

Transit Call Recap – April 8th, 2026

- **EBS POP Extension Request New Process**

- **EBS POP Extension Request Process:** Pathanjali and LLC presented the new automated POP extension request process in EBS, detailing its features, workflow, and deployment timeline, with Beth and Brennon highlighting its benefits for tracking and streamlining subrecipient requests.
- **Process Overview:** Pathanjali described the new EBS POP extension request process, which includes an overview screen with current and historical requests, a dedicated tile for IMD period of performance extension, and a streamlined workflow for subrecipients.
- **Form Details:** The process involves a Fiori form where subrecipients enter agreement details, reasons for delay, project status, plan of completion, and attach supporting documentation, with DOT/IMD staff reviewing adequacy of responses.
- **Submission and Tracking:** Subrecipients can save incomplete requests, submit finalized forms, and receive confirmation of new POP extension requests, with all details tracked within EBS for transparency and follow-up.
- **Deployment Timeline:** Pathanjali announced that the new process will be deployed next Thursday, with illustrations and documentation provided to support users during rollout.
- **Benefits Highlighted:** Beth emphasized that the new EBS process will help streamline POP extension requests and ensure that nothing is lost in email translation, improving efficiency and tracking.

- **Grants and Finance Presentation**

- **UGA Guidelines and Updates:** Carolyn, and Casondra discussed recent changes to UGA guidelines, including the removal of the 2% marketing requirement and \$4,000 insurance cap, and provided updates on the FY27 and FY28 UGA cycles, emphasizing the importance of timely application responses and document accuracy for funding eligibility.
- **Guideline Changes:** Brennon announced that, based on agency feedback, the 2% marketing requirement and \$4,000 insurance cap have been removed

from the UGA guidelines to reduce budgetary burdens and ensure equitable treatment for agencies of all sizes.

- **FY27 UGA Cycle:** Carolyn explained that the FY27 UGA cycle runs from April 1, 2025, to October 3, 2025, with contracting and compliance starting July 1, 2026, and ending June 30, 2027; agencies must respond promptly to RGS requests to avoid funding delays.
 - **FY28 UGA Pre-Application:** Carolyn outlined that the FY28 UGA pre-application phase is open from April 1 to June 2, 2026, with the application phase beginning July 1, 2026, and provided guidance on accessing forms and supplemental documents via the Connect site.
 - **Document Submission Tips:** Carolyn highlighted common document errors, such as incorrect completion of Title VI forms and program resolutions, and stressed the need for accurate, properly signed, and dated submissions to prevent delays and corrections.
 - **UGA Feedback Mechanism:** Carolyn encouraged agencies to use the UGA feedback button on the Connect site to suggest improvements for the FY29 update, noting that the planning team will begin reviewing feedback in early May.
- **Finance and Claims Presentation**
 - **Reminders:** Beth provided updates on finance team additions, current claim status, and key reminders for claim and change request submissions, stressing deadlines, documentation requirements, and the importance of accurate agency contact information.
 - **Team Additions:** Beth announced the addition of Mikiah Atwater as program coordinator for the Western Piedmont region and Abigail Figlix as compliance specialist for the Coastal Plains region, both supporting finance and compliance activities.
 - **Claims Status:** There are currently 22 claims awaiting review and three change requests, with finance staff working efficiently to process claims and prepare FY27 contract packages.
 - **Submission Deadlines:** Beth reminded agencies that March and third quarter claims are due by April 30th, and final change requests must be submitted by June 30th.

- **Documentation Requirements:** Agencies must ensure correct contact information, communicate with claim reviewers, avoid submitting claims with overdraft line items, and properly mark final claims in EBS; supporting documentation should be uploaded using specific G codes and not combined into single attachments.
- **Capital Claims and POP Extensions:** All capital claims must include a signed and notarized MVR1 title application with insurance and VIN details, and eligible subrecipients should have received blanket POP extensions for vehicle-related projects, with Chris Dodson as the contact for review and eligibility.
- **ROAP Program Updates and Fund Management:** Casondra provided updates on ROAP fund distribution, reporting status, and transfer procedures, emphasizing the need for timely report submissions and careful planning based on base allocation amounts.
 - **Fund Distribution Status:** Casondra reported that 87% of ROAP funds have been expended, 5% transferred out, and less than 1.5 million remain, with lower redistribution expected for FY27 due to fewer unspent funds.
 - **Reporting Requirements:** Only 61% of ROAP reports have been submitted, and agencies are urged to submit the March report by April 30th and be ready for the June report to facilitate early FY27 fund distribution.
 - **Transfer Procedures:** Transfers should be entered in the ROAP report for the month completed, and agencies are encouraged to contact Casondra or their RGS for assistance in maximizing fund utilization.
 - **Planning Guidance:** Agencies should plan FY27 budgets using only their ROAP base allocation amount, with reference to the January 9th email containing an Excel document of base allocations for the past three years.
- **Procurement and Compliance Review Updates:** Blair, Chris, and Kevin provided updates on vehicle procurement IFBs, contract extensions, new micro-purchase thresholds, and changes to the compliance review process, including the transition to electronic Smartsheet reviews for FY26.
 - **Vehicle Procurement IFBs:** Blair announced that the state vehicle invitation for bid is under final review by DOA, with posting expected in two weeks, and the heavy-duty large bus contract IFB is nearing completion.

- **Contract Extensions:** Current vehicle contracts with three vendors are being extended for three months to prevent service gaps while new contracts are finalized.
- **Procurement Pro Portal:** Chris reminded agencies to use the Procurement Pro portal for purchases over \$15,000 in FY26, with documentation submitted to IMD procurement for review, and highlighted the need for compliance checks before solicitation and award.
- **Compliance Review Process:** Kevin announced that the compliance review workbook is being replaced by a single electronic Smartsheet for FY26 reviews, with 15 of 38 FY25 reviews closed and more expected soon; agencies scheduled for FY26 reviews should monitor for rollout updates.
- **NCPTA Conference Sessions and Training:** Beth, Casondra, Darcy, Kim Angel, and Tawanna outlined upcoming NCPTA conference sessions, including finance, grants admin, micro transit, and training topics, with schedule updates and registration details for Transit Academy and PASS training.
 - **Finance Session:** Beth announced an interactive finance session at NCPTA on April 28th at 3:15 PM in Cherokee Tower, room 103, offering process insights and incentives for attendees.
 - **Grants Admin Session:** Casondra described a grants admin session featuring a bingo game with UGA, EBS, and ROAP questions, followed by regional roundtables for peer networking, scheduled for Monday at 10 AM.
 - **Microtransit Panel:** Darcy will lead a microtransit panel discussion on Monday from 3:45 to 4:45 PM, featuring transit directors sharing real-world experiences and answering participant questions.
 - **Training Sessions:** Kim Angel highlighted sessions including 'A Day in the Life of a Transit Director' (moved to 1:45 PM Tuesday) and conflict de-escalation training at 10:15 AM Tuesday, along with details on Transit Academy registration and upcoming PASS and PAT training dates.
 - **Schedule Adjustments:** Tawanna clarified that the conflict de-escalation session is at 10:15 AM Tuesday, and the transit director panel is at 1:45 PM Tuesday, immediately following the awards luncheon, to avoid scheduling conflicts.

Follow-up tasks:

- **POP Extension Eligibility Review:** Contact Chris Dodson to review and confirm eligibility for blanket POP extension if you believe you should have received one but did not. (Subrecipients needing POP extension, Chris Dodson)
- **FY27 Application Documentation:** Respond promptly to RGS requests for documentation or clarification on outstanding FY27 applications to avoid funding delays. (Subrecipients with outstanding FY27 applications, RGSs)
- **Smartsheet Survey Link Resend:** Request the Smartsheet survey link from Beth Gay if you need it resent for quarterly program income submission. (5311 subrecipients, Beth Gay)
- **Title VI Update Training Recording:** IMD will provide a recording of the census data collection training for those unable to attend, especially for Title VI update preparation. (Blair)