



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

July 10, 2024

AGENDA

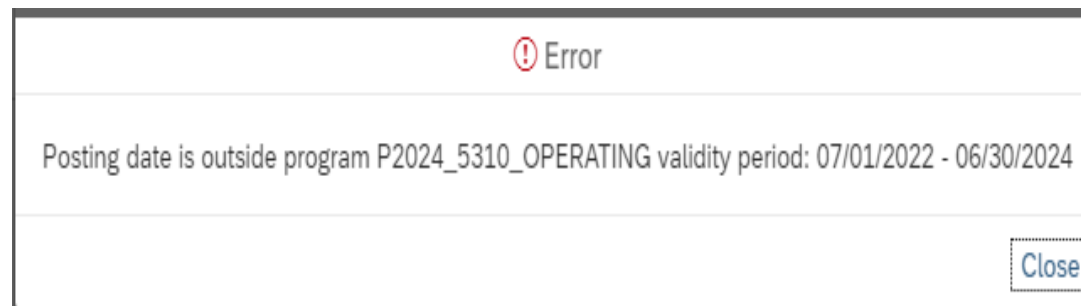
- Finance Updates
- Grant Administration Updates
- Procurement Updates
- Compliance Updates
- Training Updates
- Special Project Updates
 - IMD Partner Survey
 - TDM Update
 - Human Trafficking Update
 - Contacts Update
- Calendar Updates

Finance Updates



Finance Updates

- Final claims for reimbursement must be submitted in EBS on or before July 30, 2024.
- If you try submitting a claim and receive an error message that looks like the error below, please reach out to your accounting specialists, so we can update the end date on your project, in order for you to submit your final claim on the project.



- For those that will draw down indirect cost; the amount you are requesting should not exceed your approved rate per claim. This is the rate approved by Beth Gay or your cognizant agency.
- You can verify the rate you are claiming by calculating your total expenditures from G121-G189 and multiplying that by your approved indirect cost rate. That amount will be the maximum amount you can claim on that claim.
- The total dollar amount of the drawdown for the fiscal year, cannot exceed the total amount approved in the application.

- The finance team will be verifying the amounts you are drawing down with each claim going forward.
- FY25 federal contracts will not be issued via DocuSign until FTA approves IMDs grant awards.
- All other contracts should be issued via DocuSign by the end of July.
- Please reach out to your account specialists if you have any questions or need any additional assistance.



Grant Administration Updates

ROAP Overview – July 9, 2024

Overall ROAP Stats

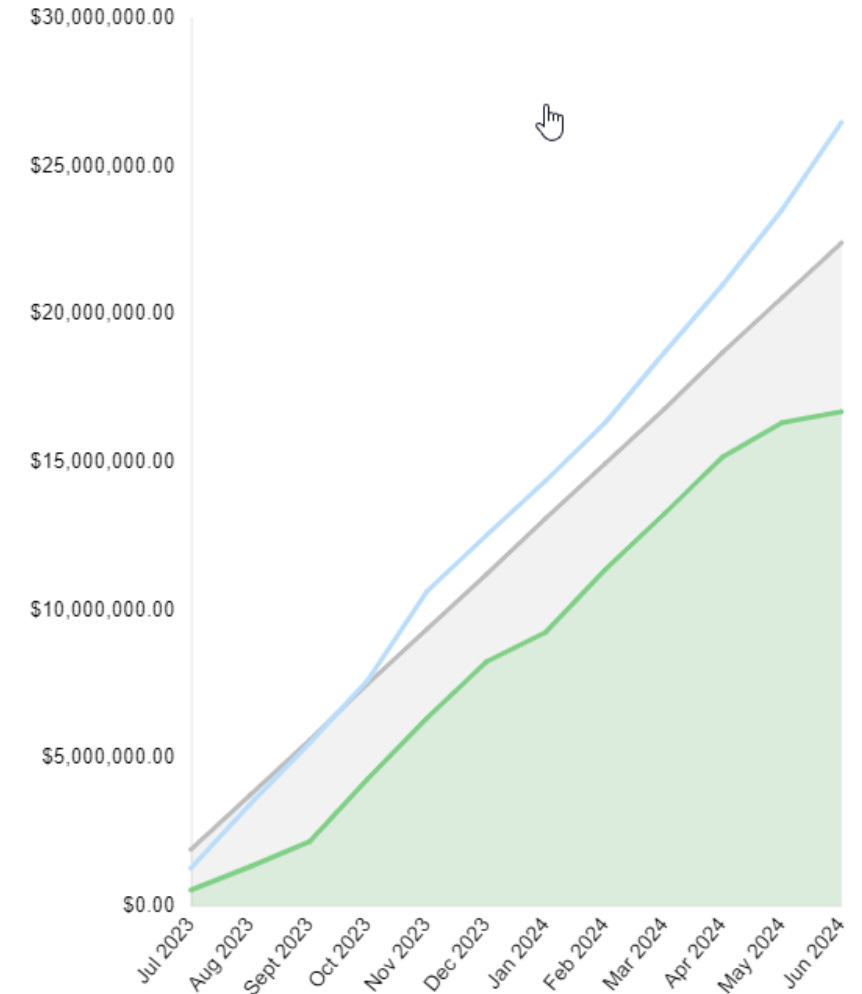
Primary	Description	Amount	% Total Allocation
ROAP Allocation	1. Funds approved from legislators	\$18,678,339	
Carryover	2. Unspent funds from previous year	\$3,736,327	
Allocation + Carryover	3. Total of 1 + 2	\$22,414,666	
Transferred Out	4. Transferring ROAP funds to match eligible grant programs	\$1,310,772	7%
YTD Expenditures	5. Total approved expenses to date	\$20,858,493	112%
Total Balance	6. Remaining funds to date	\$245,401	1%

EDTAP, EMPL, RGP Stats

SFY2023	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$9,895,798	\$9,168,075	93%	\$1,504,456
EMPL (Employment Assistance Program)	\$2,618,392	\$2,952,509	113%	\$1,402,898
RGP (Rural General Public Program)	\$8,567,584	\$8,737,910	102%	\$2,203,005
Totals	\$21,081,773	\$20,858,493	99%	\$5,110,359

Net Allocation includes Carryover Amounts and Transfers.

Actual vs Projected Expenditures

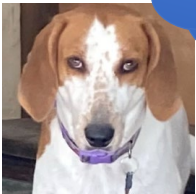


ROAP Update (Continued)

FY24 ROAP Analysis: Upcoming Reporting Dates

- **May – due July 15th**
- **June – due July 30th**. This report is due early so the ROAP reconciliation can begin and prepare for the FY25 ROAP application allocation and disbursement information.

Monthly ROAP reporting provides **45 days** after the end of each month to submit reports. IMD encourages transit systems to use those days to collect trip and expense information, and back-up documentation to prepare an accurate report.



Sally says...

Fiscal Year 24 is over and the final ROAP report is due **July 30th**. Systems with late or missing reports need to catch up now. **Reports not submitted will result in unspent funds during reconciliation.**

ROAP Update (Continued)

FY24 ROAP Analysis:

ROAP Reporting Update as of July 9, 2024

- July reports due September 15th – 3 reports not submitted
- August reports due October 15th – 4 reports not submitted
- September reports due November 15th – 4 reports not submitted
- October reports due December 15th – 4 reports not submitted
- November reports due January 15th – 3 reports not submitted
- December reports due February 15th – 3 reports not submitted
- January reports due March 15th – 5 reports not submitted
- February reports due April 15th – 6 reports not submitted
- March reports due May 15th – 7 reports not submitted
- April reports due June 15th - 10 reports not submitted
- May reports due July 15th - 64 reports currently submitted and or approved
- June reports due July 30th - 21 reports currently submitted and or approved

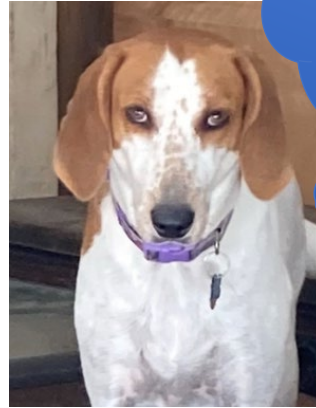
% Transit Systems Reported by Month

July 2023	95%
August 2023	94%
September 2023	94%
October 2023	94%
November 2023	96%
December 2023	95%
January 2024	93%
February 2024	94%
March 2024	93%
April 2024	86%
May 2024	61%
June 2024	10%

The percentages do not include unapproved ROAP reports.

ROAP Update (Continued)

FY24 ROAP Closeout:



Sally says to get
your reports in
now before the
program is
reconciled

Looking ahead, Fiscal Year 24 is over and final the ROAP report is due on **July 30th**. Systems with late or missing reports need to submit all late reports or those returned for correction.

FY24 ROAP reconciliation will begin first of August to prepare for the FY25 ROAP allocation and disbursement.

ROAP reports not submitted when reconciliation is in progress will be considered as unspent funds.



ROAP Update (Continued)

ROAP Monthly Allocation Balance Update Report

The monthly ROAP Allocation Balance report which shows an approximation of running funds balance in each ROAP program.

The report will be automatically sent from SmartSheet on the 8th of the month, prior to the due date of the monthly reports.

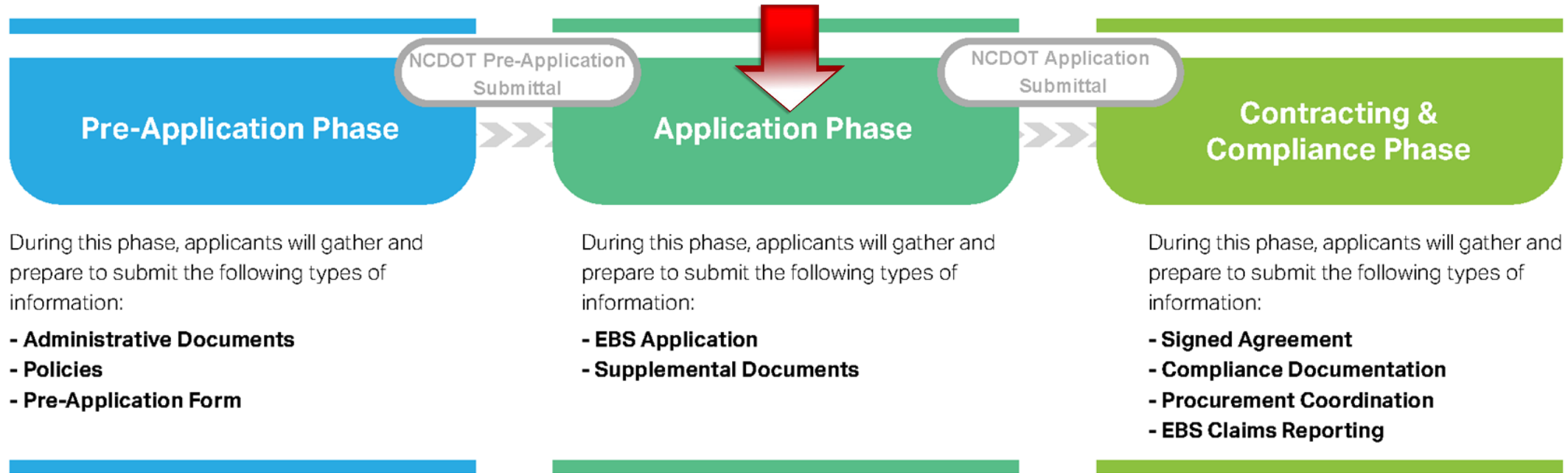
The balances in the reports will not include expenditures that have been submitted but not yet approved.

The balance reports are to provide an estimated update of the ROAP balances but transit directors and/or Finance directors are ultimately responsible for keeping up with program funds and reports submitted.

FY24 ROAP Report SmartSheet Link

- <https://app.smartsheet.com/b/form/03221c3f6b9645a89b45ab176f03680b>

FY 26 Unified Grant Application (UGA) Process



Key Dates:

- The Pre- Application Phase documents were due on June 3,2024
- The FY 26 combined capital application will be opened in EBS by the end of July due to replacement vehicle mileage.
- All Grant Applications are due in EBS- Friday October 4, 2024

**** NEW 5310 Small Urban Eligibility Update**

- Small urban systems can apply for FY 26 5310 Operating funding
- Application package and all supporting documentation including master documents are available on the UGA connect page. [UGA webpage](#)
- 5310 operating grants are for trips only (G313) and does not offset normal operating budgets.
- A revised version of the UGA will be posted to the UGA webpage when complete.
- Work with your regional grant specialist for more information.

A blue, 3D-style banner with a folded corner effect, containing the text "EXCITING NEWS" in white, bold, uppercase letters.

EXCITING NEWS

Grant Applications Open July 3, 2024

- ▶ Capital Purchase of Service
- ▶ Section 5310
- ▶ Section 5311
- ▶ Urban Advanced Technology
- ▶ Urban Strategic Transportation Investments (STI)
- ▶ Rural STI
- ▶ Combined Capital (**Opens End July**)
- ▶ ConCPT Consolidation (CN)
- ▶ ConCPT Coordination (CO)
- ▶ Rural State Operating Funds (RO)
- ▶ Travelers' Aid
- ▶ Urban State Match
- ▶ Non-STI
- ▶ Mobility Manager
- ▶ Capital Cost of Contracting



Grant Applications Opening Later in the year

- ▶ 5303 Planning
- ▶ Rural Operating Assistance Program
- ▶ State Maintenance Assistance Program
- ▶ Transportation Demand Management
- ▶ Other FTA Discretionary Grants



Unified Grant Application (UGA) Process

Helpful Tool

- The UGA page has a lot of useful information refer to the screenshot below for a sample, i.e., [Unified Grant Application \(UGA\) Program Tutorial Phase I - Pre-application How-to-video](#)
- <https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx>



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, 2024:

FY26 Unified Grant Application (UGA) (Last Modified March 15, 2024)

***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 \$MAP, 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 **FY26 Unified Grant Application (UGA) Overview** handout as a job-aid to guide subrecipients through the phased approach of the FY26 UGA. Each phase lists the details and steps which will occur as the application moves through the process.

The folloing 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.

- **FY26 UGA Pre-Application (Phase 1) Quick Reference Guide**
- **FY26 UGA Application (Phase 2) Quick Reference Guide**
- **FY26 UGA Application Contracting & Compliance (Phase 3) Quick Reference Guide**
- **Smartsheet Quick Reference Guide**

Funding Program Cheat Sheet – this documents provides information to sub-recipients on the various programs and is a quick reference guide.

- **FY26 NCDOT IMD UGA Funding Cheat Sheet**

Timeline

DATES	TASK/EVENT
April 1, 2024	Grant Application Package Distributed
April 1 - October 4, 2024	Reginal Grant Specialists Available to Assist Grantees with Questions
June 3, 2024	Pre-Application Due to NCDOT
July 1, 2024	Program Applications in EBS Open
October 4, 2024	EBS Grant Application Due to NCDOT

News & Updates

April 1, 2024 –

IMD has published the **FY26 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 tracking sheet for 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.

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

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

If you have questions or need additional information, please contact your assigned Regional Grant Specialist, or contact me at **cmfreitag@ncdot.gov**.

UGA Feedback Link



Procurement

Procurement

Starting in the FY26 Combined Capital Application cycle, IMD will begin requesting a documented independent cost estimate for any capital line items

- Used to assess what you would expect to pay for goods or services, based on reliable sources such as:
 - Paid historical prices (prior projects)
 - Industry standard (from a price catalog, etc...)
 - Market survey
 - Informal request from suppliers or manufacturers
- **Systems using NCDOT Agency-specific contracts such as the vehicle contract for raised roof vans and LTVs as their vehicle procurement method may cite the most recent vehicle order forms as their supporting documentation for their capital request (along with the ICE form)**
- Will be collected during the UGA document submittal process (due 10/4/24)
 - Reviewed by IMD Procurement staff for compliance
- Further detailed instruction will be distributed along with Combined Capital Applications
 - Please feel free to contact Chris Dodson, Procurement Manager for further questions
 - Chris Dodson
 - cbdodson@ncdot.gov
 - 919-707-4696

Procurement

NCDOT- Integrated Mobility Division Independent Cost Estimate (ICE)

An ICE is not completed using quotes; it is completed using estimates from an independent source, other than for this project. Obtaining invoices from previous similar projects or from projects from other systems or agencies is required.

Grantee/Subrecipient local
P.O. #:

Project Grantee Information:

Grantee/Subrecipient Name: _____

Grantee/Subrecipient Address: _____

Grantee/Subrecipient Project Contact Name: _____

Title: _____

Phone: _____ Email: _____

Project Name and Description: _____

Project Detail:

Procurement Type: <input type="checkbox"/> Materials & Supplies <input type="checkbox"/> Professional Services <input type="checkbox"/> Architecture & Engineering <input type="checkbox"/> Operations & Management <small>(3rd party agreements under Admin/Operating)</small> <input type="checkbox"/> Construction <input type="checkbox"/> Facility Repair/Rehabilitation <input type="checkbox"/> Rolling Stock (Bus, Fleet Vehicles, etc.) <input type="checkbox"/> Other: _____	Date ICE Completed: Procurement Threshold: <input type="checkbox"/> Micro Purchase <\$10,000 <input type="checkbox"/> Small Purchase \$10,000-\$150,000 <small>(\$90,000 threshold when involving state funds)</small> <input type="checkbox"/> Request For Proposals (RFP) over \$150,000 (over \$90,000 when involving state funds) <input type="checkbox"/> Invitations For Bid (IFB) over \$150,000 (over \$90,000 when involving state funds) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Sole Source <input type="checkbox"/> Piggyback <input type="checkbox"/> Non-Competitive Quotation Contract Type: <input type="checkbox"/> Fixed Price Contract <input type="checkbox"/> Cost Reimbursement Contract <input type="checkbox"/> Time & Material Contract <input type="checkbox"/> Labor Hour Contract	Date of Project Completion: Project funding Source: <input type="checkbox"/> State Funding <input type="checkbox"/> State Bond Funds <input type="checkbox"/> Federal Funds <input type="checkbox"/> Local Funds <input type="checkbox"/> Combination of Funding Sources (percentages): <input type="checkbox"/> State: _____ <input type="checkbox"/> Federal: _____ <input type="checkbox"/> Local: _____ <input type="checkbox"/> Other: _____ Grant Application #: _____ Grant Period: _____ Project Contact Signature: _____
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Procurement Costs: (Report Units **OR** Budget Amount)

# of Units: _____	Estimated Budget: (Lump sum method)
Cost per Unit: _____	\$ _____
Total Cost: \$ _____	

Estimate has been developed as follows (check all that apply):

- ☐ Published catalog or price list (attach pertinent catalog or price list pages – copy page and attach).
- ☐ Recent prices for the same or similar item/service (identify contracts, purchase orders, sources, and any pertinent documents (i.e.: dates of awards, etc.). _____
- ☐ In-house engineering or technical estimate (see details below).
- ☐ Other (specify) _____
- ☐ If appropriate, the estimates/prices herein have been made current by adjusting for inflation using the following Producer or Consumer Price Index: _____

It is required that all procurements must submit the ICE and the Solicitation Draft (Scope of Work/RFQ/RFP/Bid) to the NCDOT-IMD Procurement Unit for approval PRIOR to any solicitation to occur. You will not be in contract compliance if this step is not reviewed and approved prior to solicitation.

NCDOT- Integrated Mobility Division Independent Cost Estimate (ICE)

An ICE is not completed using quotes; it is completed using estimates from an independent source, other than for this project. Obtaining invoices from previous similar projects or from projects from other systems or agencies is required.

Cost Estimate Details. Details for the estimated price/cost identified are shown below (complete Section A or B).

A

Cost of Standard Items				
Vendor/Cost Source	Product	Unit Cost (\$/ea)	Unit Cost (\$/ea)	Notes
		Delivered	No Freight	

B

Cost of Services, Repairs, or Non-Standard Items								
Item/Task:								
Vendor/Cost Source	Materials	Other Direct Costs	Labor (rate, hours)	Labor Class	Allocated Overhead	SG &A	Profit	Total

NOTE: For complex projects or tasks, attach additional supporting documentation, as appropriate.

It is required that all procurements must submit the ICE and the Solicitation Draft (Scope of Work/RFQ/RFP/Bid) to the NCDOT-IMD Procurement Unit for approval PRIOR to any solicitation to occur. You will not be in contract compliance if this step is not reviewed and approved prior to solicitation.



Compliance Updates

2024 Compliance Reviews

CY23 5311

- 18 Total
- 16 Closed
- 2 In-Process

CY24 5311 – Round 1

- 8 Total
- 2 Closed
- 6 In-Process

CY24 5311 – Round 2

- 21 Notification Letters Pending
- 2 Rescheduled to this cycle

Calendar Year 2024

Alamance County Transportation Authority (ACTA)	Albemarle Regional Health Services (ICPTA)	Alleghany County
Ashe County Transportation Authority	Avery Co. (ACT)	Bladen County (BARTS)
Buncombe County/Mountain Mobility	Clay County	Gaston County
GoWake Access	Guilford County Transportation and Mobility Services (TAMS)	Hoke Area Transit Service (H.A.T.S.)
Johnston County Area Transit (JCATS)	Kerr Area (KARTS)	Lee County (COLTS)
Madison County Transportation Authority	McDowell County Transportation	Mountain Projects Inc. Haywood Co.
Pender Adult Services Inc.(PAS)	Polk County	Rockingham (ADTS)
Rowan Transit System (RTS)	Rutherford County Transit	Sampson County
Scotland County (SCATS)	Tar River Transit / City of Rocky Mount	Union County Transportation
Western Carolina Community Action, Inc. (WCCA-Apple Country (Henderson County)	Western Piedmont Regional Transit Authority	Wilkes Transportation Authority (WTA)

Training Updates



North Carolina Transportation Leadership Development Program

How can your transportation
organization

Grow

if you don't?

Public Transportation Group
An activity of the Institute for Transportation Research
and Education at North Carolina State University

How you will grow...

- Study at your own pace, using an interactive guidebook
- Apply what you learn to your everyday work and your plans for the future
- Develop your own leadership style
- Collaborate with the workshop team to develop and complete a project to improve transportation services
- Develop your own project to address a pertinent issue within your own organization
- Attend two workshops with others in locations across the state
- Work with a sponsor from your organization to ensure the course is relevant to your own work
- Work with a facilitator/advocate who will discuss the ideas and concepts in the workbook with you
- Earn 10 CEUs in recognition of your accomplishments in the NC-TLDP

- Taught for over 20 years
- Over 300 of your peers have gone through the program

<https://itre.ncsu.edu/focus/transit/>
Contact Jeremy Scott @ jscott@ncsu.edu or 919.515.8624

Fall 2024 Schedule

Registration Closes: August 5

Start: August 19

Seminar 1: Sept. 11-13

Seminar 2: October 16-18

End: November 8

Cost

Rural: \$950

Urban: \$2,300

Register

<https://itre.ncsu.edu/focus/transit/>



Jeremy Scott
jscott@ncsu.edu
(919) 515-8624

NCDOT-IMD Strategic Training Program

July Training

- **OpStats for 5310/5311 Sub-recipients (Rural) Virtual**
 - July 16 10:00 am – 11:00 am
 - July 18 2:00 pm – 3:00 pm
 - Training purpose: To understand and ask questions about the reporting process for rural operating data
 - Opstats information is reported to the National Transit Database (NTD)
 - NTD Data is reported to and used by US Congress when considering funding allocations for public transportation
 - Registration is required*
 - Registration links were emailed last week to primary & training contacts
 - Links posted to IMD Comms Hub training calendar
 - Register for each class you plan to attend
 - If you will be reporting in NTD as a direct report AND as a sub-recipient of 5310/5311 funds and plan to attend training on each topic, it will be separate registrations

NCDOT-IMD Strategic Training Program

July Training

- **OpStats for 5307 Recipients (Urban) Virtual**

- July 16 2:00 pm – 3:00 pm
- July 18 10:00 am – 11:00 am
 - Training purpose: To understand and ask questions about the reporting process for Urban operating data
 - Opstats information is reported to the National Transit Database (NTD) and is used when by US Congress when considering funding allocations public transportation.
 - Registration is required*
 - Registration links were emailed last week to primary & training contacts
 - Links posted to IMD Comms Hub training calendar
 - Register for each class you plan to attend
 - If you will be reporting in NTD as a direct report AND as a sub-recipient of 5310/5311 funds and plan to attend training on each topic, it will be separate registrations

NCDOT-IMD Strategic Training Program

July Training

- **Title VI of the Civil Rights Act of 1964 Virtual**
 - July 24, 2:00 pm – 5:00 pm
 - Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. This online course covers Title VI requirements and Title VI Plans.
 - Registration is required
 - Registration link emailed last week to primary & training contacts
 - Link posted to IMD Comms Hub training calendar
 - Different Training Platform than OpStats Trainings

NCDOT-IMD Strategic Training Program

Upcoming Training Opportunities

- **Advanced Mobility Device Securement (AMDS) – NTI Training – In Person**
 - September 17-18 and September 19-20
 - » September 17-18 – Western Location: Morganton (Burke County)
 - » September 19-20 – Eastern Location: Wilson (Wilson County)
 - » Class size = 20-25
 - NTI requires a minimum of 20
 - » This workshop specifically addresses the special challenges of **oversized and powered wheelchairs and scooters**. The goal of this workshop is to present, demonstrate, and practice problem-solving skills for securing powered mobility devices.
 - » Registration will be required
- **Americans with Disabilities Act – In Person**
 - 4 locations across the State
 - October 28 – October 31
 - Details coming soon

NCDOT-IMD Strategic Training Program

Other Training & Information

Training Reminders

- Scheduled trainings are shown on IMD Calendar (In Blue) and have the link to register
 - <https://connect.ncdot.gov/business/Transit/Pages/Transit-Communication-Hub.aspx>
- When registration is required for virtual classes, each person participating should register via the registration link and use a unique email address to get credit and/or certificate for attendance
- The Transit Director or Training Manager must notify the Training Coordinator by email if multiple people view the training from one person's log-in. It is the Transit System's responsibility to document the individuals' participation
- Training, including virtual, is designed for rural transit sub-recipients of IMD.

NCDOT-IMD Strategic Training Program

Flash Training

Title VI Trivia

- How many types of discrimination are prohibited under Title VI?
 - a) 3
 - b) 5
 - c) 7
- What types of discrimination does Title VI prohibit?
 - Race
 - Color
 - National Origin

NCDOT-IMD Strategic Training Program

Flash Training

Title VI Trivia

- Where should Public Transit Systems post Title VI Notice(s) to the Public?
 - a) Public areas in Transit facilities
 - b) Website
 - c) Bus Stops/Shelters
 - d) Transit Vehicles
- Title VI Notices should be posted in ALL locations where there is interaction with the public, including VEHICLES
- Be sure to register and join the Title VI Training webinar on July 24!!

Special Project Updates



NCDOT IMD Partner Survey Overview

- Survey directed toward transit agencies, internal NCDOT units, local governments, and other community organizations to determine overall satisfaction with IMD programs and staff- results to be published at conclusion
- IMD Survey will be open June 12th- July 31st
- Survey takes 8-10 minutes to complete

Take Survey: <https://publicinput.com/imdpartnersurvey2024>



Scan for survey

FY25 TDM Grants Awarded

TDM Partners and Programs in NC

FY25

- Land of Sky Regional Council \$121,855 Total
 - Piedmont Authority (PART) \$562,888 Total
 - City of Charlotte \$283,626 Total
 - Sustain Charlotte Inc. \$148,628 Total
 - Centralina COG \$40,000 Total
- General purpose – convenient travel options to reduce single occupancy vehicles/VMT and to enhance accessibility
 - Strategies – public transit, bike/walk, rideshare/vanpool, telework, MaaS, education/marketing employer programs
 - Funds staff salaries to administer regional TDM programs, marketing efforts/activities, and planning activities (including development of a TDM plan)
 - Eligible participants – regional transit or planning agencies responsible for TDM-related activities

Total funds awarded includes 50% local match

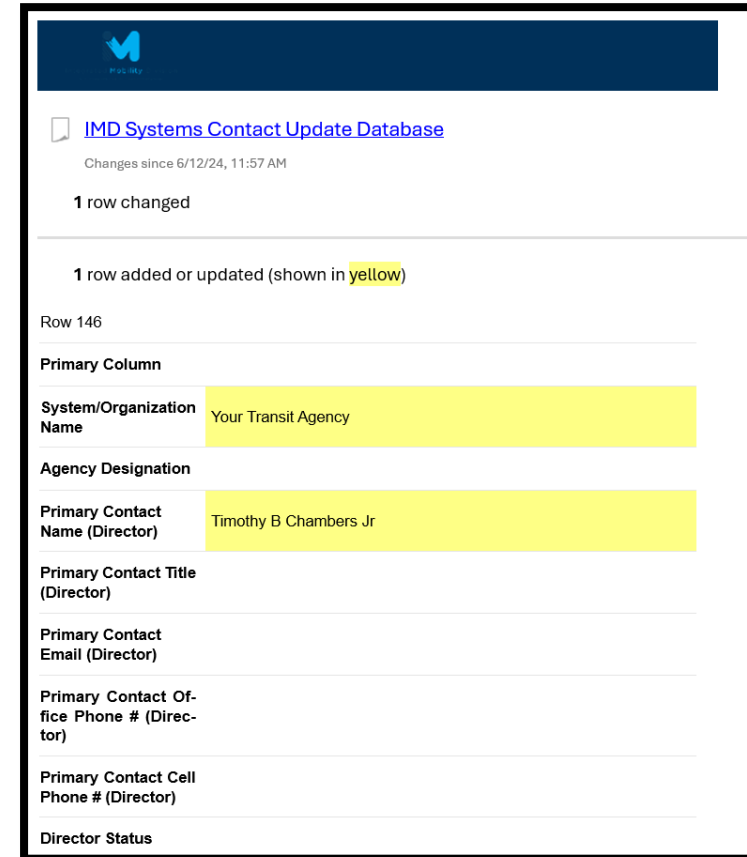
Human Trafficking Awareness Training Update

- As of July 2024, 1,244 (300 Urban, 923 Rural & 21 Other) training completion submittals. 961 completed the certification process.
- Transit Agency Submittals (at least 1)
 - Urban 8 out of 22 (36%)
 - Rural 48 out of 76 (63%)
- Members of AECOM will be reaching out to those 28 rural agencies that have not had any submittals so far to see if any support is needed to complete this effort.
- Remember this training and the resources provided will remain in place to help your agency continue to train new employees.

Contact Database Update

- Annual Contact Update to confirm info is correct.
- You should receive an email that looks like this:
- Please complete all fields as accurately as you can.
- This will determine who receives emails and invites from us (multiple contact options).
- There are two Emergency Contacts here – Transit System and the County EOC – should be two different people.
- Accountable Executive is your County Manager or highest person your agency answers to.
- Facility Ownership and funding source questions are needed to be completed. Please research this if you do not know.

Note: This is completed annually, but if you have any changes throughout the year, please contact your RGS or any staff and we can help you update your info.



The screenshot displays the 'IMD Systems Contact Update Database' interface. At the top, there is a blue header with a logo. Below the header, the title 'IMD Systems Contact Update Database' is followed by the text 'Changes since 6/12/24, 11:57 AM'. A status message indicates '1 row changed'. Below this, a message states '1 row added or updated (shown in yellow)'. The form is for 'Row 146' and contains several fields, some of which are highlighted in yellow:

Primary Column	
System/Organization Name	Your Transit Agency
Agency Designation	
Primary Contact Name (Director)	Timothy B Chambers Jr
Primary Contact Title (Director)	
Primary Contact Email (Director)	
Primary Contact Office Phone # (Director)	
Primary Contact Cell Phone # (Director)	
Director Status	



Calendar & Resource Updates



Transit Communication Hub

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 7	8	9	10 Transit System	11	12	13
14	15 Charter Report Annual Facility Transit Asset M Training Repor Vehicle and Lif	16 OpStats for 53 OpStats for 53	17	18 OpStats for 53 OpStats for 53	19	20
21	22	23	24 Title VI of the C	25 Multimodal Up	26	27
28	29	30 Quarterly Claim Final Year-End Emergency Co	31 Monthly Claim	August 1	2	3
4	5	6	7	8	9	10
Vehicle Utilization Data Week 1 FY25 (VUD) (CT)						

Important Dates – Next 30 Days

Reporting Due:

- Charter Reports – 07/15
- Annual Facility Maintenance – 07/15
- TAM Inventory – 07/15
- Training Reports – 07/15
- EAM – 07/15
- Program Income – 07/15
- May Monthly ROAP Report – 07/15
- June Monthly ROAP Report – 07/30
- TDM Claims – 07/15
- Quarterly Claims Due – 07/30
- Final Year-End Claims Due – 07/30
- Monthly Claims Due – 07/31
- Emergency Contacts Update Due – 07/30

Training:

- OpStats for 5310/5311 (Rural) – (Virtual) 7/16 & 7/18
- OpStats for 5307 (Urban) – (Virtual) 7/16 & 7/18
- Title VI of the Civil Rights Act of 1964 – (Virtual) 7/24

Vehicle Utilization Data Week – August 5th-11th

Transit Call:

- Multimodal Updates Webinar is on 07/25
- Next Transit Call is on 08/14/24

IMD SmartSheet Links for Transit Systems

IMD SmartSheet Links for Transit Systems

This page will list commonly used SmartSheet Links will doing business with IMD. Please send any questions to Timothy Blair Chambers, Jr., Compliance & Procurement Branch Manager, Integrated Mobility Division, North Carolina Department of Transportation, 919-707-4693 (office) or tbchambers@ncdot.gov.

General/Surveys

- 📄 Provide feedback from Transit Calls and Ideas for training topics here.
- 📄 Transit Facility & Low Emission Fleet Transition Feasibility Survey (Open)
- 📄 STIP Amendment Request Database Form
- 📄 NC Department of Transportation Flex Request Form
- 🔗 **NCDOT IMD Partner Survey Link**

ROAP Reports

- 📄 ROAP Report Entry (Monthly)

Charter Reports

- 📄 Charter Report Quarterly Submission


Transit Activity Reporting

- 📄 Accident/Incident Reporting (Active)

Vehicle Related Reporting

- 📄 Vehicle Disposition Tracking (Coming Soon)

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