Designated Applicant

North Carolina's coordinated approach to service delivery currently allows a single application within each designated service area. Section 5311 funding is only provided to a single sub-recipient within each geographical area (county or counties served by a regional transit system). Originally, the transit system's service area for rural operations was established by the governing body in the initial Transportation Development Plan (TDP) for the service area and approved by the NCDOT. IMD will implement the adoption of a Governing Board resolution that designates the single designated 5311 applicant on a 5-year cycle. The cycle is 2018, **2023**, 2028 and so forth.

Transportation Advisory Board

Each applicant is <u>REQUIRED</u> to have a Transportation Advisory Board (TAB) or a Governing Board if an Authority or non-profit organization. A TAB is made up of stakeholders from the service area that care about the services provided by the transit system. The make-up of the TAB is representative of the various target audiences in the service area and includes one or more actual passengers of the transit system. An "<u>ACTIVELY ENGAGED</u>" Transportation Advisory Board is expected to discuss unmet needs in the service area, service design and scheduling, billing rates and fares, and to resolve complaints. They also monitor compliance with federal regulations and the status of any deficiencies noted in any official federal, state or local review or report. The Transportation Advisory Board is a locally formed advisory group based on the following guidelines and requirements:

TRANSPORTATION ADVISORY BOARD (TAB) COMPOSITION

CATEGORIES	PUBLIC HUMAN SERVICE AGENCY	TRANSPORTATION PROVIDERS	PUBLIC AND BUSINESS SECTORS	GOVERNMENT AND GOVERNMENTAL AFFILIATES	TRANSIT USER
Suggested number of representatives per category	*3-5*	*1-2*	*4-5*	*3-5*	*1-3*
NOTE: TAB members should be individuals that know about the transit needs of the general public including the elderly, minorities, disabled, LEP, or low income populations living in the service area.	▪ Senior Services ▪ DSS ▪ Vocational Rehabilitation ▪ Head Start ▪ Shelter Workshop ▪ Health Dept. ▪ Veterans Admin ▪ Smart Start ▪ Mental Health ▪ Housing Authority ▪ Human Service Transit Users	▪ Private transportation providers ▪ Intercity bus providers ▪ Ambulance Service ▪ Regional Authority ▪ Urban System ▪ Faith based services ▪ Volunteers	▪ Chamber of Commerce ▪ Major employers ▪ DBE's ▪ Hospital/Dialysis Ctr. Staff ▪ Non-profit organizations ▪ Employment Transit Users ▪ General Public Transit Users ▪ Public Citizens	▪ *MPO ▪ *RPO ▪ *Emergency Management ▪ Economic Development ▪ Employment Security Commission ▪ Job Link and/or Career Centers ▪ Elected Officials ▪ County Government staff ▪ Community	▪ Passenger(s) that currently utilize the transit system

*Representatives from Emergency Management and the local Rural Planning Organization or Metropolitan Planning Organization are encouraged to attend at least 1 TAB meeting per year if possible to understand the priorities of the transit system; offer advice on what they can do for, or need from, public transportation; and to build strong working relationships.

- The Transportation Advisory Board must include representatives from the elderly, minority, Limited English Proficiency (LEP), disabled and/or low-income populations in the service area **or** include individuals that represent these consumer groups that will challenge the transit system to be more sensitive to their needs or to discuss unmet needs of their consumer group. Census data should be consulted to determine which groups should be represented and the size of the representation needed.
- If the applicant serves as an "umbrella" agency for programs in addition to transportation services, then the Executive or Governing Board may not serve as the Transportation Advisory Board. There may be overlapping of members from the Executive or Governing Board, but there must be a separate Transportation Advisory Board that meets the requirements.
- If the applicant is a transportation authority or a non-profit organization that only provides transportation, the Executive or Governing Board may serve as the Transportation Advisory Board. In this case, the composition of the Executive or Governing Board will have to meet the 5311 Program requirements to serve as the TAB or consider creating a separate TAB that does meet the requirements.
- IMD expects, at a minimum, a **quarterly TAB meeting** for the community transportation system to maintain ongoing communications as one means of seeking public involvement, and ongoing administrative oversight. TAB meetings must be open to the public and the public must be notified of the scheduled meetings through such means as posting notices on agency Web sites; local news media; flyers; etc. Additionally, meeting minutes must be published and distributed to IMD regional mobility development specialists, with original file copies maintained by the transportation system for a minimum of five (5) years.
- All TAB or Governing Board members must sign an **annual** Conflict of Interest form and the signed form must be attached as an application document.

Regulatory Compliance

All projects must annually meet all Federal/State requirements prior to July 1, the beginning of the project period and State fiscal year, to be eligible for reimbursement of Federal funds for the entire project period. **Applicants that do not meet federal and state requirements are not eligible to receive reimbursement for expenses incurred prior to the effective date of compliance.** NCDOT will not award any financial assistance until the applicant provides assurance of compliance and it has been determined that federal and state requirements are met. **In addition to Federal compliance requirements, IMD requires all transit systems to: 1)** use automated scheduling software; **2)** maintain 80% or greater compliance in EAM (formally AssetWorks; **3)** submit required reports such as Charter, OpStats, ROAP, etc....by the designated due date; **4)** *submit invoices on a monthly (preferred) or quarterly basis*; and **5)** participate in 2 official site visits per fiscal year with the assigned Regional Grant Specialist.

ALL the documents below must be completed and returned as part of the CTP application. Documents will be uploaded in the "FY 2023 Application" tab in the Drop Box in Enterprise