Rebecca Morgan
Administrative Assistant
2008 Bicentennial Celebration

HAYWOOD COUNTY
BOARD OF COMMISSIONERS

AGENDA REQUEST

Must be presented to the County Manager's Office
NO LATER THAN MONDAY, 5:00 PM THE WEEK BEFORE THE MEETING

DATE OF REQUEST: 8-18-11

REQUESTED BY: Susan Anderson

MEETING DATE REQUESTED: Sept 6th
Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:00 pm

SUBJECT: **Standard Agreement for Reporting ROAP funds to the County**

SUMMARY OF REQUEST: This is a written agreement to outline the availability of information for use of Rural Operating Assistance Funds distributed to a Non-County Dept, being Mountain Projects, Inc. These funds are used to provide services to residents of Haywood County. The financial reports are outlined in the agreement which meets the guidelines of the application recommendations.

PERSON(S) MAKING PRESENTATION AT MEETING: Susan Anderson

TITLE: Transit Director
PHONE NUMBER: 452-1447
E-MAIL: sanderson@mountainprojects.org

ATTACHMENTS: YES X NO ____

If yes, one ORIGINAL ATTACHMENT and fourteen copies, stapled and three-hole punched must accompany the agenda request

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): 8/18/11

County Manager / Clerk to the Board Comments: _____

Mountain Projects, Inc./Haywood Public Transit
Haywood County
Rural Operating Assistance Program
Funds Receipt and Administration Agreement

Overview and Background

Each year, the North Carolina Department of Transportation – Public Transportation Division (NCDOT-PTD) makes available to all counties in North Carolina, Rural Operating Assistance Program (ROAP) grant funding. Within the ROAP program, there are three separate funds – Elderly and Disabled Transportation Assistance Program (EDTAP), Rural General Public (RGP) and Employment Assistance Program (EMP). While the counties are the direct recipients of ROAP funds, NCDOT-PTD allows the funds to be transferred between and/or among agencies.

Requirement

NCDOT-PTD requires a written agreement that addresses the proper use and accountability of ROAP funds in any situation where the county is disbursing the ROAP funds to a non-county department or entity. Since Haywood County is the actual and direct recipient of all ROAP funds, and Mountain Projects, Inc. is the indirect sub-recipient (non-county department), a written agreement of process and accountability is needed. To follow is an outline of ROAP responsibilities, processes, and procedures as agreed upon by Haywood County and Mountain Projects, Inc.

County Responsibilities, Processes and Procedures

Haywood County agrees to the following:

1. To allow Mountain Projects, Inc. to complete and submit all ROAP grant applications for the full allocation amounts on behalf of the county.
2. To hold required public hearings in regards to the grant application on a timely basis.
3. To review and approve the grant application and submit a completed grant resolution to Mountain Projects, Inc. for inclusion with the application package within such timeframes as to meet grant application deadlines.
4. Unless otherwise agreed upon, to disburse electronically to Mountain Projects, Inc. ROAP funds received by the county within 10 business days of receipt of the funds.
5. To review ROAP reporting information supplied by Mountain Project, Inc.
6. To allow Mountain Projects, Inc. to complete the annual report and other required reports.
7. To review ROAP reports as presented by Mountain Projects, Inc.
8. To be responsible for maintaining all documentation required for state reporting or auditing in regards to any ROAP funds retained by the county and not disbursed to Mountain Projects, Inc..
9. To allow the transfer of county unused ROAP funds between Mountain Projects, Inc. and Haywood County DSS to utilize available funding.

Mountain Projects, Inc. Responsibilities, Processes and Procedures

Mountain Projects, Inc. agrees to the following:

1. To prepare and submit the ROAP application for Haywood County on a timely basis, applying for the maximum allocation for each category in each county.
2. To place all ROAP funds received from the county in an interest bearing account and to further agree that all interest earned on the funds will be used within the ROAP programs.
3. To verify that RGP funded trips requested by passengers will either begin or end in a non-urbanized area as required in the ROAP guidelines.
4. To ask RGP passengers if there is "human service funding or other similar funding" available for the trip they are requesting, before funding the trip with RGP monies. This is to help eliminate trip shedding by human service agencies as advised by ROAP standards.
5. To place trips provided using any ROAP funds into Mountain Projects, Inc. trip scheduling software so that trip verification and tracking can take place.
6. To "book" trips to the appropriate fund source – either EDTAP, EMP, RGP or supplemental programs for the three funds at the time the trip is scheduled.
7. To use a fully allocated cost model to determine the shared per mile or per hour cost of each ROAP trip.
8. To charge a fare to the passenger for each trip taken, with the fare rate structure being pre-approved by the Advisory Board of Mountain Projects, Inc./Haywood Public Transit.
9. To reconcile and account for all fares according to the funding source used.
10. To use all fares generated by RGP funded trips for local match of the funds, or to provide additional RGP trips.
11. To use all fares generated by EMPLOYMENT (EMP) or EDTAP funded trips to provide additional respective EMP or EDTAP trips.
12. To create at the end of each month, an internal report using software that will provide a detail of each ROAP trip taken within each county.
13. To keep all ROAP trip reports or other ROAP information for a minimum of five years to meet state program monitoring and auditing guidelines.
14. To be responsible for maintaining all documentation required for state reporting or auditing in regards to the ROAP funds passed through to Mountain Projects, Inc.
15. To request from any county department information regarding expenditures and use of any ROAP funds retained by the county as necessary for completion of required reports.
16. To prepare the annual required ROAP reports and submit to the county finance officer for review.
17. To submit to Haywood County, any final funds not expended in the region so the funds can be refunded to the state by the county as required.
18. To comply with any other state program implementation requirements and accountability guidelines not specifically listed in this agreement.

This agreement is entered into this the _____day of August, 2011 by:

_____ Marty Stamey, Haywood County Manager

(and)

_____Patsy Dowling, Executive Director

Mountain Projects, Inc.