



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

April 8, 2026

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AGENDA

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

POP Extension Request through EBS

Financial Update



Sarah P. Duke Gardens
Durham, NC

Finance – Staff Updates

Please welcome **Makiah Atwater** to the Finance staff.

- ❑ Makiah transferred to the Integrated Mobility Division as a Program Coordinator II from the Office of Strategic Initiatives and Program Support (SIPS).
- ❑ Makiah will be the point of contact for claims and agreement contracts in the **Western Piedmont** region.

Please welcome **Abigail Felix** to our Compliance staff.

- ❑ Abigail joins the team as a Compliance Specialist to assist with internal audits and project management. She is also currently assisting the Finance staff with the Coastal Plains region.

Finance – Claims / Applications

- ❑ As of today, we have **22 Claims** in submission status and **3 Change Requests** that have been submitted for review.
- ❑ March's claims and 3rd quarter claims are due **April 30th**.
- ❑ **Final Change Requests** are due **June 30th** for FY26 agreements.

CLAIM COVER SHEET	
Vendor Name DBA/Unit or Department PO Box/Street Address City, ST ZIP Code Phone FAX	INVOICE # _____ AGREEMENT # _____ DATE: _____
BILL TO: ATTN: NC DOT Division or Unit of Interest Street Address Number Mail Service Center City, State, Zip Code	Questions regarding this claim should be directed to: Name: _____ Phone: _____ Email: _____
REQUEST FOR PAYMENT TIME PERIOD : _____ to _____	
REQUESTING REIMBURSEMENT IN THE FULL AMOUNT OF: _____	
Remittance Address: Vendor Name DBA/Unit or Department PO Box/Street Address City, ST Zip Code	
I certify the information in this claim is accurate and true to the best of my knowledge and have not been reimbursed under any other claims or grant programs.	

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.
- ❑ No claims with line items in overdraft should be submitted.
- ❑ 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)

- ❑ Change requests must be completed and fully approved to balance the project prior to the next claim.
- ❑ File names (supporting documentation) must have the G-code in the file name.
- ❑ Please attach each required document separately with the exception of salaries and fringes (G121-189).
- ❑ Please do not combine all required documents and/or supporting documentation as one attachment.



Finance – Capital POP Extensions

- ❑ Blanket POP Extension for outstanding vehicle and vehicle-related equipment was sent for all eligible transit agency projects last week.
- ❑ If you did not receive an extension for your capital project and your project needs to be extended, please contact Chris Dodson for review and eligibility.
- ❑ The Period of Performance for Capital projects that are not vehicles or vehicle-related equipment will expire end on June 30, 2026.



Finance – Vehicle Claims

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

- Inspection forms sent to Faye McCullen @ fmccullen@ncdot.gov
- Final vendor invoice
- Signed MVR-1 Title application** showing **NCDOT-IMD as the first lien holder**.
- MVR-1 Title application must be signed and notarized.**
- 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 - Upcoming Due Dates

TIMELINE	
<u>DATES</u>	<u>TASK / EVENT</u>
April 15, 2027	Program Income Report due
April 30, 2027	March claims are due; 3rd Qtr. claims are due
May 1, 2027	POP Extension Requests Due
May 30, 2027	April claims are due
June 30, 2027	May claims are due
June 30, 2027	Final budget revisions due; Period of Performance ends
July 30, 2027	June claims are due; 4th Qtr. claims are due
Monthly Claims are Due by the 30th of Each Month	

Finance - NCPFTA

- ❑ Finance will host an **informative session** to offer insights and best practices for claim submissions and reimbursements.
- ❑ We will have an **interactive trivia game** and opportunities for learning.



- ❑ Please join us on **Tuesday, April 28th at 3:15 p.m. in Room 103** for a fantastic opportunity to deepen your understanding of Finance at IMD!
- ❑ **Let's build stronger, smarter transit systems – together!**

Finance - Helpful Resources

Supplemental Documents

CHANGE REQUESTS

Salary and Wage Detail Revision Form

CLAIMS

ADVANCE- PAYMENT FORM

Advance Payment Receipt

Claim Cover Sheet

DBE Vendor Payment Form

Supporting Documentation Document

UPTAS

PROGRESS REPORTS

5310 Reporting Form

5311 Administration Reporting Form

Capital Grant Reporting Form- 5310, 5311, 5339, 5339B

Mobility Manager Reporting Form

Operating Grant Reporting form 5311 RO 5311 Oper ARPA oper CONCPT

PROGRESS REPORT- RS, Urban State Match, DG, AT, TA



Training Materials

News & Updates

August 12, 2025 -

IMD recently completed Subrecipient Training for Intelligent Document Processing (IDP). Below are a few resources from that training.

- **Subrecipient Training Slide Deck**
- **PDF Training Slide Deck**
- **Paid Stamp Transparent Image**
- **Training Recording**

Training Links

- **Claims Training**
- **Entering a DBE Payment Training**
- **Entering a Change Request Training**

Indirect Cost Rate Application

IDCR

Certificate of Cost Allocation Form

Required if using IMD as the pass-through agency.

de minimis rate

Use if an agency chooses to use the de minimis rate vs going through IMD or their cognizant agency.

Example of IDCR

IDCR Worksheet

Required if using IMD as the pass-through agency.

Source: [CONNECT NCDOT - FINANCE](#)

Finance – Contacts

REGION	CONTACT NAME	OFFICE NUMBER	EMAIL ADDRESS
Interim Finance Manager	Beth Gay	919-707-4688	bmgay@ncdot.gov
Accountant	Jocelyn Valdez	919-707-4683	jpetatanvaldez@ncdot.gov
Mountains	Monique Frasier	919-707-4681	msfrasier@ncdot.gov
Eastern Piedmont	Tanisha O'Keefe	919-707-4689	ttokeefe@ncdot.gov
Coastal Plains	Abigail Felix	919-707-2600	ajfelix@ncdot.gov
Western Piedmont	Makiah Atwater	919-707-2600	msatwater@ncdot.gov



Grant Administration Updates

Grants Admin at the NCPTA Conference



A sneak peak just for you.....

- Introductions
- **BINGO**
 - Uniform Grant Application (*UGA*)
 - Enterprise Business Services (*EBS*) and
 - Rural Operating Assistance (*ROAP*)
- Regional Meetings & Question and Answer



News for FY 2027 UGA & other applications

Section 5303 Applications

- UPWP comments from the FTA were sent to the MPO representatives for consideration and/or adoption
- Final UPWPs were due in SmartSheet by Friday, March 27th
- Applications were presented at the April Board of Transportation meeting for approval.



State Funding Applications

- Completed applications for State funding were presented at the April Board of Transportation meeting for final approval.
- Outstanding applications will be presented at the May or June board meetings depending on completion date.

Grant Application Review

- Regional Grant Specialists (RGSs) are finishing the FY27 application review process to finalize a few outstanding applications. If you receive a request from your RGS about an application please reply ASAP so it can be finished.
- **Timely responses to these requests are critical.**
- Delays may result in **delayed funding** or applications being deemed **ineligible for funding**.
- RGSs remain available to answer questions as they arise.





FY 27 Unified Grant Application (UGA) Process

We are here but need **YOUR** help moving forward!
Please submit ALL outstanding documents.



During this phase, applicants will gather and prepare to submit the following types of information:

- Administrative Documents
- Policies
- Pre-Application Forms
- Capital Needs Request Form

During this phase, applicants will gather and prepare to submit the following types of information:

- EBS Application
- Supplemental Documents

During this phase, applicants will gather and prepare to submit the following types of information:

- Signed Agreement
- Compliance Documentation
- Procurement Coordination
- EBS Claims Reporting

Key Dates:

- The FY27 Unified Grants Application (UGA) cycle is April 1 – October 3, 2025
- The Contracting and Compliance Phase is July 1, 2026 – June 30, 2027
- *Applications presented at the April Board of Transportation Meeting:*

<i>5303 Planning</i>	<i>Combined Capital</i>	<i>Rural State Operating</i>
<i>Advanced Technology</i>	<i>ConCPT Operating</i>	<i>Travelers Aid</i>

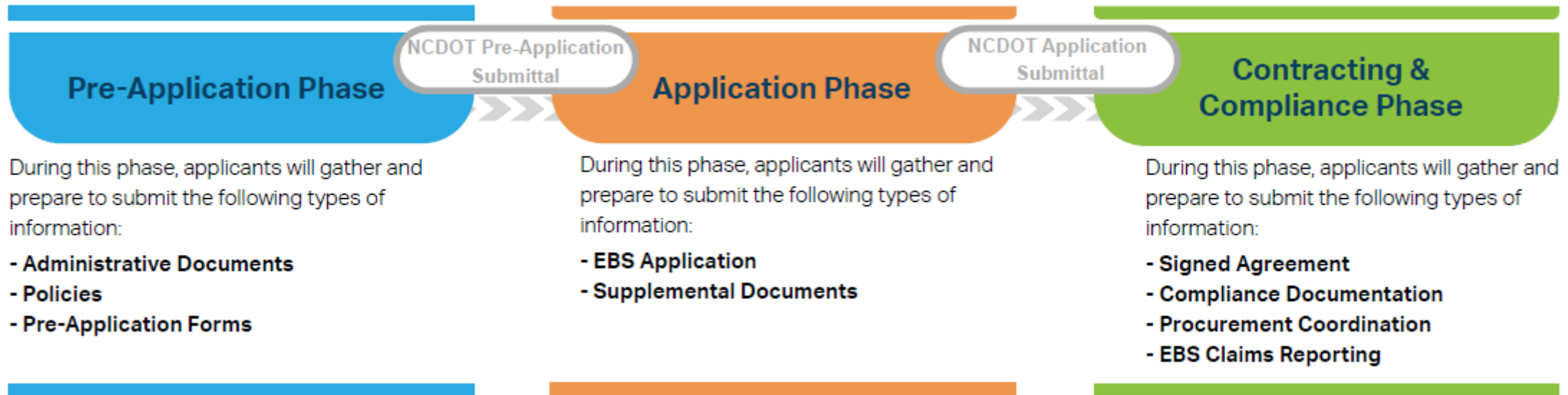


FY 28 Unified Grant Application (UGA) Process



We are here

Please register and complete
Pre-Application documents by June 2nd



Key Dates:

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

UGA Page from IMD Connect Site

🏠 ▶ Connect NCDOT ▶ Doing Business ▶ Public Trans ▶ Unified Grant Application

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:

[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

April 1, 2026 -

IMD has published the **FY28 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.

FY28 UGA

Tools you
can use

UGA Page 2 from IMD Connect Site

Tools you
can use

Supplemental Documents

Follow this link to access all the FY28 Unified Grant Application [Supplemental Documents](#).

Timeline

DATES	TASK/EVENT
April 1, 2026	Grant Application Package Distributed
April 1 - October 2, 2026	Regional Grant Specialists Available to Assist Grantees with Questions
June 5, 2026	Pre-Application Due to NCDOT
July 1, 2026	Program Applications in EBS Open
October 2, 2026	EBS Grant Application Due to NCDOT
October - December, 2026	Grant Applications Review Process
January - April 2027	IMD makes funding recommendation to NCDOT Board of Transportation
February - June 2027	FTA grant review and award for federal funding
July 1, 2027	Effective date of one-year grant agreement

Tools you
can use

IMD has prepared the following short video tutorials for each phase of the UGA.

- **Unified Grant Application (UGA) Program Playlist**
 - **Unified Grant Application (UGA) Program Tutorial**
 - **Phase I - Pre-application How-to-video**
 - **Phase II - Application How-to-video**
 - **Phase III - Contracting & Compliance How-to-video**

Tools you
can use

UGA Feedback Link

[UGA Feedback – Click Here](#)



Fiscal Year 2028 Unified Grant Application (UGA) Process

Document Tips and Reminders

Phase 1

- Signed Conflict of Interest Statements – yearly requirement and must have a current date
- Title VI Form – Complete Part A (no complaints) or Part B (complaints) but not both, if A and B are filled out the form will be returned for correction



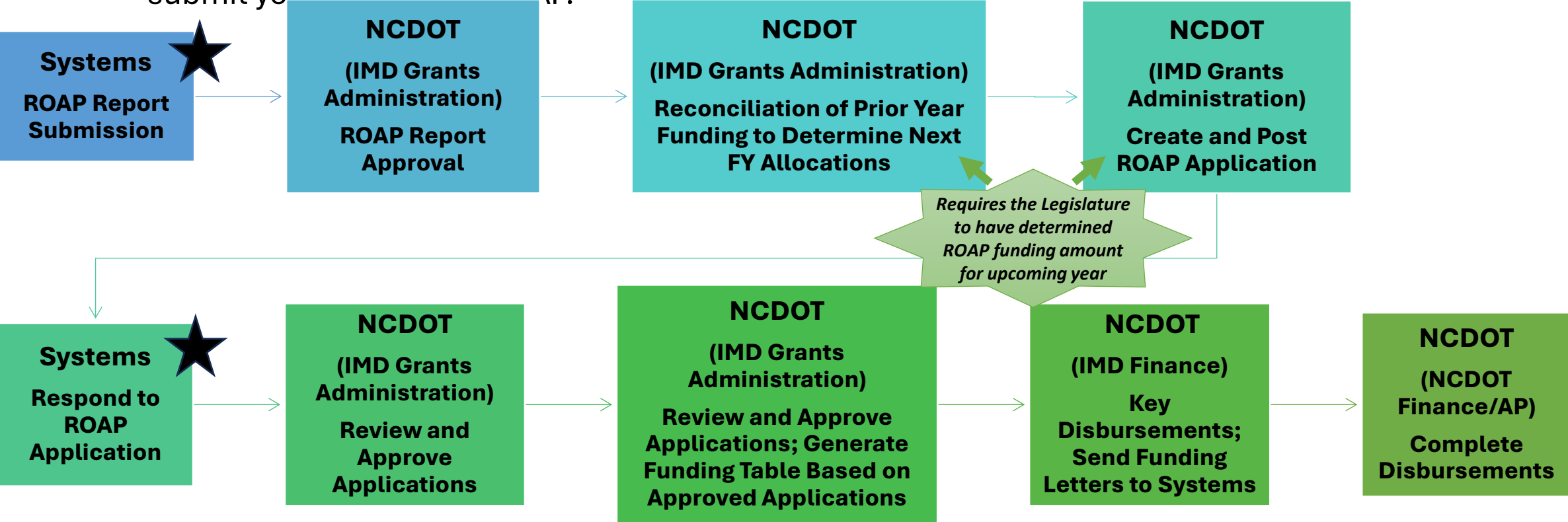
Phase 2

- Program Resolution – 1) Authorized Representative, 2) Certifying Official and 3) Notary must be different individuals
- Local Share Certificate – amounts per grant must be correct % of grant or more, if lower than requested amount certificate will be returned for correction

ROAP Updates

REMINDER: We continue to streamline processes to get ROAP Allocations out earlier in 2026.

HOW CAN YOU HELP: Submitting ROAP reports or making any/all necessary corrections to previously submitted reports, will allow for faster submission of your final report. This will allow IMD staff to begin approving reports and reconciling FY26 funds sooner. This is an important early steps towards faster disbursements. Over the next few months, please think about ways to submit your June report ASAP.



ROAP Monthly Overview

With only 61% of ROAP reports in and approved, the amount of remaining funds is nearly equal to the unspent FY2025 funds. These are the funds available as part of the 2nd disbursement.

Please continue to use only your ROAP base allocation for planning purposes as 2nd disbursement will be significantly lower, if available.

Overall Stats			
Primary	Description	Amount	% Total Allocation
ROAP Allocation	1. Funds approved from legislators	\$ 18,716,632	
Carryover	2. Unspent funds from previous year	\$ 1,449,625	
Allocation + Carryover	3. Total of 1 + 2	\$ 20,166,257	
Transferred Out	4. Transferring ROAP funds to match eligible grant programs	\$ 1,099,295	5%
YTD Expenditures	5. Total approved expenses to date	\$ 17,587,154	87%
Total Balance	6. Remaining funds to date	\$ 1,479,808	7%
Other Funds Used	7. Funds Used that exceed the transit systems' allocations	\$ 3,467,238	

ROAP (EDTAP, EMPL, RGP) Stats					
SFY2026	Net Allocations	Expenditures	Tranferred	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$ 9,399,625	\$ 8,046,201	\$ 235,033	88%	\$ 1,464,940
EMPL (Employment Assistance Program)	\$ 2,319,567	\$ 2,157,457	\$ 173,775	101%	\$ 1,327,329
RPG (Rural General Public Program)	\$ 8,447,065	\$ 7,383,496	\$ 690,487	96%	\$ 2,219,908
Totals	\$ 20,166,257	\$ 17,587,155	\$ 1,099,295	93%	\$ 5,012,177

% Transit Systems Reported by Month	
July 2025	100%
August 2025	100%
September 2025	99%
October 2025	99%
November 2025	99%
December 2025	100%
January 2026	97%
February 2026	79%
March 2026	3%
April 2026	0%
May 2026	0%
June 2026	0%

ROAP Reporting

“I’m dreaming of a monthly ROAP report...”

They’re due on the 30th of the month.



ROAP reports are collected monthly.

Systems should have –

- Link to FY26 ROAP report link
- Link to ROAP Monthly Reporting/ Program Balance Sheets

ROAP reports are due 30 days after the end of each reporting month.

- *Example:* The July report is due August 30.

The March report is due Thursday, April 30th.

Transfers of ROAP funds must be reported in the month the transfer occurs—not in a later month.

FY26 ROAP report confirmations or corrections are due within **4 days** of receiving the ROAP Report email (after RGS approval).

- Your FY26 confirmation serves as your approval that all information is accurate and final.



Procurement

Statewide Vehicle Invitation For Bid (IFB)

- Traditional Vehicle Statewide Contract
 - NCDOT-Purchasing has completed their review and sent it to NCDOA – Purchasing & Contracts
 - Awaiting final NCDOA Approval after some follow-up.
 - They expect to be able to post the IFB most likely in the next two weeks.
- Heavy-Duty/Large Bus Statewide Contract
 - The IFB Creation is in progress and close to completion.



We are in the process of extending the current contract for three months to ensure there is no gap.

Procurement

Review of Solicitations Prior to Advertisement

- As a reminder, NCDOT-IMD Procurement must review all formal solicitations (required for projects over \$90,000) prior to advertisement if the project involves NCDOT/FTA funding assistance (includes any Request for Proposals, Invitations for Bids, etc...); this applies to solicitations for Capital projects as well as Third-Party Contracts funded through Admin/Operating
- NCDOT-IMD Procurement will also need to review the relevant procurement file documentation PRIOR to notification of vendor award
- **Please notify IMD Procurement of any 3rd party contract action ie: contract extension, contract amendment, exercising of contracting option PRIOR to action**
 - **This could include 3rd party contracts for operations, financial services, equipment leasing, software leasing, drug testing services, etc...**
 - **Systems with active 3rd party contracts will be requested to give updates about 3rd party contract dates during regularly scheduled monthly IMD Grants/Finance meetings**

ProcurementPRO

- Reminder that all FY26 projects over \$15,000 need to go through ProcurementPRO Portal for document generation
- Completed document package submitted to IMD Procurement for Review
- Current POP deadline for FY26 Capital projects is 6/30/26

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



**Compliance
Reviews Update**

Compliance Reviews (FY25)

38 – Reviews Conducted
(31 – Transit & 7 – Non-Profits)

15 – Reviews Closed

23 – Reviews in Follow-Up
Process

2026 Cycle		
Alexander County (DSS)	AppalCART Boone	Avery Association for Exceptional Citizens
Caswell County	Catawba County	Central Carolina Community College (Lee County)
Choanoke Public Transportation Authority (CPTA)	Cleveland County (Transportation Administration of Cleveland County, Inc.)	Community & Senior Services of Johnston County
Cumberland County Transit	Duplin County	Granville County Senior Center
Greene County	Greyhound/Flixbus	Harnett Area Rural Transit System (HARTS)
Johnston County Industries (JCI)	Kerr Tar COG	Land of Sky Regional Council
Mayland Community College	Mitchell County Transportation Authority	MONARCH - Columbus County
MONARCH - Currituck County	MONARCH - Moore County	MONARCH - Pasquotank County
MONARCH - Robeson County	MONARCH - Rockingham County	MONARCH - Stanly County
Onslow United Transit System, Inc. (OUTS)	Orange County Public Transportation	OUTS Onslow County
Pitt County Council on Aging	Pitt County/Pitt Area Transit System	Randolph County (RCATS)
Rutherford County Life Services	Rutherford County Senior Center	Stevens Center (Lee County)
Transylvania County	Trolley Inc.	Yancey County Transportation

IMD Microtransit Session at NCPTA Conference

Monday, April 27th 2026, 3:45 PM – 4:45 PM

- **Session Overview:**

- With programs like the Mobility for Everyone Everywhere (MEE NC) initiative, locally supported projects, and investments from business partners, transit agencies of all sizes are proving that microtransit can be more than a buzzword: it can be a reliable, scalable solution. This session takes you inside that transformation. You'll hear how agencies like those represented by our panel members are tailoring on-demand service to their own geography, politics, budgets, and community expectations—while still delivering access to jobs, healthcare, education, and daily needs. We'll move beyond theory to what's actually happening on the ground.

- **Why you should attend:**

- Interactive opportunity to ask questions and get answers on the 'real world' of microtransit
- Hear discussion on the challenges and opportunities that microtransit service brings
- Learn about different types of microtransit service and what works best in different scenarios
- Discover what microtransit service can provide to the people of your community
- Gain an understanding of how microtransit is different, but also very similar to services you already provide
- Find out more about the technology and software that enables microtransit service

Training Updates



NCDOT-IMD Strategic Training Program

- **NC PUBLIC TRANSPORTATION ASSOCIATION CONFERENCE & EXPO**
IMD Sessions
- **A Day in the Life of a Transit Director**
 - April 28 – 10:15 a.m.
 - This session provides an inside look at the daily responsibilities, challenges, and decision-making processes of a Transit Director. Participants will gain a deeper understanding of how transit directors manage operations, budgets, compliance, and stakeholder relationships while ensuring safe and efficient service delivery.

NCDOT-IMD Strategic Training Program

- **NC PUBLIC TRANSPORTATION ASSOCIATION CONFERENCE & EXPO**
IMD Sessions
- **Transit Safety - Conflict De-escalation**
 - April 28 – 10:15 a.m.
 - By understanding how to recognize and respond to conflicts effectively, you can reduce the risk of violence to yourself and others. This training focuses on teaching frontline staff to identify situations that could escalate to unsafe levels and how to handle those that do. Participants will learn triggers and situations that can cause frustration and how to use customer service skills to hear and understand not only the words being said or the actions taken, but also the cause of the frustration. De-escalation and mitigation techniques will be shared during this session.

NCDOT-IMD Strategic Training Program 2026 Transit Academy 101 (TA101)

- **Class Location**
 - Winston-Salem, NC 27101
- **Module 1** – May 14-15
- **Module 2** – June 24-25
- **Module 3** – August 4-5
- **Module 4** – September 16-17
- **Module 5** – October 14-15
- **REGISTRATION LINK:** [2026 Transit Academy 101 Registration Link](#)
- Once you register, you commit to attending all modules in the series. Missing more than one Module will disqualify the attendee from continuing the Academy.

NCDOT-IMD Strategic Training Program

Upcoming Training Opportunities

- **PASS Train the Trainer**

- June 2-3 Class 1 (Eastern NC)
- June 4-5 Class 2 (Western NC)
- Locations TBD – Contact Kim Angel if your location could be a training site
 - Must have 2 LTVs with operable lifts on Day 2 for testing
 - The classroom should hold no fewer than 25 people comfortably

- **PAT Training (TBD)**

- **Drug & Alcohol – DAPM & RS – (TBD)**

Calendar & Resource Updates



Transit Communication Hub

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 5	6	7 Using the CCA	8 Transit System	9	10	11
12	13	14	15	16	17	18
VUD Collection Week						
TLDP						
<ul style="list-style-type: none"> Charter Report Program Incon Training Repor Transportation Vehicle and Lif Census Data C NCPTA ROUNL 						
19 VUD Collector	20	21	22 NCPTA Execut	23	24	25 2026 NCPTA A

Important Dates – Next 30 Days

Reporting Due:

- Charter Report– 4/15
- Program Income– 4/15
- Training Report– 4/15
- Vehicle and Lift Preventative Maintenance Data (EAM) – 4/15
- VUD Collection Week -4/13 – 4/19

Meetings:

- **Next Transit Call** is on May 13th

Training:

- Census Data Collection Training – 4/15

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>