



HAYWOOD COUNTY BOARD OF COMMISSIONERS

AGENDA REQUEST

Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY 10 DAYS BEFORE THE MEETING

DATE OF REQUEST: 9/24/2015

FROM: Alex Aumen, Mountain Projects, Inc.

MEETING DATE REQUESTED: 10/05/15

SUBJECT: Rural Operating Assistance Program funds for transportation.

REQUEST: Request approval of Rural Operating Assistance Program (ROAP) Application for Fiscal Year 2015-2016 from NCDOT Public Transit.

BACKGROUND: Annual application for Rural Operating Assistance Program for Haywood County from NCDOT Public Transit Division. Application is due October 19, 2015.

IMPLEMENTATION PLAN: Funds are directed by the State for public transit systems to serve the elderly, disabled, general public and employed

FINANCIAL IMPACT STATEMENT:

SUPPORTING ATTACHMENTS: YES X NO _____ HOW MANY? __
LIST: .

PowerPoint Presentation: YES _____ NO X

PERSON MAKING PRESENTATION AT MEETING: _____

TITLE

PHONE NUMBER:

E-MAIL:

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): _____

County Manager / Clerk to the Board Comments: _____

Application for Transportation Operating Assistance

FY2016 Rural Operating Assistance Program Funds

Name of Applicant (County)	Haywood County
County Manager	Ira Dove
County Manager's Email Address	idove@haywoodnc.net
County Finance Officer	Julie Davis
CFO's Email Address	Jhdavis@haywoodnc.net
CFO's Phone Number	828-452-6724
Person Completing this Application	Julie Davis
Person's Job Title	Finance Director
Person's Email Address	Jhdavis@haywoodnc.net
Person's Phone Number	828-452-6724
Community Transportation System	Mountain Projects, Inc. / Haywood Public Transit
Name of Transit Contact Person	Alex Aumen
Transit Contact Person's Email Address	aaumen@mountainprojects.org

Application Completed by: _____ Date: _____
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines.

County Manager: _____ Date: _____
Signature

County Finance Officer: _____ Date: _____
Signature

Application Instructions

County officials should read the ROAP Program State Management Plan which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2016 ROAP Program Schedule

Pre-Deadline Disbursement (25%)

TBA – Waiting on Final State Budget

Application Deadline

October 19, 2015

Final Disbursement (75%)

After November 6, 2015

The 25% disbursement must be returned to the state if a ROAP application is not received by the application deadline. The Final Disbursement will occur only after review and approval of this ROAP application.

County's Management of ROAP Funds

All counties are eligible to receive Rural Operating Assistance Program (ROAP) funding from the State of North Carolina. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- ROAP funds are expended on eligible activities only.
- Supporting documentation of expenditures is maintained.
- Service recipients meet eligibility requirements and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided in a semi-annual report to NCDOT.
- ROAP funds received and expended are included in the local annual audit.

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the community transit system, to recommend how the ROAP funds should be sub-allocated?		X
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?	X	
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	X	
Financial Management of ROAP Funds	Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	X	
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>	X	
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>	X	
G. Are ROAP funds being deposited in an interest bearing account?	X	
H. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?		X
I. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: Yes is the only correct answer.	X	

Monitoring and Oversight Responsibilities		Yes	No
J. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?		X	
K. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? With reimbursement requests			
L. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transit System operating in the county?		X	
Accountability to North Carolina Taxpayers		Yes	No
M. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?		X	

Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Organizations or Departments Receiving EDTAP Funds	EDTAP Suballocation	Estimated One Way Trips	Avg. Cost of Trip
Mountain Projects, Inc. / Haywood Public Transit	\$ 65,662	5,240	\$ 12.53
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL	\$		\$
Elderly and Disabled Transportation Assistance Program Questions			
<p>N. What will be the purposes of the trips provided with EDTAP funds? <i>(Check all that apply)</i></p> <p> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit) <input checked="" type="checkbox"/> Human service agency appointments </p>			
<p>O. How will the transportation services be provided? <i>(Check all that apply)</i></p> <p> <input checked="" type="checkbox"/> Public Transportation System <input type="checkbox"/> Private Provider <input type="checkbox"/> Taxi Service <input type="checkbox"/> Agency Staff Driver <input type="checkbox"/> Volunteer Driver Program </p>			

Elderly and Disabled Transportation Assistance Program Questions (con't)	Yes	No
P. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	X	
Q. Will any of the subrecipients use their EDTAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	X	
R. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?	X	
S. EDTAP funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?		X

Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned off Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations.

Organizations or Departments Receiving EMPL Funds	EMPL Suballocation	Estimated One Way Trips	Avg. Cost of Trip
Haywood Co. Health and Human Services Agency	\$ 15,599	1245	\$ 12.53
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL	\$ 15,599	1245	
Employment Transportation Program Questions			
T. What will be the purposes of the transportation services provided with EMPL funds? <i>(Check all that apply)</i>			
<input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to Child Care			
U. How will the transportation services be provided? <i>(Check all that apply)</i>			
<input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input checked="" type="checkbox"/> Agency Staff Driver <input checked="" type="checkbox"/> Volunteer Driver Program			

V. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips. Former Work First Participants transitioned off Work First during past 12 months, Workforce Development Program participants, Haywood Co. residents who are financially eligible (200% poverty level) individuals seeking transportation assistance for employment related destinations: work, job seeking, GED, job readiness/job training classes, most community college programs & transporting children of working parents to attend those activities.			
Elderly and Disabled Transportation Assistance Program Questions (con't)		Yes	No
W. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?			X
X. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?			X
Y. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	X		
Z. Will any of the subrecipients use their EMPL sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance or purchase of service only.</i>) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program			X
AA. EMPL funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?			X

Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization to pay for the trip. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds.

Community Transit System Receiving RGP Funds	RGP Suballocation	Estimated One Way Trips	Avg. Cost of Trip
Mountain Projects, Inc. / Haywood Public Transit	\$ 59,544	4,752	\$ 12.53
TOTAL	\$ 59,544	4,752	
Rural General Public Transportation Program Questions			Yes or No
AB. What will be the trip purposes of the transportation services provided with RGP funds? (<i>Check all that apply</i>)			
<input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to child care <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Human service agency appointments			
AC. How will the transportation services be provided? (<i>Check all that apply</i>)			
<input checked="" type="checkbox"/> Public Transportation System <input type="checkbox"/> Private Provider <input type="checkbox"/> Taxi Service <input type="checkbox"/> Volunteer Driver Program			

AD. Will RGP trips be provided for citizens who need transportation but don't have a human service agency or organization to pay for the trip?	X	
Rural General Public Program Questions (con't)	Yes	No
AE. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transit System use fare revenue to generate the local 10% match requirement for RGP funds?	X	
AF. Will RGP funded trips be coordinated on vehicles with human service agency trips?	X	
AG. Will the Community Transit System use any of their RGP sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance or purchase of service only</i>) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	X	
AH. Is any part of the county in an urbanized area according to the 2010 census?	X	
AI. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?	X	

**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 public hearings if required in regards to the grant application on a timely basis.
3. To review and approve the grant documents 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 DHHS 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 trip, 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 October, 2015 by:

_____ Ira Dove, Haywood County Manager

(and)

_____ Patsy Dowling, Executive Director

Mountain Projects, Inc.

**North Carolina
Department of Transportation**



**Rural Operating Assistance Program
State Management Plan**

**N.C. Department of Transportation
Public Transportation Division
1550 Mail Service Center
Raleigh, NC 27699-1550
August 28, 2015**

STATE RURAL OPERATING ASSISTANCE PROGRAM
North Carolina Department of Transportation
Public Transportation Division

Introduction

The Rural Operating Assistance Program (ROAP) is a state funded public transportation grant program administered by the North Carolina Department of Transportation Public Transportation Division (NCDOT-PTD). ROAP includes the following programs:

- Elderly and Disabled Transportation Assistance Program (EDTAP)
- Employment Transportation Assistance Program (EMPL)
- Rural General Public (RGP) Program

ROAP funds and any additional funds supplementing the ROAP programs are allocated to each county by a formula. As a general rule, each county is eligible to receive an allocation from each program; however, counties that do not provide transportation services to the general public are not provided a RGP allocation. ROAP funds are to be used for the operating cost of trips, but not for administrative or capital costs. All eligible ROAP recipients must submit an annual application to receive ROAP funds.

It will be the responsibility of the eligible ROAP recipients to sub-allocate and distribute the funds to the community transit system and/or local agencies and organizations as allowed within the program guidelines. It is the intent of the program that these funds will be used to provide transportation when other funding sources are not available. The General Assembly must have an approved and certified state budget before ROAP funds can be disbursed. The period of performance will remain July 1 to June 30 regardless of the dates the ROAP funds are disbursed to eligible recipients.

I. General Guidelines

A. Eligible Recipients

All one hundred (100) North Carolina counties are eligible to receive a formula-based allocation for EDTAP and EMPL funds. Only those counties providing transportation services to the general public will receive a RGP allocation. ROAP funds will be disbursed by NCDOT-PTD to the county or to a regional public transportation authority created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes upon written agreement with the municipalities or counties served. No ROAP funds will be disbursed to any sub-recipients selected by the county or authority. The county finance officer or the executive director of an eligible authority will be responsible for program administration at the local level. This responsibility cannot be delegated to any designee.

B. Allocation of ROAP Funds

ROAP funds are allocated to each county by formula. The annual allocation for ROAP programs are listed, by county, in a separate document of the application package. The methodology for calculating these allocations is described in the Program Guidelines section. The county will be required to complete semi-annual reports that account for the use of the ROAP funds and calculate whether there are unspent funds to be returned to NCDOT-PTD. Unless the state reverts the funds, any unspent funds that are returned to NCDOT-PTD will be rolled over in to the next available fiscal year and allocated by the appropriate formula among all the counties with that year's ROAP Program funds.

C. Application for ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. All eligible recipients must submit an annual application to receive ROAP funds. An eligible recipient has the option of applying for a single program or for all of the programs included in ROAP. Each applicant should carefully evaluate past program expenditures and other operating costs to determine the amount to apply for within each program. A county should only apply for an amount of ROAP funds that can be expended in the 12-month period of performance, as the funds cannot be carried over into the next fiscal year by the county. Total funds should be managed so that services can be continued for the entire 12 months.

The application documents will be posted at the NCDOT Web site at www.ncdot.gov by the Communication Office. County Managers, County Finance Officers, the Rural Planning Organizations (RPO) and Transit Directors will be notified by e-mail when the application is available. The application materials are designed to enable PTD staff to better understand the services to be provided and assure that the funds are utilized as intended. Failure to complete any portion of the application may result in processing delays. The county should contact the Mobility Development Specialist assigned to the county if there are questions about the application.

The ROAP Application will be submitted using the Drop Box in NCDOT's web-enabled grant system, Partner Connect. Electronic copies of the application documents for ROAP funds must be submitted to the Public Transportation Division of NCDOT on or before the deadline. A checklist will be provided that describes which documents must be received.

D. Transportation Service Plans

Funds distributed by the NCDOT-Public Transportation Division under the ROAP program shall be used in a manner consistent with the county's Coordinated Public Transit – Human Service Transportation Plan, the public transit system's Community Transportation Service Plan (formerly known as a transportation development plan) or its equivalent, and any other transportation development plan in place in the county.

E. Public Outreach/Involvement

The county or eligible authority should determine what the transportation needs of agencies and individuals are in the county before completing the application. It is important that eligible local agencies and interested citizens have the opportunity to participate in the sub-allocation decision. A public hearing is not required to apply. This does not prevent the county commissioners or eligible authority boards from inviting the public to request a public hearing, holding a public hearing and/or resolving support for the application during a meeting if it is required by local policy or protocol.

F. Local Matching Requirement

EDTAP and EMPL funding can be used to provide up to one hundred percent (100%) of the fully allocated cost of the trip and requires no local match. RGP funds may be used to provide up to ninety percent (90%) of the fully allocated cost of each general public trip. The remaining ten percent (10%) must be provided from fares, local funds or a combination of the two. Excess fares and/or local funds collected after 10% RGP match requirement has been met must be used to provide additional service, not as a source of administrative and capital funds. PTD encourages Community Transportation Systems to keep fares reasonable so as to encourage ridership.

The ten percent local match requirement is based on the actual cost of providing RGP funded trips or other services, not the amount allocated from NCDOT. The example below is provided to help counties understand the local match requirement.

Trip equals 10 miles X \$1.23 per mile (based on fully allocated cost) = \$12.30 cost of trip
\$12.30 Trip X 0.90 = \$11.07 RGP funding reimbursement
\$12.30 Trip X 0.10 = \$1.23 fare and/or local funding required to provide service

15,431 RGP miles during yr. X \$1.23 per mile = \$18,980.13 RGP cost of service
\$18,980.13 X 0.90 = \$17,082.12 RGP funding reimbursement
\$18,980.13 X 0.10 = \$1,898.01 fares or local funding required to provide service

G. Certifications and Assurances

The County Manager and the County Finance Officer are required to sign a certified statement that describes the roles and responsibilities associated with the application for and acceptance of ROAP funds and guarantees that certain actions will be taken at the county level to properly administer the program. The Certified Statement must be signed, sealed with the county seal and accompany the application in order for ROAP funds to be disbursed. Eligible authorities will submit a copy of the Memorandum of Understanding they executed with each municipality in their service area with their application. A MOU template will be provided by NCDOT.

H. Application Review and Follow-up

The Mobility Development Specialists (MDS) on staff at NCDOT-PTD will review the documents presented to NCDOT-PTD in the application for correctness and completeness. The MDS will determine if the county is prepared to manage the ROAP funds and whether the county presented plans for services or activities in the application that utilize the funds as intended. The MDS will follow-up as needed with the county finance officer if more details are needed or there is any doubt that the county's plans for use of the funds do not provide for improved services for the targeted populations. The Mobility Section directors will review and approve the MDS recommendations.

I. Disbursement of ROAP Funds to the County

ROAP funds will be disbursed to the county or to an eligible transportation authority created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served). Funds will not be disbursed to any sub-recipients selected by the county or the authority. The General Assembly must have an approved and certified state budget before ROAP funds can be disbursed. The period of performance will remain July 1 to June 30 regardless of the dates the ROAP funds are disbursed to the county. The funds will be disbursed by electronic deposit (ACH) or check. The county is required to provide ROAP Reports after six months and at the end of the period of performance. ROAP funds will NOT be disbursed if the reports from the previous fiscal year have not been received and unspent funds have not been returned. The ROAP funds will not be disbursed all at one time.

J. Sub-Allocation Determination

It will be the responsibility of the county government or an eligible authority to determine how the ROAP funds will be sub-allocated within the county. Sub-allocation of the ROAP funds to the community transit system in the county and/or local agencies must be according to the program guidelines. A Sub-Allocation Worksheet must be completed by each county to document how the ROAP allocations will be distributed locally. This will enable PTD staff to better understand the services the county plans to provide and assures that the funds are utilized as intended. Each county must have and employ a documented methodology for sub-allocating ROAP funds.

There is a Community Transportation System operating in most counties that is receiving federal and state administrative and capital funds to coordinate public transportation services with human service transportation in the county. These transit systems need operating funds in order to provide free or affordable transportation for the elderly, disabled and low income persons in the county that are not receiving transportation benefits from a human service agency or organization. The Community Transit

System is an eligible sub-recipient of all ROAP funds. The county should take into consideration the need for and importance of the public transportation services provided by the Community Transportation System when determining the suballocation of the ROAP funds.

If the county or eligible authority decides to disburse/allocate ROAP funds to any county governmental department, the county should be able to account for these funds within the county's or authority's accounting system. If the county or authority passes through any ROAP funds to agencies or organizations, the county or authority should have a written agreement with them that addresses the proper use and accountability for these funds.

K. Eligible Expenses and Activities

IMPORTANT! Counties and eligible authorities will NOT be allowed to use ROAP funds for other services including fuel assistance (gas vouchers, gas cards, reimbursement to fuel provider), vehicle repairs or vehicle insurance premiums beginning with the 2012-2013 ROAP Program year. The fully allocated cost of a trip, which has traditionally been eligible for the EDTAP, EMPL and RGP programs will continue to be eligible. See the Eligible Transportation Expenses Matrix in Appendix A for examples of allowable trip purposes that can be provided under these programs. This matrix *must* be shared with any agency that receives a sub-allocation of ROAP funds to assure that funds are expended according to program guidelines. Community Transportation systems that use ROAP funds to provide trip services must also comply with the regulations of the FTA Section 5311 Program.

L. Cost of Service

Departments, agencies and/or organizations using ROAP funds to provide services shall determine a billing/reimbursement rate by mile, hour or trip that is based on the fully allocated cost of the service. The fully allocated cost of providing a trip should include both direct costs and shared costs.

For the application, the applicant must calculate the average cost of a trip based on the projected number of trips on the Sub-allocation Worksheets. The average cost of a trip will be the sub-allocation amount divided by the proposed number of trips to be provided. These costs will be compared to the average cost of the trips in other counties to determine whether the cost of the proposed services is reasonable.

M. Contracted Services

If any ROAP funds are sub-allocated to agencies or organizations other than the Community Transportation System, these other agencies or organizations are encouraged to coordinate ROAP funded transportation trips with the local, federally-funded Community Transportation System in the county. The Community Transit Systems have insurance, vehicle maintenance, driver training and safety standards mandated by the FTA.

Sub-recipients are permitted to use ROAP funds to contract with private transportation providers. Sub-recipients who choose to contract services must follow all state and federal procurement guidelines when selecting a contractor. Sub-recipients should inspect the safety record, service policies and vehicle condition of any private provider being considered. Private providers shall be required to provide documentation that a service was provided on the billed date, by whatever conveyance at the specified cost.

N. Funds Management

The basic grant/funds management requirements in G.S. 159, *Local Government Finance*, and in the *Policies Manual for Local Governments* apply to ROAP funds. The cost principles of OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments* and OMB Circular A-122, *Cost Principles for Non-Profit Organizations* also apply to ROAP funds. Additionally, funds must be expended according to the program guidelines in the grant application for eligible program expenses identified.

The period of performance for these funds will be July 1 to June 30. The period of performance will remain the same regardless of the date on which ROAP funds are disbursed to the county. Allowable expenses incurred from July 1 for each program are eligible for reimbursement. Any interest earned on the funds will be retained by the transportation program and must be used for transportation related expenses according to program guidelines. Following receipt of the year-end ROAP Report, NCDOT will invoice the county to collect any ROAP funds not expended by June 30.

Suballocation and Control of Funds

The county or eligible authority may choose to maintain control of the ROAP funds and reimburse sub-recipients for trip-based services after they have been provided. Or, the county or eligible authority may disburse the ROAP funds to the subrecipients before any trip is provided, assuming the county or authority plans to monitor throughout the period of performance whether the trips and transportation services are being provided to eligible individuals and whether all expenditures are allowable.

Continuation of Services throughout the Period of Performance

The ROAP funds should be managed so that services can be continuously provided during the entire twelve months of the grant cycle. It may be necessary to restrict ROAP services to make the funds last. No additional ROAP funds will be available from the state. The county or eligible authority should budget local funding to avoid discontinuation of any ROAP funded service. The county must notify the assigned Mobility Development Specialist in writing if any ROAP funded service is discontinued because all the funds have been spent before the end of the period of performance. **If RGP funded services are discontinued before June 30 by the Community Transit System, and the county does not provide additional funds to continue the service(s), it will be assumed that the transit system is no longer providing general public service. In this case, the Community Transit System will not be reimbursed for any FTA Section 5311 and/or state CTP funded expenses incurred after the RGP services are discontinued.**

Passenger Fares

Sub-recipients of the ROAP funds may charge passengers a fare for EDTAP, EMPL, or RGP funded services. PTD encourages Community Transportation Systems and agencies to keep fares reasonable so as to encourage ridership. Any fares collected for services will be retained by the transportation program and must be used to meet the matching requirement of a program or to provide additional trips or transportation services.

Transferring Funds Between ROAP Programs

EDTAP and RGP funds cannot be transferred to any other ROAP program. Counties or eligible authorities can transfer EMPL funds, all or in part, to the EDTAP and/or RGP programs. The EMPL funds must be transferred to the Community Transportation System if:

1. The county finance director or the executive director of an eligible authority determines that any subrecipient of EMPL funds has spent 33% or less of their EMPL allocation by December 31st, OR
2. The county finance officer or eligible authority's executive director determines anytime after December 31st that any unexpended EMPL funds will not be needed for employment transportation from then until the end of the fiscal year.

Once the funds are transferred to the Community Transportation System, the system will decide whether the funds will be transferred to EDTAP or RGP or used for employment transportation based on their predicted service demands.

The transfer of any funds must be reported in the ROAP reports.

Instead of transferring EMPL funds, ROAP recipients and their community transit systems should strategize ways of accommodating the public's work schedules by operating different hours, creating stops at the community colleges or universities, at JobLink Centers, Vocational Rehabilitation, Employment Security and/or offering voucher programs. In times of high unemployment, consider the people who need transportation to job interviews and re-training.

EMPL funds that are transferred to another program assume the requirements of the program to which they are transferred. Any funds transferred from the EMPL program to the RGP program will have the same matching requirements as any other RGP funds. Additionally, EMPL funds transferred to RGP must be sub-allocated to the Community Transportation System. The county or eligible authority is responsible for billing their sub-recipients for any unspent funds.

Transferring Funds Between Counties in a Regional Transit System

ROAP funds may be transferred between and/or among member counties of a regional transportation system if the county commissioners agree to the transfer. EDTAP and RGP funds must remain within the same program if such funds are transferred between and/or among counties. EMPL funds may be transferred either to the same program or to EDTAP or RGP, but the counties must abide by the transfer policies outlined in the previous section. (*See Transferring Funds Between ROAP Programs*) The annual ROAP Report form includes a Regional Transfer of Funds form and a Regional Receipt of Funds form to document any transfer or receipt of ROAP funds between and/or among member counties of the regional transportation system. The regional transportation systems that are eligible for this additional flexibility are:

- Albemarle Regional Health Services (Inter-County Public Transportation Authority)
- Choanoke Public Transportation Authority
- City of Rocky Mount (Tar River Transit)
- Craven County (Craven Area Rural Transit System)
- Kerr Area Transportation Authority
- Randolph County Senior Adults Association, Inc. (Randolph County Regional Coordinated Area Transit System)
- Yadkin Valley Economic Development District, Inc. (Yadkin Valley Public Transportation)
- Western Piedmont Regional Transit Authority

Session Law 2011-207, House Bill 229 does permit regional public transportation authorities created under Article 25 or Article 26 of Chapter 160A of the General Statutes, upon written agreement with the municipalities served by a public transportation authority or counties served by the regional public transportation authority, to apply for and receive any funds to which the member municipality or counties are entitled to receive based on the distribution formula set out in subsection (d) of this section.

Transferring Funds to Match Other Grant Programs

Subrecipients of ROAP funds are allowed to use their ROAP sub-allocation to leverage more funds by applying for other transportation grants administered by NCDOT-PTD. ROAP funds may **ONLY be used as the local match** for the federal grant programs Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program and Section 5311 – Non-urbanized Formula Program where operating or purchase of service is an eligible activity. A Call for Applications for these grants and the application documents are posted at least once a year on the NCDOT-PTD website.

Transferring Funds Between Sub-recipients

ROAP funds may be transferred from one sub-recipient to another within the county without NCDOT approval. EDTAP and RGP funds transferred from one sub-recipient to the other must stay within the same ROAP Program. If the transfer is EMPL funds, these funds may be transferred to another ROAP Program at another sub-recipient if all guidelines for EMPL fund transfer are met. A policy or procedure

for determining when it is appropriate to transfer funds between sub-recipients should be developed by the county.

P. Americans with Disabilities Act of 1990 (ADA)

Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility. The passenger trips and transportation services provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of race, color, national origin, creed, sex or age. Sub-recipients should have procedures for investigating, tracking and documenting complaints. (*See 49 CFR Parts 28 and 37*)

Q. Monitoring and Evaluation

ROAP services should be routinely monitored by the County Finance Officer or the authority's executive director to verify that funds are being spent on allowable expenditures, that the eligibility of service recipients is being properly documented, and that sub-allocated funds will be expended by the end of the period of performance, June 30. The program should also be routinely evaluated to determine whether they are meeting program objectives.

R. Reporting Requirements

Beginning in FY2012, two ROAP Reports will be required per grant cycle. The first report will be due not more than 45 days after the end of the second quarter (Dec 31) of the grant cycle. The final ROAP Report will be due not more than 60 days after the end of the fourth quarter (June 30). The county will be required to report trip and expense data associated with the EDTAP, EMPL, and RGP separately. The report form will be provided by NCDOT – PTD. Completed reports will be returned to NCDOT-PTD or its designee. ROAP funds for the fiscal year will NOT be disbursed if the reports from the previous fiscal year have not been received and unspent funds returned to NCDOT-PTD.

The County Finance Officer must certify and sign the final ROAP Report as it identifies the amount of unexpended funds to be returned to NCDOT. Based on this report, the unexpended funds for the given fiscal year will be deducted from the following year's allocation. The county may find it useful for agencies that have been sub-allocated ROAP funds to provide monthly or quarterly reports of the expenditure of funds and number of trips provided. Close monitoring by the county finance officer or the authority's director is required in order to ensure appropriate and maximum utilization of all program funds. It is the responsibility of the county finance officer to:

- Record the receipt of ROAP grant funds in a manner that will disclose the source and the purpose/program to which the funds belong, together with evidence of deposit in a financial institution;
- Ensure that ROAP funds and any interest earned on the funds are expended for eligible program expenses, that services are provided to eligible persons, and that written documentation that supports the expenditures is maintained for at least five years;
- Advise any sub-recipients of the source of the funds, specific program requirements, eligible program expenses and reporting requirements;
- Include ROAP funds received and expended in its annual independent audit on the Schedule of Expenditures of Federal and State Awards and identify any of the funds passed through to other agencies;
- Complete and submit the semi-annual ROAP reports; and return unexpended ROAP funds as invoiced by NCDOT.

S. Program Auditing and Documentation

The Public Transportation Division (PTD) is responsible for providing sufficient program monitoring and oversight to ensure that the state funds are used for the intended purpose. PTD will rely upon the semi-annual reporting information that identifies the number of passenger trips and expenditures by program.

The department's External Audit Branch compares information in these reports to the ROAP expenses reported in the counties annual independent audit report.

NCDOT's External Audit Branch will do on-site audits of ROAP expenditures. This requires meeting with the county finance officer or the authority's director to obtain documentation of costs reported to NCDOT in the semi annual reporting forms. Common areas of deficiency include inadequate documentation of passenger eligibility and trips. The EDTAP program serves specific populations. Without documentation of eligibility, i.e. passenger is elderly or disabled, the auditor cannot determine if the rider met the program eligibility criteria that would allow the trip to be charged to the program. **In addition, documentation of trips reported to NCDOT must be retained for at least five years following submittal of final ROAP reports.** The inability to document trips with driver manifests, staff mileage logs, gasoline receipts, or any invoices associated with costs charged to the program would be considered ineligible expenses. The county or the authority will be invoiced for any undocumented costs.

Program Guidelines

Elderly and Disabled Transportation Assistance Program

Description

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life. The following guidelines also apply to any additional funds provided to the counties to supplement the Elderly and Disabled Transportation Assistance Program.

Allocation Formula

The following formula was used to determine the county allocation of the funds available:

- 50% divided equally among all counties;
- 22 ½ % based upon the number of elderly (60 years or older) residents per county as a percentage of the state's total elderly population;
- 22 ½ % based upon the number of disabled residents per county as a percentage of the state's total disabled population; and
- 5% based upon a population density factor that recognizes the higher transportation costs in rural, sparsely populated counties.

Eligibility Criteria

For the purposes of EDTAP, an elderly person is defined as one who has reached the age of 60 or more years. A disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activities, an individual who has a record of such impairment, or an individual who is regarded as having such impairment. Certification of eligibility will be the responsibility of the county or their designee. The county must be able to provide documentation that the EDTAP funded service was provided to an eligible person.

Eligible Expenses

ROAP funds are to be used for trips; not for capital or administrative expenses. For the purposes of the ROAP Program, purchase of service will be considered an operating expense even though it is funded as a capital expense by some federal programs. Refer to the Eligible Transportation Expenses Matrix in Appendix A for a list of allowable transportation services that can be provided under these programs. A fare may be charged for eligible EDTAP services. Any fares collected must be used to provide more EDTAP transportation service.

The inability to document trips with driver manifests, gasoline receipts, staff mileage logs or any invoices associated with costs charged to the program will be considered ineligible expenses. The county will be invoiced for any undocumented costs.

Restrictions

EDTAP funds are to be used to provide trips for elderly and disabled individuals only when other funding sources are not available. The county or eligible authority can sub-allocate EDTAP funds to any government agency or 501(c)3 non-profit organization that provides services to individuals with transportation needs. The county should take into consideration the need for and importance of the PUBLIC transportation services provided by the Community Transit System when determining the suballocation of the EDTAP funds. If the EDTAP funds are sub-allocated to other agencies besides the Community Transportation System, these other agencies are encouraged to coordinate EDTAP-funded transportation trips with the local Community Transportation System.

Human service agencies cannot purchase passes, tickets or tokens from community transportation systems for the agency's program needs or their clients' needs with EDTAP funds. Human service agencies must pay the fully allocated cost for the transportation services they need.

Based on the EDTAP formula, these funds may be used to transport persons living in an urbanized area and outside of an urbanized area. EDTAP funds may be used as matching funds for 5310 or 5311, 5316 and 5317 federally funded transportation projects as appropriate. EDTAP funds cannot be transferred to any other ROAP program. EDTAP funded services are expected to be offered throughout the entire period of performance. The county must notify the assigned Mobility Development Specialist if an EDTAP funded service is discontinued.

Employment Transportation Assistance Program

Description

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned off Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations. The following guidelines also apply to any additional funds provided to the counties to supplement the Employment Transportation Assistance Program.

Allocation Formula

The following formula was used to determine the county allocation of the funds available:

- 10% divided equally among all counties;
- 45% based upon the population of each county as a percentage of the total state population*; and
- 45% based upon the number of unemployed persons in the labor force as a percentage of the number of unemployed persons in the labor force in the state in January prior to application distribution.

Eligibility Criteria

EMPL funded trips can be provided for:

1. Individuals that have transitioned off the Work First or Temporary Assistance for Needy Families program within the last 12 months;
2. Participants in Workforce Development Programs; and/or
3. The transportation disadvantaged public.

EMPL funding may also be used to assist the general public with employment-related transportation needs if they meet the eligibility criteria established by the county. Certification of eligibility will be the

responsibility of the county. The county must be able to provide documentation that the EMPL funded service was provided to an eligible person.

Eligible Expenses

ROAP funds are to be used for operational activities; not for capital or administrative expenses. For the purposes of the ROAP Program, purchase of service will be considered an operating expense even though it is funded as a capital expense by some federal programs. Refer to the Eligible Transportation Expenses Matrix in Appendix A for a list of allowable transportation services under these programs. A fare may be charged for eligible EMPL services. Any fares collected must be used to provide more EMPL transportation service.

The inability to document trips with driver manifests, gasoline receipts, staff mileage logs or any invoices associated with costs charged to the program will be considered ineligible expenses. The county will be invoiced for any undocumented costs.

Restrictions

The county or eligible authority can sub-allocate EMPL funds to any government agency or 501(c)3 non-profit organization that provides services to individuals with employment related transportation needs. If none of the Employment Transportation Assistance funds are sub-allocated to the Community Transportation System, sub-recipients are encouraged to coordinate EMPL-funded trips with the Community Transportation System. EMPL funds may be used as matching funds for under 5310, 5311, 5316 and 5317 federally funded transportation programs as appropriate.

Human service agencies cannot purchase passes, tickets or tokens from community transportation systems for the agency's program needs or their clients' needs with EMPL funds. Human service agencies must pay the fully allocated cost for the transportation services they need.

Counties or eligible authorities can transfer EMPL funds, all or in part, to the EDTAP and/or RGP programs. The EMPL funds must be transferred to the Community Transportation System if:

1. The county finance director or the executive director of an eligible authority determines that any subrecipient of EMPL funds has spent 33% or less of their EMPL allocation by December 31st, OR
2. The county finance officer or eligible authority's executive director determines anytime after December 31st that any unexpended EMPL funds will not be needed for employment transportation from then until the end of the fiscal year.

Once the funds are transferred to the Community Transportation System, the system will decide whether the funds will be transferred to EDTAP or RGP or used for employment transportation based on their predicted service demands.

The transfer of any funds must be reported in the ROAP reports.

Instead of transferring EMPL funds, ROAP recipients and their community transit systems should strategize ways of accommodating the public's work schedules by operating different hours, creating stops at the community colleges or universities, at JobLink Centers, Vocational Rehabilitation, Employment Security and/or offering voucher programs. In times of high unemployment, people need transportation to job interviews and re-training.

EMPL funds that are transferred to another program assume the requirements of the program to which they are transferred. Any funds transferred from the EMPL program to the RGP program will have the same matching requirements as any other RGP funds. Additionally, EMPL funds transferred to RGP

must be sub-allocated to the Community Transportation System. The county or authority is responsible for billing their sub-recipients for any unspent funds.

EMPL funded services are expected to be offered throughout the entire period of performance. The county must notify the assigned Mobility Development Specialist in writing if an EMPL funded service is discontinued.

Rural General Public Program

Description

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do NOT have a human service agency or organization that will pay for the transportation service. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds.

Allocation Formula

The following formula was used to determine the county allocation of the funds available:

- 50% divided equally among all eligible counties; and
 - 50% based upon the rural population of each county as a percentage of the total state rural population. *
- * Excludes the population of the urban area as defined by the 2010 Census.

Eligibility Criteria

To use RGP funds, the passenger **MUST** live in or be visiting someone living in the non-urbanized area of a county. Either the origin or destination of the trip must be in the non-urbanized area. Certification of eligibility will be the responsibility of the county or eligible authority. The county or eligible authority must be able to provide documentation that the RGP funded service was provided to an eligible person. See Appendix B for the urban-rural population data from the 2010 Census.

Eligible Expenses

ROAP funds are to be used for operational activities; not for capital or administrative expenses. For the purposes of the ROAP Program, purchase of service will be considered an operating expense even though it is funded as a capital expense by some federal programs. Refer to the Eligible Transportation Expenses Matrix in Appendix A for the allowable expenses under this program. A fare may be charged for eligible RGP services. Any fares collected must be used to match the RGP funds and/or provide more RGP transportation service.

The inability to document trips with driver manifests, gasoline receipts, staff mileage logs or any invoices associated with costs charged to the program will be considered ineligible expenses. The county will be invoiced for any undocumented costs.

Restrictions

The RGP funds must be sub-allocated by the county to the Community Transportation System. RGP funds must be used to provide transportation services to individuals who are not eligible for the same transportation services funded by any other means. Human service agencies cannot purchase passes, tickets or tokens from community transportation systems for the agency's program needs or their clients' needs with RGP funds. Human service agencies must pay the fully allocated cost for the transportation services they need. RGP funds may be used as matching funds for 5310, 5311, 5316 and 5317 federally funded transportation programs as appropriate. RGP funds cannot be transferred to any other ROAP program. RGP funded services cannot be offered to any person living inside the urban area as defined by the Federal Transit Administration and the 2010 Census.

RGP funded services are required to be offered throughout the entire period of performance. The county must notify the assigned Mobility Development Specialist in writing if any ROAP funded service is discontinued before the end of the period of performance because all the ROAP have been spent. **If both RGP funded services are discontinued before June 30 by the Community Transit System, and the county does not provide additional funds to continue the service(s), it will be assumed that the transit system is no longer providing general public service. In this case, the Community Transit System will not be reimbursed for any FTA Section 5311 and/or state CTP funded expenses incurred after the RGP funded services are discontinued.**

Appendix A

Eligible Transportation Expenses Matrix

Services must be provided to a person that meets the eligibility criteria.

<p>Trip Based Services - Trips may be provided by car/vanpool, taxi, public transit vehicle, private transit vehicle, agency vehicle or mileage reimbursement to a volunteer. The most cost-effective option should be chosen. Public /Private transportation providers shall be reimbursed based on the fully allocated cost per mile, per hour, or per passenger trip. Volunteers can be reimbursed for mileage only. If a human service agency uses an agency vehicle to provide the trip, the agency must include the fully allocated cost of a trip in their reimbursement request including fuel, staff time and benefits, depreciation, vehicle insurance and licensing.</p>			
Trip Purpose	EDTAP	EMPL	RGP
Personal care, non-emergency medical appointments, pharmacy pickup, shopping, bill paying, public hearings, committee meetings, classes, banking, etc.	Yes	NO	Yes
Job interviews, job fair attendance, job readiness activities or training, GED classes	Yes	Yes	Yes
Transportation to Workplace (trip must be scheduled by the individual passenger)	Yes	Yes	Yes
Child(ren) of Working Parent transported to Child Care	NO	Yes	Yes
Group field trips/tours to community special events	Yes	NO	*
Overnight trips to out-of-county destinations	Yes	NO	*
Human Service Agency appointments	Yes	NO	Yes
<p>Human service agencies cannot purchase passes, tickets or tokens from the community transit systems for the agency's program needs or their clients' needs. Human service agencies must pay the fully allocated cost for the transportation services they need. Clients must purchase their own passes, tickets and tokens from the community transit system.</p>			

* Must be provided under the provisions of the federal Charter regulations which can be viewed at http://www.fta.dot.gov/laws/leg_reg_179.html

IMPORTANT! Counties and eligible authorities will no longer be allowed to use ROAP funds for other services including fuel assistance (gas vouchers, gas cards, reimbursement to fuel provider), vehicle repairs or vehicle insurance premiums beginning with the 2012-2013 ROAP Program.

Appendix B
2010 Census Data – Urban Population by County

County	Population	Urban Area Population	%Pop in Urban Area
Alamance	151,131	107,971	71.44
Alexander	37,198	4,738	12.74
Alleghany	11,155	0	0
Anson	26,948	0	0
Ashe	27,281	0	0
Avery	17,797	0	0
Beaufort	47,759	0	0
Bertie	21,282	0	0
Bladen	35,190	0	0
Brunswick	107,431	39,915	37.15
Buncombe	238,318	180,932	75.92
Burke	90,912	52,136	57.35
Cabarrus	178,011	143,551	80.64
Caldwell	83,029	54,444	65.57
Camden	9,980	0	0
Carteret	66,469	0	0
Caswell	23,719	0	0
Catawba	154,358	101,101	65.5
Chatham	63,505	6,513	10.26
Cherokee	27,444	0	0
Chowan	14,793	0	0
Clay	10,587	0	0
Cleveland	98,078	11,171	11.39
Columbus	58,098	0	0
Craven	103,505	50,503	48.79
Cumberland	319,431	276,729	86.63
Currituck	23,547	0	0
Dare	33,920	0	0
Davidson	162,878	85,699	52.62
Davie	41,240	7,062	17.12
Duplin	58,505	0	0
Durham	267,587	252,528	94.37
Edgecombe	56,552	17,349	30.68
Forsyth	350,670	324,908	92.65
Franklin	60,619	4,829	7.97
Gaston	206,086	158,926	77.12
Gates	12,197	0	0
Graham	8,861	0	0
Granville	59,916	963	1.61
Greene	21,362	0	0
Guilford	488,406	426,406	87.31
Halifax	54,691	0	0

County	Population	Urban Area Population	%Pop in Urban Area
Harnett	114,678	12,294	10.72
Haywood	59,036	26,306	44.56
Henderson	106,740	71,227	66.73
Hertford	24,669	0	0
Hoke	46,952	26,692	56.85
Hyde	5,810	0	0
Iredell	159,437	98,991	62.09
Jackson	40,271	0	0
Johnston	168,878	37,449	22.18
Jones	10,153	0	0
Lee	57,866	0	0
Lenoir	59,495	0	0
Lincoln	78,265	10,797	13.8
McDowell	44,996	0	0
Macon	33,922	0	0
Madison	20,764	1,948	9.38
Martin	24,505	0	0
Mecklenburg	919,628	909,830	98.93
Mitchell	15,579	0	0
Montgomery	27,798	0	0
Moore	88,247	0	0
Nash	95,840	50,256	52.44
New Hanover	202,667	198,178	97.79
Northampton	22,099	0	0
Onslow	177,772	105,419	59.3
Orange	133,801	95,625	71.47
Pamlico	13,144	0	0
Pasquotank	40,661	0	0
Pender	52,217	2,143	4.1
Perquimans	13,453	0	0
Person	39,464	0	0
Pitt	168,148	117,798	70.06
Polk	20,510	0	0
Randolph	141,752	21,284	15.01
Richmond	46,639	0	0
Robeson	134,168	505	0.38
Rockingham	93,643	0	0
Rowan	138,428	84,687	61.18
Rutherford	67,810	0	0
Sampson	63,431	0	0
Scotland	36,157	0	0
Stanly	60,585	0	0
Stokes	47,401	11,520	24.3
Surry	73,673	0	0
Swain	13,981	0	0
Transylvania	33,090	235	0.71
Tyrrell	4,407	0	0

County	Population	Urban Area Population	%Pop in Urban Area
Union	201,292	146,361	72.71
Vance	45,422	0	0
Wake	900,993	833,188	92.47
Warren	20,972	0	0
Washington	13,228	0	0
Watauga	51,079	0	0
Wayne	122,623	61,054	49.79
Wilkes	69,340	0	0
Wilson	81,234	638	0.79
Yadkin	38,406	0	0
Yancey	17,818	0	0

CERTIFIED STATEMENT
FY2016
RURAL OPERATING ASSISTANCE PROGRAM
County of Haywood

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CTSP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2015 to June 30, 2016 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Haywood North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources is not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2016 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in a semi-annual report and a final year-end report to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2016 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$65,662	\$65,662
Employment Transportation Assistance Program (EMPL)	\$15,599	\$15,599
Rural General Public Program (RGP)	\$59,544	\$59,544
TOTAL	\$140,805	\$140,805

WITNESS my hand and county seal, this ____ day of _____, 20____.

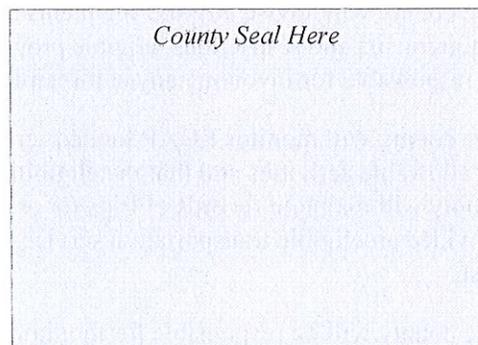
Signature of County Manager/Administrator

Signature of County Finance Officer

Printed Name of County Manager/Administrator

Printed Name of County Finance Officer

State of North Carolina County of Haywood



COUNTIES	EDTAP	EMPL	RGP	TOTAL 2015-2016
Alamance	\$93,280	\$36,849	\$67,572	\$197,701
Alexander	\$54,754	\$10,369	\$59,209	\$124,332
Alleghany	\$45,170	\$5,140	\$42,483	\$92,793
Anson	\$50,540	\$8,478	\$54,861	\$113,879
Ashe	\$51,513	\$9,146	\$55,195	\$115,854
Avery	\$46,794	\$6,587	\$47,836	\$101,217
Beaufort	\$62,254	\$13,486	\$71,252	\$146,992
Bertie	\$48,916	\$7,588	\$50,512	\$107,016
Bladen	\$56,563	\$11,595	\$61,216	\$129,374
Brunswick	\$92,507	\$29,729	\$86,639	\$208,875
Buncombe	\$132,332	\$53,983	\$78,611	\$264,926
Burke	\$80,295	\$22,497	\$64,227	\$167,019
Cabarrus	\$87,395	\$43,301	\$60,882	\$191,578
Caldwell	\$74,762	\$21,607	\$56,199	\$152,568
Camden	\$43,218	\$4,696	\$41,480	\$89,394
Carteret	\$71,515	\$18,381	\$85,970	\$175,866
Caswell	\$50,539	\$7,700	\$52,519	\$110,758
Catawba	\$91,648	\$37,850	\$75,601	\$205,099
Chatham	\$62,898	\$16,044	\$78,277	\$157,219
Cherokee	\$53,793	\$8,924	\$55,195	\$117,912
Chowan	\$46,789	\$6,030	\$45,495	\$98,314
Clay	\$44,682	\$4,696	\$42,149	\$91,527
Cleveland	\$81,429	\$26,168	\$101,693	\$209,290
Columbus	\$67,299	\$16,601	\$79,280	\$163,180
Craven	\$80,789	\$25,278	\$75,266	\$181,333
Cumberland	\$139,792	\$76,901	\$67,237	\$283,930
Currituck	\$47,440	\$8,812	\$52,185	\$108,437
Dare	\$53,136	\$16,155	\$60,213	\$129,504
Davidson	\$102,567	\$39,296	\$94,334	\$236,197
Davie	\$54,426	\$11,372	\$60,547	\$126,345
Duplin	\$62,415	\$15,822	\$79,615	\$157,852
Durham	\$114,644	\$63,996	\$45,495	\$224,135
Eastern Band of the Cherokee	\$0	\$0	\$40,142	\$40,142
Edgecombe	\$64,523	\$18,492	\$64,561	\$147,576
Forsyth	\$144,282	\$82,575	\$0	\$226,857
Franklin	\$62,567	\$16,378	\$77,608	\$156,553
Gaston	\$119,274	\$51,090	\$70,583	\$240,947
Gates	\$44,358	\$5,141	\$43,487	\$92,986
Graham	\$42,895	\$5,364	\$40,476	\$88,735
Granville	\$67,451	\$15,377	\$79,949	\$162,777
Greene	\$47,278	\$7,032	\$50,512	\$104,822
Guilford	\$182,052	\$119,623	\$82,291	\$383,966
Halifax	\$68,109	\$16,601	\$76,604	\$161,314

COUNTIES	EDTAP	EMPL	RGP	TOTAL 2015-2016
Harnett	\$76,547	\$29,729	\$114,069	\$220,345
Haywood	\$65,662	\$15,599	\$59,544	\$140,805
Henderson	\$85,157	\$24,721	\$61,551	\$171,429
Hertford	\$51,512	\$8,033	\$53,188	\$112,733
Hoke	\$53,616	\$14,265	\$49,509	\$117,390
Hyde	\$42,247	\$4,251	\$38,469	\$84,967
Iredell	\$90,202	\$39,296	\$80,953	\$210,451
Jackson	\$55,740	\$12,039	\$62,889	\$130,668
Johnston	\$91,514	\$40,409	\$136,816	\$268,739
Jones	\$45,174	\$4,807	\$41,814	\$91,795
Lee	\$60,433	\$17,157	\$78,946	\$156,536
Lenoir	\$67,934	\$16,712	\$80,284	\$164,930
Lincoln	\$69,702	\$20,606	\$86,639	\$176,947
Macon	\$56,395	\$10,592	\$60,213	\$127,200
Madison	\$49,238	\$7,143	\$48,505	\$104,886
Martin	\$51,027	\$8,256	\$52,854	\$112,137
McDowell	\$62,083	\$12,707	\$68,910	\$143,700
Mecklenburg	\$258,169	\$228,766	\$41,480	\$528,415
Mitchell	\$47,445	\$6,253	\$45,829	\$99,527
Montgomery	\$51,190	\$8,367	\$55,530	\$115,087
Moore	\$77,701	\$21,830	\$103,031	\$202,562
Nash	\$76,715	\$26,726	\$69,580	\$173,021
New Hanover	\$107,139	\$50,868	\$36,462	\$194,469
Northampton	\$52,495	\$7,477	\$51,181	\$111,153
Onslow	\$88,743	\$38,407	\$90,319	\$217,469
Orange	\$73,755	\$31,620	\$63,558	\$168,933
Pamlico	\$46,310	\$5,363	\$44,156	\$95,829
Pasquotank	\$54,422	\$12,929	\$65,565	\$132,916
Pender	\$61,927	\$15,043	\$72,925	\$149,895
Perquimans	\$46,633	\$5,697	\$44,156	\$96,486
Person	\$56,063	\$12,040	\$64,561	\$132,664
Pitt	\$89,716	\$42,745	\$73,259	\$205,720
Polk	\$48,906	\$6,698	\$49,843	\$105,447
Randolph	\$89,244	\$34,513	\$128,119	\$251,876
Richmond	\$62,898	\$13,486	\$70,249	\$146,633
Robeson	\$93,319	\$36,071	\$138,489	\$267,879
Rockingham	\$81,925	\$24,722	\$107,045	\$213,692
Rowan	\$92,482	\$34,291	\$75,935	\$202,708
Rutherford	\$72,169	\$18,492	\$86,974	\$177,635
Sampson	\$64,856	\$17,157	\$83,294	\$165,307
Scotland	\$57,525	\$12,039	\$62,220	\$131,784
Stanly	\$63,377	\$15,821	\$81,287	\$160,485
Stokes	\$58,829	\$13,041	\$61,885	\$133,755
Surry	\$70,864	\$18,603	\$91,322	\$180,789

COUNTIES	EDTAP	EMPL	RGP	TOTAL 2015-2016
Swain	\$45,173	\$6,698	\$41,480	\$93,351
Transylvania	\$55,902	\$9,591	\$59,544	\$125,037
Tyrrell	\$41,597	\$3,695	\$0	\$45,292
Union	\$88,241	\$47,307	\$76,939	\$212,487
Vance	\$68,090	\$14,375	\$69,244	\$151,709
Wake	\$241,218	\$205,178	\$86,974	\$533,370
Warren	\$54,120	\$7,477	\$50,178	\$111,775
Washington	\$46,636	\$5,920	\$44,156	\$96,712
Watauga	\$54,262	\$14,153	\$73,928	\$142,343
Wayne	\$84,029	\$30,397	\$81,956	\$196,382
Wilkes	\$71,198	\$17,602	\$87,977	\$176,777
Wilson	\$70,849	\$24,611	\$97,010	\$192,470
Yadkin	\$53,782	\$10,593	\$63,892	\$128,267
Yancey	\$48,748	\$6,476	\$47,836	\$103,060
TOTALS	\$7,231,728	\$2,472,210	\$6,689,979	\$16,393,917



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

NICHOLAS J. TENNYSON
SECRETARY

August 28, 2015

MEMORANDUM

TO: County Managers
County Finance Officers
Community Transportation System Directors

FROM: Debbie Collins
Director, Public Transportation Division

SUBJECT: FY 2015-2016 Rural Operating Assistance Program Application

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation grant program administered by the North Carolina Department of Transportation – Public Transportation Division. ROAP consolidates the Elderly and Disabled Transportation Assistance Program (EDTAP), the Employment Transportation Assistance Program (EMPL) and the Rural General Public (RGP) Transportation Program into a single application package.

Although the General Assembly has not approved a state budget yet, the attached ROAP Allocation Table is final. We continue to struggle to find funding to supplement the legislated ROAP funding. We will disburse 25% of the ROAP funds as soon as there is a certified state budget. The other 75% of the ROAP allocation will be disbursed after the ROAP reports and applications have been reviewed. The period of performance will remain July 1, 2015 to June 30, 2016 regardless of the dates the ROAP funds are disbursed.

We are implementing five important changes this year. These application and allocation changes include the following:

- The formula for allocating the Rural General Public Program funding has been corrected. The old formula excluded the metropolitan population from the total population of the county to determine the RURAL population of the county. The corrected formula excludes the urban area (UZA) population from the total population of the county to determine the RURAL population. The RGP Program funds transportation for persons living outside the urban area boundary, not the metropolitan boundary. The old formula was allocating funds to counties based on a population that was not all rural and not all eligible for RGP funded service. Counties with small and/or large urban areas will likely see a reduction in RGP funding, and counties with an all or mostly rural population may see an increase in RGP funding.

- A public hearing is no longer a requirement of the ROAP application. This change does not prevent the county commissioners or eligible authority boards from inviting the public to request a public hearing, holding a public hearing and/ or resolving support for the application during a meeting if it is required by local policy or protocol. If the county or eligible authority needs an extension to the application deadline in order to hold a public hearing, the assigned Mobility Development Specialist should be contacted. Contact information for the Mobility Development Specialists is included with the application. The certified statement is still a required attachment to the application. This statement must be signed by the County Manager and the County Finance Officer.
- There is no longer a separate Suballocation Worksheet form. It has been merged with the application form and the number of application questions have been reduced.
- For the first time, any reported unspent funds from your FY15 ROAP allocation will be deducted from the second disbursement of your FY16 ROAP allocation. The deducted amount will be based on the annual FY15 ROAP Report due September 28, 2015.
- Beginning this year, the County Finance Director or Authority Executive Director will **NOT** email their application documents to NCDOT. The application documents will be submitted in the Drop Box in Partner Connect. There is not an application form for ROAP in Partner Connect.

ROAP funds and any additional funds supplementing the ROAP programs are allocated to each county by formula. The details of these formulas are in the ROAP State Management Plan included in the application package. The ROAP funds are to be used for the operating cost of trips, but not for administrative or capital costs. It will be the responsibility of the eligible ROAP recipients to sub-allocate and distribute the funds to the community transit system and/or local agencies and organizations as allowed within the program guidelines.

County governments and eligible transportation authorities are the only eligible applicants for ROAP funds. All eligible applicants must submit an annual application to receive these funds. The application is designed to enable the NCDOT-PTD staff to better understand the service to be provided and assure that the funds will be utilized as intended. Officials should read all of the ROAP documents completely before starting their application.

October 19, 2015 is the deadline for applications. Copies of the application documents for ROAP funds must be individually scanned and submitted by this deadline to the Public Transportation Division of NCDOT. A checklist is provided to help you submit all the required application documents. Beginning this year, the County Finance Director or Authority Executive Director will NOT email their application documents to NCDOT. Unless the County Finance Director or Authority Executive Director has their own access to NCDOT's Partner Connect online application, claim and reporting software, they must give their application files to the transit leader of the rural public transportation system in the county to submit. This transit professional will use the Drop Box service in Partner Connect to submit the ROAP application document files. A special ROAP drop box will be available.

FY 2015-2016 ROAP Application Submission Checklist

	Applicant Name Here —————>	Haywood County	
	ITEM	Signed & Scanned Copy to PTD	Due Date (not later than)
	<u>Certifications</u>		
<input type="checkbox"/>	Certification Statement	Yes	10/19/2015
<input type="checkbox"/>			
	<u>Program Documents</u>		
<input type="checkbox"/>	FY2015-2016 ROAP Program Application	Yes	10/19/2015
<input type="checkbox"/>			
	<u>Other Documents</u>		
<input type="checkbox"/>	ROAP Application Submission Checklist	Yes	10/19/2015
	All documents must be scanned <u>separately</u> and submitted in the Drop Box in Partner Connect by the County Finance Director or the leader of the Community Transportation System in your county.		
	IMPORTANT!!		
	NCDOT will not accept any ROAP documents that are mailed or emailed to our office.		