



# ND TRANSIT MEETING

August 13, 2020, 2-4 pm

# FY21 – Federal and State Contracts

- State Aid Calculations – FY21
  - FY21 – contracted \$3,674,234
  - FY20 – contracted \$4,256,262
  - Loss of \$582,028
  - Ridership decreased – 391,000
- DocuSign – Contracts will be electronic and executed through DocuSign
- Vehicle Contract closing dates -
  - Vans & Cutaways – 12 - 18 months
  - Buses – 24 months
  - Grant Application milestones will be monitored
- Contract Extension Requests
  - Submit 90 days prior to contract closing date
  - Complete form <https://www.dot.nd.gov/forms/sfn61785.pdf>

# COVID-19

- Monthly Reporting required until the Governor declared state of emergency is rescinded
  - See Executive Order 2020-03, signed on March 13, 2020
- PPE – 2 shipments of masks were mailed out to all federally funded Transit Agencies
- Products:
  - Vehicles - bus panels, cleaning systems
  - Contactless Fare Systems
  - PPE for passengers
- COVID-19 Resources Tool for Public Transportation
  - <https://www.transit.dot.gov/regulations-and-programs/safety/fta-covid-19-resource-tool>

# COVID-19 Agency Response

- Standing Rock Public Transportation – Pam Ternes
- South Central Adult Services – Pat Hansen
- Fargo MAT Bus – Julie Bommelman

# Asset Management

- New version of RouteMatch TAM is Web-TAM
- Internet Browsers
  - Use Chrome or Microsoft Edge
- User Comments
  - Liz Ogren, Stark County Public Transportation
  - Karrie Mikkelson, Cavalier County Senior Meals & Services
- Asset and Maintenance Records
  - The asset inventories and maintenance records automatically transferred from RouteMatch TAM to Web-TAM and may have missing asset data. Please review the records for missing and accuracy of data.
  - It is important that all maintenance for assets be recorded in Web-TAM.
- Policy Reminder –
  - When requesting payment reimbursements, we will verify that recent preventive maintenance activity in Web-TAM exists prior to claims being processed.

# Quarterly Reimbursement Requests

- 5311 – Budget Reports - Operating/Admin
  - Allowable Expense – Disposal fees
  - Match/Revenue – Report only when match is required
  - Supporting Documentation/Receipts - Upload receipts for each line item in a separate file labeled by line item
- 5311 – Capital Requests
  - Combine small purchases into 1 request
  - The form allows you to add a line for each item
  - Projects may include major repairs (usually greater than \$500 but must be less than \$5,000) and must be a rare occurrence in the life cycle of the vehicle and extend the life of the asset
  - Tire replacement is considered regular maintenance and should be requested under 5311 Operating. Tires will no longer be reimbursed as capitalized maintenance.

# Ridership Logs

- One quarter/year your agency will be randomly selected to submit ridership passenger logs.
- These logs will be verified against the ridership numbers you submit in your BlackCat (BC) Ridership Report.
- Upload the passenger logs under Supporting Documents with the Ridership Report in BC.



# Warranty/Recall Tracking Form

- FTA requires the recording and tracking of warranties/recalls on agency assets. A Warranty Claims/Recall Spreadsheet is available under BC Global Resources.
  - This applies to any agency assets(vehicles/equipment/facilities) funded with federal funds
  - Create multiple tabs in the spreadsheet if you want to track asset information separately
- Any vehicle or vehicle component under warranty must be listed and if the warranty/recall is used, verification warranty coverage of costs incurred must be listed
- Review of your Warranty/Recall tracking form will be covered in the compliance reviews as well as inspection reviews.



# Travel Reimbursement Policy

- May continue to use state employee travel rates, or
- GSA Rates
  - GSA Per Diem Rates Look-up
    - <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
- If travel includes an overnight stay, use the rate of the state you spend the night
- Whichever travel policy is adopted; **it must be defined in your Written Personnel Policy.**
- Travel can pertain to an employee traveling for training, driver's reimbursement for meals when providing out-of-town trips, etc.
- GSA Example –
- FY 2020 Per Diem Rates for Watertown, South Dakota
  - Breakfast - \$13
  - Lunch - \$14
  - Dinner - \$23
  - Incidental Expenses - \$5
  - Total - \$55
- Reimbursement Methodology for claim
  - Breakfast 20% or \$11
  - Lunch 30% or \$16.50
  - Dinner 50% or \$27.50
  - Total - \$55

# Transit Forms and Checklists Updates

- Capital Reimbursement Request for Vehicles and Equipment - updated in BC Global Resources under Reimbursement Forms & Procedures/Checklist for Vehicles or Equipment
- The RTAP Authorization form has been updated to reflect reimbursement for mileage.
  - .575 cents per mile all events
  - .17 cents per mile using project vehicle
- RTAP Travel Expense Voucher update
  - .575 cents per mile all events
  - .17 cents per mile using project vehicle
  - \$96.00 plus tax, per night, for lodging
  - Meals out of state per GSA rates
  - Meals in-state, GSA rates as follows:
    - Breakfast \$11.00 per Day
    - Lunch \$16.50 per Day
    - Dinner \$27.50 per Day



- Please update your **WRITTEN** Agency Personnel Plan to define and include
  - **Bonuses**
    - When will be it dispersed?
    - Who is eligible to receive it?
      - Any employee, only drivers, only management, etc.
    - How it is determined
      - Merit/Performance
      - Years of Service
      - Documented Special Recognition
        - E.g. accident free driving record for year
      - Employee Appreciation
      - Sign-on, Retention, Referral
      - Noncash bonuses (day off with pay, gift certificates, etc.) must be included in plans as well.
  - **Administrative Leave**
    - Eligible employees
    - Rate of pay
    - When to expect payment
    - How benefits may be affected

# DBE

- 2020 – 2022 FTA DBE Goal 1.12%
- Check most current DBE list when making purchases. DBE List can be found at <https://www.dot.nd.gov/divisions/civilrights/civilrights.htm#program-areas>
- DBE Newsletter will be forwarded to all agencies. New DBEs will be listed as they are certified.
- DBE Report Due
  - October 10, 2020 – Reporting Period April 1 through September 30

- New DBEs
  - Badlands Integrity Group
    - Customized Safety Training – First Aid, CPR and AED;
    - Drug & Alcohol Testing
    - Consortium
    - Background Checks
  - Exclusive Mobile Detailing, LLC
    - Onsite Vehicle Detailing
    - Sanitizing/Disinfecting
    - Commercial Deep Cleaning

# Title VI

- Subrecipients are required to update Title VI every 3 years as part of NDDOT's submission to FTA and FHWA. Agencies were notified January 17, 2020 of update requirement.
- Required Plan – Include board minutes that are signed and dated showing your board has approved your plan.
- Templates to update your plans can be found in BC Global Resources.
- Demographics to assist with updating your LEP plan can be found in BC Global Resources.
- Submit for review no later than August 31, 2020.

# Drug & Alcohol

Contract is again with RLS & Associates which includes Precision Compliance.



Contract is effective October 1, 2020.



D/A reviews will begin in October. This oversight occurs every 3 years. Until RLS's travel policy permits onsite visits, the reviews may be conducted virtually.

# NDDOT Transit Website Updates and Additions

- Agency Contacts and Service Information

- Please review and if any changes are needed to the current Transit Provider Information listed on the NDDOT Transit website regarding your agency information, please email [conelson@nd.gov](mailto:conelson@nd.gov)

- ND Roads – Updated road conditions including incidents, accidents, closures, construction, winter and flood conditions <https://travel.dot.nd.gov/>

This information can also be downloaded on smart phones using the downloadable app “NDRoads”

# FY2022 Grant Applications

- Due December 21, available in BC approximately October 15.
- Reminders:
  - Update 3-5 Year & Coordinated Plan. Any projects that you are applying for funds must be mentioned in your Plans.
  - CARES Act Funds – will award the remaining funds
- Vehicle Grant – available in BC approximately September 2020
  - Awarded a \$15 million grant for new vehicles for ND Transit Agencies through 2024
  - Replace an estimated 30 vehicles a year based on FTA Useful Life Standards
  - Beginning FY2022 ADA vehicle grants – 85/15
  - The Transit Section will be contacting each agency to discuss their vehicle replacement plan



# BlackCat Software

- Organization Overview
- Service Info
- Transit Board Members
- Help Desk – 1-888-238-9707 or [ND\\_Transit@blackcatsupport.com](mailto:ND_Transit@blackcatsupport.com)
- When assistance is needed contact the Help Desk as this helps them improve their programs by tracking calls and making decisions based on quantity and type of requests being logged. If the Help Desk is unable to assist, then contact the transit staff.
- Additional fields in the Inventory section will become mandatory. Records will not save unless all required information is entered.
- Vehicle additions must contain all required information before reimbursement is authorized
- Chrome or Microsoft Edge is the preferred browser for the internet. More programs are compatible, and some programs required when using these browsers.
  - To download Chrome:  
[https://www.google.com/chrome/?brand=CHBD&gclid=EAiaIQobChMI853fzNGV6wIV3QiICR2OMAf3EAAYASABEgLNKfD\\_BwE&gclsrc=aw.ds](https://www.google.com/chrome/?brand=CHBD&gclid=EAiaIQobChMI853fzNGV6wIV3QiICR2OMAf3EAAYASABEgLNKfD_BwE&gclsrc=aw.ds)
  - To download Microsoft Edge:  
[https://www.microsoft.com/en-us/edge?&OCID=AID2001283\\_SEM](https://www.microsoft.com/en-us/edge?&OCID=AID2001283_SEM)

# ND Transit Mobility Needs Study

- Complete June 30, 2020
- Presented to Legislators in late July 2020
- Posted to Transit Website
  - <https://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>

# Upcoming Meeting/Training

- DTA – Watertown, SD, September 12 – 15, 2020
  - NDDOT will not be able to attend due to travel restrictions
  - Reminder to submit out-of-state travel authorization form
- October 2020 – Transit Meeting
- National RTAP website offers free webinars
  - <https://www.nationalrtap.org/Webinar#UpcomingWebinars>

# Contact Information

- Becky Hanson, Transit Program Manager, 701-328-2542, [bhanson@nd.gov](mailto:bhanson@nd.gov)
- Darcy Karel, 701-328-2538, [dkarel@nd.gov](mailto:dkarel@nd.gov)
- Julie Small, 701-328-2194, [jsmall@nd.gov](mailto:jsmall@nd.gov)
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