

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
Local Government – Transit Section
Quarterly Transit Meeting Minutes
April 20, 2016

Transit Representatives:

Paul Benning
Becky Hanson
Darcy Karel
Julie Small
Connie Nelson

Paul Benning welcomed everyone to the meeting and introduced Connie Nelson as a new employee who will be working with RTAP, titles, and vehicles inspections.

Vehicle and Facility Inspections: Becky mentioned that we will do our best to continue to accommodate agencies regarding vehicle inspections and will be able to connect with the drivers to inspect the vehicles when they are on route. The agencies for vehicle and facility inspections are: Bis-Man Transit, Golden Valley/Billings, Hazen Busing, James River, Kenmare, Kidder Senior Services, City of Minot, Nelson County, Pembina County, Souris Basin, Southwest, Standing Rock, Stark County, Walsh County, and West River.

Coordinated Plan 5310: Applications must have the coordinated plan attached. The plan is good for 5 years and most agencies need to update their plan. These plans need to identify the transportation needs of individuals with disabilities, older adults, and people with low incomes. This is not a plan coordinating with other transit agencies; rather it is a plan coordinating with public, private and non-profit transportations, human service providers, and members of the public. If you need assistance updating your plan or creating your plan, please contact Transit.

Cost Allocation 5311 Applications: Multi-service agencies have shared costs. The costs need to be divided between the services provided. Revisit cost allocations often due to the percentages of services changing. Need to keep the percentages as accurate as possible and to update as needed. Searching “cost allocation” under Google gives good ideas. The methodology stays the same; the percentages change.

Some cost allocation plans that are coming in are not really a plan. These need to be updated. Agencies can provide an addendum to their individual plan. FTA audits these plans.

Drug and Alcohol: RFP will be posted this week and should have someone in place by June. We will send agencies more information as it becomes available.

5339 Grant: Discussion was held on the possibility of moving the grant deadline from late fall to April 1st of every year to coincide with the deadlines of the 5310 and 5311 grant applications. This would allow the combination of some funding and allow the combination of applications. The three grants would still have separate balances, but would allow more variance for the request of money. More discussion will take place and we will ask the MPOs for their thoughts and run this possibility by the executive team at NDDOT.

There was also discussion of moving the April 1st deadline to May 1st to assist the agencies and their timelines. The May 1st deadline would enable agencies to have their taxes and April quarterly reimbursements completed before applying for funding.

Becky will send an email for response and ideas regarding the grant discussion.

Grant Opportunities: NDSU wants to collaborate with the state for a high-level web site for booking rides. Most rural agencies do not have a website at this time. Urban agencies and tribal agencies can apply directly for federal funding. Rural agencies must apply through the state.

Becky will update agencies on the Rides to Wellness grants.

When looking at grant opportunities, check the matching funds required for each. Reading approved grants to see how the applications were written can help agencies write their grant requests. To search for grant opportunities:

Go to: <https://www.transit.dot.gov/>

You will arrive at this page.



Use the drop down under Funding and click on Grant Programs.



You will get to the screen below. Click Current Programs.

Federal Transit Administration

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Overview

The Federal Transit Administration (FTA) provides grants to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. Since 1964, FTA has partnered with state and local governments to create and enhance public transportation systems, investing more than \$11 billion annually to support and expand public transit services. FTA provides annual formula grants to transit agencies nationwide as well as discretionary funding in competitive processes.

Related Links

- Sign Up for Updates

Contact Us

Office of Program Management
 Federal Transit Administration
 1200 New Jersey Avenue, S.E.
 Washington, DC 20590
 United States

Phone: 202-366-2053
 Fax: 202-366-7951

Business Hours:
 9:00am-5:00pm ET, M-F

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You will then get a list of grants. Look for the term discretionary on the right. Double click the grant you want to read.

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The Fixing America's Surface Transportation (FAST) Act was signed into law in December 2015. The act, which supports transit funding through fiscal year 2020, reauthorizes FTA programs and includes changes to improve mobility, streamline capital project construction and acquisition, and increase the safety of public transportation systems across the country. View FTA's FAST Act highlights page.

The act's five years of predictable formula funding enables transit agencies to better manage long-term assets and address the backlog of state of good repair needs. It also includes funding for new competitive grant programs for buses and bus facilities, innovative transportation coordination, workforce training, and public transportation research activities. Search the list of transit grant programs by keyword or type. Learn more by clicking on program titles.

Search for keyword Type Search

Title	Description	Type
Buses and Bus Facilities Grants Program - 5339	Provides funding through a competitive allocation process to States and transit agencies to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. The competitive allocation provides funding for major improvements to bus transit systems that would not be achievable through formula allocations.	Discretionary
Capital Investment Grants - 5309	FTA's primary grant program for funding major transit capital investments, including heavy rail, commuter rail, light rail, streetcars,	Discretionary

For example: Double click "Buses and Bus Facilities Grants Program – 5339" and this screen will pop up with information pertaining to that grant.

Grant Programs

Program Pages

Capital Investment Program

Urbanized Area Formula Grants

Formula Grants for Rural Area

Enhanced Mobility Formula Grants

Emergency Relief Program

State of Good Repair Grants

Buses and Bus Facilities

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Buses and Bus Facilities Grants Program - 5339

Related Links

- Funding Opportunity Webinar
- Appointments
- Bus and Bus Facilities Discretionary Program (Bus Program) 2016 Funding Opportunity
- Press release: U.S. DOT Announces \$266 Million Funding Opportunity to Improve Bus Service Nationwide

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The Bus and Bus Related Equipment and Facilities and Low-No Programs

The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct

The information provided on these pages will tell who is eligible and what is eligible (buses, related equipment).

This site also has links for more information and forms. Grants for bus facilities need to have all the information for building that facility and be shovel ready.

Title VI Plan: FTA reviewed Title VI plan in November 2015. Title VI is becoming of great importance at the federal level. NDDOT needs to blend the FTA Title VI rules with the current Title VI document now in place. We will be creating a template to assist agencies for updating their Title VI plan. MPOs will also need to submit their Title VI plans to NDDOT.

Agency Title VI plans need to be updated every 3 years and submitted for NDDOT approval. No reimbursements will be authorized without a Title VI plan submitted to NDDOT.

All complaints need to be documented and kept on file – no matter how insignificant the complaint may be. An example complaint form was provided to the agencies. The complaints, how they are handled and tracked will be reviewed during agency compliance reviews.

Route Match: There has been some training done on this program. We would like to know what further training is needed. The project is moving forward.

Dale Bergman spoke of a GIS update opportunity for agencies where you will have access to the entire state versus your own counties. He states that the total cost can be divided between the interested agencies. Email Dale if you are interested in more information.

TAM – Transit Asset Management: This program is moving along. We would like to see pre- and post-trip inspections available on tablets. There is a need to update and test the program. They will be testing in the next week or two. The Transit Section will be meeting with Route Match and will have a revised deployment schedule to agencies in May.

You've Got A Ride – BANIK – Randi Szabo: Randi put together an advertising campaign for transit agencies. You may be familiar other ad campaigns BANIK has done for the state: "Code of the Road" and "Stroke Awareness." Those who were not able to attend the quarterly meeting have a flash drive attached to these minutes. The first media blitz is underway with a second media blitz scheduled in late fall.

The flash drive contains a toolkit with five folders. Included are the flier and flier templates, newspaper ads, online ads, posters, and radio ads – public service announcements. There is also a Facebook page. We are trying to get the word out and have people like and share the Facebook page. We are also in need of photos, videos, and stories for Facebook (you may require the person's permission before posting).

The online versions can be customized to your specific agency and additional agency information can be added to the posters. The radio ads can be taken to local radio stations to have them played on the air.

We want agencies to look at the material provided and Randi welcomes any suggestions and feedback. Various items discussed for advertising was: poster locations, staging a ride-along, newsletters, bulletins, radio interviews, free intro rides, rack cards with the ND logo on one side and the agency's logo on the reverse, and marketing to various generations as people talk to various age groups in different ways.

Randi Szabo can be reached at:

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Black Cat – Panther: There have been issues with uploading PDFs due to the size limit of the document. If anyone has problems uploading their required documents, please contact Transit. There is a way that the files can be compressed and uploaded. Uploads for PDFs have been slow, but uploads on Word have been fast.

If the agency plans have been uploaded, there is no reason to provide a paper copy at the scheduled compliance review.

On the Resources tab there is a suggested list of items to include. This allows customization by each agency.

There was discussion regarding the application process. Many want a checklist and one place to upload all the documents instead of going to multiple tabs. Agencies can upload the word document and if a signature page is required, that single page can be uploaded separately. Multiple documents can be uploaded to an individual folder if needed. Some agencies would also like to see a “quarters” page and a “totals” page and the ability to print reports.

Once quarterly reporting in Panther goes live, everything will be submitted electronically to Transit. As additional information becomes available, it will be provided to the agencies.

Legislation Book: There was some discussion on updating the data for the next biennium. More information for the booklet will be needed to demonstrate how state aid is helping the agencies.

Agencies should meet with their own legislators before the Session begins showing where the money is coming from to run the transit business, and showing the monetary shortages.

The next meeting will be July 20, 2016.