

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: January 6, 2020

SUBJECT: FY 2020 Rural Operating Assistance Program (ROAP) Application to the North Carolina Department of Transportation

PRESENTER: Janna Peterson, Planner III

ATTACHMENTS:

1. ROAP Application
2. Allocation of ROAP Funds for Henderson County
3. Certified Statement

SUMMARY OF REQUEST:

The Henderson County Planning Department has prepared the FY 2020 North Carolina Department of Transportation (NCDOT) Rural Operating Assistance Program (ROAP) grant application in the amount of \$221,526.02. Henderson County's FY 2020 total allocation is greater than the amount allocated in FY19 (\$189,141).

The County applies for ROAP grant funds annually on behalf of Western Carolina Community Action (WCCA), the NCDOT designated Henderson County rural transit provider. WCCA provides transit services according to specified eligibility requirements and performance standards and supplies the required matching funds for the grant. The grant funds are allocated to three subcategories to provide for senior and disabled transportation programs, employment related travel for the general public and DSS clients, transportation for disadvantaged populations, and demand response transportation for citizens who live in designated 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. The application submittal date was extended to January 17, 2020 due to State budget delays.

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 2020 ROAP grant application.

Application for Transportation Operating Assistance

FY2020 Rural Operating Assistance Program (ROAP) Funds

Name of Applicant (County)	Henderson
County Manager	Steve Wyatt
County Manager's Email Address	swyatt@hendersoncountync.gov
County Finance Officer	Samantha Reynolds
CFO's Email Address	sreynolds@hendersoncountync.gov
CFO's Phone Number	828.697.4821
Person Completing this Application	Janna Peterson
Person's Job Title	Planner III
Person's Email Address	jpgerson@hendersoncountync.gov
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.org

Application Completed by: _____ Date: _____
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the bi-annual and annual milestone reports and any other status reports required by the Integrated Mobility Division (IMD) are not submitted on or before the due dates, the next scheduled disbursement will be held until all reports are submitted.

I certify and understand that the county will be invoiced by NC DOT for any unspent funds at the end of the period of performance and that funds for the next fiscal year will not be disbursed until re-payment has been made.

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-IMD Mobility Development Specialist assigned to the area served by the transit system.

FY2020 ROAP Program Schedule

Application Deadline **January 17, 2020**

Partial Funds Disbursement **January 3, 2020**
March 6, 2020

***All outstanding unspent funds must be repaid to NCDOT before disbursement of FY2020 funds can be made.**

Milestone Reports

Milestone Report #1

February 28, 2020

Milestone Report #2

July 31, 2020 (Annual)

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 only on eligible activities as described in Appendix A of the ROAP Guidance.**
- **Supporting documentation of expenditures by all sub-recipients is required.**
- 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 bi-annual reports to NCDOT with supporting documents
- ROAP funds received and expended are included in the local annual audit

ROAP funds will be disbursed to counties in two lump-sum payments in the Rural General Public program. Counties have the flexibility to determine how the funding will be used to meet the needs of the citizens and how to sub-allocate the funding to meet the transportation needs, but the guidelines for each program used must be followed and trips accounted for by program used.

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?	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?	Yes	
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> See Attachment 1.	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 deposited in an interest-bearing account?		No
H. Does the county provide local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	Yes	
Monitoring and Oversight Responsibilities	Yes	No
I. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. How frequently are these provided to the county? In what format? The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost. What form of documentation is collected? Monthly invoices capture the statistics and rider eligibility is verified annually by the County for any new rider applicants. County policy is attached.	Yes	
J. 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?		No
K. Will any of the subrecipients use their ROAP 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 Yes 5311 - Non-urbanized Area Formula Program No 5316 – Job Access and Reverse Commute Program (JARC) No 5317 – New Freedom Program No		
L. Will any of the subrecipients charge a fare for a ROAP funded trip? Yes		
M. Describe the eligibility criteria to be used in this county to determine who will be provided ROAP funded trips. What documents are used to determine eligibility? The subrecipient documents rider eligibility in a database like the example attached. A rider must present identification to verify age or present a disability for EDTAP funding. DSS or a Workforce Development agency provides information for riders who qualify for EMPL funding or the rider’s destination must be related to employment purposes. Qualified riders using RGP funding must originate or arrive in a designated rural area for each trip and must answer whether they are a recipient of transportation service provided by a human service agency or organization.		

N. 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?	Yes	
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Allocation of ROAP Funds for Henderson County

NCDOT Public Transportation Division (PTD) revised several administrative requirements of the ROAP program for FY20. One of these changes is that funds will be disbursed by the state in one lump sum as Rural General Public (RGP) funds. The County has the flexibility to use these funds as needed in each of the three subcategories to provide eligible services. The ROAP subrecipient, Western Carolina Community Action (WCCA), is amenable to the state recommended allocation of funds:

State-Funded Rural Operating Assistance Program (ROAP)	Allocation
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$112,204.82
Employment Transportation Assistance Program (EMPL)	\$28,009.03
Rural General Public Program (RGP)	\$81,312.17
TOTAL	\$221,526.02

CERTIFIED STATEMENT
FY2020
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, Integrated Mobility 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 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2019 to June 30, 2020 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 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 FY2020 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 bi-annual milestone reports to NCDOT – Integrated Mobility Division or its designee. **Back-up documentation is required to support the bi-annual and annual reports, failure to provide documentation will affect future disbursements.**
- 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 amount of FY2020 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Rural General Public Program (RGP)	<u>\$221,526.02</u>	<u>\$221,526.02</u>
TOTAL	<u>\$221,526.02</u>	<u>\$221,526.02</u>

WITNESS my hand and county seal, this ____ day of _____, 2020.

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

