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Cc: [NCDOT - Integrated Mobility Division](#); [White, Julie A \(NCDOT\)](#)
Subject: New Director's Training Workshop Registration
Date: Wednesday, May 11, 2022 2:02:18 PM
Attachments: [image001.png](#)
Importance: High

The Integrated Mobility Division will hold the 2022 New Director's Training Workshop within 4 Virtual sessions this year at the following times:

- Tuesday May 24th – 8:30am – 12:00pm
- Thursday May 26th – 9:00am – 12:00pm
- Tuesday June 7th – 9:00am – 12:00pm
- Thursday June 9th – 9:00am – 12:00pm

If you started a leadership position for a transit system in North Carolina within the past two years, you can register at the following link:

<https://app.smartsheet.com/b/form/eb05064a35024f2284450229836c8030>

If you are not a New Director, but are interested in a refresher, these sessions will be recorded and placed on our [Transit System Training Hub](#) after completion.

The session agenda is as follows:

Session #1 (May 24th – 8:30am – 12:00pm)

Transit and IMD Overview	8:30am - 9:00am	Ryan Brumfield, IMD, Director	Learn about the recent IMD merger, doing business with IMD, IMD's structure and an overview of programs.
Grants and Transit Finance Overview	9:00am - 9:50am	Carolyn Freitag, IMD, Grants Administrator II	Learn about the various grant programs IMD supports, along with insight on general procedures you will need follow.
Break	9:50am - 10:00am		
Fully Allocated Cost Model	10:00am - 10:45am	Jeremy Scott, ITRE, Research Associate	Learn how to determine the full cost of a transit route or service, including all costs incurred by the transit agency - both variable and fixed.
Discretionary Grants and the new UGA	10:45am - 12:00pm	Carolyn Freitag, IMD, Grants Administrator II	Learn about FTA's Competitive Discretionary Grants and the new Unified Grant Application process, including new timelines and resources.

Session #2 (May 26th – 9:00am – 12:00pm)

			Learn about Procurements large and small in this overview of what
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Procurement	9:00am - 10:30am	Chris Dodson, IMD, Procurement Officer	that means and what rules you have to follow. Learn about what IMD can provide guidance on, learn about key requirements for each type and learn about state contracts and how to use them. Additionally, you will learn about the Vehicle Procurement & Disposition process.
Break	10:30am - 10:45am		
EBS Procedures	10:45am - 12:00pm	Myra Freeman, IMD, Finance Manager	Learn about how to use EBS, Grant Agreements, the reimbursement process, POP extensions, and more in this session.

Session #3 (June 7th – 9:00am – 12:00pm)

Compliance Overview	9:00am - 10:30am	Kevin Edwards, IMD, Safety, Education & Compliance Manager	Learn about regulatory areas that IMD has oversight on including safety, PTASP, drug and alcohol testing, driver training, ADA, and more. We will also review EAM, Incident & Accident reporting and our updated Compliance Review process.
Break	10:30am - 10:45am		
Compliance Reporting	10:45am - 12:00pm	Kevin Edwards, IMD, Safety, Education & Compliance Manager Beth Gay, IMD, Compliance Officer Carolyn Freitag, IMD, Grants Administrator II Jeremy Scott, ITRE, Research Associate	Learn about the various reporting requirements IMD has oversight on including Title VI, public involvement, civil rights, equity (DBE), EEO, ROAP Reports, Charter Reports, Program Income, OPSTATS, National Transit Database (NTD), Transit Asset Management (TAM), FTA Required surveys & Emergency reporting for the State's Emergency Management Department.

Session #4 (June 9th – 9:00am – 12:00pm)

			Understanding community transit needs, planning new services and multimodal considerations:
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Planning	9:00am - 10:30am	John Vine-Hodge, IMD, Deputy Planning Director	Regional Planning Organizations, Regional Transit Planning Studies, Locally Coordinated Plan, Municipal/County Planning Studies, Visioning Workshops, Transportation Demand Management, Complete Streets, Programming of Projects and Bicycle/Pedestrian Programs.
Break	10:30am - 10:45am	Bryan Lopez, IMD, Regional Planning Manager	
Data and Innovations	10:45am - 12:00pm	Joe Furstenberg, IMD, Statewide Planning & Programming Manager	Learn about the Innovations & Data Branch's goals and projects including Mobility as a Service (MaaS), microtransit, Zero-Emission Vehicle (ZEV) transition planning, the Connected Autonomous Shuttle Supporting Innovation (CASSI), and more.

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