

Application for Transportation Operating Assistance

FY2012 Rural Operating Assistance Program Funds

Name of Applicant (County)	Craven County
County Manager	Harold Blizzard
County Manager's Email Address	hblizzard@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	Phyllis Toler
Person's Job Title	Craven Area Rural Transit System Director
Person's Email Address	ptoler@cravencountync.gov
Person's Phone Number	252-636-4917
Community Transportation System	Craven Area Rural Transit System
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.
- Some questions require the applicant to send more information, and/or copies of pages from a plan with the application. 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.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2012 ROAP Program Schedule

Early Disbursement (33%)	July 30, 2011
Application Deadline	September 30, 2011
Proposed Second Disbursement (33%)	November 30, 2011
Proposed Third Disbursement (34%)	February 29, 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
<p>A. Were the ten Transportation Needs and Service Surveys completed BEFORE the county decided how to sub-allocate the ROAP funds? IMPORTANT: <i>If the county suballocates funding to any other agencies than the ones listed in the ROAP State Mgt Plan, there will need to be a survey completed by that agency in addition to the ten required surveys.</i></p>	Yes
<p>B. 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?</p>	Yes
<p>C. 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?</p>	Yes
<p>D. 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? Date of the plan: 2007</p>	Yes
<p>E. 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? Date of the plan: 2009</p>	Yes
<p>F. Does the county have other transportation plans that address public transportation needs? IMPORTANT: <i>If yes, a copy of these plans must be provided with the application.</i></p>	No
<p>If yes, list and describe these plans. N/A</p>	

<p>G. 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.</p> <p>Craven County Management team which consist of County Manager-Harold Blizzard , County Assistant Manager-Jack Veit, County Finance Director-Rick Hemphill make the decision which includes \$5,500 going to Craven County Work First and the balance going to Craven Area Rural Transit System which is the Regional Transportation System for Craven, Jones and Pamlico and is advertised as such and is able to provide transportation at a cheaper rate than other providers.</p>	
Transportation Needs and Public Involvement in Funding Decisions (con't)	
<p>H. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient?</p> <p>Based on previous expenditures of ROAP, \$5,500 of EMPL was allocated to Craven County Department of Social Services-Workfirst program, all other remaining funds were allocated to the Regional Transit system of Craven Area Rural Transit System</p>	
Financial Management of ROAP Funds	
Yes or No	
I. Does the county disburse/allocate ROAP funds to any county governmental departments?	Yes
<p>J. If yes, how does the county account for these funds within the county's accounting system?</p> <p>Funds are allocated by Line Item Code in the County Finance System which is located on the AS400 system.</p>	
K. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	No
L. 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
<p>M. 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:</p> <p>Craven County Department of Social Services Workfirst and CARTS are both departments of Craven County Local Government.</p>	
N. 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
O. 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?	
<p>P. What does the county do with the interest from the ROAP funds?</p> <p>Interest funds provided additional CARTS Transportation trips.</p>	
Q. 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
R. 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	
S. The Finance Officer 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
T. 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

U. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? Monthly	
V. 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?	Yes
Monitoring and Oversight Responsibilities (con't)	Yes or No
W. Are subrecipients of ROAP funds coordinating transportation services with other subrecipients in the county therefore reducing any duplication of effort?	Yes
Accountability to North Carolina Taxpayers	Yes or No
X. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	Yes
Y. 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
Z. A semi-annual ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2012? <i>(name, title, employer)</i> Phyllis Toler, CARTS Director, Craven County Local Government	

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 <input type="checkbox"/> Fuel Assistance	
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? IMPORTANT: <i>A copy of the page(s) from the plan that describe the need/gap must be provided with the application.</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
Elderly and Disabled Transportation Assistance Program Questions (con't)	Yes or 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
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? IMPORTANT: A copy of the page(s) from the plan that describes these services must be provided with the application. Page 6 & 7	Yes
Does the CTSP recommend any new EDTAP funded services for FY2012? IMPORTANT: A copy of the page(s) from the plan that describes the recommended services must be provided with the application.	No
E. Will any of the subrecipients use their FY2012 EDTAP 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
F. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?	No
If yes, how much will the fare be? n/a	
If yes, how will the fare revenue be used? n/a	
G. Do any of the subrecipients of EDTAP funds restrict EDTAP funded services based on the origin, timing or destination of the trip?	No
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?	Yes
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?	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> <ul style="list-style-type: none"> <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 checked="" type="checkbox"/> Fuel Assistance <input checked="" type="checkbox"/> Vehicle Repairs <input checked="" type="checkbox"/> Personal Car Insurance 	
Employment Transportation Program Questions (con't)	Yes or No
<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 checked="" type="checkbox"/> Private Provider <input checked="" 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.</p> <p>Craven County Department of Social Services-Work First Craven County residents that are determined eligible for Work First Employment Services will receive employment funded assistance. The Social Worker will complete DSS eligibility screening and application and will indicate in narratives participants that are determined eligible. The Social Worker will request for assistance of these funds and document all information in services file. This service will be monitored by the program Supervisor and Social Worker.</p> <p>Craven Area Rural Transit System (C.A.R.T.S.) EMPL riders are charged a fee based on mileage. Funds are only used for riders that are employed and destination is to/from employment locations.</p>	
<p>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? IMPORTANT: A copy of the page(s) from the plan that describe the need/gap must be provided with the application.</p>	No
<p>E. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?</p>	Yes
<p>If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?</p>	No
<p>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?</p>	Yes
<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 employed or unemployed? IMPORTANT: A copy of the page(s) from the plan that describes these services must be provided with the application. Page 7</p>	Yes
<p>Does the CTSP recommend any new EMPL funded services for FY2012? IMPORTANT: A copy of the page(s) from the plan that describes the recommended services must be provided with the application.</p>	No
<p>F. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?</p>	Yes
<p>If yes, how much will the fare be? CARTS- Based on mileage Craven County DSS-Work First No Fee</p>	
<p>If yes, how will the fare revenue be used? Fare revenue used to provide additional transportation services.</p>	

G. Do any of the subrecipients of EMPL funds restrict EMPL funded services based on the origin, timing or destination of the trip? Riders are charged same fare as RGP riders. When funds is spent, funding source is switched to RGP.	No
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
Employment Transportation Program Questions (con't)	Yes or No
J. Will any of the subrecipients use their FY2012 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 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?	Yes

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 Program Questions	Yes or No
A. What will be the trip purposes of the transportation services provided with RGP 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 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 <input type="checkbox"/> Fuel Assistance	
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"/> Volunteer Driver	
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? IMPORTANT: <i>A copy of the page(s) from the plan that describe the need/gap must be provided with the application.</i>	No

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? IMPORTANT: A copy of the page(s) from the plan that describes these services must be provided with the application. Page 5 & 6	Yes
E. Does the CTSP recommend any new RGP funded services for FY2012? IMPORTANT: A copy of the page(s) from the plan that describes these services must be provided with the application.	No
Rural General Public Program Questions (con't)	Yes or No
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?	Yes
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?	No
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?	Yes
If yes, how much will the fare be? Fares are based on miles	
If yes, how will the fare revenue be used? Fare revenue will be used to provide additional RGP trips.	
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? Carts has a marketing plan that includes but not limited to: brochures, posters, newspaper advertisement, attending community meeting/activities, Twitter, and web page.	
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	No
L. Is any part of the county in an urbanized area according to the 2000 census?	No
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?	Yes