

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
Local Government – Transit Section
Quarterly Transit Meeting Minutes
January 17, 2018

Transit Representatives:

Steve Salwei – Director of Office of Transportation Programs, ssalwei@nd.gov
Paul Benning – Local Government Engineer, pbenning@nd.gov
Stacey Hanson – Assistant Local Government Engineer, smhanson@nd.gov
Becky Hanson - Transit Program Manager, bhanson@nd.gov
Julie Small – Transportation Management Officer, jsmall@nd.gov
Connie Nelson – Office Assistant, conelson@nd.gov

Julie welcomed everyone and mentioned that handouts were distributed to attendees and emailed to online participants. The presentation is attached.

Grant Application Overview: The grant applications have been revised and we took the agencies' suggestions into consideration. Prior to completing the application and submitting it, you will need to update your organization information, vehicle mileage and condition, update board member information, update required plans (some may need Transit approval), and Certs & Assurances. You will also need to show documentation of local match.

Everything in the BlackCat process will be for FY2019. The resources tab is a great place to get agency information that is required. You will want to follow the grant application checklist. The Certs & Assurances is currently not available but will be available soon. It will consist of two documents, one to read which is rather long, and a two-page document to sign and upload. Becky will notify all agencies when the Certs & Assurances is available.

5311 Grant Application Process: Download the 5311 grant application from BlackCat. All agencies need to complete all the general information, questions 1-3; for questions 4, 5, or 6, complete the questions that pertain to the service you provide (fixed, demand, etc.). Please provide sufficient detail to give all reviewers a clear picture of your agency and services provided. The ridership and fleet information will consist of actual numbers for quarters 1, 2, and 3, and an estimate of quarter 4.

The project justification section is for listing the costs and description of operating, administration, and capital funding and the intended use of those funds. You will need to be specific for capitalized maintenance, miscellaneous, small capital projects, etc. For example, for replacing tires, you will list tires and the amount of those tires. Each capitalized maintenance project needs to be requested as a separate project listed individually in the comment section. An example of some of the valid items that can be used for capitalized maintenance can be found in the NDDOT Transit Grant Application Guidelines Equipment located on our website. For further information on eligible projects, give us a call.

For the capital budget and after creating the project, agencies will need to open the Comments tab to add the description and estimated cost of each item requested. In BlackCat, the funding request goes in the first screen. The specific details of what that project funding is to be used for goes on the Comments tab page. "Insert" must be pressed in order for list to be attached. Capital requests are verified with project requests. This is the same process that is used for projects in any of the grants.

Projects will need to be ranked by priority and state the sources of local match allocated to that particular project. Documentation of sources of local match, including State Aid must be included and attached to be considered a valid source. Since the amount of State Aid has not been determined, you can upload last year's State Aid amount.

If you are requesting indirect costs, you will need to upload the approval letter from your cognizant agency showing the approved rate for the current year.

When creating the operating budget, keep in mind that postage is now part of office supplies. Office supplies, postage, and advertising/marketing has been removed from the operating budget and beginning July 1, 2018, these will be reimbursed in the administrative budget at 80/20. Insurance and drug and alcohol expenses were moved to the administrative budget last year. Administrative allowable expenses can be found in the State Management Plan on our website. Agencies will need to increase their administrative budget to include these new allowable expenses. When requesting reimbursements in the "other" category, agencies must give an explanation of those expenses.

Agencies who do not request an administrative budget will still need to add an administrative project with a zero dollar amount in the line item. This is a requirement so the budget process works properly in BlackCat.

Once the application is finished, upload the completed Checklist & Application, attach projects – Budget, Administration and then Capital. Upload required sources of local match and if needed the cognizant agency approval. Then submit your application.

Expenses that cannot be reimbursed include: food and beverages, memorials and flowers, cards, gifts, meals, anything pertaining to entertainment such as, social activities, tickets to events, meals, lodging, rentals, transportation and gratuities. Other non-reimbursable expenses are costs of advertising and public relations designed solely to promote the non-profit organization and costs of meetings, conventions, or other events related to other activities of the non-profit organization to include costs of displays, demonstrations, and exhibits; costs of meeting rooms, hospitality suites and other special facilities; and salaries and wages of employees engaged in setting up and displaying exhibit. Anything that is done for the non-profit that is not transit related.

5339 Grant Application Process: For the 5339 grant application, the same top information needs to be completed. We did get rid of some of the duplicate questions. There are some of the same questions on the 5339 application as on the 5311 application due to the fact that reviewers from the other state agencies review it. Each application is reviewed individually. Complete information is required for all grant applications so the information can stand alone.

Download the 5339 grant application from BlackCat. All agencies need to complete all the general information, questions 1-3; for vehicle project requests, complete questions 4-8; for facility rehabilitation renovation project requests, complete questions 9-21; for purchasing a facility, complete questions 23-31; building a facility, complete questions 32-42; requests for equipment and miscellaneous capital projects, complete in detail questions 43-46. Please provide sufficient detail to give all reviewers a clear picture of your agency and services provided. The ridership and fleet information will consist of actual numbers for quarters 1, 2, and 3, and an estimate of quarter 4.

The 5339 grant application signature page is same as 5311 except for last two lines. Update any completed prelim assessment for capital assistance forms. This is when someone else is applying for a vehicle through your agency, i.e. a nursing home. They would apply through the agency for a vehicle. This is an optional upload since it may or may not be used. The requesting agency would be contacting the small urbans because they are the lead transit agency in the region.

Vehicle Projects: The answer boxes on the application expand for the vehicle project requests. If an agency is requesting two vehicles, they will need two separate project requests. If the agency is replacing a vehicles, that vehicle needs to be identified and if it met useful life by years or miles. For expansion vehicles, information on plans, route, hours, date, and ridership are needed.

Facility Projects: A facility rehab or renovation project would be like adding on garage space, remodeling a bathroom, office, etc. The agency will need all facility information gathered and ready to the shovel point. Forms are on our website and samples can be provided. If building a facility, the agency will need an architect to design it and will need to follow federal guidelines and requirements for hiring the firms. NDDOT is included in every step of the project, development of specs, bidding, and meetings throughout the construction process. Agencies can call our office with any questions.

Heated bus shelters are considered equipment and have their own FTA line item. Agencies will also need to prioritize these projects. An independent cost estimate (ICE) is needed on these types of projects as with major purchases, FTA requires making sure that is it a fair cost.

Enter the project cost, local match with the same match documentation that is required with 5311. There may be some overlap in documents, but these need to be uploaded. Ensure that the portion of local match required for individual projects is allocated. Local match amounts from each project and application will be added together to ensure there is enough money.

5310 Grant Application Process: Agencies must have a Human Services coordinated plan to apply for 5310 funds. Agencies of multiple counties need to address plans for all of service area. The coordinated plan needs to be approved by Darcy or Julie before uploading it into BlackCat and is good for 5 years.

The 5310 application is much like the 5339 application. Download the 5310 grant application from BlackCat. All agencies need to complete all the general information, questions 1-11; for a non-vehicle project requests, complete questions 12-16; for vehicle project requests, complete questions 17-26. Please provide sufficient detail to give all reviewers a clear picture of your agency and services provided. The ridership and fleet information will consist of actual numbers for quarters 1, 2, and 3, and an estimate of quarter 4. Project information will be checked against the 3 to 5 year plan and coordinated plan to ensure that it is listed in the plans.

Separate projects and specific details are important regarding each project. Return ride home program, fare boxes, vehicles, and mobility manager are funded with 5310 funds. For the mobility manager, agencies will need to include the job description along with goals and achievements of the previous year. If requesting a vehicle for replacement/expansion, agencies need to detail the purpose. There are more processes to follow with 5310 funding, but the money is there and is available. Again, make sure that local match funds are allotted to the project. All project allocated money will be added to ensure enough local match is provided. Remember to rank your projects for priority.

State Aid Funds: FY2017 State Aid funds of \$3,750,000 plus additional state aid funds of \$81,141 were distributed to eligible agencies. The projected State Aid funds for FY2018 is \$3,750,000. Additional state aid may be distributed at the discretion of NDDOT management.

State Aid Only Agencies and Small Urban Transit Agencies are the only agencies that must apply complete this application. If you apply for 5311 funds, then you do not have to apply for State Aid funds as this would be automatic. If an agency does not apply for 5311 funds, then they must apply for State Aid funding. On the State Aid application you can use the same amount of State Aid received last year. Completing the State Aid application is the only way to make the BlackCat system work correctly.

If an agency needs to complete the State Aid grant application, the agency will need to include ridership and fleet information from July 1 to June 30, 2018, with actual numbers being used for quarters 1, 2, and 3, and estimating quarter 4.

The agencies that receive \$750,000 or more in total grant money are required to do single audit. NDDOT needs copy of audit and forms sent to NDDOT.

To clarify and update information from what was said at the meeting. The Authorizing Resolution forms will be added to the 5339/5310 and 5311 checklist as a required form to be completed and added to the grant application as mandatory. This may not have been necessary for all agencies to complete in the past, but it is now referenced in the current funding program (FAST Act).

The grant applications will be available on BlackCat at the beginning of February. The deadline is May 1, at 12:00 pm CDT. Becky Hanson does the initial review of the applications and if there are missing items, it is returned to the agency, but it is considered to be on time if submitted before the deadline. Grant applications are reviewed by Julie Small, Darcy Karel, and Mike Johnson, a representative from Veterans Affairs, Human Services, and Department of Aging Services. Each reviewer does their own score in the application review process. After recommendations are made, a three-step process continues with Stacey Hanson, Steve Salwei, and then to the Executive Office for final approval.

State Management Plan for Public Transportation: The State Management Plan is updated and on our website and includes attachments.

Compliance Review: Compliance reviews are going to be set up through BlackCat System. Compliance reviews are going to be every three years starting in 2018, while the vehicle and facility inspections will be every other year. The compliance worksheet is long and you get a month to complete it. After it is reviewed in the office, the onsite review is completed. Fill out and upload worksheet on the BlackCat System. Everything is tracked so the compliance review and responses are completed in a timely manner. If deficiencies are found, they are documented and watched for correction. Even though compliance reviews are scheduled for every three years, NDDOT can go out to agencies more often if needed for technical assistance or training. Please contact the Transit Section with any requests. Agencies will be contacted via email before the compliance or inspection process is started in BlackCat.

Vehicle Inventory: We are currently inputting the information we have to the inventory in BlackCat. Please do not delete the added information. Additional categories will be changed to mandatory in the coming months. You will need to enter data into those categories in order to save the changes to a vehicle.

Drug and Alcohol. The MIS report is due by February 15 or sooner. All 2017 5311 subrecipients are required to report. If you have not received your user name and password necessary to complete the report or if you have any questions, contact Darcy Karel.

Linda De Herrera from Precision Compliance will start on-site reviews in February 2018. Linda needs your reply for the compliance review and the agency needs to make any requested appointments so time is sent aside during the review.

Effective January 2018, four additional opioids are added to the check list and one is removed. The opioids added are hydrocodone, hydromorphone, oxymorphone, and oycodone; the drug that was deleted is methylenedioxyethylamphetamine. A drug and alcohol plan template has been sent to Linda for review and approval. The agency board needs to approve new drug and alcohol plan. When uploading your new plan to BlackCat, you can archive the old plan. If an agency has a drug and alcohol plan that differs from the template, it needs to be approved by Darcy Karel before board approval. The template will be on the website under global resources in BlackCat. The template will become your policy, read it thoroughly, don't just accept it. Any changes to policies must be provided to employees. Document the date the changes were discussed or copies of the plan were provided to employees. Upload a list or documentation that employees received the updated information including the date training was received in BlackCat under Training or the Drug and Alcohol folder.

Title VI. Title VI compliance reviews will be completed through BlackCat System. The randomly generated agencies selected are Devils Lake, Pembina, Glen Ullin, and West River. Thoroughly completing the worksheet will make the onsite review take less time.

DBE Reporting: The next DBE report will be due on April 10. The form currently on BlackCat will be revised so you can enter the data directly. It is unsure at this time if this will be completed by the next reporting cycle. Track your data so it is available to be reported on time.

Quarterly Budget Reports: When submitting receipts for salaries and benefits, we need to know which employees fall under the categories for reimbursement, i.e. drivers, dispatchers, director, bookkeeper, secretary, etc.

We cannot use federal dollars to reimburse agencies for tire disposal, oil disposal, or any hazardous material disposal fees. You may, however, use State Aid money to reimburse these items. Upload documents to BlackCat and indicate that you are requesting State Aid to reimburse these fees.

Drop the cents on all money requested, do not round up to the next dollar. If agencies do not drop the cents, the BlackCat System will automatically round it to the next dollar. If the cents is not dropped, the quarterly will be sent back for corrections.

Intercity bus route: Darrell Francis is starting an intercity feeder bus route from Minot to Bismarck on Monday, Wednesday, and Friday. There will be stops along the way at Max, Garrison Corner, Underwood, Washburn, and Wilton with prorated pricing. Passengers will be dropped off at their destination with a nominal charge for multiple destinations. Reservations need to be made no less than 24 hours in advance and within seven days from the trip. Tickets can be purchased from the driver and can be paid with cash or check with proper identification. There is a demand for this trip as there have already been many requests. If there are no reservations for a particular day, the service will not run on that day.

DTA: Brian Horinka is a board member of DTA. The next annual conference has a couple surprises that cannot be revealed yet. DTA is looking at boosting up attendance. The DTA conference will be held in Brookings, South Dakota, and reservations can be made at the Hampton Inn. The rodeo begins on September 15th with the conference on September 17-19. Registration forms will be available by June 1st on the website. Conference plans will be finalized at the DTA meeting in April. Darrell Francis will be shadowing an additional rodeo marshal for backup for future rodeos. For more information on the rodeo, go to the CTAA website for information as DTA follows their rules.

Since the conference is out-of-state, an RTAP authorization form needs to be completed. The conference is eligible for RTAP reimbursement for rural transit agency staff and if someone receives an award, RTAP will pay for the travel for the recipient. DTA is encouraging to transit agencies to nominate people for awards.

DTA is looking to put templates for policies, rider guides, procedures, etc., for others to view. Agencies can send them to Jacque Senger for submission. Darrell Francis will also submit videos of the rodeo so new people can view it and possibly enter the contest.

ND Moves Project: The first round of statewide visits have been completed with the next round of visits starting soon. The plan is looking at routes for bikes and people as a statewide bicycle network. The project stage is currently gathering information and input from people across the state. Information is also being compiled from the online survey. There are transit concerns including better access to transit routes. We will send out info when received.

RouteMatch: The annual RouteMatch conference is March 26-29, 2018, in Atlanta, Georgia.

The NDDOT will keep you posted on other available upcoming national training/webinars/conference. The next quarterly meeting will be April 18, 2018, in Bismarck.



NDDOT – Transit Quarterly Meeting

January 17, 2018



Discussion Topics

- ▶ Grant Applications – 5311, 5339 & 5310
- ▶ State Management Plan for Public Transportation
- ▶ Compliance Reviews and Vehicle & Facility Inspections
- ▶ Updates – FTA Programs
- ▶ Intercity Bus Route
- ▶ Other discussions/Questions



Section 5311 Funds

- ▶ FY2017 – Funds for 2018 Grant Application
 - ▶ 5311 Funds - \$5,262,850 (approx. 1.5% increase or \$71,655 from 2016)
 - ▶ 5311(b) – RTAP - \$98,489 (approx. 1% increase or \$953 from 2016)
- ▶ Projected – FY2018 Funds for 2019 Grant Application
 - ▶ 5311 Funds - \$5,341,792
 - ▶ 5311(b) RTAP Funds - \$99,473

5311 Grant Application

► Grant Application Checklist/Signature Page

Section 5311 Applicants must submit the following (check when complete):

	Completed 5311 Application;
	Document(s) showing sources of local match funds – Signed letters from source(s) of local match;
	Certify and upload the FTA Certifications and Assurances Signature Pages in BlackCat;
	Update vehicle mileage and condition in BlackCat;
	Update Transit Board Members information in BlackCat;
	The following documents MUST be current and uploaded into BlackCat: 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, Cognizant Agency Letter, and TAM Plan.



5311 Grant Application cont.....

- ▶ General Information
- ▶ Ridership & Fleet Information – July 1 – June 30, 2018
 - ▶ Current ridership numbers for FY18 – Qtr 1- 3
 - ▶ Estimate ridership numbers for FY18 – Qtr 4
- ▶ Project Justification
 - ▶ Operating Project
 - ▶ Administration Project
 - ▶ Capital Project(s)
- ▶ Project Priority, Cost, Local Match

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5311 Grant Application cont....

- ▶ Additional Documents
 - ▶ Documentation of Local Match (Including State Aid)
 - ▶ Approval letter from Cognizant Agency
- ▶ Questions??



Section 5339 Funds

- ▶ FY2017 – Funds

- ▶ 5339 Statewide Funds - \$1,750,000 (no change from 2016)

- ▶ 5339 Urban Funds - \$441,211 (approx. 2.5% increase or \$10,936 from 2016)

- ▶ Projected – FY2018 Funds for 2019 Grant Application

- ▶ 5339 Statewide Funds - \$1,750,000

- ▶ 5339 Urban Funds - \$452,241

5339 Grant Application

► Grant Application and Signature Page

Section 5339 Applicants must submit the following (check box when complete):	
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<input type="checkbox"/>	Completed 5339 Application;
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<input type="checkbox"/>	Document(s) showing sources of local match funds – Signed letters from source(s) of local match;
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<input type="checkbox"/>	Certify and upload the FTA Certifications and Assurances Signature Pages in BlackCat;
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<input type="checkbox"/>	Update vehicle mileage and condition in BlackCat;
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<input type="checkbox"/>	Update Transit Board Members information in BlackCat;
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<input type="checkbox"/>	Update any completed Preliminary Assessment/Application for Capital Assistance form(s);
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<input type="checkbox"/>	The following documents MUST be uploaded into BlackCat: 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan.
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5339 Grant Application cont.....

- General Information
- Ridership & Fleet Information – July 1 – June 30, 2018
 - Current ridership numbers for FY2018 – Qtrs 1- 3
 - Estimate ridership numbers for FY2018 – Qtr 4
- Vehicle Project Requests
 - Separate Project for each vehicle requested



5339 Grant Application cont.....

- ▶ Facility Rehabilitation
 - ▶ FTA Cat Ex Document
 - ▶ Equity Analysis
 - ▶ Architect/Engineer
- ▶ Purchasing a existing facility
- ▶ Building a facility
 - ▶ FTA Cat Ex Document
 - ▶ Equity Analysis
 - ▶ Architect/Engineer



5339 Grant Application cont....

- ▶ Equipment & Misc Capital Projects
 - ▶ Separate project for each item requested
- ▶ Project Priority, Cost, Local Match
- ▶ Additional Documents
- ▶ Questions??



Section 5310 Funds

- ▶ FY2017 – Funds

- ▶ 5310 Rural Funds - \$225,475 (approx. 3.4% increase or \$7,473 from 2016)

- ▶ 5310 Urban Funds - \$371,658 (approx. 3.6% increase or \$13,250 from 2016)

- ▶ Projected – FY2018 Funds for 2019 Grant Application

- ▶ 5310 Rural Funds - \$233,141

- ▶ 5310 Urban Funds - \$385,037

5310 Grant Application

► Grant Application Checklist/Signature Page

Section 5310 Applicants must submit the following (check box when complete):

	Completed 5310 Application;
	Document(s) showing sources of local match funds – Signed letters from source(s) of local match;
	Certify and upload the FTA Certifications and Assurances Signature Pages in BlackCat;
	Update vehicle mileage and condition in BlackCat;
	Update Transit Board Members information in BlackCat;
	Upload the notification letters to transportation providers in your area;
	Upload any completed Preliminary Assessment/Application for Capital Assistance form(s);
	The following documents MUST be current and uploaded into BlackCat: Coordinated Human Services Plan; 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan.



5310 Grant Application cont....

- General Information
- Ridership & Fleet Information – July 1 – June 30, 2018
 - Current ridership numbers for FY2018 – Qtrs 1 - 3
 - Estimate ridership numbers for FY2018 – Qtr 4
- Coordinated Public Transit Human Services Plan
- Non-Vehicle Project Request(s)
 - Separate Project for each request
- Vehicle Project Request(s)
 - Separate Project for each vehicle requested



5310 Grant Application cont.....

- ▶ Project Priority, Cost, Local Match
- ▶ Additional Documents
- ▶ Questions????



State Aid Funds

- FY2017 – Funds
 - \$3,750,000 - SA Contracts
 - \$81,141 – Add'l SA distributed to eligible agencies
- Projected – FY2018 Funds for 2019 Grant Application
 - \$3,750,000 – SA Contracts
 - Add'l SA distributed at the discretion of NDDOT Management



State Aid Grant Application

- ▶ Only Complete if:
 - ▶ State Aid Only Applicant
 - ▶ Non-5311 Applicant (Small Urban Transit Systems)
- ▶ Ridership & Fleet Information – July 1 – June 30, 2018
 - ▶ Current ridership numbers for FY2018 – Qtrs 1 - 3
 - ▶ Estimate ridership numbers for FY2018 – Qtr 4
- ▶ BlackCat System – Requirements



Other Topics

- ▶ State Management Plan for Public Transportation - updated and on transit website
- ▶ Compliance Reviews/Vehicle & Facility Inspections
- ▶ FTA Programs
 - ▶ Drug & Alcohol Program
 - ▶ DBE Program
 - ▶ Title VI Program
- ▶ Intercity Bus Route – Souris Basin Transportation
- ▶ Budget Report Submission
- ▶ Other discussions/questions