

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: October 6, 2014

SUBJECT: Public Hearing for the FY 2015 Rural Operating Assistance Program (ROAP)

PRESENTER: Matthew Cable, AICP, Transportation Planner

ATTACHMENTS: 1. ROAP Application with Suballocation Worksheet
2. Notice of Public Hearing (English & Spanish)
3. Certified Statement

SUMMARY OF REQUEST:

The Henderson County Board of Commissioners scheduled this public hearing regarding the FY 2015 North Carolina Department of Transportation (NCDOT) Rural Operating Assistance Program (ROAP) grant application in the amount of \$196,095. Henderson County's FY 2015 allocation is decreased by \$34,924 from FY 2014.

The County receives these grant funds annually and passes them through to Western Carolina Community Action (WCCA), the NCDOT designated Henderson County transit provider. WCCA provides transit services according to specified performance standards and supplies the required matching funds for the grant. The grant funds provide for senior and disabled transportation programs, transportation for a WorkFirst education program, continuation of public transit service to Edneyville, and demand response transit for citizens who live in other rural areas of Henderson County.

Notices of the public hearing were published (in English) in The Hendersonville Tribune on Thursday, September 25, 2014 and in the Times News on Friday, September 26, 2014 and (in Spanish) in La Voz Independiente on Wednesday, September 24, 2014 (with a correction Wednesday, October 1, 2014) and in the Times News on Friday, September 26, 2014. These notices fulfill NCDOT requirements for this grant application.

The Board of Commissioners must hold a public hearing on the application (Attachment 1). Staff requests the Board approve the Certified Statement (Attachment 3) and authorize staff to file the application with the NCDOT subject to any comments at the hearing. No County funds are required for this program.

BOARD ACTION REQUESTED:

Staff requests the Board of Commissioners hold the scheduled public hearing on the application, approve the Certified Statement, and authorize staff to file the application.

Suggested Motion:

I move the Board approve the Certified Statement and authorize staff to execute all required documents for the FY 2015 ROAP grant application.

Application for Transportation Operating Assistance

FY2015 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
CFO's Phone Number	828.697.4821
Person Completing this Application	Matthew Cable
Person's Job Title	Transportation Planner
Person's Email Address	mcable@hendersoncountync.org
Person's Phone Number	828.694.6557
Community Transportation System	WCCA/Apple Country Transportation
Name of Transit Contact Person	Bill Crisp
Transit Contact Person's Email Address	bcrisp@wcca.net

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.

FY2015 ROAP Program Schedule

Pre-Deadline Disbursement (25%)	September 26, 2014
Application Deadline	October 24, 2014
Final Disbursement (75%)	November 14, 2014

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 or 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?	YES
B. In addition to the public hearing notice and the public hearing, were other outreach efforts conducted to inform the public about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided to sub-allocate the ROAP funds?	YES
C. Does the federally funded Community Transportation System operating in the county have a Community Transportation Service Plan (CTSP) or Community Transportation Improvement Plan (CTIP) that was developed in the last five years or being completed at this time? <i>Date of the plan: 02/24/1999</i>	NO
D. Does your county have a Coordinated Public Transit-Human Services Transportation Plan (LCP) that provides a list of unmet transportation needs and/or gaps in transportation services? <i>Date of the plan: 03/29/2012</i>	YES
E. Does the county have other transportation plans that address public transportation needs?	YES
If yes, list and describe these plans. Henderson County Transit Operations Analysis, completed by URS in 2009.	
F. How did the county decide who would receive the ROAP funds? List the names of anyone who participated in the decision to suballocate the ROAP funds and their role in the community. Western Carolina Community Action (WCCA) and the County entered into a renewing contract in 2008 allowing WCCA, operator of Apple Country Transportation, to be the recipient of the ROAP funds.	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient? Western Carolina Community Action (WCCA), operator of Apple Country Transportation, is Henderson County’s designated transportation provider. We participated in the process and accepted their recommendations as to how to program the funds.	

Financial Management of ROAP Funds	Yes or No
H. Does the county disburse/allocate ROAP funds to any county governmental departments?	NO
I. If yes, how does the county account for these funds within the county's accounting system? N/A	
J. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	YES
K. If yes, does the county have a written agreement with these agencies that addresses the proper use and accountability of these funds? <i>(Include a sample agreement with application)</i>	YES
L. ROAP funds cannot be used instead of using the existing transportation funding an agency or organization receives from any other funding source. If any of the departments, agencies or organizations receiving ROAP funding from the county get transportation funding from other Federal, State or Local funding sources, list those funding programs: Western Carolina Community Action (WCCA) receives funding through an NCDOT Community Transportation Program grant, Title III , Sheltered Workshop, and Medicaid reimbursements. WCCA also receives pass through FTA (5307) funding under contract with Henderson County to provide transportation services throughout the metro area of Hendersonville and Fletcher.	
M. Do any subrecipients receive ROAP funds before any trips are provided, and refund the unused portion at the end of the period of performance?	NO
N. Are ROAP funds being deposited in an interest bearing account?	NO
If no, then why aren't ROAP funds deposited in an interest bearing account? The administrative costs would exceed the interest earned	
O. What does the county do with the interest from the ROAP funds? N/A	
P. 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?	YES
Q. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: <i>Yes is the only correct answer.</i>	YES
Monitoring and Oversight Responsibilities	Yes or No
R. The Finance Officer OR the Executive Director of an eligible transportation authority will be responsible for the oversight and evaluation of the transportation services provided with the ROAP funding? IMPORTANT: <i>Yes is the only correct answer.</i>	YES
S. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	YES
T. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? Monthly	
U. Does the county require the subrecipients of ROAP funds to use the transportation services of the federally funded Community Transit System operating in the county?	N/A
V. Are subrecipients of ROAP funds coordinating transportation services with other subrecipients in the county therefore reducing any duplication of effort?	YES

Accountability to North Carolina Taxpayers	Yes or No
W. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	YES
X. 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?	YES
Y. A semi-annual ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2015? (<i>name, title, employer</i>) Bill Crisp, Transportation Director, Apple Country Transportation/WCCA	

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.

Elderly and Disabled Transportation Assistance Program Questions	Yes or No
A. What will be the purposes of the trips provided with EDTAP 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 <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	
B. How will the transportation service 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"/> Agency Staff Driver <input type="checkbox"/> Volunteer Driver Program	
C. Are any of the EDTAP services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> Plan Title:	NO
D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	NO
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives?	N/A
Can the Community Transit System use any of the EDTAP funds it receives to provide transportation for elderly and disabled citizens of the county who do not have a human service agency or organization to pay for the service?	YES

Elderly and Disabled Transportation Assistance Program Questions (con't)	Yes or No
<p>If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the elderly and disabled? <i>See these page numbers in the plan:</i> Plan Title: CTSP 1999</p>	N/A
<p>Does the CTSP recommend any new EDTAP funded services for FY2015? <i>See these page numbers in the plan:</i> Plan Title:</p>	NO
<p>E. 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 only.</i>)</p> <p>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</p>	NO
<p>F. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?</p>	NO
<p>If yes, how much will the fare be? A fare is not required but donations are accepted.</p>	
<p>If yes, how will the fare revenue be used? Funds are credited back to the EDTAP program revenue budget and are expended only for EDTAP purposes.</p>	
<p>G. Do any of the subrecipients of EDTAP funds restrict EDTAP funded trips based on the origin, timing or destination of the trip?</p>	NO
<p>H. Is there a process or policy for determining when it is appropriate to transfer EDTAP funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?</p>	N/A
<p>I. 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?</p>	NO, WCCA pays in the event of a shortfall.

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.

Employment Transportation Program Questions	Yes or No
<p>A. What will be the purposes of the transportation services provided with EMPL funds? (<i>Check all that apply</i>)</p> <p><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 type="checkbox"/> Child(ren) of working parent transported to Child Care</p>	
<p>B. How will the transportation service 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>	

Employment Transportation Program Questions (con't)	Yes or No
C. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips. EMPL clients are defined as persons without transportation alternatives, public or private. Most of them are unable to obtain a driver's license and do not have access to any other form of transportation. They utilize the service in order to maintain or to locate employment.	
D. Are any of the EMPL services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	NO
E. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?	NO
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?	N/A
Can the Community Transit System use any of the EMPL funds it receives to provide transportation for citizens in the county who need transportation to a job or employment related destination and who do not have a human service agency or organization to pay for the service?	YES
If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the employed or unemployed? <i>See these page numbers in the plan:</i> <i>Plan title: CTSP 1999</i>	N/A
Does the CTSP recommend any new EMPL funded services for FY2015? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	NO
F. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?	NO
If yes, how much will the fare be? A fare is not required but donations are accepted.	
If yes, how will the fare revenue be used? Funds are credited back to the EMPL program revenue budget and are expended only for EMPL purposes.	
G. Do any of the subrecipients of EMPL funds restrict EMPL funded trips based on the origin, timing or destination of the trip?	NO
H. Is there a process or policy for determining when it is appropriate to transfer funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?	N/A
I. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	NO
J. 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 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	NO
K. EMPL funded trips are expected to be provided throughout the entire year. If the EMPL funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	NO, WCCA pays in the event of a shortfall.

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.

Rural General Public Transportation Program Questions	Yes or No
<p>A. What will be the trip purposes of the transportation services provided with RGP funds? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <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 	
<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Transportation System <input type="checkbox"/> Private Provider <input type="checkbox"/> Taxi Service <input type="checkbox"/> Volunteer Driver Program 	
<p>C. Are any of the RGP funded services the transit system will provide listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> Plan title:</p>	NO
<p>D. If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the general public services the transit system does in the county for citizens who need transportation but don't have a human service agency or organization to pay for the service? <i>See these page numbers in the plan:</i> Plan title: CTSP 1999</p>	N/A
<p>E. Does the CTSP recommend any new RGP funded services for FY2013? <i>See these page numbers in the plan:</i> Plan title:</p>	NO
<p>F. Will RGP trips be provided to citizens who need transportation but don't have a human service agency or organization to pay for the trip?</p>	YES
<p>G. Will any of the RGP funded trips be restricted based on origin, timing or destination of the trip to control the expenditure of funds overtime?</p>	YES
<p>H. 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?</p>	YES
<p>If yes, how much will the fare be? The fare is \$1.50 per trip. Donations are accepted.</p>	

If yes, how will the fare revenue be used? Fare revenue is credited to the RGP program, is used as the match, and the remaining balance is expended on the program.	
Rural General Public Transportation Program Questions (con't)	Yes or No
If no, describe the source of the required matching funds? N/A	
I. Will RGP funded trips be coordinated with human service agency trips?	YES
J. How will the Community Transit System market the proposed RGP funded services? Print advertisement, radio advertisement, and electronic messaging signage.	
K. 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 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	N/A
L. Is any part of the county in an urbanized area according to the 2010 census?	YES
M. 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 services?	NO, WCCA pays in the event of a shortfall.

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 October 24, 2014 by the County of Henderson. The public hearing will be held on October 6, 2014 at 5:30 p.m. at the Henderson County commissioners meeting in the Board of Commissioners Meeting Room located at the Henderson County Historic Courthouse, at 1 Historic Courthouse Square, Hendersonville, NC. Henderson County will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact Terry Wilson, Clerk to the Board, as soon as possible so that arrangements can be made.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is July 1, 2014 through June 30, 2015. The FY2015 individual program totals are:

PROGRAM	TOTAL
EDTAP	\$85,032
EMPL	\$22,851
RGP	\$88,212
TOTAL	\$196,095

This application may be inspected at the offices of the Henderson County Planning Department, located at 100 North King Street, Hendersonville, NC 28792 from 8:00 a.m. to 4:30 p.m. Monday-Friday. Written comments should be directed to Matthew Cable, Transportation Planner, Henderson County Planning Department, at the above address, before October 6, 2013.

The public hearing notice ran Thursday, September 25, 2014 in the Hendersonville Tribune and Friday, September 26, 2014 in the Hendersonville Times-News.

Aviso de Audiencia Pública

La Presente es para informar al público de la oportunidad de asistir a una audiencia pública sobre el proyecto de Programa de Asistencia Rural de funcionamiento (ROAP) solicitud que deberá presentarse al Departamento de Transporte de Carolina del Norte, no más tarde del 24 de octubre de 2014, por el Condado de Henderson. La audiencia pública se llevará a cabo el 06 de octubre de 2014 a las 5:30 pm en la Junta de Comisionados del Condado de Henderson reunión en el 1 Historic Courthouse Square, Hendersonville, NC. El condado de Henderson proporcionará ayudas y servicios auxiliares conforme a la ADA para personas con discapacidad que deseen participar en la audiencia. Cualquier persona que requiera de servicios especiales debe contactar a Terry Wilson, Secretario de la Junta, tan pronto como sea posible, de manera que se puedan hacer arreglos.

Los programas incluidos en la solicitud de ROAP son los siguientes:

1. Asistencia de Ancianos y Discapacitados de Transporte (EDTAP) proporciona ayuda para el transporte de los ciudadanos ancianos y discapacitados.
2. Transporte de empleo Programa de Asistencia proporciona ayuda para el transporte de personas con necesidades de empleo relacionados con el transporte.
3. Rural Pública General (RGP) proporciona ayuda para el transporte de personas que viven en zonas no urbanizadas de condado de Henderson.

El plazo de ejecución de los fondos de ROAP es 01 de julio 2014 al 30 de junio de 2015. El año fiscal 2015 asciende a ROAP cada programa son:

PROGRAMMA	TOTAL
EDTAP	\$85,032.00
EMPL	\$22,851.00
RGP	\$88,212.00
TOTAL	\$196,095.00

Esta aplicación puede ser inspeccionada en las oficinas del condado de Henderson Planificación, 100 North King Street, Hendersonville, NC, 28792, 8:00 am-4:30 pm de lunes a viernes. Los comentarios escritos deben ser dirigidos a Matthew Cable, Transportation Planner, el condado de Henderson Planificación en la dirección indicada antes del 6 de octubre.

The public hearing notice ran Friday, September 26, 2014 in the Hendersonville Times-News and Wednesday, September 24, 2014 in La Voz Independiente (with a notice of correction to ensure accuracy on Wednesday October 1, 2014).

CERTIFIED STATEMENT
FY2015
RURAL OPERATING ASSISTANCE PROGRAM
County of Henderson

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, 2014 to June 30, 2015 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 Henderson 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 and services for 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 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 are 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 FY2015 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 FY2015 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$85,032	\$85,032
Employment Transportation Assistance Program (EMPL)	\$22,851	\$22,851
Rural General Public Program (RGP)	\$88,212	\$88,212
TOTAL	\$196,095	\$196,095

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

Signature of County Manager/Administrator

Steve Wyatt

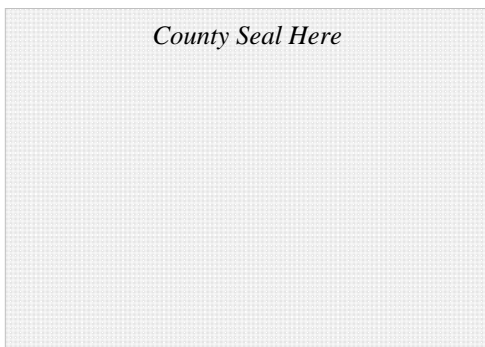
Printed Name of County Manager/Administrator

Signature of Board of County Commissioners Chairperson

Charles Messer

Printed Name of Chairperson

State of North Carolina County of



Signature of County Finance Officer

J. Carey McLelland

Printed Name of County Finance Officer