

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** September 6, 2016

**SUBJECT:** FY 2017 Rural Operating Assistance Program (ROAP) Application to the North Carolina Department of Transportation

**PRESENTER:** Matthew Champion, Transportation Planner

**ATTACHMENTS:** 1. ROAP Application  
2. Certified Statement

#### **SUMMARY OF REQUEST:**

The Henderson County Planning Department Staff has prepared the grant application regarding the FY 2017 North Carolina Department of Transportation (NCDOT) Rural Operating Assistance Program (ROAP) in the amount of \$189,510. Henderson County's FY 2017 allocation is increased by \$18,081 from FY 2016.

The County receives these grant funds annually and passes them through to Western Carolina Community Action (WCCA), the NCDOT designated Henderson County rural 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.

Henderson County submits the application on behalf of the operator, Western Carolina Community Action (WCCA). No County funds are required for this program.

#### **BOARD ACTION REQUESTED:**

Staff requests the Board of Commissioners 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 2017 ROAP grant application.

# Application for Transportation Operating Assistance

## *FY2017 Rural Operating Assistance Program Funds*

<b>Name of Applicant (County)</b>	<b>Henderson County</b>
<b>County Manager</b>	<b>Steve Wyatt</b>
County Manager's Email Address	<a href="mailto:swyatt@hendersoncountync.org">swyatt@hendersoncountync.org</a>
<b>County Finance Officer</b>	<b>Carey McLelland</b>
CFO's Email Address	<a href="mailto:carey@hendersoncountync.org">carey@hendersoncountync.org</a>
CFO's Phone Number	828-697-4821
<b>Person Completing this Application</b>	<b>Matt Champion</b>
Person's Job Title	Transportation Planner
Person's Email Address	<a href="mailto:mchampion@hendersoncountync.org">mchampion@hendersoncountync.org</a>
Person's Phone Number	828-694-6557
<b>Community Transportation System</b>	<b>WCCA/Apple Country Public Transportation System</b>
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. I certify and understand that if the quarterly milestone reports are not submitted on or before the due dates that 1/2 of 1 percent per business day, beginning the day after the due date until the date the report is received, will be deducted from the following quarter's disbursement. I certify and understand that any quarterly unspent funds will be deducted from the following quarter's allocation and the total amount of unspent funds at the end of the period of performance will be deducted from the following year's allocation.**

County Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Finance Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

## Application Instructions

County officials should read the **ROAP Program Administration Guide** 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 necessary, 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.

### FY2017 ROAP Program Schedule

<b>Application Deadline</b>	<b>August 22, 2016</b>
Quarter 1 Disbursement	September 15, 2016
Quarter 1 Milestone Report due	October 31, 2016
Quarter 2 Disbursement	December 15, 2016
Quarter 2 Milestone Report due	January 31, 2017
Quarter 3 Disbursement	March 15, 2017
Quarter 3 Milestone Report due	April 30, 2017
Quarter 4 Disbursement	May 15, 2017
Quarter 4 Milestone Report due	July 31, 2017

### County’s Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. 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 only eligible activities
- 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 quarterly reports 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 Transportation System, to recommend how the ROAP funds should be sub-allocated?	<b>Yes</b>	
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?	<b>Yes</b>	
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	<b>Yes</b>	

<b>Financial Management of ROAP Funds</b>	<b>Yes</b>	<b>No</b>
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	<b>Yes</b>	
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>	<b>Yes</b>	
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>		<b>No</b>
G. Are ROAP funds being deposited in an interest bearing account?		<b>No</b>
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?	<b>Yes</b>	
I. Is supporting documentation maintained for all ROAP grant financial transactions for five years? <b>IMPORTANT: Yes is the only correct answer.</b>	<b>Yes</b>	
<b>Monitoring and Oversight Responsibilities</b>	<b>Yes</b>	<b>No</b>
J. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	<b>Yes</b>	
K. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? <b>Monthly</b>		
L. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?		<b>No</b>
<b>Accountability to North Carolina Taxpayers</b>	<b>Yes</b>	<b>No</b>
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?	<b>Yes</b>	

## 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	How will the transportation services be provided	Name of Transportation Provider	EDTAP Suballocation	Estimated One Way Trips	Avg. Cost of Trip
<b>WCCA/Apple Country Trans</b>			<b>\$ 95,943</b>	<b>6642</b>	\$14.44
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>TOTAL</b>			<b>\$ 95,943</b>	<b>6642</b>	
<b>Elderly and Disabled Transportation Assistance Program Questions</b>					
<p>N. What will be the purposes of the trips provided with EDTAP funds? <i>(Check all that apply)</i></p> <p> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking  <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes  <input checked="" type="checkbox"/> Transportation to workplace  <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.)  <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit)  <input checked="" type="checkbox"/> Human service agency appointments                 </p>					
<b>Elderly and Disabled Transportation Assistance Program Questions (con't)</b>			<b>Yes</b>	<b>No</b>	
O. Does the federally funded Community Transportation System operating in your county receive a sub-allocation of EDTAP funds?				<b>No</b>	
P. 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				<b>No</b>	
Q. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?				<b>No</b>	
R. 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?				<b>No</b>	

## Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned from 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	How will the transportation services be provided	Name of Transportation Provider	EMPL Suballocation	Estimated One Way Trips	Avg. Cost of Trip
<b>WCCA/Apple Country Trans</b>			<b>\$ 24,289</b>	<b>2456</b>	<b>\$ 9.88</b>
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>TOTAL</b>			<b>\$ 24,289</b>	<b>2456</b>	

### Employment Transportation Program Questions

S. What will be the purposes of the transportation services provided with EMPL funds? *(Check all that apply)*

- Job interviews, job fair attendance, job readiness activities or training
- Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.)
- Child(ren) of working parent transported to Child Care

T. 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 utilized the service in order to maintain or to locate employment

Employment Transportation Assistance Program Questions (con't)	Yes	No
U. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?		<b>No</b>
V. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?		<b>No</b>
W. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?		<b>No</b>
X. 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		<b>No</b>
Y. 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?		<b>No</b>

## 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. RGP funds are only available to Coordinated Transportation Systems offering general public transportation in the non-urbanized area of the county.

Organizations or Departments Receiving RGP Funds	How will the transportation services be provided	Name of Transportation Provider	RGP Suballocation	Estimated One Way Trips	Avg. Cost of Trip
<b>WCCA/Apple Country</b>			<b>\$ 69278</b>	<b>3504</b>	<b>\$ 19.77</b>
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>TOTAL</b>			<b>\$ 69,278</b>	<b>3504</b>	

<b>Rural General Public Transportation Program Questions</b>		
Z. What will be the trip purposes of the transportation services provided with RGP funds? <i>(Check all that apply)</i> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking</li> <li><input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes</li> <li><input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.)</li> <li><input checked="" type="checkbox"/> Child(ren) of working parent transported to child care</li> <li><input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.)</li> <li><input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.)</li> <li><input type="checkbox"/> Human service agency appointments</li> </ul>		
AA. 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?	<b>Yes</b>	
<b>Rural General Public Program Questions (con't)</b>	<b>Yes</b>	<b>No</b>
AB. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?	<b>Yes</b>	
AC. Will RGP funded trips be coordinated on vehicles with human service agency trips?	<b>Yes</b>	
AD. Will the Community Transportation System use any of their RGP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only)</i> <ul style="list-style-type: none"> <li>5310 – Elderly Individuals and Individuals with Disabilities Program</li> <li>5311 - Non-urbanized Area Formula Program</li> <li>5316 – Job Access and Reverse Commute Program (JARC)</li> <li>5317 – New Freedom Program</li> </ul>	<b>Yes</b>	
AE. Is any part of the county in an urbanized area according to the 2010 census?	<b>Yes</b>	

AF. 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?		<b>No</b>
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**CERTIFIED STATEMENT**  
**FY2017**  
**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. CCP, 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, 2016 to June 30, 2017 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 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 FY2017 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 quarterly milestone reports 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 FY2017 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$95,943	_____
Employment Transportation Assistance Program (EMPL)	\$24,289	_____
Rural General Public Program (RGP)	\$69,278	_____
<b>TOTAL</b>	<b>\$189,510</b>	_____

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

\_\_\_\_\_  
Signature of County Manager/Administrator

\_\_\_\_\_  
Signature of County Finance Officer

\_\_\_\_\_  
Printed Name of County Manager/Administrator

\_\_\_\_\_  
Printed Name of County Finance Officer

State of North Carolina County of

