



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

January 14, 2026

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AGENDA

- Opening/Announcements
- Finance Updates
- Grant Administration Updates
- Procurement Updates
- Training Updates
- Calendar Updates



financial Update

Finance- Upcoming Due Dates

December 2025 -January 2026	Budget Revisions due
January 15, 2026	Program Income quarterly report due
January 30, 2026	December monthly claims due 2 nd qtr. claims are due
February 28, 2026	January monthly claims due
March 30, 2026	February monthly claims due
April 15, 2026	Program Income quarterly report due
April 30, 2026	March monthly claims due 3rd qtr. claims are due
May 30, 2026	April monthly claims due
June 30, 2026	May claims due
June 2026	Final Budget Revision are due. Period of performance ends.
July 30, 2026	June monthly claims due 4th qtr. claims are due

Finance – Claims

- ❖ As of January 12th, we have **55 Claims and 6 Change Requests** that have been submitted for review.
- ❖ Reminder, all claims must be submitted in the new IDP (Intelligent Document Processing) format. More information can be found on the Finance webpage at: [Finance page on CONNECT NCDOT](#)
- ❖ If you need assistance with your claims or you need help using the new submission format, please reach out to your assigned Accounting Specialist for assistance. (see last slide for contact information)

Finance – Applications

- ❖ At the January 7th meeting, the Board approved the **5310 applications for FY27**. Finance will begin working on those contract agreements in the near future, so please be on the lookout for those in your inbox.
- ❖ Please remember that your Authorized Official (AO) must sign the agreement, and the Witness for the AO's signature must be someone other than the AO themselves.

Finance – Program Income

- ❖ IMD is transitioning to a Smart Sheet survey to collect your quarterly earned **Program Income**. If you have no program income to report, please select “no” in the dropdown box. For any program income earned, select “yes” and provide the amount earned and how the funds were expended.
- ❖ This process will work the same as the Charter Service submission, except PI follows the State Fiscal Year.
- ❖ The link to submit your Q2 (Oct 1 – Dec 31) Program Income is listed here. This is due by January 15th. [FFY26 Program Income](#)

Finance – Program Income Due Dates

Quarterly Report Due	Reporting Period Covered
October 15, 2025 (Q1)	July 1 – Sept 30, 2025
January 15, 2026 (Q2)	Oct 1 – Dec 31, 2025
April 15, 2026 (Q3)	Jan 1 – Mar 31, 2026
July 15, 2026 (Q4)	Apr 1 – Jun 30, 2026

Finance – Contacts

REGION	CONTACT NAME	OFFICE NUMBER	EMAIL ADDRESS
Interim Finance Manager	Beth Gay	919-707-4688	bmgay@ncdot.gov
Accountant	Jocelyn Valdez	919-707-4683	jpetatanvaldez@ncdot.gov
Eastern Piedmont	Tanisha O'Keefe	919-707-4689	ttokeefe@ncdot.gov
Western Piedmont	Ursala Banks	919-707-4671	uvbanks@ncdot.gov
Coastal Plains	Equila Drakeford	919-707-4680	ezdrakeford@ncdot.gov
Mountains	Monique Frasier	919-707-4681	msfrasier@ncdot.gov



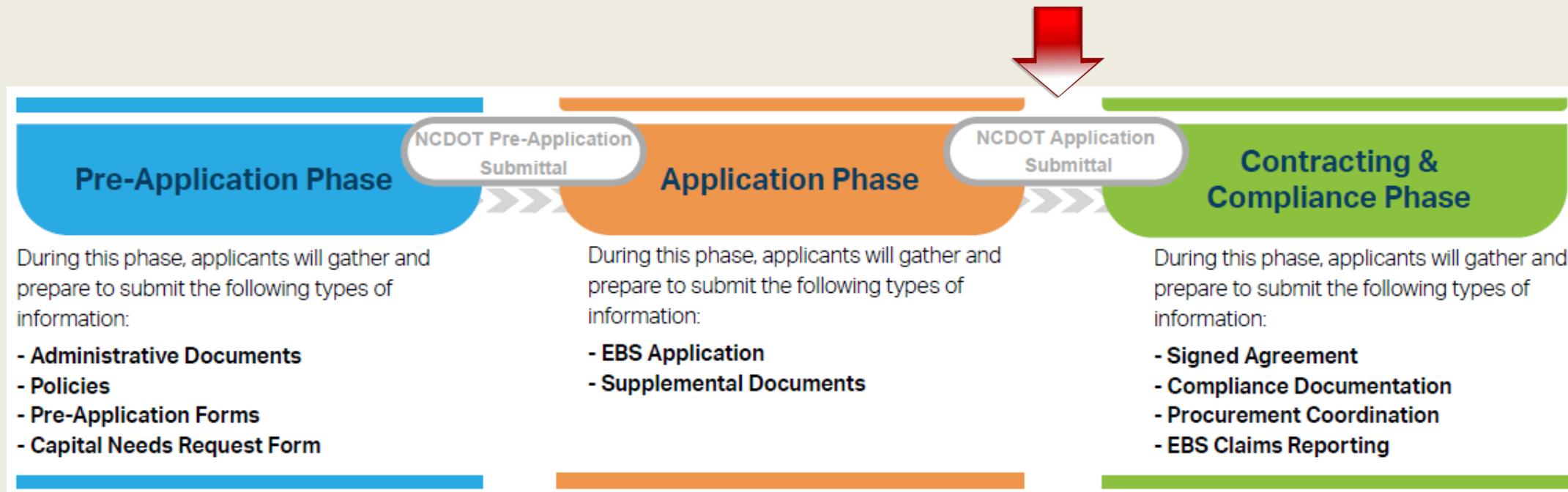
Grant Administration Updates

News for FY 2027 UGA April 1 – October 3, 2025

- Internship and Apprentice applications are currently under review and will be presented to Board of Transportation by March.
- Section 5303 application documents are to be submitted in SmartSheet, and the budget is due in EBS by January 30th. Instructions for the SmartSheet submission were included in the notification e-mail.
- The FY27 5303 application package and allocation table was posted on IMD's UGA webpage on November 20th. MPO contacts were notified via e-mail when the application was available and was provided the link to use to download it from the UGA page.
- Regional Grant Specialists continue to review grant applications and will contact sub-recipients if information or documents need to be included or corrected. Timely response to an RGS's request will help keep an application on track for board approval at the scheduled time.
- The RGSs are available to answer questions as you have them.

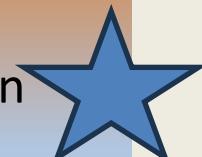
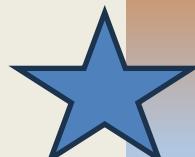


FY 27 Unified Grant Application (UGA) Process



Key Dates:

- The FY27 Unified Grants Application (UGA) cycle is April 1 – October 3, 2025
- The Section 5310 applications were presented at the January Board of Transportation meeting.
- The Section 5311 applications will be presented at the February Board of Transportation meeting.
- The Contracting and Compliance Phase is July 1, 2025 – June 30, 2026



UGA Grant Application Page 1 of 2 from IMD's Connect Page

Unified Grant Application

Unified Grant Application (UGA)

► Connect NCDOT ► Doing Business ► Public Trans ► Unified Grant Application

Unified Grant Application (UGA)

The Unified Grant Application (UGA) is designed to simplify, streamline, and modernize the process by which applicants apply for state-administered transit funds.

Please download the UGA Guidance. IMD opened the Call for Projects on April 1, 2025:

[FY27 5303 Program*](#)

[FY26-27 Apprenticeship Program*](#)

[FY26-27 Internship Program*](#)

[FY26 ROAP Application](#)

[FY26 SMAP Application](#)

[FY27 Unified Grant Application \(UGA\)](#)

***Note the UGA PDF works best when saved to your computer and opened in a PDF reader.**

Supplemental documents and guidance are provided under the tabs below. Additional calls for projects including SMAP, ROAP and 5303, can be found as links under the Timeline.

News & Updates

November 20, 2025 -

The 5303 application is available to download and complete. The supporting documents are to be attached to the application in EBS. The deadline is **January 30, 2026** for the draft UPWP and EBS application.

October 31, 2025 -

The Internship and Apprenticeship applications are available to download and complete. The supporting documents are to be attached to the application in EBS and submitted by the due date of Monday, **December 1, 2025**.

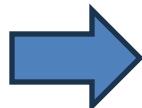


Supplemental Documents

[Training Webinars and Presentations](#)**Supplemental Documents, Program Documents and Checklists**

Below are individual links for the supplemental documents.

- **Master Documents** are required for all rural grants, and Traveler's Aid and ConCPT grants for Direct Recipients
- Individual grant programs such as 5311 Admin/Operating, Combined Capital, 5310 programs among others.
 - 5311 Admin/Oper ([Refer to 5311 Admin/Operating tab on UGA Checklist](#))
 - [Combined Capital \(5311 & 5339\)](#)
 - [Capital Cost of Contracting \(5311\)](#)
 - [5310 Operating](#)
 - [5310 Capital Purchase of Service](#)
 - [5310 Mobility Manager](#)
 - [Rural State Operating](#)
 - [ConCPT-CO \(Coordination\)](#)
 - [ConCPT-CN \(Consolidation\)](#)
 - [Traveler's Aid](#)
 - [NON-STI Rural Expansion Vehicle](#)
 - [Rural STI](#)
 - [Urban State Match \(Direct Recipient\)](#)
 - [Urban Advanced Technology \(Direct Recipient\)](#)
 - [Urban STI \(Direct Recipient\)](#)
 - [5303 Planning \(MPO\)](#) - Will open Fall 2025
- Checklists for rural sub-recipients and Direct Recipients
 - [FY27 UGA Checklist Rural Recipients](#)
 - [FY27 UGA Checklist Direct Recipients](#)



News for FY 2028 UGA April 1 – October 2, 2026

- The IMD internal UGA planning team has been hard at work reviewing the UGA to find ways to streamline the program and make it easier for the user to read and complete the application process.
- The external stakeholders have participated in several sessions to review the program, offer comments and make suggestions on possible improvements.
- The FY28 UGA beta test is scheduled for January 29th, and we will review further comments and suggestions which result from it.
- **NEW: Cover Photo and Collage Pages request!!** We had a great response last year for the cover photo request we created several collage pages within the UGA. This is a call for more pictures for the FY28 program.
 - If you want to potentially be in the program e-mail me a great photo which shows: movement, riders, staff, is colorful, or caring and shows off your system!



ROAP

3-Year Averages

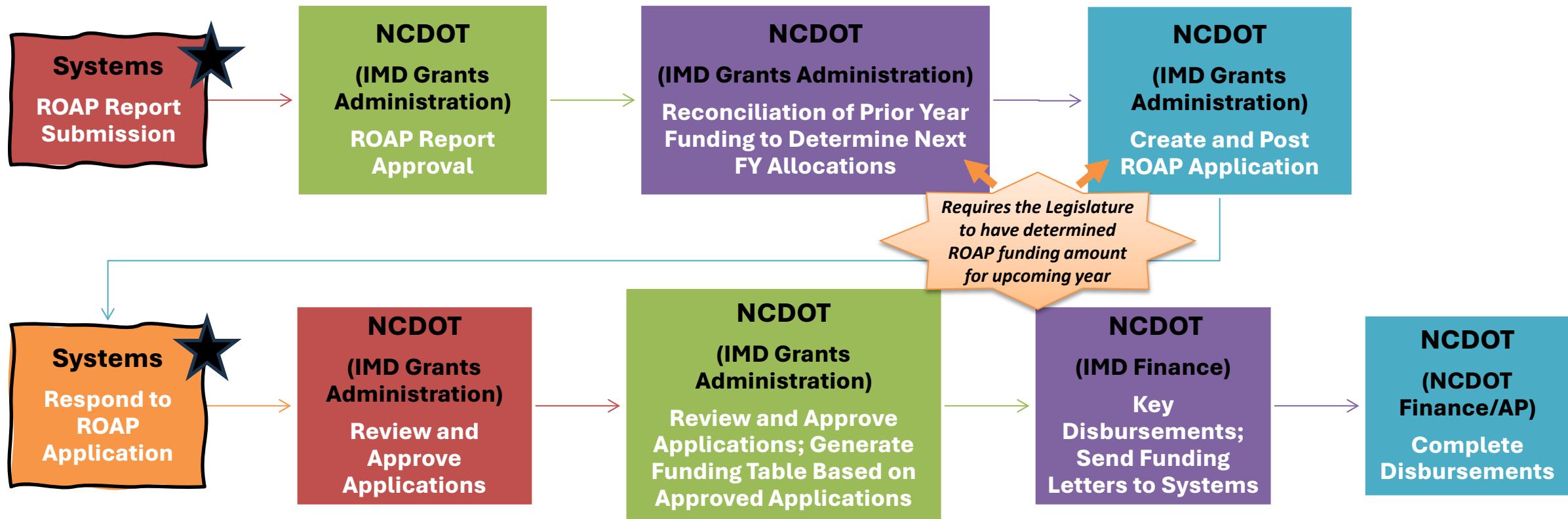
ROAP Base Allocations 2024-2026 and 3 Year Base Funding Allocation Average*																
County	Base Allocation 2024				Base Allocation 2025				Base Allocation 2026				Three Year Average Base Allocation			
	EDTAP	EMPL	RGP	Total	EDTAP	EMPL	RGP	Total	EDTAP	EMPL	RGP	Total	EDTAP	EMPL	RGP	Total
County A	92,996	21,860	74,863	189,719	91,123	19,471	74,294	184,888	94,591	16,937	73,959	185,487	92,903	19,423	74,372	186,698
County B	72,421	15,668	92,977	181,066	72,815	11,522	81,631	165,968	75,587	10,022	81,261	166,870	73,608	12,404	85,290	171,301
County C	211,432	117,106	96,186	424,724	220,387	128,239	106,574	455,200	228,770	111,564	106,097	446,431	220,196	118,970	102,952	442,118
County D	106,419	40,216	159,928	306,563	121,712	43,926	158,727	324,365	126,344	38,214	158,010	322,568	118,158	40,785	158,888	317,832
County E	54,152	5,492	51,614	111,258	52,587	4,693	50,523	107,803	54,587	4,082	50,295	108,964	53,775	4,756	50,811	109,342

The worksheet includes four sections: the base allocation for FY 2024, FY 2025, FY 2026, and a three-year average. Please consider the following when reviewing this information:

1. *The values provided are for planning and reference purposes only and do not represent final or actual FY 2027 allocations or distributions.*
2. Total funding allocated to ROAP is determined by the legislature and may vary from year to year.
3. These figures are based solely on the ROAP funding formula and do not reflect reductions related to prior-year unspent or carryover funds. As a result, totals shown may differ from actual distributed amounts.
4. The total amount of funds available through second disbursements is expected to continue to decrease and is not included in this table. Second disbursements should not be anticipated or used for planning purposes.

ROAP Updates

- DOT has received requests to provide ROAP disbursements earlier in the grant year. As a result, DOT is looking at opportunities to streamline the grant year close out and set up processes.
- This is a multi-step process with requirements for both DOT and Transit System. Collaboration and improvement will be required by all parties.



ROAP

Monthly Overview

Overall Stats				
Primary		Description	Amount	% Total Allocation
ROAP Allocation	1. Funds approved from legislators		\$ 18,716,632	
Carryover	2. Unspent funds from previous year		\$ 1,449,625	
Allocation + Carryover	3. Total of 1 + 2		\$ 20,166,257	
Transferred Out	4. Transferring ROAP funds to match eligible grant programs		\$ 671,762	4%
YTD Expenditures	5. Total approved expenses to date		\$ 8,963,568	48%
Total Balance	6. Remaining funds to date		\$ 10,530,927	52%
Other Funds Used	7. Other Funds Used that exceeds the transit systems' allocations		\$ 2,029,340	

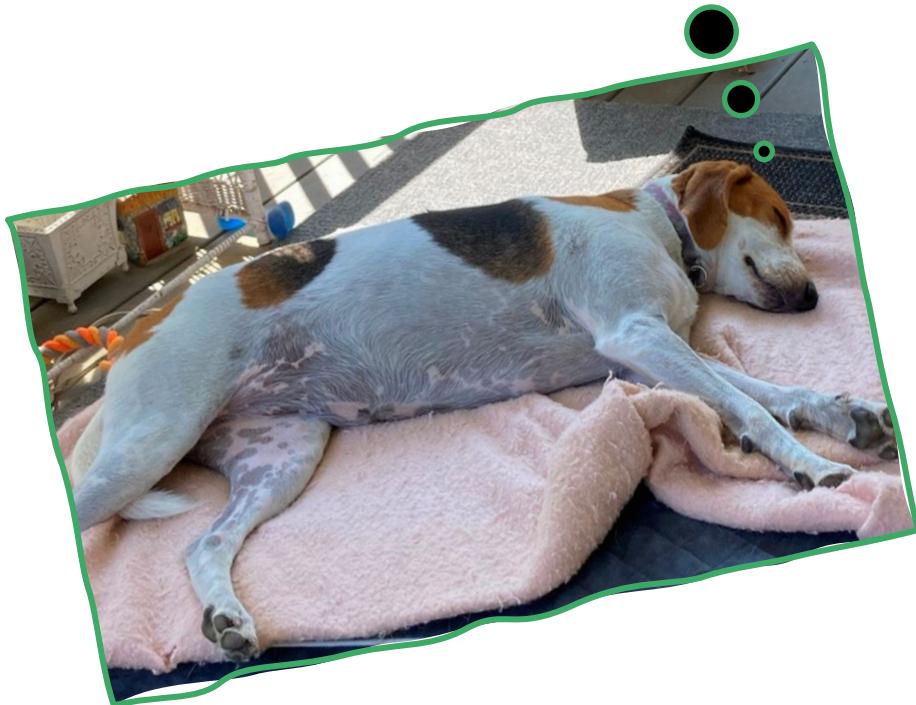
% Transit Systems Reported by Month	
July 2025	97%
August 2025	98%
September 2025	96%
October 2025	84%
November 2025	69%
December 2025	69%
January 2026	0%
February 2026	0%
March 2026	0%
April 2026	0%
May 2026	0%
June 2026	0%

ROAP (EDTAP, EMPL, RGP) Stats				
SFY2026	Net Allocations	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$ 9,399,625	\$ 4,731,302	50%	\$ 566,666
EMPL (Employment Assistance Program)	\$ 2,319,567	\$ 1,401,230	60%	\$ 623,227
RPG (Rural General Public Program)	\$ 8,447,065	\$ 1,860,377	22%	\$ 839,447
Totals	\$ 20,166,257	\$ 7,992,909	40%	\$ 2,029,340

ROAP Reporting

“I’m dreaming of a monthly ROAP report...”

They’re due on the 30th of the month.



ROAP reports are collected monthly.

Systems should have –

- Link to FY26 ROAP report link
- Link to ROAP Monthly Reporting/ Program Balance Sheets

ROAP reports are due 30 days after the end of each reporting month.

- *Example:* The July report is due August 30.

The December report is due January 30.

Transfers of ROAP funds must be reported in the month the transfer occurs—not in a later month.

FY26 ROAP report confirmations or corrections are due within **4 days** of receiving the ROAP Report email (after RGS approval).

- Your FY26 confirmation serves as your approval that all information is accurate and final.

ROAP Reporting “Checklist”

- Did you attach the back up documentation?
- Can the person reviewing the report connect the backup documentation to the number of trips, expenditures, and fares reported for EDTAP, EMPL, and RPG without your assistance or additional documents?
- Did you report any transfers completed during the month?
- Did you reduce total expenditures by the amount of fares collected?
- Did you remember not to duplicate trips when dividing trips between “EDTAP/EMPL/RGP Trips” and “EDTAP/EMPL/RGP *Non-Transit* Trips”?
- Did you take advantage of the notes section to explain anything that may be unclear?
- If you found any errors in previous submission, did you request the return of the report(s) for immediate correction?

We need to get ROAP reports in and approved, so we can disburse funds earlier next year!

We still have 29 from November that haven't been submitted!





Compliance Updates

CY25 Compliance Review Status

as of (01/13/2026)

- Total Reviews 39
- Reviews Conducted 39
- Reviews In-Process 29
- Reviews In Follow-Up 8
- Reviews Closed 2



Procurement

Statewide Vehicle Contracts Update

- Last week, IMD has met with NCDOT Purchasing and submitted the IFB for our vehicle contract.
- NCDOT Purchasing is reviewing the IFB and then will send it to the Legal Team. This portion of the process could take up to 4 weeks.
- Once it has approval, it will be posted for 30 days. We anticipate this to be mid-Feb to Mid-March.
- We will let you know when this happens. It will go on the [North Carolina electronic Vendor Portal](#), but we plan to spread the word in other ways. Agencies can also share with Vendors they are aware of.
- The Large Bus IFB will be reviewed internally on Friday with a Workshop with potential users of the contract to be scheduled in the next two weeks.

Procurement

Review of Solicitations Prior to Advertisement

- As a reminder, NCDOT-IMD Procurement must review all formal solicitations (required for projects over \$90,000) prior to advertisement if the project involves NCDOT/FTA funding assistance (includes any Request for Proposals, Invitations for Bids, etc...); this applies to solicitations for Capital projects as well as Third-Party Contracts funded through Admin/Operating
- NCDOT-IMD Procurement will also need to review the relevant procurement file documentation PRIOR to notification of vendor award

ProcurementPRO

- Starting with FY26-funded projects, all procurements over the current micro purchase threshold (> \$15,000) must go through the ProcurementPRO tool to generate a procurement file for NCDOT-IMD approval
- Increase of micro purchase threshold from \$10,000 to \$15,000 applies to procurements completed ONLY after 10/1/25
- **This applies to ALL IMD-assisted grants not only Combined Capital (any new procurement action with a budget over \$15,000 utilizing Capital, Operating, Discretionary Capital/Operating Grants, or Admin**
 - ie. Contracting with a new transit service provider, purchasing software through Advanced Technology Grant, etc...
- Exceptions include:
 - Procurements completed utilizing an existing statewide contract (e.g. current minivan contract STC 2510A, radio contract 725G etc...); systems will still need to submit previously required documentation such as Procurement Checklist and Procurement History Form for approval prior to submission of claim
 - Rolling stock procurements using NCDOT-IMD generated order forms; normal process will continue
- A recorded general ProcurementPRO training was completed on 5/7/25 and is now on the IMD Procurement Page
- Please reach out to Chris Dodson (cbdodson@ncdot.gov; 919-707-4696) with any questions or concerns

Training Updates



NCDOT-IMD Strategic Training Program

- **WOO HOO!!! THERE WAS 100% PARTICIPATION IN THE 2025 ANNUAL TRAINING SURVEY**
- Data is being compiled and will be reported to IMD
- Data will be shared with you in the February Monthly Call Training Info



NCDOT-IMD STP Training Opportunities

January 2026

- **Can You Comply with Charter Requirements and Earn Revenue? and Understanding School Bus Transportation Requirements**
 - January 29, 2026
 - 2:00 pm – 4:00 pm
 - [Charter & School Bus Registration Link](#)
 - This webinar begins by covering school bus transportation and how transit systems can determine which services comply with regulations and avoid providing non-compliant service. The webinar will focus on understanding Charter regulations, understanding exceptions and exemptions, and earning potential new revenue by delivering charter service that meets federal requirements. The key to generating revenue is complying with the Regulations. Revenue earned through providing Charter can be used as local match.

NCDOT-IMD STP Training Opportunities

February 2026

- **CUTR Training – Virtual & In-Person**

- Tentative: February 2026 – Webinar for All Agencies; Spring – 3 In-Person Sessions across the state
- Links and Registrations coming soon
- Description

Virtual Session:

This session will provide an overview of safety for transit riders and workers, de-escalation training, and assault prevention.

In-Person Sessions:

The training session will have the objectives of:

- Deepening participants' understanding of safety assault prevention and de-escalation techniques using the SMS framework
- Understanding transit agencies in North Carolina's specific needs (e.g. crime rate, operating environment, mental health data, etc.)
- Increasing mental health awareness (prevention and response to incidents)
- Presenting technologies and tools that can be used to address and improve transit safety and mitigate transit assaults

NCDOT-IMD STP Training Opportunities

February 2026 Training Opportunity

- **Maximizing Your Funding Options - FM Series Class 1**

- February 26, 2026 - Virtual
- 2:00 pm – 4:00 pm
- [Maximizing Your Funding Options - FM Series 1 Registration Link](#)
- DRAFT DESCRIPTION - SUBJECT TO CHANGE. This session will answer questions about understanding allowable costs, ROAP Funds, and how to maximize you use funds. What are allowable costs? Why is it important to understand them? How do they relate to maximizing my funding? Why are my ROAP funds shrinking? What are the allowable costs for each pot of funds dispersed in the ROAP allocation? Are there ways to maximize ROAP funds to stretch the funds? Come hear answers to these questions and hear other ways to maximize your funding. Bring your questions about your funding sources and how to maximize them.

NCDOT-IMD Strategic Training Opportunities

March 2026

- **Drug & Alcohol Program Management (DAPM) - Virtual**
 - 03/03/26 - 03/05/26
 - 9:00 am – 12:00 pm (Same time every day)
 - [DAPM Registration Link](#)
 - Description: <https://connect.ncdot.gov/business/Transit/Pages/Transit-Communication-Hub.aspx>
 - **YOU MUST ATTEND ALL THREE CLASSES TO RECEIVE A CERTIFICATE**
- **Drug & Alcohol Program Management (DAPM) - Virtual**
 - 03/06/26
 - 9:00 am – 12:00 pm
 - [DAPM Reasonable Suspicion Determination Training](#)
 - Description: <https://connect.ncdot.gov/business/Transit/Pages/Transit-Communication-Hub.aspx>
 - **YOU MUST ATTEND THE ENTIRE CLASS AND PASS A QUIZ TO RECEIVE A CERTIFICATE**

NCDOT-IMD Strategic Training Opportunities

March 2026

- **2026 Boot Camp – In Person Training**
 - **March 17-18, 2026**
 - NC State University – ITRE
 - [2026 Boot Camp Registration Link](#)
 - Attendees will gain insight into doing business with IMD as a sub-recipient of federal funds, will learn about IMD's structure, and will be given an overview of various programs IMD supports. Learn the areas of guidance IMD can provide and key requirements to achieve and maintain compliance with Federal and State requirements. An in-depth review of the Unified Grant Application process and applying for grants will be provided. A list of resources and helpful tools will be distributed to attendees. Several of IMD's Key staff will be available to discuss their roles at IMD, the division they work in, and how that division works with NC public transit systems.

NCDOT-IMD Strategic Training Program

Future Training Opportunities

- In-Person
 - Emergency Training – (May-June)
 - Transit Academy 101
 - Winston-Salem (Not Confirmed)
 - May – October except July (1 ½ days each month)
 - PASS Train the Trainer (May-June)
 - PAT Training (September)
 - Drug & Alcohol – DAPM & RS – (September-October)

Transportation Leadership Development Program (TLDP)

There are 3 seats still open for the Spring 2026 semester of TLDP.

Please register yourself or someone in your organization so they can grow their leadership skills.

The TLDP registration [process is online](#).

This is an excellent opportunity to invest in your future and your organization's future.

For more information, visit the [TLDP website](#) or Contact Jeremy Scott if you have any questions: 919-515-8624 jscott@ncsu.edu

Start Date (course work received and begins) February 16, 2026

Seminar 1 Dates: March 11-13, 2026

Seminar 2 Dates: April 15-17, 2026

End Date May 22, 2026

Seminar Location:

NCSU University Club, State Room
4200 Hillsborough St, Raleigh, NC 27606
(919) 828-0308

Attendance at the seminars is required; dress is casual.

Meals during the three seminar days are included in your registration fees.

The daily schedule for both seminars is as follows:

- Day 1 - 9:00 AM - 9:00 PM
- Day 2 - 8:30 AM - 9:00 PM
- Day 3 - 8:30 AM - 2:00 PM

Special Project Updates



Transit Planning Needs Survey

- IMD would like your feedback
 - Select topics and general feedback
- Survey was released last month and will close on January 16th.
- We want full participation!
 - Estimated completion time is ~30 minutes



Calendar & Resource Updates



Transit Communication Hub

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 11	12	13	14 Transit System	15 Charter Report	16	17
			IMD Transit Partners Needs Survey			
18	19 State Holiday	20	21 NCPTA MANAC NCPTA - NEM1	22	23	24
25	26	27	28 NCPTA Execut	29 Can You Comp	30 Quarterly Claim Monthly Claim: OpStats Due (C December Mor	31
February 1	2	3	4 2026 Board of Transportation	5	6	7
8	9	10	11 Transit System	12	13 DAMIS Report	14

Important Dates – Next 30 Days

Reporting Due:

Charter Reports on 01/15/26
 Program Income on 01/15/26
 Training Report on 01/15/26
 TDM Claims on 01/15/26
 Vehicle and Lift Maintenance on 01/15/26
 Monthly & Quarterly Claims on 01/30/26
 OPSTATS on 01/30/26
 December ROAP on 01/30/26
 DAMIS Report on 02/13/26

Meetings:

- Next Transit Call is on Feb 11

Training:

Charter & School Bus Policy and Compliance on 01/29/26

If you would like to add this calendar to your own Outlook, iCal, etc., copy and paste this URL to subscribe from your calendar: <webcal://publish.smartsheet.com/2abc0d6e1a874cb8ab9d1cd4585d6635.ics>