

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

PUBLIC HEARING

MEETING DATE: April 19, 2006

SUBJECT: Rural Operating Assistance Program Grant Application
Public Hearing

ATTACHMENTS: FY 2006-2007 Rural Operating Assistance Program
Application Packet

SUMMARY OF REQUEST:

The purpose of this public hearing is to allow for citizen comments concerning the County's application, on behalf of Apple Country Transit, for the upcoming fiscal year's Rural Operating Assistance Program grant through the North Carolina Department of Transportation. Attached is a copy of the grant application packet. This grant has been one of the major funding sources for Apple Country Transit. The FY 2006-2007 application requests \$142,093 and calls for a match from Henderson County in the amount of \$14,209.30 (10%) for the upcoming fiscal year. This amount is approximately the same as in past years, but represents only a portion of the local costs associated with the County's switch to an "urbanized" public transit area. These additional funds will be requested through the County FY 2006-2007 budget.

COUNTY MANAGER RECOMMENDATION/BOARD ACTION REQUESTED:

Recommend approval of the grant agreement/certified statement resolution.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION



FY 2006 – 2007 RURAL OPERATING ASSISTANCE PROGRAM APPLICATION

FEBRUARY 2006

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER
1 S. WILMINGTON STREET
RALEIGH, NC 27699

Application for Operating Assistance FY06-07 Rural Operating Assistance Program Funds

Name of Applicant (County)	Henderson County
County Manager	Steve Wyatt
County Manager's Email Address	swyatt@hendersoncountync.org
County Finance Officer	J. Carey McLelland
CFO's Email Address	carey@hendersoncountync.org
Mailing Address	100 N. King Street Hendersonville, NC 28792
Transportation System Contact Person	Bill Crisp
Email Address	bcrisp@wcca.net

Application Instructions

- Read each question carefully. Be sure to answer all the questions.
- Your application can be any length. Answer questions with complete sentences, providing no more detail than needed to concisely answer the question.
- Click on the gray rectangle and type your answer. As you type, the text will automatically wrap to the next row. Your answer may wrap to the next page if necessary.
- If you have questions regarding this application, contact your assigned NCDOT-PTD Regional Transportation Program Consultant.

III. PROJECT DESCRIPTIONS – EDTAP

These funds may be sub-allocated to human service agencies in the county. These funds are intended to assist elderly or disabled individuals that do not qualify for transportation assistance from other funding programs with stricter eligibility criteria. These funds may not supplant agency funds for transportation.

EDTAP-1 How were the projected units of service with EDTAP funds determined? Can EDTAP funded services be provided throughout the twelve months of FY2007 with the allocated funds? *See the Sub-allocation Worksheet in Appendix B.*

We took our operating costs and divided that by number of units served to get our unit costs. Services can be provided throughout the twelve months of FY2007.

EDTAP-2 How will client eligibility for EDTAP funded services be documented by all the agencies receiving a sub-allocation of EDTAP funds from the county?

Clients are asked in initial phone interview if they are eligible for over 60 services or if they would qualify by having a disability.

EDTAP-3 How do elderly and disabled persons in your county receive EDTAP funded services if they are not human service agency clients?

All trips are demand-response or subscription basis.

EDTAP-4 Describe any out-of-county transportation services to be provided using EDTAP funds.

Medical trips are occasionally necessary to specialists in Buncombe County throughout the year.

EDTAP-5 Describe how EDTAP funded services and expenditures will be monitored throughout the year to assure that program guidelines are being followed.

Services are reviewed on a monthly basis through financial reports by our finance office.

EDTAP-6 What performance measurements will be used to determine the effectiveness and efficiency of the EDTAP funded services. What methods will be used to evaluate the delivery of these services? When will the services be evaluated? *Sample Measures of Effectiveness for Transit Systems are in Appendix D.*
Services will be evaluated monthly by taking our operating costs divided by passengers and measure it with what our projected monthly services should be.

III. PROJECT DESCRIPTIONS – NCDOT Work First/Employment Funds

These funds can only be sub-allocated to the Department of Social Services and the Rural Public Transportation System in your county.

WF/EMP-1 How were the projected units of service with WF/EMP funds determined? Can WF/EMP funded services be provided throughout the twelve months of FY2007 with the allocated funds? *See the Sub-allocation Worksheet in Appendix B.*
Take our operating costs divided by our number of units served to get a cost per unit. Services can be provided for twelve months of FY2007.

WF/EMP-2 How will client eligibility for WF/EMP funded services be documented by either of the agencies receiving a sub-allocation of WF/EMP funds from the county?
WCCA/Apple Country Transportation will work with DSS and Apple Country Transit to aid the unemployed to obtain and retain employment.

WF/EMP-3 How do citizens in your county receive WF/EMP funded services if they are not DSS clients?
Apple Country Transit runs 3 scheduled routes from 6:30 am to 6:30 pm Monday – Friday 12 times a day.

WF/EMP-5 Describe any out-of-county transportation services to be provided using WF/EMP funds.
Our Public transit connects with Asheville Transit at the Henderson/Buncombe line 12 times a day 5 days per week.

WF/EMP-6 Describe the process for determining when it is appropriate or necessary to transfer WF/EMP funds to EDTAP or RGP funds as allowed in the program guidelines?
We monitor each program monthly and can readily see where we are underserving or overserving and make those adjustments.

WF/EMP-7 Describe how WF/EMP funded services and expenditures will be monitored throughout the year to assure that program guidelines are being followed.
We will review this monthly.

WF/EMP-8 What performance measurements will be used to determine the effectiveness and efficiency of the WF/EMP funded services. What methods will be used to evaluate the delivery of these services? When will the services be evaluated? *Sample Measures of Effectiveness for Transit Systems are in Appendix D.*
We know that about 5% of our Transit ridership are people going to or from work, and we monitor our ridership weekly.

III. PROJECT DESCRIPTIONS – Formula Rural General Public Funds

These funds are intended to provide transportation services for individuals who are not human service agency clients. The county must sub-allocate these funds to the local rural public transportation system.

RGP-1 Describe the geographic area in which the rural general public transportation services will be provided.
Henderson County is 375 square miles and elevation ranges from 2,200 ft. about sea level to 5,240 ft. above sea level. The county is mostly encircled by mountains.

RGP-2 How were the projected units of service with RGP funds determined? Can RGP funded services be provided throughout the twelve months of FY2007 (*CT System requirement*) with the allocated funds? *See the Sub-allocation Worksheet in Appendix B.*

Operating costs divided by number of units served to get a unit cost. Services and be provided for twelve months of FY2007.

RGP-3 What service design(s) will be used to deliver RGP funded transportation services? Does the rural public transportation system in your county provide RGP funded services with any service limitations? If yes, describe these limitations (e.g. days, hours, zones, curb to curb, space available basis only, no out-of-county trips, distance from destination or transit station).

With 27 human service routes currently operating and within 1.5 miles of any of those existing routes. We operate Monday through Friday 6:30 am to 5:00 pm. We also request 24 hour advance notice for those wishing to acquire a ride on an existing deviated fixed route, with availability only if there is a seat available. We run three public transit routes hourly Monday through Friday from 6:30 am to 6:30 pm.

RGP-4 Has the service design for RGP funded services changed in the last twelve months? If yes, describe the process for altering or changing service designs.

No

RGP-5 Describe the plan for marketing the RGP funded services to the target market. How are persons with disabilities included in the marketing plan?

Brochures are distributed throughout the county in other human agency buildings, grocery stores, medical establishments, businesses, and other highly frequented public places. Speaking engagements with community and civic groups will continue to explain to the community the nature and scope of our rural general public services. Flyers advertising routes will be distributed to most human services agencies.

RGP-6 Will a passenger pay for RGP service? Describe the proposed fare structure?

Yes. A one-way trip is \$2.00 on a deviated fixed route. Fare on public transit is 75 cents.

RGP-7 Describe how the local match requirement for RGP funds will be met.

From fares.

RGP-8 Describe how RGP funded services and expenditures will be monitored throughout the year to assure that program guidelines are being followed.

Monthly reports will be reviewed by the Transportation Director.

RGP-9 What performance measurements will be used to determine the effectiveness and efficiency of the RGP funded services. What methods will be used to evaluate the delivery of these services? When will the services be evaluated? *Sample Measures of Effectiveness for Transit Systems are in Appendix D.*

We will review our operating costs and units served on a monthly basis.

State of North Carolina

County of Henderson

**APPENDIX A
CERTIFIED STATEMENT
FY 2006 - 2007**

RURAL OPERATING ASSISTANCE PROGRAM

Whereas Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation as the agency responsible for administering all federal and/or state programs related to public transportation, and grants the department authority to do all things required in applicable federal and/or state legislation to properly administer the public transportation programs within the State of North Carolina;

WHEREAS, G.S. 136-44.27 established the Elderly and Disabled Transportation Assistance Program;

WHEREAS, funds will be used for transportation related expenditures as specified in the FY 2006 - 2007 Rural Operating Assistance Program (ROAP) application;

WHEREAS, information regarding use of the funds will be provided at such time and in such a manner as the department may require;

WHEREAS, ROAP funds will be used to provide eligible services during the period July 1, 2006 through June 30, 2007;

WHEREAS, any interest earned on ROAP funds will be expended for eligible program uses as specified in the ROAP application; and

WHEREAS, 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.

This is to certify that the undersigned is duly elected, qualified and acting chairperson of the Board of County Commissioners of the County of Henderson North Carolina, and that the following statements are true and accurate:

Elderly and Disabled Transportation Assistance Program

1. The funds received from G.S. 136-44.27 will be used to provide additional transportation services for the elderly and disabled, exceeding the quantity of trips provided prior to receipt of the funds.
2. The funds will not be used to supplant or replace existing federal, state or local funds designated to provide elderly and disabled transportation services in the county.

3. The funds received will be used in a manner consistent with the local Transportation Development Plan (TDP) or Community Transportation Services Plan (CTSP) and application approved by the North Carolina Department of Transportation and the Board of Commissioners.

Work First Transitional/Employment Transportation Assistance Program

1. The purpose of these transportation funds is to support transitional transportation needs of Work First participants after eligibility for cash assistance has concluded and/other specified general public employment transportation needs. The funds may be transferred to the Elderly and Disabled Transportation Assistance Program or the Rural General Public Program if not needed for Work First transportation.
2. The funds are limited to use by the designated local entity(s) specified in the ROAP application, or any revisions or amendments thereto.

Rural General Public Program

1. The funds will be used in a manner consistent with the Rural General Public Transportation Project Description.
2. The funds will not be used to provide human service agency's trips.

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

Attest:

Certifying Official*

Board of County Commissioners
Chairperson*

State of North Carolina
County Henderson_____

County Manager/Administrator*

*Note that the signatures on this statement should be those of three (3) separate individuals.

Appendix C – Sample Public Hearing Notice

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) Application to be submitted to the North Carolina Department of Transportation no later than **May 12, 2006** by the county of Henderson. The public hearing will be held on April 19, 2006 at 9:00 am at the **Henderson County** commissioners meeting in the County Offices Building located at 100 North King Street, Hendersonville, North Carolina.

The programs include in the ROAP application are:

1. Elderly & Disabled Transportation Assistance Program (EDTAP) provides operating assistance for the transportation of elderly and disabled citizens. This transportation assistance allows for the individual to reside for longer periods in their homes, thereby enhancing their quality of life. For the purpose of EDTAP, an elderly person is defined as one who reaches 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 activity, an individual who has a record of such impairment, or an individual who is regarded as having such impairment.
2. Work First/Employment program is intended to provide operating assistance for transitional Work First and general public employment transportation needs. These funds are used to support the employment transportation needs of individuals that are not eligible to receive benefits from the Temporary Assistance for Needy Families (TANF) program.
3. Rural General Public (RGP) funds are intended to provide transportation service to individuals who are not human service agency clients.

The amount allocated for EDTAP \$68,143, Work First \$10,831, and Rural General Public \$63,119 totals to \$142,093 for the period July 1, 2006 through June 30, 2007.

This application may be inspected at WCCA office, 526 7th Avenue East, Hendersonville, NC 28792 from 8:00am to 4:00 pm, Monday through Friday. Written comments should be directed to Bill Crisp, Transportation Director, PO Box 685, Hendersonville, NC 28793.

Public Hearing Minutes

DATE: April 19, 2006

PLACE: _____

SUBJECT: _____

BOARD MEMBERS: _____

PUBLIC: _____



Public Hearing Minutes

DATE: _____

PLACE: _____

SUBJECT: _____

BOARD MEMBERS: _____

PUBLIC: _____



2006-2007 ROAP Allocations

COUNTIES	EDTAP	Work First	RGP	TOTAL
Alamance	\$73,844	\$19,724	\$65,735	\$159,303
Alexander	\$41,662	\$5,049	\$41,390	\$88,101
Alleghany	\$34,891	\$2,214	\$30,637	\$67,742
Anson	\$40,252	\$5,081	\$37,223	\$82,556
Ashe	\$40,774	\$3,657	\$36,948	\$81,379
Avery	\$36,993	\$3,006	\$33,803	\$73,802
Beaufort	\$47,586	\$6,186	\$46,135	\$99,907
Bertie	\$38,241	\$4,411	\$34,562	\$77,214
Bladen	\$42,729	\$9,427	\$40,441	\$92,597
Brunswick	\$65,029	\$11,065	\$63,475	\$139,569
Buncombe	\$100,367	\$18,336	\$88,634	\$207,337
Burke	\$61,308	\$14,321	\$65,182	\$140,811
Cabarrus	\$70,776	\$7,070	\$49,826	\$127,672
Caldwell	\$57,862	\$7,915	\$60,602	\$126,379
Camden	\$33,302	\$2,035	\$29,609	\$64,946
Carteret	\$54,629	\$7,904	\$53,222	\$115,755
Caswell	\$39,072	\$6,058	\$36,313	\$81,443
Catawba	\$74,134	\$12,358	\$64,977	\$151,469
Chatham	\$47,386	\$6,064	\$50,177	\$103,627
Cherokee	\$41,608	\$2,980	\$37,096	\$81,684
Chowan	\$36,125	\$3,733	\$32,241	\$72,099
Clay	\$34,990	\$1,878	\$30,093	\$66,961
Cleveland	\$63,512	\$18,108	\$68,948	\$150,568
Columbus	\$51,961	\$12,741	\$49,987	\$114,689
Craven	\$59,001	\$11,429	\$66,549	\$136,979
Cumberland	\$106,199	\$48,836	\$105,511	\$260,546
Currituck	\$37,886	\$2,961	\$35,519	\$76,366
Dare	\$40,544	\$3,983	\$40,995	\$85,522
Davidson	\$79,279	\$14,811	\$93,085	\$187,175
Davie	\$43,003	\$4,576	\$42,623	\$90,202
Duplin	\$48,112	\$6,415	\$48,623	\$103,150
Durham	\$88,514	\$7,876	\$39,838	\$136,228
Eastern Band of the Cherokee	\$0	\$0	\$29,417	\$29,417
Edgecombe	\$49,103	\$4,503	\$42,401	\$96,007
Forsyth	\$118,475	\$33,602	\$0	\$152,077
Franklin	\$45,883	\$7,175	\$49,243	\$102,301
Gaston	\$92,578	\$19,617	\$80,387	\$192,582
Gates	\$34,634	\$2,362	\$30,698	\$67,694
Graham	\$33,956	\$1,656	\$29,198	\$64,810
Granville	\$46,235	\$7,180	\$49,269	\$102,684
Greene	\$36,786	\$3,710	\$34,687	\$75,183
Guilford	\$151,374	\$54,333	\$75,644	\$281,351

2006-2007 ROAP Allocations

COUNTIES	EDTAP	Work First	RGP	TOTAL
Halifax	\$52,353	\$11,857	\$50,833	\$115,043
Harnett	\$58,352	\$12,706	\$69,934	\$140,992
Haywood	\$52,823	\$8,314	\$50,843	\$111,980
Henderson	\$68,143	\$10,831	\$63,119	\$142,093
Hertford	\$40,417	\$4,549	\$36,340	\$81,306
Hoke	\$40,916	\$6,627	\$42,933	\$90,476
Hyde	\$32,824	\$1,881	\$28,333	\$63,038
Iredell	\$70,544	\$13,582	\$86,038	\$170,164
Jackson	\$42,308	\$4,950	\$40,172	\$87,430
Johnston	\$69,649	\$15,100	\$88,421	\$173,170
Jones	\$34,720	\$2,373	\$30,368	\$67,461
Lee	\$45,390	\$5,485	\$48,032	\$98,907
Lenoir	\$51,424	\$10,124	\$51,750	\$113,298
Lincoln	\$51,284	\$7,486	\$0	\$58,770
Macon	\$44,224	\$3,448	\$39,898	\$87,570
Madison	\$37,437	\$3,658	\$34,778	\$75,873
Martin	\$39,707	\$6,104	\$36,770	\$82,581
McDowell	\$46,040	\$5,468	\$0	\$51,508
Mecklenburg	\$202,545	\$63,262	\$96,483	\$362,290
Mitchell	\$37,156	\$2,644	\$32,914	\$72,714
Montgomery	\$40,109	\$5,364	\$37,855	\$83,328
Moore	\$60,930	\$8,801	\$60,955	\$130,686
Nash	\$59,245	\$6,506	\$48,363	\$114,114
New Hanover	\$82,100	\$13,948	\$61,067	\$157,115
Northampton	\$39,737	\$4,589	\$35,382	\$79,708
Onslow+	\$62,095	\$13,595	\$63,982	\$139,672
Orange	\$55,124	\$11,239	\$49,662	\$116,025
Pamlico	\$35,820	\$2,695	\$31,622	\$70,137
Pasquotank	\$43,051	\$6,720	\$42,481	\$92,252
Pender	\$46,558	\$5,580	\$0	\$52,138
Perquimans	\$35,537	\$2,875	\$31,076	\$69,488
Person	\$42,583	\$7,498	\$42,206	\$92,287
Pitt	\$67,200	\$13,104	\$58,595	\$138,899
Polk	\$38,547	\$2,564	\$34,230	\$75,341
Randolph	\$72,821	\$17,387	\$85,947	\$176,155
Richmond	\$47,391	\$10,534	\$46,397	\$104,322
Robeson	\$71,218	\$31,883	\$81,853	\$184,954
Rockingham	\$62,653	\$15,224	\$66,610	\$144,487
Rowan	\$73,626	\$11,865	\$84,765	\$170,256
Rutherford	\$53,981	\$9,900	\$53,819	\$117,700
Sampson	\$52,879	\$8,134	\$53,558	\$114,571
Scotland	\$42,826	\$11,170	\$42,153	\$96,149

2006-2007 ROAP Allocations

COUNTIES	EDTAP	Work First	RGP	TOTAL
Stanly	\$49,756	\$7,343	\$51,985	\$109,084
Stokes	\$45,205	\$6,257	\$46,147	\$97,609
Surry	\$55,509	\$9,462	\$57,828	\$122,799
Swain	\$35,718	\$2,175	\$29,973	\$67,866
Transylvania	\$42,687	\$4,425	\$38,988	\$86,100
Tyrrell	\$32,206	\$1,355	\$0	\$33,561
Union	\$68,127	\$18,040	\$93,049	\$179,216
Vance	\$45,492	\$13,634	\$45,236	\$104,362
Wake	\$170,984	\$35,904	\$153,732	\$360,620
Warren	\$38,319	\$5,231	\$34,720	\$78,270
Washington	\$35,720	\$4,344	\$31,802	\$71,866
Watauga	\$41,593	\$3,626	\$44,804	\$90,023
Wayne	\$66,217	\$14,955	\$59,738	\$140,910
Wilkes	\$54,350	\$10,775	\$55,484	\$120,609
Wilson	\$57,483	\$7,809	\$59,659	\$124,951
Yadkin	\$42,945	\$3,959	\$42,237	\$89,141
Yancey	\$38,012	\$2,736	\$33,834	\$74,582
TOTALS	\$5,565,205	\$1,000,000	\$4,960,696	\$11,525,901

FY 2006-2007 ROAP Application Submission Checklist

	ITEM	Mail Hard Copy to F. McCullen (PTD)	Electronic Copy to PTD	Due Date
	Section I - Application			
<input type="checkbox"/>	EDTAP	Yes	Yes	May 12,/2006
<input type="checkbox"/>	DOT Work First	Yes	Yes	May 12,/2006
<input type="checkbox"/>	Rural General Public	Yes	Yes	May 12,/2006
				May 12,/2006
	Section II - State Requirements			May 12,/2006
<input type="checkbox"/>	Appendix A: Certifying Statement	Yes, with original signatures	No	May 12,/2006
<input type="checkbox"/>	Appendix B: Sub-Allocation Worksheet			May 12,/2006
	Appendix C: Documentation of Public Involvement			May 12,/2006
<input type="checkbox"/>	Copy of Public Hearing notice published in newspaper	Yes	No	May 12,/2006
<input type="checkbox"/>	Affidavit of Public Hearing Publication (original)	Yes, with original signature	No	May 12,/2006
<input type="checkbox"/>	Public Hearing Minutes	Yes	Yes	May 12,/2006
	Section III - Sample Measures of Effectiveness			May 12,/2006
	Appendix D: Not required to measure all.			May 12,/2006
<input type="checkbox"/>	Expense Per Passenger	Yes	Yes	May 12,/2006
<input type="checkbox"/>	Revenue Per Mile	Yes	Yes	May 12,/2006
<input type="checkbox"/>	Revenue Per Passenger	Yes	Yes	May 12,/2006
<input type="checkbox"/>	Subsidy Per Passenger	Yes	Yes	May 12,/2006
<input type="checkbox"/>	Cost Recovery			May 12,/2006
	Mail hard copies to :	Email electronic copies to:		
	NC Department of Transportation	ctptransportation@dot.state.nc.us		
	Public Transportation Division			
	Attn: Faye McCullen			
	1550 Mail Service Center			
	Raleigh, NC 27699-1550			

**FY2007 NCDOT ROAP Report
Transfer of Funds**

123	Name of County	0								
124	Date									

Transfer of WF/EMP Funds within a County

	WF Funds were transferred to EDTAP or RGP Fund?	Amount Transferred	Date
125		\$ -	
126		\$ -	
127		\$ -	
128		\$ -	
129		\$ -	
130		\$ -	
131		\$ -	

County to County Transfer of Funds within a Regional System

Documentation of transfers must be on file.

	Your County Transferred Funds to this County	Amount Transferred	From this Fund	To this Fund	Date
132		\$ -			
133		\$ -			
134		\$ -			
135		\$ -			
136		\$ -			
137		\$ -			
138		\$ -			
	Your County Received Funds from this County	Amount Received	From this Fund	To this Fund	Date
139		\$ -			
140		\$ -			
141		\$ -			
142		\$ -			
143		\$ -			
144		\$ -			
145		\$ -			

**FY 2006-2007 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)
- Work First Transitional/Employment Transportation Assistance Program (WF/EMP)
- Rural General Public (RGP) Program

These program funds are made available to counties through formula allocation. Consistent with FY 2005-2006, there will be no Discretionary RGP Program. These funds have been added to the RGP Program total to be disbursed through the formula allocation process. ROAP funds are to be used for operational activities; not for capital or administrative positions. Refer to Appendix E-Matrix of Eligible Transportation Expenses for examples of allowable operational assistance that can be provided under these programs.

It is projected that a total of \$11,525,901 will be made available through ROAP (including carry over funds) for FY 2006-2007. Carry over funds are those funds not expended by counties in previous years and returned to respective ROAP programs. Decreased carry over funds for FY 2006-2007 will result in decreased ROAP allocations to some counties. The reduction in carry over funds is attributed to increased operating costs of transportation systems, better intra-county sub-allocation and use of funds among agencies, and increased service provision statewide. The expected FY 2006-2007 individual program totals are:

PROGRAM	BASE AMOUNT	CARRY OVER	TOTAL
EDTAP	\$5,500,000	\$ 65,205	\$5,565,205
WF/EMP	\$1,000,000	\$ 0	\$1,000,000
RGP	\$4,500,000	\$460,696	<u>\$4,960,696</u>
			\$11,525,901

County governments (Board of County Commissioners) are the only eligible applicants for formula ROAP funds. All counties must submit an annual application to receive FY 2006-2007 EDTAP, Work First, and RGP Program formula funds. Each county receives an allocation for each program, with the exception that those counties not providing transportation services to the general public are not provided a RGP allocation.

It will be the responsibility of county governments to sub-allocate and distribute the funds to local agencies as allowed in the program guidelines. It is the intent of the program that these funds provide additional transportation and not replace current funding sources and levels of service. It should be noted that the General Assembly must have an approved and certified state budget before funds can be disbursed; therefore the July disbursement time frame is contingent upon the state budget process. Note that one-half of the funds will be disbursed initially and the remainder will be disbursed in January 2007. The period of performance will remain July 1, 2006 - June 30, 2007 regardless of the date on which ROAP funds are disbursed to the county.

An annual ROAP Report is required from each county receiving ROAP funds. The county will be invoiced for any unexpended funds reflected in the report. ROAP funds will not be disbursed to counties that have not reimbursed the department for the invoiced amount of unexpended FY 2004-2005 ROAP funds and/or have not submitted the FY 2004-2005 annual report for these programs.

Application Requirements

Carefully review and complete all of the material within the application package. The application materials are designed to enable PTD staff to better understand the services you plan to provide and assure that the funds are utilized as intended. Failure to complete any portion of the application may result in processing delays.

Applications for formula ROAP funds must be submitted to the PTD by May 12, 2006 to receive the initial disbursement in July 2006. The application for EDTAP, WF/EMP, and RGP funds includes a questionnaire and a sub-allocation worksheet. All applications must be accompanied by an original signed Certified Statement, affidavit of publication of public hearing, and minutes from the public hearing.

For FY 2006-2007, all required application information must be submitted to PTD electronically, at ctptransportation@dot.state.nc.us. All applicants will also be required to mail a hard copy of the ROAP application including a Certified Statement with original signature, original affidavit of publication of public hearing notice, and public hearing minutes to:

NCDOT - Public Transportation Division
Attention: Faye McCullen
1550 Mail Service Center
Raleigh, North Carolina 27699-1550

I. General Guidelines

A. Eligible Recipients

All one hundred (100) North Carolina counties are eligible to receive a formula-based allocation for EDTAP and Work First/Employment. Only those counties providing transportation services to the general public will receive a RGP allocation.

B. Allocation of Funds

The allocations of the EDTAP, WF/EMP, and RGP Program funds for FY 2006-2007 are listed, by county, in Appendix F of this application. The methodology for calculating these allocations is described in the Program Guidelines. Note that the county can request an amount less than the total allocation for each of the three programs. Each applicant should carefully evaluate past program expenditures to determine the amount to apply for within each program. The county finance officer will be responsible for program administration at the local level. Note that while the county finance officer may delegate some program administrative duties to the local community transportation system, the county finance officer is considered the accountable county official for ROAP.

C. County Sub-Allocation Determination

Formula ROAP funds will be disbursed from NCDOT to the county finance officer only. It will be the responsibility of the county governments to sub-allocate and distribute the funds to the local agencies according to program guidelines. Counties are strongly encouraged to make outreach efforts to identify eligible client/agency recipients so that they may have an opportunity to receive ROAP funds. It is important that local agencies and citizens have the opportunity to participate in the sub-allocation decision. The FY 2006-2007 Sub-Allocation Worksheet in Appendix B must be completed by each county to document how the allocations will be distributed locally. This will enable PTD staff to better understand the services you plan to provide and assure that the funds are utilized as intended. Local program administrators should consult with the lead transportation agency and Transportation Advisory Boards for sub-allocation recommendations.

D. Public Hearing Requirement

It is required that the Board of County Commissioners hold a public hearing to provide the opportunity for local input regarding the sub-allocation of these funds. A public hearing notice must be published in a newspaper having general circulation in the county. The notice should be published at least fourteen (14) days prior to the date of the public hearing. A Sample Public Hearing Notice is included in this package in Appendix C. The public hearing must be accessible to individuals with disabilities in accordance with provisions of the Americans With Disabilities Act that were effective September 1991. These provisions include having written material available in alternative, accessible formats upon request, and providing special accommodations at your public hearing, such as a sign language interpreter, as may be requested. The public hearing should be held late in the day or early evening to afford the public an opportunity to attend and make comments.

E. Local Matching Requirement

EDTAP and Work First/Employment funding will be provided with one hundred percent (100%) state funds 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. Fares and/or local funds used to meet the 10% RGP match requirement should be used to provide additional service, not as a source of match for administrative and capital needs. PTD encourages Community Transportation Systems to keep fares reasonable so as to encourage ridership.

In past years, the local match requirement for the RGP program has at times been confusing. In an attempt to avoid this confusion, an example is provided to help counties determine the local match amount. Note, the ten-percent local match requirement is based on the fully allocated cost of the program, not the amount allocated from NCDOT.

- In our example, \$45,000 is the RGP amount allocated from NCDOT
- \$45,000 equals 90% of the fully allocated cost
- \$45,000 divided by 90% (.90) equals \$50,000 – This is the fully allocated cost.
- \$50,000 times 10% (.10) equals \$5000 – This is the required amount of matching dollars.

Substitute the amount of the county's allocation into the example to calculate the fully allocated cost and local match.

F. Eligible Expenses

Operating expenses, which have traditionally been eligible for the EDTAP, Work First/Employment and RGP programs, will continue to be eligible under ROAP. Refer to Appendix E - Matrix of Eligible Transportation Assistance Expenses for examples of allowable operational assistance that can be provided under these programs. This matrix should be shared with any agency that receives a sub-allocation of ROAP funds to assure that funds are expended according to program guidelines.

G. 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 in Appendix E.

Note that the period of performance for these funds will be July 1, 2006 to June 30, 2007. 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, 2006 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 annual ROAP Report, the department will invoice the county to collect any funds not expended by June 30, 2007.

Counties will have the ability to transfer Work First funds, all or in part, to EDTAP or RGP provided such funds are not needed to provide employment trips or eligible other services. Work First funds that are transferred assume the requirements of the program to which they are transferred. For example, Work First funds transferred to the RGP program can 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. Additionally, Work First funds that are transferred to provide additional rural general public transportation services must be allocated to the Community Transportation System. Note that the annual ROAP Report includes a Local Transfer of Funds form to document the transfer of Work First funds to EDTAP or RGP within the county, should you elect to make such a transfer.

For regional transportation systems only, ROAP funds may be transferred between and/or among member counties. EDTAP and RGP funds must remain within the same program if such funds are transferred between and/or among counties. Work First funds may be transferred either to the same program or to EDTAP or RGP. Note that the annual ROAP Report form has been revised to include 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)

H. Monitoring and Evaluation

ROAP funds should be routinely monitored for effectiveness and efficiency. The funds should also be routinely evaluated to determine if the present service design is meeting both internal and customer expectations. Reference the Sample Measures of Effectiveness located in Appendix D. Community Transportation Systems should consider the following process for using performance indicators:

- Determine what measures are important
- Establish goals
- Select indicators to monitor measures
- Collect and tabulate data
- Analyze data
- Present results
- Take corrective action

The Transit Cooperative Research Program (TCRP) Report 88, "A Guidebook for Developing a Transit Performance-Measurement System" provides a step-by-step process for developing a performance measurement program. A copy of the report is available at http://trb.org/trb/news/blurb_browse.asp?id=1. Click on Report 88 to order or print a copy.

I. Reporting Requirements

There will be an annual ROAP Report for the grant cycle FY 2006-2007. A sample of this annual ROAP report is provided as Appendix H of this application.

The County Finance Officer must certify and sign this annual ROAP Report since it determines the amount of funds to be returned to NCDOT. Based on this report, counties are invoiced for any remaining funds for the given fiscal year. Upon receipt of the invoice for unexpended funds, the finance officer should immediately reimburse the department. The county may find it useful for agencies that have been sub-allocated ROAP funds to provide monthly or quarterly reports to the county of the expenditure of funds and number of trips provided. Close monitoring by the finance officer is highly recommended in order to ensure appropriate and maximum utilization of all program funds. It is the responsibility of the 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 three 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 federal and state financial assistance and identify any of the funds passed through to other agencies;
- Complete the ROAP reporting form supplied by NCDOT and submit it to NCDOT at the end of the program period; and
- Return unexpended ROAP funds as invoiced by NCDOT.

J. Program Auditing

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 has historically relied upon annual reporting information that identifies the number of passenger trips, other services, and expenditures by program. The department's External Audit Branch compares information in this report to the ROAP expenses reported in the counties annual independent audit report. The department's External Audit Branch has

begun to audit ROAP expenditures on site. This requires meeting with the county finance officer to obtain documentation of costs reported to the department on the annual reporting form. Common areas of deficiency include inadequate documentation of passenger eligibility and trips. Both EDTAP and Work First Employment programs serve specific populations. Without documentation of eligibility, i.e. 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 the department must be retained for up to three years following submittal of these annual reports. The inability to document trips charged with driver manifests, gasoline receipts, or any invoices associated with costs charged to the program would be considered ineligible expenses. The county will be invoiced for any undocumented costs.

PTD implemented a ROAP Triennial Financial Management Monitoring Checklist in FY 2004. Each county receiving ROAP funds will complete the monitoring checklist once every three years.

II. Program Guidelines

Elderly and Disabled Transportation Assistance Program

Description

The EDTAP, originally enacted by legislation in the 1989 Session of the North Carolina General Assembly, provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows these individuals to reside for a longer period in their homes, thereby enhancing their quality of life.

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) 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 activity, 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.

Eligible Expenses

ROAP funds are to be used for operational activities; not for capital or administrative positions. Refer to Appendix E-Matrix of Eligible Transportation Expenses for examples of allowable operational expenses that can be provided under these programs.

Restrictions

The funds are to be used to provide additional trips for elderly and disabled individuals in a manner consistent with the local Transportation Development Plan (TDP) or Community Transportation Services Plan (CTSP) and **may not supplant funds being used by local governments for this purpose prior to the application. The funds are intended for those individuals who do not qualify for transportation assistance under a human service program.**

Work First Transitional/Employment Transportation Assistance Program

Description

The Work First/Employment program is intended to provide operating assistance for transitional Work First and general public employment transportation needs. The availability of these funds should be considered in the utilization of the county's Work First Block Grant.

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 Work First caseloads per county as a percentage of the number of Work First caseloads in the state as of January 1, 2005.

*Excludes the municipal population for counties with urbanized areas within their boundaries.

Eligibility Criteria

The purpose of these transportation funds is to support transitional transportation needs of Work First participants after eligibility for cash assistance has concluded and/or other specified general public employment transportation needs. Certification of eligibility will be the responsibility of the county

Eligible Expenses

ROAP funds are to be used for operational activities; not for capital or administrative positions. Refer to Appendix E-Matrix of Eligible Transportation Expenses for examples of allowable operational expenses that can be provided under these programs.

Restrictions

Work First funds can only be sub-allocated to the Department of Social Services or the Community Transportation System. Work First/Employment funds should first be used to support the employment transportation needs of individuals that are not eligible to receive benefits from the Temporary Assistance for Needy Families (TANF) program. Additionally, these funds can be used to provide employment transportation services for the general public by the Community Transportation System.

Work First funds may be used to provide either Work First, EDTAP or RGP transportation services. The funds may be transferred to the Elderly and Disabled Transportation Assistance Program or the Rural General Public Program if not needed for NCDOT Work First transportation. Ensure that Work First transportation needs are carefully and thoroughly assessed prior to transferring any Work First funds to EDTAP or RGP. Bear in mind that Work First funds that are transferred to EDTAP or RGP assume the requirements of the program to which the funds are transferred. Additionally, Work First funds that are transferred to provide additional rural general public transportation services must be allocated to the Community Transportation System.

Rural General Public Program

Description

The RGP operating assistance funds are intended to provide transportation services to individuals from the general public who are not human service agency clients. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the formula 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 municipal population for counties with urbanized areas within their boundaries.

Restrictions

The county must sub-allocate the RGP funds to the Community Transportation System. The funds must be utilized in a manner consistent with the respective RGP Transportation Project Description provided in the application.

III. PROGRAM SCHEDULE

February 16, 2006	ROAP Application package e-mailed to each county
May 12, 2006	ROAP Application due from counties
June 2, 2006	ROAP Application review completed by PTD
July 14, 2006	Forward FY 2005-2006 annual ROAP & OPSTATS reports to counties
June 30, 2006	Last day to utilize FY 2005-2006 ROAP funds
July 2006	Anticipated disbursement of one-half ROAP funds
January 2007	Anticipated disbursement of remaining ROAP funds
August 12, 2006	Annual ROAP & OPSTATS reports due for July 1, 2005- June 30, 2006 period of performance.
June 30, 2007	Last day to utilize FY2006-2007 ROAP funds