

NCDOT Consolidated Call for Capital Projects Application Form

Part I: Applicant Information

Legal Name of Applicant:	Craven County		
Applicant's Congressional District (If Applicant's city is included in more than one district, enter primary district only): 1			
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):			
Address:	406 Craven St.		
City, State, Zip:	New Bern, NC 28560		
Federal Taxpayer ID Number:	56-6000290		
Doing Business As (DBA) Name:	Craven Area Rural Transit System (CARTS)		
Applicant's DUNS Number (Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform): 091564294			
Parent Agency DUNS Number:			
Applicant's Service Area's Congressional District (If service area is included in more than one district, enter primary district only): 1			
Project's Service Area (list the county or counties that will be served by the proposed project): Craven, Jones, Pamlico			

Project Manager and Contact Information			
Name of Project Manager:	Kelly Walker		
Title:	Transportation Director		
Address:	2822 Neuse Blvd. New Bern, NC 28562		
E-mail:	carts@cravencountync.gov		
Phone Number:	252-636-4917		
Mobile Phone Number:		FAX:	252-636-4919
Alternative Contact Information (in absence of Project Manager)			
Name:	Gene Hodges, Assistant County Manager		
E-mail:	carts@cravencountync.gov		
Phone Number:	252-636-6600		

Current Vehicle Inventory (enter number in fleet)					
Vans	4	Vans/Lifts	9	Sedans or Minivans	3
LTV's	2	LTV's/Lifts	14	Buses	

NCDOT Consolidated Call for Capital Projects Application Form

Table 1: Vehicles/capital to be replaced or rehabbed/refurbished with this request

Asset (model year, manufacturer, model or variant)	VIN or Fleet ID	2015 revenue miles	2015 revenue hours	Current mileage
2011 Ford E350 20ft LTV with lift	384	18,634	995.73	155,041
2011 Ford E350 Conversion with lift	398	18,676	1052.23	131,299
2011 Ford E350 Conversion with lift	400	25,005	1007.3	135,363
2011 Ford E350 Conversion with lift	401	17,774	777.43	132,135

Table 2: Vehicles/capital that have been disposed up to and including FY15

Asset (model year, manufacturer, model or variant)	VIN or Fleet ID	Disposition Date	Revenue miles at disposition	Revenue hours at disposition
2009	357	12/23/2015	165,000	
2006	22	12/29/2015	219,000	
2008	332	12/28/2015	200,000	
2007	297	12/15/2014	195,000	
2007	296	07/24/2014	167,000	
2008	331	08/22/2014	176,000	
2008	333	07/25/2014	155,000	
2007	294	02/21/2014	190,000	
2007	295	02/21/2014	192,000	
2007	298	03/03/2004	202,000	

The project conforms to FTA's spare ratio guidelines. Yes No Unsure

Average Fleet Age (in Years)	2012
Average Fleet Age (in Miles)	94,000
Spare Ratio	1:4
<p><i>Explanation FY2016 CARTS had 25 vehicles operated 25 vehicles in annual maximum service. That equates to 7 spare vehicles. It is noted that the 3 sedan revenue vehicles are locally funded, leaving a federal/stated funded number of spare vehicles of 4 which is a spare ratio of 1:6.</i></p>	

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

- The Applicant received 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

YES

No

NCDOT Consolidated Call for Capital Projects Application Form

Compensation Reporting.

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

<u>Full Name</u>	<u>Total Compensation</u>
1 _____	\$ _____
2 _____	\$ _____
3 _____	\$ _____
4 _____	\$ _____
5 _____	\$ _____

Part II: Project Information

IMPORTANT: Applicants should submit one application for all capital projects for their small urban and/or rural service area. Duplicate projects within service areas will not be funded. Applicants can apply for one year of funding only. If a project is selected, funding for subsequent years is not guaranteed. It will be necessary to reapply and go through another competitive process for subsequent funding. Eligible projects may be funded using 5310, 5311, 5339 or a combination of the three funding sources.

<i>Project Name</i>	Replacement Vehicles
<i>Type(s) of Capital Project (vehicle replacement, mobility management, equipment, etc). Describe the project(s) to be funded.</i>	Vehicle replacement. The sole purpose of this project is to replace four vehicles which have met useful life. Two of the vehicles will be utilized for rural service and two of the vehicles will be utilized for urban service.
	<i>FY 2018</i>
<i>Federal Amount Requested =</i>	\$198,112
<i>State Amount Requested =</i>	\$24,764
<i>Local match amount =</i>	\$24,764
<i>Total project cost =</i>	\$247,640

Part III: Project Criteria

NCDOT Consolidated Call for Capital Projects Application Form

Address each of the evaluation criteria separately, demonstrating how the project responds to each criterion. Each proposer is encouraged to demonstrate the responsiveness of a project to all of the appropriate selection criteria with the most relevant information that the proposer can provide, regardless of whether such information has been specifically requested, or identified. Please be thorough, yet concise in the response.

III-1. Threshold Criteria

a. Does the applicant have the technical capacity to administer the project?

Yes No Explain your answer in the box below.

CARTS orders vehicles under state contract. CARTS follows NCDOT/PTD instructions for receipt of federal and state funded vehicles purchased under state contract.

b. Describe the qualifications of the key personnel assigned to the project and the percentage of time each person will be involved in the project. Will the applicant need to hire additional personnel to support the project?

Key personnel will be the CARTS Assistant Transportation Director under the guidance of the CARTS Transportation Director. Time to manage this project will be negligible. No additional personnel is required to support this project.

c. Does applicant have adequate financial and management systems in place to ensure adequate reporting and project oversight? Yes No Explain your answer in the box below.

This project is for the purchase of vehicles. Procurement is done by NCDOT/PTD staff. NCDOT/PTD notifies transit systems when vehicles may be ordered. The replacement of these four vehicles is included in the Craven County five year Capital Improvement Plan. Craven County has a Finance Policies and Procedures Manual.

d. Has the source of local match been identified in a current budget or has it been approved by the agency's governing body in a future budget? What is the source of the match (e.g., agency reserves, capital replacement fund, municipal general fund, private partnership, etc.)? If the match is not from the applicant agency but another party, has that party committed the match in writing? Provide documentation of the commitment of local match from an outside party. Explain your answer in the box below.

NCDOT Consolidated Call for Capital Projects Application Form

The source of local match has been identified internally within CARTS. Once the public hearing is held and approval by the Board of Commissioners to apply for this grant is received, then a local share certification is able to be signed by Chairman of the Board of Commissioners for the future FY2018 budget.

- e. Further describe the matching funds, including amount and source of the match (agency reserves, capital replacement budget, municipal general fund, private partnership, etc). List each source individually. If the matching funds are not committed, identify their source and anticipated award date. [Add/Remove Lines as necessary – place the cursor in the bottom row then right click → “Insert” → “Insert Rows Below” to add more lines to the following table]

Source	Amount	Date awarded or available
Sale of disposed vehicles	Estimated \$12,000	Upon sale of vehicle
Sale of advertising	Estimated \$12,764	Upon receipt of payment for advertising
Contract Revenue	If the combined two sources of local match are not sufficient, the remaining amount will be provided using contract revenue.	Upon receipt of payment for contract transportation services

- f. Were FTA funds awarded to this project in previous years? Yes No
- g. Describe the intended service area that will benefit from your proposed project. Include pertinent demographic information about the service area in your answer. It should be clear from your description where your project’s target population lives in a small urban or rural area of North Carolina.

The intended service area includes the rural areas of Craven, Jones, and Pamlico counties as well as the New Bern urbanized area which is small urban.

- h. Estimate the annual number of unduplicated passengers who will be served or the number of one-way trips that will be provided from the proposed project.

Unduplicated Passengers	1200	One-way trips	
Fully Allocated Cost per Trip	\$1.60 per shared revenue mile		

List items included in the fully allocated cost per trip?

Administrative and operational costs to operate are included in the fully allocated cost per trip. Capital items are not included.

NCDOT Consolidated Call for Capital Projects Application Form

III-2. Project Readiness

- a. Describe the project plan in detail and provide a timeline and milestones for the completion of the project. This description should completely describe what you want to accomplish and how you are going to accomplish it if you receive the requested funding. The applicant may wish to attach the following documents with the application but these documents are not required: maps, pictures, marketing plans, draft brochures, charts or graphs and/or route schedules that support the request for funding, demonstrate the need or illustrate the applicant's preparation. If the applicant is working in partnership with or coordinating with other agencies or organizations, letters of support from these agencies or organizations may be attached with the application. Your detailed answer should be one half to one whole page long.

This project is solely for the purchase of vehicles. These vehicles will be used to provide transportation services for the residents of Craven, Jones, and Pamlico counties. This service area includes rural areas as well as a small urban area. The time line for completion of this project will be dependent upon NCDOT/PTD timeline for ordering and receipt of vehicles. The timeline, without being date specific is: 1) ordering of vehicles; 2) receipt of vehicles; 3) sale of disposed vehicles; and 4) receipt from approved grant(s) for reimbursement of the federal/state share of the vehicle purchase.

- b. Describe the applicant's preparedness to manage the project.

Vehicle procurement is a normal part of operations for CARTS. Vehicles are ordered once or twice per year each year with rare exceptions.

III-3. Project Monitoring

- a. Describe the method that will be used to monitor and evaluate the success of this project. List the measurable indicators of success.

Success moments of this project will be 1) ordering of vehicles; 2) accepting delivery of vehicles; 3) sale of disposed vehicles; and 4) reimbursement for the federal/state share of the vehicle purchased.

- b. Describe how the project relates to any federal or other programs that the applicant operates and, if applicable, how the applicant plans to use these resources to leverage this project.

CARTS receives funding through multiple grants such as: Rural Operating Assistance Program; 5311 Community Transportation Program; and 5307 Urbanized Area Formula Program for the purpose of administrating and operating public transportation service. This project would allow CARTS to replace four vehicles which have already exceeded useful life. Replacement of vehicles exceeding useful life is a critical aspect to providing safe, reliable transportation service. Increased repair bills and in-service breakdowns are more common for vehicles that have met useful life. It also creates challenges for being able to provide safe, reliable transportation service which effects every current and future passenger in need of such service.

- c. How will the applicant maintain any vehicles/capital after the grant period?

NCDOT Consolidated Call for Capital Projects Application Form

Preventative maintenance for vehicles and lift equipment will meet or exceed state guidelines. Monitoring to ensure guidelines are met is provided by NCDOT/PTD staff.

- d. *What is the applicant's organizational mission? Explain how the project fits in with the other service the applicant already provides.*

The CARTS mission is to provide safe public transportation as an alternate option for reaching destinations served by CARTS. The provision of safe public transportation is reliant upon replacing vehicles having met useful life.

- e. *Describe how the applicant will manage risk and provide for the safe delivery of services.*

CARTS has a Safety and Security Program Plan approved by NCDOT/PTD which covers the management of risk and provides for the safe delivery of service through identification of core components which include but are not limited to: driver/employee training; safety data acquisition analysis; vehicle maintenance element; and security element.

III-4. Special Considerations

- a. *Is the proposed project consistent with your agency's fleet management or capital replacement plan? Provide an explanation in the box below and attach a copy of the management plan.*

Yes. The four vehicles are included in the county's capital improvement plan. Also, two urban vehicles are included in 2016-2025 STIP as STIP#TA-5165 for replacement in FY2018.

- b. *Given this request is only for capital assistance, is your agency committed to operating the services associated with the proposed project over time? How? Provide an explanation in the box below.*

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><i>Explain CARTS began operations in 1980 with many changes and improvements over the years. The CARTS service area includes Craven, Jones, and Pamlico counties. Within Craven County, New Bern was designated as a small urban area as a result of the 2010 census data. This year, CARTS will have an updated Transit Development Plan to assist in identifying unmet needs, areas of improvement, and recommendations for changes. CARTS attends the Citizens Advisory Committee of the Metropolitan Planning organization and has an active role on both the Craven and Jones Aging Boards in effort to hear community transportation needs. These serve as examples of this agency's commitment to not only continue providing service but to provide quality service in a manner that will meet as many public transportation needs as possible within our service area. Membership and attendance of the Transportation Advisory Board has grown over the past several years. This serves as an example of the commitment by other agencies and the public to play an active role in providing input towards the</i></p>
--	---

NCDOT Consolidated Call for Capital Projects Application Form

	<i>future of CARTS.</i>
--	-------------------------

Part IV: Budget Information

Provide a general line-item budget for the total project, with enough detail to describe the various key components of the project. Since it is possible that projects may be partially funded, the budget should provide for the minimum amount necessary to fund specific project components of independent utility. [Add/Remove Lines as necessary using prior instructions]. A detailed budget needs to be submitted via Partner Connect.

Project Stages with Independent Utility and Description	Federal Amount Requested	State Amount Requested	Local Share	Total Cost
1. G546 20'LTV with lift	\$48,000	\$6,000	\$6,000	\$60,000
2. G546 20'LTV with lift	\$48,000	\$6,000	\$6,000	\$60,000
3. G546 20'LTV with lift and Bike Rack	\$50,256	\$6,282	\$6,282	\$62,820
4. G546 20'LTV with lift and Bike Rack	\$50,256	\$6,282	\$6,282	\$62,820
5. Vehicle Lettering and Logos	\$1,600	\$200	\$200	\$2,000
Project Totals	\$198,112	\$24,764	\$24,764	\$247,640

Part V: Mobility Management Project Information Only

a. The proposed project is consistent with the most recent locally developed, Coordinated Public Transit – Human Services Transportation Plan (LCP).

- Yes No Unsure N/A

If yes to question above, provide information about the locally developed, Coordinated Public Transit – Human Services Transportation Plan (LCP) used to prepare this project application.

1	Name of Plan/Title	
2	Applicable Need, Strategy or Activity Included on Page Number(s)	
3	Plan Date	

b. Does this project create more mobility options for seniors and/or individuals with disabilities in this service area? Yes No

If yes, describe the mobility options the seniors and/or individuals with disabilities in this service area have now and discuss how your project creates more mobility options.

NCDOT Consolidated Call for Capital Projects Application Form

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 FY2018, 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 B 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.

NCDOT Consolidated Call for Capital Projects Application Form

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

Appendix B

FY2018 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

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

Network

Configuration:	100/1000 MB using switches (no hubs), TCP/IP Protocol
-----------------------	---

Server

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

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