

Transit Call Recap – August 12, 2026

- **Finance Updates and Claims Procedures:** Tanisha provided detailed updates on upcoming financial deadlines, contract review processes, claim submission requirements, and naming conventions, with Kenetta assisting in clarifying questions about progress reports and WBS numbers for July claims.
 - **Upcoming Financial Deadlines:** Tanisha outlined key due dates: July claims are due August 30th, federal contracts will be sent out between August and September, August claims are due September 30th, Q4 program income and charter reports are due October 15th, and September claims plus first quarter claims are due October 30th.
 - **Contract Review and Signature Process:** Tanisha emphasized the importance of reviewing FY27 contracts for accuracy, ensuring the correct authorized official signs via DocuSign, and returning contracts to IMD within 30 days; agencies should contact their assigned accounting specialist if contracts are not received by August 19th.
 - **Claim Submission and Naming Conventions:** Tanisha instructed that claim supporting documentation must include the G code or M code in the file name, with each required document attached separately except for salaries and fringes, and warned that claims not following these conventions will be returned.
 - **Contra Account and Budget Adjustments:** Tanisha explained the use of F511 as a contra account for documenting fares collected, clarified that its budget cannot be moved to expense line items, and described the process for adjusting F511 and G313 proportionately if fare collections exceed budgeted amounts.
 - **Claim Corrections and Final Claim Submission:** Tanisha stated that claim corrections must be addressed within three business days or claims will be returned, claims with overdraft line items will be returned for adjustment, and final claims must be marked as such in EBS, with budgets balanced before submission.
 - **Vehicle Claims Documentation:** Tanisha detailed the required documents for vehicle claims, including inspection forms sent to Faye McCullen, vendor invoice, signed NVR title application, insurance policy, original vehicle order form, payment proof, and procurement letter for non-state contract vehicles.
 - **Progress Report and WBS Number Clarification:** Kenetta responded to Jeff's question about progress reports for July claims without WBS numbers, explaining that contracts (including WBS numbers) will be routed by Friday, and agencies should contact their accounting specialist if not received.

- **Grant Administration and UGA Cycle Updates:** Casondra provided updates on the fiscal year 28 UGA cycle, including phase documentation requirements, application deadlines, corrections process, and reminders about applicant profiles, public hearing documentation, and certified statement procedures.
 - **UGA Cycle Phase Documentation:** Casondra reported that most systems have submitted and approved phase one documentation, urged those with outstanding documents to submit immediately, and advised contacting RGS for EBS application issues.
 - **Applicant Profile and Public Hearing Requirements:** Casondra reminded participants to submit the new applicant profile form with applications, clarified that public hearing notices do not need to be published in newspapers unless locally required, and suggested submitting flyers or online posts as proof.
 - **Program Resolution and Local Share Certificates:** Casondra explained that program resolutions must be signed by three individuals and local share certificates must meet or exceed required percentages and amounts, with corrections required for certificates below minimums.
 - **Application Deadlines and Correction Timelines:** Casondra announced that October 2nd is the application deadline, with corrected or missing documents expected within 7-10 days after initial review to keep grant approvals on schedule.
 - **Certified Statement Submission Guidance:** Casondra advised using the disbursement amount from the correct spreadsheet for certified statements, completing both dispersed and requested columns, ensuring date sections are filled, and including a visible county seal.
- **ROAP Closeout, Disbursement, and Financial Comparisons:** Casondra discussed the ROAP closeout and disbursement process, highlighted improvements in timelines, provided financial comparisons between fiscal years, and announced upcoming ROAP financial training and guidance updates.
 - **ROAP Closeout Timelines and Disbursement Status:** Casondra reported that 65% of systems met the July 15th ROAP report deadline, with IMD staff reconciling expenditures on time except for two systems with outstanding reports; 81 counties plus ECBI have been approved for disbursement, targeting August 28th or first week of September.
 - **Certified Statement Corrections:** Casondra noted that some certified statements are being returned for correction, emphasizing the use of correct disbursement amounts, completion of all columns, and inclusion of county seals.
 - **Fiscal Year Financial Comparisons:** Casondra compared fiscal years 25, 26, and 27, noting a decrease in available funds due to reduced carry forward, increased use of ROAP funds to match other grants, and a reduction in unspent funds, affecting allocations.

- **ROAP Fund Utilization and Training:** Casondra identified opportunities for better ROAP fund utilization, such as transferring between project categories and meeting local match requirements and announced an upcoming ROAP financial training session.
- **Updated ROAP Guidance and Reporting Links:** Casondra highlighted significant updates to the ROAP guidance document, including improved transfer instructions and monthly report directions, and stated that links to program balance sheets and FY27 ROAP report will be sent soon.
- **Disbursement Monitoring and ACH Issues:** Casondra advised agencies to monitor bank accounts for disbursements, noting past issues with paper checks, and instructed to contact RGS and accounting tech if funds are not received by the first week of September.
- **Procurement Updates and Training Initiatives:** Blair and Chris provided updates on vehicle IFB timelines, heavy duty bus contract kickoff, procurement documentation requests for triennial review, and announced upcoming training videos and surveys to address procurement pain points.
 - **Vehicle IFB and Bus Contract Timeline:** Blair announced that the vehicle IFB and Q&A have been posted, with bids due August 24th, and the current contract extended through October; the heavy-duty large bus contract kickoff is scheduled for tomorrow.
 - **Procurement Documentation Requests:** Chris explained that agencies with procurements over the micro-purchase threshold between 2024 and 2026 may receive requests for additional documentation to build robust procurement files for the upcoming FTA triennial review.
 - **Procurement Training Videos:** Chris announced plans for pre-recorded training videos covering vehicle ordering and sealed bid processes, to be released soon for FY27.
 - **Procurement Survey for Subrecipients:** Chris stated that a survey will be sent to subrecipients to gather questions, pain points, and training topic suggestions related to procurement, encouraging direct contact for assistance.
- **Compliance Review Process for Fiscal Year 26:** Kevin provided an update on the new digital compliance review process for CY26, including the transition to Smartsheet, selection of pilot agencies, and anticipated completion timeline, with Blair directing participants to the compliance review webpage for schedules.
 - **Transition to Digital Compliance Reviews:** Kevin announced that the traditional workbook is replaced by a digital Smartsheet format, where agencies will answer questions and upload documents directly, streamlining the review process.

- **Pilot Agency Selection and Timeline:** Kevin stated that three agencies will be selected as pilots to test the new process, with reviews expected to be completed by year-end, and letters to be sent soon to selected agencies.
- **Schedule Availability:** Blair informed participants that compliance review schedules for 2025, 2026, and 2027 are available on the compliance review webpage.
- **Training Sessions and Upcoming Webinars:** Jennifer, Blair and Kim announced several upcoming training sessions and webinars, including the Friendly Driver Program, cybersecurity basics, policy and procedure development, passenger assistance techniques, and other specialized courses, with registration details and timelines provided.
 - **Friendly Driver Program Webinar:** Jennifer introduced the Friendly Driver Program webinar for transit agencies, scheduled for August 26th, covering road safety, legal responsibilities, and conflict reduction, with Blair sending out invitations.
 - **Cybersecurity Basics Webinar:** Blair announced a cybersecurity webinar for transit and IT staff on September 16th, inviting agencies to share hacking or ransomware experiences for inclusion, with registration links to be sent.
 - **Policy and Procedure Development Training:** Kim described a training session on developing effective policies and procedures, scheduled for August 27th, covering distinctions between policies and procedures and communication strategies.
 - **Passenger Assistance Techniques (PAT) Training:** Kim detailed the PAT instructor course, scheduled for August 31st to September 4th, focusing on lift operation and securement, with no online prerequisites and registration to be announced.
 - **Additional Training Offerings:** Kim listed upcoming classes including accident and incident preparedness (September 22nd), cost allocation plan (October), and a virtual drug and alcohol program manager course (November 19th), with plans for future PAT and PASS sessions.
- **Grant Opportunities and Technology Survey Initiatives:** Blair and Brennon discussed the upcoming 5339C low emissions vehicle grant application, plans to support propane-fueled vehicles and infrastructure, and announced surveys to assess technology needs and customer service improvements for transit agencies.
 - **5339C Low Emissions Vehicle Grant:** Blair stated that the team will apply for the 5339C grant, supporting expansion or replacement vehicles fueled by propane and related infrastructure, with a survey to be released later in the week.
 - **Technology Needs Survey:** Brennon announced a survey to gather information on current and desired advanced technologies for transit agencies, including scheduling software, tap-to-pay, safety features, and facility technologies, to inform funding requests.

- **Customer Service Survey and Outcomes:** Brennon highlighted the importance of the upcoming customer service survey, noting past outcomes such as the reinstatement of the NCPTA IMD work group and improvements in reimbursement processes.
- **Federal Legislation Update Plans:** Brennon shared plans to provide a federal government legislation update on public transportation funding during the September transit call, featuring an expert speaker.
- **Reminders and Upcoming Deadlines:** Blair concluded the meeting with reminders about VUD collection, R step, policy training, monthly claims, op stats, PAT training, Labor Day office closure, and the next transit call, with plans to post the recording and slideshow by week's end.
 - **Monthly Deadlines and Events:** Blair listed key upcoming dates: VUD collection week ending Sunday, R step next week, policy training on August 27th, monthly claims and July report due August 28th, op stats due August 31st, PAT training from August 31st to September 4th, Labor Day office closure on September 7th, and the next transit call on September 9th.