REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: October 5, 2015

SUBJECT:	Public Hearing for the FY 2016 Rural Operating Assistance Program (ROAP)
PRESENTER:	Matthew Champion, Transportation Planner
ATTACHMENTS:	 ROAP Application with Sub Allocation Worksheet Notice of Public Hearing (English & Spanish) Certified Statement

SUMMARY OF REQUEST:

The Henderson County Board of Commissioners scheduled this public hearing regarding the FY 2016 North Carolina Department of Transportation (NCDOT) Rural Operating Assistance Program (ROAP) grant application in the amount of \$171,429. Henderson County's FY 2016 allocation is decreased by \$24,666 from FY 2015.

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, and 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 24, 2015 and in the Times News on Friday, September 25, 2015 and (in Spanish) in La Voz Independiente on Wednesday, September 23, 2015. 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 2016 ROAP grant application.

Application for Transportation Operating Assistance

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FY2016 Rural Operating Assistance Program Funds

Application Completed by: _

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.

Date:

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%) Application Deadline

Final Disbursement (75%)

TBA – Waiting on Final State Budget **October 19, 2015**

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?	YES	
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?		
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	YES	
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?	YES	
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>)	YES	
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>)		NO
G. Are ROAP funds being deposited in an interest bearing account?		NO
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?	YES	
I. 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	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?	YES	
K. If progress reports and/or operating statistical reports are required by the county, how frequently a provided to the county for evaluation? Monthly		
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?		NO
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?	YES	

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		
Western Carlina Community Action, Inc.	\$ 85,157	4,578	\$ 18.60		
	\$		\$		
	\$		\$		
	\$		\$		
	\$		\$		
	\$		\$		
	\$		\$		
	\$		\$		
	\$		\$		
	\$		\$		
TOTAL	\$ 85,157	4,578			
Elderly and Disabled Transportation Assistance					
N. What will be the purposes of the trips provided with EDT.	AP funds? (Check all t	hat apply)			
 Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking Job interviews, job fair attendance, job readiness activities or training, GED classes Transportation to workplace Group field trips/tours to community special events (Federal charter regulations apply to transit.) Overnight trips to out-of-county destinations (Federal charter regulations apply to transit) Human service agency appointments 					
O. How will the transportation services be provided? (Check of Division Public Transportation System □ Private Provider □ Taxi Service □ Agency Staff Driver □ Volunteer Driver Program	all that apply)				

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?		NO
 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 		NO
R. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?		NO
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?		NO

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
Western Carolina Community Action, Inc.	\$ 24,721	2,554	\$ 9.68
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL	\$ 24,721	2,554	
Employment Transportat			
T. What will be the purposes of the transportation services pr	ovided with EMPL fu	inds? (Check all the	at apply)
 ☑ Job interviews, job fair attendance, job readiness activities of ☑ Transportation to workplace (Scheduled by the individual of □ Child(ren) of working parent transported to Child Care 		ed trips.)	
U. How will the transportation services be provided? (Check	all that apply)		
 Public Transportation System Private Provider Taxi Service Agency Staff Driver Volunteer Driver Program 			

V. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL function EMPL clients are defined as persons without transportation alternatives, public or private. Most of the to obtain a driver's license and do not have access to any other form of transportation. They utilized the order to maintain or to locate employment	em are unal e service i	in
Elderly and Disabled Transportation Assistance Program Questions (con't) Yes	No	0
W. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?	NO	0
X. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?	NC	С
Y. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	NC	С
 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 	NC	0
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?	NC	0

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
Western Carolina Communit Action, Inc.	\$ 61,551	3,217	\$ 19.13
TOTAL	\$ 61,551	3,217	
Rural General Public Transportation Progr	am Questions		Yes or No
AB. What will be the trip purposes of the transportation servi	ices provided with RC	GP funds? (Check a	all that apply)
 Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking Job interviews, job fair attendance, job readiness activities or training, GED classes Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) Child(ren) of working parent transported to child care Group field trips/tours to community special events (Federal charter regulations apply to transit.) Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) Human service agency appointments 			
AC. How will the transportation services be provided? (Check ⊠ Public Transportation System □ Private Provider □ Taxi Service □ Volunteer Driver Program	k all that apply)		

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?	YES	
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?	YES	
AF. Will RGP funded trips be coordinated on vehicles with human service agency trips?	YES	
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</i> only) 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	YES	
AH. Is any part of the county in an urbanized area according to the 2010 census?	YES	
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?		NO

	Elderly and Disabled Transportation Assistance Program Proposed		Employment Transportation Assistance Program Proposed		Rural General Public Transportation Proposed	
Agencies Receiving Sub-Allocations						
	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips
Western Carolina Community Action	\$85,157	4578	\$24,721	2554	\$36,551	1997
	\$0		\$0		\$25,000	1220
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
TOTAL AMOUNT	\$85,157	4578	\$24,721	2554	\$61,551	3217

FY2016 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocations	EDTAP	EMPL	RGP
	Avg Cost of Trip	Avg Cost of Trip	Avg Cost of Serv
Western Carolina Community Action	\$16.78	\$12.38	\$26.59
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00

Initials - MDS Reviewer

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 19, 2015 by the County of Henderson. The public hearing will be held on October 5, 2015 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, 2015 through June 30, 2016. The FY2016 individual program totals are:

PROGRAM	TOTAL
EDTAP	\$85,157
EMPL	\$24,721
RGP	\$61,551
TOTAL	\$171,429

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 Champion, Transportation Planner, Henderson County Planning Department, at the above address, before October 5, 2015.

The public hearing notice ran Thursday, September 24, 2015 in the Hendersonville Tribune and Friday, September 25, 2015 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 19 de octubre de 2015, por el Condado de Henderson. La audiencia pública se llevará a cabo el 05 de octubre de 2015 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 2015 al 30 de junio de 2016. El año fiscal 2016 asciende a ROAP cada programa son:

PROGRAMMA	TOTAL	
EDTAP	\$85,157.00	
EMPL	\$24,721.00	
RGP	\$61,551.00	
TOTAL	\$171,429.00	

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 Champion, Transportation Planner, el condado de Henderson Planificación en la dirección indicada antes del 5 de octubre 2015.

The public hearing notice ran Friday, September 25, 2015 in the Hendersonville Times-News, and Wednesday, September 23, 2015 in La Voz Independiente.

CERTIFIED STATEMENT FY2016 RURAL OPERATING ASSISTANCE PROGRAM County of <u>Henderson</u>

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 <u>Henderson</u> 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)	\$85,157.00	\$85,157.00
Employment Transportation Assistance Program (EMPL)	\$24,721.00	\$24,721.00
Rural General Public Program (RGP)	\$61,551.00	\$61,551.00
TOTAL	\$171,429.00	\$171,429.00

WITNESS my hand and county seal, this 05 day of October, 2015.

Signature of County Manager/Administrator Steve Wyatt

Signature of County Finance Officer J. Carey McLelland

Printed Name of County Finance Officer

Printed Name of County Manager/Administrator

State of North Carolina County of Henderson

County Seal Here