



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

June 11, 2025


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AGENDA

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

Finance Updates



Finance Updates

**19 more days until fiscal
year end**



June 30, 2025

**Period of Performance
ends June 30, 2025**



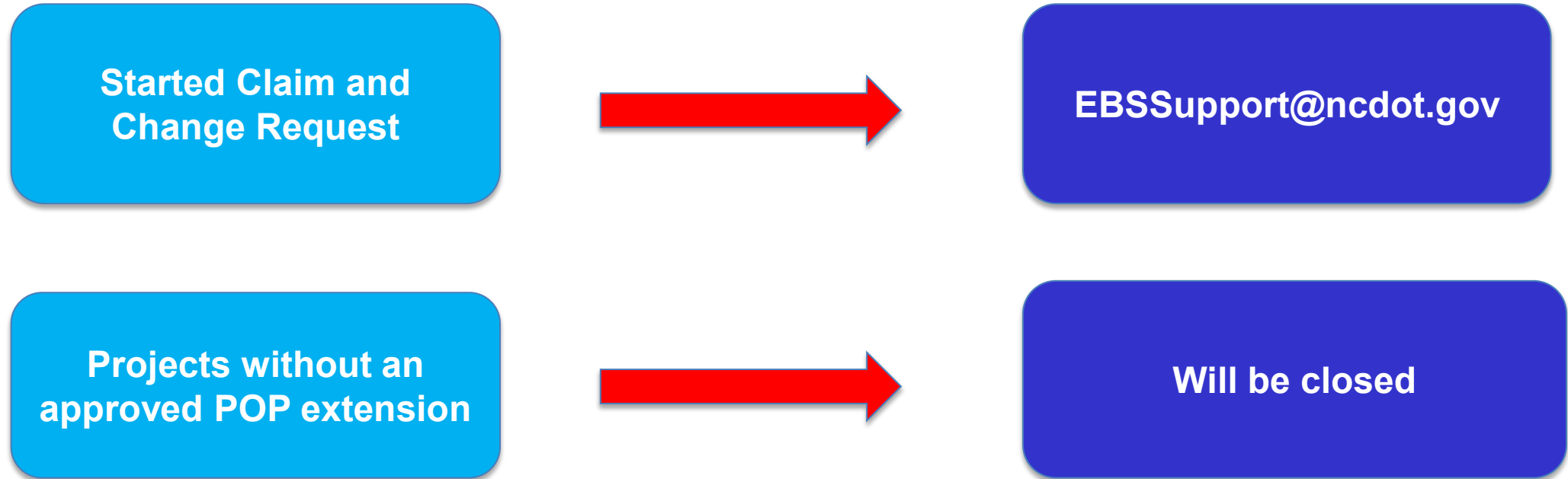
**Final Claims are due on or
before July 30, 2025**

**Submit all budget
revisions to balance
budgets**



Before June 30, 2025

Finance Updates



Please select the final indicator on all final claims.

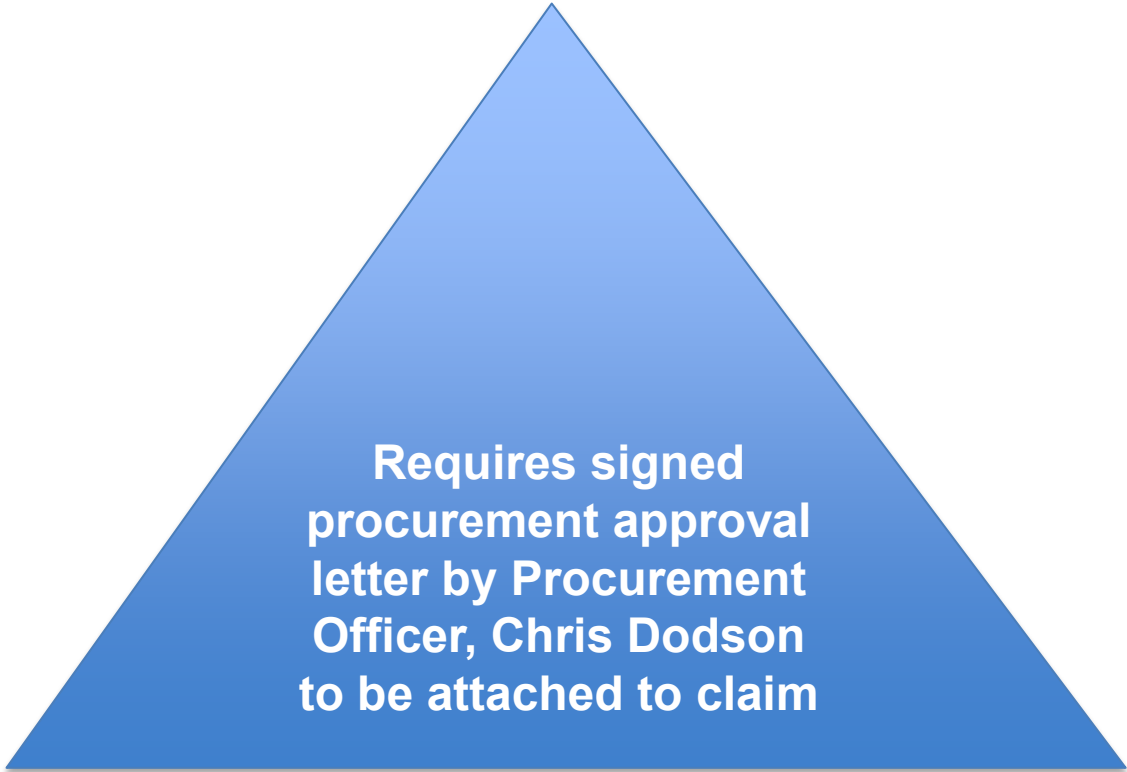
Finance Updates

- IMD will no longer accept claims on projects after **July 30, 2025**, unless the project has received a signed approved period of performance extension by Beth Gay.

Finance Updates



**For All Purchases
over \$10K, you must
use
ProcurementPRO**



**Requires signed
procurement approval
letter by Procurement
Officer, Chris Dodson
to be attached to claim**

Finance Updates

Finance has sent out the following contract packages via DocuSign

Traveler's
Aid

Advanced
Technology

Rural State
Operating

Urban State
Match

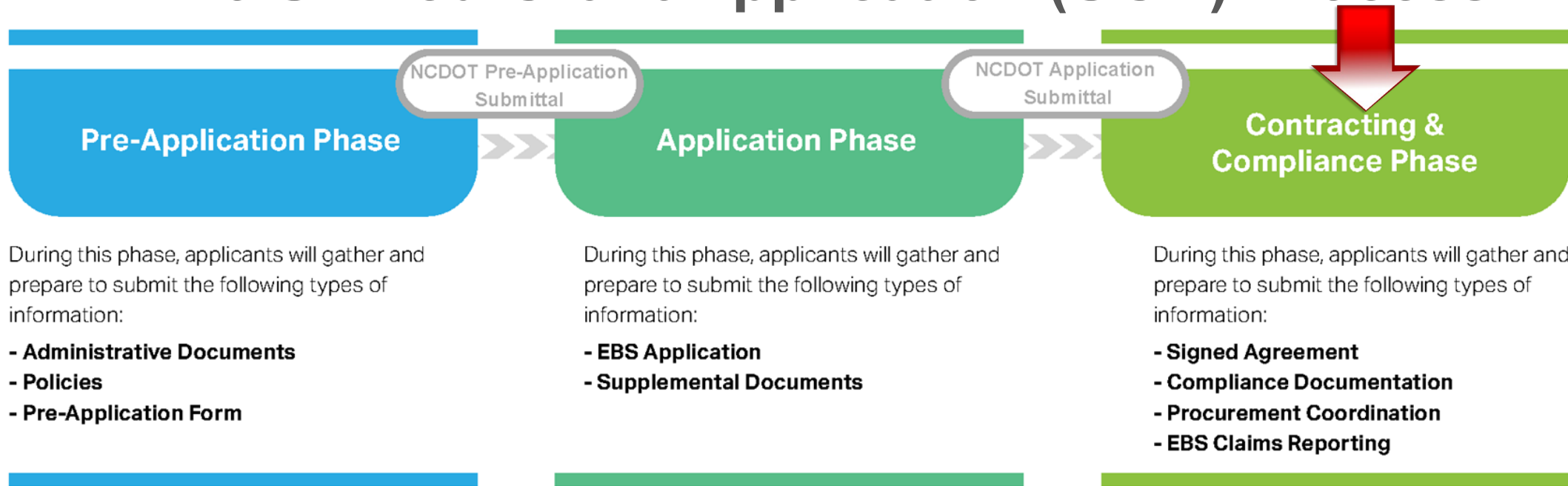
Apprentice/Intern

**Rideshare -
TBD**



Grant Administration Updates

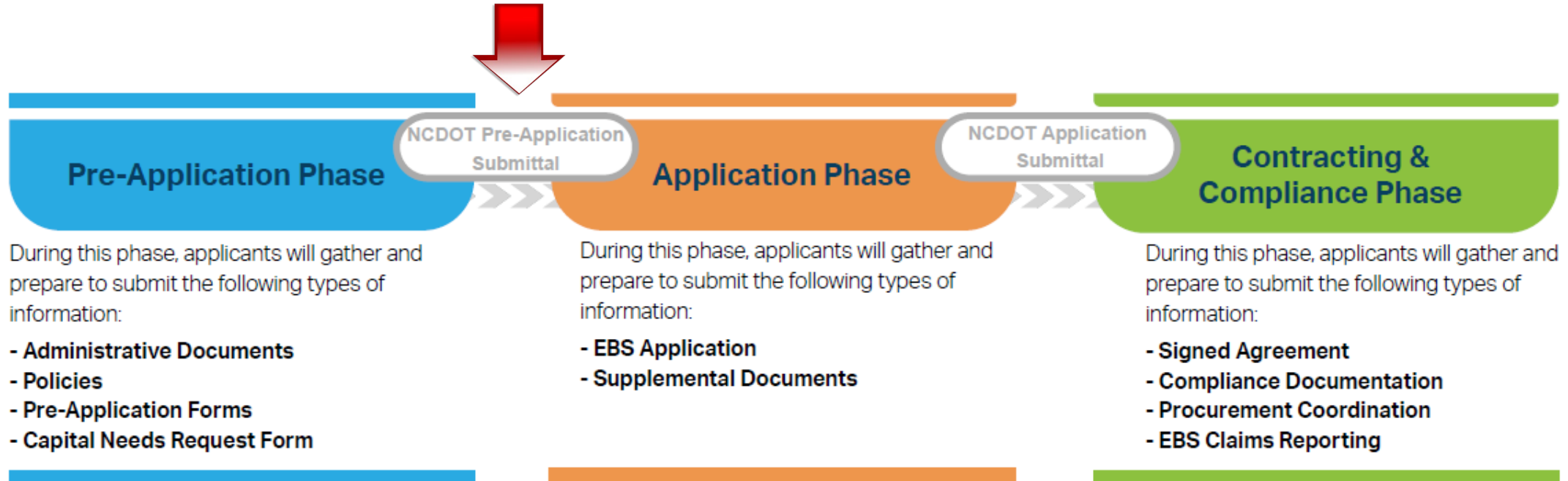
FY 26 Unified Grant Application (UGA) Process



Key Dates:

- The Finance section is working on agreements for FY26 funding
- The Contracting and Compliance Phase begins with the new fiscal year in July

FY 27 Unified Grant Application (UGA) Process



Key Dates:

- The FY27 Unified Grants Application (UGA) cycle is April 1 – October 3, 2025
- The Pre-Application Phase is April 1 – June 3 - **Closed**
- The Application Phase is July 1 – October 3
- The Contracting and Compliance Phase is July 1, 2025 – June 30, 2026

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 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.

Please contact your assigned Regional Grant Specialist for further assistance.

IMD has prepared an **FY27 Unified Grant Application (UGA) Overview** handout as a job-aid to guide subrecipients through the phased approach of the FY26 UGA. Each phase lists the details and steps which will occur as the application moves through the process.

The following documents are job aids and information to assist with the UGA. The **UGA Roadmap** is your guide to getting started, illustrating the relationship between each document.

- **FY27 UGA Pre-Application (Phase 1) Quick Reference Guide**
- **FY27 UGA Application (Phase 2) Quick Reference Guide**
- **FY27 UGA Application Contracting & Compliance (Phase 3) Quick Reference Guide**
- **Smartsheet Quick Reference Guide**

News & Updates

April 1, 2025 -

IMD has published the **FY27 Unified Grant Application** and opened the Call for Projects.

Smartsheet Quick Reference Guide - IMD has gathered tips and tricks to best utilize Smartsheet and prepared this reference guide. This guide includes how to complete Smartsheet forms and grids which are used throughout the entire UGA process.

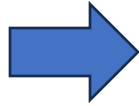
UGA Progress Sheet - This progress sheet serves as a tracking sheet for the application process. This progress sheet does not need to be submitted to IMD.

UGA Roadmap - This document provides a quick snapshot of the UGA tools and resources. This roadmap is especially helpful for those who are new to the UGA process.

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 2027 UGA April 1 – October 3, 2025

- FY27 5311 funding allocations have been sent out by the RGSs.
- Certs and Assurances were sent via e-mail on Friday, May 23rd at 3:36 pm. They are due back no later than Thursday, August 21st. Attach them to your FY26 SmartSheet workspace on the Certs and Assurances line in Phase 3.
- Regional Grant Specialists are available to answer questions as you proceed through the application process.
- Vehicle mileage was scheduled to be pulled on June 1st by Jonah Freedman to enter the eligible replacement vehicles into EBS before the Capital application is scheduled to open in early July.



ROAP Overview – June 6, 2025

Overall ROAP Stats

Primary	Description	Amount	% Total Allocation
ROAP Allocation	1. Funds approved from legislators	\$18,664,423	
Carryover	2. Unspent funds from previous year	\$2,435,924	
Allocation + Carryover	3. Total of 1 + 2	\$21,100,347	
Transferred Out	4. Transferring ROAP funds to match eligible grant programs	\$1,082,668	6%
YTD Expenditures	5. Total approved expenses to date	\$16,345,908	88%
Total Balance	6. Remaining funds to date	\$3,671,770	17%
County Funds Used	7. County Funds Used that exceeds the transit systems' allocations	\$6,899,922	

EDTAP, EMPL, RGP Stats

SFY2025	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$9,756,361	\$9,918,587	102%	\$1,751,891
EMPL (Employment Assistance Program)	\$2,153,210	\$3,530,020	164%	\$1,902,706
RGP (Rural General Public Program)	\$8,108,108	\$9,797,223	121%	\$3,245,324
Totals	\$20,017,678	\$23,245,830	116%	\$6,899,922

% Transit Systems Reported by Month

July 2024	99%
August 2024	99%
September 2024	99%
October 2024	99%
November 2024	99%
December 2024	100%
January 2025	98%
February 2025	99%
March 2025	94%
April 2025	85%
May 2025	12%
June 2025	0%

The percentages do not include unapproved ROAP reports.

ROAP Reporting Process

Sally says "don't sleep on your ROAP reports". They are due on the 30th of each month



ROAP reporting timeline:

- ROAP reports are due **30** days after the end of the reporting month (i.e., July report is due August 30th)
- **April's** report was due **May 30, 2025**
- **May's** report is due **June 30, 2025**
- **June's report is due July 30, 2025**
- Any outstanding report confirmations and/or corrections are due within 4 days of receiving the ROAP Report e-mail

ROAP Update (Continued)

FY25 ROAP Report SmartSheet Link:

<https://app.smartsheet.com/b/form/5cd8951fef8845a699ec23382a249331>

- SmartSheet system will send automated emails once the RGS has reviewed and approved the monthly report. Transit directors are asked to acknowledge accuracy of information by following the instructions in the automated email within **five (5)** business days.
- If an error is discovered **one (1)** report correction per monthly report is allowed. This change was effective with the December 2024 report.

NCPTA – IMD ROAP and SMAP Discussions



Over the past few months the NCPTA advisory board and IMD have discussed the ROAP program terminology, timing, and 2nd allocation and disbursement plan; the workgroup has also begun a discussion of the SMAP program to consider an update of the application and developing a monthly reporting format.

IMPORTANT: Details will be presented in the monthly transit calls with any changes effective for the FY27 fiscal year in July 2026.



ROAP Fund Allocation (Recap)

ROAP Allocation Terminology:

- **Base Allocation disbursement** of funds are funds appropriated by legislature. Each county's amount is determined by the ROAP funding formulas in each program. *(See ROAP program guidance for program formula breakdown)*
- **Unspent Funds disbursement** of funds is determined by amount of unspent funds after the ROAP program is reconciled at end of fiscal year. The ROAP formula is applied to the unspent funds in each program to determine how much additional funding each eligible county will receive. This disbursement will be made to systems meeting eligibility criteria (i.e., 5% or less unspent funds)

Estimated FY26 ROAP Program Timeline

- Legislature approves budget amount for FY26 ROAP ~ estimated July – August
- FY25 ROAP program balanced – begin mid-August after June ROAP reports submitted and approved
- ROAP allocation table and application created and announced ~ early September
- Signed application due to IMD within 30 days
- IMD reviews and approves applications and prepares requests for disbursement
- Late October – early November (10-27 to 11-07) estimated date for Base Allocation disbursement
- Mid-November (11-17 to 11-21) 2nd disbursement – unspent funds to eligible systems

Example Calculation of Initial Allocation – Unspent Funds = Adjusted Disbursement

Initial Formula Allocation				Unspent Funds at End of Fiscal Year				Total Initial Allocation - Unspent Funds				Disbursement of Initial Allocation - Unspent Funds Balance			
EDTAP	EMPL	RGP	Initial Allocation	EDTAP	EMPL	RGP	Total Unspent	EDTAP	EMPL	RGP	Adjusted First Allocation	EDTAP	EMPL	RGP	First Disbursement
\$ 107,843	\$ 29,703	\$ 101,250	\$ 238,796	\$ 56,071	\$ 26,727	\$ 72,473	\$ 155,271	\$ 51,772	\$ 2,976	\$ 28,777	\$ 83,525	\$ 51,772	\$ 2,976	\$ 28,777	\$ 83,525

Process:

Step 1: ROAP program is reconciled at end of fiscal year

Step 2: New fiscal year allocation table is created with appropriated amount from legislature

Step 3: Unspent funds (if any) are deducted from individual county allocation. Unspent funds remain with county for use in next fiscal year

Step 4: Disbursement amount is adjusted to reflect unspent funds.

Step 5: Unspent funds + disbursement amount = full allocation amount per the ROAP allocation table

Step 6: Pool of unspent funds are recalculated with the ROAP formulas and disbursed to counties meeting eligibility criteria

ROAP Unspent Fund Allocation Example

- Example of how a disbursement of unspent funds could look like using the formula disbursement for eligible systems (no unspent funds or within certain percentage i.e., 5% or less)
- Unspent funds percentage will be taken from previous years' final spent amount recorded in SmartSheet database

FY23 Unspent funding Breakdown by Program and Total (unspent funds shared proportionally based on ROAP formula)				
System	EDTAP	EMPL	RGP	Total
ABC	\$35,462	\$11,758	\$23,374	\$70,594
123	\$17,067	\$2,029	\$16,794	\$35,890
XYZ* (not eligible for additional funds)	0	0	0	0



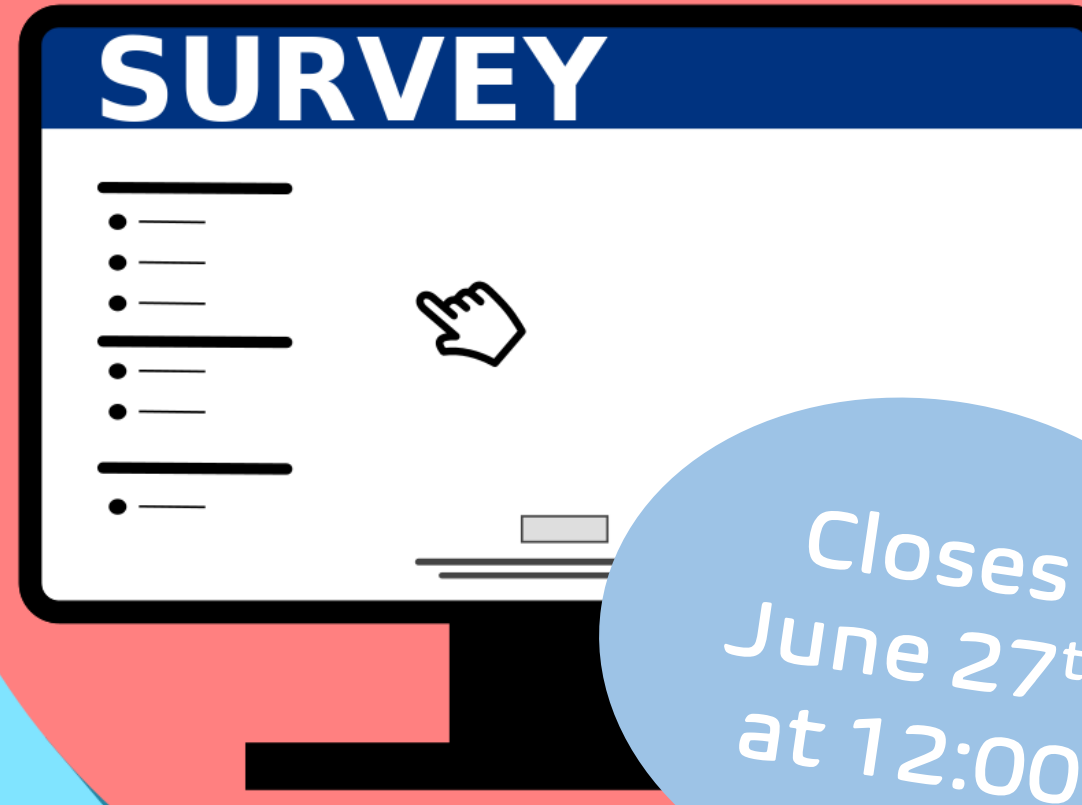
Procurement

Procurement Project Status Report

Project	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	August 2025	Sept 2025
Procurement Pro					NRTAP On Transit Call to announce training	Training	Training	ProcurementPRO Active  		
Statewide Routing Software – Tech RFP	Contracting Stage		Contract Active  	Training and Education						
Propane Conversion Kits (NCDOA)	RFP Closed (12/06)	*Tentative Approved Contracts		New Contract Active  						
Statewide Camera Contract	Agency Work-group (12/04)					RFI Posted	RFI Deadline (06/26)	Work with DIT or Purchasing to create RFP	Post RFP	
Statewide Vehicle Contract (2026-2028)	Agency & Vendor Initial Work-groups (11/20) (11/19)		IMD Meeting with Purchasing to discuss issues				Working on Specs and vehicle types determination. Survey out – Deadline on 06/27	Survey results and final agency feedback	Specs delivered to NCDOT Purchasing	Post RFP (Tentative)

Survey on Vehicle Procurements

- We're developing specifications for a new medium/light-duty vehicle contract.
- Administering a survey to understand agencies' needs **across all vehicle types**.
- We appreciate input from all agencies, including urban.
- Surveys will be followed up with working group sessions in July.
- The goal is to connect agencies with the appropriate contract to help you obtain the vehicles you need.





Compliance Updates

2024 Compliance Reviews

CY24 5311

- 30 Reviews Conducted
- 23 Closed
- 7 In-Process

Calendar Year 2024

Alamance County Transportation Authority (ACTA) - Completed	Albemarle Regional Health Services (ICPTA)- Completed	Alleghany County - Completed
Ashe County Transportation Authority - In Process	Avery Co. (ACT) - Completed	Bladen County (BARTS) - In Process
Buncombe County/Mountain Mobility - Completed	Clay County - Completed	Gaston County - In Process
Goldsboro-Wayne County (GWTA)- Completed	GoWake Access - In Process	Guilford County Transportation and Mobility Services (TAMS)- Completed
Hoke Area Transit Service (H.A.T.S.)- Completed	Johnston County Area Transit (JCATS)- Completed	Kerr Area (KARTS)- Completed
Lee County (COLTS) - Completed	McDowell County Transportation - In Process	Mountain Projects Inc. Haywood Co. - Completed
Pender Adult Services Inc.(PAS)- Completed	Polk County - In Process	Rockingham (ADTS)- Completed
Rowan Transit System (RTS) - Completed	Rutherford County Transit - In Process	Sampson County - Completed
Scotland County (SCATS) - In Process	Tar River Transit / City of Rocky Mount - Completed	Union County Transportation - Completed
Western Carolina Community Action, Inc. (WCCA)- Apple Country (Henderson County) - In Process	Western Piedmont Regional Transit Authority - Completed	Wilkes Transportation Authority (WTA) - In Process

2025 Compliance Reviews

Calendar Year 2025

Anson County Council on Aging	Anson County Transportation System	Beaufort County Developmental Center, Inc.
Brunswick Transit System, Inc.	Cabarrus County Transportation Services (CCTS)	Carteret County
Chatham Transit Network	Cherokee County	Cleveland County (Transportation Administration of Cleveland County, Inc.)
Columbus County	County of Davidson, Senior Services	Craven County (CARTS)
Dare County	Davidson County Transportation System (DCTS)	Gates County
Graham County	Graham County-Senior Center	Hyde County / Tyrrell County
Lenoir County	Lincoln County	Lincoln County Senior Services
Iredell County (ICATS)	Iredell County Council on Aging	Jackson County
Macon County	Madison County Transportation Authority	Martin County
MONARCH - Columbus County	MONARCH - Moore County	MONARCH - Robeson County
MONARCH - Stanly County	Moore County	Person County (PATs)
Richmond Interagency Transportation, Inc.	Robeson County (SEATS)	Stanly County (SCUSA)
Stanly County Senior Services	Swain County Focal Point on Aging Inc.	The Life Center
The Workshop of Davidson	Washington County (Riverlight Transit)	Wilson County
Wilson, City of	Yadkin Valley Econ Dev Dist (YVEDDI)	



NORTH CAROLINA
Department of Transportation

Unified Certification Program (UCP) and Memorandum of Understanding (MOU)

NCDOT Office of Civil Rights

June 2025

Connecting people, products and places safely and efficiently with customer focus, accountability
and environmental sensitivity to enhance the economy and vitality of North Carolina

Purpose of the Unified Certification Program (UCP)

- Federally mandated under 49 CFR Part 26.81.
- Creates a 'one-stop' certification process for DBEs.
- Memorandum of Understanding (MOU) documents local agency participation in the UCP.
- Applicant is required to apply only once for a DBE certification that will be honored by all recipients in the state.
- NCDOT has not undergone this process since 2005.

The MOU Process

- Timely execution of the MOU is critical to:
 - Ensure continued eligibility for federal funding.
 - Maintain the integrity and function of the North Carolina UCP.
 - Avoid non-compliance risks that could affect funding and certification responsibilities.

Who is Involved?

- Federal Highway Administration (FHWA) recipients receiving funds authorized by a statute to which 49 CFR 26 part applies .
- FTA recipients receiving planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) exceeding \$250,000 in FTA funds.
- FAA recipients receiving grants for airport planning or development who will award prime contracts exceeding \$250,000 in FAA funding.
- These stakeholders will be asked to review, sign, and return the MOU within two weeks of receipt to support timely compliance.

Internal Stakeholder Role

- OCR will need internal stakeholder cooperation.
- Provide necessary UCP MOU Stakeholder Contacts who receive FHWA, FTA, FAA funding

Our Process

- OCR manages UCP MOU signature tracking of all North Carolina required federal FHWA, FTA, and FAA recipients.
- Provide technical assistance during the MOU process.
- Follow up with non-responsive entities to ensure compliance.
- Deadline for this process June 16, 2025

Office of Civil Rights Leadership

- Tunya M. Smith – Office Director
- Tonya M. Marriott – Deputy Director
- Mark A. Whisenant – Assistant Director
- Kimberly S. Pellom-Fennell - DBE Program Manager
and UCP Manager

- DBE, SBE, SPSF Orientation

Thank you!

Training Updates



NCDOT-IMD Strategic Training Program

June 2025 Fully Allocated Cost Model

- **Developing A Fully Allocated Cost Model**
 - June 12, 2025
 - 10:00 am – 11:00 am
 - The Fully Allocated Cost Model helps you understand the subsidized and unsubsidized cost of providing service per mile, trip, and hour. This information is essential for establishing data-driven rates for your contracts and other funding sources.
 - **Registration Link:** [Developing a Fully Allocated Cost Model 6.12](#)
 - **Please Register Each Participant Individually**
- **Developing A Fully Allocated Cost Model**
 - Repeat of 6-05-25 Webinar
 - June 19, 2025
 - 10:00 am – 11:00 am
 - The Fully Allocated Cost Model helps you understand the subsidized and unsubsidized cost of providing service per mile, trip, and hour. This information is essential for establishing data-driven rates for your contracts and other funding sources.
 - **Registration Link:** [Developing a Fully Allocated Cost Model 6.19](#)
 - **Please Register Each Participant Individually**

NCDOT-IMD Strategic Training Program

June 2025 Succession Planning

- **Succession Planning – 3 Locations**
 - **Target Audience:** Transit Directors, HR Managers, and Other Staff involved in Succession Planning should attend this training.
 - **Topics Covered:**
 - What is Succession Planning
 - Sowing the Seeds for Long-Term Success
 - Making the Case for Internal and External Succession Planning
 - Key Characteristics of Successful Succession Plans
 - Different Needs and How to Plan
 - Developing the Succession Plan
 - Reviewing and Reconfirming Your Organization Plan
 - Overcoming Obstacles to Succession Planning
 - Talent and Bench Strength Assessment
 - Defining Your Agency's Key Elements of a Successor
 - Identifying Critical Key Positions
 - Identifying Competency Requirements and Gaps
 - Developing a Plan of Action
 - Developing and Retaining Your Talent Pool
 - Coaching and Professional Development
 - Capture and Transfer Knowledge
 - Measure, Monitor and Evaluate
 - Aiming for a Smooth Transition
 - Keeping Your Succession Plan Alive

NCDOT-IMD Strategic Training Program

June Succession Planning Dates & Locations

- 6/23/2025 9:00am-4:00pm
 - Duplin County Transit 144 Duplin Commons Dr. Kenansville, NC 28349
 - [Succession Planning Kenansville-June 23, 2025](#)
- 6/25/2025 9:00am-4:00pm
 - RCATS / The Harry and Jeanette Weinberg Adult REC 347 West Salisbury Street Asheboro, NC 27203
 - [Succession Planning- Asheboro- June 25, 2025](#)
- 6/27/2025 9:00am-4:00pm
 - Goodwill Career Center 1616 Patton Avenue Asheville, NC 28806
 - [Succession Planning- Asheville- June 27, 2025](#)

NCDOT-IMD Strategic Training Program

July 2025 – Planned Training

- **OpStats (Rural & Small Urban)** – Virtual - 7/17/25
- **OpStats (Urban)** - Virtual - 7/17/25
- **Transit Academy 101 (Registration Closed)** – In Person – 7/21/25 – 7/23/25
- **Effective Documentation Strategies** – Virtual - 7/31/25
 - Although it is impossible to completely eliminate liability and risk, we can reduce exposure by the timely and accurate submission of documentation when we encounter safety concerns. Proper documentation is not only critical in reducing liability, but is also an extremely vital form of communication. Accurate and timely documentation will create an environment that encourages open communication and unifies your team's efforts in reaching your organization's goals of providing safe and reliable transportation to the customers you serve.

NCDOT-IMD Strategic Training Program

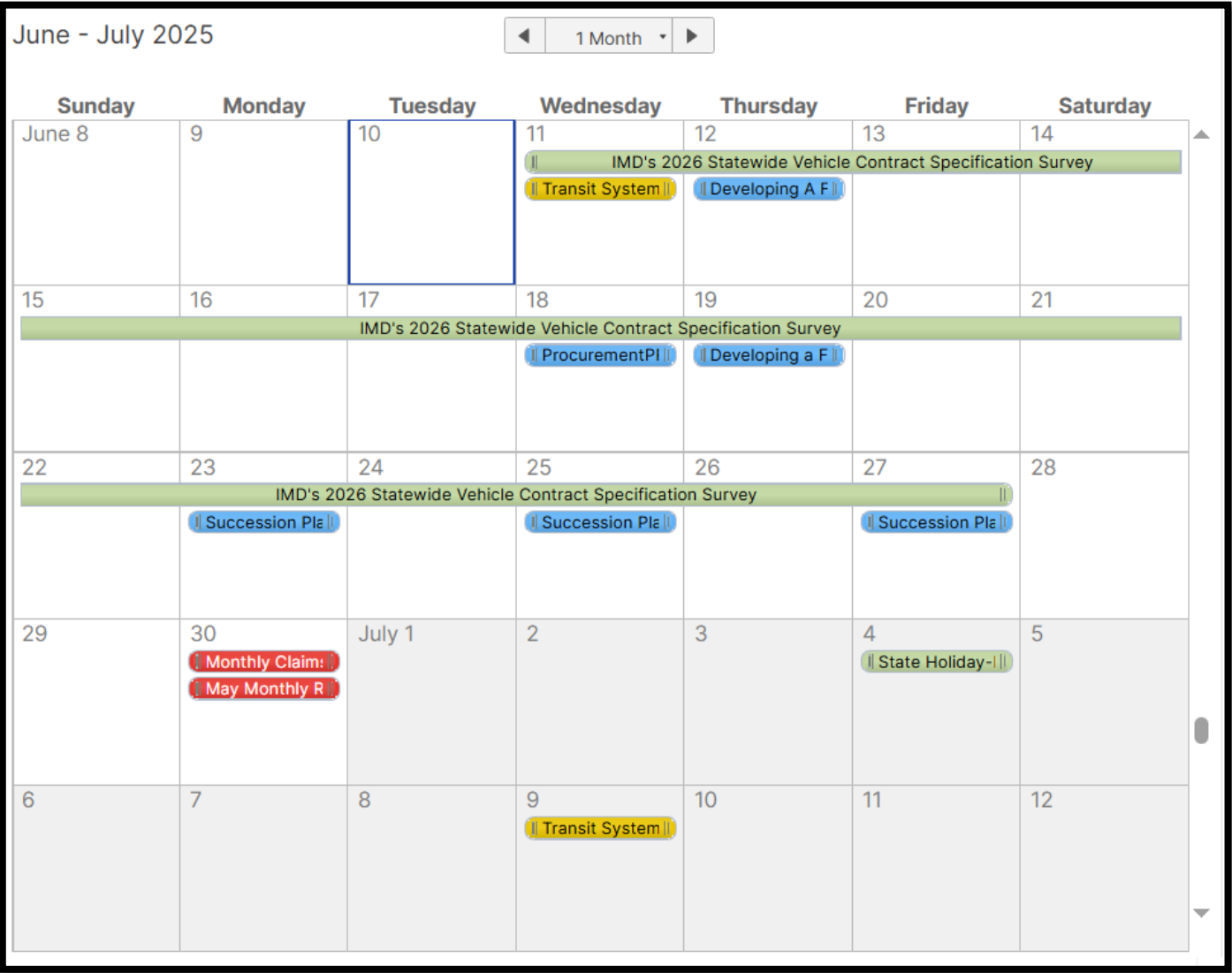
REGISTRATION REMINDERS

- All individuals attending virtual training should register via the registration link to get credit for attendance
 - If participants are using one login and sharing the presentation, the Director or Training Manager should send Kim Angel an email stating who shared the presentation, so they can be marked as attended and given credit and/or a certificate.
 - Registering as individuals should be used, rather than using the “register additional people” function.
- Each person attending should register with a unique email address (can be a personal address) (Required when attending PASS Trainer or any other CTAA class).



Calendar & Resource Updates

Transit Communication Hub



Important Dates – Next 30 Days

Reporting Due:

- **Monthly Claims Due** – 6/30
- **ROAP Report (May)** – 6/30

Meetings:

- **Next Transit Call** is on 07/09/25

Training:

- **Developing A Fully Allocated Cost Model** – 06/12 @ 10am
- **ProcurementPRO** – Invitation Only – 06/18
- **Developing A Fully Allocated Cost Model** – 06/19 @ 10am
- **Succession Planning & Growing Emerging Leaders** - 06/23, 06/25 & 06/27 @ 9am

Surveys:

- **IMD's 2026 Statewide Vehicle Contract Specification Survey** – Due 06/27 @ Noon

State Holiday:

Fourth of July – 07/04

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>