



NORTH CAROLINA

Department of Transportation



Integrated Mobility Division Transit Systems Call

November 5, 2025

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AGENDA

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

Finance Updates



Finance Updates

**1st Quarter claims were
due**



October 30, 2025

October claims due



November 30, 2025

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

Region	Name	Phone Number	Email Address
Finance Manager	Myra Freeman	919-707-4672	msfreeman1@ncdot.gov
Accountant	Jocelyn Valdez	919-707-4683	jpetatanvaldez@ncdot.gov
Eastern Piedmont	Tanisha O'Keefe	919-707-4689	ttokeefe@ncdot.gov
Western Piedmont	Ursula Banks	919-707-4671	uvbanks@ncdot.gov
Coastal Plains	Equila Drakeford	919-707-4680	ezdrakeford@ncdot.gov
Mountains	Monique Frasier	919-707-4681	msfrasier@ncdot.gov

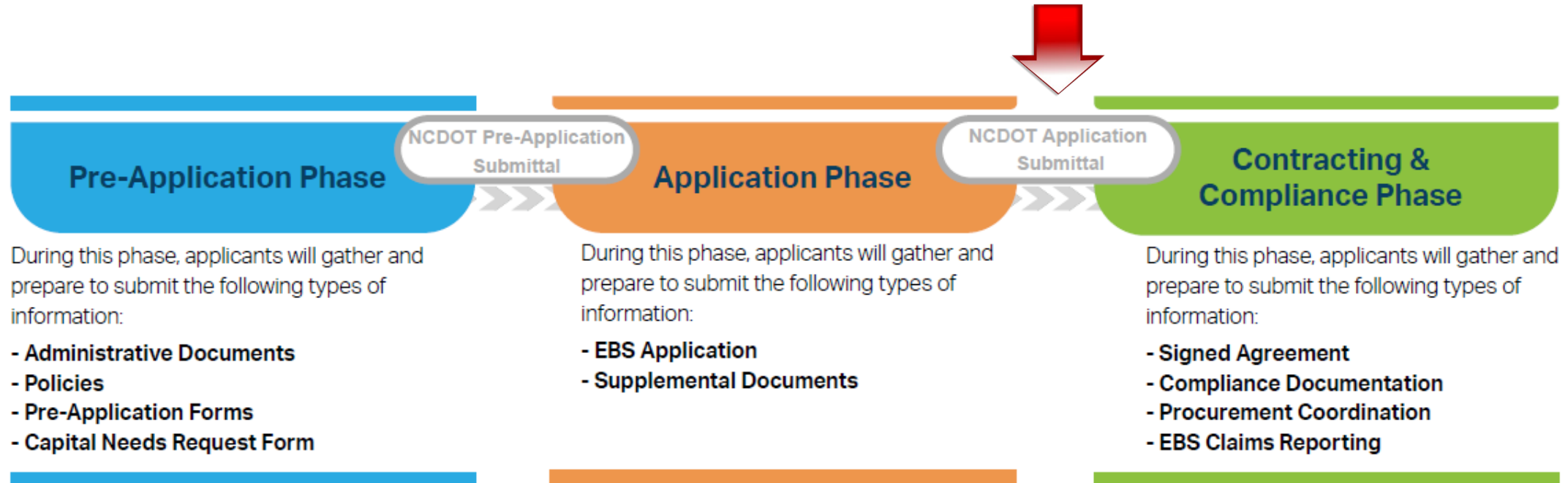
EBS Demonstration

See Recording



Grant Administration Updates

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 closed on **Friday, October 3rd**
- RGSs review and approve submitted grant applications October – December
- 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

Unified Grant Application (UGA)

Home ► 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, 2025:

- FY26-27 Apprenticeship Program***
- FY26-27 Internship Program***
- FY26 ROAP Application**
- FY26 SMAP Application**
- 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.

News & Updates

October 31, 2025 -

The Internship and Apprenticeship applications are available to download and complete. The supporting documents are to be attached to the application in EBS and submitted by the due date of Monday, December 1, 2025.

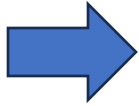
September 29, 2025 -

ROAP and SMAP applications are available to download and complete. The due date is Friday October 24th. The anticipated disbursement date is the week of November 17th.

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

- Regional Grant Specialists are working on reviewing all applications – ROAP, SMAP, and FY27 programs and will contact sub-recipients if information or documents need to be included or corrected. The RGSs are available to answer questions as you have them.
- Completed ROAP and SMAP applications were due October 24th in SmartSheet – instructions and link were included in the program notification.
- Applications received by the due date will be disbursed during the week of Nov. 17th. Late applications will be disbursed within a few weeks when all outstanding applications have been received.
- *Internship and Apprentice application packages were posted to the UGA page on Friday, October 31st. (Kevin Edwards will cover more details.)*
- *The FY27 5303 application package and allocation table will be posted in mid-November. 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.*



ROAP Monthly Overview

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	\$255,019	1%
YTD Expenditures	5. Total approved expenses to date	\$3,961,205	21%
Total Balance	6. Remaining funds to date	\$15,950,033	79%
Other Funds Used	7. Other Funds Used that exceeds the transit systems' allocations	\$475,774	

EDTAP, EMPL, RGP Stats

SFY2026	Net Allocation	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$9,209,463	\$1,730,582	19%	\$0
EMPL (Employment Assistance Program)	\$2,324,711	\$641,964	28%	\$314,346
RGP (Rural General Public Program)	\$8,377,064	\$2,064,433	25%	\$161,428
Totals	\$19,911,239	\$4,436,979	22%	\$475,774

% Transit Systems Reported by Month

July 2025	68%
August 2025	65%
September 2025	66%
October 2025	0%
November 2026	0%
December 2025	0%
January 2026	0%
February 2026	0%
March 2026	0%
April 2026	0%
May 2026	0%
June 2026	0%

The percentages do not include unapproved ROAP reports.

ROAP Reporting

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



ROAP reporting timeline:

- ROAP reports are now being collected and the FY26 ROAP report link has been sent out.
- ROAP reports are due **30** days after the end of the reporting month (i.e., July report is due August 30th)
- The October report is due by **November 28th**.
- **Transfer of ROAP funds must be reported in month transferred – not at a later date**
- 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.**

FY26 ROAP and SMAP Disbursement Updates



- ROAP and SMAP disbursements will be made during the week of November 17th.
- Systems which did not submit or complete applications by the October 24th due date will be disbursed a little later, hopefully by the first of December.
- If you have questions on when you may expect your disbursement, please contact your RGS for an update.

2026/27 Intern & Apprenticeship

- Sponsorship applications MUST be received no later than 5 PM on December 1, 2025
- The hourly rate for this project is a MAXIMUM of \$24.00/hour for Apprentice and \$25.00/hour for Interns
- The Apprenticeship has a MAXIMUM budget of \$54,739 (includes 10% local match) 2080 Hrs. @ \$24.00/hr. Max salary is \$49,920 (includes match)
- The Internship has a MAX budget of \$24,883 (includes a 10% local match) 880 hrs. @ \$25.00/hr. Max salary is \$22,000 (includes match)
- Educational requirements/restrictions have been waived.
- **Request for Sponsor** information is available on the UGA page on the IMD Connect website

2026/27 Intern & Apprenticeship

Project Funding Selection Process

- The EBS application title is: **P2027_Intern/Apprentice**
- ONLY the following G-codes are reimbursable under this grant G121 (salary), G181 (FICA), G311 (travel)
- ONLY one application per system will be accepted
- IMD will review sponsor applications to select the best qualified sponsors and beneficial projects.
- Project funding will be available starting on May 15, 2026
- The number of projects accepted is limited to available funding
- Project funding is NOT guaranteed



Procurement

Procurement

Vehicle Ordering

- Please move forward with your procurements of outstanding vehicle projects ASAP if you have not done so already; FY26 (and older projects where applicable) vehicles MUST be ordered prior to December 30th, 2025
 - IMD will be following up w/ systems in November to check on any unordered vehicles to establish the procurement timeline
 - Systems who place orders after this deadline may be subject to claim denial

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
- This applies to ALL IMD-assisted grants not only Combined Capital (any new procurement action with a budget over \$10,000 utilizing Capital, Operating, Discretionary Capital/Operating Grants, or Admin
 - ie. Contracting with a new transit service provider, purchasing software through Advanced Technology Grant, etc...
- 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

Procurement Project Status Report

Project	Completed	Currently Working On	Future Steps
Statewide Camera Contract	• Surveying Agencies Completed • RFI Posted • Demos Completed • RFP Path Determined	• Working with NCDOT-DIT to create RFP	• RFP Issued depending on DIT's timeline
Statewide LTV Vehicle Contract (2026-2028)	• Surveying Agencies on Specs Completed • Listening Sessions Completed • Aiming to be a 5-year Contract	• Working with NCDOT Purchasing on IFB Creation	• IFB Issued January-March • Contract Award Likely in the Fall
Statewide Large Bus Vehicle Contract (2026-2028)	• Surveying Agencies Completed • Listening Sessions Completed • Aiming to be a 5-year Contract	• Working with NCDOT Purchasing on IFB Creation • Additional Final Check with Agencies that plan to utilize contract	• IFB Issued January-March • Contract Award Likely in the Fall • LTV IFB will be first, with this IFB tentatively directly behind it

Training Updates



NCDOT-IMD Strategic Training Program

November 2025 Training Opportunities

- **R-STEP Listening Session – Virtual**

- November 13, 2025
- 10:00 am – 11:30 am
- Roundtable discussion to receive input on training and resource needs
- Meeting size limited to 30 participants
- Every rural system is required to attend at least one Listening Session per year
- Registration: [R-STEP LISTENING SESSION - 11-13-25](#)

- **Effective Marketing Strategies**

- November 19, 2025
- 10:00 am – 12:00 pm
- Registration - [EFFECTIVE MARKETING STRATEGIES - 11-19-25](#)
- Virtual Training - Please Register Each Participant Individually

**THERE ARE NO STP TRAININGS SCHEDULED FOR DECEMBER 2025 HOWEVER,
THIS IS SUBJECT TO CHANGE**

NCDOT-IMD Strategic Training Program

December 2025 Other Training Opportunities

- **Assault Awareness and Prevention for Transit Operators (Train-the-Trainer)**
 - Wednesday, December 17, 2025
 - 1:00 pm – 4:30 pm
 - Registration: <https://ce-catalog.rutgers.edu/myAccountMain.cfm> (You will need to create an account if you don't already have one), then search the "Course Search" for the class

COMING SOON . . .



- **The 2025 Annual Training Survey will be emailed by November 14.**
 - The survey will be open for two weeks
 - The Transit Director, the Training Manager, or both can complete the survey.
 - If someone from your system does not complete the survey, I will reach out to complete it. (Some remember how persistent I can be).
 - YOUR INPUT IS IMPORTANT AND IS USED IN DEVELOPING TRAINING
- **The 2025 survey will focus on receiving input on classes/courses that will assist Transit Staff in ensuring your Transit System operates in a successful, safe, and (as always) compliant manner.**
- **Those attending the R-STEP meeting next week will get a sneak peek of the survey and will be asked for input on other items or topics that should be included**

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.
 - Several Key NCDOT-IMD staff will be present and providing information and resources to assist participants with understanding processes and reporting requirements.

2026 Boot Camp

- 2026 Boot Camp will be open to additional participants:
 - Transit Directors who aren't "new" but feel they would benefit from participation in Boot Camp
 - Transit System Administrative Staff who work closely with the Director in preparing grants and/or assist with financial management.
- 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.

NCDOT-IMD Strategic Training Program

PAT and PASS Classes

- We intend to offer PAT Trainer and PASS Trainer in 2026. Each transit system may choose to have a certified trainer of one or both programs
- For 2026, there will be ONE offering of PASS in the Spring and ONE PAT offering in the Fall
 - Both offerings will have two classes in the same week in two separate locations (East & West)
 - If your PASS Certification is going to expire next year and you would like to take the class again, you can sign up for one of the two classes in the Spring. It is not a requirement; you can renew your certification online through CTAA.
 - New trainers who have not taken the class will be given priority.

NCDOT-IMD Strategic Training Program

PASS Certification Update

- **PASS 8.0 Certification:**

- We will not be offering another PASS Trainer class until Spring 2026.
- However, if you are currently PASS Trainer certified, you should work to update your certification to teach PASS 8. CTAA will no longer recognize PASS 7 as a valid program after December 10, 2025.
 - You should have received an email from CTAA on the process to update your certification. Questions about updating your certification should be directed to CTAA.
- Updating your certification DOES NOT change the expiration date for your current certification.
- If you have a certification that will expire between now and Spring (March timeframe), you need to utilize CTAA's online recertification process to remain a certified PASS Trainer.



Calendar & Resource Updates

Transit Communication Hub

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 2	3	4	5 2025 Board of Transportation Transit System Multimodal Up	6	7	8
9	10	11 State Holiday -	12	13 R-STEP Listen	14	15
16	17	18	19 Effective Mark	20	21	22
23	24	25	26	27 State Holiday-Thanksgiving (NCDO Monthly Claim: October Month	28	29
30	December 1	2	3 2025 Board of Transportation	4	5	6

Important Dates – Next 30 Days

Reporting Due:

- Monthly Claims – 10/28
- October ROAP Report – 10/28

Meetings:

- Next Transit Call is on December 10th

Training:

R-STEP Session – 10/13

Effective Marketing – 10/19

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>