



NORTH CAROLINA

Department of Transportation




Integrated Mobility Division Transit Systems Call

December 10, 2025


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AGENDA

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

NCDOT Transportation Demand Management (TDM) FY27 Grant Application Cycle

General program purpose: To increase efficiency of North Carolina's transportation network and support community livability by decreasing vehicle miles traveled, reducing traffic congestion, and improving air quality.

Eligible participants: Public organizations (such as regional transit or planning agencies) responsible for promotion of TDM activities and providing TDM services.

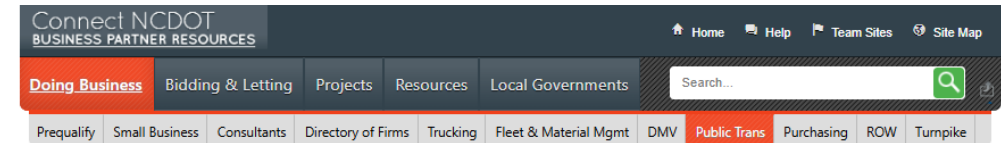
What can funds be used for? Funds staff salaries to administer regional TDM programs, marketing efforts/activities, and planning activities, including development of a TDM plan.

- TDM programs promote the use of all transportation options available, rather than defaulting to single occupant vehicle use. Included among these travel options are carpooling, vanpooling, teleworking, transit, bicycle, flexible work hours, compressed work weeks, and parking policies.

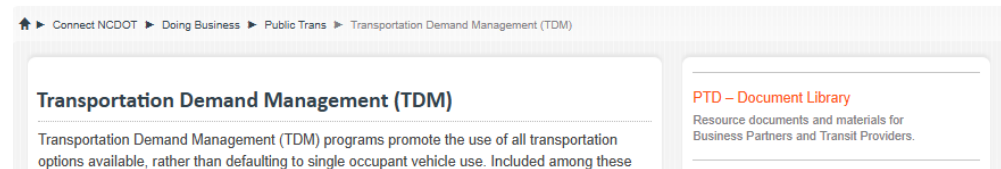
Required match: 50%

Timeline: FY27 grant application cycle **anticipated to open mid-December 2025** and close in early 2026. Information will be posted on the NCDOT TDM Connect webpage.

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



Transportation Demand Management (TDM)



For questions contact: Danielle Kittredge, dkittredge1@ncdot.gov or 919-707-2604

Finance Updates



Finance Updates

Change request due



December - January

November claims due



December 30, 2025

2nd quarter claims due



January 30, 2026

Finance Updates

- Reminder, 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.

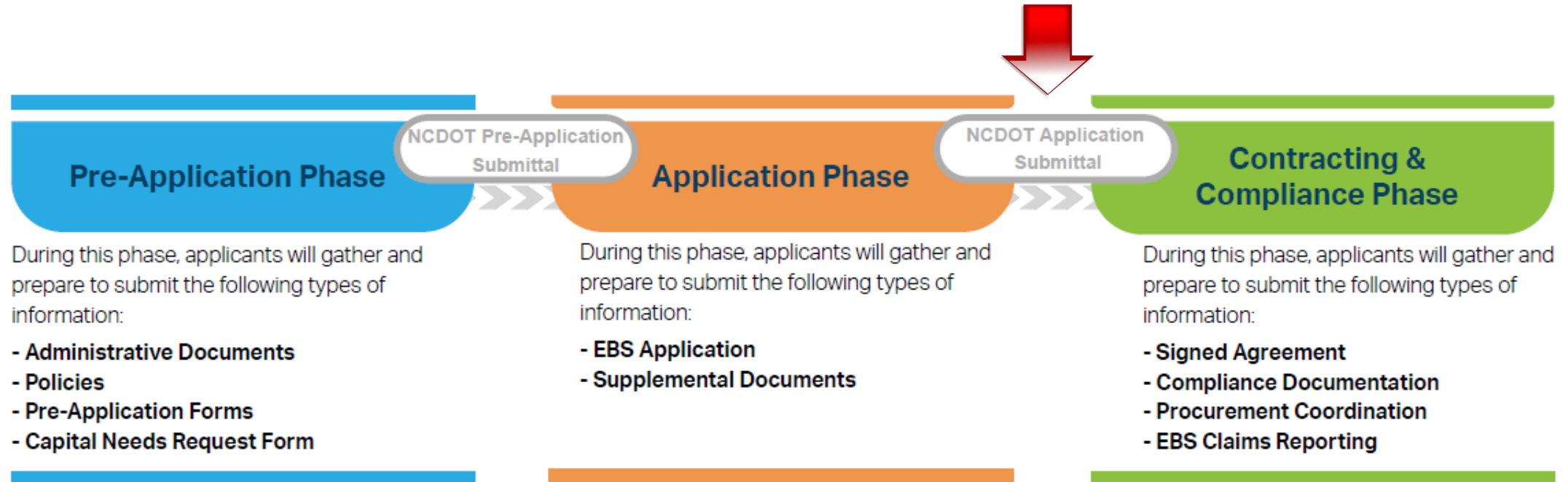
Finance Updates

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



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 is closed and RGSs are reviewing the applications
- The Section 5310 applications have been reviewed and will be presented at the January Board of Transportation meeting for final approval
- 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)

🏠 ▶ 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:

[FY27 5303 Program*](#)

[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.

News & Updates

November 20, 2025 -

The 5303 application is available to download and complete. The supporting documents are to be attached to the application in EBS. The deadline is **January 30, 2026** for the draft UPWP and EBS application.

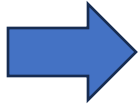
October 31, 2025 -

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**.

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

- Internship and Apprentice application packages were posted to the UGA page on Friday, October 31st. Completed applications were due in EBS by Monday, December 1st.
- The FY27 5303 application package and allocation table was posted on IMD's UGA webpage on November 20th. MPO contacts were notified via e-mail when the application was available and was provided the link to use to download it from the UGA page.
- Section 5303 application documents are to be submitted in SmartSheet, and the budget is due in EBS by January 30th. Instructions for the SmartSheet submission were included in the notification e-mail.
- Regional Grant Specialists continue to review grant applications and will contact sub-recipients if information or documents need to be included or corrected. Timely response to an RGS's request will help keep an application on track for board approval at the scheduled time.
- The RGSs are available to answer questions as you have them.



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	\$ 543,180	3%	
YTD Expenditures	5. Total approved expenses to date	\$ 7,644,532	41%	
Total Balance	6. Remaining funds to date	\$ 11,978,544	59%	
Other Funds Used	7. Other Funds Used that exceeds the transit systems' allocations	\$ 1,619,149		
EDTAP, EMPL, RGP Stats				
SFY2026	Net Allocations	Expenditures	% Expended	County Funds Used
EDTAP (Elderly & Disabled Transportation Assistance Program)	\$ 9,088,531	\$ 3,889,922	43%	\$ 394,584
EMPL (Employment Assistance Program)	\$ 2,288,402	\$ 1,229,970	54%	\$ 586,498
RGP (Rural General Public Program)	\$ 8,246,145	\$ 4,143,789	50%	\$ 638,067
Totals	\$ 19,623,078	\$ 9,263,681	47%	\$ 1,619,149

% Transit Systems Reported by Month	
July 2025	94%
August 2025	93%
September 2025	93%
October 2025	72%
November 2025	13%
December 2025	0%
January 2026	0%
February 2026	0%
March 2026	0%
April 2026	0%
May 2026	0%

FY26 ROAP and SMAP Disbursement Updates



- Completed ROAP and SMAP applications were due October 24th in SmartSheet. The instructions and link were included in the program notification.
- ROAP applications received by the due date and all SMAP funds were disbursed during the week of November 17th.
 - *Those that did not receive disbursements in November will receive them this week (December 8th).*
- If you have questions on when you may expect your disbursement, please contact your RGS for an update.

ROAP Reporting

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



ROAP Reporting:

- **ROAP reports are collected monthly.**
 - The **FY26 ROAP report link** has been distributed.
 - Links to the **ROAP Monthly Reporting/Program Balance Sheets** have been sent out.
 - Automated emails requesting **final report approval** are being sent.
- **ROAP reports are due 30 days** after the end of each reporting month.
 - *Example: The July report is due August 30.*
- The **November report is due December 30.**
- *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

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 has heard from many systems throughout November however there are still 31 vehicle projects between FY24-FY26 with either partially placed orders or no record of an order being placed
 - If you have placed an order, please make sure that a copy of your completed order form was forwarded to IMD
 - 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

Training Updates



NCDOT-IMD Strategic Training Program December 2025 Training Opportunities

THERE ARE NO STP TRAININGS SCHEDULED FOR DECEMBER 2025



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
 - 8 Slots available as of 12/3/25

COMING SOON . . .



- **The 2025 Annual Training Survey**

- 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 you directly 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.**
- **Thank you to the attendees of last month's R-STEP meeting for the input on survey questions. Your suggestions have been incorporated into the survey that will be sent out.**

2026 STP Training Opportunities

- **School Bus Transportation/Charter Service**
 - January 29, 2026
 - 2:00 pm – 4:00 pm
 - Virtual
 - Registration Link Available Soon
- **Transit Safety Series with CUTR**
 - Webinar in Jan-Feb
 - In Person Training in the Spring (3 sessions across the State)
 - More Details Coming
- **2026 Boot Camp Registration is Open**
 - March 17-18, 2026
 - NC State University – ITRE
 - [2026 Boot Camp Registration Link](#)

Special Project Updates



Transit Planning Needs Survey

- IMD would like your feedback
 - Select topics and general feedback
- Survey will be released this month and closed January 16th.
- We want full participation!
 - Estimated completion time is ~30 minutes





Calendar & Resource Updates

Transit Communication Hub

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 7	8	9	10	11	12	13
			IMD Strategic Training Program Annual Survey 2025			
			Transit System			
14	15	16	17	18	19	20
IMD Strategic Training Program Annual Survey 2025						
21	22	23	24	25	26	27
IMD Strategic Training Program Annual Survey 2025						
			State Holiday-Christmas (NCDOT Closed)			
28	29	30	31	January 1,	2	3
IMD Strategic Training Program Annual Survey 2025						
		Monthly Claim: November Mor	State Holiday-1			
4	5	6	7	8	9	10
IMD Strategic Training Program Annual Survey 2025						
			2026 Board of Transportation			

Important Dates – Next 30 Days

Reporting Due:

- **Monthly Claims** – Dec 30
- **November ROAP Report** – Dec 30

Meetings:

- **Next Transit Call** is on January 14th

Training:

None

Surveys:

Strategic Training Program Annual Survey Deadline – Dec 9th
Planning Survey Deadline -

Holidays:

State of NC will be Closed – Dec 24-26 and Jan 1st

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>