

UNIFIED GRANT APPLICATION

COMBINED CAPITAL APPLICATION

PART 1: 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): 3	
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):	
Address:	1106 Clarks Rd.
City, State, Zip:	New Bern, NC 28562
Federal Taxpayer ID Number:	56-60000290
Doing Business As (DBA) Name:	Craven Area Rural Transit System (CARTS)
Applicant's Unique Entity ID(UEI) (Register your Entity or get a Unique Entity ID at: https://sam.gov/content/duns-uei)	
Parent Agency UEI: LTZ2U8LZQ214	
Applicant's Service Area's Congressional District (If service area is included in more than one district, enter primary district only): 3	
Project's Service Area (list the county or counties that will be served by the proposed project): Craven, Jones, and Pamlico	

Project Manager and Contact Information			
Name of Project Manager:	Kelly Walker-Cuthrell		
Title:	Transportation Director		
Address:	1106 Clarks Rd., New Bern, NC 28562		
E-mail:	kwalker@cravencountync.gov		
Phone Number:	252-636-4917		
Mobile Phone Number:		FAX:	252-636-4919
Alternative Contact Information (in absence of Project Manager)			
Name:	Christopher Green		
E-mail:	christopher.green@cravencountync.gov		
Phone Number:	252-636-4917		

UNIFIED GRANT APPLICATION

Fleet Information

Table 1: Fleet information

Current Vehicle Inventory (enter number in fleet)					
Vans		Vans/Lifts		Sedans or Minivans	
LTV's	2	LTV's/Lifts	27	Buses	
Average Fleet Age (in Miles as of May 31, 2025)					
<p>Explanation of fleet make-up or fleet concerns (if necessary) Two vehicles that do not have a lift on them are seldom used because most routes have passengers that need to use a lift. Those two vehicles would better serve our fleet if they could be replaced with lift equipped vehicles. We would like to discuss replacement of those vehicles due to age for FY2028 capital replacements.</p>					

Table 2: Vehicle Type Requested (Based on ITRE-projected information)

Integrated Mobility Division (IMD) will provide each transit system a specific list of vehicles eligible for replacement in FY27. Replacement vehicles must meet useful life by May 31, 2025. If a system wants to replace a vehicle not on the approved list a strong explanation must be provided with the application and it will be reviewed and considered by IMD management on a case-by-case basis. Approval is not guaranteed.

Vehicles to be Replaced in FY27 (attach additional sheet to list vehicles if needed)

Asset (model year, manufacturer, model or variant)	VIN or Fleet ID	Miles as of May 31, 2025	Vehicle replacement is based upon fleet analysis and pre-planning by IMD to determine which vehicles will be eligible for funding in FY27.
2017	545	148,329	
2019	624	156,888	
2018	579	146,699	
2019	625	153,897	

Vehicles Requested in FY27 Application (*Excluding Expansion Vehicles)

Vehicle Replacement Type (enter number of each type requesting)					
Vans		Vans/Lifts	1	Sedans or Minivans	
LTV's		LTV's/Lifts	3	Buses	

***NOTE: Systems can apply for EV's but are only eligible if they have initiated a feasibility study and EV infrastructure design OR already have charging infrastructure in place.**

UNIFIED GRANT APPLICATION

Funding for the feasibility study may or may not be included in the grant award. Charging infrastructure must be used for transit vehicles only.

UNIFIED GRANT APPLICATION

Federal Financial Assistance Transparency Act

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 Compensation Reporting.

YES No

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

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

UNIFIED GRANT APPLICATION

PART 2: 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 years' funding. Eligible projects may be funded using 5311, 5339 or a combination of the funding sources. IMD will determine the project's funding after the application has been reviewed and approved.

Project Name	
Type(s) of Capital Project (vehicle replacement, equipment, etc.). Describe the project(s) to be funded.	<p>Vehicle replacement: 4 Office chairs replacement: 6 Heavy duty shredder replacement: 1</p> <p>The purpose of this project is to purchase the above-listed capital items. The vehicles and shredder have met useful life. Although the office chairs have not met useful life (12 years), none are in usable condition. More durable and better-quality chairs are needed.</p>
	FY27
Federal Amount Requested =	\$390,168
State Amount Requested** =	\$48,771
Local match amount =	\$48,771
Total project cost =	\$487,710

**** Applicant should be prepared for 20% local share in the event the State cannot participate.**

PART 3: Project Criteria

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.

3-1. 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 using the NCDOT/IMD state contract. CARTS follows the NCDOT/IMD instructions for receipt of federal and state funded vehicles purchased using the state contract. CARTS will follow the procurement policy already established when procuring the remaining item(s).

- 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 Transportation Director and Assistant Transportation Director. The Transportation Director has managed capital purchases and projects for approximately 17 years. Time to manage this project is negligible. Additional personnel are not 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 replacement vehicles, replacement office chairs, and a replacement heavy duty shredder. NCDOT/IMD notifies the transit system when vehicles may be ordered and provides choices of approved vendors and vehicle operations. The replacement of these vehicles is included in the Craven County five-year Capital Improvement Plan.

Procurement processes resulting in issuance of a state contract is done by NCDOT/IMD staff. Craven County has a Finance Policies and Procedures Manual. The items in addition to the vehicles will be purchased through already established procurement procedures.

UNIFIED GRANT APPLICATION

- 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.

The source of local match is subject to approval by the Craven County Board of Commissioners via the Local Share Certification signed document. This is normally signed after the public hearing. The public hearing is scheduled for September 2, 2025.

- 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	\$21,000	Upon sale of vehicles that are being replaced.
Contract revenue	\$27,771	Upon receipt of revenue for contracted services performed.

- 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.

UNIFIED GRANT APPLICATION

The intended service area includes the counties of Craven, Jones, and Pamlico. As of the 202 Census, the entire CARTS service area is designated as rural.

- 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		One-way trips	FY2025 one-way trips were 57,708
Fully Allocated Cost per Trip	\$2.20 per shared revenue mile, currently		

List items included in the fully allocated cost per trip. What other factors, if any, are included in setting the cost of a trip?

Administrative and operational costs to operate are factored into the fully allocated cost per trip.

3-2. 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 for the purchase of replacement vehicles, replacement office chairs, and a replacement heavy duty shredder. Replacement of vehicles is crucial to providing safe and reliable public transit service. Durable, quality office chairs is very important to ergonomics. Having a shredder allows for immediate destruction of confidential information that is not required to be maintained on file.

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

UNIFIED GRANT APPLICATION

Key personnel will be the CARTS Transportation Director and Assistant Transportation Director. The Transportation Director has managed capital purchase for approximately 17 years. The Assistant Director works with vehicle assets daily including working with other staff to ensure maximum efficient use of the capital items, training and refresher training of driving staff to ensure capital assets are understood, used properly, and properly taken care of.

- c. If project is a Facility project, has a feasibility study been initiated and is the NEPA process in progress? If awarded, IMD would expect the pre-construction activities that are already initiated to wrap up before July 2027.

N/A

3-3. 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 of the vehicle replacement portion of this project will be 1) ordering; 2) accepting delivery; 3) sales of vehicles being replaced; and 4) reimbursement of the federal/state share. Upon completion of these steps, ongoing success for the replacement vehicle portion of this project will be use of the vehicles in the provision of safe and efficient public transportation in Craven, Jones, and Craven Counties.

- 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 (ROAP); 5311 Community Transportation Program (CTP); and 5307 Urbanized Formula Program for the purpose of administering and operating public transit services. CARTS monitors additional applicable grant opportunities on a regular basis to ensure grant funding is maximized and fully leveraged when appropriate. This project does not qualify for leveraging coordination with other grants. However, each of these programs play an integral part of CARTS' ability to provide safe and reliable public transportation service.

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

UNIFIED GRANT APPLICATION

To provide safe public transportation as an alternate option for reaching destinations serviced by CARTS.

Replacement of vehicles and other items which have met useful life and/or are beyond repair is very important to providing safe, reliable, and efficient transportation service.

d. Describe how the applicant will manage risk and provide for the safe delivery of services.

CARTS has an Agency Safety Plan approved by NCDOT/IMD 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, and security. CARTS reviews this plan annually for necessary updates. NCDOT/IMD reviews it every three years.

UNIFIED GRANT APPLICATION

3-4. Special Considerations

- a. 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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Explain</p> <p>CARTS began operation in 1980 with many changes and improvements over the years. The CARTS service area includes Craven, Jones, and Pamlico Counties. CARTS has an active role on the Down East Rural Planning Organization and the New Bern Area Metropolitan Organization. CARTS engages in public outreach to inform the public about transportation services and identify unmet needs. These are examples of CARTS' commitment to continue 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 CARTS Transportation Advisor Board is strong. This serves as an example of the commitment by other agencies and the public to play an active role in providing input towards the future of CARTS.</p>
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- b. How will the applicant maintain any vehicles/capital after the grant period?

<p>Preventive maintenance for vehicles and lift equipment will meet or exceed state guidelines. Monitoring to ensure guidelines are met is provided by NCDOT/IMD staff.</p>

PART 4: 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 Enterprise Business Services (EBS).**

Project Stages with Independent Utility and Description	Federal Amount Requested	State Amount Requested	Local Share	Total Cost
1. Replacement office chairs	\$1,848	\$231	\$231	\$2,310
2. Replacement shredder	\$320	\$40	\$40	\$400
3. Three replacement vehicles with 20' LTV	\$300,000	\$37,500	\$37,500	\$375,000
4. One replacement raised roof vehicle	\$88,000	\$11,000	\$11,000	\$110,000
Project Totals	\$390,168	\$48,771	\$48,771	\$487,710

Capital Budgets

All rural transportation systems will be eligible for capital assistance funds. A Capital Replacement Schedule is included in 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. **Only transit systems with in-house maintenance shops may apply for replacement support vehicles.**

*No Expansion vehicles are accepted on this Combined Capital application.

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. Current Advanced Technology users may request to replace existing Advanced Technology items as necessary. If a system applies for technology and is awarded, IMD helps with procurement aspects and leads technical assistance and pulls in ITRE as needed. 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 IMD will participate. Requests for funding cannot exceed these amounts per item. The applicant is required to enter written justification in Section II for Advanced/Baseline Technology; Radio Equipment; and Telephone Equipment.

UNIFIED GRANT APPLICATION

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. Updated 1/2021

CATEGORY CAPITAL ITEMS	MINIMUM REQUIREMENTS	MINIMUM DOCUMENTATION REQUIRED
MAJOR FACILITY RENOVATIONS AND NEW CONSTRUCTION	40 Years	Note: Major Renovation involves the purchase of an existing building and complete refurbishing of the building. Needs Assessment required. Plans and specs required. At least 1 retail estimate required
<ul style="list-style-type: none"> ▪ Building Purchase ▪ Facility Construction 		
OFFICE/BREAKROOM FURNITURE	12 Years	
<ul style="list-style-type: none"> ▪ Desk ▪ Bookcase ▪ File Cabinet ▪ Lockers ▪ Chairs ▪ Conference Table ▪ Safe (Fireproof) (25 yrs.) 		Explanation of need for replacement
OFFICE EQUIPMENT	5 Years	
<ul style="list-style-type: none"> ▪ Fax Machine ▪ Copier ▪ Calculator ▪ Etc. 		Explanation of need for replacement
AUDIO VISUAL EQUIPMENT	10 Years	
<ul style="list-style-type: none"> ▪ VCR/DVD ▪ TV ▪ Camcorder ▪ Etc. 		Explanation of need for replacement
BASELINE TECHNOLOGY	5 Years	
<ul style="list-style-type: none"> ▪ Projector ▪ Desktop ▪ Printer ▪ Laptop ▪ Server ▪ Scanner (6 yrs.) 		Explanation of need for replacement in item #14 of project description *Presentation may be required
SECURITY & SURVEILLIANCE	7 Years	
<ul style="list-style-type: none"> ▪ Video (facility and vehicles) ▪ Cameras ▪ DVR ▪ Wireless unit ▪ Antenna 		Explanation of need for replacement
COMMUNICATIONS EQUIPMENT	6 Years	
<ul style="list-style-type: none"> ▪ Projector ▪ Desktop ▪ Printer ▪ Laptop ▪ Server ▪ Scanner (6 yrs.) 		Explanation of need for replacement in item #14 of 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.) ▪ Diagnostics equip ▪ Lift truck ▪ Engine stands ▪ Brake lathes 		Only Transit Systems with in-house maintenance garages are eligible

UNIFIED GRANT APPLICATION

SUPPORT VEHICLES			
▪ Trucks/Sedans – Light Duty	100,000 miles	Only Systems with in-house maintenance garages are eligible	
REVENUE VEHICLES – Vans			
▪ Center Aisle Van (2010 or older) ▪ Mini-Van ▪ Conversion Van or Raised Roof Van	100,000 miles	<ul style="list-style-type: none"> ▪ Updated PTMS ▪ Current VUD ▪ Once required fleet size has been determined through the capital assessment process, local vehicles may be designated for disposition and not be eligible for replacement. 	
REVENUE VEHICLES – Buses			
Light Transit Vehicle (medium duty) 20ft, 22ft, 25ft and 28 ft. LTVs (body on cut-a-way chassis)	100,000 miles		
LTV (heavy duty) Approximately 30 ft. (body on truck chassis)	350,000 miles		
Large Bus (heavy duty) 35-40ft	500,000 miles		