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Subject: **Business Guide Update**
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Attachments: [image001.png](#)

Good Afternoon,

IMD is excited to release our Business Guide Update!! You can find it here: <https://connect.ncdot.gov/business/Transit/Pages/Business-Guide.aspx> Within the next year, we should also have this guide in an Interactive, Web-based Format. For now, you can find it at this web address in a PDF format. Please be advised that this document will receive updates to content as needed and on a consistent basis. Therefore, even though you can download it to your computer from here, it is advised to always go to this page to receive the most up to date information. The user will be responsible for making sure you are adhering to the current guidance.

Additionally, please also be aware that these guidance documents are designed to be of assistance to subrecipients of NCDOT-IMD for relevant funding and compliance activities amongst others. Our guidance would not apply if you are a subrecipient of a different organization (Direct FTA Subrecipients, for example).

If you are unfamiliar with the Business Guide and its purpose, please read below or on the web page.

Overview

The Integrated Mobility Division (IMD) Business Guide has been developed to assist IMD's local transportation partners in managing and delivering various multimodal services and projects. It has been developed to help our partners to understand the requirements of NCDOT, the Federal Highway Administration and the Federal Transit Administration for state and federally-funded services and projects.

How to Use This Guide

This Guide is organized by function and activity in order to follow certain process step required to apply, manage and deliver services and projects in North Carolina. Its contents refer directly to actions that partners must take in order to utilize state and Federal funding sources to provide those services and deliver those projects. Links are provided to critical policies and procedure as well as forms and documents that are relative to each specific section of the Guide.

Many questions you may have can be answered by reviewing the contents of this Guide and referring back to those sections as you apply and utilize grants for public services and funds for multimodal projects. Going forward, this Guide will be updated on a regular basis to capture changes that are critical to the delivery of services and projects.

Should you have questions about specific details of the various sections, you may contact IMD

staff that is identified in each section for assistance.

We are always looking for improvements for the IMD Business Guide. If you have a possible error or something that you would like us to consider including in the next edition, please e-mail Kevin Edwards here at: kbedwards2@ncdot.gov

Thank you!

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