

Brunswick Transit System, Inc.
Rural Operating Assistance Program (ROAP)
Funds Receipt and Administration MOU

Overview and Background

The Rural Operating Assistance Program (ROAP) is a state funded public transportation grant program administered by the North Carolina Department of Transportation Public Transportation Division (NCDOT-PTD). ROAP includes the following programs:

- Elderly and Disabled Transportation Assistance Program (EDTAP)
- Employment Transportation Assistance Program (EMPL)
- Rural General Public (RGP) Program

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.

Requirements

NCDOT-PTD requires a written agreement that addresses the proper use and accountability of ROAP funds in any situation where the county is disbursing the ROAP funds to a non-county department or entity. Since Brunswick County is the actual and direct recipient of all ROAP funds, and Brunswick Transit System, Inc. is the sub-recipient (non-county department), a written agreement of process and accountability is needed. To follow is an outline of ROAP responsibilities, processes, and procedures as agreed upon by Brunswick County and Brunswick Transit System, Inc.

County Responsibilities Processes and Procedures

Brunswick County agrees to the following:

1. To allow Brunswick Transit System, Inc. to complete and submit all ROAP grant applications on behalf of Brunswick County.
2. To hold public hearings if requested or required in regards to the grant application.
3. To review and approve grant documents and submit required documents to Brunswick Transit System, Inc. for inclusion in the application package within such timeframes as to meet grant application deadlines.
4. To disburse electronically to Brunswick Transit System, Inc. ROAP funds received by the county.
5. To review ROAP reports supplied by Brunswick Transit System, Inc.
6. To allow Brunswick Transit System, Inc. to complete the annual report and any other required reports.
7. To be responsible for maintaining all documentation required for state reporting or auditing in regards to any ROAP funds retained by the county and not disbursed to Brunswick Transit System, Inc.

Brunswick Transit System, Inc. Responsibilities, Processes and Procedures

Brunswick Transit System, Inc. agrees to the following:

1. To place all trips into Brunswick Transit System, Inc. trip scheduling software so that trip verification and tracking can take place.
2. To use a fully allocated cost model to determine the shared per trip, per mile or per hour cost of each ROAP trip.
3. To charge a fare to the passenger for each trip taken when appropriate, with a fare rate structure that is pre-approved by the Transportation Advisory Board of Brunswick Transit System, Inc.
4. To reconcile and account for all fares according to the funding source used.
5. To use all fares generated by RGP funded trips for local match of the funds, or to provide additional RGP trips.

6. To use all fares generated by EMPL or EDTAP funded trips to provide additional respective EMPL or EDTAP trips.
7. To keep all ROAP reports or other ROAP information for a minimum of five years.
8. To be responsible for maintaining all documentation required for state reporting or auditing in regards to ROAP funds passed through to Brunswick Transit System, Inc.
9. To request from any county department or other agency information regarding expenditures and use of any ROAP funds retained by the county or sub-allocated as necessary for completion of required reports.
10. To prepare all required ROAP reports and submit to county finance officer for review.
11. To comply with any other state program implementation requirements and accountability guidelines not specifically listed in this agreement.

The period of performance for these funds will be July 1 2021 to June 30 2022. The period of performance will remain the same regardless of the date on which ROAP funds are disbursed to the county.

Randell Woodruff, Brunswick County Manager

Yvonne Hatcher, Executive Director
Brunswick Transit System, Inc.