3) Elderly/Disabled/Low Income
- 4)
- 5)

Agency

3

Name: Jones County Dept. of Social Services

Check if agency purchased service last year

List Programs Served:

- 1) Medicaid/Medical
- 2) Workfirst/Employment/Daycare
- 3) Elderly/Disabled/Low Income
- 4)
- 5)

Agency 4

Name: Vocational Rehabilitation

Check if agency purchased service last year

List Programs Served:

- 1) Employment
- 2) Training
- 3) Education
- 4)
- 5)

Agency

5

Name: Coastal Community Action

Check if agency purchased service last year

List Programs Served:

- 1) Employment
- 2) Senior Companion
- 3) Foster Grandparents
- 4) Elderly/Disabled
- 5)

Agency 6

Name: Monarch

Check if agency purchased service last year

List Programs Served:

- 1) Disabled
- 2) Training
- 3) Mental Health
- 4)
- 5)

Agency

7

Name: ECU-Infectious Disease Clinic

Check if agency purchased service last year

List Programs Served:

- 1) Medical
- 2)
- 3)
- 4)
- 5)

Agency 8

Name: NC Division of Services for the Blind

Check if agency purchased service last year

List Programs Served:

- 1) Training
- 2) Education
- 3) Meals
- 4)
- 5)

Agency

9 Religious Community Services

Check if agency purchased service last year

List Programs Served:

- 1) Low Income
- 2) Nutrition
- 3) Education/Training
- 4) Employment Search
- 5) Housing Search

Agency 10

Name: Easter Seals/UPC NC & VA

Check if agency purchased service last year

List Programs Served:

- 1) Training
- 2) Employment
- 3)
- 4)
- 5)

Check box at left if you serve more than 10 agencies and complete Continuation worksheet.



**7. REVENUE VEHICLE INVENTORY BY CATEGORY**

→ Important - (If a vehicle has been replaced and the transit system has received the title from PTD, the vehicle should not be included in this inventory. Identify vehicles awaiting disposition in 8B below.)

<u>2</u> Center Aisle Van	<u>1</u> 20-Ft LTV (Cutaway) (no lift)
<u>4</u> Conversion Van	<u>6</u> 20-Ft LTV (Cutaway) (w/lift)
<u>11</u> Lift-Equipped Van	<u>5</u> 22-Ft LTV (Cutaway) (w/lift)
<u>0</u> Minivan (no ramp)	<u>0</u> 25-Ft LTV (Cutaway) (w/lift)
<u>0</u> Minivan (w/ramp)	<u>0</u> 28-Ft LTV (Cutaway) (w/lift)
<u>0</u> Crossover (4/All-wheel drive)	<u>3</u> Sedan
<u>0</u> Transit Bus	<u>0</u> Other: (describe below)

**8. FLEET SIZE**

**A. ACTIVE FLEET**

<u>32</u> Total <u>Revenue</u> Vehicles in Fleet
<u>6</u> Backup <u>Revenue</u> Vehicles
<u>22</u> Total Lift-Equipped Vehicles

**B. INACTIVE FLEET**

2 Enter number of vehicles awaiting disposition. This includes vehicles for which replacements have been received and titles have been received from PTD. It also includes fleet reductions for which titles have been received from PTD.

**9. DAYS AND HOURS OF SERVICE (Check all that apply and enter corresponding service hours):**

DAYS	Beginning Time	SERVICE HOURS	Ending Time
<input type="checkbox"/> Seven (7) days per week	_____		_____
<input checked="" type="checkbox"/> Monday - Friday	<u>5:00 AM</u>		<u>7:00 PM</u>
<input type="checkbox"/> Saturday	_____		_____
<input type="checkbox"/> Sunday	_____		_____
<input type="checkbox"/> Holiday	_____		_____

**10. SYSTEM MANAGEMENT & OPERATION**

A. Is the Management/Administration of the transit system currently subcontracted? No  
 If yes, answer the following:

Name of the Management provider: \_\_\_\_\_  
 When will the new RFP process begin? \_\_\_\_\_  
 Are employees of the subcontractor represented by a labor organization (union)? \_\_\_\_\_  
 If so, provide the following:  
 Name of Union: \_\_\_\_\_  
*Example: Amalgamated Transit Union Local #1437*

B. Is the Operation of the transit system currently subcontracted? Yes  
 If yes, answer the following:

Name of the service provider: \_\_\_\_\_  
 When will the new RFP process begin? \_\_\_\_\_  
 Are employees of the subcontractor represented by a labor organization (union)? \_\_\_\_\_  
 If so, provide the following:  
 Name of Union: \_\_\_\_\_  
*Example: Amalgamated Transit Union Local #1437*

C. Does another public transit system contract with your system for any part of its service? No  
 If yes, answer the following:

Name of the public transit system: \_\_\_\_\_  
 Type of service that you provide: \_\_\_\_\_  
 Are employees of the other transit system or its subcontractor(s) represented by a labor union? \_\_\_\_\_  
 If so, provide the following:  
 Name of other system's subcontractor (if applicable): \_\_\_\_\_  
 Name of Union: \_\_\_\_\_  
*Example: Amalgamated Transit Union Local #1437*

11. PUBLIC INVOLVEMENT – Please complete the chart below to document outreach efforts.

Organizations / Events	Date / Time	Location	Number of Attendees	Primary Audience	NUMBER Title VI Forms Completed
1) Havelock Senior Center	03/18/15	Havelock Senior Center	30	Seniors	0
2) Choice Community Day	06/04/2015	Stanley White Recreation Center	200	General Public	
3) Fun and Food for Recovery	07/02/2015	Wellness City, 1311 Health Dr., NB	25	General Public	
4) Public Information	07/09/2015	Pembrroke Community Center	11	Minorities	
5) Public Information	07/13/2015	New Bern Housing Authority	2	Minorities	
6) Public Information	07/13/2015	Stanley White Recreation Center	0		
7) Public Information	07/14/2015	George Street Senior Center		Elderly	13
8) Public Information	07/14/15	New Bern-Craven County Public Library	1	Minorities	
9) Public Information	07/15/2015	West New Bern Recreation Center	0		
10) Public Information	07/15/2015	Bridgeton Town Hall	0		
11) Public Radio East	07/15/2015	Radio interview don't know dates aired		General Public	
12) Public Information	07/16/2015	Craven Community College	2	General Public	1
13) Public Information	07/16/2015	Creekside Park	0		
14) New Bern Towers Family Day	07/18/2015	New Bern Towers, 1125 Walt Bellamy Dr.,	100	Elderly	
15) Public Information	07/22/2015	Neuse Sunrise Rotary	15	General Public	
16) Public Information	09/03/2015	New Bern Breakfast Rotary		General Public, Eld	
17) Public Information	09/19/2015	Heritage Festival, Jones County		General Public	

A. Is a governing board approved formalized public involvement plan in use?

Yes

If **yes** (complete questions below)

Is that plan evaluated and updated at least annually?

Yes

Does that plan have defined objectives?

Yes

Are those objectives being met?

Yes

If **no** – Describe below how the effectiveness of the public involvement efforts are evaluated and/or improved.

B. Describe Public Outreach Methods:

Select the ONE word that most accurately completes the sentence



Information dissemination is Always written.

Public meeting times are Usually between 8 AM and 5 PM.

Information is Usually available in an audible format.

Information is Seldom available in a language other than English.

Reasonable access is Always available for those with a disability.

12. ADMINISTRATIVE CHANGES - Describe administrative changes to be incorporated during FY2017 in the space below. A new job description must be attached for (1) any new administrative positions or (2) any increase in the percentage of a position dedicated to transportation. If NONE check here:  Check here if job description(s) attached:

13. SERVICE CHANGES - Describe any service changes and/or provide justification/need for expansion vehicle(s) in the space below. If NONE check here:

**FY2017 - Complete Project Funding Request Form for FY 2017**

(Note: Include in your description the rationale for the anticipated change in service. For example, the anticipated change is due to customer feedback, marketing or other efforts. This narrative should match what is included your project funding request form)

Part of the CARTS service area has been designated as an urban area as a result of the 2010 Census. Because of this designation, CARTS began operating as a rural/small urban system July 1, 2015. CARTS is still in the process of evaluating short and long term changes that will be needed and how services will be affected and/or changed in the newly designated urbanized area.

How will the public be notified of the service changes described above?

Public information meetings, advertising (inside vehicles, distribution of flyers, etc.), communicating with community partners, public hearing if determined appropriate.

How much lead-time is given before service changes take effect?

If it is an increase in fares or a reduction in service, no less than 30 days AFTER a public hearing.

14. CAPITAL - In the chart below, list and provide narrative justification for any of the following FY2017 capital requests:

- \* Advanced / Baseline Technology
- \* Radio Equipment
- \* Telephone Equipment

If NONE check here:

List in order of priority. See Capital Replacement Schedule for documentation requirements

	Capital Category	Narrative Description / Justification	Supporting Documentation
1)	Advanced / Baseline Technology	The purchase of Digital Video Recording Systems under state contract/CARTS does not currently have a camera system on revenue vehicles. It is recommended by the state that all transit systems have camera systems.	
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			