

# Application for Transportation Operating Assistance

## *FY2013 Rural Operating Assistance Program Funds*

<b>Name of Applicant (County)</b>	<b>Craven County</b>
<b>County Manager</b>	<b>Jack Veit</b>
County Manager's Email Address	jveit@cravencountync.gov
<b>County Finance Officer</b>	<b>Rick Hemphill</b>
CFO's Email Address	rhemphill@cravencountync.gov
CFO's Phone Number	252-636-6603
<b>Person Completing this Application</b>	<b>Kelly Walker</b>
Person's Job Title	Craven Area Rural Transit System (CARTS) Transportation Coordinator
Person's Email Address	kwalker@cravencountync.gov
Person's Phone Number	252-636-4917
<b>Community Transportation System</b>	<b>Craven Area Rural Transit System</b>
Name of Transit Contact Person	Phyllis Toler
Transit Contact Person's Email Address	ptoler @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.

## FY2013 ROAP Program Schedule

Application Deadline	June 20, 2012
Proposed First Disbursement (25%)	August 15, 2012
Proposed Second Disbursement (75%)	September 28, 2012

### 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 and services funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips, services 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?	<b>Yes</b>
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?	<b>Yes</b>
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>	<b>No</b>
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: 2009</i>	<b>Yes</b>
E. Does the county have other transportation plans that address public transportation needs?	<b>No</b>
If yes, list and describe these plans. <b>n/a</b>	
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. <b>The Craven County Management team consists of County Manager, Jack Veit; Assistant County Manager, Gene Hodges; and Assistant County Manager/Finance Officer, Rick Hemphill. This team decided during the Craven County budget process that funds will be allocated to the Craven County Transportation Department-Craven Area Rural Transit System which is the Regional Transportation System for Craven, Jones, and Pamlico Counties.</b>	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient? <b>Based on previous experience with ROAP funding, all funds were allocated to the Regional Transit System of Craven Area Rural Transit System (CARTS). No other human services agencies requests the funding. It is discussed at a TAB meeting and it is the recommendatiaon of the TAB that all money is given to the Community Transportation System.</b>	

Financial Management of ROAP Funds	Yes or No
H. Does the county disburse/allocate ROAP funds to any county governmental departments?	Yes
Financial Management of ROAP Funds (con't)	Yes or No
I. If yes, how does the county account for these funds within the county's accounting system? <b>Funds are allocated by line item code in the Craven County Finance system which is housed on the county AS400 system. Assistant County Finance Officer, Aletta Brown also monitors and tracks ROAP expenditures in an Excel spreadsheet that is printed and sent out to the CARTS Director for verification on a monthly basis.</b>	
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 transportation services or 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? <b>Interest funds are used to provide additional trips on CARTS.</b>	
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: <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 services and 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? <b>Monthly</b>	
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?	<b>Yes</b>
Accountability to North Carolina Taxpayers (con't)	Yes or No
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?	<b>Yes</b>
Y. A <b>semi-annual</b> ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2013? ( <i>name, title, employer</i> ) <b>Kelly Walker Craven Area Rural Transit System Transportation Coordinator, Craven County</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.

Elderly and Disabled Transportation Assistance Program Questions	Yes or No
A. What will be the purposes of the transportation services 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	
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> <b>Plan Title:</b>	<b>No</b>
D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	<b>Yes</b>
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives?	<b>No</b>
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?	<b>Yes</b>

<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 &amp; 7</i>  <b>Plan Title: Craven Area Rural Transit System Community Transportation Improvement Plan, January 2007</b></p>	<b>Yes</b>
<b>Elderly and Disabled Transportation Assistance Program Questions (con't)</b>	
<p>Does the CTSP recommend any new EDTAP funded services for FY2013?  <i>See these page numbers in the plan:</i>  <b>Plan Title:</b></p>	<b>No</b>
<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>	<b>No</b>
<p>F. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?</p>	<b>No</b>
<p>If yes, how much will the fare be? <i>N/A</i></p>	
<p>If yes, how will the fare revenue be used? <i>N/A</i></p>	
<p>G. Do any of the subrecipients of EDTAP funds restrict EDTAP funded services based on the origin, timing or destination of the trip?</p>	<b>Yes purpose is restricted</b>
<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>	<b>N/A</b>
<p>I. EDTAP funded services 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 services?</p>	<b>Yes</b>

## 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 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</p>	

C. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips. <b>Craven Area Rural Transit System (C.A.R.T.S.) EMPL riders are charged a fee based on mileage. Funds are used only for riders that are employed and destination is to/from employment locations.</b>	
Employment Transportation Program Questions (con't)	Yes or No
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>	<b>No</b>
E. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?	<b>Yes</b>
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?	<b>No</b>
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?	<b>Yes</b>
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: 7</i> <i>Plan title: Craven Area Rural Transit System Community Transportation Improvement Plan, January 2007</i>	<b>Yes</b>
Does the CTSP recommend any new EMPL funded services for FY2013? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	<b>No</b>
F. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?	<b>Yes</b>
If yes, how much will the fare be? <b>Based on mileage</b>	
If yes, how will the fare revenue be used? <b>Fare revenue used to provide additional transportation services.</b>	
G. Do any of the subrecipients of EMPL funds restrict EMPL funded services based on the origin, timing or destination of the trip?	<b>No</b>
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?	<b>Yes</b>
I. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	<b>No</b>
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	<b>No</b>
K. EMPL funded services 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?	<b>Yes</b>

## Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who are not receiving transportation benefits from human service agencies or organizations. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the formula 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"> <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 checked="" type="checkbox"/> Human service agency appointments</li> </ul>	
<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Public Transportation System</li> <li><input type="checkbox"/> Private Provider</li> <li><input type="checkbox"/> Taxi Service</li> <li><input type="checkbox"/> Volunteer Driver</li> </ul>	
<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> <b>Plan title:</b></p>	<b>No</b>
<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: 5 and 6</i> <b>Plan title: Craven Area Rural Transity System Community Transportation Improvement Plan</b></p>	<b>Yes</b>
<p>E. Does the CTSP recommend any new RGP funded services for FY2013? <i>See these page numbers in the plan:</i> <b>Plan title:</b></p>	<b>No</b>
<p>F. Will RGP services be provided to citizens who need transportation but don't have a human service agency or organization to pay for the service?</p>	<b>Yes</b>
<p>G. Will any of the RGP funded services be restricted based on origin, timing or destination of the trip to control the expenditure of funds overtime?</p>	<b>No</b>
<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>	<b>Yes</b>
<p style="text-align: center;">If yes, how much will the fare be? <b>Fares are based on mileage</b></p>	
<p style="text-align: center;">If yes, how will the fare revenue be used? <b>Fare revenue will be used to provide additional RGP trips.</b></p>	

If no, describe the source of the required matching funds? <b>N/A</b>	
<b>Rural General Public Transportation Program Questions (con't)</b>	<b>Yes or No</b>
I. Will RGP funded trips be coordinated with human service agency trips?	<b>Yes</b>
J. How will the Community Transit System market the proposed RGP funded services? <b>CARTS has a marketing plan that includes but is not limited to: brochures, posters, newspaper advertisements, attending community meetings/activities/, Twitter, and web page.</b>	
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	<b>No</b>
L. Is any part of the county in an urbanized area according to the 2000 census?	<b>No</b>
M. RGP funded services 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?	<b>Yes</b>