




NORTH CAROLINA



Department of Transportation











Integrated Mobility Division Transit Systems Call

September 10, 2025

 ncdot.gov/divisions/integrated-mobility

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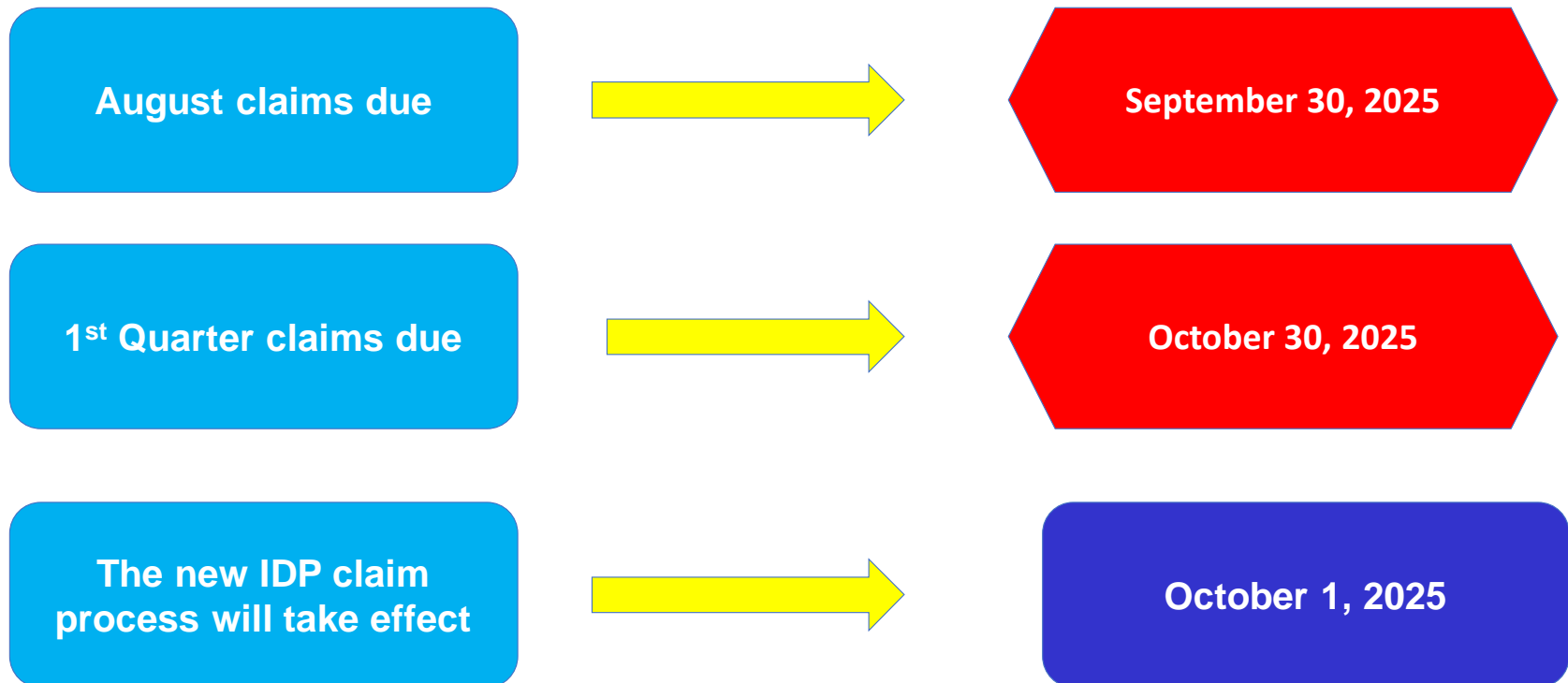
AGENDA

- Opening/Announcements
- Finance Updates
- Grant Administration Updates
- Procurement Updates
- Compliance Updates
- Training Updates
- Transit Facilities Update
- Calendar Updates

Finance Updates



Finance Updates



Finance Updates

- All claims must be submitted in the new format. More information can be found on the finance webpage at <https://connect.ncdot.gov/business/Transit/Pages/Transit-Financial.aspx>
- If you need assistance with your claims, please feel free to reach out to your accounting specialists.

Finance Updates

Dates	Task/Event
July 1, 2025	Grant fiscal year start
July 30, 2025	All final claims are due
August 30, 2025	July claims due
September 30, 2025	August claims due
October 30, 2025	September claims due
October 30, 2025	1st qtr claims are due
November 30, 2025	October claims due
December 30, 2025	November claims due
January 30, 2026	December claims due
January 30, 2026	2nd qtr claims are due
February 28, 2026	January claims due
March 30, 2026	February claims due
April 30, 2026	March claims due
April 30, 2026	3rd qtr claims are due
May 30, 2026	April claims due
June 30, 2026	May claims due
July 30, 2026	June claims due
July 30, 2026	4th qtr claims are due

Monthly claims are due by the 30th of each month

Finance Updates

- All FY26 contracts have been issued but have not been returned. Please return your signed contract as soon as possible or reach out to your Accounting Specialist with the status of the contract.

Finance Updates

<https://connect.ncdot.gov/business/Transit/Pages/Transit-Financial.aspx>

Financial

Forms, Manuals, Guidelines and Policy Documents

Connect NCDOT > Doing Business > Public Trans > Financial

Finance

Enterprise Business Services (EBS) Grants management system is designed to streamline and manage the entire grant lifecycle for NCDOT from grant application submission to award management, claims and change request submissions, approvals, financial tracking, reporting, and closeout.

Finance converts the approved applications to Agreements and the subrecipients submits claims in EBS workflow to draw down those funds. Claim submission requires several mandatory documents that must be included with each reimbursement claim to NCDOT. You can locate these documents along with the claim checklist under supplemental documents below.

Claim requirements:

1. Claim cover sheet
2. Claim cover letter on agency letterhead
3. DBE vendor payment form
4. Progress report
5. Supporting documentation to support expenses*

*Note: If a capital item or contracted service amount exceeds \$10K, then you must attach an executed 'Procurement Approval Letter' as part of the supporting documentation.

Vehicle Claim Requirements:

1. MVR-1 title application with NCDOT as the 1st lienholder
2. Final vendor invoice
3. Original order form
4. Copy of check or advance payment form
5. IMD Procurement Approval Letter
6. Lettering/logo invoice (if applicable)

Timeline

Dates	Task/Events
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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](#)

Contacts

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Finance Updates

Region	Name	Phone Number	Email Address
Finance Manager	Myra Freeman	919-707-4672	msfreeman1@ncdot.gov
Eastern Piedmont	Tanisha O'Keefe	919-707-4689	ttokeefe@ncdot.gov
Western Piedmont	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



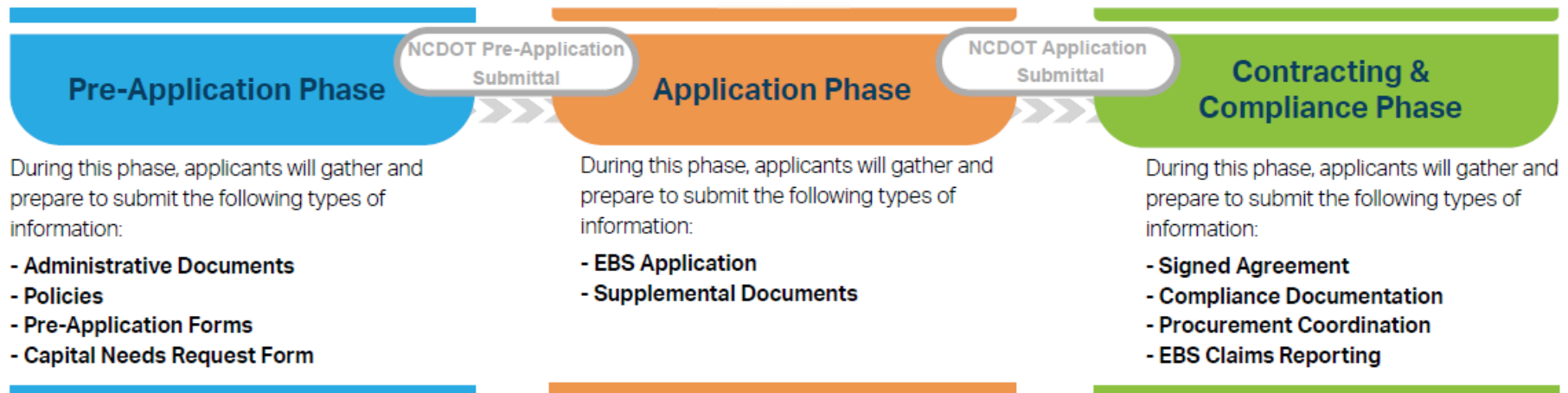
Grant Administration Updates

New IMD Grants Administrator

- IMD's Grants Administration Section is please to announce our new Grants Administrator will join us in the office on Tuesday, September 16th.
- Casondra Hamilton is joining us from South Carolina Department of Public Health where she held a similar grants administration position.
- Her duties will be focused on the grant application and ROAP and SMAP programs.
- We look forward to introducing her to our transit partners during the October call.



FY 27 Unified Grant Application (UGA) Process



Key Dates:

- The FY27 Unified Grants Application (UGA) cycle is April 1 – October 3, 2025
- The Application Phase is July 1 – October 3 – **EBS Applications Open**
- The Contracting and Compliance Phase is July 1, 2025 – June 30, 2026

UGA Grant Application Page 1 of 2 from IMD's Connect Page

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, 2025:

FY27 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 **FY27 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 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.

- **FY27 UGA Pre-Application (Phase 1) Quick Reference Guide**
- **FY27 UGA Application (Phase 2) Quick Reference Guide**
- **FY27 UGA Application Contracting & Compliance (Phase 3) Quick Reference Guide**
- **Smartsheet Quick Reference Guide**

News & Updates

April 1, 2025 -

IMD has published the **FY27 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.

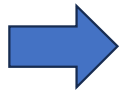
UGA Progress Sheet - This progress sheet serves as a tracking sheet for the application process. This progress sheet does not need to be submitted to IMD.

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.

Supplemental Documents, Program Documents and Checklists

Below are individual links for the supplemental documents.

- **Master Documents** are required for all rural grants, and Traveler's Aid and ConCPT grants for Direct Recipients.
- Individual grant programs such as 5311 Admin/Operating, Combined Capital, 5310 programs among others.
 - 5311 Admin/Oper (**Refer to 5311 Admin/Operating tab on UGA Checklist**)
 - **Combined Capital (5311 & 5339)**
 - **Capital Cost of Contracting (5311)**
 - **5310 Operating**
 - **5310 Capital Purchase of Service**
 - **5310 Mobility Manager**
 - **Rural State Operating**
 - **ConCPT-CO (Coordination)**
 - **ConCPT-CN (Consolidation)**
 - **Traveler's Aid**
 - **NON-STI Rural Expansion Vehicle**
 - **Rural STI**
 - **Urban State Match (Direct Recipient)**
 - **Urban Advanced Technology (Direct Recipient)**
 - **Urban STI (Direct Recipient)**
 - **5303 Planning (MPO)** - Will open Fall 2025
- Checklists for rural sub-recipients and Direct Recipients
 - **FY27 UGA Checklist Rural Recipients**
 - **FY27 UGA Checklist Direct Recipients**



News for FY 2027 UGA April 1 – October 3, 2025

- IMD notified transit directors that starting with the FY27 5311 Admin grant the limitation on number of Admin positions requested on an application has been removed but the total amount of available funding remains the same.
- Certs and Assurances were due Thursday, August 21st and they were to be attached to your FY26 SmartSheet workspace on the Certs and Assurances line in Phase 3. If these have not been submitted yet, please advise your RGS with an estimated time.
- Applications are due in EBS by **Friday, October 3rd**. Required documents are to be uploaded in your SmartSheet workspace by the same date.
- The FY27 5303 application package and allocation table will be posted later in the fall. MPO contacts will be notified via e-mail when it is available and the link to use to download it from the UGA page on IMD's Connect site.
- Regional Grant Specialists are available to answer questions as you proceed through the application process.



ROAP Fiscal Year-end Overview

Overall ROAP Stats			
Primary	Description	Amount	% Total Allocation
ROAP Allocation	1. Funds approved from legislators	\$18,664,423	
Carryover	2. Unspent funds from previous year	\$2,435,924	
Allocation + Carryover	3. Total of 1 + 2	\$21,100,347	
Transferred Out	4. Transferring ROAP funds to match eligible grant programs	\$1,328,646	7%
YTD Expenditures	5. Total approved expenses to date	\$18,322,074	98%
Total Balance	6. Remaining funds to date	\$1,449,627	7%
County Funds Used	7. County Funds Used that exceeds the transit systems' allocations	\$10,387,048	

% Transit Systems Reported by Month	
July 2024	99%
August 2024	99%
September 2024	100%
October 2024	99%
November 2024	99%
December 2024	100%
January 2025	99%
February 2025	99%
March 2025	99%
April 2025	98%
May 2025	98%
June 2025	99%

The percentages do not include unapproved ROAP reports.

ROAP Reporting Process

"I'm dreaming
of a monthly
ROAP report..."
They are due on
the 30th of each
month



ROAP reporting timeline:

- ROAP reports are due **30** days after the end of the reporting month (i.e., July report is due August 30th)
- **Please hold July's report until the FY25 program is balanced. Reports are monthly - no combined reports allowed. They will be sent back for correction.**
- **Transfer of ROAP funds must be reported in month transferred – not at a later date**
- **The FY26 ROAP report link will be sent out when the workspace is open.**
- FY26 ROAP report confirmations and/or corrections are due within 4 days of receiving the ROAP Report e-mail after the RGSs approve the report.
- **The FY26 confirmation is your approval the information is correct, and reports are final.**

Estimated FY26 ROAP Program Timeline

- Under the continuation budget, IMD will use the ROAP and SMAP allocations from FY25.
- The program reconciliation is near completion and the FY26 allocation table will be prepared this week.
- ROAP and SMAP tables and applications will be posted when the ROAP allocation table is complete. Systems will be advised via e-mail when they are available. The application packages will be posted to the IMD Connect page on the UGA page.
- Signed application(s) due to IMD within 30 days.
- IMD reviews and approves applications and prepares requests for disbursement.
- Estimated date for Base Allocation disbursement is Late October – early November (10-27 to 11-07).
- Mid-November (11-17 to 11-21) 2nd disbursement – unspent funds to eligible systems.

Example Calculation of Initial Allocation – Unspent Funds = Adjusted Disbursement

Initial Formula Allocation				Unspent Funds at End of Fiscal Year				Total Initial Allocation - Unspent Funds				Disbursement of Initial Allocation - Unspent Funds Balance			
EDTAP	EMPL	RGP	Initial Allocation	EDTAP	EMPL	RGP	Total Unspent	EDTAP	EMPL	RGP	Adjusted First Allocation	EDTAP	EMPL	RGP	First Disbursement
\$ 107,843	\$ 29,703	\$ 101,250	\$ 238,796	\$ 56,071	\$ 26,727	\$ 72,473	\$ 155,271	\$ 51,772	\$ 2,976	\$ 28,777	\$ 83,525	\$ 51,772	\$ 2,976	\$ 28,777	\$ 83,525

Process:

Step 1: ROAP program is reconciled at end of fiscal year

Step 2: New fiscal year allocation table is created with appropriated amount from legislature

Step 3: Unspent funds (if any) are deducted from individual county allocation. **Unspent funds remain with county for use in next fiscal year to continue providing trips**

Step 4: Disbursement amount is adjusted to reflect unspent funds.

Step 5: Unspent funds + disbursement amount = full allocation amount per the ROAP allocation table

Step 6: Pool of unspent funds are recalculated with the ROAP formulas and disbursed to counties meeting eligibility criteria ****currently ~ 69 systems are 5% or less of unspent funds and eligible for 2nd disbursement**



Procurement

Procurement

Vehicle Ordering

- Please move forward with your procurements of outstanding vehicle projects ASAP if you have not done so already; FY26 vehicles MUST be ordered by December 30th, 2025
 - IMD will be following up w/ systems in November to check on any unordered vehicles to establish the procurement timeline

Implementation of ProcurementPRO

- Starting with FY26-funded projects, all procurements over the current micro purchase threshold (> \$10,000) must go through the ProcurementPRO tool to generate a procurement file for NCDOT-IMD approval
- Exceptions include:
 - Procurements completed utilizing an existing statewide contract (e.g. current minivan contract STC 2510A, radio contract 725G etc...); systems will still need to submit previously required documentation such as Procurement Checklist and Procurement History Form for approval prior to submission of claim
 - Rolling stock procurements using NCDOT-IMD generated order forms; normal process will continue
- A recorded general ProcurementPRO training was completed on 5/7/25 is now on the IMD Procurement Page
- Please reach out to Chris Dodson (cbdodson@ncdot.gov; 919-707-4696) with any questions or concerns



Compliance Updates

2025 Compliance Reviews

Calendar Year 2025

Anson County Council on Aging	Anson County Transportation System	Beaufort County Developmental Center, Inc.
Brunswick Transit System, Inc.	Cabarrus County Transportation Services (CCTS)	Carteret County
Chatham Transit Network	Cherokee County	Cleveland County (Transportation Administration of Cleveland County, Inc.)
Columbus County	County of Davidson, Senior Services	Craven County (CARTS)
Dare County	Davidson County Transportation System (DCTS)	Gates County
Graham County	Graham County-Senior Center	Hyde County / Tyrrell County
Lenoir County	Lincoln County	Lincoln County Senior Services
Iredell County (ICATS)	Iredell County Council on Aging	Jackson County
Macon County	Madison County Transportation Authority	Martin County
MONARCH - Columbus County	MONARCH - Moore County	MONARCH - Robeson County
MONARCH - Stanly County	Moore County	Person County (PATS)
Richmond Interagency Transportation, Inc.	Robeson County (SEATS)	Stanly County (SCUSA)
Stanly County Senior Services	Swain County Focal Point on Aging Inc.	The Life Center
The Workshop of Davidson	Washington County (Riverlight Transit)	Wilson County
Wilson, City of	Yadkin Valley Econ Dev Dist (YVEDDI)	

Training Updates



NCDOT-IMD Strategic Training Program

September 2025 Training

- **Passenger Assistance Techniques (PAT) Trainer – In-Person**
 - 9/11/25-09/12/25 Location: Statesville
 - Alternative to PASS Trainer* – does not require purchase of certification materials
 - <https://rlsandassoc.com/events/passenger-assistance-techniques-instructor-sep11-and-12-statesville-2025/>
- **Transit Academy 101 (Registration Closed) – In Person**
 - 9/16/25 – 9/17/25
 - Winston-Salem
- **Drug & Alcohol Program Management (DAPM) Virtual**
 - 9/23/25-9/25/25 9:00 am-12 pm each day
 - <https://register.gotowebinar.com/register/727053612791935833>
- **Drug & Alcohol Reasonable Suspicion Virtual**
 - 9/26/25 9:00 am- 12:00 pm
 - <https://register.gotowebinar.com/register/1749634610995795808>

NCDOT-IMD Strategic Training Program

October 2025 Training Opportunities

- **Accident/Incident Preparedness - Virtual**
 - October 7, 2025
 - Registration Coming Soon – Details at [NCDOT Communications Hub Calendar](#)
 - Virtual Training - Please Register Each Participant Individually
- **Implementation of the ADA in Public Transportation - Virtual**
 - October 14, 2025
 - Registration Coming Soon – Details at [NCDOT Communications Hub Calendar](#)
 - Virtual Training - Please Register Each Participant Individually
- **Title VI of the Civil Rights Act - Virtual**
 - October 22, 2025
 - Registration Coming Soon – Details at [NCDOT Communications Hub Calendar](#)
 - Virtual Training - Please Register Each Participant Individually

NCDOT-IMD Strategic Training Program

November 2025 Training Opportunities

- **PASS Trainer**
 - Date & Location TBA (Late October or Early November)
 - Registration Coming Soon – Details at [NCDOT Communications Hub Calendar](#)
- **Effective Marketing Strategies**
 - November 19, 2025
 - Registration Coming Soon – Details at [NCDOT Communications Hub Calendar](#)
 - Virtual Training - Please Register Each Participant Individually

2026 Boot Camp

- **2026 Boot Camp Registration is Open**

- March 17-18, 2026
- NC State University – ITRE
- [2026 Boot Camp Registration Link](#)
- Transit Boot Camp is designed to provide new transit managers with an understanding of the requirements of doing business with IMD
- Attendees will gain insight into
 - The various programs IMD supports
 - Key requirements to achieve and maintain compliance with Federal and State requirements
 - Areas of guidance IMD can provide
 - Processes required while doing business with IMD as a sub-recipient of federal funds
 - Valuable resources and tools that can be used in managing and operating a rural transit system in NC
- An in-depth review of the Unified Grant Application process and applying for grants will be provided.
- NCDOT-IMD strongly recommends Managers with three years or less attend Boot Camp to gain working knowledge of doing business with IMD
- It is also recommended that, following attendance at Boot Camp, the Transit Manager attend Transit Academy 101 to develop a deeper understanding of Public Transportation Management and FTA & NCDOT requirements.

Special Project Updates



Transit Facilities



Transit Facility Survey coming out this month!

- Informational to help get a facility inventory for the state
- Please fill out to start the process

Under the
Multimodal
Infrastructure
Pipeline (MIP) now

New process of
getting transit
facility money

Transit Facility Feasibility
Study and NEPA
Transit Facility Design and
Construction

Calendar & Resource Updates



Transit Communication Hub

September - October 2025 ◀ 1 Month ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 7	8	9 Passenger Assistance Techniques (PAT)	10 Transit System	11 Passenger Assistance Techniques (PAT)	12	13
14	15	16 Transit Academy 101 - Module 5 - V	17	18	19	20
21	22	23 Drug & Alcohol Program Management (DAPM) (Virtual)	24	25	26 Drug & Alcohol	27
28	29	30 Monthly Claim	October 1	2	3	4
5	6	7 Accident/Incident	8 Transit System	9	10	11

Important Dates – Next 30 Days

Reporting Due:

- Monthly Claims – September 30th

Meetings:

- Next Transit Call is on October 8th.

Training:

- Passenger Assistance Techniques (PAT) – 09/09 – 09/12
- Transit Academy Mod 5 – 09/16 – 09/17
- DAPM – 09/23 – 09/25
- D & A Reasonable Suspicion – 09/26
- Accident/Incident Preparedness – 10/07

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>