

Application for Transportation Operating Assistance

FY 2014 Rural Operating Assistance Program Funds

Name of Applicant (County)	Craven County
County Manager	Jack Veit
County Manager's Email Address	jveit@cravencountync.gov
County Finance Officer	Rick Hemphill
CFO's Email Address	rhemphill@cravencountync.gov
CFO's Phone Number	252-636-6603
Person Completing this Application	Terry Jordan
Person's Job Title	CARTS Director
Person's Email Address	tjordan@cravencountync.gov
Person's Phone Number	252-636-4917
Community Transportation System	Craven Area Rural Transit System
Name of Transit Contact Person	Terry Jordan
Transit Contact Person's Email Address	tjordan@cravencountync.gov

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.

FY2014 ROAP Program Schedule

ROAP funds will be disbursed based on which deadline the applicant meets.

First Application Deadline	September 16, 2013
Disbursement if 1 st Deadline is met (100%)	September 30, 2013
Second Chance Application Deadline	October 18, 2013
Disbursement if 2 nd Deadline is met (100%)	October 31, 2013

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: 2007</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: 7/2013</i>	Yes
E. Does the county have other transportation plans that address public transportation needs?	No
If yes, list and describe these plans. n/a	
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. The Craven County Management Team consists of the County Manager, Assistant County Manager and the Assistant County Manager/Finance Officer. The team decides during the budget process that funds will be distributed to CARTS.	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient? This decision is based on prior years’ experience, it is also discussed at the TAB meeting and is the recommendation of the TAB that ROAP funds are disbursed to the Community Transportation System. Also no other human service agencies request the funding.	

Financial Management of ROAP Funds	Yes or No
H. Does the county disburse/allocate ROAP funds to any county governmental departments?	Yes
I. If yes, how does the county account for these funds within the county's accounting system? Funds are allocated by the line item code in the Craven County Finance system which is hosted in the county AS400 system. The Assistant County Finance Officer also monitors ROAP expenditures and sent to the CARTS office for verification on a monthly basis.	
J. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	No
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>	N/A
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: N/A	
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?	Yes
If no, then why aren't ROAP funds deposited in an interest bearing account? N/A	
O. What does the county do with the interest from the ROAP funds? Interest is used in the provision of additional trips	
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?	No
Q. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: Yes is the only correct answer.	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: Yes is the only correct answer.	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?	N/A

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 FY2014? <i>(name, title, employer)</i> Kelly Walker Craven Area Rural Transit System Transportation Coordinator – Craven County	

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 type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input 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 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> <i>Plan Title:</i>	No
D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	Yes
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives?	No
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: 6&7</i> Plan Title: Craven Area Rural Transit System Community Transportation Improvement Plan – January 2007</p>	N/A
<p>Does the CTSP recommend any new EDTAP funded services for FY2014? <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>	Yes
<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? N/A</p>	
<p>If yes, how will the fare revenue be used? N/A</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>	Yes - Purpose
<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>	Yes

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, GED classes <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. Funding is used for verifiable trips for employment or employment training purposes	
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?	Yes
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?	No
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:</i>	N/A
Does the CTSP recommend any new EMPL funded services for FY2014? <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?	
If yes, how will the fare revenue be used?	
G. Do any of the subrecipients of EMPL funds restrict EMPL funded trips based on the origin, timing or destination of the trip?	Yes - Purpose
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?	Yes
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?	Yes

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 that will pay for the transportation service. 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:</p>	N/A
<p>E. Does the CTSP recommend any new RGP funded services for FY2013-14? <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>	No
<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? Fares are based on mileage</p>	
<p>If yes, how will the fare revenue be used? Fare revenue will be used to provide additional RGP trips</p>	

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? The CARTS marketing plan includes but is not limited to newspaper ads, County web-site, public outreach, attending community meetings/activities, posters & brochure distribution,	
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	Yes
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?	Yes