



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

September 09, 2026

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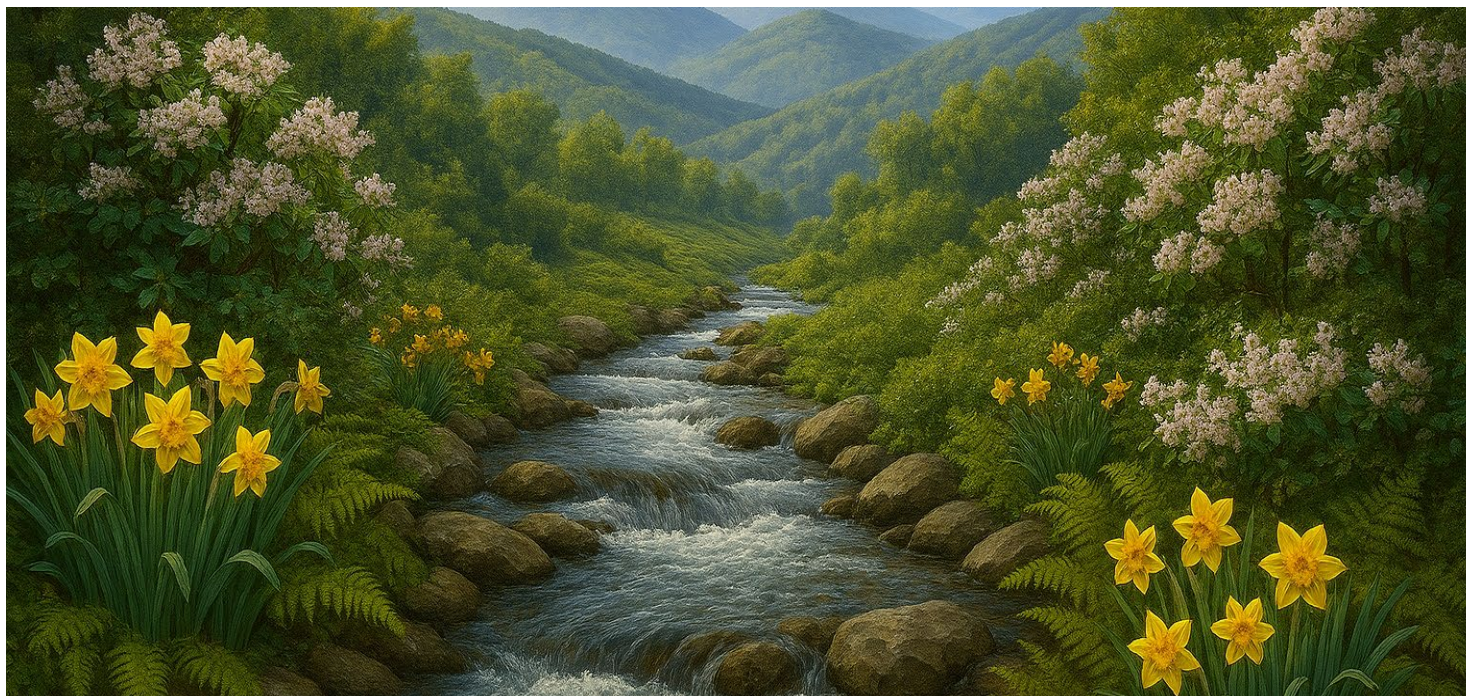
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AGENDA

- Opening/Announcements
- Finance Updates
- Grant Administration Updates
- Procurement Updates
- Webinars & Special Training Opportunities
- Training Updates
- Calendar Updates

Finance Branch Updates



Finance – FY27 Upcoming Due Dates

FY27 Grant Agreements

August 30, 2026	July claims are due
August - September 2026	Federal Contracts sent to Subrecipients
September 30, 2026	August claims are due
October 15, 2026	<i>FFY26 Q4</i> - Program Income Report due <i>FFY26 Q4</i> - Charter Report due
October 30, 2026	September claims are due

Finance – FY27 Contracts

- ❑ **REMINDER:** As you receive FY27 contracts from Finance, please review your contract for accuracy and **return to IMD within 30 days**. You will receive an email notification from DocuSign asking you to view your documents and sign.
- ❑ Please do not attest your own signature; this will cause delays in assigning your agreement.
- ❑ If you have not received all your FY27 contracts, please reach out to your assigned Accounting Specialist.



Finance –Naming Convention for Files

- ☐ File names for a claim's supporting documentation must have the **G-Code** or **M-Code** in the file name. This is applicable to all grant types.
- ☐ **Please attach each required document separately except for Salaries & Fringes (G121-189).**
- ☐ **Please do not combine all required supporting documentation as one attachment.**
- ☐ It is important that the naming convention be consistent across all claims and agencies to assist with efficient and effective reviews as well as future processing.
- ☐ The Finance staff and Accounts Payable will return your claim if this process is not followed.

Finance – How to Name Supporting Docs

 GRANTS			
▾ Attachments  Attachment  URL  With Template  Download Advanced			
Name	Type	Created By	Created On
Claim Checklist	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 9:08
Claim Cover Sheet	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:53
Cover Letter	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:53
DBE Form	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:53
Progress Report	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:52
G121-G189	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:52
G191	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:52
G197	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:52
G261	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:52
G323	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:52
G331	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:52
G333	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:51
G334	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:51
G452	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:51
G481	PDF File (Adobe Acrobat Exchange/Reader)	2MODELL	4/6/2026 8:51

EXAMPLE

Finance – Fares / Contra-Accounts

- F511-General Public Fares is a contra-account that is used to document the fares collected but does not take away from your original approved budget amount.
- The budgeted amount on F511 cannot be moved to an expense line to increase the budgeted amount on another G-code.

A	B	C
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION		
PUBLIC TRANSPORTATION DIVISION		
APPROVED OPERATING BUDGET		
PROJECT: 26-IMD-001		
SPONSOR: INTEGRATED MOBILITY DIVISION		
WBS: 51001.43.13.2		
DEPARTMENT 5312 OPERATING		
<u>TITLE</u>	<u>DESCRIPTION</u>	<u>APPROVED BUDGET</u>
G313	Trans Clients/Oth.	\$150,000
F511	General Public Fares	(\$30,000)
TOTAL OPERATING BUDGET		\$120,000

★ Note: If F511 (General Public Fares) needs to be increased because more fares were collected than budgeted, G313 will also increase at a proportionate rate so that the **Total Operating Budget** does *NOT* change.

Finance – Reminders

- ☐ Ensure the agency contact information on the claim is correct.
- ☐ Ensure you are communicating with the claim reviewer.
- ☐ If claim corrections are needed, and those corrections have not been received within 3 business days, the claim will be returned.
- ☐ Claims with line items in overdraft will be returned and requested to be adjusted.
- ☐ If you are submitting a final claim, ensure you mark the claim as “Final”.
The final claim indicator selection is in EBS.

Finance – Reminders (Continued)

- ❑ Balance your budget via Change Request, if needed, before submitting your final claim.
- ❑ A Claim and a Change Request for the same project cannot be in workflow at the same time as the system may lock and/or the balances do not update correctly.
- ❑ ROAP and SMAP disbursements have been sent to the receiving counties. If you have not gotten notification, please reach out to your County Finance Manager.

Finance – Vehicle Claims

IMPORTANT REMINDER: vehicle reimbursement claims must also include the following:

- ☐ Inspection forms: send to Faye McCullen @ fmccullen@ncdot.gov
- ☐ Final vendor invoice
- ☐ MVR-1 Title application must be signed and notarized
- ☐ NCDOT-IMD as the first lien holder and insurance policy information
- ☐ Original vehicle order form
- ☐ Copy of check for vehicle payment or Advance Payment form
- ☐ Lettering & logo invoice (if applicable)
- ☐ IMD procurement letter if your vehicle is not on a state contract

Finance - Update

- Jocelyn Petatan-Valdez is currently out on leave until mid-October.
- Please reach out to Monique Frasier and Tanisha O'Keefe during Jocelyn's absence.
- Contact information:
 - Monique: msfrasier@ncdot.gov 919-707-4681
 - Tanisha: ttokeefe@ncdot.gov 919-707-4689

Finance – Contacts

REGION	CONTACT NAME	OFFICE NUMBER	EMAIL ADDRESS
Deputy Director of Finance & Grants Admin	Kenetta Spence	919.707.4673	kmspence1@ncdot.gov
Accountant	Jocelyn Valdez	919.707.4683	jpetatanvaldez@ncdot.gov
Coastal Plains	Equila Drakeford	919.707.4680	ezdrakeford@ncdot.gov
Eastern Piedmont	Tanisha O'Keefe	919.707.4689	ttokeefe@ncdot.gov
Mountains	Monique Frasier	919.707.4681	msfrasier@ncdot.gov
Western Piedmont	Makiah Atwater	919.707.2600	msatwater@ncdot.gov



Grant Administration Updates

Staff Updates

THANK YOU
Carolyn

After an incredibly successful tenure with IMD, and other state agencies, Carolyn Freitag will retire effective October 1, 2026.

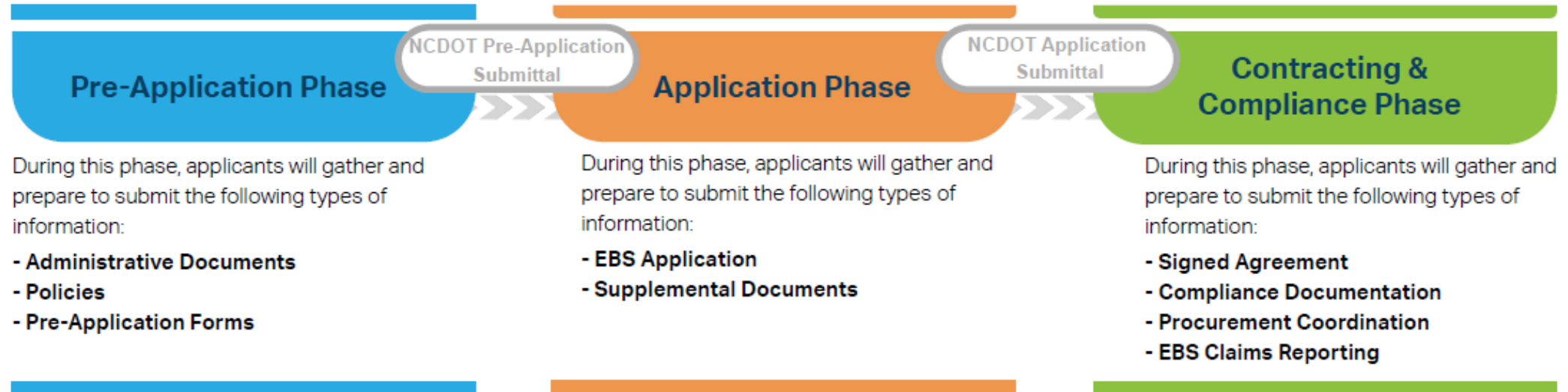


Jordan Lynch – Jordan was promoted to the full -time, permanent as the Regional Grants Specialist for the Mountain Region.

FY 28 Unified Grant Application (UGA) Process

Pre-Registration is PAST DUE! If your RGS has requested additional or corrected documents, please return them ASAP.

**We are here
Grants were released
in EBS July 1st!**



Key Dates:

- The FY28 Unified Grants Application (UGA) cycle is April 1 – October 2, 2026
- Pre-Application Phase is April 1 – June 2, 2026 – **Overdue!**
- Application Phase and EBS applications open July 1 – October 2, 2026 – **Open Now!**
- The Contracting and Compliance Phase is July 1, 2027 – June 30, 2028

UGA Page from IMD Connect Site

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, 2026:

Special Initiative ConCPT Funding Program

FY28 Public Hearing Notice

FY28 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 **FY28 Unified Grant Application (UGA) Overview** handout as a job-aid to guide subrecipients through the phased approach of the FY28 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.

- **FY28 UGA Pre-Application (Phase 1) Quick Reference Guide**
- **FY28 UGA Application (Phase 2) Quick Reference Guide**
- **FY28 UGA Application Contracting & Compliance (Phase 3) Quick Reference Guide**
- **Smartsheet Quick Reference Guide**

News & Updates

July 1, 2026 -

With the opening of FY28 Phase II, IMD has identified and published a list of vehicles that will be replaced using FY27 grant funds. Please refer to the list and do not submit replacement requests for any vehicles already included, as they have been approved for replacement under the FY27 grant. The list **can be found here**.

June 30, 2026 -

The North Carolina Department of Transportation Integrated Mobility Division (IMD) has announced the FY 2026 grant recipients of the Special Initiative ConCPT Program. Through this grant opportunity IMD has awarded over 8 million dollars in projects. The Special Initiative ConCPT Program provides operating and capital funding to support coordinated transit services among two or more transit agencies. By encouraging regional collaboration, the program helps maximize resources, improve operational efficiencies,

FY28 UGA Links

Tools you
can use

Vehicles Funded
w/ FY27 Grants



Fiscal Year 2028 Unified Grant Application (UGA) Process

Document Tips, Tricks, and Reminders

Applicant Profile Form

New Applicant Profile form will be used to collect data that was previously entered on multiple documents.

This should reduce duplicative work previously required across multiple grants.

The link was included in the Phase II opening announcement email and is also available in your SmartSheet applicant workspace.

Public Hearing Requirements

The Public Hearing must be held.

Public Hearing Notices are NOT required to be published in the newspaper unless required by local regulations.

If notices are not required, systems are not required to submit a Public Hearing Notice or Public Hearing Affidavit.

Program Resolution & Local Share Certificate

Program Resolution must be signed by three **different** individuals –

- 1) Authorized Representative,
- 2) Certifying Official, and
- 3) Notary

Local Share Certificate amounts must meet or exceed the required percentage and dollar amount for each grant. Certificates submitted with amounts below the required minimum will be returned.

Fiscal Year 2028 Unified Grant Application (UGA) Process

Document Tips, Tricks, and Reminders

Do **NOT**
let late
applications
impact your
eligibility

Due Dates

All Phase II Documents are due
October 2, 2026.

There will be stricter deadlines on
both initial submissions and
additional/updated documents.

Any incorrect or missing
documents must be returned to
the RGS within 10 days of the
request.

5311 Administration

***Do NOT exceed the
allocation amount
provided via email by
your RGS.***

If you cannot find the email
stating the maximum amount of
funding you can request, please
reach out to your RGS and they
can send it to you again.

Rural State Operating

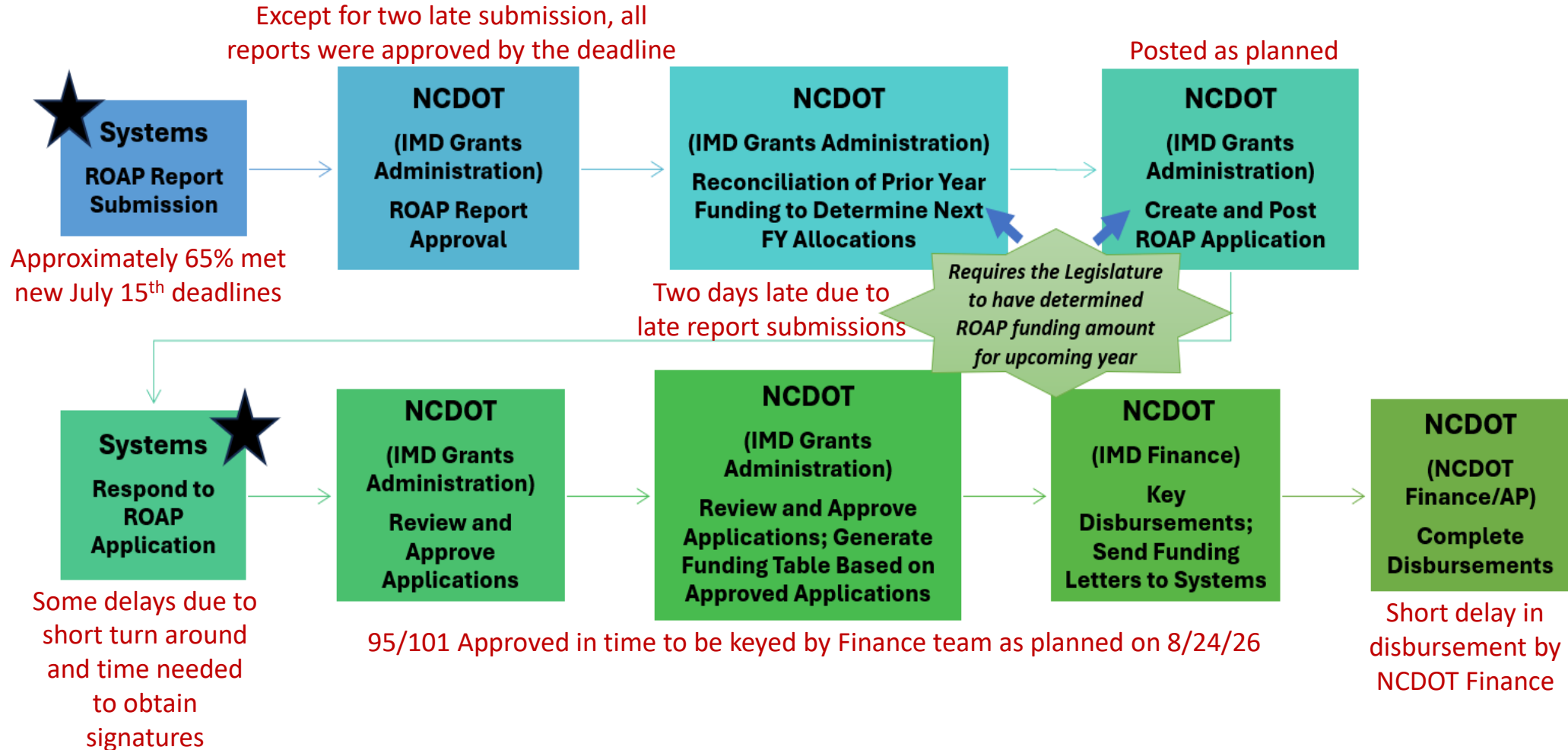
Funding allocations sent
by Casondra Hamilton on
July 24, 2026.

The amounts provided are the
state portion. If the amount
emailed was \$100,000 the
maximum amount would be
\$200,000 at a 50/50 split of State
and Local funds.

ROAP Updates



GOAL: We continue to streamline processes to get ROAP Allocations out earlier.



ROAP

FY25 vs FY26 ROAP Comparison

	FY25	FY26	Difference
Allocation & Carryover	\$21,100,347	\$20,166,257	(\$934,090)
Transferred Out	\$1,328,646	\$1,618,770	\$290,124
Expended on ROAP Services	\$18,322,074	\$17,371,451	(\$950,623)
Total Expenditures	\$19,650,720	\$18,990,221	(\$660,499)
Unspent Funds	\$1,449,627	\$1,176,036	(\$273,591)
Other Funds Used	\$10,387,048	\$12,428,814	\$2,041,766

While the allocation provided to the ROAP program by the Legislature was the same in FY25, FY26, and FY 27, funds available for the 2nd allocation declined by nearly \$800,000 from FY25 to FY27. This reduced total available funds.

Additionally, the number of systems eligible for a second allocation for FY27 increased by 9 systems from FY26.

FY26 vs FY27 ROAP Comparison

	FY26	FY27	Difference
Allocation & Carryover	\$20,166,257	\$19,836,351	(\$329,906)
Funds Available for 2nd Allocation	\$1,449,627	\$1,176,036	(\$273,591)
Systems Eligible for 2nd Allocation	72	81	9
Average 2nd Allocation	\$20,134	\$14,519	(\$5,615)

ROAP

What to Watch Out for

Could we use ROAP
Funds more
effectively?

Disbursements

- a. If your application was approved by August 22nd, you should have received your funding and your Disbursement Letter from the Finance Team
- b. FY27 ROAP Report Link

In your inbox

- a. FY27 Monthly Program Balance Sheet link
- b. FY27 ROAP Report Link

Announcement of ROAP Training (Financial Focus)

- a. How is your disbursement determined
 - What impacts your disbursement
 - How to maximize your disbursement
- b. Transfers
 - Transfers between Project Categories (EDTAP, EMPL, RGP)
 - Transfers to Meet Local Match
 - Interagency Transfers
- c. Fully utilizing your Monthly Program Balance Sheet



ROAP

Reporting Requirements

Reporting Deadlines

- ROAP reports are due 30 days after the end of each month.
 - Example: July report → due August 30.
- Reports must be submitted monthly. Combined or multiple-month reports are not permitted.

Reporting ROAP Fund Transfers

- All ROAP fund transfers must be reported in the month the transfer occurs.
- Transfers should not be reported in a later month.

Report Confirmation & Corrections

- After the RGSs approve the report, an ROAP Report email will be sent.
- Confirmations and/or corrections are due within 4 days of receiving the email.

FY2027 ROAP Report Due Dates

July 2026	Once report and ROAP Monthly Program Balance Sheet Links have been received
August 2026	Wednesday, September 30, 2026
September 2026	Friday, October 30, 2026
October 2026	Monday, November 30, 2026
November 2026	Wednesday, December 30, 2026
December 2026	Friday, January 29, 2027
January 2027	Friday, February 26, 2027
February 2027	Tuesday, March 30, 2027
March 2027	Friday, April 30, 2027
April 2027	Friday, May 28, 2027
May 2027	Wednesday, June 30, 2027
June 2027	Thursday, July 15, 2027



Procurement

Statewide Vehicle Invitation For Bid (IFB)

Traditional Vehicle Statewide Contract

- IFB closed on Monday 8/24/26
- NCDOT Purchasing is currently qualifying the bids for accuracy and meeting bid requirements.

Current Contract

- We've extended the previous contract through October.
- These become expired when the new contract is executed.

Heavy-Duty/Large Bus Statewide Contract

- The IFB Creation is close to completion.



Procurement

FY27 Vehicle Order Forms

- **Will be released by end of this calendar week; your system will receive the specific vehicle order forms (along with the current IMD Vehicle Ordering Policies and Procedures) that relate to the G-codes that your system was funded in FY27**
- Order forms will be reflective of the current contract that is active until 10/17/26 (Contract #54-SG-05062022)
- NC Dept of Administration has assured IMD that there will be no gap between contracts
- New contract will take effect when bid is completed
- Systems with vehicle types NOT covered under NCDOT contract (ie minivans or large buses) will need to complete a competitive procurement process
- **Please order as soon as reasonably possible once you receive your respective FY27 order forms**

IMD Procurement Trainings

- IMD will be working on several pre-recorded training videos to address commonly asked procurement questions; topics include:
 - Vehicle ordering process
 - Sealed bid process (for procurements over \$90,000)
 - IMD-specific ProcurementPRO training

IMD Triennial Prep

- Review of collected documentation by IMD is now underway
- Any additional questions or needed documentation will be addressed during standing Grants/Finance/Procurement check-in meetings

Please reach out to Chris Dodson (cbdodson@ncdot.gov; 919-707-4696) with any questions or concerns

Special Project Updates



Building a Culture of Security:

Cybersecurity Basics for Transit in NC

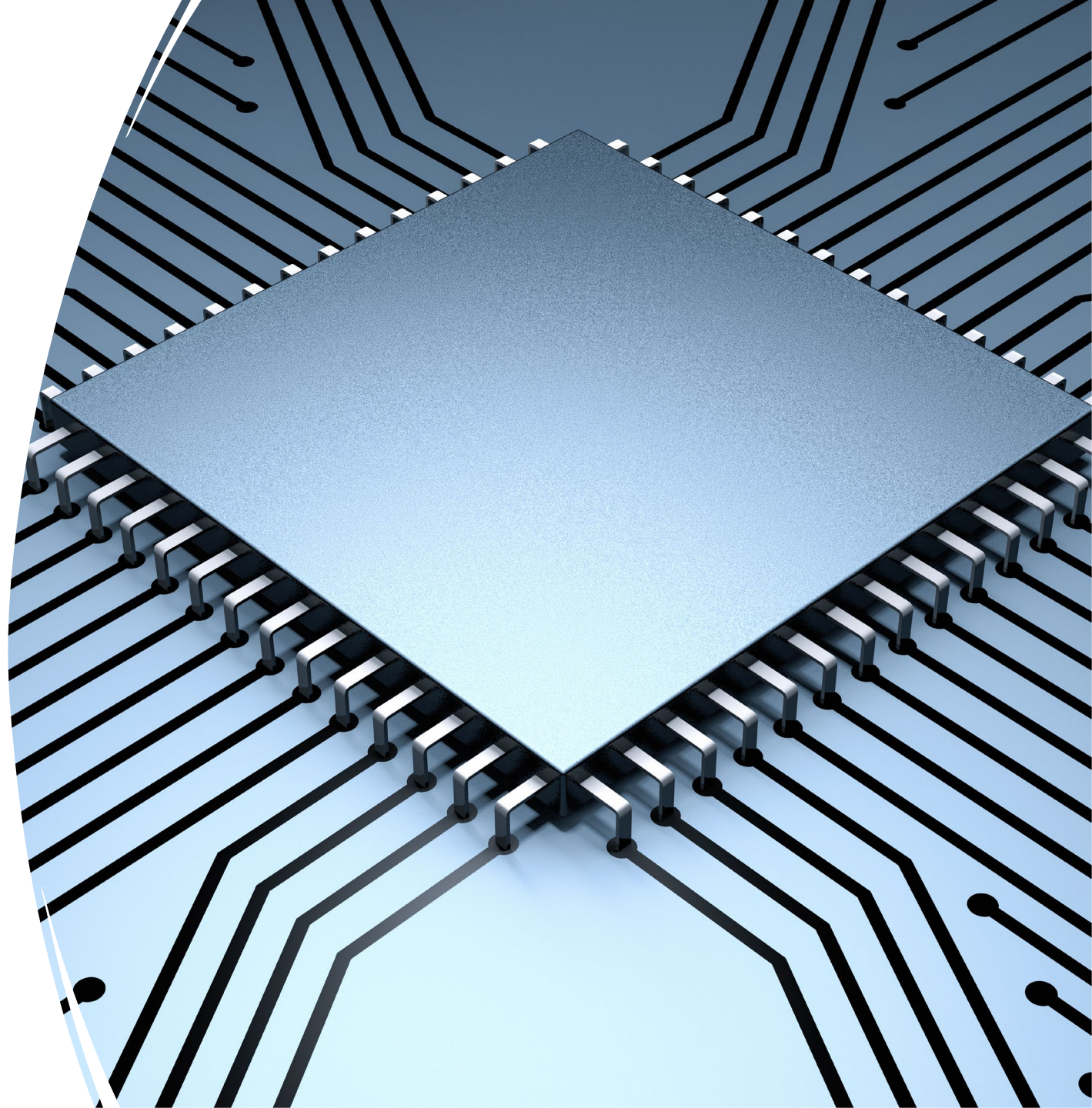
What: Webinar on Cybersecurity for Transit Agencies

When: September 16th, 2026

Target Audience: Transit Agency Directors, Administrative Staff, IT Support (for the agency or City/County).

Request: If your agency has had related events, please contact Blair Chambers.

TEAMS Webinar invite was sent out on 08/12/2026 and a reminder will be sent out later today.



Advancing a Safety Culture through Proactive Assault Prevention Strategies

Description:

This training is hosted in partnership between the North Carolina Department of Transportation and the Center for Urban Transportation Research at the University of South Florida.

Public transit safety requires more than just physical security; it requires cultivating a proactive safety culture focused on prevention, response, and recovery. This involves using a holistic approach that includes policies, community partnerships, public education, data analysis, and technology integration. Building on the key points covered during July's webinar, this interactive training will emphasize strategies to prevent and manage assaults on transit workers and passengers. The tabletop exercises and group discussions will equip participants with tools to promote a safety-first culture, minimize risks, and respond efficiently to incidents to protect transit employees and riders, fostering a safer, more resilient transit system.

Learning Objectives:

By the end of the training session, participants will be able to:

- Improve their understanding of assault prevention and de-escalation using the Safety Management System (SMS) framework.
- Discuss safety challenges specific to North Carolina transit agencies, including mental health issues and crime trends.
- Raise awareness about mental health issues, homelessness, and drug abuse to help prevent incidents by recognizing early signs and responding promptly.
- Explore new technologies and tools to improve safety and reduce assaults.

Target Audience: transit operations supervisors, safety managers, security and risk management personnel, maintenance managers, agency leaders, driver trainers; and training managers

Please register for 1 of the training sessions below. Each session is limited to 30 attendees (first come, first serve), so please do not wait to register. The deadline to register is **Friday, September 25th**.

- **October 6 in Winston-Salem, NC:** <https://www.eventbrite.com/e/advancing-a-safety-culture-through-proactive-assault-prevention-strategies-tickets-1998992043012>
- **October 7 in Monroe, NC:** <https://www.eventbrite.com/e/advancing-a-safety-culture-through-proactive-assault-prevention-strategies-tickets-1998993490341>
- **October 8 in Wilmington, NC:** <https://www.eventbrite.com/e/advancing-a-safety-culture-through-proactive-assault-prevention-strategies-tickets-1998994298759>

Training Updates



Accident/Incident Preparedness

- **Date(s)/Times/Location/Registration:**

- September 22
- 2:00 p.m. – 4:00 p.m
- Virtual Webinar: [Accident/Incident Preparedness Registration](#)

Reminder that with any casualty losses, you need to communicate that with Kevin Edwards by email (kbedwards2@ncdot.gov).

- **Description:** The Accident and Incident Preparedness webinar will focus on recognizing, avoiding, and addressing common accident and incident hotspots. Identifying these potential hazards will increase agency readiness while lowering liability and risk.
- **Target Audience:** Safety Officers, Operations Managers, Transit/Executive Directors
- **Value of Attending:**
 - Participants will leave this training with greater knowledge and awareness to improve agency readiness and safety for employees and passengers during accident/incident investigation.
 - NC-DOT IMD Staff will discuss the policy and procedures for reporting accidents and incidents to IMD.

NCDOT-IMD Strategic Training Program

Upcoming Training Opportunities

- **Cost Allocation Planning, Indirect Cost, & Program Income**

- October 29
- 10:00 a.m. – 12:00 p.m.
- Virtual Class
- Registration & Class description coming soon

- **Drug & Alcohol Program Manager (DAPM)**

- November 16-18
 - Virtual Class (changed from In-person)
 - Registration Link Coming Soon

- **Reasonable Suspicion Determination**

- November 19
 - Virtual Class
 - Registration Link Coming Soon

R-STEP Listening Session

- **Date(s)/Times/Location:**
 - 11/03/26 2:00 p.m. - 3:30 p.m.(Rescheduled)
 - Virtual Session - [R-STEP Listening Session Registration Link](#). **No need to register again if you were signed up for the August Session**
- **Description:** NCDOT-IMD's Strategic Training Program seeks input from Transit Systems regarding training needs. This is a casual conversation between the Training Coordinator and up to 45 Transit Directors and Trainers. R-STEP meeting goals include receiving input on current and future training topics, locations, and delivery methods (in-person or virtual).
- **Target Audience:** Training Managers, Lead Trainers, and/or Transit Directors from transit systems that receive 5311 funds.
- **Value of Attending:** Participants will have an opportunity to directly influence the development of NCDOT-IMD's Strategic Training Program by sharing their systems' current and future training needs. Attendee feedback regarding priority topics, preferred locations, and delivery methods will help ensure that future training opportunities are relevant, accessible, and responsive to the needs of North Carolina's rural transit systems. The session will also encourage collaboration and the exchange of ideas among transit leaders and training professionals.



Calendar & Resource Updates

Transit Communication Hub

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 6	7 State Holiday-I	8	9 Transit System	10	11	12
13	14	15	16 TA101 MODULE 4 - Financial Manag	17	18	19
20	21	22 Accident/Incid	23 Multimodal Up NCPTA Execut	24	25	26
27	28	29	30 Monthly Claim: August Monthl Annual Report August Monthl	October 1	2 FY28 EBS Grar	3
4	5	6 Advancing a St	7 2026 Board of Transportation Advancing a St	8 Advancing a St	9	10

Important Dates – Next 30 Days

Reporting Due:	
Monthly Claims	09/30
August Monthly OpStats	09/30
Annual Report OpStats (FY26)	09/30
August Monthly ROAP Report	09/30

Grants:	
FY28 EBS Grant Application Due to NCDOT	10/02

Meetings:	
• Next Transit Call	10/14
• Multimodal Updates Webinar (11am)	09/23

Training:	
TA101 MODULE 4 - Financial Management	09/16 – 09/17
Accident/Incident Preparedness	09/22
Advancing a Safety Culture through Proactive Assault Prevention Strategies (CUTR)	10/6, 10/07, & 10/08

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>