

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
Local Government – Transit Section
Transit Meeting Minutes
January 16, 2019

Transit Representatives:

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

Introductions: The meeting started with everyone introducing themselves.

Highlight Your Agency: Ali Rood, Cities Area Transit, Grand Forks, and Brian Horinka, City of Minot, gave a brief overview of their agencies.

Human Trafficking: Amy Jacobson, LSW, Human Trafficking Navigator at Youthworks, was our guest speaker on human trafficking. Amy stated that trafficking of women does happen in North Dakota, anywhere from the larger cities to the small towns. Trafficked women and men are not willing participants, but rather forced into situations beyond their control. Transit Agencies were provided real situations in ND and given tips on what to look for to spot a possible trafficking victim. You can contact Amy at (701) 255-6909 or ajacobson@youthworksnd.org.

Disadvantage Business Enterprise (DBE): Denaee Johnson with Project Solutions Inc. gave an overview of the DBE program and the qualifications to become a DBE. The threshold is \$1.3 million in net worth for a business to be a DBE. Businesses need to qualify by submitting application paperwork, taxes, business records, etc. Using DBE businesses will help DOT meet the established FTA goal of 1.25%.

Lori Condon with Seven Fires Business Solutions, a newly certified DBE, introduced herself and gave a brief overview of their products/services and supplied catalogs to those who wanted them.

Procurement – Purchasing Threshold Changes: The purchasing thresholds changed as of July 1, 2018. A handout was provided showing the purchasing thresholds, competition requirements and documentation required. See Attachment A.

- Level 1 “Micro” Purchase - Less than \$10,000, Obtain at least one fair and reasonable quote.
- Level 2 Small Purchase – At least \$10,000 but less than \$50,000, Solicit informal quotes/bids or proposal from at least three vendors.
- Level 3 Informal Written Purchase – At least \$50,000 but less than \$100,000, Solicit informal bids or proposals. Requires DOT approval.
- Level 4 Formal Purchase - \$100,000 and over, Must be purchased using formal sealed bids or Request for Proposal, requires DOT approval.

Requesting Vehicle Reimbursement: The Transit Office updated the Checklist for Vehicle Reimbursement. The checklist outlines the documents and procedures required for vehicle

reimbursement of State or Federal funds. All forms are in BlackCat under Global Resources. Once all required documents are completed, upload into BlackCat, Payment Request Documents.

Selling Transit Vehicles: Transit Agencies have an option to use free online auction sales sites for vehicles. This option was discussed with the group and agencies described their experiences with The Public Group and GovDeals. Agencies overall have had good luck in getting a better sale amount on these sites of up to \$5,000. See Attachment B for a list of available auction sites.

Reporting Requirements: A handout detailing when reports or other information are due to NDDOT and FTA, and the correct reporting process was distributed. See Attachment C.

Title VI: Tools are available on the website and in BlackCat for Title VI requirements. Documents the agencies need to have available to the public are the complaint log, non-discrimination statement, and reasonable modification statement. Agencies will assist customers with completion of the forms if needed.

Reasonable Modification: Agencies must notify the public of their right to request a reasonable modification. You are not required to have a separate policy, however you must have a process in place to notify the public and determine if the request is reasonable. The same mechanism to notify the public can be used that you use to inform them about other policies (i.e. rider's guide, website, brochure, etc.). In addition, all safety sensitive employees must be trained on how to process reasonable modifications upon request. Language and examples have been added to BlackCat Global Resources. See Attachment D.

BlackCat -- Vehicle Inventory: A descriptive list of the required information when adding a vehicle to the inventory was distributed to the agencies. Along with the required information NDDOT would like all information completed. See Attachment E.

Copies of vehicle titles held by NDDOT will be uploaded into the individual vehicle inventory.

Title Release Process: The vehicle title release process was explained. Once useful life has been met, you may request the original title from NDDOT by using the Title Release Form/Release of Continuing Control. Complete this form and email it to the Transit Section for approval. The form is located in BlackCat resources.

Disposal Process: The vehicle disposal process was explained. Once an agency has sold a vehicle it will need to be removed from your Inventory in BlackCat. An agency will need to update their vehicle's information under Inventory PRIOR to requesting disposal. You will need to have the sales information to include with the disposal request.

Organization: Agency logos can now be uploaded to your organization tab.

Creating Projects: When a project is created, complete the Project Details tab to select the State Fiscal Year (SFY), FTA Line Item Code, Description, Priority, and Total Estimated Cost. Then select Funding Request Tab, and complete the Funding tab as required and select the Comments tab to add a comment. This is where you would provide a description of what you would purchase with these funds, such as; tires, tablets, security cameras, or make/model of vehicle that you would be replacing.

Projects: When applying for grants, create a separate project for each vehicle if applying for 2 or more vehicles. This allows the opportunity for NDDOT to make a partial approval on vehicles versus an all or

nothing vehicle-approval decision. If multiple vehicle requests are made as a single project, there is a possibility, due to lack of funding, that it may be denied.

TAM: The Transit Section follows the FTA recommendations on useful life benchmarks but benchmarks can be individualized by agency and revised annually. The PowerPoint provides additional details. Useful live benchmarks give NDDOT a good idea of the overall age of transit vehicles in the state. The age and condition of the vehicles could be used for legislative reporting and possible funding requests. The industry is behind on state of good repair funds and vehicles are needed to replace the nation's aging fleet.

FTA requires each transit provider to sign a form which designates an Accountable Executive who will have the authority of approving and implementing TAM Plans. This form was distributed and is also available in BlackCat Global Resources.

Drug and Alcohol: See PowerPoint for details. Instead of 25 percent of the employees being randomly tested for drugs, 50 percent of the employees are now going to be selected for drug testing. Random Alcohol testing will stay at 10 percent. The industry is seeing more positive drug tests, particularly in states where marijuana has been legalized.

Discussion was held regarding the Drug and Alcohol Management Information System (MIS). User ID and passwords have been sent out via emails and the report is due February 21, 2019.

Safety Oversight: Minor accidents do not need to be reported on quarterly reports. Please let NDDOT know if an accident takes the vehicle out of service or if the event affects providing service for people.

Accidents must be reported on the quarterly ridership reports and the annual NTD report when the following situations occur

- Total property damage is greater than \$25,000.
- A fatality occurs within 30 days of the event.
- When passengers are transported away from the scene for medical attention.

Grant Applications – 2019 & 2020: Reminders for the upcoming grant process were detailed. 5339 – FY 19 – Bus Grant closes on January 29, 2019. FY2020 – 5311, 5339 & 5310 grant application will be available approximately Mid-February, with a deadline to submit of May 15, 2019. Contract should be awarded approximately July 1, 2019.

Charter Reporting: All charter trips provided must be reported using the Charter Reporting Form. Charter trips should not be included on your Ridership Report since they are not open to the public. Revenue from charter trips should be reported as Directly Generated Funds not as farebox revenue.

Dakota Transit Association (DTA) Conference/Board Update: The 2019 conference will be held September 14 – 18, 2019, in Dickinson. Some of the topics for the next DTA Conference include difficult employees, passengers, grant writing, and drug and alcohol. All transit agencies are encouraged to attend.

Brian Horinka asked if anyone would be interested in a summer training program like they had before. DTA would sponsor it and could include NTD, Drug and Alcohol training, etc. The training is in initial talks to see if members would be interested.

Transportation Day at the Capitol: Carol Anderson, West River Transit, and Darrell Francis, Souris Basin Transportation, provided details on the booth they staffed at Transportation Day January 10, 2019. While at the booth they fielded questions concerning available transportation in the state, vehicles, funding, etc. from state legislatures and leaders, as well as the general public.

At the conclusion of the meeting, a survey was distributed to attendees to rate the meeting's training and provide an opportunity for suggested future topics.

The next meeting is tentatively scheduled for April 17, 2019.

Attachment A

Purchasing Thresholds Effective July 1, 2018		
Applies to Transit Agencies using Federal and State Funds. Some exclusions may apply. Contact the Transit Division with any questions.		
Level	Competition Requirements	Documentation Maintenance Requirement
Level 1 "Micro" Purchase Less than \$10,000	Obtain at least one fair and reasonable quote. <u>Note:</u> Equipment and software must be added to inventory if \$5,000 or greater. Add to BlackCat and RouteMatch inventory. Rotate vendors solicited on an equitable basis (N.D.A.C. § 4-12-08-02)	Documentation is required. Alternate Procurement form not required if multiple quotes not solicited
Level 2 Small Purchase At least \$10,000 but less than \$50,000	Solicit informal quotes/bids or proposals from at least three vendors. Online vendors are acceptable. <u>Note:</u> If purchasing ADA vehicles off the State Bid, approval required from Transit Division before ordering. <u>Note:</u> Assets (vehicle, equipment, software, etc.) must be added to inventory if \$5,000 or greater. Add to BlackCat and RouteMatch inventory.	Documentation is required. Alternate Procurement form required if competition is not solicited from at least three vendors. The form is not required if three vendors are solicited and fewer than three bids or proposals are received.
Level 3 Informal Written Purchase At least \$50,000 but less than \$100,000	Solicit informal bids or proposals. Requires DOT approval <u>Note:</u> If purchasing ADA vehicles off the State Bid, approval required from Transit Division before ordering. <u>Note:</u> Assets (vehicle, equipment, software, etc.) must be added to inventory if \$5,000 or greater. Add to BlackCat and RouteMatch inventory.	Documentation is required Alternate Procurement form required if: Competition is not solicited. Approval required before purchase.
Level 4 Formal Purchase \$100,000 and over	Must be purchased using formal sealed bids or Request for Proposal (RFP), requires DOT approval. <u>Note:</u> If purchasing ADA vehicles off the State Bid, approval required from Transit Division before ordering. <u>Note:</u> Assets (vehicle, equipment, software, etc.) must be added to inventory if \$5,000 or greater. Add to BlackCat and RouteMatch inventory.	Documentation is required. Alternate Procurement required if: Competition is not solicited, or competition is limited. Approval required before purchase.

Selling Transit Vehicles

- The Public Group
 - Sales Rep- Zackary Corbett,
1-801-932-7000
 - zackaryc@thepublicgroup.com
 - 7% fee of the total sales, automatically passed to the buyer

- State of ND – Bidder Services-State Contracts
 - <https://apps.nd.gov/csd/spo/services/bidder/main.htm>

- IronPlanet (Ritchie Bros)
 - Regional Sales Mgr - Chris Sharron
1-724-550-5084
 - csharron@ritchiebros.com
 - 10% fee of the total sales, automatically passed to the buyer

- GovDeals
 - Contact – Colin Bower
1-952-303-1121
 - cbower@govdeals.com

Attachment C

Report (if applicable)	Report Submission	Due Date
Quarterly Budget	BlackCat	October 10, January 10, April 10, July 10
Quarterly Ridership	BlackCat	October 10, January 10, April 10, July 10
National Transit Database (NTD)	Transit NDDOT	October 10
MIS Drug and Alcohol Testing Results	Transit NDDOT	February 20
5311 Grant Application	BlackCat	May 1, Noon
5310 Grant Application	BlackCat	May 1, Noon
5339 Grant Application	BlackCat	May 1, Noon
Disadvantage Business Enterprise (DBE)	BlackCat	April 10 and October 10
Title VI Complaint Investigations SFN 60805	BlackCat	March 10
5310 Annual Report	Transit NDDOT	October 10
Single Audit Certification SFN 60639 or Single Audit	NDDOT	9 Months from Close of your Fiscal Year End
Other Required Inputs		
Preventive Maintenance	RouteMatch TAM	On-going
Asset Inventory	BlackCat / RouteMatch TAM	When Asset is Purchased
Vehicle Mileage Updated	BlackCat	When Applying for Grants and Prior to On-Site Inspections (At a Minimum)

REASONABLE MODIFICATION LANGUAGE

Agency will consider every request for reasonable modification from individuals with disabilities. Language assistance for persons with limited English proficiency (LEP) is available free of charge. To request a reasonable modification or language assistance contact our office at (701) xxx-xxxx, on our website at _____, or in writing at _____.

ADDITIONAL INFORMATION:

In addition to the language above that should be included in your brochure, rider guide, and website if you have one, your agency must have a process in place to determine if the request is reasonable and respond to the person requesting within a reasonable timeline. Drivers and dispatchers should be trained on performing reasonable modifications upon request if they meet the criteria. Additional information on reasonable modification can be found in FTA C 4710.1.

Examples of reasonable modification:

- Snow & Ice – Except in extreme conditions that rise to the level of a direct threat to the driver or others, a passenger’s request for a paratransit driver to walk over a pathway that has not been fully cleared of snow and ice should be granted so the driver can help the passenger with a disability navigate the pathway.
- Pick Up and Drop Off Locations with Multiple Entrances – A paratransit rider’s request to be picked up at home, but not at the front door of his or her home should be granted, as long as the requested pick-up location does not pose a direct threat. Similarly, in the case of frequently visited public places with multiple entrances (e.g., shopping malls, employment centers, schools, hospitals, airports), the paratransit operator should pick up and drop off the passenger at the entrance requested by the passenger, rather than meet them in a location predetermined by the transit agency.
- Need for Return Trip Assistance – A passenger with a disability may need assistance for a return trip when he or she did not need that assistance on the initial trip. For example, a dialysis patient may have no problem waiting at the curb for a ride to go to the dialysis center, but may require assistance to the door on his or her return trip because of physical weakness or fatigue. The paratransit operator should generally provide such assistance, unless doing so would create a direct threat, or leave the vehicle unattended or out of visual observation for a lengthy period of time.

Reasonable modifications do have limitations and are not intended to:

- Cause a direct threat to the health and safety of others
- Create undue financial and administrative burdens
- Constitute a fundamental alteration to a service
- Not necessary to provide equal access to a service

Examples of reasonable modification requests that may be denied:

- Dedicated vehicles or special equipment in a vehicle – A passenger’s request for special equipment (e.g., installation of specific hand rails or a front seat in a vehicle for the passenger to avoid nausea or back pain) can be denied so long as the requested equipment is not required by the Americans with Disabilities Act or the Department’s rules. Likewise, a request for a dedicated vehicle or specific type or appearance of vehicle (e.g., a sedan rather than a van) can be denied. In all of these cases, meeting the request is seen as involving a fundamental alteration of the provider’s service.
- Exposing Vehicle to Hazards – If the passenger requests that a vehicle follow a path to a pick up or drop off point that would expose the vehicle and its occupants to hazards, such as running off the road, getting stuck, striking overhead objects or reversing the vehicle down a narrow alley, the request can be denied as creating a direct threat.
- Specific Drivers – A passenger’s request for a specific driver may be denied. Having a specific driver is not necessary to afford the passenger the service provided by the transit agency.
- Request to Avoid Specific Passengers – A passenger’s request not to ride with certain passengers may be denied. Paratransit is a shared-ride service. As a result, one passenger may need to share the vehicle with people that he or she would rather not.
- *Personal Care Attendant (PCA)*. While PCAs may travel with a passenger with a disability, transportation agencies are not required to *provide* a personal care attendant or personal care attendant services to meet the needs of passengers with disabilities on paratransit or fixed route trips. For example, a passenger's request for a transportation entity's driver to remain with the passenger who, due to his or her disability, cannot be left alone without an attendant upon reaching his or her destination may be denied. It would be a fundamental alteration of the driver's function to provide PCA services of this kind.

**BLACKCAT INVENTORY
Addition of Vehicles**

Please follow these instructions for adding vehicles to the BlackCat inventory.

These are the headings that are created when I pull a report in BlackCat. Some of the information is always completed or easy to find, but I do have questions on the bolded ones.

IDENTIFICATION

VIN – Complete VIN number with numbers and capital letters, double check for accuracy.

LICENSE PLATE – Current license plate; important to update if it changes.

AGENCY ID – This is what the agency uses to identify the vehicle. It is very important to name each vehicle with a unique name that stays with the VIN.

- If you purchase a new vehicle, new VIN, it will need a new unique name.
- If you purchase a new vehicle, new VIN, it cannot replace a current number or name previously given to a vehicle.
- If you move a vehicle to another destination, it is very important to not change the name of the vehicle. The name of the vehicles stays with the VIN. Doing this can cause split records and make it appear that the agency has more vehicles than it owns and fragments the maintenance records in RouteMatch. This can cause the maintenance to appear not in compliance.

DOT ID – NDDOT use; identity number for agency. This can be found in the inventory records on other vehicles.

FUNDING INFORMATION

FUNDED BY DOT – Yes or No – Are there any federal or state funds used in the purchase of this vehicle.

FUNDING PROGRAM – 5339, 5310, etc. Select from dropdown box.

GRANT # (Primary) – Select from the dropdown box; if not listed, choose “Not Listed” and complete blank to the right.

GRANT # (Secondary) – Not used.

DOT CONTRACT ID – Select the contract used for purchasing this vehicle from the dropdown box.

UPIN – Not used.

TOTAL COST – Total cost of the vehicle.

FEDERAL SHARE – This is the portion of federal money used for the purchase of the vehicle. The percentage will fill in automatically.

STATE SHARE – Not used.

LOCAL SHARE – This is the portion of local match used to purchase the vehicle. This can either be State Aid, local contributions, etc. Any monies that are not considered federal.

DOT CAPITAL RESPONSIBILITY PERCENTAGE, ORGANIZATION CAPITAL RESPONSIBILITY PERCENTAGE, AND OTHER CAPITAL RESPONSIBILITY PERCENTAGE – Currently not used, once defined, may be used in the future.

VEHICLE INFORMATION

CATEGORY – This is where you choose the category of the vehicle from the dropdown box. Listed below are the categories commonly used. See attached chart for definitions.

- Heavy Duty Large Bus – Over the road buses.
- Heavy Duty Small Bus – Over the road buses.
- Medium Duty Bus – Larger cutaways.
- Light Duty Mid-Sized Buses – Smaller cutaways.
- Light Duty Vans, Sedans, or Buses – Vans, minivans, automobiles.

VEHICLE TYPE – This is the type of vehicle you choose from the dropdown box. The most common types are:

- AO – Automobile. FTA defines automobile as “passenger cars, up to and including station wagons in size. Excludes minivans and anything larger.”
- BR – Over the Road Bus – Over the road buses; interstate buses. FTA defines over the road bus as “a bus characterized by an elevated passenger deck located over a baggage compartment.”
- BU – Bus – Larger vehicles typically used in fixed routes. FTA defines bus as “a transit mode comprised of rubber-tired passenger vehicles operating on fixed routes and schedules over roadways.”
- CU – Cutaway Bus – Vehicles built in two steps; the drivetrain and cab and the passenger section. FTA defines cutaway as “a vehicle in which a bus body is mounted on the chassis of a van or light-duty truck. The original van or light-duty truck chassis may be reinforced or extended. Cutaways typically seat 15 or more passengers, and typically may accommodate some standing passengers.”
- MV – Minivan – Lightweight vehicle, gross weight around 6000 pounds, about 17 feet long, 6 to 7 passengers. FTA defines minivan as “a light duty vehicle having a typical seating capacity of up to seven passengers plus a driver. A minivan is smaller, lower and more streamlined than a full-sized van, but it is typically taller and has a higher floor than a passenger car. Minivans normally cannot accommodate standing passengers.”
- SV – Sport Utility Vehicle – Vehicles such as Suburban, Escalade, Jeep, etc. FTA defines sports utility vehicle as “a high-performance four-wheel drive car built on a truck chassis. It is a passenger vehicle which combines the towing capacity of a pickup truck with the passenger-carrying space of a minivan or station wagon. Most SUVs are designed with a roughly square cross-section, an engine compartment, a combined passenger and cargo compartment, and no dedicated trunk. Most mid-size and full-size SUVs have three rows of seats with a cargo area directly behind the last row of seats. Compact SUVs and mini SUVs may have five or fewer seats.”
- VN – Van – Larger light weight vehicle, gross weight over 7000 pounds, 18 to 20 feet long, 8 to 15 passengers. FTA defines van as “An enclosed vehicle having a typical seating capacity of 8 to 18 passengers and a driver. A van is typically taller and with a higher floor than a passenger car, such as a hatchback or station wagon. Vans normally cannot accommodate standing passengers.”

VEHICLE YEAR – Select year vehicle manufactured from the dropdown box.

MANUFACTURER – Select the manufacturer from the dropdown box. This can be found on the vehicle's title. Variety of choices – Most common are:

- Champion Bus
- Chevrolet Motor Division – GMC
- Chrysler – Chrysler Corporation
- Diamond Coach Corporation
- Dodge Division – Chrysler Corporation
- Eldorado National
- Elkhart Coach
- Ford Motor Corporation
- Freightliner Corporation
- Gillig Corporation
- Goshen Coach
- Mobility Ventures (Out of Business)
- Motor Coach Industries (MCI)
- Navistar International Corporation
- New Flyer Industries
- Startrans (Supreme Corporation)

MODEL – This is the model of the vehicle. This can be found on the vehicle's title. There is a variety to choose from in the dropdown box. If your vehicle's model is not listed, please let us know so we can have the model added to the dropdown box.

CHASSIS – This is the drivetrain of the vehicle and will somewhat match the manufacturer. The most common types are:

- Chrysler Entervan
- Dodge Grand Caravan
- Ford E-250
- Ford E-350
- Ford E-450
- Ford E-550
- Freightliner
- GM 3500
- GM 4500
- GM 5500
- International
- Ford Transit

FUEL TYPE – Currently diesel and gas are used.

VEHICLE HEIGHT FEET INCHES – This is the measurement inside the vehicle from the floor to the ceiling.

VEHICLE LENGTH FEET – This is the measurement from bumper to bumper.

GVWR (GROSS VEHICLE WEIGHT RATING) – This is on the Manufacturer’s Certificate of Origin (MCO), a plate in vehicle (usually in the door jam, or inside above the driver’s seat. Take care to take the total gross weight versus axel weight. The registered weight listed on the title is not the gross weight. The registered weight is for licensing purposes.

SEATING CAPACITY – This is the number of riders that the vehicle can carry, including the driver.

STANDING CAPACITY – This will be zero, except for fixed route vehicles if applicable.

WHEELCHAIR POSITIONS – This is how many wheelchairs can fit in the vehicle.

WHEELCHAIR RAMP OR LIFT – Select ramp, lift, or none.

LIFT OR RAMP MANUFACTURER – Braun and Ricon are the brands most commonly used.

EMERGENCY CONTINGENCY VEHICLE – FTA defines this as “revenue vehicles placed in an inactive contingency fleet for energy or other local emergencies after the revenue vehicles have reached the end of their normal minimum useful life. The vehicles must be properly stored and maintained, and FTA must approve the Emergency Contingency Plan. Substantial changes to the plan (10% change in fleet) require re-approval by FTA.” – Most times this will be no.

CONDITION INFORMATION

VEHICLE STATUS – Select active, inactive, or spare from the dropdown box.

- Active – FTA defines active vehicles as “the vehicles available to operate in revenue service at the end of the fiscal year, including: Spares, Vehicles temporarily out of service for routine maintenance and minor repairs, and Operational vehicles.”
- Inactive – FTA defines inactive vehicles as “vehicles in storage, emergency contingency vehicles, vehicles pulled from the active fleet but awaiting sale, vehicles out of service for an extended period of time for major repairs.”
- Spare – FTA defines spare vehicles as “revenue vehicles maintained by the transit agency to meet routine and heavy maintenance requirements, meet unexpected vehicle breakdowns or accidents, and thereby preserve scheduled service operations.”

IMPROVEMENT TYPE – Choose expansion, replacement, rehab, borrowed, or leased. Expansion and replacement will be used most often. Rehab is typically used for the larger fixed route and over-the-road vehicles.

CURRENT CONDITION – Choose from 0.1 to 5.0 in the dropdown box.

CURRENT CONDITION DATE – Insert the date the condition of the vehicle is assessed.

CURRENT RATING – Choose excellent, good, adequate, marginal or poor. These are the word equivalents to the number rating in the current condition section.

CURRENT MILEAGE – Current mileage of the vehicle. Needs to be updated when applying for grants and before on-site inspections at a minimum.

CURRENT MILEAGE DATE – Date the current mileage was inserted.

YEAR OF RENEWAL – Not used, except in rare cases.

TYPE OF RENEWAL – Not used, except in rare cases.

PROCUREMENT INFORMATION

PURCHASE ORDER / CONTRACT # -- The State procurement bid number will be placed here.

PURCHASE ORDER / CONTRACT DATE – Insert if known.

VENDOR – Business or person you purchased the vehicle from.

RECEIVED / DELIVERY DATE – Date you received the vehicle.

INSPECTION INFORMATION

LAST INSPECTION DATE – This is the date the vehicle was last inspected by NDDOT.

NEXT INSPECTION DATE – This is the approximate date in the future that the vehicle will be inspected. Typically can insert July 1 of the next fiscal year. For example, any vehicles inspected in Fiscal Year 2019, will be inspected again in Fiscal Year 2021 or starting July 1, 2020 through June 30, 2021.

VEHICLE STORAGE LOCATION (STREET) – The physical address location where the bus is stored.

VEHICLE STORAGE LOCATION (CITY, STATE) – The city and state where the bus is stored.

SERVICE INFORMATION

IN SERVICE DATE – Date the vehicle was placed into service. The in service date starts the useful life of the vehicle.

- The useful life years remaining and useful life miles remaining will automatically be calculated.

OUT OF SERVICE DATE – The date the vehicle is taken out of service.

MODES – Demand Response (DR), Intercity Service (IC), and Bus (MB) are the typical modes of transportation selected.

TITLE INFORMATION

DOES DOT HOLD TITLE AS LIENHOLDER? – Yes or No. Yes if any Federal or State money is used to buy the vehicle.

IS THE TITLE ON FILE WITH DOT? – Yes or No. If DOT is the lienholder, the title should be on file with DOT.

TITLE # -- The number assigned on the vehicle's ownership document.

REGISTRATION # -- Not used.

NTD INFORMATION

BASIC INFORMATION

NTD ID (RVI #) – This is the agency NTD number. You can look at other vehicles to find this number.

AVE. ESTIMATED SERVICE YEARS WHEN NEW – FTA USEFUL LIFE BENCHMARK – Determined by the agency but not less than the FTA useful life.

DEDICATED FLEET – Yes or No. Defined by FTA as “vehicles used exclusively for public transit service of a modal classification.”

OTHER FLEET INFORMATION

OWNERSHIP TYPE – Transit agencies use “Owned Outright by Public Agency (OOPA)

FUNDING SOURCE – The funding source of funding used to purchase the vehicle.

- URBANIZED AREA FORMULA PROGRAM (UA) – Funds administered under the Urbanized Area Formula Program.
- NON FEDERAL PUBLIC FUNDS (NFPA) – No federal funding, but other public funding, e.g. state funds.
- NON FEDERAL PRIVATE FUNDS (NFPE) – No federal funding used to purchase vehicles.
- RURAL AREA FORMULA PROGRAM (RAFP) – 5311
- ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES (EMSID) – 5310

USED FOR ANOTHER MODE/TOS – Select from the dropdown box. Demand Response (DR) is most commonly used. Directly owned is most commonly used for the next dropdown box.

NDDOT Transit Meeting

January 16, 2019

Quality Inn, Bismarck, ND



Agenda

- Highlight Your Agency
 - City of Minot
 - Cities Area Transit, Grand Forks
- Human Trafficking – Amy Jacobson, Youthworks
- Break
- DBE – Dena Johnson, Project Solutions, Inc. & Bill Condon, Seven Fires Business Solutions, LLC
- Transit Topics
- Other Topics



Disadvantaged Business Enterprise (DBE)

- Denae Johnson, Project Solutions, Inc.
- Email - denae.johnson@projectsolutionsinc.com
- Website – www.projectsolutionsinc.com
- Phone – 701-214-5775
- Bill Condon, Seven Fires Business Solutions, LLC
- Email - bill@sevenfires.com
- Website – <http://www.sevenfires.com>
- Phone: 701-751-1964
- Fax: 701-751-1035



Procurement – Purchasing Threshold Changes

- **Level 1 Micro Purchase – Less than \$10,000**
 - Obtain at least one fair and reasonable quote.
 - Documentation is required.
 - Alternate Procurement form not required.
- **Level 2 Small Purchase – At least \$10,000 but less than \$50,000**
 - Solicit informal quotes/bids or proposals from at least three vendors.
 - Documentation is required.
 - Alternate Procurement form may be required.
- **Level 3 Informal Written Purchase – At least \$50,000 but less than \$100,000**
 - Solicit informal bids or proposals. Requires DOT approval.
 - Documentation is required.
 - Alternate Procurement form may be required.
- **Level 4 Formal Purchase - \$100,000 and over**
 - Must be purchased using formal sealed bids or RFP. Requires DOT approval.
 - Documentation is required.
 - Alternate Procurement form may be required.



Requesting Vehicle Reimbursement

- NDDOT – Checklist for reimbursement (handout)
- Complete the checklist and include along with all the required Exhibits.
- In BlackCat, upload & name the completed documents into the Payment Request Documents.
- Complete the Local Share/State Aid Request Summary – the amount requested should equal what is completed on the Reimbursement Request for Capital form.



Selling Transit Vehicles

- The Public Group
- Sales Rep- Zackary Corbett,
- 1-801-932-7000
- zackaryc@thepublicgroup.com
- 7% fee of the total sales, automatically passed to the buyer
- IronPlanet(Ritchie Bros)
- Regional Sales Mgr - Chris Sharron
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- 10% fee of the total sales, automatically passed to the buyer
- State of ND – Bidder Services-State Contracts
 - <https://apps.nd.gov/csd/spo/services/bidder/main.htm>



Selling Transit Vehicles

- GovDeals
- Contact – Colin Bower
- 1-952-303-1121
- cbower@govdeals.com



Reporting Requirements

- Recap of [information required](#) by either the NDDOT or FTA with general required time periods and the means or reporting. (handout)



Title VI/ADA Reasonable Modification

Title VI

The following templates have been added to BlackCat Global Resources and will be added to the Transit Operators Portal on the website.

- Combined Title VI & Nondiscrimination Complaint Form
- Transit Agency Complaint Log
- Service Complaint Form

ADA/Reasonable Modification

Language and examples have been added to BlackCat Global Resources and will be added to the Transit Operators Portal on the website.
(handout)



BlackCat – Vehicle Inventory

- Review of [information required](#) by the NDDOT for adding a new vehicle in BlackCat. (handout)



BlackCat – Title Release Process

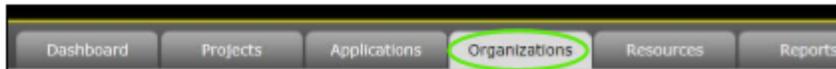
- Your vehicle must meet the minimum useful life standards (years or miles) per the FTA Useful Life Standards.
 - FTA Useful Life Standards – can be found in BC Global Resources.
- Once useful life is met in either years or miles you may request the original title from NDDOT using the Title Release Form/Release of Continuing Control.
 - Title Release Form – can be found in BC Global Resources.
- Complete and sign form, then email it to the Transit Section.
- Once approved and signed by Transit Manager, the form will be uploaded into BC. A copy of the signed form and title will be uploaded in the inventory documents section for the requested vehicle as a permanent record.
- The original title will be mailed to your agency.



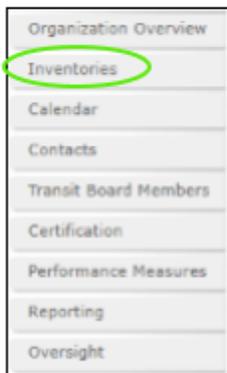
BlackCat – Disposal Process

- BlackCat User Guide – Page 14

1) Select the Organization tab



2) Select Inventories subsection



3) Select a Vehicle



Inventories

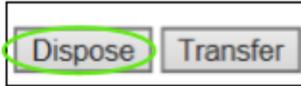
Inventory: Revenue Vehicles | Add New | Export | Dispositions | Transfers

VIN	Status	Agency ID	Year	Mileage	Category	Last Modified	
2C4RDGBG2CR298639	Active	138	2012	104205	None	8/31/2017 9:38:25 AM	🚩
2C4RDGBG4DR617489	Spare	138	2013	101902	None	8/31/2017 9:38:25 AM	🚩
2C7WDGBGOHR787652	Active	138	2017	353	None	8/31/2017 9:38:25 AM	🚩
2C4RDGCG9FR624231	Active	138	2015	22596	None	8/31/2017 9:38:25 AM	🚩
1GBDV13W88D107198	Active	138	2008	131904	None	8/31/2017 9:38:25 AM	🚩

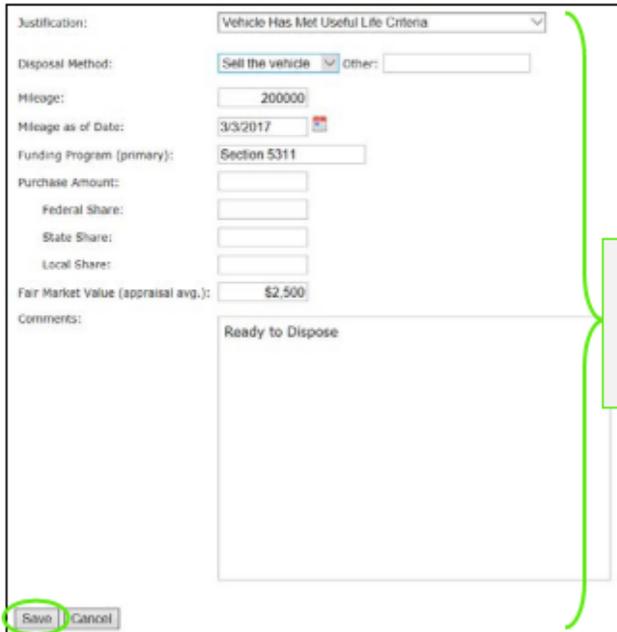
Helpful Hint: A red flag in the Disposition Eligible column means the vehicle has met FTA useful life criteria.



4) Select **Dispose**



5) Complete the Disposition Request fields and select **Save**



Helpful Hint: The purchase amount, federal share, state share, and local share will all populate from the vehicle record.

6) Select **Submit**



- Before selecting **Dispose** in Step 4), update vehicle information (mileage, condition, etc.) Select **Save**.
- Step 5) You will need to enter the dollar amount that you anticipate receiving from the sale of the vehicle in the **Fair Market Value**.
- Enter the **Fair Market Value Source**.
- Enter comments on the sale and attach a sales receipt/invoice that shows what you received for the vehicle. Select **Save**.
- Step 6) Once you select **Submit**, request goes to DOT for approval.
- DOT will either accept or reject with comments. You will receive a notification through the system.



BlackCat - Other

- Agency Logos
- Creating Projects – write project information in Comments, NOT Notes.



Enter project information into Funding Request/Comments

Do not use Project Details/Notes unless you also enter information into Comments as was done below.

Project Overview

Project Details

Funding Request

Documents

Comments

Project Information

Cavalier County Senior Meals & Services : Capitalized Maintenance

UPIN: BCG0000783 Created by Karrie Mikkelsen on 3/20/2018 12:27 PM
 Status: Open Last Modified by Karrie Mikkelsen on 4/24/2018 15:58 PM

[Select](#)

Request Summary

SFY: 2019 Requested: \$5,000.00
 Status: Funds Planned Allocated: \$5,000.00
Encumbered: \$4,000.00

[<< Return to Funding Requests](#)

Funding **Comments**

Comments

Add New Comment

[Insert](#)

Comment	User	Date
Select Route Match Tablets, Chargers, Tires, and Vehicle Maintenance, Security Cameras, Vehicle Defibrillator	kmikkelsen	Tuesday, April 10, 2018 11:04 AM

Project Overview

Project Details

Funding Request

Documents

Project Details - Cavalier County Senior Meals & Services

Project Information

SFY (State Fiscal Year) 2019

FTA Line Item Code 117A00 -> Preventive Maintenance

Description Capitalized Maintenance

Priority

Total Estimated Cost \$5,000.00

Notes Route Match Tablets, Chargers, Tires, and Vehicle Maintenance



Transit Asset Management

- Transit Asset Management uses the condition of assets to guide the prioritization of funding to keep transit networks in a State of Good Repair, a condition in which an asset is able to operate at a full level of performance and not pose any unacceptable safety risks.
- Based on 2010 data, an estimated \$85.9 billion is needed to bring the nation's transit system into a state of good repair.
- NDDOT Performance Target
 - No more than 10% of the state's transit revenue fleet meets or exceeds the Useful Life Benchmark (ULB).
 - Current ULB for NDDOT
 - Minivans – 8 years
 - Cutaways – 10 years
 - Buses – 14 years
- Recap of the 2018 A-90 Report
 - Minivans – 13% met or exceeded ULB
 - Cutaways – 23%
 - Buses – 21%



Transit Asset Management

- TAM Plan Responsibility
 - Each transit provider must designate an Accountable Executive who will have the authority of approving and implementing TAM Plans.
(handout)
- Tier II providers may participate in a Group Plan or opt out and develop their own TAM Plan.

Name of the Accountable Executive, confirm that I am the Accountable Executive for Name of Transit Agency.

I certify that my transit agency is in compliance with the TAM Rule.

My agency has met the TAM Plan requirements by

- o Participating in a Group Plan sponsored by *Sponsoring Agency*
- o Completing our own TAM Plan and keeping it up-to-date.

I have provided an updated copy of our TAM Plan to *Name of Direct Recipient*

We confirm that we are implementing the TAM plan at our property.

Signed,

Accountable Executive

Date (Annually)



Transit Safety & Oversight

- **Drug and Alcohol**

- **MIS Data Collection**

- Emails have been sent to all transit agencies notifying them of their User Name and Password. If you have not received this information please contact Darcy.
 - Report is due February 21 or sooner

- **Random Testing Rates**

- Effective January 1, 2019, FTA increased the minimum required random drug testing rate **from 25% to 50%** for employers subject to the FTA's drug and alcohol rule. The required random alcohol testing rate remains at 10%.

- **Safety Data**

- The following data is to be reported on your quarterly ridership report and annual NTD report.
 - Reportable **Incident** - total property damage greater than \$25,000
 - Reportable **Fatality** – when deaths occur within 30 days of the event
 - Reportable **Injuries** – when passengers are transported away from the scene for medical attention
 - The following information should be shared with the NDDOT Transit section
 - **Accidents** – when the event takes a revenue vehicle out of service, or the event causes the agency to deny rides to passengers



Grant Applications – 2019 & 2020

- **5339 – FY19 – Bus Grant – Closes January 29, 2019**
 - Create a separate project for each vehicle requested.
 - Add a description in the comments
 - Add pages to grant for multiple vehicles, do not combine them.
- **FY2020 – 5311, 5339 & 5310 grants**
 - Estimated amounts(based on increases from previous years)
 - 5311 – \$5,673,000 (\$154,539)
 - 5339 – \$4,100,000 (\$0)
 - 5310 – \$627,000 (\$7,750)
 - State Aid – \$4,000,000
 - Applications posted Mid-February, deadline to submit May 1.
 - Contracts awarded approx. – July 1, 2019



Other Transit Updates

- **Charter Reporting**

- Report all charter trips on the Charter Reporting Form.
- Do not include charter trips on your Ridership Report since the rides are not open to the public.



Other Topics

- DTA Conference/Board Update
- Transportation Day at State Capital
- Questions/Comments
- Upcoming Meeting Dates
- April 2019 – NDDOT Transit Meeting
- July 2019 – NDDOT Transit Meeting
- September 2019 – DTA Conference, Dickinson, ND

