NORTH CAROLINA
Department of Transportation



Integrated Mobility Division
Transit Systems Call

November 10, 2026

ncdot.gov/divisions/integrated-mobility

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AGENDA

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

Finance Branch Updates



A road going through the mountains of North Carolina.
Credit: Cindy Robinson/Getty Images

Finance – FY27 Upcoming Due Dates

DUE DATE	TASK
August – November 2026	Federal Contracts Sent to Subrecipients
November 30, 2026	October Claims Due
December 30, 2026	November Claims Due
December 2026 – January 2027	Budget Revisions Due
January 15, 2027	Program Income Reports Due
January 29, 2027	December Claims Due; 2nd Quarter Claims Due

FY27 CONTRACTS

Timely Review. Proper Signature. Successful Processing.

1 REVIEW AND RETURN CONTRACTS PROMPTLY

As FY27 contracts are received from Finance, review all contract information for accuracy and return signed documents to IMD **within 30 days.**

Contract packages will be sent through DocuSign. Watch for an email notification requesting that you review and sign your agreement.

2 SIGNATURE REQUIREMENTS

- **Do not attest your own signature.**
- Self-attestation will delay contract processing and assignment.
- Only the designated Authorized Official may sign the agreement.



3 MISSING CONTRACTS?

If you have not received all FY27 contracts, contact your assigned Accounting Specialist for assistance.

4 IMPORTANT CLAIM SUBMISSION REMINDER

Claims cannot be submitted until the agreement has been fully executed in EBS.

Verify that the contract status is fully executed before submitting any claim for reimbursement.



KEY TAKEAWAYS

- Review and return contracts within 30 days.
- Complete all DocuSign actions promptly.
- Ensure the Authorized Official signs the agreement.
- Contact your Accounting Specialist regarding missing contracts.
- Wait until the agreement is fully executed in EBS before submitting claims.

THANK YOU | Your timely actions help ensure smooth processing and continued compliance.

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

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **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 – Reminders



Ensure the agency contact information on the claim is correct.



Ensure you are communicating with the claim reviewer.



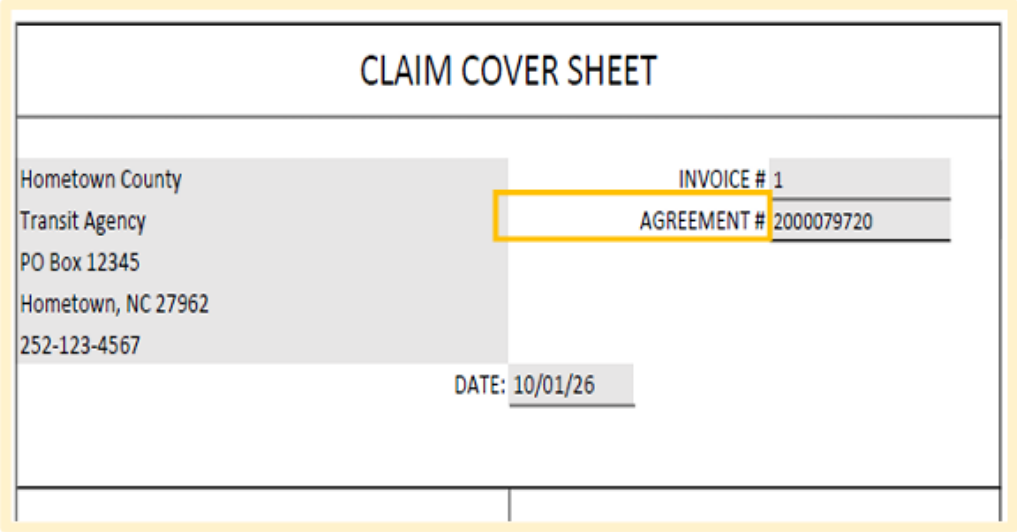
If claim corrections are needed, and those corrections have not been received within 3 business days, the claim will be returned.



Claims with line items in overdraft will be returned and requested to be adjusted.

Updated Invoice Number Format

New format will be effective November 1, 2026. Claims outside this format will be returned starting January 1, 2027.

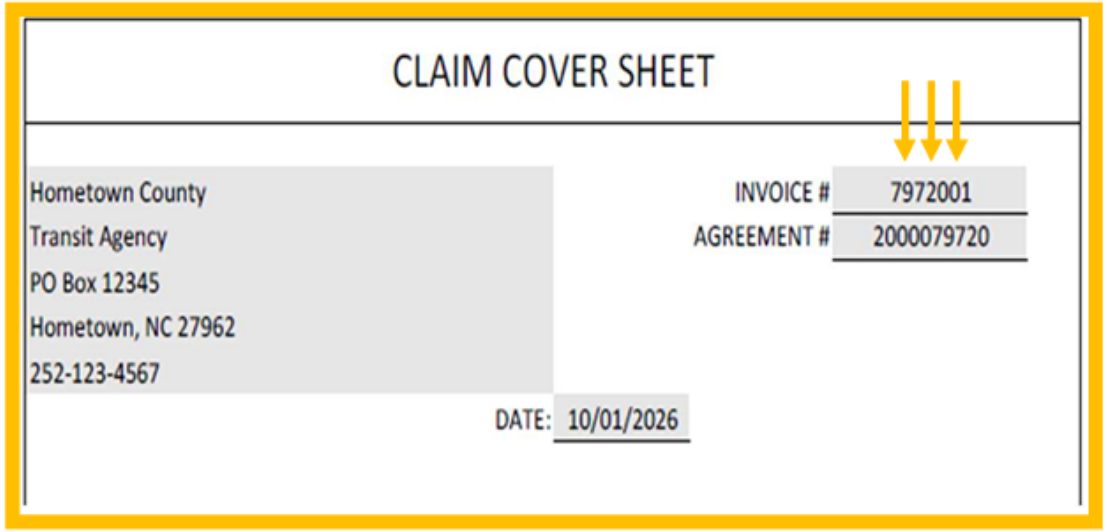


CLAIM COVER SHEET

Hometown County
Transit Agency
PO Box 12345
Hometown, NC 27962
252-123-4567

INVOICE # 1
AGREEMENT # 2000079720

DATE: 10/01/26



CLAIM COVER SHEET

Hometown County
Transit Agency
PO Box 12345
Hometown, NC 27962
252-123-4567

INVOICE # 7972001
AGREEMENT # 2000079720

DATE: 10/01/2026

The invoice number is now the last five digits of the agreement number, followed by the sequential invoice number. (e.g.: XXXXX01, XXXXX02,...)

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)

Change Requests

- A change request reallocates funds among line items within the approved project budget. Change requests are used to balance the budget.

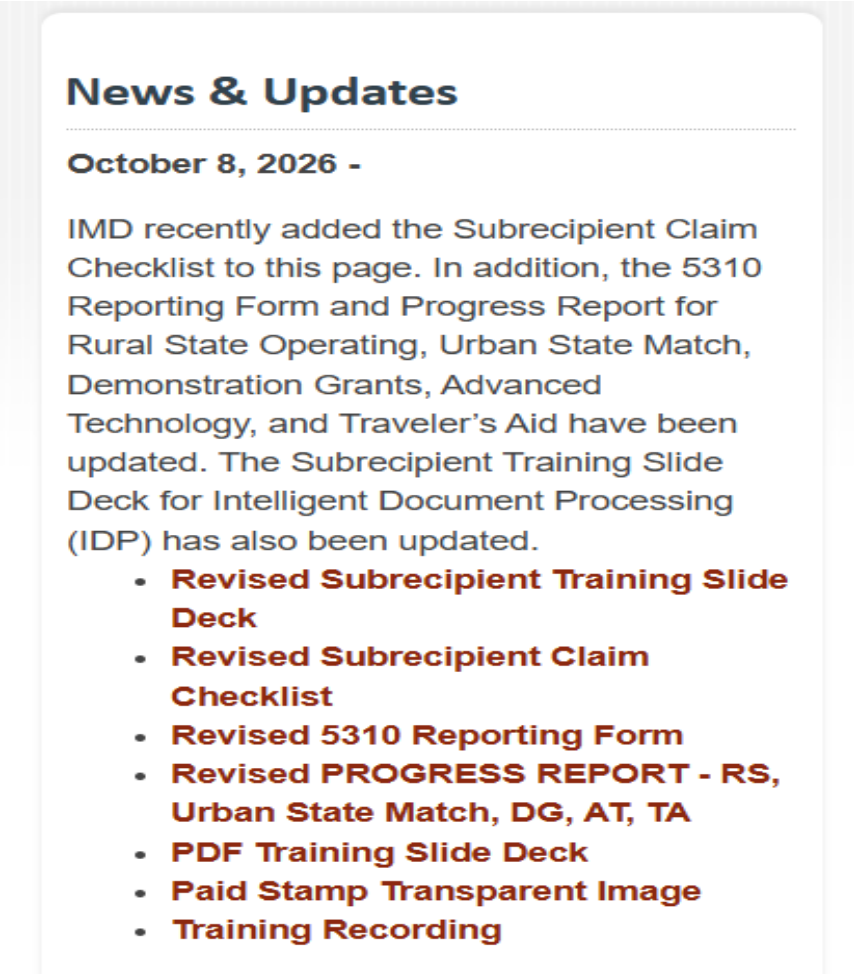
- Change requests should have no impact on the total approved budget amount unless additional funding has been awarded to the project.

- ⚠️ Always verify that no claim is currently in workflow before submitting a change request for the same project. Processing both transactions at the same time may cause the EBS system to lock and prevent balances from updating correctly.

- Administrative and Operating projects are limited to **two (2) change requests per fiscal year**.



Finance – Webpage Updates



News & Updates

October 8, 2026 -

IMD recently added the Subrecipient Claim Checklist to this page. In addition, the 5310 Reporting Form and Progress Report for Rural State Operating, Urban State Match, Demonstration Grants, Advanced Technology, and Traveler's Aid have been updated. The Subrecipient Training Slide Deck for Intelligent Document Processing (IDP) has also been updated.

- **Revised Subrecipient Training Slide Deck**
- **Revised Subrecipient Claim Checklist**
- **Revised 5310 Reporting Form**
- **Revised PROGRESS REPORT - RS, Urban State Match, DG, AT, TA**
- **PDF Training Slide Deck**
- **Paid Stamp Transparent Image**
- **Training Recording**



Several updates have been made to the Finance webpage. Revisions are linked under the "News & Updates"

Subrecipient Claims Checklist

Subrecipient Claims Checklist

V1.0 (OCT 2026)

This checklist is for internal use for your agency only. This is not required form to be attached in EBS for claim reimbursement. Please use this guide as informal guidance on claim submittal and is subject to change and updates. Any form on this checklist and the information included on the forms are subject to review and should be consistent with what is listed in EBS.
Forms can be found on NCDOT IMD Finance website here.

Agency Name:				
Invoice Number:				
WBS Element Number:				
Project Number:				
Claim Date				
Reimbursement Period	Start:		End:	

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

	YES	NO	N/A
ALL AGREEMENT TYPES			
Claims Cover Sheet Form			
a. Invoice number matches EBS Claim (first 5 agreement digits followed by sequential invoice number, i.e. XXXXX01)			
b. Contact information for agency representative is provided			
c. Claim period matches EBS Claim (mm/dd/yyyy)			
d. Claim date matches EBS Claim (mm/dd/yyyy)			
e. Reimbursement amount matches EBS Claim			

Finance – Contacts

Region	Contact	Office Number	Email Address
Deputy Director of Finance & Grants Admin	Kenetta Spence	919.707.4673	kmspence1@ncdot.gov
Accounting Manager	Kamal Adhikari	919.707.4672	kadhikari@ncdot.gov
Accountant	Jocelyn Valdez	919.707.4683	jpetatanvaldez@ncdot.gov
Coastal Plains	Equila Drakeford	919.707.4680	ezdrakeford@ncdot.gov
Mountains	Monique Frasier	919.707.4681	msfrasier@ncdot.gov
Eastern Piedmont	Tanisha O' Keefe	919.707.4689	ttokeefe@ncdot.gov
Western Piedmont	Makiah Atwater	919.707.4671	msatwater@ncdot.gov



Grant Administration Updates

FY 28 Unified Grant Application (UGA) Process



Outstanding Phase I & II Documents will DELAY review of your applications. This includes documents like Conflict-of-Interest Statements or Expired UEI Information. Applications without approved Phase I & II documents cannot be sent to the Board of Transportation for approval.

FY2028
ConCPT Applications

Purpose

The purpose of the ConCPT Coordination funding is to enhance coordination among NCDOT IMD grantees and public entities. Funding will be provided for coordination activities in which two or more public entities, at least one of which is an IMD transportation grantee, establish formal relationships to maximize resources, improve operational efficiencies, and expand access to public transportation.

Program Requirements

Minimum Number of Partners: **2**
Max Funding per Partner: **$180,000**
Funding Use: **Operations Only**

Funding Split

70% State / 30% Local

Application Submission Requirements

Due Date: December 18th

Budget in EBS

Written Application

MOU between participating agencies **(draft accepted)**

Resolution approving local match **(draft accepted)**

Agreements will be on the CALENDAR YEAR

Calendar Year 2027

Seasonal Mobility Program

Purpose

The purpose of the Seasonal Mobility Program is to provide supplemental public transportation services during peak tourist seasons and other eligible special events. Funding may support the operation of shuttles, trolleys, trams, and, when necessary, buses to accommodate increased transportation demand during these periods.

Program Requirements

Minimum Number of Partners: **2**
Max Funding per Partner: **$130,000**
Funding Use: **Operations Only**

Funding Split

2027 – **100% State**
2028 – **85% State / 15% Local**
2029 - **70% State / 30% Local**

Application Submission Requirements

Due Date: December 18th

Budget in EBS

Written Application

MOU between participating agencies **(draft accepted)**

2028 and after – resolution approving local match **(Draft Excepted)**

FY2028
5303 Planning

Submission Link for UPWP

UPWP Submission Form
Budget Submission also Required in EBS

Application Package on UGA Page

Due Dates

DRAFT: January 29, 2027
Final: March 26, 2027

Need assistance with your UPWP?
Contact your Planner

Need assistance with your EBS Budget?
Contact your RGS

Planning		
Regional Planning Manager	Bryan Lopez	balopez@ncdot.gov
Senior Regional Planner, Eastern Piedmont	Johnna K. Burkett	jkburkett@ncdot.gov
Senior Regional Planner, Western Piedmont	Kim Nguyen	kpnguyen1@ncdot.gov
Regional Planner, Mountains	Adrienne (Nikki) Abija	anabija@ncdot.gov
Regional Planner, Coastal Plains	Cambell A. Pfister	cafisher@ncdot.gov
Grants Administration		
Grants Administrator	Casondra Hamilton	chamilton@ncdot.gov
Senior Regional Grants Specialist, Eastern Piedmont	Brandi Claybrooks	blclaybrooks@ncdot.gov
Senior Regional Grants Specialist, Western Piedmont	Lisa Avery	ext-lavery@ncdot.gov
Regional Grants Specialist, Mountains	Jordan Lynch	jjlynch1@ncdot.com
Regional Grants Specialist, Coastal Plains	Irene Johnson	iwjohnson@ncdot.com

ROAP

Overall Stats			
Primary	**Description**	**Amount**	**% Total Allocation**
ROAP Allocation	1. Funds approved from legislators	$18,664,413	
Carryover	2. Unspent funds from previous year	$1,171,937	
Allocation + Carryover	3. Total of 1 + 2	$19,836,350	
Transferred Out	4. Transferring ROAP funds to match eligible grant programs	$379,387	2%
YTD Expenditures	5. Total approved expenses to date	**$6,246,383**	**31%**
Total Balance	6. Remaining funds to date	**$13,210,580**	**67%**
Other Funds Used	7. Funds Used that exceed the transit systems' allocations	$719,449	

Percent of Transit System ROAP Reports Submitted by Month			
July	**98%**	**January**	**-**
August	**97%**	**February**	**-**
September	**88%**	**March**	**-**
October	**9%**	**April**	**-**
November	**-**	**May**	**-**
December	**-**	**June**	**-**

Project Category	Expended YTD *includes transfer to match other eligible grants*	Percent Expended
EDTAP	$2,908,455	33%
EMPL	$997,669	39%
RGP	$2,600,226	32%
Total	**$6,506,350**	**33%**

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	**PAST DUE!**
August 2026	**PAST DUE!**
September 2026	**PAST DUE!**
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

- IMD has completed its review and sent back comments to Purchasing to begin its clarification process with the vendors on any questions or issues with the reviews *(In Progress)*.
- We had 9 vendors bid (up from 4 in 2022).
- There were approximately 400 plus spec issues to confirm or deny.

Current Contract

- We have extended the current contract through January 1st.
- The current contract becomes expired when the new contract becomes active.

Heavy-Duty/Large Bus Statewide Contract

- The IFB Creation is close to completion.

Special Project Updates



Microtransit Feasibility Studies

Microtransit Feasibility Studies

Upcoming Grant Opportunity for NC Transit Agencies

Funding available for up to **four** transit studies

Emphasis on implementation readiness in application

Please note the Microtransit Feasibility Study Program provides planning funds and **does not** guarantee the availability of future capital or operating funds for microtransit.

Contact Bryan Lopez balopez@ncdot.gov for more information

Anticipated timeline

- Call for Applications open November 10th, 2026 to December 11th, 2027
- Grants awarded in January 2027
- Projects start in March 2027

Microtransit Feasibility Studies

Upcoming Grant Opportunity for NC Transit Agencies

- LSC consultants will lead study development
- 10-12 month completion timeline
- Requires a local match up to $18,750
- The Smartsheet application is available here.
  - Please note: Smartsheet does not allow you to save the application. We suggest preparing your application in a separate document and filling in the online application when you are ready to submit.
- A follow up email will go out after this meeting.

Six studies previously funded in 2023:

- Davidson County
- Robeson County
- Cabarrus County
- Onslow County
- Wilson County
- Hoke County

Previously completed plans can be found under the “Transit” tab here.

Contact Bryan Lopez balopez@ncdot.gov for more information

Contact Us

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Statewide Active Transportation Plan

North Carolina ACTIVE TRANSPORTATION PLAN
Safer Connections. Stronger Communities.

Led by NCDOT Integrated Mobility Division (IMD)

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

Plan Elements

- Stakeholder and Public Engagement
- Community Storybook
- Background & Best Practices
- Economic Impact Analysis
- Vision & Goals For The Future
- Recommendations & Performance Metrics
- Implementation Action Plan
- Final Statewide Active Transportation Plan

Timeline

Summer 2026	Fall 2026	Winter 2027	Spring 2027	Summer 2027
Project Kickoff	Engagement Kickoff Background & Best Practices	Economic Impact Analysis Plan Development	Community Storybook Draft Plan	Final Plan & Deliverables

Statewide Active Transportation Plan- Why Now?



North Carolina
ACTIVE TRANSPORTATION PLAN
Safer Connections. Stronger Communities.

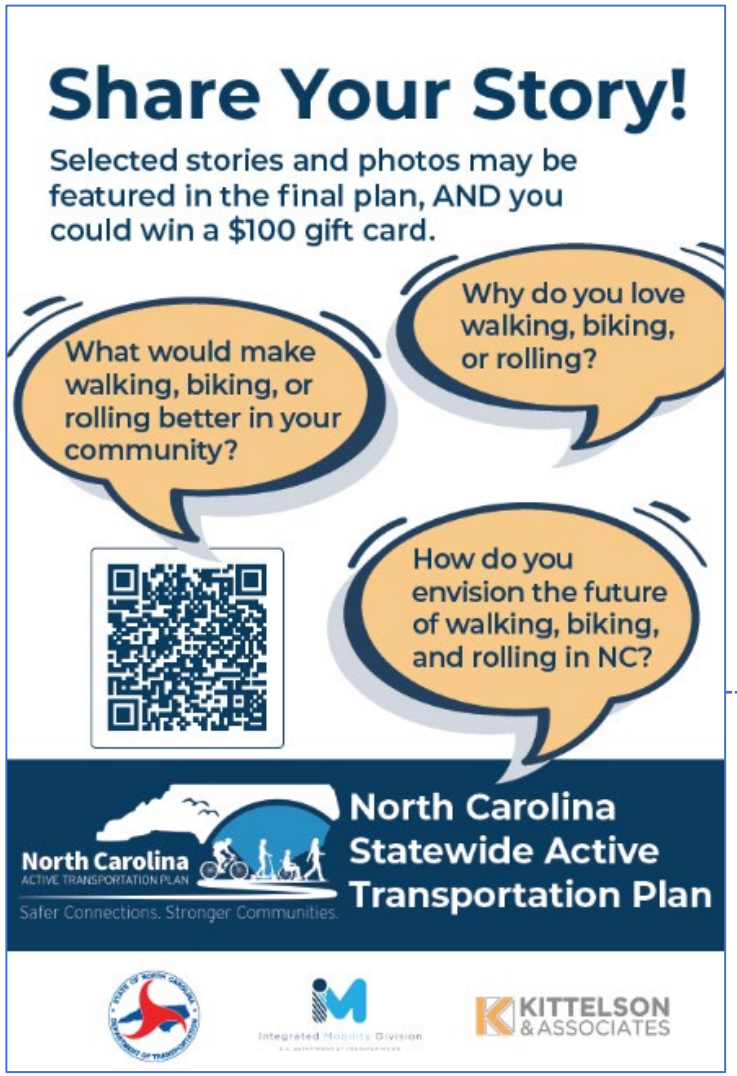
The previous plan was completed in 2013.

A lot has changed since then.

- Over 1,000,000 new residents
- New types of active transportation facilities and micromobility devices
- Evolving network
- Evolving needs

As the state continues to grow, the Active Transportation Plan will provide an action-oriented blueprint for improving walking, biking, and rolling in North Carolina.

Statewide Active Transportation Plan



We need your help!

- Share to your listservs, newsletters, social media
- Goal to capture daily active transportation stories
- Deadline December 5th
- No story is too small!

*Community Stories platform now **live and accepting submissions!***

ncdot.gov/activetransportationplan

Project Overview

IMD is transitioning from AssetWorks to Smartsheet for vehicle inventory and maintenance reporting and tracking.

Applies to Transit Systems with vehicles that IMD has oversight over (purchased with IMD's federal funding)

What's changing?

- Quarterly Preventative Maintenance (PM) reporting for selected portion
- Monthly mileage reporting instead of daily reporting
- Using Smartsheet instead of AssetWorks

Why the change?

- Right-size reporting requirements to ease reporting burden for subrecipients
- Reduce significant ongoing software costs

Immediate Next Steps

- Attend IMD training on the new Smartsheet platform in December
- Download your system's data from AssetWorks by January 2027 (Instructions will be provided)

Resources

- Project Overview PDF
- Training Videos
- Training Sessions
- Quick Reference Guides

Project Goals

Simplify tasks and data collection

Right size reporting to align with FTA requirements and reduce subrecipient data reporting burden

Clearly delineate vehicle inventory and maintenance responsibilities of IMD and subrecipients based on FTA requirements

Transition to a cost-effective platform for managing vehicle maintenance records

Provide guidance and templates for FTA compliance

Options for Transit System Tracking of Maintenance

Transit partners will need to transition from AssetWorks by January 2027 for monitoring and documenting vehicle maintenance for your own records and quarterly reporting to IMD.

Option 1

Use the optional NCDOT IMD Template for Vehicle Maintenance Monitoring

Option 2

Check with your current software vendor for available maintenance modules

Option 3

Procure and fund AssetWorks or another maintenance tracking software with local funds

(Coordinate with IMD for this option)

Next Steps

Pilot Systems

November

Conducting pilots with selected Transit Systems, with feedback by mid-November

IMD

Prepare training materials and resources

December

9 Launch training and resources at Transit System Call on 12/9

16 Follow-up training session on 12/16

Provide office hours for additional support

January

Provide office hours for additional support

Launch the new Smartsheet platform in **January 2027** prior to AssetWorks contract ending

AASHTO's 2026 America's Transportation Awards

https://americastransportationawards.org/

https://americastransportationawards.org/2026/08/24/north-carolina-department-of-transportations-mobility-for-everyone-everywhere-in-nc/

Deadline – Sunday November 15th



Advancing Mobility Management

Mobility management is an approach to coordinating, managing, and delivering transportation services to people—including older adults, people with disabilities, and individuals of low income—by connecting them to available options, as well as catalyzing new solutions through outreach, education, and partnerships.

Mobility management is an approach to coordinating, managing, and delivering transportation services to people-including older adults, people with disabilities, and individuals of low income-by connecting them to available options, as well as catalyzing new solutions through outreach, education, and partnerships.

This course is designed for mobility management professionals who are ready to move beyond foundational concepts and advance mobility management within their organizations and communities. Participants will examine the role of mobility management in meeting transportation needs, expanding equitable access, and supporting individual and community goals.

The course emphasizes building the skills and capacity needed to implement, strengthen, and scale mobility management strategies. Participants will learn how to assess organizational and community readiness, develop effective mobility management systems and infrastructure, and apply promising practices from the field. Through case examples, discussions, and practical tools, the course provides insights into common challenges, lessons learned, and approaches that support sustainable, customer?centered mobility solutions.



Cost: Free

Dates below indicate the start date of the course. Some courses may take place over multiple days. Please make sure you are able to attend all days of the course.

Class is at ITRE on November 12-13, 2026

You must register through the NTI Website.

If this is your first NTI course, please click on this link to setup your profile so that you can register for this class and others - https://ce-catalog.rutgers.edu/checkOutAccountInfo.cfm?newAcct=1

Advancing a Safety Culture through Proactive Assault Prevention Strategies (CUTR)

- Thank you to Mark Hair and Wave, Kelly Garvin and Winston-Salem Transit and Teresa Torres and Union County Transportation for hosting.
- Final Number of attendees was 36 from 21 different organizations
- Future Safety Training Opportunities:
  - Certified System Safety Officer (Feb 2027)
  - Vehicle Pre/Post Trip Inspections (March 2027)
  - PASS – CTAA (May 2027)
  - Transit Driver Situational Awareness Training (July 2027)
  - Accident/Incident/Occurrence Event Management and reporting (Sept 2027)

NRTAP - Propose Your Transit Agency as a Site for our Rural Transit Day Time Capsule

NRTAP:

We are doing something very special for Rural Transit Day 2027. Since it's National RTAP's 40th birthday next year, we will be burying our 12-inch Time Capsule at the site of a rural transit agency and opening it at our 50th birthday in 2037. View a video of our call to action on our Rural Transit Day web page. If you would like to be considered as a site and have obtained all necessary permissions, please email **info@nationalrtap.org** by March 31, 2027.

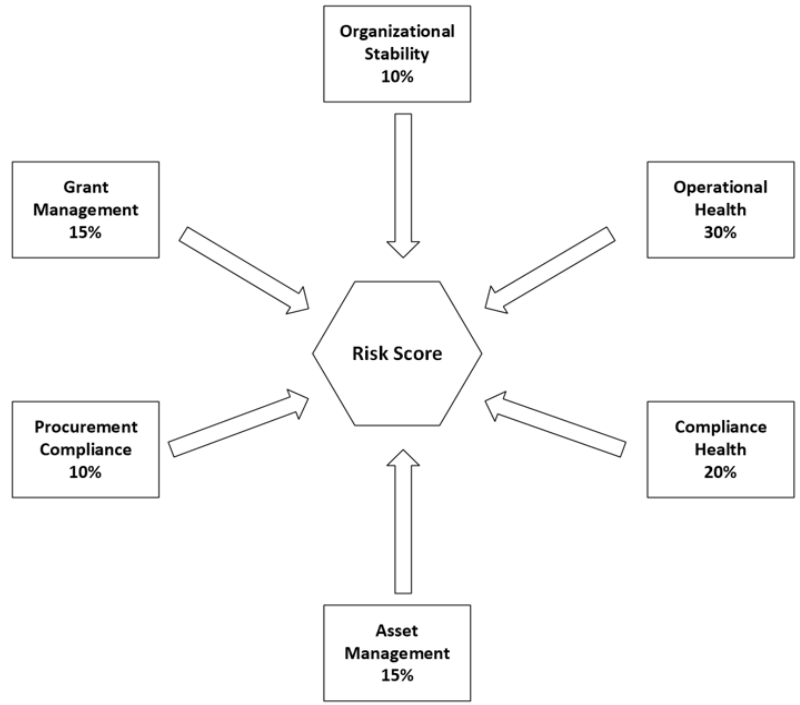
NCDOT-IMD Risk Assessment Program

The NCDOT-IMD Risk Program is designed to enhance the oversight and management of grant-funded transit agencies and organizations. This program aims to systematically assess and mitigate risks associated with federal and state transit grants, ensuring compliance, operational stability, and effective asset management. Eligible subrecipients include transit agencies receiving 5310, 5311, and 5339 Grant Funds, with non-profit organizations and state-funded grants to be considered in future phases. By implementing these components, NCDOT-IMD seeks to foster accountability and sustainability across its transit partners.

Eligible Subrecipients

Transit Agencies and **Non-Profit organizations** that are subrecipients to IMD for **5310, 5311 and 5339 Grant Funds**. Urban agencies that are FTA Directs only and do not receive federal funding through IMD are not applicable.

Risk Factor	Scoring Weight
Organizational Stability	10%
Operational Health	30%
Compliance Health	20%
Asset Management	15%
Procurement Compliance	10%
Grant Management	15%



NEXT STEPS
FOR NCDOT-IMD'S
RISK ASSESSMENT PROGRAM

Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

Building a stronger, data-driven, and collaborative process for our partners across North Carolina.

1

CONTINUE BUILDING DATA POINTS AND SCORING

Continue building data points and scoring in each section over the next 2 months.

60 DAYS

2

CONDUCT ANNUAL SURVEY

Conduct Annual Survey for specific data.

3

BEGIN BUILDING SUBRECIPIENT DASHBOARDS

Begin building Subrecipient Dashboards to view scores.

4

REVIEW FINAL SCORES

Review final scores and share with subrecipients.

5

WORK WITH AGENCIES

Work with agencies on any areas needing improvement.

6

FOCUS TRAINING AND RESOURCES

Focus training and resources according to patterns and trends.

OUR GOAL

Deliver a transparent, data-informed risk assessment process that strengthens outcomes for North Carolina communities.

DATA-DRIVEN | COLLABORATIVE | TRANSPARENT | CONTINUOUS IMPROVEMENT | STRONGER COMMUNITIES

Training Updates



Drug & Alcohol Program Training

- **Drug & Alcohol Program Manager (DAPM)**
  - November 16,17, & 18, 9:00 a.m. – 12:00 p.m.
    - Virtual Class November 2026 DAPM Registration Link
- **Description:** This course will provide a comprehensive overview of the FTA Drug and Alcohol testing program, covering all major topic areas of FTA drug & alcohol compliance. The course covers all requirements and best practices to ensure ongoing efficiency, effectiveness, and compliance for a USDOT-FTA drug and alcohol testing program.
- **Target Audience:** Individuals who have direct, daily contact with safety-sensitive employees, including but not limited to: Front-line supervisors, team leads, dispatchers/schedulers, Transit Managers, Operations Managers**,** Drug & Alcohol Program Managers, HR & Risk Management personnel, Safety & Compliance Officers
- **Value of Attending:** This training is designed to keep transit managers up-to-date and knowledgeable about current compliance issues and the FTA audit process. The course covers such topics as regulatory history and requirements related to 49 CFR Part 655 and 49 CFR Part 40; policy development and implementation; categories of testing (i.e., pre-employment, random, post-accident, reasonable suspicion, return-to-duty, and follow-up); supervisor/employee training requirements; recordkeeping requirements; reporting procedures and requirements, including DAMIS; and testing procedures and services agent oversight (Urine Collectors, Breath Alcohol Technicians, MROs, SAPs, Laboratories, C/TPAs), among others.

Drug & Alcohol Program Training

- **Reasonable Suspicion Determination**
  - November 19, 9:00 a.m. – 12:00 p.m.
    - Virtual Class [November 2026 Reasonable Suspicion Determination Registration Link]
- **Description:** This three-hour PowerPoint presentation details the supervisor's requirements to make reasonable suspicion referrals as mandated under the Federal Transit Administration's mandated drug and alcohol testing program for public transit operators. In accordance with 49 CFR Part 655 and Part 40, supervisors are instructed on the FTA's rule for making reasonable suspicion referrals and properly documenting those referrals.
- **Target Audience:** Transit Managers, Operations Managers, Drug & Alcohol Program Managers, Designated Employer Representatives (DER), HR & Risk Management personnel, Safety & Compliance Officers
- **Value of Attending:** The session is provided for transit system employees who may be responsible for making reasonable suspicion determinations. The Federal Transit Administration (FTA) Drug and Alcohol Testing Program regulations state that an employer must require a covered employee to submit to a drug and/or alcohol test when the employer has reasonable suspicion to believe that the employee has used a prohibited drug or misused alcohol. Topics include long term/short term indicators, the definition of reasonable suspicion, signs, symptoms, and behaviors, and the documentation and referral process.

Implementation of the ADA in Public Transit

- December 15, 1:00 p.m. – 3:00 p.m.
  - Virtual Class **Implementation of the ADA in Public Transit Registration Link**

- **Description:** This is an in-depth regulatory look at ADA from the public transportation perspective and a presentation of the steps necessary to achieve and maintain ADA compliance. This training touches on specific ADA topics such as service animals, personal care attendants, and reasonable modification. The training is continually updated to reflect all updates and interpretations to the original ADA regulation.

- **Target Audience:** Transit Managers, ADA Compliance Officers/Coordinators

- **Value of Attending:** Participants will gain a better understanding of how proactive ADA compliance supports risk management, reduces potential legal and financial liabilities, and helps protect federal and state funding. By attending, transit administrators will be better equipped to move beyond simply understanding ADA regulations to developing and maintaining systems that ensure compliance.

2027 January – June Training Calendar

- Training planning for January – June is almost complete
- Blair will be sending information out by mid-December showing the classes that are planned and the month they are expected to be held
- Classes will be added to the IMD Training Calendar as soon as the instructor and date are confirmed
- The intention is to allow the transit systems an opportunity to plan in advance for upcoming training and staff participation

2027 January – June Training Calendar

- Additional training opportunities may be added, as there are often training needs that arise during the year.
- New for 2027 – Boot Camp will be held twice in the calendar year: in March and October.
- Program Change for 2027 – Transit Academy 101 will not be held in 2027. It will return in 2028 and will be held every other year.
- The intent of these changes is to assist New Directors in developing skills and knowledge by following a predetermined course that will include New Directors Training at hire, Boot Camp within the first 6 months, and TA101 at 12-24 months.

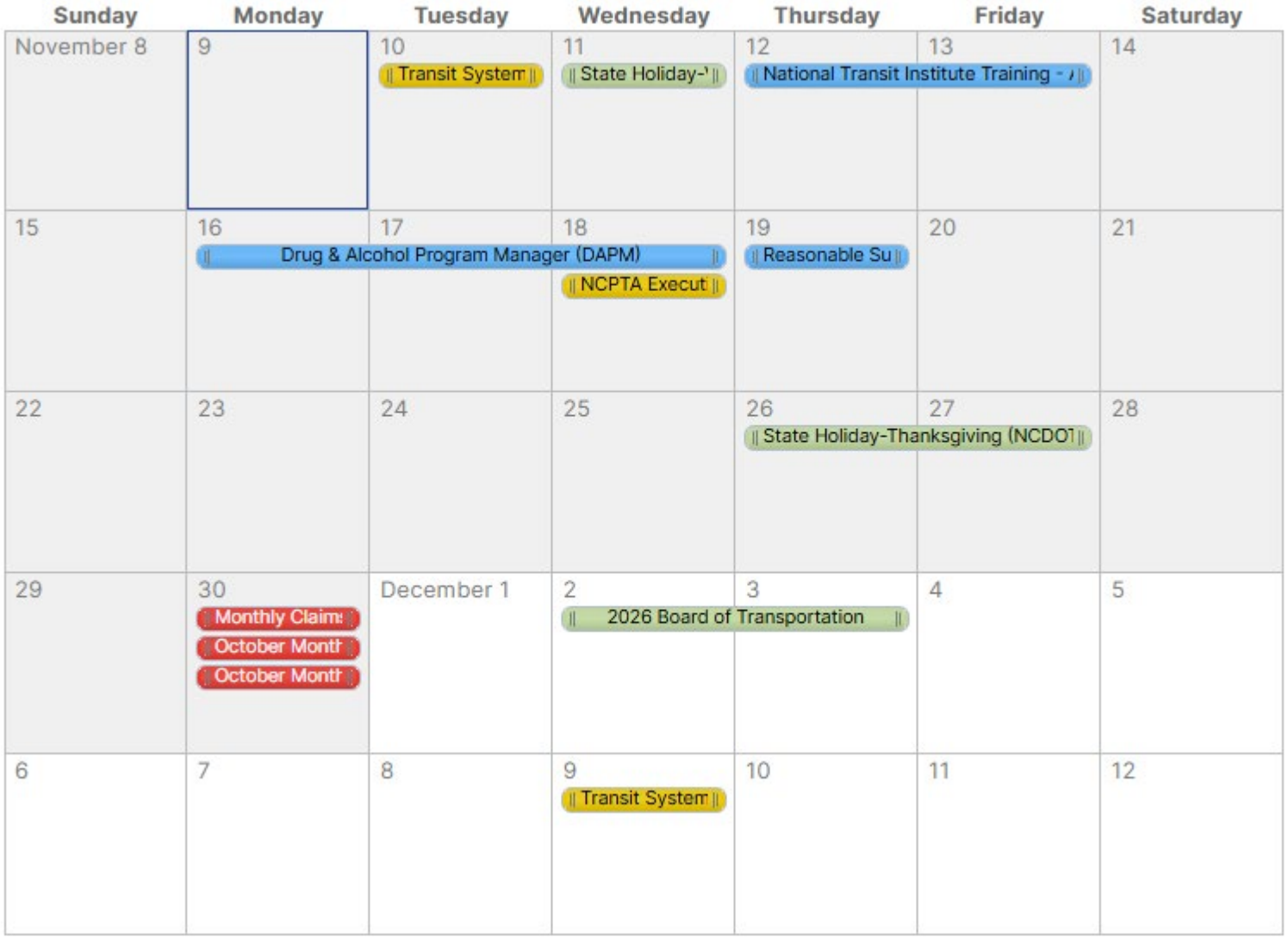
- These changes are designed to establish a structured, progressive training pathway that supports new Transit Directors in developing the essential knowledge, skills, and competencies needed to succeed in their roles.
- The pathway will provide training at key milestones during a new Director's first two years of employment, beginning with **New Directors Training upon hire**, followed by **Boot Camp within the first six-nine months**, and culminating with **Transit Academy 101 between 12 and 24 months**.
- This phased approach builds on previously acquired knowledge, reinforces essential leadership and operational skills, and provides a more comprehensive onboarding and professional development experience.



Calendar & Resource Updates



Transit Communication Hub



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 8	9	10 Transit System	11 State Holiday-	12 National Transit Institute Training -	13	14
15	16 Drug & Alcohol Program Manager (DAPM)	17	18 NCPTA Execut	19 Reasonable Su	20	21
22	23	24	25	26 State Holiday-Thanksgiving (NCDO	27	28
29	30 Monthly Claim October Montl October Montl	December 1	2 2026 Board of Transportation	3	4	5
6	7	8	9 Transit System	10	11	12

Important Dates – Next 30 Days

Reporting Due:
Monthly Claims – 11/30/2026
October ROAP Report – 11/30/2026
October OPSTATS Report- 11/30/2026

Meetings:
Next Transit Call is on 12/09/2026

Training:
NTI – Advancing Mobility Management – 11/12 & 11/13
Drug & Alcohol Program Manager (DAPM) - 11/16-11/18
Reasonable Suspicion Determination – 11/19

Holidays:
Offices Closed (Thanksgiving) – 11/26 & 11/27

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***