

# Application for Transportation Operating Assistance

## *FY2022 Rural Operating Assistance Program (ROAP) Funds*

<b>Name of Applicant (County)</b>	<b>Brunswick</b>
<b>County Manager</b>	<b>Randell Woodruff</b>
County Manager's Email Address	randell.woodruff@brunswickcountync.gov
<b>County Finance Officer</b>	<b>Julie Miller</b>
CFO's Email Address	julie.miller@brunswickcountync.gov
CFO's Phone Number	<b>910-253-2060</b>
<b>Person Completing this Application</b>	<b>Yvonne Hatcher</b>
Person's Job Title	Executive Director, Brunswick Transit System, Inc.
Person's Email Address	btsdirector@atmc.net
Person's Phone Number	910-253-7800
<b>Community Transportation System</b>	<b>Brunswick Transit System, Inc.</b>
Name of Transit Contact Person	Yvonne Hatcher
Transit Contact Person's Email Address	btsdirector@atmc.net

Application Completed by: \_\_\_\_\_ Date: 9/15/2021  
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 monthly 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 further certify that ROAP funds will only be used for program purposed to provide trips and will not be used for Administrative or Operational expenses. If it is determined that ROAP funds have been misused, repayment of funds must be made.**

Transit Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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 Regional Grant Specialist assigned to the area served by the transit system.

### FY2022 ROAP Program Schedule

**Application Deadline** **October 1, 2021**

**Anticipated Funds Disbursement** **October 30, 2021**

**\*Counties with unspent FY 2020/FY 2021 Carryover funding will retain the funds and the allocation will be adjusted accordingly.**

**\*Monthly reports due on 30<sup>th</sup> of month following reporting period.**

### 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 on a monthly basis to IMD with supporting documents.
- ROAP funds received and expended are included in the local annual audit.

ROAP funds shall be disbursed in the traditional program allocations in each of the ROAP programs, however, if it is determined that a lump-sum payment can be made to the County, IMD reserves the right to change the method of distributing the funds. 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?	<b>X</b>	

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?	X	
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	X	
<b>Financial Management of ROAP Funds</b>	<b>Yes</b>	<b>No</b>
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	X	
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>	X	
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>		X
G. Are ROAP funds deposited in an interest-bearing account?		X
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?		X
<b>Monitoring and Oversight Responsibilities</b>	<b>Yes</b>	<b>No</b>
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? <b>Quarterly reports are provided to the County documenting how the funds were spent including trips statistics, details and the fully allocated costs associated with the trips by the community transportation system.</b>	X	
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?	X	
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 X 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program		
L. Will any of the subrecipients charge a fare for a ROAP funded trip? YES, the coordinated transportation system, BTS will charge a fare for RGP and EDTAP trips.		
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? EDTAP funded trips support the elderly and disabled in Brunswick County. Eligibility is determined based on EDTAP/ROAP requirements and documentation is collected that certifies the recipient meets the age or disability required. Employment funded trips and services can be provided for individuals that have transitioned off the Work First or Temporary Assistance for Needy Families program within the last 12 months; participants in Workforce Development Programs; and/or the transportation disadvantaged public. Funding may also be used to assist the general public with employment-related transportation needs if they meet the eligibility criteria. RGP funds are used to support the general public in rural Brunswick County, therefore address and geographic data determines eligibility.		
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?	X	